



# NAMI Hearts & Minds



National Alliance on Mental Illness



## Facilitator's Guide





*NAMI Hearts & Minds Facilitator's Guide*

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The National Alliance on Mental Illness (NAMI) is the nation's largest grassroots mental health organization dedicated to improving the lives of individuals and families affected by mental illness. NAMI has more than 1,100 affiliates in communities across the country who engage in advocacy, research, support and education. Members of NAMI are families, friends and people living with a mental illness such as major depression, schizophrenia, bipolar disorder, obsessive-compulsive disorder (OCD), panic disorder, posttraumatic stress disorder (PTSD) and borderline personality disorder.

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NAMI Hearts & Minds is an online wellness initiative. This guide references information provided through the online program as well as the *Hearts & Minds Roadmap to Wellness Booklet*. For the most up-to-date content, as well as fact sheets on wellness issues, visit [www.nami.org/heartsandminds](http://www.nami.org/heartsandminds).

**OptumHealth**<sup>SM</sup>  
Public Sector



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## Introduction

This is the Facilitator's Guide for the NAMI Hearts & Minds program. *Note: sample worksheets are provided at the end of this guide; we encourage you to make copies of them for your presentation. The worksheets from this guide are also available online for download and printing at [www.nami.org/heartsandminds](http://www.nami.org/heartsandminds).*

The NAMI Hearts & Minds program is designed to be an online, interactive program. This guide is provided to help deliver the program to groups and audiences in a variety of settings to both 1) expand its reach and 2) promote engagement to a wide range of individuals living with mental illness.

## Knowledge is Power

People who live with mental illness are often at higher risk for heart illness, and much of that risk is preventable. Since living with mental illness can be a lot to manage on its own, NAMI Hearts & Minds offers a wealth of information to help manage other areas of healthy living. Participants are encouraged to use the program to inform as well as inspire. NAMI Hearts & Minds can show people how to take it one step at a time.

Specifically, participants of your NAMI Hearts & Minds presentation will:

- learn about the increased heart risk factors for people with mental illness, including cigarette smoking, obesity, diabetes, elevated cholesterol and hypertension (high blood pressure)—all of which are compounded by some second generation atypical antipsychotic medications;
- gain insight to become advocates for their own health care, especially relating to screenings for heart health and metabolic risks;
- learn how to make achievable lifestyle goals relating to smoking cessation, exercise and nutrition; and
- learn about resources for ongoing support in achieving lifestyle goals.

## Overview

There are several components to the program available to assist with your facilitation efforts.

- 1) This Facilitator's Guide.
- 2) The Hearts & Minds DVD.
- 3) One-page fact sheets on five topics (metabolic syndrome and Type 2 diabetes; mental illness and exercise; healthy eating; smoking cessation; substance abuse and co-occurring conditions).
- 4) The Hearts & Minds booklet.

*Note: go to [www.nami.org/heartsandminds](http://www.nami.org/heartsandminds) and click the resources tab to obtain the fact sheets as well as access free, downloadable versions of this guide and the Hearts & Minds Booklet. Printed Hearts & Minds Booklets (sold in packs of 25) and additional Facilitator's Guides can be purchased at [www.nami.org/store](http://www.nami.org/store). Fact sheets that coincide with the sections of the DVD (Smoking Cessation, Healthy Eating and Mental Illness and Exercise), as well as some other health topics (Metabolic Syndrome and Type 2 Diabetes, Substance Abuse, Alcoholism and Co-occurring Disorders) are available at [www.nami.org/heartsandminds](http://www.nami.org/heartsandminds).*

This Facilitator's Guide describes two approaches for delivering NAMI Hearts & Minds information. You may select the approach that you feel will work best with the participants.

One approach is to present the entire program at once. You should allow about 90 minutes with this approach. The second option is to present the material in segments. There are four sections of content total. Each segment would require about 45 minutes to an hour to complete.

A DVD is included with the Facilitator's Guide to support engaging presentations. The DVD has topic sections that can be presented in whole or in part and include:

- Introduction 1:50
- Smoking Cessation 4:00
- Healthy Eating 3:49
- Mental Illness and Exercise 4:34

## Facilitator Responsibilities

When organizing the presentation, facilitators are encouraged to include the participation of a health professional to respond to questions from participants (*suggestions: a registered nurse, psychiatrist, nurse practitioner, registered dietician, primary care doctor*). Ideal participants are people who live with mental illness and who can openly discuss the troubles and challenges they faced on their own journey towards a healthier life.

Facilitators should be prepared with the materials that will be used during the presentation, including a mechanism to view the DVD (a computer and/or screen or a television and DVD player), fact sheets and/or booklets and any additional materials that have been prepared to meet your own unique needs.

Here is a suggested format for running your presentation:

- Greet participants as they arrive.
- Begin with a self introduction and explain the purpose of the presentation, introduce any guest speakers and invite participants to introduce themselves, if appropriate.
- Create and conduct an ice breaking exercise.
- Show the Hearts & Minds DVD.
- Share goal-setting information and assist participants in created individual wellness goal.
- Distribute Hearts & Minds Booklet, fact sheets and other tools.
- Direct participants to the additional resources that are a part of the Hearts & Minds Web-based program.
- Encourage participants to remain in touch with one another for ongoing support and encouragement.

## Section 1: Preparation

*Conduct a readiness audit:*

- Do you have a need for Hearts & Minds in your community or group?
- Have you identified a location?
- Do you prefer to conduct one 90-minute-to-two-hour program or three one-hour sessions where the facilitator/presenter can go into greater detail?
- For ongoing support and encouragement, encourage participants to remain in touch with one another or plan running ongoing support groups as part of the program.

- Do you have access to appropriate A/V? (*i.e.*, TV and DVD player)
- Have you reviewed the program materials and Web site and are you familiar with the content as well as resources and tools to recommend to the participants?

*Secure financial arrangements:*

- Materials expenses (Hearts & Minds Booklets, other)
- Snacks and drinks (you should offer healthy snacks)
- Office supplies and copies (including Hearts & Minds and other NAMI fact sheets)
- Marketing and advertising

## Section 2: Implementation

The following table provides a brief outline of the program. Chart 1 will detail the program for a one session presentation (duration: 90 minutes to two hours). Chart 2 will detail a multiple session presentation (three sessions; 60-90 minutes each).

## Section 3: Templates and Resources

Day of Task Checklist

- Copies of Hearts & Minds Booklet
- Copies of fact sheets and resources
- Hearts & Minds DVD and player
- An easel pad/flip chart with markers (optional)
- Healthy refreshments

Documents to distribute to participants (copy from templates provided in this kit):

- Goal-setting tip sheet
- Participant evaluation form
- Sample food journal
- Sample exercise journal
- Any appropriate, additional resource information

**Chart 1 (Full Hearts & Minds Presentation)**

Topic	Presenter	Time
1 Welcome and Introduction ~Introduction and icebreaker ~Why we are here (read narrative) ~What to expect	Facilitator	10 Minutes
2 Wellness Success Story ~Facilitator shares his/her story about health behavior change, the motivation; strategies and results including challenges and successes as well as setback and lessons learned	Facilitator	5 Minutes
3 Presentation of Content (play appropriate portion of DVD)  Review major points of the following: (found in Hearts & Minds booklet)  (w/DVD segment time) ~Session 1 – Smoking Cessation ~Session 2 – Healthy Eating ~Session 3 – Mental Illness and Exercise	Facilitator or health professional	15 minutes
4 Question and answer period	Health professional	15 minutes
5 Goal Setting ~Instructions for setting achievable goals ~Participant goal setting and sharing	Facilitator and participants	10 minutes
6 Resources ~Distribute fact sheets ~Encourage ongoing peer support ~Resources and tools; Wrap up	Facilitator	5-7 minutes
		<b>TOTAL 90 minutes</b>

**Chart 2 (Multiple Session Program)**

Topic	Presenter	Time
1 Welcome and Introductions ~Introduction and icebreaker ~Why we are here (read narrative) ~What to expect	Facilitator	Session 1-10 minutes  Subsequent sessions: 5 minutes
2 Wellness Success Story ~Facilitator shares his/her story about health behavior change, the motivation; strategies and results including challenges and successes as well as setback and lessons learned	Facilitator	5 minutes (session 1 only)
3 Presentation of Content (play appropriate portion of DVD)  Review major points of the following: (found in Hearts & Minds booklet)  (w/DVD segment time) ~Session 1 – Smoking Cessation ~Session 2 – Healthy Eating ~Session 3 – Mental Illness and Exercise	Facilitator or health professional	15 minutes
4 Question and Answer Session	Facilitator or health professional	5-10 minutes
5 Goal Setting ~Instructions for setting achievable goals (session 1 only) ~Participant goal setting and sharing (All 5 sessions)		5-10 minutes
6 Resources ~Distribute corresponding fact sheet ~Encourage/reinforce peer support ~Resources and tools; Wrap up	Facilitator	5 minutes
		<b>TOTAL 1 hour</b>

## Facilitator Narrative

NAMI's Heart & Minds program is designed to help you become aware of the importance of personal health and wellness. During this program, we will introduce important topics and encourage your understanding of the importance of peer-to-peer support.

Most people want better health and health care but are not always able to make necessary lifestyle changes into their daily lives. Whether or not you live with mental illness, it can feel like an overwhelming undertaking.

As we will learn, people who live with mental illness are often at higher risk for heart illness and much of that risk is preventable: knowledge is power. People who live with mental illness are more likely to have classic heart risk factors such as cigarette smoking, obesity, diabetes, elevated cholesterol and hypertension (high blood pressure)—all of which can be made worse by some antipsychotic medications.

Managing a mental illness is not an easy task, so NAMI Hearts & Minds offers a wealth of information to make addressing other areas of your health easier. You do not need to figure this all out at once—NAMI Hearts & Minds will show you how to take it one step at a time. We all deserve a happy, healthy and long life. Knowing the risks will help us each make informed choices that can make this happen.

This program will offer suggestions on how to take steps to living a more healthful lifestyle. For some, it is quitting smoking, others it may be losing weight. No matter what changes you would like to make in your life, with good goal setting, a good support system and a little bit of discipline, it can be done. In the short term, you are likely to feel better and over the long term you will be increasing your quality and quantity of life.

[Optional] Today/tonight, you will learn more about NAMI Hearts & Minds. If you want to engage more with the program, you are encouraged to check out the Web site at [www.nami.org/heartsandminds](http://www.nami.org/heartsandminds).

## Goal-setting Tip Sheet

Setting goals makes it easy to follow your progress; it allows you to identify exactly what you want to achieve, how you will achieve it and where you have to concentrate your efforts. Think about a part of your lifestyle or health that you'd like to change.

**Be focused and realistic:** Ask yourself “what, when, how many, how much?” This way, you'll know when you have achieved the goal and realize the satisfaction from having achieved it.

**Keep goals small:** Keep the goals you are working towards small and achievable. This way you will have more opportunities for reward.

Here are five tips to help you define and reach your goals.

- Identify your goal by **writing it down**
- Set a **deadline** for your achievements.
- List the **obstacles to overcome** in accomplishing your goal.
- List the skills, tools, support or **knowledge you will need** to reach your goal.
- Develop a **plan of action** to reach your goal.

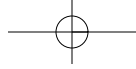
Here are three examples of a well-defined goal:

- “I will smoke one less cigarette, each day, for the next three weeks.”
- “I will cut 500 calories from my diet each day for the next month to lose weight.”
- “I will get off the bus one stop before my appointment to walk the extra three blocks for the next two months.”

Take the time to enjoy the satisfaction of achieving your goal. Reward yourself by doing something that is meaningful to you. Also, take the time to reflect on what you have achieved and how it has impacted your health.

Remember to take baby steps. Creating an unrealistic goal (I will go to the gym every single day and only eat lettuce) is pretty hard to attain for anyone. Goals give you a final destination to aim for, but taking baby steps will still make feel like you've accomplished something and are on the right track, which will, in turn, keep you moving in the right direction. Once you've broken a rigid resolution, however, it's easier to feel like a failure and give up.

If you slip up—don't give up! Just hop right back on track toward your goal—you will get there.



# My Goals Worksheet



Date: \_\_\_\_\_

My goals are (i.e., walk one more mile this week, start a food journal for a month, smoke five less cigarettes a day this week, etc.):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I will strive to achieve this goal by (date/deadline): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

I will be aware of obstacles that may keep me from reaching my goal, including: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

I will be aware of and strive to manage ways that I can sabotage my progress towards this goal, including: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The tools and supports I need to reach this goal include: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

My plan of action includes: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



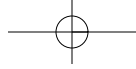
# Sample Food Journal



Date	Meal	What you ate/drank	Est. Calories	Notes & thoughts about my diet
	Breakfast			
	Lunch			
	Dinner			
	Snacks			
	<b>TOTALS</b>			

Date	Meal	What you ate/drank	Est. Calories	Notes & thoughts about my diet
	Breakfast			
	Lunch			
	Dinner			
	Snacks			
	<b>TOTALS</b>			

Adapted from www.mealsmatter.org



## Sample Exercise Journal



Date: \_\_\_\_\_

### Strengthening Exercise:

Exercise	Weight	Goal Reps	Actual Reps	Difficulty Level (1-5)*	Notes
Sunday (arms)					
Monday (legs/abs)					
Tuesday (back and shoulders)					
Wednesday (arms)					
Thursday (legs)					
Friday (back and shoulders)					
Saturday (rest, or your choice)					

### Cardiovascular Exercise:

Exercise	Goal Duration	Actual Duration	Difficulty Level (1-5)*	Notes

\*Difficulty level is how hard the exercise feels to you that day. 1 would be the easiest, 5 the toughest. You will notice that over time, the difficulty will decrease as you improve your health. This is a great sign of progress! Eventually you will be able to do more reps with your weights, go for longer duration times on your cardio and even add on more weight and time.

#### Some great arm strengtheners:

Weights  
 Push-ups  
 Pull-ups  
 Arm circles  
 Bicep curls

#### Some great leg strengtheners:

Leg press (machine)  
 Leg curls  
 Squats  
 Lunges

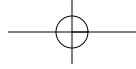
#### Some great back and shoulder strengtheners:

Pull-downs (machine)  
 Bench press  
 Arm raises

#### Some great abdominal exercises:

Sit ups  
 Boat pose  
 Pilates  
 Side bends





## My Health Notes



*Be prepared and make use of the time you have with your health care provider. Keep track of your important medical information as well as any questions or concerns that may arise between visits. Be prepared to share information about your medications and other components of your recovery plan. Keep a record of your screening and test results and become your own medical self-advocate.*

**Concerns or questions** I want to address with my health care provider include (List and number in order of importance):

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Current medication	Dosage/day	Interventions/strategies

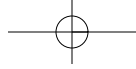
**My current prescriptions and health strategies include:**

**My routine health tests/indicators/screenings**

Item	Date - Measure	Date - Measure	Date - Measure
<b>Blood Pressure</b> (<140/<90 is ideal)			
<b>Cholesterol/Triglycerides</b> (<100 mg/dl / ~60 mg/dl is ideal)			
<b>Diabetes Screening</b> (fasting blood glucose)			
<b>Waist Measurement</b> (<40" men; <35" women is ideal)			
<b>Weight:</b>			
<b>Other:</b>			

(Note: not all of these will apply; reference those that relate to your individual condition.)





# NAMI Hearts & Minds Presentation



## Participant Evaluation Form

Date: \_\_\_\_\_ Location: \_\_\_\_\_ Audience Size: \_\_\_\_\_

Thank you in advance for filling out this evaluation form. Your input will help us monitor and improve the quality of our program.

Please indicate your age:  24 or under  25-34  35-45  
 45-54  55-64  65+

Please indicate your gender:  Male  Female

Please indicate with an X your level of agreement with the following statements:

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
I have a better understanding of the heart health risks present for many people living with mental illness.					
After participating in the program, I will set a goal to improve my health.					
I have a better understanding of the risk of smoking and the supports available to help me quit.					
The program provided me with useful tips for making smart food choices.					
The program helped me learn the benefits of exercise and how to add it into my daily life.					
I plan to stay in touch with other participants to provide and receive encouragement in achieving our goals.					
I would recommend this program to others.					

What did you like the most about the program? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

What did you like the least about the program? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Feel free to share any additional comments here: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_





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