
*fit*together

Orientation Meeting

August 9, 2004





Orientation Meeting

Monday, August 9, 2004

The R. David Thomas Executive Conference Center
University Classroom

Agenda

9:30 – 10:00	Morning refreshments and registration	
10:00 – 10:30	Welcome Overview Introductions	HWTF Lloyd Michener Duke TA Team
10:30 – 11:00	Required Activities Stretch Break	Duke TA Team
11:00 – 11:30	Required Reports Financial Reports and Budget Revision Requests	Duke TA Team HWTF (Richard)
11:30 – 11:45	Action Plans	Duke TA Team
11:45 – 1:00	Lunch (Provided)	Thomas Center Dining Hall
1:00 – 1:30	Progress Reports Stretch Break	Duke TA Team
1:30 – 2:30	Program Evaluation IRB Requirements	ECU Evaluation Team Duke TA Team
2:30 – 3:00	Wrap-up and Adjourn	HWTF Duke TA Team



HWTF and Duke Management Team Personnel

Commission Staff

Jim Davis, Executive Director
Vandana Shah, Policy Director
Richard Clark, Administrative Officer
Alison McLaurin, Director of Marketing and Public Affairs
Mark Ezzell, Community Outreach Coordinator
Sherry Heuser, Grants Administrator
Kristal Kingi-Shearin, Special Projects Coordinator and Operations Assistant

Mailing Address:

7090 Mail Service Center
Raleigh, NC 27699-7090

Physical Address:

501 N Blount Street
Raleigh, NC 27604

Phone: 919-733-4011

Fax: 919-733-1240

Email: hwtfc@ncmail.net

Web site: www.hwtfc.org

Duke Management Team

Dr. Lloyd Michener, Chair
Department of Community and Family Medicine
Duke University Medical Center
Email: miche001@mc.duke.edu
Office Phone: (919) 681-3178

Heidi Churchill, Project Coordinator
Division of Community Health
Email: heidi.churchill@duke.edu
Office Phone: (919) 668-2693
Cell Phone: (919) 812-2196

Susan Yaggy, Chief
Division of Community Health
Department of Community and Family Medicine
Duke University Medical Center
Email: yaggy002@mc.duke.edu
Office Phone: (919) 681-3187

Susanne Schmal, Project Coordinator
Division of Community Health
Email: susanne.schmal@duke.edu
Office Phone: 919-681-5724
Cell Phone: 919-812-3648

Maggie Sauer, Program Administrator
Division of Community Health
Sauer004@mc.duke.edu
Office Phone: (919) 681-3086

Cheryl Drescher, Administrative Assistant
Division of Community Health
Email: cheryl.drescher@duke.edu
Office Phone: (919) 684-5758

Department Fax: 919-681-3371

Mailing Address:

Department of Community and Family Medicine
DUMC 2914
Durham, NC 27710

Physical Address:

DUMC, Dept of Community and Family Medicine
Hanes House, Room 364
Corner of Erwin Road and Trent Drive
Durham, NC 27705



ECU Evaluation Team Personnel

Lauren M. Whetstone, Ph.D.
Assistant Professor
Department of Family Medicine
Research Division
Email: whetstonel@mail.ecu.edu
Office Phone: (252) 744-3080
Office Fax: (252) 744-3079

Kathryn M. Kolasa, Ph.D., RD., LDN
Professor and Section Head
Department of Family Medicine
Nutrition Services and Patient Education
Email: kolasaka@mail.ecu.edu
Office Phone: (252) 744-5462

Doyle "Skip" Cummings, Pharm.D.
Professor of Family Medicine and Pediatrics
Director, Research Division
Department Family Medicine
Email: cummingsd@mail.ecu.edu
Office Phone: (252) 744-2586
Office Fax: (252) 744-3079

Susan L. Morrissey, MA
Research Associate
Department of Family Medicine
Research Division
Email: [morriseys@mail.ecu.edu](mailto:morrisseys@mail.ecu.edu)
Office Phone: (252) 744-3037
Office Fax: (252) 744-3079

Lynda Owen, Ph.D.
Clinical Instructor/Program Evaluator
Department of Family Medicine
Research Division
Email: owenl@mail.ecu.edu
Office Phone: (252) 744-2609
Office Fax: (252) 744-3079

Shelley Rawls, Office Assistant
Department of Family Medicine
Research Division
Email: rawlss@mail.ecu.edu
Office Phone: (252) 744-2607
Office Fax: (252) 744-3079

Address:

Brody School of Medicine at East Carolina University
Department of Family Medicine, Research Division
Pediatric Healthy Weight Research and Treatment Center
Lakeside Annex 5
Greenville, NC 27858



Roles and Contact Information

<u>Team Member</u>	<u>Role</u>	<u>Assigned Projects</u>	<u>Contact regarding</u>
<p>Heidi Churchill Email: heidi.churchill@duke.edu Office Phone: (919) 668-2693 Cell Phone: (919) 812-2196 Fax: (919) 681-3371</p>	<p>Project Coordinator, Duke Management Team</p>	<p>Be Active North Carolina, Children First, Cleveland Co Health Dept, NCAFP, New Life, Mecklenburg Co Health Dept Mitchell and Avery Counties, Partnership for Health, UNC-TV</p>	<p>All programmatic or reporting issues. Heidi will be working closely with these grantees and will provide assistance, recommendations, or referrals to appropriate information sources. Heidi will conduct site visits and help to coordinate all conference calls, meetings, reporting systems, and other grant activities.</p>
<p>Susanne Schmal Email: susanne.schmal@duke.edu Office Phone: 919-681-5724 Cell Phone: 919-812-3648 Fax: (919) 681-3371</p>	<p>Project Coordinator, Duke Management Team</p>	<p>Albemarle Regional Health, Cumberland County Schools, Durham Public Schools, FirstHealth, NC DPH, Goldsboro Family YMCA, Halifax County Health Dept, Person County Schools Pitt County Schools, WFU, Robeson/Columbus Counties</p>	<p>All programmatic or reporting issues. Susanne will be working closely with these grantees and will provide assistance, recommendations, or referrals to appropriate information sources. Susanne will conduct site visits and help to coordinate all conference calls, meetings, reporting systems, and other grant activities.</p>
<p>Cheryl Drescher Email: cheryl.drescher@duke.edu Office Phone: (919) 684-5758 Fax: (919) 681-3371</p>	<p>Administrative Assistant, Duke Mgmt Team</p>	<p>All Projects</p>	<p>Scheduling, logistical questions, changes in contact information, etc. Cheryl will be involved in helping to schedule and coordinate all project activities. She works closely with the Project Coordinators.</p>
<p>Maggie Sauer Email: sauer004@mc.duke.edu Office Phone: (919) 681-3086 Fax: (919) 681-3371</p>	<p>Program Manager, Duke Mgmt Team</p>	<p>All Projects</p>	<p>Maggie has overall responsibility for the technical assistance team. The Project Coordinators communicate and consult with Maggie on a regular basis.</p>
<p>Richard Clark Email: Richard.clark@ncmail.net Office Phone: (919) 733-0763 Fax: (919) 733-1240</p>	<p>Administrative Officer, HWTF</p>	<p>All Projects</p>	<p>Budget or financial concerns. Richard will review and approve budget revision requests and monthly financial statements from all grantees.</p>



HWTF: Overview

The Health and Wellness Trust Fund was created by the General Assembly as one of three entities to invest North Carolina's portion of the tobacco Master Settlement Agreement. The Trust Fund receives one fourth of the state's tobacco settlement funds, which are paid in annual installments over a 25-year period.

The original eighteen members were appointed to the Commission in 2001. The Governor, President Pro Tempore, and the Speaker of the House have the authority to appoint six members each. Lieutenant Governor Beverly Perdue was elected as Chair of the Commission.

Monies from the fund may be used for any of the following purposes:

- To address the Health Needs of vulnerable and underserved populations in NC.
- To fund programs and initiatives that include research, education, prevention and treatment of health problems in NC and to increase the capacity of communities to respond to the public's health needs.
- To develop a comprehensive, community-based plan with goals and objectives to improve the health and wellness of the people of NC with a priority on preventing, reducing and remedying the health effects of tobacco use and with an emphasis on reducing youth tobacco use. The plan shall include measurable health and wellness objectives and a proposed timetable for achieving these objectives. In developing the plan, the Commission shall consider all facets of health, including prevention, education research and related areas.

Thus far, the Commission has supported the following initiatives:

- *Senior Care* Prescription Drug Program
- Medication Assistance Program
- Teen Tobacco Use Prevention and Cessation
- Fit Together – an overweight/obesity prevention Initiative sponsored by HWTF and BlueCross BlueShield of North Carolina



The following documents are inserted here:

- May 7, 2004 Press Release – “Fit Together Unveils Details of Obesity Prevention Strategy” (2 pages)
- April 27, 2004 Press Release – “NC Health and Wellness Trust Fund Commission Awards \$12.34 Million to Organizations Statewide in the Name of Healthier Lifestyles” (first 2 pages)
- April 7, 2004 Press Release – “NC Health & Wellness Trust Fund Commission and BCBSNC Launch Fit Together, a \$4.5 million statewide healthy lifestyle initiative” (2 pages)
- November 4, 2003 Press Release – “Commission awards \$7.43 million in grants to fight childhood obesity in NC (2 pages)

- “Counties Covered by Grantees” map showing HWTFC Obesity grant counties (1 page)
- Short summaries of Obesity projects, including small maps to show where projects are located in NC (5 pages)
- Document showing mapping of projects to RFP goals (5 pages)



Second section of notebook (tab reads, “Requirements”)



Required Activities

1. **Conference Calls** – Participation in conference calls is mandatory. We will hold four conference calls per year (March, June, September, December). The Duke Management Team will make arrangements for each call and will send the agenda and call-in information to participants prior to the call.
 - Calendar of Activities for 2004 (note: the symbol ➤ indicates a handout on the following pages)
2. **Site Visits** – Members of the Duke Management Team will conduct site visits with each grantee at least twice per project year. Additional site visits may be conducted as needed or requested. Members of the ECU evaluation team may attend these site visits.
3. **Annual Meeting** – Attendance at annual meetings is mandatory. Our experience shows that these meetings are a wonderful opportunity for grantees to present their progress, discuss their projects with other grantees, and set goals for the coming year. The first Annual Meeting will be Monday, November 1, 2004.
4. **Technical Assistance Trainings** – The Duke Management Team will coordinate two technical assistance trainings per year, beginning in 2005. Participation is voluntary but encouraged. Topics will be chosen based on grantee interest and need. Dates and locations to be determined.

Required Reports

1. **Financial Reports** – Grant Expense Reports will be required on a monthly basis. Grantees should fill out the Excel spreadsheet that was emailed to them when their budget was approved. Send the Expense Report as an email attachment to Richard Clark (hwtfc@ncmail.net) no later than the 20th of the following month. The first Expense Report, which will show expenditures for July, **is due by August 20th**. Grant Expense Reports will always be due the 20th of the following month. If the 20th falls on a weekend or holiday, the report is due the Friday before.
 - Instructions for Monthly Grant Expense Report Submissions
 - Monthly Grant Expense Report Example
 - Guidelines for Requesting Budget Revisions
 - Approved Budget Revision Example



Required Reports, Continued

2. **Action Plans** – Each project will develop an action plan that details the goals, objectives, strategies and evaluation plans for the upcoming year. The action plan will serve as a working document that should be continuously updated based on project changes. Grantees will develop the first Action Plan early in Year 1, and will submit Action Plans for Years 2 and 3 with the first and second annual reports.
 - Sample Action Plan for Year 1
 - Blank Action Plan Template for Year 1
 - Sample Planning Grid for Year 1
 - Blank Planning Grid Template for Year 1

3. **Monthly Progress Reports** – These will be required starting August 20, 2004. Grantees are required to account for their project-related activities on a monthly basis. You should submit your monthly report to your assigned Duke Project Coordinator no later than the 20th of the following month. If the 20th falls on a weekend or holiday, the report is due the Friday before. **A sample is provided for grantees to follow for the report due August 20th. This is a temporary template to use until the electronic reporting system is functional. Continue to use the sample template until you receive further notice.**
 - Sample for Monthly Progress Report (temporary)

4. **Six-Month Report** – Each project will complete a six-month report in the format provided by the Commission. The six-month report will detail the grantee's progress made toward the goals, objectives and strategies named in the Action Plan. The format for the six-month report will be provided to you well in advance of the deadline and will be available on the HWTFc web site (www.hwtfc.org). For Year 1, the six-month report is due January 20, 2005.

5. **Annual Report** – Each project will also complete an annual report each project year. The annual report will detail the grantee's progress made toward the goals, objectives and strategies named in the Action Plan during Year 1. The format for the annual report will be provided to you well in advance of the deadline and will be available on the HWTFc web site. The first Annual Report is due July 20, 2005. The Annual Report should also include an Action Plan for the upcoming year.



Other Requirements

1. **Evaluation** - To evaluate the effectiveness of the individual grantee projects and of the Fit Together Initiative, a comprehensive outcome documentation and program evaluation system is being developed by a team of experts from East Carolina University. The ECU Evaluation Team will work with the Duke Technical Assistance Team and the individual grantees to develop and implement evaluation plans for each grantee. The evaluation plans will be tailored to address the goals and objectives of the individual grantees as specified in the action plan. In addition, an overall outcomes evaluation of the Initiative's aims, goals and objectives will be conducted. More information about the evaluation of this initiative is provided in the next section of this notebook.

2. **IRB** - Federal regulations require that all research involving human subjects be reviewed and approved by an Institutional Review Board (IRB). Because grantees will be collecting identifiable data from project participants, it is essential that all projects comply with these federal regulations. More information about obtaining IRB approval is included in the "IRB" section of this notebook.

3. **Fit Together and HWTF Logos** - The Fit Together and HWTF logos and name are important parts of your written, visual, and verbal communications with your target group. They are also crucial elements when communicating with the larger community, the region, governmental organizations, and mass media. It is critical that the public recognizes HWTF as the funding source for the good work you are doing in your communities. The logos, both graphic images and text, are strong visual cues to the public that: a) build awareness that this is a state-wide initiative, b) create name familiarity for HWTF and Fit Together, and c) allow public and legislators to see where and how Commission dollars are being used. A guide titled, "Fit Together: A Guide to Style and Substance" has been developed to assist you with proper use of the logos.
 - Fit Together: A Guide to Style and Substance (rear pocket of notebook)



Calendar of Activities for 2004

<p><u>January 2004</u></p> <ul style="list-style-type: none"> ▪ Friday, January 30: First Meeting for Phase I Grantees, Thomas Center, Duke University, Durham NC, 10:00 – 3:00 	<p><u>July 2004</u></p> <ul style="list-style-type: none"> ▪ Tuesday, July 20: Six-Month Progress Report due to HWTF (Phase I Grantees) ▪ Tuesday, July 20: Monthly Progress Report due to Duke and Monthly Expense Report due to HWTF (Phase I Grantees) ▪ July 7, 13 OR 19: Evaluation training for all grantees. Site visits to follow immediately after for Phase I grantees.
<p><u>February 2004</u></p> <ul style="list-style-type: none"> ▪ Duke Team begins administrative visits (see calendar) ▪ Friday, February 20: Monthly Progress Report due to Duke and Monthly Expense Report due to HWTF ▪ IRB 	<p><u>August 2004</u></p> <ul style="list-style-type: none"> ▪ Friday, August 20: Monthly Progress Report due to Duke and Monthly Expense Report due to HWTF (all grantees) ▪ Duke Management Team – administrative visits (Phase II Grantees)
<p><u>March 2004</u></p> <ul style="list-style-type: none"> ▪ Duke Team continues administrative visits (see calendar) ▪ Friday, March 19: Monthly Progress Report due to Duke and Monthly Expense Report due to HWTF ▪ Wednesday, March 31: Program Conference Call, 10:00am ▪ IRB 	<p><u>September 2004</u></p> <ul style="list-style-type: none"> ▪ Monday, September 20: Monthly Progress Report due to Duke and Monthly Expense Report due to HWTF ▪ Wednesday, September 29, Program Conference Call, 10:00 ▪ Duke Management Team – Administrative visits (Phase II Grantees)
<p><u>April 2004</u></p> <ul style="list-style-type: none"> ▪ Tuesday, April 20: Monthly Progress Report due to Duke and Monthly Expense Report due to HWTF ▪ IRB 	<p><u>October 2004</u></p> <ul style="list-style-type: none"> ▪ Wednesday, October 20: Monthly Progress Report due to Duke and Monthly Expense Report due to HWTF (all grantees)
<p><u>May 2004</u></p> <ul style="list-style-type: none"> ▪ Thursday, May 20: Monthly Progress Report due to Duke and Monthly Expense Report due to HWTF ▪ IRB 	<p><u>November 2004</u></p> <ul style="list-style-type: none"> ▪ Monday, November 1: Annual Meeting, time and location to be determined ▪ Friday, November 19: Monthly Progress Report due to Duke and Monthly Expense Report due to HWTF (all grantees)
<p><u>June 2004</u></p> <ul style="list-style-type: none"> ▪ Friday, June 18: Monthly Progress Report due to Duke and Monthly Expense Report due to HWTF ▪ Wednesday, June 30, Program Conference Call, 10:00am ▪ IRB 	<p><u>December 2004</u></p> <ul style="list-style-type: none"> ▪ Wednesday, December 15: Program Conference Call, 10:00 ▪ Monday, December 20: Monthly Progress Report due to Duke and Monthly Expense Report due to HWTF (all grantees)



Site Visit Schedule for Phase II Grantees (under construction)



Monthly Grant Expense Reports

The Commission's Policies and Procedures state that: All grantees shall file monthly expense reports with the Commission in a format provided by the Commission, which shall detail the grantee's expenditures for the previous month on the grant project, which expenditures should match the approved line item budget for that grantee.

This is accomplished by filing an Excel Workbook that is provided electronically to each grantee with their original approved budget for the project and at the time of each approved budget amendment. The approved budget figures for the grantee are entered on the grant expense report by the Commission to facilitate budget management. (See attached example on the following page)

Instructions for Monthly Grant Expense Report Submission:

- Enter the reimbursable costs that your organization incurred under that month's heading in the appropriate approved budget category. (Categories used for the budget are those tracked by the State Auditor's office for grantors and grantees.)
- File the report electronically by the 20th working day of each month by emailing it to hwtfc@ncmail.net. The 20th is the deadline but early submissions are encouraged.
- The report must be attached to the email, not in the body of the email, and titled in the following manner. For example, a file from a project named "Fit Kids" that is administered by an agency with the Federal ID number 566980328 would look like this:
566980328FitKidsExpenseJan04.xls

Components of this title for your individual organization are:

566980328 - Federal ID Number of Organization (omit the dash (-) in the Fed ID)

FitKids – Short title of your Organization

Expense – everyone uses "Expense"

Jan04 – month and year expenses were incurred

xls – generated by Microsoft to ID Excel

Your organization is identified in our accounting systems by your Federal ID so it must be correct and it must be the first component of your report

Monthly Payments

- Monthly payments are mailed the first week of the month following the report submission (for example, if you submit your January 2004 report by the 20th of February your payment will be mailed the first week of March).
- Prior to payment, the reports must be approved by Commission Staff and the Technical Assistance Provider for the grant program (therefore the deadline of the 20th).
- If you exceed an approved budget line item by 10% or less your monthly payment will be forwarded on the normal cycle. A budget adjustment must be submitted and approved to adjust the budget before the next payment is made.
- If you exceed an approved budget line item by more than 10% you need to submit a budget adjustment request with the report and it must be approved by Commission staff prior to payment.



Monthly Expense Report Goes [HERE](#) (excel spreadsheets, 3 pages)



Guidelines for Requesting Budget Revisions

The Commission's Policies and Procedures states that: All grantees shall file monthly expense reports with the Commission in a format provided by the Commission, which shall detail the grantee's expenditures for the previous month on the grant project, which expenditures should match the approved line item budget for that grantee.

Each grantee is provided with copies of their approved budget at the time that the grant is formally approved and awarded. A digital copy is sent to the primary contact for the grant and a hard copy is returned with the fully executed grant contract. It may become necessary to adjust your budget in order to keep it aligned with the spending patterns of your program.

Budget adjustment requests are required:

- Any time that you exceed the authorized amount for a budget line item by any amount.
- Any time that a significant programmatic change is approved by Commission staff that will have an impact on how budget will be spent over the remainder of the grant period. Budget adjustments must be approved at the same time as the programmatic change.

Steps for requesting budget adjustments:

- Locate and open the digital copy of the current approved budget or most recent approved budget adjustment for your grant. (This file is sent to you with your Federal ID number as the first part of the file name as an Excel Spreadsheet. The approved budget is probably significantly different than the one submitted with the initial grant application).
- Increase the budget amount in the budget category(s) that have been exceeded by an amount sufficient to cover the current over-expenditure and projected expenditures for the remainder of the budget period.
- Decrease the budget amount in the budget category(s) that you request to move money from to cover current and anticipated over expenditures. The amount of the decrease must equal the amount of increase in other budget category(s).
- Change the name of the revised budget file by adding the word AMENDMENT REQUEST to the **end** of the file name so that it will not overwrite your approved budget.
- Write a brief budget adjustment narrative in a Word document explaining why the adjustment is necessary and the impact that it will have on your program. (Budget adjustments are normally not approved unless they demonstrate that the grantee's program is being strengthened by the adjustment).
- Attach the both the Excel and Word files to an email and send it to hwtfc@ncmail.net.
- Your request will be reviewed by Commission staff and the Technical Assistance Provider for your grant program. You will be notified by email if it is approved or disapproved or if additional justification is required.



Approved budget revision goes here (1 page, excel)



Sample Project Action Plan for Year 1

Project Name: Sample County Healthy Families Healthy Futures

Goal: Significantly increase the number of school and childcare settings that promote healthy eating and physical activity

Objective: Increase the number of 6th - 8th grade students who report getting at least 20 minutes of exercise at least 3 times per week by the end of the spring semester

Strategies	Cost Estimate	Target Group, Including Target Number	Timeline	Roles of Community Partners	Measures of Success
1. Form "Spring Action" after-school walking clubs	\$500 per school for advertising, incentives, and copying log books and other materials	At least 2 teachers and 25 students at each of the 3 public middle schools	Clubs will be up and running by the first weeks of April	Schools - provide meeting and walking space WQXP - cover kickoff events on TV Health Dept - help with marketing	<ul style="list-style-type: none"> - Participation records - Walking logs turned in by students
2. Promote the use of the track at one school for organized family activities during nights, weekends and summer	\$1,000 for advertising, exercise supplies, participant incentives	At least 25 families at Crescent Middle School	Family recruitment will begin in February, open gym and track will start in March and continue through the summer	WQXP will cover the kickoff, Crescent High will provide space, the Health Dept will provide an exercise physiologist for initial assessments	<ul style="list-style-type: none"> - Written agreement from school officials to allow public to use track - Family participation logs



Project Action Plan Template for Year 1

Project Name:

Goal:

Objective:

Strategies	Cost Estimate	Target Group, Including Target Number	Timeline	Roles of Community Partners	Measures of Success



Sample Fit Together Program Planning Grid - Page 1

(Adapted from the Program Planning Guide for Local Health Departments - Statewide Health Promotion Program)

GOAL: Significantly increase the number of school and child care settings that promote healthy eating and physical activity.

OBJECTIVE 1 - Increase the number of 9th - 12th grade students who report getting at least 20 minutes of exercise at least 3 times per week from 20% to 60% by the end of the spring semester.

Strategy 1 - Form after-school walking clubs

STEPS	SETTING & TIMELINE	TARGET GROUP, Including Target Number	HOW WILL YOUR PARTNERS BE INVOLVED?	HOW WILL YOU KNOW IF IT WORKS?
advertise in schools	February	at least 2 teachers and 30 students at each of the 3 high schools	Health Dept – coordinate recruitment efforts WRAL – cover kickoff events on TV. Schools – provide meeting and walking space	Pre and post test surveys of all students at the beginning and end of the semester will measure physical activity levels.
recruit planning committee (pc)	February			
first pc meetings	mid-February			
pc designs calendar of events	by mid-March			
pc markets in schools and students sign up	by mid-March			
kickoff event at each school	First two weeks of April			

August 9, 2004



HWTFC Obesity Initiative Program Planning Grid - Page 2

(Adapted from the Program Planning Guide for Local Health Departments - Statewide Health Promotion Program)

GOAL 1: Significantly increase the number of school and child care settings that promote healthy eating and physical activity.

OBJECTIVE 1 - Increase the number of 9th - 12th grade students who report getting at least 20 minutes of exercise at least 3 times per week from 20% to 60% by the end of the spring semester. (DELETE THIS AND WRITE YOUR OBJECTIVE HERE)

Strategy 2 - Promote the use of the school's gym and track for organized family activities during nights and weekends

STEPS	SETTING & TIMELINE	TARGET GROUP, Including Target Number	HOW WILL YOUR PARTNERS BE INVOLVED?	HOW WILL YOU KNOW IF IT WORKS?
Work with schools to determine open-gym times	January	at least 20 families at each of two high schools	WRAL – cover kickoff events on TV. Schools – provide meeting and exercise space Health Dept – provide exercise physiologist to do initial health assessments Daily Times – advertise program, including incentives	Pre and post test surveys of all students at the beginning and end of the semester Health assessments will also be conducted for all participants before they begin participation and every 4 weeks thereafter.
Recruit focus group participants and conduct focus groups	by mid-February			
Advertise for 2 physical activity instructor positions	February			
Interview and hire 2 physical activity instructors	by March 1			
Recruit local celebrity for kickoff events	by March 1			
Market program through TV, newspaper, radio	February, March			
Recruit businesses to provide incentives/door prizes	by March 1			
Hold kickoff events	last 2 weeks in March			

August 9, 2004



Fit Together Program Planning Grid Template

(Adapted from the Program Planning Guide for Local Health Departments - Statewide Health Promotion Program)

GOAL:

OBJECTIVE 1				
Strategy 1 -				
STEPS	SETTING & TIMELINE	TARGET GROUP, Including Target Number	HOW WILL YOUR PARTNERS BE INVOLVED?	HOW WILL YOU KNOW IF IT WORKS?

August 9, 2004



SAMPLE Monthly Progress Report – Page 1 of 3

This is a temporary template. An electronic system is being developed for monthly reporting. Grantees should follow the example below until further notice

For each strategy listed on your Action Plan, list the activities you have accomplished during July. For all meetings, presentations, trainings or other gatherings, be sure to note how many people attended.

Strategy: Include physical activity & nutrition messages in 4 elementary & 1 charter schools' curriculum.

Fit Living Youth, Team Nutrition:

Event Description: Three new elementary schools confirmed that they agree to implement FLY/Team Nutrition in all grades.

Event Outcome: The schools will start using the Team Nutrition program in the Fall. Teacher training will be held in August for one school, and in October for the remaining schools.

Event Code: EPO

“TAKE 10” at The Mountain Community School (TMCS)

Nothing new to report.

Strategy: Expand an after-school physical activity/nutrition program

Footsteps to Fitness:

Event Description: Two schools have committed to having the Footsteps to Fitness program in 2005.

Event Outcome: Program will be implemented at the schools in 2005.

Event Code: EPO

Strategy: Establish Student Health Advisory Councils in 4 middle/high schools.

Student Health Advisory Councils (SHACs):

Event Description: Met with SHAC advisory at HHS to plan strategy for the new school year, and discuss strategy for surveying grade 9 students for the cohort study.

Event Outcome: Decided that cohort study will be done in grade 9 PE classes

Event Code: X

Strategy: Develop & provide a culturally-sensitive Family Health Education Series.

Family Health Series:

Event Description: Held a series of meetings to plan for the Family Health Series.

Event Outcome: Course outline prepared and shared with partners.

Event Code: PP

Strategy: Provide 1-on-1 weight management counseling to at-risk/overweight children.

KidFit, One on One Weight Management Program:

Event Description: The KidFit Dietitian began to see children this month.

Event Outcome: Two children counseled. Three others had scheduled appointments & did not make them.

Event Code: SP

Strategy: Increase the number of sidewalks and bike facilities in neighborhoods to support safe routes by having the BiPeds Task Force work with local government & communities.

Bicycle/Pedestrian Task Force:

Event Description: BiPeds held a mini-retreat/ planning session for the next year. Ideas for setting a new direction and a new organizational structure for the group were discussed.

Event Outcome: A new shared leadership structure and organizational chart was developed and adopted by the group.

Event Code: PP

Strategy: Through media campaigns & programs, build the community's capacity to support children to eat healthy, be physically activity & maintain healthy weights.

Boys and Girls Club:

Event Description: Delivered weekly nutrition classes to 11-12 year olds, focusing on nutrition life skills that the children can apply now, such as choosing and preparing healthy snacks.

Event Outcome: Three sessions given in June, for an average of 24 participants per session.

Event Code: SP



SAMPLE Monthly Progress Report – Page 3 of 3

Event Description: Held series of meetings to continue planning for physical activity event related to a Greenway opening, scheduled for July 29th.
Event Outcome: The Boys and Girls Club greenway event was rescheduled for September.
Event Code: X

Additional Events:

Event Description: Prepared IRB documents and reviewed with partners.
Event Outcome: Submitted IRB to NC Department of Health & Human Services on June 15th.
Event Code: PP

Event Description: Translated cohort study-related documents into Spanish.
Event Outcome: Documents translated, & submitted to community partners for review/verification.
Event Code: PP

Additional Narrative:

KidFit Weight Management Program

Staffing this program was still a problem in June. Also, scheduling was more difficult than expected in the summer, with conflicts with vacations and summer school.

Footsteps to Fitness After School Program

The leader of the Footsteps to Fitness program has resigned. Finding a new leader may delay the start of the program in the new school year, but otherwise we do not foresee any problems.

General Comments:

We have been quite pleased with the new employee we hired last month. He has been able to quickly make connections with partners, including recruiting the school nurses to help with data collection.

Report Submitted by:

*Sample Sampleton, Project Coordinator
Sample County Health Partnership, Inc.*



Third section of notebook (tab reads, “Evaluation”)



Outcomes Evaluation

The ECU-UHS Pediatric Healthy Weight Research and Treatment Center, Department of Family Medicine has designed an evaluation plan for the Fit Together Initiative. The evaluation plan consists of three components: evaluation of the individual projects, overall outcomes evaluation (the cohort study), and evaluation of the specific goals and objectives specified by the Commission in the Request for Proposals.

1. Individual project evaluation. The ECU Evaluation Team and the Duke Management Team will work closely with each grantee during the first several months of the grant period to develop/refine individual project evaluation plans that are tailored to address each project's goals, objectives, and strategies as specified in the action plan. These evaluation components will be carried out by the individual grantee.
2. Overall outcomes evaluation (cohort study). The goal of the second component of the evaluation is to examine the impact of your projects on specific outcome variables that are important in addressing the prevention and reduction of obesity.

To facilitate this, grantees will be required to administer questionnaires and collect additional data from a select group of children four times over the three year grant period. The ECU Evaluation Team will work with grantees to develop a strategy to select a representative sample of children (from schools, practices or the community). The following are examples of information that grantees will be asked to collect from selected children at baseline and at determined intervals thereafter.

- Height, weight and calculated body mass index (BMI)
- Physical activity
- Food and beverage choices
- Television viewing
- Perceptions of body weight and weight loss behaviors
- Personal characteristics (age, race, gender)

The Evaluation and Management Teams will provide the necessary questionnaires and measurement tools as well as training to administer them. Starting dates for data collection will be determined on an individual basis. Grantees will be trained to administer the survey and collect heights and weights at a regional training.

In addition to tracking children's weight and behavior, the ECU Evaluation Team will document and assess policy and environment changes reported by Fit Together grantees.

(continued on next page)



3. Fit Together goals and objectives evaluation. The final component of the evaluation assesses the extent to which the following goals and objectives of the Initiative (specified in the RFP) are met:

- Significantly increase the number of school and child care settings that promote healthy eating and physical activity
- Reduce barriers in children's homes/communities to healthy eating and physical activity
- Increase the number of neighborhoods that are designed to support safe play and healthy eating
- Increase the number of healthcare settings that participate in the prevention and treatment of obesity and childhood overweight in partnership with their communities to create integrated, comprehensive systems of care

The information needed to evaluate progress toward these goals and objectives by grantees will be collected and summarized via the Fit Together Progress Check system. This system will be used to complete your required monthly reports. Grantees will be trained in its use at a regional training and at a site visit with each grantee.



IRB Background and Requirements

All Fit Together grantees are providing services to children and their families that technically qualifies as research as defined by the US Department of Health and Human Services. As such, all grantees must follow federal regulations in the “Federal Policy for the Protection of Human Subjects.” The guidelines define “human subjects” and “research” as follows:

Human subject means a living individual about whom an investigator (whether professional or student) conducting research obtains

- (1) data through intervention or interaction with the individual, or
- (2) identifiable private information

Research means a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge. Activities that meet this definition constitute research for purposes of this policy, whether or not they are conducted or supported under a program that is considered research for other purposes. For example, some demonstration and service programs may include research activities.

In short, these guidelines were adopted by the US Department of Health and Human Services to protect the rights of persons participating in research. To ensure that human subjects are treated fairly and according to their rights, the guidelines require that an Institutional Review Board (IRB) review and approve all procedures and consent forms before any human subject is involved in research. IRBs are typically found in institutions that conduct research regularly, such as universities and hospitals. According to the US Department of Health and Human Services:

IRB members are charged with the task of making sure that participants are treated fairly and given all the information they need to make an informed decision about whether they want to participate. Specifically, IRBs give consideration to:

- The risks of subjects
- The risks in relation to the anticipated benefits to the subjects and to society
- The selection of subjects
- The informed consent process to be employed
- The privacy of subjects and the confidentiality of the data that is collected

Even when the risks to participants seem minimal, as may be the case with many of the Fit Together projects, it is critical that grantees go through an IRB approval process to ensure that each participant fully understands the project, its activities and assurances of privacy. This will involve some paperwork, including documenting the anticipated benefits of your project, the procedures that will be used to inform children and parents about the project, and the procedures that will be followed for collecting data from participants. Each IRB determines the process of submission and accompanying paperwork for review by the Board. The Duke Management



Team will assist Fit Together grantees with this process regardless of where the IRB is located. Be assured, technical assistance is available to support each grantee during this process. Some grantees, like those affiliated with hospitals or universities, may choose to use IRBs that exist within those institutions. Another option is to utilize the IRB within the North Carolina Department of Health and Human Services – Division of Public Health, or the IRB associated with Duke University Medical Center. The Duke Management Team will discuss these options and other details about the IRB process during the administrative visits scheduled for fall, 2004.

If you choose to use the NC Division of Public Health IRB, you will be required to fill out a form and provide additional documentation about your proposed project. The form is included in this notebook and will be sent via email to grantees.

- NC Division of Public Health, Institutional Review Board for the Health and Safety of Human Subjects, *Application Form For New Protocols/Proposals*
- NC Division of Public Health, Institutional Review Board for the Health and Safety of Human Subjects, *Elements to be Included in Informed Consent Form*
- Sample IRB packet from Partnership for Health (Fit Together Grantee)

The contact person for the NC-DPH IRB is Chris Hoke. You can reach Chris at 919-715-4168 or by email at chris.hoke@ncmail.net. However, please contact the Duke Technical Assistance Team with any questions you may have while you are working on assembling your IRB packet. You will send your completed packet to:

Mr. Chris Hoke
IRB Chairperson
1915 Mail Service Center
Raleigh, NC 27699-1915

For more information about IRBs and the guidelines mentioned above, please visit:
http://ohrp.osophs.dhhs.gov/irb/irb_guidebook.htm



NC Division of Public Health
Institutional Review Board for the Health and Safety of Human Subjects

APPLICATION FORM FOR NEW PROTOCOLS/PROPOSALS

- 1. Date of Application:
2. Title of Project:
3. Name of Principal Investigator:
4. Name of Co-Investigators:
5. Funding Source or Sponsor:
Federal State Industry Foundation UNC Other (Specify)

Name of Funding Source or Sponsor:

Dates of Submission for funding:
Dates of proposed funding:

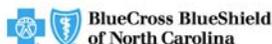
- 6. Research Information:
a. Name/location of site:
b. Are minors involved?
c. Are non-English speaking participants included?
d. Are pregnant women involved?
e. Does the research involve questionnaires?
If yes, please attach a copy.*

Questionnaire (s): Final version with application Draft version with application To be submitted at a later date

- f. Has this proposal been submitted to another IRB for review?
If yes, please provide name of IRB.

Signature of Principal Investigator:

Signature of Section Chief:





APPLICATION FORM FOR NEW PROTOCOLS/PROPOSALS – Page 2 of 3

NOTE: By signing this document, you are indicating that you approve this application for review by the NC DPH IRB for the Health and Safety of Human Subjects.

*Please attach all questionnaires, recruitment materials, consent forms and participant information.

7. Purpose and Rationale:
8. Outline of the Study:
9. Clinical Trials:
10. Where will the subjects be studied?
11. Duration of Study:
12. Subjects:
 - a. Who is being recruited?
 - b. Number, age, sex of subjects:
 - c. Inclusion/Exclusion criteria:
 - d. Methods of Recruiting:
 - e. Inducements for Participation:
13. Anticipated Benefits:
14. Risk of Harm:
15. Informed Consent:
16. Questionnaires:
17. Costs to the Subjects:
18. Does this application need to be reviewed by the Radiation Safety Committee?
 Yes No
19. Does this application involve recombinant DNA gene therapy?
 Yes No
20. Recruitment Materials:



APPLICATION FORM FOR NEW PROTOCOLS/PROPOSALS – Page 3 of 3

Statement by Principal Investigator

I agree to a continuing exchange of information or advice with the NC DPH IRB for the Health and Safety of Human Subjects.

I agree to communicate with the NC DPH IRB for the Health and Safety of Human Subjects to obtain its approval before institution of significant change or addition to the project or before continuing beyond the expiration date.

I agree to promptly report to the NC DPH IRB for the Health and Safety of Human Subjects all unanticipated problems or serious adverse events involving risk to human subjects.

A copy of the signed consent form will be give to each subject and the original will be retained in the files of the principal investigator.

Signature of Principal Investigator

Date



Documents to be inserted here:

Elements to be Included in Informed Consent Form

Sample IRB Packet – Partnership for Health



Fourth section of notebook (tab reads, “Resources”)



HWTF Web Site

Please bookmark the HWTF web site (www.hwtfc.org) and check it often. Very soon, we will post documents on the web site that will be useful to your project. Examples of documents that we will post on the web site include:

- Contents of this notebook
- Notebook updates for you to insert into your notebook
- PowerPoint slides from meetings, including the August 9 meeting
- Report templates for you to download
- Instructions for submitting reports
- Calendar of activities for 2004
- Site Visit Schedule
- Updated contact information
- Other information that is relevant to all projects

We look forward to hearing your suggestions for additional items you would like to see posted on the HWTF Obesity Prevention section of the web site.



BRINGING YOUR COMMUNITY TO YOUR PROJECT

You've brought this project to your community. Now comes the real challenge-- bringing your community to your project. How do you do that? Here are a few suggestions:

- Invite city council members, legislators, local media representatives, business leaders and others not normally involved in the issue to join your coalition.
- If prominent community leaders don't have time to join the working community coalition, ask them to join an advisory board that will meet less frequently.
- If you are working on a school board policy, invite one or two school board members to join your coalition.
- Ask an elected official to deliver a brief introduction at a coalition meeting or project. (Develop an information packet to give them before the meeting or project. The packet should include background about your coalition, talking points, background about the Health and Wellness Trust Fund, directions and other important materials).
- Hold a community breakfast meeting and invite coalition members and other prominent community leaders.
- Have coalition representatives speak at a city council meeting to tell them about your coalition's activities.
- Invite non-elected community opinion leaders, such as civic volunteers, spouses of elected officials, retired elected officials and others, to join your coalition.
- Contact your fellow grantees and the Health and Wellness Trust Fund staff to share your ideas, successes, failures and questions.

Of course, every local coalition is different. That's why the Health and Wellness Trust Fund wants to work with YOU to help you spread excitement about your work throughout your community!

Mark Ezzell, Community Outreach Coordinator with the Health and Wellness Trust Fund, is available to provide assistance and advice on creative ways to inform policy makers and others about efforts to ensure the health and wellness of North Carolinians. Contact him at (919) 733-4022 or by email at mark.ezzell@ncmail.net.

Remember, weaving your work into the fabric of your community is the best way to ensure your project's sustainability. Using the HWTF's Community Outreach office as a resource is a great way to make that happen.



Internet Resources

NC ORGANIZATIONS & WEB SITES

- **The North Carolina Division of Public Health's** mission is protecting, promoting and preserving the health of North Carolinians through ethical, compassionate and evidence-based health practice. Several programs exist under the umbrella of the Division, including:

www.eatsmartmovemorenc.com - The web site for the Physical Activity and Nutrition (PAN) Branch, Chronic Disease and Injury Section of the NC Division of Public Health. This statewide initiative promotes increased opportunities for physical activity and healthy eating through policy and environmental change. Files for download include "NC Blueprint for Changing Policies and Environments in Support of *Healthy Eating*" and "NC Blueprint for Changing Policies and Environments in Support of Increased *Physical Activity*." Follow the "Programs and Organizations" link to view information about programs including the *NC Healthy Weight Initiative*, *Color Me Healthy*, *Five A Day*, *Strive for Five*, and more. Be sure to check out the *Resource Library* that has numerous tools for eating smart and moving more in the real world (i.e., "Ideas for Physical Activity Breaks in Meetings" and "Three Tasty Ways to Eat Well on Road Trips"). There are also handouts, modules, useful links.....and much more!

www.nutritionnc.com – The website of the NC Nutrition Services Branch, Women's and Children's Health Section of the NC Division of Public Health. Explore the Nutrition Education and Training (NET) Program library, materials and information about *Team Nutrition*, *nutrition data* on school-age children, information about WIC and other *food service programs*, and links to many other valuable resources.

- **NC Prevention Partners** strives to put prevention first for a healthier NC by fostering partnerships, promoting prevention and influencing policy. At www.ncpreventionpartners.org, find links to physical activity and nutrition resources, other prevention resources, *North Carolina's Prevention Report Card*, the *Winner's Circle Healthy Dining Program*, and more.
- **NC Healthy Schools** (www.nchealthyschools.org) focuses on improving the health of students and staff by providing coordination and resources in *eight component areas of school health*. The web site describes those eight components in detail and provides links to help schools find *funding opportunities* and access *grant writing assistance*. Several state and national reports are available for download, including *NC YRBS reports* and *NC School Health Education Profiles*.



- **North Carolina Department of Public Instruction** (www.ncpublicschools.org)
In addition to lots of information about NC Schools, find an overview of the *Healthy Active Children Policy*, passed by the State Board of Education in January 2003.

Kate B. Reynolds SELF Improvement Program (**S**moking, **E**ducation, **L**ifestyle, **F**itness) grantees are working in communities across North Carolina, focusing on populations who are most at risk for developing chronic diseases and designing local prevention methods to lower risks. Each program is different and focuses on the needs of individuals in their community. All are working to curb tobacco use, improve nutrition, and/or increase physical activity. SELF Improvement is administered by Duke Community Health and its projects are described on the Web at (<http://kbrselfimprove.mc.duke.edu>).

NATIONAL ORGANIZATIONS & OTHER USEFUL WEB SITES

- **The VERB Campaign for Kids** is a \$200 million national effort, targeted at 9-13 year olds, focused on getting “tweeners” to be more physically active throughout their day. By registering and logging onto the fun and interactive web site (www.verbnow.com), kids can track their daily activities, learn new game ideas, and even watch videos with famous instructors who demonstrate dance, skateboard and BMX moves. Check it out!
- **The National Coalition for Promoting Physical Activity** has a mission of uniting the strengths of public, private, and industry efforts into collaborative partnerships that inspire and empower all Americans to lead more physically active lifestyles. On their web site (www.ncppa.org), find useful *reports and tools*, including a series of *Physical Activity Fact Sheets* and a resource document titled, “*Active Communication: A Guide to Reaching the Media.*”
- **US Department of Health and Human Services, Center for Disease Control** (www.cdc.gov) is a tremendous source of information for all aspects of health. Follow the Overweight and Obesity link to read about *Defining Overweight and Obesity, Body Mass Index, Obesity Trends, Contributing Factors, Health Consequences, Recommendations*, and more. Also, check out the following CDC interactive web site for kids.

www.bam.gov – Body and Mind – a student & teacher site with stress reduction, nutrition and physical activity information cards, interactive pages, and links

- **US Department of Health and Human Services, National Institutes for Health**
This web site (www.nih.gov) contains a great deal of information on all aspects of health. Follow the Health Topic link for Obesity and find several helpful resources including modules called, “*Helping Your Overweight Child*,” “*Interactive Menu Planner*,” and “*Portion Distortion*.” Also find links to NIH Institutions, including the *National Cancer Institute* (www.nci.nih.gov), which has articles on the *relationship between obesity and cancer*, as well as brochures and other resources about healthy eating, physical activity, and healthy cooking.
- **The Center for Science in the Public Interest (CSPI)** offers great tools for improving nutrition in schools. Resources include the *School Foods Toolkit*, which contains all kinds of information about food and vending in schools, and how to affect change. At (www.cspinet.org/schoolfood), download tips and sample materials for communicating with decision makers and the press. Read about and contact other individuals, organizations and states that are working to improve the nutritional quality of school foods and beverages.
- **The American Council for Fitness and Nutrition** works with partners in pursuit of obesity solutions, to raise awareness of the nutrition education and physical activity programs designed to help individuals and communities, and to demonstrate and communicate industry actions and commitment to finding effective solutions. Visit the Web site (www.acfn.org) to view *news releases, testimonies before Congress, descriptions of national, state and local programs*, and more.

Other Useful Web Sites

www.eatright.org – The web site of the American Dietetic Association is full of valuable resources including *nutrition fact sheets*, books, *tips for healthy eating* and more.

www.ctb.ku.edu – The goal of the **Community Tool Box** is to support your work in promoting community health and development. The Tool Box provides over 6,000 pages of practical *skill-building information* on over 250 different topics. Topic sections include step-by-step instruction, examples, check-lists, and related resources.

www.kidnetic.com – This is a fun kids’ pages with healthy recipes disguised under the label *Gross Out Delights*.

www.5aday.com – This site offers *free downloads* of kids’ activities, recipe tips, charts for recording healthy eating, and *retail offerings* of signs, posters, and more in Spanish and English.



www.whymilk.com – Contact the National Dairy Council for brochures including ***Eat To Win*** and ***Sports Nutrition Pyramid***.

www.nal.usda.gov/fnic/ - The Food and Nutrition Information Center (FNIC) web site provides a directory to credible, accurate, and practical resources for consumers, nutrition and health professionals, educators and government personnel. Visitors can find ***printable educational materials, government reports, research papers*** and more.

schoolmeals.nal.usda.gov/ - The Healthy School Meals Resource System (HSMRS) provides information to persons working in USDA's Child Nutrition Programs and instruction on how to borrow school food service publications from National Agricultural Library (NAL).



Fifth section of notebook (tab reads, “Project Documents”)

This section will include a copy of the Fit Together RFP, the grantee’s original application, and their Year 1 contract.