

**PROGRAM FUNDING SOURCE(S): OAAIID**

**PROGRAM AUTHORITY:**

**Program Funding    Specific Authority**

**Rulemaking**                      **Section 430.08, F.S.**

**OAAIID**                              **Older Americans Act, Title III, Part D**

- A.    DESCRIPTION:** Healthy Eating Every Day was designed by The Copper Institute. This program helps individuals establish healthy eating habits. Participants will learn how to identify reasons for their poor eating choices, learn management skills, and improve their eating habits. Healthy Eating Every Day follows the USDA Nutrition Guidelines.

For more information please go to:

<http://www.activeliving.info/FeaturedCourses.cfm> or contact:

Michelle Maloney  
800-747-4457 ext. 2522  
MichelleM@hkusa.com

**B.    DELIVERY STANDARDS/SPECIAL CONDITIONS:**

1.    Healthy Eating Every Day can be delivered in a classroom setting, or by one-on-one coaching or online formats. Providers may choose to deliver the program using the 20-week or the 14-week versions. Each week participants will meet for one hour.
  
2.    Participants must each receive a copy of the Healthy Eating Every Day Participant Package for the course. Choosing the 14-week course outline means that six of the book chapters are “optional” to focus on the behavior change concepts of the program. Participants are to be encouraged to read the optional chapters.
  
3.    It is recommended that group participant workshops start out with a minimum of five individuals and maximum of 20. In order to gain the full benefit of the program, it is recommended that participants attend at least 70 percent of the sessions: 14 out of 20 or 10 out of 14, depending on the format chosen.

**C. PROVIDER QUALIFICATIONS:**

1. To become a facilitator for the Healthy Eating Every Day program, individuals must become a partner of the organization “Active Living Partners”. Individuals/organizations must:
  - a. Contact Active Living Partners (information under program description above).
  - b. Sign a license agreement. This allows you to offer Active Living Partners courses and to use our name, logo, and materials.
  - c. Complete facilitator training (~15-hour online facilitator module training). All providers must complete an online facilitator course, participate in either an in-person or web-based training workshop, and pass an online exam. You don’t have to be a health care professional to be a program provider. Anyone interested in helping others improve their health can train to be a facilitator.
  - d. Start offering courses – Active Living Partners will provide lesson plans, marketing materials, guidance on working with groups, and support as needed.
2. Provider must maintain program fidelity to the original program design by The Cooper Institute.

**D. RECORD KEEPING AND REPORTING REQUIREMENTS:**

1. The provider shall maintain all appropriate documentation as set forth by the program (i.e., summary notes for each contact, copy of the assessment, and the treatment plan).
2. **Unit of Service Individual:** One episode of direct service with or on behalf of a client for the entire 14-week or 20-week course.
3. **Unit of Service Group:** One episode of direct service with or on behalf of clients regardless of the numbers of participants for the entire 14-week or 20-week course.
4. CIRTS reporting requirements are on the next page. ↓

**Department of Elder Affairs Programs and Services Handbook**  
**Appendix A: Service Descriptions and Standards**

**Section 2: Services**

**Service: Healthy Eating Every Day (Evidence-Based Program)**

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<b>CIRTS REPORTING REQUIREMENTS</b>				
<b>PROGRAM</b>	<b>SERVICE</b>	<b>REPORTING OF SERVICES</b>	<b>OAA CLIENT REQUIREMENTS</b>	<b>MAX UNITS</b>
OA3D	HEEDG (GROUP)	MONTHLY AGGREGATE REPORTING	NO REQUIREMENT	9999
OA3D	HEEDI (INDIV)	MONTHLY AGGREGATE REPORTING	NO REQUIREMENT	9999

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***Department of Elder Affairs Programs and Services Handbook***  
**Appendix A: Service Descriptions and Standards**