



Connecting Older Adults with Community-based Resources and Options

Take Charge of Your Health Program

Evidence-based health workshops for older adults and their caregivers

Sponsored by AgeOptions

Fact Sheet

“This is an awesome class. In the last past months I have lost at least 10 pounds and I am down to two pills a day. I am asking my doctors questions and inquiring about alternative methods. I am so relaxed and I use the breathing and all other relaxation techniques learned in class.”

Rosa, two months after participating in a Take Charge of Your Health: Live Well, Be Well workshop

We invite you to participate in these exciting interactive programs. The Take Charge of Your Health programs have a successful track record of changing lives.

- **Take Charge of Your Health: Live Well, Be Well** – Provides information and self-management skills for older adults with a chronic disease and their caregivers
- **Tomando Control de su Salud** – A culturally adapted Spanish language program for older adults with a chronic disease and their caregivers
- **Take Charge of Your Diabetes** - Provides information and self-management skills for older adults with diabetes and their caregivers
- **Tomando Control de su Diabetes** – A culturally adapted Spanish language program for older adults with diabetes and their caregivers. (This program will be available in late 2011).

About the Workshops

- Free workshops and use of materials
- Sessions are 2 ½ hours weekly for 6 weeks
- Taught by 2 trained leaders certified by Stanford University
- Structured sessions
- Participants set personal goals and work toward these goals while learning to manage pain and other symptoms

Participants Learn

- Coping with fatigue, frustration, pain and isolation that may be related to ongoing health conditions
- Exercising to maintain and improve strength, flexibility and endurance
- Using medications
- Communicating with family, friends and health professionals
- Practicing good nutrition
- Evaluating new treatment options
- Problem solving around their ongoing health conditions
- Brainstorming and other techniques

Join the Take Charge of Your Health Program

- **Serve as a workshop location** – Recruitment for host sites is ongoing. Workshops are scheduled on a semester basis.
- **Refer your clients** –The class schedule can be found on our website www.ageoptions.org
- **Send staff trained for class leader training** – Instruction is free to class leaders who agree to facilitate at least two workshops in suburban Cook County during the first year following training. Workshop leader training is ongoing, but space is limited.

For further information please contact Marilyn Cramton, Health Promotion Assistant at AgeOptions, (708)383-0258 or takecharge@ageoptions.org

Funding for this program is provided by the Illinois Department of Public Health.

The Area Agency on Aging of Suburban Cook County, since 1974

1048 Lake Street, Suite 300
Oak Park, Illinois 60301-1102

phone (800)699-9043
(708)383-0258

fax (708)524-0870
TTY (708)524-1653

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Class Leader Roles and Responsibilities

Characteristics and Qualities

- Class leaders should have a chronic condition or provide support for someone with a chronic condition
- Enthusiasm for and commitment to the program
- Understand the importance of self-management (self-efficacy)
- Commitment to supporting class participants as self-managers
- Ability to function as a co-leader, putting credentials aside
- Comfortable facilitating groups
- Good listener
- Ability to participate in leader training (32 hours), plus travel time
- Ability to lead the full 6 workshop sessions (2.5 hours per session), plus travel and preparation time

Class Leader Requirements

- Attend all four training days to be certified to teach a specific workshop
- Co-lead a minimum of one workshop – a total of 6 classes of **Take Charge of Your Health** annually to maintain certification.
- Available to facilitate one workshop within six months of training.
- Willing to facilitate at least one workshop per year to remain active.
- Responsible for calling all class participants prior to the first session of the workshop.
- Agree to present workshop materials exactly as instructed in leader training.
- Responsible for monitoring and reporting attendance of participants to AgeOptions.
- Assist AgeOptions regional coordinator in identifying opportunities for participant and host site recruitment.

For information on registration contact Marilyn Cramton at AgeOptions (708)383-0258 or takecharge@ageoptions.org. Please visit our website for class locations at www.ageoptions.org

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Expectations for Class Leaders

Class Leader Training

- Attend 4-day Class Leader training taught by 2 Master Trainers (32 hours)
- Facilitate 2 or more **Take Charge of Your Health** 6-week workshops in the first year following training
- Participate in bi-annual conference calls and in-service training.

Class Leader Workshop Responsibilities

- Collaborate with host sites to register 15-20 participants two weeks in advance of the scheduled start date
- **Workshops will begin on their scheduled date only when a minimum of 10 participants have been registered**
- Prepare for each workshop by reviewing class leader manual and materials
- Coordinate with co-class leader on the facilitation of weekly sessions
- Work with the *Take Charge of Your Health* regional coordinator and/or host site to organize the workshop meeting space with supplies
- Make sure that all attendance and evaluation materials are available for distribution at the first session
- Ensure that all participants fully complete the required evaluation materials before the end of the first workshop session
- Maintain an attendance sheet for each workshop session
- Lead the workshops following directions, training and materials provided
- Complete the *Class Leader Completion Checklist* along with *Workshop Information Cover Sheet*, *Attendance Log*, *Participant Information* and *Participant Satisfaction Surveys*, and *Leader Feedback Forms*.

Honorariums

Each trained class leader who successfully accomplishes the above and submits the required forms will be provided a \$175.00 honorarium for each completed workshop.

Agencies that successfully accomplish the above, submit required forms, and have two staff and/or volunteers trained as class leaders who complete a six-week series will be provided a \$500.00 honorarium.

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Each class leader is required to teach 2 workshops (each 6 weeks in length) during the first year following training. Do you have a preference on the days or times to teach your classes?

Are there special physical accommodations you need to teach your classes?

Class host sites are located throughout suburban Cook County. Please indicate your preferred geographic area(s) for leading your workshops:

Southern Townships

- Bloom
- Bremen
- Calumet
- Lemont
- Orland
- Palos
- Rich
- Stickney
- Thornton
- Worth

Western Townships

- Berwyn
- Cicero
- Leyden
- Lyons
- Norwood Park
- Oak Park
- Proviso
- River Forest
- Riverside

Northern Townships

- Barrington
- Elk Grove
- Evanston
- Hanover
- Maine
- New Trier
- Niles
- Northfield
- Palatine
- Schaumburg
- Wheeling

For further information please contact Maria D. Oquendo-Scharneck at (708)383-0258 or takecharge@ageoptions.org. This is an exciting program that will make a difference in the lives of the participants, with your help.

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Take Charge of Your Health Program Class Leader Memorandum of Understanding

Take Charge of Your Health is an evidence-based chronic disease self-management program developed and licensed by Stanford University.

Each *Take Charge of Your Health* course consists of six 2.5-hour workshops. These workshops meet one time per week for six consecutive weeks. Each workshop is facilitated by two trained lay leaders, one or both of whom have a chronic condition.

Take Charge of Your Health Class Leaders are trained by Master Trainers, who are individuals certified by Stanford University to train new Class Leaders and provide support, technical assistance and oversight to ensure program fidelity.

Whereas the recruitment and training of *Take Charge of Your Health* Class Leaders will serve to expand the *Take Charge of Your Health* program statewide, targeting senior centers, health care systems, community colleges, senior housing complexes and other aging services providers; and in consideration for the training to be provided by AgeOptions, I _____ understand and agree with the expectations and responsibilities listed below:

Check Workshop(s) you will lead:

<input type="checkbox"/>	Take Charge of Your Health	<input type="checkbox"/>	Take Charge of Your Diabetes
<input type="checkbox"/>	Tomando Control de su Salud	<input type="checkbox"/>	Take Charge of Your Diabetes (Spanish)

Training Expectations

- Attend 4-day Class Leader training taught by 2 Master Trainers, 24 hours total
- Facilitate 2 or more *Take Charge of Your Health* 6-week workshops per year
- Participate in bi-annual conference calls and in-service training

Workshop Responsibilities

BEFORE EACH WORKSHOP

- Prepare for each workshop by reviewing class leader manual and materials
- Coordinate with co-class leader on the facilitation of weekly sessions
- Work with the *Take Charge of Your Health* regional coordinator and/or host site to organize the workshop meeting space with supplies
- Make sure that all attendance and evaluation materials are ready to be distributed for the first session

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DURING THE WORKSHOP

- Ensure that all participants fully complete the required evaluation materials before the end of the first workshop session
- Maintain an attendance sheet for each workshop session
- Present the workshops according to the directions, training and materials provided
- Encourage interactive discussion about the concepts and skills presented
- Monitor and connect with each participant
- Promote socialization and a solution-oriented environment among the participants
- Strive to ensure that workshops follow the proven model by:
 - Co-facilitating workshops with another trained lay leader
 - Presenting the workshops based on the training and manual provided
 - Serving as a facilitator rather than a lecturer. Facilitators focus on *process* – helping create a sense of connection between group members and leaders to create a safe and optimum environment of mutual learning and support.
 - Not altering the number of workshops (6) or duration of workshops (2.5 hours)
 - Offering the workshops over six (6) consecutive weeks – (e.g., not scheduling a workshop if a holiday or other event interrupts the 6-week sequence)
 - Not altering workshop content (e.g., adding guest speakers or modifying program curriculum to offer additional information to that provided in the manual)
 - Disallowing any form of promotional content for another program or service

UPON THE COMPLETION OF WORKSHOP

- Work with the *Take Charge of Your Health* regional coordinator at AgeOptions to ensure that all evaluation materials and leftover workshop materials are turned in
- Refer any potential class participants who may be candidates for class leader training to the *Take Charge of Your Health* regional coordinator
- Refer potential workshop host sites to the *Take Charge of Your Health* regional coordinator

I have read the above information and I agree to abide to the best of my ability to the Class Leader abilities/values, training expectations, and workshop responsibilities as outlined.

Signature: _____ Date: _____

Printed Name: _____ Title: _____

Name of Sponsoring Organization (if applicable): _____

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