

Participants in the Healthy Movement Project received one or more Peloton bikes to increase access to physical fitness activities by Trillium members. All participants signed a Memorandum of Agreement that includes reporting requirements. Reports are due by the last day of the month after the end of the quarter. These instructions correspond with the two forms that are required for quarterly reporting to be considered complete.

Quarterly Reporting Instructions

Quarterly Reporting Form

- 🌱 A report is due for each site where a bike is located. If a provider has multiple sites that received bikes, separate reports are required for each site. If a site has two bikes, only one report is needed per site.
- 🌱 Reports must be submitted beginning the first day of the month after the quarter has ended, i.e. Quarter 1 is July 1 -September 30. Reports on that quarter must be submitted between 10/1-10/31 to be considered complete and on time.
- 🌱 “Members Enrolled in the Program” – this response should only include a number (no text). The number should equal the total number of people who were enrolled in the program for the entire quarter who have Trillium as their MCO. Wellness Cities should include the total number of people who were active participants at their location in lieu of tracking status of Trillium members.
- 🌱 “Healthy Movement Members Engaged” – this response should only include a number (no text). This will be a total of Trillium members who used the bike at least once during the quarter. This number will be equal to or less than the number of members enrolled in the program.
- 🌱 “Healthy Movement Planning” – this response this response should only include a number (no text). This will be the total number of Trillium members who had use of the bike in their person centered plan or wellness plan. This number will be less than or equal to the total number of members enrolled.
- 🌱 “Healthy Movement Encouraged” – this response is a short narrative describing how the site encourages members to use the bikes, i.e. talk about bikes at least once per week, flyer listing benefits of exercise with picture of bike, staff demonstration of bike use, creating workout partners, etc.
- 🌱 “Healthy Movement Impacts” – this response is a short narrative describing at least one situation in which a member has benefitted from having the bike on site.
- 🌱 “Internet Service Provided” – all sites committed to having internet service capable of streaming the Peloton class subscriptions.

Proof of service is required in the form of a bill for internet service covering at least one month within the reporting period. Proof of payment of that bill is required, in the form of a voided check or bank ledger with information related to other payments and account numbers redacted. Those must be scanned and uploaded into the sheet as attachments. It can be one attachment with both documents or multiple attachments.

- 🌱 “Bike damage/repair” – this question requires a response. If the bike has no damage, enter N/A in the field. If there is any issue with operating the bike, including log-in issues for the subscription, describe the issue and the effort to fix it.
- 🌱 Timeliness of Submission - If there is an issue with accessing or submitting the form, it must be reported, by e-mail to the Project Lead no later than 3pm on the due date in order for the submission to be considered timely. The submission will not be considered complete without weekly use data reported for each week in the corresponding quarter (see instructions below for first quarter data).

Weekly Use Tracking Instructions

[Weekly Use Tracking Form](#)

- 🌱 Tracking weekly use of the bike is part of the required quarterly reporting process.
- 🌱 Participants have the option of entering weekly or submitting data for multiple weeks at a time. A report is required for each week of the reporting period, with submission no later than the last day of the month following the end of the quarter (same as the quarterly report).
- 🌱 A report is due for each site where a bike is located. If a provider has multiple sites that received bikes, separate reports are required for each site. If a site has two bikes, only one report is needed per site.
- 🌱 This form is designed capture use of the bike each week (Monday – Sunday) of the reporting period.
- 🌱 “Number of times during the week that bike was used 10+ minutes” – At the beginning of the project, participants agreed that meaningful use constitutes 10 minutes or more on the bike.

This response should only include a number (no text) and is required. This number may be less than, equal to, or more than the number of Trillium members, especially if all or most members use the bike more than once per week. For example, 3 members use the bike during the week for 5+ minutes, one using it once, one using it twice and the third using the bike 5 times. The entry would equal eight. **If the bike was not used, enter zero.**

- 🌱 “Issues with Use/Access This Week” – This is a brief description of anything that would reduce the number of times members used the bikes. It is to help Trillium understand changes in use of the bikes and whether it is related to member interest or other factors.

Below is a table with the weeks in each quarter Year 2 (2020-2021)

First Quarter				
Jul. 1 - 5	Jul. 6 - 12	Jul. 13 - 19	Jul 20 - 26	Jul. 27 – Aug. 2
Aug. 3 - 9	Aug. 10 - 16	Aug. 17 - 23	Aug. 24 - 30	Aug. 31 – Sept. 6
Sept. 7 - 13	Sept. 14 - 20	Sept. 21 - 27		

Second Quarter				
Sep. 28 – Oct. 04	Oct. 5 - 11	Oct. 12 - 18	Oct. 19 - 25	Oct. 26 – Nov. 01
Nov. 2 - 8	Nov. 9 - 5	Nov. 16 - 22	Nov. 23 - 29	Nov. 30 – Dec. 06
Dec. 7 - 13	Dec. 14 - 20	Dec. 21 - 27	Dec. 28 - 3	

Third Quarter				
Jan. 4 - 10	Jan. 11 - 12	Jan. 13 - 19	Jan. 20 - 26	Jan. 27 – Feb. 02
Feb. 03 - 09	Feb. 10 - 16	Feb. 17- 23	Feb. 24 – Mar. 01	Mar. 02 - 08
Mar. 09 - 15	Mar. 16- 22	Mar. 23 - 29		

Fourth Quarter				
Mar. 30 – Apr. 05	Apr. 06 - 12	Apr. 13 - 19	Apr. 20- 26	Apr. 27 – May 03
May 04 - 10	May 11 - 17	May 18 - 24	May 25 - 31	Jun. 01 - 07
Jun. 08 - 14	Jun. 15 - 21	Jun. 22 - 28	Jun. 29 – 30	

