

School Wellness Project Plan

GENERAL

- 1.1 The contract amount for each participating Local Public Health Agency (LPHA) shall not exceed a rate of \$5,000 for the period of August 12, 2015 through June 15, 2016.
- 1.2 The Missouri Department of Health and Senior Services (DHSS) has determined that a contract with the LPHAs under this project plan will be sub recipient in nature as defined in the Office of Management and Budget (OMB) Circular A-133, Section 210. To the extent that any contract involves the use, in whole or in part, of federal funds, the LPHA shall comply with the special conditions which will be contained in Attachment B of said contract and incorporated by reference as if fully set forth therein.

2. PURPOSE

- 2.1 The purpose of this project is to provide assistance to schools in conducting an assessment of school wellness policies and programs by utilizing the Centers for Disease Control and Prevention's (CDC) 2014 School Health Index (SHI): Self-Assessment and Planning Guide. The tool identifies strengths and weaknesses of school policies and programs that promote health and safety and assists in development of action plans to improve student health using a coordinated school health model.

3. DELIVERABLES AND OUTCOMES

- 3.1 The LPHA will assist recruited schools in enrolling into the Team Nutrition Program, <http://teamnnutrition.usda.gov.html> as it offers curricula and resources related to nutrition promotion and the school lunch program.
- 3.2 The expected outcome of this project is to complete two activities: a self-assessment process and a planning for improvement process.
- 3.3 The LPHA shall designate a School Wellness Project (SWP) Coordinator to ensure completion of project deliverables. The LPHA shall notify DHSS with any personnel changes that affect the coordinator position within two weeks of the change.
- 3.4 The LPHA will recruit at least two schools (encompassing grades K-12 or similar combinations) from within their county or a currently neighboring county to which it offers public health services to participate in the School Wellness Policy Project with a program goal of accomplishing two School Health Indexes.

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- 3.5 Recruited schools shall agree to form a SHI Coordinating Committee to complete the assessment and planning process. The LPHA may assist the schools' SHI Coordinators in forming the committee which must include: principal or assistant principal, physical education teacher, health education teacher, classroom teacher(s), school nutrition manager, school counselor, school nurse and parent(s). Optional members are athletic coach, facility or maintenance staff, and student(s).
- 3.6 The SWP Coordinator shall attend a SHI training workshop provided by an approved SHI Trainer/Facilitator with at least the Coordinating Committee Chair and one other Coordinating Committee member from each school building. In turn, the SWP Coordinator may assist the SHI Coordinator in providing an orientation of the SHI assessment tool for the SHI Coordinating Committee.
- 3.7 The LPHA shall work jointly with the SHI Coordinator to assure the SHI Coordinating Committee meets to complete module assessments 1-8, planning questions 1-3, the Overall Score Card and a SHI Improvement Plan by June 15, 2016. The SHI Committee shall complete the cross-cutting, nutrition, and physical activity questions in all eight module assessments.
- 3.7.1 The SWP Coordinator shall actively facilitate the action planning meetings for all recruited schools. The SHI Committee shall complete the Overall Score Card and all columns of the SHI Improvement Plan with 2 – 4 action items.
 - 3.7.2 The SWP Coordinator will work jointly with the SHI Coordinator to report on the Improvement Plan and recommend policy language that would strengthen the school wellness policy to the Board of Education.
 - 3.7.3 The LPHA shall submit a copy of the Overall Score Card and the SHI Improvement Plan with key recommendations to strengthen school wellness policy language to DHSS by June 15, 2016.
- 3.8 The LPHA shall, no later than the fifteenth (15th) day of each month, submit a report of activities conducted during the previous month. The report shall include contacts made relating to the project and all successes, challenges and other issues encountered when using the resources provided. The report shall be sent electronically to alma.hopkins@health.mo.gov.

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4.0. BUDGET AND ALLOWABLE COSTS

- 4.1 The LPHA shall be reimbursed an amount not to exceed shall not exceed a rate of \$5,000 for the period of August 12, 2015 through June 15, 2016 in the following budget categories: Personnel, Travel and Supplies.