

## Action Plan Rubric for Evaluating the Elements of your Health and Wellness Action Plan

Element of Action Plan	Less Effective	Somewhat Effective	Most Effective	School rating	CO rating
Who	Plan includes the name of persons responsible for the action. (1)	Plan includes the name of persons responsible and staff supporters of the action. (2)	Plan includes the name of persons responsible, staff supporters, and community members/organizations and/or volunteers needed to complete this action. (3)		
What	Plan includes a statement of what is to be done. (1)	Plan includes a goal statement that is clear, specific, measurable, and attainable.(2)	Plan includes a goal statement that is clear, specific, measurable, and attainable. Also included is a statement of purpose that features promoting health and the leadership skills necessary for promoting health. Baseline data is provided in order to ultimately show success and/or growth (5)		
How	Plan includes a vague outline of what is to be done. (1)	Plan includes some detail of what is to be done. (2)	Plan includes a step-by-step description what is to be done, which includes health promotion strategies needed to work toward the goal and achieve it. (3)		
Why	Plan includes a vague explanation about why particular goals have been chosen. (1)	Plan includes some detail about why the goals have been chosen. (2)	Plan includes goals which include a purpose and justification of why these goals have been chosen. Possible barriers or obstacles are listed and ways they might be overcome. (3)		
When	Plan includes a start date and end date. (1)	Plan includes a start date, end date and at least a mid-point date/progress update. (2)	Plan includes a start and end date, mid-point progress date(s), celebration dates, and dates of specific components of meeting the goals. (3)		
Where	Plan includes no indication of where the goals will take place. (1)	Plan includes vague details about where the goals will take place. (2)	Plan includes specific details about where each piece of the goal will take place. (3)		
Results	One goal has been met for the 2016-17 school year. (4)	Two goals have been met for the 2016-17 school year. (6)	All three goals have been met for the 2016-17 school year. (8)		

School: \_\_\_\_\_

Total    \_\_\_\_\_  
28    28

- 25-28 • "A" - Your school's plan is comprehensive, includes SMART goals, includes statements of specificity, uses data and strategies to fulfill an observed need in your school community.
- 20-24 • "B" - Your school's plan is strong and is headed in the right direction. It contains SMART goals and are working toward making your strategies more specific and based on data from your school community.
- 16-19 • "C" - Your school's plan is working toward to improvement. It includes goals, however, there is a need to strengthen the goals to be more specific, measurable, attainable, relevant and time-bound. Additional resources may be needed to help improve progress.
- 12-15 • "D" - Your school's plan is in need of re-evaluation to determine if the goals being written are SMART goals, and if they will meet the needs of your school community.
- 0-11 • "F" - Your school's Health and Wellness Committee should receive additional training on the Health and Wellness Action Planning and Implementation process. The school should work to build a strategy to improve the health and wellness opportunities for staff and students.