Building Iowa Integrated Evidence-Based Falls Prevention Network Grant

The Iowa Department on Aging was awarded a two year grant to support fall prevention activities. The Administration on Aging, with funding by the 2014 Prevention and Public Health Fund, awarded 14 organizations funding to advance the implementation and dissemination of evidence-based falls prevention programs and strategies across the nation.

Falls are the leading cause of both fatal and nonfatal injuries for those 65 years of age and older. Injuries and deaths from falls have risen 20% over the last decade in Iowa. Our death rate from falls is higher than the US rate. The Iowa death rate from falls is ahead of motor vehicle crashes. The grant will help Iowa address this growing epidemic.

Goals:

1) Increase the number of older adults and adults with disabilities at risk for falls participating in evidence-based fall prevention programs and

2) Embed evidence-based fall prevention programs into an integrated, sustainable fall prevention network.

Objectives:

1) Increase the availability and variety of evidence-based fall prevention programs;

<table>
<thead>
<tr>
<th>Tai Chi leader training:</th>
<th>February 21-22, 2015- to register call Trina Radske-Suchan at YMCA Health Living Center, Clive, IA at 515-226-9622</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stepping On leader training:</td>
<td>February 24-26, 2015 at the Hilton Garden Inn Hotel in Johnston, IA. For more information contact Mark Hanson at <a href="mailto:mhanson@i4a.org">mhanson@i4a.org</a></td>
</tr>
<tr>
<td>Matter of Balance leader training:</td>
<td>March 10-12, 2015 in Des Moines. For more information contact Mark Hanson at <a href="mailto:mhanson@i4a.org">mhanson@i4a.org</a></td>
</tr>
</tbody>
</table>
2) Increase awareness among the public and healthcare professionals of the prevalence of falls among older adults and adults with disabilities and the evidence-based programs that can reduce falls:

Webinars, Fall Prevention Symposium (Summer 2015), educational materials, promotion of STEADI Toolkit to physician offices; Engage the Iowa Fall Prevention Coalition members and assist their fall prevention efforts.

3) Establish a network referral process for evidence-based fall prevention programs; and

Increasing screening for fall risk and referring to community evidence-based fall prevention programs (Matter of Balance, Stepping On and Tai Chi); Use STEADI Toolkit

4) Create an online repository of fall prevention materials and impact data for the public, healthcare professionals, and other stakeholders.

Develop new website. Current website http://www.idph.state.ia.us/FallPrevention/

Carlene Russell
Fall Prevention Grant Project Director
Iowa Department on Aging

Iowa Department on AGING

510 East 12th Street, Des Moines Iowa
515-725-3330
Carlene.russell@iowa.gov
A Matter of Balance
Managing Concerns about Falling

Master Trainer Course Application

An Evidence-Based Healthy Aging Program
Created by: MaineHealth’s Partnership for Healthy Aging

Training Sponsored by: Iowa Department on Aging

Applications Due – January 9, 2015
Notification of Acceptance – February 2, 2015
Master Training in Des Moines – March 11-12, 2015
According to the Iowa Department of Public Health, unintentional falls are the leading cause of injury-related emergency room visits, hospitalizations and deaths for Iowans aged 65 or older, with those over age 85 being seven times more likely than those ages 65-84 to die from a fall. With Iowa’s aging population, the number of unintentional falls continues to increase each year, resulting in more than 430 reported fall-related deaths in 2012 and adding up to more than $135 million each year in hospital costs.

A Matter of Balance (MOB) is an evidence-based program designed to reduce the fear of falling and improve activity levels among community-dwelling older adults. A program description can be found on page 4. Trained leaders use the A Matter of Balance curriculum as they lead MOB workshops.

Benefits of the MOB program have been reported to Congress. The full report can be accessed at www.mainehealth.org/MOB. The report documents that MOB participation demonstrated a medical cost savings of $938 per year per participant. This finding was driven by a $517 reduction in unplanned hospitalization costs, a $234 reduction in skilled nursing facility costs and an $81 reduction in home health costs.

The Iowa MOB leader training is supported by grant number 90FP0003-01-00, financed solely by Prevention and Public Health Funds, from the U.S. Administration for Community Living, Administration on Aging, Department of Health and Human Services, Washington, D.C. 20201. Grantees undertaking projects under government sponsorship are encouraged to express freely their findings and conclusions. Points of view or opinions do not, therefore, necessarily represent official Administration for Community Living policy.

Request for Partners

Please join us in the effort to curb the growing epidemic of falls among older adults in Iowa. The Iowa Department on Aging partnered with the Iowa Falls Prevention Coalition, the Iowa Association of Area Agencies on Aging, the YMCA of Greater Des Moines, the Iowa Department of Public Health, the Iowa Public Health Association, the Iowa Healthcare Collaborative and other key stakeholders to obtain grant funds to support fall prevention efforts in Iowa.

In collaboration with Maine Health’s Partnership for Healthy Aging (PFHA), the Iowa Falls Prevention partnership is seeking partners throughout Iowa to identify and train leaders and become Master Trainers for A Matter of Balance: Managing Concerns about Falls (MOB) Program. With funding from the U.S. Department of Health and Human Services, the Iowa Falls Prevention project is sponsoring a MOB Master Trainer Course in West Des Moines at Staybridge Suites on March 11-12, 2015. The goals are to increase the number of Master Trainers in Iowa and to improve geographic accessibility of workshops among older adults and persons with disabilities in Iowa.
If you are interested, please complete the application (page 6), the Master Trainer 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 emailed) at the same time to Mark Hanson, Program Administrator, before 5 p.m. on January 9, 2015.

Selected applicants will receive the two-day MOB Master Trainer training, facilitator manuals and videos, participant manual templates, recruitment and program planning assistance, communication and marketing material templates and ongoing technical support from MaineHealth’s Partnership for Healthy Aging at no cost. Selected master trainer sites will be expected to offer at least two Matter of Balance participant workshops between April 1, 2015, and August 31, 2015.

The two-day MOB Master Trainer training will be conducted in West Des Moines at the Staybridge Suites Hotel as follows:

- March 11, 2015 8:30 a.m. – 4:30 p.m. (Breakfast, lunch and snack included)
- March 12, 2015 8:30 a.m. – 2:30 p.m. (Breakfast and lunch included)

Twenty participants will be selected for this training; therefore invitations will go only to those who are available for the entire training and who have plans to implement the MOB workshops in their region.

**Expenses covered at training (a total value of $1,950):**

- 2-day Master Trainer training fee ($1,500 value)
- Master Trainer Course Materials, including 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, including six Coach handbooks and participant workbooks ($211 value)
- Breakfast, lunch and snack on Day 1; breakfast and lunch on Day 2

**Expenses not covered at training:**

- Transportation expenses
- 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 mhanson@i4a.org or 515-210-7008 with any questions.

Sincerely,

Mark Hanson
Program Administrator
Iowa Area Agencies on Aging
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; identify how to conduct a home safety evaluation; and learn to get up and down safely. Class size is limited to 12 participants.

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 other states, and serves as an innovative national model for addressing falls prevention as well.

*Special note: The individuals selected for the Iowa training will be expected to facilitate two (2) participant workshops between April 1, 2015 and August 31, 2015. After successful completion of the two workshops, the Master Trainer can train volunteer coaches who in turn can facilitate additional participant workshops.*
A Matter of Balance Master Trainer Course Application

Selection Criteria

The two-day MOB Master Trainer training opportunity is limited to 20 participants. The following selection criteria will be used to determine participants (representing their supporting organization site) to be invited to the training:

Master Trainers should have:

- Capacity and experience recruiting, training and supporting volunteer lay leaders;
- Experience offering programming for older adults and adults with disabilities;
- Ability to recruit older adult participants and adults with disabilities;
- 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 Master Trainers will:

- Complete all application materials, including a signed Commitment Form (page 8).
- Notify the Area Agency on Aging serving their county of their organization’s intent to apply and obtain AAA representative’s signature on the Application Acknowledgement Form (page 9).
- Agree to participate in reporting to the Partnership for Healthy Aging as necessary.
- Agree to participate in Falls Prevention Grant data collection on program participants.
- Agree to serve as a contact for the MOB program as part of a network of Iowa trainers.
- Demonstrate sustainability – an on-going commitment to keep offering A Matter of Balance with volunteer coaches.

Preferences:

- Geographic issues will be given consideration. 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 and a plan for sustainability.
- Preference will be given to organizations with experience offering programming for older adults and adults with disabilities.

All completed application documents must be submitted at the same time via mail or email by 5 p.m. on January 9, 2015 to:

Mark Hanson, Program Administrator
Iowa Area Agencies on Aging
1111 9th Street, Ste. 285, Des Moines, Iowa 50314
Email: mhanson@i4a.org  Phone: 515-210-7008
# Master Trainer Course Application

*Please provide the following information describing your ability to meet the selection criteria.*

<table>
<thead>
<tr>
<th>Name of Potential Master Trainer:</th>
<th>Title</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Agency Name</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Agency Street</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
</table>

**County or Counties Where You Will Provide Participant workshops and coach training.**

<table>
<thead>
<tr>
<th>Email</th>
<th>Phone</th>
<th>FAX</th>
</tr>
</thead>
</table>

**Qualifications**

**Training Capacity** – *Describe your plans to facilitate A Matter of Balance workshops for older adults and adults with disabilities at least two (2) times between April 1, 2015 and August 31, 2015.*

**Training Capacity** – *Describe the training site(s), including location, access, privacy, size, parking and space available for the program.*

**Recruitment Capacity** – *Describe your experience offering programming for older adults and adults with disabilities.*

**Recruitment Capacity** – *Describe the strategies you will use to identify, recruit and support volunteer coaches.*

**Recruitment Capacity** – *Describe the strategies you will use to identify and recruit older adult participants and adults with disabilities.*

**Partnerships** – *Identify other community organizations and describe how you will work in collaboration with them to implement MOB.*
Master Trainer Course Application Continued

<table>
<thead>
<tr>
<th>Sustainability – Describe your agency’s commitment to support this initiative and the type of in-kind support it will provide (e.g., staff time, training space, office supplies, etc.).</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sustainability – 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.</td>
</tr>
<tr>
<td>Affordability – Providers may charge a fee for the classes to offset the expenses. Please describe the fee structure (if any) you propose to use.</td>
</tr>
<tr>
<td>Program Fidelity – Describe how you will ensure that you are maintaining program fidelity (quality and consistency) in training volunteer coaches and facilitating participant workshops.</td>
</tr>
</tbody>
</table>

Required Attachments

- Signed Iowa Master Trainer Site Commitment Form
- Signed Application Acknowledgement Form for Area Agency on Aging (AAA)

Application Checklist

- Read the Master Training Job Description
- Read the MOB Most Frequently Asked Questions
- Complete the MOB Readiness Survey
- Complete the Master Trainer Course Application (pages 6-7), including a description of plans to train volunteer coaches to offer A Matter of Balance.
- Complete Master Trainer Site Commitment Form (page 8).
- Obtain Area Agency on Aging representative signature on Application Acknowledgement Form (page 9).
- Submit all application materials by mail or email by 5 p.m. on January 9, 2015 to:
  
  Mark Hanson, Program Administrator
  Iowa Association of Area Agencies on Aging
  1111 9th Street, Ste. 285
  Des Moines, Iowa 50314
  mhanson@i4a.org

REQUEST FOR PARTNERS APPLICATION
Iowa Master Trainer Site Commitment Form

Participants selected for the MOB Master Trainer training session 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 and ongoing technical support.

We agree to the following:

- We will send qualified staff to be trained as a master trainer(s).
- We will facilitate participant workshops
- 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 and identify a fee structure to support the program.
- We will conduct classes in a private setting to assure confidentiality for the group.
- We will offer classes in sites that meet accessibility requirements of the Americans with Disabilities Act.
- We will recruit individuals throughout the community to serve as coaches.
- We will train volunteer coaches to offer *A Matter of Balance*.
- We will observe and evaluate volunteer coaches (tools provided).
- We will market to local community members and health care providers for participant recruitment.
- Effort will be made to offer program to moderate and low income older adults and to adults with disabilities.
- We will serve as a resource for the MOB program in our region of Iowa.

Print Name: ____________________________________________

Signature:  ____________________________________________

Organization: _______________________________________________________________________

Date: ______________________________________________________________________________
Application Acknowledgement Form for Area Association on Aging

(This form must be completed by the AAA serving your county)

I ___________________________(name) of the _____________________________ (AAA) acknowledge notification that ________________________________ (applicant agency name) intends to apply to the Iowa Department of Aging for the Matter of Balance Master Trainer Session to be held on March 11-12, 2015.

________________________________________  AAA  __________________________
Signature                 Date
Iowa Area Agencies on Aging

1: Elderbridge Agency on Aging
www.elderbridge.org
Robert Amman: 800-243-0678; Ext 7027
- 22 N. Georgia, Ste. 216, Mason City, IA 50401
- 308 Central Avenue, Fort Dodge, IA 50501
- 603 N. West Street, Carroll, IA 51401
- 714 10th Avenue East, Spencer, IA 51301

2: Northeast Iowa Area Agency on Aging
www.nei3a.org
Betty Ransom: 563-382-6316
- 2101 Kimball Ave., Ste. 320, Waterloo, IA 50702
- 808 River Street, Decorah, IA 52101
- 2728 Asbury Road, Dubuque, IA 52001

3: Aging Resources of Central Iowa
www.agingresources.com
Margaret DeSio: 515-633-9520
- 5835 Grand Avenue, Ste. 106, Des Moines, IA 50312

4: Heritage Area Agency on Aging
www.heritageaaa.org
Kelli Elliott-Kapparos: 319-398-5559
- 6301 Kirkwood Blvd. SW, Cedar Rapids, IA 52406

5: Milestones Area Agency on Aging
www.milestonesaaa.org
Peggy Heemsbergen: 641-682-2270; Ext 401
- 509 Jefferson Street, Burlington, IA 52601
- 935 E. 53rd Street, Davenport, IA 52807
- 623 Pennsylvania Ave., Ottumwa, IA 52501

6: Connections Area Agency on Aging
www.connectionaaa.org
Sheri Carson: 712-328-2540; Ext 1018
- 300 W. Broadway, Ste. 240, Council Bluffs, IA 51503
- 215 E. Montgomery St., Creston, IA 50801
- 2301 Pierce St., Sioux City, IA 51104
Request for Partners

Stepping On
Building Confidence and Reducing Falls

Leader Training Application

An Evidence-Based Fall Prevention Program
Created by: Wisconsin Institute for Healthy Aging

Training Sponsored by: Iowa Department on Aging

Applications Due – January 16, 2015
Notification of Acceptance – February 2, 2015
Stepping On Leader Training in Des Moines – February 24, 25 & 26, 2015
According to the Iowa Department of Public Health, unintentional falls are the leading cause of injury-related emergency room visits, hospitalizations and deaths for Iowans aged 65 or older, with those over age 85 being seven times more likely than those ages 65-84 to die from a fall.

With Iowa’s aging population, the number of unintentional falls continues to increase each year, resulting in more than 430 reported fall-related deaths in 2012 and adding up to more than $135 million each year in hospital costs.

Stepping On is an evidence-based fall prevention program that empowers older adults to carry out health behaviors that reduce the risks of falls. It is a community-based workshop offered once a week for seven weeks using adult education and self-efficacy principles. In a small-group setting, older adults learn balance exercises and develop specific knowledge and skills to prevent falls. Subjects covered include: improving balance and strength, home and environmental safety, vision, medication review. The workshops are highly participative; mutual support and success build the participants’ confidence in their ability to manage their health behaviors to reduce the risk of falls and to maintain active and fulfilling lives. The Wisconsin Institute for Healthy Aging (WIHA) brought it to the U.S. WIHA holds the exclusive North American license for the program.

The Iowa Stepping On leader training is supported by grant number 90FP0003-01-00, financed solely by Prevention and Public Health Funds, from the U.S. Administration for Community Living, Administration on Aging, Department of Health and Human Services, Washington, D.C. 20201. Grantees undertaking projects under government sponsorship are encouraged to express freely their findings and conclusions. Points of view or opinions do not, therefore, necessarily represent official Administration for Community Living policy.

Request for Partners

Please join us in the effort to curb the growing epidemic of falls among older adults in Iowa. The Iowa Department on Aging partnered with the Iowa Falls Prevention Coalition, the Iowa Association of Area Agencies on Aging, the YMCA of Greater Des Moines, the Iowa Department of Public Health, the Iowa Public Health Association, the Iowa Healthcare Collaborative and other key stakeholders to obtain grant funds to support fall prevention efforts in Iowa.

In collaboration with the Wisconsin Institute for Healthy Aging, the Iowa Falls Prevention partnership is seeking to identify and train leaders for Stepping On. With funding from the U.S. Department of Health and Human Services, the Iowa Falls Prevention project is sponsoring a Stepping On Leader Training in Johnston, Iowa at the Hilton Garden Inn Hotel on February, 24 - 26, 2015. Note that applicants must attend ALL three days.

Our goal is to recruit 20 qualified individuals for the training from organizations across Iowa that are interested in implementing the Stepping On program. After successfully completing the training, Leaders will be able to provide the Stepping On 7-week workshop and may eventually qualify to become Master Trainers so they may then train additional leaders.
If you are interested, please complete the Stepping On Application (page 7), the Leader Commitment Form (page 9) and the Application Acknowledgement Form for the Area Agencies on Aging (page 11). All parts of the completed application must be delivered (mailed or emailed) at the same time to Mark Hanson, Program Administrator, before 5 p.m. on **January 16, 2015**.

Approved applicants will receive the three-day Stepping On Leader training, Stepping On Leader Toolkit, participant manual templates, recruitment and program planning assistance, communication and marketing material templates. Technical support will be provided by the Wisconsin Institute for Healthy Aging.

Organizations sponsoring the selected leader will be expected to offer at least two Stepping On participant workshops by August 31, 2015.

The three day Stepping On Leader training will be conducted in Johnston, Iowa at the Hilton Garden Inn Hotel as follows:

- February 24, 2015  8:30 a.m. – 4:00 p.m.  (Breakfast, lunch and snack included)
- February 25, 2015  8:30 a.m. – 4:00 p.m.  (Breakfast, lunch and snack included)
- February 26, 2015  8:30 a.m. – 4:00 p.m.  (Breakfast, lunch and snack included)

Twenty participants will be selected for this training; therefore training spots will be approved only for those who are available for the entire training and who with their sponsoring organizations commit to plan and implement the Stepping On workshops in their region.

**Expenses covered at training:**

- 3-day Stepping On Leader training fee ($1,500 value)
- Stepping On Leader Course Materials, including a Leader Manual, Stepping On Leader Toolkit, ankle weights and after training access to and explanation of all on-line Leader materials. ($200 value)
- Fidelity review of the first Stepping On local workshop by videotape by WIHA
- Breakfast, lunch and snack all three days

**Expenses not covered at training:**

- Transportation expenses
- 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 mhanson@i4a.org or 515-210-7008 with any questions.

Sincerely,

Mark Hanson  
Program Administrator  
Iowa Area Agencies on Aging
The Research

Stepping On is a community-based, small-group program designed to reduce falls and build confidence in older adults. Developed in Australia and tested in a randomized controlled trial, the Stepping On program demonstrated a 31% reduction in falls. The Centers for Disease Control and Prevention (CDC) developed an American version of Stepping On that has been tested in the United States and shown to achieve results similar to the original.

Program Overview

Stepping On empowers older adults who have fallen or who have a fear of falling to recognize and carry out health behaviors that reduce their risk of falls. The program is designed to assist older adults to take control of their falls risk, explore different coping behaviors and encourage follow-through of safety strategies in everyday life. The program includes both a group workshop setting and individualized follow-up. Workshops are facilitated by two individuals, either two trained Leaders, or after the Leaders first workshop, one Leader and one Peer Leader. A Leader is a current or retired healthcare professional, social worker, aging network professional, health educator or fitness expert who has successfully completed the Stepping On Leader Training. The Peer Leader is an older adult and past participant of the workshop. Because a first workshop must be led by two trained Leaders, individuals selected for this Leader Training must have identified the individual to serve as their co-Leader for the first workshop in their community.

The program is offered in a two-hour session once a week for seven weeks, followed by a home visit or phone call to each participant after the seven sessions, and a booster session three months later. Stepping On leaders must invite volunteer Guest Experts in content areas of exercise, vision, medications, and community safety to lead segments for specific sessions as identified in the Leader Manual and Leader Training. Stepping On covers a range of topics, including falls and risk, strength and balance exercises, home hazards, safe footwear and safe clothing, vision as it relates to falls, community mobility, coping after a fall, and understanding medication risks. Classes are highly participative: mutual support and success build the participants’ confidence in their abilities to reduce their risks of falls and maintain active and fulfilling lives.

Qualifications to become a Stepping On Leader

Leaders must be a health care professional, health educator, aging network professional or fitness instructor. They must have experience leading groups of older adults, be able to demonstrate the strength and balance exercises and modify and advance, them. Leaders must be comfortable tightly following the manual and exhibit enthusiasm for and commitment to falls prevention and the program. If employed, Leaders must have secured permission and commitment from their employer to both attend the Leader Training and to have time to plan and conduct the workshop regularly. Leaders must be connected to a local sponsoring organization that the Leaders will work with to plan the workshop, prepare the materials, conduct outreach and marketing and adhere to the data collection and other administrative requirements.

### Overview of Stepping On Sessions

| Session 1 | Introduction, Overview, and Choosing What to Cover  
<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td></td>
<td>Get to know each other, provide an overview of program, share fall experiences and choose what additional topics to cover in the course of the program. <strong>Guest physical therapist</strong> introduces the balance and strength exercises.</td>
</tr>
</tbody>
</table>
| Session 2 | The Exercises and Moving about Safely  
|           | Review and practice exercises with **guest physical therapist**, explore the barriers and benefits of exercise, moving about safely – chairs and steps, learning not to panic after a fall. |
| Session 3 | Advancing Exercises and Home Hazards  
|           | Review and practice exercises, discuss when and how to advance your exercises, identify hazards in and about the home and problem-solving solutions. |
| Session 4 | Vision and Falls, Footwear, and Community Safety  
|           | Review and practice exercises. The **guest vision expert** discusses the influence of vision on risk of falling, and the **guest community safety expert** talks about strategies to get around the local community and reduce the risk of falling. Learn about the features of safe shoes and identify clothing hazards. |
| Session 5 | Bone Health, Medication, and Sleeping Better  
|           | Describe the importance of Vitamin D, sunlight, and calcium to protect from fall related injury. The **guest pharmacy expert** talks about medications that increase falls risk. Strategies to sleep better are discussed. |
| Session 6 | Getting Out and About  
|           | Discuss and give participants the opportunity to see and try hip protectors. Explore different weather conditions that could lead to a fall. Review exercises. With the **guest physical therapist**, practice safe mobility techniques learned during the program in a nearby outdoor location. |
| Session 7 | Review and Plan Ahead  
|           | Review and practice exercises, review personal accomplishments from the past seven weeks. Reflect on the scope of things learned. Review anything requested. Finish any segment not adequately completed. Time for farewells and closure. |
| Home Visit or Call | Leader completes a home visit or phone conversation within a few weeks after Session 7 to support follow-through of preventive strategies and assist with home modifications. |

**Three-Month Booster Session:** Group meets three months later to review progress and achievements and ways to encourage older adults to continue practicing the prevention strategies learned.
Stepping On Leader Application

Selection Criteria

The three-day Stepping On Leader training opportunity is limited to 20 participants. The following selection criteria will be used to determine participants (representing their supporting organization site) to be invited to the training:

Stepping On Leaders should have:

- Experience offering programming for older adults and adults with disabilities;
- Ability to recruit older adult participants;
- Capacity to observe and evaluate peer leaders;
- Access to barrier-free locations for classes in a private setting;
- Willingness to partner with other community organizations;
- Ability to sustain the Stepping On program; and
- Ability and commitment to maintain program fidelity.

Selected Stepping On Leaders will:

- Complete all application materials, including a signed Commitment Form
- Notify the Area Agency on Aging serving their county of their organization’s intent to apply and obtain AAA representative’s signature on the Application Acknowledgement Form
- Agree to participate in Falls Prevention Grant data collection on program participants.
- Agree to serve as a contact for the Stepping On program as part of a network of Iowa trainers.

Preferences:

- Geographic location to facilitate statewide representation.
- Demonstrate collaboration between health care providers and/or community service organizations.
- Commitment to training two individuals who will lead the Stepping On classes.
- Experience in offering programming for older adults and adults with disabilities.

All completed application documents must be submitted at the same time via mail or email by 5 p.m. on January 16, 2015 to:

Mark Hanson, Program Administrator
Iowa Area Agencies on Aging
1111 9th Street, Ste. 285, Des Moines, Iowa 50314
Email: mhanson@i4a.org Phone: 515-210-7008
# Stepping On Leader Application

Please provide the following information describing your ability to meet the selection criteria.

<table>
<thead>
<tr>
<th>Name of Potential Stepping On Leader:</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency Name</td>
<td></td>
</tr>
<tr>
<td>Agency Street</td>
<td>City</td>
</tr>
<tr>
<td>County or Counties Where You Will Provide Stepping On program.</td>
<td></td>
</tr>
<tr>
<td>Email</td>
<td>Phone</td>
</tr>
</tbody>
</table>

## Qualifications

### Training Capacity
- Describe your plans to facilitate at least two Stepping On workshops for older adults before August 31, 2015.

### Workshop Capacity
- Describe the training workshop site(s), including location, access, privacy, size, parking and space available for the program.

### Recruitment Capacity
- Describe your experience offering programming for older adults.

An organization or community must send two people to Leader Training so the trained leaders can co-lead the first two required workshops…with whom do you plan to co-lead with? (Note that your co-leader must also apply for, be accepted for and successfully complete the Leader Training.)

Guest experts are required for several of the Stepping On sessions. A physical therapist is required for two sessions, a pharmacy expert, a vision expert and a community safety expert are required for one session. Are you prepared to identify these professionals?

### Partnerships
- Identify other community organizations and describe how you will work in collaboration with them to implement Stepping On.
Stepping On Application Continued

<table>
<thead>
<tr>
<th>sustainability – Describe your agency’s commitment to support this initiative and the type of in-kind support it will provide (e.g., staff time, training space, office supplies, etc.).</th>
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<tr>
<th>Sustainability – 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 two classes per year.</th>
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<th>Affordability – Providers may charge a fee for the classes to offset the expenses. Please describe the fee structure (if any) you propose to use.</th>
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<tr>
<th>Signature of applicant</th>
<th>Date</th>
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</table>

Please review this 27 minute video about Stepping On prior to submitting your application.

http://dhsmedia.wi.gov/video

It is recommended to have a copy of the Planning Guide for the webinar viewing.

https://wihealthyaging.org/what-you-need-to-get-started_1

Required Attachments

- Signed Stepping On Leader Commitment Form
- Signed Leader Application form
- Signed Application Acknowledgement form for Area Agency on Aging.
Stepping On Leader Commitment Form

The following section must be completed by Leaders applying to train February 24-26, 2015. By initialing each item below, I am agreeing to the specific responsibilities involved in becoming a Stepping On workshop Leader. I agree to:

___ Attend the full three-day training course.

___ Work with my Sponsoring Organization to begin to complete the Stepping On Local Planning Guide and bring it with me to the Leader Training.

___ Conduct at least two Stepping On community-based workshops prior to August 31, 2015.

___ Use the WIHA marketing materials in all promotional materials; keep up-to-date with program updates as provided by WIHA; provide up-to-date contact information to WIHA; and maintain communication with a designated local contact, if an individual is identified at the training

___ Participate in Falls Prevention Grant data collection on program participants.

I understand that the Stepping On program is scripted and that it is critical for the success of the programs that Leaders closely follow the script and not share personal advice.

__________________________________________________________
SIGNATURE, SPONSORING ORGANIZATION REPRESENTATIVE  DATE

Our organization agrees to be the Sponsoring Organization for this Stepping On Leader.

☐ Submit all application materials by mail or email by 5 p.m. on January 16, 2015 to:
   Mark Hanson, Program Administrator
   Iowa Association of Area Agencies on Aging
   1111 9th Street, Ste. 285
   Des Moines, Iowa 50314
   mhanson@i4a.org
Before Training

- Sponsoring Organization identifies appropriate individuals to be trained as Leaders, or individuals who have an interest in being trained as Leaders identify an organization to serve as sponsor.

- Watch the Video

- Sponsoring Organization and potential Leaders discuss and review implementation tasks (see below) and make preliminary agreement on the division of tasks.

- Sponsoring Organization selects a date to begin the first *Stepping On* workshop within two months after the Leaders complete training.

Training

- Potential Leaders attend three-day Leader training.

- WIHA issues *Stepping On* certificates after Leaders successfully complete Leader Training.

Implementation Tasks

Preparation

With the Sponsoring Organization, two Leaders plan the first workshop, and agree upon division of tasks below:

- Create display
- Purchase weights
- Decide about fees
- Select dates and location for the workshop
- Invite Guest Experts
- Market program
- Recruit and screen potential participants
- Take registrations
- Obtain refreshments
- Make copies of workshop handouts
Application Acknowledgement Form for Area Association on Aging

(This form must be completed by the AAA serving your county)

I _____________________________(name) of the _____________________________ (AAA)

acknowledge notification that ______________________________ (applicant agency name) intends to

apply to the Iowa Association of Area Agencies on Aging for the Stepping On Leader Trainer Session to

be held on February 24-26, 2015.

________________________________________________________________________

Signature AAA Date
Iowa Area Agencies on Aging

1: Elderbridge Agency on Aging
www.elderbridge.org
Robert Amman: 800-243-0678; Ext 7027
- 22 N. Georgia, Ste. 216, Mason City, IA 50401
- 308 Central Avenue, Fort Dodge, IA 50501
- 603 N. West Street, Carroll, IA 51401
- 714 10th Avenue East, Spencer, IA 51301

2: Northeast Iowa Area Agency on Aging
www.nei3a.org
Betty Ransom: 563-382-2941
- 2101 Kimball Ave., Ste. 320, Waterloo, IA 50702
- 808 River Street, Decorah, IA 52101
- 2728 Asbury Road, Davenport, IA 52001

3: Aging Resources of Central Iowa
www.agingresources.com
Margaret DeSio: 515-633-9520
- 5835 Grand Avenue, Ste. 106, Des Moines, IA 50312

4: Heritage Area Agency on Aging
www.heritageaaa.org
Kelli Elliott-Kapparos: 319-398-5559
- 6301 Kirkwood Blvd. SW, Cedar Rapids, IA 52406

5: Milestones Area Agency on Aging
www.milestonesaaa.org
Peggy Heemskerken: 641-682-2270
- 509 Jefferson Street, Burlington, IA 52601
- 935 E. 53rd Street, Davenport, IA 52807
- 623 Pennsylvania Ave., Ottumwa, IA 52501

6: Connections Area Agency on Aging
www.connectionsaaa.org
Sheri Carson: 712-328-2540
- 300 W. Broadway, Ste. 240, Council Bluffs, IA 51503
- 215 E. Montgomery St., Creston, IA 50801
- 2301 Pierce St., Sioux City, IA 51104
What is Tai Chi?
Tai chi originates from ancient China and is now practiced throughout the world as a means to improve quality of life.

Tai chi can be done almost anywhere and is suitable for individuals at all fitness levels.

Why Tai Chi for Arthritis?
Tai Chi for Arthritis (TCA) is a program designed by Dr. Paul Lam, in conjunction with a team of medical experts and tai chi masters. Using the Sun style of tai chi, the TCA program is easy to learn, safe and effective.

Research indicates that participation in weekly, community-based tai chi classes can reduce falls in community-dwelling older adults and suggests TCA is an effective and sustainable public health intervention for falls prevention.

The Iowa Department on Aging, along with the Iowa Falls Prevention Coalition and the YMCA of Greater Des Moines, are working together to increase the number of evidence-based falls prevention tai chi classes offered across Iowa. To do so, more certified TCA instructors are needed to provide classes throughout the state. Please consider joining us in the effort to decrease falls in Iowa and improve the overall health of our state by becoming a certified TCA instructor.

About Master Trainer
Jim Starshak, MS
Jim is a certified Tai Chi for Health Master Trainer, the inaugural Chair of the international Tai Chi for Health Institute (TCHI) and the tai chi consultant for the American Academy of Health and Fitness. He earned his master’s degree in Exercise Science & Health Promotion and is an Allied Health & Nursing adjunct professor at Kansas City Kansas Community College. Jim also provides continuing education for physical therapists, occupational therapists, ACSM professionals, nurses, mental health technicians, athletic trainers and health and fitness instructors.

Jim served with the U.S. Army Special Forces (Green Beret) for more than 22 years and he is also trained as a CPR instructor, a Certified Personal Trainer (NSCA-CPT,®D) and an IDEA Health and Fitness Association Elite Personal Fitness Trainer. In his spare time, Jim volunteers for TCHI, the Arthritis Foundation and at many community and church events.

For more information, please contact Jim at:

The Home Gym
PO Box 3702
Shawnee, KS 66203
(913) 322-0764
www.thehomegym.net

The Home Gym is approved as a provider of continuing nursing education by the Kansas State Board of Nursing. This offering is approved for contact hours applicable for RN, LPN, and LMHT re-licensure. KSBN provider number SP1268-061.

The American College of Sports Medicine’s Professional Education Committee certifies that the Tai Chi for Health Institute meets the criteria for official ACSM Approved Provider status from 2012-2015. Approved Provider #701292.
Who Should Attend the TCA Instructor Training Workshop?
This workshop is designed for tai chi teachers or advanced students; occupational or physical therapists; health professionals (RN, MD, ATC, DC, etc.); certified exercise instructors or fitness trainers; and other individuals with similar health and fitness backgrounds.

What Will Participants Learn?
After this workshop, participants will be able to:

- Demonstrate the TCA form and its warm-up and cool-down;
- Describe practical ways to integrate tai chi principles into existing interventions, exercises and activities;
- Differentiate ways to safely modify tai chi movements for an individual’s capabilities and limitations;
- Demonstrate how to teach tai chi, or any therapeutic movements, using the Stepwise Progressive Teaching Method; and
- Describe ways to use sequenced tai chi movements to help improve physical and psychological functional performance.

Steps to Becoming a TCA Instructor
1. Watch TCA DVD and practice forms before attending the TCA Instructor Training Workshop.
2. Obtain a valid CPR certificate from an accredited course before teaching a TCA class.
3. Pass the workshop post-test.
4. Achieve 50 hours of practicing the form
   — 30 hours under a TCA certified instructor
   — 20 hours of practice with DVD

TCA Instructor Training Workshop Details

DATES & TIMES:
TCA - February 21-22, 2015
Recertification: February 22, 2015
9 a.m. - 5 p.m.
(Check-in starts at 8:30 a.m.)

LOCATION:
YMCA Healthy Living Center
12493 University Ave.
Clive, IA 50325

MASTER TRAINER:
Jim Starshak, MS
thehomegym@everstk.net

WHAT TO WEAR:
Loose, comfortable clothing with flat shoes suitable for exercise.

WAIVERS:
Each participant will sign a Waiver & Release Form before taking part in this workshop.

DVD:
Dr. Lam encourages participants to view the entire DVD prior to attending the workshop.

COST OF TRAINING INCLUDES:
- Tai Chi for Arthritis DVD
- Book: Teaching Tai Chi Effectively
- Tai Chi for Arthritis Certificate
- Discount on Tai Chi Productions items
- Refreshments at morning and afternoon breaks

TCA Instructor Training Workshop Registration

The registration deadline for this workshop is January 23, 2015. DVDs and books will be mailed to participants upon completion of registration.

Please complete the form below and mail, with check made payable to “YMCA Healthy Living Center,” to:

YMCA Healthy Living Center
c/o TCA Instructor Training Workshop
12493 University Ave.
Clive, IA 50323

To register by phone, call (515) 226-9622.

TCA INSTRUCTOR TRAINING WORKSHOP REGISTRATION FORM:

Participant Name: ___________________________
Address:___________________________________
City:_________________ State:____ Zip:__________
Phone: (____)____________ Date of Birth: ________

Please check one:

☐ $60 - TCA Instructor Training Workshop
☐ $30 - Recertification Only
☐ $25 - 13 CE hours

If you would like to receive 13 CE hours (optional), please check the box below and add $25 to your registration fee.

- LUNCH ON YOUR OWN -