Juniper Virtual Class Tip Sheet:
Diabetes Prevention Program

Program Model

Led by one (1) leader. Meets once a week for sixteen (16) weeks for one hour, then monthly or bi-monthly for another 6 months. Recommended class size 8-12.

Virtual delivery approved as an interim solution during the COVID-19 pandemic.

Participant Materials

Use the downloadable curriculum which includes participant guide and participant materials/handouts. Email or mail materials to participants each week.

Collecting Participant Information, Activity, and Weight Specific to DPP

Each week the leader will reach out to participants over the phone to capture the activities the individual completed for the week as well as their weights and other measurements.

Delivery Guidelines and Considerations

HIPAA Considerations

- To maintain participant privacy <u>do not</u> record the Zoom meeting.
- If the Zoom whiteboard feature is used during a class, do not save the whiteboard with individual participant stories/experiences/action plans.

Technology

- Leader and participant use "Gallery View" to encourage interaction and connection.
- Prepare the flipcharts on PowerPoint and use the "Share Screen" feature when reviewing the PowerPoint flipcharts and brainstorming activities.
- To build group cohesion and ensure safety, all participants and class leaders should have their video cameras on during the class.
- Renaming: Ensure participants are all identified by their names to make interaction and attendance easier. Steps for renaming:
    1. Hover cursor over the top right corner of the participant's window.
    2. Three dots will appear, click the three dots for a drop-down menu.
    3. Click "Rename" from the drop-down menu.
    4. A window will appear to type the preferred name.

Delivery

- Reference the step-by-step presentation instructions to facilitate discussions and activities.

- Brainstorming Activities: Use PowerPoint slides as flipcharts. Share your screen to present the PowerPoint to the group. Type the responses shared by participants on the slide. Participants will be able to see this, as you will still be sharing your screen.

Session 0

Introductions

Use Session 0 as an opportunity to welcome participants. Go through introductions, feel welcome to use an ice breaker question or activity. Questions to ask:

- Name and fun fact
- Where are you from?

Zoom Orientation

Help the participants explore Zoom by walking them through features relevant to the class:

- Switch between Gallery View and Speaker View
- Mute and unmute
- Turn camera on and off
- Use rename function to type in their name
- Leader screen share
- Note: While all devices have the same Zoom functionality, the Zoom toolbar appears in different locations on different devices. For laptops and cell phones the toolbar is at the bottom of the screen, for iPads and tablets it is at the top.

Zoom Etiquette

Help prevent embarrassing moments with a few reminders to participants.

- If you need to step away from the class mute your microphone and turn off your camera.
- Use the chat feature to let the leaders know you need to step away and whether you will be rejoining.
- During the class fellow participants might share confidential information. Ask participants to help ensure confidentiality by finding a private space to be during the class or using headphones.

Other Session 0 Orientation Elements

- Explain the structure of the class, what to expect, and what supplies the participants will need.
- Explain that you hope to start on time, remind participants to join 5-10 minutes early.
- Remind the participants about the electronic first session forms (privacy policy, liability agreement, pre-survey, and par-q). These forms are required before the first session.
- Answer any questions.