

Workbook & Training Manual

Moving to the Future:

Developing Community-Based Nutrition Services

June 1997

Karen L. Probert, MS, RD

Published by the Association of State and Territorial Public Health Nutrition Directors under grant No. MCJ-117393 from the Maternal and Child Health Bureau, Health Resources and Services Administration, U.S. Department of Health and Human Services.

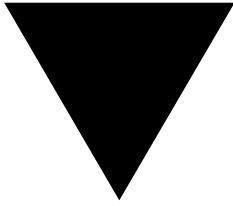
U.S. Department of Health & Human Services
Public Health Service



HRSA

Health Resources & Services Administration
Maternal & Child Health Bureau

Association of **Public Health**
State & Territorial **Nutrition Directors**



Moving to the Future: Developing Community-Based Nutrition Services Workbook & Training Manual

Cite as:

Probert, K.L. (1997). *Moving to the Future: Developing Community-Based Nutrition Services (Workbook & Training Manual)*. Washington, DC: Association of State and Territorial Public Health Nutrition Directors.

Design and Layout:

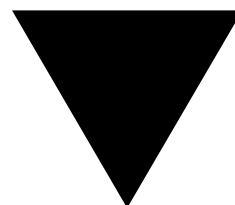
Jill Conley

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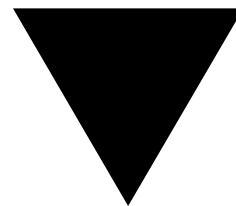
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Acknowledgements

Acknowledgements



The Association of State and Territorial Public Health Nutrition Directors (ASTPHND) extends its gratitude to those who have contributed time and expertise to the development of this workbook and training manual. The association is particularly grateful to the Maternal and Child Health Bureau (MCHB), Health Resources and Services Administration, Public Health Service, U.S. Department of Health and Human Services, whose financial support made this publication possible. ASTPHND also deeply appreciates the mentoring and guidance provided by Elizabeth Ann Prendergast, Chief Nutritionist at MCHB.

ASTPHND also extends its gratitude to: Jill Conley for her major contribution to the usability, style, organization, and content of this publication; Darby Graves for testing the worksheets and developing the sample nutrition plan on pages 129-138; and Marielena Lamont for her superb copy editing efforts.

The work of Sunita Bhatnagar, Susanne Gregory, and Jean Weinberg has ensured that this publication can be used to train health professionals as well as to help an individual work through the process of developing community-based nutrition services.

The local, state, and national practitioners who have reviewed this publication are listed below. (Name and agency at time of review are listed.) Their time and expertise has greatly enhanced the success of this workbook and training manual and has provided excellent guidance for the successful completion of this project.

Kathy Andersen, Montana Department of Public Health and Human Services,
Helena, MT

Maria F. Bettencourt, Massachusetts Department of Public Health, Boston, MA
Sunita Bhatnagar, New Hampshire Department of Health and Human Services,
Concord, NH

Karen S. Brower, Western Tidewater Health District, Suffolk, VA

Frances H. Cook, Georgia Department of Human Resources, Atlanta, GA

Carole Garner, Arkansas Department of Health, Little Rock, AR

Darby Eliades Graves, Consultant, Albany, OR

Susanne Gregory, Virginia Department of Health, Richmond, VA

Phoebe W. Gur-Chiang, Charles City Health Department, Charles City, VA

Kathryn S. Keim, Oklahoma State University, Stillwater, OK

Paula J. Livernois, Virginia Beach Department Public Health, Virginia Beach, VA

Karen J. Oby, North Dakota Department of Health, Bismarck, ND

Isabel Parraga, Case Western Reserve University, Cleveland, OH

Lynn C. Paul, Montana State University Extension Service, Bozeman, MT

E. Ann Prendergast, Maternal and Child Health Bureau, Rockville, MD

Denise Sofka, Maternal and Child Health Bureau, Rockville, MD

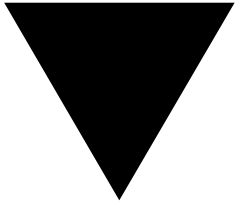
Judith A. Solberg, Iowa Department of Public Health, Des Moines, IA

Nancy J. Spyker, Florida Department of Health, Tallahassee, FL

Jean Weinberg, Management Consultant, Boston, MA

Peggy K. Yen, Maryland Department of Health and Mental Hygiene, Baltimore, MD

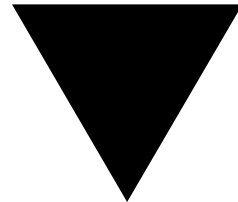
Acknowledgements



The author, Karen Probert, wishes to thank the excellent team of collaborators who worked on this publication: Jill Conley, Darby Eliades Graves, and Marielena Lamont. She also thanks Robert Peters for his patience and editorial assistance. Finally, she extends her gratitude to the ASTPHND Board of Directors for its support while working on both *Moving to the Future* publications: Judy Anderson, Sunita Bhatnagar, Kristin Biskeborn, Frances Cook, Ruth Gitchell, Barbara Keir, Barbara Larsen, Karen Oby, Christine Shannon, Judy Solberg, Margaret Tate, and Pam Van Zyl York.

Introduction

Introduction



This *Workbook & Training Manual* provides the necessary tools to accomplish each step in the process of developing nutrition services that will improve the health of communities nationwide. This publication has been designed to accompany the handbook, *Moving to the Future: Developing Community-Based Nutrition Services*, and has the same goals, purposes, and concepts. This *Workbook & Training Manual* was published by the Association of State and Territorial Public Health Nutrition Directors (ASTPHND) with funding from the U.S. Department of Health and Human Services, Health Resources and Services Administration, Maternal and Child Health Bureau.

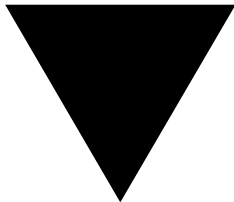
The rapidly changing health care environment is causing health care practitioners to shift from providing direct service to individuals to working with the community to improve the community's health. To make this change, practitioners need the knowledge, skills, and attitudes provided in the "Moving to the Future" series. The handbook, *Moving to the Future: Developing Community-Based Nutrition Services* provides knowledge; the *Workbook & Training Manual* helps practitioners develop the skills and attitudes necessary for developing successful community-based nutrition services.

What this Workbook & Training Manual Contains

There are two major sections to the *Workbook & Training Manual*. The first part includes worksheets, tables, and forms for conducting a community assessment; determining priorities, goals, and objectives; implementing an intervention; monitoring and evaluating an intervention; and designing a nutrition plan. These forms can be used by individuals or for training groups of individuals. The second major section, entitled "Training Suggestions," identifies the attitudes necessary for successfully accomplishing each step in the process of developing community-based nutrition services.

The steps outlined in this publication are designed to lead users through the process of writing a nutrition plan. A sample nutrition plan is included in "The Nutrition Plan" section. This sample plan was written by Darby Graves, who followed the process outlined in the "Moving to the Future" series and used the worksheets in this *Workbook & Training Manual*.

This *Workbook & Training Manual* is a complete planning system that was developed to follow the process outlined in *Moving to the Future: Developing Community-Based Nutrition Services*. The worksheets and activities were designed to function on their own or to be adapted to individual or agency needs. Each chapter is linked to the next. Even monitoring and evaluation is linked to community assessment so that the process can be started again.



How to Use this Workbook & Training Manual

The materials presented here were intentionally designed to be used by people with a broad range of interests. Because health and nutrition issues, funding sources, and organizational structures vary from one community to another, users may need to adapt the worksheets to address the specific concerns in their communities.

- ▶ Modify, delete, and add categories to suit your needs.
- ▶ If your organization has a process that includes all or most of these steps, follow that process and/or adapt the forms here to meet your needs.
- ▶ Your community may use different terminology than that used here. Adapt the concepts accordingly.
- ▶ **Make extra copies of all of the worksheets.** You may need to go through some of the worksheets several times. You will also want blank sheets on hand for future planning efforts.