

**Tomando Control de su Salud  
Take Control of Your Health Program  
WORKSHOP CHECKLIST SUMMARY**

Date	Session Attended
Peer Leader	Observer
County	Number of Participants in Class
Skills	Comments/Suggestions
<p><b><u>Class Prep</u></b>          Arrived on time with materials/charts.          Room appropriate re: protecting confidentiality, seating arranged in a "U" or circle, lighting, temperature, ADA, noise and distractions, ability of all trainees to see and hear, charts were legible handwriting, dark colored marking pens, easily readable.</p>	
<p><b><u>Delivery of program</u></b>          Followed the curriculum as scripted in the Peer Leader Manual.          Clearly explained topics and activities.          Presentation style appropriate; articulate, eye contact, inflection.          Modeled activities correctly.          Positively reinforced participants.</p>	
<p><b><u>Group Interaction</u></b>          Encouraged group participation.          Limited personal stories.          Handled problem people effectively.          Adhered to timelines.          Worked well as a partner with co-leader.</p>	
<p><b><u>Brainstorming</u></b>          Encouraged to produce as many ideas as possible.          Repeated ideas.          Reminded group not to comment on ideas.          Did not allow discussion/questions.          Used silence.          Person writing did not lead activity.          Offered own response only at end.          Reviewed the list by reading ideas.          Provided opportunity for clarification.</p>	

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(Continued)

Skills	Comments/Suggestions
<p><b><u>Action Planning</u></b>  Used chart to point out steps as trainees shared their action plans.  Pointed out “will” if participant used “try”, “should”, “want” or “think”.  Helped identify barriers if confidence level was less than 7.  Asked the group for suggestions before the leaders offered responses.  Used the diagram of Action Plan, Appendix II</p>	
<p><b><u>Feedback/Problem Solving</u></b>  Asked person to state their action plan and success/problems.  Complimented appropriate action plan adjustment/modification.  If problems, what barriers existed and did they try a solution?  Asked person if they would like help.  Asked group if they ever had same/similar problem.  Conducted brainstorm appropriately.  Limited to 3 “yes, buts”.  Offered the person to choose one idea.  Recommended that person make a note of suggestions offered.  Used the diagram of Sharing Experiences, Appendix II</p>	
<p><b><u>Fidelity</u></b>  Delivered all content materials according to the current Stanford leaders’ manual (2013).  Accurately paraphrased sections of activities (provided info clearly, without adding or deleting material that changed the content).  Distributed and collected appropriate data collection forms.</p>	
<p>Additional Comments:</p>	
<p>Signature of Peer Leader</p>	<p>Signature of Observer</p>

## Tomando Control de su Salud Session 1 Fidelity Checklist

Item	Comments
<input type="checkbox"/> Agenda posted, name tags available, books, copies of daily meal plan. <input type="checkbox"/> Pens and paper for notes. <input type="checkbox"/> Sign-in Sheet distributed/Attendance Log available. <input type="checkbox"/> Read Group Leader Script. <input type="checkbox"/> Participant Information Survey distributed and collected. <input type="checkbox"/> Charts 2, 3, 6, 7 and 8 posted.	
<b>Activity #1 – Introduction to the Program and Responsibilities</b>	
<input type="checkbox"/> Introduction to Tomando program, chart 1 to 3. <input type="checkbox"/> Distributed copy of workshop topics and weekly homework. <input type="checkbox"/> Accurately delivered content of chronic condition. <input type="checkbox"/> Reviewed guidelines in chart 3.	
<b>Activity #2 – Introduction to the Group</b>	
<input type="checkbox"/> Modeled introductions. <input type="checkbox"/> The co-leader wrote answers on the board.	
<b>Activity #3 – Managing Your Symptoms</b>	
<input type="checkbox"/> Accurately delivered content, reviewed and posted charts 2, 4 and 5. <input type="checkbox"/> Guided through lemon activity slowly. <input type="checkbox"/> Timed distraction techniques correctly.	
<b>Activity #4 – The Importance of Diet and Exercise</b>	
<input type="checkbox"/> Accurately delivered content. <input type="checkbox"/> Explained brainstorm guidelines, chart 6. <input type="checkbox"/> Followed the correct brainstorm guidelines. <input type="checkbox"/> Copies of daily meal plan.	
<b>Activity #5 – Sleeping Well During the Night</b>	
<input type="checkbox"/> Accurately delivered content. <input type="checkbox"/> Followed the correct brainstorm guidelines.	
<b>Activity #6 – Introduction to the Action Plan</b>	
<input type="checkbox"/> Delivered the content and presented info, chart 7. <input type="checkbox"/> Modeled action plan. <input type="checkbox"/> Asked for volunteer to report on action plan. <input type="checkbox"/> Summarized each action plan by using the standard: <input type="checkbox"/> Something YOU WANT to do <ul style="list-style-type: none"> <li>• Achievable</li> <li>• Action specific</li> <li>• Answers what, how much, when, how often, confidence level of 7 or more</li> </ul> <input type="checkbox"/> Used correctly the diagram of Action Plan, Appendix II. <input type="checkbox"/> For confidence levels less than 7, guided through identification of barriers. <input type="checkbox"/> Informed participants leaders will be calling them to support them in their plans.	
<b>Activity #7 – Closing</b>	
<input type="checkbox"/> Reviewed 6 items. <input type="checkbox"/> Followed activity timelines, class ended within 2-1/2 hours.	

## Tomando Control de su Salud Session 2 Fidelity Checklist

Item	Comments
<input type="checkbox"/> Agenda and charts 2, 3, 6, 7 and 8, and 9 to 12 posted. <input type="checkbox"/> Charts were legible handwriting, dark colored marking pens, easily readable, name tags available, books and CD's.	
<b>Activity #1 - Feedback/Problem Solving</b>	
<input type="checkbox"/> Modeled Action Plan. <input type="checkbox"/> Encouraged participants to share their action plan. <input type="checkbox"/> If the action plan is not achieved: <ul style="list-style-type: none"> <li>• asked participant about barriers and if they tried a solution</li> <li>• asked if help is wanted from the group, if yes:</li> <li>• asked if anyone else from the group ever had a similar problem</li> </ul> <input type="checkbox"/> Conducted brainstorm appropriately. <input type="checkbox"/> Limited to 3 "yes, buts", offered the person to choose one idea. <input type="checkbox"/> Recommended person make a note of suggestions offered. <input type="checkbox"/> Modeled problem-solving steps appropriately; reviewed chart 8. <input type="checkbox"/> Used correctly the diagram of Sharing Experiences, Appendix II.	
<b>Activity #2 – A Healthy Menu</b>	
<input type="checkbox"/> Daily meal plan report. <input type="checkbox"/> Accurately presented topic and charts 9 and 10. <input type="checkbox"/> Briefly reviewed pages 190-191 (edition 2013) Tomando Book. <input type="checkbox"/> Presented a visual drawing of a healthy plate. <input type="checkbox"/> Identified nutrition value for a portion of rice and a portion of tomatoes. <input type="checkbox"/> Broke people into groups and conducted group practice in preparing a healthy menu. <input type="checkbox"/> Encouraged participants to use these guidelines for a daily meal.	
<b>Activity #3 – Exercise for Your Health</b>	
<input type="checkbox"/> Reminded participants of last week's topic on the benefits of exercising. <input type="checkbox"/> Accurately presented topic and review of chart 11. <input type="checkbox"/> Clearly explained establishing baseline with time and/or distance examples.	
<b>Activity #4 – Exercise Practice</b>	
<input type="checkbox"/> Set fitness CD prior to activity. <input type="checkbox"/> Informed participants these exercises can be done at home. <input type="checkbox"/> One Peer Leader modeled the exercise routine. <input type="checkbox"/> One Peer Leader walked around the room.	
<b>Activity #5 – Avoiding Falls and Improving the Physical Balance</b>	
<input type="checkbox"/> Accurately presented information. <input type="checkbox"/> Followed the guidelines of brainstorm. <input type="checkbox"/> Chart 12	

**Tomando Control de su Salud  
Session 2 Fidelity Checklist  
(Continued)**

<b>Activity #6 – Action Plan</b>	
<p>___ Presented info on chart 7.</p> <p>___ Modeled action plan.</p> <p>___ Asked for volunteer to report on action plan.</p> <p>___ Summarized each action plan by using the standard:</p> <p>___ Something YOU WANT to do</p> <ul style="list-style-type: none"> <li>• Achievable</li> <li>• Action specific</li> <li>• Answers what, how much, when, how often, confidence level of 7 or more</li> </ul> <p>___ Used correctly the diagram of Action Plan, Appendix II.</p> <p>___ For confidence levels less than 7, guided through identification of barriers.</p>	
<b>Activity #7 - Closing</b>	
<p>___ Reviewed 6 items; asked members to exchange phone numbers to help each other.</p> <p>___ Followed activity timelines, class ended within 2-1/2 hours.</p>	

## Tomando Control de su Salud Session 3 Fidelity Checklist

Item	Comments
<input type="checkbox"/> Agenda and charts 2, 3, 6, 7 and 8, and 13 to 16 posted. <input type="checkbox"/> Charts were legible handwriting, dark colored marking pens, easily readable, name tags available.	
<b>Activity #1 - Feedback/Problem Solving</b>	
<input type="checkbox"/> Modeled action plan; stated action plan and level of success; asked for volunteer. <input type="checkbox"/> Complimented appropriate action plan adjustment/modification. <input type="checkbox"/> If action plan was not achieved: <ul style="list-style-type: none"> <li>• asked participant about barriers and if they tried a solution.</li> <li>• asked if help is wanted from the group, if yes:</li> <li>• asked if anyone else from the group ever had a similar problem.</li> </ul> <input type="checkbox"/> Conducted brainstorm appropriately. <input type="checkbox"/> Limited to 3 “yes, buts”, offered the person to choose one idea. <input type="checkbox"/> Recommended person make a note of suggestions offered. <input type="checkbox"/> Modeled problem-solving steps appropriately; reviewed chart 8. <input type="checkbox"/> Used correctly Action Plan and Sharing Experiences diagrams, Appendix II.	
<b>Activity #2 – Choosing Healthy Food</b>	
<input type="checkbox"/> Conducted questions appropriately. <input type="checkbox"/> Broke people into groups and conducted group practice on how to prepare a low fat menu. <input type="checkbox"/> Accurately presented info on chart 13. <input type="checkbox"/> Asked participants to bring a healthy dish or recipe on the last day of the workshop. <input type="checkbox"/> Asked participants to bring food labels for the following class.	
<b>Activity #3 – Making Decisions</b>	
<input type="checkbox"/> Accurately presented info on charts 2, 14 and 15. <input type="checkbox"/> Accurately delivered the content. <input type="checkbox"/> Broke people in partners and conducted group practice in making decisions.	
<b>Activity #4 - Better Breathing</b>	
<input type="checkbox"/> Accurately delivered material and review of chart 16. <input type="checkbox"/> Correctly demonstrated pursed lip and diaphragmatic breathing technique	
<b>Activity #5 - Muscle Relaxation</b>	
<input type="checkbox"/> Informed participants their participation in muscle relaxation is optional, created environment conducive to relaxation exercise. <input type="checkbox"/> Informed participants the script is in the book or they can order the CD.	
<b>Activity #6 – Closing</b>	
<input type="checkbox"/> Reviewed 6 items. <input type="checkbox"/> Followed activity timelines, class ended within 2-1/2 hours. <input type="checkbox"/> Encouraged participants to call their buddy.	

## Tomando Control de su Salud Session 4 Fidelity Checklist

Item	Comments
<input type="checkbox"/> Agenda and charts 2, 3, 6, 7 and 8, and 17 to 21 posted. <input type="checkbox"/> Charts were legible handwriting, dark colored marking pens, easily readable, name tags available.	
<b>Activity #1 - Feedback/Problem Solving</b>	
<input type="checkbox"/> Modeled action plan, stated action plan and level of success, asked for volunteer. <input type="checkbox"/> Complimented appropriate action plan adjustment/modification. <input type="checkbox"/> If action plan is not achieved: <ul style="list-style-type: none"> <li>• asked participant about barriers and if they tried a solution.</li> <li>• asked if help is wanted from the group, if yes:</li> <li>• asked if anyone else from the group ever had a similar problem.</li> </ul> <input type="checkbox"/> Conducted brainstorm appropriately. <input type="checkbox"/> Limited to 3 “yes, buts”, offered the person to choose one idea. <input type="checkbox"/> Recommended person make a note of suggestions offered. <input type="checkbox"/> Modeled problem-solving steps appropriately; reviewed chart 9. <input type="checkbox"/> Used correctly Action Plan and Sharing Experiences diagrams, Appendix II.	
<b>Activity #2 – Reading Food Labels</b>	
<input type="checkbox"/> Accurately delivered material and presented info on chart 17. <input type="checkbox"/> Conducted group activity. <input type="checkbox"/> Distributed the daily meal plan. <input type="checkbox"/> Asked the questions correctly.	
<b>Activity #3 – Endurance Exercises</b>	
<input type="checkbox"/> Clearly defined content, using charts 4 and 18 to 20. <input type="checkbox"/> During endurance monitoring, one leader exercised while sitting and the other stood up. <input type="checkbox"/> Clearly explained establishing baseline with time and/or distance examples.	
<b>Activity #4 – Depression Management</b>	
<input type="checkbox"/> Utilized chart 4 appropriately. <input type="checkbox"/> Conducted brainstorm appropriately. <input type="checkbox"/> Reminded participants alcohol and some drugs can make depression worse. <input type="checkbox"/> Noted need for professional treatment for severe depression.	
<b>Activity #5 – Positive Thinking</b>	
<input type="checkbox"/> Accurately delivered information. <input type="checkbox"/> Allowed time for participants to suggest changes for negative emotions. <input type="checkbox"/> Utilized chart 21 appropriately.	
<b>Activity #6 - Closing</b>	
<input type="checkbox"/> Reviewed 6 items, encourage choosing new buddies to call. <input type="checkbox"/> Followed activity timelines, class ended within 2 ½ hours.	

## Tomando Control de su Salud Session 5 Fidelity Checklist

Item	Comments
<input type="checkbox"/> Agenda and charts 2, 3, 6, 7 and 8, and 22 to 29 posted. <input type="checkbox"/> Charts were legible handwriting, dark colored marking pens, easily readable, name tags available.	
<b>Activity #1 - Feedback/Problem Solving</b>	
<input type="checkbox"/> Modeled action plan, stated action plan and level of success, asked for volunteer. <input type="checkbox"/> Complimented appropriate action plan adjustment/modification. <input type="checkbox"/> If action plan is not achieved: <ul style="list-style-type: none"> <li>• asked participant about barriers and if they tried a solution.</li> <li>• asked if help is wanted from the group, if yes:</li> <li>• asked if anyone else from the group ever had a similar problem.</li> </ul> <input type="checkbox"/> Conducted brainstorm appropriately. <input type="checkbox"/> Limited to 3 “yes, buts”, offered the person to choose one idea. <input type="checkbox"/> Recommended person make a note of suggestions offered. <input type="checkbox"/> Modeled problem-solving steps appropriately; reviewed chart 9. <input type="checkbox"/> Used correctly Action Plan and Sharing Experiences diagrams, Appendix II.	
<b>Activity #2 – Maintaining a Healthy Weight</b>	
<input type="checkbox"/> Delivered content according to manual. <input type="checkbox"/> Accurately presented info on chart 22. <input type="checkbox"/> Asked for a volunteer to share 1 or 2 things learned from the daily meal plan.	
<b>Activity #3 – Communication Skills</b>	
<input type="checkbox"/> Delivered content according to manual, clearly explained “I” messages. <input type="checkbox"/> Accurately presented info on chart 23.	
<b>Activity #4 – Responsibility in Taking Medication</b>	
<input type="checkbox"/> Clearly defined content, used charts 24 to 26. <input type="checkbox"/> Conducted brainstorm appropriately.	
<b>Activity #5 – Evaluating Home Remedies and Other Alternative Treatments</b>	
<input type="checkbox"/> Delivered content according to manual and chart 27. <input type="checkbox"/> The co-leader wrote the home remedies on the board.	
<b>Activity #6 – Knowledge is Power</b>	
<input type="checkbox"/> Conducted brainstorm appropriately. <input type="checkbox"/> Clearly defined content, used chart 28 and 29. <input type="checkbox"/> Asked participants to look for some resources in their community.	
<b>Activity #7– Closing</b>	
<input type="checkbox"/> Reviewed 5 items. <input type="checkbox"/> Followed activity timelines, class ended within 2-1/2 hours. <input type="checkbox"/> Encouraged participants to call their buddy.	



## Tomando Control de su Salud Session 6 Fidelity Checklist

Item	Comments
<input type="checkbox"/> Agenda and charts 2, 3, 6, 7 and 8, and 30 posted. <input type="checkbox"/> Charts were legible handwriting, dark colored marking pens, easily readable, name tags, available	
<b>Activity #1 - Feedback/Problem Solving</b>	
<input type="checkbox"/> Modeled action plan, stated action plan and level of success, asked for volunteer, asked if they found community resources. <input type="checkbox"/> Complimented appropriate action plan adjustment/modification. <input type="checkbox"/> If action plan is not achieved: <ul style="list-style-type: none"> <li>• asked participant about barriers and if they tried a solution.</li> <li>• asked if help is wanted from the group, if yes:</li> <li>• asked if anyone else from the group ever had a similar problem.</li> </ul> <input type="checkbox"/> Conducted brainstorm appropriately. <input type="checkbox"/> Limited to 3 “yes, buts”, offered the person to choose one idea. <input type="checkbox"/> Recommended person make a note of suggestions offered. <input type="checkbox"/> Modeled problem-solving steps appropriately, reviewed chart 9. <input type="checkbox"/> Used correctly the Sharing Experiences diagram, Appendix II.	
<b>Activity #2 – Working with Your Health Care Professional</b>	
<input type="checkbox"/> Clearly defined health care system compared to health care provider. <input type="checkbox"/> Conducted brainstorm appropriately. <input type="checkbox"/> Reviewed charts 2 and 30.	
<b>Activity #3 – Exercises Practice</b>	
<input type="checkbox"/> Used appropriate fitness CD. <input type="checkbox"/> One peer leader modeled the exercise routine. <input type="checkbox"/> One peer leader walked around the room.	
<b>Activity #4 – Looking Back/Sharing Accomplishments</b>	
<input type="checkbox"/> Conducted brainstorm appropriately. <input type="checkbox"/> Used charts 2 and 4. <input type="checkbox"/> Participants shared accomplishments. <input type="checkbox"/> Pointed out that participants helped each other.	
<b>Activity #5 – Planning for the Future</b>	
<input type="checkbox"/> Clearly modeled future goals and steps to reach the goal. <input type="checkbox"/> Problem solved if appropriate. <input type="checkbox"/> Guided through accomplishing future goals activity slowly.	
<b>Activity #6 – Celebration</b>	
<input type="checkbox"/> Certificates prepared and distributed. <input type="checkbox"/> Distributed and collected Workshop Evaluation form. <input type="checkbox"/> Peer Leaders complete Workshop Information Cover Sheet.	