

Go NAPSACC

Navigation Guide for Provider Tools



Revised December 2019 gonapsacc.org

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Welcome

Welcome to Go NAPSACC!
Thank you for joining others around the country in making child care an even healthier place for young children to learn and grow.

This guide will help you get started, providing step-by-step instructions and tips to help you complete your Self-Assessments, create your Action Plans, and use our Tips & Materials resource library.

If you have questions at any time, please feel free to contact us at gonapsacc@unc.edu.

Now, let's get started!

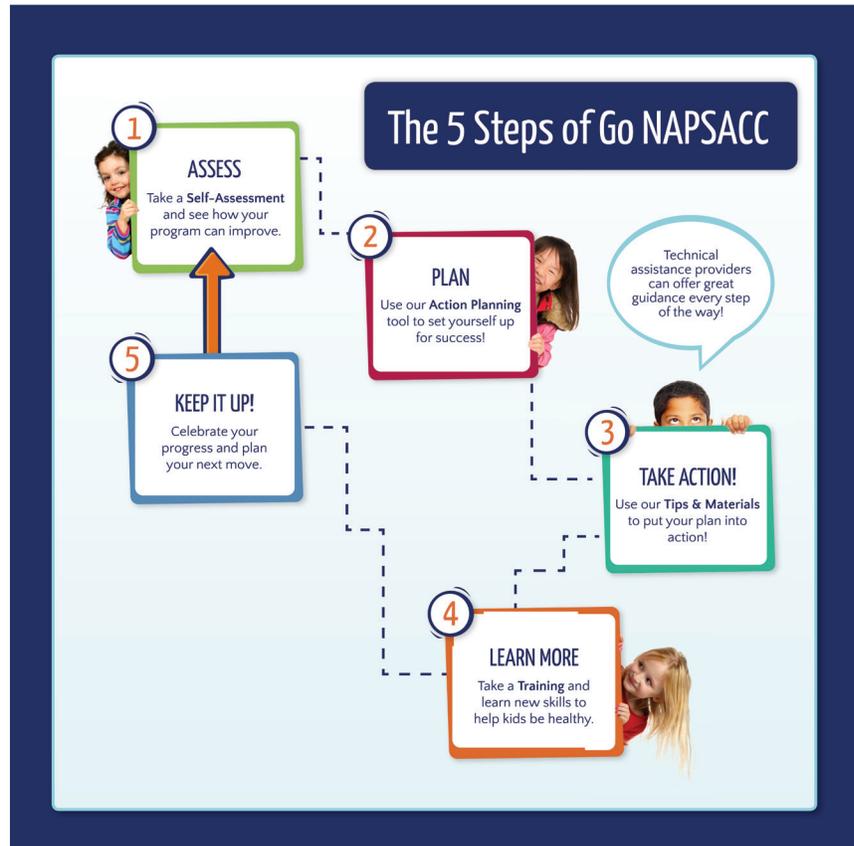
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Go NAPSACC

5 Steps & Sections

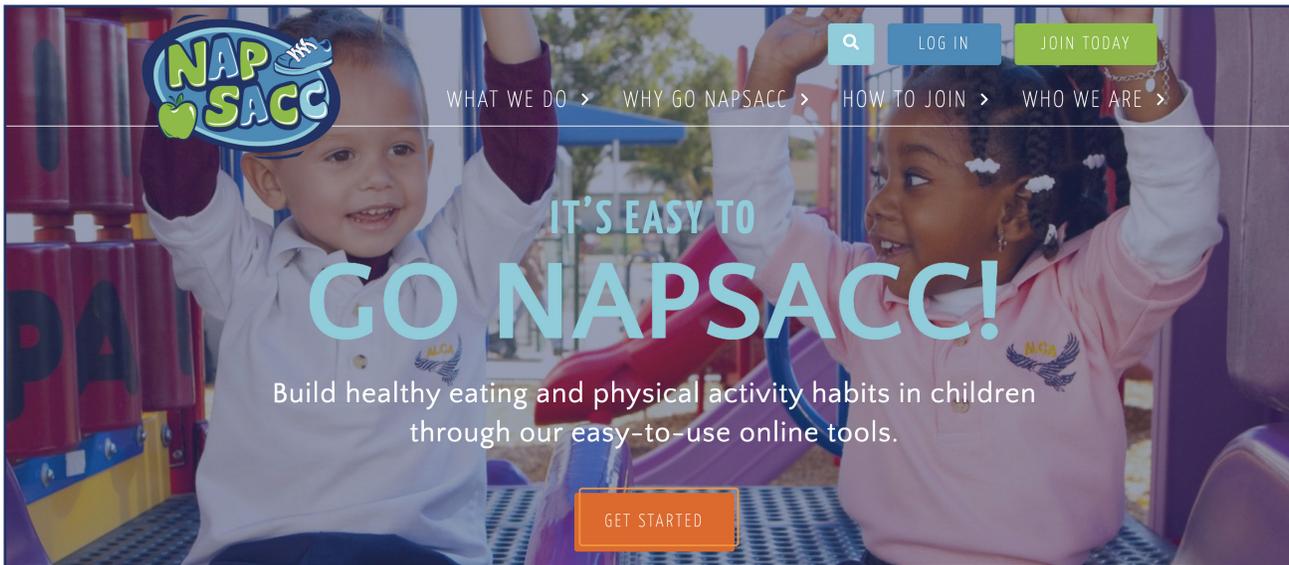
Go NAPSACC is an easy-to-use online tool for early care and education programs interested in building healthy eating and physical activity habits in children. Go NAPSACC is based on a set of best practices — recommendations that stem from the latest research and guidelines in the field. Programs use Go NAPSACC to improve their practices, policies, and environments and meet these best practices. Go NAPSACC leads the way to healthy change in 5 steps.



Registration

Registration helps customize the tools for your unique role and services.

To have the best experience, please answer the questions as accurately as possible.



! Helpful Tips

- ▶ Make sure you write down your password and keep it somewhere secure.
- ▶ After you finish registration, you will receive a registration confirmation message to the email address you provided.
Note: If you do not receive a registration confirmation email, (don't forget to check your spam and junk mail) contact us at gonapsacc@unc.edu.
- ▶ After you finish registration, you will automatically be logged into your account. Go to **My Account** to verify that all your information is correct.

REGISTRATION

From a TA Invitation

If you are working with a TA consultant, you may receive an email invitation to register for Go NAPSACC.

1. Click the [URL link](#) to start registration.
2. Make sure you write down your password and keep it somewhere secure.
3. Your **registration code** will be pre-filled in the form for you.

Hello Jane Doe,

You are invited to register with Go NAPSACC, the online tool that helps early care and education programs improve the health of the children they serve.

To register:

1

1. Go to <https://napsacc-demo.med.unc.edu/register/invite/96>
2. Answer the questions to the registration survey.
3. You will be asked to provide a "registration code". Please type in or copy and paste the following code exactly as it is written below:
4549
4. When you finish registration, you should receive a confirmation email.

Please only register your child care facility once. If you own or manage more than one child care facility, please complete separate registrations for each facility.

If you experience any problems while registering, please email us at gonapsacc@unc.edu.

Best,
Sally Smith
ta1@example.com



Let's Get Started!

Please provide the information below so that we can create your Go NAPSACC account.

First Name * Last Name *

Child Care Program Name *

Please note: If your program is part of a child care chain, please make sure your program name includes unique identifying information (e.g., Sunshine House-Downtown).

Child Care Program Location
City * State * County * Zip *

Your Email Address * Confirm Your Email Address *

Please note: This email address will be your Go NAPSACC User Name and the way we contact you.

2

Go NAPSACC Password * Confirm Your Password *

3

Registration Code *

Enter the code that you were provided here.

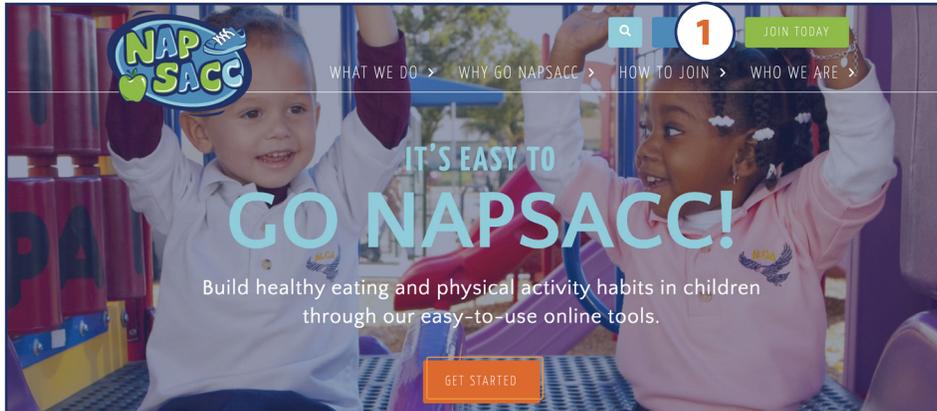
This is the first page of Registration. When you click "Continue" you will have 2 additional pages to complete. See page 6.

REGISTRATION

From Go NAPSACC Homepage

Navigate to the Go NAPSACC homepage at: www.gonapsacc.org

1. Click **JOIN TODAY** at the top of the Go NAPSACC homepage.
2. Choose **Directors & Owners** and click **Continue**.



(Registration from Go NAPSACC Homepage, continued)

1. Make sure you write down your password and keep it somewhere secure.
2. Copy and paste the code you were given into the **Registration Code** field.



Let's Get Started!
Please provide the information below so that we can create your Go NAPSACC account.

First Name * Last Name *

Child Care Program Name *

Please note: If your program is part of a child care chain, please make sure your program name includes unique identifying information (e.g., Sunshine House-Downtown).

Child Care Program Location

City * State * County * Zip *

Your Email Address * Confirm Your Email Address *

Please note: This email address will be your Go NAPSACC User Name and the way we contact you.

Go NAPSACC Password * Confirm Your Password *

Registration Code *

Enter the code that you were provided here.

Privacy Statement

After completing registration on the Go NAPSACC website, Go NAPSACC staff will be able to see your contact information and any other information you provide (including, but not limited to, your responses to self-assessment questions and the action plans you create). Go NAPSACC staff may use this information in publications and presentations, or to make improvements to the website. You will not be personally identified in any public presentations or publications. However, Go NAPSACC staff may share your data with designated state agencies and other partners in order to track overall use of the website, provide tailored technical assistance, and assess the impact of Go NAPSACC. By clicking this box, you understand and agree to this use of your Go NAPSACC data.

More Information >

Agree *

This is the first page of Registration. When you click "Continue" you will have 2 additional pages to complete. See page 6.

1

2

Answer questions carefully. This will help make sure you see the correct self-assessment questions.

Help us customize your Go NAPSACC experience!

For the following questions, please choose the answers that best describe your program. By learning a little more about you, we can provide the information and tools that are best suited for your program.

Which of the following best describes your program? *

Select the one that best describes your program.

- Head Start and/or Early Head Start
- Family child care home
- Center-based
- School-based Pre-Kindergarten

Is your program associated with any of the following?

- Faith-based organization
- Military
- Native American or Alaska Native tribe
- None of the above

Is your program full day or half day? *

If your program is neither full nor half day, please select "None of the above".

- Half Day
- Full Day

What ages of children do you serve?

Please check all ages you may serve even if not currently serving.

- 0-12 Months
- 13-24 Months
- 2-5 Years

About how many children are enrolled in your program?

What year did the program open?

Does your program provide formula and/or food to infants below the age of 12 months? *

- Yes
- No

Does your program provide meals and/or snacks to children aged 12 months or older? *

- Yes
- No

Which of the following meals is offered during your program? (Mark all that apply.)

Please count all meals offered no matter who prepares them.

- Breakfast
- Snack(s)
- Lunch
- Dinner

Who usually prepares these meals and/or snacks? (Mark all that apply.) *

- Our program's kitchen
- An outside caterer or organization delivers the meals
- Public school system
- Parents provide children's meals and/or snacks

Does your program participate in the Child and Adult Care Food Program (CACFP)? *

- Yes
- No

What percentage of children in your program qualify for or receive child care subsidies? *

- None
- 1% - 25%
- 26% - 50%
- 51% - 75%
- 76% - 100%

This final question is about your outdoor play area. Can your program change the large play equipment or landscaping in the area you use for outdoor play? *

- Yes, we own this area or the owners allow us to make changes
- No, we do not own this area, and the owners do not allow us to make changes

Back

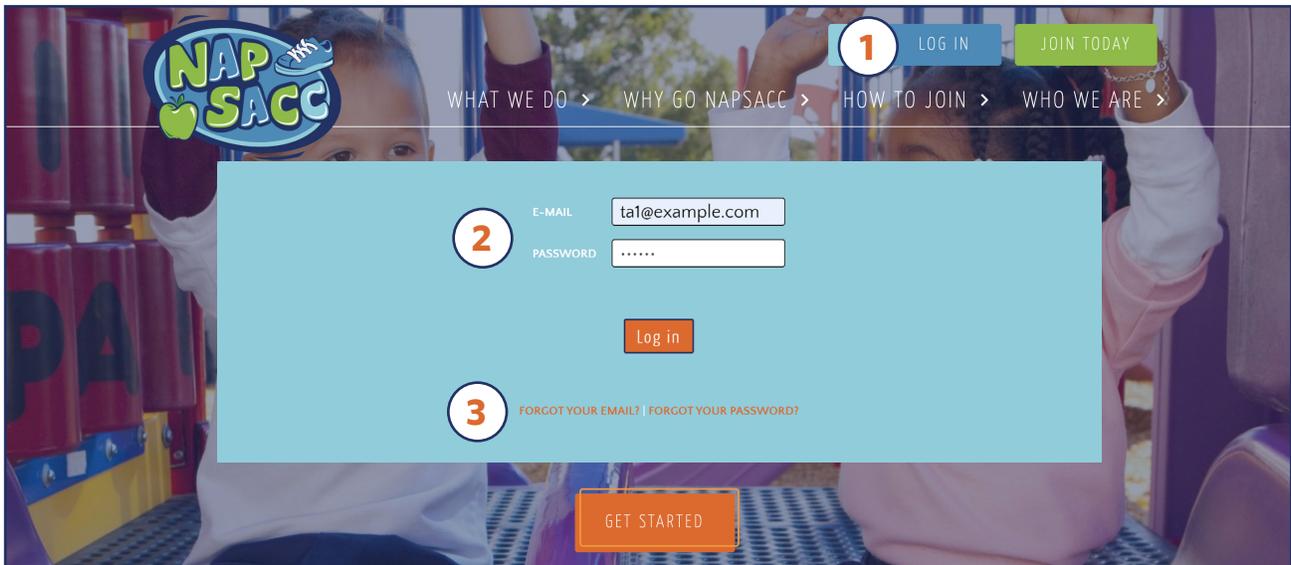
Finish

An * means that a question is required. This ensures that we tailor Go NAPSACC for your program.

MY NAPSACC DASHBOARD

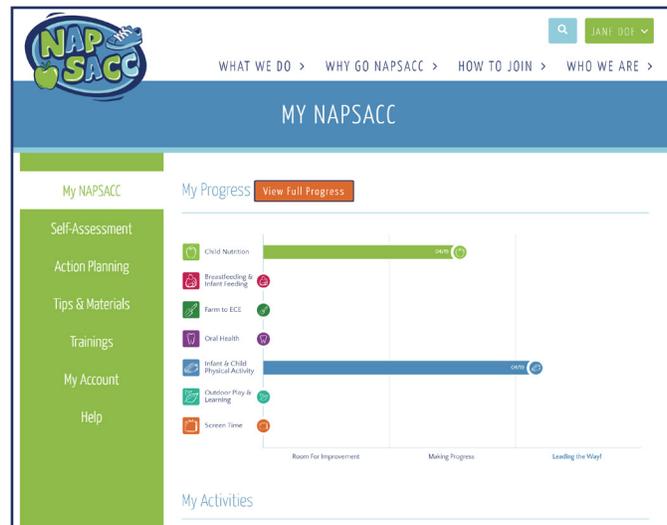
Signing In at a Later Date

1. Click **LOG IN**
2. Type in the e-mail address and password you registered with.
3. Click **Forgot your password?** if you need to reset your password.



My NAPSACC Dashboard

Your dashboard shows a summary of all your progress through the five steps in each module. It is the landing page you will see when you log in to your account.



! Helpful Tips

- ▶ On this landing page you can see how you're doing in each module in one place.
- ▶ Scroll down to see your progress through the five steps in each module.
- ▶ You can click on any of the orange buttons to navigate to that page.

MY NAPSACC DASHBOARD

How to Start

The screenshot shows the My NAPSACC dashboard interface. At the top, there is a search bar and a user profile for 'JANE DOE'. Below the navigation menu, the 'MY NAPSACC' title is centered. On the left, a green sidebar contains a menu with 'My NAPSACC' highlighted. The main content area is divided into 'My Progress' and 'My Activities' sections. The 'My Progress' section features a vertical list of modules with progress indicators and a 'View Full Progress' button. The 'My Activities' section includes links for 'Watch the How-To Video' and 'View the How-To Guide'. Below this, a row of module icons is shown, with 'Child Nutrition' selected. The 'Child Nutrition' module is expanded, showing a 5-step process: 1. ASSESS (Not Started), 2. Plan, 3. Take Action, 4. Learn More, and 5. Keep It Up. Each step has a corresponding button.

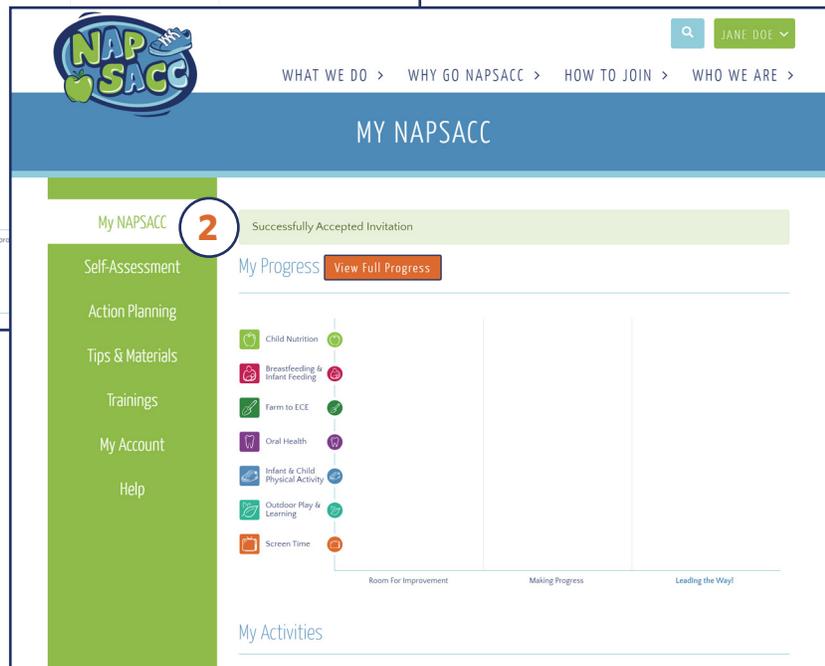
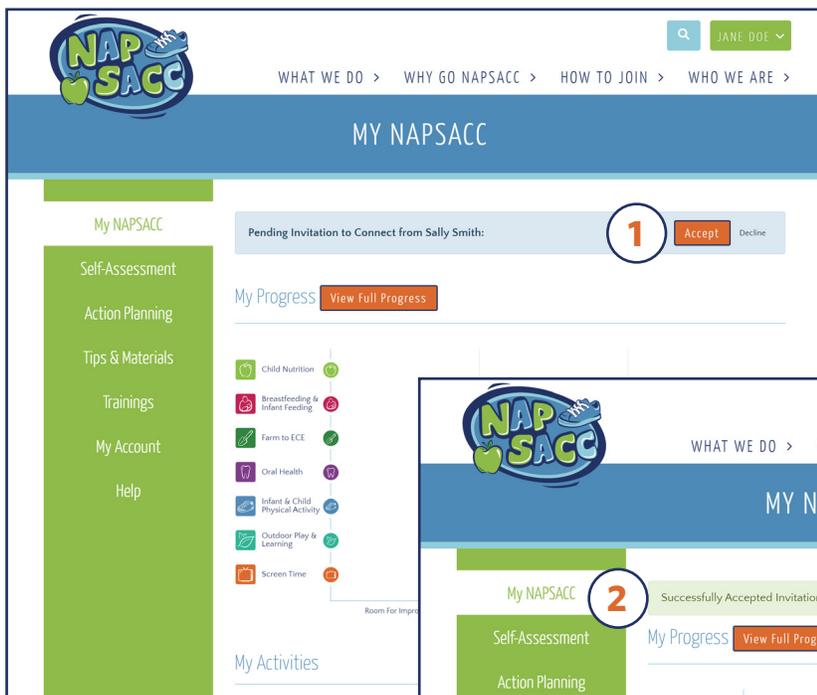
1. Click **My NAPSACC** in the green menu to navigate to the main Dashboard.
2. As you complete self-assessments, horizontal bars will show your progress.
3. Click on the icon of the module you want to view.
4. Scroll down to see a snapshot of your progress through the 5 steps in each module.

MY NAPSACC DASHBOARD

Accepting a TA Consultant Invitation

If your program was already registered when you began working with a new TA consultant, they may send you an invitation to connect. Connecting with a TA consultant will help them see how your program is doing and how they can best support your progress with Go NAPSACC.

1. From your **My NAPSACC** dashboard, click **Accept** to accept the connection with the TA consultant.
2. Once you have successfully accepted the connection, a confirmation message will appear.



Self-Assessment

The self-assessment is not a test, but a tool that can help you make healthy changes to your program. Results provide a snapshot of your program's strengths and areas for improvement.



! Helpful Tips

- ▶ We recommend printing a copy of the self-assessment to look through before completing the questions online. You may need the help of teachers or other staff members to answer some questions. You may also need to refer to menus, schedules or policy handbooks.
Printable copies of the self-assessments can be found at the top of the Self-Assessment page under **Print a Blank Self-Assessment**.
- ▶ If questions in your self-assessment seem like they don't fit your program (e.g., a question asks about an age group you don't serve), go to **My Account** from the green menu and make sure all of the information about your program is correct.
- ▶ At the end of the self-assessment you will come to a summary page. Here you can see if you've skipped any questions, and can go back to any section to complete or change an answer. Review all of your answers carefully, once you click **Finish & View Results** your answers will be locked in and you will no longer be able to make changes to that self-assessment.
- ▶ After you've met your goals, come back and take the self-assessment again. This will allow you to see and celebrate your success, and decide which goals to focus on next.

SELF-ASSESSMENT

How to Start

1. Click **Self-Assessment** in the green menu to navigate to the Self-Assessment page.
2. **Print a Blank Self-Assessment**
3. Go to the module you would like to assess by clicking on its **icon**.
4. Click **Start Self-Assessment** next to the self-assessment you decide to take first.

The screenshot shows the NAPSACC website's Self-Assessment page. At the top left is the NAPSACC logo. The top navigation bar includes a search icon, a user profile for 'JANE DOE', and menu items: 'WHAT WE DO >', 'WHY GO NAPSACC >', 'HOW TO JOIN >', and 'WHO WE ARE >'. A large blue banner reads 'SELF-ASSESSMENT'. On the left is a green sidebar menu with items: 'My NAPSACC', 'Self-Assessment' (highlighted with a circled '1'), 'Action Planning', 'Tips & Materials', 'Trainings', 'My Account', and 'Help'. The main content area is titled 'Get Ready to Assess' and contains a play button icon for 'Watch the How-To Video', an open book icon for 'View the How-To Guide', and a printer icon for 'Print a Blank Self-Assessment' (highlighted with a circled '2'). Below this is a dropdown menu with options: 'Child Nutrition', 'Breastfeeding & Infant Feeding', 'Farm to ECE', 'Oral Health', 'Outdoor Play and Learning', 'Physical Activity', and 'Screen Time'. The section 'Choose a Self-Assessment' features a row of seven icons (apple, baby, syringe, tooth, sneaker, leaf, TV) with a circled '3' next to the apple icon. Below the icons, the 'Child Nutrition' module is highlighted, showing an apple icon, the text 'ASSESS' (with a circled '1'), a description 'Take a self-assessment to find areas for improvement', the status 'Status: Not Started', and a 'Start Self-Assessment' button (with a circled '4').

SELF-ASSESSMENT

Answering Questions

Each self-assessment includes 4-7 pages of questions.

→ Click Continue to save and go to the next page.

My NAPSACC

Self-Assessment

Action Planning

Tips & Materials

Trainings

My Account

Help

CHILD NUTRITION SELF-ASSESSMENT

Foods Provided

Please answer the following questions about the foods your program offers to children.

How often does your program offer fruit (not including juice)?

- 3 times per week or less
- 4 times per week
- 1 time per day
- 2 times per day or more

How often does your program offer fruit that is fresh, frozen, or canned in its own juice (not in syrup)?

- Rarely or never
- Sometimes
- Often
- Every time fruit is served

How often does your program offer vegetables (not including french fries, tater tots, hash browns, or dried beans)?

- 2 times per week or less
- 3-4 times per week
- 1 time per day
- 2 times per day or more

How often does your program offer dark green, orange, red, or deep yellow vegetables (not including corn)?

- 3 times per month or less
- 1-2 times per week

Your Progress 0%

Continue ▶

Go To Summary ▶

(Answering Questions, continued)

- 1. Hover over underlined words to see definitions.
- 2. Click **Continue** to save and answer questions on the remaining pages.

My NAPSACC

Self-Assessment

Action Planning

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WHAT WE DO > WHY GO NAPSACC > HOW TO JOIN > WHO WE ARE >

CHILD NUTRITION SELF-ASSESSMENT

Beverages Provided

Please answer the following questions about the beverages your program offers to children.



When and where is drinking water available?

- Only when children ask
- Only when children ask and during water breaks
- Only indoors, where it is always visible and freely available
- Indoors and outdoors, where it is always visible and **1** available

How often does your program offer children a 4–6 oz. serving of 100% fruit juice?

- 2 times per day or more
- 1 time per day
- 3–4 times per week
- 2 times per week or less

A serving of juice larger than 4–6 oz. counts as offering juice more than one time.

How often does your program offer sugary drinks?

- 1 time per month or more
- Less than 1 time per month
- 1–2 times per year
- Never

Which type of milk does your program offer to children ages 2 years and older?

- Whole (Regular)
- Reduced Fat (2%)

Go Back

Your Progress 14%

2 Continue

Go To Summary

SELF-ASSESSMENT

Summary Page

At the end of the self-assessment you will see the module summary page.

Until you click “Finish & View Results”, you can still go back and make changes.

1. Your self-assessment will not be considered complete until you click **Finish & View Results**.
2. **Note:** If you would like to go back and answer incomplete questions or change answers, click **Review Section** next to the relevant section.

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You have come to the end of the Child Nutrition Self-Assessment!

Are you finished? Click to see a summary of your results. After clicking, you will not be able to make changes to your answers to this assessment.

[Finish & View Results ▶](#) **1**

If you are not finished, use the buttons below to review or complete any section.

Child Nutrition

 <p>Foods Provided</p> <p>Complete</p> <p>Review Section</p>	 <p>Beverages Provided</p> <p>Complete</p> <p>Review Section</p>
 <p>Feeding Environment</p> <p>Complete</p> <p>Review Section</p>	 <p>Feeding Practices</p> <p>Complete</p> <p>Review Section</p>
 <p>Menus & Variety</p> <p>Complete</p> <p>Review Section 2</p>	 <p>Education & Professional Development</p> <p>Complete</p> <p>Review Section</p>
 <p>Policy</p> <p>Complete</p> <p>Review Section</p>	

SELF-ASSESSMENT

Results Overview

This page provides a snapshot of your self-assessment results. The bar at the top of the page shows where your program stands overall.

➔ Click section images to see more detailed results for any section.

My NAPSACC

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Overall Results

Overall, your program scored in the Room For Improvement category:

10/08/19

Room For Improvement Making Progress Leading The Way!

Detailed Results

Click the icons below to see detailed results for each section.

You're on your way!
See how your program can improve.

➔



Foods Provided



Beverages Provided



Feeding Environment



Feeding Practices



Menus & Variety



Education & Professional Development



Policy

What would you like to do next?

SELF-ASSESSMENT

Detailed Results

Detailed results from each section of your self-assessment are organized by which best practices your program is meeting and which you are not yet meeting.

1. Click the **tab** to change the results that show.
2. Click **View Other Results** to go back to the results overview page.

My NAPSACC

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Beverages Provided

Take a look at your results below and see how they compare to Go NAPSACC best practices.

Best Practices Your Program Has Met

1 Best Practices Your Program Has Not Met

Only fat-free or skim milk is offered to children ages 2 years and older (excluding those with milk allergies).

Flavored milk is never offered.

What would you like to do next?

[View Other Results](#) [Start An Action Plan](#)

Tips & Materials

Trainings

My Account

Help

Best Practices Your Program Has Met

Best Practices Your Program Has Not Met

Item	Your Response	Best Practice
Drinking water is available:	Only when children ask	Indoors and outdoors, where it is always visible and <u>freely available</u>
Children are offered a 4–6 oz. serving of 100% fruit juice:	1 time per day	2 times per week or less
Sugary drinks are offered:	1–2 times per year	Never

What would you like to do next?

2 [View Other Results](#) [Start An Action Plan](#)

SELF-ASSESSMENT

Find Results at a Later Date

1. Click **Self-Assessment** in the green menu.
2. Click on the module icon.
3. Click **View Results** to see your most recent self-assessment results...
4. OR, click any self-assessment in this list.

WHAT WE DO > WHY GO NAPSACC > HOW TO JOIN > WHO WE ARE >

SELF-ASSESSMENT

My NAPSACC

1 Self-Assessment

Action Planning

Tips & Materials

Trainings

My Account

Help

Get Ready to Assess

Watch the How-To Video

View the How-To Guide

Print a Blank Self-Assessment

Choose a Self-Assessment

2

3

1 ASSESS

Status: Completed 10/18/19

View Results

Start New Assessment

View Completed Self-Assessments

4

Child Nutrition	Completed 04/29/19
Child Nutrition	Completed 10/18/19

Action Planning

We recommend that you start by choosing no more than 3- 5 goals. Create an action plan for each goal to help you stay on track. After reaching goals, log them as complete and move on to new goals.



! Helpful Tips

- ▶ When choosing goals for action, think about your self-assessment results and where you have room for improvement. Choose goals that are easier to achieve first, then work your way to more challenging goals.
- ▶ On the “Create Your Action Plan!” page, use the “Support People or Notes” section to type in the names of people in your center or wider community who can help you with each step, or the date by which you would like to complete each step (see page 24).

ACTION PLANNING

How to Start

To start action planning at a later date...

→ Click **Self-Assessment** in the green menu.

The screenshot shows a sidebar menu on the left with the following items: My NAPSACC, Self-Assessment, Action Planning, Tips & Materials, Trainings, My Account, and Help. The main content area is titled "Beverages Provided" and includes a photo of a young girl drinking from a cup. Below the photo is a table comparing "Best Practices Your Program Has Met" (grey header) and "Best Practices Your Program Has Not Met" (orange header).

Item	Your Response	Best Practice
Drinking water is available:	Only when children ask	Indoors and outdoors, where it is always visible and <u>freely available</u>
Children are offered a 4–6 oz. serving of 100% fruit juice:	1 time per day	2 times per week or less
Sugary drinks are offered:	1–2 times per year	Never

Below the table, there is a question "What would you like to do next?" and two buttons: "View Other" (with a right arrow icon) and "Start An Action Plan". A red circle highlights the "View Other" button.

To start action planning at a later date, click in the green menu to navigate to your Action Planning page.

1. Click **Action Planning**.
2. Click the **icon** of the module.
3. Click **Select Goals**.

The screenshot shows the "Action Planning" page. The sidebar menu on the left has "Action Planning" highlighted with a red circle and the number "1". Below the menu, there are two options: "Watch the How-To Video" (with a play button icon) and "View the How-To Guide" (with a book icon). The main content area is titled "Select Goals & Create Action Plans" and features a row of seven icons: an apple, a baby, a pencil, a tooth, a sneaker, a leaf, and a TV. Below this row, there is a "Child Nutrition" module with an apple icon. A red circle with the number "2" highlights the "Child Nutrition" module. To the right of the module, there is a "Plan" button with a red circle and the number "3" next to it. Below the "Plan" button is a "Select Goals" button. The status "Status: Self-Assessment Completed 10/18/2019" is displayed in the top right corner.

ACTION PLANNING

Narrowing Focus

You will start by choosing sections you would like to work on, and then will select specific goals on the next page.

1. Click on section images to choose three focus areas.
2. Click **Continue** to save and move on to choose goals.

My NAPSACC

Self-Assessment

Action Planning

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Choose Three Action Areas

Click the icons below to choose up to 3 focus areas for taking action. In the next step, you will select specific goals related to the focus areas that you choose here.

1



Foods Provided



Beverages Provided



Feeding Environment



Feeding Practices



Menus & Variety



Education & Professional Development



Policy

Make Big Strides
There is room for improvement in these areas.
→

◀ Go Back

Choose Goals Create Plan Take Action

2 Continue ▶

ACTION PLANNING

Choosing Goals

All selected sections will show at the top of the page. When an icon photo is in color, the goals for that section appear below.

1. Click on section images in black & white to see goals from other sections.
2. Click **Select Goal** to indicate that you want to work on that best practice.
3. Selected goals are listed at the bottom of the page.
4. Click **Continue** to save and move on.

My NAPSACC

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Look through the best practices your program has met and not met. Select 1-3 of these best practices to be your goals. You can choose goals from each focus area and they will be saved in your My Goals box.



Beverages Provided

Best Practices Your Program Has Not Met	Best Practices Your Program Has Met
More Room For Improvement	
Drinking water is always visible and freely available to children, both indoors and outdoors.	2 <input type="button" value="Select Goal"/>
Children are offered a 4-6 oz. serving of 100% fruit juice 2 times per week or less.	<input type="button" value="Select Goal"/>
Sugary drinks are never offered.	<input type="button" value="Select Goal"/>
Only fat-free or skim milk is offered to children ages 2 years and older (excluding those with milk allergies).	Selected
Flavored milk is never offered.	Selected

3 My Goals

-  Only fat-free or skim milk is offered to children ages 2 years and older (excluding those with milk allergies).
-  Flavored milk is never offered.

Choose Goals Create Plan Take Action **4**

ACTION PLANNING

Choosing Goals for Action

→ Choose a goal to start with and click **Start Action Plan** to move to the next page.

My NAPSACC

Self-Assessment

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Help

Choose the goal that you would like to create an action plan for at this time. You will be able to come back and create action plans for the others later.

 Only fat-free or skim milk is offered to children ages 2 years and older (excluding those with milk allergies).	Start Action Plan Remove Goal
 Flavored milk is never offered.	Start Action Plan Remove Goal
 Sugary drinks are never offered.	Start Action Plan Remove Goal
 Children are offered a 4–6 oz. serving of 100% fruit juice 2 times per week or less. 	Start Action Plan Remove Goal

[Go Back](#)

Choose Goals Create Plan Take Action



ACTION PLANNING

Creating Action Plans

On this page you will create your action plan. A basic plan is provided for you to customize with the steps and details that will help you meet your goal.

1. Hover over these words for instructions on using features of this page.
2. The notes section allows support people and/or due dates for specific task to be added.
3. Click on the pencil to edit a step, or the x to delete a step.
4. To change the order of steps, click on a step and drag it up or down.
5. Click the + to add personalized steps.
6. Click the date box to change the goal completion date.
7. Click Save to complete the action plan.

The screenshot shows the 'Action Planning' interface. At the top, a goal is stated: 'Goal: Children are offered a 4–6 oz. serving of 100% fruit juice 2 times per week or less.' Below this is a list of 9 steps, each with a description, a pencil icon for editing, and an 'x' icon for deleting. A 'Change Action Steps' button is at the top left of the list, and an 'Add Support People or Notes' button is at the top right. A calendar is visible for setting a completion date. At the bottom, there are navigation buttons: 'Go Back', a progress bar with 'Choose Goals', 'Create Plan', and 'Take Action' stages, and a 'Save' button. Numbered callouts 1 through 7 point to various elements: 1 points to the 'Change Action Steps' button; 2 points to the 'Add Support People or Notes' button; 3 points to the pencil icon for Step 4; 4 points to the step list area; 5 points to the '+ Add a Step' button; 6 points to the date selection area; and 7 points to the 'Save' button.

Self-Assessment

Action Planning

Tips & Materials

Trainings

My Account

Help

Goal: Children are offered a 4–6 oz. serving of 100% fruit juice 2 times per week or less.

Change Action Steps
Edit, delete, reorder or add new steps.

Add Support People or Notes

Step 1
Share the goal with key teachers, staff, and family members. Strategize about replacing 100% juice with more fresh or frozen fruit, water, or skim milk. Discuss how to overcome any challenges.

Step 2
Search the Tips & Materials library for information about replacing juice with healthier options.

Step 3
Update food order or shopping list to replace 100% juice with healthier options.

Step 4
Create new menus offering fewer servings of 100% juice and share with teachers families.

Step 5
Offer families educational materials about this goal and why its important to limit juice.

Step 6
Start using the new menus.

Step 7
Check in with teachers, staff, families, and children for feedback.

Step 8
Update parent handbook, staff manual, and policies with these new beverage guidelines.

Step 9
Celebrate success and thank t

+ Add a Step

Set Completion Date

Today's Date: 10/18/2019
We will reach our goal on: 12/17/2019

When choosing a date, think about holidays, breaks and when you plan to reach other goals.

Print Your Plan | Related Tips & Materials | Action Planning Dashboard

Go Back

Choose Goals | Create Plan | Take Action

Save

ACTION PLANNING

Starting Another Action Plan

→ Click **Start Another Action Plan!** to choose another goal for action.

Tips & Materials

Trainings

My Account

Help

Your Action Plan [Edit Plan](#)

Steps	Add Support People or Notes
<p>Step 1</p> <p>Share the goal with key teachers, staff, and family members. Strategize about replacing 100% juice with more fresh or frozen fruit, water, or skim milk. Discuss how to overcome any challenges.</p> <input type="checkbox"/>	--
<p>Step 2</p> <p>Search the Tips & Materials library for information about replacing juice with healthier options.</p> <input type="checkbox"/>	--
<p>Step 3</p> <p>Update food order or shopping list to replace 100% juice with healthier options.</p> <input type="checkbox"/>	--
<p>Step 4</p> <p>Create new menus offering fewer servings of 100% juice and share with teachers, staff, and families.</p> <input type="checkbox"/>	--
<p>Step 5</p> <p>Offer families educational materials about this goal and why its important to limit juice.</p> <input type="checkbox"/>	--
<p>Step 6</p> <p>Start using the new menus.</p> <input type="checkbox"/>	--
<p>Step 7</p> <p>Check in with teachers, staff, families, and children for feedback.</p> <input type="checkbox"/>	--
<p>Step 8</p> <p>Update parent handbook, staff manual, and policies with these new beverage guidelines.</p> <input type="checkbox"/>	--
<p>Step 9</p> <p>Celebrate success and thank those who helped!</p> <input type="checkbox"/>	--

Goal Date [Change Date](#)

Set Completion Date

We started this action plan: 10/18/2019

We will reach our goal on: 12/17/2019

When choosing a date, think about holidays, breaks and when you plan to reach other goals.

What would you like to do next?

[→ Start Another Action Plan!](#) [I Reached This Goal!](#)

[Print Your Plan](#) | [Related Tips & Materials](#) | [Action Planning Dashboard](#)

ACTION PLANNING

Editing & Logging Success

In order to get credit for your success, be sure to log your goal as complete!

1. Click **Action Planning** in the green menu.
2. Click **View/Update Action Plan** to view or edit plan, or log completed goals.

The screenshot displays the 'Action Planning' interface. On the left is a green sidebar menu with 'Action Planning' highlighted and circled with a '1'. Below the menu are options for 'Tips & Materials', 'Trainings', 'My Account', and 'Help'. The main content area has a header 'Self-Assessment' and two links: 'Watch the How-To Video' and 'View the How-To Guide'. Below this is the section 'Select Goals & Create Action Plans' with a row of icons representing different goal categories. The 'Child Nutrition' category is selected, showing a status of 'In Progress' and a '2 Plan' step. Below this is the 'Create or Update Action Plan' section, which lists four goals, each with a 'View/Update Action Plan' button circled with a '2'. The goals are: 'Only fat-free or skim milk is offered to children ages 2 years and older (excluding those with milk allergies)', 'Flavored milk is never offered.', 'Sugary drinks are never offered.', and 'Children are offered a 4-6 oz. serving of 100% fruit juice 2 times per week or less.' A 'Select Additional Goals' button is at the bottom.

(Editing & Logging Success, continued)

- 3. Click **Edit Plan** to make changes to your action plan.
- 4. Click the **check boxes** to show when steps are complete.
- 5. Click **I Reached This Goal!** to log a completed goal.

Self-Assessment

Action Planning

Tips & Materials

Trainings

My Account

Help

Goal: Children are offered a 4–6 oz. serving of 100% fruit juice 2 times per week or less.

Your Action 3 [Edit Plan](#)

Steps	Add Support People or Notes
<p>Step 1 Share the goal with key teachers, staff, and family members. Strategize about replacing 100% juice with more fresh or frozen fruit, water, or skim milk. Discuss how to overcome any challenges.</p>	--
<p>Step 2 Search the Tips & Materials library for information about replacing juice with healthier options.</p>	--
<p>Step 3 Update food order or shopping list to replace 100% juice with healthier options.</p>	--
<p>Step 4 Create new menus offering fewer servings of 100% juice and share with teachers, staff, and families.</p>	--
<p>Step 5 Offer families educational materials about this goal and why its important to limit juice.</p>	--
<p>Step 6 Start using the new menus.</p>	--
<p>Step 7 Check in with teachers, staff, families, and children for feedback.</p>	--
<p>Step 8 Update parent handbook, staff manual, and policies with these new beverage guidelines.</p>	--
<p>Step 9 Celebrate success and thank those who helped!</p>	--

Goal Date [Change Date](#)

Set Completion Date

We started this action plan: 10/18/2019
 We will reach our goal on: 12/17/2019

When choosing a date, think about holidays, breaks and when you plan to reach other goals.

What would you like to do next?

Start Another Action Plan!

I Reached This Goal!

5

[Print Your Plan](#) | [Related Tips & Materials](#) | [Action Planning Dashboard](#)

Tips & Materials

The Tips & Materials library contains resources to help you reach your goals. It can be accessed from a number of different places on the Go NAPSACC website.



! Helpful Tips

- ▶ When selected, Tips & Materials documents will download. They can then be opened easily in your Internet browser or your Downloads folder.
- ▶ If there is a resource you are looking for but cannot find, email us at gonapsacc@unc.edu to make a request or suggestion.
- ▶ Tips & Materials documents that have been created by Go NAPSACC are intended for use with the program. If you are interested in using these documents for another purpose, please contact us first at gonapsacc@unc.edu.

TIPS & MATERIALS

How to Start

- Click **Tips & Materials** in the green menu.
- OR, from the Action Planning page, click **Related Tips & Materials** for any upcoming goal.

The screenshot shows the NAPSACC website's 'TIPS & MATERIALS' page. At the top left is the NAPSACC logo. The navigation bar includes 'WHAT WE DO >', 'WHY GO NAPSACC >', 'HOW TO JOIN >', and 'WHO WE ARE >'. A search bar and a user profile 'JANE DOE' are in the top right. The main heading is 'TIPS & MATERIALS'. Below it is a sub-heading 'A Library of Useful Materials at your Fingertips!' and a description: 'Activity ideas, handouts, menus and more to help you reach your Go NAPSACC goals.' There is a 'View the How-To Guide' link and a search bar labeled 'Search Tips & Materials'. The left sidebar menu is green and contains: 'My NAPSACC', 'Self-Assessment', 'Action Planning', 'Tips & Materials' (highlighted with a red arrow), 'Trainings', 'My Account', and 'Help'. The main content area displays four category cards, each with an icon and a 'Select A Category' button with a right arrow: 'Child Nutrition' (apple icon), 'Breastfeeding & Infant Feeding' (baby icon), 'Farm to ECE' (pitchfork icon), and 'Oral Health' (tooth icon).

The screenshot shows the NAPSACC website's 'Action Planning' page. The left sidebar menu is green and contains: 'Action Planning' (highlighted with a red arrow), 'Tips & Materials', 'Trainings', 'My Account', and 'Help'. The main content area has a sub-heading 'Select Goals & Create Action Plans' and a row of category icons: apple, baby, pitchfork, tooth, shoe, leaf, and TV. Below this, a 'Child Nutrition' goal is selected, showing a '2 Plan' step and 'Status: In Progress'. The description for the goal is 'Use self-assessment results to select goals and create action plans.' Below the goal is a 'Create or Update Action Plan' section with a text box containing the text: 'Only fat-free or skim milk is offered to children ages 2 years and older (excluding those with milk allergies). Start Date: 10/18/2019'. There are two buttons: 'View/Update Action Plan' and 'Related Tips & Materials' (highlighted with a red arrow).

TIPS & MATERIALS

Finding Resources

Our Tips & Materials library is full of helpful guidance, videos, classroom activities and family handouts, all to support you as you work towards your goals.

1. Click on the module drop-down menu to find resources in a specific section.
2. The resources you mark as favorites will show up in **My Favorites**.

My NAPSACC

Self-Assessment

Action Planning

Tips & Materials

Trainings

My Account

Help

A Library of Useful Materials at your Fingertips!

Activity ideas, handouts, menus and more to help you reach your Go NAPSACC goals.

[View the How-To Guide](#)

Search Tips & Materials

1

Child Nutrition

Select A Category

- Foods Provided
- Beverages Provided
- Feeding Environment
- Feeding Practices
- Menus & Variety
- Education & Professional Development
- Policy
- Comprehensive Nutrition Resources

Breastfeeding & Infant Feeding

Select A Category

Farm to ECE

Select A Category

Oral Health

Select A Category

Infant & Child Physical Activity

Select A Category

Outdoor Play & Learning

Select A Category

Screen Time

Select A Category

My Favorites

2

Build A Healthy Plate With Dry Beans & Peas (Spanish version)
USDA Team Nutrition, Washington, DC
SPANISH, VEGETABLES, MEAT ALTERNATIVES, LEAN PROTEIN

Build a Healthy Plate With Fewer Added Sugars (Spanish version)
USDA Team Nutrition, Washington, DC
SPANISH, SUGAR

(Finding Resources, continued)

All of the Tips & Materials resources have been categorized to help you quickly find what you need. The categories may change depending on which topic area you're browsing.

1. Click the **tabs** to find additional resources in other categories.
2. Click the **title** of the resource to download or play it.
3. Click the **star** next to any resource to add it to **My Favorites**.

The screenshot shows the NAPSACC website interface. At the top left is the NAPSACC logo. To the right is a search bar with the name 'JANE DOE' and a dropdown arrow. Below the logo is a navigation menu with links: 'WHAT WE DO >', 'WHY GO NAPSACC >', 'HOW TO JOIN >', and 'WHO WE ARE >'. The main heading is 'BEVERAGES PROVIDED'. On the left is a green sidebar with menu items: 'My NAPSACC', 'Self-Assessment', 'Action Planning', 'Tips & Materials' (highlighted), 'Trainings', 'My Account', and 'Help'. The main content area features a search bar labeled 'Search Tips & Materials' and a photo of a young girl drinking orange juice. Below this is a text prompt: 'Look below for the available materials on the subject of Beverages Provided.' A horizontal tab bar has three tabs: 'Tips & Guidance', 'Classroom Activities', and 'Family Engagement' (which is selected and has a circled '1'). Below the tabs is a list of resources, each with a star icon and a circled number: 1. 'Build a Healthy Plate With Milk' (USDA Team Nutrition, Washington, DC) - MILK; 2. 'Healthy Bites: Beverage Guide' (Wisconsin Department of Public Instruction) - BEVERAGES; 3. 'Healthy Dinks for Children' (Go.NAPSACC, North Carolina) - BEVERAGES; 'Leap of Taste: Beverage Guidelines' (West Virginia Department of Education) - BEVERAGES; 'Making Water Available Tip Sheet (Spanish version)' (USDA Team Nutrition, Washington, DC) - WATER. At the bottom of the list is an orange button labeled 'All Tips & Materials'.

For More Information

Didn't find the answer to your question?

For general questions related to the website, 5 steps, program content, or training, contact the Go NAPSACC team at: gonapsacc@unc.edu

If you experience any technical issues while using the website, please contact our technical help desk support line at: [919-843-3863](tel:919-843-3863)