

Annual Nutrition Education Plan and Evaluation Report Instructions

Plan and evaluation will be divided into three sections within the same document based on due dates.

- Instructions and sample goals and objectives are included on page 2.
- Optional chart format for goals, objectives and methodology included on page 3.
- The first submission of the Annual Nutrition Education Plan and Evaluation is the **Annual Plan** and must be submitted to the State Nutrition Education Coordinator by August 1. It is the plan for the upcoming fiscal year beginning on October 1. Please see pages 4 - 5.
- The second section of the Annual Nutrition Education Plan and Evaluation is the **Mid-Year Report** and must be submitted to the State Agency Nutrition Education Coordinator by May 15. It is the evaluation of the progress toward the first six months of the goal, objective(s) and activities (October 1 through March 31). Please see pages 6 - 7.
- The third section of the Annual Nutrition Education Plan and Evaluation is the **Final Report** and must be submitted to the State Agency Nutrition Education Coordinator by November 15. It is the evaluation of the fiscal year just completed on September 30. Please see pages 8 – 9.

WRITING GOALS AND OBJECTIVES FOR THE UPCOMING YEAR (SAMPLE)

1. A goal should be a general statement of what you want to accomplish (it should not be a statement of intent to meet the requirements of a current policy or regulation.)

Examples:

To help WIC participants certified with anemia risk code achieve improved health and nutrition status.

To provide consistent follow-up and nutrition education contacts for participants certified with abnormal growth risk code.

2. Objectives are more *specific* statements of what you will accomplish to reach your goal.
3. Objectives may be designed to accomplish a specific *activity* or *outcome*.

Example of an Activity Objective:

85% of all participants certified with a risk code of anemia will have a nutrition care plan written for them.

Example of an Outcome Objective:

85% of all parents/ care givers of participants certified with a risk code of inadequate growth in October will be able to verbalize 2 ways to increase calorie intake by the end of their certification period.

4. In addition to stating what activity or outcome you wish to accomplish objectives should also include the following information:
 - a. Time frame
Time frames should be realistic for meeting the objective. Objectives may be designed which require more than one year for completion.
 - b. Methods and materials
Who will do what and when?

Methods and materials must be written in such a way that staff will understand how to implement and meet the objective.
 - c. Method of evaluation
Describe how you will evaluate your objective.

How many or how much will your objective accomplish?
5. The evaluation method must measure the outcome in measurable terms (i.e. data report results, pre-post test scores, results from a chart review, etc.

NUTRITION EDUCATION GOALS AND OBJECTIVES

OCTOBER 1, 20xx – SEPTEMBER 30, 20xx

Goal:

OBJECTIVES	METHODS AND MATERIALS	METHOD OF EVALUATION

Part 1

**Annual Nutrition Education Plan and
Evaluation Report FY 20xx**

(Local Agency)

(October 1, 20xx – September 30, 20xx)

Name(s),

Title(s)

(Date Submitted)

Approved for submission to State Agency by:

Signature:

(Local Agency Director)

Date:

Part 1

Annual Nutrition Education Plan – Due August 1, 20xx

A. State Goal

Goal - For October 1, 20xx through September 30, 20xx, offer to all parents/caregivers of infants, an individualized discussion concerning infant feeding practices including breastfeeding support and education. (revised Brush Art materials for infant feeding to coordinate with revised USDA Infant Feeding Guide)

A. Methodology

Enter an outline of the objectives for how the local agency plans to meet the goal.

B. Evaluation

Enter how the goal will be measured.

2. State Goal (selection of second goal is optional)

Goal - (Example FY21 Goal) *For October 1, 2020 through March 31, 2021, offer to all parents/caregivers suggestions for quick and easy weeknight meals using WIC food categories and the NWA 2021 calendar. (NWA calendars and coordinating handouts from VisualZ one for first 6 months and one for second 6 months)*

A. Methodology

Enter an outline of the objectives for how the local agency plans to meet the goal.

B. Evaluation

Enter how the goal will be measured.

3. Local Agency Goal

Enter a local agency goal if applicable.

A. Methodology

Enter an outline of the objectives for how the local agency plans to meet the goal.

B. Evaluation

Enter how the goal will be measured.

4. Additional Information:

A. Nutrition Education Activities

1. Describe how nutrition education services provided to WIC participants will be coordinated with other community nutrition programs. (Limit this section to activities which have a definite nutrition education Component. Activities which are primarily outreach should be reported in the Outreach Plan.)

Part 1

2. Describe any special nutrition education activities, if any, that you have planned for the upcoming year, which are not part of a formal objective. This could include health fairs, community activities, etc.

Mid-Year Nutrition Education Evaluation Report **Due May 15, 20xx (report for 10/1/xx - March 31, 20xx)**

1. **State Goal**

A. Evaluation

Provide data on goal achieved or not achieved.

B. Status for Mid-Year Report – October 1 through March 31

Outline what nutrition education activities were accomplished.

C. Challenges for Mid-Year Report – October 1 through March 31

Outline challenges to meeting nutrition education goals through first half of fiscal year.

D. Successes for Mid-Year Report – October 1 through March 31

Outline successes of goals for nutrition education.

2. **State Goal**

A. Evaluation

Provide data on goal achieved or not achieved.

B. Status for Mid-Year Report – October 1 through March 31

Outline what nutrition education activities were accomplished.

C. Challenges for Mid-Year Report – October 1 through March 31

Outline challenges to meeting nutrition education goals through first half of fiscal year.

D. Successes for Mid-Year Report – October 1 through March 31

Outline successes of goals for nutrition education.

3. **Local Agency Goal** (needs to be included if it is a back-up goal)

A. Evaluation

Provide data on goal achieved or not achieved.

B. Status for Mid-Year Report – October 1 through March 31

Outline what nutrition education activities were accomplished.

C. Challenges for Mid-Year Report – October 1 through March 31

Part 2

Outline challenges to meeting nutrition education goals through first half of fiscal year.

D. Successes for Mid-Year Report – October 1 through March 31

Outline successes of goals for nutrition education.

4. Additional Information

A. Nutrition Education Problem Areas

1. Summarize key problem areas (a minimum of two) within your local agency which have not been addressed as a Statewide objective and which can be impacted by nutrition education efforts. To identify local problem areas, consider the following:

- Nutrition Risk Usage Report* (see below)
- Demographic Data
- Professional observation and judgment
- Healthy People 2020 and national health initiatives such as Healthy Kids
- Participant Surveys

B. Nutrition Risk Usage Report*

The nutrition risk usage report can be used in preparing the nutrition education plan. The nutrition risk usage report describes the general health characteristics of your participants by reporting how frequently risk codes are used to certify participants. This data may be helpful both in planning nutrition education objectives and in evaluating the nutrition risk assessment procedures among staff. Significant variation in risk usage among clinics may indicate a problem with assessment procedure rather than reveal a difference in health characteristics among the WIC population. When evaluating the data, consider the total usage figure, not primary, secondary, or tertiary. Also consider any significant variations in risk data from previous years as well as the usage of risk codes which could be addressed by nutrition education objectives.

C. Provision of Information on the Dangers of Substance Abuse

Describe how information on substance abuse is provided to all adult participants and all caretakers of infant and child participants.

D. Populations with Special needs:

1. Check all population groups that your local agency now serves:

- _____ Homeless persons
- _____ Migrant farm workers
- _____ Non-English speaking
- _____ American Indian
- _____ Other (describe)

2. For the above population (s), describe how you will meet their special educational needs.

Annual Nutrition Education Evaluation Report
Due November 15, 20xx (report for 10/1/xx - September 30, 20xx)

Part 3

1. **State Goal**

A. Evaluation

Provide data on goal achieved or not achieved.

B. Status for Year-End Report – October 1 through September 30

Outline what nutrition education activities were accomplished.

C. Challenges for Year-End Report – October 1 through September 30

Outline challenges to meeting nutrition education goals.

D. Successes for Year-End Report – October 1 through September 30

Outline successes of goals for nutrition education.

5. **State Goal**

A. Evaluation

Provide data on goal achieved or not achieved.

B. Status for Year-End Report – October 1 through September 30

Outline what nutrition education activities were accomplished.

C. Challenges for Year-End Report – October 1 through September 30

Outline challenges to meeting nutrition education goals through first half of fiscal year.

D. Successes for Year-End Report – October 1 through September 30

Outline successes of goals for nutrition education.

6. **Local Agency Goal** (needs to be reported if this becomes a back-up goal)

A. Evaluation

Provide data on goal achieved or not achieved.

B. Status for Year-End Report – October 1 through September 30

Outline what nutrition education activities were accomplished.

C. Challenges for Year-End Report – October 1 through September 30

Outline challenges to meeting nutrition education goals through first half of fiscal year.

D. Successes for Year-End Report – October 1 through September 30

Outline successes of goals for nutrition education.

Part 3

7. Additional Information

A. Nutrition Education Support Materials

1. Have you developed or purchased written nutrition education materials during the last year for routine use with WIC participants? If yes, please include one copy with this plan. _____ Yes _____ No
2. a. Provide a copy of the assessment/survey used to gather information from participants regarding the effectiveness of nutrition education?
b. Include a summary of the information gathered from the last annual participant assessment/survey

B. Staff Training and continuing education on current nutrition information

1. In the final report, due November 15, summarize any staff training related to nutrition education which was provided during the current year. Include the date, topic(s) and the type of WIC staff attending i.e., nutritionist, CPA, clerk, etc.
2. Summarize any nutrition education training you have planned for the next year. Include anticipated dates, topic(s) and types of WIC staff who will attend. As appropriate, the training planned should be based on your assessed needs and proposed objectives. This schedule is not considered permanent but should reflect the training you anticipate providing to your staff.
3. Only list training which directly pertains to nutrition education. Omit routine staff meetings, administrative updates, outreach topics etc. You may use the forms in Training Policy 1.19 or develop your own format provided it contains the required information.