

Hello, I'm Jeanne Dairaghi with the Healthy Aging NC Initiative of the NC Center for Health and Wellness. Today's webinar is going to focus on a) the [healthyagingnc.com](http://www.healthyagingnc.com) website—how to find and post information, and b) the Living Healthy Chronic Disease Self Management paperwork.

WEBSITE RESOURCES

Let's check out the website www.healthyagingnc.com in order to briefly explore some of the resources that are available to you:

Programs—this allows you to see the Living Healthy CDSME, Falls Prevention, and Walk With Ease workshops that are happening in North Carolina. This can be used to refer people or participants can register online. If a person registers online, their information is sent to the point person mentioned in the workshop's details.

Resources—If you scroll down to Trainer Resources, you will find:

- a) All of the most recent paperwork forms that are required
- b) Along with sample media options—including sample articles and Public Service Announcements that you can use to promote your workshops
- c) And sample brochures, rack cards, and flyers that you are welcome to use and modify to fit your agency's needs.

If you scroll down to Chronic Disease Self Management, you can find information about:

- a) working with individuals with DISABILITIES, including a Toolkit and sample Powerpoint;
- b) how to work with Federally Qualified Health Centers whose cliental include low-income individuals through a Lessons Learned document and a website listing of centers across the state;
- c) information about the CDSME Training Academy and a FAQs document about CDSME;
- d) and lessons learned documents about expanding outreach into African American faith communities and Migrant populations.

If you scroll down to Falls Prevention, you can find more resources and information related to falls risk and prevention.

Leader Info—and last but not least, if you hit Leader Info and then Leader Trainings, you will find a list of lay leader trainings taking place across North Carolina.

POSTING YOUR WORKSHOP

Let's now talk about posting your evidence-based program—this is a free resource for you, and allows people to learn about your workshop and even sign up on-line if they are interested. The steps include:

- a) Go to www.healthyagingnc.com

- b) Click on “Leader Info”
- c) Scroll down to “Add your workshop”
- d) Fill out the form—including your name and email address, the event title is the name of the workshop (e.g., Chronic Pain Self Management or Diabetes Self Management), the site location information, dates and times, a summary of the workshop (you can cut and paste from the website if you would like), the contact information for the point person for the workshop, and very important, the last date that a new participant can attend (usually the second workshop date). Hit that you are not a robot, and then “submit”.

If you would like to check back later and make sure all of the information is correct, you would once again go to www.healthyagingnc.com. Go to “Programs”, scroll down to “Chronic Disease Self Management”, and click on “register for a workshop” under the workshop title that you are interested in. Your workshop should then be listed.

PAPERWORK

Now let’s review the paperwork that is required by the Living Healthy Chronic Disease Self Management suite of programs—this includes Chronic Disease, Diabetes, and Chronic Pain programs, ways to fill out the paperwork, and why it is so important.

There are 3 forms and they are the:

- Program Information Cover Sheet
- Attendance Log
- And the Participant Information Survey

Three things to know about these forms:

- a) These forms were developed by the Administration for Community Living and are approved by the Office of Management and Budget (they are not created here at the NC Center for Health and Wellness)
- b) They need to be sent to UNC Asheville directly after the last session of the workshop
- c) and the information is entered into the National Council on Aging’s database

COVER SHEET

Let’s start with the Cover Sheet. This sheet basically summarizes where the workshop is taking place (or “site”), who the 2 trained facilitators are, who holds the CDSME license, when the workshop begins and ends, whether a Session 0 was provided, the topic of the workshop, the language, and whether a fee was charged.

Pretty basic, but it helps us to keep track of the workshop details—including the activity of the lay leaders, good sites to hold a workshop, and how many times a license is being used.

ATTENDANCE LOG

This form allows you to track the attendance of your participants and to determine the number of completers. “Completers” are those who attend and participate in at least 4 of the 6

sessions--research shows that completers get more health benefits out of the workshops than others.

The form requires the name of the location or “site” where the workshop is taking place, and the start and end dates of the workshop.

This form requests that you use the Participant ID, instead of the participant’s name—this is to protect the confidentiality of the people attending the workshop. To make it easiest, I recommend filling out an Attendance Log with everyone’s name and ID on it—this is only for your personal use. And I recommend that you (or the other facilitator) take attendance each workshop session (instead of passing around the log).

Then at the last workshop session, you can fill out an additional Attendance Log with only the Participant ID codes and the Xs for session. This second Log is the one that you will turn in to UNC Asheville.

PARTICIPANT INFORMATION SURVEY

In a lot of ways, the Participant Information Survey is the most important form, because it tells us the story about the person who is joining the workshop. If your agency needs to, a question can be ADDED to the form, but please don’t remove or modify any of the questions—they align with the national database and the information that the ACL requires.

There are a number of ways that this survey form can be filled out. I recommend that:

- a) You call the participant up before the workshop starts, and fill out this form with them on the phone. This allows you to answer any questions that they may have about the workshop and the workshop logistics, and can increase their buy-in to attend the workshop.
- b) You can also sit down with the participants before the workshop starts to help answer any questions they might have in filling out the form.

And please remember that this form is 2 pages—front and back.

The Participant ID can be confusing to some people—it is intended to protect the privacy of the person filling out the form. The ID is composed of the first 2 letters of the person’s name, the first 2 letters of the last name, and the last 2 numbers of the year in which they were born. If you are filling out the form with the participant, you can ask them their full name (and write in the first 2 letters of each name) and then ask them the year that they were born (and write in the last 2 numbers of that year). (If it is helpful to you, you can write their name and birth year on a separate piece of paper, or in pencil to erase before submitting the forms.)

Please note that this ID is what is needed on the final version of the Attendance Log.

The questions focus on the demographics of the participant. This helps us to assess how well we are reaching out to the variety of people who need the Living Healthy with Chronic Disease Self Management programs.

Question #5 refers to “chronic conditions”—if applicable, more than one item can be checked off, and people can write in additional chronic conditions if the check off “Other”.

Question #6 helps us to determine whether the participant is a caregiver.

If a participant fills out “yes” to numbers 7, 8, or 9 about hearing, seeing, and moving, please follow up with them to see if any type of accommodation is needed for the workshops. This may include the need for a pocket talker, interpreter, or a more accessible set-up of the workshop site.

Now please note that question #14 is to be completed at the LAST workshop session. Please remember to bring the forms to the last session and have the participants circle the number that indicates how confident they are in managing their chronic condition or conditions. This question helps us to monitor the effectiveness of the Living Healthy workshops.

TURNING IN THE FORMS

The final steps that you are responsible for with the paperwork include sharing them with UNC-Asheville for data entry into the national database. Please check with your sponsoring agency and/or the agency that holds your license for their protocol. The paperwork will need to be sent to by:

- a) scanning and emailing to healthyagingncinfo@gmail.com; or
- b) mailing them to NC Center for Health & Wellness, Attention: Janice Self, UNC Asheville,
1 University Heights, CPO 4010, Asheville, NC 28804

All of your diligence and hard work has helped us to discover the following:

Since 2008, over 11,000 North Carolinians have participated in the Living Healthy Chronic Disease Self-Management Programs, and over 1,000 workshops have been provided with a 74% completion rate.

I hope that this webinar has helped to answer some questions about the healthyagingnc.com website and resources, and the CDSME paperwork and data.

Please let me know if you have any questions. Thank you!