

活得健康 保養有方

社區保健員外展計劃

Healthy Living

Chinese Lay Health Worker Outreach Project

社區保健員 入職培訓手冊

Lay Health Worker
Orientation Training Manual

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INTRODUCTION

Congratulations and welcome!

You have been chosen to be in the Healthy Living: Chinese Lay Health Worker Outreach Project, an exciting project that will develop your skills and help improve the health of Chinese Americans. From this point on, you will be referred to as a Lay Health Worker. The NICOS Chinese Health Coalition, San Francisco State University, and University of California at San Francisco designed and sponsored this project. It is also a research project to learn about how best to teach Chinese people about health. The goals are to train you to recruit Chinese people in your social circles aged 50 to 75 to participate and to teach them about healthy behaviors. You will become an important link in educating your participants about one of two health topics in this project, either healthy nutrition or colon cancer prevention.

As a Lay Health Worker, you have been chosen for the skills and characteristics you already have. These important skills and characteristics include:

- You are warm, friendly, and open, and you encourage these attitudes in others.
- You are eager to learn.
- You have good interpersonal skills and can work with a wide range of people.
- You are compassionate and dedicated.
- You are concerned about others and want to help.

So, congratulations on being chosen as a Lay Health Worker!

This training manual will cover the following points:

- ❖ Background information
- ❖ Objectives of the Healthy Living: Chinese Lay Health Worker Outreach Project
- ❖ Project description
- ❖ Lay Health Workers' roles and responsibilities
- ❖ Research issues
- ❖ Recruitment instructions
- ❖ Group assignment
- ❖ Timeline of activities

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1. BACKGROUND INFORMATION

Many Chinese Americans are concerned about their health and want to know what they can do to stay healthy. This Project is focused on Chinese Americans aged 50 to 75. Common health problems in this age group include obesity, diabetes, high cholesterol, high blood pressure, heart disease, and cancer. The three organizations involved in this project – the NICOS Chinese Health Coalition, San Francisco State University (SFSU), and University of California, San Francisco (UCSF) – are collaborating to address these issues by conducting outreach and research. This project is funded by the National Institutes of Health (NIH), a federal government agency.

The Healthy Living: Chinese Lay Health Worker Outreach Project aims to improve health among Chinese Americans in two areas—healthy nutrition and colon cancer prevention. Some of you will be trained and work on one topic and some will work on the other. Because this is a research project, you will not know which is your topic until after you have recruited your participants. The training session we are conducting today is designed to familiarize you with our organizations, our aims, basic information about what research is and why the project is being carried out in this way, and how you will go about recruiting people within your social circle to participate. Once you have recruited your participants, we will then inform you about the topic that you will work on and provide at least one additional training session.

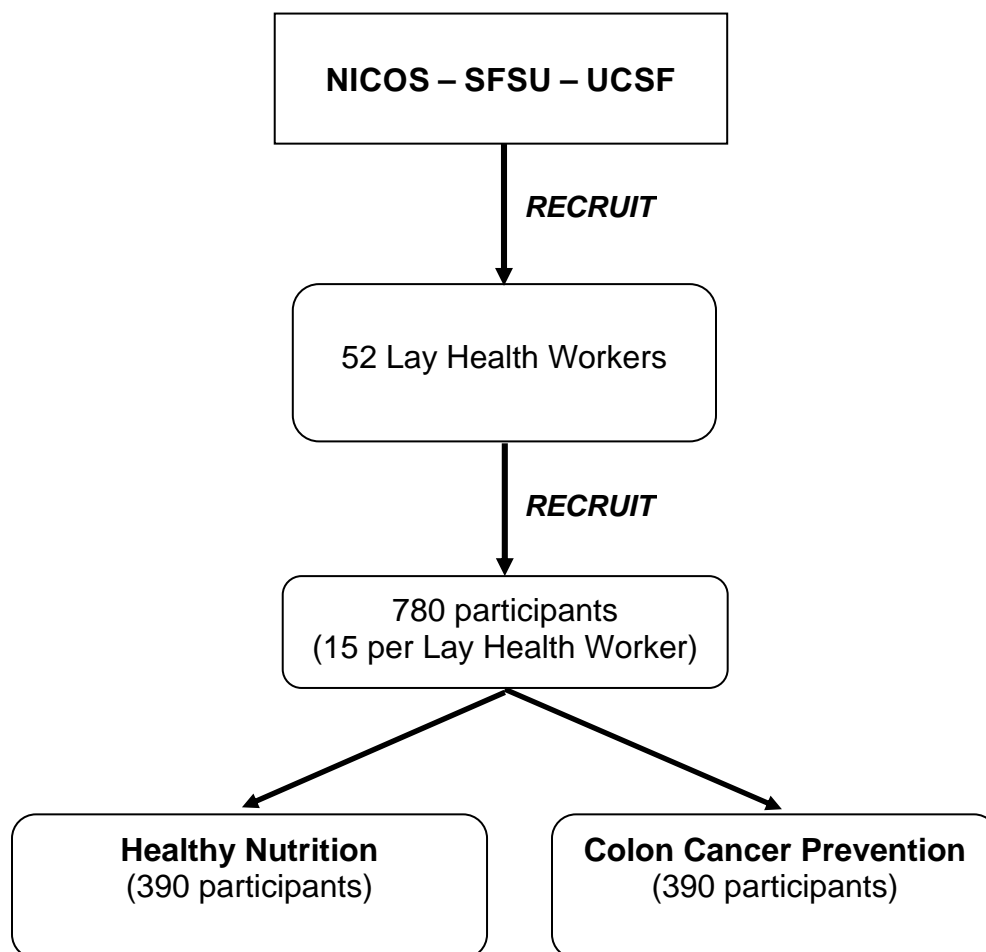
2. OBJECTIVES OF THE HEALTHY LIVING: CHINESE LAY HEALTH WORKER OUTREACH PROJECT

The objective of the Healthy Living: Chinese Lay Health Worker Outreach Project (also referred to as the “Project”) is for you to educate Chinese Americans aged 50 to 75 about healthy nutrition or colon cancer prevention among the fifteen (15) participants you will recruit. We will train you to have the necessary skills and knowledge to teach about the topic and to influence the health behavior of your participants.

3. PROJECT DESCRIPTION

The Healthy Living: Chinese Lay Health Worker Outreach Project is an outreach and research project on health among Chinese Americans. Over 3 years, we will recruit and train a total of 52 Lay Health Workers who will in turn recruit a total of 780 participants. Each Lay Health Worker will recruit 15 people from their social circles. Half of the Lay Health Workers and their participants will be in the Healthy Nutrition group. They will learn about healthy nutrition through a brochure and lectures. The other half will be in the Colon Cancer Prevention group. They will learn about colon cancer prevention through a brochure and small group health education sessions led by Lay Health Workers. Eventually, each group will receive some information about the other health topic. The research aspect mainly involves having all participants answer a survey at the beginning of the project, allowing researchers to watch during the sessions, and then answering questions in a survey and in a focus group at the end of the project.

Study Design:



4. LAY HEALTH WORKER'S ROLES AND RESPONSIBILITIES

All Lay Health Workers will have the following responsibilities:

- Attend this half-day training session.
- Recruit 15 Chinese Americans aged 50 to 75 to participate in this outreach and research project and to learn about the health topics, healthy nutrition or colon cancer prevention, and complete the Participant Recruitment Form (Appendix A).
- Make a list of the participants (Appendix B) and give it to the Project Coordinator.
- Make sure that the participants show up to their small group health education sessions.
- Help the Project Coordinator to make sure that the participants stay connected to the project for its duration (about 6 months).
- Keep a log of Project activities (Appendix C) and turn it in monthly to the Project Coordinator and stay in regular (at least monthly) contact with the Project Coordinator.
- At the end of the project, participate in a focus group to discuss your experiences.

After you recruit participants in the next 1-2 months, you will then be notified whether you will be a Lay Health Worker who will work on healthy nutrition (“Healthy Nutrition” Lay Health Worker) or on colon cancer prevention (“Colon Cancer Prevention” Lay Health Worker). Both groups are equally important and will spend a similar amount of time on the work, but the work will be different as described below. You will not know which your group is until you have recruited all your participants. We will explain how this is done and why in Section 7.

Healthy Nutrition Lay Health Worker Responsibilities

- Arrange with the Project Coordinator to have your participants come to lectures on healthy nutrition. Each participant will have to come to 2 lectures over a 2-3 month period. A Health Educator will give the lectures, but each Healthy Nutrition Lay Health Worker is expected to attend any lecture that his or her participants are attending.
- Maintain casual social contacts and conduct 2 reminder phone calls with the participants over a period of about 6 months to encourage them to stay in the Project.
- Attend 1 day of training on health education about colon cancer prevention about 6 months after the Project begins.
- Conduct 1 small group health education session on colon cancer prevention with the participants.

Colon Cancer Prevention Lay Health Worker Responsibilities

- Attend 2 days of training on colon cancer prevention.
- Conduct small group health education sessions with about 5-8 participants per group. You will meet with each group 2 times (Small Group Health Education Session #1 and Small Group Health Education Session #2), with about 2-3 months between each session.
- Make a brief follow-up telephone call to each participant about 1 month after each small group health education session.
- Attend a short follow-up training session between Small Group Health Education Session #1 and #2.
- Provide information to participants to help them to obtain colon cancer screening.

5. COMPENSATION & ASSISTANCE

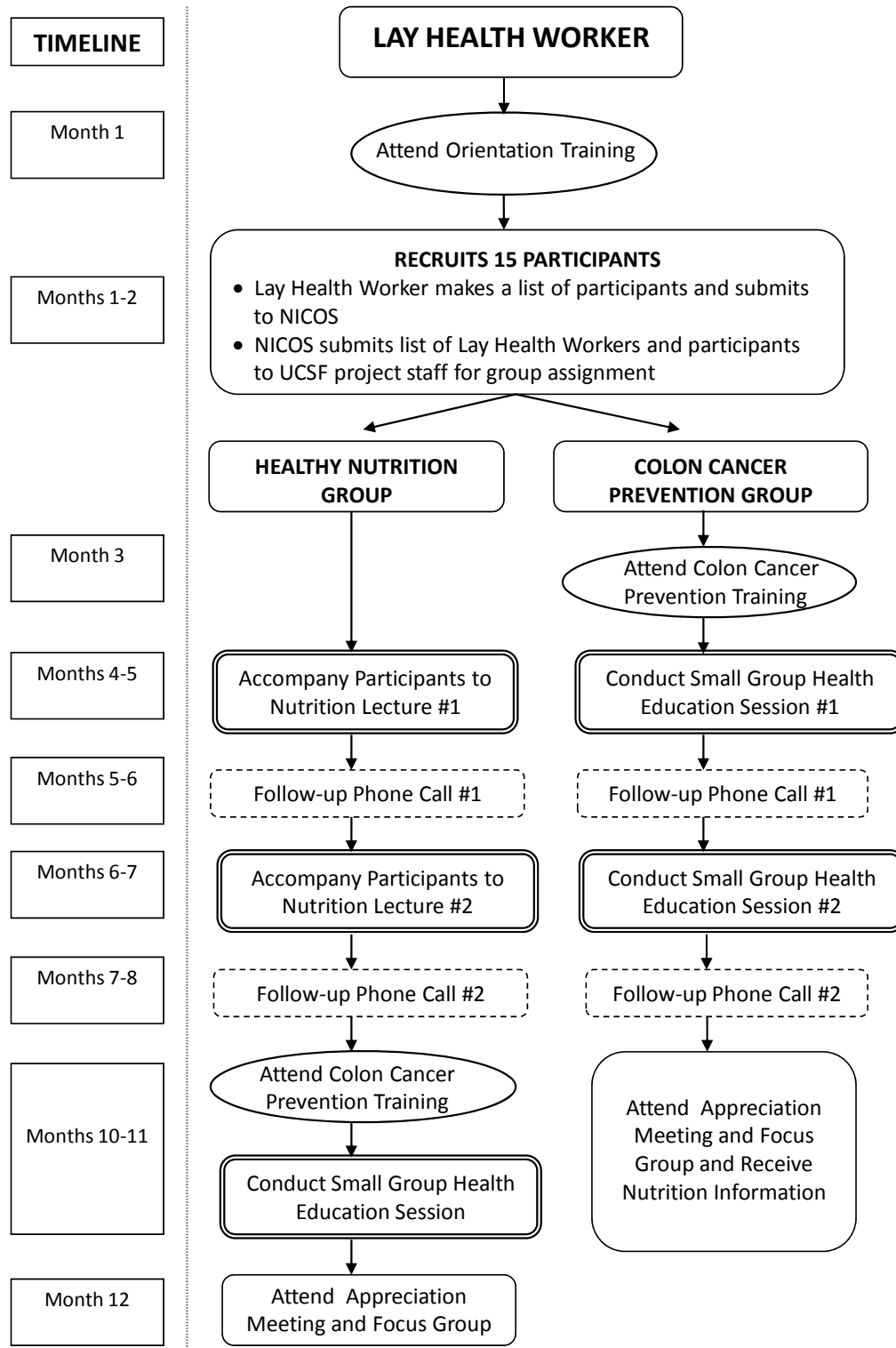
Upon fulfilling your responsibilities, you will be compensated for your work. Your participants will also receive incentives for their participation.

In prior projects, Lay Health Workers have also reported that they benefited in other ways from being in the project, from the health information they learned and the skills they acquired to the satisfaction of having helped others.

You will be provided with all necessary educational materials and information you need.

The Project Coordinator will be your main contact person. She/he will be available to provide any service and assistance to help you attain the project objectives. In prior projects, Lay Health Workers have also provided support to each other.

6. LAY HEALTH WORKER'S ACTIVITIES



7. RESEARCH ISSUES

The Chinese Lay Health Worker Outreach Project is both an outreach and research project. The goal of the project is to understand how to effectively teach Chinese Americans aged 50 to 75 to eat healthier and to get regular colon cancer screening. You and your participants will be assigned to one of two groups, either Healthy Nutrition or Colon Cancer Prevention. We will compare one group to the other to find out how well each group has learned about the topics presented.

How do we divide Lay Health Workers and participants into the 2 groups?

All of the Lay Health Workers' names are assigned a number and we will use a computer to pick which group each Lay Health Worker and her/his participants will be in by chance.

The assignment is "random" because each Lay Health Worker and participant has an equal chance to be in either group and is not assigned based on any characteristic. At the end, we will be able to compare the two groups to understand if and how one group may learn differently from the other group. Random assignment helps us make sure that the comparison of the outreach activities is a fair comparison.

Can a Lay Health Worker or his/her participants learn about the topic other than the one that they were assigned to?

Yes, they can. Lay Health Workers and their participants in each group will also get some information or training about the other topic. The difference is the timing of when each topic is taught and the way each topic is presented.

The Healthy Nutrition Lay Health Workers and their participants will receive information about healthy nutrition during the project. At the end of the project, the Healthy Nutrition Lay Health Workers will also receive training in colon cancer prevention, and conduct one small group health education session on colon cancer prevention. In this way, all participants will learn about colon cancer prevention eventually.

The Colon Cancer Prevention Lay Health Workers receive more training at the beginning and then conduct two small group health education sessions on colon cancer prevention. The Colon Cancer Prevention Lay Health Worker and participants will receive information about healthy nutrition at the end of the project.

8. RECRUITMENT INSTRUCTIONS

A. How to Recruit Participants

Start thinking about how you will ask people to participate in the Project, i.e., how to gather your recruits? Where should you begin?

I. Write down the names of friends and family members who you think might be interested in or could benefit from the Project. Please remember that the participants you recruit have to:

- be Chinese,
- speak a language that you speak (i.e., Cantonese, Mandarin, or English),
- be aged 50 to 75,
- be able to attend 3 meetings,
- live in San Francisco (though not with you),
- be the only participant from one address, and
- provide a contact telephone number

II. Contact these people to explain about the project and its objectives. The following is an example of how you might present the idea to a potential participant. However, use your own judgment, wording, and style as necessary.

Hello,

My name is _____ (optional depending on relationship). I am participating in a project sponsored by NICOS, SFSU, and UCSF called the “Healthy Living: Chinese Lay Health Worker Outreach Project.” I am one of the Lay Health Workers of the Project. This Project aims to inform Chinese Americans about healthy behaviors. I am not selling any products or services. I am asking to see if you would be interested in participating. If you want to participate, you would attend 3 meetings, each one about 2 hours, concerning either healthy nutrition or colon cancer prevention. I will also telephone you twice to remind you about the information that you learned. In addition, you will complete a questionnaire at the first session and about 6 months later. We will pay you \$50. Are you interested?

(If yes, continue; if no, say “Thanks for your time; this is my contact information in case you change your mind”.)

Thanks for indicating your interest. If you are eligible, I will give your name and information to the researchers at UCSF. To make sure that you are eligible, I have to ask several questions now:

[Enter the information on your Participant Recruitment Form]

1. How old are you?

Please write the participant's age on the form.

Is the participant between the ages of 50 – 75?

If yes, please check the "Yes" box and continue to the next question.
If no, please check the "No" box and continue to the next question

2. Do you identify yourself as Chinese or Chinese American?

[Don't need to ask if you already know the answer]

If yes, please check the "Yes" box and continue to the next question.
If no, please check the "No" box and continue to the next question.

3. Do you speak English, Cantonese, or Mandarin?

[Don't need to ask if you already know the answer]

If yes, please check the "Yes" box and continue to the next question.
If no, please check the "No" box and continue to the next question.

4. Do you live and intend to stay in San Francisco for at least 6 months?

If yes, please check the "Yes" box and continue to the next question.
If no, please check the "No" box and continue to the next question.

5. Have you ever had a colon cancer screening test, such as a stool test, sigmoidoscopy, or colonoscopy?

If yes, please check the "Yes" box and continue to the next question.
If no or not sure, please check the "No" box and then continue to the next question.

6. Do you have a history of colon cancer?

If yes, please check the "Yes" box and continue to the next question.
If no, please check the "No" box and continue to the next question.

7. Do you have any medical problems that may prevent you from coming to 3 meetings?

If yes, please check the "Yes" box.
If no, please check the "No" box.

If the participant answered “Yes” to Questions 1-4 and “No” to Questions 6-7, please check the “Eligible” box and say *“Thanks for your time. I will get back in touch with you to confirm your participation in the project. Here is my contact information in case you change your mind about participation.”*

If the participant answered “No” to any question in Questions 1-4 or “Yes” to Questions 6 or 7, please check the “Ineligible” box and say *“I am sorry that you are not eligible for the study. Thank you for your time.”*

Remember that you need to have at least 8 of your 15 participants to have never been screened for colon cancer. So, if you already have 7 who have been screened, then say, “Thanks, but I am only looking for people who have not been screened.”

III. Repeat the procedure until you recruit 15 participants whom you know will commit to participate in the project.

Maintaining a low “drop-out” rate among participants you recruit is an essential feature of the Lay Health Worker Outreach Project. It is important that you obtain a firm commitment to participate from your recruits. We understand that there are circumstances that are beyond your control; however, **do keep in mind the importance of retaining all your recruits from beginning to end of this 6-month project. So, ask each participant for alternate ways to contact them in case they move or if their telephone number gets disconnected (for example, the contact information of a close friend or family member). If a participant is unwilling to give this information, then this person may not be a good candidate for participation.**

Once you have recruited 15 committed participants to participate in the Chinese Lay Health Worker Outreach Project, give the list of their names, phone numbers, ages, and addresses to the Project Coordinator (Appendix B). We will use a computer to assign you and your participants to be in the Healthy Nutrition group or the Colon Cancer Prevention group. You will be in the same group as your participants.

B. Participant’s Responsibilities and Rights

1. Responsibilities of Participants:

- Provide name, age, address, and phone number to the Lay Health Worker
- Provide alternate ways for contact in case the Lay Health Worker cannot reach him or her
- Agree to participate in the surveys conducted by Project Staff at the beginning and at the end of the Project
- Sign the written consent form and agree to attend 3 meetings
- Express firm commitment to remain involved for the entire project period

2. Rights of Participants:

Because this is a research project, we are required by a federal agency to conduct research in an ethical manner that respects the rights of participants. One important ethical issue to keep in mind during recruitment is the issue of coercion. Coercion means putting unfair or excessive pressure on someone to do something that they are not comfortable with doing. Because you are a Lay Health Worker and will be recruiting people you know, you need to be careful not to use any pressure to get people to participate. Some examples of coercion include:

“You need to participate in this study or else I will never talk to you again.”

“Because you are my younger sister (or other lower-hierarchy relative), you have to participate in this study.”

C. Your Role as a Lay Health Worker

1. How Should You Treat Your Participants?

As a Lay Health Worker, the most important duty you have is to your participants. You are trying to help them be healthier. Treat them as you would like to be treated if you were a participant.

When you talk to potential participants during recruitment, and when you teach them health information after recruitment, it is important to treat your participants with respect.

When you recruit, you should explain why the topic is worthwhile to the participants and how participation may benefit them, such as learning about health, becoming healthier, and being with their friends. You can also mention the financial incentives for participation.

You can ask a friend to be in the Project. However, try not to recruit in a way that may make people uncomfortable, such as re-contacting them over and over again, not taking a firm "no" for an answer, badgering, or creating excessive guilt for saying "no."

Once the participants join, your job is to remind and encourage them to come to the meetings and to listen when you teach them. You do want to convince the participants of the right thing to do, but you should do so by giving them good information, answering their questions, providing encouragement and support, and listening to them.

2. Why fill out the Participant Recruitment Form?

While you recruit participants, it will be important to keep track of how many people you contact and some important information about them. This information helps to determine who is eligible for the Project and to document reasons why people may not want to participate.

In Appendix A, you will find the Participant Recruitment Form. Please be familiar with the form before you recruit participants. Please fill out the form for each person you try to recruit for the Project.

3. Participant List

In addition to the 15 people you recruit, please record at the bottom of the Participant List in Appendix B, the total number of people you contacted about the Project, how many are eligible, how many are not, and how many refused to participate.

D. Role Play

For the exercise, we would like you to practice recruiting participants.
[Please refer to the example shown in Section 8A on page 10.]

After this practice, you will be familiar with what to say during recruitment of participants.

9. GROUP ASSIGNMENT

Once you have been randomly assigned to a group, the following things will happen, depending on which group you are in.

If you are in the Healthy Nutrition group, the Project Coordinator will call you to arrange convenient times for the nutrition lectures. You will call the 15 participants on your list to inform them and accompany them to attend the nutrition lectures.

If you are in the Colon Cancer Prevention group, the Project Coordinator will call you to schedule a second training with you in the coming weeks. After that, you will arrange times for the 2 small group health education meetings with your 15 participants.

A timeline of activities for each group is presented in the next section.

10. TIMELINE

Timeline	HEALTHY NUTRITION GROUP	COLON CANCER PREVENTION GROUP
Today	<p>Orientation Training</p> <ul style="list-style-type: none"> Lay Health Workers attend training to learn about recruitment and research methods 	<p>Orientation Training</p> <ul style="list-style-type: none"> <input type="checkbox"/> Lay Health Workers attend training to learn about recruitment and research methods
Months 1-2	Recruit Participants	Recruit Participants
Month 3		<p>Colon Cancer Prevention Training</p> <ul style="list-style-type: none"> <input type="checkbox"/> Lay Health Workers attend 2-day training to learn about colon cancer and conducting small group health education sessions
Months 4-5	<p>Nutrition Lecture #1</p> <ul style="list-style-type: none"> Lay Health Workers call participants to schedule nutrition lecture Lay Health Workers attend Nutrition Lecture with their participants. Project Staff conducts pre-intervention questionnaire for participants after obtaining written consent 	<p>Small Group Health Education Session #1</p> <ul style="list-style-type: none"> Lay Health Workers arrange and conduct small group health education sessions (5-8 people per group) Lay Health Workers inform Project Coordinator of meeting times and locations Project Staff conducts pre-intervention questionnaire for participants after obtaining written consent
Months 5-6	<p>Telephone Call #1</p> <ul style="list-style-type: none"> Lay Health Workers telephone participants to follow-up Note calls on Call Log 	<p>Telephone Call #1</p> <ul style="list-style-type: none"> Lay Health Workers telephone participants to follow-up Note calls on Call Log <p>Follow-up Training</p> <ul style="list-style-type: none"> Lay Health Workers attends a follow-up training to prepare for Small Group Health Education Session #2
Months 6-7	<p>Nutrition Lecture #2</p> <ul style="list-style-type: none"> Lay Health Workers call participants to schedule nutrition lecture Lay Health Workers attend Nutrition Lecture with their participants 	<p>Small Group Health Education Session #2</p> <ul style="list-style-type: none"> Lay Health Workers arrange and conduct small group health education sessions (5-8 people per group) Lay Health Workers inform Project Coordinator of meeting times and locations
Months 7-8	<p>Telephone Call #2</p> <ul style="list-style-type: none"> Lay Health Workers telephone participants to follow-up Note calls on Call Log 	<p>Telephone Call #2</p> <ul style="list-style-type: none"> Lay Health Workers telephone participants to follow-up Note calls on Call Log

Months	Final Meeting (Participants Only)	Final Meeting (Participants Only)
10-11	<ul style="list-style-type: none"> • Project Staff conducts post-intervention questionnaire for participants • Participants provide feedback 	<ul style="list-style-type: none"> • Project Staff conducts post-intervention questionnaire for participants • Participants provide feedback
		Appreciation Meeting (for Lay Health Workers)
		<ul style="list-style-type: none"> • Lay Health Workers attend an Appreciation Meeting and provide feedback to the Project
Months	Colon Cancer Prevention Training and Outreach Activities	
11-12	<ul style="list-style-type: none"> • Lay Health Workers attend 1-day training to learn about colon cancer and conducting small group health education session • Lay Health Workers conduct 1 Small Group Health Education Session on colon cancer prevention with their participants 	
	Appreciation Meeting (for Lay Health Workers)	
	<ul style="list-style-type: none"> • Lay Health Workers attend an Appreciation Meeting and provide feedback to the Project 	

11. PROJECT CONTACT INFORMATION

For more information, please contact:

Elaine Chow
 Project Coordinator
 NICOS Chinese Health Coalition
 1208 Mason Street
 San Francisco, CA 94108
 Tel: 415-788-6426
 Fax: 415-788-0966

12. APPENDICES

A. Appendix A. Participant Recruitment Form

B. List of 15 Participants

C. Lay Health Worker Activity Log

D. Frequently Asked Questions

E. Participant Recruitment Flyer

Appendix A. Participant Recruitment Form

HEALTHY LIVING: CHINESE LAY HEALTH WORKER OUTREACH PROJECT Participant Recruitment Form

Record ALL individuals you tried to recruit as participants. Fill out one form per person.

Sex	Recruited from?	Eligible?	Agree/ Refuse?	Contact Information
<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Agency client programs <input type="checkbox"/> Relative/relative referral <input type="checkbox"/> Friend/ friend referral <input type="checkbox"/> Coworker/ coworker referral <input type="checkbox"/> Religious or spiritual networks <input type="checkbox"/> Community centers <input type="checkbox"/> Recreational activities <input type="checkbox"/> School <input type="checkbox"/> Don't remember <input type="checkbox"/> Other specify:_____	<p>1. How old are you? (Fill in age: ___ __)</p> <p>Is the participant between ages 50 to 75? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>2. Do you self-identify as Chinese or Chinese American? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>3. Do you speaking English, Cantonese, or Mandarin? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>4. Do you plan to stay in San Francisco County for the next 6 months? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>5. Have you ever had a colon cancer screening test, such as a stool test, sigmoidoscopy, or colonoscopy? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>6. Do you have a history of colon cancer? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>7. Do you have any medical problems that may prevent you from coming to the 3 meetings? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Eligible (If YES for Q1-Q4 and NO in Q6-Q7 above). Say <i>"Thanks for your time. I will get back in touch with you to confirm your participation. Here is my contact information in case you change your mind about participation."</i></p> <p><input type="checkbox"/> Ineligible (If any NO in Q1-Q4 or any YES in Q6-Q7 above). Say <i>"I am sorry that you are not eligible for the study. Thank you for your time."</i></p>	<input type="checkbox"/> Agree <input type="checkbox"/> Refuse, give reason(s) If Refuse, STOP here.	Full Name: Address: Phone Number Home: Cell: Other: Other Contact Name : Phone Number:

Appendix B. List of 15 Participants

HEALTHY LIVING: CHINESE LAY HEALTH WORKER OUTREACH PROJECT

Name of Lay Health Worker: _____

A. LIST OF PARTICIPANTS

Participant's Name	Age	Colon Cancer Screening Status (Yes/No)	Phone Number	Address	Comments
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
In addition to the people listed above, what was the total number of people you contacted about the project: _____ Of these, how many were eligible? _____ Of these, how many were not eligible? _____ Of these, how many refused to participate? _____					

Appendix C. Lay Health Worker Activity Log

NICOS Chinese Health Coalition
Chinese Lay Health Worker Outreach Project
Lay Health Worker Activity Contact Log

Use this log to record contact with your 15 participants and submit to the Project Coordinator monthly. Please include outreach sessions, telephone calls, and any face-to-face interactions related to outreach.

DATE	PARTICIPANT NAME	CONTACT METHOD AND LENGTH OF CONTACT (minutes)	COMMENTS

Healthy Living: Chinese Lay Health Worker Outreach Project

Question & Answers During Recruitment

Questions from the Lay Health Worker:

Recruitment

1. Can I recruit Mandarin or English speakers?

Yes, you can recruit participants who speak Mandarin or English as long as they speak the same language as you.

2. When is the deadline for me to recruit my participants?

We would like you to submit your list of participants to us by _____month_____day.

3. What if I cannot recruit all 15 participants?

If you have trouble recruiting participants, please contact us.

4. Can I recruit people from the same group or place?

Yes, as long as they do not live at the same address.

Group Assignment/Randomization

1. I really want to be a LHW in the Colon Cancer Prevention Group. Can I be in this group instead of the Healthy Nutrition Group?

If you decide to participate in this project, you are agreeing to be in either group that you are assigned to. In this project, you will get information on both topics; the only difference will be the timing. As long as you are interested in either one of these topics, you should participate in this study.

2. When will I find out which group my participants will be in?

After you submit your list of 15 participants (about __ (month) ____), we will let you know which group you will be in.

Meetings

1. Can I have my participant attend another LHW's health education session if my participant cannot make my session?

No, please do your best to schedule the session at a time your participant can attend. Your participants can only attend health education sessions with you.

2. What if my participant is not around at a certain time to attend the sessions?

You and your participant will need to work together to set up a time to make up for the sessions. If this situation arises, please first contact the Project Coordinator.

3. Where are the meetings held?

If you are in the Colon Cancer Prevention Group:

The small group health education sessions can be held at your house, a participant's house, or an agency; any place that is quiet and convenient for you and your participants will do. If you have difficulties finding a suitable place, please contact us.

If you are in the Healthy Nutrition Group:

The Healthy Nutrition lectures will be held in Chinatown or other convenient locations in San Francisco.

4. Can the health education session be held outdoors?

No.

Questions from the Participant:
--

Eligibility

1. I can't read or write Chinese. Can I still participate?

Yes, you can still participate. We can read the questions to you.

2. Can my 80-year old mother participate in this study?

Unfortunately no, this study is only for people age 50 to 75.

3. I want my father to participate. He is 65 years old and lives in a nursing home. Can he participate?

As long as he can attend the health education sessions and can answer the questions in the survey, he can participate.

4. My hearing is not very good. Can I still participate?

Yes, as long as you can still hear. All you need to do is to sit and listen to the sessions.

5. This project sounds very interesting. Can I become a Lay Health Worker?

If you are interested, I can give your name to the LHW Project Coordinator and she will contact you.

6. I am really want to be in the Colon Cancer Prevention Group, can I join this group instead of the Healthy Nutrition Group?

If you decide to participate in the project, you are agreeing to be in either group that you are assigned to. In this project, you will receive information on both topics; the only difference will be in the timing. As long as you are interested in one of the topics, you should participate in this study.

7. Can I sign up for my mother? I have all her information.

If you can introduce her to me, I would like to talk to her first to see if she is eligible.

8. Can I still participate in this project if I am not a legal resident?

Regardless of your status, you can participate in this project as long as you live in San Francisco.

9. I live in Daly City but work in San Francisco. Can I still participate?

Sorry, but this study is only for San Francisco residents.

10. I can't decide right now. Can you reserve a spot for me to participate later?

I can call you in a couple of days when you have decided. If you have any questions, feel free to call me to ask. Here is a flyer for you to review. You will also find my phone number on it.

11. Do you have materials on this project that I can read before I decide to participate?

Yes, here is a flyer with my contact information that you can read. Remember, you can always call me if you have any questions.

12. Why do you need to know about my medical history?

People with colon cancer are not eligible for this study. I need this information to determine whether you are eligible.

13. I don't want to tell you my medical history. Do I have to tell you?

Remember, this information is only for the researchers; no one else is going to know. You can be in the study only if you feel comfortable answering these questions.

14. What if I don't want to tell you?

Because this is a study about health, you do need to be able to answer some questions about your health to participate. This information will be kept as confidential as possible.

15. My friend has been recruited by another LHW. Can she also participate in my group?

No, because this is a study, she should participate in the group with the LHW who recruited her.

16. I have a friend visiting from China who is living at my place, can I bring her to participate in the project?

No. Participants must live in San Francisco and must remain in San Francisco for the coming six months for the duration of the project. Furthermore, only one person from each household can participate in this project.

Needed Commitment

1. I am worried about being in a research project. Will you draw my blood?

This purpose of the project is to teach you how to be healthier. We will not take any blood samples or tissues or give you any medications. We are only educating you and providing you with information.

2. What do I have to do?

When you agree to join the study, you are invited to attend 3 meetings and to answer two surveys.

3. What kind of information do you need from me?

We need basic information about your age and health history.

4. Can I participate without giving my personal information?

You cannot be a part of this study unless you are comfortable providing this information. The information is only for the researchers and we will keep it as confidential as possible.

5. What benefits do I get from this study?

You will receive education and information about how to be healthier.

Payment

1. When will I get paid?

When you attend the first session, after completing the survey, you will receive \$20.
When you attend the final session, after completing the survey, you will receive \$30.

2. How are you going to pay me?

We will pay you by check.

3. Can you give me cash?

No. We can only pay you by check.

4. If I just want to come to one session, can I get some of the money?

When you commit to joining the study, we ask that you to come to all three meetings and answer 2 surveys. Part of the stipend will be paid first, but we really would like you to attend all 3 meetings because it will help you gain more health knowledge and help you live a healthier lifestyle.

Tests/Insurance

1. Do I have to get the test done?

We will not provide you with any tests. We will provide you with information about the test, but it is up to you to get the test from your doctor.

2. Do I have to pay for the test?

If you decide to get the test, it is usually covered by your health insurance. If you do not have health insurance, we will provide you with a list of community clinics where you can get the test for free or at low-cost.

3. What if I don't have health insurance?

If you don't have health insurance, we will give you information on where you can go to apply for a health service program to get a free or low-cost test.

4. Where do I go to get the test?

Usually you go to your doctor to get the test done, but if you don't have a doctor, we will give you information on where to find one.

5. Is the doctor linked to your study?

No, but we can give you a list of clinics where you can see a doctor.

6. Will you have access to my test results?

No, you do not have to give us any test results. At the end of the study, we will ask if you have gone for the test. We will then request your permission to ask your doctor for the date when the test was done but not its results. If you do not give your permission, we will not contact your doctor. We will not ask you or your doctor for the result of your test.

7. Do I still have to tell you my test results at the end of the study?

No, you do not have to tell us your test results at the end of the study.

8. Where will you store my health information?

We will keep all your personal information confidential. We do our best to ensure that every participant's privacy is protected. When we present the findings, we will not mention the names of any individual person and no one's name will be linked to the final results. When the study is over, we will destroy all the information.

Meetings/Surveys

1. Where do I have to go for these meetings?

Depending on which group you are in, it could be at somebody's house or in an office. But it will be somewhere convenient for you.

2. Do you pay for transportation to the meetings?

We do not pay for your transportation to the meetings, but we will try to find a location convenient to where you live.

3. Will there be food at the meeting?

(This depends on the Lay Health Worker. If suitable, you may decide to provide food.)

4. What if the time of the session is not good for me?

If the time is not good for you, we will work with you to schedule a convenient time.

5. Can I bring my children with me?

Because the session is 90 minutes and we would like you to be as focused as possible, we do not encourage you to bring your children.

6. Can I go to the first session and ask my husband to attend the other session?

When you commit to join the study, we ask you to attend all the sessions. Your husband cannot attend the session in your place. We will do our best to make it easy for you attend the session.

7. Can I bring my friend to this meeting?

No. Only those who have signed up for the project can attend the meetings.

8. Are there many questions on the survey?

There are about 40 questions on the survey and it takes approximately 20 minutes to complete. If you need help with reading or writing, our staff will assist you.

9. What are survey questions about?

The survey questions ask about basic information about you and your health.

10. Which topic will I be learning about first?

We do not know which topic you will learn about first. The researchers at UCSF will use a computer to randomly assign you to one group or the other.

11. Why don't you let us pick our group? I am interested in learning about nutrition.

Because it is a research study, the assignment of groups is decided randomly by a computer.

12. Will both groups have the same amount of information?

You will ultimately receive information from both groups that will help you live a healthier lifestyle.

Appendix E. Participant Recruitment Flyer

Healthy Living:

Chinese Lay Health Worker Outreach Project

Mission: To inform Chinese Americans about healthy behaviors

Hello!

My name is _____.

I am working with researchers at NICOS Chinese Health Coalition, San Francisco State University, and UCSF. Are you interested in becoming a part of our project to educate the Chinese community on how to live healthier?

What would you be required to do?

- Attend 3 meetings, about 2 hours each
- Learn about: Colon Cancer Prevention or Healthy Nutrition
- Receive a telephone call from me twice just to remind you about the information that you learned
- Answer some simple questions before the first meeting and 6 months later at the end of the study
- Receive \$50 at the end of the study

It's that simple!

Are you interested?

If yes, please contact me at

_____.



NICOS



SFSU



UCSF