

Grantee Master Trainer Information Webinar

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Call Etiquette

Please remember proper conference call etiquette.

- Please place your phone on mute once roll call is complete.
- Please do not place our call on hold ... otherwise we will all hear your lovely hold music.
- Please ask questions by the chat function ONLY until the Q & A portion at the end of the call.
 - This will enable us to complete the meeting in a timely fashion and to keep a record of all questions.

Roll Call

- Supervisors and Managers
 - Ramona Rusinak
 - Ellen Owens-Summo
 - Melanie Mitros
- Local Leads
 - Virginia Rodriguez
 - Mary Ellen Beaurain
 - Reva Litt
- Master Trainees

What have you been doing since the MT?

- Planning of Workshops
 - Where are you so far?
- Calendar of Workshops
 - When is your first class scheduled?
 - Entering Workshops into website calendar
 - Scheduling Fidelity Checks
- Who are you targeting for recruitment?
 - Senior Center
 - Retirement Community
 - Church
 - Other

Emerging Partnerships

- Who are you working with?
- What is your relationship with your host site?
- How is the relationship developing?
- Problems?

Marketing

- Some marketing materials are on website
- Personalize your materials for your organization to draw in the public in your area
 - Logo
 - Contact Information
- There will be standard wording and logos for the Institute and funding agencies on all marketing materials.

Recruitment Procedures and Processes

- Older adults (60+ years)
- Make a personal connection
 - Session 0 or Presentation about Healthy Living Workshop
- Ensure participants know what to expect
 - 6 consecutive weeks
 - 2.5 hours one day per week (same day each week)
 - Survey and questionnaires
 - May chose to not complete
 - Understand how data will be protected and used
- Goal workshop size of 15-18 participants
 - Minimum of 12 to start a workshop
 - Maximum of 20
 - Consideration for a different class size on a case by case basis

Participant Recruitment and Retention

- Goal is to maximize recruitment and retention of participants!
 - Recruit the right people
 - Ensure they are well informed about the workshop
 - Possibly offer participant incentives
 - Recognition for completing (name on bulletin board, etc.)
 - Water bottles, pedometers, etc.
 - Let the Institute know if you are using incentives, what you are using, and how it is working

Data

- Course Request Form
 - Name change to
 - "Healthy Living Workshop Information Request Form"
- Registration and consent form
 - "Information Letter"
- Surveys
 - NCOA forms to collect demographics
 - Working to modify previous surveys to gather outcome data

Roles of Local Lead Mentors

- Local Lead Mentor should be your guide to help bridge the gap between those established delivering CDSMP and those just starting
- Contact person to answer questions
 - If they do not have the answer, they will help find the answer.
- Provide technical assistance for registration and paperwork
- Institute will contact your local lead

Roles of the Institute

- Provide support to Local Lead mentors
- Coordinate Webinars/ Conference Calls
 - Data collection procedures training
- Workshop Data Collection Forms
- Data Entry
 - All data sent to Institute

Questions?

