

# Nutrition and Physical Activity Coalition Self-Assessment Tool

## Background

The Nutrition and Physical Activity Coalition Self-Assessment Tool is designed to give you an idea of the strengths and weaknesses of your coalition and help direct your current and future functions. The tool will ask you a number of questions with assigned point values and then provide you with a "score" at the end. The score and related recommendations should help you in making your coalition as functional as possible given your resources.

The survey tool should be completed by the coalition chair or other leader; but only one survey should be completed per coalition.

The on-line survey will take about 30 minutes to complete. You may want to use the pdf version of the survey and complete that by hand with key coalition members and then transfer the results to the online survey.

If you have questions or technical problems with the survey, contact Jon Morgan at (608) 266-9781 or jonathon.morgan@wi.gov

Key Instructions for the online survey:

1. The Survey Times Out after 1 Hour. This survey tool has a "time-out" setting of one (1) hour, which is activated when you open the survey and resets each time you move to the next "Page".
2. Saving Your Work. Because of this setting, you must move at least to the next "Page" or finish the survey within 1 hour for your work to be saved. When you move to the next page the clock is reset for 1 additional hour. (When you select "Next" at the bottom of each page or "Done" at the end of the survey, your work to that point is also saved).
3. Coming Back To Your Survey Answers. If you can't finish the survey in one sitting, you can select "Next" or "Done", exit the survey, and then you can return at a later time to edit or add to your saved responses. You will need to use the same computer if you return to the survey, since that IP address will be the only way to automatically find your earlier responses. (Make sure that you finish a "Page" or section before leaving the survey if you're going to be away for over an hour. You can return to your survey by clicking on the original hyperlink sent to you via email).

## **Survey Questions**

1. Coalition Name \_\_\_\_\_
2. Coalition Chairperson \_\_\_\_\_
3. Contact Phone Number \_\_\_\_\_
4. Contact Email Address \_\_\_\_\_
5. Agency Affiliation of Coalition Chair \_\_\_\_\_

## **General Coalition Information**

6. In what year was your coalition formed?\*
- 2006 – 2008
  - 2003 – 2005
  - Before 2003

7. What was the primary reason for starting your coalition?
- Identified as a local need
  - Identified the need to pool resources
  - In response to a grant opportunity
  - Due to federal, state or local mandate
  - Other, please specify \_\_\_\_\_
8. Does your coalition have any of the following? (check all that apply)  
 Definition: an intervention action plan is a plan that utilizes a step-wise process for the development of an intervention.
- A clear, written mission/vision statement
  - A clear, written strategic plan for the current year
  - A clear, written strategic plan beyond the current year
  - An intervention action plan based on your strategic plan
9. In 2008, how often did your coalition refer to the strategic plan when planning programs, interventions, or activities?
- Never. We do not have a strategic plan.
  - Never. We have a plan, but did not refer to it in the past year.
  - A little often
  - Somewhat often
  - Very often
  - All of the time

**Coalition Infrastructure** - Please tell us some general information about the membership and activities of your coalition in the past 12 months.

10. What groups are currently represented on your coalition? Check all that apply.
- Advocacy groups (ex. American Heart Association,
  - American Diabetes Association, etc.)
  - Afterschool Providers
  - Businesses
  - Chambers of Commerce
  - Childcare / Early Childhood Care & Education
  - Community Organizations
  - Farmers/Local Growers/Farmers Market Managers
  - Government Agencies
  - Health Care Providers
  - Law Enforcement Organizations
  - Local Health Departments
  - Media
  - Parks & Recreation Organizations
  - Private, Non-Profit Organizations
  - Religious or Faith-based Groups
  - Restaurants and/or Grocers
  - Schools (K-12)
  - Service Groups (ex. Rotary)
  - Transportation, City Planning or Municipal Planning Organizations
  - Universities (includes 4 yr., 2 yr, and technical colleges)
  - UW-Extension Organizations

- Other, please specify \_\_\_\_\_

11. Which of the following professionals are currently represented on your coalition? Check all that apply.

- Business members
- Child Care / Early Childhood Care & Education
- Staff or Director
- Citizen representatives
- Dietitians
- Educators
- Elected Officials (City Council, County Board, School Board, etc.)
- Exercise Physiologists or Fitness Experts
- Farmers/Local Growers/Farmers Market Managers
- Government Affairs/Political Advocate/Political
- Liaison
- Health Care Administrators
- Media members
- Nurses
- Physical Therapists
- Physicians
- Restaurantier or Grocer
- Transportation, City Planning or Municipal Planning Organization Representatives
- Other, please specify \_\_\_\_\_

12. How many active coalition members do you currently have?

NOTE: Active members are those members who attend at least 50% of full coalition meetings or 50% of subcommittee meetings and participate in activities.

- 1 - 5
- 6 - 10
- 11-15
- 16-20
- 21-30
- 31-40
- 41-50
- More than 50

13. In the past 12 months, how many times did your full coalition meet?

- Our coalition didn't meet in the past 12 months.
- 1-2 times
- 3-4 times
- More than 5 times

14. In the past 12 months, how many times did your executive committee (or core group or steering committee) meet?

An executive committee is a small group that plans the full committee meetings and carries out tasks between the full committee meeting dates.

- We don't have an executive committee
- 0 times. We have an executive committee, but they
- didn't meet in 2007.
- 1-2 times
- 3-4 times
- More than 5 times

15. Does your coalition have a web site?

- No
- Yes

### **Coordinator and Funding**

16. In the past 12 months, did your coalition have a designated coordinator for the coalition's activities?

- No. If no, skip to Question #18.
- Yes

17. In the past 12 months, approximately what percent of the coordinator's time was spent on coalition activities?

- None
- 1 - 25%
- 25 - 49%
- 50 - 74%
- 75 - 99%
- 100%

18. In the past 12 months, which of the following options best describes the approximate total amount of funding for your coalition? Choose the most appropriate dollar range AND also check the last box and write-in the approximate amount in the open field at the end.

- \$0
- \$1 to \$999
- \$1,000 to \$4,999
- \$5,000 to \$9,999
- \$10,000 to \$24,999
- \$25,000 to \$49,999
- \$50,000 to \$99,999
- \$100,000 or more
- Put A Second Check Mark Here and Please Enter Approximate Dollar Amount:

\_\_\_\_\_

**Coalition Activities** - Please tell us about your coalition's activities and where your coalition focused its efforts in 2008.

19. Key nutrition and physical activity focus areas for impacting obesity have been identified by national experts. In the past 12 months, which of the following key focus areas did your coalition address? Check all that apply.

- None of the focus areas
- Physical activity
- TV viewing
- Fruit and vegetable consumption
- Portion size (portion control)
- Sweetened beverage consumption
- Breastfeeding
- High energy density food consumption
- Other, please specify \_\_\_\_\_

20. In the past 12 months, at what level(s) of change was your coalition working to improve health? Mark as many levels as are appropriate. *Individual and interpersonal programming would include events, training, health fairs, etc. Organizational and community environmental change would include new trails, vending options, etc. Policy change would include flex time at work to be active, meeting snacks or food options, etc.*

- Individual (e.g. promote awareness, knowledge, and motivation)
- Interpersonal (e.g. teach families or enhance their skills needed to make desired changes)
- Organizational (e.g. foster supportive environments such as in organizations, worksites, schools)
- Community (e.g. foster supportive environments community-wide, change social norms and standards)
- Policy (e.g. create local or state laws, ordinances, policies or regulations)

21. In the past 12 months, did your coalition participate in any of the following coalition building activities? Please check all that apply.

- Shared materials and information between members
- Implemented or learned about collaborative leadership/shared power as a means for coalition infrastructure
- Wrote a grant or responded to a funding opportunity to increase funding to support coalition activities
- Leveraged existing partner resources (funding, time, meeting rooms, etc.) for greatest impact
- Worked to retain current members
- Assessed coalition needs and identified new partners to recruit to fulfill specific goals and objectives
- Recruited new partners to achieve coalition goals and objectives
- Identified an influential person to champion specific interventions
- Provided training to members on key issues
- Participated in a leadership building training such as Healthy WI Leadership Institute or YMCA Pioneering Healthy Communities
- Developed a sustainability plan
- Connected with media to promote an issue (media advocacy)
- None. We didn't participate in any coalition building activities
- Other, please specify \_\_\_\_\_

22. In the past 12 months, did your coalition participate in any of the following initial assessment activities? Check all that apply.
- Conducted a community needs assessment (CHIP)
  - Conducted formative assessments (surveys, focus groups, interviews, etc.) to understand the target audience
  - Conducted an assessment to learn about the community environment for physical activity (i.e. walkability/bikeability checklists)
  - Conducted an assessment to learn about the community environment for nutrition (fruit and vegetable audit, NEMS)
  - Analyzed existing state or local data
  - No. We didn't participate in any initial assessment activities?
  - Other, please specify \_\_\_\_\_
23. In the past 12 months, did your coalition participate in any of the following prioritizing and planning activities? Check all that apply.
- Identified the specific health outcome you were trying to impact (i.e. increase healthy weight, increase fitness, improve health indicators, etc.)
  - Identified the health behavior you were trying to change (i.e. increase physical activity, increase fruit and vegetable consumption, decrease tv viewing, etc.)
  - Identified the target audience (i.e. age, gender, race, etc.)
  - Wrote SMART (Specific, Measurable, Achievable, Realistic, Time) objectives to achieve what needs to be done
  - Identified specific levels of change for the intervention (individual, interpersonal, organizational, community, policy making)
  - Identified specific sites to implement the intervention (i.e. schools, worksites, healthcare, community etc.)
  - No. We didn't participate in any prioritizing and planning activities.
  - Other, please specify \_\_\_\_\_
24. In the past 12 months, did your coalition participate in any of the following interventions or program activities? Please check all that apply.
- Developed and disseminated materials (i.e. brochures, fact sheets, community guides, etc.)
  - Developed and disseminated a resource guide of nutrition and physical activity opportunities in the community
  - Coordinated programs and services
  - Provided direct technical assistance (i.e. to schools, worksites, etc.)
  - Worked on specific short term projects
  - Provided training for professionals (i.e. teachers, health care, etc.)
  - Implemented at least one physical activity change based on a community assessment
  - Implemented at least one nutrition change based on a community assessment
  - Worked with other groups to institute environmental changes
  - Worked with other groups to institute policy changes
  - Implemented at least one nutrition or physical activity change based on the coalition's strategic plan
  - No. We didn't participate in any implementation strategies or program activities
  - Other, please specify \_\_\_\_\_

25. In the past 12 months, did your coalition participate in any of the following evaluation activities? Check all that apply.
- Conducted a pre/post evaluation on intervention goals and objectives
  - Measured change in response to an audit or initial assessment results
  - Formally evaluated the coalition's progress on their strategic plan
  - Revised or refined the coalition's strategic plan based on evaluation results
  - No. We didn't participate in any evaluation activities
  - Other, please specify \_\_\_\_\_

**Worksite Policy and Environmental Change**

26. In the past 12 months, did your coalition work with worksites to implement any policy or environmental changes?
- No. If no, skip to 29.
  - Yes

27. In the past 12 months, did your coalition work with worksites to implement any of the following policy changes?
- Allow flexible scheduling to encourage activity
  - Offer health club discounts
  - Offer health insurance discounts
  - Offer healthy lifestyle cash or gift incentives
  - Provide health counseling or formal support mechanisms
  - Offer healthy foods at meetings, conferences, and catered events
  - Use competitive pricing (price non-nutritious foods at a higher cost)
  - Provide protected time and dedicated space away from the work area for breaks and lunch
  - Implement nutrition guidelines for foods available in the cafeteria or vending machines
  - Institute a policy to encourage employees to take time for lunch
  - Establish a written policy supporting breastfeeding in the workplace
  - Provide flexible time to breastfeed or express breastmilk
  - Provide benefits that cover lactation consultant visits
  - Provide benefits that cover high-quality breast pumps
  - Apply for the Governor's Worksite Wellness Award or use the WI Worksite Wellness Kit Assessment Checklist
  - Other, please specify \_\_\_\_\_

28. In the past 12 months, did your coalition work with worksites to implement any of the following environmental changes?
- Provide a fitness facility or equipment on site or accessible nearby
  - Provide shower / locker facilities
  - Provide bike racks
  - Provides maps or walking routes onsite or in nearby areas
  - Provide visual or other prompts to encourage activity
  - Provide onsite childcare
  - Offer appealing, low-cost fruits and vegetables in vending machines
  - Offer appealing, low-cost fruits and vegetables in the cafeteria
  - Make water available throughout the day

- Use visual or other prompts as a marketing technique to encourage healthier food choices
- Offer local fruits and vegetables at the worksite (i.e. worksite farmers' market or community-supported agriculture drop-off point)
- Make kitchen equipment (i.e. refrigerator, microwave, stove) available to employees
- Provide an opportunity for on-site gardening
- Reduce competitive foods of minimum or low nutritional value that are sold in vending machines or the cafeteria
- Use competitive pricing (price non-nutritious foods at a higher cost)
- Provide nutritional information/ labeling of foods to encourage healthy choices
- Provide learning opportunities that foster healthy eating and active lifestyles (i.e. newsletters, classes)
- Establish a written policy supporting breastfeeding in the workplace
- Provide a "Mothers Room" for expressing milk in a secure and relaxed environment
- Provide a refrigerator for storage of breastmilk
- Other, please specify \_\_\_\_\_

### **School Policy and Environmental Change**

29. In the past 12 months, did your coalition work with schools or after school programs to implement any policy or environmental changes?
- No. If no, skip to 32.
  - Yes
30. In the past 12 months, did your coalition work with schools or after school programs to implement any of the following policy changes?
- Meet, at a minimum, all State physical education (PE) requirements
  - Emphasize lifetime sports in the PE curriculum
  - Use PE homework or extra credit activities to supplement required PE.
  - Establish a Safe Routes to School or similar walking and biking program
  - Use a standards-based assessment tool such as Fitnessgram
  - Offer healthy food options in the lunchroom, vending and school stores
  - Make water available throughout the day.
  - Provide nutritional information/ labeling of healthy choices
  - Reduce or eliminate food advertising of low nutrient foods
  - Provide sufficient time for students to eat during meal times
  - Encourage fundraising that does not involve food items or selling low nutrient foods
  - Establish a policy supporting breastfeeding
  - Apply for the Governor's School Health Award or use the application form as an assessment tool
  - Promote or encourage farm-to-school purchasing of fruit and vegetables
  - Other, please specify \_\_\_\_\_
31. In the past 12 months, did your coalition work with schools or after school programs to implement any of the following environmental changes?
- Provide maximum access to facilities (before school, after school and in the evening)
  - Provide organized recreation outside the school day (e. g. intramurals)
  - Establish a Safe Routes to School or similar walking and biking program

- Provide active recess time
- Integrate physical activity into other classes
- Offer healthy food options in the lunchroom, vending and school stores
- Make water available throughout the day.
- School uses point of decision prompts to promote healthier choices
- Use competitive pricing (price non-nutritious foods at a higher cost)
- Reduce competitive foods of minimum or low nutritional value in vending and/or all carts
- Provide an opportunity for on-site gardening
- Limit packaging and serving sizes to age-appropriate amounts
- Include key activity and nutrition messages in health education classes
- Make kitchen equipment (i.e. refrigerator, microwave, stove) available to staff
- Provide an appropriate place for breastfeeding
- Other, please specify \_\_\_\_\_

**Health Care Policy and Environmental Change**

32. In the past 12 months, did your coalition work with health care providers to implement any policy or environmental changes?

- No. If no, skip to 35.
- Yes

33. In the past 12 months, did your coalition assist with health care providers to implement any of the following policy changes?

- Develop clinical guidelines for overweight and obesity screening
- Use standardized assessment tools to determine dietary and activity patterns
- Provide referral and follow-up options available in the community
- Develop prevention programs that are covered in health insurance plans (i.e. reduced cost fitness classes)
- Encourage health insurance plans that provide incentives for healthy behavior (e.g. health club discounts)
- Promote or encourage farm-to-institution purchasing of fruit and vegetables
- Provide CME offerings on obesity prevention and treatment for healthcare providers
- Develop a written policy on breastfeeding and/or maternity care practices that support breastfeeding
- Other, please specify \_\_\_\_\_

34. In the past 12 months, did your coalition assist health care providers to implement any of the following environmental changes?

- Create a waiting room that accommodates larger patients
- Provide display information on healthy eating and active living in the waiting room
- Develop a community resource guide available to patients that are overweight
- Develop a physical activity or diet tracking / assessment tools for patients
- Develop nutrition standards for food or vending options in the facility
- Discontinue the practice of providing infant formula samples to new mothers
- Other, please specify \_\_\_\_\_

### Community Policy and Environmental Change

35. In the past 12 months, did your coalition work with the community to implement any policy or environmental changes?
- No. If no, skip to 38
  - Yes
36. In the past 12 months, did your coalition assist the community to make any of the following community policy changes?
- Use competitive pricing in grocery and convenience stores and restaurants; price less nutritious foods at a higher cost
  - Advertise or promote the sale of healthier items (newspaper ad/grocery store flyer)
  - Utilize cross promotion techniques at grocery and convenience stores (e.g. offer free bananas when purchasing wheat bread)
  - Provide nutrition information for food and beverage items on restaurant menus
  - Offer smaller portions of entrees at a lower cost at restaurants (decrease the economic incentive to purchase a larger portion size)
  - Offer first course offerings that are low-energy dense foods at restaurants (e.g. salads, soups)
  - Create nutrition standards for healthy food and beverage options in public places, including vending machines
  - Pass an ordinance to support a woman's right to breastfeed
  - Provide funds for alternative transportation options (biking, walking, etc.) when doing road construction
  - Create a master plan for improving non-motorized transportation in the community
  - Require sidewalks in new residential or commercial developments
  - Other, please specify: \_\_\_\_\_
37. In the past 12 months, did your coalition assist the community to make any of the following community environmental changes?
- Use point of decision prompts or signage to call attention to healthier food and beverage choices in stores and restaurants
  - Allow customers to sample healthy food items in grocery and convenience stores
  - Increase selection of healthier food and beverage choices in stores and restaurants (e.g. fruits and vegetables)
  - Use smaller-sized dinnerware or serving dishes in restaurants (e.g. plates)
  - Increase access to community gardens, Farmer's Markets, Farm Stands or Community Supported Agriculture (CSA) farms
  - Develop walking or biking paths
  - Establish, expand or maintain a Safe Routes to School Program
  - Increase access to physical activity facilities
  - Promote breast feeding support by merchants and businesses with window stickers or decals (e.g. Breastfeeding Welcome Here)
  - Work with public spaces (malls, zoos, libraries, swimming pools, etc.) to create appropriate accommodations for breastfeeding women
  - Recognize companies and noncommercial enterprises that support mothers who breastfeed with publicity or other incentives
  - Create and distribute a community-based directory of services for lactation support
  - Work with the local health department to implement the 10 Steps to Breastfeeding-Friendly Health Department initiative

- Other, please specify: \_\_\_\_\_

### **Childcare Policy and Environmental Change**

38. In the past 12 months, did your coalition work with childcare providers to implement any policy or environmental changes?

- No. If no, skip to the end
- Yes

39. In the past 12 months, did your coalition assist childcare providers to make any of the following childcare policy changes?

- Have a comprehensive wellness policy in place that includes nutrition, physical activity and food service
- Conduct training or offer CEUs on nutrition and physical activity topics for staff
- Provide nutrition education opportunities for staff
- Provide nutrition education opportunities for parents
- Provide support for breastfeeding and provision of breastmilk
- Start or provide a fruit and vegetable garden
- Serve meals family-style
- Ensure that children and staff sit down for meals together
- Ensure that food is not used as a reward
- Provide at least 60 minutes of active play time
- Limit TV and screen time
- Provide physical activity education opportunities for staff
- Provide physical activity education opportunities for parents
- Ensure that active play is not withheld for children who misbehave
- Other, please specify: \_\_\_\_\_

40. In the past 12 months, did your coalition assist childcare providers to make any of the following childcare environmental changes?

- Provide nutrition education for children
- Provide nutrition education for parents
- Provide physical activity education for children
- Provide physical activity education for parents
- Provide one new fruit/vegetable per week as a snack or with a meal
- Encourage staff to promote and exhibit consumption of healthy foods and beverages daily
- Provide signs that promote healthy eating (posters, pictures and display books)
- Provide healthier food choices (e.g. fruits and vegetables, whole grains, lean meats, low fat dairy) and limit foods of low nutritional value
- Provide healthier beverage choices (e.g. water, skim or 1% milk) and limit sugar-sweetened beverages
- Make water available throughout the day
- Create an environment that promotes and supports breastfeeding (comfortable area for women to breastfeed, posters, informational materials, staff training)
- Provide signs that promote physical activity (posters, pictures and display books)
- Provide an outdoor play space for activity
- Provide an indoor play space for activity
- Provide alternative activities for children when there is inclement weather
- Other, please specify: \_\_\_\_\_