

Request for Partners

A Matter of Balance: *Managing Concerns About Falling*

Volunteer Lay Leader Model Master Trainer Course



**An Evidence-Based Healthy Aging Program
Created by:**

MaineHealth's Partnership for Healthy Aging

Training Sponsored by:

Ohio Department of Health
Injury Prevention Program

Office of Healthy Ohio; Bureau of Health Promotion and Risk Reduction

May 9, 2008

June 9, 2008

June 23, 2008

July 22-23, 2008

Issuance of the RFA

Applications Due by 4 p.m.

Written Notification of Acceptance

Master Trainer Session in Columbus



Falls among older Ohioans have grown to epidemic proportions. Falls are the leading cause of injury-related ER visits, hospitalizations, and death for older adults in Ohio. Nationally, one in three older adults will fall and many fall more than once.

May 9, 2008

Request for Partners:

Please join the Ohio Department of Health's Injury Prevention Program (IPP) in the effort to curb the growing epidemic of falls among older adults in Ohio. In collaboration with MaineHealth's Partnership for Healthy Aging (PFHA), **the IPP is seeking partners throughout Ohio to become Master Trainer sites for *A Matter of Balance: Managing Concerns about Falling (MOB) Volunteer Lay Leader Model*. With funding from the Centers for Disease Control and Prevention (CDC), the IPP is sponsoring a MOB Master Trainer Course in Columbus (Exact location TBD) on July 22-23, 2008.** Our goals are to increase the number of Master Trainers in Ohio and to improve geographic accessibility of the course among older adults in Ohio.

The MOB Volunteer Lay Leader Model is an Administration on Aging Evidence-based Healthy Aging Program developed by the PFHA (see Project Description on page 4). A Master Trainer is responsible for teaching the *A Matter of Balance* curriculum to "volunteer coaches" and providing them with guidance and support as they lead MOB classes. To address questions you may have about MOB and to assist you in completing the enclosed application, the following documents have been included:

1. MOB Master Trainer Job Description
2. MOB Most Frequently Asked Questions
3. Master Trainer Flow Chart

Those interested must complete this application, a Licensing Agreement with the Partnership for Healthy Aging (*attached*), the Master Trainer Site Commitment Form (*page 8*) and the Application Acknowledgement Form for the Area Agencies on Aging (*page 9*). All parts of the completed application must be delivered (mailed or faxed) at the same time to the Ohio Department of Health before 4:00 PM on **June 9, 2008**.

Selected participants will receive the 2-day MOB Master Trainer training, facilitator manuals and videos, participant manual templates, recruitment and program planning assistance, communication and marketing material templates, and on-going technical support from MaineHealth's Partnership for Healthy Aging at no cost. Selected master trainer sites will be expected to train volunteer coaches to offer *A Matter of Balance* for at least a total of **three times** between August 1, 2008 and July 31, 2009.

The training will be conducted in Columbus (exact location TBD) as follows:

- | | | |
|---------|-------------------|---------------------------------------|
| July 22 | 8:30 AM – 4:30 PM | (Breakfast, lunch and snack included) |
| July 23 | 8:30 AM – 2:30 PM | (Breakfast and lunch included) |

Only 20 participants will be selected for this training, therefore we will only be inviting those who are available for the entire training, and who have plans to implement the training in their region. **No exceptions will be made.** For information on other MOB training opportunities, please visit the Partnership for Healthy Aging website at www.mainehealth.org/pfha.



What expenses will be covered at training? (Total: \$1,950 value):

- 2-day Master Trainer training fee (\$1,500 value)
- Master Trainer Course Materials (includes: Master Trainer Manual, Master Trainer Helpful Handouts, *Fear of Falling* and *Exercise: It's Never Too Late* DVD set, MOB DVD, and MOB CD ROM for Coaches - \$200 value)
- Start-up Course Materials (includes six Coach handbooks and participant workbooks- \$211 value)
- Breakfast, lunch and snack on Day 1; breakfast and lunch on Day 2 (provided by PFHA)

What expenses are not covered?

- Transportation and lodging expenses

Thank you for your consideration of this request. We look forward to working with you in this very important endeavor. Feel free to contact me at Christy.beeghly@odh.ohio.gov or 614-728-4116 with any questions.

Sincerely,

Christy Beeghly, MPH
Injury Prevention Program Administrator

A Matter of Balance/Volunteer Lay Leader Model

Project Description

A Matter of Balance is specifically designed to reduce fear of falling, stop the fear of falling cycle, and improve activity levels among community-dwelling older adults. The program includes eight classes, each lasting two hours, presented over a four-week period by trained facilitators using an extensively detailed training manual and two instructional videos. The program focuses on practical coping strategies to reduce fear of falling and to diminish the risk of falling. The curriculum includes lectures, group discussions, mutual problem solving, role-play activities, exercise training, assertiveness training, and home assignments. Participants learn about the importance of exercise in preventing falls; practice exercises to improve strength, coordination and balance; how to conduct a home safety evaluation; and learn to get up and down safely. Maximum class size is twelve (12).

Administration on Aging funding was used by the Partnership for Healthy Aging and their partners to prepare **volunteer lay leaders** (coaches) to facilitate *A Matter of Balance*, an award-winning, evidence-based fear of falling program that targets the elderly who live in the community and who curtail their level of physical activity due to fear of falling. Initially, only trained health care professionals were used to facilitate this program. The translation of *A Matter of Balance* into a program that is facilitated by volunteers allows it to be delivered in a more cost-efficient manner throughout Maine, and serve as an innovative national model for addressing falls prevention as well.

This program is based on "Fear of Falling: A Matter of Balance" Copyright © 1995 Trustees of Boston University. All rights reserved. Used and adapted by permission of Boston University. Inquiries regarding the original program may be directed to Boston University, Health & Disability Research Institute, 53 Bay State Road, Boston, Massachusetts, 02215. A Matter of Balance was created with support from the National Institute on Aging.

A Matter of Balance Lay Leader Model was developed by a grant from the Administration on Aging (#90AM2780). ©All rights reserved, MaineHealth's Partnership for Healthy Aging.

Funding for the July 22-23 MOB training is made possible by the Cooperative Agreement Award Number 5U17CE52524801-03 from the Centers for Disease Control and Prevention, National Center for Injury Control and Prevention. The views expressed in written conference materials or publications and by speakers and moderators do not necessarily reflect the official policies of the Department of Health and Human Services; nor does mention of trade names, commercial practices, or organizations imply endorsement by the U.S. Government.

A Matter of Balance Master Trainer Course Application

Selection Criteria

We are limited to only 20 participants in this Master Trainer Session. The following selection criteria will be used to evaluate applications and determine who will be invited to the training.

Master Trainer sites should have:

- Capacity and experience recruiting, training, and supporting volunteer lay leaders;
- Experience offering programming for older adults;
- Ability to recruit older adult participants;
- Capacity to observe and evaluate volunteer lay leaders;
- Access to barrier-free locations for classes in a private setting.
- Willingness to partner with other community organizations;
- Ability to sustain the MOB programming; and
- Ability to maintain program fidelity.

Selected sites will:

- Complete all application materials, including signed MOB License Agreement with the Partnership for Healthy Aging and a signed Commitment Form (see attached).
- Notify the Area Agency on Aging serving their county of their agency's intent to apply and obtain AAA representative's signature on the Application Acknowledgement Form (see attached).
- Agree to participate in reporting to Partnership for Healthy Aging as necessary.
- Agree to serve as a contact for the MOB program as part of a network of Ohio trainers.
- Demonstrate **sustainability** – an on-going commitment to keep offering *A Matter of Balance* with volunteer coaches.

Preferences:

- Geographic issues will be given consideration. All else being equal, preference will be given to sites in counties where there are currently no MOB trainers.
- Preference will be given to sites demonstrating collaboration between health care providers and/or community service organizations.
- Preference will be given to programs with a plan to maintain program affordability, reach as many older adults as possible, and a plan for sustainability.
- Preference will be given to organizations with experience offering programming for older adults.

All completed application documents *must be submitted at the same time* via mail or fax by 4:00 PM on June 9th to:

Christy Beeghly, MPH
Ohio Department of Health
Injury Prevention Program
246 N. High Street, Columbus, OH 43215
614-564-2409 FAX 614-728-4116 phone

A Matter of Balance Master Trainer Course Application

Narrative Instructions:

In **2-4 pages**, please provide the following information describing your ability to meet the selection criteria. Please address each item specifically. **Only typewritten applications will be reviewed.** As discussed, only those who will commit to offering future MOB courses will be invited to attend this training.

1. Contact Information

- Name/Title of Potential Master Trainer
- Qualifications
- Agency
- Address
- County(ies) where you will provide training
- Phone
- Fax
- Email

2. Address the selection criteria below:

a) Training Capacity

- i) Describe your plans to train volunteer coaches to offer A Matter of Balance **at least three (3)** times between August 1, 2008 and July 31, 2009.
- ii) Describe the training site(s), including location, access, privacy, size, parking and space available for the program.

b) Recruitment Capacity

- i) Please describe your experience offering programming for older adults.
- ii) Describe strategies for how you will identify, recruit, and support volunteer coaches (detail specific goals and recruitment strategies).
- iii) Describe strategies for how you will identify and recruit older adult participants.
- iv) What is your capacity to reach outlying communities?

c) Partnerships

- i) Identify other community organizations and describe how you will work in collaboration with them to implement MOB – Successful partners identified in Maine include but were not limited to: Agencies on Aging, regional hospitals and other health care providers, existing community health partnerships, public health agencies, YMCAs, senior centers, retirement communities, senior housing sites, and retired and senior volunteer programs.
- ii) Complete the acknowledgement form from your Regional AAA (unless applicant is an AAA).

d) Sustainability

- i) Describe your agency's commitment to support this initiative. What type of in-kind support will they provide (e.g., staff time, training space, use of office supplies/copiers, etc.)?
- ii) Describe a sustainability plan – how you will create infrastructure for program coordination to include: coach and participant recruitment, marketing, and maintaining a plan to offer at least three classes per year

e) Affordability

- i) Providers may charge a nominal fee for the classes to offset the expenses. Please describe the fee structure (if any) you propose to use.

f) Program Fidelity

- i) Describe how you will ensure that you are maintaining program fidelity (quality and consistency) in training volunteer coaches.
- ii) Describe how you will ensure that the program fidelity is being maintained by volunteer coaches in your region.

Required Attachments:

1. Signed *Ohio Master Trainer Site Commitment Form* - Page 8
2. Signed *Licensing Agreement with the Partnership for Healthy Aging* - attached
3. Signed *Application Acknowledgement Form for Area Agency on Aging (AAA)* - Page 9
Applicants must notify the AAA serving their county of their agency's intent to apply for the Master Trainer Session. (See list of AAAs on page 10.) The signed form will serve as this acknowledgement. The AAA Directors have been notified of this application requirement.

Application Checklist

- We have read the Master Trainer Job Description.
- We have read the MOB Most Frequently Asked Questions.
- We have completed and signed the Ohio Master Trainer Site Commitment Form – Page 8.
- We have notified our AAA of our intent to apply and are in receipt of the signed Application Acknowledgement Form – Page 9.
- We have completed and signed the Licensing Agreement between the MOB Master Trainer site and the Partnership for Healthy Aging.
- We have completed the Course Application narrative *in 2-4 pages* including a description of plans to train volunteer coaches to offer A Matter of Balance for at least a total of **three times** between August 1, 2008 and July 31, 2009.
- All application materials will be submitted at the same time by 4:00 PM on **June 9, 2008** to: Christy Beeghly, Ohio Department of Health, Injury Prevention Program, 246 N. High Street, 8th Floor, Columbus, Ohio 43215 or 614-564-2409 FAX.



A Matter of Balance

Ohio Master Trainer Site Commitment Form

After completing a license agreement with MaineHealth’s Partnership for Healthy Aging, _____ will receive the following:

- Two day training for MOB Master trainers,
- Facilitator manuals and videos/DVDs, participant manual templates,
- Recruitment and program planning assistance, and
- Communication and marketing material templates, on-going technical support.

We agree to the following:

- We will follow the requirements of the license agreement with the Partnership for Healthy Aging.
- We will send qualified staff to be trained as a master trainer(s).
- We will observe and evaluate volunteer coaches (tools provided).
- We will participate in evaluation activities and reporting requirements with the Partnership for Healthy Aging as requested (materials will be provided).
- We can demonstrate **sustainability** – an on-going commitment to keep offering *A Matter of Balance* with volunteer coaches.
- We will provide barrier free locations for classes.
- We will conduct classes in a private setting, to assure confidentiality for the group.
- We will recruit older adults throughout the community to serve as coaches.
- We will train volunteer coaches to offer A Matter of Balance at least three times during year one.
- We will charge no more than a nominal fee for the class.
- We will market to local community members and health care providers for participant recruitment.
- We will offer classes in sites that meet accessibility requirements of the Americans with Disabilities Act.
- We will prioritize program offerings in compliance with the Older Americans Act, serving moderate and low income individuals.
- We will serve as a resource for the MOB program in our region of Ohio.

Print Name: _____

Signature: _____

Organization: _____

Date: _____



Ohio's Area Agencies on Aging

Council on Aging of Southwestern Ohio

Serving Butler, Clermont, Clinton, Hamilton & Warren counties

175 Tri County Parkway

Cincinnati, OH 45246

1-800-252-0155

www.help4seniors.org

Area Agency on Aging, PSA 2

Serving Champaign, Clark, Darke, Greene, Logan, Miami, Montgomery, Preble & Shelby counties

6 South Patterson Blvd./#200

Dayton, OH 45402

1-800-258-7277

www.info4seniors.org

PSA 3 Area Agency on Aging, Inc.

Serving Allen, Auglaize, Hancock, Hardin, Mercer, Putnam & Van Wert counties

892-A South Cable Road

Lima, OH 45805

1-800-653-7723

www.psa3.org

Area Office on Aging of Northwestern Ohio, Inc.

Serving Defiance, Erie, Fulton, Henry, Lucas, Ottawa, Paulding, Sandusky, Williams & Wood counties

2155 Arlington Avenue

Toledo, OH 43609-0624

1-800-472-7277

www.areaofficeonaging.com

Ohio District 5 Area Agency on Aging, Inc.

Serving Ashland, Crawford, Huron, Knox, Marion, Morrow, Richland, Seneca & Wyandot counties

780 Park Avenue West

Mansfield, OH 44906

1-800-860-5799

www.agingnorthcentralohio.org

Central Ohio Area Agency on Aging

Serving Delaware, Fairfield, Fayette, Franklin, Licking, Madison, Pickaway & Union counties

174 East Long Street

Columbus, OH 43215

1-800-589-7277

www.coaaa.org

Area Agency on Aging District 7, Inc.

Serving Adams, Brown, Gallia, Highland, Jackson, Lawrence, Pike, Ross, Scioto & Vinton counties

University of Rio Grande/F32

P.O. Box 500

Rio Grande, OH 45674-3131

1-800-582-7277

www.aaa7.org

Buckeye Hills Area Agency on Aging PSA 8

Serving Athens, Hocking, Meigs, Monroe, Morgan, Noble, Perry & Washington counties

P.O. Box 370

Marietta, OH 45773

1-800-833-0830

www.areaagency8.org

Area Agency on Aging Region 9, Inc.

Serving Belmont, Carroll, Coshocton, Guernsey, Harrison, Holmes, Jefferson, Muskingum & Tuscarawas counties

60788 Southgate Road

Byesville, OH 43723

1-800-932-7277

www.aaa9.org

Western Reserve Area Agency on Aging

Serving Cuyahoga, Geauga, Lake, Lorain & Medina counties

925 Euclid Avenue/#600

Cleveland, OH 44115

1-800-626-7277

www.psa10a.org

Area Agency on Aging, 10B, Inc.

Serving Portage, Stark, Summit & Wayne counties

1550 Corporate Woods Parkway

Uniontown, OH 44685

1-800-421-7277

www.services4aging.org

Area Agency on Aging 11, Inc.

Serving Ashtabula, Columbiana, Mahoning & Trumbull counties

Ohio One Building

25 East Boardman Street

Youngstown OH 44503

1-800-686-7367

www.aaa11.org