

## Before Starting the HECAT

### Audio Descriptive Text

Title: Chapter 3. Using the HECAT; Before Starting the HECAT. Image of cover of HECAT document. Images from the HECAT document including text and tool pages. Image of Active Child icon. Report and brochure covers for HECAT

### Video Summary

- There are several initial steps that will help the review team get on the same page before conducting a curriculum review. Steps include:
  - Identifying a HECAT coordinator
  - Assigning roles and responsibilities for team members
  - Determining what HECAT content will be used in the curriculum analysis.

### Audio Script

Before using the HECAT, it is important to talk about how it can be used in the curriculum review process. There are several initial steps that will help you and your team get on the same page before conducting a curriculum review using the HECAT.

1. **Identify a HECAT coordinator.** The coordinator will lead the review team through the curriculum evaluation process using the HECAT. The coordinator should understand the health education needs of the students as well as the school health interests and concerns held by school leadership, parents or guardians, and the community.
2. **Form a HECAT committee and identify the roles and responsibilities of each member.** A team of people will be responsible for analyzing curricula and making recommendations based on the HECAT scores.
3. **Obtain one or more copies of the curriculum for review and assessment.** Distribute an adequate number of copies of the complete curriculum for team members to review. If each team member cannot access a complete curriculum to review separately, members can share materials and complete the review on a predetermined schedule.
4. **Determine HECAT content for analyzing the curriculum.** The curriculum review team should look carefully through the HECAT and identify any questions or analyses they don't want or need to do.
5. **Finalize the curriculum analysis tool for reviewers to use.** Prepare the final version of the HECAT for the committee by consolidating essential chapters, pages, and items and by providing an adequate number of the final HECAT tool for each member of the review team.
6. **Provide orientation and direction for team members.** Provide an overview of the HECAT review process, schedule, and expected results. Also, review a description of the curriculum. It's important that all reviewers become familiar with the curriculum before they start reviewing it.
7. **Determine curriculum review assignments for team members.** The curriculum review team can complete an entire HECAT chapter or module together at one time or do sections separately over an extended period of time. More than one person from the curriculum review team should review and complete each HECAT chapter or module for each curriculum.
8. **Develop a timeline for the review process.** The time required for a curriculum review will depend on several factors, such as each reviewer's understanding of health education and relevant health topics as well as familiarity with the HECAT and the curriculum being reviewed.

Once your team has completed these steps, you are ready to dive in to your health education curriculum review using the HECAT. Let's briefly look at the sections of the HECAT you would use for your curriculum review. We will then explore most of these sections in more detail.