

Back in Whack for Teens [BiW4Teens]

Group Program Implementation Checklist

STEP ONE – Establish Program Champion & Health Coach(es) for the BiW4Teens Program

- ☐ Establish which staff member will serve as program champion – provides program oversight.
- ☐ Establish which staff member(s) will serve as health coaches for the program.
- ☐ Decide which staff members will complete the training to become a Certified Back in Whack Coach (CBIWC). Ideally all program health coaches will complete this training.

STEP TWO – Complete BiW4Teens Program Orientation for Staff

- ☐ Ideally all staff members who will be helping the BiW4Teens Program should complete four-part program orientation for staff. Staff may complete the training as a group or individually.
 - Print the following materials and become familiar with the content, prior to watching the program orientation videos:
 - ___ *BiW4Teens Program Curriculum*
 - ___ *BiW4Teens Habit Explanation Cue Card*
 - ___ *BiW4Teens Program Outline*
 - ___ *BiW4Teens Group Brochure*
 - Watch the four-part program orientation videos which are online and on-demand:
 - ___ Overview of childhood obesity (health issues related to childhood obesity and key habits that impact a child's weight).
 - ___ Overview of *BiW4Teens* program components and program outcomes.
 - ___ Detailed description of the behavioral change component of the program.
 - ___ Detailed description of other four program components (nutrition, physical activity, parent training, and lifestyle habits).
- ☐ If your organization has **front desk staff** who will be talking to parents and preteens/teens about the program and/or will be helping enroll youth in the program, make sure to provide training which includes:
 - Watching BiW4Teens Training Video *Part II – The Program: Segment 1 Program Overview*.
 - Becoming familiar with the *BiW4Teens Group Program Brochure* as a way to learn verbiage to use when talking to parents and youth about the program.
 - Keeping several copies of the *BiW4Teens Group Program Brochure* at their desk.
 - Knowing program details like group meeting location, dates, times, length of program and health coach(es).
 - Knowing how to sign youth up for the program.

STEP THREE – Health Coaches Complete Training for CBIWC

- ☐ Each health coach should have a printed copy of the *BiW4Teens Workbook*.
- ☐ Work through the BiW4Teens program sessions (27 videos and workbook sessions) per instructions found on the CBIWC exam.

- ☐ Staff who are completing the CBIWC training, can continue working through the training materials as steps FOUR through SIX are being completed. It is ideal if the program supervisor completes this training.

STEP FOUR – Establish Location for Group Sessions

- ☐ First, decide the number of youth you would like to enroll in the program. A group 10 – 20 youth is the sweet spot. If you believe there will be a large dropout rate, open the class to 30 participants.
- ☐ Find the ideal location which should include all of the following:
 - ☐ A space that allows weekly meetings for 6 months
 - ☐ Internet strong enough to stream videos
 - ☐ Large screen TV that can accommodate viewing by 20 people plus
 ___ is a smart TV with internet capabilities OR
 ___ has a port that a computer can be connected which can access the internet
 - ☐ Consider space to exercise
 - ☐ Consider space for cooking activities
- ☐ Locate space to keep program materials – if group sessions are off site, find a location in your office building to store program materials between group sessions.

STEP FIVE – Establish Dates & Time Group Will Meet

- ☐ A minimum of eight weeks prior to the start date of the group program:
 - ☐ Decide best day of the week and time of day for group to meet
 - ☐ Choose start date and map out weekly meeting dates for 6 months
- ☐ Write / type location – start date – meeting time on the BiW4Teens Group Brochures – both with and without the Prescription for a Healthy Weight. Add this information to program posters.

STEP SIX – Advertise the BiW4Teens Program

- ☐ First – print copies of the following:
 - ☐ *BiW4Teens posters*
 - ☐ *BiW4Teens Group Program Brochure* **without** prescription for a healthy weight
 - ☐ *BiW4Teens Group Program Brochure* **with** prescription for a healthy weight
- ☐ Meet with the local healthcare clinic(s):
 - ☐ Ideal if you can have time during a staff meeting to briefly explain the program
 - ☐ Leave *BiW4Teens posters* and ask if they can be put up in clinic waiting & exam rooms
 - ☐ Leave *BiW4Teens Group Program Brochure* **with** prescription for a healthy weight to be used by healthcare providers who want to refer youth to the program
 - ☐ Leave *BiW4Teens Group Program Brochure* **without** prescription for a healthy weight to be given to parents and/or youth who ask for more information about the program
- ☐ Put posters up around town where parents/youth would see them (i.e. post office, grocery stores, gas stations, library, etc.).

- ☐ Contact organizations and agencies that work with youth and families (i.e. schools, Boys & Girls Club, YMCA, Department Family Services, counseling services, public health, WIC, physical therapy, etc.):
 - ☐ Tell agency and/or organization staff about the *BiW4Teens Group Program*
 - ☐ Leave *BiW4Teens posters* and ask if they can be put up in areas where parents/youth will see Them
 - ☐ Leave *BiW4Teens Group Program Brochure* **without** the prescription for a healthy weight to be given to parents and/or youth who ask for more information about the program
- ☐ Contact local newspapers and ask if they would like to do a news release about the *BiW4Teens Group Program*. Use the *BiW4Teens news article template*.

STEP SEVEN – Obtain/Prepare BiW4Teens Program Materials Prior to Program Start Date

- ☐ Begin this process 3 weeks prior to program start date _____
- ☐ Choose version of BiW4Teens workbook to be used – purchase and/or produce workbooks:
 - ☐ Printed PDF version of the complete BiW4Teens Workbook
 - ___ Obtain copy paper (100 sheets per workbook)
 - ___ Obtain one-inch 3-ring binders
 - ___ Download PDF version of the workbook
 - ___ Print copies of the workbook for each participant and place in 3-ring binder
 - ☐ Printed PDF version of BiW4Teens Workbook broke into 13 weeks
 - ___ Obtain copy paper (100 sheets per workbook)
 - ___ Obtain one-inch 3-ring binders
 - ___ Download PDF versions of the workbook per each week (13 weeks)
 - ___ Print copies of the workbook materials for each week and place in organized files labeled by week
 - ☐ Paperback version of BiW4Teens Workbook - order from Amazon.com
- ☐ Print copies of the *BiW4Teens Parent Support Pack + Resources for Working with Doctor* to be given to parents at the first group session (BiW4Teens Program Introduction)
- ☐ Obtain participant materials:
 - ☐ Pens or pencils
 - ☐ Highlighters
 - ☐ Special bracelets (optional – week 1)
 - ☐ Journals (week 2):
 - ___ Option 1 – Purchase simple blank journals or small notebooks
 - ___ Option 2 - If using printed PDF workbook, you can insert 10 blank sheets of paper in with the journaling session of the workbook (Session Four)
 - ☐ Soft plastic measuring tapes:
 - ___ One per participant
 - ___ Reusable single measuring tape
 - ☐ Scale (one)
 - ☐ Method to measure height (one)
 - ☐ Pad of sticky notes for Mighty Messages (week 5)
 - ☐ Plastic sleeve protectors (used to protect nutrition plan)

- ☐ Print copies of forms used during by the health coach during group sessions:
 - Print copy of teen/parent sign in sheet for initial group
 - *Parent-Teen Program Commitment Contract* (two copies per each teen/parent pair to be used during group session 1 only)
 - *BiW4Teens Individual Participant Progress Log* (one per participant)
 - *BiW4Teens Multi-Participant Log*

STEP EIGHT – Prepare for the first BiW4Teens group session

- ☐ Begin this process one week prior to the first group
- ☐ Contact parents of youth who have signed up. Inform parents/guardians that they need to attend Week 1 – Program Introduction with their teen/tween.
- ☐ Refer to the *BiW4Teens Group Facilitators Program Guide* for Week One (page 9)

STEP NINE – Obtain/Prepare BiW4Teens Program Materials for Later Group Sessions

- ☐ Secure program materials prior to Week 8:
 - Collect labels to practice label reading during weeks 8 through 10 (OPTIONAL)
 - Set of measuring cups for each youth to take home (OPTIONAL)
 - Program
- ☐ Secure program materials prior to Week 11:
 - Bite size chocolate for ‘savor the flavor’ activity (OPTIONAL)
 - Program
 - Program
- ☐ Secure program materials prior to Week 14:
 - Set of measuring cups for cooking activities (optional – only needed if planning cooking).
 - Gift packets – to be given to youth who complete all 27 program sessions and recorded all 14 *Wacky Words*.
- ☐ Secure program materials prior to Week 26:
 - Program completion gift – given to youth who attend ____ % of group sessions for 6-month duration of the program (optional)
 - Consider throwing a graduation party (see group facilitator guide)
 - Consider giving Certificate of Completion (see group facilitator guide)