



**Nutrition and Aging
Resource Center**

Detailed Agenda Training

June 21, 2023



Agenda:

- Overview
- Review detailed agenda
- Q&A

- Meetings focus: updating ACL and NRCNA on progress**
- Official record of meetings; uploaded to official grant file within GrantSolutions**
- Due 3 business days in advance of meeting to ACL PO and NRCNA TA Liaison**

Detailed Agenda



****Please remove all red text prior to submission****

Administration for Community Living (ACL)

**XXXX-list year in which grant started ex: 2021 Innovations in Nutrition Programs and Services
Detailed Agenda Template**

ORGANIZATION:	Ex: Iowa Department on Aging
PROJECT PERIOD START & END:	Total length of grant (ex: 9/1/2020-8/31/2023)
BUDGET PERIOD ENDING DATES:	Budget periods are 1 year long; list budget period you are currently in (ex: 9/1/2021-8/31/2022)
PROGRAM OFFICER:	ACL Program Officer's name (ex: Judy Simon)
GRANT PROGRAM:	Innovations in Nutrition Program and Services
GRANT NUMBER:	Ex: 90INNU0020-01-00 (do not need these extra numbers)
RESEARCH/DEMONSTRATION/REPLICATION:	Specify research, demonstration or replication grant

Introductions and Announcements

Please provide any introductions and/or brief announcements for the call. For example, list name and contact information for new staff who are working on the project and will be attending calls, or changes in staff, partners, etc.

Programmatic Updates

Programmatic Updates

Current Program Activities

Please provide a summary of work **performed** and compliance with workplan using the chart below. List objectives and key tasks that correspond to each objective from the workplan addressed and that have been worked on since the previous call. Indicate if in compliance with the workplan. If not in compliance with the workplan, explain why. Use the table format below.

Objective(s) from Workplan	Key Tasks since the previous call	Compliance with workplan
Objective 1. Establish a restaurant partnership infrastructure in the Elderbridge AAA and NEI3A region	<p>-Met with NEI3A staff to discuss potential restaurant addition to the program on 5/13/23</p> <p>-Hosted an informational booth at a local restaurant chapter for restaurant owners to learn more about the program and ask questions on 5/20/23</p> <p>-There are 10 current contracts maintained by Elderbridge in 10 counties.</p> <p>-Updated the Guidebook to reflect best practices and lessons learned. Highlights include:</p> <ul style="list-style-type: none">• Updated marketing materials• Expanded section on managing meal cost• Addition of sustainability recommendations, including a letter template for outreach to public officials	<p>The objective is in compliance as work is on track with outlined workplan.</p>

Objectives, Key Tasks & Compliance

Objective(s) from Workplan	Key Tasks since the previous call	Compliance with workplan
<p>Objective 2. Develop flexible approaches to congregate meal service delivery mechanisms to target and outreach to two generations of older adults</p>	<p>-Team met with Advertising agency to market program in the local newspaper. Plan is to advertise in the local newspaper for 2 days in August and 4 days in September (exact dates will be determined and shared during next meeting)</p> <p>-Team was supposed to market program at the farmer's market, however, the market has been cancelled for the year due to limited attendance</p> <p>-IDA RD assisted both AAAs in developing menu choices for new Iowa Café sites</p> <ul style="list-style-type: none"> • Due to supply chain issues, substitutions were identified in order to still meet requirements 	<p>The objective is not in compliance with the workplan. We are behind in our marketing efforts by 3 months and expect to complete this task by 9/1/2023.</p> <ul style="list-style-type: none"> • We were planning to have a table at the local farmer's market this summer but have been informed this will no longer occur this year. Due to this, the team has set up a meeting with a local printing company to obtain a quote for mailing postcards to potential participants. The meeting is scheduled for 8/2/23. The hope is that these mailers will replace the marketing efforts that would have been done at the farmer's market.
<p>Objective 3. Modernize a streamlined intake process through technology use</p>	<p>-Team delivered iPads to each of the 10 restaurants during the week of 5/18/23</p> <p>-Team taught owners how to use the iPads and provided print instructions for their use</p> <p>-All new participants received SeniorDine credit cards or keychain style cards</p> <p>-Elderbridge: received quite a few responses from people wanting contribution statements via email</p>	<p>The initial task for this objective was delayed by 2 months as we were waiting for the iPad shipment. The iPads were delivered to the 10 restaurants during the week of 5/18/23 so this objective is no longer delayed.</p>

Future Program Activities

Future Program Activities

Please provide a summary of work **planned** until our next call and compliance with workplan using the chart below. List objectives and key tasks that correspond to each objective from the workplan that you plan to address in the next reporting period. Indicate if in compliance with the workplan. If not in compliance with the workplan, explain why. Use the table format below.

Objective(s) from Workplan	Key Tasks until our next call	Compliance with workplan
Objective 1. Establish a restaurant partnership infrastructure in the Elderbridge AAA and NEI3A service region	<p>-Meeting scheduled with Elderbridge staff to discuss the addition of Bob's Dinner to the restaurant program. Meeting will occur on 5/19/23.</p> <p>-NEI3A: Goal is to have a site in Blackhawk and Waterloo counties by June 1st. NEI3A has a meeting with a potential restaurant site in Dubuque to discuss becoming part of the program. Meeting is set for May 30th.</p>	<p>The objective is in not in compliance with the workplan. The meeting with Bob's Dinner was to take place 4 months ago. Due to staff illness and PTO this did not occur. Once this meeting occurs with Bob's Dinner and discussion of logistics are underway, this objective will again be in compliance with the workplan. Completion of Elderbridge partnership anticipated by 7/15/23.</p>
Objective 2. Develop flexible approaches to congregate meal service delivery mechanisms to target and outreach to two generations of older adults	<p>-IDA continues to work with AAAs to identify menu choices and appropriate substitutions given the unforeseen supply chain issues.</p> <ul style="list-style-type: none"> • IDA meeting with Elderbridge nutrition staff on July 3rd to review menu draft • IDA meeting with NEI3A nutrition staff on July 5th to review menu draft 	<p>The objective is delayed by 2 months. Due to unforeseen supply chain issues the IDA RD has had to make substitutions in menu planning which has taken more time than anticipated. 3 out of the 4 menus are complete. Once the 4th menu is complete this objective will be in compliance with the workplan-we estimate this to be July 13th.</p>

Quantitative Workplan Summary/Goals and Objectives

Quantitative workplan Summary/Goals and Objectives

Please list separately each project goal and objectives under each goal from the workplan. Describe status of achieving each goal and objective. Using a percentage, indicate the percent completion towards goal for this reporting period over the life of the grant (e.g., 5%, 25%, 100% etc.). In the notes section, quantify information, as able. Indicate goal counts and completion towards goal counts. Use table format below.

Project Goal and Objectives	Completed Counts, if applicable	Goal Counts, if applicable	% Completion toward goal this reporting period over the life of the grant (Completed counts/Goal Counts, if applicable)	Notes: Quantify information as able and indicate goal numbers ex: how many meals served, how many people in the class, etc.
Project Goal: The goal of this project is to modernize Iowa's congregate meal program infrastructure, delivery mechanisms, and outreach to increase the number of consumers and meals served.			37% complete	IDA and AAAs are working towards meeting the goal as evidenced by The Iowa Café development in the Northern Iowa region with two AAAs and participation in the program. $38+25+25+60=148/4 = 37\%$
Objective 1. Establish a restaurant partnership infrastructure in the Elderbridge AAA and NEI3A service region Goal restaurant sites: 18 over the life of the grant	7	18	38% complete	Elderbridge Restaurant sites: January: 1 restaurant addition (Bob's Diner) February: 4 restaurant additions (Joe's Diner, Café Winter, Pancake Shop, Eat and Go!) March: 1 restaurant addition (Steaks and Burger Shop) Total Elderbridge restaurant sites: 6 sites NEI3A Restaurant sites: March: 1 restaurant addition (Fresh Food) Total NEI3A restaurant sites: 1 Overall total of restaurant sites: 7

Project Goal and Objectives

Project Goal and Objectives	Completed Counts, if applicable	Goal Counts, if applicable	% Completion toward goal this reporting period over the life of the grant (Completed counts/Goal Counts, if applicable)	Notes: Quantify information as able and indicate goal numbers ex: how many meals served, how many people in the class, etc.
<p>Objective 2. Develop flexible approaches to congregate meal service delivery mechanisms to target and outreach to two generations of older adults</p> <p>Goal participants registered: 500 over the life of the grant</p>	125	500	25% complete	<p>Menus for contracted restaurants include dozens of menu choices and flexible serving times.</p> <p>Participants registered: Elderbridge: 50 people NEI3A: 75 people Total participants registered: 125 people</p>
<p>Objective 3. Modernize a streamlined intake process through technology use</p> <p>Goal SeniorDine credit cards or keychain style cards: 500 over the life of the grant</p>	125	500	25% complete	<p>iPads have been delivered to the 10 restaurants and owners received training. SeniorDine credit cards or keychain style cards have been provided to participants (125 at this time)</p>
<p>Objective 4. Identify seniors who may be food insecure, socially isolated, and rural and providing nutrition education</p>			60% complete	<p>Those who screen as food insecure and socially isolated are provided with direct referrals to respective IDA services. Nutrition education is offered at the Elderbridge and NEI3A classrooms on a weekly basis.</p> <p>We have 10 tasks within our workplan that need to be completed in order to achieve 100% of this objective. We have completed 6 tasks at this time.</p>

Program Challenges

Program Challenges

Please provide a summary of any anticipated or potential challenges that may warrant a change in the workplan using bullet point format below.

- No potential challenges identified at this time
- Recruiting is going slowly. We are considering pushing back the start date of the nutrition education workshops launch by 6 months, which would mean starting in September rather than March. We plan to have an internal team meeting about this in February to formulate a plan and will be prepared to share an update at our next monthly meeting.

Semi Annual Updates Only

Semi Annual Updates Only

Please only complete this section for monitoring calls only using bullet point format below.

- Three highlights from the semi-annual report
 - Highlight one
 - Highlight two
 - Highlight three
- 1-2 challenges from the semi-annual report
 - Challenge one
 - Challenge two
- Sustainability Progress Updates
 - We have created a letter to be shared with our partners that outlines the ways in which they can continue to work with us after the project period has ended (see attached; would like to discuss during our call)
 - We created a letter template for the AAAs to utilize for outreach to public officials in order to support continued funding for this project

Technical Assistance

Technical Assistance

Technical Assistance Requested (Technical Assistance (TA) is assistance from the Nutrition & Aging Resource Center. The Resource Center provides support for programmatic issues and can help answer questions you may have about best practices, research, or challenges in your work. Examples of technical assistance may include online tools, educational materials, webinars, tip sheets, research articles, one-on-one support, networking and peer learning opportunities. As a reminder, please utilize the listserv for any questions you might have to connect with other grantees! They are experts, too, and a valuable resource!).

Please list any questions and request for technical assistance below. Bullet point format.

- Who is my Grant Management Specialist?
- I need assistance with the Payment Management System
- When is the next semiannual report due and what is the period of time it covers?
- What are approved ACL evaluation measures for food insecurity?
- Can you please provide recommendations of national conferences to attend to disseminate our findings?
- Can you please provide us with recommendations regarding recruitment strategies? We are struggling to find a successful pathway.
- Can you please provide us with ideas regarding hiring of an RD for the project? We have had the job posted to two outlets over the past month and have had no interest.

A few other notes.....

Major objectives	Key Tasks	Lead person	Month in Project Year 1														
			1	2	3	4	5	6	7	8	9	10	11	12			
1. Deliver e-TTA to residents of low-income senior housing	Refine intervention design	Polacsek	X	X	X	X	X	X									
	Submit study protocols to IRB for ethical review	DeSilva		X			X			X	X						
	Finalize subcontracts & agreements	Polacsek	X	X													
	Hire/train research coordinator	Polacsek	X	X													
	Hold regular study team meetings	Polacsek	X	X	X	X	X	X	X	X	X						
	Recruit/hire nutrition educators	Polacsek					X	X									
	Recruit/train student advocates	Meuser					X	X	X	X	X						
	Recruit/enroll low-income senior participants	Meuser				X	X	X	X	X	X						
	Implement 8-week e-TTA program (5 sequential cohorts total)	Polacsek							X	X	X						
	Procure food for TTA cookbook recipes and deliver to classes	Polacsek						X	X	X	X						
	Provide congregate meals alongside e-TTA	Meuser						X	X	X							
	Use evaluation data (periodic session feedback) to improve e-TTA for subsequent cohorts as indicated.	Polacsek						X	X	X							

- Details!
- Everything you would like to discuss should be in the agenda
- Submit x3 business days ahead of call
- Submission of other materials
- Workplan
- NRCNA to share PowerPoint, Recording and Gantt Chart Resource





Q&A