

This *Implementation Guide* was developed to help you deliver SIPsmartER through your organization and, by doing so, reduce the intake of sugar sweetened beverages in your community. This guide consists of four parts

- Program Staffing (page 1)
- Program Materials (pages 1 & 2)
- Implementation Timeline (page 3 - 5)

## Program Staffing and Functions

SIPsmartER was designed to be simple to execute and require minimal staffing. It is feasible to have one staff person fully deliver the program. However, if you have a large number of participants in your class, having a second staff member to assist with the teach-back calls and management of interactive voice response (IVR) calls may be helpful.

The key job functions are listed below. Functions in italics are optional.

- Participant management (e.g., reminding of classes, sending missed class materials, *tracking attendance and call completion*)
- Delivering SIPsmartER classes (e.g., teaching, preparing, conducting missed class calls, reserving space, *completing fidelity checklists*)
- Completing SIPsmarterER teach-back and IVR calls
- *Entering data into an IVR system* (only if using a system, see page 5 for details)
- *Collecting evaluation data before, during, and after completing the program*

## Program Materials

Below are the materials needed to deliver SIPsmartER. In addition to this list, there are detailed material lists within each lesson and at the start of the missed class call scripts. Samples of all the curricular materials are available through RTIPS and can be made available by the research team.

### General Materials

- Poster paper
- Markers
- Pens/pencils
- Tape
- Calculators
- Cables and extension cords
- Projector
- Laptop
- Speakers

**Activity Specific Materials**

Activity	Teaching Materials	Participant Materials	Other Materials	Related Training Materials
<b>Shared across activities</b>		<ul style="list-style-type: none"> <li>• Personal Action Plans</li> <li>• Drink Diary/Log</li> <li>• Barrier/Strategy Cards</li> </ul>	<ul style="list-style-type: none"> <li>• Participant incentives (e.g., water bottles, non-sugary drink samples)</li> <li>• Empty sugary drinks (varying size)</li> <li>• Empty non-sugary drinks (varying sizes)</li> <li>• Different size cups</li> </ul>	<ul style="list-style-type: none"> <li>• Overview PPT</li> <li>• Lesson Overview PPT</li> </ul>
<b>Lesson 1</b>	<ul style="list-style-type: none"> <li>• Lesson plan</li> <li>• PPT slides</li> <li>• Fidelity checklist</li> <li>• Missed class call script</li> </ul>	<ul style="list-style-type: none"> <li>• What Do I Drink? worksheet</li> <li>• Health Risk worksheet</li> <li>• Tips Packet</li> <li>• Summary slides for participants (<i>optional</i>)</li> </ul>	<ul style="list-style-type: none"> <li>• 8-ounce cups</li> <li>• Food dye, pitchers, large cups</li> <li>• Sugar packets</li> <li>• Sugary and non-sugary lemonade mix, cups, pitchers, spoons</li> </ul>	<ul style="list-style-type: none"> <li>• Lesson 1 PPT</li> <li>• Lesson 1 Short PDF</li> <li>• Lesson Overview PPT</li> <li>• Pre-Class considerations PPT</li> <li>• Post-Class considerations PPT</li> </ul>
<b>Teach-back call</b>	<ul style="list-style-type: none"> <li>• Call script</li> </ul>			<ul style="list-style-type: none"> <li>• Teach-back Training PPT</li> </ul>
<b>Lesson 2</b>	<ul style="list-style-type: none"> <li>• Lesson plan</li> <li>• PPT slides</li> <li>• Fidelity checklist</li> </ul>	<ul style="list-style-type: none"> <li>• Name that Slogan worksheet</li> <li>• Advertising Analysis worksheet</li> <li>• Media Wheel</li> <li>• Summary slides for participants (<i>optional</i>)</li> </ul>	<ul style="list-style-type: none"> <li>• Samples of sugary drink advertisements</li> </ul>	<ul style="list-style-type: none"> <li>• Lesson 2 PPT</li> <li>• Lesson 2 Short PDF</li> <li>• Lesson Overview PPT</li> <li>• Pre-Class considerations PPT</li> <li>• Post-Class considerations PPT</li> </ul>
<b>Lesson 3</b>	<ul style="list-style-type: none"> <li>• Lesson plan</li> <li>• PPT slides</li> <li>• Fidelity checklist</li> <li>• Missed class call script</li> </ul>	<ul style="list-style-type: none"> <li>• Reading a Food label worksheet</li> <li>• Comparing Drinks worksheet</li> <li>• Proportion of Calories worksheet</li> <li>• Calorie savings worksheet</li> <li>• Financial savings worksheet</li> <li>• No Guilt, No Giving Up cards</li> <li>• Summary slides for participants (<i>optional</i>)</li> </ul>		<ul style="list-style-type: none"> <li>• Lesson 3 PPT</li> <li>• Lesson 3 Short PDF</li> <li>• Lesson Overview PPT</li> <li>• Pre-Class considerations PPT</li> <li>• Post-Class considerations PPT</li> </ul>
<b>IVR call</b>	<ul style="list-style-type: none"> <li>• Call script</li> </ul>			<ul style="list-style-type: none"> <li>• IVR Training PPT</li> </ul>

## Timeline for the Delivery of SIPsmartER Activities

Week	Classes & Teach-Back	IVR Calls	Assessment
Note	Always done by a “live” (i.e., non-automated) educator, either in person at class or over the phone	Can be completed by the automated system or a “live” educator using provided script. <i>(If using an automated system, please see Page 5 of the Implementation Guide for further directions.)</i>	Optional. Can be used to track process (e.g., attendance, fidelity) and assess short, mid and long-term outcomes
(-2)			<ul style="list-style-type: none"> <li>Conduct desired psychosocial, behavioral or anthropometric outcome measures</li> </ul>
(-1)			
(0)	<ul style="list-style-type: none"> <li>Send reminder cards for Class 1</li> </ul>		
<b>Program Delivery Officially Starts</b>			
1	<ul style="list-style-type: none"> <li>Class reminder call/text hours before the class</li> <li><b>Class 1</b></li> <li>Send missed class materials to those who missed the class</li> </ul>		<ul style="list-style-type: none"> <li>Track attendance</li> <li>Complete fidelity checklist</li> </ul>
2	<ul style="list-style-type: none"> <li>Complete missed class calls</li> </ul>		<ul style="list-style-type: none"> <li>Track call completion</li> </ul>
3	<ul style="list-style-type: none"> <li>Complete teach-back calls</li> </ul>		
4		<ul style="list-style-type: none"> <li><b>IVR 1</b></li> </ul>	<ul style="list-style-type: none"> <li>Track call completion</li> </ul>
5		<ul style="list-style-type: none"> <li><b>IVR 2</b></li> </ul>	<ul style="list-style-type: none"> <li>Track call completion</li> </ul>
6	<ul style="list-style-type: none"> <li>Send reminder cards for Class 2</li> </ul>	<ul style="list-style-type: none"> <li><b>IVR 3</b></li> </ul>	<ul style="list-style-type: none"> <li>Track call completion</li> </ul>
7	<ul style="list-style-type: none"> <li>Class reminder call/text hours before the class</li> <li><b>Class 2</b></li> <li>Send missed class materials to those who missed the class</li> </ul>		<ul style="list-style-type: none"> <li>Track attendance</li> <li>Complete fidelity checklist</li> </ul>
8	<ul style="list-style-type: none"> <li>Conduct missed class call</li> </ul>		
9		<ul style="list-style-type: none"> <li><b>IVR 4</b></li> </ul>	<ul style="list-style-type: none"> <li>Track call completion</li> </ul>

Week	Classes & Teach-Back	IVR Calls	Assessment
10			
11		<ul style="list-style-type: none"> <li>• IVR 5</li> </ul>	<ul style="list-style-type: none"> <li>• Track call completion</li> </ul>
12			
13		<ul style="list-style-type: none"> <li>• IVR 6</li> </ul>	<ul style="list-style-type: none"> <li>• Track call completion</li> </ul>
14			
15		<ul style="list-style-type: none"> <li>• IVR 7</li> </ul>	<ul style="list-style-type: none"> <li>• Track call completion</li> </ul>
16			
17		<ul style="list-style-type: none"> <li>• IVR 8</li> </ul>	<ul style="list-style-type: none"> <li>• Track call completion</li> </ul>
18	<ul style="list-style-type: none"> <li>• Send reminder cards for Class 3</li> </ul>		
19	<ul style="list-style-type: none"> <li>• Class reminder call/text hours before the class</li> <li>• <b>Class 3</b></li> <li>• Send missed class materials to those who could not attend</li> </ul>		
20	<ul style="list-style-type: none"> <li>• Conduct missed class call</li> </ul>		
21		<ul style="list-style-type: none"> <li>• IVR 9</li> </ul>	<ul style="list-style-type: none"> <li>• Track call completion</li> </ul>
22			
23		<ul style="list-style-type: none"> <li>• IVR 10</li> </ul>	<ul style="list-style-type: none"> <li>• Track call completion</li> </ul>
24			
25		<ul style="list-style-type: none"> <li>• IVR 11</li> </ul>	<ul style="list-style-type: none"> <li>• Track call completion</li> </ul>
<b>Program Ends</b>			
(26)			Repeat desired outcome measures
(27)			

## **Timeline for Key Activities related to completing IVR calls if using an automated system**

### **Week 1 or 2 -- Upon Completing Class 1 or Missed Class Call 1**

- Enter participant personal information into system (e.g., name, phone number, preferred call times)
- Enter information from Personal Action Plan completed in class or during call into IVR system
- Enter information from Personal Action Plan completed during the missed class call into IVR system

### **Week 2 or 3 -- Upon Completing Teach-Back Call**

- Conduct teach-back call with participants who completed Class 1 or Missed Class Call 1
- Enter information from Personal Action Plan completed during the teach-back call into IVR system

### **Week 7 or 8 -- Upon Completing Class 2 or Missed Class Call 2**

- Enter information from Personal Action Plan completed in class or during call into IVR system

### **Week 18 or 19 -- Upon Completing Class 2 or Missed Class Call 2**

- Enter information from Personal Action Plan completed in class or during call into IVR system

### ***Between weeks 4 & 7, 8 & 18, and 20 & 25***

- If participants miss 2 activities in a row (class or calls), make a live call, using IVR script, to connect with them. After each live call attempt, the count resets to 0.