

## UT Smarter Lunchroom Initiative: Technical Advisor's Instructions

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### Prior to the first site visit (After you have coordinated with Department of Health in your county)

- Email the school nutrition director to confirm dates, time, locations and contact person (call if unable to connect via email). Attach a copy of the Smarter Lunchrooms Director Outline, which give full details of what they should expect before, during and after the visit.
- Send the director/manager a copy of the *Smarter Lunchrooms Self-Assessment (Scorecard)*. Explain that they do not need to make any changes before the site visit but that the *Scorecard* will be used as an assessment tool during the visit as well as a guide for setting goals afterward.
- If you choose, some of the scorecard statements can be assessed through an email or phone call with the director before the visit.

### During the first site visits: (up to 3 hours)

Site visits will take up to 3 hours and will include the following:

- Taking pictures (see *Photo Checklist*); there should be 20-25 pictures of each site
- Observation of at least 2 lunch periods
- Scorecard completion
- Debriefing with School Nutrition Director and/or Manager
- School Nutrition Director and/or Manager will identify at least 3-5 changes that the school wants to work on as goals
- Training for school nutrition staff

### Follow Up:

- Upload pictures, *Scorecard*, and *Smarter Lunchrooms Goals* into canvas. Email link to the folder to the director, and remind the director of the first five goals they chose to implement. If appropriate, attach resources that may be helpful in implementing these goals.
- Schedule at least one phone conversation with the director to talk specifically about progress on goals.

### Technical Assistance: throughout the process

- Follow-up contact by phone or email one month after initial visit to see how changes are going.
- Email resources that may be helpful to the school in completing their SL goals. This may include lessons from the SL No Time to Train, SL video links to be used in staff meetings, resource on signage, etc.

- After changes have been implemented for two months, discuss successes/difficulties with director and decide how to move forward with those goals.
- Remind the director/manager that they need to complete the Scorecard (based on all interventions)
- Offer additional assistance as needed.

### **Final Assessment**

The final assessment will take 2 hours and will include the following:

- Taking pictures; there should be 20-25 pictures of each site (before the final assessment, review photos from the first assessment and take pictures that will demonstrate SL changes)
- Observation of at least 1 lunch period
- Scorecard completion
- Debriefing with School Nutrition Director and/or Manager. This will include comparing the first scorecard to the follow-up scorecard and reviewing each goal. The coach will encourage maintenance of changes and completion of goals that may not have been completed.

### **Final Summary Report**

- Report work in PEARS
  - Include baseline and follow-up scorecard assessments
- Complete the Final Summary Report template
  - Compare pre- and post-Scorecard numbers
  - Give a brief description of technical assistance given to school
  - List each goal and write a brief description of whether or not it was completed. If pre- and post-pictures that show the completion of the goal are available, include in the summary. Individual pictures can also be used to illustrate changes.
  - List challenges the school encountered
  - List the major successes for the school
  - Add additional information as needed
- Send final report to Casey Coombs – [casey.coombs@usu.edu](mailto:casey.coombs@usu.edu)

## UT Smarter Lunchroom Initiative: Timelines

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### Timeline for Initial visit:

Time	Activity	Notes
20 minutes	Arrival/Introduction	Arrive 20 minutes before the first lunch period. Check in with the school nutrition director/manager and explain what you will be doing. Take some pictures of the cafeteria (inside/outside), serving line, etc. Take note of signs, posters, food placement, layout, etc. (see <i>Photo Checklist</i> ) 20 – 25 pics

90 minutes	Observation	Observe at least 2 lunch periods. Include serving areas, snack window, and dining area. Observe interactions between students/servers. Identify locations of fruits/vegetables on the serving line. Do not begin the scorecard until after at least one lunch period. Complete the <i>Scorecard</i> using the paper form.
30 minutes	Debriefing	Meet with the director and/or manager and go over your findings. Start with what they are doing well and then go over the areas for improvement. <ul style="list-style-type: none"> <li>• Together, identify <b>3-5</b> low cost/no cost changes that the school could make (see <i>Smarter Lunchrooms Goals</i>). Discuss their thoughts on implementing the changes.</li> <li>• Explain that you will be sending a summary report based on your findings and discussion.</li> <li>• Review expectations for follow-up and technical assistance.</li> </ul>
35 minutes	Staff Training based on SLM scorecard findings	Introduce yourself to staff and let them know some of the positive things that you noticed about their program. <b>PowerPoint: Utah Smarter Lunchrooms &amp; Handouts</b> <ul style="list-style-type: none"> <li>○ Available on Staff Website</li> </ul>
		<ul style="list-style-type: none"> <li>• <b>Smarter Lunchrooms Self-Assessment, Scorecard</b></li> <li>• <b>Cues for Positive Communication with Students and Staff</b></li> <li>• <b>Creative, Fun, and Descriptive Names</b></li> <li>• <b>Quick and Inexpensive Lunchroom Makeover Ideas</b></li> </ul>
5 minutes	Wrap Up	Thank the staff for allowing you to observe their program. Remind the director that you will be emailing a summary of your visit.

**Timeline for Final visit:**

Time	Activity	Notes
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15 minutes	Contact director to set up visit/Review file	Email or call the director to set up a time for the final assessment visit. Share what will happen during the visit. Review the first set of pictures taken at the school before your visit so that the pictures taken can reflect “before and after” scenarios.
20 minutes	Arrival/Introduction	<p>Arrive 20 minutes before the first lunch period. Check in with the school nutrition director/manager. Take some pictures of the cafeteria (inside/outside), serving line, etc. Take note of signs, posters, food placement, layout, etc. (see <i>Photo Checklist</i> in binder), 20 – 25 pics.</p> <p>The pictures should reflect changes made based on the SL goals the school originally set.</p>
40 minutes	Observation	Observe at least 1 lunch period. Include serving areas, snack window, and dining area. Observe interactions between students/servers. Identify locations of fruits/vegetables on the serving line.
15 minutes	Scorecard	Complete the <i>Scorecard</i> using the paper form.
30 minutes	Debriefing	Meet with the director and/or manager and go over your findings. This will include comparing the first scorecard to the follow-up scorecard and reviewing each goal. Encourage maintenance of changes and completion of goals that may not have been completed.

