

HMP NAME: _____
 CONTACT PERSON: _____
 HMP DIRECTOR: _____
 SHC: _____

PLEASE SUBMIT COMPLETED LOGS TO:

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HMP EVALUATION TEAM CONTACT INFORMATION

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NUMBER	COMMUNITY / S	EVALUATOR NOTES	STRATEGY	OUTPUT	REACH	RESULT	COMMUNITY / SHC NOTES
1.1e	SHC	If the policy is implemented, then output would be DONE for this workplan year. Would still need to get the reach and result counts before closing the strategy.	Adopt and implement a policy that meets PTM tobacco-free school criteria.	Number of persons involved in developing policy.	Number of SAUs adopting new policy that meets PTM criteria.	Number of staff and students in the SAU impacted by the new policy.	
			07/01/2010-10/31/2010				
			11/30/2010				
			12/31/2010				
			1/31/2011				
			2/1/2011				
			2/2/2011				
			2/3/2011				
			2/4/2011				
			2/5/2011				
1.1f	SHC	Output = number of methods used to communicate the message. Reach = staff + students + families (where families = students x 1.5)	Consistently & routinely communicate the tobacco-free school law/policies and enforcement procedures to staff, students and families.	Number of times message was communicated (1 per airing; printed/published; individual or organization given info)	Not required	Number of persons receiving the information.	
			07/01/2010-10/31/2010				
			11/30/2010				
			12/31/2010				
			1/31/2011				
			2/1/2011				
			3/1/2011				
			4/1/2011				
			5/1/2011				
			6/1/2011				
1.1g	SHC	If the policy is implemented, then output would be DONE for this workplan year. Would still need to get the reach count before closing the strategy.	Develop procedures to enforce tobacco free school laws.	Number of persons involved in developing procedures.	Number of new enforcement procedure documents.	Not required	
			07/01/2010-10/31/2010				
			11/30/2010				
			12/31/2010				
			1/31/2011				
			2/1/2011				
			3/1/2011				
			4/1/2011				
			5/1/2011				
			6/1/2011				
1.1h	SHC	Enter NA for counts and continue to track under progress notes.	Implement alternative to suspension programs for students who violate school tobacco-use policy.	Number of persons involved in establishing alternative to suspension programs.	Number of new alternative suspension programs.	Number of youth smokers that participated in the program.	
			07/01/2010-10/31/2010				
			11/30/2010				
			12/31/2010				
			1/31/2011				
			2/1/2011				
			3/1/2011				
			4/1/2011				
			5/1/2011				
			6/1/2011				

1.2a*	Community	Strategy changed from the original one in KIT and is not specific to any program (e.g., tobacco, nutrition, etc).	Number of worksites approached to implement Healthy Maine Works.	Number of worksites partnered with.	Number of new worksites implementing the HMP framework.	Number of individual workers (employers and employees) impacted by implementation of the framework.	
			07/01/2010-10/31/2010				
			11/30/2010				
			12/31/2010				
			1/31/2011				
			2/1/2011				
			3/1/2011				
			4/1/2011				
			5/1/2011				
			6/1/2011				
1.3b	Community	Enter NA if prep work is currently being done and no specific counts are available to report.	Educate parents of children in daycare settings about the daycare secondhand smoke state laws, the dangers of secondhand smoke exposure, and resources for quitting.	Number of daycares educated.	Not required	Number of daycare parents educated.	
			07/01/2010-10/31/2010				
			11/30/2010				
			12/31/2010				
			1/31/2011				
			2/1/2011				
			3/1/2011				
			4/1/2011				
			5/1/2011				
			6/1/2011				
1.4(a)	Community	Output = most HMPs are counting "community members worked with" as partner agencies worked with in their day-to-day work environment. Result = only count municipalities with HMP activities.	Work with community members to promote tobacco free recreation policies in the municipal/community recreation programs in the HMP area.	Number of community members worked with.	Number of municipalities with at least one new tobacco free community recreation policy.	Not required	
			07/01/2010-10/31/2010				
			11/30/2010				
			12/31/2010				
			1/31/2011				
			2/1/2011				
			3/1/2011				
			4/1/2011				
			5/1/2011				
			6/1/2011				
1.4(ab)	Community		Work with nonprofit recreation facilities (such as YMCAs and Boys and Girls Clubs) to implement tobacco free recreation policies.	Number of nonprofits worked with.	Number of nonprofits with new tobacco free recreation areas.	Not required	
			07/01/2010-10/31/2010				
			11/30/2010				
			12/31/2010				
			1/31/2011				
			2/1/2011				
			3/1/2011				
			4/1/2011				
			5/1/2011				
			6/1/2011				
1.4(ac)	Community		Promote tobacco-free and/or smoke-free policies at outdoor events (such as race tracks, concerts, fairs, amusement parks) and other venues.	Number of events/venues advocated.	Number of events/venues with new tobacco free recreation areas.	Not required	
			07/01/2010-10/31/2010				
			11/30/2010				
			12/31/2010				
			1/31/2011				
			2/1/2011				
			3/1/2011				
			4/1/2011				
			5/1/2011				
			6/1/2011				
1.4(af)	Community		Promote tobacco policies that completely prohibit smoking on the grounds of all municipal buildings and/or the grounds where municipal business is conducted.	Number of municipalities advocated.	Number of municipalities with at least one new tobacco policy for grounds.	Not required	
			07/01/2010-10/31/2010				
			11/30/2010				
			12/31/2010				

				1/31/2011			
				2/1/2011			
				3/1/2011			
				4/1/2011			
				5/1/2011			
				6/1/2011			
1.4(b)a	Community	Output = also include private owners who offer rentals in multi-unit dwellings.	Collaborate with rental management organizations to promote adoption of tobacco-free lease policies in multi-unit housing.	Number of rental management organizations partnered with.	Number of multi-unit dwellings with tobacco-free lease policy (1 per building).	Number of units covered by new tobacco-free multi-unit housing policies.	
				07/01/2010-10/31/2010			
				11/30/2010			
				12/31/2010			
				1/31/2011			
				2/1/2011			
				3/1/2011			
				4/1/2011			
				5/1/2011			
				6/1/2011			
1.4(b)b	Community	Counts should relate to trainings or education. Print advertisements are not a form of training or education.	Educate tenants in multi-unit housing of the dangers of secondhand smoke and availability of smoke-free housing options.	Number of trainings conducted.	Not required	Number of renters/tenants educated.	
				07/01/2010-10/31/2010			
				11/30/2010			
				12/31/2010			
				1/31/2011			
				2/1/2011			
				3/1/2011			
				4/1/2011			
				5/1/2011			
				6/1/2011			
1.5d	Community		Promote adoption of voluntary home and car smoke-free rules and policies to parents and grandparents through a variety of venues such as PTAs, YMCAs, schools, retirement associations, senior spectrum etc.	Number of organizations or associations collaborated with.	Number of organizations or associations advocating to parents.	Not required	
				07/01/2010-10/31/2010			
				11/30/2010			
				12/31/2010			
				1/31/2011			
				2/1/2011			
				3/1/2011			
				4/1/2011			
				5/1/2011			
				6/1/2011			
2.1b	Community	Output = number of methods used to communicate the message.	Promote "Got minute, Give it to your kid" or other relevant PTM campaign messages & materials throughout the service area using a variety of venues.	Number of times message was communicated (1 per airing; printed/published; individual or organization given info).	Not required	Not required	
				07/01/2010-10/31/2010			
				11/30/2010			
				12/31/2010			
				1/31/2011			
				2/1/2011			
				3/1/2011			
				4/1/2011			
				5/1/2011			
				6/1/2011			
2.2a	Community	YAP groups include formal YAP groups and youth groups. Training may be formal or informal. Output = number of YAP trainings, including specific training sessions, even if they occur as part of weekly meetings.	Provide trainings to YAP youth and leaders to increase their knowledge and skills around advocacy and anti-tobacco issues.	Number of YAP groups trained.	Not required	Number of youth trained on anti-tobacco advocacy.	
				07/01/2010-10/31/2010			
				11/30/2010			
				12/31/2010			
				1/31/2011			
				2/1/2011			
				3/1/2011			

				4/1/2011				
				5/1/2011				
				6/1/2011				
2.2b	Community		Support YAP groups in partnering with community organizations.	Number of YAP groups engaged.	Number of new YAP-community organization partnerships.	Not required		
				07/01/2010-10/31/2010				
				11/30/2010				
				12/31/2010				
				1/31/2011				
				2/1/2011				
				3/1/2011				
				4/1/2011				
				5/1/2011				
				6/1/2011				
2.3f	SHC	Result = smokers referred for this work plan year.	For SAUs not implementing any tobacco cessation program, establish a process for referrals.	Number of schools establishing a process for referrals.	Number of student smokers referred to a cessation program / counseling.	Not required		
				07/01/2010-10/31/2010				
				11/30/2010				
				12/31/2010				
				1/31/2011				
				2/1/2011				
				3/1/2011				
				4/1/2011				
				5/1/2011				
				6/1/2011				
2.4a	Community		Implement the PTM "NO BUTS" retailer outreach and education program as well as support continued participation by existing NO BUTS stores.	Number of "No BUTS!" trainings conducted.	Number of new "No BUTS!" retail stores.	Number of retailers (1 per store) that received "No BUTS!" training.		
				07/01/2010-10/31/2010				
				11/30/2010				
				12/31/2010				
				1/31/2011				
				2/1/2011				
				3/1/2011				
				4/1/2011				
				5/1/2011				
				6/1/2011				
2.4b	Community		YAP groups will work with local HMP and advisor to promote reduction in point of sale tobacco marketing using the Star Store Program in Mom and Pop convenience stores that participate in No BUTS!	Number of retailers visited.	Not required	Number of retailers receiving YAP recommendations for responsible advertising.		
				07/01/2010-10/31/2010				
				11/30/2010				
				12/31/2010				
				1/31/2011				
				2/1/2011				
				3/1/2011				
				4/1/2011				
				5/1/2011				
				6/1/2011				
2.7a	Community	Promote is the same as "getting engaged". Output = number of social service provider practices referred to CTI.	Promote participation by social service providers in Basic Skills and Intensive Tobacco Trainings so they can conduct appropriate tobacco interventions with their clients and provide resources for cessation treatment.	Number of social service provider practices and organizations engaged.	Number of social service practices and organizations participating in basic skills and intensive tobacco treatment trainings.	Number of individuals (behavioral health/social service providers) trained.		
				07/01/2010-10/31/2010				
				11/30/2010				
				12/31/2010				
				1/31/2011				
				2/1/2011				
				3/1/2011				
				4/1/2011				
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				3/1/2011				
				4/1/2011				
				5/1/2011				
				6/1/2011				
4.3c	SHC	Output = number of menu choices added overall (not per level of school). Reach = number of menu choices added for different school levels / students impacted.	Strengthen school nutrition policy by offering healthier food choices as part of a la carte menu and school events that are based on the current Dietary Guidelines for Americans	Number of healthy choices added.	Not required	Number of students impacted.		
				07/01/2010-10/31/2010				
				11/30/2010				
				12/31/2010				
				1/31/2011				
				2/28/2011				
				3/31/2011				
				4/30/2011				
				5/31/2011				
				6/30/2011				
4.3e	SHC	Strategy deleted	Strengthen school nutrition policy through school parties or celebrations that offer food that meet or exceed Chapter 51 regulations	Number of parties or celebrations that meet or exceed Chapter 51	Not required	Number of students impacted.		
				07/01/2010-10/31/2010				
				11/30/2010				
				12/31/2010				
				1/31/2011				
				2/1/2011				
				3/1/2011				
				4/1/2011				
				5/1/2011				
				6/1/2011				
4.4a	Community		Provide information and technical assistance to SAUs to support participation in Federal nutrition programs, particularly in low-income geographic areas.	Number of schools provided information and TA.	Number of schools that increased participation in Federal programs.	Not required		
				07/01/2010-10/31/2010				
				11/30/2010				
				12/31/2010				
				1/31/2011				
				2/1/2011				
				3/1/2011				
				4/1/2011				
				5/1/2011				
				6/1/2011				
4.8a	Community	Output = number of food pantries educated in this work plan year. Ongoing partnerships should not be counted.	Provide education to food pantry staff (and advocate for change) on the benefits of providing nutrition education at local food pantries and food assistance organizations	Number of food pantries and food security organizations educated.	Number of food pantries and food security organizations newly distributing nutrition education.	Not required		
				07/01/2010-10/31/2010				
				11/30/2010				
				12/31/2010				
				1/31/2011				
				2/1/2011				
				3/1/2011				
				4/1/2011				
				5/1/2011				
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4.8b	Community		Provide assistance and nutrition resources including Healthy Weight Awareness Campaign materials to food pantries to increase the amount of nutrition education available to FSP participants and FSP eligibles who visit local food pantries and food security organizations	Number of food pantries and food security organizations assisted.	Number of food pantries and food security organizations with new nutrition education opportunities available.	Not required		
				07/01/2010-10/31/2010				
				11/30/2010				
				12/31/2010				
				1/31/2011				
				2/28/2011				
				3/31/2011				
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				4/30/2011				
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5.4c	Community		Assist community organizations, including faith- based and private organizations that serve youth, in increasing participation in after-school activities by provide marketing tools and resources.	Number of community organizations assisted.	Number of community organizations using materials to promote after school programs	Not required		
				07/01/2010-10/31/2010				
				11/30/2010				
				12/31/2010				
				1/31/2011				
				2/1/2011				
				3/1/2011				
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				5/1/2011				
				6/1/2011				
5.5a	Community	Output = only count partners collaborated in this workplan year.	Collaborate with appropriate partners to develop local plans to safely connect youth to neighborhoods, schools, and/or recreation areas. (same as 5.3a, 5.8c)	Number of partners collaborated with.	Number of new local plans implemented.	Not required		
				07/01/2010-10/31/2010				
				11/30/2010				
				12/31/2010				
				1/31/2011				
				2/1/2011				
				3/1/2011				
				4/1/2011				
				5/1/2011				
				6/1/2011				
5.6b	Community	Reach = number of hits on a website is not an appropriate count. The count should reflect the community organization's population of parents and families that may be impacted by the new opportunities for physical activity.	Provide information and technical assistance to appropriate community organizations to provide opportunities (facilities, programs, events) for family-based physical activity	Number of community organizations provided TA.	Number of community organizations with at least one new opportunity for PA.	Number of parents and families impacted by new opportunities.		
				07/01/2010-10/31/2010				
				11/30/2010				
				12/31/2010				
				1/31/2011				
				2/1/2011				
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				4/1/2011				
				5/1/2011				
				6/1/2011				
5.7a	Community		5.7a - Train community members to provide evidence-based programs such as Enhance Fitness to aging adults	Number of community members trained.	Number of community programs offered (such as Enhance Fitness)	Number of elderly adults participating in new programs		
				07/01/2010-10/31/2010				
				11/30/2010				
				12/31/2010				
				1/31/2011				
				2/1/2011				
				3/1/2011				
				4/1/2011				
				5/1/2011				
				6/1/2011				
5.8a	Community		Collaborate with appropriate partners to establish bike and pedestrian committees in each HMP community that include advocating for local, State, and Federal funding.	Number of partners collaborated with.	Number of new committees established.	Number of new committees working towards funding.		
				07/01/2010-10/31/2010				
				11/30/2010				
				12/31/2010				
				1/31/2011				
				2/1/2011				
				3/1/2011				
				4/1/2011				
				5/1/2011				
				6/1/2011				

				1/31/2011				
				2/28/2011				
				3/31/2011				
				4/30/2011				
				5/31/2011				
				6/30/2011				
7.1d	Community	Result = only count the number of adults who are at risk for chronic disease (not their families).	Work with partners to educate at risk groups and their families about the importance of family and peer support systems as tools for chronic disease self management through various educational methods such as lunch and learn, wellness seminars at civic groups or senior centers	Number of organizations collaborated with.	Number of organizations providing at least one education session.	Number of adults at risk for chronic disease attending education sessions on family and peer supports.		
				07/01/2010-10/31/2010				
				11/30/2010				
				12/31/2010				
				1/31/2011				
				2/1/2011				
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				5/1/2011				
				6/1/2011				
7.2a	Community	Use NA for first phase of strategy implementation.	Work with partners to create environments that support self management in six areas of Community Support (access, support group, community programs, provider-community connection, outreach and health care system)	Number of organizations collaborated with.	Not required	Not required		
				07/01/2010-10/31/2010				
				11/30/2010				
				12/31/2010				
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				6/1/2011				
7.2b	Community		Work with partners to identify, develop, and distribute resources that identify community supports for chronic disease self management (e.g., guides, lists on access to medications or prescription drug assistance programs, support groups, and community programs.).	Number of organizations collaborated with.	Number of organizations distributing materials.	Not required		
				07/01/2010-10/31/2010				
				11/30/2010				
				12/31/2010				
				1/31/2011				
				2/1/2011				
				3/1/2011				
				2/28/2011				
				3/31/2011				
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				5/31/2011				
				6/30/2011				
7.3a	Community		Establish links to and work with health care providers to implement the community component of the Care Model.	Number of hospitals and rehab programs, and primary care practices and organizations collaborated with	Not required	Not required		
				07/01/2010-10/31/2010				
				11/30/2010				
				12/31/2010				
				1/31/2011				
				2/1/2011				
				3/1/2011				
				4/1/2011				
				5/1/2011				
				6/1/2011				
7.4e	Community		Provide TA and resources to worksites to educate at risk employees about risk factors for chronic disease and the importance of self management of high blood pressure, high cholesterol with various educational methods such as lunch & learns, in service, wellness seminars	Number of worksites provided TA.	Number of worksites offering at least one education session.	Number of at risk employees attending education sessions.		
				07/01/2010-10/31/2010				
				11/30/2010				
				12/31/2010				
				1/31/2011				
				2/1/2011				

				3/1/2011				
				4/1/2011				
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7.5d	Community		Connect with local diabetes self-management program and coordinate an awareness campaign.	Number of local diabetes self-management programs partnered with.	Number of times message was communicated (1 per airing; printed / published; individual or organization given info)	Not required.		
				07/01/2010-10/31/2010				
				11/30/2010				
				12/31/2010				
				1/31/2011				
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				4/1/2011				
				5/1/2011				
				6/1/2011				
7.6a	Community		HMP will work with MCDPCP Asthma program to develop local strategies	Not required	Not required	Not required		
				07/01/2010-10/31/2010				
				11/30/2010				
				12/31/2010				
				1/31/2011				
				2/28/2011				
				3/31/2011				
				4/30/2011				
				5/31/2011				
				6/30/2011				
8.1a	SHC		Establish a School Health Leadership Team (SHLT) with identified key leaders and representatives of the 8 component areas of a Coordinated School Health Program.	Number of participants in SHLT.	Number of SAUs with a SHLT.	Not required		
				07/01/2010-10/31/2010				
				11/30/2010				
				12/31/2010				
				1/31/2011				
				2/28/2011				
				3/31/2011				
				4/30/2011				
				5/31/2011				
				6/30/2011				
8.1b	SHC		Meet at least 4 times per year to assist in completing school health objectives.	Number of SHLT meetings held.	Not required	Average number of participants in attendance at meetings.		
				07/01/2010-10/31/2010				
				11/30/2010				
				12/31/2010				
				1/31/2011				
				2/28/2011				
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				4/30/2011				
				5/31/2011				
				6/30/2011				
8.10a	SHC		Revise report cards or student achievement progress report to include physical education in alignment with other subjects.	Number of people involved in report card revision process.	Number of schools in the SAU that add physical education on the report cards at all grade levels.	Number of students in the SAU.		
				07/01/2010-10/31/2010				
				11/30/2010				
				12/31/2010				
				1/31/2011				
				2/28/2011				
				3/31/2011				
				4/30/2011				
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				6/30/2011				