



WISEWOMAN UPDATE

March 2007

Additions and Updates to WISEWOMAN Protocols

Last month, MDCH finalized the additions and updates to the WISEWOMAN protocols discussed at the May 2006 Annual Meeting. Below is a summary of these changes:

- The Lifestyle Counseling Protocol has been updated to be more consistent with CDC guidelines. The new protocol reads:
Program participants returning for annual screening beyond the initial baseline screening may receive the 2-5 additional contacts if they wish, but there is no expectation they will receive any contact beyond completion of the Healthy Lifestyle Goals.
- A Rescreening Protocols document was developed. This document defines the CDC performance indicator for rescreening and makes the Michigan WISEWOMAN protocols consistent with CDC guidelines.
- The Program Description was updated to reflect the additions and updates to the WISEWOMAN protocols.

Replacement pages to the Policies and Procedures Manual were sent to all local coordinating agency coordinators in early February. For your convenience, the Lifestyle Counseling Protocols, Rescreening Protocols, and Program Description are attached.

Stats At-A-Glance

Currently for Fiscal Year (FY) 2007, we have screened 1,055 women which puts us at 32.4% of our caseload goal of 3,258.

The CDC performance indicator for rescreening is greater than or equal to 75%. Our current rescreening rate for program duration is 34.1%. Please remember to make use of the WISEWOMAN Rescreen Reminder list that is posted with the Quality Improvement Reports each month.

The Michigan performance indicator for the percentage of women who develop healthy lifestyle goals is 75%. So far in FY07, 92.8% have developed healthy lifestyle goals, and for program duration, 84% have developed goals.

Currently, 52.6% of clients receiving follow-up lifestyle counseling sessions report making progress toward their goals. This means we are exceeding our Michigan WISEWOMAN goal that at least 50% report making progress toward goals. Congratulations! Keep up the great work.



March is National Nutrition Month®: The Best Path to Health is 100% Fad Free!

Every year Americans spend more than \$40 billion on weight loss products. These products lure consumers with promises of quick, easy weight loss. But do they really work?

For National Nutrition Month® 2007, the American Dietetic Association says the most effective long-term way to achieve a healthy lifestyle is to be 100% Fad Free. Fad diets tend to give unrealistic or exaggerated expectations for weight loss and often restrict certain foods or food groups, which could jeopardize your health. Even though some people will initially lose weight on these diets because they have cut foods (and therefore calories) out of their diet, most will not stick to these diets and will regain lost weight.

To achieve and sustain long-term weight loss, lifelong changes need to be made, not quick fixes. The messages below contain tips and resources on how to live fad free. **Remember...the bottom line to weight loss is you must eat less and move more.**

Develop an eating plan for lifelong health.

Too often, people adopt the latest food fad rather than focusing on overall health. Get back to basics and use the Dietary Guidelines for Americans and MyPyramid as your guide to healthy eating. Go to www.mypyramid.gov and www.michiganstepsup.org to learn more about your nutrition needs and making a healthy eating plan.

Choose foods sensibly by looking at the big picture.

A single food or meal won't make or break a healthful diet. When consumed in moderation and appropriate portions, all foods can fit in a healthful diet. Try taking the Portion Distortion quiz at <http://hp2010.nhlbihin.net/portion/> to learn more.

Find your balance between food and physical activity.

Regular physical activity is important for your overall health and fitness plus it helps control body weight, promotes feelings of well-being, and reduces the risk of chronic diseases. To achieve health benefits, you should be active at least 30 minutes per day most days of the week. If you need to lose weight or maintain weight loss, you may need to be more active. Learn more at www.mypyramid.gov.



Is it a Fad Diet? Use These Tips to Help You Decide

Does it use scare tactics, emotional appeals, or a money-back guarantee, rather than proven results?

Playing on emotion, misinformation, or fear is common among nonscientific pseudo-experts. Watch for terms like “breakthrough” and “miraculous” or claims that certain foods or additives are “poisons.”

Does it use non-scientific terms like “revitalize,” “detoxify,” or “balance your body with nature?”

Does it claim to increase stamina, stimulate your body’s healing power, or boost your energy level? Words like “detoxify” are not scientific terms.

Does it offer “proof” based on personal testimonials rather than sound science?

Nutrition is a science, based on fact, not emotional belief. Be skeptical of case histories and testimonials if they are the only proof a product works. If it sounds too good to be true, it is – especially if the diet or product offers a “quick fix.”

Watch out for products that describe certain foods as “good” or “bad.”

Fad diets may require you to avoid foods or entire groups. Multiple research studies over the years have shown that balance and variety are needed for good health and all foods can be a part of a healthy diet.

Coping with Change

Change: it’s an unavoidable fact of life, and yet most people resist it. But adapting to change well may hold the key to your emotional well-being. Resilience – the ability to weather change while maintaining psychological and physical stability – is the key. Here are a few tips to help you deal with change more smoothly:

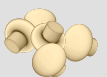
Don’t ignore your feelings. Change naturally brings feelings of stress. Acknowledge these feelings so you can deal with them honestly.

Know you're not alone. Rely on family and friends for support. Getting involved in social or civic organizations can help build relationships that will sustain you in difficult times.

Learn from the past. Remember what you did in the past when responding to change and repeat the actions and attitudes that worked.

Stay optimistic. Focus on future events that make you feel hopeful. When you feel down, try watching a funny movie or reading a humorous book.

Keep perspective. Don’t compare yourself to others. Look at change in the greater context of your life and realize that things will improve.



T.A.S.T.E. Tips and Information for Moms

Based on a survey of more than 500 moms, Produce for Better Health developed the following tip sheet to help moms find fast, simple ways to incorporate fruits and veggies into mealtimes and ideas on how to include fruits and veggies on a tight budget.

T – Try something new at every eating occasion.

- Explore new recipes that include fruits and veggies or get creative on your own. Add veggies to your casseroles, chili, lasagna, meatloaf, or soup. Drop berries into hot or iced tea, hot or cold cereal, pancakes, or yogurt.
- Keep a variety of bite-sized munchies on hand for on-the-go snacks, such as boxes of raisins, fresh grapes or berries, dried fruit trail mix, and frozen 100% fruit bars. Cherry tomatoes and carrot sticks with hummus can be a tasty and refreshing veggie treat.

A – All forms of fruits and vegetables count!

- In your menu, feature each of the Fab Five Forms – fresh, frozen, 100% juice, canned, or dried – which are all packed with nutrients for better health and energy.
- Color your family's plate, as a variety of colorful fruits and vegetables provide a wide range of vitamins, minerals, and other natural substances that may help protect you from chronic diseases including stroke, heart disease, and some types of cancer.

S – Shop smart.

- If you find that fruits and veggies spoil before you can use them up, consider buying fresh produce to use in three or four days. Clean and cut up produce, so it will be ready to use, and start by eating the most perishable items first. Buy canned, frozen, and dried for later in the week or if time is limited. They are fast and can be just as nutritious!
- Store produce in the crisper drawer of the refrigerator (except bananas, tomatoes, and potatoes) to stay fresh longer.

T – Turn it into a family activity.

- Have a shish-kabob or homemade pizza night, where the kids get to skewer or sprinkle their own healthy choices.
- If there is a farmer's market nearby, check it out. It will be a fun trip for the kids, and the produce should be very fresh and economical.

E – Explore the bountiful variety (and satisfy everyone)!

- For some families, it can be tough to find fruits and veggies that suit everyone's tastes. Use salad bars, buffets, or family gatherings to try new flavors until you find the foods that your whole family likes and then prepare them at home. There are more than 350 varieties of fruits and veggies to choose from.
- Challenge your children on each shopping trip by asking them to pick out a new fruit or veggie the whole family gets to eat!





WISEWOMAN Program Description

The Well-Integrated Screening and Evaluation for Women Across the Nation (WISEWOMAN) Program is an extension of the Michigan Department of Community Health's (MDCH) Breast and Cervical Cancer Control Program (BCCCP). Women are only eligible for the WISEWOMAN Program if they are first enrolled in the BCCCP. The focus of the WISEWOMAN Program is to assist women with reducing and/or preventing Cardiovascular Disease (CVD) risk factors through lifestyle behavior changes.

Agencies and health care providers will be reimbursed for specific Current Procedural Terminology (CPT) Codes associated with screening services, lifestyle counseling contacts and limited follow-up medical services. Specific information related to services eligible for reimbursement is described in this document.

The foundation of the WISEWOMAN Program is accurate assessment of CVD risk factors including assessment of age; personal history of Diabetes, Coronary Heart Disease (CHD) and Stroke; family history of CHD; current behaviors related to physical activity and smoking; Body Mass Index; and screening of blood pressure and total and HDL cholesterol. Appropriate medical referrals are made and all program participants are offered lifestyle counseling to assist them in making healthy lifestyle behavior changes. The focused areas of change are: 1) dietary behavior, 2) physical activity and 3) smoking. Each participant is encouraged to determine the areas in which she wants to make changes and assistance is provided for the development of goals related to these areas. Referrals are made to health care providers, smoking cessation counseling, low/no-cost physical activity programs and low/no-cost nutritional counseling/classes as appropriate. Face-to-face and telephone lifestyle counseling contacts are provided to support the participant in making progress toward her identified goals. Follow-up with health care providers is done for women with alert values for blood pressure and/or cholesterol to ensure necessary treatment is initiated and appropriate medical care is provided.

Focus of the Program

The main focus of the WISEWOMAN Program is to assist participants in making lifestyle behavior changes that will hopefully impact their CVD risk factors and symptoms or prevent the development of CVD risk factors. Assistance is provided through lifestyle counseling and the provision of appropriate referrals. It is required that agencies offer program participants information related to the areas in which goals are established and support their efforts to make changes during face-to-face and telephone lifestyle counseling contacts. Agency staff members need to possess skills to effectively work with women to identify goals, develop ways to track progress, develop and utilize support systems for achieving success and identify new goals once original ones have been achieved.

WISEWOMAN Program Flow

Below are guidelines to be used in the implementation of the WISEWOMAN Program.

Annual Cycle

The initial or annual WISEWOMAN screening will initiate a one-year cycle. It is expected that the WISEWOMAN screening will take place at the same time as the BCCCP screening, during the same office visit. If the WISEWOMAN screening services cannot be conducted at the time of the BCCCP screening services, agencies can perform the WISEWOMAN screening services at a later date. It is expected that the majority of the WISEWOMAN screenings will occur during the same office visit as the BCCCP screening services.

The **Screening Component** will assess for CVD risk factors and will include:

- **One Assessment of Blood Pressure**

- ⇒ Two measurements for blood pressure should be done, following the procedures outlined in the Blood Pressure & Pulse Screening Section of the WISEWOMAN Policies and Procedures Manual. The category is determined by averaging the two measurements.
- ⇒ The procedure for measuring the blood pressure on the lower arm (outlined in the Blood Pressure & Pulse Screening Section of the WISEWOMAN Policies and Procedures Manual) should only be used if the upper arm is too large for a large adult cuff and an appropriate sized cuff is not available.
- ⇒ **Optimal Blood Pressure:** <120 (systolic) & <80 (diastolic)

- **One Assessment of Total and HDL Cholesterol**

- ⇒ It is required that a Cholestech Machine be utilized for measuring Total and HDL Cholesterol in order for immediate results to be obtained.
- ⇒ The procedures outlined in the Cholesterol Screening Section of the WISEWOMAN Program Policies and Procedures Manual should be followed when conducting the cholesterol screening.
- ⇒ If the result of the Total Cholesterol screening is >400 mg/dL, a second measurement should be taken. Reimbursement of a second Total Cholesterol measurement will only be authorized if the first measurement is >400 mg/dL. (See the Screening and Referral Protocols in the Screening and Referral Protocols Section of the WISEWOMAN Program Policies and Procedures Manual for additional protocols related to a cholesterol measurement of >400 mg/dL.)
- ⇒ **Optimal Total Cholesterol:** <200
- ⇒ **Optimal HDL Cholesterol:** ≥40

- **One Assessment of Pulse Regularity**

- ⇒ Assessment of Pulse Regularity should be done according to the procedures outlined in the Blood Pressure & Pulse Screening Section of the WISEWOMAN Program Policies and Procedures Manual.
- ⇒ **Optimal Pulse Rhythm:** Regular

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- **Assessment of the following based on responses on the WISEWOMAN Health History Form:**
 - ⇒ Personal history of diabetes
 - ⇒ Family History of Coronary Heart Disease (CHD)
 - Father, brother or son before age 55
 - Mother, sister or daughter before age 65
 - ⇒ Personal history of CHD
 - ⇒ **Optimal Health History:** No personal history of diabetes and no personal or family history of CHD

- **Assessment of the following based on responses on the WISEWOMAN Healthy Lifestyle Assessment Form:**
 - ⇒ Physical Activity
 - Frequency of activity and time spent in activity
 - ⇒ Cigarette Use
 - ⇒ **Optimal Physical Activity Level:** Participation in planned physical activity at least 30 minutes per day, in at least 10-minute increments, at least 5 days per week.
 - ⇒ **Optimal Cigarette Use Level:** Not at all

- **Assessment of the following based on information from the WISEWOMAN Screening Form:**
 - ⇒ Body Mass Index (BMI)
 - ⇒ **Optimal BMI:** <30 for risk of CVD and <25 for optimal health

In addition to the assessment of CVD risk factors, an assessment of each participant's consumption of fruits, vegetables, dairy and grain products will be done based on responses on the WISEWOMAN Healthy Lifestyle Assessment Form. This information will be utilized to assist with the development of goals for participants who wish to develop nutrition goals. Nutrition recommendations are based on the 2005 Dietary Guidelines for Americans. The optimal consumption for each assessed food group is:

- **Fruits and Vegetables:** 5 cups per day (at least 2 cups fruits and 3 cups vegetables per day) focusing on a variety of colors; to include 3 cups of dried beans or legumes each week
 - ⇒ Examples of what equals 1 cup of fruits and vegetables are:
 - 1 small apple (2.5" diameter)
 - 1 cup applesauce
 - ½ cup dried fruit
 - 1 cup cooked greens or spinach
 - 2 cups raw spinach or leafy greens
 - 1 cup whole, mashed or cooked dry beans or peas

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- **Dairy:** 3 cups fat-free or low-fat milk or an equivalent amount of fat-free/low-fat yogurt and/or fat-free/low-fat cheese every day
 - ⇒ Examples of what equals 1 cup of dairy are (Most should be fat-free or low-fat.):
 - 1 cup milk
 - 1 regular container (8 fluid ounces) of yogurt
 - 1½ ounces hard cheese
 - 2 ounces processed cheese
 - ½ cup ricotta cheese
 - 1½ cups ice cream

- **Grains and Grain Products:** 6 ounces per day with at least half of the products being whole-grain cereals, breads, crackers, rice, or pasta
 - ⇒ Examples of what equals 1 ounce of grains are:
 - 1 slice of bread
 - 1 cup dry cereal
 - 5 whole wheat crackers
 - 7 square or round crackers
 - ½ cup cooked oatmeal
 - ½ cup cooked rice
 - ½ cup cooked pasta

Lifestyle Intervention

All WISEWOMAN Program participants, regardless of their screening results will be eligible for the Lifestyle Intervention that includes a minimum of three and maximum of six lifestyle-counseling contacts with a Lifestyle Counselor. The purpose of the lifestyle intervention is to assist program participants with decreasing their CVD risk factors and/or preventing the development of CVD risk factors. The areas of focus are nutrition, physical activity and smoking cessation.

The Lifestyle Intervention Includes:

- Development of goals using the Healthy Lifestyle Goals form.
 - ⇒ It is expected that all participants will develop goals to assist them with decreasing their CVD risk factors and/or preventing the development of CVD risk factors.
 - ⇒ It is expected that the Healthy Lifestyle Goals form will be completed in a face-to-face session and that it will take at least 30 minutes to develop.
 - ⇒ The Healthy Lifestyle Assessment and Health History forms should be utilized when developing healthy lifestyle goals.

- Assisting program participants with how to utilize the WISEWOMAN Goal Progress Chart for successfully tracking progress on lifestyle behavior goals and developing new goals as previously set ones are reached.

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- Provision of information, as appropriate, related to lifestyle behavior goals (i.e., nutrition, physical activity and smoking cessation).
- Assistance with addressing barriers to successfully reaching goals.
- Two-Five additional lifestyle-counseling contacts for all new program participants following completion of the Healthy Lifestyle Goals form to be completed during the first year in the program. The purpose of these contacts is to provide support and assistance related to lifestyle behavior change goals.
 - ⇒ Ideally, lifestyle-counseling contacts should be spaced out throughout the year so the final contact is within 2-3 months of the next annual cycle. This will hopefully lead to an increased return rate for both the BCCCP and WISEWOMAN Program annual cycles. Up to five contacts (in addition to the contact where the Healthy Lifestyle Goals form is completed) will be reimbursed by WISEWOMAN funds.
 - ⇒ Lifestyle counseling contacts can range from 15 minutes to one hour. Contacts can be face-to-face or telephone. Face-to-face contacts can be individual or in a group setting. Individual contacts are reimbursable at 15, 30, 45 and 60 minutes and group contacts are reimbursable at 30 and 60 minutes.
 - ⇒ A Lifestyle Counseling Contact Form must be completed for each of these contacts.
 - ⇒ Agency staff will need to develop a tracking system to ensure **at least two** lifestyle-counseling contacts (following completion of the Healthy Lifestyle Goals form) are provided to each program participant.
 - ⇒ Program participants returning for annual screenings beyond the initial baseline screening may receive the 2-5 additional contacts if they wish, but there is no expectation that they will receive any contact beyond completion of the Healthy Lifestyle Goals.

Medical Referrals

- The following guidelines should be used to determine when and in what time frame to refer program participants to a health care provider:
 - ⇒ **Immediate Medical Care** if any of the following symptoms are present:
 - Shortness of breath
 - Chest pain
 - Sudden weakness/numbness of face, arms or legs
 - Temporary difficulty with or loss of speech
 - Loss of vision/double vision
 - Unsteady on feet/loss of balance/dizziness
 - Difficulty functioning (mentally or physically)
 - Change in ability to remember/understand
 - Sudden severe headache
 - ⇒ **Within 1 Week** if:
 - Blood Pressure (BP) >**180** (systolic) **and/or** >**110** (diastolic)

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- Total Cholesterol **>400**
- ⇒ **Within 1 Month** if:
 - BP **160-180** (systolic) **and/or 100-110** (diastolic)
- ⇒ **Within 1-2 Months**
 - BP **140-159** (systolic) **and/or 90-99** (diastolic)
 - Total Cholesterol **240-400**
 - Total Cholesterol **200-239** with HDL **<40** or 2 or more risk factors **or** history of Coronary Heart Disease **or** history of diabetes
 - HDL **<40 and** Total Cholesterol **<200**
- ⇒ **Suggest Diagnostic Exam Within 1-2 Months** if:
 - Newly detected irregular pulse (**Note:** If a participant does not need to be referred for a Diagnostic Exam for evaluation of her blood pressure and/or cholesterol and she has a newly detected irregular pulse, the Diagnostic Exam will **NOT** be reimbursed by MDCH.)
- WISEWOMAN funds will pay for one diagnostic exam and one fasting lipoprotein profile per cycle. Subsequent treatment and follow-up care is not covered by WISEWOMAN funds. Health care providers must agree to provide treatment and follow-up care free or at reduced fees. **Note:** In some cases, a second diagnostic exam may be eligible for reimbursement. See requirements related to reimbursement of the second diagnostic exam in the Billing and Reimbursement Section of the WISEWOMAN Policies and Procedures Manual (Billing and Reimbursement Protocols Document).
- It is expected that health care providers will follow treatment and clinical follow-up care guidelines as recommended by the Adult Treatment Panel III and the Seventh Report of the Joint National Committee on Prevention, Detection, Evaluation and Treatment of High Blood Pressure (JNC 7), including drug therapy and periodic re-evaluation and re-administration of diagnostic tests.
- **Note:** If an irregular pulse is identified in addition to elevated Blood Pressure and/or Total Cholesterol and/or undesirable HDL Cholesterol, include this on the Referral for Diagnostic Exam Form submitted to the health care provider.

Medical Care Case Management

- If a program participant's cholesterol and/or blood pressure measurements are as follows, she will receive Medical Care Case Management in addition to the Lifestyle Intervention.
 - ⇒ BP is **>180** (systolic) **and/or >110** (diastolic) **and/or**
 - ⇒ Total Cholesterol is **>400**

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- Medical Care Case Management involves establishing, brokering, and sustaining a system of available clinical (screening, diagnostic, and treatment) and support services for all enrolled women with Alert values.
- The agency must assist the program participant with addressing barriers to attending appointments, obtaining needed medications, etc.
- Agency staff must develop a system to track results of lipoprotein profiles (if indicated), diagnostic exam results and initiation of treatment for all program participants who qualify for Medical Care Case Management.
- The clinical data from the diagnostic exam and fasting lipoprotein profile results (when a fasting lipoprotein profile is indicated) must be obtained from the health care provider by the agency for submission to MDCH.
- A Medical Care Case Management Form must be completed for all program participants who qualify for Medical Care Case Management. The completed form must include a detailed Plan of Care, documentation that treatment has been initiated, information related to medications and lifestyle change recommendations. The completed Medical Care Case Management Form must be mailed to MDCH within ten business days after the scheduled diagnostic exam appointment along with the completed Health History, Healthy Lifestyle Assessment and Screening Forms and completed Referral for Diagnostic Exam Form (if available).
- Medical Care Case Management concludes when the program participant initiates treatment or is no longer eligible for the WISEWOMAN Program.
- Once the agency receives confirmation from the health care provider that the program participant has initiated treatment, lifestyle counseling contacts will focus on the lifestyle behavior change goals, although information related to the follow-through with medical care and indicated treatment should also be obtained.
- The agency can bill once during each cycle for reimbursement of Medical Care Case Management services provided for program participants eligible for this level of care. Each agency can determine the way(s) in which they will support the participant in obtaining the needed medical evaluation and subsequent care, if indicated.

Prescription Assistance

Agencies must obtain prescription assistance for program participants who indicate need for such services. This may include providing prescription assistance directly and/or ensuring participating health care providers are able to secure prescription assistance for the participant.

Screening Results and Information Pamphlet

All WISEWOMAN Program participants will receive a pamphlet that will include their screening results and information related to identified CVD risk factors.

Tracking System

Agencies are expected to develop a tracking system for reminding program participants of their annual screening date. BCCCP clients are eligible for annual WISEWOMAN Program screening and lifestyle counseling services yearly.

Referrals to Free/Low Cost Community Programs

All program participants should be referred to appropriate free/low cost community programs to support identified goals (e.g., smoking cessation, nutrition and physical activity). These referrals are **not** covered by WISEWOMAN funds.

Rescreening

All program participants should have the opportunity to be rescreened within 10 to 14 months of their initial baseline WISEWOMAN screening. After the initial baseline screening and the first annual rescreening, there is no expectation that a client be rescreened every year. However, MDCH has determined that if a client is motivated and wants to continue in the WISEWOMAN program, she may be rescreened annually at the discretion of the agency.



WISEWOMAN Program Client Rescreening Protocols

Rescreening

- It is expected that all program participants have the opportunity to be rescreened for WISEWOMAN within 10 to 14 months of their initial (baseline) WISEWOMAN screening.
 - The Centers for Disease Control and Prevention (CDC) performance indicator for rescreening indicates that at least 75% of clients who receive baseline screening services will return to be rescreened within 10-14 months.
 - The Michigan Department of Community Health (MDCH) will calculate the rescreening rate for each agency and the rescreening rate for the state WISEWOMAN program. MDCH will provide each agency with this information on the monthly WISEWOMAN Client Caseload Report.
- After the initial baseline screening and the first annual rescreening, there is no expectation from CDC that a client be rescreened every year. However, MDCH has determined that if a client is motivated and wants to continue in the WISEWOMAN program, she may be rescreened annually at the discretion of the agency.
- Clients returning for their annual rescreening may only be rescreened when at least 10 months has elapsed since their previous screening services. **Any rescreening services that take place at less than 10 months will not be paid by MDCH.**

PLEASE NOTE:

- It is a CDC requirement that all WISEWOMAN clients participate in the Breast and Cervical Cancer Control Program (BCCCP).
- BCCCP policy indicates a client may only receive one screening mammogram within a 12 month period.
- It is expected that all WISEWOMAN screening/rescreening services take place at the same time as the BCCCP screening. If the WISEWOMAN rescreening cannot be conducted during the BCCCP office visit, agencies **can** perform the WISEWOMAN rescreening at a **later** date.

Incentives

- Incentives (either those provided by MDCH or those obtained by the agency) may be used to motivate program participants to return for their first annual rescreen. Agencies can determine how to use the incentives to best meet the needs of program participants.

Tracking

- It is expected that local agency WISEWOMAN Program staff develop a tracking system to ensure each program participant is reminded to attend her first annual rescreening.
 - MDCH will provide agencies with a report at the beginning of each month listing clients who received their baseline screening services between 10 and 14 months prior to the date of the report and who have not already attended their first annual rescreening.

Lifestyle Counseling

- Program participants returning for annual screenings beyond the initial baseline screening may receive the 2-5 additional contacts if they wish, but there is no expectation that they will receive any contact beyond completion of the Healthy Lifestyle Goals.



WISEWOMAN Program Lifestyle Counseling Protocols

Lifestyle Counseling

- It is expected that all program participants will devote one lifestyle counseling contact to develop goals using the Healthy Lifestyle Goals form.
 - It is expected that the lifestyle counselor spend at least **30 minutes face-to-face** with the client, to complete the Healthy Lifestyle goals form.
 - The counselor should use information from the Healthy Lifestyle Assessment and Health History forms to assist in development of appropriate lifestyle behavior goals. Assessment of the participant's readiness to change is encouraged when assisting with goal development.
 - The lifestyle counselor **must document** information related to each lifestyle counseling contact in order to ensure appropriate authorization for payment by the Michigan Department of Community Health and timely payment by the Third Party Administrator. The Healthy Lifestyle Goals form itself is the documentation of this lifestyle counseling contact.
 - Educational materials and resources related to lifestyle behavior goals should be provided to the participant as appropriate (i.e., nutrition, physical activity and smoking cessation).
 - As appropriate, information should be provided to the participant on how to utilize the WISEWOMAN Goal Progress Chart for tracking progress on lifestyle behavior goals and developing new goals as previously set ones are reached.

- It is expected that all new program participants will receive 2-5 lifestyle counseling contacts during their first year in the program (either face-to-face or by telephone) to provide support and assistance related to lifestyle behavior change goals on their Healthy Lifestyle Goals form. These 2-5 contacts are in addition to the time spent completing the Healthy Lifestyle Goals form.
 - It is expected that the lifestyle counseling contacts be spaced throughout the year so the final contact is within 2-3 months of the next annual cycle. This will hopefully lead to an increased return rate for both the BCCCP and WISEWOMAN Program annual cycles.
 - Information related to each lifestyle counseling contact **must be documented** on the WISEWOMAN Lifestyle Counseling Contact Form. All questions must be answered on the form, with "N/A" being indicated for questions not applicable. All questions must be answered on the WISEWOMAN Lifestyle Counseling Contact Form to ensure appropriate authorization for payment by the Michigan Department of Community Health and timely payment by the Third Party Administrator.
 - Additional educational materials and resources related to lifestyle behavior goals should be provided to the participant as appropriate (i.e., nutrition, physical activity and smoking cessation).

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Lifestyle Counseling Protocols
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- Assistance, as appropriate, should be provided to help the participant overcome barriers to successfully reaching goals.
- Assistance with development of new goals should be provided to the participant as previously set goals are reached.
- Program participants returning for annual screenings beyond the initial baseline screening may receive the 2-5 additional contacts if they wish, but there is no expectation that they will receive any contact beyond completion of the Healthy Lifestyle Goals.

Referrals

- Agency staff members are expected to refer program participants to appropriate free/low cost community programs and resources to support healthy lifestyle behaviors.

Incentives

- Incentives (either those provided by MDCH or those obtained by the agency) may be used to motivate program participants to make healthy lifestyle changes and assist with successful goal attainment. Agencies can determine how to use the incentives to best meet the needs of program participants.

Tracking

- It is expected that local agency WISEWOMAN Program staff develop and maintain a tracking system to ensure each program participant develops lifestyle goals and receives the appropriate number of lifestyle counseling contacts
 - MDCH will provide agencies with a Client Contact Information report at the beginning of each month listing all active clients and the number of lifestyle counseling contacts they have received. This report should be used in conjunction with the agency's tracking system.