

Panhandle Public Health District
National Diabetes Prevention Program in the Panhandle: Policy and Process

Revised January 2018

POLICY:

PPHD will offer a systematic approach and support to partner organizations offering NDPP to Panhandle residents.

PURPOSE:

To provide NDPP, an evidence-based lifestyle change program, with success and fidelity across the Panhandle to increase the number of participants that meet the 7% weight loss goal.

PROCESS:

This will be accomplished by following the regional systematic approach to NDPP. The process aligns with the CDC's National Diabetes Prevention Recognition Program and uses best practices determined by Panhandle lifestyle coaches.

To show participants how their hard work positively affects their overall health and wellbeing we will be incorporating screenings at session 0, 9 and the final session in addition to the weekly weight and activity minute tracking.

Introduction to NDPP

1. NDPP Structure

- Session 0 – The first session of your program, use this as an opportunity to introduce the program to potential participants, answer questions, assess readiness, conduct initial screenings, etc.
 - a. Focus on building rapport/relationship with each participant
 - b. Complete Forms:
 - i. Participant Information
 - ii. Readiness Assessment/Participation Agreement
 - 1. NOTE – if miss 2 weeks in a row and no make-up session refer to PPHD Health Coach.
 - iii. Women – Provide Mammogram education information & Panhandle locations.
 - iv. All – Include Colorectal Cancer Screening education information.
 - v. **Conduct pre-screenings** (weight, waist circumference, 2 BPs at least 5 minutes apart) Refer to provider if BP over 140/90 for under 60 years, or 150/90 for over 60 years.
 - c. Steps for the one-to-one meeting – Focus is to build relationship
 - i. Take participant's blood pressure (1st time)
 - ii. Weigh participant

- iii. Take each participant's waist circumference at the navel
 - iv. Discuss Readiness Assessment
 - v. Take each participant's BP the second time (2nd time, at least 5 minutes after 1st time)
 - d. Update spreadsheet with all info. Add the date to the top of spreadsheet above Blood Pressure readings.
- Phase 1, months 1-4 of the program (Sessions 1-16) Weekly Sessions
 - a. Session 1: Collect weight. Set up any make up sessions for any participant that missed the session.
 - i. Focus on building group dynamics using unconditional positive regard for each participant.
 - ii. Have the group help determine the ground rules for how the sessions will go, while offering some general rules such as attendance, participation, confidentiality, cell phones off, etc.
 - iii. After Session 1
 1. Send updated spreadsheet to kirvine@pphd.org after 1st session, and then monthly.
 2. Send completed NDPP Participant Personal Information Documents to:
PPHD |PO Box 1115 | Bridgeport NE 69336
 - b. Session 1&2: Collect weight. Set up any make up sessions for any participant that missed the session.
 - c. Session 3 & 4: Collect weight and physical activity for the past week. Set up any make up sessions for any participant that missed the session.
 - i. Introduce my fitness pal and the paper trackers as tracking options. Tracking is the #1 indicator of success.
 - ii. Send updated spreadsheet to kirvine@pphd.org (send each month).
 - d. Session 5: Collect weight, physical activity and food tracker for the past week. Set up any make up sessions for any participant that missed the session.
 - e. Session 6-8: Collect weight, physical activity and food tracker for the past week. Return their last food tracker with comments. Set up any make up sessions for any participant that missed the session.
 - f. Session 9: Collect weight, physical activity and food tracker for the past week. Return their last food tracker with comments. Set up any make up sessions for any participant that missed the session.
 - i. **Conduct post-screenings** (weight, waist circumference, 2 BPs at least 5 minutes apart).
 - ii. Have each participant fill out the "Medical Questions" form and send to: PPHD, Cheri Farris at PO BOX 1115 Bridgeport, NE 69336

- iii. After Session 9 (monthly) send updated spreadsheet to kirvine@pphd.org. (Add date to the top of spreadsheet above Blood Pressure readings).
- g. Session 10-16: Collect weight, physical activity and food tracker for the past week. Return their last food tracker with comments. Set up any make up sessions for any participant that missed the session.
 - i. Send updated spreadsheet to kirvine@pphd.org monthly.
 - ii. Send updated spreadsheet after week 16 to kirvine@pphd.org and request progress reports – be sure to tell her the date of your session 17 so you will have them for distribution and discussion.
- Phase 2, months 5-12 (Sessions 16-26 and Active/Educational Sessions) Bi-Weekly Sessions. 32 sessions is the recommendation.
 - a. Session 17 (1st Phase 2 session): Collect weight, physical activity and food tracker for the past week. Return their last food tracker with comments. Set up any make up sessions for any participant that missed the session.
 - i. Review progress report with each participant during 1on 1 weigh ins.
 - ii. Have participant complete thank you cards during the session – pick up at the end of the session and send to providers.
 - b. Session 18-final session: Collect weight, physical activity and food tracker for the past week. Return their last food tracker with comments. Set up any make up sessions for any participant that missed the session.
 - i. In Sessions 17- final session: Use T2 Curriculum for 9 sessions. The other 6 sessions should be Active/Educational Sessions – Alternate curriculum material with other activities.
 - 1. Be sure to collect weight, physical activity and food tracker for the past week. Return their last food tracker with comments. Set up any make up sessions for any participant that missed the session.
 - 2. Ideas: A group walk, visit to local fitness center, a cooking presentation, yoga, mindfulness exercise, picnic featuring healthy recipe exchange, inviting local subject matter experts to speak, etc.
 - 3. Every month, send updated spreadsheet to kirvine@pphd.org.
 - ii. These sessions are open to anyone who has done the 16 Phase1 sessions. You will need to continue to record the Phase 1 group’s data on the same spreadsheet. Any additional participants will be recorded on the “graduated” spreadsheet. Participants may come to as many post core sessions as they choose.
 - iii. The ideal would be that there would always be two Phase 2 sessions per month year-round.
 - c. Final Session: Use PT2 Curriculum: Prevent T2—for Life!
 - i. Be sure to collect weight, physical activity and food tracker for the past week. Return their last food tracker with comments. Set up any make up sessions for any participant that missed the session.

1. **Conduct post-screenings** (weight, waist circumference, 2 BPs at least 5 minutes apart).
 2. Have each participant fill out post survey and send to Cheri Farris PO Box 1115 Bridgeport, NE 69336.
 3. Have each participant complete the Provider check-in letter. Let participants know that you will be sending the participants letter and final progress report to their provider.
 4. Hold a completion ceremony and distribute Certificates of Completion.
 5. After the final session, send spreadsheet updated with all information to kirvine@pphd.org. (Add date to the top of spreadsheet above Blood Pressure reading.
- ii. Provider Check-in letter. Send participant completed letter and final participant progress report to provider. (Kelsey will be emailing you the final progress reports after receiving the final data.)

2. Data Collection Procedures

- Please follow the spreadsheet instructions to successfully use the spreadsheet. Contact kirvine@pphd.org with any questions.

Coach's Notes

- Emphasize the importance of tracking & ensure they have a way to track (introduce them to my fitness pal and give paper trackers if necessary). Tracking is the #1 indicator of success. Use your feedback as a way to connect and really help the participants. If they are not seeing results dig deep and see if you can help them find the source.
- Don't rush one-on-one time. The group will grow and discuss while you are not in the room ☺
- Use as many strategies as possible to reach all learners in the group while taking off the "expert hat" and putting on the "coach hat."
- If a participant reaches their 7% weight loss goal, consult with them to determine if they would like to set a new 7% weight loss goal. Participants are able to continue weight loss throughout the program until reaching a healthy weight.
- Send out emails to remind participants of upcoming sessions during Phase 2, months 7-12.
- Remember the group facilitation techniques to engage all members of the group; carousel technique, open-ended questions, cross-questioning, active and reflective listening, summarizing, nonverbal support, etc.
- Enjoy the process with your program participants. You are helping people change their lives!
- Thank you for being a part of the PPHD NDPP!

Make up Sessions

- Are essential to the success of the program. The accountability is needed by the participant and the data is needed. Make up session can be done in person, over the phone, over email, over Facebook, over text . . . It is critical that you collect their weight and activity minutes.

Ongoing Support for Your Programs

- Monthly Lifestyle Coach calls occur at 10:00 a.m. on the first Tuesday of January, March, May, July, September, and November, and at 10:00 a.m. on the first Wednesday of February, April, June, August, October, and December. These calls are a contract deliverable and are held for the purpose of ongoing training, support, and coordination of our regional efforts.
- Regional NDPP Team at PPHD
 - Tabi Prochazka, Regional NDPP Coordinator
Materials, Promotion, Contract, Policy or Process
tprochazka@pphd.org or 308-760-1120
 - Cheri Farris, DTTAC Master Trainer *Select* & Lifestyle Coach
Curriculum Specific, Participant Engagement, Group Facilitation
cfarris@pphd.org
 - Kelsey Irvine, Data Analyst
Data Spreadsheet Questions, Specific Requests Around Your Data: Alphabetizing, Total Pounds Lost, etc.
kirvine@pphd.org