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| SITE: Click to enter site name. | ORGANIZATION: Click to enter organization name. |
| CITY: Click to enter city name. | STATE: Choose state. |
| **Instructions**By now, your Healthy Out-of-School Time Site Wellness Team has selected two to five goals. Use this Action Plan template to detail exactly what steps your site will take to achieve each goal. | *As you fill out and update this Action Plan, ask yourself if it is:* * **Complete**. Does the plan list all action steps needed to accomplish the goal?
* **Clear**. Is it apparent who will do what by when on the Action Plan?
* **Current**. Is the Action Plan up-to-date?
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| **STANDARD** | **TASKS** | **LEAD** | **DATE** | **EVIDENCE OF SUCCESS** | **STATUS** |
| *NAA HEPA standard.* | *List of specific tasks needed to complete the Action Step.*  | *Person responsible for ensuring each task is completed.* | *Goal date to complete each task.* | *Evidence needed to demonstrate implementation of the standard.* | *Progress toward meeting the standard.* |
| Click to choose best practice. |  |  | Click to enter a date. |  | Click to update |
| Click to choose best practice. |  |  | Click to enter a date. |  | Click to update |
| Click to choose best practice. |  |  | Click to enter a date. |  | Click to update |

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| **STANDARD** | **TASKS** | **LEAD** | **DATE** | **EVIDENCE OF SUCCESS** | **STATUS** |
| *NAA HEPA standard.* | *List of specific tasks needed to complete the Action Step.*  | *Person responsible for ensuring each task is completed.* | *Goal date to complete each task.* | *Evidence needed to demonstrate implementation of the standard.* | *Progress toward meeting the standard.* |
| Click to choose best practice. |  |  | Click to enter a date. |  | Click to update |
| Click to choose best practice. |  |  | Click to enter a date. |  | Click to update |
| Click to choose best practice. |  |  | Click to enter a date. |  | Click to update |