



Step To It Challenge Toolkit For Group Homes and DT&H Sites

Thank you for your interest in the 2017 Step To It Challenge (STIC) for Hennepin County group homes and DT&H sites.

The goal of the STIC is to get individuals with intellectual and developmental disabilities (IDD) and their staff to be active together for better health and quality of life.

This toolkit has all the information you need to implement the program at your organization. If you have any questions please contact:

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or

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This toolkit is divided into four sections:

1. Groundwork

- Administrator responsibilities
- Timeline
- Program description

2. Promotion

- Marketing materials
- Incentive information

3. Implementation and Administration

- Registering yourself
- Registering other individuals
- Managing your group
- Reports

4. Support

- FAQ
- Resources

Groundwork

There are three steps to laying the groundwork for the Step To It Challenge.

Step 1: Review the Administrator Responsibilities

The administrator:

- Coordinates the challenge at their group home, DT&H or parent organization.
- Acts as a liaison with the Step To It Challenge staff.
- Helps build a team and supports participants before and during the challenge.
- Manages the group on the Step To It website.
- Assists with distributing incentives.

The administrator can also:

- Create group members and invite individuals to join the group.
- Edit account information and activities for members.
- View step totals for the group.

These options are only available to active Administrators.

Step 2: Review the timeline

February:

- Distribute the STIC promotional flyer to the rest of the organization.

March:

- Discuss the STIC in manager and staff meetings.
- Start generating interest within the organization, group home and/or DT&H using promotional materials and word of mouth.

April:

- Obtain guardian permissions for individuals, if needed.
- Start your group by registering yourself, then others (see Implementation and Administration Section). Talk about the chance to win incentives, like t-shirts and Twins game tickets, or for DT&Hs, a visit from the Twins.

May:

- Send weekly motivational emails.
- Award incentives for participation.

Step 3: Provide STIC Information to the Whole Staff

Inform your staff that your organization (including staff and individuals with IDD) will be taking part in Step To It Challenge in May. You can do this by using the program description below and referring them to the STIC website at www.steptoit.org

What is the Step To It Challenge?

The Step To It Challenge is a fun, friendly physical activity program that encourages individuals and staff to take part in physical activity over a span of four weeks and track their step totals.

Important Points:

- STIC is for all individuals and staff of group homes and DT&H organizations.
- All Hennepin County DT&Hs **registered by May 3** will be entered into a random drawing. **Two** DT&H sites will win a visit from the Twins mascot TC Bear and the Twins strength and conditioning coach.
- All organizations registered by **May 3** will be eligible to receive Twins game tickets and STIC t-shirts to use as incentives (number of incentives will depend on total number of participants).
- These are the important dates to remember:
 - April 1: Online registration opens
 - May 1: STIC starts
 - May 3: Deadline to register to receive incentives
 - May 12: Twins visit winner announced
 - May 28: STIC ends

Promotion

STIC can be promoted through promotional pieces and incentives.

There are three promotional pieces to STIC:

1. Flyers and/or posters to be sent to organizations in February.
2. Brochure to be available starting in March.
3. Step Log to be available starting in March.

Brochures and Step Log are available for printing on the website www.steptoit.org. To reduce printing costs for the organization, a limited number of printed copies are available upon request.

There is also one *optional* promotion piece to STIC:

1. The “I completed the Step To It Challenge” certificate for individuals and staff who participated.

How to get STIC incentives:

- Groups **must be registered by May 3** to be eligible to receive incentives – **no exceptions!**
- Groups **must be registered as a group home or DT&H** in order to receive incentives.
- Registered groups **must contain** individuals with IDD and staff in their membership. **Groups containing only employees must register as worksites and are not eligible for incentives.**
- Incentive distribution:
 - Multiple sites may be registered under one parent organization.
 - The parent organization must be identified during registration.
 - Incentives will be divided between all participating parent organizations registered by May 3.
 - Incentives will be delivered to one site within an organization that has multiple sites.
 - Division of the incentives among all of its sites is the responsibility of the organization.
- Incentives include Twin’s game tickets and STIC t-shirts.
- Two DT&H sites are eligible to receive a visit from the Twins organization through a random drawing.
- Administrators can decide how best to award incentives within their group.

Remember: to be eligible for incentives, you must include individuals with IDD and staff in the challenge. Questions? Send an email to carolyn.novak@hennepin.us

Implementation and Administration

Registering yourself:

When a staff member from your group home, DT&H or organization agrees to become the Administrator, they first need to register on the Step To It Website.

1. To do this, go to www.steptoit.org and click the **Take the challenge button**. This will bring you to the sign-up page. Enter your information including name, address and email. **You may want to use your business address and phone number because this information will be linked to all group members you register.** Select a community to walk for. If you do not have an affiliation with any of the participating communities, please select **non-participating community**. You will also be asked to select an age category.
2. Next, enter a **Username** and **Password** for your account.
3. Check your **Demographic** information, if you choose to do so. This field is optional.
4. Next, you will be asked to agree to the **Terms** of the challenge. Please read the terms and check the corresponding box to agree. You will not be able to successfully register if you do not agree.
5. Click **Submit**. If you've entered all of the required registration information correctly, you will see a message confirming that the registration was successful! You will also receive an email confirmation.

Create your Group:

Now that you are registered for the Challenge, contact Hennepin County staff so we can assign you as the group's administrator. Once assigned, a **Manage Groups** link will appear in the navigation.

1. On this page, you will see a button called **Create group home member** to begin adding other participating staff and individuals you support to the group. If the individual you are registering has a guardian, make certain the guardian is aware and agrees to the terms of the Challenge prior to registration.
2. Just fill in the first and last name of the participant, choose an age category and agree to the terms and conditions of the challenge.
3. Once you've entered the registration information for the individual, click **Submit**. You will see a notification that the individual has been added to the group.

There is one other way people can join your group. A person with computer skills can register themselves and fill out their own personal information. To do this, you must email them an invitation to join.

1. On your **Manage groups** page, scroll down to **Invite new members**. Enter their email address and click submit.

2. This person will receive an email with a special link that will direct them to Step to it, guide them through registration, and add them to your group. Or, if they have already registered, using this link will add them to your group as soon as they log in.

Managing Groups:

As the administrator, you can:

- Track group memberships or invite existing participants to join your group on the **Manage groups** page, located on the top navigation under Groups.
- View and edit member account information.
- Send encouraging or informational emails to the whole group.
- 2 ways to log steps for participants.
 1. Use edit activities function on the **Manage groups** page.
 - Click **Activities** next to the individual's name.
 - Choose from a variety of activities.
 - Enter the number of minutes performing the activity, and the entry will automatically be converted into steps and added to the individual's **Activity Log**.
 - Log steps daily or weekly throughout the challenge.
 2. Use Add Quick Steps function on the **Manage groups** page.
 - Scroll to the bottom of the page.
 - Choose a competition week.
 - Choose from a variety of activities.
 - Enter the steps for one or more group members.
 - Click Add steps and entry will automatically be added to the individual's **Activity Log**.
 - Log steps daily or weekly throughout the challenge.

Reports:

There is one report you can see as a group administrator. Under **Groups**, click on **Group progress**. A list of participant names, weeks participated, total steps and average steps will appear for each person in the group. This data can be exported into a spreadsheet file and printed for your use. You can filter people by age group or by each week of the challenge.

Support

FAQ's

How many Twins visits will be given away?

Two Twins visits will be given away this year. Eligible organizations will be entered into a drawing and winners will be notified on May 12, 2017 by Hennepin County staff. TC Bear and a Twins strength and conditioning coach will be available for the visit.

Who is eligible to win a visit from the Twins?

DT&Hs or group home organizations are eligible to win a Twins visit. However, the organization has to have access to a large enough space (large conference room or gym) and at least 20 participants in order to enter the drawing. Please indicate if your organization would like to be entered into the drawing when you contact Hennepin County staff to set up a group.

How will my organization know if we've won a Twins visit?

Two winners will be chosen from a random drawing on May 12, 2017. If your organization wins the Twins visit, we will send you an email and you will be contacted later by a Minnesota Twins representative to set up a date for the visit.

Resources

Promotional Pieces: We can print up to 20 of these for you, just let us know.

- STIC flyer
- STIC brochure
- STIC activity log
- STIC participation certificate

Additional Resources:

- Staff contacts: carolyn.novak@hennepin.us and dianne.blaydes@hennepin.us
- STIC website: www.steptoit.org