

Self-Check for Completion of Coordinated School Health (CSH) Success Story

Use the questions below to complete the Connecticut State Department of Education's *Coordinated School Health (CSH) Success Story* form. The self-check for each question includes a list of the components of a compelling success story. These questions will help you provide the essential information regarding your CSH program or activity. You do not need to address every individual component, but should include enough information to make your story come alive and help other districts replicate your success.

1. Title of success story

SELF-CHECK – Does the title of your success story

- Capture the reader's attention and entice the reader to read further?
- Avoid acronyms and abbreviations (unless spelled out at first reference)?
- Contain a verb/action?

2. Check the area(s) of Coordinated School Health addressed by your program/activity. (Check all that apply.)

SELF-CHECK – For your program or activity

- Are all of the applicable CSH areas checked?

3. Describe the health problem addressed by the program/activity:

SELF-CHECK – Does the description of the health problem

- Clearly describe the problem being addressed and why it's important?
- Provide data specific to the state, city, or population served by your program?
- Specify the affected population(s)?
- Relate to the program being described?
- Provide an emotional hook in addition to the public health data (to encourage the reader to care about the problem and to learn how **you** addressed it)?
- Tie the health burden to a cost burden (if possible)?
- Include a strong lead sentence?
- Make a clear, concise statement about a single issue?
- Avoid wordiness, passive language, grammatical errors, and jargon?

4. Describe your successful program/activity:

SELF-CHECK – Does the description of your successful program/activity

- Describe how the initiative began and outline the steps taken to implement it?
- Identify who was involved, where the activity/event took place, and when it occurred?
- Include details about the contributions (fiscal, staff, technical assistance, other resources, etc.) from other partners?
- Describe how the progress of the program/activity is monitored or evaluated?
- Avoid wordiness, passive language, grammatical errors, and jargon?

5. Describe the impact of your successful program/activity:

SELF-CHECK – Does the description of the impact of your program/activity

- Clearly describe outcomes of the program and associated impact?
- Provide context for why the impact is important? [Demonstrate the success of the program by providing specific details (e.g., money saved, data to illustrate change in health and/or education outcomes, numbers reached or impacted, maximized use of resources, evidence of support from community and key decision makers, change in policy, etc.)]
- Relate back to the program description?
- Avoid broad, sweeping statements (such as "There was a noticeable increase in healthy eating habits" or "A significant amount of money was saved")?
- Provide conclusions that effectively wrap up the story?

6. Describe future plans for your program/activity (e.g., how the program will be continued, future plans for expansion):

SELF-CHECK – Does the description of future plans for your program/activity

- Clearly describe how the program will continue?
- Indicate whether and how the program will be expanded?

7. Recommendations to other school districts for successful implementation of this program/activity (e.g., two or three key strategies)

SELF-CHECK – Do the recommendations

- Clearly and succinctly describe the key strategies for success?
- Include specific and concrete information that would help another school implement this program?

Adapted from CDC/DASH Success Story Template, Centers for Disease Control and Prevention. 2007.