



## Healthy Out-of-School Time Assessment

<b>Out-of-School Time Site Name:</b>
<b>Organization Name (if applicable):</b>
<b>State:</b>
<b>Date:</b>
<p><b>Instructions:</b></p> <p><b>About the Assessment:</b> This is a self-assessment tool to identify the current strengths of your Out-of-School Time (OST) site in relation to 11 Healthy Eating and Physical Activity Standards (HEPA), as outlined in the Healthy Out-of-School Time Framework. Definitions for underlined words or phrases can be found in the Healthy Out-of-School Time Glossary located at the back of the Healthy Out-of-School Time Framework. As part of working with the Healthy Out-of-School Time Initiative, you will be asked to complete an Assessment annually. The information collected in the Assessment will be used to help your site identify potential wellness goals to work on throughout the year (including summer if your site operates during the summer). Completing the Assessment annually will also help your site track progress and provide the opportunity to reflect on the improvements made throughout the year. The results of the Assessment are confidential and will be used only for your action planning and Alliance evaluation purposes.</p>
<p><b>Getting Started:</b></p> <p>After reading each best practice, mark <b>“YES”</b> for “Fully Demonstrating,” <b>“NO”</b> for “Not Demonstrating or Partially Demonstrating,” or <b>“NOT APPLICABLE”</b> if that practice is not possible because of your site’s current structure.</p> <ol style="list-style-type: none"> <li>1) <b>YES</b> - “Fully Demonstrating” means that the practice is something your site regularly demonstrates and that the practice is integrated into your program structure so it can be sustained over time.</li> <li>2) <b>NO</b> - “Not Demonstrating or Partially Demonstrating” means that your site is not demonstrating that practice, or you feel like the site’s efforts could be improved in that area. Any practice you mark as “Not Demonstrating or Partially Demonstrating” may later be identified as a goal on your Action Plan. Keep that in mind as you are completing your Assessment</li> <li>3) <b>NOT APPLICABLE</b> – Some practices may include “not applicable” as a possible response. Only select this option if that practice is <b><u>not feasible</u></b> to achieve at your site as a result of your site’s current structure or composition (such as lack of eligibility for federal reimbursement programs or lack of physical space to operate an intramural sport program).</li> </ol> <p>If you have any questions about terminology used in the Assessment or what a specific practice may look like in action, please refer to the HOST Framework Glossary and Roadmaps associated with each Standard.</p>

## Healthy Out-of-School Time Assessment

### HEPA Standards:

The Assessment is organized into 11 subcategories - six encompassing the Healthy Eating Standards and five encompassing the Physical Activity Standards. These categories highlight the different areas within out-of-school time settings that can impact healthy eating and physical activity practices and policies.

Healthy Eating (HE)	Physical Activity (PA)
HE 01. Snack, Meal, and Drink Quality	PA 01. Physical Activity Quality
HE 02. Staff Training – Healthy Eating	PA 02. Staff Training – Physical Activity
HE 03. Nutrition Education	PA 03. Youth, Staff, and Family Support – Physical Activity
HE 04. Youth, Staff, and Family Support – Healthy Eating	PA 04. Organizational Policies – Physical Activity
HE 05. Organizational Policies – Healthy Eating	PA 05. Site Environment – Physical Activity
HE 06. Site Environment – Healthy Eating	

### HE 01

#### Snack, Meal and Drink Quality:

Our organization serves foods and beverages in amounts and types that promote lifelong health and help prevent chronic disease.

Best Practices for Achieving this Standard		YES	NO	Not Applicable
A	Our program prohibits serving foods with artificial trans fats.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B	Our program serves only fruit that is fresh, canned or frozen in water, 100% juice, extra light or light syrup, or dried with no added sweeteners.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C	Our program serves only vegetables that are fresh, canned or frozen with no added ingredients except water, or dried with no added ingredients.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D	Our program serves a fruit or vegetable at every snack and/or meal.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E	Our program serves only grain products that are whole grain-rich.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Healthy Out-of-School Time Assessment

F	Our program serves only dairy products (not including milk) that are non-fat or reduced fat.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G	Our program serves only protein foods (not including nuts and seeds) that are lean meat, skinless poultry, seafood, beans/legumes or eggs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H	Our program serves only nuts or seeds with no added ingredients.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I	Our program serves only packaged snacks that meet the USDA Smart Snacks in School nutrition standards (such as granola bars, baked chips, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J	Our program serves only frozen desserts that meet the USDA Smart Snacks in School nutrition standards (such as frozen fruit bars, ice cream).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K	Our program provides plain potable water at all times at no cost to youth and staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
L	Our program serves only plain low-fat milk, or plain or flavored non-fat milk, limited to 8 fluid ounces per day for elementary school students and 12 fluid ounces per day for middle and high school students.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
M	Our program serves only 100% fruit or vegetable juice with no added sweeteners, or 100% juice diluted with water with no added sweeteners, limited to 8 fluid ounces per day for elementary school students and 12 fluid ounces per day for middle and high school students.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N.	Our program prohibits serving full-calorie sodas, sports drinks, or juice drinks (not including 100% juice).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
O.	Our program also prohibits serving diet soda, low-calorie sport drinks, or other low calorie beverages for elementary school students, and/or only allows these beverages for high school students.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
P.	Our program serves only non-caffeinated beverages.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Healthy Out-of-School Time Assessment

<b>HE 02</b>			
<b>Staff Training – Healthy Eating:</b>			
Our staff regularly participates in learning about healthy eating grounded in effective training models using content that is <u>evidence-based</u> .			
<b>Best Practices for Achieving this Standard</b>		<b>YES</b>	<b>NO</b>
A	All staff training on healthy eating is: <ul style="list-style-type: none"> <li>▪ comprehensive (covers multiple topics)</li> <li>▪ <u>evidence-based</u> (based on credible research)</li> <li>▪ does not support a particular industry or food sector agenda</li> <li>▪ delivered by <u>qualified personnel</u></li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
B	At least 2 staff members are trained at a time on healthy eating.	<input type="checkbox"/>	<input type="checkbox"/>
<b>STAFF MEMBERS WHO ARE CHARGED WITH THE RESPONSIBILITY FOR FOOD SERVICE:</b>			
C	Staff members charged with the responsibility to develop or serve a <u>healthy menu</u> receive training at least once a year.  <i>Note:</i> <ul style="list-style-type: none"> <li>▪ <i>Such training may complement but not replace training for compliance or participation in federal food assistance programs (National School Lunch Program (NSLP), Child and Adult Care Feeding Program (CACFP), Summer Food Service Program (SFSP).</i></li> <li>▪ <i>In programs where food is not purchased by the program, the staff are educated on healthy menus so that they may advocate with their food sources for quality menu items.</i></li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
D	New staff members charged with food service responsibility are quickly oriented to healthy menu development (if regularly scheduled training is at least a month away).	<input type="checkbox"/>	<input type="checkbox"/>
<b>ALL STAFF MEMBERS:</b>			
E	All staff members are trained at least once a year and coached throughout the year on the role that healthy eating, physical activity and <u>social supports</u> collectively play to support healthy behaviors amongst youth.	<input type="checkbox"/>	<input type="checkbox"/>
F	New staff members are quickly oriented to how healthy eating, physical activity and <u>social supports</u> can be used / utilized / integrated into organizational practices to encourage healthy behaviors (if regularly scheduled training is at least a month away).	<input type="checkbox"/>	<input type="checkbox"/>

## Healthy Out-of-School Time Assessment

<b>HE 03</b>						
<b>Nutrition Education:</b>						
Our organization offers <u>evidence-based</u> nutrition education.						
<b>Best Practices for Achieving this Standard</b>				<b>YES</b>	<b>NO</b>	<b>Not Applicable</b>
A	Our program offers nutrition education to youth.			<input type="checkbox"/>	<input type="checkbox"/>	
B	The nutrition education we offer is <u>evidence based</u> .  <i>For example:</i> <ul style="list-style-type: none"> <li>▪ <i>The program uses a curriculum that is grounded in nutrition and behavioral science such as CATCH Kids Club, Body Works, Harvard Prevention Research Center’s Food and Fun After School or empowerME4Life.</i></li> </ul>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C	The nutrition education we offer does not support a particular industry or food sector agenda.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D	The individuals that deliver our nutrition education are credentialed health or nutrition educators (i.e., have CHES, RD, LD or a postsecondary degree in appropriate field) or are program staff that have participated in training by credentialed health or nutrition educators.  <i>For example:</i> <ul style="list-style-type: none"> <li>▪ <i>USDA Cooperative Extension Agents deliver curriculum.</i></li> </ul>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Healthy Out-of-School Time Assessment

<b>HE 04</b>			
<b>Youth, Staff, and Family Support – Healthy Eating:</b>			
Our organization and staff create a <u>social environment</u> (including positive relationships among staff, youth, families and community) that encourages youth to enjoy healthy foods and beverages.			
<b>Best Practices for Achieving this Standard</b>		<b>YES</b>	<b>NO</b>
<b>ON-SITE:</b>			
A	Foods and beverages are not used as reward or punishment.	<input type="checkbox"/>	<input type="checkbox"/>
B	All events and celebrations serve or sell foods and beverages that meet the USDA Smart Snacks in School nutrition standards	<input type="checkbox"/>	<input type="checkbox"/>
C	Fundraisers serve or sell foods and beverages that align with the USDA Smart Snacks in School nutrition standards or rely on non-food items.	<input type="checkbox"/>	<input type="checkbox"/>
<b>YOUTH:</b>			
D	Youth participate in food and beverage selection, distribution, preparation and/or clean-up.	<input type="checkbox"/>	<input type="checkbox"/>
<b>SITE STAFF:</b>			
E	Staff sit and eat the daily program snack or meal with youth.	<input type="checkbox"/>	<input type="checkbox"/>
F	Staff discuss the health benefits of snack or meal components with youth and have a process in place for discussing inappropriate food choices with youth.	<input type="checkbox"/>	<input type="checkbox"/>
G	Staff do not bring in/consume personal food or beverages in front of youth other than items that would appear on the program's menu.	<input type="checkbox"/>	<input type="checkbox"/>
<b>FAMILIES &amp; COMMUNITY:</b>			
H	Our program's Nutritional Education (refer to HE 03) materials are made available to families through pamphlets, newsletters, email blasts or other means.	<input type="checkbox"/>	<input type="checkbox"/>
I	Foods and beverages served or sold at family/community events meet the USDA Smart Snacks in School nutrition standards	<input type="checkbox"/>	<input type="checkbox"/>
J	Families receive guidelines about food and beverages that may be brought into the program by the family members or youth.	<input type="checkbox"/>	<input type="checkbox"/>
K	Our program has a process in place for discussing inappropriate food and beverage choices with families.	<input type="checkbox"/>	<input type="checkbox"/>
L	Our programs' healthy eating practices are shared and discussed during parent/family/community meetings.	<input type="checkbox"/>	<input type="checkbox"/>
M	Our program develops <u>family advisory groups</u> and/or <u>community network groups</u> to support healthy eating in the community and at home.	<input type="checkbox"/>	<input type="checkbox"/>

## Healthy Out-of-School Time Assessment

<b>HE 05</b>				
<b>Organizational Policies – Healthy Eating:</b>				
Our organization supports healthy eating through management and budgeting practices.				
<b>Best Practices for Achieving this Standard</b>		<b>YES</b>	<b>NO</b>	<b>Not Applicable</b>
A	Our organization budgets for food costs so that our food service is aligned with the USDA Smart Snacks in School nutrition standards.	<input type="checkbox"/>	<input type="checkbox"/>	
B	Our organization accesses federal nutrition programs that assist with providing healthy snacks and meals to participants (i.e. NSLP, CACFP and SFSP).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C	Our organization does not use our food budget for food based crafts (e.g. dried pasta for craft projects).	<input type="checkbox"/>	<input type="checkbox"/>	
D	Our organization’s leadership supports healthy eating through coaching, mentoring and monitoring menu quality.	<input type="checkbox"/>	<input type="checkbox"/>	
E	Foods served at staff meetings are consistently/regularly healthy.  <i>For example:</i> <ul style="list-style-type: none"> <li>Food served at all staff meetings is aligned with the USDA Smart Snacks in School nutrition standards.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	
F	Staff at all levels of the organization model healthy eating on the job.	<input type="checkbox"/>	<input type="checkbox"/>	

## Healthy Out-of-School Time Assessment

<b>HE 06</b> <b>Site Environment – Healthy Eating:</b> Our organization's physical environment supports healthy eating.			
Best Practices for Achieving this Standard		YES	NO
A	Our program environment does not have posters or advertisements on the walls that promote unhealthy foods or beverages.	<input type="checkbox"/>	<input type="checkbox"/>
B	Our program environment provides positive messages about healthy eating through posters, pictures and books.  <i>Note:</i> <ul style="list-style-type: none"> <li>▪ <i>May also be through music, art, murals, signage, etc.</i></li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
C	Youth do not have access to food sources (i.e. vending machines, snack bars, etc.) that sell foods and beverages that do not align with the USDA Smart Snacks in School nutrition standards.	<input type="checkbox"/>	<input type="checkbox"/>
D	Our program restricts screen time to avoid exposure to food marketing.	<input type="checkbox"/>	<input type="checkbox"/>
E	Our program has access to adequate kitchen and storage facilities to support our healthy eating practices.  <i>For example:</i> <ul style="list-style-type: none"> <li>▪ <i>Because we have no dedicated kitchen and storage facilities on-site, we have access to adequate facilities through a shared-use or joint-use agreement with another organization (i.e. a school).</i></li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>

## Healthy Out-of-School Time Assessment

<b>PA 01</b> <b>Physical Activity Quality:</b> Our organization's physical activity offerings support the <u>USDHHS 2008 guidelines</u> recommending that all youth obtain a daily minimum of 60 minutes of physical activity per day that includes a mixture of <u>moderate and vigorous intensity activity</u> as well as <u>bone and muscle strengthening activities</u> .				
Best Practices for Achieving this Standard		YES	NO	Not Applicable
A	Our program dedicates at least 20% or at least 30 minutes of morning or afterschool program time to physical activity and at least 60 minutes for a full day program.	<input type="checkbox"/>	<input type="checkbox"/>	
B	Our program provides physical activities in which youth are <u>moderately to vigorously active</u> for at least 50% of the physical activity time.	<input type="checkbox"/>	<input type="checkbox"/>	
C	Our program ensures physical activity takes place outdoors whenever possible.	<input type="checkbox"/>	<input type="checkbox"/>	
D	Our program ensures that daily physical activity time includes: <ul style="list-style-type: none"> <li>▪ <u>aerobic</u> (i.e. bicycling)</li> <li>▪ <u>age-appropriate bone and muscle strengthening</u> (i.e. jump rope, push-ups, sit-ups), and,</li> <li>▪ <u>cardio-respiratory fitness activities</u> (i.e. running).</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	
E	Our program provides a variety of physical activity options that are fun, recreational and life-long learning opportunities (i.e. swimming, bicycling, jogging, dancing).	<input type="checkbox"/>	<input type="checkbox"/>	
F	Our program offers unstructured free play or structured activities that involve all program attendees.	<input type="checkbox"/>	<input type="checkbox"/>	
G	Our program offers non-competitive activities (i.e. walking, running, dance).	<input type="checkbox"/>	<input type="checkbox"/>	
H	If we have an <u>intramural program</u> , our program offers competitive physical activities that follow the <u>National/State Standards for Physical Education</u> .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I	Our program offers activities that are adaptable, accessible and inclusive of all youth, including those with physical, sensory and intellectual disabilities.	<input type="checkbox"/>	<input type="checkbox"/>	
J	Our program conducts physical activities that are integrated with enrichment, academic or recreation content (i.e. goal-driven, planned, sequentially designed and delivered in a safe, inclusive, developmentally appropriate and success oriented manner).	<input type="checkbox"/>	<input type="checkbox"/>	
K	Our program provides short physical activity breaks between and/or within program activities to invigorate youth and eliminate long periods of sitting.  For example: <ul style="list-style-type: none"> <li>▪ <i>When youth transition from one activity to another, physical activity is incorporated.</i></li> </ul> (Standard continued on next page)	<input type="checkbox"/>	<input type="checkbox"/>	

## Healthy Out-of-School Time Assessment

L	Our program does not permit access to television or movies.	<input type="checkbox"/>	<input type="checkbox"/>
M	Our program limits digital device time to less than one hour per day and digital device use is limited to homework or activities that engage youth in moderate to vigorous intensity physical activity.	<input type="checkbox"/>	<input type="checkbox"/>

<b>PA 02</b>			
<b>Staff Training – Physical Activity</b>			
Our staff participate in learning about physical activity through effective training models with content that is evidence-based.			
<b>Best Practices for Achieving this Standard</b>			YES
<b>STAFF MEMBERS WHO LEAD PHYSICAL ACTIVITY:</b>			NO
A	Receive annually a minimum of 8 contact hours of professional development on effective practices and strategies for including physical activity that supports the <u>USDHHS</u> physical activity guidelines.	<input type="checkbox"/>	<input type="checkbox"/>
B	Receive annually a minimum of 16 hours of in-service training, including First Aid/CPR certification.  <i>For example:</i> <ul style="list-style-type: none"> <li>▪ Orientation for new staff, health/physical activity training, behavior management training, etc.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
C	Are trained in adapting physical activity opportunities to include youth at all levels of athletic ability and those with physical, sensory or intellectual disability.	<input type="checkbox"/>	<input type="checkbox"/>
<b>ALL STAFF MEMBERS:</b>			
D	Are trained not to withhold opportunities for physical activity (e.g. not being permitted to play with the rest of the class or being kept from play time) except when a youth's behavior is dangerous to himself or others. Additionally, staff members are trained to use appropriate alternate strategies as consequences for negative or undesirable behaviors.	<input type="checkbox"/>	<input type="checkbox"/>
E	Are trained and familiar with curricular resources on integrating physical activity throughout the program.	<input type="checkbox"/>	<input type="checkbox"/>

## Healthy Out-of-School Time Assessment

### PA 03

#### Youth, Staff, and Family Support – Physical Activity:

Our organization and staff create a social environment (including positive relationships among staff, youth, families and community) that encourages youth to enjoy and participate in physical activity.

Best Practices for Achieving this Standard		YES	NO
<b>SITE STAFF:</b>			
A	Staff leads and participates in active play (e.g. games and activities).	<input type="checkbox"/>	<input type="checkbox"/>
B	Staff does not withhold or use physical activity as a reward or punishment.	<input type="checkbox"/>	<input type="checkbox"/>
<b>YOUTH:</b>			
C	Youth participate in activity selection, organization and leadership.	<input type="checkbox"/>	<input type="checkbox"/>
<b>FAMILIES &amp; COMMUNITY:</b>			
D	Educational materials about physical activity are made available to families through pamphlets, newsletters, email blasts or other means.	<input type="checkbox"/>	<input type="checkbox"/>
E	Parent/family/community events incorporate physical activity.	<input type="checkbox"/>	<input type="checkbox"/>
F	Our programs' <u>physical activity standards</u> and practices are shared and discussed during parent/family/community meetings.	<input type="checkbox"/>	<input type="checkbox"/>
G	<u>Our program develops family advisory groups</u> and/or <u>community network groups</u> to support physical activity in the community and at home.	<input type="checkbox"/>	<input type="checkbox"/>

### PA 04

#### Organizational Policies – Physical Activity:

Our organization supports physical activity through management and budgeting practices.

Best Practices for Achieving this Standard		YES	NO
A	Our organization budgets appropriately to provide high quality physical activity experiences.	<input type="checkbox"/>	<input type="checkbox"/>
B	Our organization's leadership supports physical activity improvements through coaching, mentoring and monitoring progress.	<input type="checkbox"/>	<input type="checkbox"/>
C	Our organization participates in ongoing self-evaluation and program improvement strategies for physical activity programming.	<input type="checkbox"/>	<input type="checkbox"/>
D	Our organization's liability and risk management policies enable staff to participate in physical activity with youth.	<input type="checkbox"/>	<input type="checkbox"/>
E	Our organization promotes and encourages a physically active lifestyle among staff.	<input type="checkbox"/>	<input type="checkbox"/>

## Healthy Out-of-School Time Assessment

<b>PA 05</b>			
<b>Site Environment – Physical Activity:</b>			
Our organization's physical environment supports physical activity.			
<b>Best Practices for Achieving this Standard</b>		<b>YES</b>	<b>NO</b>
A	Equipment for games, sports and activities is age and developmentally appropriate.	<input type="checkbox"/>	<input type="checkbox"/>
B	Equipment is sufficient to engage all participants and meets all required safety standards.	<input type="checkbox"/>	<input type="checkbox"/>
C	Equipment supports <u>cardio-respiratory</u> and musculoskeletal ( <u>bone and muscle strengthening</u> ) fitness (per <u>USDHHS 2008 guidelines</u> ).	<input type="checkbox"/>	<input type="checkbox"/>
D	Our program has adequate indoor facilities for physical activity.	<input type="checkbox"/>	<input type="checkbox"/>
E	Our program has adequate outdoor facilities for physical activity, including fields and playgrounds that meet safety standards.	<input type="checkbox"/>	<input type="checkbox"/>
F	Our program has adequate access to indoor and outdoor facilities through formal or informal shared use agreements with host facilities.	<input type="checkbox"/>	<input type="checkbox"/>
G	Our program environment provides positive messages about safe and developmentally appropriate physical activity through posters, pictures and books.  <i>Note:</i> ▪ <i>May also be through music, art, murals, signage, etc.</i>	<input type="checkbox"/>	<input type="checkbox"/>