

Instructions for the Healthy Pantry Snapshot

****Required for all PSE work in food pantries**

In order to best serve the food pantries in your area, it is best to identify both what they are already doing to help clients make healthy choices, as well as what things they would like to do. The original Healthy Pantry Snapshot Assessment Tool was designed by the Oregon State Food Bank to accomplish these goals. This is an approved assessment tool for SNAP-Ed. This is one of the assessment tools you can select in PEARS in the PSE Activity module in the Needs, Readiness & Effectiveness Section.

We will be using this adapted Healthy Pantry Snapshot for all of the food pantries where we will be doing PSE work during FY 2018. When you approach a pantry to do PSE work, such as Thumbs Up for Healthy Choices, please complete this brief assessment of the initiatives they already have in place. Complete an assessment when you begin to work with a pantry (or, for pantries you have worked with in the past at the beginning of the fiscal year). Then, complete a second, follow-up assessment, using the same form at the end of the fiscal year, or when you finish working with the pantry. **Your goal should be to see an improvement in the pantry's total ranking, or score, which reflects the number of ways the pantry is trying to promote client nutrition.**

While Thumbs Up for Healthy Choices is the pre-approved PSE strategy for food pantries, there is some room to do other types of projects. If you identify another project outside of Thumbs Up for Healthy Choices, fill out the PSE Action Plan form on the staff website to get approval before implementation.

Instructions for completing Healthy Pantry Snapshot

Step 1: Complete the Assessment

- Get permission from the pantry manager to conduct the assessment.
- Complete top section of the form.
 - Check if this is the first-time visit (or, first time this fiscal year) or the follow-up visit.
 - The follow-up visit will be conducted towards the end of the fiscal year, or when you are ending your work with the pantry.
- Go through each objective and check any circles of projects the pantry is already doing.
 - This can be done through observation and/or asking pantry staff.
- Give them a rank in each objective box using the scale on the sheet.
- Total the rankings from each section and give the pantry a total score on the second sheet.
- List the pantry strengths and opportunities for improvement in regards to promoting client nutrition.
 - Ask yourself, “What can the pantry do to make healthy choices more available or easily accessible to their clients?”
- Meet with the pantry manager and chat about different things they would like to see using the projects listed throughout the assessment.

Step 2: Report the Results

- Enter the results of the initial (baseline) and follow-up assessment in the PEARS PSE module as part of your food pantry entry.
 - **Needs, Readiness & Effectiveness Section**
 - **Did you conduct any needs or readiness assessment at this site.....**
 - Choose YES
 - **Please select the assessments you conducted for this site or organization...**
 - Choose Oregon Food Bank’s Healthy Pantry Initiative/Healthy Pantry Snapshot Assessment Tool
 - Answer questions for the initial (baseline) assessment results.
 - At the end of the fiscal year, or when you complete your work with the pantry, complete the follow-up results questions.