
HEALTHY HEART AMBASSADOR PROGRAM CONSIDERATIONS

Meeting Space

Office Hours require a space to conduct one-on-one consultations for 3-8 hours per week. Three separate office hour blocks each week is encouraged, depending on your community's needs. Nutrition Education Seminars require a space to facilitate a 1-hour Nutrition Education Seminar each month for a group of participants.

Questions to consider:

- Is the space accommodating to the priority population(s), especially those experiencing health disparities and inequities?
- Is the space convenient, accessible, and available during Office Hours?
- Is the space safe and secure, especially during Office Hours?
- Does the space allow for privacy and confidentiality?
- Does the space facilitate relationship building?
- Will this space be available for the duration of the program (4 months)?

Staffing

Program Manager	Healthy Heart Ambassador/Program Facilitator
External outreach	Enroll participants
Operations	Provide office hour consultations
Staff support	Provide weekly support messages
Supervision	Document program activities
Lead huddles	Deliver or attend Nutrition Education Seminars

Supplies

- Blood Pressure Cuffs (1 for each HHA; plan for how participants will acquire cuffs)
- Computer with Internet
- Projector (if in-person)
- Handouts (PDF or printed)

Cost Considerations

- Staffing
- Training costs
- Technology
- Supplies (cuffs, lock box, etc.)
- Program promotion (brochures, fliers, program materials, etc.)



Program Pricing

- Will you charge a program fee?
- Will the fee cover your organization's expense to run the program?
 - If not, how will you subsidize the program?

Forms and Paperwork

Your organization will need to determine what information you'll collect and what forms will be required. Example forms might be:

- Authorization for Use and Disclosure of Health Information
- Informed Consent
- Enrollment Form
- Office Hours Log
- Nutrition Education Seminar Attendance Sheet

Staff Training

Allot time for your Program Facilitators to receive the following trainings:

- Introduction to the Healthy Heart Ambassador Blood Pressure Self-Monitoring Program e-Module (~1 hour)
- Program Facilitator Training (~5 hours)

You may also choose to require Program Facilitators to attend trainings on:

- Your organization's HIPAA Privacy & Security Training
- Motivational Interviewing

For more information, please contact KDHE's Healthy Hearts Ambassador Trainer, Amy Turcotte, at Amy.Turcotte@ks.gov.