

SAMPLE Action Planning Document

This planning tool is designed to help your team set goals for healthier nutrition, physical activity and screen time at your programs.

- Begin by taking some time to discuss with your team what areas you’d like to work on at your program. Use the **OSNAP Practice Assessment Areas for Improvement, tip sheets, and quick guides** to identify the goals where you can make the most progress and find ideas for ways to take action.
- Next, choose at least 3 OSNAP goals that you’d like to work towards in the next couple of months on this front sheet. For instance, select the first goal you’d like to set by marking a “1” in the box to the left. There is one empty row in case you would like to address another nutrition or physical activity area at your program.

Choose Goals/Areas for Improvement

3	Provide all children with at least 30 minutes of moderate to vigorous physical activity every day
1	Offer water as a beverage at snack every day.
2	Do not allow sugar-sweetened drinks to be brought in during program time
	Limit computer and digital device time to homework or instructional only.
	Offer 20 minutes of vigorous physical activity 3 times per week.
	Do not serve sugar-sweetened drinks.
4	Eliminate use of commercial broadcast TV/movies.
	Offer a fruit or vegetable option every day at snack.
	When serving grains (like bread, crackers, and cereals, serve whole grains.
	Do not serve foods with trans fats.

Now that you have set your goals, take some time to break down each goal into action steps. Please make sure to address the 3 types of action steps for each health goal. List any people you think need to be involved with each action step and set a target date for completion to help you prioritize each area for improvement. Also, record any possible barriers you anticipate and how you might try to overcome them.

- **Practice action steps** refer to changes that you can make during the day-to-day operations at your site. Examples might include, including more children in scheduled physical activity or offering water at the table during snack time.
- **Policy action steps** refer to changes that you can make to the rules and structure of the program. Examples might include, scheduling more daily physical activity time or including a ban on outside foods and drinks in the staff and family handbook.
- **Communication action steps** refer to ways you can communicate healthy information, practices or policies to families, program partners, and children. Examples might include distributing monthly health newsletters or using Food & Fun units.

Actions to reach Goal #1	People involved	Target date for completion	LC 2 Status	LC3 Status	End year Status
Goal #1 is: <i>Serve water as a beverage at snack every day</i>					
Practice Action Steps <ul style="list-style-type: none"> • <i>Serve water on the table in pitchers at snack time</i> • 	<i>Steve & staff</i>	<i>11/1/2011</i>	<i>Doing about 3 days/week</i>	<i>Do every day, weekly water helpers</i>	<i>Still doing this daily</i>
Policy Action Steps <ul style="list-style-type: none"> • <i>Meet with principal for permission to change policy language</i> • <i>Identify part of student handbook to insert language from policy guide</i> 	<i>Steve & principal</i>	<i>2/15/2012</i> <i>3/1/2012</i> <i>2/15/2012</i>	<i>Not done</i> <i>Done</i>	<i>3/1/Meeting scheduled</i> <i>Done</i>	<i>Done, met on 3/1</i> <i>Done</i>
Communication Action Steps <ul style="list-style-type: none"> • <i>Children & staff will be made aware of available water during assembly</i> • <i>Send home water parent handout</i> 	<i>Steve, staff, kids, parents</i>	<i>11/1/2011</i> <i>3/1/2011</i>	<i>Done</i> <i>10/20/2011</i> <i>---</i>	<i>Done</i> <i>Done</i>	<i>Done</i> <i>Done</i>
Goal #1 barriers and strategies: LC1→ <i>Barriers: Not enough cups for water available Strategy: talk to food service staff about making orders</i> LC2→ <i>Barriers: Principal was too busy to meet in February Strategy: reschedule meeting & send text ahead of time</i> LC3→ <i>NONE everything is in place!</i>					

Actions to reach Goal #2	People involved	Target date for completion	LC 2 Status	LC3 Status	End year Status
Goal #2 is: <i>Ban sugar-sweetened drinks brought in from outside the snack program</i>					
Practice Action Steps <ul style="list-style-type: none"> ● <i>Make announcement to clarify policy on Mondays at snack</i> 	<i>Steve and staff</i>	<i>11/1/2011</i>	<i>Steve makes announcements for November thru January. Seeing fewer SSBs, + buy in</i>	<i>Announcements continue, group leaders help</i>	<i>Ban extended to desserts & chips in April</i>
Policy Action Steps <ul style="list-style-type: none"> ● <i>Create posters w/policy to post at pick up table during craft time</i> 	<i>Sarah</i>	<i>12/1/2011</i>	<i>Made during art periods on weeks of 11/14 & 11/21</i>	<i>Still posted</i>	<i>-Still posted Will add to student handbook in</i>
Communication Action Steps <ul style="list-style-type: none"> ● <i>Send letter home to families communicating new ban</i> ● <i>Give letter to principal, staff, teachers, outside partners</i> 	<i>Steve</i>	<i>11/1/2011</i> <i>2/1/2012</i> <i>11/1/2011</i> <i>2/1/2012</i>	<i>Wrote letter, but didn't send. Will distribute by 2/1</i>	<i>-Sent letter home on 1/28/2012</i> <i>Gave to principal, staff, and partners on 2/1/2012</i>	<i>Done</i>
Goal #2 barriers and strategies: <i>LC1→ Strategy: Need electronic copies of letter and policy language from PRC</i> <i>LC2→ Barriers: A few parents have asked for ideas on healthy drinks Strategy: Send home PRC list with the letter</i> <i>LC3→ Barriers: Policy is only on a poster, need to set more formally to make it stick Strategy: add ban to SSBs, desserts, and chips to student handbook over the summer (meet with supervisor for help)</i>					

Actions to reach Goal #3	People involved	Target date for completion	LC 2 Status	LC3 Status	End year Status
Goal #3 is: <i>Include 30 mins of moderate physical activity for every child every day</i>					
Practice Action Steps <ul style="list-style-type: none"> ● Look up instructional videos to offer dance/martial arts clubs ● Split kids into 2 groups for gym time to increase participation ● Small spaces Energizer activities classrooms when we don't have gym 	Steve, Sarah and staff	11/1/2011 12/1/2011 3/27/2012	Not enough staff DONE ---	--- Worked Dec-Feb, but lost gym in March ---	--- -Gym back in May, split for indoor PA again -Did breaks most days in April
Policy Action Steps <ul style="list-style-type: none"> ● Create a written schedule with 30 minutes clearly blocked off for all kids every day ● 	Steve	11/1/2011	DONE sent home to parents in new year's letter (1/12)	Posted at pick up table 2/15	DONE
Communication Action Steps <ul style="list-style-type: none"> ● Add column to program newsletter about the importance getting 1 hour of PA every day ● Train staff to do PA breaks during homework on days wo/gym time 	Steve	1/15/2012 4/1/2012	DONE, sent home 1/12 --	DONE --	DONE DONE met w/ staff before program 4/5
Goal #3 barriers and strategies: LC1→ Strategy: We already offer 30 minutes, but want to engage more kids with specialty clubs and plan to split the kids up when we go to the gym to increase participation LC2→ Barriers: Not enough staff to do clubs, focus on gym time as major practice strategy LC3→ Barriers: Basketball league took our gym time for March and April Strategy: train staff to use Energizers for 3 10 minute PA breaks during homework time on days we don't have gym access, get Energizers from PRC					

Actions to reach Goal #4	People involved	Target date for completion	LC 2 Status	LC3 Status	End year Status
Goal #4 is: <i>Eliminate use of commercial broadcast TV/movies</i>					
Practice Action Steps <ul style="list-style-type: none"> ● Show movies only every other Friday, replace with dance (Becky) and crafts from Food & Fun (Sarah) ● 	Steve, Sarah & Becky	11/1/2011	Working out great, few resistant kids	Completely replaced movie time w/ art & dance	Continued until end of year
Policy Action Steps <ul style="list-style-type: none"> ● Create a written schedule that shows reduction in TV/movie time on Fridays ● 	Steve	12/1/2011	DONE	Changed again to reflex no TV	DONE
Communication Action Steps <ul style="list-style-type: none"> ● Talk to kids during dance and art about the importance of healthy eating and physical activity ● Create a book in art about eating healthy that we can send home with parents 	Steve, Sarah, & Becky	12/1/2011 2/15/2011	Doing this ---	Continuing DONE 3-5 grader researched, younger kids help with pictures etc.	Continuing DONE
Goal #4 barriers and strategies: LC1→ Barriers: worried that kids will complain about getting rid of movies on Fridays Strategy: Start by offering other activities we know they like every other week LC2→ Barriers: None Strategy: move to every week/a complete ban from now on LC3→ Barriers: None					