



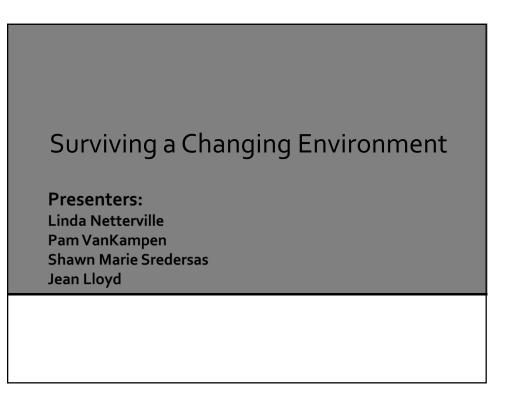
Surviving in a Changing Environment

Linda Netterville Jean Lloyd

Panel of Peers on Innovative Practices

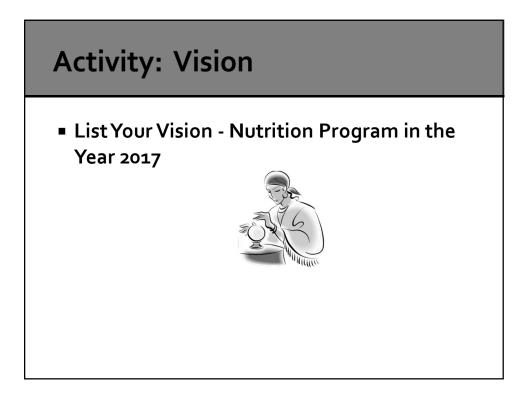
Pam VanKampen Shawn Sredersas

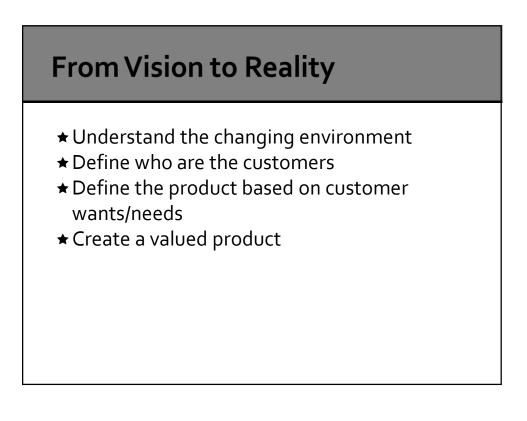
August 22, 2012, 3:10 p.m. - 6:10 p.m. 2012 2012 MOWAA Annual Conference Gaylord National Harbor Hotel



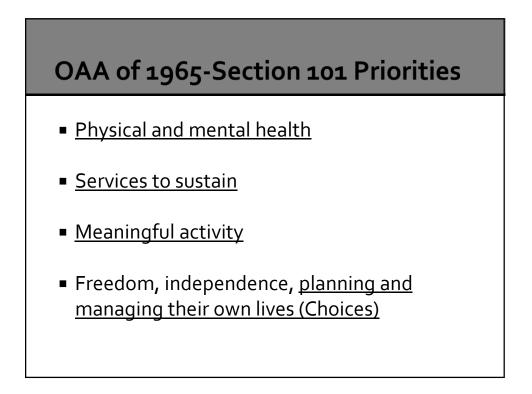
Surviving a Changing Environment

Agenda	
3:15 PM – 3:45 PM	Surviving a Changing Environment Overview
:45 PM – 4:15 PM	State/AAA Perspective
:15 PM – 4:45 PM	Local Program Perspective
reak	
:00 PM – 5:30 PM	Successful Program Implementation
:30 AM – 6:00 PM	Program Planning- Table Discussion and Report Out
	Wrap-Up

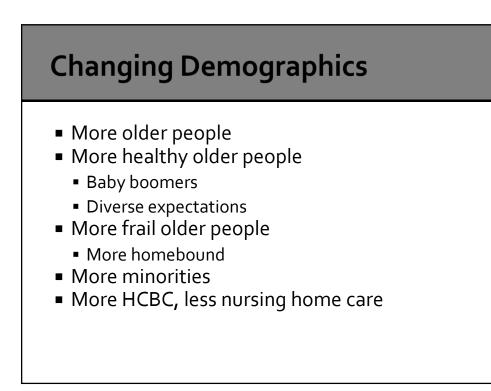


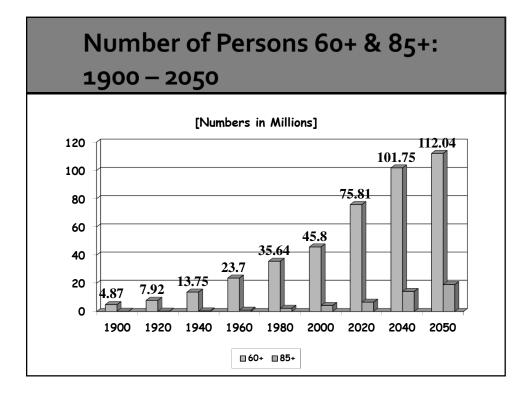


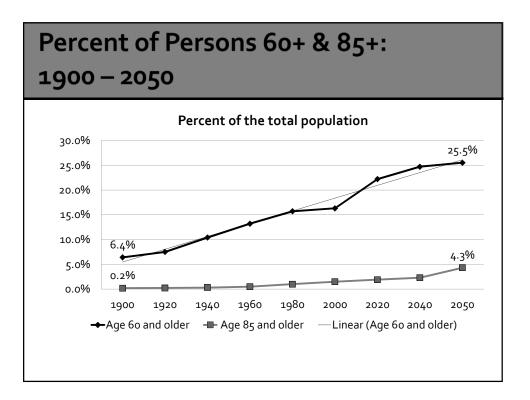


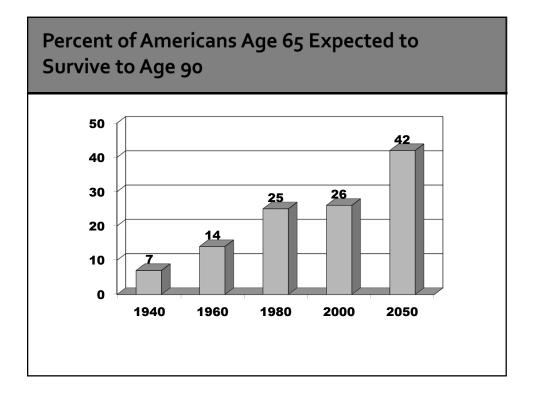


	Chang	ging E	nviro	nment	t	
		Fac	tors			
Demographics	Health Status	Care Systems	Society	Business and Technology	Resources	



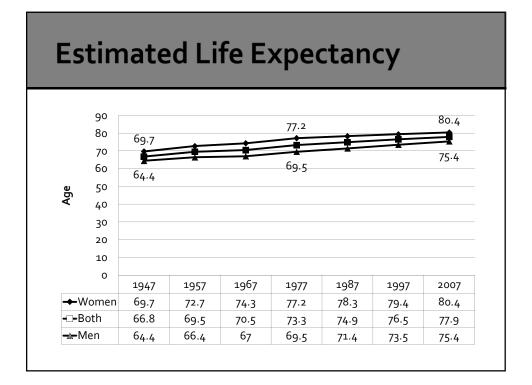


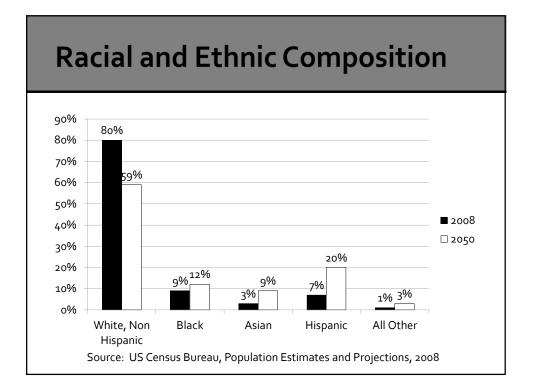


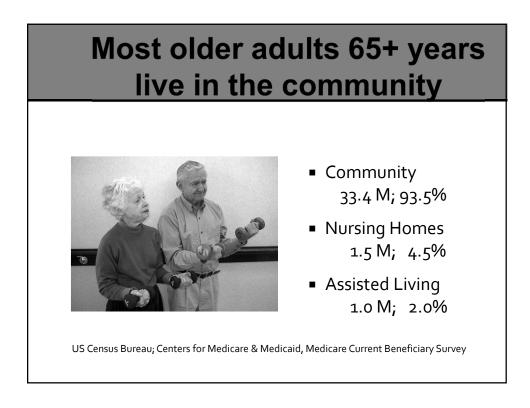


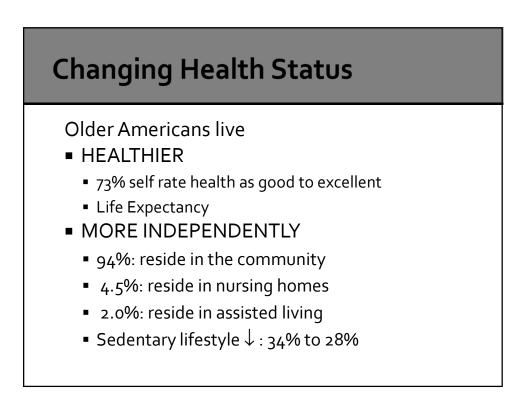
Population Change by State: 2000 to 2030- 65+ Population

-	-	•			
State	2000 Population 65+	2000 Percent 65+	2030 Population 65+	2030 Population 65+	
United States	34991753	12.4	71,453,471	19.7	1
Florida	2,807,597	(1) 17.6	7,769,452	(1) 27.1	1
Pennsylvania	1,919,165	(2) 15.6	2,890,068	(11) 22.6	1
West Virginia	276,895	(3) 15.3	426,443	(7) 24.8	1
lowa	436,213	(4) 14.9	663,186	(12) 22.4	1
North Dakota	94,478	(5) 14.7	152,358	(6) 25.1	l
Wyoming	57,693	(38) 11.7	138,586	(3) 26.5	1
Maine	183,402	(6)14.4	374,017	(2) 26.5	1
New Mexico	212,225	(39) 11.7	555,184	(4) 26.4	l
Montana	120,949	(14) 13.4	269,558	(5) 25.8	





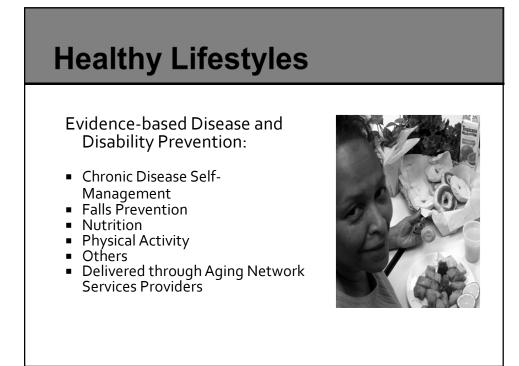




Changing Health Status

Older Americans live

- MORE PHYSICALLY ACTIVE AND FUNCTIONALLY FIT
 - Physically active:
 - 83% ages 45-64
 - 77% ages 65-74
 - 64% ages 75+
 - Chronic disability ↓: 24% to 21%
 - Physical activity limitations ↓:
 29% to 21%

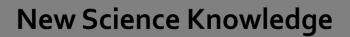


Health Statu	s
EXCEPTION:	Minorities

Heart Disease and S	Stroke
Black, Non-Hispanic	48.7%
Hispanic	39.6%
American Indian/Alaska Native	38.7%
White, Non-Hispanic	35.5%
Asian and Pacific Island American	25.9%

Health Status EXCEPTION: Minorities

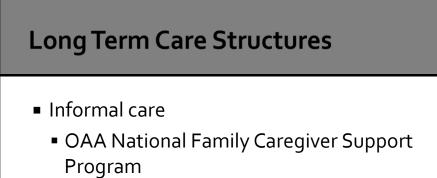
Nutrition and Health Related	l Disparities
Diabetes –	
Prevalence of diagnosed diabetes in a	dults, age 20 and older
Black, Non-Hispanic	12.9%
Hispanic	11.7%
American Indian/Alaska Native	15.3%
White, Non-Hispanic	7.9%



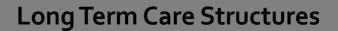
- Dietary Reference Intakes
 - Food and Nutrition Board of the Institute of Medicine of the National Academy of Sciences
- Dietary Guidelines for Americans 2010
 - Departments of HHS and USDA
- Purpose of both documents
 - Promote health and reduce the risk of chronic disease and disability through diet and physical activity



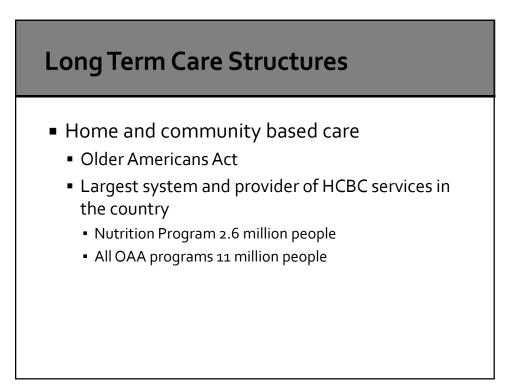
- Health
- Long term
- Community

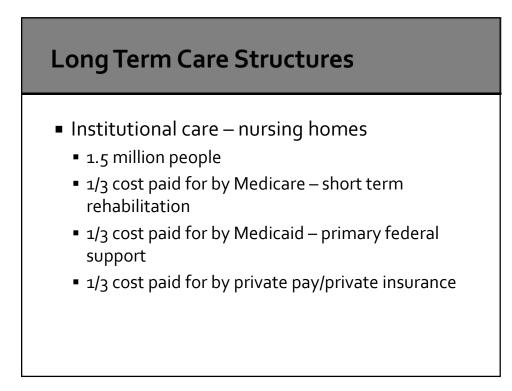


- Medicaid Waiver
- Private pay/ private insurance



- Home and community based care
 - Medicare-short term rehabilitation
 - Medicaid Wavier 1915 (b) & (c) Waivers
 - Under 1 million people
 - Private pay/private insurance



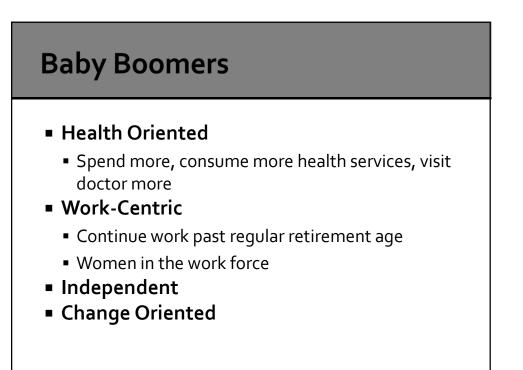


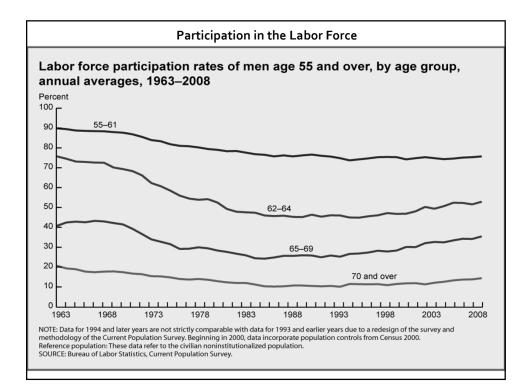
Changing Systems

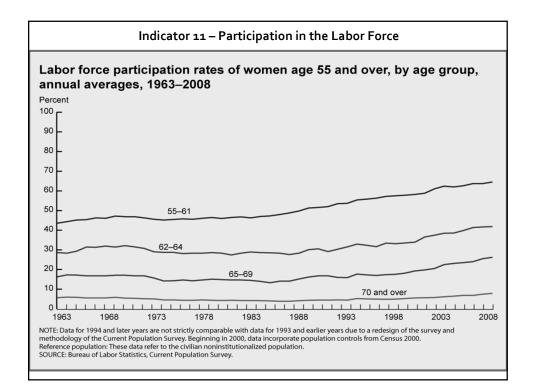
- Affordable Care Act preventive services
- Transitional Care
- HCBC
- Cash and counseling; New Freedom Initiative
- Aging and Disability Resource Centers
- Public/private pay
- Evidence based practice

Changing Society

- Increased demand for services
- Increased demand for quality services
- Increased demand for appropriate services: cultural, religious, therapeutic
- Increased demand for choice
- Increased demand for HCBC
- Different cohorts different attitudes





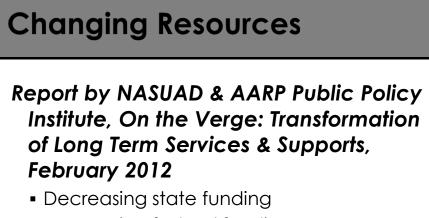




Changing Technology

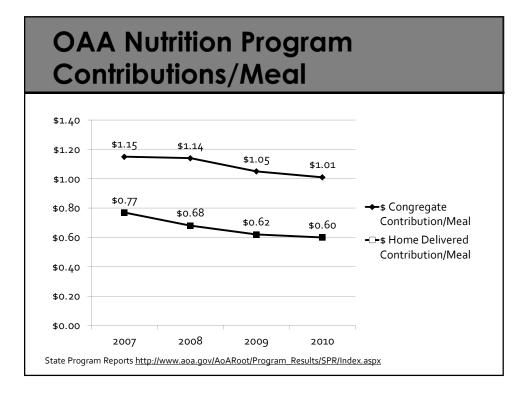
- Improved service and delivery models
 - Routing/scheduling
- Improved equipment specific for MOW programs
- Changes to the food supply chain
- Health focused foods-Functional foods, supplements, probiotics





- Decreasing federal funding
- Changes for Medicaid Waiver

http://www.nasuad.org/documentation/ nasuad materials/AARP732 OntheVerge REPORTFeb1v33.pdf



Changing Resources

- Competition for limited dollars
- Need to develop community partnership
- Relook at "for pay" options
 - Other services
 - Tiered services
 - Expanded services

Partnerships

- Government
 - Federal
 - State
- Local/county/cityPrivate non profits
 - Faith communities
 - Other service providers

Partnerships

- Volunteers
 - Older adults
 - Other ages
 - Ethnic associations
 - Private industry

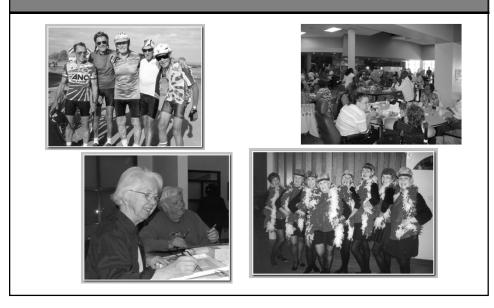
Partnerships

- Private industry
 - Food companies
 - Food service companies
 - Food distributors
 - Grocery stores
 - Ethnic restaurants
 - Insurance companies
 - Gyms
 - Housing

Group Discussion

- What are your reactions?
- How does this affect you and your program?
 - Congregate
 - Home-Delivered

Who Are The Consumers



Characteristics of Title III C
Nutrition Program

Demographic	National Population	Congregate Meals	Home Delivered Meals
Age 60-64	29%	10%	9%
Age 65-74	38%	33%	22%
Age 75-84	24%	39%	40%
Age 85 or older	8%	18%	30%
Married	60%	38%	25%
Non-Married	40%	61%	74%

 $5^{\rm th}$ National Survey of OAA Program Participants-2009

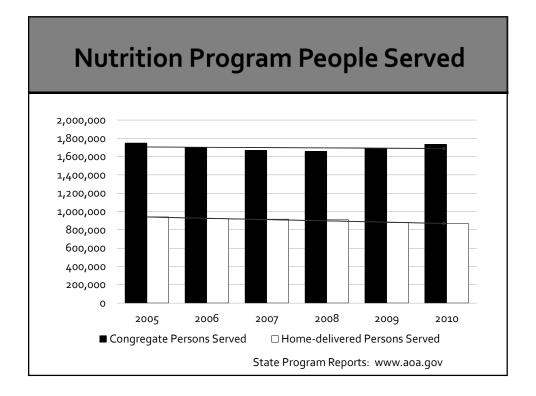
Characteristics of Title III C Nutrition Program				
	National Population	Congregate Meals	Home Delivered Meals	
Living alone	27%	48%	56%	
Three or more ADLs	6%	8%	31%	
Services allow to remain in home	N/A	59%	91%	

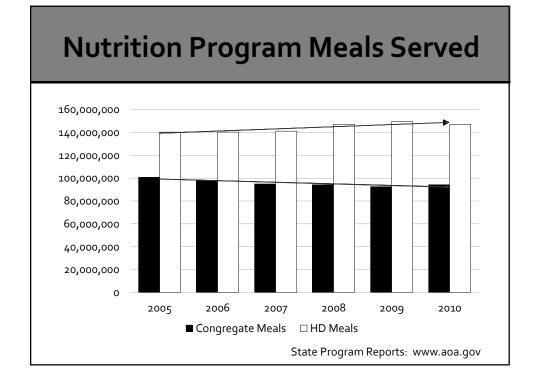
*5th National Survey of OAA Program Participants-2009

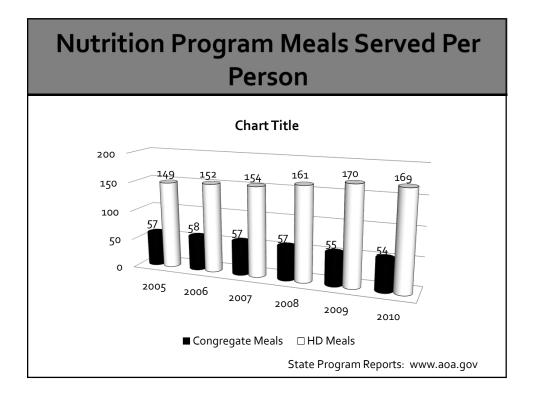
Characteristics of Title III C
Nutrition Program

Income relative to poverty	National Population	Congregate Meals	Home Delivered Meals
Below	7%	14%	24%
At or near	8%	19%	28%
Above	85%	51%	35%
Unknown	n/a	16%	13%

 *5 th National Survey of OAA Program Participants-2009







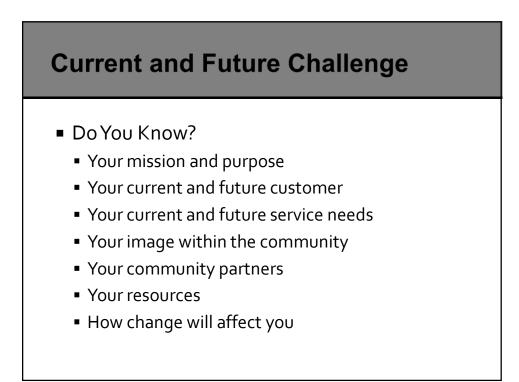
Define Your Product Based on Customer Wants/Needs

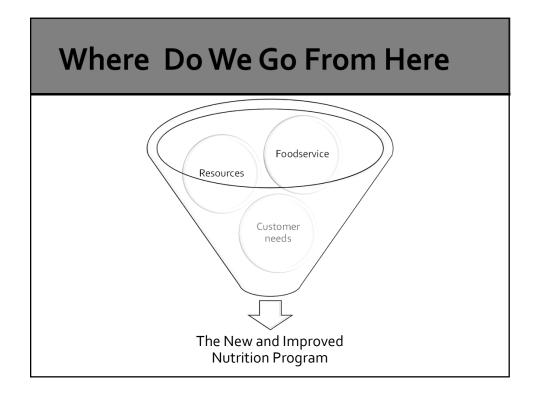
- Choice in menu, including cultural & dietary choices
- Attractive presentation of food
- Knowledgeable & friendly staff
- Variety of supportive programs, services and activities
- Pleasant, welcoming, supportive environment
- Participant input
- Volunteer opportunities
- Congregate-Adequate transportation & parking

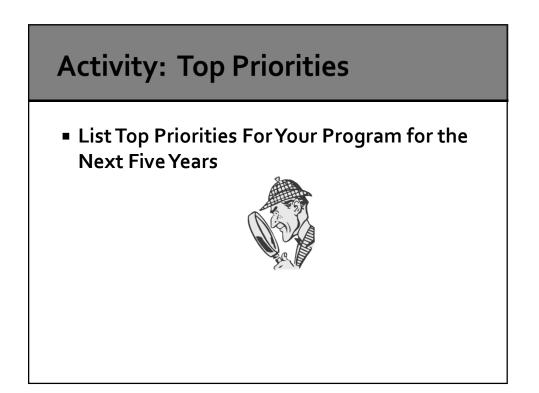
Solutions-Menu Choices

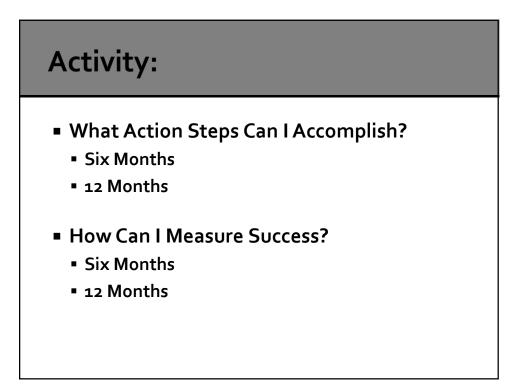
- Accommodating Consumer Menu Choice
 - Time
 - Service location or place
 - Restaurant voucher programs
 - Café style service
 - Menu
 - Food
 - More than 1 meal/day
 - Fee for service/private pay options
 - Customer service emphasis

Create a Valued Product				
Consumers Value Program Participation				
	Home Delivered	Congregate		
Eat more balanced meals	86%	79%		
Better able to avoid sodium & fat	81%	76%		







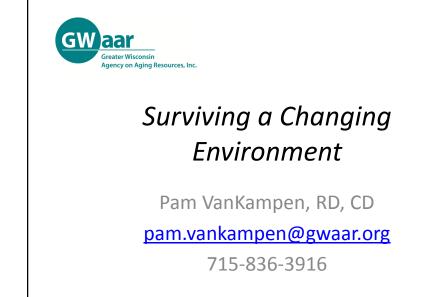


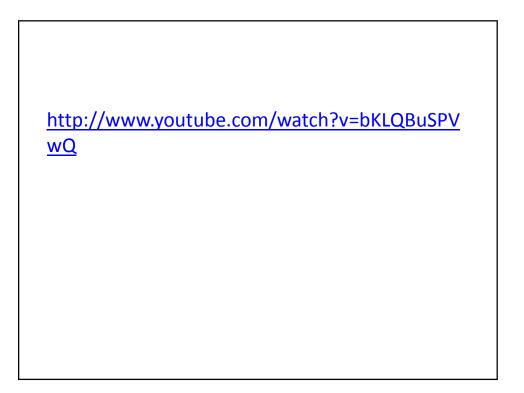
Remember!!!!

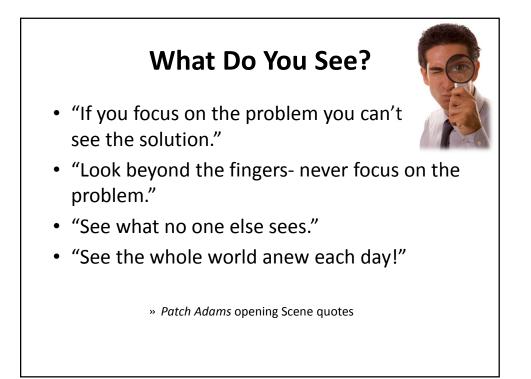
"If you don't know where you're going......

You're likely to end up somewhere else!"

Aging Statistics http://aoa.gov/AoARoot/Aging_Statistics/index.aspx Older Americans 2012: Key Indicators of Well-Being http://www.agingstats.gov/Main_Site/Data/2012_Documents/docs/EntireChartb ook.pdf Census Population Projections http://www.census.gov/population/www/projections/projectionsagesex.html A Profile of Older Americans http://www.aoa.gov/aoaroot/aging_statistics/Profile/2011/docs/2011profile.pdf Agency for Healthcare Research and Quality http://www.ahrq.gov/data/ U.S. Census Bureau http://2010.census.gov/2010census/	Resources
 Older Americans 2012: Key Indicators of Well-Being <u>http://www.agingstats.gov/Main_Site/Data/2012_Documents/docs/EntireChartbook.pdf</u> Census Population Projections <u>http://www.census.gov/population/www/projections/projectionsagesex.html</u> A Profile of Older Americans <u>http://www.aoa.gov/aoaroot/aging_statistics/Profile/2011/docs/2011profile.pdf</u> Agency for Healthcare Research and Quality <u>http://www.ahrq.gov/data/</u> U.S. Census Bureau 	5 5
http://www.agingstats.gov/Main_Site/Data/2012_Documents/docs/EntireChartb ook.pdf Census Population Projections http://www.census.gov/population/www/projections/projectionsagesex.html A Profile of Older Americans http://www.aoa.gov/aoaroot/aging_statistics/Profile/2011/docs/2011profile.pdf Agency for Healthcare Research and Quality http://www.ahrq.gov/data/ U.S. Census Bureau	http://aoa.gov/AoARoot/Aging_Statistics/index.aspx
http://www.census.gov/population/www/projections/projectionsagesex.html A Profile of Older Americans http://www.aoa.gov/aoaroot/aging_statistics/Profile/2011/docs/2011profile.pdf Agency for Healthcare Research and Quality http://www.aoa.gov/aoaroot/aging_statistics/Profile/2011/docs/2011profile.pdf U.S. Census Bureau	http://www.agingstats.gov/Main_Site/Data/2012_Documents/docs/EntireChartb
http://www.aoa.gov/aoaroot/aging_statistics/Profile/2011/docs/2011profile.pdf Agency for Healthcare Research and Quality http://www.ahrq.gov/data/ U.S. Census Bureau	
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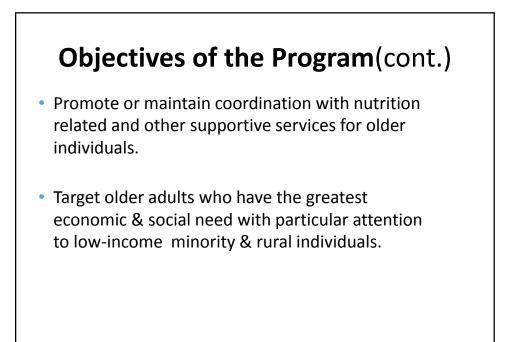


Always Remember Why We Do What We Do!

- <u>Don't lose sight of the purpose of the program</u>
 - To reduce hunger & food insecurity
 - To promote socialization of older adults
 - To promote the health and well-being of older individuals by assisting such individuals gain access to nutrition and other disease prevention and health promotion services to delay the onset of adverse health conditions resulting from poor nutritional health or sedentary behavior.

Objectives of the Program

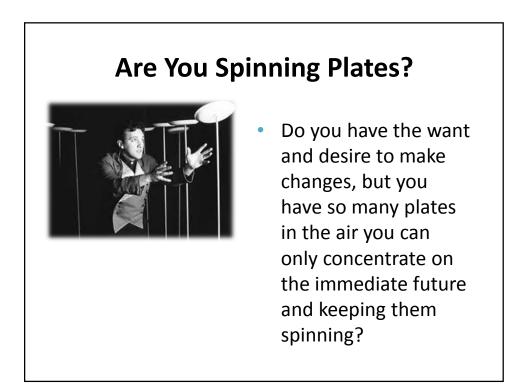
- Prevent malnutrition and promote good health behaviors through:
 - nutrition education
 - nutrition screening
 - intervention of participants
- Serve wholesome, delicious meals that are safe and of good quality, through the promotion and maintenance of high-food safety and sanitation standards.



"GOAL: DELAY IN-HOME SERVICES - GIVING PEOPLE A PURPOSE TO GET UP, GET DRESSED AND LEAVE THE HOUSE IS VERY IMPORTANT ESPECIALLY AS WE AGE."

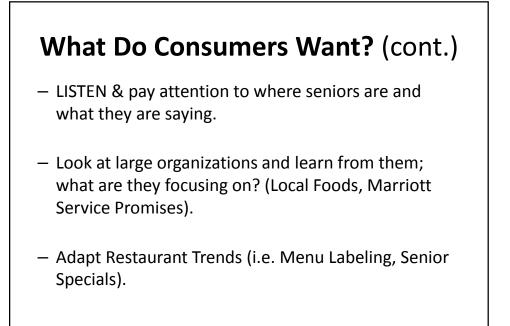
Jean Lloyd, AoA National Dietitian

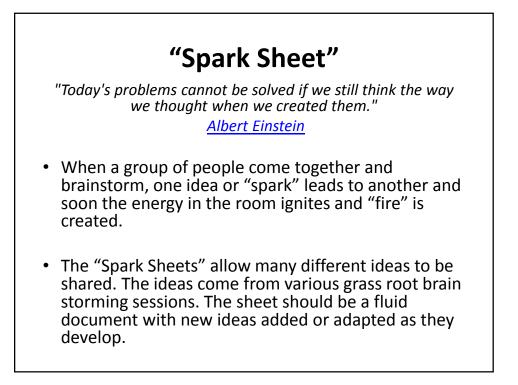
"CREATE A PURPOSEFUL ROLE for them. They need a reason to get up and to have meaning and give back." (Dr. Robert Butler at NCOA/ASA Conf. Chicago March 2010)



What Do Consumers Want?

- Don't make assumptions
- Don't operate in a silo
- Have to ask, engage, excite and unite them!
 - "Spark Sheets"
 - One-on-One Interviews
 - Niatx Process Improvement Process (Walk Through)
 - Asset Based Community Development (ABCD)
 - Focus Groups
 - Surveys







[™]///// "Walk Through"

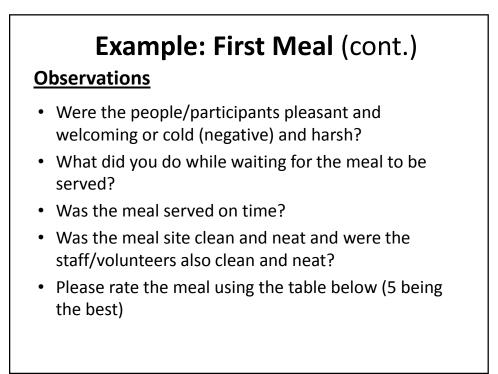
Overview:

- **Process improvement** system is customer driven. Remember we are looking at the processes in place and how the process influences customers.
- Important to suspend judgment and just observe the process - ask yourself how does this make you feel or how would my parents feel going thru this system?
- Identifying opportunities for improvement; flow chart to see the big picture then pick the "low hanging fruit" to address first.

Example: First Meal

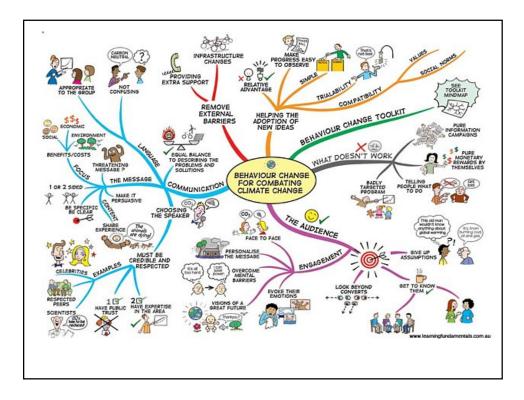
Observations

- Was it easy to find the meal site?
- Were parking, directions, and signage adequate?
- Were you welcomed to the meal site in an open and friendly manner?
- Did the site feel pleasant and welcoming or cold (negative) and harsh?



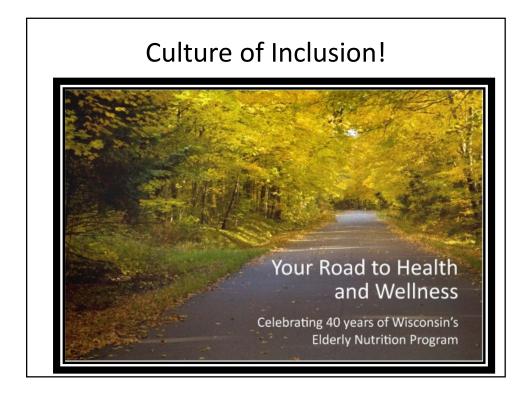
Rating Scale					
5 is the best	1	2	3	4	5
Taste		<u></u>	8		
Texture		8	<u>ee</u>		
Temp.			(<u>)))</u>		
Appearance		-			
Overall					

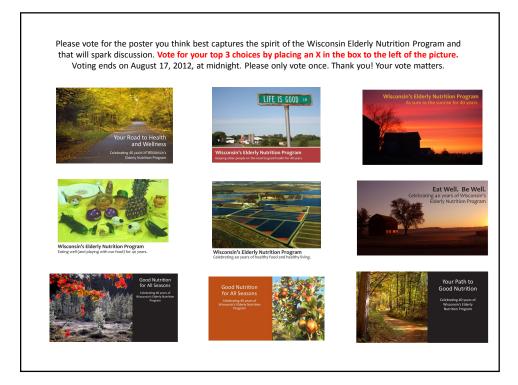






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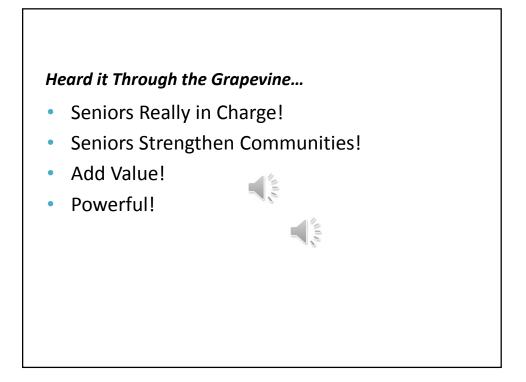




Culture of Inclusion

Get participants buy-in to form new initiatives (Examples)

- Recipe contest submitted by the seniors (Pepin)
- Form a Committee of Seniors to take ownership of various programs (i.e. activities) (Florence)
- Cooking Classes with seniors teaching...
 - Cooking for Men,
 - Cooking with Diabetes, Celiac, etc...
 - Cooking for 1 or 2



Promises...

•Always...offer a dining site that is safe, comfortable, and clean; that has a cheerful, friendly atmosphere that promotes socialization and offers health promotion activities.

•Always...provide safe, high-quality, well-balanced meals.

- •Always...make you feel at home and welcome.
- •Always...deliver service that will make you want to keep coming back.

• **Draft**...to build grass roots support the nutrition staff will be involved in developing these this fall.

One-on-One Interviewing

- A conscious exploration of another person's interests, passions, relationships and stories.
- Listen for what energizes and activates the person.
- Way to build "public knowledge"
 - Listen for people's public interests and potential to take action with others.

Sample Question:

"What are the 3 most important issues facing older adults in your community?"



Advantages

- People tend to share a lot more information when someone is asking the questions in person.
- It's much easier to ask a follow-up question and get examples to support what people are saying.
- It gives people an opportunity to participate in a more direct way, and they have a greater buy-in to the results of the assessment process.

Disadvantages

- They're time intensive, and trying to schedule the interview can be a full-time job in itself.
- Sometimes people use them as an opportunity to vent about everything that's wrong with an organization, putting you on the defensive and leaving you to sift through their remarks for constructive criticisms.

http://www.thenonprofittimes.com/article/detail/advantages-and-disadvantages-to-1-on-1-interviews-4535

Tips and Tools of One-on-One Interviewing

- Be prepared
- Keep it informal
- Look for connections
- Ask direct questions
- Avoid yes/no questions
- Listen well
- Be sure you understand
- Look for the energy for action
- Evaluate

NCOA/ASA Annual Conference that was held in Chicago in March of 2010

- The average retiree watches 48 hours of television a week!
- We need more roles for older adults, they have more discretionary time and want to be involved with things that give them purpose and are meaningful. They want to do something that makes use of their talents vs. basic skills, i.e. develop a marketing plan or ways for your organization to be more effective communicators, etc... vs. mindless tasks such as stuffing envelopes.

NCOA/ASA Annual Conference that was held in Chicago in March of 2010

- We need to have expectations for them they want to give back. People want to stay connected. They want to engage and connect with the world.
- Social Security created a mindset that once you turn 65 you are on vacation. We need to invite older adults back in. We need a wall of programs for seniors to give back, show us, lead us, etc...

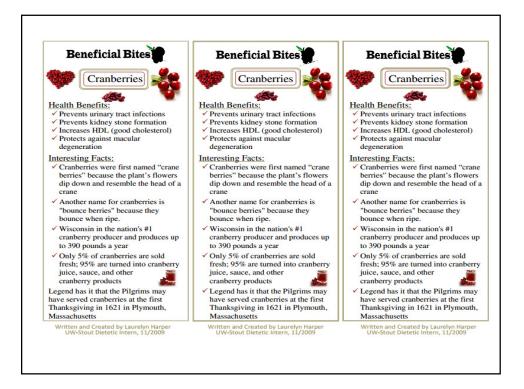
Teach Seniors to Fish...

Beneficial Bites

- Activity Booklet
- "MeYou Health" Daily Wellness Challenge
- Theme Days
- "Purpose Planning"
- SNAC Program
- Evidence Based Programming
- Nutrition Coalitions
- "More than a MEAL Café"



<u>Cranberries Newspaper Column</u> <u>Cranberries Presentation</u> <u>Cranberry Crossword</u> <u>Cranberry Maze</u> <u>Cranberry MOW Flyer</u> <u>Cranberry Recipe Cards – 1</u> <u>Cranberry Recipe Cards – 2</u> <u>Cranberry Recipe Cards – 3</u> <u>Cranberry Table Tent</u> <u>Ocean Spray Cranberry 101</u>





Standardization with Customization

- Offer options and choices for each community to choose what energizes them.
- You can have uniformity but still allow communities the freedom to make it their own.

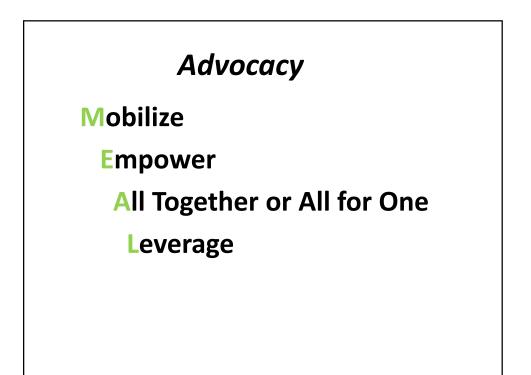
- "More Than a MEAL" examples

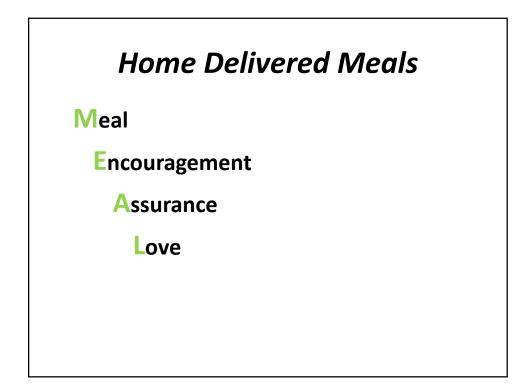


We are not a restaurant. We offer one wholesome meal a day but we offer so much more designed specifically for people age 60 plus. Think of this as YOUR place to hang out, have fun, laugh, enjoy and grow friendship and socialize. We want you to help us shape what will be offered at this location such as educational, health and wellness activities and programs that help you maintain your independence. It can be a hub for you to volunteer, give back to and strengthen your local community in various ways; YOU can make a difference.

Please join hostess _____ for food, socialization & fun! Our friendly bus driver will be glad to pick you up!

We look forward to Seeing You Soon







Volunteer Hub

Make A Day!

Enhance Lives!

Add Hope!

Lighten Loads!

"Purpose" Place

Make a Difference

Excite/Energize/Empower

A role to play

Leave a legacy

Partnerships/Relationship Building/Networking

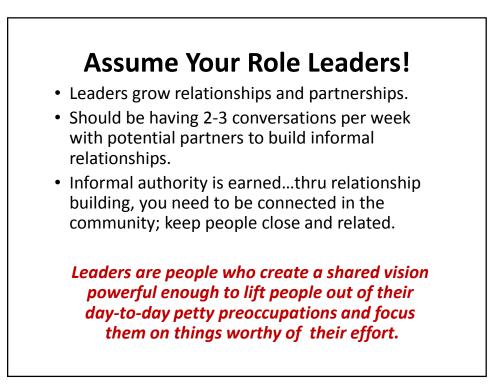
Make connections

Educational opportunities or

Enhance the Community

Advocacy/Action

Learn from Each Other







Remember to Enjoy Yourself...



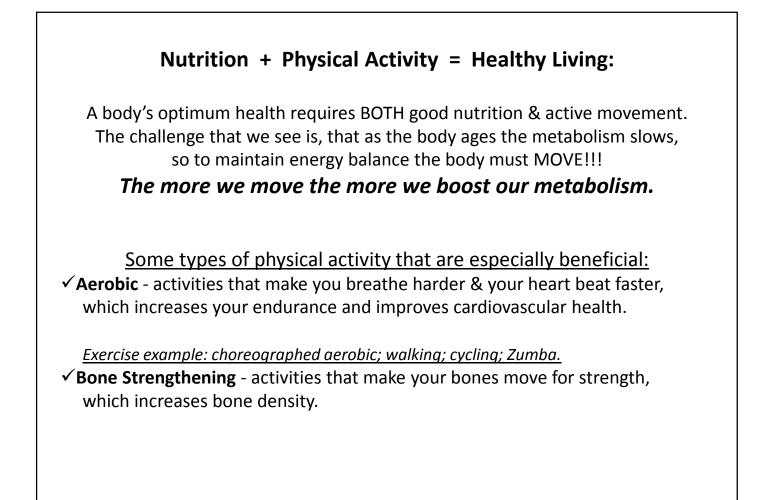
<u>"Wow" Experience</u> Fun Energy Purpose Engagement Friendship/Socialization Passion Enthusiasm

IN SUMMARY
WHAT DO YOU SEE FOR THE FUTURE OF
YOUR PROGRAM?
HAVE THE COURAGE TO SEE WHAT OTHERS
CHOOSE NOT TO.
THANK YOU FOR ALLOWING ME TO HIGHLIGHT
WHAT WE ARE DOING IN WISCONSIN.
PLEASE CONTACT ME IF YOU HAVE ANY
QUESTIONS/COMMENTS.
SINCERELY, PAM

How to Survive In A Changing Environment? "KEEP MOVING"...



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Nutrition + Physical Activity = Healthy Living:

Some types of physical activity that are especially beneficial:

✓ *Exercise example: heel tap; step touch; march in place; Jogging.*

 ✓ Muscle Toning - activities that move your muscles through resisted motion, which builds agility & strength in all (upper, mid, and lower) parts of the body.
 <u>Exercise example: weighted bicep curl; core crunch; knee rise; Kickboxing.</u>

✓ Balance & Stretching - activities that enhance physical stability and flexibility, which reduces risk of injuries. <u>Exercise example: reach extension; hold flexion; Yoga</u>

WHY TODAY AN EXERCISE CLASS IS A MUST???

<u>VS</u>

A Day In Modern Times:

With money we earn sitting/standing at an 8 hour job, we hire help to "do the household chores".
We auto start the car, set the cruise, and talk on the cell phone while driving to the store; where we park closest to the store and purchase pre-made, processed foods made from who knows what?
We then pick up a quick drive-thru "Super Sized" meal to save time so we can sit & watch TV while socializing on the computer...
Lots of CONSERVED energy to achieve the good life.

A Day In Times Gone By:

They swept the floors and beat the rugs; hand washed & line hung clothes; they hunted for meat; milked the cows and gathered eggs; they tilled, planted, hoed, weeded, and picked vegetables/fruits; ground & milled grains; went to the well for water to prepare scratch-cooked, nutritious meals to fuel their bodies for the next day... Lots of SPENT energy to achieve the simple life. As we move less, we become more susceptible to aliments which inhibit movement and a downward spiral begins...

Extended periods of sitting leads to muscular shortening & tightening.

Lack of weight-bearing activity leads to weakening of muscle & bone.

Extended lack of activity leads to metabolic instability & weight gain.

Lack of movement/stretching leads to joint deterioration & loss of flexibility.



When it comes to our mental/emotional, and physical health we need to take control and <u>MOVE FORWARD</u>!

We control where our mind goes... Positively embrace life, talk & focus on the positives instead of the negatives. **~Where the mind goes the body follows~**

We control where our body goes... Positively engage the body with movement/action as much as possible, ~If it moves – MOVE IT~

BENEFITS OF EXERCISE:

- Increases Circulation
- Improves Emotions
- Improves Energy Level & Metabolism
- Relieves Joint Pain
- Normalizes Glucose Levels
- Normalizes Blood Pressure
- Normalizes Cholesterol Levels
- Improves Sleep
- Decreases Stress/Tension



What Is An Evidence-Based Program?

•Evaluation research shows program produces positive program results.

•The evaluation is peer-reviewed by experts in the field.

•Results can be attributed directly to the program, and not other factors.

•Program is "endorsed" by a federal agency/organization.

When you adopt an evidence-based program, you get a well-defined structured program with defined goals, timeframe for specific population. To track the participant's proven positive outcomes, all the tools/forms are provided to measure justification of funding/efficient use of resources.

For a complete list of funded programs in your area, check with your Federal Funders.

What Is An Evidence-Based Program? Examples of Title IIID Federal Grant supported programs are:

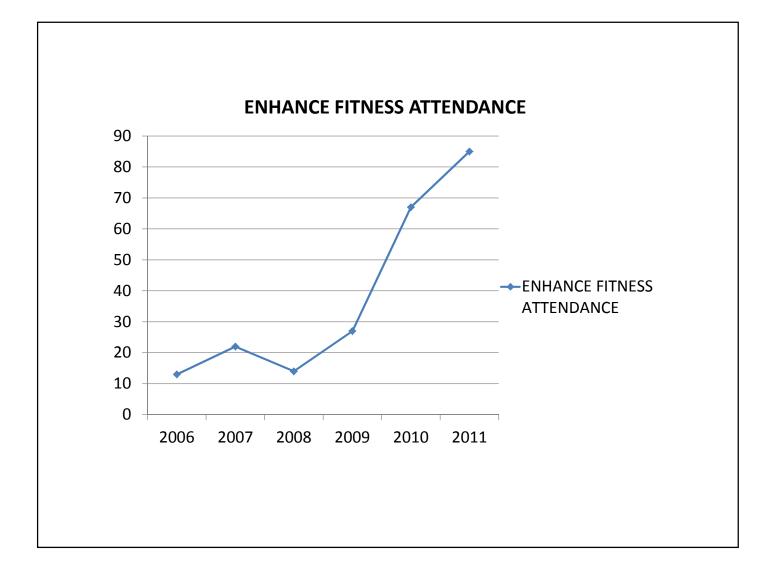
- Active Choices
- Active Living Every Day
- Chronic Disease Self-Management Program
- Enhance Fitness, Enhance Wellness
- Healthy Eating
- Identifying Depression
- Empowering Activities for Seniors
- Healthy Moves, Matter of Balance
- Medication Management
- Step by Step, Stepping On
- Strong for Life
- Walk with Ease, and
- The Arthritis Foundation Programs for Aquatics
- Tai Chi
- Self-Help, Exercise Moves.

For a complete list of funded programs in your area, check with your Federal Funders.

Evidence-Based "Adult Action" programs provide important documented statistics proving that physically active older adults experience:

- •72% decrease in hospital stays
- Improved strength & bone density
- 35% decrease in use of prescription drugs
- Improved memory
- •11% decrease in depressive symptoms
- Improved mood of emotions
- •35% improvement in activity of daily living
- Improved balance & coordination
- Increased endurance & flexibility
- Improved sleep pattern

INDEPENDENT LIVING!



Most Evidence Based Programs focus on Functional Fitness which concentrates on movements that improve Activities of Daily Living (ADLs):

 Teach isolated muscles to work together, preventing injury during daily actions. (choreographed moves)
 Preserve bone density and strength, preventing brittle bones & breakages. (strength & sharing)
 Build major muscles for full range of motion, promoting everyday ease of movement. (weights)
 Develop balance, agility, and flexibility, preventing falls & trips to the hospital. (stretch)

STRONG SENIORS BUILD POWERFUL PROGRAMS!

Surviving in a Changing Environment and Panel of Peers on Innovative Practices August 22, 2012, 3:10 p.m. - 6:10 p.m. 2012 MOWAA Annual Conference Gaylord National Harbor Hotel



#1

#2

#3

#4

#5



#2 #3 #4

#5

#1



Within the Next Six Months:

What Action Steps Can I Accomplish?	How Can I Measure Success?
1.	
2.	

Within the Next 12 Months:

What Action Steps Can I Accomplish?	How Can I Measure Success?
1.	
2.	



Surviving a Changing Environment (MOWAA Conf. Fall 2012)

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Formulating Strategic Business Plans for Healthy Aging Program (A toolkit for Community-Based Organizations) Toolkit from Hebrew Senior Life gives you the basic understand and template for formulating a business plan that you can adapt to meet your needs. Download it at <u>http://www.ncoa.org/assets/files/pdf/center-for-healthy-aging/MA-EBDP-Grant-Final-Report.pdf</u>

Greater Wisconsin Agency on Aging Resources (GWAAR) website. We have a lot of best practices posted on this website that you can use and modify to best meet your needs. A couple highlights include: (<u>www.gwaar.org</u> click on "For Professionals" then on "Elderly Nutrition Program".

- **Beneficial Bites:** Way to introduce functional, powerhouse foods into the diets of seniors and onto the menu, complete program of nutrition education to a consistent message is shared and to increase familiarity with foods they may not have otherwise eaten on a regular basis. Download the materials at: <u>http://gwaar.org/for-professionals/elderly-nutrition-program-for-professionals/elderly-nutrition-program-for-professionals/elderly-nutrition-program-for-professionals/elderly-articles/aging-programs-and-services/109-beneficial-bites.html</u>
- Activity Booklet (Version 1 and 2): <u>http://gwaar.org/for-professionals/elderly-nutrition-program-for-professionals/elderly-nutrition-program-for-professionals-2.html</u> Scroll down to Activity Booklet 1(Theme Days i.e. Music Monday, Wellness Wednesday, etc...) or Activity Booklet 2 (resource for activity ideas plus peer activity suggestions).
- Theme Month Materials: Way to communicate consistent message on a variety of nutrition, health and wellness topics <u>http://gwaar.org/for-professionals/elderly-nutrition-program-for-professionals/theme-month-materials.html</u>
- **Poster Contest**: Opportunity for seniors to give back to and be involved with the Elderly Nutrition Program and to show they have something to contribute. All photos were submitted by seniors or someone closely related to the nutrition program like a HDM volunteer. View the top 9 posters at http://www.surveymonkey.com/s/WAND40thPosterContest



• 1 on 1 Interviewing: Tips and Tools:

- **Be prepared:** It is best to set interviews up in advance, think about what you want to know, and make the interview short (at least the initial one), about 30 minutes.
- **Keep it informal**: A one-on-one interview differs from a job interview, a survey or an academic approach. You do not have a standardized set of questions- you go with the flow, looking for body language, sources of passion, personal histories, etc...
- Look for connections: Ask questions to keep the conversation flowing. Look for connections and contrasts in experience between yourself and your interviewee, but resist launching into long stories about yourself. The other person should do most of the talking.
- Ask direct questions: Find out what is important to the other person. For instance, ask her about her connections to her home, and how she came to her job. Find out the public issues that make her angry or energized. "Why did you get involved in this group?" "Why do you care about this issue?" "What have you learned from this experience?"
- Avoid asking yes or no questions: They are too quick and you don't learn much. If you do ask they, follow up with "why?"
- **Listen well**: Build on what your interviewee has already said. This involves paying close attention. An interviewee who feels listened to is likely to talk more than someone who feels that their words are falling on deaf ears.
- **Be sure you understand**: Clarify what the talking is saying by restating what you've heard and asking if you've got it right.
- **Look for the energy for action**: If you can see that the person is fired up about a public problem, ask if they have ever taken action on it before and how. Find out what they would be interested in working with others to take further action. Plan a follow-up, if you think it would be useful.
- **Evaluate:** Afterward, think about the outcome of the interview. What worked? What can you do better next time?

Wisconsin Institute for Healthy Aging (WIHA) website. Showcases and coordinates our evidence-based programs. The main ones we offer presently are Chronic Disease Self-Management from Stanford that we call "Living Well" with chronic conditions and Stepping On, a falls prevention workshop. More evidence based programs will be added in the near future. http://wihealthyaging.org/



Walk-through Recording Form

Use this form to record your experiences and observations from your walk-through exercise, as well as the suggestions that you've gathered from your staff.

Agency Name:

Title: Revitalizing Senior Dining Program.

First Contact- Making a Reservation for the Meal

Observations:	1. Did you get a busy signal, voice mail, an automated greeting, or did a live person answer the call?
	2. Did the (agency name) offer you a reservation on your first call?
	3. Did you receive information on the program- time, donation, menu, location?
	4. Would you have difficulty reaching the site without access to a car?
	5. Does the agency offer transportation to the site if you don't have transportation?
Recommendations:	



First Meal

Observations:	1. Was it easy to find the meal site?
	2. Were parking, directions, and signage adequate?
	3. Were you welcomed to the meal site in an open and friendly manner?
	4. Did the site feel pleasant and welcoming or cold (negative) and harsh?
	5. Were the people/participants pleasant and welcoming or cold (negative) and harsh?
	6. What did you do while waiting for the meal to be served?
	7. Was the meal served on time?
	8. Was the meal site clean and neat and were the staff/volunteers also clean and neat?
	9. Please rate the meal using the table below (5 being the best)



	5 is the best	1	2	3	4	5	
	Taste						
	Texture						
	Temp.						
	Appearance						
	Overall						
Recommendations:							

Registration

Observations:	1. Did the (greater/site manager/volunteer) accompany you through the entire registration process?
	2. How long did you spend at the registration task?
	3. Where any of the questions on the registration form difficult to answer?
	4. What was the registration process like?
	5. Did you have to wait between your registration and your first meal, and if so, how long?



Recommendations:	

Donation Process

Observations:	1. Was the donation process explained to you when you made the reservation?
	2. Was the donation signage clear and unintimidating?
	3. Did you feel you were able to confidentially make your donation?
Recommendations:	

MOW's Pick-up Process

Observations:	1. Did it appear convenient for volunteers to pick up the HDM's?
	2. Was there good cooperation between the site manager/volunteers and drivers as meals were packaged?
	3. Did the HDM pick-up process affect you, as the Senior Dining participant in anyway?



Recommendations:	:		

First Meal Overview

Observations:	1. Overall, how were you treated?
	2. Did you like the way the meal was served and presented?
	3. Was it easy to understand how to clear your dishes?
	4. Did you feel rushed?
	5. What questions or concerns should have been addressed before the first meal?
	6. Did you feel welcomed and were you encouraged to "come again"?
Recommendations:	
necommendations:	



Final Considerations

- 1. What surprised you most during your walk-through?
- 2. What changes do you most want to make?

Overview:

This process improvement system is customer driven. Remember we are looking at the processes in place and how the process influences customers- process improvement not staff/volunteer/person improvement. It is extremely important to suspend judgment and just observe the process- ask yourself *how does this make you feel or how would my parents feel going thru this system?* Don't go to the next level of making value judgments. We will be identifying several opportunities for improvement and we will flow chart these out so we can see the big picture and pick the "low hanging fruit" to address first. We will be doing small process changes that can be done quickly and demonstrated that the change makes a difference in the process, tools such as the Fishbone Diagram and brainstorming will be used. This will lead to the bigger system change eventually but the beauty of this process is that it brakes down the often overwhelming task of system change into doable steps and allows small successes to be celebrated along the way; this helps maintain excitement and energy in the process vs feeling overwhelmed. We want to empower people so they have successes and we want to be seen as a partner in creating change.