

## Virtual Coach: HealthMatters™ Program APPLICATION INSTRUCTIONS (February 2023)

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### I. What is *Virtual Coach: HealthMatters™ Program*?

- A health promotion program that provides community-based service providers and frontline staff strategies and materials to support healthy options and choices among people with intellectual and developmental disabilities (IDD).
- Consists of a 12-week program that includes 36 interactive online or paper-based health education lessons and physical activity videos.
- Provided **free** for 12-months, grant awarded by the Centers for Disease Control and Prevention (CDC), National Center for Chronic Disease Prevention and Health Promotion, The Healthy Brain Initiative Award #1 NU58DP006782-01-00 to the HealthMatters™ Program at the Department of Disability and Human Development, University of Illinois at Chicago.

### II. What will you get with the *Virtual Coach: HealthMatters™ Program*?

1. **HealthMatters™ Program Virtual Instructor Certification\*\***– a 3-hour webinar training for support staff to learn how to do the following:
  - a. Access online *Virtual Coach: HealthMatters™ Program* using Google Classroom,
  - b. Use the paper Health Matters Curriculum,
  - c. Develop a Program Plan for your *Virtual Coach: HealthMatters Program*, and
  - d. Obtain strategies and resources to improve health behaviors and health status of people with IDD.

**\*\*IMPORTANT PLEASE READ:** Certification will be received upon completion 3-hour webinar and Program Plan activities and Lesson 1 in Google Classroom (3 additional hours). Six (6) CEUs/CPEUs provided for Advance Practice Nurses, Registered Nurses, Licensed Practical Nurses, Licensed Clinical Social Workers (LSW, LPC, LCPC), Licensed Dietitian Nutritionists (RD), Nursing Home Administrators, Occupational Therapists, Physical Therapists, Qualified Intellectual Disabilities Professionals (QIDP), Speech Language Pathologists, and Illinois Teachers (CPDUs). Add extra \$15 per person for CEUs

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2. **Online Classroom Materials in the Virtual Coach: 12-Week HealthMatters™ Program in Google Classroom** – an online single access point to 36 lessons, resources, and support which allows for an interactive communication, feedback and collaborative learning. Participating organizations will receive technical assistance by the national HealthMatters™ Program Team members.
3. **Health Matters: The Exercise and Nutrition Health Education Curriculum for People with Developmental Disabilities** – A complimentary paper curriculum, which mirrors Google Classroom for all participating organizations to teach people with IDD to understand, consider, and communicate health options and choices ([www.amazon.com/Health-Matters-Curriculum-Developmental-Disabilities/dp/1557669996](http://www.amazon.com/Health-Matters-Curriculum-Developmental-Disabilities/dp/1557669996)).

HealthMatters™ Program and all of its components is an evidence-based Administration on Community Living (ACL) approved health promotion program designed specifically for and by the people with intellectual and developmental disabilities. With over two decades of research and translation into community sites serving people with IDD, we have reached over 10,000+ people with IDD and over 2800 support staff across 35 states and 8 countries.

### III. Who can Participate?

Up to 10 organizations may participate. These include, but are not limited to the following:

1. Community based organizations (including schools and recreational centers) who provide services to people with intellectual and developmental disabilities (day and residential programs)
2. Project SEARCH school to work transition sites
3. Managed Care Organizations

### IV. What do you need to consider in order to participate?

You will need to complete a brief online Application so we can get to know you, understand your needs and your health promotion capacity. The application also helps you plan health promotion activities in your organization and understand the expectations of the *Virtual Coach: HealthMatters™ Program*. In order to participate, consider the following items:

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1. Obtain support from your Executive Director to ensure buy-in and program continuity.
2. Have a good idea where and how many participants with IDD may participate (recommended 4-6 participants per group at the time).
3. Ensure **staffing capacity**.
  - Identify a Team Coordinator – this will be the point person that will communicate with National HealthMatters Program Team.
  - Build a team of at least 2-3 staff members (this will depend on the number of groups/homes participating and your capacity to support them).
  - Devote 6-10 hours for initial planning and training.
  - Be able to devote 4-6 hours per week to the Virtual Coach: HealthMatters Program (this includes preparation time).
4. Ensure **technology capacity**.
  - Computers, smart TV, tablets for each team that will participate.
  - Access to the Internet.
  - Ability to view Google Classroom and YouTube.
  - **Set up Gmail email account.** Each team will need to set up Gmail account. This account will be used to access Google Classroom for your team. For example, if you have multiple sites participating, it is recommended to have one Gmail account per site (e.g. chitown\_site1, chitown\_site2 or you can get creative!). To protect privacy, please do not use your personal Gmail accounts.
  - Supplies, space, and equipment capacity.
    - o A room/space to exercise.
    - o Exercise mats, weights (we will discuss this more).
    - o Printer to print handouts (optional).
5. **Commit to Progress Reporting.** Our national HealthMatters Team will do monthly progress check ins to see how you are doing. We will also ask you to report on the number of participants with intellectual disabilities that are currently participating and/or have completed the 12-Week Program.

### V. **When do you attend *HealthMatters™ Program* Virtual Instructor Certification webinar?**

Your team will need to pick **ONE** of the two options below to attend webinar training:

- Option 1 | Wednesday, February 15th, 2023 (1pm-4pm CT)
- Option 2 | Thursday, February 16th, 2023 (10am-1pm CT)

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**Online training platform:** Webex.

**Materials to print:** PowerPoint training slides (will be able to download).

**Mailed materials:** *Health Matters: The Exercise and Nutrition Health Education Curriculum.*

You will need to **print** the PowerPoint slides and have the Curriculum available for the webinar training.

## VI. How do I access online Application?

**Online Application:** <https://machform.healthmattersprogram.org/view.php?id=45532>

We encourage Provider Organization HealthMatters™ Program Team to meet to review Application Instructions and information found on [www.HealthMattersProgram.org](http://www.HealthMattersProgram.org) and to collaboratively examine their existing efforts, capacity, and needs prior to beginning their applications.

You must answer below questions via online application. You may prefer to draft the answers prior to submitting them online.

1. Please describe how you see Virtual Coach: HealthMatters™ Program as part of your organizational Strategic Plan. What potential challenges do you foresee and what are some methods that you might implement in order to mitigate these barriers? What supports can we provide to help you be successful?
2. Describe your current health promotion programming (please include virtual activities as well) and any relevant partnerships. Include information about what is working and what aspects need improvement. You might also describe how you have historically allocated or leveraged resources to connect with community opportunities outside the organization.
3. Please outline your plan for who will be part of your Virtual Coach: HealthMatters™ Program Team, including specifically naming the staff who will become Certified Virtual Instructors, including the Team Coordinator. Please note any stellar achievements of the team members as relates to this work.

## VII. Important Dates and Contact Information

**Informational Webinar:** November 29<sup>th</sup>, 2022 (1pm-2pm CT) – webinar will be recorded. Please register so you receive an email once webinar is available for viewing if you cannot attend the live webinar. [REGISTER HERE](#).

Or copy/paste below link to your browser:

<https://uichicago.webex.com/weblink/register/r2a5ea0658c88be078aa2f4a2298f275f>

**Deadline for Application:** January 13<sup>th</sup>, 2023. Approved Organizations will be contacted by January 20<sup>th</sup>, 2023.

**OPTIONAL Welcome Webinar:** February 7<sup>th</sup>, 2023 (1pm – 2pm CT). Approved Organizations will be invited to attend an **optional** welcome webinar.

**HealthMatters™ Program Virtual Instructor Certification webinar training:**

- Option 1 | Wednesday, February 15<sup>th</sup>, 2023 (1pm-4pm CT)
- Option 2 | Thursday, February 16<sup>th</sup>, 2023 (10am-1pm CT)

Your team must attend one option. Registration email will be sent out on or shortly after January 20<sup>th</sup>, 2023 to the approved Organizations.

**Start your Virtual Coach: 12-week HealthMatters™ Program within 2 weeks of the webinar training.**

**Other questions?** Contact Jasmina Sisirak at [jsisirak@uic.edu](mailto:jsisirak@uic.edu).