Capstone Report Training and Q&A

Nutrition and Aging Resource Center

Caroline McKinney MS, RDN, LD, CNSC

August 5, 2022

Inclusion, Diversity, Equity, and Access

Mission & Values

The Nutrition and Aging Resource Center recognizes services are not one size fits all, therefore we **celebrate the diversity** of the older adult population by **respecting the needs** for those various life experiences.

Capstone Report Due Dates

2019 INNU Grantees due dates (without No-Cost Extension (NCE)):

- First draft due: **11/1/22**
  - NRCNA (Caroline McKinney)

- NRCNA will provide edits to grantee within 3 weeks

- Final due: **12/31/22**
  - NRCNA (Caroline McKinney)
  - ACL Project Officer (Judy Simon)
  - Grant Solutions

With NCE:

- Due dates will vary pending NCE length of time

- Ex: if NCE is 3 months in length, final report and capstone report are due 3 months later than written date on Reporting Calendar

End of Grant Period and Payments:

- Important to talk to your fiscal staff regarding timelines, payment, etc.

ACL 2020 Innovations in Nutrition Programs and Services Grants
REPORTING[1] CALENDAR

Year	Semi-Annual[2] Due Date (Period Covered)	Financial Status Report[3] SF-425 Due Date (Period Covered)	Final Program Report[4] and Capstone Project Due Dates (Period Covered)
2021			
	No Later Than (NLT) April 1, 2021 Semi---Annual (September 1, 2020 – February 28, 2021)		
	NLT October 1, 2021 Semi-Annual (March 1, 2021 – August 31, 2021)	NLT October 1, 2021 Annual (September 1, 2020 – August 31, 2021)	
2022			
	NLT April 1, 2022 Semi---Annual (September 1, 2021 – February 28, 2022)		
	NLT October 1, 2022 Semi-Annual (March 1, 2022 – August 31, 2022)	NLT October 1, 2022 Annual (September 1, 2021 – August 31, 2022)	
2023			
	NLT April 1, 2023 Semi---Annual (September 1, 2022 – February 28, 2023)		
		NLT December 1, 2023 **CUMULATIVE** In lieu of Annual report (September 1, 2020 – August 31, 2023)	NLT December 1, 2023 **FINAL REPORT** in lieu of Annual report (September 1, 2020 –August 31, 2023)
			NLT December 31, 2023 **CAPSTONE REPORT** *(REQUESTED)* (September 1, 2020 – August 31, 2023)

acl.gov/senior-nutrition/models

Nutrition and Aging Resource Center

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RELATED LINKS

- Training & Tools
- Program Basics
- Tips & Guides
- Events & Presentations

Innovative Models

Find out how Innovations in Nutrition Programs and Services (INNU) grantees are successfully educating seniors about nutrition using innovative and promising practices.

About INNU

The goal of the INNU program is to enhance the quality, effectiveness, and proven outcomes of nutrition services by supporting activities that can be broadly implemented throughout the aging services network.

- Innovations in Nutrition Programs and Services
- INNU Grantee Examples

2018 Grantees

- + Modernizing HDMs through frozen meals and a web-based app in Indiana
- + Improving heart health through diet, education, and self-efficacy in New York
- + Increasing choice through a flexible, technology-driven meal program in New York
- + Supporting older adults at risk of suicide through nutrition services in Georgia
- + Increasing use of community-based resources by food-insecure seniors in Illinois

2017 Grantees

- + Offering nutrition-focused diabetes self-management in Pennsylvania
- + Collaborating with community partners on a congregate meal delivery model in Iowa
- + Addressing ability to eat with modified meals in NYC
- + Tackling malnutrition through a statewide delivery system in Maryland
- + Improving client service through advanced data-card technology in Missouri
- + Assessing malnutrition risk through a home visitation program in Utah

Capstone Report Template

- Capstone Full Report Template (PDF)
  - Full Report Word document version

- Capstone One-Pager Template (PDF)
  - One-Pager Word document version

- Microsoft Word Guide to 508 Compliance for INNU Grantees

Last modified on 07/28/2022

Nutrition and Aging Resource Center

Title Page

Nutrition and Aging Resource Center

Grant Project Name

Ex: The Iowa Café: AAA and Restaurant Partnerships (DO NOT write just the Grant Project Name, instead, include a catchy title of the project so readers know what the project was about)

Principle Investigator (include credentials, title organization)

Ex: Alexandra Bauman, RD, LDN, Division Director of Nutrition and Wellness at the Iowa Department on Aging and Director at the National Resource Center on Nutrition & Aging

Authors (include credentials, titles and organizations)

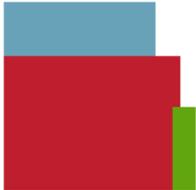*Keep all fonts and size fonts the same as seen throughout the document

Date of Report

Ex: July 15, 2022

ACL Disclaimer: "This project was supported, in part by grant number 90XX####, from the Administration for Community Living, U.S. Department of Health and Human Services, Washington, D.C. 20201. Grantees undertaking projects with government sponsorship are encouraged to express freely their findings and conclusions. Points of view or opinions do not, therefore, necessarily represent official ACL policy."

1

Table of Contents

Background and Purpose

marissa.vance@iowa.gov

Background and Purpose

A. Goal: *(1-2 sentences)*
Ex: The goal of the project is to modernize Iowa's congregate meal program infrastructure, delivery mechanisms, and outreach to increase the number of consumers and meals served.

B. Objectives: *(Bullet point format)*
Ex:

1) Establishing a restaurant partnership infrastructure in the Elderbridge AAA service region

2) Developing flexible approaches to congregate meal service delivery mechanisms to target and outreach to two generations of older adults

3) Modernizing a streamlined intake process through technology use

4) Identifying seniors who may be food insecure, socially isolated, and rural and providing nutrition education.

C. Overview of Project: *(3-5 sentences; paragraph format)*
Ex: The Iowa Department on Aging in partnership with Area Agencies on Aging (AAA) received a 2020 Administration for Community Living Nutrition Innovations Grant to modernize Iowa's Congregate Meal Program infrastructure. The Iowa Café project will transform traditional congregate meal sites to attractive restaurant partnership sites for older adults to gather and enjoy nutritious meals. This will be a mutually beneficial project for Iowa's food insecure older adults and local communities to generate economic stimulus.

D. Project Results: *(3-5 sentences; paragraph format or bullet point format. Visuals-graphs, images encouraged)*
   • County 1 had 20 participants before the grant and 80 participants after the grant
   • NEI3A (AAA): Served 48,000 meals during the timespan of the grant
   • 95% of participants showed a decrease in social isolation

3

Increase in Restaurant Partnerships per Year

Pie chart: 18% (1st year), 29% (2nd year), 53% (3rd year)

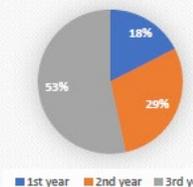Legend: ■ 1st year ■ 2nd year ■ 3rd year

Figure A. Demonstrates the increase of restaurant partnerships per year with The Iowa Department on Aging for the grant.
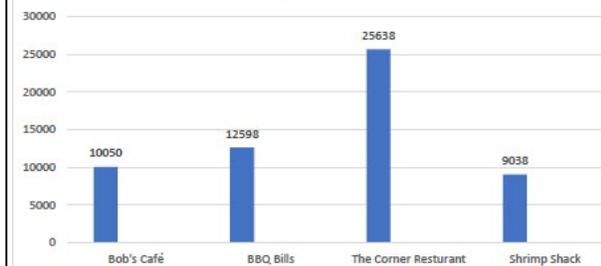
of Meals per Restaurant

Bar chart:
- Bob's Café: 10050
- BBQ Bills: 12598
- The Corner Resturant: 25638
- Shrimp Shack: 9038

Figure B. Demonstrates the number of meals each restaurant served over the course of the grant period.
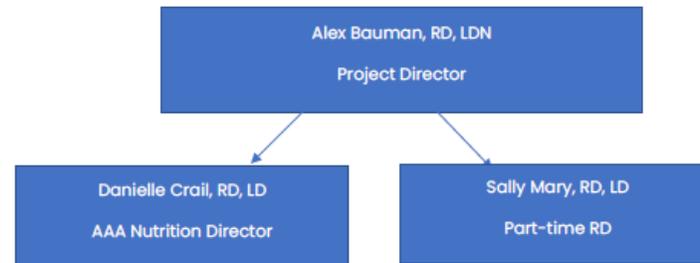
4

Partners and Project Staff

Funding and Sustainability

Funding and Sustainability

A. Initial Funding:

- Ex: 2020 Administration for Community Living Nutrition Innovations Grant
- In Kind Match including: volunteer time to prepare food boxes, student time to create exercise videos, utilizing space from a local restaurant kitchen, 0.2 FTE state-funded project director salary time

B. Continued Funding:

- Ex: Partnership/sponsorship with XYZ
- Fee for service
- Federal and state funding
- In-kind match from local and community partners

*List specific funding sources (ex: donations, hospital reimbursement, Title 3C, etc.)

*Include meal reimbursement rate for service (if applicable)

C. Sustainability:

- Ex: Embedding project roles into job descriptions
- Continued use of screening tools

*No more than 1.5 pages

6

Recruitment

A. Participants

a. List Requirements
- Ex: Older Americans Act nutrition program participants age 60+
- Resident of low-income senior housing setting

b. What recruitment methods were used?
Successful:

- Ex: Client testimonials in marketing pieces: The testimonials demonstrated the impact the project had on the participant's life. This stood out as one of the top marketing methods in attracting and retaining participants.
- Rolling recruitment: allowed for continuous recruitment. Participants were not deterred to enter the study due to wait time.
- Utilizing CHW for gain referrals: Once the CHW understood the project and were trained on how to refer; referrals increased dramatically. They work closely with XYZ clients and were able to easily identify candidates for the project.

Not successful:

- Ex: Defined cohorts: If participants had too long to wait between initial contact and initiation of the next cohort, they tended not to respond to the communication regarding cohort start.
- University of Iowa Clinic (Physician Clinic): The clinic decided they did not have the capacity to continue to provide referrals for potential participants given the Covid-19 pandemic.

B. Volunteers or Students, if used

a. List Requirements
- Ex: Age criteria: 21+
- 1-year commitment to program once trained
- Trained in XYZ program
- Meet with Project Manager 1x/month

b. What recruitment methods were used? What was successful or not successful?
Successful:

- Ex: Expanding age-related requirements: Initially the study called for participants of the same age 60+. This age population was a difficult target regarding volunteering.
- Presentations at local universities regarding volunteering for this project

Recruitment Continued

Not successful:

- Ex: Training schedule. All volunteers did not prefer early morning (7-9 am) training sessions. To accommodate this, training sessions were moved to early afternoon sessions (1-3 pm)
- One-year training commitment to program: for many individuals screened to be a volunteer, this was too large of a time commitment. Unfortunately, this time commitment cannot be adjusted at this time.

er Ex: Recruiting in general or specific populations (communities/ ethnic/ diverse/ chronic disease, etc); rral Pathways (please include charts/graphics if available)

C. Marketing Tips
Successful:

- Ex: The local newspaper heard about this project and reached out to the grantee team to feature it in an article. This one article lead to 30 client leads.
- "We miss you" mailings: this encouraged those who had not been to a meal site recently to come back.

Not successful:

- Ex: Marketing at local farmer's market booth. The days the grantee was present at the market, there was minimum foot traffic

er Ex: word of mouth, Facebook Ads, Mailing lists, etc. Can include images and examples to reference in endix

more than two pages

Tools

A. Technology
- Ex: SeniorDine: is a program that tracks participant meals using a credit card-style card or keychain style card. Each time a participant eats a meal, the card will be scanned at the foodservice establishment. SeniorDine has the capabilities to track whether the meal is Dine In or Grab and Go.
- iPad Air (5th generation): This was provided to participants for 8 weeks in order to log their daily intake in the XYZ application.
- XYZ application: description.

*Other Ex: WellSky Data System, REDCap; Alexa, Tablets, Zoom Access, etc.

B. Resources
- Ex: Automatic paper folder: this was used to fold educational materials for participant binders. This allowed staff to focus their time on more pertinent tasks of the project.

*Other Ex: Grocery delivery systems (Instacart, Uber), memberships, etc.

*No more than one page

10

Project Timeline

Project Timeline

2019

Ex:

May 2019

- Wrote grant proposal for 2020 ACL Innovations in Nutrition Grant
- Obtained Letters of Commitment from project partners

September 2020

- Received ACL Innovations in Nutrition Grant
- Obtained IRB approval

Fall & Winter 2020

- Opened 3 Iowa Café sites

2020

2021

2022

FAQ

Frequently Asked Questions

*List 10 questions and responses

Ex:

Q: Can a participant come in and eat with family or friends that are not eligible for congregate meals?

A: Yes, a participant can dine in with other non-eligible persons. If they are not eligible, they must pay the full price of the meal.

Frequently Asked Questions Continued (As needed)

Q: What if a participant will not fill out intake form?

A: The intake or registration forms are required for funding purposes. If a participant will not complete intake form, please refer to the agency.

*No more than 2 pages

Advice for Replication

Advice for Replication

*List up to 5 pieces of advice. As appropriate, indicate quotes

Ex: "Don't be afraid to think outside of the box and try something new. Chances are, your current business model is already dated. We need to meet the needs of older adults in 2022, but we also need to continue to look ahead to meet the needs of older adults five years, ten years, and 20 years from now. Think about if and how you are prepared to do that.

"Also, partnerships are extremely important. We rely on all of our partners for success (AAAs, restaurants, chambers of commerce, grocery stores, local newspapers, etc)."

~Alexandra Bauman, RD LDN | Division Director, Nutrition & Wellness | Iowa Department on Aging

* No more than 1-page total

14

Appendix List

*Label Appendices A, B, C, etc.

Provide the title of the material and include a one sentence descriptor of each material

Ex:

A. Title of Material. One sentence descriptor of material.

B. The Iowa Café Guide for Area Agencies on Aging: This guide provides specific guidance for how to run an Iowa Café

*Include only materials someone replicating your project could use. (ex: marketing materials, flyers, newspaper press release, Valpak ad, radio ad, logo images of swag materials, business cards, survey questions, journal publications grantee published with grant funding, menus, recipe cards, salad bar guides, how-to-guides, processes guides, example contracts, educational materials, trainings (can link), example welcome letters to participants, intake forms, disclosure forms, checklists helpful for administering project's program, sample letters/emails for specific project purposes, volunteer toolkits, policy and procedure manuals, etc.)

*DO NOT include items that would NOT be helpful with replicating your project (ex: INCLUDE: A presentation to train staff. DO NOT INCLUDE: A presentation regarding an overview of the project). Other examples NOT to include: general communications, presentations regarding the project, draft forms of products (only include finished/final products)

*How to submit the Capstone Report:

1. One document: Capstone Report with Appendix list (Word Document)

2. Appendix Materials/Attachments in final form: Provide each material as a separate attachment (ex: PDF, Word, PowerPoint, Excel, Videos, etc.)

Capstone Report One Pager

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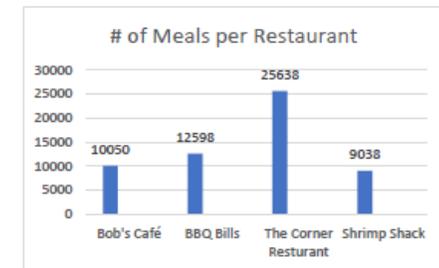|	Bob's Café	BBQ Bills	The Corner Resturant	Shrimp Shack
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Figure B. Demonstrates the number of meals each restaurant served over the course of the grant period.

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508 Compliance Guide

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508 Compliance – Word Documents

In this introductory guide, we will discuss making a Microsoft Word document 508 accessible for all individuals to be able to read and understand. The trainings are made by the General Services Administration regarding the accessibility requirements for information and communcation technology (ICT) covered by Section 508 of the Rehabilitation Act and Section 255 of the Communications Act.
"The U.S. General Services Administration (GSA) Office of Government-wide Policy (OGP) is tasked under this law to provide technical assistance to help Federal agencies comply with these requirement, and ensure that covered ICT is accessible to, and usable by, individuals with disabilities."
This guide is an overview of the "How to Make an Accessible Document in Microsoft Word" trainings.

Table of Contents

- Introduction and Background
- Save as a Word Document with a Descriptive Filename
- Use Styles to Create Headings
- Use Built-In Features to Create Lists
- Use Built-In Features to Organize Content
- Use Built-In Features to Create Layout and Data Tables
- Identify Distinct Languages
- Create Unambiguous Names for Links
- Duplicate Vital Information in Headers, Footers and Watermarks
- Create Accessible Images and Other Objects
- Create Accessible Textboxes
- Use Color and Other Sensory Characteristics Plus Text to Convey Meaning
- Create the Required Color Contrast
- Create Accessible Embedded Files

- Provided for your use

- Not required for Capstone Report Submission

- NRCNA Communications Manager will review final Capstone Reports and appendix list materials for 508 Compliance prior to NRCNA website upload

- Questions? Marissa Vance: marissa.vance@iowa.gov

Q&A

caroline.mckinney@iowa.gov

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Thank You

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