

Section 1: Overview

This manual provides guidelines for implementing an ‘After Core’ weight loss or weight maintenance program for participants who have completed the (Native Lifestyle Balance NLB) Core Curriculum. It was adapted in April 2008, from the [Diabetes Prevention Program Lifestyle Change Program Manual for Contacts After Core](#) that was developed by the Diabetes Prevention Program (DPP) Lifestyle Resource Core. The complete DPP manual can be downloaded at <http://www.bsc.gwu.edu/dpp> . This NLB After Core manual incorporates lifestyle materials from the original DPP manual as well as lifestyle materials developed during the Diabetes Prevention Program Outcomes Study (DPPOS), the follow-up outcomes study of the DPP.

a. DPP After Core Requirements

During the DPP, the effort to maintain or continue weight loss with participants completing the Lifestyle Balance Core Curriculum was to contact participants at least once a month for the remainder of the trial. It was required that every other month a lifestyle participant be seen in person. This was a minimum level of contact and more frequent contacts were encouraged as needed to support participant adherence. (For example, if a participant finished the 16 sessions of the core curriculum in 16 weeks, the Lifestyle Coach might plan to continue weekly contacts for the next 8 weeks and beyond that, as well, if the participant was willing. Studies have shown that frequent contacts support adherence, so coaches are encouraged to see participants as often as possible). In addition to conducting individual after core sessions, DPP lifestyle coaches were required to hold a minimum of three multi-session group classes each year. It was required that the topic of one group class a year be related to healthy eating, one to activity and one to a behavioral change issue (i.e.: time management).

There was no DPP required structured core curriculum after core. Lifestyle coaches focused on topics that supported participant adherence to their weight loss and physical activity goals. Lifestyle coaches would follow the general guidelines provided in the [Diabetes Prevention Program Lifestyle Change Program Manual for Contacts After Core](#), (the manual found at the DPP web address listed above), when conducting in-person sessions, phone and mail contacts. It is recommended that a lifestyle coach be familiar with the principles and content of the Native Lifestyle Balance Core Curriculum before coaching after core participants.

There were three categories of materials developed by the DPP Lifestyle Core for use in the After Core:

1. Individual participant worksheets to use when conducting individual one on one lifestyle sessions;
2. Group “HELP” sessions: one class group sessions with multiple handouts;
3. Group Campaigns-multi-class group sessions held over several weeks aimed at a specific goal such as behavior change, boosting weight loss, boosting activity, or boosting attendance.

b. NLB After Core Program

Materials from these three categories can be found at the Healthy Native Communities Partnership Website: <http://www.hncp.org> On entering the website, double click on Program Workstation>IHS Health Promotion & Disease Prevention>Native Lifestyle Balance. For your information, one example of each category of after core materials is included in this manual:

- Individual participant worksheet: ‘What if the scale doesn’t budge?’
- Group HELP Session: ‘Mind Over Matter’
- Group Campaign: ‘Mission Possible’

The examples are intended to give you a picture of each category of After Core materials. To choose materials for your After Core Program, you could survey the participants or pick a class topic based on the needs of your After Core participants. After Core materials developed as part of the DPP and DPPOS study that worked well in the Native American study centers are available on the Healthy Native Communities Partnership Website (<http://www.hncp.org>).

c. Key Native Lifestyle Balance After Core Principles

Frequency of contact continues to be an important component of weight maintenance. How often you hold an After Core Session will depend on your participants’ schedules and staff time available in your program. You may find it beneficial to hold After Core classes at the times and days of week that worked for you during the Core Curriculum. While a one session HELP class allows you to have face to face contact with participants, it mainly presents information and is not as goal directed as a multi-session group campaign focused on achieving, for example, 3-4 pounds of weight loss over an eight week period.

Remember that weight loss maintenance is at least as difficult as initial weight loss, so coaches should give some thought to a slow participant transition from Core to After Core. Activity is a key to weight maintenance, as soon as activity decreases, weight gain results. Maintain participant accountability in After Core by keeping firm weight and activity goals, encourage a continued schedule for home weighing and continue some frequency of ‘Keeping Track’ of eating and activity for everyone with a special focus for participants who have not achieved goals. Maintain participant motivation by changing up what you do at an After Core Session. Solicit participant input into After Core Topics or choose an After Core campaign based on a key struggle for several members of a group.

If a participant is making progress but has not achieved their 7% weight loss goal and 150 minutes of activity per week, maintain the intensity of the coaching relationship to support the participant’s efforts. Current research shows that compared to no support for weight maintenance, face to face coach contact helps participants maintain the most weight loss with internet contact the second most effective. Do not give up on a participant who has not achieved 7% weight loss during the core curriculum. Many participants took longer than six months to achieve their Lifestyle Balance goals. For the

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purpose of diabetes prevention, 7% weight loss and 150 minutes of activity each week is key. If a participant has not achieved the 7% weight goal during the core curriculum, this should remain the after core goal. A participant who has achieved the 7% weight loss should set a new goal, either maintaining the 7% weight loss or achieving weight loss beyond 7%. The role of the lifestyle coach is to help the participant set a realistic goal. While a participant's long term goal might be a weight loss of 50 pounds, the lifestyle coach should help the participant set smaller short term goals to promote success. The after core activity goal should not be less than 150 minutes a week but might be more minutes per week, if a participant knows they consistently achieve a higher goal.

When a coach has participants in the Core Curriculum as well as After Core, it can be challenging keeping track of participants. It is recommended coaches continue to utilize a 'Lifestyle Balance Update: Contacts for after Core', (NLB Lifestyle Change Program Manual for Contacts after Core, page 11), for each individual participant. You can track participant weight and activity through multi-session campaigns by using a simple participant tracker (NLB Lifestyle Change Program Manual for Contacts after Core, page 12-13). Target Five is a focused approach to after core management where the lifestyle team chooses five after core participants to give attention to over a 3-4 month period. The participants selected might be close to their weight loss or activity goal or might be showing a renewed interest in lifestyle balance, even if not close to lifestyle goals.

Section 2: Generic Guidelines for Conducting an After Core Session

All In-Person After-Core Sessions

Before each in-person session after core, the Lifestyle Coach should:

- Review the participants' charts, noting any home activities assigned, action plans made, and other pertinent issues discussed during previous contacts.
- Review and comment in writing on any Keeping Track booklets or other self-monitoring records returned at the previous contact.
- Remind the participant by phone to attend and to self-monitor fat grams/calories during the week assigned (ideally the week before the upcoming session).
- Prepare all materials required for the session, including participant worksheets, supplementary Tool Box materials to address individual adherence problems, and any small motivational items to be distributed (such as recipe cards or samples of low-fat products to taste and/or take home).
- Gather the 'Lifestyle Balance Update: After Core' (NLB Lifestyle Change Program Manual for Contacts after Core, page 11) and 'How Am I Doing? Graph for weight and activity (NLB Lifestyle Change Program Manual for Contacts after Core, page 15-16); for each participant and any class logs or sign-in sheets.

During the session, the Coach should perform the following:

1. Greet the participants
2. Collect data.

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- Weigh the participants in private. Follow the same procedures for weigh-in as during the core curriculum. Record the weight and have the participant graph the weight on the How Am I Doing? graph for weight.
 - Collect (and briefly review if individual visit) any self-monitoring records of food intake, weight, and physical activity completed since the last contact (such as the monthly calendar, Keeping Track records, or other forms of self-monitoring). Give the participant feedback and helpful suggestions and have the participant graph the minutes of physical activity on the How Am I Doing? graph for activity.
 - If no written record of food intake is available and this is an individual visit, the Coach may decide to briefly interview the participant about his or her typical eating pattern. This might take the form of reviewing what the participant ate the day before, asking whether or not that was typical, and if atypical, in what way. Or the Coach might ask the participant what types of food he or she typically eats in each of the Food Guide Pyramid groups, in what amounts, and how often. Keep this brief and informal, remembering that it is not for data collection but only to get a broad picture of the participant's typical eating pattern and to provide feedback. If this is a group session, hold a group discussion about Keeping Track. Note: It is essential to stress with participants the importance of continued self-monitoring in some form. One of the most important ways to convey this emphasis is for the Coach to continue to review the records and provide feedback. If the Coach notices a lapse in self-monitoring, skills should be reviewed with the participant. A periodic "check-up" in the form of a hands-on activity, such as guessing the portion sizes and fat/calorie content of various foods, may help the Coach identify difficulties. Alternative forms of self-monitoring should be recommended, as appropriate (see NLB Lifestyle Change Manual of Operations: Tool Box Quick Track, Count 100 Cards, Lifestyle Balance Eating Plans). In addition, the Coach should continue to praise some aspect of the records returned, no matter how small, as done during the core curriculum.
3. Review home activities assigned and action plans made at previous contact. Ask the participants about any barriers encountered, and problem solve. If appropriate, revise action plans accordingly.
 4. Introduce a new topic, as planned. Carefully select the topic and any related worksheets with the purpose of promoting participant adherence to the weight loss and physical activity goals. Tailor how the topic is presented (such as the language and examples used) to the participants' learning style. (If the participants do not suggest topics, the Lifestyle Coach should choose topics to focus on at each contact. After-core sessions should not become loosely organized around "how are things going?" but rather should have a definite content focus around which to develop the session.)
 5. Complete a problem solving/action plan worksheet, such as the Lifestyle Balance Problem Solver. Identify a specific problem related to today's topic or to an adherence barrier discussed. Complete the worksheet with the participants. Be sure the participants go home with a written record of what to do and how to do it

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during the coming month(s).

6. Assign self-monitoring and action plan. Give the participants self-monitoring materials for the coming month(s). For most participants, this will be Keeping Track booklets and copies of the Lifestyle Balance Monthly Activity Calendar (NLB Lifestyle Change Program Manual for Contacts after Core, page 17).
7. Schedule/inform of next contact(s) and plan topic(s).

After each session, the Coach should:

- Record progress notes in the participants' charts and complete Lifestyle Balance Update:
Contacts after Core.
- Telephone participants as needed to support adherence.

Section 3: Guidelines for Phone, Mail and Email Contacts after Core

To support adherence or keep in touch with participants between after core sessions, lifestyle coaches could utilize telephone, mail or email.

General Guidelines for Telephone Contacts

Phone contacts should include all of the basic components of an in-person contact, with the exception that weight cannot be measured. We recommend the following:

- Make an appointment in advance for a specific date and time for the call. Have the participant plan a time and place that will allow for minimal distractions. Instruct the participant to have the following on hand for the call: any completed home assignments, any handouts (including problem solving or action plan worksheets) that you've planned to discuss, recent self-monitoring records and the Lifestyle Balance calendar, pencil and paper.
- From the beginning of the call, take an active, problem-solving approach. The participant should come to expect that during phone calls you will ask these questions, in addition to reviewing any topic you've planned to discuss:
 - "From your self-monitoring records, what has your weight been? How about total physical activity minutes per week? Average daily fat grams and calories on the week(s) you've kept track of your eating (if applicable)?"
 - "What problems did you have reaching your weight and physical activity goals? Let's focus on one specific problem." (Use active listening to confirm that you understand the problem but don't get bogged down in a lengthy complaint session. Rather, actively move the participant through the steps of the problem-solving process.)
 - "How have you tried to solve the problem? What worked? What didn't work?"
 - "What else have you thought of that you could try?"
 - "Let's make a plan. Do you have your pencil?" (Before the completion of the phone contact, the participant should have recorded in writing any action plans developed. The Coach should summarize and emphasize the importance of the action plans at the end of the call.)
- Finally, confirm the next appointment.

General Guidelines for Mail or Email Contacts

Mail or email contacts may take a variety of forms and should be tailored to each participant in order to best support adherence. The purpose of mail and email contacts is to have the participants inform their Lifestyle Coaches about their progress in weight loss and physical activity between in- person contacts. To promote the return of mailings, include stamped envelopes addressed to the lifestyle coach. If sending one email to a group of participants, format the participant email addresses so the other participant email addresses remain private.

Examples of mail or email contacts include:

- A participant mails his completed Lifestyle Balance Activity Calendar to the Coach.
- The Coach sends a participant a stamped, response postcard with instructions for the participant to record on the card his or her weight, weekly physical activity minutes, and related action planes). The participant completes and returns the postcard. An example of a postcard is the ‘Mail-In Monday’ postcard example (NLB Lifestyle Change Program Manual for Contacts after Core, page 14).
- The Coach emails an after-core handout and problem solving worksheet to the participant and follows up with a planned phone call to discuss the content of the handout and develop a related action plan.
- The Coach sends a personal greeting, seasonal recipe, or interesting magazine article on a fitness topic.

While the majority of DPP After Core Sessions were conducted one on one with participants, it is expected that NLB After Core Sessions will usually be held in groups. It is recommended that the first after core session incorporate the handout ‘What’s Next?’. This handout allows the participant to review and summarize the personal healthy eating and activity goals they set at Core ‘Session 16: Ways to Stay Motivated’. The following is a coach’s script for an After Core Session 1 that utilizes the worksheet ‘What’s Next?’. You will find the participant handout ‘What’s Next?’ at the end of this coach’s script.

What’s Next? Objectives:

- Review participant progress since Core Session 16 and if not at goal, develop a plan to achieve goals.
- Review achievement of goals set at Core Session 16 for recording eating, activity and weight.
- Review what has worked to maintain participant motivation such as adding variety to routine, competition, keeping visible signs of progress.
- Create an After Core ‘How Am I Doing Graph’ for weight and activity, to track after core weight and activity goals.

To Do Before ‘What’s Next?’ Session:

- Review the participant(s)' charts, noting any home activities assigned, action plans made, and other pertinent issues discussed during previous contacts.
- Review and comment in writing on any Keeping Track booklets or other self-monitoring records returned at the previous contact.

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- Remind the participant by phone to attend and to self-monitor fat grams/calories during the week assigned (ideally the week before the upcoming session).
- Prepare all materials required for the session, including participant worksheets, supplementary Tool Box materials to address individual adherence problems, and any small motivational items to be distributed (such as recipe cards or samples of low-fat products to taste and/or take home).

Get materials ready:

- Copy 'What's Next' handout for each participant.
- Copy one 'How Am I Doing?' weight graph for each participant.
- Copy one 'How Am I Doing?' activity graph for each participant.
- Keeping Track Books.
- Fat Counters
- Copy of Monthly Activity Calendars.
- Copy 'Lifestyle Balance Update: Contacts for after Core' for each participant.
- Sign in sheet for class and class log sheet if using.
- Scale
- Optional: healthy snack.

What's Next? Class Outline:

1. Welcome and Introductions.

2. Review the 'What's Next?' worksheet with participants. On page 1, record the following in the blanks provided:

- *Physical activity:* Record the participant's activity goal (minimum of 150 minutes, above that if possible) and the tool to be used for recording activity minutes (e.g., Keeping Track booklet, Lifestyle Balance calendar, or personal calendar). Emphasize the critical importance of bringing in a complete written record of daily activity minutes to every visit. Have each participant create their personal 'How Am I Doing? Activity Graph' for the next six months. The minimum level of activity is 150 minutes/week.
- *Weight loss:* Record the participant's weight goal (minimum of 7% loss, beyond that if possible), frequency of self-monitoring weight (at least once a week), whether the participant will keep track of foods eaten, fat grams, and/or calories, and how often (minimum of one week per month, more often if needed to support adherence), and the tool for self-monitoring weight and eating, if applicable (e.g., Keeping Track booklet, Count 100 cards, Structured Meal Plan or Quick Track found in see NLB Lifestyle Change Manual of Operations: Toolbox section). Also record a specific plan for weight loss and for responding to any weight regain. It is helpful for participants to select a 'danger' weight, so if regain occurs, would signal to the participant they needed to take additional action. Encourage the participant to record that weight and the agreed upon response action plan. Tailor the plan to the individual:
 - For example, if the participant has not yet reached the 7% weight loss goal,

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the plan should emphasize strategies to improve adherence (see NLB Core Manual Problem-Solving section).

- If the participant *has* reached the 7% weight loss goal (which is a *minimum* goal) and wants to lose more, the plan might incorporate a new weight goal for the coming six months and a related fat gram/calorie goal. The coach should guide the participant in selecting an appropriate and safe weight to achieve (no more than 1-2 pounds of weight loss per week) over the next six months.
- Specify a "response plan" to put in place if the participant's weight goes above the 7% weight loss goal. For example, the plan might be to resume daily self-monitoring of fat grams/calories; reduce fat grams/calories to a specified level; call or email the Lifestyle Coach once a week to report progress, discuss barriers, and develop weekly action plans; and increase the frequency of in-person visits as soon as possible. Again, this plan should be tailored to the participant, incorporating strategies that have worked well for the participant in response to slips or relapse during the core curriculum.
- Finally, stress the importance of bringing a self-monitoring record (weight, activity, and fat gram/calorie intake) to every visit. Have each participant create their personal 'How Am I Doing? Weight Graph' to record weekly weights over the next six months.

4. On page 2 of the What's Next worksheet, record the following:

The *frequency with which you plan to contact the participant* in person, by phone, and by mail/email. Lifestyle Coaches should individualize the schedule of after-core visits with two factors in mind:

- First and foremost, *design the schedule based on the participant's recent pattern of adherence. **Transition participants from weekly or biweekly visits slowly and only if high levels of adherence persist.***

Avoid an abrupt drop in the frequency of contact. The DPP

recommended lifestyle coaches use the following rule of thumb: stay at weekly visits until the participant reaches and maintains goal for at least 4 weeks. Then try moving to biweekly visits. Move to monthly visits only when the

participant remains at goal for at least 8 weeks. Be prepared to begin seeing the participant weekly or biweekly again if needed based on the ongoing pattern of adherence, and don't wait to do so until the next in-person visit. Be proactive. Schedule an appointment right away if you discover a downward trend in adherence based on data received between visits by phone or mail.

- Secondly, *design the schedule based on the participant's preference, keeping any retention issues in mind and the time and staffing your program has to promote after core.*

5. Use the **Lifestyle Balance Update: Contacts after Core** to both plan and informally document contacts. Pencil in upcoming appointments and types of contacts that are planned. Also pencil in a topic for each of the coming months. (The purpose is to give the participants and Coach a rough idea of what's ahead.)

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This may be modified as often as necessary to support participant adherence.) Also use the update sheet to plan which week(s) the participant will self-monitor eating during the coming month(s). This might range anywhere from every week to the minimum of one week per month (if the latter, ask the participant to self-monitor during the week immediately before the next monthly contact, if possible). Finally, at each contact, document the weight and physical activity data collected.

6. Answer questions and announce the next group meeting

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