



ShipShape Program Open Enrollment Webinar

4 August 2016

[HTTP://WWW.MED.NAVY.MIL/SITES/NMCPHC/HEALTH-PROMOTION/PAGES/SHIPSHAPE.ASPX](http://www.med.navy.mil/sites/nmcphc/health-promotion/pages/shipshape.aspx)



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Webinar Courtesy

- Good afternoon and thank you for joining us!
- To listen to the presentation use the dial-in: 1-877-885-1087 Code: 704 516 0523#
- We ask that all participants please mute your phone lines either by pressing *6 or the mute button on your phone
- Please do not put your phone on hold at any point during the call
- The slides and audio will be archived on the NMCPHC Web page: www.med.navy.mil/sites/nmcphc/healthpromotion/Pages/webinars.aspx



Introduction

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Webinar Overview

- Purpose
 - To provide ShipShape Program Facilitators and other stakeholders with an overview of the August 2016 updates to the ShipShape Program
- Goals
 - Provide an overview of the ShipShape Program updates, including the open enrollment format
 - Provide guidance and best practices for how to implement the open enrollment locally
 - Present the opportunity for facilitators to ask questions about how the updates will apply to local programs



ShipShape Program Updates

- In August 2016, the ShipShape Program will be enhanced to meet the needs of the Navy in two ways:
 - A transition to an open enrollment format to provide flexibility and meet increased demand for the program
 - An updated curriculum to reflect the most recent weight management research and best practices



- ShipShape Facilitators have been helping the ShipShape Program achieve its mission since 2000.
- Since then, the program has undergone many iterations to improve and meet the needs of its population.
- This new iteration is intended to benefit both facilitators and participants by providing flexibility to fit the needs of participants, while alleviating some of the administrative burdens placed on facilitators.
- It will be updated in two ways: 1) open enrollment format and 2) updated curriculum

What is open enrollment?

- Participants can enroll in the ShipShape Program at any point during the program and attend sessions in any order they choose based on the availability of offerings and their ability to attend
- Participants will have six months to complete the program from their first group session



FORMER STATE

- Limited enrollment periods
- Eight in-person group sessions required in sequential order
- Six of eight sessions required for completion
- Participants required to attend all sessions of one course
- Facilitator-driven follow-up



FUTURE STATE

- Open enrollment
- Eight sessions required for completion:
 - *Steps for Success*, available online
 - Six group sessions, offered in-person only
 - *Preparing for the Future*, available online
- Participants can attend sessions of multiple courses, as available
- Participant-driven follow-up



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- The benefit of this format is that it provides the participants flexibility in attending sessions based on their schedule and how often courses are being offered at their location. For example, in a smaller location where the ShipShape Program is only offered twice a year, participants will still be limited in when they can attend the program. In a larger location where multiple courses are run concurrently or continuously, participants will have the option to attend any of the sessions available in whatever order best fits with their schedule within the six-month timeframe.
- In addition, NMCPHC aims to broaden the reach of the ShipShape Program by training facilitators outside of the MTF, including MWR and Fleet and Family Service personnel. Participants will have the option to attend sessions in any forum offered. With the open enrollment and flexible attendance policy, participants will be more likely to complete the program.
- We will talk a little more about tracking attendance later on in the presentation.

Course Structure

- *Steps to Success* → Self-paced introductory online session
 - *Fueling Your Body and Brain*
 - *Weight Loss Tracking and Trends*
 - *Power Up! Physical Activity*
 - *Psychology of Weight Loss*
 - *Creating Supportive Environments*
 - *Stress Management and Relaxation*
 - *Preparing for the Future* → Self-paced concluding online session
 - *Post-Program Follow-up* → Monthly, initiated by participant
- Group meetings with a certified facilitator. Can be taken in any order based on availability.

Note: The session numbers are no longer an official part of the program. Facilitators may continue to number the sessions internally for tracking purposes.

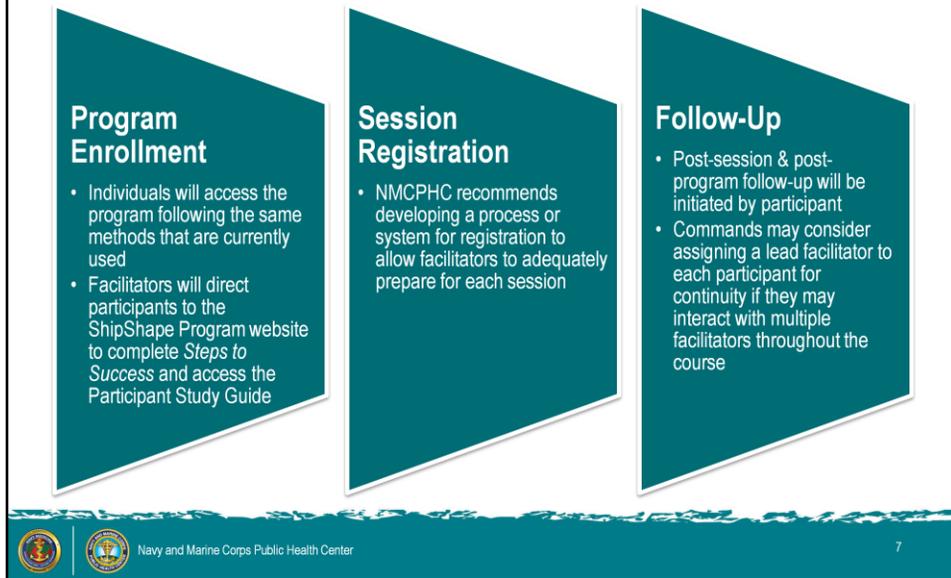


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- To meet the open enrollment format, NMCPHC reviewed and updated the format of the existing sessions – currently only offered sequentially in groups.
- Moving forward, the previous sessions 2-7 will be delivered in a group setting. Participants can take these sessions in any order based on availability as each has been restructured as a standalone session.
- Steps to Success will be an introductory online session to help set the stage for participants. The Preparing for the Future session will also be available in a self-paced online session. Participants will receive a certificate of completion after they take the final session which they will be instructed to submit to their facilitator.
- It is recommended that facilitators follow the program format of six in-person group sessions bookended by two virtual sessions. However, with pre-approval from the NMCPHC ShipShape Program Manager, the format may be adjusted to meet local programming needs.

Enrolling Participants in the Program



- Participants will be able to enroll in the ShipShape Program at any point while the course is being offered. Even if in-person group sessions are not currently being offered, participants can prepare for the group sessions by taking the *Steps to Success* online session. With the shift to open enrollment, local programs will need to determine if they should update their registration and enrollment practices or if their existing practices suffice. This may mean adapting an existing pre-registration system to focus on individual sessions instead of an entire course or developing a system to manage registration.

Participant Follow-Up

- In the previous format of the ShipShape Program, the facilitator leading the course initiates follow-up with participants following completion of the program. With the shift to open enrollment format, the way in which facilitators are expected to interact with participants is also shifting. As of August 2016, follow-up will be initiated and driven by the participant.
 - The rationale for this update is twofold
 - To alleviate the administrative burden on the facilitators
 - To manage participants who are at different points in the process
- Depending on the number of facilitators that a participant may interact with throughout their tenure in the ShipShape Program, some locations may consider identifying a lead facilitator for participants to act as a single point of contact. The responsibilities of being a lead facilitator would include responding to post-session and post-program follow-up requests from participants as well as any administrative tasks for the participants assigned to them. A few ways in which a lead facilitator role may be implemented at the program:
 - Assign the participant a lead facilitator at the initial point of contact for continuity through the program.
 - Indicate that the participant will follow-up with the facilitator that instructs the first session they attend. That facilitator will be the lead facilitator for that participant.
 - Designate one individual to conduct all follow-up and hold lead facilitator responsibilities

for the command.

Post-Session and Post-Program Follow Up

Post-Session Follow-Up

- Participants are requested to follow-up with their facilitator regarding their progress on the Take Home Action Plan in between sessions
- The facilitator is expected to acknowledge the follow-up and provide a positive response

Post-Program Follow-Up

- The minimum facilitator requirement is to respond to participant-initiated follow-up emails with support, encouragement, or advice
- Facilitators can choose to follow-up with participants at six months to request the six-month follow-up weight



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- The first point of contact participants will make after completing the course is contacting their facilitator to certify they completed the final, online session.
- This is typically one to two weeks after the completion of the last in-person group session.
- Participants are instructed to then follow-up with facilitators monthly, for six months following completion. Facilitators should acknowledge the participant's progress and provide support and encouragement.
- Sample language that can be customized and sent to participants is included in the Facilitation Manual to help facilitators respond to these follow-up requests.
- Note: Post-program follow-up is participant-driven; however, depending on bandwidth facilitators may reach out to participants six months after program completion to request a final weight.

Tracking, Monitoring, and Reporting

- Use the updated Roster and Reporting Form to track participants (one continuous roster instead of breaking into cohorts)

Elements Added to Roster	Elements Removed from Roster	Elements Remaining on Roster
<ul style="list-style-type: none"> Date of initial weight (taken at the first in-person group session) Date of final weight (taken at the last in-person group session) Ideal body weight Goal weight Percent of goal weight at first in-person group session (initial weight) Percent of goal weight at last in-person group session (final weight) Percent of goal weight at six-month follow-up Percent of goal weight will be automatically calculated and replace the current BCA standards column on the roster form 	<ul style="list-style-type: none"> Program start date Program end date Form submission date Body Composition Assessment (BCA) standards Three-month follow-up 	<ul style="list-style-type: none"> NAVMED Region (if applicable) Gender Height Optional interim weights Reason for not completing program Six-month follow-up weight



- Facilitators will continue to be expected to track and monitor participant attendance and collect the data elements outlined in the ShipShape Program Roster and Reporting Form.
- Given the changes in the course structure and a participant's ability to attend sessions in any order at any location convenient for them (based on availability), NMCPHC has developed a ShipShape Program Passport to assist participants with tracking their attendance.
- The Program Passport will also help facilitators validate attendance if the participant attended a session with a different facilitator.

Considerations for Local Programs

- Programs should coordinate locally to determine how to best implement open enrollment at their locations
- The Open Enrollment Transition Guide (available on [milSuite](#)) provides a list of considerations and questions for programs to reference to help begin discussions
 - With the new program, is it possible to add additional courses throughout the year with the new format?
 - How do we currently handle registration? Would it remain the same or would we need to change it to better handle open enrollment? How do we currently coordinate across facilitators and coordinators (if applicable)?
 - Are there other ShipShape courses offered nearby that participants could potentially attend? Do we coordinate with those facilitators currently or do we need to establish a process for coordination?



- This list of questions is also listed in the Open Enrollment Transition Guide, Appendix B. These questions are just a start to help you and your command begin thinking about how open enrollment will work at your location.
- We anticipate a wide range of how this will look, based on the population needs, number of facilitators, and proximity to other programs.

Curriculum Changes

- Sessions will only be referred to by their title, not a number
- References to the “previous session” or “next session” are removed, as participants may be attending sessions in differing orders
- Updated dashboard slide and handouts for each session
- Revised slides for clarity and to ensure up-to-date information and data
- Removed slide that includes a review of the previous session
- Updated Take Home Action Plan slide
- Reminders added to slides:
 - Remind participants to complete *Steps to Success* before attending a group session
 - Remind active duty FEP participants to meet with their CFL to ensure FEP requirements are met
 - Remind participants to complete Take Home Action Plans and follow-up with the facilitator before attending their next session



Steps to Success

- Online, narrated self-paced online session
- Addition of “Casey,” the online coach for *Steps to Success* and *Preparing for the Future*
- Link to Weight Loss Readiness Test that participants will send to their facilitator

Overview

- ShipShape Program
- ShipShape Program Participant Study Guide
- Participant readiness
- Issues of weight gain
- Benefits of weight loss
- Weight loss goals
- Tracking methods



The Weight Loss Readiness Test II

NAME: _____

Answer the questions below to see how well your attitudes and current behaviors equip you for a weight loss program. For each question, circle the number that best describes your attitude, then write the number of your answer on the line before each question number. As you complete each of the six categories, add the numbers of your answers and compare them with the scoring guide at the end of this test.

Category 1: Motivation

- ____ 1. Compared to previous attempts, how motivated are you to lose weight this time?
- 0 Not at all motivated
 - 1 Slightly motivated
 - 2 Somewhat motivated
 - 3 Quite motivated
 - 4 Extremely motivated

- ____ 5. How motivated are you to try new strategies/techniques for changing your eating, exercise, and other behaviors?

- 0 Not at all motivated
- 1 Slightly motivated
- 2 Somewhat motivated
- 3 Quite motivated
- 4 Extremely motivated

Category 1 TOTAL Score _____



Preparing for the Future

- Added a dedicated slide about support networks to enable greater explanation of post-ShipShape Program follow-up and emphasize the importance of support.
- Added a link to the course evaluation
- Once the participant completes the evaluation, it will generate a Certificate of Completion

Survey and Certificate of Completion

- Complete the online survey
 - <https://survey.max.gov/24248>
- Certificate of Completion
 - Receive after submitting the survey
 - Email to your facilitator



Facilitator Materials

- **New: Facilitation Manual**

- Combines the content of both the Facilitation Guide for use during the course, and the Facilitator Follow-Up Guide
- Go-to resource for facilitators from initial contact to enrollment through the six-month post-program follow-up

- **Updated: Facilitator Marketing Materials**

- All marketing materials are updated to reflect the new program. This includes the fact sheet, brochure, poster, marketing toolkit, and social media messages

- **Updated: Roster and Reporting Forms**

REMINDER! If you keep ShipShape Program materials on your desktop or a shared drive, replace everything with the new materials available on milSuite starting 15 August!



Participant Materials

- **New: Participant Study Guide**
 - Comprehensive document that includes guidance to take participants from starting the course through six-month post-program follow-up
 - Will be available on NMCPHC ShipShape Program's Web page
 - Includes session snapshots, handouts, post-session and post-program follow-up instructions
- **New: Passport**
 - Easy way for participants to track attendance and facilitators to validate attendance

Participant materials will be available on the NMCPHC ShipShape Program Web page.

FIRST CLASS TICKET

SHIPSHAPE
Weight Management Program

WELCOME TO YOUR BOARDING PASS (SEATING LISTING)

BOARDING PASS

SHIPSHAPE PROGRAM COMPLETION DATE:

Program Component	Completion Status
Take a Success Orientation online	<input type="checkbox"/>
Reading Your Body and Your Behavior	<input type="checkbox"/>
Weight Loss Tracking and Goals Management	<input type="checkbox"/>
Change Your Physical Activity Behavior	<input type="checkbox"/>
Psychology of Weight Management	<input type="checkbox"/>
Creating Supportive Environments at Home and Work	<input type="checkbox"/>
Weight Management and Social Skills	<input type="checkbox"/>
Preparing for the Future (post-program)	<input type="checkbox"/>



Where to Access Resources

- All resources are available in the ShipShape Program Facilitator Group on milSuite at <https://login.milsuite.mil/?goto=https%3A%2F%2Fwww.milsuite.mil%3A443%2F>
- Between now and November 15
 - All old resources will be in folders labeled **ARCHIVED: [Folder Name]**
 - All new/updated resources will be in folders labeled **OPEN ENROLLMENT: [Folder Name]**
- After November 15
 - Old materials will be removed from milSuite and only the new resources will be accessible



For More Information

- Download the Open Enrollment Transition Guide available in the Open Enrollment Resources folder on milsuite at:
<https://login.milsuite.mil/?goto=https%3A%2F%2Fwww.milsuite.mil%3A443%2F>
- Email usn.hampton-roads.navmcpubhlthcenpors.list.nmcphc-shipshape@mail.mil



Questions?

