



Instructions for Completing the 2019 Nutrition Services Plan (NSP)

Overview

- The NSP is a fillable form that you will be able to submit with one click!
- Three goals and objectives on this year’s plan have been selected for you. Your agency will choose several activities to meet these objectives and record them on this form.
- Your agency has the option to complete a fourth goal, objective and activity, if desired.

Steps

1. Review the NSP Fillable Form and note each area of focus.
 - Strengthening breastfeeding education and support services
 - Improving the referral process for pregnant women from health care providers/ CCOs
 - Providing trauma-informed participant centered interactions with participants
 - Optional goal, objective and activity

Your agency may want to develop an additional objective related to nutrition education or breastfeeding, to capture activities you are currently working on or to carry over activities from the 2018 NSP. This is entirely optional. Check with your Nutrition Consultant if you have any questions.
2. Meet with your staff to discuss ideas for Activities on your 2019 NSP.
3. Review the guidance included on *how* to write an activity or action that is measurable and realistic for the time frame.
4. Complete the *2019 Nutrition Services Plan* form.
5. Click *Submit* to send your **2019 Nutrition Services Plan** form to Bonnie, on or before the due date of **December 14, 2018**. If you do not receive a confirmation email within 2 business days, contact Bonnie: (971) 673-0048 bonnie.ranno@state.or.us
6. The state office will be providing the following quarterly in-services for 2019:

Topic	Target Audience	Release Date	Due Date
Food List Updates & Cultural Foods	All	12/1/18	2/1/19
Updated Civil Rights	All	1/1/19	12/31/19
Introduction to Caseload	All	1/1/19	12/31/19
Certifier Guide Lessons	CPAs	1/1/19	4/30/19
RISK Updates	CPAs	6/1/19	9/30/19
Breastfeeding CE – topic TBD	CPAs	9/1/19	12/31/19

Note: You do NOT need to turn in a list of planned in-services for 2019. Instead, you will list the in-services your staff completed during 2019 on the Evaluation, which will be send to you in early 2020, due at the end of February.



7. Your 2019 NSP will be reviewed by your Nutrition Consultant who will check whether your planned activities are:
- Easy to understand
 - Realistic
 - Attainable in the 1-year time frame
 - Clear about the result to be accomplished
 - Specific enough that the results can be observed

You will be informed by December 31, 2018 if your 2019 NSP is “Approved” or “Needs Modification”. If changes are needed, modified NSPs are due by January 15, 2019.

8. The time frame for implementing your NSP is from January 1 – December 31, 2019.
9. You will receive information on the *Evaluation* of your **2018 NSP** in early 2019. It is due on or before Thursday, February 28, 2019.

Important dates:

2018

- Now - Dec 14 Write 2019 Nutrition Services Plan (NSP)
- **December 14** **2019 NSP due**
- December 31 Notified by your nutrition consultant as to whether the NSP is approved or needs modification

2019

- January 1 2019 NSP implementation begins
- January 15 Information on completing the 2018 NSP Evaluation sent out
Due date for re-submitted 2019 NSP, if needed
- **February 28** **Evaluation of 2018 NSP due – Includes list of in-services completed in 2018**

2020

- February 28 Evaluation of **2019** NSP due – Includes list of in-services completed in 2019