

# Healthy Community Checklist

## Introduction and Overview

The Healthy Community Checklist is a 40-item questionnaire that provides a quick assessment of a community's health environment with regard to promoting and supporting:

- Physical Activity
- Healthy Eating & Healthy Weight
- Smoke-Free Environments & Tobacco-Free Lifestyles

The Checklist is designed to be completed online. This print version is provided to offer a preview for communities that might be interested in completing the Checklist. This printed version may be useful for collecting information from various community sources and team members in preparation for data entry on the online.

All items in the Checklist are required. The online Checklist performs edit checks to ensure all questions are answered and answers are consistent/logical.

To make completion of the Checklist as easy as possible, the tool is structured by points/places where data is likely to be collected rather than the three health topic areas. Each section represents a location or set of related locations where important opportunities exist for creating healthier community environments.

The Sections for which data need to be collected to complete the checklist are:

- **Section 1 - Community Policies & Planning**
- **Section 2 – Worksite**
- **Section 3 – Schools**
- **Section 4 – Restaurants and Grocery Stores**
- **Section 5 – Community Resources & Programs**
- **Section 6 – Local Media**

To assist communities in completing the checklist, a **Resource Guide** is provided on the Healthy Community Checklist website (<http://www.mihealthtools.org/checklist>). The **Resource Guide** includes pointers to likely data sources within most communities as well as other information to assist communities in completing the checklist and in identifying actions to take to make their community healthier.

The last section, **Section 7 – Summary & Next Steps**, is a planning section to help communities to reflect on what they learned in completing the Checklist and to identify possible next steps based on the assessment results combined with their own ideas about what would best serve the community. This section also provides website administrative staff with information that they will use to assist those who have completed the Checklist as well as communities that will complete it in the future. The Michigan Healthy Communities Collaborative will use the information provided in Section 7 to:

- Follow up with communities to let them know about available resources that may help them take the next steps;
- Better understand the health resource needs of communities that complete the Checklist; and
- Assist other communities that would like to complete the checklist in the future.

Time estimates for completion of the Checklist are:

- 3 to 6 hours for data collection across all sections (much of the data collection can be done via phone or on the web)
- 15 to 30 minutes for data entry, including completion of Section 7.

## Healthy Community Checklist Scorecards

The Checklist provides an approximately even distribution of maximum possible points for each of the three health topic areas (physical activity, tobacco-free, healthy eating), as all are indeed equally important in creating a healthier community environment. There are also 18 points that cross all topic areas.

The Overall Scorecard by Topic shows scores according to each topic area as well as a separate line for the points that cross all topic areas.

### Overall Score Card By Topic

|                                      | <b>Your<br/>Community's<br/>Score</b> | <b>Maximum<br/>Possible Score</b> | <b>% of Possible</b> |
|--------------------------------------|---------------------------------------|-----------------------------------|----------------------|
| <b>Physical Activity</b>             |                                       | 53                                |                      |
| <b>Healthy Eating/Healthy Weight</b> |                                       | 47                                |                      |
| <b>Tobacco-Free/Smoke-Free</b>       |                                       | 53                                |                      |
| <b>General/Other/Combination</b>     |                                       | 18                                |                      |
| <b>TOTAL</b>                         |                                       | <b>171</b>                        |                      |

A separate scorecard, organized by Checklist section, is also provided. The variable number of points reflect an approximate weighting of the importance of each of the sections, with areas that have the more far reaching implications for better health weighted somewhat higher. For example, policies set and initiatives established by and/or with the local government set a tone for the entire community. Worksites and schools are places where people spend the majority of their waking hours the majority of the week, which is reflected in high possible scores for these sections. Similarly, the food choices made in grocery stores have more impact than just the time spent shopping. These four sections total to somewhat more points than the community resources and media sections as these areas can be more variable by community and dependent in some ways on community size.

**Overall Score Card By Section**

|  | <b>Your Community's Score</b> | <b>Maximum Possible Score</b> | <b>% of Possible</b> |
|--|-------------------------------|-------------------------------|----------------------|
| <b>Section 1: Policies &amp; Planning</b>            |                               | 39                            |                      |
| <b>Section 2: Worksites</b>                          |                               | 34                            |                      |
| <b>Section 3: Schools</b>                            |                               | 34                            |                      |
| <b>Section 4: Restaurants &amp; Grocery Stores</b>   |                               | 30                            |                      |
| <b>Section 5: Community Resources &amp; Programs</b> |                               | 22                            |                      |
| <b>Section 6: Local Media</b>                        |                               | 12                            |                      |
| <b>TOTAL</b>   |                               | <b>171</b>                    |                      |

Each time a community saves their work during online data entry, the Checklist system automatically calculates scores for both score cards based on the data entered to that point. The percent of possible is also automatically calculated.

## Section 1: Policies & Planning

*Communities can make it easier for residents to be physically active, eat healthfully and live a tobacco-free life. This can happen only when a community develops policies and a planning process that address these issues. When the community's governing body makes supporting physical activity, healthy eating, and smoke-free environments a priority through policy decisions, educational programs, and by allocating funding and dedicating personnel, they establish a fundamental foundation for a healthier community.*

See the [Resource Guide](#) for information about who to contact to assist you in completing Section 1 of the Checklist.

### 1.1 Advisory Groups

1.1a. Our community has an advisory group (or groups) that is (are) working to increase and improve active living, healthy eating, and tobacco-free lifestyles. (This could be a community health coalition, non-motorized transportation action team, tobacco-coalition or any organized group that communicates with the governing body.)

- Yes, we have one or more groups that collectively address all three topics (3 pts)
- Yes, we have one or more groups that collectively address two of the topics (2 pts)
- Yes, we have one or more groups that collectively address one of the topics (1 pt)
- No (0 pts)

See the [Resource Guide](#) for sample bylaws of a non-motorized transportation group.

### 1.2 Community Policies, Planning & Commitment

1.2 a Our community's operating budget includes tax dollars for non-motorized transportation. (This would include money for any improvements that would make walking and biking easier and safer, such as bike racks, new/repared sidewalks and bike lanes, as well as staff positions and responsibilities for suggesting and overseeing such improvements.)

- Yes (3 pts)
- No (0 pts)

1.2b In the past 3 years, our community has shown a commitment to creating opportunities for physical activity by passing bonds, levying taxes or getting grants to finance trails, recreation facilities and/or sports complexes.

- Three instances or more (3 pts)
- Two instances (2 pts)
- One instance (1 pt)
- Never in the past 3 years (0 pts)

1.2c Transportation planning and funding includes creating well marked crosswalks at high traffic intersections.

- Yes (1 pt)
- No (0 pts)

1.2d When roads are built or repaired, how often are designated bike lanes included?

- Always (2 pts)
- Sometimes (1 pt)
- Rarely/Never (0 pts)

1.2e New residential areas are required to have sidewalks that are at least 5 feet wide.

- All are required to have 5-foot wide sidewalks (3 pts)
- All are required to have sidewalks, but there is no width requirement (2 pts)
- Some are required to have sidewalks (1 pt)
- Not required (0 pts)

1.2f The community sponsors events that promote physical activity, such as public walks, biking events, corporate challenges, etc.

- Three or more per year (3 pts)
- Two a year (2 pts)
- One a year (1 pt)
- None (0 pts)

1.2g Residents receive encouragement to be physically active through community government-sponsored publicity about opportunities in the community for physical activity. (These include walking/biking maps; signage for trails; flyers with availability of malls/indoor spaces for all-weather walking, availability of school facilities for physical activity; and information about parks and recreation sites.)

- Yes (1 pt)
- No (0 pts)

1.2h The community actively supports local farms and healthy eating through farmers markets, community-supported agricultural programs, farm stands, and farm-to-school programs.

- Yes, through at least 2 of these programs (2 pts)
- Yes, through one of these programs (1 pt)
- No (0 pts)

1.2i Our community's governing body (city, village, township) has an ordinance or policy on smoking.

- Yes, there is a written ordinance/ policy that completely bans smoking in all municipal buildings and vehicles (6 pts)
- Yes, there is a written ordinance/policy and smoking is restricted to designated areas only. (2 pts)
- No, there is no written ordinance/policy on smoking\* (0 pts)

**Note:** The Michigan Clean Indoor Air Act requires all municipalities to have a written smoking policy that at minimum restricts smoking to designated areas. See the [Resource Guide](#) for more on the Michigan Clean Indoor Air Act.

1.2j What percent of school children who live within one mile of your community's school could safely walk or bike\* to school?

- More than 75% (2 pts)
- 30% to 75% (1 pt)
- Less than 30% (0 pts)

See the [Resource Guide](#) for a definition of "safely walk or bike."

1.2k What percent of your community's residents could safely walk or bike to the following locations (that is, along well-lit, safe sidewalks, bike lanes and walking trails that connect residential sections to business sections):

|   | <b>Less than 30%<br/>(0 pts)</b> | <b>30% to 75%<br/>(1 pt)</b> | <b>More than 75%<br/>(2 pts)</b> |
|---|----------------------------------|------------------------------|----------------------------------|
| <b>Grocery or convenience store</b>   | <input type="radio"/>            | <input type="radio"/>        | <input type="radio"/>            |
| <b>Entertainment (movie theatre, roller rink, library, video store, etc.)</b> | <input type="radio"/>            | <input type="radio"/>        | <input type="radio"/>            |
| <b>Shopping (mall, center or shops)</b>                                       | <input type="radio"/>            | <input type="radio"/>        | <input type="radio"/>            |
| <b>Post Office</b>  | <input type="radio"/>            | <input type="radio"/>        | <input type="radio"/>            |
| <b>Restaurant (s)</b>   | <input type="radio"/>            | <input type="radio"/>        | <input type="radio"/>            |

## Section 2: Worksites

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

See the [Resource Guide](#) for information about who to contact to assist you in completing Section 2 of the Checklist.

Please list the largest two employers in your community and indicate the number of employees. (These employers must be located in your community even if more residents from your community are employed by companies outside your community.)

Name of Employer 1: \_\_\_\_\_

Number of Employee at Employer 1:

- Less than 50 employees
- 51 to 100 employees
- 101 to 300 employees
- 301 to 500 employees
- 500 to 999 employees
- 1000 or more employees

Name of Employer 2: \_\_\_\_\_

Number of Employee at Employer 2:

- Less than 50 employees
- 51 to 100 employees
- 101 to 300 employees
- 301 to 500 employees
- 500 to 999 employees
- 1000 or more employees

Answer the following questions for the employers listed above.

### 2.1 Promoting Physical Activity

2.1a Our community's largest employers provide the following: (check all that apply-1 pt per checked box)

|  | Employer 1               | Employer 2               |
|--|--------------------------|--------------------------|
| Flexible work/break times to allow physical activity   | <input type="checkbox"/> | <input type="checkbox"/> |
| On-site exercise classes or exercise facility OR pays a portion of health club membership or exercise class fees.  | <input type="checkbox"/> | <input type="checkbox"/> |
| Sponsored at least one event in the past year to encourage physical activity among their employees (such as a sports team, walking challenge, fun run, etc.) | <input type="checkbox"/> | <input type="checkbox"/> |
| Has at least one of the following: bike racks, showers   | <input type="checkbox"/> | <input type="checkbox"/> |
| Check here if the employer does not provide any of the above. (0 pts)  | <input type="checkbox"/> | <input type="checkbox"/> |

## 2.2 Promoting Healthy Eating

2.2a Our community's largest employer provides the following: (check all that apply-1 pt per checked box)

|  | Employer 1               | Employer 2               |
|--|--------------------------|--------------------------|
| Healthy choices in cafeterias and/or vending machines.                                       | <input type="checkbox"/> | <input type="checkbox"/> |
| Identification of healthy choices in the cafeteria or vending machines at point of purchase. | <input type="checkbox"/> | <input type="checkbox"/> |
| Both refrigerators and microwaves for use by all employees                                   | <input type="checkbox"/> | <input type="checkbox"/> |
| Onsite classes/programs on weight management and/or healthy eating                           | <input type="checkbox"/> | <input type="checkbox"/> |
| Check here if the employer does not provide any of the above. (0 pts)                        | <input type="checkbox"/> | <input type="checkbox"/> |

## 2.3 Promoting Smoke-Free Environments & Tobacco-Free Lifestyles

2.3a How would you describe these Employer #1's policy on smoking?

- They have 100% smoke-free policy. Smoking is not allowed in any indoor area at any time (24 hours a day/7 days a week). (5 pts)
- They have a smoking policy; smoking is allowed only in designated areas (2 pts)
- They do not have a smoking policy. (0 pts)

2.3b How would you describe these Employer #2's policy on smoking?

- They have 100% smoke-free policy. Smoking is not allowed in any indoor area at any time (24 hours a day/7 days a week). (5 pts)
- They have a smoking policy; smoking is allowed only in designated areas (2 pts)
- They do not have a smoking policy. (0 pts)

2.3c Our community's largest employers offer assistance for employees to stop smoking, such as on-site smoking cessation classes and/or paying for at least part of smoking cessation programs offered off-site.

|             | Yes<br>(1 pt)         | No<br>(0 pts)         |
|-------------|-----------------------|-----------------------|
| Employer #1 | <input type="radio"/> | <input type="radio"/> |
| Employer #2 | <input type="radio"/> | <input type="radio"/> |

## 2.4 Offering Incentives for Healthier Lifestyles

2.4a Our community's largest employers give incentives (such as reduced health insurance copays, extra vacation time, prizes, etc.) for employees who are nonsmokers, engage in routine physical activity, or maintain a healthy weight.

|             | Yes<br>(1 pt)         | No<br>(0 pts)         |
|-------------|-----------------------|-----------------------|
| Employer #1 | <input type="radio"/> | <input type="radio"/> |
| Employer #2 | <input type="radio"/> | <input type="radio"/> |

## 2.5 Providing Health Information to Employees

2.5a Our community's largest employers have offered health information to employees (how to's, health benefits/risks) related to smoking cessation, physical activity and healthy eating/healthy weight at least twice in the past year (via employee newsletter/communications, posters, email, paycheck stuffers, employee website, health risk appraisals, health screenings or special events).

|             | Yes<br>(1 pt)         | No<br>(0 pts)         |
|-------------|-----------------------|-----------------------|
| Employer #1 | <input type="radio"/> | <input type="radio"/> |
| Employer #2 | <input type="radio"/> | <input type="radio"/> |

## 2.6 Wellness Coordinator/Wellness Committee

2.6a Our community's largest employers have a wellness committee or wellness coordinator to plan opportunities and events for employee wellness.

|             | Yes<br>(1 pt)         | No<br>(0 pts)         |
|-------------|-----------------------|-----------------------|
| Employer #1 | <input type="radio"/> | <input type="radio"/> |
| Employer #2 | <input type="radio"/> | <input type="radio"/> |

### Section 3: Schools

Children spend a large portion of their waking hours at school. School-based activity and education programs can help children establish skills, interests and habits related to physical activity, healthy eating and a tobacco-free lifestyle that last a lifetime.

See the [Resource Guide](#) for information about who to contact to assist you in completing Section 3 of the Checklist.

Please list the elementary school, middle/junior high school and high school that have the highest enrollment for your community and their enrollment.

Please respond based on how your schools are organized. For example, your middle school may be grades 7 through 9 or grades 6 through 8. If your community does not have an elementary, middle or high school, please write in the school that serves the most children in your community for those grade levels. If your community has a combined middle/high school or elementary/middle school, please record the school's name in all the appropriate blanks and divide the enrollment based on the number of students in the various grade levels at the school.

Elementary School: \_\_\_\_\_ Enrollment: \_\_\_\_\_

Middle/Junior High: \_\_\_\_\_ Enrollment: \_\_\_\_\_

High School: \_\_\_\_\_ Enrollment: \_\_\_\_\_

What is the name of the largest school district in your community?

School District: \_\_\_\_\_

Answer the following questions for the schools and school district you just listed.

#### 3.1 Establishing Coordinated School Health Teams & Using The Healthy School Action Tool\*

\*See the [Resource Guide](#) for more information about coordinated school health teams (what they are and how to form such a team) and the Healthy School Action Tool (what it is and where to access it).

3.1a Does each of the schools have a coordinated school health team (CSHT) that has completed the Healthy School Action Tool (HSAT) within the past three years?

|                          | No<br>(0 pts)         | Has CSHT but has not<br>completed the HSAT<br>(1 pt) | Has CSHT & has<br>completed the HSAT<br>(2 pts) |
|--------------------------|-----------------------|--|---|
| <b>Elementary School</b> | <input type="radio"/> | <input type="radio"/>                                | <input type="radio"/>                           |
| <b>Middle School</b>     | <input type="radio"/> | <input type="radio"/>                                | <input type="radio"/>                           |
| <b>High School</b>       | <input type="radio"/> | <input type="radio"/>                                | <input type="radio"/>                           |

### 3.2 Promoting Physical Activity

3.2a On average, over the past school year, what percent of the children in all grades received an opportunity to participate in physical activity at least once every school day for at least a half hour. (Opportunities for physical activity include recess; unstructured physical activity time; physical education classes; after-school clubs, activities and sports, both formal and informal.)

- More than 75% of the students (2 pts)
- 50% to 75% of the students (1 pt)
- Fewer than 50% of the students (0 pts)

3.2b Instruction on the importance/benefits of physical activity is provided during each school year.

- In all the grades (2 pts)
- In more than half the grades (1 pt)
- In 50% or less of the grades (0 pts)

### 3.3 Offering Healthy Food Options

3.3a Healthy food options\* are available wherever food is served, inside and outside of the cafeteria. (Outside of the cafeteria includes concession stands, vending machines, at school functions or events, at fundraisers, classroom parties etc.)

\*Healthy food options include fruits (canned, fresh, frozen, or dried); non-fried vegetables (canned, fresh, or frozen) including salads; low-fat yogurt; skim or 1% milk; vegetable juices; 100% fruit juices (not fruit punches or ades); water; low-fat or fat-free salad dressing; baked chips; baked, broiled, or grilled meats; low-fat deli meats. Low-carb is not a healthy food option.

|  | Rarely/Never<br>(0 pts) | Sometimes<br>(1 pt)   | Almost<br>always/always<br>(2 pts) |
|--|-------------------------|-----------------------|------------------------------------|
| <b>Elementary School</b>               | <input type="radio"/>   | <input type="radio"/> | <input type="radio"/>              |
| <b>Middle School &amp; High School</b> | <input type="radio"/>   | <input type="radio"/> | <input type="radio"/>              |

3.3b Instruction on nutrition/healthy eating and its importance/benefits is provided during the year.

|  | In 50% or<br>less of the<br>grades<br>(0 pts) | In more than<br>half the<br>grades<br>(1 pt) | In all the<br>grades<br>(2 pts) |
|--|---|--|---------------------------------|
| <b>Elementary School</b>               | <input type="radio"/>                         | <input type="radio"/>                        | <input type="radio"/>           |
| <b>Middle School &amp; High School</b> | <input type="radio"/>                         | <input type="radio"/>                        | <input type="radio"/>           |

### 3.4 Promoting Smoke-Free Environments & Tobacco-Free Lifestyles

3.4a The largest school district in our community has a 24-hour/7-day a week (24/7) tobacco-free policy. (24/7 tobacco-free policies prohibit smoking in all school buildings and on school grounds, at all times, and smoking is prohibited at any on- and off-campus school-related activities, including sports events and evening classes.)

- Yes, there is a written policy that completely bans smoking 24/7 in all school buildings, school grounds, and any on and off campus school-related activities (6 pts)
- Yes, there is a written policy that bans smoking but it is not 24/7 OR it does not include all schools, ground and on and off campus school-related activities. (2 pts)
- No, there is no policy on smoking (0 pts)

3.4b Instruction on the importance/benefits of a tobacco-free lifestyle is provided during each school year.

|                   | In 50% or less of the grades (0 pts) | In more than half the grades (1 pt) | In all the grades (2 pts) |
|-------------------|--------------------------------------|-------------------------------------|---------------------------|
| Elementary School | <input type="radio"/>                | <input type="radio"/>               | <input type="radio"/>     |
| Middle School     | <input type="radio"/>                | <input type="radio"/>               | <input type="radio"/>     |
| High School       | <input type="radio"/>                | <input type="radio"/>               | <input type="radio"/>     |

3.4c Assistance and information on quitting smoking is available to students and staff at each school.

|                        | Available to 50% or less (0 pts) | Available to 51% to 90% (1 pt) | Available to more than 90% (2 pts) |
|------------------------|----------------------------------|--------------------------------|------------------------------------|
| Students in all grades | <input type="radio"/>            | <input type="radio"/>          | <input type="radio"/>              |
| Staff (entire staff)   | <input type="radio"/>            | <input type="radio"/>          | <input type="radio"/>              |

## Section 4: Restaurants & Grocery Stores

*To promote a healthy community, the places where community residents shop for food must provide healthy food choices at a reasonable price. Restaurants and grocery stores also offer an ideal opportunity to educate consumers about healthy choices at the point of purchase. Making sure that restaurants provide smoke-free setting is also important for creating a healthier community environment.*

See the [Resource Guide](#) for information about who to contact to assist you in completing Section 4 of the Checklist.

### 4.1 Family Style Restaurants\*

Please indicate the busiest family style restaurant in your community. (If two or more family restaurants are equally busy, choose one. If there is no family-style restaurant in your community, chose the family-style restaurant outside of your community that your residents frequent most often.)

Name of Family-Style Restaurant: \_\_\_\_\_

\*See the [Resource Guide](#) for a definition of "family-style" restaurant

4.1a The busiest family style restaurant in our community offers the following on their menu: (check all that apply- 1 pt per checked box)

- At least 2 non-fried vegetable items, offered without sauce or butter
- Baked, broiled or grilled entrees
- Skim or 1% milk
- Items identified on the menu\* that are low in calories and fat (not low carb)
- Leafy green salads (not all or mostly iceberg lettuce)
- Reduced calorie or fat-free salad dressing
- At least one healthy option\*\* on the children's menu (for example, grilled chicken with fruit and/or vegetable rather than fries)
- Check here if the restaurant does not offer any of the above (0 pts)

\*\*See the [Resource Guide](#) for more information about foods/menu items that are considered to be healthy options.

\*Menus might be labeled with words (low-calorie, low-fat) or with a symbol (for example a heart, indicating that menu items meet the American Heart Association's dietary guidelines).

4.1b The busiest family style restaurant in our community:

- Does not permit smoking (5 pts)
- Permits smoking in only designated areas and 25% or fewer of the seats are reserved for smokers (3 pts)
- Permits smoking in only designated areas and more than 25% of the seats are reserved for smokers (1 pt)
- Permits smoking in all areas (0 pts)

## 4.2 Fast-Food Restaurants

Please indicate the busiest fast-food\* restaurant in your community. (If two or more fast-food restaurants are equally busy, choose one. If there is no fast-food restaurant in your community, choose the fast-food restaurant outside your community that your residents frequent most often.)

Name of Fast Food Restaurant: \_\_\_\_\_

*\*See the [Resource Guide](#) for a definition of "fast food" restaurant*

4.2a The busiest fast food restaurant in our community offers the following on their menu: (check all that apply-1 pt per checked box)

- Low-fat/small bagels, English muffins or low-fat muffins
- Skim or 1% milk
- Juices (100% juice not fruit punch, orange drink or lemonade)
- Items identified on the menu\* that are low in calories and fat (not low carb)
- Baked, broiled or grilled entrees
- Leafy green salads (not all or mostly iceberg lettuce)
- Reduced calorie or fat-free salad dressing
- At least one healthy option\*\* on the children's menu (for example, grilled chicken with fruit and/or vegetable rather than fries)
- Check here if the restaurant does not offer any of the above (0 pts)

*\*\*See the [Resource Guide](#) for more information about foods/menu items that are considered to be healthy options.*

*\*Menus might be labeled with words (low-calorie, low-fat) or with a symbol (for example a heart, indicating that menu items meet the American Heart Association's dietary guidelines).*

4.2b The busiest fast food restaurant in our community:

- Does not permit smoking (5 pts)
- Permits smoking in only designated areas and 25% or less of the seats are reserved for smokers (3 pts)
- Permits smoking in only designated areas and more than 25% of the seats are reserved for smokers (1 pt)
- Permits smoking in all areas (0 pts)

### 4.3 Grocery Stores

Please indicate the busiest grocery store\* in your community. (If two or more grocery stores are equally busy, choose one. If there is no grocery store in your community, chose the grocery store that the residents of your community shop at most often.)

Name of Grocery Store: \_\_\_\_\_

*\*See the [Resource Guide](#) for a definition of “grocery store.”*

4.3a The busiest grocery store in our community offers the following: (check all that apply- 1 pt per checked box)

- Coupons or in-store specials for fresh, canned, dried or frozen vegetables and fruit at least once a week
- Coupons or in-store specials for 100% fruit or vegetable juice at least twice a month
- Fat-free or reduced fat deli meats and/or cheeses
- Rotisserie chicken, without added butter or oil
- Healthy food choice identification program\*, such as 5-a-day labeling or nutrition information at point of purchase.
- Check here if the grocery store does not offer any of the above (0 pts)

*\*See the [Resource Guide](#) for information on point-of-purchase healthy food identification programs.*

## Section 5: Community Resources & Programs

*Resources for physical activity, healthy eating, and tobacco-free lifestyle through organizations and facilities within the community are yet another dimension of the community that can support healthy habits in many different ways and across all age groups.*

See the [Resource Guide](#) for information about who to contact to assist you in completing Section 5 of the Checklist.

### 5.1 Indoor Walking Facilities

5.1a Our community has at least one indoor facility open for community walkers (indoor facilities include shopping malls, schools, recreation center tracks, university indoor tracks) free of charge at least 5 days per week.

- Yes (1 pt)
- No (0 pts)

### 5.2 Year-Round Exercise & Recreation Facilities

5.2a Check which of the following exercise and recreation facilities are available to your community and open to the public year round. (check all that apply- 1 pt per checked box)

- Swimming pool
- Basketball courts
- Baseball/softball or soccer fields
- Tennis courts
- Weight training facility
- Ice skating or roller skating arena
- None of these facilities are available/open to the public in our community (0 pts)

### 5.3 Programs Promoting Healthy Eating/Healthy Weight

5.3a A regional or local agency or organization\* (such as the local hospital or public health department, American Heart Association, American Diabetes Association, American Cancer Society, University Extension Service) sponsors special events, classes or programs promoting healthy eating and/or weight management in the community at no cost or for a reasonable fee.

- Three or more times in the past year (3 pts)
- Twice in the past year (2 pts)
- Once in the past year (1 pt)
- None in the past year (0 pts)

*\*See the [Resource Guide](#) for information on how to locate local chapters of national organizations.*

## 5.4 Programs Promoting Healthy Tobacco-Free Lifestyles

5.4a A regional or local agency or organization\* (such as the local hospital or public health department, American Heart Association, American Cancer Society) sponsors special events, classes or programs promoting a tobacco-free lifestyle (including smoking cessation events, classes or programs) at no cost or for a reasonable fee.

- Three or more times in the past year (3 pts)
- Twice in the past year (2 pts)
- Once in the past year (1 pt)
- None in the past year (0 pts)

*\*See the [Resource Guide](#) for information on how to locate local chapters of national organizations.*

## 5.5 Medical Practices

In the space below, please record the provider of family health care that serves the largest number of patients from your community. (This could be a private medical practice, HMO, or managed care organization.)

Name of Medical Practice: \_\_\_\_\_

5.5a Please check the ways in which this medical care practice promotes healthier lifestyles. (1 pt for each checked box)

|  | Physical Activity        | Healthy Eating/Healthy Weight | Tobacco-Free Lifestyle   |
|--|--------------------------|-------------------------------|--------------------------|
| <b>Ask /assess patients about these behaviors as part of a written checklist used in all routine office visits</b>   | <input type="checkbox"/> | <input type="checkbox"/>      | <input type="checkbox"/> |
| <b>Include counseling about the importance of these health behaviors during all routine office visits</b>  | <input type="checkbox"/> | <input type="checkbox"/>      | <input type="checkbox"/> |
| <b>Display and offer to patients written materials about the health value of physical activity, healthy eating/healthy weight and a tobacco-free lifestyle</b> | <input type="checkbox"/> | <input type="checkbox"/>      | <input type="checkbox"/> |

Check here if the medical provider does not do any of the above (0 pts)

## Section 6: Local Media

*The local media – newspapers, radio and television- can be very powerful. Routine coverage about health information and health promotion events within the community provides a vehicle for education and inspiration to increase physical activity, promote healthy eating, and help with smoking cessation efforts and maintaining tobacco-free lifestyles.*

The following questions are about prominent local media coverage which includes

- The most widely read newspapers in the community (in terms of circulation)
- The most widely listened to radio programs (in terms of audience size-also called “reach”)
- The most widely listened to local (not national) television programming (in terms of audience size, also called “reach”).

See the [Resource Guide](#) for information about who to contact to assist you in completing Section 6 of the Checklist.

### 6.1 Local media coverage of health topics.

6.1a Please indicate the number of stories or reports published in local newspapers or aired on local radio or TV stations in a typical month in the last year. Indicate the number for ALL local media combined. (These can include reports about health benefits of activity, healthy eating, weight management or smoking cessation; stories about local physical activity, healthy eating, smoking cessation programs or events; stories about the health benefits of smoke-free environments; updates on local government, school or community program initiatives to improve health. Do not include advertisements or public service announcements)

For which month/year did you evaluate your local media? \_\_\_\_\_

Month/Year

|   | None<br>(0 pts)       | 1 to 2<br>(1 pt)      | 3 to 5<br>(2 pts)     | More than 5<br>(3 pts) |
|---|-----------------------|-----------------------|-----------------------|------------------------|
| Physical Activity Stories/Reports   | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>  |
| Healthy Eating/Healthy Weight Stories/Reports   | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>  |
| Tobacco-Free Stories/Reports  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>  |
| Stories/reports about other aspects of healthy lifestyles (such as combinations of the above topics, new initiatives at local schools or worksites to promote good health, etc) | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>  |

## Section 7: Summary & Next Steps

Although there are no scores for this section, it is required. The reason we ask that you complete this section is:

- It provides the opportunity to translate learnings from the questions you answered into viable action steps to make your community healthier. Without taking action, improvements cannot be made.
- To assist the Michigan Healthy Communities Collaborative in providing more effective support to your communities and other communities that are interested in improving their community's health.

### 7.1 Strengths:

Please list what you believe are the most important things your community is doing to help people lead healthier lives with regard to being more active, eating more healthfully and adopting tobacco-free lifestyles. List at least one and up to eight.

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_
- d. \_\_\_\_\_
- e. \_\_\_\_\_
- f. \_\_\_\_\_
- g. \_\_\_\_\_
- h. \_\_\_\_\_

## 7.2 Next Steps:

7.2a Which of the following areas would you like to take some action to improve in your community within the next twelve months? (Check any that apply)

- Taking steps to support physical activity
- Taking steps to support healthy eating/weight management
- Taking steps to support tobacco-free environments and lifestyles
- Other (Specify) \_\_\_\_\_

7.2b Which of the following approaches would you like to take to make your community healthier in the next twelve months? (Check any that apply)

- Work with community government and policy makers to establish policies and funding to make our community a healthier place to live.
- Work with restaurant owners/managers to offer healthier menu options and/or smoke-free settings.
- Work with grocery stores to offer more healthy options at a reasonable cost and/or to provide information about healthy choices
- Work with employers in our community to promote the health of our workforce
- Work with schools in our community to promote the health of our students
- Work with local media to ensure health messages are routinely broadcast/published
- Work with various community organizations and local agencies to provide health information, classes and events
- Other (Specify) \_\_\_\_\_
- None of these

7.2c In addition to the above, what specific actions would you like to take to help create a healthier community environment with regard to physical activity, healthy eating and tobacco-free lifestyles/setting. Select actions that can be accomplished in 2 years or less. For each action, indicate the topic (or topics) covered by the action (physical activity, healthy eating/weight, tobacco-free, general/other) and the approximate time frame in which your group would like to achieve the action/goal.

See the [Resource Guide](#) for suggested action steps (including more in-depth assessments that might help your community).

| Action | Action Topic<br>(check as many as apply to the action)  | Achieve within the next 6 months | Achieve within the next year | Achieve within the next two years |
|--------|---|----------------------------------|------------------------------|-----------------------------------|
| 1.     | <input type="checkbox"/> Physical Activity<br><input type="checkbox"/> Healthy Eating/Weight<br><input type="checkbox"/> Tobacco-free<br><input type="checkbox"/> Other/General | ○                                | ○                            | ○                                 |
| 2.     | <input type="checkbox"/> Physical Activity<br><input type="checkbox"/> Healthy Eating/Weight<br><input type="checkbox"/> Tobacco-free<br><input type="checkbox"/> Other/General | ○                                | ○                            | ○                                 |
| 3.     | <input type="checkbox"/> Physical Activity<br><input type="checkbox"/> Healthy Eating/Weight<br><input type="checkbox"/> Tobacco-free<br><input type="checkbox"/> Other/General | ○                                | ○                            | ○                                 |
| 4.     | <input type="checkbox"/> Physical Activity<br><input type="checkbox"/> Healthy Eating/Weight<br><input type="checkbox"/> Tobacco-free<br><input type="checkbox"/> Other/General | ○                                | ○                            | ○                                 |
| 5.     | <input type="checkbox"/> Physical Activity<br><input type="checkbox"/> Healthy Eating/Weight<br><input type="checkbox"/> Tobacco-free<br><input type="checkbox"/> Other/General | ○                                | ○                            | ○                                 |

### 7.3 People who helped complete the Healthy Community Checklist

Please enter the title and affiliation of those who helped complete this checklist and the role they played. These include the people that provided the information you used to answer the various questions, such as the manager at the local grocery store. (We appreciate your providing this information as it will help us assist other who choose to complete the checklist.)

| Title                        | Affiliation (Name of Organization/Company) | Role played in completing the check list. |
|------------------------------|--|---|
| <i>EX: Assistant Manager</i> | <i>McDonald's Restaurant</i>               | <i>Provided info for Section 2</i>        |
|                              |  |   |
|                              |  |   |
|                              |  |   |
|                              |  |   |
|                              |  |   |
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