



School District Assessment:

Using the Organizational
Assessment Questionnaire
(OAQ) with District Partners

Nutrition Policy Institute

July 24, 2023

Poll #1

How long have you worked in SNAP-Ed/CFHL?

- Less than 1 year
- 1-2 years
- 3-5 years
- 6-10 years
- Over 10 years

Poll #2

With which of these does your LHD implement PSE efforts (current or planned)?

- School districts
- School sites
- Neither

Poll #3

What is your level of experience with SLAQs?

- Have completed/helped sites complete SLAQs
- Familiar with SLAQs but never used them
- What's a SLAQ?

During this training, you will learn:

The purpose of the
OAQ

How OAQ is different
from SLAQ and other
tools

When a school district
needs to complete an
OAQ

What information is
collected with
the OAQ

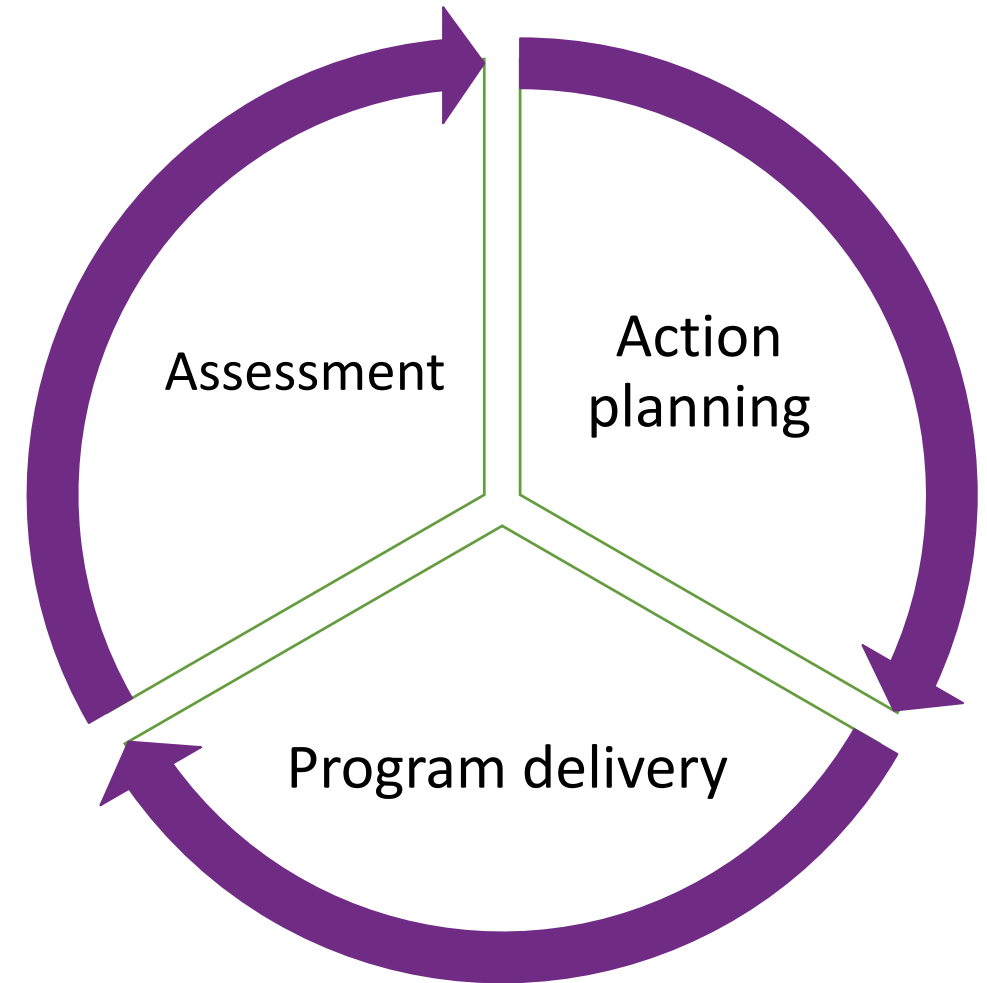
How and when to
complete the OAQ

What resources are
available to help with
OAQ administration
and program planning

Background and Purpose

Need for School District Assessment

- Greater emphasis on organization-level and community-level PSEs
- Working in school districts is an extension of and complementary to school-level efforts
- Assessments are an important part of program implementation
- While SLAQs assess a specific school site, a tool was needed for district-level practices



What is the OAQ?

- Organizational Assessment Questionnaire
- Standardized, comprehensive assessment of healthy eating and physical activity practices occurring in school districts
- It can be used to:

Meet federal
triennial
assessment
requirements

Assess areas of
opportunity for
CFHL program
delivery

Track changes in
district-level CFHL
practices over time

Aggregate data for
state-level program
evaluation

How was the OAQ developed?

- The OAQ was developed by NPI
 - Reviewed existing instruments
 - Drew upon research done for the SLAQ
 - Created new questions to address CalFresh Healthy Living's programmatic priorities
- Reviewed by content experts
- Tested in 7 school districts
- Revised to incorporate expert review and test results

How is OAQ different from other tools?

SLAQ

- Assesses current *school-level* nutrition and physical activity practices

OAQ

- Assesses current *district-level* nutrition and physical activity practices

PEARS/LAC

- Captures CFHL interventions at each partner school and district

When is an OAQ needed?



Each year you are working with a school district to plan and implement district-level PSEs



1 per school district partner



Before you begin implementing PSE interventions

Examples of district-level PSEs:

- District-level wellness policies
- Improving school lunch menus
- Finding new school food vendors
- Implementing CATCH district-wide

The OAQ Instrument

What topics are covered on the OAQ?

Topic	Sample Question
School District Wellness Policy & Wellness Committee	Is there an official (i.e., point person) who is responsible for implementation and compliance with district wellness policy?
Nutrition and Physical Activity Education & Training	During the past year, districtwide training has been/will be offered to school site personnel in the following areas:
School Meals	This district implements the following efforts to reduce food waste districtwide:
Food & Beverage Purchasing	Vendor purchasing agreements include language to ensure the school district's nutrition standards are met for:
Community & Government Partnerships	School district is involved in local governmental decision-making about:

How do we report about wellness policy on OAQ?

- OAQ only measures *practices* and not *policy*
- However, policy is an important component of district-level PSE work
- Our district assessment includes two parts:

Practice
assessment:
OAQ

Policy
assessment:
WellSAT

Poll #4

Are you familiar with WellSAT?

- I have experience completing the WellSAT
- I have knowledge of WellSAT but never used it
- I have only heard of WellSAT
- I've never heard of WellSAT before now


According to the UConn Rudd Center for Food Policy and Health:

“The WellSAT is a quantitative assessment tool to help you score and improve your local School Wellness Policy. All WellSAT items reflect best practices. The purpose of scoring your district policy is to identify where it is strong and where it could be improved.”




Learn more and access the WellSAT: wellsat.org

THE ASSESSMENT TOOL

start 25% 50% 75%



Section 1: Nutrition Education

	SUBJECT		RATING			
NE1	 Includes goals for nutrition education that are designed to promote student wellness.		NA	0	1	2
			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
NE2	Nutrition education teaches skills that are behavior focused, interactive, and/or participatory.		NA	0	1	2
			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

WellSAT

Overall District Policy Score		Score
	Comprehensiveness Score: Add the comprehensiveness scores for each of the six sections above and divide this number by 6.	
	Strength Score: Add the strength scores for each of the six sections above and divide this number by 6.	

OAQ

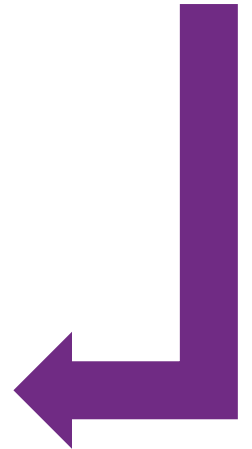
School district WellSAT information

Please report dates and scores from the district's most recent [WellSAT](#) administration. This needs to have occurred in the past 3 years.

Date (MM/YYYY) _____

Comprehensiveness score _____

Strength score _____



WellSAT

WellSAT scores should be from the *last 3 years*

→ Consider redoing WellSAT after significant policy updates

School districts should report their WellSAT *comprehensiveness* and *strength* scores on the OAQ

→ Each of these scores has a range of 0-100

District Assessment Results

Assessment Component	Points Possible	Points Received	Percent of Points Possible
Organizational Assessment Questionnaire (OAQ) Date: <i>50% of total score</i>			
School District Wellness Policy & Wellness Committee			
Nutrition and Physical Activity Education & Training			
School Meals			
Food & Beverage Purchasing			
Community & Government Partnerships			
Wellness School Assessment Tool (WellSAT) Date: <i>50% of total score</i>			
Comprehensiveness			
Strength			
Total School District Assessment Score			

How should OAQs be completed?

Method 1:

Using a paper or electronic document

- School district prints out or fills in a fillable Word, PDF, or Google document
- LHD uses the completed form to enter responses into the online survey in Survey123

Method 2:

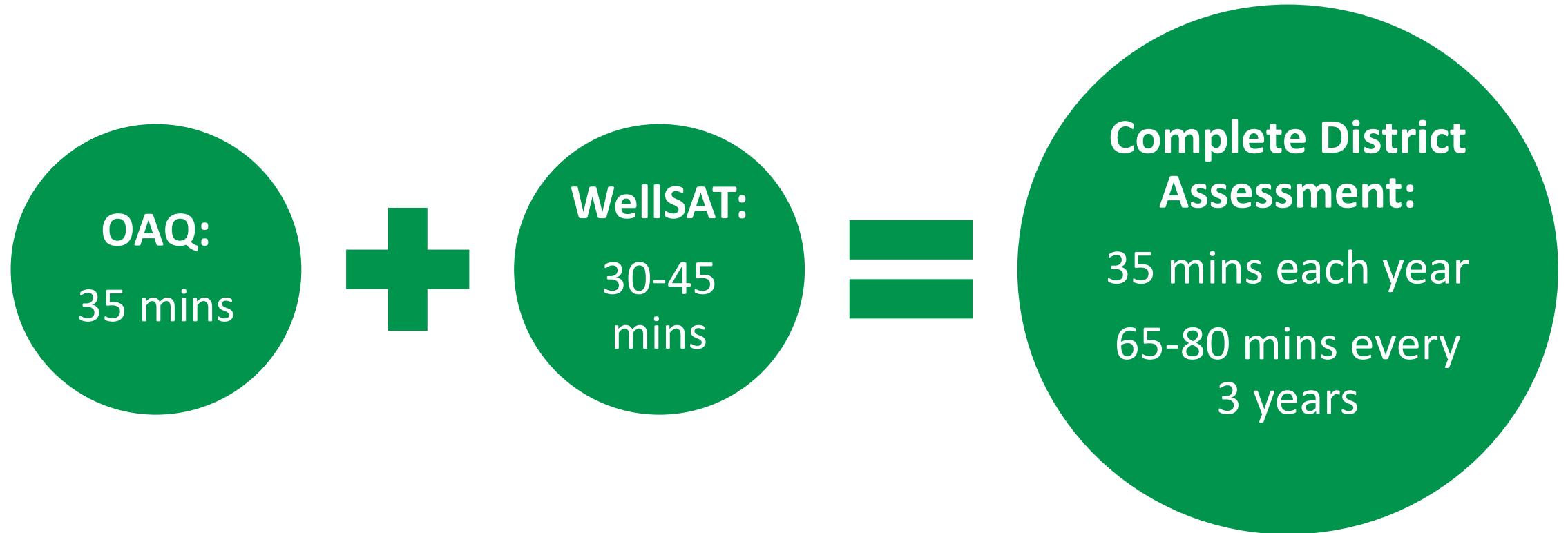
Online

- School district enters responses directly into the online survey in Survey123

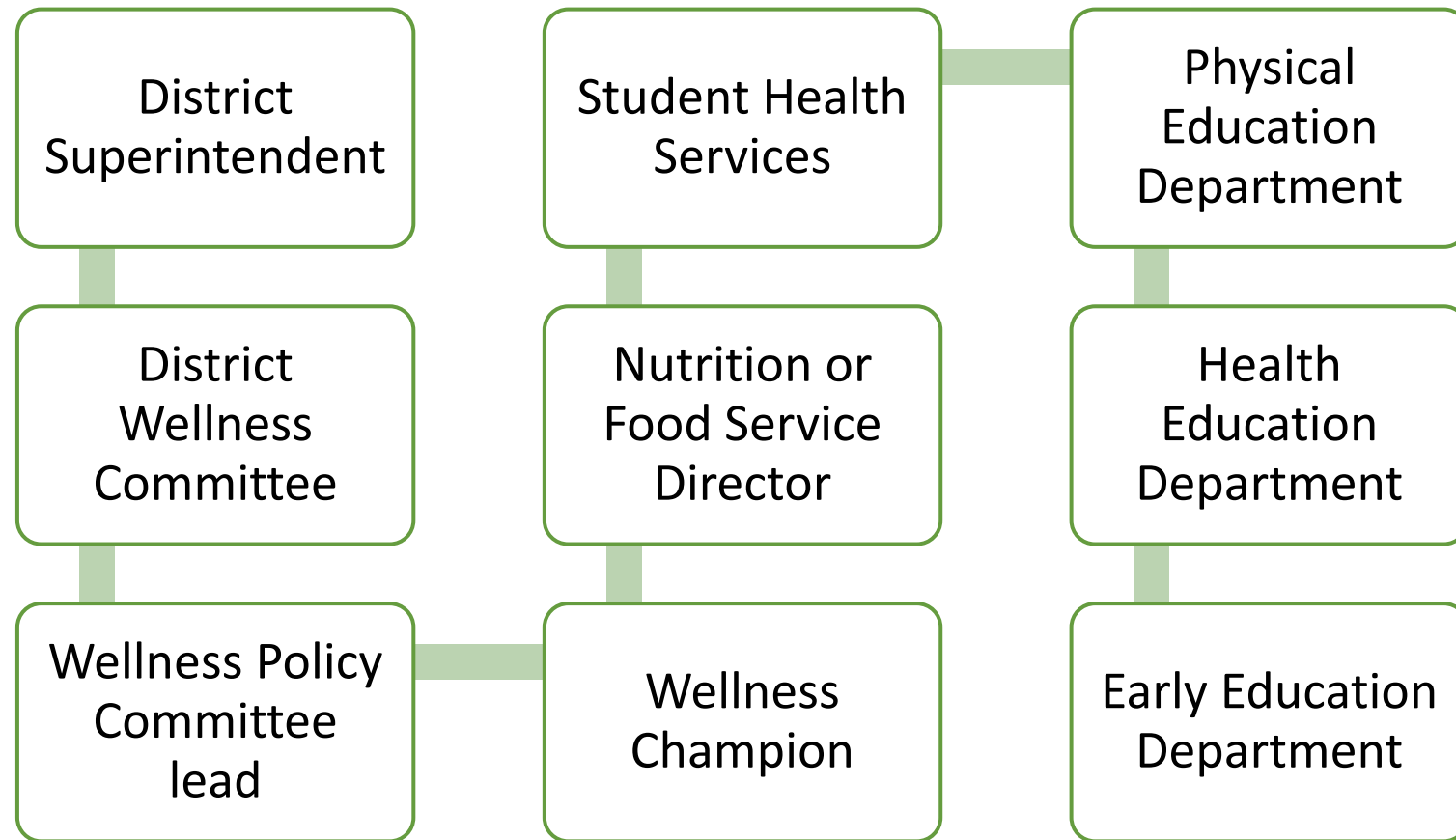
When should
district
assessments be
completed?

- **OAQ** completed each year before district PSE work begins
 - Typically August-October
 - Include **WellSAT** from the last 3 years
- Timelines for OAQ and other evaluation projects can be found at:
 - [Link to OAQ and evaluation project timelines](#)

How much time will district assessment take?



Who should be involved in completing the assessment?



Any tips for getting the assessment done?



Identify and connect with a champion at the school district



Use OAQ “one-pager” to help introduce OAQ to districts



Remind district of federal requirements around periodic assessments



Incorporate OAQ into formal agreements: subcontracts, MOUs, LCAP*



Reinforce messaging around program planning



Make early and concrete plans for collaborative action planning

MOU = Memorandum of Understanding
LCAP = Local Control Accountability Plan

Materials to Support the OAAQ Process

Questionnaire

1. Word doc
2. Fillable PDF
3. Survey 123 (online)

Access at:

[Link to questionnaires page](#)

School District Wellness Policy and Wellness Committee

The following questions ask about current district wellness policy and committee activities.

1. During the past year, has anyone at your school district done any of the following activities? *Mark all that apply.*

- Helped revise your district's wellness policy
- Provided training on your district's wellness policy to school staff
- Distributed your district's wellness policy to parents and families
- None of these
- N/A: no district wellness policy

2. Is there an official (i.e., point person) who is responsible for implementation and compliance with district wellness policy?

- Yes *What is their title/position?* _____
- No

3. Is there an active district wellness committee (an action-oriented advisory group of two or more people that focuses on the health and well-being of students)?

- Yes
- No *skip to Q4*

3a. How often did the district wellness committee meet during the last 12 months?

- Committee did not meet
- 1-2 times
- 3-4 times
- 5-6 times
- 7+ times

Summary of OAQ responses

- Known as the “feature report”
- Summary of responses entered into Survey 123, including the score table
- Automatically sent to email address provided
- Save and use for intervention planning

5. Does this school district provide nutrition and physical activity education for students in at least one grade districtwide? *Mark all that apply.*

- Nutrition education is provided *complete Q4a*
- Physical activity education (separate from PE) is provided *complete Q4b*
- Neither is provided *skip to Q5*

5a. Please specify which grade levels are provided nutrition education.

Mark one response per grade level.

	N/A: District does not include this grade level	District requires	District encourages and supports, but does not require	N/A: District neither requires nor encourages and supports
Pre-Kindergarten (Pre-K)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Transitional Kindergarten (TK)	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Elementary	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Middle	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
High school	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

Data Collection Protocols

- 1 for LHDs/sub-contractors
- 1 to give to school district partner
- Editable word docs
- Include checklists, step-by-step overview, screenshots and tips

CalFresh HEALTHY LIVING | CDPH California Department of Public Health | NPI

School District Organizational Assessment Questionnaire (OAQ) Protocol

OAQ Website and Resources

OAQ and related resources can be found on the [OAQ/SLAQ website](#):

Website URL: <https://ucanr.edu/sites/SLAQ/>

- Download [digital copies](#) of OAQs and LHD activity checklists (LACs).
- Enter and submit [completed questionnaires](#).
- Access [trainings](#).
- Access [resources](#), like the [OAQ one-pager](#), site-facing protocol, and the [action planning tool](#) to help introduce and use OAQs with school districts.
- [Get help](#) with OAQ or LACs.

Each school district you are working with to implement *district-level* Policy, Systems and Environmental (PSE) changes should complete an OAQ **before** PSE implementation begins for the year (ideally between May and October):

Checklist for Completing the OAQ

Use to track your progress towards OAQ completion. Step-by-step instructions found below.

- Initiate a conversation with your school district about filling in the [questionnaire](#).
 - Identify a District Lead to coordinate OAQ completion.
 - Talk to the district about the value and purpose of the OAQ and how to complete it.
 - Discuss WellSAT completion and whether the district currently uses it.
 - *If yes*, ask your district partner to look up their most recent scores and the date the WellSAT was completed.
 - *If no or if WellSAT is more than 3 years old*, work with your district partner to complete the assessment

Have a question?
Send an email to
EvaluateSNAPed@ucanr.edu

NPI Assessment Questionnaires Website

- [Link to the SLAQ website](#)
- All questionnaires, materials, resources can be found on or through links on our website



Questionnaires Page: [Link to questionnaires page](#)

Home

Questionnaires

Training

Resources

FAQs

Publications

Questionnaires

The SLAQ, OAQ and LHD Activity Checklist Questionnaires are available in several formats:

- (1) a printable Word document that can be shared by multiple staff involved in completing the questionnaire (recommended for schools).
- (2) a fillable PDF (SLAQ and OAQ questionnaires only).
- (3) an online survey that can be completed live or from a pre-filled Word or PDF questionnaire.

All protocols, fillable PDFs for the SLAQs, word documents for the SLAQs and LHD Activity Checklists, and other related resources can be accessed through the [Assessment Materials Folders on Sharepoint](#).

To test out the Online SLAQ or OAQ before using in the field, check out our [FAQ on SLAQ testing](#).

Access the SLAQ/OAQ Materials Folders here

Online SLAQ/OAQ Submission

Online LHD Activity Checklist Submission

This is where you will find:

- 1) Link to folder with downloadable materials
- 2) Survey 123 links for online submission

A link to the Materials folder appears midway down the [Questionnaires page](#).

This is where you will find:

- word doc and PDF versions of OAQ
- OAQ data collection protocols

All protocols, fillable PDFs for the SLAQs, word documents for the SLAQs and LHD Activity Checklists, and other related resources can be accessed through the [Assessment Materials Folders on Sharepoint](#).

To test out the Online SLAQ or OAQ before using in the field, check out our [FAQ on SLAQ testing](#).

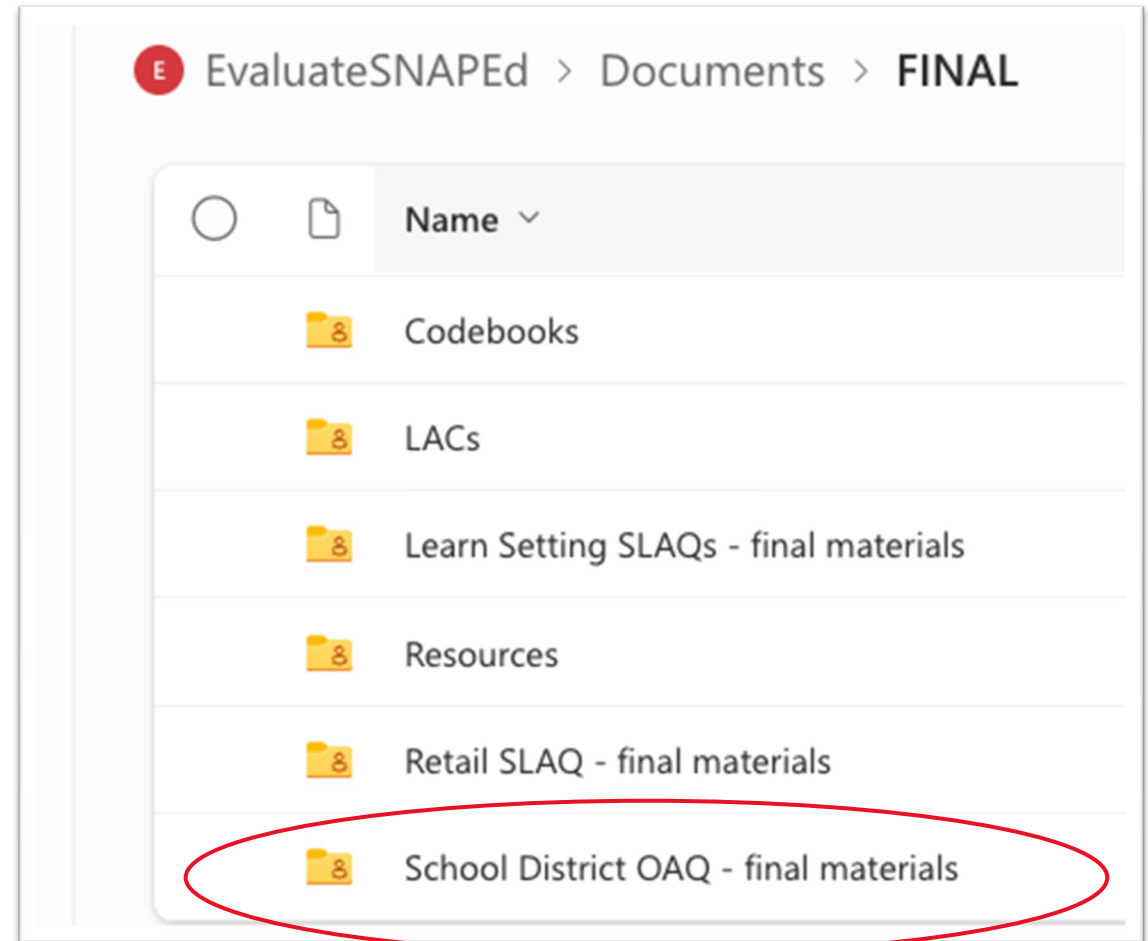
[Access the SLAQ/OAQ Materials Folders here](#)

Online SLAQ/OAQ
Submission

Online LHD Activity
Checklist Submission










Questionnaires & Materials Sharepoint Folder

Accessed through: [Link to Questionnaires and Materials Sharepoint folder](#)



OAQ Materials Sharepoint Folder

E EvaluateSNAPed > Documents > FINAL > School District OAQ - final materials >

 Name ▾	Modified ▾	Modified By ▾
  OAQ Data Collection Protocol - District_cle...	Yesterday at 9:40 PM	Janice Kao
  OAQ Data Collection Protocol - LHD_clean....	Yesterday at 10:37 PM	Janice Kao
  School District OAQ_FY24_final_clean.docx	Yesterday at 10:23 AM	Janice Kao
  School District OAQ_FY24_final_fillablePDF....	Yesterday at 10:22 AM	Janice Kao

[Survey 123 link](#) for OAQ
for online submission

FFY 2024

Check out the changes we made for
FFY 2024!

Retail: [FFY 24](#)

Early Care and Education (ECE): [FFY 24](#)

Out-of-School Time (OST): [FFY 24](#)

Elementary School: [FFY 24](#)

Secondary School: [FFY 24](#)

School District: Coming Soon

Resources

[Link to resources](#)

- ✓ One-pagers
 1. Overview with some FAQs
 2. Reporting requirements
- ✓ Evaluation activity timelines
- ✓ School Wellness Policy Action Plan Template

SCHOOL DISTRICT ORGANIZATIONAL ASSESSMENT QUESTIONNAIRE (OAQ)

What is the purpose of the school district OAQ?

The school district OAQ provides a standardized, comprehensive annual assessment of healthy eating and physical activity practices occurring at school districts. This tool can be used for program planning in school districts where policy, systems, and environment (PSE) change interventions are planned and implemented. California Department of Public Health (CDPH) and Nutrition Policy Institute (NPI) will also use aggregated data from OAQ for program evaluation purposes.

What are the PSE reporting requirements for work in schools and how do they work together?

Here are the different PSE reporting elements related to schools and school districts:

- Elementary or Secondary School SLAQ (Site-Level Assessment Questionnaire)
- School District OAQ (Organizational Assessment Questionnaire)
- District or School LAC (LHD Activity Checklist)

Local School Wellness Policy Action Plan Template

- Developed by CDPH and CFHL, UC
- Guides program planning and discussions around policy revision
- Prompts to think about areas of strength and opportunity based on assessment results
- Could be used with OAQ, SLAQ, and WellSAT

(portion of page 1 shown here)

LSWP Action Plan Form	
General Information:	
District Name:	
School Name (if applicable):	
Wellness Team Members:	
Assessment Information:	
Name of Assessment Tool:	
Date Completed:	
Score:	
Areas of Strength: <i>Highlight areas where the school or district scored well</i>	1. 2. 3.
Areas of Opportunity: <i>Discuss the areas with</i>	1. 2.

School Wellness Policy Action Plan Template (page 2)

- Organized by school wellness policy areas required by Healthy Hunger-Free Kids' Act Final Rule
- Each column prompts you to think about goals and how to accomplish
- Once table is complete, you will have a finished action plan!

Final Rule Requirement	Goal <i>What do we want to accomplish?</i>	Action Steps <i>What activities need to happen?</i>	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>
<i>Example: Standards for all foods and beverages provided, but not sold, to students during the school day</i>	<i>Food and beverages will not be used as a reward for students.</i>	<i>1a. Provide teachers with list of non-food reward examples.</i> <i>1b. Discuss changes at back-to-school staff training.</i> <i>1c. Follow-up mid-year to discuss challenges and determine additional communication needed.</i> <i>1d. Develop communication to families regarding the nutrition standards</i>	<i>1a. CFHL to develop, Food Service Director (FSD) to disseminate</i> <i>1b. FSD</i> <i>1c. CFHL staff</i> <i>1d. CFHL staff</i>	<i>Before the beginning of next school year.</i>	<ul style="list-style-type: none"> - <i>Verbal check-ins with staff to ensure compliance.</i> - <i>Teacher survey at end of school year.</i> - <i>The Site-level Assessment Questionnaire (SLAQ)</i> 	<i>FSD, principals, teachers, staff, students</i>

FAQs

[Link to FAQs](#)

Let us know if you have suggestions for other FAQs!

School District Organizational Assessment Questionnaire (OAQ)

- What is the purpose of the School District OAQ?
- Who should complete the OAQ?
- When should the OAQ be completed each year?
- [Do I need to complete an LHD Activity Checklist if using the OAQ?](#)
- How was the School District OAQ created?
- Does the School District OAQ assess school district wellness policy?
- What is the WellSAT and where can I find more information about it?
- How is the WellSAT used in the OAQ?
- How is the School District OAQ different from the school SLAQs?
- How can Local Implementing Agencies use the School District OAQ?
- What are the PSE reporting requirements for work in schools and how do they work together?
- Do you have suggestions on how to introduce the OAQ to school districts?

What is the purpose of the School District OAQ?

WellSAT:3.0

Wellness School Assessment Tool

Rudd Center | [Contact](#)

[About the WellSAT](#)

[Coding Tips](#)

[Using Your Scores](#)

[WellSAT-I](#)

[Triennial Assessment](#)

[Resources](#)



Welcome to the WellSAT 3.0

The WellSAT is a quantitative assessment tool to help you score and improve your local School Wellness Policy. Since 2010, this measure has been used by thousands of people across the country, representing school districts from every state.

All WellSAT items reflect best practices. The purpose of scoring your district policy is to identify where it is strong and where it could be improved.

Click [here](#) for a pdf of the questions and [here](#) for a blank scorecard.

Support for this project was provided by grants from the Robert Wood Johnson Foundation Healthy Eating Research program. This is the third update to the WellSAT and we would like to thank all of the **people** who have contributed to each version of the WellSAT.

SIGN IN FOR YOUR WELL VISIT

Email Address:

Password:

[Forgot password?](#)

[Don't have an account?](#)

[Reaister](#)

GO

[Link to WellSAT website](#)

Links to save!

- [Link to SLAQ/OAQ website](#)
- [Link to questionnaires & protocols](#)
 - [Link to SLAQ resources](#)
 - [Link to FAQ page](#)
- [Link to WellSAT](#)
- [Link to LHD evaluation web page](#)

Questions?