



Resource Document 2

STAFFING COMPETENCIES RFP 092-10 *TSET Healthy Living program*

Flexibility in staffing is permitted; however, the information in this document is intended to serve as a guidepost for use during the employee selection process. Program coordinators should demonstrate the following:

- Knowledge of the sector(s) involved in the grant (business, school, community organizations, cities and government)
- Knowledge of work in tobacco control, physical activity and nutrition, using an integrated approach in the named sectors, as applicable
- Competence in problem solving, conflict resolution and negotiation
- Capacity to review, analyze and use program and health-related data to make decisions and develop strategies to improve program performance
- Demonstrated experience related to community leadership and political processes
- Proven administrative/management skills; plan and manage time effectively; share power and delegate responsibility
- The ability to run meetings efficiently
- The ability to work collaboratively
- Capable of communicating clearly and concisely
- Manage activities that support program objectives to ensure compliance with grant requirements
- A strong coordinator should demonstrate self-efficacy, flexibility and the ability to see the big picture along with trustworthiness, patience, energy and hope.

NOTE:

It is recommended that full-time program staff possess a minimum of a bachelor's degree.

Full-Time Program Staff must be employees of the organization to which the grant is awarded and may not be subcontractors.



Resource Document 3
TSET HEALTHY LIVING PROGRAM
RFP: TSET 092-10
BUDGET TIPS AND TOOLS

Budget Category	Description	Examples
Personnel (Salaries)	Includes actual salaries, wages and longevity pay, if applicable, paid to program personnel	Hourly wage or pre-determined salary
Fringe Benefits	Includes actual fringe benefits paid by the employer to program personnel	Local, state, federal taxes, health insurance
In-State Travel and Per Diem	In-state mileage, lodging, and per diem in accordance with the Oklahoma State Travel Reimbursement Act	Travel to and from conferences, overnight lodging expenses for in-state meetings
Out-of-State Travel and Per Diem (maximum 2% of grant award)	Out-of-state expenses such as airfare, lodging, and per diem in accordance with the GSA Domestic Per Diem Rates. Note: Out-of-state travel is prohibited for county health departments based on Executive Order 2015-46.	Airfare, lodging, per diem cab/shuttle, baggage, airport parking
Training Registrations	Conference, training or seminar registration fees	Registration fees for in or out-of-state trainings
Purchased Services	Includes essential consultation or program services that cannot be provided by the grantee	Consultant, trainer, necessary program services
Facilities	Includes space rental for program activities	Office, meeting or training space
Supplies	Includes supplies that are consumable materials necessary to conduct the program for one year	Office supplies, light refreshments, items that are \$500 or less such as scanner or software (must have depreciable asset life of 3-5 years)
Other	Other program-related expenditures	Postage, subscription and mailing lists, staff cell phone, printing business cards
Health Communications (maximum 4% of grant award)	Signage, event promotion, sponsorships, promotional, and incentive items	Branded pens, t-shirts, and other giveaways.
Administrative Charge (maximum 10% of grant award)	Include overhead expenses that are not easily identifiable from expenses incurred by other programs operated by the applicant organization	Utilities, janitorial services, accounting or auditing services



Resource Document 4

RFP 092-10 - TSET Healthy Living program

State Resources:

Oklahoma Tobacco Settlement Endowment Trust	http://www.tset.ok.gov
Oklahoma State Department of Health, Center for the Advancement of Wellness	http://www.ok.gov/health/Wellness
RWJF County Health Rankings-2014	http://www.countyhealthrankings.org/oklahoma
2014 State of the State's Health Report	http://www.ok.gov/health/pub/boh/state/index.html
OK2Share (state/county specific data)	http://www.ok.gov/health/pub/wrapper/ok2share.html
Oklahoma Health Improvement Plan	http://www.ok.gov/health2/documents/OHIP-viewing.pdf
Tobacco Stops with Me	http://www.stopswithme.com
Shape Your Future	http://www.shapeyourfutureok.com
Oklahoma Tobacco Helpline	http://www.okhelpline.com
BreatheEasy Secondhand Smoke Campaign	http://www.ok.gov/breatheeasyok/

National Resources:

ChangeLab Solutions	http://changelabsolutions.org/
Healthy People 2020	http://www.health.gov/healthypeople/default.htm
CDC's Division of Adolescent and School Health	http://www.cdc.gov/healthyyouth/
CDC's Designing and Building Healthy Places	http://www.cdc.gov/healthyplaces/default.htm
CDC's Division of Nutrition, Physical Activity and Obesity	http://www.cdc.gov/nccdphp/dnpao/index.html
CDC's Community Guide: Topics include Tobacco, Nutrition, Physical Activity and Obesity	http://www.thecommunityguide.org/index.html
Centers for Disease Control and Prevention: Smoking and Tobacco	http://www.cdc.gov/tobacco/index.htm
Possible Lessons from the tobacco experience for obesity control (2014)	http://ajcn.nutrition.org/content/77/4/1073S.full.pdf+html
American Heart Association - Population Approaches to Improve Diet, Physical Activity, and Smoking Habits: A Scientific Statement from the American Heart Association	http://circ.ahajournals.org/content/126/12/1514.full.pdf+html
Reducing Obesity: Policy strategies from the tobacco wars	http://www.urban.org/uploadedpdf/411926_reducing_obesity.pdf

Resource Document 5

**TSET HEALTHY LIVING PROGRAM
STRATEGIC MAP TEMPLATE**

Instructions: For assistance in completing this template, refer to the "Strategic Map Template Instructions"

Grantee: _____ Service Area: Adair County Date Submitted: 3-10-16

Sectors Included in Plan (check all that apply)	
<input checked="" type="checkbox"/> Business	<input checked="" type="checkbox"/> Cities & Governments
<input checked="" type="checkbox"/> Community Institution & Organization	<input checked="" type="checkbox"/> Schools

Vision
Healthy Choices+ Healthy Community= Healthy Adair County



Why is this done?



How is this done?

Mission
To create a healthy Adair county by increasing physical activity opportunities, access to nutritious food, and tobacco free environments across sectors where people live, work, play, and learn.



Why is this done?



How is this done?

Sector	5 Year - Long Term SMART Objectives
Business	<p>By June 30, 2020 three workplaces in Adair County will adopt and implement a leader or model organization status workplace wellness policy. (Outcome B1)</p> <p>By June 30, 2020 five workplaces in Adair County will adopt and implement a leader model or organization status tobacco-free policy. (Outcome B2)</p> <p>By June 30, 2020 increase the marketing and promotion of healthy foods within assessed stores/business in Adair County by least 10% from baseline. (Outcome B5)</p> <p>By June 30, 2020 increase the availability of healthy foods within assessed stores/businesses in Adair County by at least 2% from baseline FAMS score (Outcome B5)</p>

<p>Cities & Governments</p>	<p>By June 30, 2020, one of the assessed communities in Adair County will adopt and implement a healthy food retailer resolution requiring food retailers to stock and promote healthy options (Outcome G3)</p> <p>By June 30, 2020, One of the assessed communities in Adair County will adopt a shared use policy to create safe, accessible places for physical activity and play (Outcome G4)</p> <p>By June 30, 2020, One of the assessed communities in Adair County will adopt a complete streets policy to ensure equal consideration for safety and mobility for all users of all modes of transportation (Outcome G4)</p> <p>By June 30, 2020, one of the assessed communities in Adair County will adopt, implement, and enforce, a local ordinance prohibiting tobacco use on city-owned or leased properties (Outcome G6)</p>
<p>Community Institutions & Organizations</p>	<p>By June 30, 2020, One of the assessed childcare facilities in Adair County will adopt, implement, and enforce a leader/model organization status tobacco-free policy on all organizational property (C1)</p> <p>By June 30, 2020, One of the assessed congregations in Adair County will adopt, implement, and enforce a leader/model organization status tobacco-free policy on all organizational property (Outcome C1)</p> <p>By June 30, 2020, one of the assessed congregations in Adair County will adopt and implement a leader/model policy to improve the nutritional profile of foods available in the facility (Outcome C2)</p> <p>By June 30, 2020, one of the assessed childcare facilities in Adair County will adopt and implement a leader/model policy to improve the nutritional profile of foods available in the facility (Outcome C2)</p> <p>By June 30, 2020, one of the assessed childcare facilities on Adair County will adopt and implement a leader/model organization status policy increasing physical activity in the facility (Outcome C3)</p> <p>By June 30, 2020, one of the assessed congregations in Adair County would adopt and implement a leader/model policy organization status increasing physical activity in the facility (Outcome C3)</p>

Schools	<p>By June 30, 2020 increase by 5, the number of assessed school districts in Adair county that have adopted, implemented, and enforced a leader or model organization status tobacco free policy (Outcome S3)</p> <p>By June 30, 2020 5 of assessed school districts in Adair county will adopt and implement a leader or model organization status policy increasing physical activity in a school setting (Outcome S1)</p> <p>By June 30, 2020 5 of assessed school districts in Adair county will adopt and implement a leader or model policy to improve the nutritional profile of foods available on school campuses (Outcome S1)</p> <p>By June 30, 2020 complete 5 of 11 readiness assessments for the school districts in Adair County</p>
----------------	--



Why is this done?



How is this done?

Strategies (use all 4 listed below)

Assessments

Adopt and Implement Policy

Increase Policy Strength

Increase Practice Strength



Why is this done?



How is this done?

Action Plan (maximum 500 words)

The Adair County HLP Action Plan will focus on four sectors and assessment will be routinely conducted within each sector or targeted organization over the five year period. The HLP Action Plan will identify, educate and utilize community stake holders, partnerships and champions among business leaders, elected officials, school superintendents, school boards, community leaders and faith based communities to advocate for adoption of model and leader policies as well as strengthening and implementation of existing policies within businesses, organizations and schools that have demonstrated higher PPT ratings and higher readiness. One of our main priorities is to build relationships within the sectors so that the community at large will have a better understanding of the purpose of the HLP and the issues our community faces moving forward in healthy living. By the end of the five year period it is expected that Adair County will incorporate environmental change and communities will incorporate norms change to support healthy living. We will engage and build relationships with the different sectors in order to conduct necessary assessments. The organizations within these sectors will include mainly small businesses, school districts, and community organizations/ institutions, and city governments. The County Profiles provided by the Center for the Advancement of Wellness will be utilized and in helping us identify organizations with existing tobacco policies and or wellness policies. It is our hope that these organizations will be eager to partner in adopting and implementing stronger policies/practices due to potentially high PPT ratings and a readiness to make necessary change.

Over the five year period, at least 4 grocery and convenience stores, preferably within the food desert areas, will be identified, engaged and assessed utilizing the Food & Marketing Survey. By the end of the HLP project, it is expected that the identified stores will improve the availability and promotion of healthier food products.

As part of our efforts, we will strive to engage organizations identified as employing and serving the largest populations in order to obtain maximum community impact. Targeted organizations/and or communities will include faith based communities, local organizations and or organizations providing services to high risk populations.

In addition to focusing efforts on those targeted organizations, we will also be identifying communities within Adair County that are at greater risk due to health disparities. This will include our Native American population which accounts for 44% of our county population.

Adair County is made up of eleven school districts with only two of those being K-12 schools. The other nine are relatively small rural K-8 schools. We will be focusing our efforts on adopting and implementing model and leader policies in schools that have potentially high PPT ratings and/or higher readiness for change. However, we will also give focus and effort to engage those smaller rural schools that participate in the National School Lunch Program, have existing policies and agree to partnership with the HLP.

**TSET HEALTHY LIVING PROGRAM FY2017
ACTION PLAN TEMPLATE**

Instructions: For assistance in completing this template, refer to the "Action Plan Template Instructions"

ACTION PLAN

Objective 1: By June 30, 2017 at least one congregation will adopt and implement a policy that will improve the nutritional profile of the foods available at church events, celebrations and fellowships.

Outcome(s): C2 Adopt and implement policies to improve the nutritional profile of foods available in an Institution/Organization

Intended Population - Direct: Congregation members, staff, children in nursery and children's church.

Intended Population - Indirect: Visitors and new members

Key Activities/Tasks	Timeline	Responsible Member Organization/ Collaborators <i>(include last name of individual assigned)</i>	Resources Needed	Results Desired/Expected
Conduct face to face meetings with church leadership to share assessment results and discuss the rationale for adopting a wellness policy.	Qtr. 1-2	TBD	Assessment information Sample policies Toolkit	Increase knowledge of the roles wellness policies play. Commitment from leadership
Engage with the local Ministerial Alliance to promote and advocate with other local congregations for the adoption of wellness policies.	Qtr. 1-3	TBD	Educational Materials Toolkit	Identify community partnerships Increase awareness of HLP in the community.
Identify congregations key concerns and address issues	Qtrs. 1-3	TBD	Sample policy Toolkit Assessment information when available	To address the key issues and work to improve them
Provide them with examples of nutrition policy from similar organizations and discuss how they could implement strategies	Qtr. 1-2	TBD	Data from organizations Sample Policy	To increase knowledge of benefits that come from having adopted policies
Provide model policy and toolkits for specific organization	Qtr. 1-2	TBD	Model policy and toolkits	To provide a model example

If a partnership is continued with the congregation, begin readiness assessments	Qtr. 3	TBD	Assessment information PPT feedback Current data	To assess the needs and wants of the church
Use data to begin implementing policies/strategies that would best benefit organization	Qtr. 4	TBD	Assessment feedback when available	To determine best strategies for implementation
Conduct follow-up PPT	Qtr. 4	TBD	PPT Assessment	Measure a change in policy and practice

ACTION PLAN

Objective 2: By June 30, 2017 at least one congregation in Adair County will adopt and implement a tobacco free policy that applies to all organizational property

Outcome(s): Adopt, implement and enforce a tobacco free policy (prohibiting smoking, vaping, and smokeless tobacco use) on all organizational property.

Intended Population - Direct: Congregation members, staff, children in nursery and children's church.

Intended Population - Indirect: Visitors and new members

Key Activities/Tasks	Timeline	Responsible Member Organization/ Collaborators <i>(include last name of individual assigned)</i>	Resources Needed	Results Desired/Expected
Conduct face to face meetings with church leadership to share assessment results and discuss the opportunity for implementation of a tobacco policy	Qtrs. 1-2	TBD	Assessment information Sample policies Toolkit	Increase knowledge of the roles tobacco policies play. Commitment from leadership
Identify key members/stakeholders for organization	Qtrs. 1-2	TBD	Sample policy PPT feedback if available	Identify the most influential leaders in the congregation
Provide them with examples of similar organizations and discuss how they could implement similar strategies	Qtrs. 1-3	TBD	Sample policies Model policy toolkit	Increased knowledge Desire to continue to improve policy
Once the organization is ready, begin readiness assessment	Qtr. 3	TBD	Readiness assessment materials PPT feedback if available	Knowledge of where the organization stands in regards to readiness for implementation of policy

Use data to begin implementing policies/strategies that would best benefit the organization	Qtr. 3-4	TBD	Results from Assessment	Implementation of model tobacco policy
If there are no tobacco free signs, help the organization to obtain them for the church grounds	Qtrs. 3-4	TBD	Updated 24/7 signs	The posting of signs will discourage any type of tobacco use and spread awareness
Determine resources needed to continue expanding of program	Qtr. 4	TBD	Updated data and policy	The continuing of the organization to move forward with policy after we've partnered
Conduct follow-up PPT	Qtr. 4	TBD	PPT Assessment	Measure a change in policy and practice

ACTION PLAN

Objective 3: By June 30, 2017, at least one congregation in Adair County will adopt and implement a physical activity policy to increase awareness on the importance of being active

Outcome(s): Adopt and implement policies increasing physical activity in an institution/organization

Intended Population - Direct: Congregation members, staff, children in nursery and children’s church.

Intended Population - Indirect: Visitors and new members

Conduct face to face meetings with church leadership to share assessment results and discuss the opportunity for implementation of a physical activity policy	Qtrs. 1-2	TBD	Assessment information Sample policies Toolkit	Increase knowledge of the roles tobacco policies play. Commitment from leadership
Identify key members/stakeholders for organization	Qtrs. 1-2	TBD	Sample policy PPT feedback if available	Identify the most influential leaders in the congregation
Provide the key members with model policy for physical activity	Qtrs. 1-2	TBD	Sample policy Model policy/ toolkit	To increase knowledge on the concept of implementing a physical activity policy
Promote the creation of a wellness committee and its purpose	Qtrs. 1-3	TBD	Examples from similar organizations that have established a wellness policy	To expand knowledge and hopefully establish their own committee

After determining willingness to partner begin readiness assessments	Qtr. 3	TBD	PPT results if available	To determine where the organization stands and what the next steps should be
Use gathered data to begin implementing the best policy/strategies for specific congregation regarding physical activity	Qtr. 4	TBD	Assessment results Sample policy/model policy Stage matched strategies	To implement new/updated policy that best fits the congregation
Determine resources needed to continue the expanding of the program	Qtr. 4	TBD	Educational material Updated statistics	To continue expanding the wellness committee and the physical activity policy
Conduct follow-up PPT	Qtr. 4	TBD	PPT Assessment	Measure a change in policy and practice

ACTION PLAN

Objective 1: By June 30, 2017 at least one business in Adair County will adopt and start implementing a worksite wellness policy that supports tobacco-free living, healthy eating and active living.

Outcome(s): B1- Adopt and implement a Workplace Wellness Policy that includes support for tobacco free living, healthy eating and active living. B2- Adopt a tobacco-free (prohibiting smoking, vaping and the use of smokeless tobacco products) on all business property.

Intended Population - Direct: Employees

Intended Population - Indirect: Family members of employees and community at large.

Key Activities/Tasks	Timeline	Responsible Member Organization/ Collaborators <i>(include last name of individual assigned)</i>	Resources Needed	Results Desired/Expected
Engage with and build a relationship with the local Chamber of Commerce, Kiwanis, and interested business owners to promote & educate about the efforts of the HLP in this community. We will also advocate the rationale and importance of adopting wellness policies with local businesses.	Qtr. 1-3	TBD	Educational Resources and data Sample policies Worksite Wellness Factsheet	Strengthen knowledge base of business leaders Identify community partners Leverage community resources and support
Meet with and provide refreshments for organizational leaders to share how improving employee health and specific behaviors affect business functions and support the case for workplace wellness.	Qtr. 1-3	TBD	TSET and Center materials CDC	Strengthen knowledge base of leaders Gain support of HLP efforts
Communicate with business leaders the importance of conducting PPT and Organizational Readiness Assessment.	Qtrs. 1-2	TBD	PPT ORA Guidance from OSDH Center	Strengthen knowledge base of business leaders Identify level of readiness
Conduct PPT's and Organizational Readiness Assessments	Qtrs. 1-3	TBD	PPT Organizational Readiness Assessment Guidance from UPAER	Identify strengths and weaknesses of existing policies if any Evaluate awareness and assess readiness to move forward
Work with and provide technical assistance to local business leaders and interested parties in forming an Adair County Wellness Committee that will work to advocate and promote adoption of wellness policies in local businesses.	Qtrs. 1-3	TBD	Educational Materials Guidance from OSDH/ Center County Profile	Form a group of collaborators for leverage and support Utilize untapped resources and influential community voices.

Communicate the results of the PPT, ORA, and Strength scores with leadership. Discuss the next steps in moving forward.	Qtr. 2-4	TBD	PPT findings Readiness Scores Guidance from OSDH/Center Worksite Wellness Fact sheet and Wellness Policy examples	Share assessment results with the committee/team. Discuss next steps
Assist the worksite wellness committee/team with setting goals of the wellness policy.	Qtr. 2-4	TBD	Assessment Results Example goals	Using assessment results to help shape policy goals.
Develop and assist the worksite wellness committee/team with reviewing a model wellness policy and prioritizing the policy elements.	Qtr. 3-4	TBD	PPT findings Readiness Scores Guidance from OSDH/Center	Ensuring the proposed policy meets the wellness priorities and goals of the worksite.
Adoption of formal wellness policy and development of an implementation plan for policy.	Qtr. 4	TBD	Toolkit Guidance from OSDH/Center	Formal adoption and support to move forward with the implementation of the policy.
After passage – assist in assuring that employees are aware of changes in policy or practice.	Qtr. 4	TBD	Copies of updated or revised policy.	Increase awareness and knowledge of changes in policy and practice.
Administer follow-up PPT once changes to policy and practice have been made and implemented.	Qtr. 4	TBD	Follow-up PPT Copies of revised and updated policy	Measure changes in policy and practice.

ACTION PLAN

Objective 2: By June 30, 2017 increase the marketing and promotion of healthy foods within assessed stores/businesses in Adair County by at least 2% from baseline.

Outcome(s): B5- Improve the nutritional profile of foods offered in stores (grocery, convenient stores, etc.) and businesses.

Intended Population - Direct: Community

Intended Population - Indirect: Business owner

Key Activities/Tasks	Timeline	Responsible Member Organization/ Collaborators <i>(include last name of individual assigned)</i>	Resources Needed	Results Desired/Expected
Meet with business leadership to discuss the importance of promoting healthy foods within their business and gauge interest in partnering to enhance the food environment and marketing practices.	Qtr. 1-2	TBD	Educational materials County profile	Increase marketing of healthier food options within local business
Partner with small food retailers and agree to conduct an audit of the retailer's food environment	Qtr. 1-3	TBD	FAMS Guidance from UPAER	Assess current accessibility of healthy food options in local small food retailers.

Collect and assess data using the FAM Survey as well as the FAMS Walkability and determine country averages with the Fruit and Vegetable Pricing Tool	Qtrs. 1-3	TBD	FAMS Guidance Doc FAMS Survey Guidance from UPAER	Identify the accessibility and marketing of healthy food options.
Using the assessment findings, strategically plan and implement next steps with store owners and our collaborative group.	Qtrs. 3-4	TBD	FAMS Marketing Strategies Guidance from UPAER FAMS results	Increase the marketing and promotion of healthy foods.

ACTION PLAN

Objective 3: By June 30, 2017, at least 1 business in Adair County will a leader or model organization status with policy that prohibits smoking, vaping and the use of smokeless tobacco products on all business property.

Outcome(s): B2- Adopt a tobacco- (prohibiting smoking, vaping and the use of smokeless tobacco products) on all business property.

Intended Population - Direct: Employees and business leadership

Intended Population - Indirect: Community and customers

Meet with local business leadership to discuss the importance of establishing a tobacco policy.	Qtr. 1-2	TBD	Educational materials County profile	Increase knowledge to advocate with leadership for tobacco policy.
---	----------	-----	---	--

Build relationships with key stakeholders by advocating and educating on how improving employee health and specific behaviors affect business functions and support the case for workplace wellness	Qtr. 1-2	TBD	TSET and Center materials CDC	Increase knowledge and gain support of HLP efforts
Once partnership is established began readiness assessment.	Qtr. 1-2	TBD	PPT Readiness Scores Guidance from OSDH/Center	Ensuring that the proposed policy meets the wellness priorities and goals of the tobacco policy.
Encourage adoption of a 24/7 tobacco free business including use of vaping and smokeless tobacco.	Qtr. 2-3	TBD	Example model policy	Formal adoption and support of tobacco policy to move forward with the implementation of the policy
Acquire and provide helpline materials.	Qtr. 3-4	TBD	Oklahoma Tobacco Helpline information and resources.	To ensure employees are made aware of the OK Tobacco Helpline and have access to it.
Assist with and help provide cessation classes through Cherokee Nation for those wanting to quit the use of tobacco.	Qtr. 3-4	TBD	Educational materials Helpline materials	To provide employees support in quitting tobacco.
Implementation and practice of 24/7 tobacco free policy.	Qtr.4	TBD	Memo to employees about policy. Tobacco-free signage Health communication materials promoting long term benefits	To ensure employees are aware of the policy.
Conduct follow-up PPT	Qtr.4	TBD	PPT Assessment	Measure change in policy and practice

ACTION PLAN

Objective 1: By June 30, 2017, at least one school district in Adair County will improve its nutrition policy strength rating from FY2016 baseline rating.

Outcome(s): S1 Adopt and implement policies to improve the nutritional profile of foods available on school campuses.

Intended Population - Direct: Students, School leadership

Intended Population - Indirect: Employees and staff

Key Activities/Tasks	Timeline	Responsible Member Organization/ Collaborators <i>(include last name of individual assigned)</i>	Resources Needed	Results Desired/Expected
Conduct Readiness Assessments with at least 5 of the 8 school districts that have agreed to a partnership with the HLP.	Qtrs. 1-3	TBD	PPT results Organizational Readiness Guide	Increase knowledge Determine readiness to move forward in policy work Discuss next steps
Engage and meet with the superintendent of each assessed school district to provide assessment feedback and provide sample policy	Qtrs. 1-3	TBD	Assessment results if available Sample Policies	Increase knowledge Gain support and approval from leadership to move forward in policy work Discuss next steps
Make sure the wellness committee is meeting regularly. If no committee in place, help to establish one	Qtrs. 1-2	TBD	Data on the importance of having developed committee Examples from other districts	Develop a committed committee Increase knowledge Discover leaders
Attend staff development to train/ educate teachers on how to incorporate nutrition education into everyday curriculum	Qtrs. 1-2	TBD	Data on importance of nutrition education in children	Increase knowledge Increase awareness Educate staff/teachers
Meet with school nutrition staff to discuss possibilities for improvement and assessment feedback	Qtrs. 2-3	TBD	Assessment results if available Sample policy	Increase knowledge Gain support Discuss next steps

Participate in and provide incentive items at school health fairs, farm to market, school garden sponsorships other possible health education related events	Qtrs. 1-3	TBD	Educational materials Samples, items to give away	Increase knowledge and awareness to the student body
Meet with school board or administration to discuss the updating of nutrition policy and an implementation plan.	Qtr. 3	TBD	Assessment results PPT feedback Sample/Model policy and toolkits	Desire to update policy, Increase knowledge of main issues
Begin the process of updating policy and meet with wellness committee to ensure that implementation is being enforced	Qtr. 4	TBD	Assessment results Sample Policy	Increase in the implementation of policy Increase in knowledge efforts
Provide with resources (School stage match strategies links) currently available to aide in support of schools efforts.	Qtr. 4	TBD	Current data and educational materials available	Continuing increase in knowledge
Administer follow-up PPT's when changes or updates have been made in policy or practice.	Qtr. 4	TBD	Follow-up PPT Copy of revised/updated policy	Use results to measure change in policy and practice
After policy passage – provide assistance in making sure the school and it's staff are aware of all changes and updates in policy and practice.	Qtr. 4	TBD	Copy of revised/updated policy	Increase awareness and knowledge of change in policy and practice

ACTION PLAN

Objective 2: By June 30, 2017, at least 3 of the assessed school districts in Adair County will improve their physical activity policy strength rating from their FY16 baseline rating

Outcome(s): S2 Adopt and implement policies increasing physical activity in school setting

Intended Population - Direct: Students and school leadership

Intended Population - Indirect: Employees and staff

Key Activities/Tasks	Timeline	Responsible Member Organization/ Collaborators <i>(include last name of individual assigned)</i>	Resources Needed	Results Desired/Expected
Conduct readiness assessments with at least 5 of the 8 schools that have agreed to a partnership	Qtrs. 1-3	TBD	PPT results Organizational Readiness Guide	Increase knowledge Determine readiness to move forward in policy work Discuss next steps
Meet with administration to discuss feedback and discuss where they stand regarding the areas of improvement needed as indicated by the PPT results	Qtrs. 1-3	TBD	Assessment results if available Sample Policies	Increase knowledge Gain support and approval from leadership to move forward in policy work Discuss next steps

Make sure the wellness committee is meeting regularly. If no committee in place, help to establish one	Qtrs. 1-2	TBD	Data on the importance of having developed committee Examples from other districts	Develop a committed committee Increase knowledge Discover leaders
Attend staff development to train/ educate teachers on how to incorporate physical activity into everyday curriculum and how to provide students with adequate amounts of exercise in and out of the classroom	Qtrs. 1-2	TBD	Data on importance of physical education in children Data on prevalence of childhood obesity	Increase knowledge Increase awareness Educate staff/teachers
Participate in health fairs, activity days, fun camps, and any possible opportunity to educate teachers and students the importance of physical activity.	Qtrs. 1-3	TBD	Educational materials Samples, items to give away	Increase knowledge and awareness to the student body
Meet with school board or administration to discuss the updating of physical activity policy and an implementation plan	Qtr. 3	TBD	Assessment results PPT feedback Sample/Model policy and toolkits	Desire to update policy, Increase knowledge of main issues
Begin the process of updating policy and meet with wellness committee to ensure that implementation is being enforced	Qtr. 3	TBD	Assessment results Sample Policy	Increase in the implementation of policy Increase in knowledge efforts

Administer follow-up PPT's when changes have been made in policy and practice.	Qtr. 4	TBD	Follow-up PPT's Copies of changes made to policies and practices.	Measure changes made to Policy or practice.
After policy passage – assist in making the school and its staff aware of changes in policy and practice.	Qtr. 4	TBD	Copies of updated policy	Increase aware and knowledge of changes in policy and practice.
Provide with resources currently available to aide in support of schools efforts.	Qtr. 4	TBD	Current data and educational materials available	Continuing increase in knowledge

ACTION PLAN

Objective 3: By June 30, 2017, 3 of the assessed school districts in Adair County will strengthen their tobacco practice strength rating from FY16 baseline rating

Outcome(s): S5 Adopt, implement, and enforce a tobacco-free policy (prohibits smoking, vaping, and smokeless tobacco use on school grounds)

Intended Population - Direct: Students and school leadership

Intended Population - Indirect: Employees and Staff

Key Activities/Tasks	Timeline	Responsible Member Organization/ Collaborators <i>(include last name of individual assigned)</i>	Resources Needed	Results Desired/Expected
Conduct Readiness Assessments with at least 5 of the 8 school districts that have agreed to a partnership.	Qtr. 1-3	TBD	PPT results, if available Educational Materials Sample Policies	Increase Knowledge Determine readiness to move forward in policy work Discuss next steps
Engage and meet with key staff and administration of each assessed school district to provide assessment feedback. Discuss with leadership regarding issues or if they feel there are any issues. Refer to PPT to discuss possible areas of improvement.	Qtr. 1-3	TBD	Assessment results, if available Educational Materials Sample policies Stage Matched Strategies	Increase Knowledge Gain Support and approval from leadership to move forward in policy work Discuss next steps
Attend staff development to train/educate teachers on how to incorporate tobacco prevention into everyday curriculum and how to provide students with proper counseling and cessation.	Qtrs. 1-2	TBD	Data on importance of tobacco prevention in children Data on prevalence of teen smoking	Increase knowledge Increase awareness Educate staff/teachers
Participate in drug/tobacco free awareness weeks, drug fairs, health fairs, opportunities for sponsorship, and any other opportunity to provide information on the causes of tobacco use	Qtrs. 1-3	TBD	Educational materials Samples, items to give away	Increase knowledge and awareness to the student body
Update the tobacco policy to strengthen standards and development of a better implementation plan if not already in place.	Qtr. 3	TBD	Toolkit Guidance from OSDH/Center Sample of model policy	More comprehensive policy and support to move forward with the implementation of tobacco standards

Begin the process of updating policy and meet with wellness committee to ensure that implementation is being enforced	Qtr. 3	TBD	Assessment results Sample Policy	Increase in the implementation of policy Increase in knowledge efforts
After policy passage = assist in making the school and its staff aware of changes in policy and practice.	Qtr. 4	TBD	Copies of updated and revised policy	Increase awareness and knowledge of changes in policy and practice
Administer follow-up PPT when changes have been made in policy and practice.	Qtr. 4	TBD	Follow up PPT Copies of updated and revised policy	Measure changes made to policy and or practice.
Provide with resources currently available to aide in support of schools efforts	Qtr. 4	TBD	Current data and educational materials available	Continuing increase in knowledge

Objective 1: By June 30, 2017 Adair County will adopt and implement a healthy food retailer resolution that requires food retailers to stock and promote healthy options.

Outcome(s): (G3) Adopt and implement a healthy food retailer ordinance that requires food retailers to stock and promote healthy options.

Intended Population - Direct: Community

Intended Population - Indirect:

Key Activities/Tasks	Timeline	Responsible Member Organization/ Collaborators <i>(include last name of individual assigned)</i>	Resources Needed	Results Desired/Expected
Build relationships with City Government by getting to know the type of local government that is used in the community, identify the decision makers (city council, mayor, county commissioner or city manager).	Qtr. 1-3	TBD	List of elected officials	Gain support & approval from leadership to move forward in policy work
Through conversations increase the awareness of the knowledge of the Healthy Living efforts in the community.	Qtr.1-3	TBD	Educational materials County Profiles	Increase knowledge Discuss next steps
Conduct assessments in the community. Organizational Readiness Assessment, FAMS, and Find-Afford-Choose-Use	Qtr. 2-3	TBD	PPT assessment Organizational readiness kit	Establish policy needs and gaps

Share results of assessments conducted in the community with City/Government.	Qtr. 2-4	TBD	Assessment results	Increase knowledge Gain support from leadership to move forward with policy work
Engage and meet with elected officials and local retailers to gauge support of moving forward with identified healthy food promotion.	Qtr. 4	TBD	FAMS results County profile Assessment results	Raise awareness of the causes and consequences of the health issue
Once resolution has been passed do a follow-up PPT to track progress and measure success of implementation.	Qtr. 4	TBD	Follow-up PPT Copy of resolution	To measure success and implementation of passed resolution.

ACTION PLAN

Objective 2: By June 30, 2017 Adair County will be made aware of and be knowledgeable in the active living strategies set forth by the Healthy Living Program and the importance of supporting an environment that provides healthy choices.

Outcome(s): (G4) Adopt and implement enforceable policies, ordinances or legal codes, as applicable, that:

- Encourage active living and transportation through changes to land use, urban design, and transportation, e.g.: Complete Streets policies, pedestrian, bicycle, or parks/trails plans; design guidelines, and/or incorporation of such policies in master plans
- And encourage children and their families to walk, bike, and roll to school

Intended Population - Direct: Community

Intended Population - Indirect: City Leaders, School officials

Key Activities/Tasks	Timeline	Responsible Member Organization/ Collaborators <i>(include last</i>	Resources Needed	Results Desired/Expected
Meet with city officials and stakeholders one on one to build relationships and increase awareness of the knowledge of the Healthy Living efforts in the community. Keeping in mind these efforts are very new to this county.	Qtr.1-2	TBD	Educational Materials Tool Kit	Increase awareness and knowledge of the Healthy Living effort in this community.
Go out into the community and speak one on one with local leaders, decision makers, business owners, and residents to evaluate what they feel this community truly needs or wants.	Qtr. 1-2	TBD	Educational Materials City Map/Directory	Measure level of interest in health issues Gain support for healthy living efforts

After meeting with the people of the community bring them together with city officials and stakeholders to identify local champions who have an interest in the health issues the county faces.	Qtr.1-2	TBD	Educational material City map	Identify local champions in the city Who have an interest in collaborating with the Healthy Living Program
Once local champions have been identified, form a task force and begin to educate them and raise their awareness of the causes and consequences of the health issue and the Healthy Living Programs efforts to address these issues.	Qtr. 2-3	TBD	Educational material	To educate and raise awareness of the HLP efforts in the community Encourage active living
Meet with and provide refreshments for city officials, stakeholders, and task force to discuss the importance of a Readiness Assessment	Qtr. 3-4	TBD	Educational material PPT and Readiness Assessment for viewing	Increase knowledge and understanding of where we are now and where we want to be
Conduct Readiness Assessments	Qtr. 3-4	TBD	Educational material City map	Assess the readiness of the community to address
Meet with city officials, stakeholders and the task force to discuss assessment results.	Qtr. 4	TBD	Assessment Results	Increase knowledge and awareness Gain support to move forward with the Healthy Living efforts

Once the previous activities have been completed, meet with city officials, stakeholders, and task force to begin discussing the next steps necessary in encouraging active living in our community.	Qtr. 4	TBD	Assessment Results County Profiles Tool Kit	Gain support to move forward with active living efforts Form a plan to begin implementing change
--	--------	-----	---	---

ACTION PLAN

Objective 3: By June 30, 2017 Adair county will adopt, implement and enforce a local ordinance prohibiting tobacco use on city-owned or leased properties.

Outcome(s): (G6) Adopt, implement and to enforce a local ordinance prohibiting tobacco use on city-owned or leased properties.

Intended Population - Direct: City Officials

Intended Population - Indirect: Community

Key Activities/Tasks	Timeline	Responsible Member Organization/ Collaborators <i>(include last</i>	Resources Needed	Results Desired/Expected
Meet with city officials/ stakeholders to educate and bring awareness to the Healthy living efforts in this community regarding the causes and consequences of tobacco use.	Qtr. 1-2	TBD	Educational Material County Profile	Strengthen knowledge base of stakeholders Leverage resources and support
Attend and participate in existing events to start building relationships and start the conversation about a community that supports healthy choices	Qtr. 1-2	TBD	Educational Materials County Profile Tobacco Helpline information	Strengthen knowledge base of local community leaders and community members Gain support for HLP community efforts
Once relationships and knowledge of efforts has been built, meet with city officials and stakeholders to discuss the importance of a readiness assessment.	Qtr. 2-3	TBD	Readiness Assessment Guidance from OSDH/Center	Strengthen knowledge base of city officials/stakeholders Identify level of readiness

Share results of assessment and discuss next steps	Qtr. 3	TBD	Assessment Results	Communicate level of readiness Leverage support to move forward with HLP efforts
Once relationships, knowledge, awareness and readiness has been established, meet with city officials/ stakeholders to identify the need for a local ordinance prohibiting tobacco use on city owned or leased properties.	Qtr. 3-4	TBD	Educational material County profile	Adoption and enforcement of local tobacco ordinance
After need is identified work with City officials on adoption of a local city ordinance.	Qtr. 3-4	TBD	Model ordinance	Adoption and enforcement of local tobacco ordinance
Advocate for implementation and enforcement of the tobacco ordinance	Qtr. 4	TBD	City officials Law enforcement	Adoption and enforcement of local tobacco ordinance
Complete follow-up PPT	Qtr. 4	TBD	PPT Assessment	Measure change in policy and practice