

# **IMPLEMENTATION GUIDE**

## **Web-based Physical Activity Intervention for College-aged Women**

*Using an Evidence-Based Program to develop  
a process model for program delivery in the practice setting*

**Note:** Refer to “Using What Works: Adapting Evidence-based Programs to Fit Your Needs”. Review the appropriate Modules and the handouts provided in each, in order to modify and evaluate this program to meet the needs of your organization and audience.

“Using What Works” is available online at:

[http://cancercontrol.cancer.gov/use\\_what\\_works/start.htm](http://cancercontrol.cancer.gov/use_what_works/start.htm).

### **I. Program Administration (Type of Staffing and Functions Needed)**

#### **Program Administrator**

- Recruits participants
- Creates location-specific Where to Walk module
- Maintains online location for module and form distribution
- Collects goal statement form, weekly recording sheets, and participant evaluation form
- Provides feedback and encouragement to participants

### **II. Program Delivery**

**For additional information on modifying program materials, refer to the appropriate Module(s) for program adaptation from “Using What Works”.**

#### **A. Program Materials (*All listed materials can be viewed and/or downloaded from the RTIPs Products Page*):**

- **Intervention Modules:** Nine brief PowerPoint informational modules are distributed to participants via a Web site to support the initiation and continuation of a personalized walking program. Eight modules include between 3 and 13 slides of information on assorted topics, and the ninth module includes information created by each implementation site. The nine modules are listed below:
  - What is Lifestyle Physical Activity?
  - How to Wear the Pedometer
  - Monitoring Your Progress
  - Choices and Strategies
  - The Benefits of Physical Activity
  - Safety Issues and Tips
  - Barriers

- Strategies to Overcome Barriers
- Where to Walk (created by each implementation site)
- **Goal Statement Form:** This one-page worksheet provides a place for participants to calculate and record their personalized steps-per-week goal.
- **Recording Sheet:** On this one-page tracking sheet, participants record the time the pedometer is put on and taken off each day, along with the total steps walked each day.
- **Directions for Wearing Pedometer:** This one-page document provides basic instructions to participants on the correct use of a pedometer.
- **Pedometer:** Each participant needs a pedometer at the start of the intervention. Pedometers can be purchased from a variety of retailers (e.g., [www.thepedometercompany.com](http://www.thepedometercompany.com)), either by the implementer or by participants.
- **Participant/Intervention Sample Evaluation:** This one-page sample evaluation form can be used by new sites to track participant satisfaction with the intervention and suggestions for improving the intervention.

## **B. Program Implementation:**

The steps used to implement this program are as follows:

Step 1: The program administrator populates the Where to Walk module with location-specific ideas for ideal walking routes and makes the nine modules available via a Web site or online learning system (i.e., WebCT/Blackboard).

Step 2: The program administrator meets with participants to introduce the program and distribute the pedometers. During the meeting, participants conduct a 50-step test of the pedometers, complete the goal statement form establishing their initial personalized step goal, and submit this form to the program administrator.

Step 3: At the start of week 1, the program administrator sends an email to all participants encouraging them to complete the following modules online:

- What is Lifestyle Physical Activity?
- How to Wear the Pedometer
- Monitoring Your Progress
- Choices and Strategies

Step 4: Throughout week 1, the participant tracks pedometer activity on the recording sheet. At the end of week 1, the participant submits a copy of the recording sheet to the program administrator via email or postal mail.

Step 5: At the start of week 2, the program administrator sends each participant an email that provides individualized feedback on the week 1 recording sheet and encourages participants to view the following modules:

- The Benefits of Physical Activity
- Safety Issues and Tips
- Barriers
- Strategies to Overcome Barriers

Step 6: Throughout week 2, the participant tracks pedometer activity on the recording sheet. At the end of week 2, the participant submits a copy of the recording sheet to the program administrator via email or postal mail.

Step 7: At the start of week 3, the program administrator sends each participant an email that provides individualized feedback on the week 2 recording sheet and encourages participants to view the final module, Where to Walk.

Step 8: Throughout week 3, the participant tracks pedometer activity on the recording sheet. At the end of week 3, the participant submits a copy of the recording sheet to the program administrator via email or postal mail.

Step 9: At the start of week 4, the program administrator sends each participant an email providing individualized feedback on the week 3 recording sheet.

Step 10: Throughout week 4, the participant tracks pedometer activity on the recording sheet. At the end of week 4, the participant submits a copy of the recording sheet to the program administrator via email or postal mail.

Step 11: The program administrator sends each participant an email providing individualized feedback on the week 4 recording sheet.

Step 12: The program administrator distributes the participant evaluation form by email to all participants.

### **III. Program Evaluation**

**For additional information on planning and adapting an evaluation, review the appropriate Modules for program implementation and evaluation from “Using What Works”.**

[http://cancercontrol.cancer.gov/use\\_what\\_works/start.htm](http://cancercontrol.cancer.gov/use_what_works/start.htm)

For further assistance in designing and conducting an evaluation, consider communicating with members from NCI’s Research to Reality (R2R) community of practice who may be able to help you with your research efforts. Following is a link to start an online discussion with the R2R community of practice, after completing registration on the R2R site:

<https://researchtoareality.cancer.gov/discussions>.