

Request for Partners



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



Iowa Association of Area Agencies on Aging



A Matter of Balance

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.

A Matter of Balance

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.

This program is based on “Fear of Falling: A Matter of Balance” Copyright © 1995 Trustees of Boston University. All rights reserved. Used and adapted by permission of Boston University. Inquiries regarding the original program may be directed to Boston University, Health & Disability Research Institute, 53 Bay State Road, Boston, Massachusetts, 02215. A Matter of Balance was created with support from the National Institute on Aging.

A Matter of Balance Lay Leader Model was developed by a grant from the Administration on Aging (#90AM2780). ©All rights reserved, MaineHealth’s Partnership for Healthy Aging.

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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.

Name of Potential Master Trainer:		Title	
Agency Name			
Agency Street	City	State	Zip
County or Counties Where You Will Provide Participant workshops and coach training.			
Email	Phone	FAX	
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

<p>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.).</p>
<p>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.</p>
<p>Affordability – Providers may charge a fee for the classes to offset the expenses. Please describe the fee structure (if any) you propose to use.</p>
<p>Program Fidelity – Describe how you will ensure that you are maintaining program fidelity (quality and consistency) in training volunteer coaches and facilitating participant workshops.</p>

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

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)

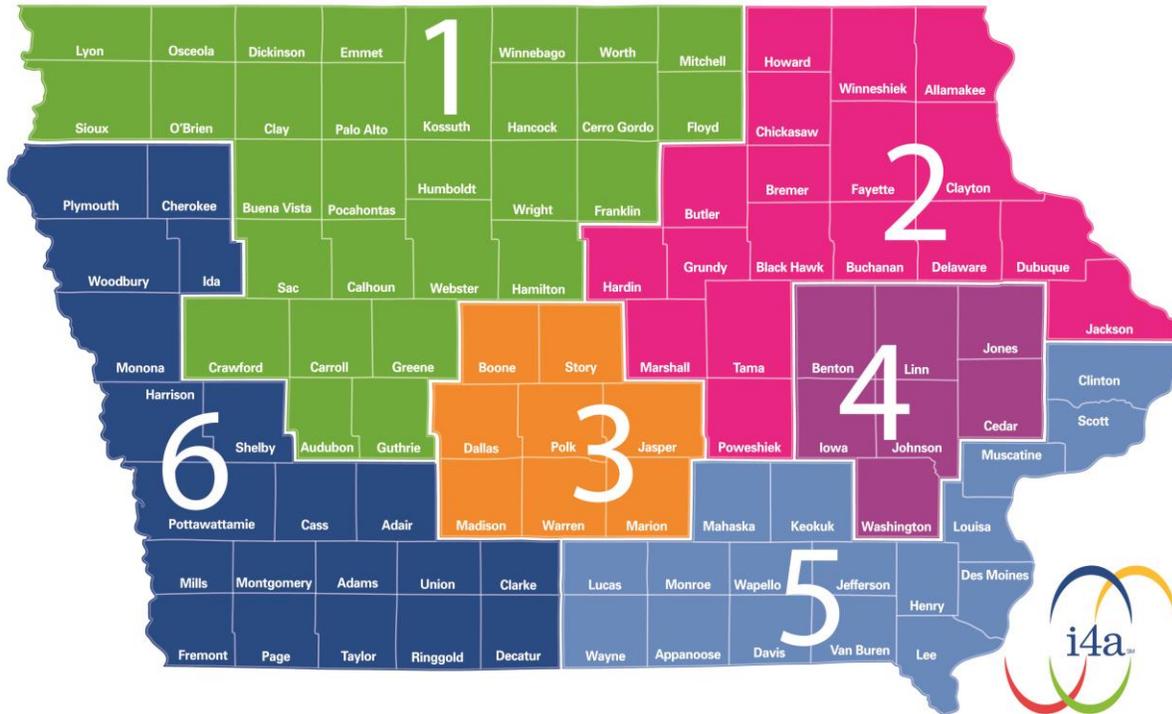
I _____ (name) of the _____ (AAA)
acknowledge notification that _____ (applicant agency name) intends to
apply to the Iowa Department of Aging for the *Matter of Balance* Master Trainer Session to be held on
March 11- 12, 2015.

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: 563-382-6316

- 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.connectionsaaa.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