



# 2020-2021 Implementation Training

## New Program Staff (session 1 of 2)

# Introductions

## National Congress of American Indians (NCAI)

**Christine Panther**, Youth Project Director

**Meaza Abegaz**, Associate Director of Finance

## FirstPic, Inc.

**Abrahm Neuser**, Project Manager

**Robin Paterson**, Project Manager

**Matt Bieler**, Project Coordinator

**Chris Clemens**, Project Assistant

**Morgan Zepp**, Project Assistant

# National Partners

HHS



IHS



NCAI



BGCIC



FirstPic, Inc.



# Explanation of Virtual Format

On the T.R.A.I.L. to Diabetes Prevention

# **IMPLEMENTATION TRAINING**

# Housekeeping

- Phone Calls and other business
- Chat Box
- Questions
- Recording and follow-up

# Brief Individualized Energizer

Answer the following in the chat box, and we will highlight some of your answers:

*If you could choose to be anywhere else in the world right now, where would you be?*

# Learning Objectives

- To understand the framework and purpose of T.R.A.I.L.
- To become skilled at using a Letter of Agreement (LOA) as a road map to grant implementation
- To learn programmatic and financial requirements of the T.R.A.I.L. program
- To navigate the new online reporting system effectively
- To navigate T.R.A.I.L. resources including [www.NAClubs.org](http://www.NAClubs.org)
- To become comfortable with the T.R.A.I.L. curriculum
- To become skilled at identifying and executing healthy snack options to provide at your Clubs
- To network, make connections, and learn from each other



# Setting ourselves up for success

- Think of 2 things you believe you can offer to your peers running T.R.A.I.L.
- Think of 2 questions you have right now - save them for the end of the day and if they are not answered by the end we will answer them.
- Q&A throughout the training

On the T.R.A.I.L. to Diabetes Prevention

# **BRIEF HISTORY OF T.R.A.I.L.**

# Where we have been

The T.R.A.I.L. program began in 2003 through the coordinated efforts of the Indian Health Service (IHS), the National Congress of American Indians, FirstPic, Inc. and Nike. At that time, T.R.A.I.L. consisted of just six organizations serving a total of 150 Native youth to combat type two diabetes through education and physical activity.

# How far we have come

In the 16 years since it's inception, T.R.A.I.L. has grown to serve thousands of Native youth at more than fifty different Native Clubs in every part of the Country.

Along with that growth, there has also been an evolution of the program itself.

While the objective of the program remains type 2 diabetes prevention, it has also become a foundation for the establishment of lifelong habits of health and wellness.

# How Far we have come cont.

- 2003 – Launch of T.R.A.I.L. program to Pilot Sites
- 2006 – Major overhaul of Curriculum content
- 2013 – Another major overhaul to the curriculum as well as T.R.A.I.L. logo and graphics
- 2017 – Incorporation of Behavioral Health Pilot programming and new Behavioral Health Curriculum

# Where we are going

In the coming years, we hope to continue to build and expand the T.R.A.I.L. Program to...

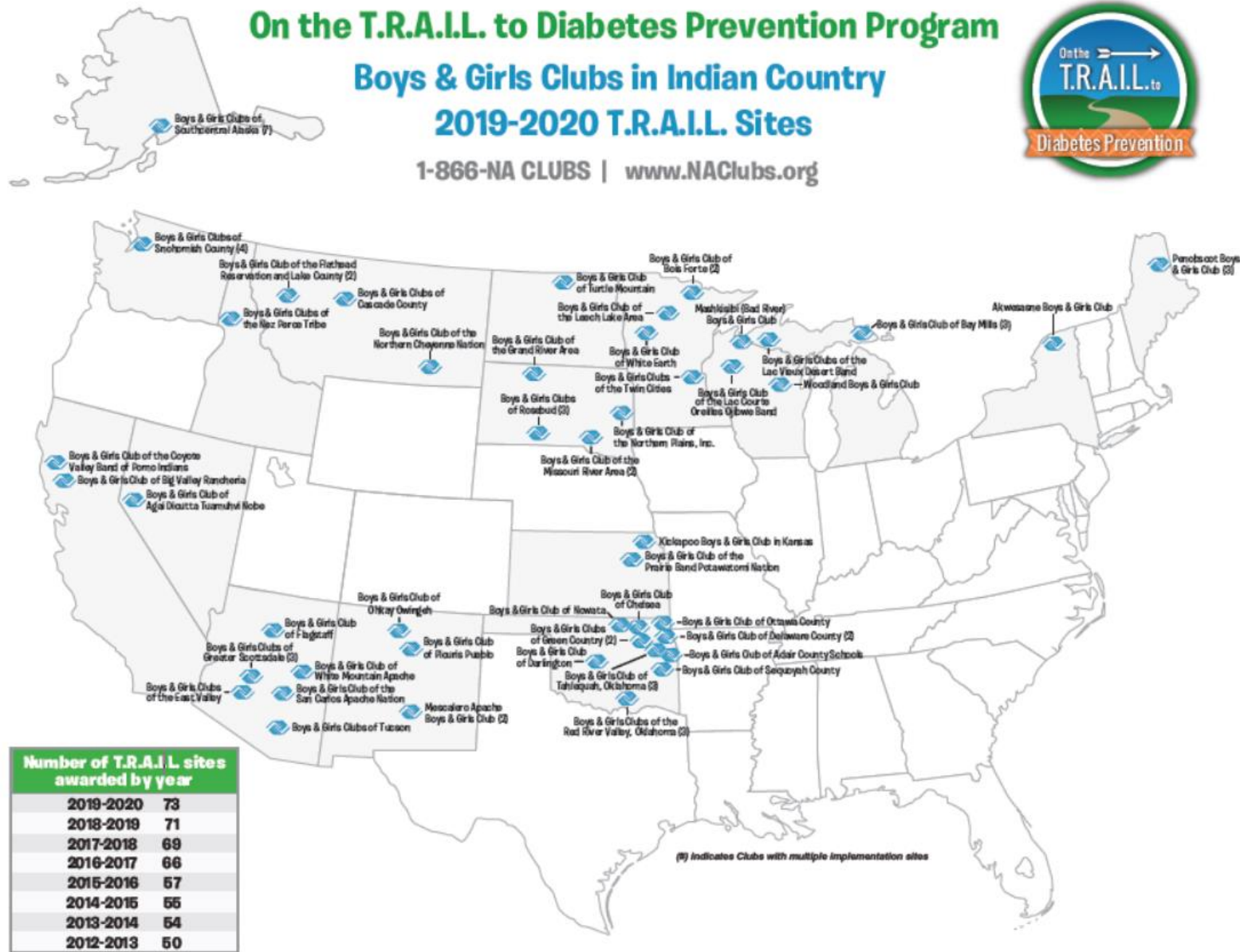
- Reach more Native youth
- Have deeper, more lasting impact
- More holistic vision and support of health and wellness
- Increased efficiency and administration

# On the T.R.A.I.L. to Diabetes Prevention Program

## Boys & Girls Clubs in Indian Country

### 2019-2020 T.R.A.I.L. Sites

1-866-NA CLUBS | [www.NAClubs.org](http://www.NAClubs.org)



# **WHAT MAKES UP THE T.R.A.I.L. PROGRAM?**



# Impact and “spirit” of the T.R.A.I.L. program

- Education
- Physical Activity
- Healthy Snacks
- Community Health Partner
- Community Education Project
- Data Collection
- Reporting
- Caretaker & Volunteer Involvement

**T.R.A.I.L. is about Holistic Health**

# Using Your LOA as a Road Map



# Mapping out success with your LOA

Nearly everything you need to complete as part of a successful T.R.A.I.L. program is listed on your Letter of Award.

- Award Amount
- Number of sites/units
- Program Description
- Program Requirements
- Administrative and Financial Requirements
- Reimbursement Requirements
- Disbursement and Use of Grant Funds

# Utilizing your LOA

- Be mindful of both internal and external due dates.
  - Ways to track dates at your Club?
- Share your LOA or the sample LOA with all T.R.A.I.L. staff at your Club
  - How do you maintain regular communication with all Club Staff that work on T.R.A.I.L.?
- Use the Grantee Timeline as a reference
- Designate a “tool” to track grant deliverables
  - Utilize and review your Implementation plan
  - Outline the 3 “R’s”:
    1. Requirements
    2. Recordkeeping
    3. Reporting

# Program Requirements Overview

- During the grant year, you must...
  - Implement at least one round of the T.R.A.I.L. curriculum (including pre-tests, post-tests, and PA Challenges) over the course of a minimum of 12 weeks;
  - Complete one youth-led, T.R.A.I.L.-focused community education project (Chapter 11) per round of implementation;
  - Complete two hands-on, healthy snack demonstrations per round of implementation;
  - Offer and report on Club-wide physical activity most days the Club is open for at least 60 minutes;
  - Collect and report T.R.A.I.L. program, youth, and fiscal data;
  - Recruit and sign a Memorandum of Agreement with a Community Health Partner.

# **ADMINISTRATIVE AND FINANCIAL REQUIREMENTS**

# Administrative Requirements

- Maintaining Contacts
- Attending ongoing trainings
- FFATA questionnaire
- Grantee Timeline
- Implementation Plan

# Financial Requirements

- Reimbursement Requests
- Disbursement and use of grant Funds
- Will be covered more in depth during the Finance Track of the T.R.A.I.L. National Training



# COMMUNICATION

# Communication

- Successful implementation of the T.R.A.I.L. program requires smooth and regular communication
  - Internal communication
    - Contact forms
    - Common pitfalls
  - Communication with NCAI, DODs, and FirstPic
    - Challenges if regular communication does not occur.
  - Communication with families and the community

# Internal Communication

- All staff that work on the T.R.A.I.L. program should be in communication regularly
  - Healthy snacks
  - Program materials purchases
  - Reporting
  - Staff changes
- What are some effective practices you have found at your Clubs for maintaining clear communication?

# Communication with NCAI, DODs, and FirstPic

- We want to hear from you
  - Doors (Emails/phones) are always open
- NCAI
- DODs
- FirstPic, Inc.

# Club Staff Contacts and Changes

- 1) Clubs must submit a contact for by no later than September 30 (preferably sooner). Those listed will be the group of people who will have access to the Online Reporting Site as well as who will receive TRAIL email communications.
- 2) In the event of Staff turnover, please email FirstPic, Inc. We will then send back your uploaded contact form in the system so you may re-upload a new one.



## J.R.A.I.L. Organizational Contact Form

### Chief Executive Officer

Name:	
Online Reporting Site Role:	CEO
Phone Number:	
Email Address:	

### Financial Reporting Contact Information

*This is the person who will be submitting reimbursement requests for all funded sites.*

Name:	
Title (or relationship to Club):	
*Online Reporting Site Role:	
Phone Number:	
Email Address:	
Should anyone else be included in electronic communication with this staff member? If yes, provide contact information and their online reporting site role.	

### Program Reporting Contact Information

*This is the person who will be submitting program reporting for all funded sites.*

Name:	
Title (or relationship to Club):	
*Online Reporting Site Role:	
Phone Number:	
Email Address:	
Should anyone else be included in electronic communication with this staff member? If yes, provide contact information and their online reporting site role.	

### Site Contact Information

Unit Name:	
Unit City, State:	
Unit Contact Name:	
Title (or relationship to Club):	
*Online Reporting Site Role:	
Phone Number:	
Email Address:	
Should anyone else be included in electronic communication with this staff member? If yes, provide contact information and their online reporting site role.	

# Club Staff Contacts and Changes Cont.

- New staff should be directed to review the existing training resources and webinars available to them via the T.R.A.I.L. Resource Center
- FirstPic staff will also respond to welcome the new staff person and be available to give tailored training based on the new staff's needs
- We need you to keep us in the loop for this process to work



## T.R.A.I.L. Organizational Contact Form

### Chief Executive Officer

Name:	
Online Reporting Site Role:	CEO
Phone Number:	
Email Address:	

### Financial Reporting Contact Information

*This is the person who will be submitting reimbursement requests for all funded sites.*

Name:	
Title (or relationship to Club):	
*Online Reporting Site Role:	
Phone Number:	
Email Address:	
Should anyone else be included in electronic communication with this staff member? If yes, provide contact information and their online reporting site role.	

### Program Reporting Contact Information

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Title (or relationship to Club):	
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Phone Number:	
Email Address:	
Should anyone else be included in electronic communication with this staff member? If yes, provide contact information and their online reporting site role.	

### Site Contact Information

Unit Name:	
Unit City, State:	
Unit Contact Name:	
Title (or relationship to Club):	
*Online Reporting Site Role:	
Phone Number:	
Email Address:	
Should anyone else be included in electronic communication with this staff member? If yes, provide contact information and their online reporting site role.	

# Communication with Families and the Community

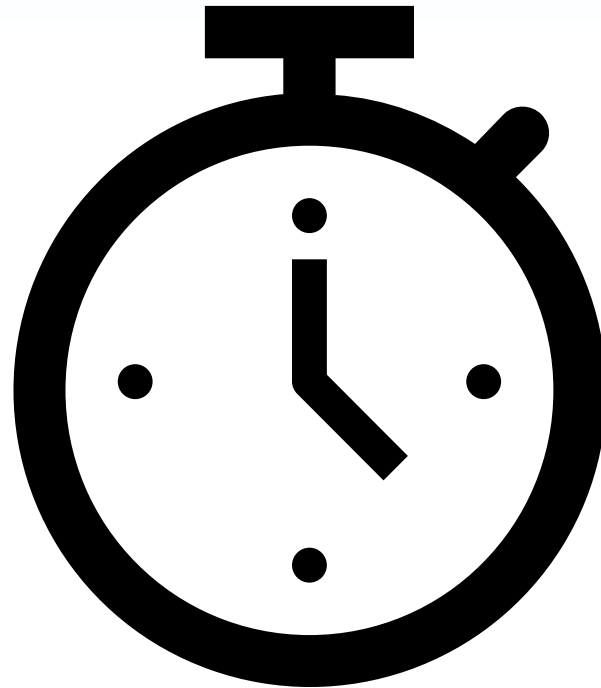
- Holistic health also means community health
- Who is part of the T.R.A.I.L. program?
- Why is community communication important?
- You are the experts
  - Don't be afraid to get creative with your outreach
  - Examples of creative ways you have connected your T.R.A.I.L. program with the community?

# Where does communication break down?

- What have been some difficulties you have had with communication and the T.R.A.I.L. Program?
- Who can help? (Firstpic, NCAI, DODs, Club staff)
- What can be done?



# Brief Break



# **CURRICULUM**

# The Basis of the Curriculum

- Physical
- Mental
- Emotional
- Spiritual
- Where can the curriculum be accessed?
  - Overview of the T.R.A.I.L. Resource Center
    - <http://naclubs.org/trail-resources/>
    - PLEASE Bookmark this page and be sure to write down the password - *healthylifestyles*

# Important Notes about the Curriculum

- Critical that facilitators and program coordinators familiarize themselves with the curriculum
- Plan ahead to know what materials will be needed
- PA Challenges
  - 5 W's of PA Challenges

# What Makes up a Chapter?

- Lesson Objectives
- Helpful Hints
- Review of last chapter
- Activities/Lesson
- Talking Circles
- Optional Activities
- Healthy recipes
- Cultural Adaptations

# Physical Activity Challenges

- Pushups, Low Plank, Shuttle Run
- 5 W's of PA Challenges
  - **Who?** - T.R.A.I.L. Participants
  - **What?** - (12) Strength and (6) Endurance Challenges
  - **When?** - At the start or conclusion of each chapter
    - Make-up sessions
  - **Where?** - Wherever possible!
  - **Why?** - The Challenges help youth set and achieve goals, build confidence, track fitness progress, and provide data for the future of T.R.A.I.L.!

# **HEALTHY FOODS FOR HEALTHY LIFESTYLES**

# Why do healthy food choices matter?

- An overarching program goal is to reduce onset of type 2 diabetes
- Promote health and wellness to youth
- Healthy, nutritious food helps youth have the energy needed to do physical activity
- Unhealthy foods may not be reimbursed with T.R.A.I.L. grant funds
- Choice and accessibility



# Incorporating Healthy Snacks

- Go, Slow, Whoa foods
  - Fresh is best
  - A balanced diet = healthy diet
  - Natural/organic does not automatically mean healthy
- Healthy Snacks Guidance resource
- Healthy snacking resource
- Budgeting for healthy eating

# Common Challenges

We understand that each Club is different and will come with unique challenges

Distance from diverse and fresh  
food options

# Possible ways to help

- Planning Ahead
  - Budget more time and mileage
  - Make a list (turn it into an extra T.R.A.I.L. activity with the youth)
  - Balance nutrition with shelf life

# Getting Youth interested in healthy foods

# Possible ways to help

- Mixing things up
- Disguising or mixing foods
- Tying foods back to local history

# Available Resources

- NAClubs.org
  - Webinars & PowerPoints
  - Resource Documents
  - Just Remember: *healthylifestyles*
- Your Club's Implementation Plan
  - Club staff resource
  - Informs TA support from NCAI and FirstPic, Inc.
- Your Club's Budget & Budget Narrative
  - Collaboration between program and finance staff
- The Help Tab of the Online Reporting Site

# 5 Tips to be Successful with the T.R.A.I.L. Grant

1. Read **all** communications from FirstPic, Inc., NCAI, or IHS in their entirety.
2. Use your LOA as a guide to success. Share with staff involved with the program.
3. Be intentional and strategic when completing your implementation plan and make sure it is shared amongst staff.
4. Inform FirstPic, Inc. of any staffing changes at your Club or Site.
5. Explore and utilize the resources available to you including FirstPic, Inc. staff! Don't be afraid to call/email to ask questions!



Q&A

# Wrap Up

- Reminder of Next Session
  - Session 2 is 3 pm – 5:30 pm Eastern
  - Taking a look at the Online Reporting System

**THANK YOU**

The text "THANK YOU" is written in a bold, dark blue, sans-serif font. Below the text are two stylized, wavy lines in a lighter blue color, resembling ocean waves or a decorative flourish. The background is a light blue gradient, and the bottom of the image features a decorative border with a repeating orange and green diamond pattern.

# Contact Information

## **National Congress of American Indians**

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