INNOVATIONS IN NUTRITION PROGRAMS AND SERVICES (INNU) REPLICATION TOOLKIT

Replication Model B: Iowa Department on Aging, Encore Café

Also referred to as "Café Toolkit"

How to Use This Toolkit

Please begin by reviewing the https://www.grants.gov/ posting for HHS-2022-ACL-AOA-INNU-0040, which outlines requirements for ALL Replication projects. The information contained in this replication toolkit provides specific information and requirements regarding Replication Model B.

This Replication Model Toolkit outlines the required elements within a Replication Project B application for HHS-2022-ACL-AOA-INNU-0040 Replication Grants.

The toolkit specifies proposed application:

- Required elements.
- Components which may or should be customized.
- Areas where flexible approaches are permitted.

Successful applications will outline a proposed project that includes all required elements while also demonstrating that customized and flexible items are planned.

If funded, your project team will receive regular technical assistance from the National Resource Center on Nutrition and Aging as well as consultation with members of the original grant's project team, as feasible.

All surveys/forms and other materials are intended to be customized by the grantee, and the grantee should review the materials thoroughly to assure the use of customized information including dates, contact names, etc.

If your grant proposal involves any programmatic, policy, organizational, or financial system changes, it is your responsibility to make sure the changes are acceptable and compatible with your state/local policies and requirements.

Summary of the Project

To replicate this project, applications must propose the development of a café model for congregate nutrition site(s) within one or more localities or Area Agencies on Aging (AAA) and/or statewide in alignment with the materials developed by the Iowa Department on Aging's 2017 Innovations in Nutrition Services and Programs grant. Products include a Café Toolkit, as well as policies and procedures.

The café concept was designed to address declining congregate meal attendance and encourage older adults to participate. In particular, the project aimed to attract the younger subpopulation of older adults called "Baby Boomers."

This unique and successful project created training and toolkit materials designed specifically for AAAs to help them identify what changes and innovations could play an important role in supporting community-based older adults, especially the younger older adults (Baby Boomers) to participate more often in congregate meal programs.

The Cafe Toolkit includes:

- Sample initial participant focus groups questions and data collection processes to collect information from current and prospective participants.
- Sample request for quote to identify food vendors for café sites.
- Sample memorandum of understanding between the organization and café sites.
- Volunteer training materials – volunteers acted as program ambassadors and offered referrals to additional programs and services.
- Senior dining site policies and procedures – outline of expectations, procedures, and resources for the operation of café sites.
- Participant nutritional risk survey.
- Participant satisfaction survey.
- A volunteer orientation was held to introduce the cafes, new services, and how the volunteers would play a key role.

The results of the original Encore Café project:

The project impacted many older Iowans through the grant cycle by increasing food access for at-risk older adults, increasing access to health education, and improving community resources for older adults by opening four congregate meal site locations with innovative programming.

- Across four pilot sites there was a 66% increase in meals served after the first year and a 208% increase in meals served by year three, compared to participation pre-project.
- Innovations added to traditional congregate site dining included:
    - Buffet-style service.
    - Salad bar with featured daily salad.
    - Poured or served beverages.
    - Volunteer program ambassadors who assisted with meal service while also connecting participants with other services.
    - Nutrition education based on initial participant focus groups results.
    - Choice of entrées.
    - Special meals (celebrating holiday, seasonal, farm-to-table, etc.).
    - Food boxes/bags of fresh produce for meal participants.
    - Enhanced ambiance (character and atmosphere of a place).
    - Opportunity to participate in activities before, during, and after the meal.
    - Ethnic or cultural meals/sides/foods.
    - Foods for health conditions.

- Food made to order.
- Times for meals- breakfast/dinner/weekends/all day.
- Picnic style meal.
- Partnerships for creative marketing and advocacy.
- Creative name and branding.

Replication Requirements, Anticipated Customization, and Flexibilities

Table: Replication Model B Requirements, Customization, and Flexibilities*

Category	Grant Requirements (Elements that must be included)	Required Customization (Elements that must be included and adjusted to project)	Project Flexibilities (Optional elements; not exclusive)	Application Section (Bolded sections are required; others are recommended)
Population Served	• 60 and over • Targeted populations	• Specific targeted population	• Food insecurity • Chronic disease	• **Abstract** • **Problem Statement** • **Approach**
Service Delivery	Older Americans Act Congregate Nutrition Program	N/A	N/A	• Approach
Partnerships	• Older Americans Act programs • Nutrition providers	N/A	N/A	• **Abstract** • **Approach**

Activities and Services	• Partners provide meals and services at selected sites
	• Volunteers to serve as program ambassadors during mealtimes
		• At least three new enhancements to meal program
		• Initial Participant Focus Groups
		  ○ Initial Non-Participants Focus Group
		  ○ Initial Current Participants Focus Group
		• Nutritional Risk Survey
		• Nutrition education
		• Other wellness education
			• Frequency of surveys
			• Site visits
			• Presentations
			• Nutrition education
			• Other wellness education
			• Culinary training or cooking demonstrations
				• Approach

Evaluation	• Incorporate screening of participants' nutrition, socialization, and health/well-being status • Nutrition Risk Survey	• Planned evaluation process • Quality assurance • [Satisfaction Survey] o [Satisfaction Survey Key]	• Number and percent of total new participants • Frequency and method of data collection • Demographics of participants	• **Outcomes and evaluation**

Category	Grant Requirements (Elements that must be included)	Required Customization (Elements that must be included and adjusted to project)	Project Flexibilities (Optional elements; not exclusive)	Application Section (**Bolded** sections are required; others are recommended)
Outcomes	• Impact on attendance • Change in donations received • Change in satisfaction • Number and type of new meal site offerings	Dissemination (webinars, conference sessions, etc.)	• Policy/procedure impacts on systems efficiencies • Costs and benefits	• **Abstract** • **Outcomes and evaluation**
Products	Capstone project	• Customized Café Toolkit • Policies and procedures	• Presentations • Evaluation reports	• Abstract • Approach
Sustainability		• Continue effective policies and procedures developed during the project • Schedule for updating Café Toolkit • Volunteer training	• Funding to support screening or services • Embed training and referral processes into staff/volunteer job descriptions	• **Sustainability**

*Please refer to [HHS-2022-ACL-AOA-INNU-0040 Replication Grants] for requirements which apply to all Replication Projects.

Grant-related Resources

- [Summary Brief](#) (snapshot of project and findings)
- Initial Participant Focus Groups
    - [Initial Non-Participants Focus Group](#)
    - [Initial Current Participants Focus Group](#)
- [Encore Café Volunteer Orientation](#) (overview of the program for volunteers, including roles and responsibilities)
- [Request for Quote](#) (quote request to identify food vendors for café sites)
- [Memorandum of Understanding](#) (agreement outlining responsibilities and terms between the program and café sites)
- [Senior Dining Site Policies and Procedures](#) (outline of expectations, procedures, and resources for the operation of café sites)
- [Nutritional Risk Survey](#) (survey to measure impact of the program on nutrition risk behaviors)
- [Satisfaction Survey](#) (survey to measure program participant satisfaction)
    - [Satisfaction Scoring Key](#)

The following journal articles describe the project and its outcomes:

- Savannah Schultz, Sarah L. Francis, Carlene Russell, Tim Getty, Alexandra Bauman & Mack Shelley (2021) Encore Café: An Innovative and Effective Congregate Nutrition Program, Journal of Nutrition in Gerontology and Geriatrics, 40:4, 261-279, DOI: 10.1080/21551197.2021.1986455
- Savannah Schultz, Sarah L. Francis, Carlene Russell, Tim Getty, & Alexandra Bauman (2021) Innovating the Iowa Congregate Nutrition Program: A Needs and Preference Assessment, Journal of Nutrition in Gerontology and Geriatrics, 40:4, 232-248, DOI: 10.1080/21551197.2021.1963905

<u>**FAQ for Replication Model B**</u>

1. **How can we develop a grant application without knowing what congregate meal program innovations will be selected by participants?**
   Applicants may consider performing a survey of existing congregate meal participants prior to completing and submitting the grant or indicate that a formal survey will be completed to determine innovations if the grant is awarded.
   Projects are required to implement a minimum of three new offerings within each participating congregate meal site.

2. **Can questions be added to the toolkit's participant survey collection tool?**
   Yes. Applicants may add questions to customize the collection of participant information and preferences.

3. **Is the Nutrition Risk Survey provided by the original grantee required? Does it count as a nutrition screen even though it's not on the ACL approved list?**
   Yes, it is required. Applicants may include the Nutrition Risk Survey in addition to ACL-approved measures listed in the Notice of Funding Opportunity. If the Nutrition Risk Survey will be used instead of ACL-approved measures, the application must indicate this and include a rationale.

4. **Do I have to use the Satisfaction Survey that is listed on the template?**
   Yes, the Satisfaction Survey is required and should be customized to include project innovations, local contact information, etc.

5. **For Population Served, can I include spouses and others that are under 60 that our state includes in the congregate meal programs?**
   Older adults must be included in the data collected. The applicant may indicate other populations (e.g., spouses, caregivers, etc.) within the data collected and evaluated, based on the applicant's evaluation framework.

6. **Am I limited in the number of participating sites?**
   There is not a limit to the number of participating congregate meal sites; applications must implement a minimum of one site participating in the project.

7. **Do innovations need to be done five days per week and at every location?**
   No. Applicants must indicate they will implement a minimum of three innovations based on their initial focus group of participants. Some innovations may be implemented in select sites, whereas other innovations may be provided uniformly throughout all sites, for example.

8. **Do the innovations have to meet the Dietary Guidelines for Americans and/or Dietary Reference Intake requirements?**
   Yes, along with any state menu requirements. As indicated in the Notice of Funding Opportunity, the project should be sustainable, so any pandemic-related flexibilities should not be assumed to continue indefinitely.

9. **Do the volunteers have to bus tables, provide beverage service, and make referrals to other programs?**
   The specific tasks assigned to volunteers are decided by the applicant, as long as the goal of having volunteers – to act as senior nutrition program ambassadors, help the participants feel safe and comfortable during the dining experience, and should be able to make referrals to other aging network services – is maintained.

10. **Do I need to find a single partner who can create and serve meals as well as provide the educational opportunities?**
    Applicants may propose partnering with as many entities as they feel necessary to accomplish the project goals.