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IMPLEMENTATION GUIDE
APPLE Schools

Using an Evidence-Based Program to develop
a process model for program delivery in the practice setting

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Note: Refer to "Using What Works: Adapting Evidence-based Programs to Fit Your Needs". Review the appropriate Modules and the handouts provided in each, in order to modify and evaluate this program to meet the needs of your organization and audience.

"Using What Works" is available online at:
http://cancercontrol.cancer.gov/use_what_works/start.htm.

I. Program Administration

APPLE School Administrator (School principal)

- Works with the school superintendent and the APPLE Schools program developer to obtain information on APPLE Schools program eligibility (e.g., vulnerable and underserved school communities), implementation, and sustainability throughout the duration of the program.
- Supports the comprehensive school health (CSH) model by managing a school health facilitator and providing direction with collaboration from other stakeholders to support CSH goals in the school (i.e., role models healthy behavior, leads policy development and implementation in the school).
- Works with the APPLE Schools facilitator, school staff, parents, students, and community members to develop and review an action plan (including goals and priority areas) for the school.
- Attends APPLE School meetings and events held in school and in the community.

School Health Facilitator (Professional with a background in health, physical activity, nutrition)

- Assembles an APPLE Core team of stakeholders to provide input on a school health plan.
- Collaborates with APPLE Core team and other stakeholders to develop strategies for achieving program goals; strategies may include updating school nutrition policies, coordinating health-oriented school events, and developing lesson plans and print materials with health messaging.
- Leads information sessions for school staff, parents, and students.
- Participates in APPLE Core team meetings by developing meeting agendas, recording meeting minutes, and sharing/obtaining resources from other school health facilitators to help advance a healthy school climate.
- Organizes and participates in parent council meetings to garner support and input for program activities.

II. Program Delivery

For additional information on modifying program materials, refer to the appropriate Module(s) for program adaptation from "Using What Works".

A. Program Materials *(All listed materials can be viewed and/or downloaded from the RTIPs Products Page)***:**

*   **APPLE Schools website, http://www.appleschools.ca**: This website provides an overview of the CSH model, resources to support implementation of CSH activities in schools, and contact information to obtain training for the school health facilitator.

B. Program Implementation:

The steps used to implement this program are as follows:

Step 1: The school principal coordinates with the school superintendent and the APPLE Schools program developer to obtain information on the steps to become an APPLE School.

Step 2: The principal recruits a full-time school health facilitator and takes steps to create a school infrastructure and environment conducive to CSH goals (e.g., securing office space for the facilitator, participating in program meetings, providing access to healthy snacks in the teacher lounge, eliminating sugar drinks from vending machines, supporting activities designed to increase physical activity in the classrooms).

Step 3: The school health facilitator participates in a 6-week training delivered by the APPLE Schools program developer. (Facilitator continues to participate in ongoing professional development activities throughout the year, as well as yearly refresher training.)

Step 4: The facilitator leads the school community in developing and implementing strategies to achieve CSH goals. Responsibilities include the following:
*   Leading the development of an APPLE Core team
*   Working with the team to develop a school action plan, update the action plan, and provide progress reports on the action plan to the APPLE Schools program developer twice a year
*   Planning and implementing monthly campaigns to support health education and model healthy behaviors, drawing ideas from the APPLE Schools website

Step 5: The school principal and school health facilitator support evaluation activities. Responsibilities include the following:
*   Conducting evaluations of project health outcomes, processes, and CSH implementation and monitoring change in the school community
*   Coordinating ongoing APPLE Core team meetings to monitor program activities, discuss barriers to program implementation, and brainstorm solutions to overcome barriers
*   Seeking input from APPLE Schools program developer as needed
*   Celebrating and sharing program successes with the school community and sharing successful practices with facilitators at other APPLE Schools

III. Program Evaluation

For additional information on planning and adapting an evaluation, review the appropriate Modules for program implementation and evaluation from "Using What Works".
http://cancercontrol.cancer.gov/use_what_works/start.htm

For further assistance in designing and conducting an evaluation, consider communicating with members from NCI's Research to Reality (R2R) community of practice who may be able to help you with your research efforts. Following is a link to start an online discussion with the R2R community of practice, after completing registration on the R2R site:
https://researchtoreality.cancer.gov/discussions.