

m-NEAT

Facilitator Instruction Guide



The intent of this instruction guide is to assist the facilitator with preparation, assessment oversight, and instruction on using the web-tool (excel spreadsheet).

Military Nutrition Environment Assessment Tool (m-NEAT)

Introduction & Overview:

The Military Nutrition Environment Assessment Tool (m-NEAT) was developed to help military installations/bases (referenced as community throughout this document) assess their environment to find out how well it supports and promotes health eating. The results of the m-NEAT assessment will assist you in identifying the existing environmental and policy supports within your community that encourage healthy eating. The assessment will also help you identify and prioritize ways in which your community can more effectively support healthy eating via policy and/or environmental changes.

The m-NEAT surveys eight areas to assess availability, pricing, and promotion of healthy foods in addition to policies and marketing of healthy eating. Completion of the m-NEAT assessment produces a “Community Report Card” that reflects an overall Support Rating (from Fully Supportive to Not Supportive) for the entire base/installation and for each individual section.

Components of m-NEAT:

The tool includes a data collection worksheet (with instructions) for each section assessed, an online tool, local action plan, and helpful references.

- a. **Section Worksheets** assist team members in collecting the necessary data prior to completing the online assessment. The worksheets walk you through the process of data collection (how and what type of data to collect).
 - Community Programs
 - Dining Facilities (Permanent Party and Training)
 - Fitness Center
 - Restaurant (Fast-Food and Sit-Down or Fast-Casual Restaurant)
 - Snack Shop (located in Billeting/Lodging)
 - Stores: (Convenience and Commissary)
 - Vending: (Refrigerated and Non-Refrigerated)
 - Worksite
- b. **m-NEAT hardcopy** is used to consolidate section worksheet answers prior to inputting data into the online tool.
- c. **Online tool** is currently available as an excel spreadsheet. This version automatically scores your assessment within each completed section and provides an overall score. A web-tool is currently under development and will be available by 2nd Qtr FY13.
- d. **Local Action Plan** is located within the online tool (excel or web-tool).

How to Get Started:

1. The m-NEAT program has three phases:
 - a. Preparation
 - b. Collection and deployment of the assessment
 - c. Creation and implementation of an action plan for environmental and policy improvement.
2. Assemble a coalition team of vested stakeholders. Broad participation is important for meaningful assessment and successful planning and implementation.
3. Review the m-NEAT and m-NEAT instructions as a team prior to completing it and determine team member assignments.
4. Complete all sections of the m-NEAT as applicable. **Bottom line: if your installation/base has it, then evaluate it.**
5. Answer each item to the best of your knowledge, being as precise and consistent as possible.

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ASSESSMENT AREAS (SECTIONS)

Many aspects of a community can make it easier for residents to make healthier food and beverage choices. To promote a healthy community, the places where community residents shop for food must provide healthy food choices at a reasonable price. Restaurants, commissaries, and convenience stores also offer an ideal opportunity to educate consumers about healthy choices at the point of purchase.

Providing resources for healthy eating through organizations and facilities within the community is yet another dimension of the community that can support healthy habits in many different ways and across all age groups. The local media-newspapers, radio and television- can also be very powerful. Routine coverage about health information and health promotion events within the community provides a vehicle for education and inspiration to promote healthy eating.

SECTION ONE: Community Programs

This section of the assessment assesses the availability of:

- Other sources of fruits/vegetables within the community (community gardens, farmer's markets).
- Community Awareness of Nutrition and Health that is encouraged in the local media.
- Accessibility of community programs and education that promotes healthy eating.

SECTION TWO: Dining Facilities (DFAC)

This section of the assessment covers two out of three daily meals. The menu includes - breakfast, lunch and dinner. The assessment will need to be conducted over two meal periods: breakfast and lunch or breakfast and dinner – preferably on the same day. It is recommended that a Registered Dietitian or Nutrition Care Specialist NCO (68M) complete this assessment.

The criteria in this section of the m-NEAT refer to the nutrition standards as set by the DoD Menu Standards and the 2010 Dietary Guidelines for Americans. The score for this section reflects compliance with the DoD Menu standards as it pertains to good nutrition and healthy eating. To complete this section of the assessment:

- 1) Communicate your intent with the Installation/Base Food Service Manager.

Installation/Base Food Svc Mgr: _____ Phone: _____

E-mail: _____

- 2) Determine the number and location of existing dining facilities. Identify the DFAC Manager and contact information of each dining facility.

Type/number of DFACs: O Permanent Party: _____ O Training (serves recruits): _____

- 3) Select three of each type (permanent party or training) of DFAC with the largest headcount (the Installation/Base Food Service Manager can provide you with this information).

You may elect to assess all available dining facilities, however, only the largest three should be included as part of the m-NEAT assessment.

- 4) Provide the individual conducting the DFAC survey with a copy of the Worksheet and Instructions for the DFAC section. They will need to complete a separate worksheet for each DFAC surveyed.

DFAC (Permanent Party)	
DFAC #1: _____	Location: _____
Phone: _____	Manager: _____
DFAC #2: _____	Location: _____
Phone: _____	Manager: _____
DFAC #3: _____	Location: _____
Phone: _____	Manager: _____

DFAC (Training)	
DFAC #1: _____	Location: _____
Phone: _____	Manager: _____
DFAC #2: _____	Location: _____
Phone: _____	Manager: _____
DFAC #3: _____	Location: _____
Phone: _____	Manager: _____

SECTION THREE: Fitness Center

The criteria in this section of the m-NEAT refer to the conditions that should exist in a Fitness Center. To complete this section of the assessment:

- 1) Communicate your intent with the MWR, Sports and/or Fitness Center Director.

Sports/Fitness Director: _____	Phone: _____
E-mail: _____	

- 2) Determine the number and location of existing fitness centers on your installation. Most installations only have one fitness center: however, if your installation has more than two, select the two largest facilities with highest volume of traffic that has a food center and/or beverage vending machine.

Site 1: _____	Phone: _____
Manager: _____	E-mail: _____
Available: <input type="checkbox"/> Food Center <input type="checkbox"/> Beverage Vending	

Site 2: _____	Phone: _____
Manager: _____	E-mail: _____
Available: <input type="checkbox"/> Food Center <input type="checkbox"/> Beverage Vending	

- 3) Provide the individual conducting the survey for this section with a copy of the Worksheet and Instructions for the Fitness Center.

NOTE: This section (fitness center) assessment includes only a food center and/or a refrigerated vending machine that sells beverages. Any non-refrigerated vending machines must be assessed in the Non-refrigerated vending section of the m-NEAT.

SECTION 4-a: Restaurant (Fast Food)

Fast Food (FF) Restaurants: a fast-food restaurant is an eating establishment that offers fast, inexpensive take-out food. Patrons stand in line to place their order and can choose to eat in or out. Fast-food restaurants often feature drive thrus so that patrons need not leave their car. The vast majority of fast-food restaurants are chains such as: McDonald's, Burger King, Subway, Robin Hood Deli, etc... Fast food criteria include:

- a. Restaurant part of a fast food chain or franchise.
- b. A restaurant that is located in a food court and/or is limited to take-out only.
- c. Includes lunch trucks, trailers, wagons, etc.

To complete this section of the assessment:

- 1) Communicate your intent with the Contracting Office in charge of overseeing the fast food restaurant contracts on the installation/base.

Contracting Officer: _____ Phone: _____
E-mail: _____

- 2) Determine the number and location of existing fast food restaurants. Identify the Manager and contact information of each restaurant.
 - Number of restaurants that offer a fast food style service: _____
 - Indicate the three busiest fast food restaurants.
- 3) Provide the individual conducting the DFAC survey with a copy of the Worksheet and Instructions for the Restaurant section. They will need to complete a separate worksheet for each restaurant surveyed.

RESTAURANTS (FAST FOOD)	
Restaurant #1: _____	Location: _____
Manager: _____	Phoner _____
Restaurant #2: _____	Location: _____
Manager: _____	Phone: _____
Restaurant #3: _____	Location: _____
Manager: _____	Phone: _____

SECTION 4-b: Restaurant (Sit-Down and Fast-Casual)

Sit-Down (SD): A family-style restaurant is an eating establishment where you are usually seated by restaurant personnel and almost always served by wait-staff. The menu generally includes a variety of options offered at a reasonable price. Although many family-style restaurants offer carry out services, most patrons eat the restaurant. Examples include: family-style restaurant chains, and Clubs such as Officer, NCO, and All-graders.

Fast-Casual Restaurant (FC): similar to a fast-food restaurant in that it does not offer table service, but offers somewhat higher quality of food and atmosphere. You may order and pay at a counter and food may be brought to your table.

To complete this section of the assessment:

1. Communicate your intent with Morale, Welfare and Recreation (MWR) Food Service Director or Manager in charge of overseeing all restaurants (other than fast food restaurants) on the installation/base.

Food Service Director/Manager: _____ Phone: _____ E-mail: _____
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2. Determine the number and location of existing Sit-Down/Fast-Casual restaurants. Identify the Manager and contact information of each restaurant.

- Number of restaurants that offer Sit-Down/Fast-Casual type service: _____
- Indicate the three busiest restaurants in the chart below.

3. Provide the individual conducting the DFAC survey with a copy of the Worksheet and Instructions for the Restaurant section. Complete a separate worksheet for each restaurant.

RESTAURANTS (Sit-Down / Fast-Casual)	
Restaurant #1: _____	Location: _____
Manager: _____	Phone: _____
Restaurant #2: _____	Location: _____
Manager: _____	Phone: _____
Restaurant #3: _____	Location: _____
Manager: _____	Phone: _____

SECTION 5: Snack Shop (located in Military Billeting/Lodging)

The criteria in this section apply to any food or snack concession located in lodging/ billeting.

To complete this section of the assessment:

1. Identify the number and location of existing billeting/lodging facilities and determine if these facilities sell food via a snack bar, sundry sales or something similar other than vending machines. Vending machines are assessed under the Refrigerated or Non-refrigerated vending operations section.
2. If yes, communicate your intent to the billeting/lodging director or manager.

Director: _____ Phone: _____

E-mail: _____

Location #1: _____

Phone: _____ Manager: _____

Location #2: _____

Phone: _____ Manager: _____

Location #3: _____

Phone: _____ Manager: _____

3. Provide the individual conducting this assessment with a copy of the Worksheet and Instructions for the m-NEAT (Snack Shop) section.

SECTION 6-a: Store (Commissary - DeCA)

These measures are designed to rate the nutrition environment of the commissary. The basic principle of these measures is to gather information on comparable items and types of food, so when possible, rate items within the same brand or exactly as specified.

To complete this section of the assessment:

1. Communicate your intent with the commissary director of your assessment. Prior to visiting the commissary ask when would be the best time to conduct the assessment (non-peak hours, director availability to answer questions, etc...).

Commissary Director: _____ Phone: _____

E-mail: _____

2. Some installations/bases may have more than one commissary. For the purpose of the m-NEAT assessment only one commissary store needs to be surveyed, thus select the largest commissary (highest volume of sales). The “K” classification for commissaries will be helpful to determine which commissary to survey – check with the commissary director for this information.
 - a. Overall store classification is based on linear feet of sales space, as follows:
 - 1) <800 = K1A
 - 2) 800 – 1000 = K1
 - 3) 1100 – 1600 = K2
 - 4) 1600 – 1800 = K3
 - 5) 1800 – 2200 = K4
 - 6) >2200 = K5
 - b. The "K" classification is based on linear feet of display space (shelf space, freezer space or chill cases) available for each category; the number of items in a particular category varies and is not a static number of products. Packaging sizes are different from category to category, for example, condiments are often much smaller packages than detergents and so there are often more products in one category than another.
3. Provide the individual conducting this section with a copy of the Worksheet and Instructions for the Stores: Commissary - DeCA.

SECTION 6-b: Convenience Stores (Shoppette/Express)

These measures are designed to rate the nutrition environment of the convenience stores. The basic principle of these measures is to gather information on the availability of healthier items and promotion of healthy eating.

Convenience store: refers to a retail business with primary emphasis placed on providing the public a convenient location to quickly purchase from a wide variety of consumable products (predominately food or gasoline) and services.

To complete this section of the assessment:

1. Communicate your intent with the AAFES/NEXCOM General Manager at your installation.

AAFES/NEXCOM General Manager: _____ Phone: _____
E-mail: _____

2. Determine the number and location of all the Convenience Stores (Shoppette, Express) located on the installation. Identify the Store Manager and contact information. Prior to conducting the assessment, ensure the Store manager has been contacted. Ask when would be the best time to conduct the assessment (non-peak hours, manager availability to answer questions, etc...).

- Number of Convenience Stores:
- Identify the three busiest convenience stores in the chart below.

Store #1 Location: _____ Phone: _____

Manager: _____ E-mail: _____

Store #2 Location: _____ Phone: _____

Manager: _____ E-mail: _____

Store #1 Location: _____ Phone: _____

Manager: _____ E-mail: _____

3. Provide the individual conducting this section with a copy of the Worksheet and Instructions for the Stores: Convenience.

SECTION 7: Vending

These measures are designed to assess how well both Refrigerated (Food or Beverage) and Non-Refrigerated (Snacks) Vending Operations support healthy eating. The basic principle of these measures is to gather information on the availability of healthier items and promotion of healthy eating.

To complete this section of the assessment:

1. Communicate your intent with the AAFES/NEXCOM General Manager and Contracting Officer responsible for vending operations on the base or installation. (Note: often there may be more than one contracted vending operator).

AAFES/NEXCOM General Manager: _____ Phone: _____
E-mail: _____

Contracting Officer: _____ Phone: _____

E-mail: _____

Vending Company: _____ O Non-Ref O Beverage O Refrig (Food)

Vending Company: _____ O Non-Ref O Beverage O Refrig (Food)

Contracting Officer: _____ Phone: _____

E-mail: _____

Vending Company: _____ O Non-Ref O Beverage O Refrig (Food)

Vending Company: _____ O Non-Ref O Beverage O Refrig (Food)

2. Request a list of the location of all available vending machines (to include type of vending: refrigerated, beverage or snack).

- Number of Non-Refrigerated (Snacks) Vending Machines: _____
- Number of Refrigerated (Beverage) Vending Machines: _____
- Number of Refrigerated (Food) Vending Machines: _____

3. Request a list of all products the vending operator provides.
4. Ask if the vending operator has some type of healthy choices (i.e. Fit Pick TM) program. If yes, is it written in the contract?
5. Select vending machines (four of each available type) that are located in public areas with a high volume of traffic.
6. Provide the individual conducting this section with a copy of the Worksheet and Instructions for Vending.

SECTION 8: Worksite

*Most adults spend a major portion of their waking hours at work.
Therefore, employers that support healthy eating through work based policies, programs,
facilities, and/or education, help their employees become healthier.*

The criteria in this section of the m-NEAT refer to the conditions that should exist in support of providing healthy eating in the worksite setting.

To complete this section of the assessment:

Survey the largest three Employers (Organizations/Agencies/Commands/Squadrons/Units) on your installation/base.

1. Name of Employer #1: _____

Number of Employees:

☐ 1000 or more employees

☐ 501 to 999 employees

☐ 301 to 500 employees

☐ 101 to 300 employees

☐ 51 to 100 employees

☐ Less than 50 employees

2. Name of Employer #2 _____

Number of Employees:

☐ 1000 or more employees

☐ 501 to 999 employees

☐ 301 to 500 employees

☐ 101 to 300 employees

☐ 51 to 100 employees

☐ Less than 50 employees

3. Name of Employer #3: _____

Number of Employee:

☐ 1000 or more employees

☐ 501 to 999 employees

☐ 301 to 500 employees

☐ 101 to 300 employees

☐ 51 to 100 employees

☐ Less than 50 employees

FEEDBACK

Upon completing the m-NEAT assessment, please take a few moments to complete the m-NEAT Feedback Form. Find this form in the m-NEAT excel workbook (Tab labeled “Feedback”).

<p>Thank you for completing the m-NEAT Community Appraisal! Completing the m-NEAT Appraisal was the first step in improving the nutritional status of your community members.</p> <p>The next step is to take the information you have gathered to make the changes that need to be made at your base/installation to improve the accessibility of healthier food choices for your community members. Use the m-NEAT Action Plan (next tab) to work with your Base/Installation Health Promotion Committee and others in prioritizing what actions need and could be made to increase the availability of healthier food choices.</p> <p>Please take a few moments to complete the m-NEAT Community Appraisal Feedback Form below.</p>	
Question	answer
Please respond to the following questions.	
1) Is this the first m-NEAT Appraisal completed for your post/base/installation?	Yes or No
-- If yes, skip to question #3	
-- If no, when was the last m-NEAT Appraisal completed?	enter date
2) For those posts/bases/installations who are repeating the m-NEAT Appraisal, please review the data on this m-NEAT Appraisal and answer the following questions:	
a) How does your previous score compare to this score?	
b) How has your post/base/installation used the results of the previous m-NEAT Appraisal to make changes in the availability of healthier food choices?	
c) Since the completion of the last m-NEAT Appraisal (not this one) what changes have you made to increase the availability of healthier food choices at your post/base/installation?	
3) Feedback regarding the m-NEAT Appraisal tool (difficulty with completion, recommendations for improvement, etc.):	
<p>We appreciate your time in completing this m-NEAT Feedback Form regarding your experience in completing the m-NEAT Appraisal.</p>	

DEVELOPING YOUR LOCAL ACTION PLAN

Now that you have completed the m-NEAT Assessment, take time to review the individual section scores and the overall final score on the m-NEAT scorecard with your Committee. The next phase is developing an action plan that shows how you can use these results to make changes on your base/installation to increase the accessibility and availability of healthier food options.

**Find the Local Action Template as a tab in the m-NEAT excel spreadsheet.
Follow the steps below to prioritize your actions to make effective change.**

Recommended Actions	Relevant m-NEAT Indicator	check here if n/a	Cost	Time	Support	Importance	Total Points	Priority
			1= High 2= Moderate 3= Low	1= Long 2= Moderate 3= Brief	1= Low 2= Moderate 3= High	1= Low 2= Moderate 3= High		
	Community Programs						0	
	DFAC (Permanent Party)						0	
	DFAC (Training)						0	
	Fitness Centers						0	
	Restaurants (Fast Food)						0	
	Restaurants (Sit-Down)						0	
	Stores (Convenience)						0	
	Stores (Commissary -						0	
	Vending (Refrigerated)						0	
	Vending (Non-Refrigerated)						0	
	Worksite						0	

STEP ONE: Share the results of your m-NEAT assessment with the members of your committee. With their input, identify those areas that need improvement or could be enhanced at your base/installation. Using the m-NEAT Action Plan template, list those areas in the Recommended Actions column and indicate the associated m-NEAT area from the list provided. For example, the m-NEAT indicator might be Vending and your recommended action might be for those vending machines not offering at least 15% healthy items, set up a meeting with your AAFES/NEXCOM representative to discuss how to ensure this minimum is met.

STEP TWO: Rank each recommended action you listed on cost, time, support, and importance. See below for definitions of each. Rank each action, using the three-point scale in the m-NEAT Action Plan chart to help you identify barriers and prioritize the actions you listed.

- **Cost:** How expensive would it be to plan and implement the action? (Use subjective Measures)
- **Time:** How much time would it take to plan and implement the action? (Long Term = >6 months; Moderate = >30 days; Brief = <30days)
- **Support:** How much support exists to plan and implement the action? How enthusiastic would your base/installation be about implementing this action?
- **Importance:** How important is it to implement the action? What impact would it have on the base/installation?

Once you have finished completing this process for all recommended actions, the worksheet calculates the total points across the chart to indicate a Total Points score for each action.

- The lowest possible total points for an action is 4, which indicates it is very costly, will take a long time to accomplish, has little support to implement, and is low in importance.
- The highest possible total points for an action are 12, indicating it is low in cost, quick to complete, has lots of support, and is very important.

STEP THREE: Prioritize your recommended actions as either low or high priority. High priority actions are those that you plan to work on first, areas of great need or where even a small improvement means a big impact. Your high priority actions are usually the recommended actions that scored the highest on the action plan.

Action items developed for change (Tinker AFB examples over past 2 years):

- Smaller portions at lower prices
- 1% milk and whole grain added to restaurants
- Seasonal fruit/cups offered & 100% juice
- Developed policy for healthy offerings at meetings and fundraising activities (See additional examples at the end of the Worksite Reference Section)

STEP FOUR: After prioritizing your actionable items, set a timeline as to when the committee will accomplish these goals. Schedule regular meeting times for your committee (or those whose area the goal falls within) until action items are accomplished.

STEP FIVE: Brief leadership on your scores, actionable items you prioritized and the results.

STEP SIX: Determine next date for the m-NEAT assessment.

- Air Force, per AFI 40-104, *Health Promotion Nutrition*, is required to assess the eating environment annually. The ideal goal is to assess twice a year to ensure improvements are made and sustained, thus ultimately striving for a 100% score.
- Navy is currently optional but commands earn points if completed when submitting for Navy Surgeon General's Blue H Health and Wellness Award
- Army is currently piloting the m-NEAT and will revise to require the assessment in the future.

ONLINE TOOL

Excel Spreadsheet: Below is a screen shot of the spreadsheet.

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m-NEAT ASSESSMENT

Today's Date:

Post/Base/Installation Name:

Population (total military and civilian employee):

Type of Assessment:

☐ **Community** (complete all sections as applicable)

☐ **Worksite:**
Unit or Organization: _____
(Complete sections: Worksite, Vending, Fast Food as applicable)

☐ **DFAC Only**

Name of individual completing the m-NEAT Appraisal:

Position at Post/Base/Installation:

Phone Number:

E-mail Address:

The m-NEAT was inspired by Michigan's Nutrition Environment Assessment Tool (NEAT) as presented by the Michigan Healthy Communities Collaborative and the Emory University's Nutrition Environment Measures Survey (NEMS).

Unit Info Community Programs DFAC - Permanent Party DFAC - Training Business Center Restaurant - Fall

Each assessed area (section) is accessible via the TABS.

Ensure you horizontally scroll thru the spreadsheet to complete the entire assessment.

There are 16 total TABS.

Completing each section:

You will be asked to complete the sections by either placing an “X” in the appropriate column or by typing a full word. Some sections are quite long (i.e. the DFAC: Training) and will require you to vertically scroll through the section for completion.

DFAC: Permanent Party Assessment												
Military Dining Facility (includes hospital cafeteria) Score Card												
After completing the m-NEAT data collection (instruction) sheet indicate whether the following conditions are true or are available routinely. Do NOT use this score card to complete the on-site assessment. Place an "x" in the appropriate box.				DFAC 1			DFAC 2		DFAC 3			
				yes	no	error alert	yes	no	error alert	yes	no	error alert
BRE	DHA enhanced eggs (when available).			x				x				
	One low-fat breakfast meat choice.			x				x				
	Offer low-fat and/or low calorie breakfast pastry alternatives when pastries served.			x				x				
LUNCH AND DINNER (HOT LINE)												
HOT LINE	One healthy main entrée is available.											
	No more than one fried entrée per meal on the main line.											
	Fish served a minimum of three times per week as a main entrée with at least one fish high in omega-3 served weekly.											
	Gravy and sauces served separately.											

This section (DFAC) requires you to place an “X” in the appropriate column “Yes” or “No”.

Note that the green/red cell next to the answer is an error alert. RED indicates that you have placed in “X” in both the yes and no column OR the question requires an answer.

RESTAURANT - Sit Down				
After completing the m-NEAT data collection (instruction) sheet indicate whether the following conditions are true or are available routinely.		site 1	site 2	
Enter "yes" or "no" (or as indicated) to answer each question.		answer	answer	
AVAILABILITY OF HEALTHFUL OPTIONS				
Availability of healthful options	How many healthy entrees are available? ANSWER KEY: "one" = 1 healthy choices "two" = 2 or more choices "five" = 5 or more choices	one	two	
	Are there healthy salad entrees and/or a salad bar?	yes	no	
	How many low-fat or fat-free salad dressings are available? ANSWER KEY: "one" = 1 choice "two" = 2-3 choices or more	one	one	
	Fruit is available?	yes	yes	
	Healthy sides?	yes	yes	
	Whole-grain bread?	no	no	
	100% fruit juice?			

The above section (Restaurant) requires you to type the default response choice of “yes” or “no” for most questions. However, some questions provide an ANSWER KEY indicating specific answers to choose from.

Sections that require typing specific answers will not display an error alert. To assure you have answered all questions and entered the correct answer format – you will need to scroll through and double check.

Scoring: The m-NEAT is self scoring. As you input your responses, the points will automatically tally at the bottom of the spreadsheet. For each site surveyed, the spreadsheet (see below) displays the total points and a support rating score (percentage). An overall support rating score (percentage) of all the sites is also generated.

VENDING: Non-Refrigerated (Snacks)				
After completing the m-NEAT data collection (instruction) sheet indicate whether the following conditions are true or are available routinely. Enter " <u>yes</u> " or " <u>no</u> " (or as indicated) to answer each question.	site 1	site 2	site 3	site 3
	answer	answer	answer	answer
Non-Refrigerated Snack Vending				
Percentage of healthy options available? ANSWER KEY: "five" = >50 percent "three" = 5 to 49 percent "two" = 25 to 34 percent "one" = 15 to 24 percent "zero" = 0 to 14 percent	two	two	zero	three
Items are labeled and correctly identified as a "healthy option"	yes	no	yes	yes
Total Points for each site: ((Both: -1 to 6 possible points))	4	2	1	5
Score for each	67%	33%	17%	83%
Overall Score for Refrigerated Vending	50%			

REFERENCE GUIDE

REFERENCES: Worksite Nutrition

Healthy Food and Beverage Options at Meetings or Conferences:

1. Centers for Disease Control and Prevention (CDC): “Choosing Food and Beverages for Healthy Meetings, Conferences, and Events” and “Guidance for Healthier Eating at Work.”
http://www.cdc.gov/nccdphp/dnpao/hwi/downloads/healthy_worksite_food.pdf
2. University of Minnesota, School of Public Health: “Guidelines for Offering Healthy Foods at Meetings, Seminars, and Catered Events.”
http://www.ahc.umn.edu/ahc_content/Colleges/SPH/sph_news/Nutrition.pdf
3. The American Cancer Society: “Meeting Well” provides tips on how to plan healthy menus for meetings and events. <http://www.acsworkplacesolutions.com/meetingwell.asp>

Guidelines for Offering Healthy Foods at Meetings, Seminars and Catered Events

GUIDELINE 1

Offer healthy food choices* at breakfasts, lunches, dinners, and receptions

There are many healthy options for tasty foods and beverages. When food and beverages are provided for events, offer food choices that are lower in fat and calories. Fruits and vegetables are always a good choice. Portion sizes have increased substantially in the United States and can contribute to added calories. Try to offer smaller portions of foods, such as mini muffins or mini bagels.



GUIDELINE 2

Consider not offering food at mid-morning or mid-afternoon meetings, presentations and seminars

We are surrounded by food all day, every day. Many meetings and seminars provide food. It is important to consider whether it is necessary to provide food at meetings, presentations and seminars, especially mid-morning and mid-afternoon. We can help create a norm that food does not have to be present and does not have to be used to try to motivate people to attend these events. We would like to increase awareness that at mid-morning and mid-afternoon meetings food is not necessary. Consider offering only beverages. If it is decided to provide food, offer only fruits, vegetables and/or other healthy foods.

* Food recommendations included in this guideline are based on the Dietary Guidelines for Americans issued in 2010 by the U. S. Department of Health and Human Services and the U. S. Department of Agriculture. The Dietary Guidelines for Americans are science based recommendations that provide advice for healthy Americans aged 2 years and over about food choices to promote health and prevent disease

Adapted from University of Minnesota
School of Public Health



Some suggestions for foods and beverages include the following:

BEVERAGES

- Ice water
- Bottled spring /sparkling water regular or flavored with no sugar
- 100% fruit or vegetable juices avoid large-size bottles
- Skim or 1% milk
- Coffee and flavored coffees – regular and decaffeinated
- Tea – regular and herb teas – hot or cold
- Coffee/tea creamers of skim milk

BREAKFAST MEETINGS

- Fresh fruit
- Yogurt – flavored non-fat or fat-free
- Bagels – 3-1/2" diameter or less; serve with low-fat cream cheese, jam or jelly
- Muffins – small or mini (5 g fat or less/muffin)
- Fruit bread (5 g fat or less/1 oz slice) – skip serving with butter or margarine
- Granola bars – low-fat (5 g fat or less/bar)
- Beverages from "Beverages" list

CATERED LUNCHES & DINNERS

- Select an entrée with no more than 12 to 15 g fat
- Always offer a vegetarian entrée
- Avoid fried foods or cream sauces
- Include fresh fruit
- Include at least one vegetable – fresh or cooked, with no butter or cream sauces added
- Serve salads with dressing on the side – offer at least one low-fat or fat-free dressing
- Include whole grain breads – skip the butter or margarine
- Choose lower fat/lower calorie desserts: cut up fresh fruit and offer with low-fat fruit yogurt dip, low-fat ice cream or frozen yogurt, sherbet or sorbet, angel food cake with fruit topping

Box Lunch Sandwich Ideas (always include a vegetarian option):

- Whole grain breads or pita wraps – prepared without butter/margarine, mayonnaise/salad dressing
- Meats, poultry or marinated tofu – low-fat (3 g fat/oz)
- Cheese – 1 oz
- Toppings of lettuce, sprouts, tomatoes, onions, pickles, mustard, catsup, low-fat mayonnaise
- Pretzels or baked chips (7 g fat or less/oz)
- Fresh fruit

SNACKS

- Fresh fruit – cut up and offered with low-fat yogurt dip
- Raw vegetables – cut up and offered with fat-free or low-fat dressing or salsa dip
- Pretzels – served with sweet mustard dip
- Tortilla chips – baked and offered with salsa dip
- Popcorn – lower fat (5 g fat or less/serving)
- Whole grain crackers – (5 g fat or less/serving)
- Angel food cake with fruit topping
- Beverages from "Beverages" list

CATERED RECEPTIONS

- Fresh fruit – cut up and offered with low-fat yogurt dip
- Raw vegetables – cut up and offered with fat-free or low-fat dressing, salsa or tofu dip
- Raw vegetable salads marinated in fat-free or low-fat Italian dressing
- Pasta, tofu, and vegetable salads with fat-free or low-fat dressing
- Vegetable spring rolls – fresh, not fried
- Vegetable sushi rolls
- Cheese – cut into 3/4" squares or smaller
- Whole grain crackers – 5 g fat or less/serving
- Salmon (poached or steamed, no breading)
- Lean beef or turkey – 1 oz slices
- Cake – cut into small 2" squares
- Angel food cake slices with fruit

TIPS FOR SELECTING FOODS LOWER IN FAT & CALORIES

- Ask caterer to use lower fat or fat-free preparation methods, to serve added fats like dressings or condiments on the side and to provide the number of calories and fat grams in entrées if available
- Select lower fat entrées – approximately 12 to 15 g fat or less
- Select items that are broiled, baked, grilled or steamed rather than fried or sautéed
- Choose entrées in tomato-based sauces rather than cream, butter or cheese sauces
- Include fresh fruit
- Include at least one vegetable – fresh or cooked, with no butter or cream sauces added
- Include whole grain breads – skip the butter



Fundraiser Items

Activity theme bags
Bath accessories
Buttons, Pins
Calendars and Planners
Candles
Coffee, coffee cups, mugs
Cookbooks
Coupon books
Emergency kits for cars
Flowers and plants
Frisbee
Gift baskets
Gift certificates
Gift wrap
Hats
Holiday ornaments, decorations, baskets
House decorations
Jewelry
Key chains & bumper tickers
Lunch bags
Magazine subscriptions
Music, videos, CDs
Pet treats/toys/accessories
Pre-paid phone cards
Stuffed animals
Tickets to events
T-shirts, sweatshirts
Home safety kits

Fundraiser Items

Baked potato bar
Dried fruit and nuts
Frozen yogurt
Fruit and yogurt parfait
Fruit salad
Popcorn
Low fat chips with salsa
Sandwich and salad Bar
String cheese & whole grain crackers
Veggie sticks w/low fat dressing

Things to Do

Auction or silent Auction
Bowling night/bowl-a-thon
Fitness competitions
Fun runs (sell t-shirts to participants)
Gift wrapping
Golf tournament
Singing telegrams
Talent shows
Walk-a-thons, jog, bike, or jump rope
Board game tournament/dart tournament

Incentives

Artwork
Books
Cleaning services for home
Fitness apparel
Fitness equipment
Gift baskets
Gift cards to retail stores
Massage certificate
Personal trainer sessions
Spa packages



Healthy Food Alternatives

Culinary classes
Fruit baskets
Gift basket from grocery store w/healthy foods
Gift certificates to local farmers' markets
Turkey (holiday idea)
Restaurant gift cards for places that offer healthy options

