

CHIP PROGRAM PLANNING CHECKLIST

FACE TO FACE / HYBRID PROGRAM



Click on box to check

This is in topic order not process or date order.

INITIAL CONSIDERATIONS

- Contact LMI CHIP to notify us of your program.
Phone 0477 161 590 or email sharon.stevenson@chiphealth.com.au
- Access will be opened to CHIP Hub if your program is online.
- Go to www.chiphealth.com.au for facilitator support resources. Facilitator section password is **livinglmi**
- Discuss CHIP with relevant organisational leaders & gain support.
- Attend a CHIP session/program as an assistant or observer (contact LMI CHIP for accessible programs).
- Connect with other experienced CHIP facilitators.
- Identify your participant demographic if restricted (retired, student, church member, patients etc).
- Select preferred program type: Online OR in-person OR hybrid. (If in-person, have alternate option).

CHIP TEAM

TEAM SIZE WILL DEPEND ON THE NUMBER OF PARTICIPANTS

- Build a CHIP team to run the program with the following members as needed:
 - Program Leader (Must be certified Facilitator).
 - Trained Facilitators to lead out (*training to be completed before commencement of program*).
 - Table hosts (1 host per 6 -10 people).
 - IT support.
 - Food demonstrators or Taste preparation cooks or External caterer.
 - Program registration secretary.
 - Greeters.
 - Treasurer.
- Have clear roles laid out for all team members.

COVID PLANNING

- Ensure all local and country requirements are met for group meetings and food handling.
- Have a plan in case a COVID lock down occurs.

CHIP PROGRAM LENGTH

SELECT THE PROGRAM LENGTH MOST SUITABLE TO YOUR PROGRAM

- 55 mins.
- 60 mins.
- 90 mins.
- Other...

VIDEO PROGRAM LENGTH

SELECT THE PROGRAM LENGTH MOST SUITABLE TO YOUR PROGRAM

- Short version (18-25 mins).
- Long version (18-46 mins).

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PROGRAM SCHEDULE

THIS MUST COVER THE FULL TIME PERIOD AND INCLUDE ALL SESSIONS

- Identify dates.
- Identify times.
- Create a schedule of all sessions.
- Plan to manage session scheduled during school holidays/ public holidays.
- What happens if people are absent?
- If Hybrid program, identify which sessions are online and which are face to face?
- Locate potential venues and secure a suitable one for the dates you have selected.

INSURANCE

- Confirmation of CHIP Program agreed and noted in Organisational board minutes.
- Provide copy of board meeting minute to LMI CHIP. Email to sharon.stevenson@chiphealth.com.au

RESOURCE & EQUIPMENT NEEDS

- USB Drive (order from LMI CHIP when preparing program).
- CHIP Kits (order from LMI CHIP at least 2 weeks prior to program starting).
- CHIP Hub spaces (order from LMI CHIP at least 3 working days prior to program starting).
- Food Demonstration / Tasting Equipment needed.
- Body measurement equipment (scales, tape measure, blood pressure machine).
- Plan and order items you may want to use/display during CHIP (*magazines, books, DVD's recipe books, etc.*)
- Prepare resources for the exercise component of CHIP presentations.
- Any additional IT equipment needed?

PARTICIPANTS

- How will people find out about your program? (*Facebook, newsletter, leaflet drop, word of mouth, GP referral*)
- How do participants register? Who do they contact?
- Is there any cost to the participant? How much?
- How and when will people pay?
- Are children welcome?
- Are there child friendly activities?

BLOOD TESTS AND BODY MEASUREMENTS

- Identify laboratory to provide blood collection services.
- Obtain quote from Lab for services in writing and confirm with them.
- Decide minimum age for blood tests.
- Obtain Laboratory Request forms from Doctor (if required by Lab-check with them) for all participants.
- Have clear instructions ready for participants on how they will have labs collected.
- Ensure all participants GP's receive a copy of their results (note on the request form 'copy to GP').
- Plan location for body assessments to be completed.
- Develop process for collection of body measurements.

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FOOD

- Decide if food samples are to be demonstrated or tasting offered.
- Create CHIP friendly menus for relevant sessions.
- Practice recipes that will be demonstrated during the program.
- Identify recipes to be used. Include recipes from *Eat More*.
- Print recipes for all participants.

FINANCIAL MANAGEMENT

- Create a budget. Include all costs, income, participant fees, grants, and organisational support.
- Ensure all costs are covered and there are some additional contingency funds.
- Have a plan in case there is a *surplus* at the end of the program.
- Have a plan in case there is a *loss* at the end of the program.
- Decide participant fees for all 5 levels. (Template available in Facilitator resources).
- Create receipting system for all participant fees. Have one person designated to handle these.
- Ensure all offers of financial support are in writing with a clear descriptor of what funds are for.
- Ensure all financial reporting requirements are completed for organization providing sponsorship / grants.

PAPERWORK & REPORTING

- Set up a filing/storage system to collect and store any material related to CHIP (display or manilla folders).
- Register program details at chiphealth.com.au > select Facilitator tab > enter password = **livinglmi**
- Participant agreements to be signed at start of program (found on www.chiphealth.com.au website in Facilitator section).
- Maintain attendance log throughout program.
- Ensure all reporting requirements are completed for organization providing sponsorship / grants.
- Complete LMI CHIP feedback form.

QUESTIONS? NEED HELP ?

Call us at +61 477 161 590 or email ask@chiphealth.com.au