

Nutrition Environment Assessment Tool (NEAT)

Introduction & Overview:

The Nutrition Environment Assessment Tool (NEAT) assessment was developed to help communities assess their environment to find out how it supports healthy eating. The NEAT consists of four sections, each representing an important aspect of a healthy community environment as it pertains to healthy eating. Completing NEAT is a first step in improving your community's support of healthy eating. The results of NEAT will assist you in identifying the existing environmental and policy supports at within your community that encourage healthy eating. NEAT will also recommend ways in which your community can more effectively support healthy eating among its residents via policy and/or environmental changes.

All four NEAT sections follow a similar format which includes questions for the community team to answer and a scorecard that shows how many points your worksite receives out of the total possible points for each sub-section, section and overall. The NEAT also provides a Support Rating (from Fully Supportive to Not at all Supportive) based on the percent of possible that your community scores on a given factor.

The best and easiest way to complete the NEAT is to use the online version. The online version automatically scores your NEAT each time you save your work. It also checks to make sure all questions are answered completely and consistently, thus preventing any inadvertent errors and providing immediate feedback on any necessary corrections. Additionally, for Section 2 (Worksite Policies & Environment), the online version automatically adjusts the scoring for fairness if your community has fewer than three worksites.

Because community teams usually need to collect data prior to completing the online assessment and because teams may meet in locations where there is no access to the Internet, we have provided a print version that looks very similar to the online version. While this version won't allow for the automated scoring and corrections and other advantages offered online, it will make it easier for teams to transfer their answers quickly to the online NEAT. The print version also offers communities that might be interested in completing the NEAT a chance to preview the tool prior to registering to complete the NEAT online.

The print versions are available for download and printing at <http://www.mihealthtools.org/neat/Default.asp?tab=Preview>. For ease of printing, the materials are provided as downloadable PDFs.

Other useful items already available on the Promoting Healthy Eating website are:

- **A Resource Guide** (<http://www.mihealthtools.org/neat/Default.asp?tab=Resources>) - Provides links to resources that will help you in completing the NEAT and defining actions that are most likely to make a difference.
- **Frequently Asked Questions** (<http://www.mihealthtools.org/neat/Default.asp?tab=FAQ>) –Answers to common questions, such as “how long will it take to complete the NEAT?” and “What are the benefits for completing NEAT?”

How to Get Started:

1. Assemble a Nutrition Environment Assessment team. Broad participation is important for meaningful assessment and successful planning and implementation. See the About Healthy Food Environments section of the Promoting Healthy Eating website (<http://www.mihealthtools.org/neat>) for more information on community members to involve.
2. Register for the online NEAT at <http://www.mihealthtools.org/neat>.
3. Review the NEAT and the NEAT instructions (available online after you register) as a team prior to completing it and determine team member assignments.
4. Answer each item to the best of your knowledge, being as precise as possible. Make sure all team members agree on the answers.

Acknowledgments:

A special thanks to the following for their assistance in developing, testing and reviewing the Nutrition Environment Assessment Tool (NEAT):

Calhoun County Public Health Department
Daston Communications, Inc.
Detroit Medical Center/Community Health Institutes
Livingston County Health Department
Marquette County Health Department
Midland Cancer Community Services
Vanguard Community Development Corporation
Washtenaw County Extension

The Nutrition Environment Assessment Tool, associated materials and Promoting Healthy Eating website are for educational purposes only. They are public property and may be reproduced in part or whole by any means without written permission of the publisher as long as credit is given to the Michigan Healthy Communities Collaborative. Reprinting cannot be used to endorse or advertise a commercial product or company. For more information about NEAT and the Promoting Healthy Eating website, please contact NEAT@mihealthtools.org.

Section 1: Community Policies & Environment

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

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

1.1 Family Style Restaurants* Support Healthy Eating

1.1 a Please indicate the three busiest family-style restaurants in your community. If there are fewer than three family-style restaurants in your community, complete the information below by listing any family-style restaurants within your community first and then listing the family-style restaurants outside of your community that your residents frequent most often. Also record the location (city/town) of each restaurant in the space provided.

Name of Family-Style Restaurant 1: _____ Location: _____

Name of Family-Style Restaurant 2: _____ Location: _____

Name of Family-Style Restaurant 3: _____ Location: _____

*See the [Resource Guide](#) for a definition of “family-style” restaurant.

1.1b Check the menu items/options offered at each restaurant. (Check all that apply – 1 point for each checked box.)

	Restaurant #1	Restaurant #2	Restaurant #3
At least 2 non-fried vegetable options	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Non-fried vegetables available without sauce or butter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Baked, broiled or grilled foods	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Milk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Skim or 1% milk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
100% fruit juice (not fruit punch, lemonade or fruit drinks)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vegetable or broth-based soups (not cream-based)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Half or smaller portions available at a lower price than regular price	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Substitutes offered for French fries at no extra cost (excluding onion rings, other fried or creamy options)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Items identified on the menu* that are low in calories and fat (not low carb), such as fruit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
At least one healthy option* on the children's menu (for example, grilled chicken with fruit and/or vegetable rather than fries)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leafy green salads	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reduced calorie or fat-free salad dressing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Check here if none of the above are offered (0 pts)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*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 or participation in the MFIT Healthy Dining Program). See the [Resource Guide](#) for more on the MFIT program.

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

1.2 Fast Food Restaurants* Support Healthy Eating

1.2 a Please indicate the three busiest fast-food restaurants in your community. If there are fewer than three fast-food restaurants in your community, complete the information below by listing any fast food restaurants within your community first and then listing the fast food restaurants outside of your community that your residents frequent most often. Also record the location (city/town) of each restaurant in the space provided.

Name of Fast Food Restaurant 1: _____ Location: _____

Name of Fast Food Restaurant 2: _____ Location: _____

Name of Fast Food Restaurant 3: _____ Location: _____

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

1.2b Check the menu items/options offered at each restaurant. (Check all that apply – 1 point for each checked box.)

	Restaurant #1	Restaurant #2	Restaurant #3
Items identified on the menu* that are low in calories and fat (not low carb), such as fruit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Low-fat muffins	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bagels or English muffins	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Milk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Skim or 1% milk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
100% fruit juice (not fruit punch, lemonade or fruit drinks)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vegetable or broth-based soups (not cream-based)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plain baked potato	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Nutrition analysis on foods is available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Light (reduced-fat) mayonnaise available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
At least one healthy option* on the children's menu (for example, grilled chicken with fruit and/or vegetable rather than fries)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leafy green salads	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reduced calorie or fat-free salad dressing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Check here if none of the above are offered (0 pts)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*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 or participation in the MFIT Healthy Dining Program). See the [Resource Guide](#) for more on the MFIT program.

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

1.3 Grocery Stores or Supermarkets Support Healthy Eating

1.3 a Please indicate the two most popular grocery stores or supermarkets in your community. If there are fewer than two grocery stores/supermarkets in your community, complete the information below by listing any grocery stores/supermarkets within your community first and then listing the grocery stores/supermarkets outside of your community that your residents frequent most often. Also record the location (city/town) of each store in the space provided.

Name of Grocery Store 1: _____ Location: _____

Name of Grocery Store 2: _____ Location: _____

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

1.3b For each grocery store or supermarket, indicate the nutrition education opportunities offered in the store in the past month. (Check all that apply – 1 point for each checked box.)

Nutrition Education Opportunities	Store #1	Store #2
Healthy grocery tour	<input type="checkbox"/>	<input type="checkbox"/>
Healthy cooking demos	<input type="checkbox"/>	<input type="checkbox"/>
Healthy choices shopping guide available in a prominent location	<input type="checkbox"/>	<input type="checkbox"/>
Healthy recipe cards available	<input type="checkbox"/>	<input type="checkbox"/>
Healthy eating posters or danglers	<input type="checkbox"/>	<input type="checkbox"/>
<i>Check here if none of the above are offered (0 pts)</i>	<input type="checkbox"/>	<input type="checkbox"/>

1.3c For each grocery store or supermarket, indicate the in-store promotions offered in the store in the past month. (Check all that apply – 1 point for each checked box.)

In-Store Healthy Eating Promotion	Store #1	Store #2
Healthy food choice identification program, such as 5-A-Day information* at point of purchase	<input type="checkbox"/>	<input type="checkbox"/>
Tip cards or brochures	<input type="checkbox"/>	<input type="checkbox"/>
<i>Check here if none of the above are offered (0 pts)</i>	<input type="checkbox"/>	<input type="checkbox"/>

**See the [Resource Guide](#) for information on point-of-purchase healthy food identification program and for information about the 5-A-Day program.*

1.3d For each grocery store or supermarket, indicate the coupons or in-store specials for healthy foods offered in the store in the past week. (Check all that apply – 1 point for each checked box.)

Coupons or In-Store Promotions:	Store #1	Store #2
Fresh, canned or frozen fruit	<input type="checkbox"/>	<input type="checkbox"/>
Fresh, canned or frozen vegetables	<input type="checkbox"/>	<input type="checkbox"/>
Skim or 1% milk	<input type="checkbox"/>	<input type="checkbox"/>
Reduced fat cheeses	<input type="checkbox"/>	<input type="checkbox"/>
100% fruit or vegetable juice (not fruit punch, lemonade or fruit drinks)	<input type="checkbox"/>	<input type="checkbox"/>
<i>Check here if none of the above are offered (0 pts)</i>	<input type="checkbox"/>	<input type="checkbox"/>

1.3e For each grocery store or supermarket, indicate the carry-out or deli items routinely offered in the store. (Check all that apply – 1 point for each checked box.)

Carry-out & Deli Items:	Store #1	Store #2
Rotisserie chicken	<input type="checkbox"/>	<input type="checkbox"/>
Turkey breast	<input type="checkbox"/>	<input type="checkbox"/>
Fat-free and/or reduced-fat deli meats	<input type="checkbox"/>	<input type="checkbox"/>
Reduced fat cheeses	<input type="checkbox"/>	<input type="checkbox"/>
Low-fat prepared sandwiches	<input type="checkbox"/>	<input type="checkbox"/>
Fat-free salads	<input type="checkbox"/>	<input type="checkbox"/>
Fruit salad	<input type="checkbox"/>	<input type="checkbox"/>
<i>Check here if none of the above are offered (0 pts)</i>	<input type="checkbox"/>	<input type="checkbox"/>

1.4 Convenience Stores and Mini-Marts* Support Healthy Eating

1.4 a Please indicate the three busiest convenience stores and/or gas station mini-marts in your community. If there are fewer than three convenience stores/mini-marts in your community, complete the information below by listing any convenience stores/mini-marts within your community first and then listing the convenience stores/mini-marts outside of your community that your residents frequent most often. Also record the location (city/town) of each restaurant in the space provided.

Name of Convenience Store 1: _____ Location: _____

Name of Convenience Store 2: _____ Location: _____

Name of Convenience Store 3: _____ Location: _____

*See the [Resource Guide](#) for a definition of “convenience store/mini-mart.”

1.4b For each convenience store or mini-mart, indicate the options routinely offered in the store. (Check all that apply – 1 point for each checked box.)

	Store #1	Store #2
Whole fresh fruit	<input type="checkbox"/>	<input type="checkbox"/>
Dried fruit	<input type="checkbox"/>	<input type="checkbox"/>
Milk	<input type="checkbox"/>	<input type="checkbox"/>
Skim or 1% milk	<input type="checkbox"/>	<input type="checkbox"/>
Skim or 1% fat milk in single servings	<input type="checkbox"/>	<input type="checkbox"/>
100% fruit juice (not fruit punch, fruit drinks, or lemonade)	<input type="checkbox"/>	<input type="checkbox"/>
Yogurt	<input type="checkbox"/>	<input type="checkbox"/>
Carry-out food with low-fat or low-calorie (light) choices* (for example, Subway© sandwiches that are low-calorie, bagels, or single serving salads)	<input type="checkbox"/>	<input type="checkbox"/>
In-store identification of healthy food choices (for example, merchandising displays, coupon boxes, floor displays, and/or ceiling danglers)	<input type="checkbox"/>	<input type="checkbox"/>
<i>Check here if none of the above are offered (0 pts)</i>	<input type="checkbox"/>	<input type="checkbox"/>

**See the [Resource Guide](#) for information and examples of low-fat & low-calorie carry-out food.*

1.5 Fruits and Vegetables Are Available From Alternative Sources

1.5a Indicate the availability of other sources of fruits/vegetables within your community. (Check all that apply – 1 point for each checked box.)

At least one farmers' market* or road-side fruit & vegetable stand is open for business during the growing season	<input type="checkbox"/>
Community members can buy fruits and vegetables from at least one local specialty store produce vendor, such as a Mexican or Chinese grocery or healthy food/organic food grocery store	<input type="checkbox"/>
At least one community garden is open where community members can grow their own seasonal fruits and vegetables	<input type="checkbox"/>
<i>Check here if none of the above are available (0 pts)</i>	<input type="checkbox"/>

*See the [Resource Guide](#) for information on farmers markets.

1.6 Community Programs and Education Promoting Healthy Eating Are Accessible

1.6a Indicate the community programs/education* offered within your community at least once in the past year. (Check all that apply – 1 point for each checked box.)

*See the [Resource Guide](#) for organizations that sponsor healthy eating events and programs and how to locate local chapters of these organizations.

A free assessment or screening program for chronic disease, such as diabetes, cancer, or cardiovascular disease that includes a discussion of the role of healthy eating in disease prevention.	<input type="checkbox"/>
Free and accessible information about cooking, nutrition, weight management programs or chronic disease prevention programs (for example, from hospitals, churches, health departments or neighborhood organizations)	<input type="checkbox"/>
Special events promoting healthy eating in the community, sponsored by a regional organization or agency (such as the American Heart Association, American Diabetes Association, American Cancer Society, local health departments)	<input type="checkbox"/>
<i>Check here if none of the above are offered (0 pts)</i>	<input type="checkbox"/>

1.7 Community Awareness of Nutrition and Health Is Encouraged in Local Media

1.7 a Please indicate the most popular newspaper, radio station and television station in your community. Most popular means that it has the largest audience size within your community.

Name of Newspaper: _____

Name of Radio Station: _____

Name of TV Station: _____

**See the [Resource Guide](#) for information on how to determine audience size.*

1.7 b Please indicate the media coverage related to nutrition in each of the media sources that has occurred in the past 6 months. (Check all that apply – 1 point for each checked box.)

The most widely-read local newspaper printed at least two reports that provided information about nutrition's role in good health	<input type="checkbox"/>
The most widely-listened to radio station broadcast at least two reports that provided information about nutrition's role in good health	<input type="checkbox"/>
The most widely-watched to TV station broadcast at least two reports that provided information about nutrition's role in good health	<input type="checkbox"/>
<i>Check here if none of the above apply (0 pts)</i>	<input type="checkbox"/>

1.8 Medical Practices Support Healthy Eating

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.) Also indicate the location (city/town).

Name of Medical Practice: _____ Location: _____

1.8a Please check the ways in which this medical care practice promotes healthy eating/healthy weight. (Check all that apply-1 pt for each checked box.)

Ask /assess patients about their eating behaviors as part of a written checklist used in all routine office visits	<input type="checkbox"/>
Include counseling about the importance of healthy eating/healthy weight during all routine office visits	<input type="checkbox"/>
Display and offer to patients written materials about the health value of healthy eating/healthy weight	<input type="checkbox"/>
<i>Check here if the medical provider does not do any of the above (0 pts)</i>	<input type="checkbox"/>

Section 2: Worksite Policies and Environment

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.

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

Please list the largest three 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: _____

REQUIRED: You must list at least one community employer as Employer 1 and all worksites listed must be located within your community even if more community residents are employed outside of your community.

Name of Employer 2: _____

Name of Employer 3: _____

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

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
- No employer

Number of Employee at **Employer 3:**

- Less than 50 employees
- 51 to 100 employees
- 101 to 300 employees
- 301 to 500 employees
- 500 to 999 employees
- 1000 or more employees
- No employer

Check here if there are fewer than three worksites in your community. **Note: You must list at least one community employer.**

Answer the following questions for the employers listed above.

2.1 Worksites Support Healthy Eating

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

*See the [Resource Guide](#) for information about ways worksites can support healthy eating among employees.

	Employer 1	Employer 2	Employer 3	
Healthy choices* in cafeterias and/or vending machines (if there is no cafeteria or vending machines, leave blank/do not check)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*Healthy choices include fresh fruit, dried fruit, vegetables, low-fat yogurt, vegetable juices, 100% fruit juice, water, sandwiches with lean turkey and low-fat dressings, nuts, baked chips.
Identification of healthy choices in the cafeteria* or vending machines at point of purchase (do not check if there are no cafeterias or vending machines)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*See the Resource Guide for information on cafeteria policies that support healthy eating.
Company policies that promote the use of healthy food and beverage choices at conferences and meetings*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*See the Resource Guide for more information on healthy food and beverage options.
Microwaves available for employee use in break rooms or lunchrooms (do not check if there are no break rooms or lunch rooms)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Refrigerators for use by all employees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Comfortable place for employees to sit for meals and snacks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A written policy supporting new mothers* (for example, policies related to flex time, lactation breaks or other lactation support)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*See the Resource Guide for more on policies that support new mothers.
A lactation room* at the worksite that is accessible to all employees who are new mothers/lactating (breast feeding)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*A lactation room is one that provides comfortable seating, electrical outlet, and privacy; not a bathroom.
Check here if the employer does not provide any of the above (0 pts)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

2.2 Worksite Education Is Offered to Promote Healthy Eating

2.2a Our community's largest employers offered the following at least twice in the past year: (Check all that apply-1 pt per checked box.)

*See the [Resource Guide](#) for information about paid time off policies for worksite-based health education programs.

	Employer 1	Employer 2	Employer 3
Information about low-fat cooking, nutrition, weight management programs, or chronic diseases	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Incentives to employees for participating in educational programs (for example, monetary benefits, work schedule options or discounts)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Nutrition education in employee communications (for example, newsletters, email, posters, check stuffers, communications website, brown bag lunches, or special events)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Health and nutrition communications which are sent to the employee's home	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Opportunities for employees' family members to participate in worksite-sponsored nutrition or weight management programs (for example, weight watchers)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Invitations to employees' family members to special nutrition events at the worksite (for example, brown bag lunches or nutrition sessions)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Check here if none of the above are offered (0 pts)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section 3: School Policies and Environment

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 healthy eating.

See the [Resource Guide](#) for information about who to contact to assist you in completing Section 3 of this assessment and for general information about creating healthy school environments.

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 School Meal Programs Support Healthy Eating

3.1a Free and reduced meals*. (Check all that apply-1 pt per checked box.)

*See the [Resource Guide](#) for information about free and reduced meal programs for students.

Our community's largest schools provide the following:	Elementary	Middle	High
Free and reduced meals for eligible students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Procedures to ensure that students receiving free and reduced meals cannot be identified by other students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Check here if the school does not provide any of the above (0 pts)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3.1b School breakfast program* (Check all that apply-1 pt per checked box.)

*See the [Resource Guide](#) for information on breakfast programs.

Our community's largest schools provide the following as part of their school <i>breakfast</i> program:	Elementary	Middle	High
A school breakfast program that meets U.S. Department of Agriculture (USDA) School Meal Standards*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Daily choice of at least one appealing low-fat* fruit selection at breakfast	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Daily choice of at least one appealing low-fat* vegetable selection at breakfast	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Daily choice of at least one appealing low-fat* grain selection at breakfast	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Check here if the school does not provide any of the above or if school breakfast is not provided (0 pts)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*See the [Resource Guide](#) for information on USDA standards.

*Low-fat means not more than 3 grams of fat per serving.

3.1c School lunch program (Check all that apply-1 pt per checked box.)

Our community's largest schools provide the following as part of their school <i>lunch</i> program:	Elementary	Middle	High
A school lunch program that meets U.S. Department of Agriculture (USDA) School Meal Standards*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Daily choice of at least one appealing low-fat* fruit selection at lunch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Daily choice of at least one appealing low-fat* grain selection at lunch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Daily choice of one appealing low-fat* vegetable selection at lunch (See NOTE at right)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Choice of at least two appealing low-fat* vegetable selections are offered for lunch daily (See NOTE at right)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Choice of two entrees offered for lunch daily	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
At least five foods containing whole grains* are offered weekly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Skim, ½% or 1% milk is offered daily	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Check here if the school does not provide any of the above or if school lunch is not provided (0 pts)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*See the [Resource Guide](#) for information on USDA standards.

*Low-fat means not more than 3 grams of fat per serving.

Appealing means foods are acceptable to a majority of students, as indicated by some sort of evaluation.

NOTE: These two questions related to appealing low-fat vegetable selections allow for more points if more options are offered for lunch daily.

*Examples of whole grain foods are whole wheat or other whole grain breads, oatmeal, whole grain/brown rice.

3.1d A La Carte Offerings. A la carte offerings are a set of foods from which students can select that are not usually counted as part of a reimbursable meal. (Check all that apply-1 pt per checked box.)

Our community's largest schools provide the following a la carte offerings at school meals:	Elementary	Middle	High
Daily choice of at least one appealing low-fat* fruit selection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Daily choice of at least one appealing low-fat* vegetable selection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Daily choice of at least one appealing low-fat* grain selection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Check here if the school does not provide any of the above (0 pts)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*Low-fat means not more than 3 grams of fat per serving.

3.2 Schools Have Written Policies on Nutrition

3.2a Referring to the same schools, indicate the written policies* that these schools currently have . (Check all that apply-1 pt per checked box.)

** See the Resource Guide for information related to school policies that support healthy school environments.*

Our community's largest schools have written policies about the following:	Elementary	Middle	High	
Offering school meals that follow USDA and Michigan Department of Education (MDE) standards*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*See the Resource Guide for information on USDA and MDE standards.
Having healthy foods available wherever food is served inside and outside the cafeteria (for example, at concession stands, in vending machines, at fund raisers, in classroom parties, or in a la carte lines)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Meeting the nutritional needs of students with special health care requirements (such as students with diabetes, allergies, or physical disabilities)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Meeting the nutritional needs of students with special dietary requirements* (such as students with certain religious beliefs or vegetarians)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*Adequate classroom time is 3-7 lessons for grades K-6; 8 lessons for grades 7-8; 12 lessons for grades 9-12). *Healthy alternatives include milk, 100% fruit juice, water, fresh, dried or canned fruits or vegetables, yogurt.
Ensuring adequate classroom time* is devoted to nutrition education	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ensuring at least two healthy alternatives* at all times in vending machines (Check if the school does not have vending machines)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

3.2 a continued..

<p>Prohibiting the sales and distribution of foods with minimal nutritional value* throughout the school grounds until after the end of the last lunch period (Check if the school prohibits the sale of such foods at all times)</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>*Foods of minimal nutritional value are foods that provide no nutrients other than calories, such as sodas, candy, cookies, chips.</p> <p>See the Resource Guide for information about foods with minimal nutritional value.</p>
<p>Prohibiting or limiting the advertising of foods with minimal nutritional value (for example, via student publications, food service menus and brochures and Channel One*)</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>*Channel One is a closed-circuit TV channel used by schools.</p>
<p>Ensuring that students have at least 10 minutes to eat breakfast and 20 minutes to each lunch* from the time they get their food and are seated (Check if the school does not have a breakfast program but provides at least 20 minutes to eat lunch)</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>*See the Resource Guide for information about the importance of adequate time to eat school meals.</p>
<p>Prohibiting or limiting the use of food as rewards (for example, giving candy when students behave well or achieve an academic goal)</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>*See the Resource Guide for information about the downsides of using food as a reward.</p>
<p>Requiring that food service directors/managers have a nutrition-related baccalaureate or associates degree or credentialing and training from the American or Michigan Food Service Association (Do not check if the school does not have a food service director or manager)</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>*See the Resource Guide for information about training programs for food service personnel.</p>
<p style="text-align: center;"><i>Check here if the school does not have any of the above written policies (0 pts)</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

3.3 School Community Members Support Healthy Eating Practices

3.3 a Our community's largest schools have the following: (Check all that apply – 1 pt per checked box.)	Elementary	Middle	High
A representative committee* to oversee school health programs that meets at least twice annually	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A method for promoting parental involvement in nutrition education, such as via homework that includes family activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Procedures for educating and/or training school staff on nutrition policies that relate to their job responsibilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Check here if the school does not have any of the above (0 pts)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*A representative committee is one comprised of teachers, administrators, food service staff, nurses, counselors, parents.
See the [Resource Guide](#) for information on Coordinated School Health Teams.

Section 4: 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 with regard to nutrition*. 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.*

**See the Resource Guide for resources that can help you take the next step to improving your community's nutrition environment.*

4.1 Community Strengths:

Please list what you believe are the most important things your community is doing to create an environment to help people eat healthier. List at least one and up to eight.

- a. _____
- b. _____
- c. _____
- d. _____
- e. _____
- f. _____
- g. _____
- h. _____

4.2 Next Steps:

Which of the following approaches would you like to take to make your community's nutrition environment healthier in the next 1 to 2 years? (Check any that apply.)

- Work with restaurant owners/managers to offer healthier menu options.
- Work with grocery stores to offer more healthy options at a reasonable cost and/or to provide information about healthy choices
- Work with convenience stores/mini-marts to offer more healthy options at a reasonable cost and/or to provide information about healthy choices
- Work with various community organizations and local agencies to provide nutrition education information, classes and events
- Work with local media to ensure messages about nutrition and healthy eating are routinely broadcast/published
- Work with area health care providers/HMOs to encourage nutrition education in their setting
- Work with employers in our community to promote healthy eating among their employees
- Work with schools in our community to promote healthy eating among students
- Other (Specify)_____

4.3 People Who Helped Complete the Nutrition Environment Assessment Tool (NEAT)

Please enter the title and affiliation of those who helped complete this assessment 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 others who choose to complete NEAT.)

Job Title	Affiliation (Name of Organization/Company)	Role played in completing NEAT
<i>EX: Assistant Manager</i>	<i>McDonald's Restaurant</i>	<i>Provided info for Section 1</i>

4.4 Other Community Information

4.4a What percent of your community's households are considered to be low-income (an annual gross household income of less than \$23,000)?

- Less than 10%
- 10% to 25%
- 25% to 50%
- 50% to 75%
- More than 75%
- Don't know

4.4b Which of the following that were readily available* in the past year to the majority (more than 50%) of low-income households in your community?

	Readily available to the majority of low-income households?			
	Yes	No	Don't Know	Does not apply (resource not available in our community or no low income households in community)
Full service grocery store or supermarket (not convenience stores or mini-marts)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Community gardens	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Farm stands	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Free/no cost health screenings	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Free/no cost healthy eating education programs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

*By readily available, we mean that these resources are located within walking distance or via public transportation from low income residences AND that efforts are made to make low-income individuals aware of these offerings and to give the opportunity to participate.

4.4c In the past year, our community's largest schools have offered a school-based gardening program*?

- Yes
- No
- Don't Know

*A school based gardening program is defined as a program that allocates land on or near the school grounds for a produce garden that is planted and maintained by the students and the students take home the produce that is grown.

Nutrition Environment Assessment Tool Scorecard

NEAT Scorecard

	Your Community's Score	Maximum Possible Score	% of Possible	Support Rating** (How supportive of healthy eating is this aspect of your community)
SECTION 1: COMMUNITY POLICIES & ENVIRONMENT				
1.1 Family Style Restaurants		39		
1.2 Fast Food Restaurants		39		
1.3 Grocery Stores/Supermarkets		38		
1.4 Convenience Stores/Supermarkets		27		
1.5 Fruits/Vegetables From Alternative Sources		3		
1.6 Community Programs		3		
1.7 Local Media		3		
1.8 Medical Practices		3		
TOTAL SECTION 1		155		
SECTION 2: WORKSITE POLICIES & ENVIRONMENT				
2.1 Worksite Healthy Eating Support		24*		
2.2 Worksite Healthy Eating Education		18*		
TOTAL SECTION 2		42*		
SECTION 3: SCHOOL POLICIES & ENVIRONMENT				
3.1 School Meal Programs		51		
3.2 School Policies		33		
3.3 School Community		9		
TOTAL SECTION 3		93		
OVERALL TOTAL		290*		

Scorecard Instructions and Explanations:

The online version automatically scores your NEAT each time you save your work. The automatic online scoring includes the Section 2 worksite adjustments and calculations if your community has fewer than three worksites; all "% of Possible" calculations; and the Support Rating determinations. All these calculations are performed automatically each time you enter data and save your work. The online software also checks to make sure all questions are answered completely and consistently, thus preventing any inadvertent errors and providing immediate feedback on any necessary corrections. Therefore, we strongly recommend registering your community at the Promoting Healthy Eating (<http://www.mihealthtools.org/neat>) website and completing the online form, rather than attempting to manually score.

However, if you wish to manually score the print version of the form to get a preliminary estimate of your score (for example, when an Internet connection may not be readily available), you can manually complete the scorecard using the following steps.

1. For each section and sub-section in Sections 1 through 3, count one point for each checked box (as indicated in the instructions for each question). Enter your points for each sub-section in the "**Your Community's Score**" column in the scorecard on the previous page. Add the subsection scores for each section to get the Total Section Score and add the section scores to get the overall total.
2. To complete the "**% of Possible**" column, divide the number in the "Your Community's Score" column by the number in the "Maximum Possible Score" column and multiply by 100 to calculate the percent. For example, if Your Community's Score for Sub-Section 1.1 was 14 points, you'd divide it by 39 (the Maximum Possible Score for that sub-section) to get .359; then multiply by 100 to get the percent or 35.9%.

**NOTE: For the Worksite section, these subsection and section totals are based on having information for three community employers. If the community has fewer than three employers (this would occur only in very small communities), the maximum possible for Section 2 (total section and subsections) will decrease accordingly. This will also affect the overall maximum total. Use the chart below for manual scoring if your community has fewer than three employers.*

	MAXIMUM POSSIBLE SCORES			
	2.1	2.2	Total Section 2	Overall Total
<i>If only 2 employers</i>	16	12	28	276
<i>If only 1 employer</i>	8	6	14	262

3. **Your "Support Rating" is determined by your "% of Possible" for each sub-section and section. In the online version, the rating is then automatically displayed in the Support Rating column. Support Ratings are defined as follows:
 - 90 to 100% - This aspect of your community is **Fully Supportive** of healthy eating
 - 75 to 89.9% - **Mostly Supportive** of healthy eating
 - 50 to 74.9% - **Partially Supportive** of healthy eating
 - Less than 50% - **Not at all Supportive** of healthy eating