

Module Two: Self-Assessment & Action Plan

Time: 45 minutes

Goal: Determine where providers currently stand in implementing the Delaware CACFP/*Delacare* Rules for nutrition and physical activity in their centers and homes.

Objectives:

- Compare participants' "Self-Assessments" to established benchmarks.
- Create an action plan toward achieving two goals for improving nutrition and physical activity in their home or center.

Handouts

- Self-Assessment
- Self-Assessment Benchmark
- Action Plan Template

Additional Materials

- *First Years Toolkit – Administrators' Guide*

I. Activity 1 (15 minutes)

[Introduce yourself (if you haven't already done so).]

Self-Assessment and Action Plan Activity (slide 1, title slide)

SAY:

- In order to help you identify the strengths and areas that need improvement in your child care center or home, we are going to do a self-assessment activity. This will allow you to identify what you are currently doing in terms of the nutrition and physical activity practices in your home or center. It can be used to see where you are excelling in creating healthy environments and identify those areas where you can improve.
- You all have a "Self-Assessment" in your [folder, packet, table, etc.]. It looks like this. [Hold it up so the audience can see what you are talking about.] Let's all look at it together.
- You will see there are sections for each of the meal components, physical activity and screen time practices, staff behaviors, center/home policies and self-efficacy. In the interest of time, I would like for you to focus on completing as much of the meal component, physical activity and screen time questions as you can.
- Read each question and choose the answer that best describes the practices in your center or home over the past month.
- Be sure to answer the questions honestly. This is not a test. It is simply to help you identify where you may be able to make changes based on the information you are receiving today.
- When answering the questions, keep in mind what your facility does the majority of the time, as your practices may fall into more than one category.
- We will take about 15 minutes to complete the beginning sections of the Self-Assessment. If you have any questions, feel free to raise your hand and one of us will come around to assist you.

[Remind participants when they have 5 minutes left. After about 15 minutes, instruct participants to stop where they are. Bring the group back together and begin the presentation. Instruct participants to take out the "Self-Assessment Benchmark" handout because you will be discussing this part next.]

II. Discussion (5 minutes)

Part 1: How to use the Benchmark (slide 2)

SAY:

- Looking at your “Self-Assessment Benchmark,” the shaded boxes are Delaware CACFP/*Delacare* Rules that align with each question.
- The cross symbol is the ideal scenario or “best practice.” This represents the best possible action to achieve the highest quality nutrition and physical activity in your center or home.
- If a box is both shaded and has a cross, the rule and the best practice are the same.
- If no box is shaded for a question, there is not currently a rule or best practice on the item.
- Let’s go over a few examples for practice.

Example — Meat and Meat Alternates (slide 3)

SAY:

- If you look three lines down on the second page, you will see the Meat and Meat Alternate section.
- The first line reads “Processed meats (e.g., bologna, hot dogs, sausage) are served to children.”
- You will see that “once in a two-week cycle or less” is shaded. This is the Delaware CACFP/*Delacare* Rule.
- “Never” has the cross symbol next to it. This is the best practice.
- You may want to aim for the Rule of serving them once in a two-week cycle first. Once you achieve this, you should try to accomplish the best practice (never). The best practice is what supports optimal health for children.
- Any questions on this example?
- Let’s try a different one.

Another Example (slide 4)

SAY:

- The last statement in the Meat and Meat Alternate section reads “Cheese food or cheese product is served...”
- In this example, “never” is both shaded and has the cross symbol.
- This means the rule and the best practice are the same. According to the Rules, cheese foods and cheese products cannot and should not be served.
- In other words, if you have achieved the rule, you have also achieved the best practice in this area.

Final Example (slide 5)

SAY:

- Now let’s look at an example from the holidays/celebrations section on page three.
- The second question reads “Parents are provided with guidelines for healthy holiday/celebration foods.”
- No box appears shaded for this example because there is no rule around this practice.

- However, “yes” has a cross next to it indicating a best practice. Ideally, centers or homes will provide parents with guidelines for holiday/celebration foods as a way to align all foods with the DE CACFP/*Delacare* Rules.
- Are there any questions about how to use the “Self-Assessment Benchmark?”

III. Activity 2 (10 minutes)

Part 2: Compare Your Self-Assessment with Benchmark (slide 6)

SAY:

- Now, it is time to compare your “Self-Assessment” answers to those on the benchmark.

[READ slide.]

SAY:

- We will take about 10 minutes to do this. It is ok if you don’t complete the whole thing. Again, feel free to raise your hand with any questions you have.

[Give participants 10 minutes to complete this activity. Give a two-minute warning for time.]

IV. Activity 3 (15 minutes)

Part 3: Creating Your Action Plan (slide 7)

SAY:

- Look at your “Self-Assessment.” Are there specific questions/areas where you did not meet or exceed the Rules or best practices?
- Take a minute to find two questions/areas that you would most like to work on and circle them. These are going to become the basis for your goals.

[Give participants 10 minutes to choose these areas.]

- Goals should be S.M.A.R.T. This means they should be specific, measurable, achievable, realistic and timely. Let’s look at some examples of goals which meet these criteria.

Goal Setting (slide 8)

SAY:

- Listed here are three examples of goals that meet the S.M.A.R.T. criteria and are geared toward the Delaware CACFP/*Delacare* Rules.
- When creating your own goals, try to word them so that you will be meeting the Rules by achieving them. For example, serving one whole grain product five days per week is the Rule, so achieving this goal would mean I am complying with the Rules.

Action Planning (slide 9)

SAY:

- Now that you have decided on the focus of your goals, let’s take a look at how to achieve them.
- Please take out your “Action Plan Template.”

[Hold it up so they can see what it looks like.]

[READ over the example so they can see how to fill in the blocks.]

SAY:

- Now it's your turn. Fill in boxes one and two in column one with your S.M.A.R.T. goals.
- If you have time, you can begin to fill in the other boxes with the steps you will take to achieve these goals.

[After 5 minutes, instruct the group to stop where they are. Remind them that they can finish filling in the boxes or add to them when they return to their home or center.]

SAY:

- When you return to your center or home, finish filling in the remaining boxes. This will allow you to think through how you will achieve your goal by using resources you have and deciding on any challenges you may encounter in the process. Identifying resources and challenges beforehand will make it easier to be successful in reaching your goals.
- There is also a blank “Self-Assessment” and “Action Plan” in the *First Years Toolkit – Administrators’ Guide*. You can use this to set new goals as you achieve the ones you wrote out today, and see how well your center or home is improving!

Next Steps (slide 10)

[READ slide]

Self-Assessment

Completing the following Self-Assessment honestly and comparing it to the Benchmark provided will help you better understand what you are currently doing in your home or center and identify areas to work on. Creating an Action Plan allows you to set goals for improvement, create a timeline for achieving these goals and establish ways to measure your progress. Achieving the goals on your Action Plan will create a healthier environment for the children in your center to grow and develop.

WATER				
DRINKING WATER IS	Easily visible and available for self-serve	Easily visible and available on request	Visible, but only available during designated water breaks	Not visible
AT SNACK TIME, WATER IS PROVIDED WHEN MILK OR JUICE IS NOT	Always	Sometimes	Rarely	Never
MILK				
MILK SERVED TO CHILDREN 12 THROUGH 23 MONTHS IS	Whole	2%	1%	Fat-free/skim
MILK SERVED TO CHILDREN 2 YEARS AND OLDER IS	Whole	2%	1%	Fat-free/skim
JUICE				
100% FRUIT JUICE IS SERVED TO CHILDREN	2 or more times per day	1 time or less per day	2 times per week or less on different days	Never
100% FRUIT JUICE IS SERVED TO INFANTS	1 or more times per day	1 or more times per week	1 or more times per month	Never
NON-100% JUICE (e.g., juice cocktail) IS SERVED	1 or more times per week	Less than 1 time per week	Less than 1 time per month	Never
BEVERAGES OTHER THAN MILK, WATER AND 100% FRUIT JUICE (e.g., soda, sports drinks) ARE SERVED	1 or more times per week	Less than 1 time per week	Less than 1 time per month	Never

GRAINS & BREADS				
WHOLE GRAINS ARE SERVED	2 or more times per day	1 or more times per day	2 – 4 times per week	1 time per week or less
CEREALS WITH MORE THAN 6 GRAMS OF SUGAR ARE SERVED	1 or more times per day	3 – 4 times per week	1 – 2 times per week	Never
SWEET BREADS/GRAINS (e.g., donuts, cookies, Danishes) ARE SERVED TO CHILDREN	1 or more times per day	3 – 4 times per week	Once in a 2-week cycle or less	Never
SWEET BREADS/GRAINS (e.g., donuts, cookies, Danishes) ARE SERVED TO INFANTS	1 or more times per day	3 – 4 times per week	Once in a 2-week cycle or less	Never
FRUITS & VEGETABLES				
FRIED OR PRE-FRIED AND THEN BAKED FRUITS OR VEGETABLES (e.g., French fries, hash browns, tater tots) WITH MORE THAN 35% OF CALORIES FROM FAT ARE SERVED TO CHILDREN	1 or more times per week	Less than 1 time per week	Once in a 2-week cycle or less	Never
FRIED OR PRE-FRIED AND THEN BAKED FRUITS OR VEGETABLES (e.g., French fries, hash browns, tater tots) ARE SERVED TO INFANTS	1 or more times per week	Less than 1 time per week	Once in a 2-week cycle or less	Never
MEATS & MEAT ALTERNATES				
PROCESSED MEATS (e.g., bologna, hot dogs, sausage) ARE SERVED TO CHILDREN	1 or more times per week	Less than 1 time per week	Once in a 2-week cycle or less	Never
PROCESSED MEATS (e.g., bologna, hot dogs, sausage) ARE SERVED TO INFANTS	1 or more times per week	Less than 1 time per week	Once in a 2-week cycle or less	Never
FRIED OR PRE-FRIED AND THEN BAKED MEATS (e.g., chicken nuggets, fish sticks) WITH MORE THAN 35% OF CALORIES FROM FAT ARE SERVED TO CHILDREN	1 or more times per week	Less than 1 time per week	Once in a 2-week cycle or less	Never
FRIED OR PRE-FRIED AND THEN BAKED MEATS (e.g., chicken nuggets, fish sticks) ARE SERVED TO INFANTS	1 or more times per week	Less than 1 time per week	Once in a 2-week cycle or less	Never
CHEESE FOOD OR CHEESE PRODUCT IS SERVED	1 or more times per week	Less than 1 time per week	Less than 1 time per month	Never
COMBINATION FOODS				
COMBINATION FOODS (a mixture of 2 or more different meal components) ARE SERVED TO INFANTS	1 or more times per week	Less than 1 time per week	Less than 1 time per month	Never
DESSERTS, COBBLERS, PUDDINGS AND JARRED CEREALS WITH FRUIT ARE SERVED TO INFANTS	1 or more times per week	Less than 1 time per week	Less than 1 time per month	Never

PHYSICAL ACTIVITY				
INFANTS SPEND MORE THAN 30 MINUTES IN CONFINING EQUIPMENT (e.g., cribs, infant seats, play pens) WHILE AWAKE	Always	Sometimes	Rarely	Never
CHILDREN GET 20 MINUTES OF PHYSICAL ACTIVITY FOR EVERY 3 HOURS THEY ARE IN CARE	Every day	3 – 4 days per week	1 – 2 days per week	Less than 1 day per week
SCREEN TIME				
CHILDREN UNDER 2 YEARS WATCH TV/DVDS	2 or more hours per day	1 – 2 hours per day	No more than 1 hour per day	Never
CHILDREN 2 YEARS AND OLDER WATCH TV/DVDS	2 or more hours per day	1 – 2 hours per day	No more than 1 hour per day	Never
CHILDREN 2 YEARS AND OLDER USE A COMPUTER	2 or more hours per day	1 – 2 hours per day	No more than 1 hour per day	Never
HOLIDAYS/CELEBRATIONS				
HOLIDAYS ARE CELEBRATED WITH FOODS THAT MEET GUIDELINES OR NON-FOOD ITEMS (e.g., stickers)	All of the time	Most of the time	Some of the time	Rarely or never
PARENTS ARE PROVIDED WITH GUIDELINES FOR HOLIDAY/ CELEBRATION FOODS	Yes		No	
STAFF				
STAFF SITS WITH CHILDREN DURING MEALS	Every day	A few times a week	A few times a month	Never
STAFF EATS THE SAME MEALS/SNACKS AS CHILDREN	Every day	A few times a week	A few times a month	Never
STAFF ENCOURAGES CHILDREN TO TRY NEW FOODS	Every day	A few times a week	A few times a month	Never
STAFF ENGAGES IN PHYSICAL ACTIVITY WITH CHILDREN	Every day	A few times a week	A few times a month	Never
STAFF HELPS CHILDREN LEARN TO RECOGNIZE HUNGER/ FULLNESS CUES	Strongly agree	Somewhat agree	Somewhat disagree	Strongly disagree
STAFF MODELS POSITIVE HEALTH HABITS	Strongly agree	Somewhat agree	Somewhat disagree	Strongly disagree
STAFF IS PROVIDED WITH TRAINING/CONTINUING EDUCATION ON NUTRITION AND/OR PHYSICAL ACTIVITY FOR CHILDREN	2 or more times per year	1 time per year	Less than 1 time per year	Rarely or never

SELF-EFFICACY/ATTITUDES

I AM CONFIDENT IN MY ABILITY TO UPHOLD DE CACFP/ <i>DELACARE</i> NUTRITION RULES.	Strongly agree	Somewhat agree	Somewhat disagree	Strongly disagree
I AM CONFIDENT IN MY ABILITY TO UPHOLD <i>DELACARE</i> PHYSICAL ACTIVITY RULES.	Strongly agree	Somewhat agree	Somewhat disagree	Strongly disagree
I UNDERSTAND DE CACFP/ <i>DELACARE</i> NUTRITION RULES.	Strongly agree	Somewhat agree	Somewhat disagree	Strongly disagree
I UNDERSTAND <i>DELACARE</i> PHYSICAL ACTIVITY RULES.	Strongly agree	Somewhat agree	Somewhat disagree	Strongly disagree
I AM CONFIDENT IN MY ABILITY TO ENGAGE CHILDREN IN HEALTHY EATING AND PHYSICAL ACTIVITY.	Strongly agree	Somewhat agree	Somewhat disagree	Strongly disagree
I AM CONFIDENT IN MY ABILITY TO ENGAGE STAFF IN UPHOLDING DE CACFP/ <i>DELACARE</i> NUTRITION AND PHYSICAL ACTIVITY RULES.	Strongly agree	Somewhat agree	Somewhat disagree	Strongly disagree
I AM CONFIDENT IN MY ABILITY TO ENGAGE PARENTS IN UPHOLDING DE CACFP/ <i>DELACARE</i> NUTRITION AND PHYSICAL ACTIVITY RULES.	Strongly agree	Somewhat agree	Somewhat disagree	Strongly disagree

Self-Assessment Benchmark

An assessment representing a center that conforms 100% to DE CACFP/*Delacare* nutrition and physical activity Rules is shown on the following pages. **Rules are indicated by shaded boxes.** Recommendations, or best practices are indicated with the following symbol: †. If an answer is both **shaded** and accompanied by the “†” symbol, it means that the Rule and recommendation are the same. If no response choice is marked **shaded**, then no official Rule currently exists. You should use this assessment as a benchmark for the practices at your center/home, first aiming to meet the Rules, and if you want to increase quality even farther, the recommendations!

WATER				
DRINKING WATER IS	Easily visible and available for self-serve†	Easily visible and available on request*	Visible, but only available during designated water breaks	Not visible
AT SNACK TIME, WATER IS PROVIDED WHEN MILK OR JUICE IS NOT	Always†	Sometimes	Rarely	Never
MILK				
MILK SERVED TO CHILDREN 12 THROUGH 23 MONTHS IS	Whole†	2%	1%	Fat-free/skim
MILK SERVED TO CHILDREN 2 YEARS AND OLDER IS	Whole	2%	1%†	Fat-free/skim†
JUICE				
100% FRUIT JUICE IS SERVED TO CHILDREN	2 or more times per day	1 time or less per day†	2 times per week or less on different days†	Never†
100% FRUIT JUICE IS SERVED TO INFANTS	1 or more times per day	1 or more times per week	1 or more times per month	Never†
NON-100% JUICE (e.g., juice cocktail) IS SERVED	1 or more times per week	Less than 1 time per week	Less than 1 time per month	Never†
BEVERAGES OTHER THAN MILK, WATER AND 100% FRUIT JUICE (e.g., soda, sports drinks) ARE SERVED	1 or more times per week	Less than 1 time per week	Less than 1 time per month	Never†

Shading = Rule; † = Recommendation; * = This rule applies only to Early Care and Education & School Age Centers

GRAINS & BREADS				
WHOLE GRAINS ARE SERVED	2 or more times per day†	1 or more times per day	2 – 4 times per week	1 time per week or less
CEREALS WITH MORE THAN 6 GRAMS OF SUGAR ARE SERVED	1 or more times per day	3 – 4 times per week	1 – 2 times per week	Never†
SWEET BREADS/GRAINS (e.g., donuts, cookies, Danishes) ARE SERVED TO CHILDREN	1 or more times per day	3 – 4 times per week	Once in a 2-week cycle or less	Never†
SWEET BREADS/GRAINS (e.g., donuts, cookies, Danishes) ARE SERVED TO INFANTS	1 or more times per day	3 – 4 times per week	Once in a 2-week cycle or less	Never†
FRUITS & VEGETABLES				
FRIED OR PRE-FRIED AND THEN BAKED FRUITS OR VEGETABLES (e.g., French fries, hash browns, tater tots) WITH MORE THAN 35% OF CALORIES FROM FAT ARE SERVED TO CHILDREN	1 or more times per week	Less than 1 time per week	Once in a 2-week cycle or less	Never†
FRIED OR PRE-FRIED AND THEN BAKED FRUITS OR VEGETABLES (e.g., French fries, hash browns, tater tots) ARE SERVED TO INFANTS	1 or more times per week	Less than 1 time per week	Once in a 2-week cycle or less	Never†
MEATS & MEAT ALTERNATES				
PROCESSED MEATS (e.g., bologna, hot dogs, sausage) ARE SERVED TO CHILDREN	1 or more times per week	Less than 1 time per week	Once in a 2-week cycle or less	Never†
PROCESSED MEATS (e.g., bologna, hot dogs, sausage) ARE SERVED TO INFANTS	1 or more times per week	Less than 1 time per week	Once in a 2-week cycle or less	Never†
FRIED OR PRE-FRIED AND THEN BAKED MEATS (e.g., chicken nuggets, fish sticks) WITH MORE THAN 35% OF CALORIES FROM FAT ARE SERVED	1 or more times per week	Less than 1 time per week	Once in a 2-week cycle or less	Never†
FRIED OR PRE-FRIED AND THEN BAKED MEATS (e.g., chicken nuggets, fish sticks) ARE SERVED TO INFANTS	1 or more times per week	Less than 1 time per week	Once in a 2-week cycle or less	Never†
CHEESE FOOD OR CHEESE PRODUCT IS SERVED	1 or more times per week	Less than 1 time per week	Less than 1 time per month	Never†
COMBINATION FOODS				
COMBINATION FOODS (a mixture of 2 or more different meal components) ARE SERVED TO INFANTS	1 or more times per week	Less than 1 time per week	Less than 1 time per month	Never†
DESSERTS, COBLERS, PUDDINGS AND JARRED CEREALS WITH FRUIT ARE SERVED TO INFANTS	1 or more times per week	Less than 1 time per week	Less than 1 time per month	Never†
PHYSICAL ACTIVITY				
INFANTS SPEND MORE THAN 30 MINUTES IN CONFINING EQUIPMENT (e.g., cribs, infant seats, play pens) WHILE AWAKE	Always	Sometimes	Rarely	Never†
CHILDREN GET 20 MINUTES OF PHYSICAL ACTIVITY FOR EVERY 3 HOURS THEY ARE IN CARE	Every day†	3 – 4 days per week	1 – 2 days per week	Less than 1 day per week

Shading = Rule; † = Recommendation; * = This rule applies only to Early Care and Education & School Age Centers

SCREEN TIME				
CHILDREN UNDER 2 YEARS WATCH TV/DVDS*	2 or more hours per day	1 – 2 hours per day	No more than 1 hour per day**	Never†
CHILDREN 2 YEARS AND OLDER WATCH TV/DVDS	2 or more hours per day	1 – 2 hours per day	No more than 1 hour per day	Never†
CHILDREN 2 YEARS AND OLDER USE A COMPUTER	2 or more hours per day	1 – 2 hours per day	No more than 1 hour per day	Never†
HOLIDAYS/CELEBRATIONS				
HOLIDAYS ARE CELEBRATED WITH FOODS THAT MEET GUIDELINES OR NON-FOOD ITEMS (e.g., stickers)	All of the time†	Most of the time	Some of the time	Rarely or never
PARENTS ARE PROVIDED WITH GUIDELINES FOR HOLIDAY/ CELEBRATION FOODS	Yes†		No	
STAFF				
STAFF SITS WITH CHILDREN DURING MEALS	Every day†	A few times a week	A few times a month	Never
STAFF EATS THE SAME MEALS/SNACKS AS CHILDREN	Every day†	A few times a week	A few times a month	Never
STAFF ENCOURAGES CHILDREN TO TRY NEW FOODS	Every day†	A few times a week	A few times a month	Never
STAFF ENGAGES IN PHYSICAL ACTIVITY WITH CHILDREN	Every day†	A few times a week	A few times a month	Never
STAFF HELPS CHILDREN LEARN TO RECOGNIZE HUNGER/ FULLNESS CUES	Strongly agree†	Somewhat agree	Somewhat disagree	Strongly disagree
STAFF MODELS POSITIVE HEALTH HABITS	Strongly agree†	Somewhat agree	Somewhat disagree	Strongly disagree
STAFF IS PROVIDED WITH TRAINING/CONTINUING EDUCATION ON NUTRITION AND/OR PHYSICAL ACTIVITY FOR CHILDREN	2 times or more per year†	1 time per year	Less than 1 time per year	Rarely or never

Shading = Rule; † = Recommendation; * = This rule applies only to Early Care and Education & School Age Centers

** = In Family/Large Family Child Care Homes, children under 2 years of age are permitted to watch (1) hour of TV/DVDs per day, with parent permission.

SELF-EFFICACY/ATTITUDES

I AM CONFIDENT IN MY ABILITY TO UPHOLD DE CACFP/DELACARE NUTRITION RULES.	Strongly agree	Somewhat agree	Somewhat disagree	Strongly disagree
I AM CONFIDENT IN MY ABILITY TO UPHOLD DELACARE PHYSICAL ACTIVITY RULES.	Strongly agree	Somewhat agree	Somewhat disagree	Strongly disagree
I UNDERSTAND DE CACFP/ DELACARE NUTRITION RULES.	Strongly agree	Somewhat agree	Somewhat disagree	Strongly disagree
I UNDERSTAND DELACARE PHYSICAL ACTIVITY RULES.	Strongly agree	Somewhat agree	Somewhat disagree	Strongly disagree
I AM CONFIDENT IN MY ABILITY TO ENGAGE CHILDREN IN HEALTHY EATING AND PHYSICAL ACTIVITY.	Strongly agree	Somewhat agree	Somewhat disagree	Strongly disagree
I AM CONFIDENT IN MY ABILITY TO ENGAGE STAFF IN UPHOLDING DE CACFP/DELACARE NUTRITION AND PHYSICAL ACTIVITY RULES.	Strongly agree	Somewhat agree	Somewhat disagree	Strongly disagree
I AM CONFIDENT IN MY ABILITY TO ENGAGE PARENTS IN UPHOLDING DE CACFP/DELACARE NUTRITION AND PHYSICAL ACTIVITY RULES.	Strongly agree	Somewhat agree	Somewhat disagree	Strongly disagree

Shading = Rule; † = Recommendation; * = This rule applies only to Early Care and Education & School Age Centers

Action Plan Template

Directions:

- Using this form as a template, develop an action plan for improving your center or home's adherence to DE CACFP/Delacare Rules. Identify two goals you wish to achieve and how you plan to do this.
- Keep copies handy to bring to meetings to review and update regularly. You may decide to develop new action plans for new phases of your quality improvement effort.

GOAL	ACTION STEPS	RESPONSIBILITY	TIMELINE	RESOURCES	POTENTIAL BARRIERS	MEASUREMENT
EXAMPLE	<p>What steps will you take to achieve your goal?</p> <p>Contact food service vendor and request whole grain bread instead of white bread; provide definition of a whole grain product.</p> <p>Send letter home to parents requesting they send in only whole grain bread; provide definition of a whole grain product.</p>	<p>Who will do it?</p> <p>Center director will contact vendor.</p> <p>Classroom teachers will send letter home to parents; will also talk to parents during pick-up and drop-off.</p>	<p>By when? (Day/Month)</p> <p>Within 60 days.</p> <p>Within 60 days.</p>	<p>What resources will help you achieve your goal?</p> <p>The toolkit, i.e. sample letter to parents, information about whole grain products, etc.</p>	<p>Who or what may prevent you from achieving your goal?</p> <p>Availability of whole grain products from vendor.</p> <p>Children don't like whole grain bread.</p> <p>Parents don't want to change how they pack children's meals.</p>	<p>How will you measure your progress toward your goal?</p> <p>Review menu cycles submitted to sponsoring organization or OCCLI to ensure a whole grain product is served daily.</p> <p>Each week, record foods that children are bringing from home that do not meet guidelines. This number should decrease as parents understand the Rule.</p>
GOAL 1						
GOAL 2						

Adapted from: Healthy Lifestyle Initiative, University of Missouri-Extension. <http://extension.missouri.edu/healthylife/Action%20Plan%20Template2.doc>

