



# Key to Excellence

## Completion Instructions

This document will assist you in completing the Keys to Excellence, which is a National School Lunch Program Requirement. Due annually December 31.

**tjacks**  
**2/7/2013**

# Keys to Excellence

## What is Keys to Excellence?

- A self-assessment tool to evaluate your program in four areas:
  - Administration
  - Communications and Marketing
  - Nutrition and Nutrition Education
  - Operations

## Why must you complete it?

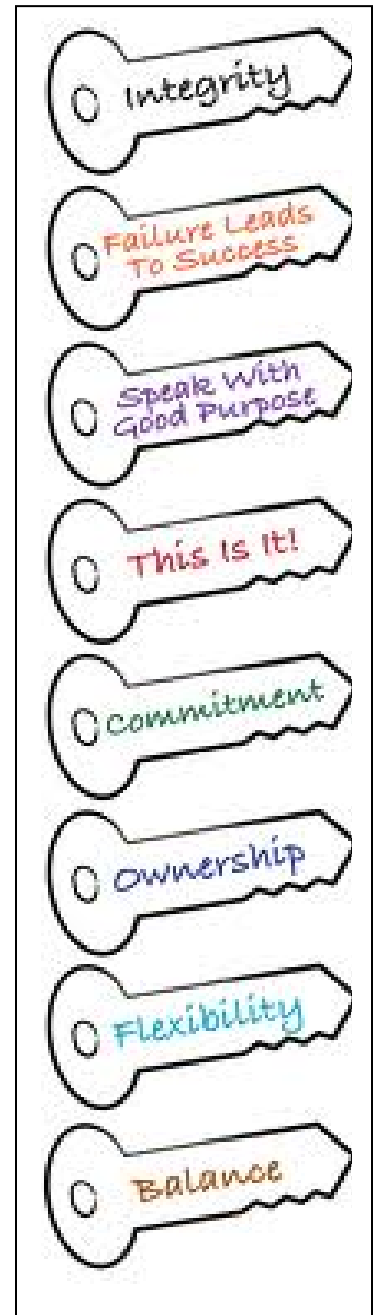
In 2008 the Wyoming State Legislature passed Senate File 70. This Provided school districts with state food service operations subsidy for school year 2008-2009 and 2009-2010. One of the requirements was a Food Service Operations Annual Report be completed for the district to receive the funding in the School Foundation Account. This annual report was WDE-239. The subsidy was given for two years and was voted not to be continued. What did continue was the requirement of the annual report.

In 2010 WDE submitted a proposal to the legislature to change the Food Service Operations Annual Report from the WDE 239 to the Keys to Excellence. This change was approved and is still a requirement of Senate File 70.

In 2010 Wyoming Department of Education also began paying for district SNA memberships to provide access to the Keys to Excellence self assessment tool. They are tied to one person in your district. Contact Tamra if you have questions about who your membership is connected to.

## Who must complete it?

All School Districts are required to complete the Keys to Excellence and submit the questions for all areas annually.



### **How does it help your district, school or institution?**

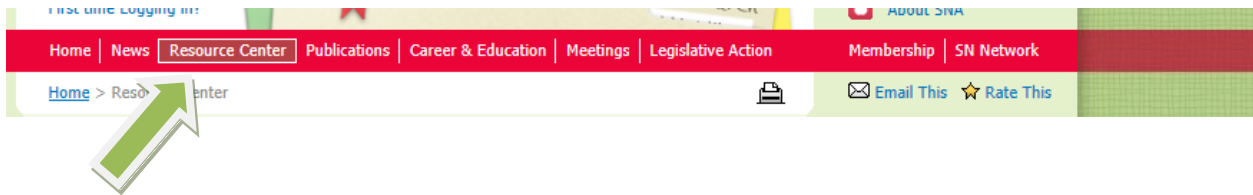
- Demonstrate your commitment to excellence in school nutrition
- Determine areas that need improvement
- Help to develop continuity with different departments in your district
- Benchmark your program's quality
- Gain respect from the broader educational community

### **How does the State Agency use the information?**

- The State Agency keeps records of the Keys to Excellence report from each district. The agency does not do any analysis of the data.
- The State Agency is prepared to share the reports with the legislature if asked.
- The purpose of the Keys to Excellence is to help each district look at their entire food service operation annually and analyze strengths and weaknesses.

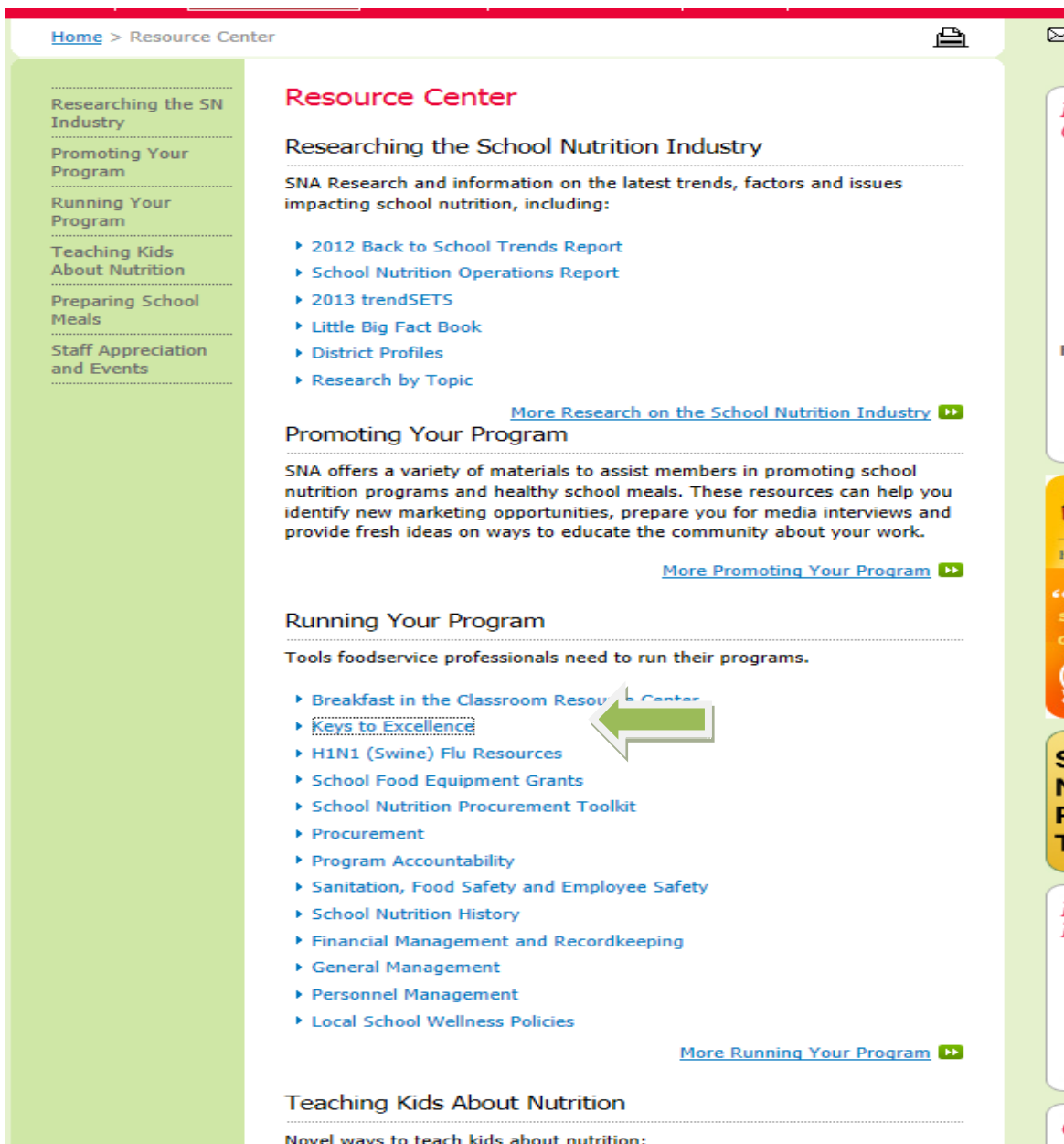


Keys to Excellent website is located: <http://www.schoolnutrition.org/>



Click on the resource center

Click on Keys to Excellence under “Running Your Program”





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## Keys to Excellence Program



**Keys to Excellence is a school nutrition best practice standards and recognition program that is based on four "Key Areas" of evaluation:**

- Key Area 1 - Administration**
- Key Area 2 - Communications & Marketing**
- Key Area 3 - Nutrition & Nutrition Education**
- Key Area 4 - Operations**

### The Keys to Excellence program has two primary parts:

#### **PART 1. KEYS EXPRESS ONLINE SELF-ASSESSMENT**

Keys Express is an online self-assessment tool that is the basis and first step of the overall Keys to Excellence program. It is designed to help school nutrition directors assess and improve their nutrition programs.

- [Click here for the Keys Express online application and more information.](#)

#### **PART 2. DISTRICT OF EXCELLENCE DISTINCTION**

The District of Excellence distinction is awarded to school nutrition programs that have successfully documented meeting or exceeding Keys to Excellence best practice standards.


**The District of Excellence Distinction is currently under review. Please check the website periodically for updates.**

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Average 3.5 out of 5

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Click on Part 1 Keys to Express Online Self- Assessment under the three keys.



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**Part 1. Keys Express**

**What is Keys Express?**

1. Keys Express is a best-practices online self-assessment tool for directors to use in evaluating their school nutrition programs. It is the basis of the overall Keys to Excellence benchmarking and recognition program. The best practices are based around 4 "Key Areas":


- Administration
- Communications & Marketing
- Nutrition & Nutrition Education
- Operations

2. Keys Express is designed to help you assess your program against objective, national standards.

3. Keys Express is also designed to help you develop an action plan for program improvement.

**Who should use Keys Express?**

The director, assistant director, or other central office staff person should complete Keys Express. This person should have sufficient knowledge of district operations to be able to answer questions in all four Key Areas.

[Click here to take the Keys Express online self-assessment.](#) 

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Click on the blue line that says: Click here to take the Keys Express online self-assessment.

**SCHOOL NUTRITION ASSOCIATION**

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Home > Log in >

### Please Log In

Username:

Password:

[Did you forget your username and password?](#)

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Are you a current SNA Member? Registration for the SNA website is free and simple. All you need is your member number. Follow this link to register.

If you are not a member, please consider joining SNA. Follow this link to our [Membership page](#) to learn more about the benefits of an SNA membership..

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Enter your user name and password in and click login. If you have problems logging in please contact Carla Martin at SNA [1-800-877-8822](tel:1-800-877-8822). Explain that you are from Wyoming and have a district membership that is paid by the state agency (if that is your situation). They will help you with your user name and password.



# Keys to Excellence

- Home
- About Keys
- Guided Tour
- Keys Express
- Keys Classic
- Resources
- Building Support

## Welcome to Keys *Express*

Select a section below to start Keys Express. You do not need to complete the sections in any order. At the end of the assessment, you will be able to print your answers and create comparison reports. If you are unable to complete an entire section in one sitting be sure to click "Save and Exit" to save your work.

- GO Administration
- GO Communications & Marketing
- GO Nutrition & Nutrition Education
- GO Operations



If this is your first go at it, click on the section and answer the questions.

## YOUR PREVIOUS ASSESSMENTS

If you wish to view a previous assessment file, please select from the list below. You will be able to change your answers only for your most recent assessment.

- Administration  
8/17/2011 In Progress  
[Modify](#)
- Communications & Marketing  
8/25/2011 In Progress  
[Modify](#)
- Nutrition & Nutrition Education  
8/17/2011 Archive, Score: 88%  
[View](#) [Delete](#) [CEU Certificate](#) [Create Report](#)
- Operations  
9/14/2011 In Progress  
[Modify](#)

You will then see the four parts of Keys to Excellence. If you have already done one from last year, you just click on each one (modify) and answer the questions. That should be the case for most of you.







- Continuing Education
- Professional Development
- District Development
  - Keys to Excellence**
  - About Keys
  - Guided Tour
  - Keys Express**
  - Keys Classic
  - Keys FAQ
  - Keys Acknowledgement
- Building Support
- District of Excellence
- District of Year
- Grants

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### Communications & Marketing

**YOUR SCORE: 65%**

Depending on their answers, users can receive 0 to 5 points per question in this section. Your percentage was calculated by adding up the scores assigned for each question, divided by the total possible points for the section.



- [View My Answers](#)
- [Find Resources](#)
- [CEU Certificate](#)

### CREATE COMPARISON REPORT

Now that you have completed at least one section of Keys Express, you can compare your district's score with other districts. Your score today can be compared to **any** of the following criteria:

- Your previous scores  
No previous scores.
- SNA Region (Click region to view corresponding states)
  - [Midwest](#)
  - [Midwest](#)
  - [N/A](#)
  - [Northeast](#)
  - [Northwest](#)
  - [Southeast](#)
  - [Southwest](#)
  - [West](#)
- Enrollment
  - <2500
  - 2500-4999
  - 5000-9999
  - >10000
- Rural/suburban/urban
  - Rural
  - Suburban
  - Urban
- Percentage of free or reduced price meals eligibility
  - 0-25%
  - 26-50%
  - 51-75%
  - >75%

- 
- 
- 

(Please click button only once. Please wait while server processes your request.)

After you have answered all of the questions for that section, this screen will appear (after the survey that you do not have to answer). You can fill out the comparison report if you want to. Either way click view "My Answers" in blue under "Your Score" that is in green.

## Keys to Excellence

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### Assessment Section: Communications & Marketing

#### Your Answers

**Date Completed:** 2/6/2013

**Your score:** 65%

[◀ GO BACK](#)

[EXIT](#)

[PRINT](#)

[Delete record](#)

#### Questions and Answers

**1** Does the school food and nutrition program's management staff work with the school community to increase participation in the foodservice program?

**Your response:** Rarely

**2** Are reimbursable meals promoted as the meal of choice?

**Your response:** Always

**3** Does school food and management staff act as advocates for the program inside and outside the school?

**Your response:** Usually

**4** Does school food and nutrition management staff develop opportunities to extend programs to meet school and community needs?

**Your response:** Sometimes

**5** Does school food and nutrition program management staff work with groups allied with schools, higher education institutions and the community to promote good nutrition?

**Your response:** Sometimes

**6** Does school food and nutrition management staff work to develop partnerships with the foodservice industry to support and promote the program?

Click on print (in pink). Go back and complete and print each section. Then send me your questions and answers **from each section**. Please write your school, RCCI or district on the top of the first sheet.

Then scan them in an email or mail them to Tamra Jackson. If you have questions contact Tamra at: 307-777-6263 or tamra.jackson@wyo.gov