

Strong & Healthy Oklahoma



Dear Teachers,

The Oklahoma State Department of Health (OSDH) in collaboration with the Oklahoma State Department of Education, is offering an evidenced-based 3-year pilot program for physical education, nutrition education, and family/community involvement for **8 elementary (K-5/6) schools** throughout the state. We have attached a summary of the resources, materials, equipment, and training your site will receive as part of this pilot. In addition, we have also listed the pilot site requirements for inclusion in this pilot, such as assessment and evaluation for participants. The plans are to begin implementation as soon as possible after the start of the 2011-2012 school year. First year implementation will be very hands on with OSDH staff providing extensive technical assistance with all evaluation and assessment. We will be able to reimburse pilot participants for travel expenses incurred during training. If you have questions, please contact me at the number or email below. If you are interested, please submit an application (instructions on page 5) and email to OSDH.

Thanks,

Judy G. Duncan
Director of Physical Activity and Nutrition
Strong and Healthy Oklahoma
Oklahoma State Department of Health
1000 N.E. 10th Street
Oklahoma City, Oklahoma 73117
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**Oklahoma State Department of Health
Division of Strong and Healthy Oklahoma**

**CATCH
(Coordinated Approach to Child Health)
Pilot Application
2011-2012**

CATCH (Coordinated Approach to Child Health) 2011-2012 Pilot Application

Purpose

The Oklahoma State Department of Health (OSDH), in collaboration with the Oklahoma State Department of Education is conducting a Coordinated Approach to Child Health (CATCH) pilot project. www.CATCHinfo.org

OSDH is accepting applications from Oklahoma elementary schools to implement the CATCH pilot in their school. CATCH is a multi-component health intervention program, which builds an alliance of parents, teachers, child nutrition personnel, school staff and community partners to teach children and their families how to be healthy throughout their lives. CATCH is a school health program designed to promote physical activity, healthy food choices, and prevent tobacco use in elementary school-aged children. By teaching children that eating healthy and being physically active every day can be fun, CATCH has proved establishing healthy habits during childhood can promote behavior changes that carry into adulthood. The CATCH program, based on social learning theory, suggests that most health behaviors are social behaviors and are learned in a social context, making the school environment the perfect learning laboratory. CATCH focuses on four components: eat smart school nutrition program, K-5 classroom curriculum, a physical education program, and a family program. The bringing together of health messages between these four component areas is critical to positively impact children's knowledge and behavior. CATCH reinforces these positive healthy behaviors throughout a child's day and reinforces the idea that good health and learning go hand-in-hand. The program features classroom activities, school-wide efforts to improve nutrition and physical activity and take-home material to encourage parents to participate along with their children.

The CATCH pilot intervention will be augmented by a program for parents and the school community that emphasizes the importance of quality nutrition and physical activity at home. **We Can!** stands for Ways to Enhance Children's Activity & Nutrition. **We Can!** is a national education program designed for parents and caregivers to help children 8-13 years old stay at a healthy weight. Parents and caregivers are the *primary influencers* for this age group. Sites will be asked to hold parent classes and teach the four parent lessons throughout the school year. **We Can!** offers parents and families tips and fun activities to encourage healthy eating, increase physical activity and reduce sedentary or screen time. It also offers community groups and health professionals resources to implement programs and fun activities for parents and youth in communities. OSDH will provide the materials and training for the implementation of the **We Can!** program at each site.

Each site will be required to conduct a baseline health-related fitness assessment using the **FITNESSGRAM** tool (for 3rd, 4th and 5th grade). We will provide the **FITNESSGRAM** tool, train each pilot site in utilizing the tool, and on reporting results. **FITNESSGRAM** was developed in an effort to provide physical educators with a tool that would facilitate communicating fitness testing results to students and to parents. The assessment measures three components of health-related physical fitness that have been identified as important to overall health and function: aerobic capacity; body composition; and muscular strength, endurance, and flexibility.

Scope of Work and Description of Services

Pilot sites will be required to sign a Memorandum of Agreement (MOA) to insure that all parties meet necessary requirements to bring about success. A signed MOA (by proper authority-principal, superintendent or school board) **is required prior to CATCH training** (tentatively scheduled for August 2011). Here are some highlights of the MOA, which is attached as Appendix A.

Pilot sites will:

- 1) Implement CATCH in their school. Grantee must ensure all components of CATCH are implemented.
- 2) Cooperate with OSDH on the collection of evaluation measurements, including but not limited to student self-report of nutrition and physical activity behavior (School Physical Activity and Nutrition-SPAN survey) FitnessGram (measurement and reporting) and teacher evaluations.
- 3) Form a CATCH School Committee (to include a classroom teacher, physical education instructor, administrative personnel and a food service manager, if possible) or utilize their Healthy and Fit Advisory Committee to attend training in August 2011, and assist with implementation of the program.
- 4) Utilize WAVE testing ID numbers for all students.
- 5) Obtain passive parental consent for students. (Appendix B)
- 6) Offer WE CAN 4-session training for parents/caregivers.

OSDH will:

- 1) Provide all necessary supplies and equipment for all programs (Value in excess of \$5000).
- 2) Provide training institute for CATCH teams.
- 3) Provide training in FITNESSGRAM administration and reporting.
- 4) Provide training for SPAN survey administration.
- 5) Provide site visits, technical assistance and support.
- 6) Collect, analyze and disseminate data in confidential manner.
- 7) Provide ongoing training for sites past the year one implementation.

Submission of Applications

Applicants must submit a copy of the following completed application items no later than **5 p.m. (CDT) on May 6, 2011**. OSDH will email a confirmation upon receiving applications.

Applicant must include the following in their proposal. This information will be used to evaluate applications. Please refer to www.CATCHinfo.org for more information on the CATCH program.

Application format is:

- 4 page limit (including demographic page)
- Single spaced
- 12 point font size using Times New Roman
- Paper size is 8.5 by 11 inch
- Page margin size is one inch

Demographic Page (1 page)

Applicant should respond to questions on the form attached to this email, and submit with application. (Open attachment titled "School Demographic Page", fill in required information, save a copy to your desktop, and email/send along with application materials.)

Executive Summary (1 page)

Applicant should provide a clear and concise overview of the project.

Organizational Structure and Program Capacity (1 page)

Applicant should describe project management structure, including staff and their responsibilities. Applicant should clearly indicate that the requirements are met to include a classroom teacher, food services manager, physical education instructor and administrative personnel from their site, and commitment to develop and maintain a CATCH school committee and /or Healthy and Fit Advisory Committee.

Program Narrative (1 page)

- Applicant should provide an overview of how the project will be implemented.
- Describe support to implement CATCH from school administration, food services, teachers, parents and others who will be involved with CATCH.
- Applicant should describe how CATCH will be implemented in the physical education class, classroom, food services and plans to include families that also must include a family event.
- Describe plans to sustain CATCH beyond the grant funds.

Applications shall be submitted by email (preferred), mail, fax or hand delivered to:

**Pete Walton, M.S.
Program Evaluator
Division of Strong and Healthy Oklahoma
Oklahoma State Department of Health
1000 NE 10th Street, Ste. 1205
Oklahoma City, OK 73117
Fax: 405.271.6315
Peterw@health.ok.gov**

All Schools will be notified of the status of their applications.

Appendix A

CATCH In-School Pilot Program School Application & Agreement

1.0. Introduction

This Agreement between the Oklahoma State Department of Health (hereinafter “OSDH”), and _____ Public School (hereinafter “Elementary School Program”) in _____, Oklahoma, hereinafter referred to as the “Parties” or the “CATCH School Team,” for the implementation of the CATCH (Coordinated Approach To Child Health) Program to begin during the fall 2011-2012 school year. This Agreement begins on August 1, 2011 and ends on June 30, 2012. Although the parties agree that it is their intent to implement and maintain the CATCH In School program for the three years, through the 2012-2013 school year, this agreement must be formally renewed prior to July 1st for the following year of each of the two years following the period of this Agreement. It shall be the duty of OSDH to submit the renewal Agreement for the upcoming year to the Elementary School Program by May 15 of each year within this three (3) year period.

2.0. Purpose

It is the intent and understanding of the parties, in executing this Agreement, that this evidence-based program is a nutrition and physical activity intervention program designed for elementary school-aged children (K-5) for the prevention of cardiovascular disease. The Parties understand that the Program based on social learning theory, suggests that most health behaviors are social behaviors and are learned in a social context making the school environment the perfect learning laboratory.

3.0. Agreement of the Parties

Pursuant to the Agreement between the Parties, paragraphs 3.1 through 3.11 will be the responsibility of and implemented as indicated by the CATCH School Team, attached as *Exhibit A*, and the duties and responsibilities provided for in paragraph 3.12 will be the responsibility of the OSDH CATCH pilot team. The Parties understand and agree:

- 3.1. That the Curriculum package for grades K-5, Activity cards, and Equipment shall remain the property of OSDH, which is incorporated within this Agreement and attached as *Exhibit C*.
- 3.2. That the lessons on nutrition and physical activity that comprise the CATCH Program will be taught by qualified teams trained specifically to teach the components of the CATCH curriculum for grades 3, 4 and 5.
- 3.3. That the Elementary School Program will store the physical activity equipment in a safe and locked storage area.
- 3.4. That CATCH School Team agrees to attend the full CATCH training and additional yearly booster sessions, as needed, for successful implementation of CATCH.
- 3.5. That CATCH School Team agrees to implement CATCH with complete fidelity and teach or co-teach all lessons for grades 3, 4 and 5.
- 3.6. That CATCH School Team completes attached equipment inventory on an annual basis and agrees to replace (at no charge to OSDH) any missing equipment. This does not include normal, expected, wear of the CATCH equipment. The annual inventory date is October 1st.
- 3.7. That the Elementary School Program will return the complete curriculum/equipment package to OSDH if for any reason the curriculum/equipment is not in use during the prescribed three year pilot period; after 3 years, the curriculum/equipment package becomes property of the School.

- 3.8. That the CATCH School Team agrees to periodic observations/site visits that will occur for evaluation purposes.
- 3.9. That the CATCH School Team will submit evaluation data to the Oklahoma State Department of Health. Evaluations are to be completed during the time-frame designated by OSDH. Evaluation data to be submitted and time-frames include:
- (1) CATCH School Team Pre-Training Questionnaire, during CATCH implementation training;
 - (2) CATCH School Team Post Training Questionnaire, during CATCH implementation training;
 - (3) CATCH School Team Follow-up Questionnaire, annually May;
 - (4) Food Service End of Year (EOY) Questionnaire, annually May;
 - (5) Classroom Teacher EOY Questionnaire, annually May;
 - (6) Physical Education Teacher EOY Questionnaire, annually May;
 - (7) Student Physical Activity and Nutrition Survey, bi-annually September and May;
 - (8) FitnessGram, bi-annually September and May
- 3.10. That the school agrees to utilize participating students' WAVE testing IDs, which will serve as each student's unique identifier for evaluation purposes.
- 3.11 That the School Administrator will provide any reasonably necessary support in order to implement the CATCH curriculum in the School Program for three (3) successive years in order to obtain outcome data.
- 3.12. That OSDH shall provide or arrange for the following equipment or services:
- (1) Order all necessary supplies and equipment for CATCH program and evaluation components;
 - (2) Collect annual equipment inventory data sheets;
 - (3) Provide training institute for CATCH School teams;
 - (4) Provide site visits, technical assistance and support for all CATCH School teams as needed;
 - (5) Collect data in confidential manner and explain how data will be used;
 - (6) Update CATCH teams on current nutrition and physical activity research as it pertains to CATCH; and
 - (7) Provide additional booster-training sessions and technical assistance for duration of program.

4.0. CATCH Program Passive Consent

- 4.1. The School agrees to distribute the CATCH Program Parental Passive Consent/Objection form, an example is incorporated within this Agreement and attached as *Exhibit B*, and distribute the form to the parent(s) of all children who will be exposed to the nutrition and physical activity curriculum **prior to the program initiation in the fall of 2011**. The School must maintain a record indicating when and to whom the distribution of the form was made.
- 4.2. If the form is not returned before the first day of the curriculum, the child is **automatically enrolled in the curriculum**.
- 4.3. If the form is returned indicating that the **parent(s) objects to the child being enrolled in the curriculum**, the School shall maintain a copy of the form on file and submit the original of the form to the Oklahoma State Department of Health, Attention: Pete Walton-Chronic Disease Service, 1000 N.E. Tenth Street, Oklahoma City, OK 73117-1207.

5.0 Assignment of CATCH Team

The school agrees to complete the CATCH School Team Information Sheet, *Exhibit A*, and return to OSDH immediately following their implementation training.

6.0. Limitation of Liability

Each party to this Agreement is responsible for the acts or omissions to act of its own employees. Any liability of OSDH or an employee of OSDH is limited as provided in the Oklahoma Governmental Tort Claims Act, 51 O.S. § 151 *et seq.*

7.0. Cancellation Clause

A party to this Agreement may cancel this agreement by sending written notice of such cancellation to the person who signs this Agreement on behalf of the other party.

8.0 Returning CATCH Equipment

Upon cancellation of the CATCH program, the School will return all curriculum and equipment listed purchased by OSDH in *Exhibit C* within 30 days of receipt of cancellation. If any equipment is missing, the School will replace it or reimburse OSDH for the replacement cost of the missing equipment.

9.0. Authority and Effective Date

The persons below have the authority to sign this agreement on behalf of the party he or she represents. This Agreement is effective on the latter date of signature of the representative of the School and OSDH.

For OSDH:

OSDH Chief of Chronic Disease

Date

For _____ Elementary School:

(Name and Title)

Date

Appendix B

Oklahoma In-School CATCH Pilot Project PASSIVE PARENTAL PERMISSION FORM

Our school is taking part in the Coordinated Approach to Child Health (CATCH) three-year pilot program sponsored by the Oklahoma State Department of Health. CATCH is a coordinated school health program which builds an alliance of parents, teachers, child nutrition personnel, school staff, and community partners to teach children and their families how to be healthy for a lifetime. The four CATCH components - Go For Health Classroom Curriculum, CATCH Physical Education, Eat Smart School Nutrition Guide, and Family Home Team activities - reinforce positive healthy behaviors throughout a child's day and make it clear that good health and learning go hand in hand.

Evaluating the effects of this program is very important. Several evaluation methods will be utilized during this project.

FitnessGram is a fitness assessment and reporting program for youth, first developed in 1982 by The Cooper Institute in response to the need for a comprehensive set of assessment procedures in physical education programs. The assessment includes a variety of health-related physical fitness tests that assess aerobic capacity; muscular strength, muscular endurance, and flexibility. Your child's height, weight, and physical fitness will be measured using the FitnessGram assessment. Children in grades 3, 4, & 5 will participate in these measurements. Your child's state assigned school testing ID will be recorded in the FitnessGram with age, date of birth, gender, height, and weight. **However, no student will ever be mentioned by individual testing ID or name in a report of the results.** Your child's ID number and FitnessGram results are all that will be provided to the state. The data will be housed in a secure office at the Oklahoma State Department of Health and all electronic data will be housed on a secure server.

The School Physical Activity and Nutrition (SPAN) questionnaire is a survey that was developed by the University of Texas to evaluate the components of CATCH. The survey asks about health behaviors, attitudes and knowledge of 3rd through 5th grade students, and will take approximately 50 minutes to complete. Students will not put their names on the SPAN Survey, only their state testing ID. **No student will ever be mentioned by name or individual ID in a report of the results.**

Participating in CATCH and the evaluation components will cause little or no risk to your child. The evaluation components have been designed to protect your child's privacy. We would like all students to take part in the CATCH evaluation components, and expect that most will, but the CATCH evaluation components are voluntary. No action will be taken against the school, you, or your child, if your child does not take part. Your child may stop participation in the three-year pilot evaluation components at any point without penalty. Children not participating in the CATCH evaluation **will not** complete the School Physical Activity and Nutrition Survey (SPAN) and their FitnessGram data **will not** be provided to the Oklahoma State Department of Health.

Please read the section below. If you do **not** want your child to take part in any of the evaluation components, sign and return the form to the school program no later than **September 9, 2011**. If you consent to your child participating in the CATCH evaluation components, **do not sign and return** this form. If your child's school cannot answer your questions about the program, call Pete Walton at (405) 271-9444 ext. 57114 or Judy Duncan (405) 271-9444 X57122. Thank you.

Child's name: _____ Grade: _____

Parents Name: _____

Please check if you **DO NOT** want your child to participate:

[] I do not want my child to take part in any of the evaluation components of the CATCH Pilot Project approved by my child's school.

Parent's signature: _____ Date: _____