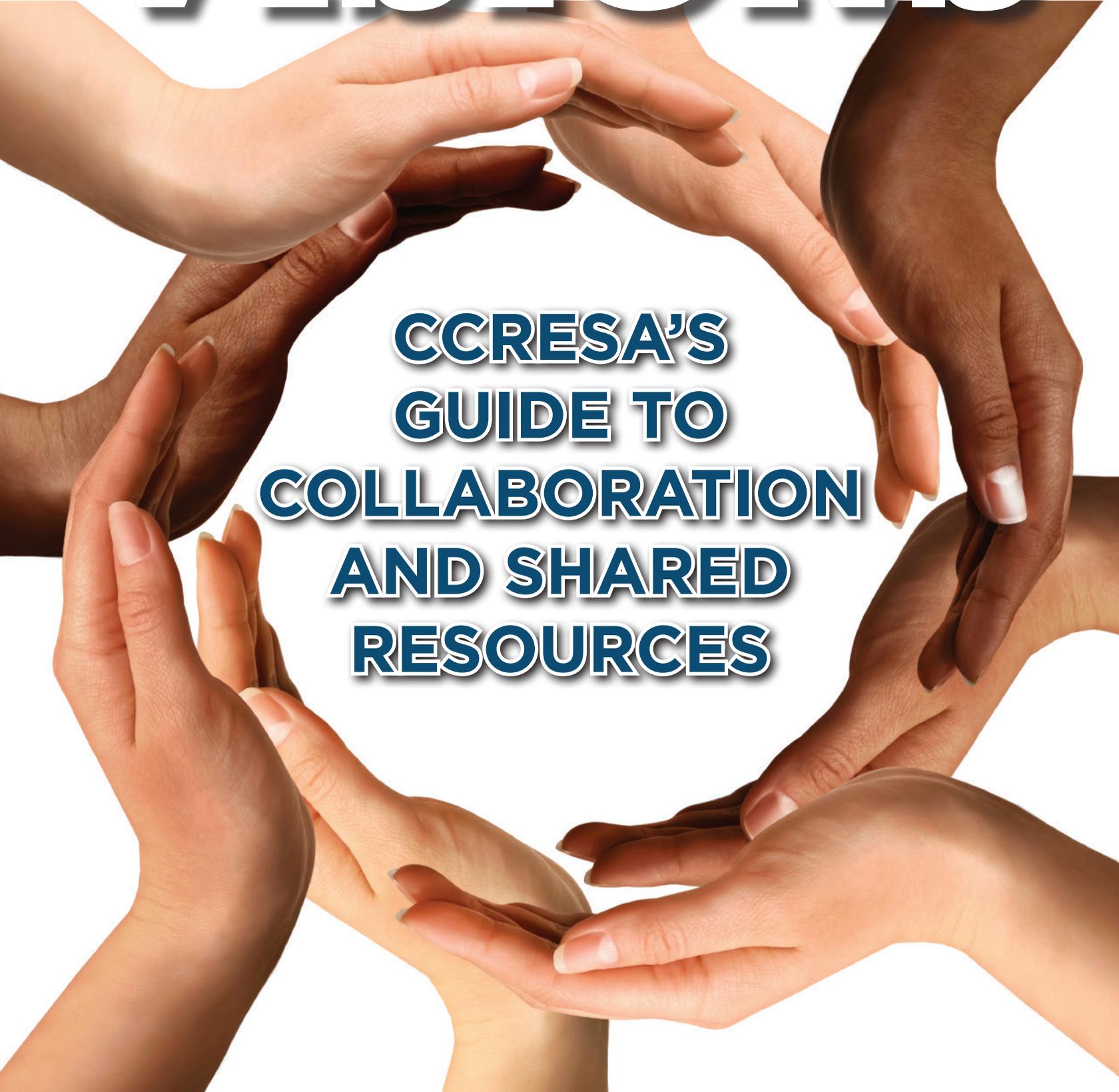


VISIONS



**CCRESA'S
GUIDE TO
COLLABORATION
AND SHARED
RESOURCES**

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VISIONS

A publication of Clinton County Regional Educational Service Agency published three times yearly.

The newsletter is a vehicle to communicate to our educational partners the current information and activities as they relate to the support of our Mission Statement.

CCRESA constituents include: Bath, DeWitt, Fowler, Ovid-Elsie, Pewamo-Westphalia, St. Johns and non-public schools.

For more information, contact:

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CCRESA is an Equal Opportunity Employer. Auxiliary aids and services are available upon request to individuals with disabilities.

CCRESA Vision

It is the vision of CCRESA to create an environment where everyone is continually learning.

In pursuit of this vision, CCRESA will:

- Deliver high quality educational programming and support
- Lead the pursuit of educational opportunities for learners of all ages
- Model and encourage lifelong learning
- Continually challenge the status quo

Mission Statement

It is the mission of CCRESA to lead and support learning.

In pursuit of this mission, CCRESA will:

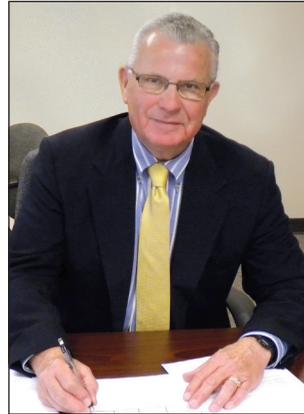
- Prepare learners to be successful in a competitive, global economy
- Continually enhance student achievement
- Employ a competent, enthusiastic staff that provides exemplary customer service
- Collaborates with schools and other agencies
- Continually assess the effectiveness and efficiency of CCRESA programs and services

It is the policy of the Clinton County Regional Educational Service Agency (CCRESA) that no discriminatory practices based on gender, race, religion, color, age, national origin, disability, height, weight, marital status, sexual orientation, political affiliations and beliefs, or any other status covered by federal, state or local law be allowed in providing instructional opportunities, programs, services, job placement assistance, employment or in policies governing student conduct and attendance. Any person suspecting a discriminatory practice should contact the Director of Special Education, 1013 South US-27, St. Johns, MI 48879, or call 989.224.6831.



SUPERINTENDENT'S CORNER

Creative Collaboration



Wayne Petroelje

We truly believe at Clinton County Regional Educational Service Agency (CCRESA) that collaborative relationships must come together in a shared vision for us to be successful into the future. CCRESA has a long history of collaboration and shared services with others. We work hard to support a culture that is conducive to creative collaborative initiatives. After all intermediate school districts/regional educational service agencies were developed with these goals in mind.

2013 has continued to provide many financial challenges for the Clinton County local districts and CCRESA. As educational

administrators, board members and staff continue to move forward and creatively do more with less, collaboration inside and outside CCRESA is critical. Our number one goal is service and support to the Clinton County local school districts. When they are successful in their individual missions, CCRESA is also successful. Working together to maximize all of our economic and human resources is an ongoing practice that serves to benefit all involved.

The Spring 2013 Edition of the CCRESA *Visions* Newsletter serves as a guide to new and ongoing collaborative initiatives and shared services that make a difference in the lives of students, staff and the community every day. We hope you find all of our various efforts informative and that this issue inspires you to think of additional creative collaborative initiatives.

Keep Learning... OUR FUTURE DEPENDS ON IT.

CCRESA has been partnering with a community coalition of businesses, government, media and educators in a regional media campaign called "Keep Learning...Our Future Depends On It." The ongoing campaign is focused on the importance of youth completing high school and selecting higher education opportunities. The goal is to double the college graduation rate in the tri-county area. The Keep Learning campaign is about the quality of life and ensuring area residents have instilled within them the commitment to education.

BUSINESS OFFICE

Business Services

Various CCRESA Business Office services are available to districts including: cash management, purchasing, accounts payable, payroll, benefits, budgeting, state reporting, electronic scanning and imaging, bank reconciliations, business and finance support.

Web-Based On-Line Employment Application

A consortium of CCRESA local districts was formed to implement an on-line employment system. The program is an all-in-one hiring solution that automates the entire hiring process from recruitment to employment.

Mid-Michigan Beverage Consortium

The Mid-Michigan Beverage Consortium is a group of approximately 50 districts that have combined their purchasing power to obtain the best possible beverage contract for their schools. After an extensive proposal process, The Mid-Michigan Beverage Consortium agreed to a seven year agreement with Pepsi-Cola to sell beverages in the participating schools. The current contract began on July 1, 2007 and will continue through

July 1, 2014. Products sold in the schools must meet the guidelines set by the Alliance for a Healthier Generation. These guidelines serve as a minimum benchmark but may be exceeded by an individual school's wellness policy should it be more conservative. These measures are in response to the need to address national obesity-related concerns for our youth by reducing container size, sugar content and calories per serving.

Pupil Membership Accounting

CCRESA contracts with Genesee ISD to provide this important service to its districts. Contracting the service not only saves dollars but more importantly ensures that appropriate processes and procedures are in place to substantiate the pupil counts used in generating State

Aid which is a major source of district funding. Along with the formal audits of the October and February counts the service provides trainings, technical assistance and consultative services in the matters of pupil accounting.

Central Michigan Substitute System

Four regional education service agencies (Clinton, Eaton, Ingham, and Shiawassee) have partnered to develop a lower cost, streamlined system for the procurement and payment of substitute teachers. By maximizing economy of scale in a "supersize" region, local school districts benefit through reduced costs and a more homogenous and efficient system design. The substitute system is known as the Central Michigan Substitute System (CMSS).

CMSS contracts with Professional Educational Services Group (PESG), to employ and pay substitute teachers as well as substitute paraprofessionals and secretaries. CMSS also contracts with Frontline Technologies to utilize AESOP, a web/phone-based substitute procurement system, which is used by a number of districts in the Michigan area as well as across the United States.

BUSINESS OFFICE CONTINUED ON PAGE 6

CAREER EDUCATION

Tri-county Career and Technical Education

In addition to the Career Connections program, the CCRESA Career Education Department also collaborates with Eaton RESA, Ingham ISD and Lansing School District to provide additional programming for area students. All students that reside in these areas are able to attend neighboring career and technical programs if they are not offered in a student's home county. This expands the program options to each of our local districts so students can attend a program that connects with their career aspirations.

Acting as the Career Education Planning District (CEPD) Office, CCRESA supports all of the local districts that offer their own career and technical training through their high schools. CCRESA provides technical coordination, support

to establish programming, reporting of program progress to the state and acts in an advisory capacity and as a liaison between the local districts and the state.

The CCRESA Career Education Department provides leadership, programs and services to our constituents in support of full implementation in the areas of Educational Development Planning and Career and College Ready planning and service.

The CCRESA partnership with Lansing Community College provides high school students the opportunity to earn LCC credit via their Career Connections classes. Area students earned 1287 LCC credits through their different Career Connections programs during the 2011-12 school year.

INNOVATIVE PROJECTS

Reaching Eligible Children

The CCRESA Office of Innovative Projects receives funding from the Michigan Department of Education to provide services to parents and personnel in the 56 intermediate school districts of Michigan. In particular, *Early On* Public Awareness and Project Find, Innovative Projects of CCRESA, conduct outreach so that parents and personnel in agencies throughout Michigan who work with families know that early intervention and special education services are available to eligible children. In order to reach targeted populations, these projects collaborate with the Michigan Department of Community Health, the Michigan Department of Human Services, Head Start agencies, local community agencies, hospitals, physicians, child

care providers and other human service agencies and organizations in order to effectively deliver information about *Early On* Michigan and special education services. Once parents and agency personnel have this awareness, they may make a referral through a toll-free phone call, an online form, or fax if there is a concern about the development of an infant or toddler or if there is a concern about a student's ability to learn. As a result of these collaborative outreach efforts these projects process more than 10,000 referrals annually.

Preschool Referrals in Clinton County

Since the Office of Innovative Projects has a statewide process for taking referrals of children for *Early On* and special education, it was only natural to provide similar assistance for Clinton County when the need arose. In an effort to streamline services to families in Clinton County, intake for enrollment in Head Start and the Great Start Readiness Preschool (GSRP) programs will be centralized through one process, beginning this spring. Through the

Great Start Collaborative, CCRESA is working with Head Start and GSRP programs so that parents of preschoolers in Clinton County may express interest in preschool through a toll-free phone call, an online form, or fax in order to express interest in preschool programming. This service is available now through www.ClintonPreschool.org or by calling (855) 644-PreK.

INSTRUCTIONAL SERVICES

Instruction, Curriculum and Professional Development

CCRESA and Shiawassee RESD have a unique partnership to provide collaborative services across the two county region. Below is a sampling of the programs and services offered through the CCRESA Instructional Services Department. This brief overview is designed to give you the highlights of our programs and we invite you to call us with any questions you may have regarding our services.

- Administrative Professional Support/Services
- Assessment Assistance and Support
- Assistance/Support with Federal/State Compliance
- Curriculum Mapping and Alignment
- Data Collection and Reporting
- Data Analysis and Presentation Support
- English Language Arts Consultant
- Gifted and Talented Service
- Grant Writing
- Instructional Technology Consultant
- Instructional Strategy Sessions
- Instructional Technology/Media Services
- Inter-district Cooperative Program
- Local Service Planning
- Local Professional Development Support
- Math and Science Consultant
- Professional Consultation
- Professional Development Regular Principal and Curriculum Group Meetings
- School Improvement & Accreditation Assistance
- Social Studies Consultant
- CCRESA and LEA Integration
- Survey Creation and Support
- Technology Training

Multi-Tiered Systems of Support

Multi-Tiered Systems of Support (MTSS) is defined as “the practice of providing high-quality instruction and interventions matched to student need, monitoring progress frequently to make decisions about changes in instruction or goals, and applying student response data to important educational decisions.” (G. M. Batsche et al 2005). The CCRESA MTSS model focuses on leadership, professional development and empowering culture within the context of curriculum, assessment and instruction.

Common Core State Standards

The Common Core State Standards provide a consistent, clear understanding of what students are expected to learn, so teachers and parents know what they need to do to help them. The standards are designed to be robust and relevant to the real world, reflecting the knowledge and skills that our young people need for success in college and careers. With American students fully prepared for the future, our communities will be best positioned to compete

successfully in the global economy. Michigan is one of 45 states to have adopted the Common Core State Standards. It is a new set of curriculum expectations for Mathematics and English Language Arts. These new expectations are similar to the existing Grade Level Content Expectations and High School Content Expectations but contain some improvements and changes that will be incorporated within our MTSS implementation.

Professional Development

All educators in Michigan have annual plans for professional development. In fact, most educators, especially teachers, are required to take continuing education courses to stay up-to-date on the latest teachings or technology connected with their work. CCRESA offers hundreds of professional development (PD) opportunities each year. (Visit www.ccrea.org and click on Professional Development for current listing)

INSTRUCTIONAL SERVICES

Capital Area Science and Math Center

The Capital Area Science and Mathematics Center (CASM) provides services in Science and Mathematics education to K-12 students and teachers in mid-Michigan. CASM has the following program partners: CCRESA, Eaton ISD, Ingham ISD, Ionia County ISD, Shiawassee RESD, and Lansing Community College. CASM is a

member of the Michigan Mathematics and Science Centers Network, a collaboration of 33 regional centers throughout the state created by the Michigan Legislature to elevate Mathematics and Science education for all students in Michigan. To learn more about this network, visit the MMSCN website at www.mimathandscience.org.

Regional Education Media Center 13

Educational personnel and students in our region are able to access huge numbers of educational videos and peer reviewed articles to use in the classroom for research. Access is also provided to three levels of Encyclopedia Britannica which includes an article read along feature. Teachers have access to a Moodle classroom management

system which allows them to provide blended or online instruction to students. Other services include research databases, access to streamed Discovery learning videos including clipart, sound clips and images and a courier system.

BUSINESS OFFICE, FROM PAGE 3

Transparency Reporting

Section 18 (2) of the Public Act 94 of 1979, the State School Aid Act, as amended, requires each school district and intermediate school district to post certain information on its website within 30 days after a board adopts its annual operating budget or any subsequent revision to that budget. The Annual Budget and Transparency Reporting is an opportunity to communicate to the community on

how districts utilize the resources that are provided to them. This information is readily available for any district by simply going to a district's website and click on the icon that looks like the State of Michigan. To assist districts in complying with this requirement CCRESA supports the local districts by monitoring and posting their information to the website.

Truancy and Attendance

Truancy and attendance services are provided in collaboration with Gratiot Isabella RESD. The truancy officer works with CCRESA districts in implementing the guidelines that have been established on a county-wide basis.

Third Party Administrator

Changes in IRS regulations prompted CCRESA to collaborate with five other ISD's to go through a Request for Proposal (RFP) process to select a third party administrator for administration of employee

financial accounts. Upon review and analysis of the RFP's MidAmerica was selected as the third party administrator. There are approximately 50 districts currently utilizing this service.

SPECIAL EDUCATION AND EARLY CHILDHOOD

Student Support Services

This group provides mobile special education services to all of the public and private schools in Clinton County. This staff plays a critical role in helping to determine which students need special education services and identifying the unique needs of students as individuals. Student Support Services works in conjunction with parents and many community partners to provide individualized services for students with disabilities. They provide therapeutic interventions both within and outside of classrooms. In addition to this, they provide consultation and coaching to local school staff in order to more fully implement a multi-tiered system of supports,

both academic and behavioral. The following services are provided to students in our local schools:

- Assistive technology
- Occupational therapy
- Physical therapy
- School psychology
- School social work
- Speech and language therapy
- Teacher consultants for autism spectrum disorder, hearing impaired and visually impaired students
- Transition consultation

Turning Point Youth Center

On behalf of St. Johns Public Schools, CCRESA provides special education programming for all of the residents of Turning Point Youth Center. This residential facility serves adjudicated males who have a diagnosed psychiatric illness and exhibit severe behavioral problems. This is primarily a program for adolescents through 17 years of age in need of intensive, highly structured, long-term care in a

locked secure setting. Turning Point Youth Center is fully licensed by the State of Michigan and contracted with the Department of Human Services with a capacity to serve 60 youth. Within a consistently positive, encouraging atmosphere, the educational staff is often able to catch students up multiple grade levels in basic academic skills and graduate a few students each year.

Education Center

As part of a full range of special education programs and services, and on behalf of the constituent local school districts, the Clinton County Education Center serves students in need of extensive support for low incidence handicaps. Staff in these programs work with local districts and families to provide center-based programs and services to students, as determined through the Individual

Education Plan process. Special education offered through the Education Center addresses the academic and adaptive needs of students ages 3 through 25 with moderate to severe cognitive impairments that are often combined with other disabilities including autism, physical, health and sensory handicaps. A full range of therapies and nursing care are made available on a frequent basis in this setting.

Early On[®] Michigan

Early On is a system that coordinates services for families with children from birth to three years old. *Early On* provides these services to children who have a developmental delay, or are at risk of developing delays due to an established medical condition or a disability. *Early On* staff members work as partners with families to help them find the support they need for their child.

CCRESA partners with families by providing needed services in such areas as social work, and speech, occupational and physical therapies. There are no income eligibility requirements and these services are offered at no charge to families. In the 2011-12 school year, 193 children were served in our districts.

SPECIAL EDUCATION AND EARLY CHILDHOOD CONTINUED ON PAGE 8

SPECIAL EDUCATION AND EARLY CHILDHOOD

FROM PAGE 7

Great Start Readiness Program

CCRESA takes a leadership role in the provision of Great Start Readiness Programming (GSRP) throughout the county. CCRESA convenes a consortium of local school district partners to develop an agreement and carry out all necessary action steps that facilitate recruitment of qualifying students, housing of programs and provision of preschool instruction within early childhood licensed school settings. CCRESA encourages and facilitates

options for blending of GSRP membership with other preschool age groups such as Head Start, Early Childhood Special Education, and tuition based early childhood instruction for best use of resources and fit to student needs. CCRESA arranges for expert consultation to these programs and provides quality oversight in line with school improvement goals.

Great Parents, Great Start

Great Parents, Great Start is a parent involvement and education program for all families with children from birth to five years old. Services are provided at no cost to participating families. Great Parents, Great Start served 308 families in the 2011-12 school year. The program provides services such as:

- Home-based personal visits for families in the target population

- Parent-child playgroups that focus on developmental learning activities for children birth to five years old
- Developmental screenings for all children birth to five years old
- Connection for parents and children, as needed, to other community resources and early childhood programs and services.

START Project Implementation

As part of a continued, strong commitment to capacity building in order to assist local school districts to better meet the needs of special education students, CCRESA has actively facilitated the availability and implementation of best practices. One such initiative is working closely with the Statewide Autism Resources and Training (START) Project. This project is funded by the Michigan Department of Education to provide training and technical assistance to educators in Michigan that serve students with Autism Spectrum Disorders (ASD). The focus of the START Project has become systems level change implemented by school staff and administrators willing to commit to using effective practices in the areas of educational

programming for students with ASD, professional development, parent-professional collaboration and cross-county collaboration.

CCRESA has directed the training resources in this area to make sure that there is a trained building level coach in each building for each of the local, constituent school districts. This allows these buildings to have necessary awareness of and ability to meet the needs of students with autism. CCRESA is fully committed to supporting this effort within the least restrictive environment for students within the full range of the autism spectrum.

Emotionally Impaired Programming

Programs for students with Emotional Impairment are offered by CCRESA to the constituent local districts at a secondary level. This programming is made available to students with more severe emotional and behavioral needs for which local resources have not proven successful. Although the numbers in these programs tend to fluctuate, success depends on close collaboration with mental health and law enforcement resources in the community. More intensive staffing on the part of CCRESA is also required from supervisory and social work staff to assist students in maintaining and improving their adjustment.

SPECIAL EDUCATION AND EARLY CHILDHOOD CONTINUED

Autism Spectrum Disorder (ASD) Support Team

In order to more fully assure capacity development through better implementation of the START project, CCRESA provides consultant services through the ASD Support Team. This includes consulting staff assuring that on-going training and outreach support is available to local staff in partnership with parents on behalf of students with ASD related needs. Support is focused on short term consultation by ASD Support Team Consultants assigned to practice areas that provide in-depth assistance with implementation of best practices and universal supports. This includes more in-depth consultation with on-going demonstration and direct assistance, as needed from a highly trained ASD Support Team Assistant.

ASD Support Team Consultants assist with coordination of the ASD evaluation process with oversight attention to staffing and integrity of the evaluation process. This helps to assure that evaluation resources are better developed,

effectively managed through the entire evaluation process and that there is sufficient expertise for high quality assessment practices.

The ASD Support Team also increases learning and study of ASD support through additional CCRESA collaborative efforts. In order to assist local staff with more independent learning opportunities, a lending library of resources is managed through this team.

Because local paraprofessional staff members are so often involved in direct support of students with ASD, but have little or no training in this area, the ASD Support Team has begun to offer foundational training. This helps them to better understand the support role that they will be carrying out, better understand the needs of students with ASD, and learn how to prevent problems that overwhelm a student's ability to cope or advocate for their own needs.

Special Education Funding

CCRESA coordinates and maintains the county special education funding system for all local school districts. Federal special education grant money is used to pay for services and programs that benefit local school districts. All ancillary special education is purchased in this way. PA 18 county bond money for special education passes through to local districts, since there has been sufficient fund equity to pay for services without need to bill back to any local district

Transition Consultation

Transition planning and service delivery is a requirement on behalf of high school students with special learning needs. Transition is that process of focusing on engaging students in planning and readiness development for life after high school graduation or public school program completion. Successful transition can only occur in collaboration with students, parents, school staff and community partners. Much of this work centers on job and career orientation. For some students, community work site experiences are an essential component to becoming work ready. For some students, it is important to learn how to advocate for special needs so that college can be more successful,

and for others, it is critical that they have assistance with making a referral to Michigan Rehabilitation Services. Providing the right assistance for success is a serious challenge for high school special education teachers given the reduction in resources and increased demands for academic excellence crowding out opportunity for transition experiences and education. Through full time services of a transition coordinator, a basic level of expertise in design of transition programs and assistance with unique transition problems is maintained by CCRESA on behalf of local school districts.

SPECIAL EDUCATION AND EARLY CHILDHOOD, FROM PAGE 9

Medicaid

CCRESA administers the Medicaid School-Based Services program for all local school districts. The program has two components: Outreach and Fee-for-Service. During the 2012-2013 school year, \$486,947 was distributed to Clinton County schools under this program.

Special Education Supervision

Special education supervision is provided to local school districts when staffing needs dictate. Currently, a CCRESA supervisor is assigned 4.5 days per week in St. Johns and .5 days per week in Fowler. When this arrangement is possible for a local district, it helps them to better manage special education resources, maintain standards and implement best practices in support of students' special learning needs.

Special Education Transportation (Dean Transportation)

A partnership with Dean Transportation has allowed each district in the CCRESA service area to have confidence that great care is being taken each day on behalf of students with special transportation needs. This includes students requiring such special consideration as a lift bus for wheelchair transportation. Every day, students from across the county are transported to and from special education programs, depending on their needs, to their school and back home again safely. This collaborative agreement is in place with all local districts in the CCRESA service area.

TECHNOLOGY

Shared Internet Services (MMNet)

To contain costs and share services, five of our six districts along with CCRESA are currently sharing Internet bandwidth via our connection to MMNet. This helps smaller districts to combine with larger districts for a more efficient cost. Larger districts benefit as well because by combining all districts, the amount of bandwidth goes up and reduces the cost per unit.

CCRESA, DeWitt, Fowler, Ovid-Elsie, St. Johns and Pewamo-Westphalia

Student Management Systems

The Student Information Systems team provides training, troubleshooting, report writing, state reporting, application support, application maintenance and server support for Infinite Campus.

CCRESA, DeWitt and St. Johns

TECHNOLOGY

Technology Support

CCRESA has been collaborating with local districts on their technology needs for several years. We host a variety of applications for our local districts and other counties, including:

- Directory Services (Including Active Directory)
- Antivirus Consortium (Including Sophos)
- Content Filters and Firewalls
- Credit Recovery Tools (Including E2020)
- Microsoft Licensing
- Shared Server Resources (Including VMWare)
- Wireless Internet Access (Including Aruba)

Technology Staffing Services

The Technical Support Services team schedules on-site visits by technicians. The staff provides technical implementation and support for software and hardware used in the District. This includes planning, researching, implementing, managing and supporting all end-user technologies.

CCRESA, Ovid-Elsie and Pewamo Westphalia

Help Desk Services

CCRESA has deployed a HelpDesk solution that helps document and track workflow for technicians and creates a communication platform of technical support services for all end users.

CCRESA and Pewamo-Westphalia

ADDITIONAL COLLABORATIVE INITIATIVES

Building Stronger Communities Council

The Building Stronger Communities Council (BSCC) is composed of representatives from many different human service organizations, both governmental and non-profit, coalitions and community initiatives. Each is important to the health and welfare of the greater community. The purpose of the BSCC is to facilitate the exchange of information between the human service providers, to maximize human

and fiscal resources and to minimize the duplication of services. CCRESA is one of those groups and CCRESA staff from the Great Start Early Childhood Coalition is part of this group. CCRESA also provides in-kind support to the BSCC Coordinator in the form of office space in one of its facilities. CCRESA and its many partners are continuing to meet challenges together to build stronger communities.

Healthy Community Coalition

The purpose of the Healthy Community Coalition (HCC) is to assess and address health and quality-of-life issues in the Clinton County area through cooperation, collaboration and shared resources. HCC sub-committees include Health Screening, Healthy Lifestyles, Safe Kids, Food Distribution, and Clinton County on the Move which is now combined with the Obesity Initiatives group.

CCRESA is an active partner in providing the annual Health Fair which takes place in the CCRESA Conference Center and staff serves on the Obesity Prevention Initiative workgroup which has hosted the Clinton County Family Fit Festival, provided indoor fitness trails to elementary schools in Clinton County and other efforts to help lower the incidence of obesity in Clinton County.



1013 S. US 27, Suite A
St. Johns, MI 48879-2423

Obesity Prevention Initiative

CCRESA staff collaborates with the Mid Michigan District Health Department, Sparrow Clinton Hospital and numerous community based agencies working on healthy eating and fitness activities to curb obesity in Clinton County. This Obesity Prevention/Clinton County on the Move workgroup has supported the Clinton County Family Fit Festival for several years serving over 1,200 people at several annual events. Forty activities were spread

between four program areas: Nature Rocks, Wiggle and Giggle (Family Activities and Backyard Play), Munch Madness and Booth Bites. Eight 15 minute mini classes featured activities like athletic conditioning, dance and jump rope. The workgroup has also offered Indoor Fit Trails to all elementary schools in the county, promotes area fitness opportunities, conducted family play and activity programs, provided healthy eating education and more.

Choosing Health! and the Michigan Health and Wellness 4 × 4 Tool Initiative

CCRESA joins the Mid-Michigan District Health Department, the Capital Area Health Alliance and the entire state in working toward helping Michiganders to be healthy, productive individuals, living in communities that support health and wellness, with ready access to an affordable, person-centered and community-based system of care. CCRESA helps provide awareness of the

4 × 4 concepts of “Practice 4 Healthy Behaviors” including maintaining a healthy diet, engaging in regular exercise, getting an annual physical exam, and avoiding all tobacco use and exposure and “Knowing 4 Health Measures” that include body mass index, blood pressure, cholesterol level and blood glucose level.