

## **Coordinated Approach to Child Health (CATCH) In-School**

With childhood obesity tripling in the past 30 years; the percentage of children ages 6 through 11 years being obese; and with one-third of children and adolescents either overweight or obese, we cannot afford to ignore lifestyle practices that do not promote good health. Therefore, the Oklahoma State Department of Health (OSDH) is accepting applications for the Coordinated Approach to Child Health (CATCH) In-School program. The ultimate goal for this coordinated health promotion program is for participating children to reduce their risk of obesity and improve their overall health by increasing fruit and vegetable consumption, being more physically active, and fostering healthy environments in which students learn.

CATCH In-School is a multi-component health intervention program that builds an alliance of parents, classroom and PE teachers, child nutrition personnel, and community partners to teach children and their families how to be healthy throughout their lives. By teaching children that eating healthy and being physically active every day can be fun; this evidence based program has proven that establishing healthy habits in childhood can promote healthy behavior choices that will last a lifetime.

The CATCH In-School program is based on social learning theory and suggests that health behaviors are learned in a social context, which makes school the perfect learning environment! CATCH In-School focuses on four major elements: Eat Smart nutrition program, K-5 classroom curriculum, CATCH PE program, and a family program. The coordination of health messages across all four components creates a positive impact on children's knowledge and behavior. The coordinated health messages are reinforced throughout the school day promoting collaboration of health and learning.

Our hope is that elementary schools around the state will implement CATCH In-School, and by doing so our youth will reap the benefits of lifelong healthy habits!

### **Implementation Guidelines:**

The Oklahoma State Department of Health (OSDH) will support implementation of this program in **grades K-5** across the state. Participating elementary schools will develop a CATCH team and assign a CATCH Coordinator to lead the efforts. The CATCH Coordinator will be responsible for coordinating program components, communicating with OSDH, and completing required forms. The CATCH team should consist of at least one representative from each of the following departments:

- Administration – principals, vice principals, administrative assistants, other office staff
- Classroom teachers – grade level teachers, teacher's aides, special education teachers
- Physical education – PE teachers, coaches
- Child Nutrition – nutrition director, cafeteria manager, food service staff

Additional representatives from the following departments are preferred:

- Parent Leader – PTA/PTO members, home room parents, any interested parents
- Specialized Staff – nurses, counselors, librarians, art and music teachers, custodial staff

Implementation involves coordinating health messages across the following program components:

- *Elementary Coordination Kit* – the CATCH team will lead all school personnel in implementing six themes simultaneously across the campus during six-week periods.
- *Go for Health K-5 Classroom Curriculum* – a classroom health education curriculum that teaches children to identify, practice and adopt healthy eating and physical activity habits. Over the course of the school year, classroom teachers will teach about 15 sequential user-friendly lessons per grade level that blends health topics with core academic areas. The lessons include electronic resources and materials to send home with the students.
- *Eat Smart Nutrition Program* – a guide to menu planning, food preparation, and recipe modification for busy child nutrition service providers. Food service staff will plan and promote healthy food options that meet the required USDA nutritional guidelines.
- *CATCH PE* – a physical education program which develops health related fitness and skill competency for all children. CATCH PE instruction provides a variety of learning experiences and enhances movement skills, sports skills, physical fitness, social development, and subsequently promotes lifelong physical activity. PE teachers will lead students in maximum amounts of moderate to vigorous physical activity (MVPA) during class time using the guidebook, activity kits, and equipment set.

#### **Evaluation Guidelines:**

Evaluations will be completed to allow the Oklahoma State Department of Health (OSDH) to manage the CATCH In-School program efficiently and effectively and to assess the fidelity of the program. The evaluations will also monitor the progress of how the participants in the program are achieving the goals of the CATCH In-School program. The following evaluation methods will be used:

- Student Surveys (including biometric collection) – completed by all K-5 students (unless consent was not obtained) at the beginning and end of school year.
- Staff Surveys – completed annually by all members of the CATCH Team at the end of the school year.
- Parent Surveys – completed annually by parents of students in grades K-5 at the end of the school year.
- Site visits – completed by OSDH by the end of January of each school year.

Student Performance Report: According to the Center for Disease Control (CDC), evidence shows that the health of students is linked to academic performance (such as class grades or standardized tests), education behavior (such as attendance rate or discipline issues), and cognitive skills (such as concentration and memory). OSDH would like to monitor these aspects of academic achievement in schools that are implementing the CATCH In-School program. The CATCH Coordinator will be responsible for completing the Student Performance Report on an annual basis. The report includes attendance rates and aggregate academic scores.

#### **County Health Department:**

Schools will receive local support from the county health department as an extension of OSDH. Health educators from the county health departments will be available for training and technical assistance. These health educators will also coordinate and assist with data collection.

**Memorandum of Agreement:**

OSDH and selected program sites will be required to complete a Memorandum of Agreement (MOA) to insure that all parties fulfill the requirements to bring about success. Here are some highlights from the MOA:

*School Responsibilities:*

- Develop a CATCH Team and assign a CATCH Coordinator
- Attend an implementation training and annual booster trainings as needed
- Implement the program with complete fidelity
- Complete an annual inventory log and implementation checklist
- Cooperate with OSDH for data collection
- Provide an annual student performance report
- Obtain passive parental consent forms

*OSDH Responsibilities:*

- Provide program curriculum and equipment (over \$1500 value) pending availability of funds
- Provide implementation and booster trainings
- Provide technical assistance
- Administer evaluations and analyze data
- Provide supplemental resources (up to \$1000 value) to sustain the program after three years (provided the site has met the requirements)

**Application Instructions:**

1. Review CATCH In-School program guidelines and responsibilities (listed above).
2. All questions regarding the application must be submitted to [erickaw@health.ok.gov](mailto:erickaw@health.ok.gov) on or before **May 6, 2015**. All questions and answers will be posted on our website: <http://catch.health.ok.gov>.
3. Submit a completed CATCH In-School Application and Memorandum of Agreement no later than **5:00pm** (CDT) on **May 15, 2015** via email (preferred), mail, or fax to:

**Ericka Johnson, MBA, CHES**  
**Partnerships for Health Improvement**  
**Oklahoma State Department of Health**  
**1000 NE 10<sup>th</sup> Street, Room 508**  
**Oklahoma City, OK 73117**  
**405-271-9444 ext 56550**  
**405-271-1225 fax**  
[erickaw@health.ok.gov](mailto:erickaw@health.ok.gov)

4. OSDH will email a confirmation receipt to the CATCH Coordinator listed on the application.
5. You will be notified prior to **May 20, 2015** whether or not your school has been selected.

# CATCH In-School Application

**Demographic Information:**

School: \_\_\_\_\_ Grade levels: \_\_\_\_\_

District: \_\_\_\_\_ Number of students enrolled: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

CATCH Coordinator: \_\_\_\_\_ Coordinator's Position: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Administrator (with signature authority): \_\_\_\_\_ Administrator's position: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Please indicate if your school is a Certified Healthy School and the level of certification if applicable:

- Not certified     
  Basic certification     
  Merit certification     
  Excellence certification

**CATCH Team Members (please identify the coordinator):**

<i>Coordinator</i>	<i>Name</i>	<i>Email</i>	<i>School Department</i>
<input type="checkbox"/>	_____	_____	Administration
<input type="checkbox"/>	_____	_____	Classroom Teacher
<input type="checkbox"/>	_____	_____	Physical Education
<input type="checkbox"/>	_____	_____	Child Nutrition
<input type="checkbox"/>	_____	_____	Parent Leader
<input type="checkbox"/>	_____	_____	Specialized Staff

**Program Capacity Description:**

*Please provide the following descriptions as an attachment to this application.*

1. Please describe both your school's need for CATCH and the capacity to carry out this program.
2. Please describe support from administration, faculty, food services, and others who may be involved in CATCH.
3. Please describe your plans to include families and community members as a part of the overall CATCH program.
4. Please describe your strategy for continuing CATCH beyond the end of this Memorandum of Agreement.

**Signatures:**

\_\_\_\_\_  
 CATCH Coordinator                                      School Administrator                                      County Health Department Administrator

# **CATCH In-School Memorandum of Agreement**

## **1.0. Introduction**

This Agreement between the Oklahoma State Department of Health (hereinafter “OSDH”), and \_\_\_\_\_ Elementary School (hereinafter “School”), in \_\_\_\_\_ County in Oklahoma, hereinafter referred to as the “Parties” or the “CATCH Team,” for the implementation and evaluation of the Coordinated Approach To Child Health (CATCH) In-School Program (hereinafter “CATCH”) to begin during the fall 2015-2016 school year.

This Agreement begins on September 1, 2015 and ends on June 30, 2016. Although the parties agree that it is their intent to implement and sustain the CATCH In-School program by formally renewing this Agreement annually. It shall be the duty of OSDH to submit the renewal agreement for the upcoming year to the School by May 1<sup>st</sup> of each year. It shall be the duty of the School to return the completed renewal agreement to OSDH by September 1<sup>st</sup> of each year.

## **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) to prevent childhood obesity and launch kids and communities toward healthier lifestyles.

## **3.0 Sustainability Requirements:**

OSDH will reward the School with ownership of the initial CATCH curriculum and equipment as well as supplemental resources (up to \$1,000.00 value) such as updated curriculum, additional equipment, or incentives for meeting all of the following sustainability requirements:

- (1) Maintaining the program with fidelity for three consecutive years
- (2) Submitting all evaluations, student performance reports, inventory logs, and implementation checklists for three consecutive years
- (3) Applying to become a Certified Healthy School for three consecutive years
- (4) Creating at least one action plan over three years using the School Health Index self-assessment tool

OSDH will notify the School in writing when the sustainability requirements have been fulfilled.

## **4.0 Equipment:**

The CATCH curriculum and equipment package shall remain the property of OSDH unless the School meets the sustainability requirements mentioned above. The School agrees to store the equipment in a safe and locked storage area. The School will complete an inventory log and submit the log to OSDH annually unless the School has earned ownership of the equipment. If for any reason the School cancels the program prior to meeting the sustainability requirements, the School will return all curriculum and equipment listed in the inventory log within 30 days of receipt of written cancellation. If any equipment is missing, the School will replace it or reimburse OSDH for the replacement cost of the missing equipment.

### 5.0. Agreement of the Parties

Pursuant to the Agreement between the parties, paragraphs 5.1 through 5.7 will be the responsibility of and implemented as indicated by the School's CATCH Team identified in the application, and the duties and responsibilities provided for in paragraph 5.7 through 5.12 will be the responsibility of OSDH. The parties understand and agree:

- 5.1 That the CATCH curriculum and equipment package shall remain the property of OSDH, unless the sustainability requirements have been met.
- 5.2 That the School will store the physical activity equipment in a safe and locked storage area.
- 5.3 That the School's CATCH Team agrees to attend the full implementation training and additional yearly booster sessions for successful implementation of the CATCH In-School program.
- 5.4 That the School agrees to implement all components of the CATCH In-School program with complete fidelity for grades K-5.
- 5.5 That the School renews this Agreement and completes an inventory log, implementation checklist, and a student performance report on an annual basis.
- 5.6 That the School Administrator will provide any reasonably necessary support.
- 5.7 That the School and OSDH will cooperate to collect data in all four of the following evaluation methods while implementing the CATCH In-School program:
  - (1) Student Surveys (including biometric collection) – completed by all K-5 students (unless consent was not obtained) at the beginning and end of school year.
  - (2) Staff Surveys – completed by all members of the CATCH Team at the beginning and end of the school year.
  - (3) Parent Surveys – completed annually by parents of students in grades K-5.
  - (4) Site visits – completed by OSDH by the end of January each school year.
- 5.8 That OSDH order all necessary curricula, equipment, and supplies for the CATCH In-School program implementation and evaluation.
- 5.9 That OSDH provide implementation and booster trainings.
- 5.10 That OSDH provide technical assistance and support as needed.
- 5.11 That OSDH collect and analyze data from all methods of evaluation and student performance reports in a confidential manner.
- 5.12 That OSDH update Schools on current coordinated school health research as it pertains to CATCH.

### 6.0. CATCH In-School Program Evaluation Passive Consent

OSDH will monitor and evaluate the success and fidelity of the program statewide to ensure that this program is progressing to reach the ultimate goal of reducing the risk of obesity in participating students. All methods of evaluation are for students in grades K-5, but the **evaluation component is voluntary**. It is the responsibility of the School to adhere to the following guidelines regarding the CATCH In-School Program Evaluation Passive Consent:

- 6.1 The School shall distribute the Program Evaluation Passive Consent to the parent(s) of all children who will be exposed to the evaluation component of the CATCH In-School Program **prior to the program initiation of each school year**.
- 6.2 The School shall allow at least **one week** for the parents to return the consent form.
- 6.3 Any forms that are not returned before the first day of data collection will result in those children being **automatically included** in the evaluation component.

6.4 If the form is returned indicating that the **parent(s) objects to the child being included in the evaluation component**, the School shall maintain a copy of the form on file and submit the original form to the Oklahoma State Department of Health.

6.5 The School shall keep records of all consent forms returned (including copies of the forms indicating non-consent) for **three years**.

7.0. 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.*

8.0. 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. If for any reason the school cancels the program prior to meeting the sustainability requirements, the School will return all curriculum and equipment listed in the inventory log within 30 days of receipt of written 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 ONLY effective with signatures from both Parties. This Agreement is effective on the latter date of signature of the representatives of the School and OSDH.

For \_\_\_\_\_ **Elementary School:**

\_\_\_\_\_  
CATCH Coordinator Date

\_\_\_\_\_  
School Administrator with Signature Authority Date

\_\_\_\_\_  
Printed name of School Administrator Position

**For Oklahoma State Department of Health:**

\_\_\_\_\_  
Health Promotion Manager Date

\_\_\_\_\_  
Partnerships for Health Improvement Director Date