

HEALTHY COMMUNITIES STUDY SCHOOL FOOD ENVIRONMENTAL ASSESSMENT PROTOCOL FOR FOOD SERVICE PERSONNEL

The following document contains the school food environmental assessment protocol for the the food service personnel. In addition to the school food environmental assessment instruments provided in **SSA Attachment 15**, food service personnel in all 279 communities will be asked to participate in providing information on the school's food environment.

Baseline observational assessments of the nutritional environment will be conducted in up to four randomly selected schools (two elementary and two middle schools) per community. A member of the school's food service staff will complete a brief self-administered questionnaire, and, along with the Battelle community liaison, will observe the school's lunch period and complete an observation form. These community and environmental assessments will be conducted in all 279 communities during the initial visit to the community, and again in the RIPA communities, three years later.

In addition, where the principal of the school has consented to be a key informant, a link to the food service staff questionnaire and lunch observation form will be sent to the principal during the follow-up period and with a request to forward the link to the appropriate food service person for completion.

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SSA Attachment 16

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HEALTHY COMMUNITIES STUDY SCHOOL FOOD ENVIRONMENTAL ASSESSMENT

Public reporting burden of this collection of information of the school food environment is 25 minutes, including the time for verbal consent, searching existing data sources, gathering and maintaining data needed, and completing and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to S. Sonia Arteaga, Ph.D., project

EST	TONNAIRE FOR FOOD SERVICE PERSONN	EL
	mm dd yyyy Today's Date	School ID
		Liaison ID (Observer)
	Initials of individual completing form	Position of individual completing form
1.	How many total lunches (including full price, reduced price, and free meals) were claimed for the school year 20 at this school?	# lunches
2.	How many total breakfasts (including full price, reduced price, and free meals) were claimed in 20at this school?	# breakfasts
3.	How many students in this school were approved for free meals in 20?	# students
4.	How many students in this school were approved for reduced price meals in 20 20?	# students
5.	Is the campus open (students are allowed to leave) at lunch for: Please ✓ only one.	□ All students□ Some students□ No students
6.	For how many years has this school participated in the participating):	following (write "0" if this school is not
a	The federally funded Fresh Fruit and Vegetable program?	# years
b	The Department of Defense (DoD) Fresh program?	# years
С	The State Farm to School Program?	# years

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d USDA's Team Nutrition Initiative # years e Healthier US School Challenge # years Bronze # years Silver # years Gold f Other state or Federal food or nutrition program: Name of program:_____ # years 7. During the 20___-20__ school year, about what percent of reimbursable school lunch entrées at this school were prepared using the following methods? a Convenience prep [Pre-portioned, heat and serve % items, i.e. frozen burrito] Minimal prep [Food preparation primarily % involving assembling and portioning, i.e. chef's salad made with pre-cut and pre-cooked ingredients] School-made/scratch prep [food preparation % involving the use of raw ingredients, some degree of ingredient prep, and cooking when needed, i.e. spaghetti with scratch-prepared saucel **Total** 100% 8. Has the amount of scratch and minimal ■ Increasing preparation cooking that has been done at this Decreasing school been increasing or decreasing? Please ✓ only one. 9. Over how many years has this trend in scratch and minimal preparation cooking occurred? # years

10. To what degree have the following components of the local wellness policy (a district or school policy to encourage healthy eating and physical activity among students) been implemented at this school and for how many years have they been in place?

		Please ✓ only one.			
Policy Component	Not at all (<10%)	To some extent (10-50%)	To a large extent (50-90%)	Completely (>90%)	Number of years in place
Reimbursable school meal goals	٥				



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Policy Component	Not at all (<10%)	To some extent (10-50%)	To a large extent (50-90%)	Completely (>90%)	Number of years in place
Nutrition guidelines for all other foods sold (competitive foods) such as a la carte, school store, vending, etc.					
Nutrition guidelines for foods that are not sold, but offered, such as at classroom parties and social events					

11. To what extent have there been changes to the following within the last 10 years at this school: (Choose one response for each item and estimate when the changes started, if applicable.)

	Please ✓ only one.				
		If √'d, please fill in last column			
	Did not change Got worse Somewhat Improved a improved lot		Since years ago		
Meal offerings					
Meal facilities					
Competitive foods					

12. Any additional comments or explanations:

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HEALTHY COMMUNITIES STUDY LUNCH OBSERVATION FORM

SECTION A: REIMBURSABLE SCHOOL LUNCH FOODS AND BEVERAGES

	mm dd yyyy Today's Date	School ID
	Time	Liaison ID (Observer)
A1.	Get a copy of the month's menu (if not able to obtain from school/district website prior to visit)	□ Already obtained□ Collected today□ Not available
	LOWING QUESTIONS SHOULD BE ANSWERED BAS 25 MINUTE OBSERVATION (not the menu obtained).	SED ON OBSERVATIONS MADE
A2.	Total # of different entrées offered	# entrées
A3.	Salad bar as entrée	☐ Yes ☐ No
A4.	Salad bar as side dish	☐ Yes ☐ No
A5.	Number of fresh fruits and vegetables in salad bar	# fruits and vegetables □No salad bar offered
A6.	Sandwich bar	☐ Yes ☐ No
A7.	Other entrée bar	Yes Describe:
		□ No

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A8. Indicate how many different entrée options are offered for each category listed in the table below. Include reimbursable meal items only (not a la carte).

Entrée item (part of reimbursable meal)	Offered? Number of types offered
Fast food-style	
Chicken burgers	□ No □ Yes ■ □
Chicken nuggets (breaded and fried chicken pieces)	□ No □ Yes □
Hamburgers	□ No □ Yes ■ □
Entrée item (part of reimbursable meal)	Offered? Number of types offered
Hot dogs/corn dogs	□ No □ Yes ■ □
Nachos (with meat and/or cheese)	□ No □ Yes ■■
Pizza	□ No □ Yes ■
Sandwiches (not burgers)	□ No □ Yes ■■■
Wraps	□ No □ Yes
Salads (meal/entrée sized)	□ No □ Yes
Mexican-style	
Burritos	□ No □ Yes ■
Quesadillas	□ No □ Yes ■ □
Tacos	□ No □ Yes ■ □
Other hot entrées	
Pasta with meat	□ No □ Yes 📥 📗
Pasta with cheese	□ No □ Yes ■ □
Soups, chilis, stews	□ No □ Yes ■ □
Meat and potato	□ No □ Yes ■
Meat and rice, Asian-style	□ No □ Yes ■
Other 1:	□ No □ Yes □
Other 2:	□ No □ Yes
Other 3:	□ No □ Yes ■■■
Other 4:	□ No □ Yes

A9. Indicate whether the following beverages are offered as part of a reimbursable meal at no extra charge:

Milk - white, whole or 2%	☐ Yes ☐ No
Milk - flavored, whole or 2%	☐ Yes ☐ No
Milk - white, 1% or nonfat	☐ Yes ☐ No
Milk - flavored, 1% or nonfat	☐ Yes ☐ No
Juice (100%) ± water, no added sweeteners	☐ Yes ☐ No
Juice, sweetened	☐ Yes ☐ No
Sports drinks	☐ Yes ☐ No



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	Soda, regular	☐ Yes ☐ N	No	
	Other sweetened beverage (any beverage with added caloric sweetener not already listed above)	☐ Yes ☐ N	No	
	Diet beverage	□ Yes □ N	No	
	Water, bottled, unsweetened	☐ Yes ☐ N	No	
	Other beverage 1:	☐ Yes ☐ N	No	
	Other beverage 2:	☐ Yes ☐ N	No	
A10.	Please indicate the number of meal options that in	nclude the followin	ıg:	
		# meal options		
	Grain product (100% whole wheat bread, pasta or tortillas, brown rice, corn tortillas)			
	Grain product, not 100% whole grain			
	Fruit, fresh			
	Fruit, frozen, canned or dried			
	Vegetable, French Fries			
	Vegetable, other, fried			
		# meal options		
	Vegetable, fresh			
	Vegetable, processed, i.e. canned, frozen			
	Salad, side (tossed, raw vegetables)			
A11.	Please indicate which desserts and snack items at no extra charge:	are offered as pa	art of a rei	mbursable meal
	Cake	☐ Yes	□ No	
	Cookie	☐ Yes	□ No	-
	Other pastries	☐ Yes	□ No	1



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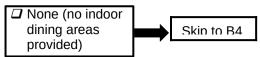
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Candy	☐ Yes	☐ No
Ice Cream	☐ Yes	□ No
Low-fat frozen desserts	□ Yes	□ No
Other frozen desserts	□ Yes	□ No
Chips (corn, potato, puffed cheese, tortilla)	☐ Yes	□ No
Chips (lower/reduced fat, baked)	☐ Yes	□ No
Other 1:	☐ Yes	□ No
Other 2:	☐ Yes	□ No

SECTION B: SCHOOL DINING FACILITIES

B1.	Presence of <i>indoor</i> dining areas
	Please ✓ only one.

- B2. Size of indoor dining area Please ✓ all that apply.
- B3. Indoor dining décor / ambiance: Please ✓ only one.
- B4. Presence of *outdoor* dining areas **Please** ✓ **only one.**



- ☐ Informal (students can eat inside but no seating AND tables provided for this purpose)
- ☐ Formal (indoor eating with seating AND tables provided for this purpose)
- □ Big enough
- ☐ Too small
- Not enough seating
- ☐ Too crowded
- Not too crowded
- Exceptional
- ☐ Pleasant (clean, cheerful, inviting)
- ☐ Acceptable (clean, well-kept, but sparse)
- ☐ Some areas of concern (dirty, dingy, needs repairs, etc.)

☐ None (no outdoor)	l .	
dining areas	\rightarrow	Skip to B7
provided)	٠ .	

- ☐ Informal (students can eat outside but no seating AND tables provided for this purpose)
- ☐ Formal (outdoor eating with seating



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needs repairs, etc.) B7. In their interactions with students, most staff were: Please ✓ only one. □ Engaging (smiling, interactive, encouraging) □ Pleasant but not engaging □ Neutral (interact enough to process the students' meals)			purpose)
Please ✓ only one. Pleas	B5.		Too smallNot enough seatingToo crowded
were: Please ✓ only one. B8. The longest meal service lines (during the time observed) consisted of approximately # of students B9. Meal service lines were observed over a span of minutes. B10. Most students were served by (not including stragglers) B11. Time when meal period	B6.		 Pleasant (clean, cheerful, inviting) Acceptable (clean, well-kept, but sparse) Some areas of concern (dirty, dingy,
observed) consisted of approximately # of students B9. Meal service lines were observed over a span of minutes. B10. Most students were served by (not including stragglers)	B7.	were:	 encouraging) Pleasant but not engaging Neutral (interact enough to process the students' meals) Impolite, impatient, or negative with students
minutes. B10. Most students were served by	B8.	observed) consisted of approximately	# of students
including stragglers) □Unable to observe	B9.	·	L minutes
B12. In what forms is unsweetened water available free of charge in the dining or serving areas? Please ✓ all that apply. □ Water fountain □ Pitcher □ Bottles □ Dispenser □ Other □ None	B10.		
free of charge in the dining or serving areas? Please ✓ all that apply. □ Pitcher □ Bottles □ Dispenser □ Other □ None	B11.	•	1 1 11 1 1
B13. Other observations or clarifications:	B12.	free of charge in the dining or serving areas?	□ Pitcher□ Bottles□ Dispenser□ Other
	B13.	Other observations or clarifications:	

SECTION C: COMPETITIVE FOODS SOLD TO STUDENTS ON CAMPUS



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C1. Number of Competitive Food Venues Operating at any time during the school day:

		Location					
		(Record a n	umber in ea	ch box – wri	te zero if none	.)	
Venue Type	Cafeteria	Hallway	Quad	Gym	Other	#	
A la carte							
Vending machine							
School store							
Other 1:							
Other 2:							
Other 3:							

C2. Competitive Foods Sold During the School Day- Type and location

	Please ✓ all that apply.			
Beverages	A la carte	Vending machine	School store	Other
Diet beverage				
Juice (100%) ± water, no added sweeteners (including 100% juice smoothies)				
Juice, sweetened				
Milk, white, whole or 2%				
Milk flavored, whole or 2%				
Milk White, 1% or nonfat				
Milk flavored, 1% or nonfat				
Soda, regular				
Sports drinks				
Other sweetened beverage (beverage w/ added caloric sweetener not listed above)				

Please ✓ all that apply.					
Water, no added sweeteners	Water, no added sweeteners				
	* Check this with ≥50% v		appears to be a	n option	
Baked Goods - Dessert	Whole grain option	A la carte	Vending machine	School store	Other
Cake type (brownies, cupcakes, Twinkies)					
Cake type (lower/reduced fat)					
Cookies					
Cookies (lower/reduced fat)					
Muffins					
Muffins (lower/reduced fat)					



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Pastries (donuts, pies,					
turnovers, toaster pastries)					_
Pastries (lower/reduced fat)	u	u	u		u
Cereals	Whole grain option	A la carte	Vending machine	School store	Other
Cereal frosted or flavored	<u> </u>				
Cereal not frosted or flavored					
			Manding	Cabaal	Ī
Frozen desserts		A la carte	Vending machine	School store	Other
Frozen, non-dairy (fruit bars, J Popsicles)	ell-O pops,				
Ice cream (bars, Fudgesicles, scoops, cups, sundaes, sandwiches)					۵
Low-fat frozen desserts (frozen milk, sherbet)	n yogurt, ice				
Milkshake					
Williamore		<u> </u>	<u> </u>	-	
Fruit		A la carte	Vending machine	School store	Other
Canned or cooked fruit					
Dried fruit					
Fresh fruit					
Meat/Meat Alternative Entrées/Mixed Dishes	Whole grain option	A la carte	Vending machine	School store	Other
Burritos					
Chicken burger					
Chicken pieces/nuggets (breaded)					
Hamburger/cheeseburger					
Hot dog/corn dog					
Hot dog/com dog	_	_	 Please √ all	that apply	_
			Vending	School	
		A la carte	machine	store	Other
Meat with rice (Chinese-/Asian-style)					
Nacho chips with salsa					
Nacho chips (with meat, beans or cheese)					
Pasta (spaghetti, macaroni and cheese, pasta salad)					
Pizza					
Ramen-type soup/cup of noodles					
Salad, meal-sized (chef's,					
grilled chicken) Sandwiches, cold					
Sandwiches, grilled/hot					
Soup/chilis/stews with beans					
	_				_



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or meat (chicken, clam chowder, minestrone)					
Tacos					
Wraps					
ννιαρο	_	_	_	_	_
Vegetables		A la carte	Vending machine	School store	Other
Fried potatoes (including pre-fried, oven baked, French fries, tater tots, potato skins)					
Salad - side (tossed, raw vege	etables)				
Vegetables (not fried)	•				
		•			
Snacks	Whole grain option	A la carte	Vending machine	School store	Other
Candy/chocolate					
Chips (corn, potato, puffed cheese, tortilla)					
Chips (lower/reduced fat/baked)					
Corn nuts					
Crackers,(regular)					
Crackers (lower/reduced fat)/pretzels					
Fruit roll-up or fruit snacks with added sugar					
Granola bars/cereal bars/energy bars/other snack bars					
Meat snacks (jerky, salami, po	rk rinds)				
Nuts and seeds (almonds, sunflower seeds)					۵

		Please ✓ all that apply.			
		A la carte	Vending machine	School store	Other
Popcorn, air-popped or low-fat					
Popcorn, buttered or flavored					
Trail mix, without candy					
Trail mix with candy					
Yogurt, flavored					
Yogurt, plain					
		•			
Other foods (specify):	Whole grain option	A la carte	Vending machine	School store	Other



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THE HEALTHY COMMUNITIES STUDY

SCHOOL FOOD ENVIRONMENTAL ASSESSMENT Sources and References

SCHOOL FOOD ENVIRONMENT QUESTIONNAIRE FOR FOOD SERVICE PERSONNEL

- U.S. Department of Agriculture (USDA) Food and Nutrition Service (FNS). School Nutrition Dietary Assessment (SNDA) Study III, Pre-Visit Questionnaire and Menu Survey – Reimbursable Meals Form. Retrieved on November 14, 2010 from http://www.fns.usda.gov/oane/MENU/Published/CNP/cnp.htm
- 2) USDA Team Nutrition School Wellness Policy Demonstration Project (SWDP), 2009. Questionnaire on Local Wellness Policy: School Level, 2nd wave. Not published.
- 3) Centers for Disease Control and Prevention (CDC) National Center for Chronic Disease Prevention and Health Promotion (NCCDPHP). School Health Policies and Practices Study (SHPPS). Retrieved on November 16, 2010 from http://www.cdc.gov/HealthyYouth/shpps/2006/questionnaires/index.htm
- School Nutrition Association: http://docs.schoolnutrition.org/trendsetters/trendsets/blasts/trendSETS_Newsletter_june. htm, posted 7/9/2008, accessed 2/2011

LUNCH OBSERVATION FORM

- 1) UC Berkeley Atkins Center for Weight and Health (CWH) school nutrition environment observation forms (not published)
- U.S. Department of Agriculture (USDA) Food and Nutrition Service (FNS). School Nutrition Dietary Assessment (SNDA) Study III, Pre-Visit Questionnaire and Menu Survey – Reimbursable Meals Form. Retrieved on November 14, 2010 from http://www.fns.usda.gov/oane/MENU/Published/CNP/cnp.htm