Implementation Guide for Providers offering Fit & Strong! @Home™

Updated 5/10/21

Introduction: FS! @H is the online/remote adaptation of the Fit & Strong! program, which is typically delivered in in-person groups. The core components and all safety measures from traditional FS! still apply along with additional safety measures and steps related to the online delivery.

The following steps will prepare your organization to implement FS! @H:

Preliminary Steps

1. **Technology Setup**
    a. Ensure you have a dedicated Zoom login from a paid account
    b. Register your instructor/site information with ademot1@uic.edu to have an account setup on the FS! @H website at fitandstrong.training
    c. Once you receive confirmation, log in to the FS! @H website using your log and pass information
        i. See document Fit & Strong! @Home Fitness Instructor Handbook
    d. Once logged into the FS! @H website, follow the link to connect your Zoom account to the website
    e. Once you have synched your Zoom account, you will be able to create and schedule your FS! @H class sessions and share a permanent link with your participants that they will use to access each individual class session
2. **Class Recruitment**
    a. The goal of the pilot is to have 6 regular participants complete each class. To achieve a regular attendance of 8 participants, you may need to recruit up to 10 participants to participate.
    b. Ensure all participants have the necessary technology to participate
        i. Internet connection – either home internet or cellular data connection
        ii. Internet capable device:
            1. Smartphone
            2. Tablet
            3. Laptop
            4. Desktop computer (will need a separate webcam and microphone)
        iii. Ability to receive Zoom meeting links for each class
            1. Email
            2. Text messages
    c. Exclusion criteria
        i. Cognitive problems – we advise excluding participants that have known cognitive problems for the pilot
        ii. Ambulation problems – we advise excluding participants who are chairbound and use walkers for the pilot. Participants who use canes can participate.

d. Important safety information. Make sure you have the following for each participant before they begin the class:
    i. Participant home address. In case of a medical emergency and 911 needs to be called to the participant's home
    ii. Emergency contact. In case of a medical emergency and you need to contact a family member/loved one.
e. Creating your class session on the website.
    i. Once you have your class scheduled, please send us the following information: Name of your class/class site, dates of pre-class sessions, start date, times of your classes, time of class, and names of class instructors.

3. Participant Access to the Website

a. Once you create a class session on the fitandstrong.training website, it will generate an enrollment code that can be shared with your class participants
    i. Share this enrollment and the instructions with your class participants
        1. Note: see Fit & Strong! @Home Participant Account Setup Instructions document
b. Once logged in, participants will have access to class resources like the lesson plans and be able to complete surveys
c. Participants will be able to access each class session by using the Zoom link on the website

4. Participant Materials

a. Participants will need 10lbs ankle cuff weights
    i. Weights will need to be delivered, picked up, or mailed to participants
        1. Set each weight to 5lbs before giving to participants, the remaining 5lbs of weights should remain in the box/bag
b. The other traditional Fit & Strong! materials are not necessary for the online/remote pilot
    i. The Participant Manual will be *shared online*, the physical book is not needed
    ii. Upper body strength exercises are optional, so resistance bands are not necessary
    iii. Floor exercises will not be performed by participants, so they do not need floor mats
c. Participants need to be informed that they will need to have and wear appropriate exercise clothing for the classes, including proper rubber-soled athletic shoes

5. Participant Home Workout Setting

a. Participants need to be informed that they will need prepare their home in the following way:
    i. Create a clear workout space that is approximately 8 feet x 8 feet that is free of all obstacles and hazards. Participants should have room to take 2-3 steps forward and backward and side to side unobstructed and be able to move their arms to the side and overhead without hitting anything.
    ii. The floor of the workout area should be a hard, non-slip surface – hard wood, tile, carpet, etc

iii. Participants will need a sturdy chair to sit in for some exercises and to hold for balance for others
    1. Ask participants to select a firm, stable 4-legged chair that does not roll, like a kitchen table chair or folding chair
iv. Participants will need a place to setup their device so that their entire workout space is visible to the instructor on camera
    1. They may need to use a table, shelf, countertop, etc. as a prop for their device
    2. Participants may need something to prop up their device and keep it stable, like a tablet case, a phone "kickstand" or a stack of books.

6. **Data Collection**
    a. Participants will be given a Pre- and Post-Outcomes Survey that is available on the FS! @H website
        i. The Pre is completed before classes begin
        ii. The Post is completed after classes finish
    b. Once participants have successfully logged into the website, they can complete the Pre-Outcomes Survey
    c. Instructors will also collect and submit class attendance
        i. The FS! @H website has an attendance form that can be updated regularly

Beginning FS! @H Classes.

After you recruit and enroll the class participants, you need to enroll in and become familiar with the FS! @H website and prepare the class materials. It is important to note that two pre-sessions need to be held to prepare the class participants for FS! @H

7. **Pre-Class Session A.** The purpose of this session is to familiarize the participants with the technology and ensure their home exercise space is safe and adequate
    a. Ensure participants can connect to the Zoom meeting
    b. Test that audio and video works for all participants – everyone can see and be seen and can hear and be heard
    c. The participants should make the Zoom window full screen on their device, use SPEAKER view so that the instructor remains the focal point on their screen, and close any extraneous windows/features
    d. The instructor will need to work with the participants to have them place their devices so that they are visible to the instructors while in their workout space and so the participants can see their own screen clearly
        i. Help participants set up their device so they are visible head to toe with several feet on either side of them on screen
            1. Participants should be able to take 2-3 steps forward/backward and side to side and remain on screen
    e. Safety: Observe each participant's exercise space
        i. The participant should have several feet of continuous unobstructed space to either side and forward and back for them to move in
            1. Ensure there are no obstacles of any kind on the floor
                a. Includes throw rugs

2. Ensure there are no obstacles off the floor, like lamps, ceiling fans, etc. that a participant may accidentally kick or hit with their arms
3. Check participant's chair
    a. Stable, 4-legged chair like a kitchen table chair or folding chair is required
    b. Participants should not use a heavily cushioned, overly low, flimsy, or wheeled chair

f. Instructors should practice screen sharing the exercise demo videos and lesson plans to ensure all participants can clearly see these items
    i. Instructors should be in Gallery View so that the participants remain the focal point on their screen
    ii. Note: see training slides document for screenshots and additional instructions

8. **Pre-Class Session B.** The purpose of pre-class session A is to ensure safety of the participant's exercise space and to troubleshoot the technology. Pre-class session B will be to prepare steps and materials specific to delivering Fit & Strong!
    a. Set participant starting weights. The process of fitting and setting the starting ankle weight for each participant is fundamentally the same as in-person class but may be more challenging to observe and gauge the correct weight via Zoom. As in an in-person class, participants will find their 1-rep max for a seated knee extension performed on their weaker or more painful leg. That 1-rep max weight will be cut in half and used as the starting weight. For example, a 6lb 1-rep max on the weaker leg means the participant will start with 3lbs in their ankle weight for all strength exercises.
        i. If your organization has more than 1 instructor to help for this pre-class session, you can divide the participants into Breakout Rooms led by each instructor
            1. In the Zoom options select Breakout Room, select Manual, and select the participants evenly into different rooms – making sure an instructor is in each room.
        ii. Participants should have their weight delivered already set to 5lbs. If not already set, have each participant remove ½ of the weights (1 from each slot) so that 5-lbs remain
        iii. Ask participants to identify their weaker or more painful leg and show them how to correctly put on and wear the ankle weight
        iv. Have the participant perform a seated knee extension with good posture and form.
        v. Observe the participant's form and ability to perform the knee extension
            1. Ask for the participant's feedback on how difficult they felt the rep was to perform
            2. Once a 1-rep max is identified, have the participant remove 50% of the weight
    b. Surveys. Ensure the participant has completed their Pre-Outcomes Survey, or use this time to help the participant log into the website and open the survey so they can complete it

i. Note: Surveys are optional but very important for the UIC team to understand who benefits from the program and how they benefit. UIC will not retain participant names.

9. Fit & Strong! @Home Additional Safety Considerations

a. As an instructor *you must do all you can to reduce falls risk*. With the participant being at home and not in a class environment with you, there is potentially a greater risk of falls. You must ensure the space the participant is working in is safe and free of trip hazards and that participants always perform within their balance limitations. If a participant is unwilling to modify his/her space and/or unwilling to follow directions regarding balance, you as the instructor can explain that you are sorry, but the program cannot be offered to that individual at that time. Please contact he UIC team and let your sponsoring site know whenever this happens.

i. You should know the home address and have an emergency contact for each participant before beginning class, in case any participant is injured or has a medical emergency and you need to call 911 to their home.

b. Contact the UIC team immediately if any adverse event or potentially unsafe event happens during your class. Additionally, please complete the incident report form which has been shared with you and also available on the website. We may ask you to pause your class temporarily while we review and address any safety issues.

i. Andrew DeMott – ademot1@uic.edu, 630-802-5528

ii. Susan Hughes – shughes@uic.edu

10. Fit & Strong! @Home Class Components

a. Instructors will perform the warmups, aerobics, and cool down routines/exercises live. Demo videos will be used to display the strength exercises. The use of the video will enable you, as the instructor, keep your eyes on the participants to monitor, motivate, and provide feedback to them

b. Reminder. The format for the Fit & Strong! @H classes is the same as the traditional Fit & Strong! class:

i. 60 minutes of physical activity

1. 5-10 minutes warmup
2. 20 minutes aerobic activity
3. ~30 minutes strength activity
4. 5-10 minutes cooldown

ii. 30 minutes of health education and group discussion

c. Aerobic Routine. All aerobic exercises must be capable of being performed safely within a small space. The emphasis should be on exercises that involve standing in place or that require only taking 1-2 steps forward/backward and side to side. Be judicious about adding arm and leg movements. Take the pace of the routine down if anyone in the group is struggling. We advise only the following aerobic exercises. This list of exercises along with demo videos are available on the website:

i. Marching in place

1. Arm movements – punches, hands overhead, claps, etc.
2. Leg movements – kicks, heel/toe taps, etc.
3. Low knee, high knee

ii. Kick-backs
    1. Arm movements – punches, hands overhead, claps
iii. Cha cha cha
iv. One to two steps forward and back
    1. Arm movements – punches, hands overhead, claps, etc.
    2. Leg movements – kicks, heel/toe taps, etc.
v. One to two step side to side
    1. Arm movements – punches, hands overhead, claps, etc.
    2. Leg movements – kicks, heel/toe taps, etc.
vi. Note: Do not perform grapevines, or ask the participants walk or do any aerobic activities off camera
vii. Please ask the Fit & Strong! team if you have questions about your routine and refer to the demo video for a refresher on these exercises

d. Strength Routine. Videos for all strength exercises are available on the website. Videos are available for rep ranges 8, 10, 12, and 15 and for right and left leg. Videos can be shared with or without sound, meaning there will be an audible count of the reps. There are 2 options for sharing videos:
    i. Download the video files to your computer
        1. We recommend using VLC Media Player to play videos if you play them from your computer. VLC is free and easy to use: https://www.videolan.org/vlc/index.html
    ii. Use the YouTube Playlist list to open the videos via YouTube
    iii. As an instructor, you will want to minimize the demo video window and enlarge the Gallery View of your participants, so you can clearly see all of your participants
    iv. Your participants should be in Speaker View (instead of Gallery View) while you are sharing videos or your screen. This will make the shared video the largest window on the participant's screen and the instructor (speaker) the 2nd largest window
        1. Note: you can use the Spotlight feature to spotlight yourself, or anyone else in the class, to ensure their video is the most prominent all screens
e. Floor Exercises. Floor exercises will not be performed as part of the pilot.
    i. The instructor can introduce and demonstrate floor exercises during the correct lesson plan, but the participants should not perform them live. The instructor can advise the participants these exercises can be performed in bed before bed or after waking up
f. Health Education/Group Discussion
    i. While leading the health education session, you can open and share the Manual's lesson plan with all class participants
    ii. Participants have access to the complete Participant Manual when the log into the website

11. Attendance

a. Instructors have access to an attendance form on the website

i. The form will populate names automatically with the participants that have registered themselves on the website
ii. The form can be updated periodically by the instructors
iii. The UIC team will not download/retain participant names for analyses

12. Monitoring and Fidelity

a. The UIC team will attend or view the initial classes of each pilot site
    i. The UIC can either join the class live or
    ii. The class session can be recorded to the cloud
        1. Once recorded, the provider can log into their Zoom account and share the recorded video with the UIC team
            a. The UIC team will not download or keep the video recording
b. The Fit & Strong! team currently hosts weekly debriefing meetings for all active Fit & Strong! @Home sites. At these meetings we discuss updates, progress, potential safety issues, and problem solve. We encourage all active instructors and site representatives to attend.
    i. Classes currently run Thursdays at 2:00 CT:

https://uic.zoom.us/j/84759074023?pwd=NVpKNm8yUVRaQis2UWx2b3FjWXFxQT09&from=msft
Meeting ID: 847 5907 4023
Passcode: qz7%19kc

Post-Class Activities

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13. Data Collection

a. After completing class 24 participants and instructors will be asked to complete data collection surveys:
    i. Participant Post-Outcomes Survey. The survey is available on the website and instructors can check participants' forms for completion
    ii. Participant Evaluation Survey. This survey will collect qualitative usability and satisfaction data from the participants.
    iii. Instructor Evaluation Survey. This survey will collect qualitative usability and satisfaction data from the instructor,
b. Attendance. Instructors should complete/update the attendance form on the website for their class session
    i. The UIC team will not download/retain participant names for analyses