



The Diabetes Prevention Program's
Lifestyle Change Program

**Manual for
Contacts after Core**

Introduction and Sections 1-3

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Developed by the Diabetes Prevention Program Lifestyle Resource Core,
Rena Wing, PhD, and Bonnie Gillis, MS, RD
Phone: (412) 624-2248
Facsimile: (412) 624-0545
e-mail: dppwing@vms.cis.pitt.edu

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**Lifestyle Balance:
Diabetes Prevention Program Lifestyle Change Program**

Manual for Contacts after Core

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Manual for Contacts After Core: Revision History

Date	Revision
2/3/97	Sent to Program Coordinators: Manual for Contacts after Core.
5/1/97	In Newsletter (Vol. 2, No. 2), sent to Program Coordinators: Section 6: Guidelines for Conducting Lifestyle Classes after Core Optional participant worksheets: <ul style="list-style-type: none">• Do More of What Works (PS2)• Shake Things Up a Little (PS3)• Staying Active on Vacation (BR1)• Staying Active on Holidays (BR2) Outlines and handouts for optional after-core classes: <ul style="list-style-type: none">• Winning at Losing• Getting Ready for a Walking Event
7/20/97	In Newsletter (Vol. 2, No. 3), sent to Program Coordinators: Outline and handouts for optional after-core class: <ul style="list-style-type: none">• Low-Fat Cooking Class
10/1/97	In Newsletter (Vol. 2, No. 4), sent to Program Coordinators: Outline and handout for optional after-core class: <ul style="list-style-type: none">• Muscle Training
11/11/97	In Newsletter (Vol. 2, No. 5), sent to Program Coordinators: Revised Section 6: Guidelines for Conducting Lifestyle Classes after Core (now includes sections 6.3-6.5) Optional handouts: <ul style="list-style-type: none">• Getting Ready for the Holidays (HL1)• If You Drink Alcohol... (ON2)• Happy Holidays! (menu modifications) (MP5)• Solving the Problem of Buffets and Receptions (CU1)• Just Do It: Getting Moving in the Morning (BR5)• Just Do It: Getting Going At Work or After Work (BR6)• Just Do It: Staying Active on Holidays and Vacations (BR7)• Just Do It Commitment (BR8)• Measuring My Hand (SM1)
1/28/98	In Lifestyle Balance News (Vol. 3, No. 1), sent to Program Coordinators: Revised Table of Contents, pages ii and iii; Revision History page v. Updated Checklist for After Core. Optional handouts: <ul style="list-style-type: none">• Buyer Beware (SM2)• If You Believe You Can't Lose Weight/Personal Health (Victors in the Weight-Loss Battle Debunk Myths and Share Secrets) (MV5)

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- 4/3/98 After-Core Class: Considering Vegetarian Food Options
Revised Muscle Training class and handout.
In Lifestyle Balance News (Vol. 3, No. 2), sent to Program Coordinators:
Revised Table of Contents, Revision History page v.
Updated Checklist for After Core.
Revised Section 2 (now emphasizes response plan for weight regain and frequent contact after core).
Revised What's Next? participant handout for After-Core Session 1.
Optional handout:
 The Fight Against Flab (MV6)
- 6/26/98 In Lifestyle Balance News (Vol. 3, No. 3), sent to Program Coordinators:
Revised Table of Contents, Revision History page v.
Addition to Section 4: Prompts for After-Core Class
Revisions/additions to section 5:
 Measuring My Hand, page 1 revised
 New optional handouts: Lifestyle Balance on Vacation (HL2),
 Managing Binges (BE1)
Revised Section 6 (now emphasizes providing for restart opportunity in after-core classes, simpler guidelines for centers developing their own classes)
New after-core classes: Being Assertive, Family Support, Stress Management, Time Management, Combination Class Idea from Indiana
Miscellaneous: Spanish fat counter from USC.
- 9/14-15/98 Distributed at Lifestyle Training in Pittsburgh:
 Set of 3 relaxation audiotapes for the Stress Management class
- 10/15/98 In Lifestyle Balance News (Vol. 3, No. 4), sent to Program Coordinators:
Revised pages (all) from Table of Contents and Revision History.
New after-core classes: Walks, Food Tastings, Eating on the Town, Lifestyle Balance During the Holidays, Low-Fat Cooking Classes from Pittsburgh and St. Lukes, Ready to Restart
- 12/16/98 In Lifestyle Balance News (Vol. 3, No. 5), sent to Program Coordinators:
Revised pages iii and vii from Table of Contents and Revision History.
Updated Checklist for Lifestyle Balance Sessions--After-Core.
New after-core classes: Maintaining Motivation in the After-Core: Setting Goals, Keeping Track of Success, Problem Solving, and Reaping Rewards (from Seattle); One-Time After-Core Group Session, How Is the DPP Doing? (from Mass. General)
- 3/8/99 Ordering information for Shape Up America! materials
In Lifestyle Balance News (Vol. 4, No. 1), sent to Program Coordinators:
Revised pages i, iv and vii from Table of Contents and Revision History.
Addition to Section 4: Sample copies of Lifestyle Balance Calendar and Mail-In Monday Card.

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- 5/14/99 Addition to Section 5: Update sheets for the years 2000 through 2003.
In Lifestyle Balance News (Vol. 4, No. 2), sent to Program Coordinators:
Revised entire Table of Contents and Revision History.
New after-core classes: Emotional Eating, Planning for the Holidays the Low-fat Way, Muscle Training (from Massachusetts General DPP).
- 8/20/99 Revised outline for Session 2 from the Pittsburgh Low-Fat Cooking Class.
In Lifestyle Balance News (Vol. 4, No. 3), sent to Program Coordinators:
Revised pages iii and vi of Table of Contents and Revision History.
Revised pages 6 and 7 from outline for Lifestyle Balance During the Holidays and article on the importance of self-monitoring, "How Can Obese Weight Controllers Minimize Weight Gain During the High Risk Holiday Season? By Self-Monitoring Very Consistently"
Revised cover page for the after-core class, Planning for the Holidays the Low-Fat Way
New after-core class from Northwestern: Fantastic Fiber
- 11/19/99 In Lifestyle Balance News (Vol. 4, No. 4), sent to Program Coordinators:
Revised pages i, ii, iii, and vi of Table of Contents and Revision History.
New after-core handout, Focus on Flexibility.
Revised pages 3 and 4 from the after-core class Getting Ready for a Walking Event.
Two new after-core classes: Let's Get Up Close and Personal with Our Heart Rate Monitors (from Northwestern) and Eating Out on the Town (from Massachusetts General)
- 3/10/00 To Program Coordinators:
DPP Spring Training
- 5/5/00 In Lifestyle Balance News (Vol. 5, No. 1), sent to Program Coordinators:
Revised pages i and vi of Table of Contents and Revision History.
Handouts: DPP Lifestyle Progress Summary, Decision Balance
- 7/28/00 In Lifestyle Balance News (Vol. 5, No. 2), sent to Program Coordinators:
Revised pages i, ii, iii, and vi of Table of Contents and Revision History.
Handouts: Vitamin Supplements: Who Needs Them?;
Should You Trust Herbal Remedies?
After-core class: Making Sense of Health News and Popular Diets
- 1/26/01 In Lifestyle Balance News (Vol. 6, No. 1), sent to Program Coordinators:
Revised pages iii and vi of Table of Contents and Revision History.
Handouts: DPP Strength Training Program Using Thera-Bands

Section 1: Overview

This manual provides guidelines for implementing the Diabetes Prevention Program (DPP) Lifestyle Intervention after DPP lifestyle participants have completed the 16 sessions of the core curriculum.

After session 16, lifestyle participants must be **contacted at least once a month for the remainder of the trial** and must be **seen in person at least once every other month**. This is a *minimum* level of contact, and more frequent contacts are encouraged as needed to support participant adherence. (For example, if a participant finishes the 16 sessions of the core curriculum in 16 weeks, the Lifestyle Coach might plan to continue weekly contacts for the next 8 weeks and beyond that, as well, if the participant is willing. Studies have shown that frequent contacts support adherence, so we encourage Coaches to see participants as often as possible.)

There is no required curriculum after core. Lifestyle Coaches may focus on any topics that support participant adherence to the weight loss and physical activity goals. However, Lifestyle Coaches should follow the general guidelines provided in this manual for conducting in-person sessions, phone and mail contacts, and classes, and, if desired, Coaches may use any of the optional materials included in this manual. Additional materials for use after the core curriculum will be developed throughout the trial, either by the Lifestyle Resource Core (LRC), with input from the Lifestyle Advisory Group and Lifestyle Coaches, or by the clinical centers. Locally-developed materials should be sent to the LRC for review before use. The LRC will share the locally developed materials with the other DPP centers.

To facilitate organization, all after-core materials will include a footer that contains a topic code and sequence number. The materials should be kept in this manual in the order in which they are presented in the Table of Contents (that is, alphabetized by topic code within separate sections for behavioral, physical activity, and healthy eating topics). The Table of Contents will be updated when new materials are distributed.

This manual should be used in combination with the DPP Protocol and the DPP Lifestyle Manual of Operations, which provide detailed instructions and information about the lifestyle intervention.

Section 2: Guidelines for Conducting In-Person Sessions after Core

In-Person After-Core Session 1

The **first in-person session after core** will be conducted like all other in-person after-core sessions (following the guidelines given below), except that the “new topic” will be to introduce the upcoming six months by reviewing the participant worksheets for In-Person After-Core Session 1 (see Table of Contents):

Review the **What’s Next** worksheet with the participant. On page 1, record the following in the blanks provided:

- *Physical activity*: Record the participant’s activity goal (minimum of 150 minutes, above that if possible) and the tool to be used for recording activity minutes (e.g., Keeping Track booklet, Lifestyle Balance calendar, or personal calendar). **Emphasize the critical importance of bringing in a complete written record of daily activity minutes to every visit.**
- *Weight loss*: Record the participant’s weight goal (minimum of 7% loss, beyond that if possible), frequency of self-monitoring weight (at least once a week), whether the participant will keep track of foods eaten, fat grams, and/or calories, and how often (minimum of one week per month, more often if needed to support adherence), and the tool for self-monitoring weight and eating (e.g., Keeping Track booklet, Count 100 cards, or Quick Track) . Also **record a specific plan for weight loss and for responding to any weight regain.** Tailor the plan to the individual:
 - For example, if the participant has not yet reached the 7% weight loss goal, the plan should emphasize strategies to improve adherence (see Tool Box).
 - If the participant *has* reached the 7% weight loss goal (which is a *minimum* goal for the study) and wants to lose more, the plan might incorporate a new weight goal for the coming six months and a related fat gram/calorie goal.
 - Specify a “response plan” to put in place if the participant’s weight goes above the 7% weight loss goal. For example, the plan might be to resume daily self-monitoring of fat grams/calories; reduce fat grams/calories to a specified level; call the Lifestyle Coach once a week to report progress, discuss barriers, and develop weekly action plans; and increase the frequency of in-person visits as soon as possible. Again, this plan should be tailored to the participant, incorporating strategies that have worked well for the participant in response to slips or relapse during the core curriculum.
 - Finally, **stress the importance of bringing a self-monitoring record (weight, activity, and fat gram/calorie intake) to every visit.**

On page 2 of the **What’s Next** worksheet, record the following:

- The *frequency with which you plan to contact the participant* in person, by phone, and by mail. Although the DPP protocol requires that lifestyle participants are seen in person once every two months during the after-core period and once by phone or mail on the

alternate months, this is a *minimum* requirement; for many participants, it may be less than optimal for supporting adherence to the lifestyle intervention goals. Therefore, the Lifestyle Resource Core strongly urges Lifestyle Coaches to individualize the schedule of after-core visits with two factors in mind:

1. First and foremost, *design the schedule based on the participant's recent pattern of adherence*. **Transition participants from weekly or biweekly visits slowly and only if high levels of adherence persist.** Avoid an abrupt drop in the frequency of contact. Use the following rule of thumb as well as your clinical judgment: stay at weekly visits until the participant reaches and maintains goal for at least 4 weeks. Then try moving to biweekly visits. Move to monthly visits only when the participant remains at goal for at least 8 weeks. Be prepared to begin seeing the participant weekly or biweekly again if needed based on the ongoing pattern of adherence, and don't wait to do so until the next in-person visit. Be proactive. Schedule an appointment right away if you discover a downward trend in adherence based on data received between visits by phone or mail.
 2. Secondly, *design the schedule based on the participant's preference, keeping any retention issues in mind*. For example, if a participant who is not at goal for weight or activity absolutely refuses to come in more often than once every two months and may stop coming in altogether unless you keep it to the minimum required, it is probably best to schedule bimonthly visits, making frequent phone and mail contacts in-between. Over time, it may be possible to begin seeing the participant more often.
- On the **Topics of Interest** worksheet, check the topics that are of particular interest to the participant or relevant to any adherence problems. Use the blanks to note any additional topics of interest or relevance.
 - Use the **Lifestyle Balance Update: Contacts after Core** to both plan and informally document contacts (this is not a study form). Pencil in upcoming appointments, types of contacts that are planned (in-person at least once every two months, and some type of contact monthly). Also pencil in a topic for each of the coming months. (The purpose is to give the participant and Coach a rough idea of what's ahead. This may be modified as often as necessary to support participant adherence.) Also use the update sheet to plan which week(s) the participant will self-monitor eating during the coming month(s). This might range anywhere from every week to the minimum of one week per month (if the latter, ask the participant to self-monitor during the week immediately before the next monthly contact, if possible). Finally, at each contact, document the weight and physical activity data collected.
 - Introduce the **How Am I Doing? graph for activity** for the coming 6 months. Write in the consecutive weeks since randomization along the bottom.

All In-Person After-Core Sessions

Before each in-person session after core, the Lifestyle Coach should:

- Review the participant(s)' charts, noting any home activities assigned, action plans made, and other pertinent issues discussed during previous contacts.
- Review and comment in writing on any Keeping Track booklets or other self-monitoring records returned at the previous contact.
- Remind the participant by phone to attend and to self-monitor fat grams/calories during the week assigned (ideally the week before the upcoming session).
- Prepare all materials required for the session, including participant worksheets, supplementary Tool Box materials to address individual adherence problems, and any small motivational items to be distributed (such as recipe cards or samples of low-fat products to taste and/or take home).

During the session, the Coach should perform the following, recording notes on a copy of the Session Prompts and Notes for Individual Contacts after Core (see Section 4, Lifestyle Coach Resources):

1. **Greet the participant.**
2. **Collect data.**

Weigh the participant in private. Follow the same procedures as during the core curriculum. Record the weight and have the participant graph the weight on the How Am I Doing? graph.

Collect and briefly review any self-monitoring records of food intake, weight, and physical activity completed since the last contact (such as the monthly calendar, Keeping Track records, or other forms of self-monitoring). Give the participant feedback and helpful suggestions and have the participant graph the minutes of physical activity on the How Am I Doing? graph.

If no written record of food intake is available, the Coach may decide to briefly interview the participant about his or her typical eating pattern. This might take the form of reviewing what the participant ate the day before, asking whether or not that was typical, and if atypical, in what way. Or the Coach might ask the participant what types of food he or she typically eats in each of the Food Guide Pyramid groups, in what amounts, and how often. Keep this brief and informal, remembering that it is not for data collection but only to get a broad picture of the participant's typical eating pattern and to provide feedback.

Note: It is essential to stress with participants the importance of continued self-monitoring in some form throughout the remainder of the study. One of the most important ways to convey this emphasis is for the Coach to continue to review the records and provide

feedback. If the Coach notices a lapse in self-monitoring, skills should be reviewed with the participant. A periodic “check-up” in the form of a hands-on activity, such as guessing the portion sizes and fat/calorie content of various foods, may help the Coach identify difficulties. Alternative forms of self-monitoring should be recommended, as appropriate (see Tool Box). In addition, the Coach should continue to praise some aspect of the records returned, no matter how small, as done during the core curriculum.

3. **Review home activities assigned and action plans made at previous contact.** Ask the participant about any barriers encountered, and problem solve. If appropriate, revise action plans accordingly.
4. **Introduce a new topic, as planned previously or as related to current adherence issues, if more pressing. Or review a topic from an earlier session.** Carefully select the topic and any related worksheets with the purpose of promoting participant adherence to the weight loss and physical activity goals. If serious adherence issues are uncovered at the session, select a related topic rather than a previously planned topic that is unrelated. Tailor how the topic is presented (such as the language and examples used) to the participant’s learning style. (If the participant does not suggest topics, the Lifestyle Coach should nevertheless choose one to focus on at each contact. After-core sessions should not become loosely organized around “how are things going?” but rather should have a definite content focus around which to develop the session.)
5. **Complete a problem solving/action plan worksheet, such as the Lifestyle Balance Problem Solver.** Identify a specific problem related to today’s topic or to an adherence barrier discussed. Complete the worksheet with the participant. Be sure the participant goes home with a written record of what to do and how to do it during the coming month(s).
6. **Assign self-monitoring and action plan.** Give the participant self-monitoring materials for the coming month(s). For most participants, this will be Keeping Track booklets and copies of the Lifestyle Balance Calendar (each center should have received 800 copies of these two-color calendars with the first printing of the Fat Counter and Keeping Track booklets.)
7. **Schedule next contact(s) and plan topic(s).**

After each session, the Coach should:

- Record progress notes in the participant(s)’ charts and complete Lifestyle Balance Update: Contacts after Core.
- Complete any necessary data forms.
- Telephone participants as needed to support adherence.

Section 3: Guidelines for Phone and Mail Contacts after Core

On alternate months after the core curriculum, lifestyle participants may be seen in person or contacted by phone or mail.

Phone contacts should include all of the basic components of an in-person contact, with the exception that weight cannot be measured. We recommend the following:

- Make an appointment in advance for a specific date and time for the call. Have the participant plan a time and place that will allow for minimal distractions. Instruct the participant to have the following on hand for the call: any completed home assignments, any handouts (including problem solving or action plan worksheets) that you've planned to discuss, recent self-monitoring records and the Lifestyle Balance calendar, pencil and paper.
- From the beginning of the call, take an active, problem-solving approach. The participant should come to expect that during phone calls you will ask these questions, in addition to reviewing any topic you've planned to discuss:
 1. "From your self-monitoring records, what has your weight been? How about total physical activity minutes per week? Average daily fat grams and calories on the week(s) you've kept track of your eating (if applicable)?"
 2. "What problems did you have reaching your weight and physical activity goals? Let's focus on one specific problem." (Use active listening to confirm that you understand the problem but don't get bogged down in a lengthy complaint session. Rather, actively move the participant through the steps of the problem solving process.)
 3. "How have you tried to solve the problem? What worked? What didn't work?"
 4. "What else have you thought of that you could try?"
 5. "Let's make a plan. Do you have your pencil?" (Before the completion of the phone contact, the participant should have recorded in writing any action plans developed. The Coach should summarize and emphasize the importance of the action plans at the end of the call.)
- Finally, confirm the next appointment.

Mail contacts may take a variety of forms and should be tailored to each participant in order to best support adherence. The purpose of mail contacts is to have the participants inform their Lifestyle Coaches about their progress in weight loss and physical activity. Therefore, if a Lifestyle Coach mails something to a participant, such as a personal greeting card, but the participant does not respond regarding their progress toward the DPP goals, the mailing is not considered a mail *contact*.

Examples of mail/phone contacts include:

- A participant mails his completed Lifestyle Balance Calendar to the Coach.
- The Coach sends a participant a stamped, response postcard with instructions for the participant to record on the card his or her weight, weekly physical activity minutes, and related action plan(s). The participant completes and returns the postcard.

- The Coach mails an after-core handout and problem solving worksheet to the participant and follows up with a planned phone call to discuss the content of the handout and develop a related action plan.
- The Coach sends a personal greeting, seasonal recipe, or interesting magazine article on a fitness topic, with an enclosed response postcard (as above). The participant completes and returns the postcard.