

## Community Institution/Organization Sector List of Questions

The following pages list the questions for each module (demographic, physical activity, nutrition, tobacco, chronic disease management, and leadership) of the Community Institution/ Organization sector. The questions are provided in the Excel spreadsheets of the CHANGE tool; below is an example of a Community Institution/Organization spreadsheet.

**Community Institution/Organization: Physical Activity**

Based on your team's knowledge or observations of the community, use the following Policy and Environment scales to indicate the most appropriate responses for each statement. Position the cursor over each rating option to see further explanation and an example (examples provided are for item #1).

In the two response columns, please indicate the appropriate number (#) from the scales below that best represents your answers for each item. Provide both a Policy Response # and Environment Response # for each statement in the appropriate column, with supporting documentation in the corresponding comment boxes. Response # 99 should be used only when the strategy is not applicable at the site (e.g., stair promotion not suitable in one-story building).

Response #	Policy	Environment
1	Not identified as problem	Elements not in place
2	Problem identification/gaining agenda status	Few elements in place
3	Policy formulation and adoption	Some elements are in place
4	Policy implementation	Most elements are in place
5	Policy evaluation and enforcement	All elements in place
99	Not applicable	Not applicable

To what extent does the community institution/organization:		Policy Response #	Environment Response #
1.	Promote stairwell use (e.g., make stairs appealing, post motivational signs near stairs to encourage physical activity)?		
2.	Provide a safe area outside (e.g., through lighting, signage, crime watch) to walk or be physically active?		
3.	Designate a walking path on or near building property?		
4.	Encourage non-motorized commutes (e.g., active transportation such as walk or bike) to the facility?		
5.	Enhance access to public transportation (e.g., bus stops, light rail stops, van pool services, subway stations) within reasonable walking distance?		
6.	Provide access to onsite fitness center, gymnasium, or physical activity classes?		
7.	Provide a changing room or locker room with showers?		
8.	Provide bicycle parking (e.g., bike rack, shelter) for patrons?		
9.	Provide access to a broad range of competitive and noncompetitive physical activities that help to develop the skills needed to participate in lifetime physical activities?		
10.	Provide opportunity for unstructured play or leisure-time physical activity?		
11.	Prohibit using physical activity as a punishment?		
12.	Restrict screen time to less than 2 hours per day for children over 2 years of age?		
13.	Provide direct support (e.g., money, land, pavilion, recreational facilities, sponsorship, advertising) for supporting community-wide physical activity opportunities (e.g., sports teams, walking clubs)?		
<b>COLUMN TOTAL:</b>		<b>0</b>	<b>0</b>
<b>PHYSICAL ACTIVITY SCORE:</b>		<b>0.00%</b>	<b>0.00%</b>

**As an example, these are the questions asked in the physical activity module. The following pages list all questions asked in all modules of the Community Institution/Organization sector.**

**Please remember to answer every item. Do not leave any item blank.**

Demographic Information / **Physical Activity** / Nutrition / Tobacco / Chronic Disease Management / Leadership

## Demographic

1. Best description of the community setting:  
rural, suburban, urban
2. Median household income in the community:  
< \$25,000, \$25,000 – \$34,999, \$35,000 – \$49,999, \$50,000 – \$74,999, ≥ \$75,000
3. Sector type:  
private, public
4. Profit type:  
for-profit, not-for-profit
5. Target population:  
children/youth\* (ages: <18), adults (ages: 18-64), seniors/older adults (ages: 65+), other.  
\*If serving children/youth, what grades are being served:  
preschool, elementary school, middle school, high school
6. Type of institution/organization:  
senior center, faith-based organization, daycare center, boys and girls club, health and wellness center, university/college, other

## Physical Activity

To what extent does the community institution/organization:

1. Promote stairwell use (e.g., make stairs appealing, post motivational signs near stairs to encourage physical activity)?
2. Provide a safe area outside (e.g., through lighting, signage, crime watch) to walk or be physically active?
3. Designate a walking path on or near building property?
4. Encourage non-motorized commutes (e.g., active transportation such as walk or bike) to the facility?
5. Enhance access to public transportation (e.g., bus stops, light rail stops, van pool services, subway stations) within reasonable walking distance or provide financial support (e.g. transit cards)?
6. Provide access to onsite fitness center, gymnasium, or physical activity classes?
7. Provide a changing room or locker room with showers?
8. Provide bicycle parking (e.g., bike rack, shelter) for patrons?
9. Provide access to a broad range of competitive and noncompetitive physical activities that help to develop the skills needed to participate in lifetime physical activities?
10. Provide opportunity for unstructured play or leisure-time physical activity?
11. Not allow using physical activity as a punishment?
12. Restrict screen time to less than 2 hours per day for children over 2 years of age?
13. Provide direct support (e.g., money, land, pavilion, recreational facilities, sponsorship, advertising) for supporting community-wide physical activity opportunities (e.g., sports teams, walking clubs)?

## **Nutrition**

To what extent does the community institution/organization:

1. Institute healthy food and beverage options at institution-sponsored meetings and events?
2. Institute healthy food purchasing practices (e.g., increase availability of fruits, vegetables, and whole grains; follow guidelines aligning with the Food Service Guidelines for Federal Facilities)?
3. Institute healthy food preparation practices (e.g., steaming, low fat, low salt, limiting frying) in onsite cafeteria and food venues?
4. Institute pricing strategies that encourage the purchase of healthy food and beverage options? (e.g., bundling products, punch-card reward program)?
5. Avoid marketing (e.g., counter advertisements, posters, other print materials) of less healthy foods and beverages onsite?
6. Provide smaller portion sizes in onsite cafeteria and food venues?
7. Institute nutritional labeling (e.g., ‘low sodium’, ‘no trans fat’) at onsite cafeteria and food venues?
8. Provide safe, unflavored, cool drinking water at no cost to patrons?
9. Avoid using food as a reward or punishment?
10. Support (e.g., money, land, a pavilion, sponsorship, donated advertising) food access opportunities (e.g., farmers' markets, community gardens)?
11. Support breastfeeding including providing breaks and providing a comfortable, private space for employees to nurse or pump?

## **Tobacco**

To what extent does the community institution/organization:

1. Institute a smokefree/tobacco-free policy 24/7 for indoor public places, including workplaces, bars, and restaurants?
2. Institute a smokefree/tobacco-free policy 24/7 for outdoor public places, such as outdoor children's playgrounds and sports fields?
3. Not allow tobacco vending machine sales (including self-service displays)?
4. Not allow tobacco industry sponsorship of community events, including prizes, and other promotional offers?
5. Restrict youth-oriented tobacco advertisement (e.g., restrict point-of-purchase advertising or product placement around schools)
6. Help patrons to access tobacco cessation resources and services, such as a quitline (e.g., 1-800-QUIT-NOW)?

## **Chronic Disease Management**

To what extent does the community institution/organization:

1. Provide access to chronic disease self-management programs (e.g., weight loss programs for overweight/obesity)?
2. Provide access to an onsite nurse?

3. Provide an onsite medical clinic to monitor and address chronic diseases and related risk factors (e.g., high blood pressure, high cholesterol, elevated blood sugar levels)?
4. Provide routine screening, follow-up counseling and education to patrons to help address chronic diseases and related risk factors (e.g., poor nutrition, physical inactivity, high blood pressure, high cholesterol, elevated blood sugar levels, tobacco use and exposure)?
5. Adopt curricula or training to raise awareness of the signs and symptoms of heart attacks and strokes?
6. Adopt curricula or training to raise awareness of the importance of calling 9-1-1 immediately when someone is having a heart attack or stroke?
7. Promote chronic disease prevention to patrons (e.g., post signs reminding patrons to get blood pressure checked, quit smoking, or avoid secondhand smoke)?
8. Adopt an emergency response plan (e.g., appropriate equipment such as Automatic External Defibrillator, instructions for action) in place?

### **Leadership**

To what extent does the community institution/organization:

1. Provide incentives to patrons participating in chronic disease prevention measures (e.g., quit smoking, log miles walked, blood pressure or cholesterol screening)?
2. Participate in the public policy process to highlight the need for community changes to address chronic diseases and related risk factors (e.g., poor nutrition, physical inactivity, tobacco use and exposure)?
3. Conduct facility assessments for health and wellness amenities and policies using a tool such as FitWel?
4. Have a wellness coordinator?
5. Have a wellness committee?
6. Have a health promotion budget?
7. Have a mission statement (or a written policy statement) that includes the support of or commitment to patron health and well-being?
8. Implement a needs assessment when planning a health promotion program?
9. Evaluate health promotion programs?
10. Provide opportunities for patron feedback (e.g., interest, satisfaction, adherence) about health promotion programs?
11. Participate in community coalitions and partnerships (e.g., food policy council, tobacco-free partnership, neighborhood safety coalition) to address chronic diseases and related risk factors (e.g., poor nutrition, physical inactivity, tobacco use and exposure)?