

2024

PROGRAM DESCRIPTION

PROVIDER NAME: City of Waukesha Parks, Recreation, and Forestry Dept.

TARGET GROUP: Waukesha County Residents Aged 60 and Older

PROVIDED SERVICE: Develop a pool of certified Ballroom Basics for Balance (BB4B) instructors to provide no cost dance classes, (for Waukesha County residents aged 60 and older), designed to enhance balance and prevent falls and to increase social connections; Provide 12 classes with up to 20 participants each (240 maximum participants); and Provide Purchaser with data collected during program. -As outlined in applicant's ARPA CHIP grant application.

HOURS/RATE OF SERVICE: Expenses will be paid quarterly based on the budget submitted with applicant's grant application. Monthly invoices documenting how funds were spent are required.

MAXIMUM COMPENSATION: \$31,850.29

The following are conditions of Provider's Purchase of Service Agreement with Waukesha County Department of Health and Human Services (WCDHHS):

DEFINITIONS:

"Community Health Assessment (or CHA)" is a comprehensive picture of a community's current health status, factors contributing to higher health risks or poorer health outcomes, and community resources available to improve health. Community health assessments are comprised of data and information from multiple sources, which describe the community's demographics; health status; morbidity and mortality; socioeconomic characteristics; quality of life; community resources; behavioral factors; the environment (including the built environment); and other social and structural determinants of health status -Public Health Accreditation Board, Standards-Measures-Initial-Accreditation-Version-2022.pdf ([phaboard.org](http://phaboard.org)), October 2022.

"Community Health Improvement Plan (or CHIP)" is a long-term, systematic effort to address public health problems based on the results of community health assessment activities and the community health improvement process. A plan is typically updated every three to five years.

The Public Health Accreditation Board defines a community health improvement plan as not being limited to issues clarified within traditional public health or health services categories, but may include environmental, business, economic, housing, land use, and other community issues indirectly affecting the public's health. A community health improvement planning process involves an ongoing collaborative, community-wide effort to identify, analyze, and address health problems; assess applicable data; develop measurable health objectives and indicators; inventory community assets and resources; identify community perceptions; develop and implement coordinated strategies; identify accountable entities; and cultivate community ownership of the process - Public Health Accreditation Board, Public Health Accreditation Board Acronyms and Glossary of Terms Version 2022 [PDF - 536KB], October 2022.

**BACKGROUND:**

25% of the population of Wisconsin is now age 60 and older. Among the aging population, falls are a rapidly growing public health crisis. Falls are the leading cause of older adult injuries and death and account for over 50 billion dollars each year in costs within the US health care system. According to the Centers for Disease Control, Wisconsin ranks worst in the nation for fatal falls. Fall related hospitalization and mortality rate, as noted in the Waukesha County Community Health Assessment, the rate in Waukesha County is higher than the rate for the State of Wisconsin.

Dance has been shown to improve balance and overall health for older adults. Ballroom dancing specifically has been cited as a meaningful occupation with a link to successful aging and well-being. In a pilot study of the Ballroom Basics for Balance (BB4B) program, the UW Madison Department of Kinesiology and Madison Yahara Therapy examined the effectiveness of the BB4B program in addressing performance and satisfaction of self-identified occupational performance problem areas, balance, gait, confidence and fall self-efficacy. The pilot concluded BB4B increased Canadian Occupational Performance Measure satisfaction and performance scores and improved balance confidence. The improvements may have a direct effect on quality of life and health outcomes for this population.

High-quality social connections are essential to our mental and physical health and well-being. Social isolation and loneliness are important yet neglected social determinants for people of all ages as noted in the Surgeon General's Report issued in April 2023. The physical consequences of poor or insufficient connections include: 29% increased risk of heart disease, 32% increased risk of stroke, 50% increased risk of developing dementia and 60% increased risk of premature death.

Social isolation is associated with increased fall risk, and we know that participation in a BB4B program will increase social relationships, social roles, group membership and interactions while improving balance and cognitive function. Social isolation, loneliness, and falls are all interconnected.

The three strategic health priorities within the WCDHHS Public Health Division CHIP and Health Aging Action Team include mental health, substance use, and healthy aging.

The City of Waukesha Parks, Recreation, and Forestry Department, through training instructors who will provide Ballroom Basics for Balance (BB4B) classes for Waukesha County residents aged 55 and older, will support the WCDHHS Public Health Division CHIP Healthy Aging Action Team goals of reducing falls and supporting healthy aging for older adults in Waukesha County.

**PROGRAM GOALS:**

To reduce falls, fall-related injuries, and fall related deaths among adults aged 60 and older who are residents of Waukesha County.

To improve socialization among adults aged 60 and older who are residents of Waukesha County.

Primary goals and objectives of Provider are to:

- Provide high quality instructor certification training to develop a pool of 12 BB4B instructors in Waukesha County at no cost to selected instructors.

- Offer and provide 12 classes (for up to 20 residents per class and for 240 maximum participants) during the terms of this agreement in the City of Waukesha for Waukesha County residents aged 60 and older.
- Conduct pre and post program testing with participants, collect feedback from participants, and submit data to the WCDHHS Public Health CHIP Healthy Aging Action Team for analysis and use in future program planning.

**PROGRAM COMPONENTS:**

Program components shall align with the Federal American Rescue Plan Act (ARPA) funding requirements. The work provided will be consistent with the Provider's responses described within its grant application.

Provider shall identify and train 12 certified instructors who will provide 12 BB4B classes for up to 240 Waukesha County residents aged 60 and older at no cost to participants. Provider shall record and track program results and provide results data to the WCDHHS Public Health CHIP Healthy Aging Action Team.

Provider shall use the following data collection methods for reporting outcomes:

- Pre and post program tests for participants
  - 4-Stage Balance Test: A test that includes the participants keeping their balance while staying still in four progressively difficult positions. Positions in the test include:
    - 1) Stand with your feet side-by-side.
    - 2) Instep of one foot touching the big toe of the other foot.
    - 3) Tandem stand: Place one foot in front of the other, heel to toe.
    - 4) Stand on one foot.Participants who are unable to hold the "Tandem stand" position for 10 seconds without moving their feet or needing support are at greater risk of falls.
  - Timed Up and Go (TUG): A timed test that is used to measure the dynamic balance and functional mobility in older adults while they are moving and performing cognitive and other manual tasks.
  - Falls Efficacy Scale: International (FES-1) is utilized to measure the level of a participant's concern about falling during 16 social and physical activities inside and outside the home whether the individual performs the activity or not. The level of concern is measured on a four-point Likert scale (1=not at all concerned to 4-very concerned).
  - Feedback Form: A directed survey of participants that contains questions regarding participant perception of socialization and friendships, balance confidence, and knowledge of and other community resources that will be used to determine areas of greater focus and need.

**ARPA CHIP GRANT AWARD / MARKETING AND BRANDING:**

As a recipient of the WCDHHS ARPA grant, we kindly request that you acknowledge collaboration with Waukesha County Department of Health and Human Services, the Waukesha County CHIP, and Waukesha County Department of Health and Human Services Public Health Division on any program specific public facing marketing materials, brochures, website pages, etc., funded through this agreement. Waukesha County Department of Health and Human Services Public Health Division will provide the following branding materials and aids to each grant award recipient:

- Waukesha County Department of Health and Human Services Logo
- WCDHHS Public Health Division Logo
- CHIP Logo
- Official CHIP brand colors
- Pictures from CHIP Award event held on 7/24/2024

- WCDHHS social media handles for Facebook, Instagram, and LinkedIn
- Media Promotion Ideas
  - Showcase the ARPA Grant Award event (pictures with checks)
  - Tell the story of what you plan to do with the awarded funds with a Reel video
  - Showcase progress of said work (Reel videos & photos)
  - Highlight any data, collaborations, and public efforts

Waukesha County Department of Health and Human Services Public Health Division will assist award recipients with showcasing collaboration and the progress achieved through this grant. For additional information or assistance, award recipients may reach out to Lisa Kwait, WCDHHS Public Health Division Communications Coordinator/Public Information Officer, at the following email address: lkwiat@waukeshacounty.gov

**MEASUREABLE OUTCOMES:**

- Identify and train 12 certified BB4B instructors that meet the qualifications and requirements as stated in the Provider’s grant application.
- Offer 12 BB4B classes to Waukesha County residents aged 60 and older in the City of Waukesha (at no charge to participants) with the following outcomes:
  - 95% of BB4B participants will experience increased socialization and friendship because of programming, as measured through surveys.
  - 95% of BB4B participants will report reduced fear of falling or concerns about falling as measured through Fall Efficacy Scale - International (FES-1).
  - 95% of BB4B participants will report increased knowledge, acknowledge new habits/routines, report increased awareness of risk and awareness of resources as measured through surveys.
  - 50% of BB4B participants will improve dynamic balance as measured through the Timed Up and Go (TUG) test.
  - 50% of BB4B participants will improve static balance as measured through the 4-stage balance test

**SERVICE DOCUMENTATION:**

Provider will submit a quarterly report to WCDHHS Public Health documenting status related to program goals, components, and measurable outcomes.

**INVOICING AND OTHER REPORTING:**

Provider is expected to purchase supplies and provide services as documented in the proposed budget submitted by Provider with its completed grant application. This includes the following items:

Anticipated Salary Costs for Program					
	Position Title			Total Cost	
Salary	Fitness Instructor			\$14,400.00	
<b>Total Cost</b>				<b>\$14,400.00</b>	
Quarterly Cost Breakdown		Quarter 1	Quarter 2	Quarter 3	Quarter 4
		\$3600.00	\$3600.00	\$3600.00	\$3600.00

Anticipated Fringe Benefits Costs for Program						
	Position Title	Hourly Pay Rate	Hours/Week	# of Weeks	Total Cost	
					\$334.08	
<b>Total Cost</b>					<b>\$334.08</b>	
Quarterly Cost Breakdown			Quarter 1	Quarter 2	Quarter 3	Quarter 4

## Program Description Cont. - City of Waukesha Parks, Rec., and Forestry Dept.

	\$83.52	\$83.52	\$83.52	\$83.52
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Anticipated Equipment Purchase Costs for Program					
	Description	# of Units	Cost/Unit	Total Cost	
Equipment Line-Item 1	Stop Watches	12	\$8.00	\$96.00	
Equipment Line-Item 2	File Boxes	12	\$10.00	\$120.00	
<b>Total Cost</b>				<b>\$216.00</b>	
Quarterly Cost Breakdown		Quarter 1	Quarter 2	Quarter 3	Quarter 4
		\$216.00	\$0.00	\$0.00	\$0.00

Anticipated Operating Costs for Program					
	Description	# of Units	Cost/Unit	Total Cost	
Operating Cost Line-Item 1	Room Rent	108	\$84.00	\$9072.00	
<b>Total Cost</b>				<b>\$9072.00</b>	
Quarterly Cost Breakdown		Quarter 1	Quarter 2	Quarter 3	Quarter 4
		\$2268.00	\$2268.00	\$2268.00	\$2268.00

Consultant and Contractual Costs for Program					
	Name of Consultant/Contractor	Description	Total Cost		
Contractor 1	Susan Frikken (BB4B)	Training and Support	\$2600.00		
Contractor 2	Darcie Olson (BB4B)	Training and Support	\$1600.00		
<b>Total Cost</b>			<b>\$4200.00</b>		
Quarterly Cost Breakdown		Quarter 1	Quarter 2	Quarter 3	Quarter 4
		\$3,200.00	\$0.00	\$0.00	\$1000.00

Anticipated Training Costs for Program					
	Description	# of Units	Cost/Unit	Total Cost	
Training Costs Line-Item 1	Instructor Certifications	12	\$250.00	\$3000.00	
<b>Total Cost</b>				<b>\$3000.00</b>	
Quarterly Cost Breakdown		Quarter 1	Quarter 2	Quarter 3	Quarter 4
		\$3,000.00	\$0.00	\$0.00	\$0.00

Anticipated Quarterly and Total Costs for Program	
Quarter 1	\$12,367.52
Quarter 2	\$5,951.52
Quarter 3	\$5,951.52
Quarter 4	\$6,951.52
<b>Total Cost</b>	<b>\$31,222.08</b>

Any services provided pursuant to this Program Description shall have initial and monthly reporting requirements. These reports may include much of the same data as the quarterly reports; however, the initial report and monthly reporting shall include the following information:

- Number of active BB4B instructors and number of BB4B instructors certified each month.
- Number of BB4B classes offered each month
- Participant demographics, to include number of participants, ages of participants, residence location (name of city, town, etc.)
- Pre and post program participant testing and survey data

Provider shall submit a monthly invoice for services provided which includes (whenever applicable) agency information, vendor information, the date goods/services were provided, a description of the goods/service provided including how many, the total cost for each product or service, and the date of payment. Completed invoices for services shall be sent directly to Purchaser to the attention of the Programs and Projects Analyst.

Provider shall have monthly communication with the Programs and Projects Analyst to discuss program delivery. If reporting shows, or Provider expresses concern

about meeting a program goal, support and guidance will be provided by Purchaser as it deems appropriate and available. If additional supports are not sufficient, or the goal is not possible to be obtained/maintained, the goal can be modified to ensure Provider success.

Finally, Purchaser may request further documentation or justification to verify the expenses on a submitted invoice.

**ADDITIONAL AGREEMENTS TO BE INCORPORATED AND EXECUTED BY PROVIDER:**

As part of this Agreement, the Provider shall execute the following documents (documents required will be identified below with a check in the box):

- HIPAA Business Associate Agreement (BAA)
- Confidentiality/Non-Disclosure Agreement
- Business to Business (B2B) Network Access Agreement
- Other \_\_\_\_\_

The undersigned Provider or Authorized Representative of Provider agrees with the conditions set forth in this Program Description.

\_\_\_\_\_  
Signature of Provider or Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name and Title of Provider or Authorized Representative

PREPARED BY:        Jamie Bauer  
APPROVED BY:        Elizabeth Aldred  
DATE:                 July 31, 2024