



Technical Report

Environmental Indicators: Measuring Community Level Policies and Environments that Support Healthy Lifestyles in Maine Survey Background, Findings and Documentation June/July 2004

Submitted to the

**Partnership For A Tobacco Free Maine,
Maine Cardiovascular Health Program,
Coordinated School Health Program,
Bureau of Health
Department of Health and Human Services**

**Comprehensive Health Education Program,
Maine Department of Education**

Healthy Maine Partnerships, Maine Department of Health and Human Services in
collaboration with the Maine Department of Education

Submitted by:

**The Gallup Organization
283 Water Street, Third Floor
PO Box 2389
Augusta, ME 04338-2389
Phone 207 623-3796**

Funded by Maine's Share of the Tobacco Settlement and The Maine Cardiovascular Health Program, CDC Cooperative Agreement U50/CCU121347

A list of partners contributing to this project or report includes but is not limited to the following—

Partnership For A Tobacco-Free Maine
Maine Cardiovascular Health Program
Maine Department of Education
31 Local Healthy Maine Partnerships
Market Decisions, Inc.
Hart Consulting
Muskie Institute for Public Policy, University of Southern Maine

The Gallup Organization and Market Decisions wish to thank the many superintendents, municipal representatives and hospital administrators for taking the time to complete the surveys.

Final Report Accepted February 2005

BACKGROUND ON ENVIRONMENTAL INDICATORS	4
DATA COLLECTION APPROACH AND EXPERIENCE.....	6
SURVEY RESULTS: SCHOOL ADMINISTRATIVE UNIT ENVIRONMENTAL INDICATORS..	9
SURVEY RESULTS: MUNICIPAL ENVIRONMENTAL INDICATORS,	20
SURVEY RESULTS: HOSPITAL ENVIRONMENTAL INDICATORS,	29
DATA COLLECTION NOTES ON SCHOOL ADMINISTRATIVE UNIT ENVIRONMENTAL INDICATORS	36
DATA COLLECTION NOTES ON MUNICIPAL ENVIRONMENTAL INDICATORS	38
DATA COLLECTION NOTES ON HOSPITAL ENVIRONMENTAL INDICATORS	40
APPENDIX A: SCHOOL ADMINISTRATIVE UNIT SURVEY QUESTIONNAIRE	42
APPENDIX B: MUNICIPAL SURVEY QUESTIONNAIRE	47
APPENDIX C: HOSPITAL ADMINISTRATOR QUESTIONNAIRE	51

Background on Environmental Indicators

This document describes the approach and results of the Environmental Indicator Data Collection Project designed to measure community-level policy and environmental change to support healthier lifestyles in Maine. The study was designed to provide evaluative feedback on the progress of the 31 local Healthy Maine Partnerships (HMPs), Maine's community-based health promotion intervention sites, as well as to measure community-level improvements state-wide.

The Healthy Maine Partnerships

The Local Partnerships were established January 15, 2001 as local intervention sites for the Partnership For A Tobacco-Free Maine and the Maine Cardiovascular Health Program. The Local Partnerships program design is based on a community health promotion model, each Partnership nurturing a broad coalition of community and school members working together to implement policy and environmental change to support healthy lifestyles. Each of the 31 sites has a dedicated service region; together the 31 Partnerships cover most of the state of Maine. For each of the 31 local sites, there is a lead agency operating as a fiscal agent (in most cases, a hospital) and at least one school administrative unit (SAU). Each lead agency hired a Director and the selected SAU for the partnerships hired at least one full-time School Health Coordinator. Currently, there are 54 school administrative units working with the 31 Local Partnerships.

The focus of each Local Partnership varies by region. Some of the Local Partnerships are part of established community health programs and are able to build upon existing community support to advocate for policy and environmental change. Other regions have no history of health promotion in their locality and so those partnerships are more focused on creating the local capacity.

Earlier Environmental Indicator Data Collection Project

The original Environmental Indicator Data Collection Project was established in 2001 for the local HMP Project Directors to gather information about their local area. The purpose was to give the new Partnerships a tool to learn about the existing local policies and environments and spur conversation about potential community health promotion needs. Each Project Director collected or worked with someone to collect the environmental indicator data for their designated service areas. These data were then reported back to the Bureau of Health.

In 2002, the Gallup Organization, the Independent Evaluation Team for the HMP, conducted a survey with each of the HMP Project Directors to understand their experiences collecting the environmental indicator data, their opinion of its validity and its usefulness in the work of the partnership. As part of that study, they also conducted an in-depth search of the scientific literature to document state-of-the-art techniques and best practices in collecting community-level indicator data on tobacco use, physical activity

and nutrition. The results of that survey and summary of the literature review can be found in the evaluation report, “ Validating the Environmental Indicators”, The Gallup Organization, December 2003.

Process Used to Define Environmental Indicators in 2004

The 2004 Environmental Indicator Data Collection Project began as an effort to provide a second measure for the earlier set of indicators collected in 2001. Since the local HMPs were first established in 2001, the year the first data set was collected, the 2004 data collection project provided a measure of progress for the local HMPs after three years of funding. However, the project grew to also include an additional set of statewide indicators to measure community-level environments and policies that support health.

The indicators were developed through a five-month collaborative process led by the Gallup Organization with the Program Managers and staff of the interested Bureau of Health (BOH) programs including the Partnership For A Tobacco Free Maine, Maine Cardiovascular Health Program, Coordinated School Health Program, Community Health Program and Comprehensive Health Education. The process was based on a full review of relevant data, reports and experiences with Environmental Indicators including:

- past experience collecting environmental indicator data,
- an assessment/validation completed with the Project Directors on their experience collecting the data,
- a review of the relevant literature on environmental indicators to measure progress on public health goals,
- summary reports and analysis of the information conducted by the Gallup Organization
- the individual program priorities as well as program documents, and
- Program Management experience.

Purpose and Use of the Environmental Indicators

Based on an assessment of the reference reports, data, past experience and program needs, the Program Managers identified the specific purposes of the 2004 data collection effort as follows-

1. To measure policy and environmental changes that support healthy lifestyles at the community level throughout the state.
2. To give the local Partnerships a means to assess their community status on the priorities set by the state level HMP Programs.
3. To give the local Partnerships a tool to use to establish the health promotion conversation with local officials and other community members as well as to enlist more support for the work of the Partnership

Indicators Identified for 2004 Data Collection

Once the purpose was established, the Program Managers, through a series of facilitated meetings and reviews, identified the set of new indicators that they wanted to collect and track. They identified the three priority settings for local policy and environmental change to support healthy choices as follows:

Local Settings for Environmental Indicator Data Collection

- Schools—School Administrative Units
- Municipalities
- Hospitals

The Managers then developed an inventory of indicators in each setting that address:

- Tobacco use, compliance with state tobacco laws, tobacco use cessation and reducing exposure to secondhand smoke
- Physical Activity opportunities, built environment supporting physical activity, zoning and ordinances supporting physical activity
- Policies and environments supporting healthy food choices, breast feeding
- Health education

Data Collection Approach and Experience

Data Collection Design

The data collection effort was designed to collect community-level data from every entity in Maine in each of the three identified settings. That meant that the design was to collect indicator data from every school administrative unit, every municipality and every non-institutional hospital in Maine.

Survey Instruments

Using the list of indicators by setting, the BOH Program Managers worked closely with Market Decisions¹, a subcontractor to the Gallup Organization, to design and write three data collection instruments designed to capture the Environmental Indicator data in each of the three settings.

Data Collection

The Environmental Indicator data were collected through telephone interviews from April 2004 through June 2004. The interviewers asked for the person with the designated title - Superintendent for SAUs, Town Manager for municipalities and Human Resource Director for hospitals- to provide answers to the questions or for referral to the person who could provide an answer. In many cases, the calls were referred to colleagues with additional or more complete information.

¹ Market Decisions is a full service market research firm located in South Portland Maine. They were hired to collect the environmental indicator data. Their work included survey instrument design, data collection and reporting.

Response Rates

The telephone interviews were successful in reaching over 95% of the school administrative units, over 97% of the municipalities and 100% of the non-institutional hospitals in Maine. The specific disposition of the calls is as follows:

Sample Disposition by School Administrative Unit²

Completed Interviews	185
Superintendents with No Schools	21
Unresolved	2
Duplicate Superintendents (with >1 SAU)	71
Refused	16
Duplicated Refused (with >1 SAU)	2
Grand Total SAUs	297

Sample Disposition for Municipalities

Completed Interviews	480
Not Completed	12
Grand Total Municipalities	492

Sample Disposition for Non-institutional Hospitals

Completed Interviews	38
Incompleted	0
Grand Total Non-institutional Hospitals	38

Data Limitations

As with any study, it is important to describe the limitations of the data collected in this study so proper interpretations can be made. Since the objective of this survey was to collect “environmental indicator data” on policy and environmental change, the validity of the data is paramount. While the response rates were high, because the responses were conducted via telephone interview, the study findings may be subject to bias in question interpretation, question order, and other factors. A list of the potential sources of bias in question responses, is as follows-

- *Self-reported data.* Since the data were collected via a telephone interview, the survey respondent relied on personal recollection or knowledge of the policy or environment under question. Therefore, the reliability of the responses is limited to the awareness or knowledge of the individual providing the response. In the case of tobacco-policy data, a review of a representative set of tobacco policies shows that the nuances of tobacco policies – in schools in particular- may not be recalled specifically through a

² SAUs include only publicly funded school systems in Maine.

phone interview. Respondents in this survey were not asked to refer to the policy for clarification or reference in their response.

- *Regulatory relationship may unintentionally bias results.* The Maine Bureau of Health, working with the Office of the Attorney General, has enforcement authority for tobacco policy in the state. Due to this enforcement relationship, the respondent may have interpreted the telephone interrogatories related to tobacco to be an assessment of their compliance with state laws rather than an indicator of organizations working to exceed state laws. The same relationship and interpretation of questions may also have affected the school administrative unit responses to questions on health education requirements. The school representatives may have responded to the questions thinking that they were being asked about meeting the minimum requirements for health education, rather than exceeding the minimum requirements.
- *Terms with multiple interpretations.* Some of the indicators included in the study may have more than one interpretation and therefore may provide unstable data. An example of the potential for varying interpretations of a single word can be found in looking at the responses to the question about whether a municipality had a “farmers market”. In answering this question, the respondent may have thought that the question meant “municipally operated” or the respondent may have thought the question meant “operating within the municipal boundaries” or perhaps even had additional interpretations related to access. Also, the definition of “farmer’s market” can vary depending on personal experience. It may mean a roadside stand, sales out of a personal vehicle or a more formal farmer’s market with set location, hours and multiple vendors. Another indicator with multiple interpretations is for municipal recreation fields and parks. Parks may mean a ballpark, an urban pocket park, a flower garden or a playground. The analyst is cautioned to consider the various interpretations when using these data.
- *High response rate.* Each of the three surveys reached almost every member of the population under review. That means that the responses are representative of the group and it is also possible to conduct an analysis of smaller groups within the population, even down to the individual entity level.

Environmental Indicator Documents Available

The following documents have been developed from the Environmental Indicator Data and are available from the Maine Bureau of Health.

- State of Maine Civil Division Maps of the 2001 set of Environmental Indicators;
- State of Maine Civil Division Maps of selected 2004 Environmental Indicators (updates on some of the 2001 indicators and a selection of the 2004 indicators);
- State-level frequencies on the responses for each of the three surveys, with the question asked; and
- Individual responses by responding entity for school administrative units and municipalities on select questions.

All responses are self-reported and not verified.

Survey Results: School Administrative Unit Environmental Indicators 256 School Administrative Units in Maine 2004

All responses are self-reported and not verified.

Q01 Does your school district have a staff person who is paid or provided a stipend to coordinate school health including leading the school district health leadership committee?

		Total		HMP			
				Yes		No	
		Count	%	Count	%	Count	%
Q01	YES	150	59%	52	93%	98	49%
	NO	106	41%	4	7%	102	51%
	Total	256	100%	56	100%	200	100%

All responses are self-reported and not verified.

Q02 Is funding provided through school district budgets for on-site staff wellness or health promotion programs?

		Total		HMP			
				Yes		No	
		Count	%	Count	%	Count	%
Q02	YES	107	42%	32	57%	75	38%
	NO	148	58%	23	41%	125	63%
	DK	1	0%	1	2%		
	Total	256	100%	56	100%	200	100%

All responses are self-reported and not verified.

Q03 Does your school district have a team or committee responsible for planning and implementing staff wellness or health promotion programs?

		Total		HMP			
				Yes		No	
		Count	%	Count	%	Count	%
Q03	YES	184	72%	50	89%	134	67%
	NO	72	28%	6	11%	66	33%
	Total	256	100%	56	100%	200	100%

All responses are self-reported and not verified.

Q04 Does your school district have a policy that requires at least one credit or the equivalent of two semesters of health education for high school graduation?

		Total		HMP			
				Yes		No	
		Count	%	Count	%	Count	%
Q04	YES	167	65%	45	80%	122	61%
	NO	10	4%	3	5%	7	4%
	NO ANSWER - N/A	79	31%	8	14%	71	36%
	Total	256	100%	56	100%	200	100%

All responses are self-reported and not verified.

Q05 Other than High School or grades 9-12, is health education on the report card for any grades?

		Total		HMP			
				Yes		No	
		Count	%	Count	%	Count	%
Q05	YES	168	66%	44	79%	124	62%
	NO	67	26%	11	20%	56	28%
	DK	5	2%	1	2%	4	2%
	NO ANSWER - N/A	16	6%			16	8%
	Total	256	100%	56	100%	200	100%

All responses are self-reported and not verified.

Q06a Does your school district have a written policy or policies regarding tobacco use?

		Total		HMP			
				Yes		No	
		Count	%	Count	%	Count	%
Q06a	YES	253	99%	56	100%	197	99%
	NO	3	1%			3	2%
	Total	256	100%	56	100%	200	100%

All responses are self-reported and not verified.

All responses are self-reported and not verified.

Q06b Does this policy include a prohibition against tobacco use on school property by:

	Total		HMP			
			Yes		No	
	Count	%	Count	%	Count	%
\$Q6b Students	253	99%	56	100%	197	99%
All School Staff	253	99%	56	100%	197	99%
Visitors and the Community	253	99%	56	100%	197	99%
NONE OF THE ABOVE	3	1%			3	2%
Total	256	100%	56	100%	200	100%

All responses are self-reported and not verified.

Q06c Does this include a prohibition against tobacco use in school vehicles by:

	Total		HMP			
			Yes		No	
	Count	%	Count	%	Count	%
\$Q6c Students	249	97%	52	93%	197	99%
All School Staff	249	97%	52	93%	197	99%
Visitors and the Community	249	97%	52	93%	197	99%
NONE OF THE ABOVE	3	1%			3	2%
DK	2	1%	2	4%		
NO ANSWER - N/A	2	1%	2	4%		
Total	256	100%	56	100%	200	100%

All responses are self-reported and not verified.

Q06e Does this include a prohibition against tobacco use at school-sponsored functions on or away from school property for:

	Total		HMP			
			Yes		No	
	Count	%	Count	%	Count	%
\$Q6e Students	243	95%	53	95%	190	95%
All School Staff	243	95%	51	91%	192	96%
Visitors and the Community	234	91%	51	91%	183	92%
NONE OF THE ABOVE	4	2%	1	2%	3	2%
NO ANSWER - N/A	2	1%	2	4%		
Total	256	100%	56	100%	200	100%

All responses are self-reported and not verified.

Q06f Does your school district prohibit tobacco advertising in school buildings, at school functions and in school publications?

		Total		HMP			
				Yes		No	
		Count	%	Count	%	Count	%
Q06f	YES	246	96%	51	91%	195	98%
	NO	8	3%	3	5%	5	3%
	NO ANSWER - N/A	2	1%	2	4%		
	Total	256	100%	56	100%	200	100%

All responses are self-reported and not verified.

Q06g Does your school district prohibit tobacco advertising on clothing such as T-shirts or hats worn to school or school sponsored activities?

		Total		HMP			
				Yes		No	
		Count	%	Count	%	Count	%
Q06g	YES	244	95%	50	89%	194	97%
	NO	8	3%	3	5%	5	3%
	NO ANSWER - N/A	4	2%	3	5%	1	1%
	Total	256	100%	56	100%	200	100%

All responses are self-reported and not verified.

Q06h Does your school district have a written procedure for communicating the tobacco use policy to:

		Total		HMP			
				Yes		No	
		Count	%	Count	%	Count	%
Q06h	Students	250	98%	55	98%	195	98%
	All School Staff	245	96%	54	96%	191	96%
	Visitors and the Community	244	95%	51	91%	193	97%
	NO POLICIES FOR COMMUNICATING TOBACCO USE POLICIES	4	2%			4	2%
	DK	1	0%	1	2%		
	Total	256	100%	56	100%	200	100%

All responses are self-reported and not verified.

Q06i Does your school district have a written procedure for enforcing the tobacco-use policy for:

	Total		HMP			
			Yes		No	
	Count	%	Count	%	Count	%
\$Q6i Students	243	95%	54	96%	189	95%
All School Staff	238	93%	52	93%	186	93%
Visitors and the Community	227	89%	46	82%	181	91%
NO WRITTEN ENFORCEMENT PROCEDURES	4	2%			4	2%
DK	5	2%	1	2%	4	2%
NO ANSWER - N/A	4	2%	1	2%	3	2%
Total	256	100%	56	100%	200	100%

All responses are self-reported and not verified.

Q07 Does your school district offer students any of the following services at school to help them quit using tobacco:

	Total		HMP			
			Yes		No	
	Count	%	Count	%	Count	%
\$Q7 Group counseling services or programs	110	43%	34	61%	76	38%
Access to a staff person	151	59%	43	77%	108	54%
Referrals to community services or programs	220	86%	51	91%	169	85%
Posting information how to reach Maine Tobacco HelpLine	190	74%	46	82%	144	72%
NONE OF THE ABOVE	17	7%			17	9%
NO ANSWER - N/A	4	2%	2	4%	2	1%
Total	256	100%	56	100%	200	100%

All responses are self-reported and not verified.

Q08 Does your school offer on-site services to help staff and faculty quit smoking?

	Total		HMP			
			Yes		No	
	Count	%	Count	%	Count	%
Q08 YES	39	15%	11	20%	28	14%
NO	215	84%	45	80%	170	85%
DK	2	1%			2	1%
Total	256	100%	56	100%	200	100%

All responses are self-reported and not verified.

Q09 Does your school district have a written policy or procedures that require that healthy options be served at all events that are on schools grounds or are school-sponsored?

		Total		HMP			
				Yes		No	
		Count	%	Count	%	Count	%
Q09	YES	72	28%	19	34%	53	27%
	NO	178	70%	37	66%	141	71%
	DK	4	2%			4	2%
	NO ANSWER - N/A	2	1%			2	1%
	Total	256	100%	56	100%	200	100%

All responses are self-reported and not verified.

Q10 Does your school district have a policy that requires that only healthy food options be offered in vending machines available to students in schools?

		Total		HMP			
				Yes		No	
		Count	%	Count	%	Count	%
Q10	YES	85	33%	16	29%	69	35%
	NO	168	66%	40	71%	128	64%
	NO ANSWER - N/A	3	1%			3	2%
	Total	256	100%	56	100%	200	100%

All responses are self-reported and not verified.

Q11 Does your school district prohibit the sale of soda in the following places:

		Total		HMP			
				Yes		No	
		Count	%	Count	%	Count	%
\$Q11	vending machines,	174	68%	38	68%	136	68%
	ala carte cafeteria items,	159	62%	26	46%	133	67%
	other food sales outlets available to students?	128	50%	19	34%	109	55%
	NONE OF THESE	2	1%			2	1%
	DK	1	0%			1	1%
	NO ANSWER - N/A	52	20%	14	25%	38	19%
	Total	256	100%	56	100%	200	100%

All responses are self-reported and not verified.

Q12a2 About how many minutes of physical education per week do students have in your school district? a) grades K-2

	Total		HMP			
			Yes		No	
	Count	%	Count	%	Count	%
Q12a2 0	8	3%			8	4%
25	5	2%	1	2%	4	2%
30	19	7%	6	11%	13	7%
35	8	3%	3	5%	5	3%
40	39	15%	11	20%	28	14%
42	3	1%	1	2%	2	1%
45	19	7%	8	14%	11	6%
50	5	2%	1	2%	4	2%
60	31	12%	8	14%	23	12%
70	12	5%	1	2%	11	6%
80	43	17%	8	14%	35	18%
90	12	5%			12	6%
120	13	5%	1	2%	12	6%
135	1	0%			1	1%
140	1	0%	1	2%		
150	1	0%			1	1%
160	9	4%	2	4%	7	4%
180	12	5%	3	5%	9	5%
NO ANSWER - N/A	15	6%	1	2%	14	7%
Total	256	100%	56	100%	200	100%

All responses are self-reported and not verified.

Q12b2 About how many minutes of physical education per week do students have in your school district? b) grades 3-5

		Total		HMP			
				Yes		No	
		Count	%	Count	%	Count	%
Q12b2	0	1	0%			1	1%
	30	16	6%	5	9%	11	6%
	35	6	2%	2	4%	4	2%
	40	35	14%	10	18%	25	13%
	42	3	1%	1	2%	2	1%
	45	20	8%	8	14%	12	6%
	50	11	4%	2	4%	9	5%
	60	19	7%	4	7%	15	8%
	70	13	5%	1	2%	12	6%
	80	44	17%	8	14%	36	18%
	90	16	6%	3	5%	13	7%
	99	1	0%			1	1%
	105	4	2%	1	2%	3	2%
	106	1	0%	1	2%		
	120	15	6%	3	5%	12	6%
	135	1	0%			1	1%
	140	1	0%	1	2%		
	150	2	1%			2	1%
	160	16	6%	2	4%	14	7%
	180	12	5%	3	5%	9	5%
	NO ANSWER - N/A	19	7%	1	2%	18	9%
	Total	256	100%	56	100%	200	100%

All responses are self-reported and not verified.

Q12c2 About how many minutes of physical education per week do students have in your school district? c) grades 5-8

	Total		HMP			
			Yes		No	
	Count	%	Count	%	Count	%
Q12c2 0	2	1%	1	2%	1	1%
30	1	0%			1	1%
35	6	2%	2	4%	4	2%
40	23	9%	4	7%	19	10%
42	3	1%	1	2%	2	1%
45	12	5%	5	9%	7	4%
50	7	3%	3	5%	4	2%
60	18	7%	3	5%	15	8%
70	9	4%	1	2%	8	4%
80	39	15%	8	14%	31	16%
84	2	1%	1	2%	1	1%
90	27	11%	5	9%	22	11%
96	1	0%	1	2%		
100	5	2%	3	5%	2	1%
106	1	0%	1	2%		
120	29	11%	3	5%	26	13%
126	1	0%	1	2%		
130	1	0%			1	1%
135	2	1%	1	2%	1	1%
150	2	1%	1	2%	1	1%
160	8	3%	2	4%	6	3%
175	5	2%			5	3%
180	12	5%	5	9%	7	4%
210	1	0%			1	1%
225	2	1%			2	1%
240	4	2%	1	2%	3	2%
252	1	0%			1	1%
270	5	2%	1	2%	4	2%
300	1	0%			1	1%
360	1	0%	1	2%		
450	1	0%	1	2%		
NO ANSWER - N/A	24	9%			24	12%
Total	256	100%	56	100%	200	100%

All responses are self-reported and not verified.

Q13a How many minutes of recess do students have each day in grades: a) K-2?

		Total		HMP			
				Yes		No	
		Count	%	Count	%	Count	%
Q13a	9	3	1%			3	2%
	10	1	0%	1	2%		
	15	14	5%	6	11%	8	4%
	20	41	16%	13	23%	28	14%
	25	22	9%	6	11%	16	8%
	30	72	28%	9	16%	63	32%
	35	21	8%	4	7%	17	9%
	40	34	13%	6	11%	28	14%
	45	24	9%	7	13%	17	9%
	50	3	1%	2	4%	1	1%
	60	6	2%			6	3%
	DK	1	0%	1	2%		
	NO ANSWER - N/A	14	5%	1	2%	13	7%
	Total	256	100%	56	100%	200	100%

All responses are self-reported and not verified.

Q13b How many minutes of recess do students have each day in grades: b) 3-5?

		Total		HMP			
				Yes		No	
		Count	%	Count	%	Count	%
Q13b	9	1	0%			1	1%
	10	3	1%	1	2%	2	1%
	15	12	5%	5	9%	7	4%
	20	48	19%	13	23%	35	18%
	25	24	9%	9	16%	15	8%
	26	1	0%	1	2%		
	30	77	30%	10	18%	67	34%
	35	14	5%	4	7%	10	5%
	40	31	12%	5	9%	26	13%
	45	18	7%	5	9%	13	7%
	50	2	1%	1	2%	1	1%
	60	6	2%			6	3%
	DK	1	0%	1	2%		
	NO ANSWER - N/A	18	7%	1	2%	17	9%
	Total	256	100%	56	100%	200	100%

All responses are self-reported and not verified.

Q13c How many minutes of recess do students have each day in grades: c) 5-8?

		Total		HMP			
				Yes		No	
		Count	%	Count	%	Count	%
Q13c	0	14	5%	8	14%	6	3%
	9	1	0%			1	1%
	10	8	3%	3	5%	5	3%
	15	13	5%	2	4%	11	6%
	20	49	19%	12	21%	37	19%
	25	14	5%	3	5%	11	6%
	26	1	0%	1	2%		
	30	31	12%	5	9%	26	13%
	40	4	2%			4	2%
	45	2	1%	1	2%	1	1%
	60	6	2%			6	3%
	DK	2	1%	1	2%	1	1%
	NO ANSWER - N/A	111	43%	20	36%	91	46%
	Total	256	100%	56	100%	200	100%

All responses are self-reported and not verified.

Q14 Does your district have a policy or programs that make one or more school buildings open to the general public for indoor exercise?

		Total		HMP			
				Yes		No	
		Count	%	Count	%	Count	%
Q14	YES	197	77%	43	77%	154	77%
	NO	55	21%	13	23%	42	21%
	DK	1	0%			1	1%
	NO ANSWER - N/A	3	1%			3	2%
	Total	256	100%	56	100%	200	100%

All responses are self-reported and not verified.

**Survey Results: Municipal Environmental Indicators,
480 Municipalities in Maine 2004**

Qx01 Does your municipality prohibit smoking or the use of tobacco indoors in all municipal buildings?

		Total	
		Count	%
Qx01	YES	409	96%
	NO	14	3%
	DK	1	0%
	NO ANSWER	4	1%
	Total	428	100%

All responses are self-reported and not verified.

Q01 Does your municipality have a tobacco policy that restricts the use of tobacco on or around municipal properties?

		Total	
		Count	%
Q01	YES	141	29%
	NO	334	70%
	DK	1	0%
	NO ANSWER	4	1%
	Total	480	100%

All responses are self-reported and not verified.

Q01a Does the Policy include: A policy that prohibits smoking within 15 feet from entrances to buildings where municipal business is conducted?

		Total	
		Count	%
Q01a	YES	36	8%
	NO	433	91%
	DK	3	1%
	NO ANSWER	4	1%
	Total	476	100%

All responses are self-reported and not verified.

Q01b Does the Policy include: A policy that completely prohibits the use of tobacco on the grounds around the buildings where municipal business is conducted?

		Total	
		Count	%
Q01b	YES	42	9%
	NO	432	91%
	DK	1	0%
	NO ANSWER	1	0%
	Total	476	100%

All responses are self-reported and not verified.

Q01c Does the Policy include: A policy that prohibits smoking in municipal vehicles?

		Total	
		Count	%
Q01c	YES	84	18%
	NO	385	81%
	DK	6	1%
	NO ANSWER	1	0%
	Total	476	100%

All responses are self-reported and not verified.

Q01d Does the Policy include: A policy that prohibits smoking 15 feet from entrances at all associated or satellite sites, such as public works buildings or other municipal or town buildings?

		Total	
		Count	%
Q01d	YES	41	9%
	NO	431	91%
	DK	3	1%
	NO ANSWER	1	0%
	Total	476	100%

All responses are self-reported and not verified.

Q01e Does your municipality have a procedure in place to enforce the tobacco use policies?

		Total	
		Count	%
q01e	YES	65	14%
	NO	395	83%
	DK	15	3%
	NO ANSWER	1	0%
	Total	476	100%

All responses are self-reported and not verified.

Q01f Does your municipality have signs posted to inform staff and visitors about the policies?

		Total	
		Count	%
Q01f	YES	97	20%
	NO	373	78%
	DK	5	1%
	NO ANSWER	1	0%
	Total	476	100%

All responses are self-reported and not verified.

Q02 Apart from any school land, does your municipality own or operate recreation fields or parks open to the public?

		Total	
		Count	%
Q02	YES	276	58%
	NO	204	43%
	Total	480	100%

All responses are self-reported and not verified.

Q03 Apart from any school tobacco policy, is there a municipal policy for the fields or parks that restricts smoking or the use of tobacco?

		Total	
		Count	%
Q03	YES	55	20%
	NO	214	78%
	DK	7	3%
	Total	276	100%

All responses are self-reported and not verified.

Q04 Is this policy in effect:

		Total	
		Count	%
Q04	All of the time or Some of the time?	52	84%
	DK	2	3%
	NO ANSWER	7	11%
	Total	62	100%

All responses are self-reported and not verified.

Q05 Does this policy cover:

		Total	
		Count	%
Q05	All fields and parks or Some fields and parks?	43	70%
	DK	1	2%
	NO ANSWER	7	11%
	Total	61	100%

All responses are self-reported and not verified.

Q06 In your municipality, apart from the schools, are there any community garden plots where residents can grow vegetables?

		Total	
		Count	%
Q06	YES	27	6%
	NO	450	94%
	DK	2	0%
	NO ANSWER	1	0%
	Total	480	100%

All responses are self-reported and not verified.

Q07 Does your municipality have a farmer's market?

		Total	
		Count	%
Q07	YES	53	11%
	NO	425	89%
	DK	1	0%
	NO ANSWER	1	0%
	Total	480	100%

All responses are self-reported and not verified.

Q08 Apart from any school buildings, does your municipality own or operate a building open to the public for indoor recreation?

		Total	
		Count	%
Q08	YES	130	27%
	NO	350	73%
	Total	480	100%

All responses are self-reported and not verified.

Q09 Does your municipality have an appointed Bicycle or Pedestrian Committee?

		Total	
		Count	%
Q09	YES	32	7%
	NO	445	93%
	DK	1	0%
	NO ANSWER	2	0%
	Total	480	100%

All responses are self-reported and not verified.

Q10 Does your municipality include a current budget line for the repair, maintenance and new development of sidewalks?

		Total	
		Count	%
\$Q10	YES - REPAIR	140	29%
	YES - MAINTENANCE	139	29%
	YES - NEW DEVELOPMENT	132	28%
	NO, NONE OF THESE	334	70%
	DK	4	1%
	Total	480	100%

All responses are self-reported and not verified.

Q11 Do current zoning rules allow for a mix of residences and businesses to exist in the same neighborhood?

		Total	
		Count	%
Q11	YES in some neighborhoods	187	39%
	YES in all neighborhoods	249	52%
	NO	28	6%
	DK	2	0%
	NO ANSWER	14	3%
	Total	480	100%

All responses are self-reported and not verified.

Q12 Does the municipality have a rule requiring new buildings and site plans to be designed to increase opportunities to walk or bike to work or shopping? This might include placement of sidewalks, roads or pathways for walking or biking

		Total	
		Count	%
Q12	YES	49	10%
	NO	417	87%
	DK	1	0%
	NO ANSWER	13	3%
	Total	480	100%

All responses are self-reported and not verified.

Q13 Does your municipality allow cluster development?

		Total	
		Count	%
Q13	YES	258	54%
	NO	182	38%
	DK	25	5%
	NO ANSWER	15	3%
	Total	480	100%

All responses are self-reported and not verified.

Q14 What is the smallest lot size the municipality allows?

		Total	
		Count	%
Q14	None	35	7%
	.02	1	0%
	.03	1	0%
	.05	2	0%
	.06	1	0%
	.09	2	0%
	.11	7	1%
	.12	1	0%
	.15	2	0%
	.16	1	0%
	.17	5	1%
	.18	1	0%
	.19	1	0%
	.21	3	1%
	.23	31	6%
	.25	6	1%
	.28	1	0%
	.34	4	1%
	.43	1	0%
	.46	37	8%
	.50	29	6%
	.57	1	0%
	.69	4	1%
	.70	1	0%
	.75	5	1%
	.76	1	0%
	.86	1	0%
	.92	27	6%
	1.00	131	27%
	1.15	1	0%
	1.30	1	0%
	1.38	9	2%
	1.43	1	0%
	1.50	14	3%
	1.84	5	1%
	2.00	61	13%
	2.07	2	0%
	2.10	1	0%
	2.18	1	0%
	2.30	1	0%
	3.00	5	1%
	4.00	1	0%
	No Answer	34	7%
	Total	480	100%

All responses are self-reported and not verified.

Q15 What is the largest lot size the municipality allows?

		Total	
		Count	%
Q15	None	437	91%
	.46	1	0%
	.69	1	0%
	1.84	1	0%
	2.00	6	1%
	2.75	1	0%
	3.00	5	1%
	4.00	1	0%
	4.59	1	0%
	5.00	2	0%
	7.00	1	0%
	10.00	1	0%
	20.00	1	0%
	No Answer	21	4%
	Total	480	100%

All responses are self-reported and not verified.

Survey Results: Hospital Environmental Indicators, 38 Hospitals in Maine 2004

Q01 Does your hospital have a written smoking policy or policies?

		Total	
		Count	%
Q01	YES	38	100%
Total		38	100%

All responses are self-reported and not verified.

Q02 Does your hospital policy on smoking prohibit smoking in all areas, in any hospital building for:

		Total	
		Count	%
\$Q2	Patients?	38	100%
	Visitors?	38	100%
	Staff?	38	100%
Total		38	100%

All responses are self-reported and not verified.

Q03 Does this policy prohibit any smoking on the hospital grounds/premises for:

		Total	
		Count	%
\$Q3	Patients?	35	92%
	Visitors?	35	92%
	Staff?	35	92%
	NONE OF THE ABOVE	3	8%
Total		38	100%

All responses are self-reported and not verified.

Q04 Does this policy prohibit smoking within any specified distance from entrances to hospital buildings for:

		Total	
		Count	%
\$Q4	Patients?	31	82%
	Visitors?	31	82%
	Staff?	31	82%
	NONE OF THE ABOVE	7	18%
Total		38	100%

All responses are self-reported and not verified.

Q05 Are psychiatric wards smoke-free for

		Total	
		Count	%
Q05	Patients?	13	34%
	Visitors?	13	34%
	Staff?	13	34%
	NONE OF THE ABOVE	1	3%
	DK	1	3%
	NO ANSWER - N/A	23	61%
	Total	38	100%

All responses are self-reported and not verified.

Q06 Is smoking prohibited in vehicles on hospital grounds?

		Total	
		Count	%
Q06	YES	20	53%
	NO	15	39%
	DK	1	3%
	NO ANSWER	2	5%
	Total	38	100%

All responses are self-reported and not verified.

Q07 Is there a procedure in place to enforce the no smoking policy or policies?

		Total	
		Count	%
Q07	YES	38	100%
	Total	38	100%

All responses are self-reported and not verified.

Q08 Does your hospital have signs posted to inform staff, visitors and patients about the policies?

		Total	
		Count	%
Q08	YES	38	100%
	Total	38	100%

All responses are self-reported and not verified.

Q09 Is the smoking policy the same for all associated or satellite sites, such as clinics or nursing homes?

		Total	
		Count	%
Q09	YES	32	84%
	NO	4	11%
	DK	1	3%
	NO ANSWER	1	3%
	Total	38	100%

All responses are self-reported and not verified.

Q10 Is there a prohibition against tobacco advertising in any hospital buildings or publications?

		Total	
		Count	%
Q10	YES	27	71%
	NO	5	13%
	DK	5	13%
	NO ANSWER	1	3%
	Total	38	100%

All responses are self-reported and not verified.

Q11 Does your hospital cover employees' costs for tobacco cessation medications?

		Total	
		Count	%
Q11	YES	31	82%
	NO	5	13%
	DK	2	5%
	Total	38	100%

All responses are self-reported and not verified.

Q12 Does the hospital provide on-site tobacco cessation services for employees such as:

		Total	
		Count	%
\$Q12	Group counseling or programs?	25	66%
	Referral to community services or programs?	34	89%
	Posting information such as for the Maine Tobacco HelpLine?	37	97%
	NONE OF THE ABOVE	1	3%
	Total	38	100%

All responses are self-reported and not verified.

Q13 Does your hospital offer Healthy Food Options in non-cafeteria settings, such as in vending machines or after-hours food sales?

		Total	
		Count	%
Q13	YES	27	71%
	NO	11	29%
	Total	38	100%

All responses are self-reported and not verified.

Q14 Does your hospital have a policy to give employees flexibility in their work schedule for breast-feeding or pumping?

		Total	
		Count	%
Q14	YES	7	18%
	NO	31	82%
	Total	38	100%

All responses are self-reported and not verified.

Q15 Does your hospital have a written policy allowing employees to use flex-time in their work schedule for physical activity?

		Total	
		Count	%
Q15	YES	9	24%
	NO	28	74%
	DK	1	3%
	Total	38	100%

All responses are self-reported and not verified.

Q16 Does your hospital offer insurance coverage or reimbursement for fitness or exercise programs for hospital employees?

		Total	
		Count	%
Q16	YES	21	55%
	NO	16	42%
	DK	1	3%
	Total	38	100%

All responses are self-reported and not verified.

Q17 Does your hospital have walking trails on-site for employee use?

		Total	
		Count	%
Q17	YES	18	47%
	NO	20	53%
	Total	38	100%

All responses are self-reported and not verified.

Q18 Does your hospital sponsor free screenings with referral for the public to screen for blood pressure?

		Total	
		Count	%
Q18	YES	32	84%
	NO	6	16%
	Total	38	100%

All responses are self-reported and not verified.

Q19 About how many times a year are these screenings offered?

		Total	
		Count	%
Q19	1	1	3%
	2	5	16%
	3	3	9%
	4	3	9%
	6	1	3%
	10	1	3%
	12	6	19%
	24	1	3%
	50	1	3%
	52	1	3%
	104	2	6%
	No Answer	7	22%
	Total	32	100%

All responses are self-reported and not verified.

Q20 Does your hospital sponsor free screenings with referral for the public to screen for cholesterol?

		Total	
		Count	%
Q20	YES	28	74%
	NO	10	26%
	Total	38	100%

All responses are self-reported and not verified.

Q21 About how many times a year are these screenings offered?

		Total	
		Count	%
Q21	1	9	32%
	2	6	21%
	3	3	11%
	4	3	11%
	6	1	4%
	8	1	4%
	10	1	4%
	12	2	7%
	50	1	4%
	No Answer	1	4%
	Total	28	100%

All responses are self-reported and not verified.

List of Hospitals in Maine Contacted for the Hospital Indicator Survey July 2004

1. Northern Maine Medical Center
2. Rumford Hospital
3. Eastern Maine Medical Center
4. Inland Hospital
5. Redington-Fairview General Hospital
6. New England Rehabilitation Hospital of
Portland
7. Penobscot Bay Medical Center
8. Mercy Hospital
9. Goodall Hospital
10. Millinocket Regional Hospital
11. Mount Desert Island Hospital
12. Stephens Memorial Hospital
13. Charles A Dean Memorial Hospital
14. St Andrews Hospital and Healthcare
Center
15. Parkview Hospital
16. Penobscot Valley Hospital
17. Miles Memorial Hospital
18. Mayo Regional Hospital
19. Sebasticook Valley Hospital
20. The Acadia Hospital
21. The Aroostook Medical Center
22. Down East Community Hospital
23. Maine Medical Center
24. Spring Harbor Hospital
25. Maine General Medical Center
26. Central Maine Medical Center
27. St Mary's Regional Medical Center
28. York Hospital
29. Houlton Regional Hospital
30. Maine Coast Memorial Hospital
31. St. Joseph Hospital
32. Southern Maine Medical Center
33. Mid Coast Hospital
34. Cary Medical Center
35. Franklin Memorial Hospital
36. Blue Hill Memorial Hospital
37. Calais Regional Hospital
38. Bridgton Hospital

Data Collection Notes on School Administrative Unit Environmental Indicators

Between May 24-July 8th, Market Decisions of South Portland, contacted all of the school superintendents in Maine to administer the “School Administrative Unit Environmental Indicator Survey” on behalf of the Maine Bureau of Health, the Maine Department of Education and the Healthy Maine Partnerships. The list of superintendents came from the Department of Education web site and included 169 superintendents some of whom serve multiple districts.

Initial phone calls were made to set up appointments or to do the interview. The majority of interviews were completed with a minimum of 1 to 3 calls, up to a maximum of 14 calls. Interviews were conducted with the superintendent, assistant superintendent, curriculum coordinator, or in some cases school health coordinators, who were designated by their district to do the interview. The excel data base taken from the DOE has been used to record the completes, refusals, no schools and unresolved cases from the survey effort. A total of 155 out of the 169 superintendents completed the survey. There were 7 refusals, and there are 2 unresolved cases with 10 calls to a superintendent and an agent with messages left on answering machines with no response back. The remainder were plantations which are noted to have no schools as children in them “tuition out” to other school systems or are sent to surrounding towns which have schools. These schools are most often in the same administrative unit.

The spreadsheet includes the statuses as **complete, refused, or unresolved**. In many systems the superintendent represents more than one district or has a number of towns within their jurisdiction. In cases of this nature the second entry is designated as **dpc=duplicate complete**. A similar description for refusals is indicated as **rde=refused duplicate**. In instances with plantations a note has been added for clarification as no schools and that kids go to MSAD #_____.

The areas of difficulty in ascertaining information were with three questions, 10,12, 13.

- Question 10: “Does your school district have a policy that requires that only healthy food options be offered in vending machines available to students in schools?” Many districts did not have a policy but had a practice of making sure that the vending machines were not available for students during school hours but available only after hours particularly for sporting events. This area has been a major concern for many school districts because sports booster groups garner money to support teams through the sale of soda and other snacks at athletic events.

- Ascertaining answers for Questions 12 and 13 was highly problematic for some districts. These questions dealt with the number of classes and length of classes of physical education in K-8 and the amount of recess time, which K-8 grade students had each day. In several cases, superintendents or their designee did not know the answer to these questions. In four school districts individual school principals had to be called at various schools to attain this information and in some other districts no information was

available. To a large extent grades 5-8 do not have any recess time but students get some time during the lunch period as a break although it is not considered as recess.

All districts in the state had policies regarding tobacco use and enforcement. A total of 82 school districts have faxed to Market Decisions their policies that address smoking and tobacco use, which was requested in each interview in order to assist the Bureau of Health in setting up a database on these policies. Some of the schools use the same policy- NEPN/NSPA Code: ADC - as the source language for their policy. These documents also include the legal references to cite relevant laws and mandates. In many cases, there are slight variations made in these policies to fit local needs and the dates they were approved are indicated on each policy document.

Data Collection Notes on Municipal Environmental Indicators

Between May 12 – June 17, 2004, Market Decisions of South Portland contacted all 491 municipal offices in the state to administer the “Municipal Environmental Indicator Survey” on behalf of the Maine Bureau of Health, Healthy Maine Partnerships. The list of the 491 municipalities in the state came from the Maine Municipal Directory and included three Indian Nations.

Interviewers conducted the survey with the town/city clerks, managers, assistant managers, assessors, members of the planning board, select persons, treasurers and/or code enforcement officers. In the cases of plantations and smaller towns, calls had to be made on the one day that municipal offices were open or in the evening to select persons at their home numbers provided by town officials. The majority of interviews were completed with 1-3 calls with a maximum of 14 calls needed to complete the interview.

A total of 484 surveys were conducted; three of those were partially completed due to the difficulty of contacting someone who could answer some or all of the questions dealing with zoning. The Excel database compiled with the 491 municipalities was used to track and record the completed calls, refusals, and unresolved cases from the survey effort. There were only a handful of initial refusals, and all were converted into completes upon calling back and speaking to a different member of the municipal staff. In seven of the municipalities, nobody could be reached via telephone to conduct the survey. The majority of those seven were remote rural municipalities with no staff available to answer phone calls.

In most cases, respondents were very willing to cooperate and did not indicate that they were too busy nor did they ask for a call back at another time. For the most part, clerks were quite knowledgeable and able to answer the majority of questions asked. The exceptions were questions 11-15 (zoning policies), questions 14 and 15 in particular (lot sizes), which often required speaking to a second town official other than the clerical staff. As a result, in many cases follow-up call(s) were necessary to obtain the missing information from a planning board member, a code enforcement officer, or a member of the board of assessors. They also were very cooperative in answering the zoning questions for the survey.

As far as specific questions on the survey are concerned, the following is a breakdown of the questions that caused difficulty in collecting information:

Q1: “Other than inside municipal buildings, does your municipality have a tobacco policy that restricts the use of tobacco on or around municipal properties or in municipal vehicles?” Even after rewording this question to include municipal vehicles, there was still potential misinterpretation of the question. In several cases, respondents tended to focus on the latter part of the question wording: ” or in municipal vehicles?” and the question had to be repeated to be sure they heard and understood the first part of the question which deals with “on or around municipal properties.” It seemed that some respondents interpreted that wording to mean that it did not include areas directly outside

the building. As a result of the confusion, in several cases respondents would answer Q1 “yes”, but then proceeded to answer “no” to Q1a-d, which of course is inconsistent as Q1 is all-inclusive of Qs 1a-1d.

Q1e: “Does your municipality have a procedure in place to enforce the tobacco use policies?” Many of the respondents were uncertain on what this meant, and in probing, most were uncertain just how this was handled in their town.

Q6-10: (Questions asking about community vegetable gardens, farmer’s markets, recreation buildings, bicycle or pedestrian committee, care for sidewalks) These questions resulted in humorous reactions by many respondents in smaller towns, and they would remind us that they are a very small town and had very few residents and therefore do not have any of those things.

Q12: “ Does your municipality have a rule requiring new buildings and site plans to be designed to increase opportunities to walk or bike to work or shopping? This might include placement of sidewalks, roads, or pathways for walking or biking.”

This question was difficult for some respondents to understand how to interpret and subsequently examples were added. This question did not cause problems once the examples were added.

Data Collection Notes on Hospital Environmental Indicators

Between June 30-July 19, 2004, Market Decisions of South Portland administered the “Hospital Environmental Indicator Survey” to all non-institutional hospitals in Maine. This survey effort required calls to the 38 hospitals around the state. The primary contact was the CEO or HR director who in a number of cases designated another individual to complete the five-minute phone survey. It was stressed that the interview needed to be done with a senior administrator. Those interviewed included CEOs, Vice Presidents or Directors of Human Relations, Medical Services, Quality Management, Marketing and Development, Human Resources, Community Health, Prevention and Wellness, Community Relations, and Community Health Education. The number of calls to complete the survey averaged 2 with a low of 1 and a high of 11. In several hospitals respondents did not have the answers to a number of questions, which entailed calling back at another time to complete the interview.

Respondents provided some additional comments to various questions, which are noted in the database which merit discussion for a comprehensive assessment of this survey research endeavor. These areas were primarily in response to Questions 4, 7, 10, and 14.

- Question 4: “Does this policy prohibit smoking within any specified distance from entrances to hospital buildings?” The majority of respondents noted that their policy was a campus wide one so that distance from buildings was not relevant. Several respondents in hospitals without campus wide policies still had the distance factor specified in their policies while others had none.
- Question 5: “Are psychiatric wards smoke free?” The large numbers of N/A responses are due to the fact that many of these hospitals do not have psychiatric wards.
- Question 7 : Is there a procedure in place to enforce the no smoking policy or policies? The majority of respondents commented that staff or security were responsible for enforcement but this was viewed as problematic. The usual approach when noticing a smoker was the “tap on the shoulder” technique. In a number of hospitals, respondents commented that staff members are reluctant to perform this duty. One hospital uses staff, security, and physicians to enforce the no smoking policy. The physicians, in this hospital were seen as a critical part of this process as inpatient groups often like to go outside for a smoke. This hospital brought together a team of people to work out this policy and encouraged them to examine the smoking issue not as a moral problem but as a health one. Most hospital administrators reported when asked how the policy was enforced, that the enforcement was a part of their regular disciplinary procedures, which relates specifically to staff. Unit

heads and other administrators handle this area. Visitors were another matter and often smoked in their cars or indicated when intercepted that they were unaware of the policy despite of (delete) signage. Another administrator commented that the enforcement was “not very effective, as staff dislike doing it”. One respondent noted, “The no smoking policy is a highly visible thing and monitored by security.” In several smaller hospitals no security staff exists so the staff needs to handle it.

- Question 10 asks: “Is there a prohibition against tobacco advertising in any hospital buildings or publications?” Most respondents commented that they did not have a policy on prohibition of tobacco advertising in their publications per se but they had a no solicitation policy, which in their view covered this area. One administrator indicated that it was an unwritten rule. This question was one that many respondents had to think about until they remembered whether or not they had a solicitation policy.
- Question 14: Does your hospital have a policy to give employees flexibility in their work schedule for breast-feeding or pumping? These questions brought out a good deal of discussion as a vast majority of hospitals do not have a specific policy covering this area. All respondents commented that they had a common practice of working this out for staff members and had been doing so for a good number of years. Respondents also noted that this practice was worked out within each unit with the administrator or supervisor. One administrator pointed out that staff could use the breast-feeding room in the newborn unit, which had worked out quite well.
- Question 17: Does your hospital have walking trails on-site for employee use? This question brought forth a number of comments such as: “We are in the city but staff can walk around the block”; “there is a park adjacent to the hospital which can be used”; “our town has created walking trails which are near the hospital which our employees use during lunch breaks.” Finally, a respondent said: “one is going in very soon.” Quite obviously, the area of walking trails for staff is a major concern for many hospitals.

Appendix A: School Administrative Unit Survey Questionnaire

Environmental Indicators School Administration District Questionnaire

5/12/04

Hello, I am calling from Market Decisions, a survey research firm in South Portland on behalf of the Maine Bureau of Health and the Department of Education. They are working together to understand health influences and opportunities in schools in Maine. As part of this assessment, I would like to ask you some questions about tobacco and health in your district. The survey should take only about 10 minutes. Is now a good time for you? (**IF NO:** Could we schedule a convenient time to call you back to complete the survey?)

- 1) Does your school district have a staff person who is paid or provided a stipend to coordinate school health including leading the school district health leadership committee?
 - YES
 - NO
 - DON'T KNOW -> Can you tell me the name of a person who would know? _____

- 2) Is funding provided through school district budgets for on-site staff wellness or health promotion programs?
 - YES
 - NO
 - DON'T KNOW

- 3) Does your school district have a team or committee responsible for planning and implementing staff wellness or health promotion programs?
 - YES
 - NO
 - DON'T KNOW

The next questions are about your district's health education curriculum.

- 4) Does your school district have a policy that requires at least one credit or the equivalent of two semesters of health education for high school graduation?
- YES
 - NO
 - DON'T KNOW
- 5) Other than High School or grades 9-12, is health education on the report card for any grades?
- YES -> **ASK:** Which ones? _____
 - NO
 - DON'T KNOW

Now I have some questions about your district's policies on smoking and tobacco use.

- 6a) Does your school district have a written policy or policies regarding tobacco use?
- YES -> **ASK:** Would you be able to fax or mail a copy to me?
 - YES
 - NO
 - NO ->**SKIP TO Q7**
 - DON'T KNOW

OFFER FAX # 767-8158, OFFER MARKET DECISIONS' ADDRESS (P.O. Box 2890, South Portland, ME 04116) OR OFFER TO MAIL STAMPED ENVELOPE THAT THEY CAN SEND TO MARKET DECISIONS (Get address to mail to)

- 6b) Does this policy include a prohibition against tobacco use on school property by:
(CHECK ALL THAT APPLY)
- Students?
 - All school staff?
 - Visitors and the community?
 - NONE OF THE ABOVE
 - DON'T KNOW
- 6c) Does this include a prohibition against tobacco use in school vehicles by:
(CHECK ALL THAT APPLY)
- Students?
 - All school staff?
 - Visitors and the community?
 - NONE OF THE ABOVE
 - DON'T KNOW

6e) Does this include a prohibition against tobacco use at school-sponsored functions on or away from school property for:

(CHECK ALL THAT APPLY)

- Students?
- All school staff?
- Visitors and the community?
- NONE OF THE ABOVE
- DON'T KNOW

6f) Does your school district prohibit tobacco advertising in school buildings, at school functions and in school publications?

- YES
- NO
- DON'T KNOW

6g) Does your school district prohibit tobacco advertising on clothing such as T-shirts or hats worn to school or school sponsored activities?

- YES
- NO
- DON'T KNOW

6h) Does your school district have a written procedure for communicating the tobacco use policy to:

(CHECK ALL THAT APPLY)

- Students?
- All school staff?
- Visitors and the community?
- THERE ARE NO PROCEDURES FOR COMMUNICATING TOBACCO-USE POLICIES
- DON'T KNOW

6i) Does your school district have a written procedure for enforcing the tobacco-use policy for:

(CHECK ALL THAT APPLY)

- Students?
- All school staff?
- Visitors and the community?
- THERE ARE NO WRITTEN ENFORCEMENT PROCEDURES
- DON'T KNOW

- 7) Does your school district offer students any of the following services at school to help them quit using tobacco:
- Group counseling services or programs to help them quit smoking or using other tobacco products
 - Access to a staff person who is specifically trained in tobacco treatment for one-on-one counseling
 - Referrals to community services or programs to help them quit
 - Posting information on how to reach the Maine Tobacco HelpLine
 - NONE OF THE ABOVE
 - DON'T KNOW
- 8) Does your school offer on-site services to help staff and faculty quit smoking?
- YES
 - NO
 - DON'T KNOW

The next few questions are about healthy foods and nutrition policies.

INTERVIEWER NOTE - if respondent asks about **Healthy definition**. A "healthy" food must be low in fat and saturated fat and contain limited amounts of cholesterol and sodium. In addition, if it's a single-item food, it must provide at least 10 percent of one or more of vitamins A or C, iron, calcium, protein, or fiber.

- 9) Does your school district have a written policy or procedures that require that healthy options be served at all events that are on schools grounds or are school-sponsored?
- YES
 - NO
 - DON'T KNOW
- 10) Does your school district have a policy that requires that only healthy food options be offered in vending machines available to students in schools?
- YES
 - NO
 - DON'T KNOW

11) Does your school district prohibit the sale of soda in the following places:
(CHECK ALL THAT APPLY)

- vending machines,
- ala carte cafeteria items,
- other food sales outlets available to students?
- DON'T KNOW

These last few questions are about physical education and exercise.

12) About how many minutes of physical education per week do students have in your school district?

PROBE: How many classes and how long is each class? How about grades:

- a) K-2? # OF CLASSES: _____ LENGTH OF CLASS: _____ min.
- b) 3-5? # OF CLASSES: _____ LENGTH OF CLASS: _____ min.
- c) 5-8? # OF CLASSES: _____ LENGTH OF CLASS: _____ min.

13) How many minutes of recess do students have each day in grades:

- a) K-2? _____ minutes
- b) 3-5? _____ minutes
- c) 5-8? _____ minutes

14) Does your district have a policy or programs that make one or more school buildings open to the general public for indoor exercise?

- YES
- NO
- DON'T KNOW

Thank you; those are all the questions I have. I appreciate your help.

Appendix B: Municipal Survey Questionnaire

Environmental Indicators Municipal Questionnaire 5/21/04

Hello, I am calling from Market Decisions, a survey research firm in South Portland on behalf of the Bureau of Health and the Department of Education. I would like to ask you a few questions about tobacco and health in your municipality. The survey should only take about 10 minutes. Is now a good time for you? (**IF NO:** Could we schedule a convenient time to call you back to complete the survey?)

First I'd like to ask you about smoking policies.

X01) Does your municipality prohibit smoking or the use of tobacco indoors IN ALL municipal buildings?

- YES
- NO
- DON'T KNOW

1) Other than inside municipal buildings, does your municipality have a tobacco policy that restricts the use of tobacco on or around municipal properties or in municipal vehicles?

- YES -> **ASK:** Does it include the following items? (**CONTINUE**)
- NO -> **SKIP TO Q2**
- DON'T KNOW -> Can you tell me the name of a person who would know? (REPEAT INTRO) _____

b) A policy that completely prohibits the use of tobacco on the grounds around the buildings where municipal business is conducted?

- YES -> **SKIP TO 1d (TOP OF NEXT PAGE)**
- NO
- DON'T KNOW

a) A policy that prohibits smoking within 15 feet from entrances to buildings where municipal business is conducted?

- YES
- NO
- DON'T KNOW

d) A policy that prohibits smoking 15 feet from entrances at all associated or satellite sites, such as public works building, police stations or fire stations, or other municipal buildings?

- YES
- NO
- DON'T KNOW

c) A policy that prohibits smoking in municipal vehicles?

- YES
- NO
- DON'T KNOW

e) Does your municipality have a procedure in place to enforce the tobacco use policies?

- YES
- NO
- DON'T KNOW

f) Does your municipality have signs posted to inform staff and visitors about the policies?

- YES
- NO
- DON'T KNOW

2) Apart from any school land, does your municipality own or operate recreation fields or parks open to the public?

- YES
- NO -> **SKIP TO Q6**
- DON'T KNOW -> **ASK:** Can you tell me the name of a person who would know?

3) **Apart from any school tobacco policy, is there a municipal policy for the fields or parks that restricts smoking or the use of tobacco?**

- YES**
- NO -> SKIP TO Q6**
- DON'T KNOW**

4) **Is this policy in effect:**

- All of the time or**
- Some of the time?**
- DON'T KNOW

5) Does this policy cover:

- All fields and parks or
- Some fields and parks?
- DON'T KNOW

Now I'd like to ask some questions about the availability of fresh produce.

6) In your municipality, apart from the schools, are there any community garden plots where residents can grow vegetables?

- YES
- NO
- DON'T KNOW

7) Does your municipality have a farmer's market?

- YES
- NO
- DON'T KNOW

Finally some questions on recreation, bicycling or walking.

8) Apart from any school buildings, does your municipality own or operate a building open to the public for indoor recreation?

- YES
- NO
- DON'T KNOW -> **ASK:** Can you tell me the name of a person who would know?

9) Does your municipality have an appointed Bicycle or Pedestrian Committee?

- YES
- NO
- DON'T KNOW

10) Does your municipality include a current budget line for the repair, maintenance and new development of sidewalks?

(CHECK ALL THAT APPLY)

- YES - REPAIR
- YES - MAINTENANCE
- YES - NEW DEVELOPMENT
- NO
- DON'T KNOW

NOTE: THE ADDITION OF THESE QUESTIONS MAY REQUIRE IDENTIFYING, SCHEDULING A CALL AND SPEAKING TO A SECOND PERSON IN THE MUNICIPALITY - ADDING TIME. WE WILL TEST TO SEE IF THIS IS FEASIBLE BEFORE PROCEEDING WITH ALL MUNICIPALITIES.

The last few questions I have are about your municipality's zoning rules.

11) Do current zoning rules allow for a mix of residences and businesses to exist in the same neighborhood?

- YES -> ASK: Is that in:
- Some neighborhoods or
- All neighborhoods?
- NO
- DON'T KNOW

12) Does the municipality have a rule requiring new buildings and site plans to be designed to increase opportunities to walk or bike to work or shopping? This might include placement of sidewalks, roads or pathways for walking or biking.

- YES
- NO
- DON'T KNOW

13) Does your municipality allow cluster development?

PROMPT: Locating housing units close together in a development with a required offset of green space or recreational land?

- YES
- NO
- DON'T KNOW

14) What is the smallest lot size the municipality allows? _____

15) What is the largest lot size the municipality allows? _____

Thank you; those are all the questions I have. I appreciate your help.

Appendix C: Hospital Administrator Questionnaire

Environmental Indicators Hospital Questionnaire May 17, 2004 (Not approved as of June 5, 2004)

Hello, I am calling from Market Decisions, a survey research firm in South Portland on Behalf of the Bureau of Health and the Healthy Maine Partnerships Initiative. I would like to ask you a few questions about tobacco and health policies at your hospital. This is a very short survey and will take just a few minutes. Is now a good time for you? **(IF NO:** Could we schedule a convenient time to call you back to complete the survey?)

First I'd like to ask you about smoking policies.

- 1) Does your hospital have a written smoking policy or policies?
 - YES
 - NO -> **SKIP TO Q9**
 - DON'T KNOW -> Can you tell me the name of a person who would know? (REPEAT INTRO) _____

- 2) Does this policy prohibit any smoking on the grounds/premises for:
(CHECK ALL THAT APPLY)
 - Patients?
 - Visitors?
 - or Staff?
 - NONE OF THE ABOVE
 - DON'T KNOW

- 3) Are psychiatric wards smoke-free for:
(CHECK ALL THAT APPLY)
 - Patients?
 - Visitors?
 - or Staff?
 - NONE OF THE ABOVE
 - DON'T KNOW

- 4) Is smoking prohibited in vehicles on hospital grounds?
 - YES
 - NO
 - DON'T KNOW

- 5) Is the smoking policy the same for all associated or satellite sites, such as clinics or nursing homes?
- YES
 - NO
 - DON'T KNOW
- 6) Is there a prohibition against tobacco advertising in any hospital buildings or publications?
- YES
 - NO
 - DON'T KNOW
- 7) Is there a procedure in place to enforce the no smoking policy or policies?
- YES
 - NO
 - DON'T KNOW
- 8) Is there a plan in place for ongoing communications of the policy to:
(CHECK ALL THAT APPLY)
- Patients?
 - Visitors?
 - or Staff?
 - NONE OF THE ABOVE
 - DON'T KNOW
- 9) Does your hospital cover employees' costs for tobacco cessation medications?
- YES
 - NO
 - DON'T KNOW
- 10) Does the hospital provide on-site tobacco cessation services for employees such as:
(CHECK ALL THAT APPLY)
- Group counseling or programs?
 - Referral to community services or programs?
 - Posting information such as for the Maine Tobacco HelpLine?
 - NONE OF THE ABOVE
 - DON'T KNOW
- 11) Does your hospital offer Healthy Food Options in non-cafeteria settings, such as in vending machines or after-hours food sales?**
- YES
 - NO
 - DON'T KNOW

12) Does your hospital have a policy to give employees flexibility in their work schedule for breast-feeding or pumping?

- YES
- NO
- DON'T KNOW

13) Does your hospital have a written policy allowing employees to use flex-time in their work schedule for physical activity?

- YES
- NO
- DON'T KNOW

14) Does your hospital offer insurance coverage or reimbursement for fitness or exercise programs for hospital employees?

- YES
- NO
- DON'T KNOW

15) Does your hospital have walking trails on-site for employee use?

- YES
- NO
- DON'T KNOW

16) Does your hospital sponsor free screenings with referral for the public to screen for blood pressure?

- YES
- NO-> **SKIP TO Q18**
- DON'T KNOW

17) About how many times a year are these screenings offered?

18) Does your hospital sponsor free screenings with referral for the public to screen for cholesterol?

- YES
- NO -> **GO TO CLOSING STATEMENT**
- DON'T KNOW

19) About how many times a year are these screenings offered?

Thank you; those are all the questions I have.