



Dartmouth

CENTERS FOR HEALTH AND AGING

46 Centerra Parkway

Box 201

Lebanon, NH 03766

Tai Ji Quan: Moving For Better Balance®

Partner Site Requirements (For more detail on data requirements see **Partner Site Data Requirements** table below.)

1. Send participant and attendance data to Dartmouth Centers for Health and Aging (DCHA). Forms are available on NH Falls Task Force Website: www.nhfalls.org> Evidence Based Programs tab> Instructor Information tab; or go directly to <http://www.nhfalls.org/wordpress/evidence-based-falls-prevention-program-instructor-information/>.
2. Inform DCHA of class start dates: Fill out form on NH Falls Task Force website, available at the same location as the forms above. Questions? Contact Dawna Pidgeon, Dawna.M.Pidgeon@Hitchcock.org
3. All Instructors will attend a yearly one-day refresher training to maintain certification- Dates TBD.
4. Participation in Technical Assistance calls.

Dartmouth Centers for Health and Aging will provide: (For more detail on what DCHA will provide and who to contact for help, see **Dartmouth Centers for Health and Aging Resources** below.)

1. Training and technical assistance for program delivery at no cost to sites (multiple trainees at each site is encouraged!)
2. Training on how to conduct a 'Balance Day', a screening and recruitment tool.
3. Assistance with advertising planning, including supplying template samples.
4. Monthly Technical Assistance webinar, with opportunities for peer-to-peer support and learning. These webinars are open to instructors as well as site staff or volunteers who are helping to support implementation of the programs.
5. Participant materials and manuals.

Partner Site Data Requirements			
What	When	DCHA Contact	How
<ul style="list-style-type: none"> • Participant Entry Form • Cover sheet 	Following Initial assessments	Dawna Pidgeon	Dartmouth Centers for Health and Aging 46 Centerra Parkway Box 201 Lebanon, NH 03766 Or scan to PDF and send electronically to: Dawna.M.Pidgeon@Hitchcock.org
<ul style="list-style-type: none"> • 12 week attendance form • 12 week data form • Cover sheet 	12 weeks of class completed	Dawna Pidgeon	Same as above
<ul style="list-style-type: none"> • Participant Post Program Survey • 24 week attendance • Cover sheet 	Immediately following 24 week program	Dawna Pidgeon	Same as above

Dartmouth Centers for Health and Aging Resources			
What	When	Contact Person	Contact information
Training and technical assistance for program delivery	Throughout program implementation, including at 2 day Instructor Training workshop, Implementation workshop, yearly Refresher workshop, site visits as needed or requested	Dawna Pidgeon	Dawna.M.Pidgeon@hitchcock.org 603-653-3483
Training and Assistance with Balance Day Screening	During Implementation Workshop. Technical assistance available throughout program implementation.	Dawna Pidgeon	Dawna.M.Pidgeon@hitchcock.org 603-653-3483
Assistance with advertising	Prior to site's program start or whenever needed	Dawna Pidgeon	Dawna.M.Pidgeon@hitchcock.org 603-653-3483
Monthly technical assistance Webinar	3 rd Thursday of the month, 1:00-2:00 starting January 18 2018; sign in 1:00-1:05, information starting promptly at 1:05	Dawna Pidgeon	Dawna.M.Pidgeon@hitchcock.org 603-653-3483