



Building an Implementation Plan: A Follow-up Guide to Fully Implementing the New CACFP Meal Patterns Tips and Strategies Webinar

This handout provides strategies, tips and discussion questions to guide your program in building an implementation plan to fully implement the new CACFP meal pattern requirements.

Discussion Questions- What are your primary concerns?

- 1) Brainstorm your concerns related to implementing the new meal patterns.
- 2) Identify if your concerns are programmatic or budget-related.
- 3) Brainstorm how your programmatic and budget concerns can be addressed. Identify if there is anything different about the new CACFP meal patterns that could help alleviate some of your concerns.

Purpose of Action Planning

- 1) Gather information- consider resources and roles of contributing staff.
- 2) Collaborate with your team and set goals.
- 3) Maintain clear expectations among team members.
- 4) Establish steps and timelines to achieve goals.

Implementation Planning Team

- 1) Identify staff members needed to plan for or implement changes and gather your team for a planning meeting.
- 2) Refer to your list of internal stakeholders.
- 3) Be clear about agency versus programmatic-level changes, and be mindful of who will need to be a part of discussions.
- 4) Communicate with the planning team early and often.

Consider Taking a Self-Assessment

- 1) Use tools to determine which areas of the new meal patterns you are meeting and where you will need to make changes. Be careful not to assume that your menus already meet the new standards.
- 2) Consider the [New CACFP Meal Pattern Self-Assessment](#) developed by the Association for Child Development.
- 3) Use information to identify goals and build an action plan.

Identifying Goals

- 1) Make a list of changes your program will need to make and put action items into buckets based on similarities.
- 2) Think about some of the bigger buckets discussed during the webinar as a starting place.
- 3) Identify your goals.
- 4) Do any changes require shifts in funding, resources or training?
- 5) Group similar items together to create efficiencies.

Developing an Action Plan

- 1) If available, use existing programmatic improvement plan or action planning tools and integrate your CACFP action items.
- 2) Create an action plan template that includes:
 - a. Objectives/Steps
 - b. Action items
 - c. Individual(s) responsible
 - d. Timeline/due date
- 3) Assign staff responsible for each action item and set clear steps and timelines.
 - a. Use similarities to help group action items together for efficiencies.

Discussion Questions- Building An Action Plan

- 1) Identify a goal related to implementation of the new CACFP meal patterns.
- 2) Answer key questions
 - a. What are the steps to achieve this goal?
 - b. What is our timeline to achieve this goal?
 - c. Who is responsible for each step?
 - d. What is the due date for each step to ensure we reach our goal on time?

Monitoring Your Progress

- 1) Record your progress- successes and challenges.
- 2) Identify any roadblocks, for example:
 - a. Timeline
 - b. Budget
 - c. Staff changes
- 3) Continue to implement action plan steps and update, as needed.
- 4) Achieve full implementation by October 2017.