



# STEPS TO CREATING A SLAQ ACTION PLAN

(Last modified June 2025)

## STEP 1. COLLECT APPROPRIATE DOCUMENTS

### COLLECT ALL APPROPRIATE DOCUMENTS

- Completed SLAQ
- Copy of the SLAQ Action Plan Form (pages 3-4 of this document)
- Copy of your Local Health Department's IWP or the IWP Blueprint

## STEP 2. COMPLETE THE 1<sup>ST</sup> PAGE OF THE ACTION PLAN FORM

*Share the results of the site's SLAQ with stakeholders from the site. Use the completed SLAQ to fill in the first page of the Action Plan Form*

### GENERAL INFORMATION

- Fill in the site name and key stakeholders involved in creating and implementing the action plan, such as members of the wellness team.

### ASSESSMENT INFORMATION

- From the SLAQ, enter the date completed and total score (found after the comments section)
- Review the scores from each section. Discuss which sections had higher scores and which sections had lower scores. Based on the relative scores in each section, decide how to categorize the sections into "Areas of Strength" and "Areas of Opportunity." You can also take a look at the specific questions within a section to identify strengths and opportunities.

*Note: Each site is unique, with different circumstances, levels of support and resources. For this reason, "areas of strength" and "areas of opportunity" are not strictly defined. Rather, the team completing the Action Plan Form should decide how to categorize strengths and opportunities using information from the SLAQ scores, characteristics of the site, and also information from other community and site assessments.*

- Based on the discussion of areas of strength and opportunity, decide which areas would be the most impactful and feasible for the wellness team to work in.
- Review relevant questions in the SLAQ that relate to the identified areas. Look at what can be improved and consider the resources necessary to make those improvements.
- Based on interest, need and resources, decide what to start working on for this next year. Be specific, using individual SLAQ questions as a guide. Enter this information into the "Site Priorities".



### STEP 3. COMPLETE THE ACTION PLAN TABLE

*Note: The two columns in this table noted with an “\*” are meant to help map and align work at the sites with the Local Health Department’s IWP. If these columns are irrelevant to members of the site wellness team, these columns may be skipped during discussion and completed by the LHD later on.*

- Use the “Site Priorities” from the first page to populate the “Goals” column. When possible, use SMART goals as a guide: Specific, Measurable, Achievable, Relevant, Time-Bound
- Using either the LHD’s IWP or the IWP Blueprint, map the relevant IWP sub-strategies onto each goal. Goals may have more than one relevant IWP sub-strategy. For reference, a list of the sub-strategies from the IWP are included in the Resources section below.
- Discuss what activities need to happen at the site or with partners to accomplish each goal. Write these activities in the “Action Steps” column.
- Map the relevant IWP activity category onto each goal. The list of IWP Activity Categories and corresponding abbreviations can be found on page 5 of this document.
- Assign a lead person or persons to each Action Step.
- Discuss how progress toward each goal and/or action step can be measured and record this in the “Measurement” column. Refer to the IWP Blueprint activity tables, [Resource List](#),
- and the [SNAP-Ed Evaluation Framework](#) for resources and assessments.
- Write down any stakeholders that will be impacted by or involved in these activities.

### STEP 4. IMPLEMENT THE ACTION PLAN

*Decide on a timeline, discuss next steps and reach out to stakeholders involved in carrying out the action items. Consider setting regular meeting dates and use the action plan table to structure meetings and check progress. Your plan is a living document! Review it throughout the next year and make adjustments as necessary.*



# SLAQ Action Plan Form

## General Information:

<b>Site Name:</b>	
<b>Wellness Team Members/Site Liaison(s):</b>	

## Assessment Information:

<b>Date Completed:</b>	<b>Total SLAQ Score:</b>
<b>Areas of Strength:</b> <i>Highlight areas where the site scored well</i>	1. 2. 3.
<b>Areas of Opportunity:</b> <i>Discuss the areas with lower scores and why they might not be meeting best practices</i>	1. 2. 3.
<b>Site Priorities:</b> <i>Identify the “low-hanging fruit”. Consider capacity, stakeholder support, interest, and momentum.</i>	1. 2. 3.



## SLAQ Action Plan Table

Goals <i>What do we want to accomplish?</i>	IWP Sub-strategy*	Action Steps <i>What activities need to happen?</i>	IWP Activity Category*	Lead Person(s)	Timeline <i>Start dates</i>	Measurement <i>How is progress measured?</i>	Stakeholders <i>Who will be involved and/or impacted?</i>
<b>Example:</b> <b>Standards for all foods and beverages provided, but not sold, to students during the school day</b>	<i>Nutrition standards in schools</i>	1a. Provide teachers with list of non-food reward examples. 1b. Discuss changes at back-to-school staff training. 1c. Assess mid-year to discuss challenges and determine additional communication needed. 1d. Develop communication to families regarding the nutrition standards	1a. CE 1b. TTA 1c. C&C, ASMT 1d. IE	1a. CFHL to develop, Food Service Director (FSD) to disseminate 1b. FSD 1c. CFHL staff 1d. CFHL staff	<i>Before the beginning of next school year.</i>	- Verbal check-ins with staff to ensure compliance - Teacher survey - The Site-level Assessment Questionnaire (SLAQ)	<i>FSD, principals, teachers, staff, students</i>

\* These columns refer to sections of the Integrated Work Plan, specific to CA SNAP-Ed local implementing agencies. (See Resources at end.)

## Resources:

Goal column:

- [PEARS PSE Changes by IWP Strategy Job Aid](#)
- [Healthy Hunger Free Kids Act Final Rule Requirements](#)
- CFHL FFY 2024-26 Goals and Objectives

For reference for the IWP sub-strategies and Activity Category columns:  
*From the CFHL FY 2024-26 IWP Blueprint:*

- List of sub-strategies:
  - Active Transportation Policy Supports
  - Capacity Building for Food Distribution
  - Community Physical Activity Opportunities
  - Creating New Markets
  - Default Beverages in Kids Meals
  - Default Foods Sides in Kids Meals
  - Food Waste Prevention, Recovery, and Redistribution
  - Gardens
  - Healthy Procurement
  - Improving Existing Markets
  - Improving Physical Education in Schools
  - Jurisdiction Level Policy Support
  - Local Agriculture, Jobs Development, and Skill Building
  - Nutrition Pantry Program
  - Nutrition Standards: Before/Afterschool Programs
  - Nutrition Standards: Community
  - Nutrition Standards: Early Care and Education
  - Nutrition Standards: Schools
  - Parks Physical Activity Programming
  - Physical Activity in Early Care and Education (Children ages 0-4)
  - Physical Activity in Schools (non-PE) (Children ages 5-17)
  - Places that Sell or Distribute Food & Beverages
  - Places that Serve Food & Beverages
  - Portion Size
  - School Wellness Policy
  - Shared Use Agreements
  - Site or Organizational Wellness Policy
  - Stencils
  - Vending
  - Water Access and Appeal
  
- List of IWP Activity Categories:
  1. DE – Direct Education
  2. ASMT- Assessment
  3. CE - Community Engagement
  4. C&C - Coordination and Collaboration: Partnerships & Coalitions
  5. IE - Indirect Education (Promotion)
  6. TTA - Training and Technical Assistance