

Organization X Workplan Edits

Innovations in Nutrition Programs and Services – Research

Project: Blue Zones Virtual Healthy Habits

Date: August 2024



**Nutrition and Aging
Resource Center**

Edits:

Measurable Outcome(s):

- Reach 500 participants with a 70% completion rate. *Show the original outcome.*
 - ◊ Change: Reach 800 participants with a 80% completion rate. *Show the updated outcome.*
 - ◊ Reason: The project took off faster than expected. Our project team was ready to go, and felt we were ready to recruit participants sooner than later, which hopefully will create an increase and better outcome with participants. *Provide reasons or justification for the change.*

Major Objective 1: Adapt current program into a new virtual workshop format.

Key Tasks:

- Work with RD to create 20 healthy meal plans that can be assembled in deliverable meal kits.
 - ◊ Change: Increase from 20 to 40 health meal plans
 - ◊ Reason: With an increase in participants, we will provide more variety and more tailored options.
- Create menus and recipes that can be printed.
 - ◊ Change: Will offer menus and recipes that are not only printed, but also through emails in group online folders
 - ◊ Reason: Want to provide multiple avenues for participants to obtain resources.
- Work with RD to assess healthy meal plans, menus and recipes for participants; make changes if needed.
 - ◊ Change: New task added
 - ◊ Reason: Will re-connect with RD to ensure we are on the correct path with healthy meal plans, menus and recipes.

Major Objective 2: Create research protocol and evaluation methodology to determine if VHH influences positive behavior change and more social connectedness. *When changing tasks, always show the objective that it falls under.*

Key Tasks:

- Obtain data collection survey tool feedback from NRCNA and ACL.
 - ◊ Change: New task added
 - ◊ Reason: Want to obtain feedback and make any necessary changes before moving forward.
- Host data collection training for facilitators *Show the original key task.*
 - ◊ Change: Lead Person includes additional people & timeline *Show the updated key task.*
 - ◊ Reason: Organization X staff need to be included in the data collection process since we are responsible for tracking and collecting data. Timeline changes have been changed to better match the timeframe this part of the project will be completed. *Provide reasons or justification for the change.*
- Maintain IRB approvals
 - ◊ Change: Timeline
 - ◊ Reason: Timeline has changed to reflect when this task will now be completed during the funding period.

Major Objective 3: Develop train-the-trainer and leader manuals, participant workbook, toolkits and other materials.

Key Tasks:

- Identify training development team members from CPHA and Organization X and outline roles and responsibilities
 - ◊ Change: "Identify facilitator training components and requirements" and timeline
 - ◊ Reason: Organization X only needs to identify facilitators who will assist with development of a facilitator training and manual. The timeline was changed to reflect when this task will now be completed.
- Coordinate biweekly planning meetings for training development team
 - ◊ Change: "Meet with training team to develop facilitator training"
 - ◊ Reason: Organization X will not need many meetings to develop this training and manual. A few meetings will be enough to obtain the information needed. The timeline was changed to reflect when this task will now be completed.
- Review materials of Virtual Healthy Habits workshop and establish necessary training protocols
 - ◊ Change: Timeline

- ◊ **Reason:** Timeline has changed to reflect when this task will now be completed.
- Identify essential training standards and outline a train-the-trainer manual, leader manual and participant workbook with accompanying materials such as class rosters, charts, etc.
 - ◊ **Change:** Timeline
 - ◊ **Reason:** Timeline has changed to reflect when this task will now be completed.
- Incorporate Zoom training materials for VHH facilitators and study participants
 - ◊ **Change:** Timeline
 - ◊ **Reason:** Timeline has changed to reflect when this task will now be completed.
- Finalize training manuals
 - ◊ **Change:** Timeline
 - ◊ **Reason:** Timeline has changed to reflect when this task will now be completed.
- Work with a graphic designer to design the train-the-trainer manual, leader manual and participant workbook
 - ◊ **Change:** Timeline
 - ◊ **Reason:** Timeline has changed to reflect when this task will now be completed.
- Conduct a leader training and evaluate effectiveness of materials and training program
 - ◊ **Change:** Timeline
 - ◊ **Reason:** Timeline has changed to reflect when this task will now be completed.
- Assess facilitator surveys to ensure fidelity and improve training process
 - ◊ **Change:** Timeline
 - ◊ **Reason:** Timeline has changed to reflect when this task will now be completed.
- Begin outline of fidelity guidelines
 - ◊ **Change:** Begin and finalize fidelity guidelines and timeline
 - ◊ **Reason:** Once the guidelines are in the process of being developed, they will also be finalized. It makes that this is done at the same time. The timeline was changed to reflect when this task will now be completed.
- Finalize outline of fidelity guidelines and evaluate effectiveness of training
 - ◊ **Change:** Removed
 - ◊ **Reason:** This has combined with the key task above.
- Develop licensing structure for future organizations to adopt Virtual Healthy Habits
 - ◊ **Change:** Timeline
 - ◊ **Reason:** Timeline has changed to reflect when this task will now be completed.

Major Objective 4: Establish client-centered, sustainable models for meal provision and delivery with each Area Agencies on Aging.

Key Task:

- Send out survey to participants to gain knowledge and feedback on interest in meal kits
 - ◊ **Change:** New tasks added in
 - ◊ **Reason:** Need to obtain information on participant need, interest and readiness, along with how many meals would be needed each week. Will also be valuable for general feedback.
- Work with Aging Ahead to begin intervention with the meal kits created by AAA staff and delivered by volunteers
 - ◊ **Change:** “Work with Aging Ahead to begin intervention with the meal kits created by AAA staff and delivered by volunteers and/or deliver meal kits through Instacart orders” and timeline
 - ◊ **Reason:** Since starting the program Oasis and partners have decided that delivering meal kits through Instacart made the most sense. The timeline was changed to reflect when this task will now be completed.
- Work with Golomac to develop a meal order software
 - ◊ **Change:** Added
 - ◊ **Reason:** A new idea that generated as part of the evolution of the project. This software will make meal kits and meal ordering a faster process.

Major Objective 5: Reach 500 participants with a 70% completion rate.

- ◊ **Change:** *Please See “Measurable Outcomes” for change.

Key Task:

- Conduct Virtual Healthy Habits leader training
 - ◊ **Change:** Timeline
 - ◊ **Reason:** Timeline has changed to reflect when this task will now be completed.
- Coordinate with AAA’s to identify and recruit participants for both control and intervention groups whom are at risk for malnutrition and/or social isolation

- ◊ **Change:** “Coordinate with AAA’s to identify and recruit participants for both control and intervention groups whom are at risk for malnutrition and/or social isolation. Recruit participants that meet inclusion criteria.”
- ◊ **Reason:** Added language that states that Oasis will recruit participants that meet inclusion criteria because some of the inclusion criteria has changed since the project was originally designed.
- Monitor number of enrolled participants (both control and intervention groups) to ensure progress of participant goals and completion rate.
 - ◊ **Change:** Added “Incorporate internal monthly meetings” to beginning of task.
 - ◊ **Reason:** Need to ensure internal team is on track; would potentially see this moving to bi-monthly meetings.

Major Objective 6: Analyze results and disseminate findings through peer-review publications, conference presentations and webinars.

Key Task:

- Analyze data collected from control and intervention groups
 - ◊ **Change:** Timeline
 - ◊ **Reason:** Timeline has changed to reflect when this task will now be completed.
- Submit publications to peer-review journals
 - ◊ **Change:** Plan and submit publications to peer-review journals and timeline
 - ◊ **Reason:** We will have to spend some time planning the process and writing publications before we submit it, so planning was included in the language. The timeline was changed to reflect when this task will now be completed.
- Submit abstracts to conferences for dissemination
 - ◊ **Change:** “Submit abstracts to conferences for dissemination as opportunities arise” and timeframe
 - ◊ **Reason:** Language was changed to include as opportunities as arise, since different conferences occur throughout the years and the timeframe for when these abstracts are due will vary. The timeline was changed to reflect when this task will now be completed.
- Finalize plans to attend annual aging and/or nutrition related conference
 - ◊ **Change:** New task
 - ◊ **Reason:** One of the INNU Grantee requirements is to attend a conference each year, whether we are disseminating or not.
- Finalize plans to attend INNU In-Person Gathering
 - ◊ **Change:** New task
 - ◊ **Reason:** One of the INNU Grantee requirements is to attend the INNU In-Person Gathering that is offered in Des Moines, Iowa.