

## Project Work Plan, Year 1

Ensure you are showing which year the work applies to.

**Goal:** to design and evaluate the effectiveness of an innovative, pandemic-responsive, Enhanced-10 Tips for Adults (e-TTA) on food security, socialization, and perceived health and wellbeing of residents in a low-income, rural residential senior housing setting in Maine.

**Measurable Outcomes:** Meal planning knowledge, attitudes, beliefs and skills; food security, diet, physical activity, socialization, and general health and depression

**Project Year 1** Start: September 1, 2021; End August 31, 2022.

Shade in month with specific colors on when the task will be worked on. (This example is showing completed months by using the letter "X") Empty months are identified by "--"; signifying that the task is not being worked on during that time.

Major Objectives	Key Tasks	Month in Project Year 1											
		1	2	3	4	5	6	7	8	9	10	11	12
1. Deliver e-TTA to residents of low-income senior housing	Refine intervention design	X	X	-	-	-	-	-	-	-	-	-	-
	Submit study protocols to IRM for ethical review	-	X	-	-	-	-	-	-	-	-	-	-
	Finalize subcontracts & agreements	X	X	-	-	-	-	-	-	-	-	-	-
	Hire/train research coordinator	X	X	-	-	-	-	-	-	-	-	-	-
	Hold regular study team meetings	X	X	X	X	X	X	X	X	X	X	X	X
	Recruit/hire nutrition educators	-	-	-	X	X	X	-	-	-	-	-	-
	Recruit/train student advocates	-	-	-	-	X	X	X	X	X	X	X	X
	Recruit/enroll low-income senior participants	-	-	-	-	-	X	X	X	X	X	X	X
	Implement 8-week e-TTA program (5 sequential cohorts total)	-	-	-	-	-	-	X	X	X	X	X	X
	Procure food for TTA cookbook recipes and deliver to classes	-	-	-	-	-	-	X	X	X	X	X	X
	Provide congregate meals alongside e-TTA	-	-	-	-	-	-	X	X	X	X	X	X
	Use evaluation data (periodic session feedback) to improve e-TTA for subsequent cohorts as indicated, communicate adjustments to NEs	-	-	-	-	-	-	X	X	X	X	X	X
2. Assess implementation of the intervention using a "Re-Aim" framework	Develop participant tracking form, project record database, e-TTA session scorecard, NE survey	-	-	-	-	-	-	X	X	X	X	X	X
	Train data collectors (research coordinator, students)	-	-	-	-	-	X	X	X	X	X	X	X
	Conduct key-informant interviews with participants, NEs	-	-	-	-	-	-	-	-	X	X	X	X
	Collect implementation data (session evaluations)	-	-	-	-	-	-	-	-	X	X	X	X
	Analyze implementation measures	-	-	-	-	-	-	-	-	X	X	X	X

Major Objectives	Key Tasks	Month in Project Year 1												
3. Measure effectiveness of the intervention on meal planning knowledge, attitudes, beliefs and skills, food security, diet, physical activity, socialization and general health and depression	Finalize outcome evaluation instruments	-	-	-	-	-	-	-	-	-	X	X	X	X
	Train students to assist participants with data collection	-	-	-	-	-	-	-	X	X	X	X	X	X
	Administer enrollment surveys	-	-	-	-	-	X	X	X	X	X	X	X	X
	Administer ASA-24hour recalls (enrollment)	-	-	-	-	-	-	X	X	X	X	X	X	X
	Administer exit and 3-month post surveys	-	-	-	-	-	-	-	-	X	X	X	X	X
	Administer 24-hour recalls (exit)	-	-	-	-	-	-	-	-	X	X	X	X	X
	Conduct data analysis	-	-	-	-	-	X	X	X	X	X	X	X	X
4. Disseminate findings to local, state, and national stakeholders.	Develop dissemination resources (fact sheets, social media)	-	-	-	-	-	-	-	-	X	X	X	X	X
	Conference presentations	-	-	-	-	-	-	-	-	X	X	X	X	X

## Project Work Plan, Year 2

**Goal:** to design and evaluate the effectiveness of an innovative, pandemic-responsive, *Enhanced-10 Tips for Adults (e-TTA)* on food security, socialization, and perceived health and wellbeing of residents in a low-income, rural residential senior housing setting in Maine.

**Measurable Outcomes:** Meal planning knowledge, attitudes, beliefs and skills; food security, diet, physical activity, socialization, and general health and depression

**Project Year 2 Start:** September 1, 2022; End August 31, 2023.

Major Objectives	Key Tasks	Month in Project Year 2												
1. Deliver e-TTA to residents of low-income senior housing	Hold regular study team meetings	X	X	X	X	X	X	X	X	X	X	X	X	X
	Recruit/train student advocates	X	X	X	X	-	-	-	-	-	-	-	-	-
	Recruit and enroll low-income senior participants	X	X	X	X	-	-	-	-	-	-	-	-	-
	Implement 8-week e-TTA program (5 sequential cohorts total)	X	X	X	X	X	X	X	X	-	-	-	-	-
	Procure food for TTA cookbook recipes and deliver to classes	X	X	X	X	X	X	X	X	-	-	-	-	-
	Provide congregate meals alongside e-TTA	X	X	X	X	X	X	X	X	-	-	-	-	-



Major Objectives	Key Tasks	Month in Project Year 3											
1. Assess implementation of the intervention using a "Re-Aim" framework	Hold regular team meetings	X	X	X	X	X	X	X	X	X	X	X	X
	Analyze implementation measures	X	X	X	X	X	X	X	X	X	X	X	X
2. Measure effectiveness of the intervention on meal planning knowledge, attitudes, beliefs and skills, food security, diet, physical activity, socialization and general health and depression	Conduct data analysis	X	X	X	X	X	X	X	X	X	X	X	X
3. Disseminate findings to local, state, and national stakeholders.	Develop dissemination resources (fact sheets, social media)	X	X	X	X	X	X	X	X	X	X	X	X
	Develop manuscripts	X	X	X	X	X	X	X	X	X	X	X	X
	Develop toolkit	-	-	-	-	-	X	X	X	X	X	X	X
	Continue to develop dissemination website	-	-	-	-	-	-	-	X	X	X	X	X
	Conference presentations	X	X	X	X	X	X	X	X	X	X	X	X
	Develop and hold webinar education sessions for SNAP-Ed NEs	-	-	-	-	-	-	-	X	X	X	X	X
	Organize and offer regional conference to disseminate model to regional stakeholders	-	-	-	-	-	-	-	X	X	X	X	X
	Engage partners (SMAA, SNAP-Ed, WHA) for planning for scalability and sustainability	X	X	X	X	-	-	-	-	-	-	-	-
	Finalize and carry out dissemination activities to support scaling and sustainability	-	-	-	-	X	X	X	X	X	X	X	X

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