

# Instruction Guide for Completing the PSE Details Worksheet

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## PURPOSE OF THE INSTRUCTION GUIDE

This guide is meant to accompany the **PSE Details Worksheet**.

You should have received an MS Excel file from MFF titled “*{your agency acronym}\_FY19PSE*.” It contains the list of your SNAP-Ed program sites that you identified in the Map to Healthy Living Update Portal (M2HL Update Portal) as having a PSE initiative. Have this file open as you read through the information below.

## FORMAT OF THE INSTRUCTION GUIDE

This guide is organized by the different column sections of the PSE Details Worksheet. A general description of the section, tips for completion, and screenshots are included.

## SECTIONS OF THE PSE DETAILS WORKSHEET

### Program PSE locations (Columns A – H)

This section is populated with a list of your program sites where a PSE initiative was occurring in FY19 (based on data you entered into the M2HL Update Portal). Columns A thru H contain this information.

A	B	C	D	E	F	G	H
<b>PSE Details for Indicators ST5, MT5, MT6, ST6, LT5, and LT6</b>							
Agency Name	Agency Code	Program ID	Program Code	Site/Organization name	locationID	Setting	Domain
Calhoun ISD	CISD	592	MNNCISD6	Beadle Lake Elementary	8524	School (K-12, elementary, middle, or high)	Learn
Calhoun ISD	CISD	592	MNNCISD6	Bellevue Elementary	1653	School (K-12, elementary, middle, or high)	Learn
Calhoun ISD	CISD	592	MNNCISD6	Dunlap Elementary	9399	School (K-12, elementary, middle, or high)	Learn
Calhoun ISD	CISD	592	MNNCISD6	East Leroy Elementary	7797	School (K-12, elementary, middle, or high)	Learn
Calhoun ISD	CISD	592	MNNCISD6	Harrington Elementary School	1656	School (K-12, elementary, middle, or high)	Learn
Calhoun ISD	CISD	592	MNNCISD6	Hughes Elementary	3725	School (K-12, elementary, middle, or high)	Learn
Calhoun ISD	CISD	592	MNNCISD6	Lai Dawr	13951	Small food store (less than 4 registers)	Shop
Calhoun ISD	CISD	592	MNNCISD6	Mar Lee School	3719	School (K-12, elementary, middle, or high)	Learn
Calhoun ISD	CISD	592	MNNCISD6	Minges Brook Elementary School			
Calhoun ISD	CISD	592	MNNCISD6	North Pennfield Elementary			
Calhoun ISD	CISD	592	MNNCISD6	Prairieview			
Calhoun ISD	CISD	592	MNNCISD6	Purdy Elementary			
Calhoun ISD	CISD	592	MNNCISD6	Riverside Elementary			
Calhoun ISD	CISD	592	MNNCISD6	Town & country			
Calhoun ISD	CISD	592	MNNCISD6	Union City Elementary			
Calhoun ISD	CISD	592	MNNCISD6	Valley View Elementary School			

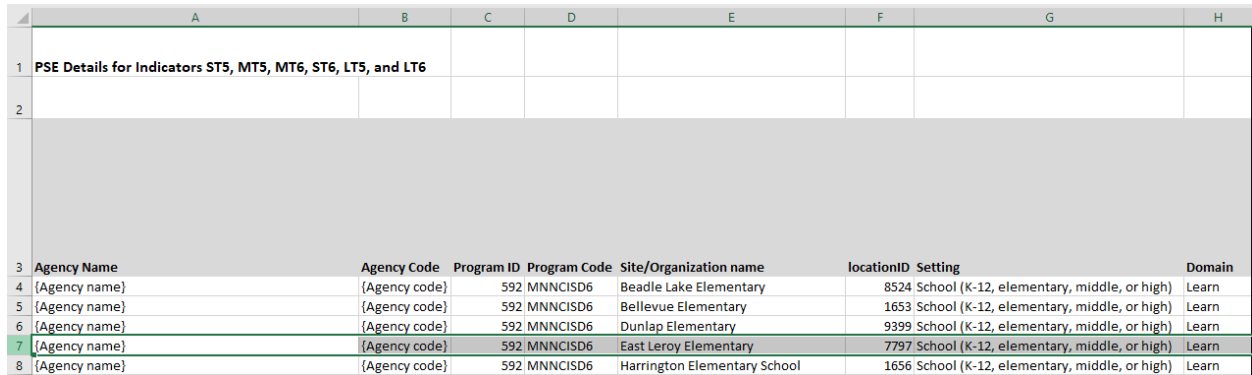
Columns A – H contain information about your program sites that have a PSE initiative occurring (based on data in the M2HL Update Portal)

## Making Changes to the List of PSE Sites

If you need to remove or add sites/organizations to the list, follow the directions below.

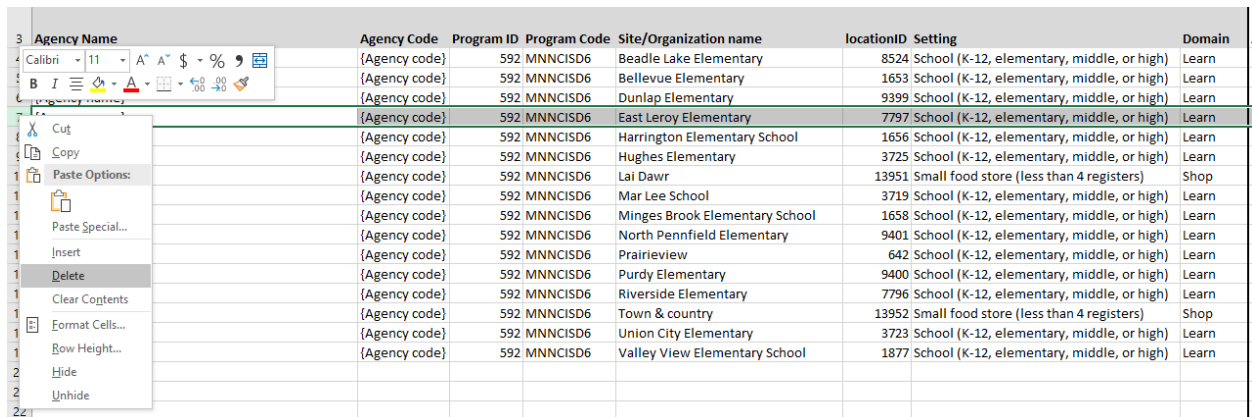
### Removing a Site from the List

1. Select the entire row by clicking on the number of the row. The row will be highlighted as shown below.



	A	B	C	D	E	F	G	H
1	PSE Details for Indicators ST5, MT5, MT6, ST6, LT5, and LT6							
2								
3	<b>Agency Name</b>	<b>Agency Code</b>	<b>Program ID</b>	<b>Program Code</b>	<b>Site/Organization name</b>	<b>locationID</b>	<b>Setting</b>	<b>Domain</b>
4	{Agency name}	{Agency code}	592	MNNCISD6	Beadle Lake Elementary	8524	School (K-12, elementary, middle, or high)	Learn
5	{Agency name}	{Agency code}	592	MNNCISD6	Bellevue Elementary	1653	School (K-12, elementary, middle, or high)	Learn
6	{Agency name}	{Agency code}	592	MNNCISD6	Dunlap Elementary	9399	School (K-12, elementary, middle, or high)	Learn
7	{Agency name}	{Agency code}	592	MNNCISD6	East Leroy Elementary	7797	School (K-12, elementary, middle, or high)	Learn
8	{Agency name}	{Agency code}	592	MNNCISD6	Harrington Elementary School	1656	School (K-12, elementary, middle, or high)	Learn

2. With the row highlighted, right click with your mouse and select “Delete” from the menu that appears, as shown below.



	A	B	C	D	E	F	G	H
3	<b>Agency Name</b>	<b>Agency Code</b>	<b>Program ID</b>	<b>Program Code</b>	<b>Site/Organization name</b>	<b>locationID</b>	<b>Setting</b>	<b>Domain</b>
4	{Agency name}	{Agency code}	592	MNNCISD6	Beadle Lake Elementary	8524	School (K-12, elementary, middle, or high)	Learn
5	{Agency name}	{Agency code}	592	MNNCISD6	Bellevue Elementary	1653	School (K-12, elementary, middle, or high)	Learn
6	{Agency name}	{Agency code}	592	MNNCISD6	Dunlap Elementary	9399	School (K-12, elementary, middle, or high)	Learn
7	{Agency name}	{Agency code}	592	MNNCISD6	East Leroy Elementary	7797	School (K-12, elementary, middle, or high)	Learn
8	{Agency name}	{Agency code}	592	MNNCISD6	Harrington Elementary School	1656	School (K-12, elementary, middle, or high)	Learn
9	{Agency name}	{Agency code}	592	MNNCISD6	Hughes Elementary	3725	School (K-12, elementary, middle, or high)	Learn
10	{Agency name}	{Agency code}	592	MNNCISD6	Lai Dawr	13951	Small food store (less than 4 registers)	Shop
11	{Agency name}	{Agency code}	592	MNNCISD6	Mar Lee School	3719	School (K-12, elementary, middle, or high)	Learn
12	{Agency name}	{Agency code}	592	MNNCISD6	Minges Brook Elementary School	1658	School (K-12, elementary, middle, or high)	Learn
13	{Agency name}	{Agency code}	592	MNNCISD6	North Pennfield Elementary	9401	School (K-12, elementary, middle, or high)	Learn
14	{Agency name}	{Agency code}	592	MNNCISD6	Prairieview	642	School (K-12, elementary, middle, or high)	Learn
15	{Agency name}	{Agency code}	592	MNNCISD6	Purdy Elementary	9400	School (K-12, elementary, middle, or high)	Learn
16	{Agency name}	{Agency code}	592	MNNCISD6	Riverside Elementary	7796	School (K-12, elementary, middle, or high)	Learn
17	{Agency name}	{Agency code}	592	MNNCISD6	Town & country	13952	Small food store (less than 4 registers)	Shop
18	{Agency name}	{Agency code}	592	MNNCISD6	Union City Elementary	3723	School (K-12, elementary, middle, or high)	Learn
19	{Agency name}	{Agency code}	592	MNNCISD6	Valley View Elementary School	1877	School (K-12, elementary, middle, or high)	Learn

3. After deleting, the row will be no longer appear in the list.

Adding a Site/Organization to the List

1. In the next available row in the list, enter the Agency Name, Agency Code, Program ID, and Program Code using the same naming conventions that appear in the previous rows. For example, in the worksheet pictured below, you'd enter "Calhoun ISD" for the Agency Name, "CISD" for the Agency Code, "592" for the Program ID, and "MNNCISD6" for the Program Code.

**Important:** If you did not have any sites identified in the M2HL Update Portal with a PSE intervention type, you will see one row that contains your Agency name, Agency code, Program ID, and Program Code. Use this entry to enter your first site/organization having a PSE initiative.

	Agency Name	Agency Code	Program ID	Program Code	Site/Organization name	locationID	Setting	Domain
3	Calhoun ISD	CISD	592	MNNCISD6	Beadle Lake Elementary	8524	School (K-12, elementary, middle, or high)	Learn
4	Calhoun ISD	CISD	592	MNNCISD6	Bellevue Elementary	1653	School (K-12, elementary, middle, or high)	Learn
5	Calhoun ISD	CISD	592	MNNCISD6	Dunlap Elementary	9399	School (K-12, elementary, middle, or high)	Learn
6	Calhoun ISD	CISD	592	MNNCISD6	East Leroy Elementary	7797	School (K-12, elementary, middle, or high)	Learn
7	Calhoun ISD	CISD	592	MNNCISD6	Harrington Elementary School	1656	School (K-12, elementary, middle, or high)	Learn
8	Calhoun ISD	CISD	592	MNNCISD6	Hughes Elementary	3725	School (K-12, elementary, middle, or high)	Learn
9	Calhoun ISD	CISD	592	MNNCISD6	Lai Dawr	13951	Small food store (less than 4 registers)	Shop
10	Calhoun ISD	CISD	592	MNNCISD6	Mar Lee School	3719	School (K-12, elementary, middle, or high)	Learn
11	Calhoun ISD	CISD	592	MNNCISD6	Minges Brook Elementary School	1658	School (K-12, elementary, middle, or high)	Learn
12	Calhoun ISD	CISD	592	MNNCISD6	North Pennfield Elementary	9401	School (K-12, elementary, middle, or high)	Learn
13	Calhoun ISD	CISD	592	MNNCISD6	Prairieview	642	School (K-12, elementary, middle, or high)	Learn
14	Calhoun ISD	CISD	592	MNNCISD6	Purdy Elementary	9400	School (K-12, elementary, middle, or high)	Learn
15	Calhoun ISD	CISD	592	MNNCISD6	Riverside Elementary	7796	School (K-12, elementary, middle, or high)	Learn
16	Calhoun ISD	CISD	592	MNNCISD6	Town & country	13952	Small food store (less than 4 registers)	Shop
17	Calhoun ISD	CISD	592	MNNCISD6	Union City Elementary	3723	School (K-12, elementary, middle, or high)	Learn
18	Calhoun ISD	CISD	592	MNNCISD6	Valley View Elementary School	1877	School (K-12, elementary, middle, or high)	Learn
19								
20								
21								

2. Then enter the **name of the site or organization**, the **setting**, and the **domain** (see list of settings with the accompanying domain in the [Appendix](#) at the end of this guide). Make sure to type the setting and domain exactly as they appear. If the setting is "Other," make sure to add text to specify what it is. You do not need to enter a location ID for sites or organizations you add to the list.

## ST5: Need and Readiness (Columns I – O)

Columns I thru O contain information related to ST5: Need and Readiness. If the ST5 indicator was measured\* as part the PSE effort for the site/organization listed—regardless of whether it was associated with a SMART objective—complete the information in columns I – O for the row in which the site/organization appears.

\*“Measured” indicates you should be able to be report against SNAP-Ed indicators and outcome measures.

Columns I – O contain information related to ST5: Need and Readiness.

I	J	K	L	M	N	O
<i>ST5: Need and Readiness (columns I - O)</i>						
<b>Assessment Name</b>	<b>If "Other" was selected, please specify</b>	<b>What was assessed? (select option from dropdown menu)</b>	<b>Assessment Completion Date</b>	<b>Key Findings (can include assessment score)</b>	<b>Assessment result - <u>Need</u> for change? (Enter Y or N)</b>	<b>Assessment result - <u>Ready</u> for change? (Enter Y or N)</b>

Column I: Select the assessment used from the dropdown list.

Column J: If "Other" was chosen from Column I, make sure to specify what that was in Column J.

For Column K, select a response from the dropdown menu.

K

ed and Readiness (col

<b>What was assessed?</b> (select option from dropdown menu)	Ass: Con
<input type="text"/>	
Nutrition Physical Activity (PA) Both nutrition and PA	

For Column K (What was assessed?) Select one of the following from the dropdown menu:

- Nutrition
- Physical Activity (PA)
- Both nutrition and PA

L M

s (columns I - O)

<b>Assessment Completion Date</b>	<b>Key Findings (can include assessment score)</b>

In columns L and M, enter the completion date of the assessment, and the key findings from the assessment. This can include the assessment score.

Note: Columns N and O only accept "Y" or "N" responses.

N	O
<b>Assessment result - <u>Need</u> for change? (Enter Y or N)</b>	<b>Assessment result - <u>Ready</u> for change? (Enter Y or N)</b>

Column N: Did the results of the assessment show that there was a need for change?

Column O: Did the results of the assessment show that there was a readiness for change?

Enter a "Y" or "N" from Columns N and O.

## MT5: Nutrition Supports (Columns P – AE)

Columns P thru AE contain information related to MT5: Nutrition Supports. If the MT5 indicator was measured\* as part the PSE effort for the site/organization listed—regardless of whether it was associated with a SMART objective—complete the information in columns P – AE for the row in which the site/organization appears.

\*“Measured” indicates you should be able to be report against SNAP-Ed indicators and outcome measures.

Columns P – AE contain information related to MT5: Nutrition Supports.

P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE
MT5: Nutrition Supports (columns P – AE)															
		Enter data in these columns (S – AE) only if MT5 change(s) made													
Assessment that drove changes adopted (MT5) <small>(select option from dropdown menu)</small>	If "Other" was selected, please specify	If no environment, systems, policy, or promotion efforts changes were made, describe the progress working toward the changes	# of Environment Changes (MT5)	Description of environment changes (MT5)	How do you know the environment changes occurred? (MT5)	# of Systems Changes (MT5)	Description of systems changes (MT5)	How do you know the systems changes occurred? (MT5)	# of Policy Changes (MT5)	Description of policy changes (MT5)	How do you know the policy changes occurred? (MT5)	# of Promotion Efforts for PSE change (MT5)	Description of promotion efforts changes (MT5)	How do you know the promotion efforts change occurred? (MT5)	Reach (all changes) (MT5)

P

**Assessment that drove changes adopted (MT5)**  
(select option from dropdown menu)

- Community Walkability Checklist
- CX3: Food Availability and Market Survey (Retail)
- CX3: Food Bank Survey
- CX3: Emergency Food Outlet Survey
- Eat Smart in Parks
- Faithful Families Assessment
- Fit Business Kit Check for Health Assessment

Column P: Select the assessment that drove the changes adopted from the dropdown menu.

Q

**If "Other" was selected, please specify**

If you selected “Other” for Column P, make sure to specify what that was in Column Q.



P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE
MT5: Nutrition Supports (columns P - AE)															
No changes made			Enter data in these columns (S - AE) only if (MT5 changes) made												
Assessment that drove changes adopted (MT5) <small>(select option from dropdown menu)</small>	If "Other" was selected, please specify	If no environment, systems, policy, or promotion efforts changes were made, describe the progress working toward the changes	# of Environment Changes (MT5)	Description of environment changes (MT5)	How do you know the environment changes occurred? (MT5)	# of Systems Changes (MT5)	Description of systems changes (MT5)	How do you know the systems changes occurred? (MT5)	# of Policy Changes (MT5)	Description of policy changes (MT5)	How do you know the policy changes occurred? (MT5)	# of Promotion Efforts for PSE change (MT5)	Description of promotional efforts changes (MT5)	How do you know the promotion efforts change occurred? (MT5)	Reach (all changes) (MT5)

R

*No changes made*

**If no environment, systems, policy, or promotion efforts changes were made, describe the progress working toward the changes**

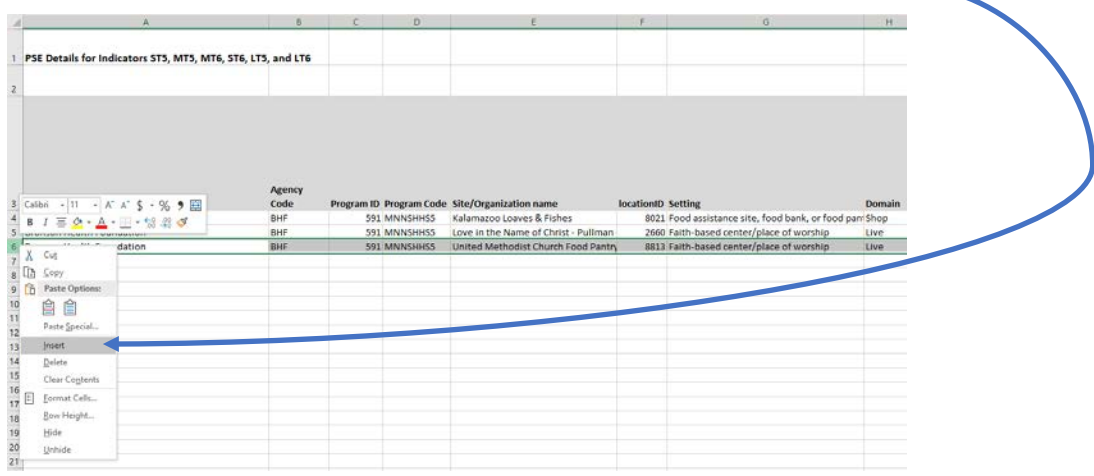
Column R: If no environment, systems, policy, or promotion changes were made at the site/organization, then describe the progress made working toward changes.

**More Information:**

- If an actual PSE change for MT5 was not made during this project year, but progress was made towards making changes, please provide a brief summary of these activities in column R.
- If change was made in this fiscal year, but was based on assessment results from an assessment completed in a previous year, include the name of the assessments and the changes in MT5.

Note: If more than one assessment drove changes adopted for MT5, you will need to insert a row, identify the other assessment, and copy the information in the row of the first assessment to the newly inserted row. To do this, follow the directions below:

1. Right click on the row directly below the one that contains the assessment associated with MT5 change and click "Insert." This will insert a blank row beneath.



- Copy the text in columns A – H by clicking on the first cell (Agency Name) and dragging your mouse to the right to the “Domain” column. The text in all eight columns of the row should appear as selected (in gray).

Agency Name	Agency Code	Program ID	Program Code	Site/Organization name	locationID	Setting	Domain
Bronson Health Foundation	BHF	591	MNNSHH55	Kalamazoo Loaves & Fishes	8021	Food assistance site, food bank, or food pan!	Shop
Bronson Health Foundation	BHF	591	MNNSHH55	Love in the Name of Christ - Pullman	2660	Faith-based center/place of worship	Live
Bronson Health Foundation	BHF	591	MNNSHH55	United Methodist Church Food Pantry	8813	Faith-based center/place of worship	Live

- With the row/columns highlighted, hover your mouse in the lower corner of the “Domain” column for the row until you see a plus sign appear. Then click and drag your mouse down one row to copy the information to the newly inserted row. You should see a copy of the information from the previous row in the row you added.

Agency Name	Agency Code	Program ID	Program Code	Site/Organization name	locationID	Setting	Domain
Bronson Health Foundation	BHF	591	MNNSHH55	Kalamazoo Loaves & Fishes	8021	Food assistance site, food bank, or food pan!	Shop
Bronson Health Foundation	BHF	591	MNNSHH55	Love in the Name of Christ - Pullman	2660	Faith-based center/place of worship	Live
Bronson Health Foundation	BHF	592	MNNSHH56	Love in the Name of Christ - Pullman	2661	Faith-based center/place of worship	Live
Bronson Health Foundation	BHF	591	MNNSHH55	United Methodist Church Food Pantry	8813	Faith-based center/place of worship	Live

- Now you can add the second assessment to the MT5 section of the worksheet for the same site and set of MT5 changes.

In Columns S, V, Y, and AB, only enter the number of actual changes that occurred in FY19 at the site/organization.

Make sure to enter numeric values.

S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE
<i>MT5: Nutrition Supports (columns P - AE)</i>												
<i>Enter data in these columns (S - AE) only if MT5 change(s) made</i>												
# of Environment Changes (MT5)	Description of environment changes (MT5)	How do you know the environment changes occurred? (MT5)	# of Systems Changes (MT5)	Description of systems changes (MT5)	How do you know the systems changes occurred? (MT5)	# of Policy Changes (MT5)	Description of policy changes (MT5)	How do you know the policy changes occurred? (MT5)	# of Promotion Efforts for PSE change (MT5)	Description of promotion efforts changes (MT5)	How do you know the promotion efforts change occurred? (MT5)	Reach (all changes) (MT5)

**More information:**

- Report counts of the actual changes that were made separately for environment, systems, policy, and promotion.
- Refer to the “PSE-Definition-Handout”—available in the RFP Final Report → Final Report Resources section of the [Partner Portal](#)—for more information.

In Columns T, W, Z, and AC, enter a description of the change(s) that occurred (environment = Column T; systems = Column W; policy = Column Z; and promotion efforts = Column AC).

Important: If there is more than one change in a given category (e.g., if there are 2 environment changes at the same site based on the results of one assessment), provide a description for EACH change, and number each description. Example:

1. *At least one vegetable is identified as the featured vegetable-of-the-day and is labeled with a creative, descriptive name at the point of selection.*
2. *A variety of mixed whole fruits are displayed in attractive baskets*

You can separate each numbered description with a hard return in Excel by pressing the Alt + Enter key on your keyboard.

*MT5: Nutrition Supports (columns P - AE)*

*Enter data in these columns (S - AE) only if MT5 change(s) made*

# of Environment Changes (MT5)	Description of environment changes (MT5)	How do you know the environment changes occurred? (MT5)	# of Systems Changes (MT5)	Description of systems changes (MT5)	How do you know the systems changes occurred? (MT5)	# of Policy Changes (MT5)	Description of policy changes (MT5)	How do you know the policy changes occurred? (MT5)	# of Promotion Efforts for PSE change (MT5)	Description of promotion efforts changes (MT5)	How do you know the promotion efforts change occurred? (MT5)	Reach (all changes) (MT5)

**More information:**

- Provide a description of actual changes that were made separately for environment, systems, policy, and promotion.
- Refer to the “PSE-Definition-Handout”—available in the RFP Final Report → Final Report Resources section of the [Partner Portal](#)—for more information.

In Columns U, X, AA, and AD, enter an explanation for how you know the change(s) occurred (environment = Column U; systems = Column X; policy = Column AA; and promotion efforts = Column AD).

Important: If there is more than one change in a given category (e.g., if there are 2 environment changes), provide an explanation for EACH change, and number each explanation. For ex.:

1. *Direct Observation*
2. *Photographic Evidence*

Make sure the numbers coincide with the description numbers in the preceding column.

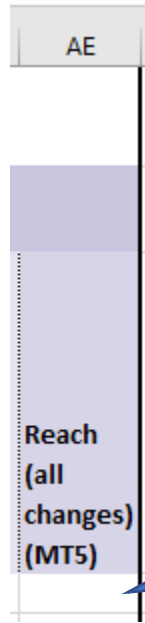
You can separate each numbered explanation with a hard return in Excel by pressing the Alt + Enter key on your keyboard.

S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE
<i>MT5: Nutrition Supports (columns P - AE)</i>												
<i>Enter data in these columns (S - AE) only if MT5 change(s) made</i>												
# of Environment Changes (MT5)	Description of environment changes (MT5)	How do you know the environment changes occurred? (MT5)	# of Systems Changes (MT5)	Description of systems changes (MT5)	How do you know the systems changes occurred? (MT5)	# of Policy Changes (MT5)	Description of policy changes (MT5)	How do you know the policy changes occurred? (MT5)	# of Promotion Efforts for PSE change (MT5)	Description of promotion efforts changes (MT5)	How do you know the promotion efforts change occurred? (MT5)	Reach (all changes) (MT5)

**More information:**

For each PSE change reported, please report how you documented that change. Evidence for an adopted change include:

- o Direct Observation: visual confirmation that the change was made
- o Photographic Evidence: taking a picture of the adopted change
- o Interviews: interviews with site personnel to confirm uptake of the PSE change
- o Policy adoption: a written policy was adopted by a governing body with that authority
- o Written process or practice: a new way of doing business was documented



In Column AE, enter the estimated number of people who are expected to routinely encounter, and therefore benefit, from all the MT5 change(s) at the site.

## MT6: Physical Activity and Reduced Sedentary Behavior Supports (Columns AF – AU)

Columns AF thru AU contain information related to MT6: Physical Activity and Reduced Sedentary Behavior Supports. If the MT6 indicator was measured\* as part the PSE effort for the site/organization listed—regardless of whether it was associated with a SMART objective—complete the information in columns AF – AU for the row in which the site/organization appears.

\*“Measured” indicates you should be able to be report against SNAP-Ed indicators and outcome measures.

Columns AF – AU contain information related to MT6: Physical Activity and Reduced Sedentary Behavior Supports.

AF	AG	AH	AI	AJ	AK	AL	AM	AN	AO	AP	AQ	AR	AS	AT	AU
MT6: Physical Activity and Reduced Sedentary Behavior Supports (columns AF – AU)															
No changes made		Enter data in these columns (AI – AU) only if MT6 changes made													
Assessment that drove changes adopted (MT6) <small>(select option from dropdown menu)</small>	If "Other" was selected, please specify	If an environment, systems, policy, or promotion efforts changes were made, describe the progress working toward the changes	# of Environment Changes (MT6)	Description of environment changes (MT6)	How do you know the environment changes occurred? (MT6)	# of Systems Changes (MT6)	Description of systems changes (MT6)	How do you know the systems changes occurred? (MT6)	# of Policy Changes (MT6)	Description of policy changes (MT6)	How do you know the policy changes occurred? (MT6)	# of Promotion Efforts for PSE change (MT6)	Description of promotion efforts changes (MT6)	How do you know the promotion changes occurred? (MT6)	Reach (all changes) (MT6)

**AF**

**Assessment that drove changes adopted (MT6)**  
(select option from dropdown menu)

- Community Walkability Checklist
- CX3: Food Availability and Market Survey (Retail)
- CX3: Food Bank Survey
- CX3: Emergency Food Outlet Survey
- Eat Smart in Parks
- Faithful Families Assessment
- Fit Business Kit Check for Health Assessment

**AG**

If "Other" was selected, please specify

selected, please specify

Column AF: Select the assessment that drove the changes adopted from the dropdown menu.

If you selected “Other” for Column AF, make sure to specify what that was in Column AG.

AP	AG	AH	AI	AJ	AK	AL	AM	AN	AO	AP	AQ	AR	AS	AT	AU
<i>MT6: Physical Activity and Reduced Sedentary Behavior Supports (columns AP - AU)</i>															
<i>No changes made</i>			<i>Enter data in these columns (AI - AU) only if MT6 change(s) made</i>												
Assessment that drove changes adopted (MT5) (select option from dropdown menu)	If "Other" was selected, please specify	If no environment, systems, policy, or promotion efforts changes were made, describe the progress working toward the changes	# of Environment Changes (MT6)	Description of environment changes (MT6)	How do you know the environment changes occurred? (MT6)	# of Systems Changes (MT6)	Description of systems changes (MT6)	How do you know the systems changes occurred? (MT6)	# of Policy Changes (MT6)	Description of policy changes (MT6)	How do you know the policy changes occurred? (MT6)	# of Promotion Efforts for PSE change (MT6)	Description of promotion efforts changes (MT6)	How do you know the promotion efforts changes occurred? (MT6)	Reach (all changes) (MT6)

AH

*No changes made*

**If no environment, systems, policy, or promotion efforts changes were made, describe the progress working toward the changes**

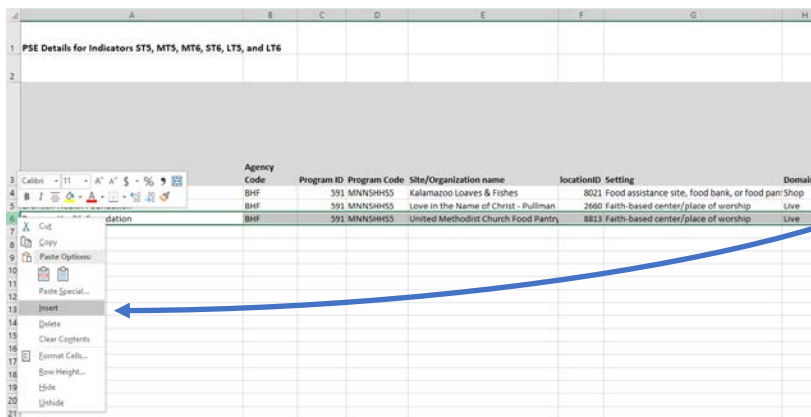
Column AH: If no environment, systems, policy, or promotion changes were made at the site/organization, then describe the progress made working toward changes.

**More information:**

- If an actual PSE change for MT6 was not made during this project year, but progress was made towards making changes, please provide a brief summary of these activities in column AH.
- If change was made in this fiscal year, but was based on assessment results from an assessment in previous years, include the name of the assessment and the changes in MT5.

Note: If more than one assessment drove changes adopted for MT6, you will need to insert a row, identify the other assessment, and copy the information in the row of the first assessment to the newly inserted row. To do this, follow the directions below:

1. Right click on the row directly below the one that contains the assessment associated with MT6 and click "Insert." This will insert a blank row beneath.



- Copy the text in columns A – H by clicking on the first cell (Agency Name) and dragging your mouse to the right to the “Domain” column. The text in all eight columns of the row should appear as selected (in gray).

Agency Name	Agency Code	Program ID	Program Code	Site/Organization name	locationID	Setting	Domain
Bronson Health Foundation	BHF	591	MNNSHH55	Kalamazoo Loaves & Fishes	8021	Food assistance site, food bank, or food pan!	Shop
Bronson Health Foundation	BHF	591	MNNSHH55	Love in the Name of Christ - Pullman	2660	Faith-based center/place of worship	Live
Bronson Health Foundation	BHF	591	MNNSHH55	United Methodist Church Food Pantry	8813	Faith-based center/place of worship	Live

- With the row/columns highlighted, hover your mouse in the lower corner of the “Domain” column for the row until you see a plus sign appear. Then click and drag your mouse down one row to copy the information to the newly inserted row. You should see a copy of the information from the previous row in the row you added.

Agency Name	Agency Code	Program ID	Program Code	Site/Organization name	locationID	Setting	Domain
Bronson Health Foundation	BHF	591	MNNSHH55	Kalamazoo Loaves & Fishes	8021	Food assistance site, food bank, or food pan!	Shop
Bronson Health Foundation	BHF	591	MNNSHH55	Love in the Name of Christ - Pullman	2660	Faith-based center/place of worship	Live
Bronson Health Foundation	BHF	592	MNNSHH56	Love in the Name of Christ - Pullman	2661	Faith-based center/place of worship	Live
Bronson Health Foundation	BHF	591	MNNSHH55	United Methodist Church Food Pantry	8813	Faith-based center/place of worship	Live

- Now you can add the second assessment to the MT6 section of the worksheet for the same site and set of MT6 changes.

In Columns AI, AL, AO, and AR, only enter the number of actual changes that occurred in FY19 at the site/organization.

Make sure to enter numeric values.

AI	AJ	AK	AL	AM	AN	AO	AP	AQ	AR	AS	AT	AU
<i>MT6: Physical Activity and Reduced Sedentary Behavior Supports (columns AF - AU)</i>												
<i>Enter data in these columns (AI - AU) only if MT6 change(s) made</i>												
# of Environment Changes (MT6)	Description of environment changes (MT6)	How do you know the environment changes occurred? (MT6)	# of Systems Changes (MT6)	Description of systems changes (MT6)	How do you know the systems changes occurred? (MT6)	# of Policy Changes (MT6)	Description of policy changes (MT6)	How do you know the policy changes occurred? (MT6)	# of Promotion Efforts for PSE change (MT6)	Description of promotion efforts changes (MT6)	How do you know the promotion efforts changes occurred? (MT6)	Reach (all changes) (MT6)

**More information:**

- Report counts of the actual changes that were made separately for environment, systems, policy, and promotion.
- Refer to the “PSE-Definition-Handout”—available in the RFP Final Report → Final Report Resources section of the [Partner Portal](#)—for more information.



In Columns AJ, AM, AP, and AS, enter a description of the change(s) that occurred (environment = Column AJ; systems = Column AM; policy = Column AP; and promotion efforts = Column AS).

Important: If there is more than one change in a given category (e.g., if there are 2 environment changes at the same site based on results of one assessment), provide a description for EACH change, and number each description. For ex.:

1. *Made a large variety of portable play equipment available.*
2. *Site now provides preschoolers with at least 120 min of active play time per day.*

You can separate each numbered description with a hard return in Excel by pressing the Alt + Enter key on your keyboard.

AI	AJ	AK	AL	AM	AN	AO	AP	AQ	AR	AS	AT	AU
MT6: Physical Activity and Reduced Sedentary Behavior Supports (columns AF - AU)												
Enter data in these columns (AI - AU) only if MT6 change(s) made												
# of Environment Changes (MT6)	Description of environment changes (MT6)	How do you know the environment changes occurred? (MT6)	# of Systems Changes (MT6)	Description of systems changes (MT6)	How do you know the systems changes occurred? (MT6)	# of Policy Changes (MT6)	Description of policy changes (MT6)	How do you know the policy changes occurred? (MT6)	# of Promotion Efforts for PSE change (MT6)	Description of promotion efforts changes (MT6)	How do you know the promotion efforts changes occurred? (MT6)	Reach (all changes) (MT6)

**More information:**

- Provide a description of actual changes that were made separately for environment, systems, policy, and promotion.
- Refer to the “PSE-Definition-Handout”—available in the RFP Final Report → Final Report Resources section of the [Partner Portal](#)—for more information.

In Columns AK, AN, AQ, and AT, enter an explanation for how you know the change(s) occurred (environment = Column AK; systems = Column AN; policy = Column AQ; and promotion efforts = Column AT).

Important: If there is more than one change in a given category (e.g., if there are 2 environment changes), provide an explanation for EACH change, and number each explanation. For ex.:

1. *Photographic Evidence*
2. *Staff Interview*

Make sure the numbers coincide with the description numbers in the preceding column.

You can separate each numbered explanation with a hard return in Excel by pressing the Alt + Enter key on your keyboard.

AI	AJ	AK	AL	AM	AN	AO	AP	AQ	AR	AS	AT	AU
<i>MT6: Physical Activity and Reduced Sedentary Behavior Supports (columns AF - AU)</i>												
<i>Enter data in these columns (AI - AU) only if MT6 change(s) made</i>												
# of Environment Changes (MT6)	Description of environment changes (MT6)	How do you know the environment changes occurred? (MT6)	# of Systems Changes (MT6)	Description of systems changes (MT6)	How do you know the systems changes occurred? (MT6)	# of Policy Changes (MT6)	Description of policy changes (MT6)	How do you know the policy changes occurred? (MT6)	# of Promotion Efforts for PSE change (MT6)	Description of promotion efforts changes (MT6)	How do you know the promotion efforts changes occurred? (MT6)	Reach (all changes) (MT6)

**More information:**

For each PSE change reported, please report how you documented that change. Evidence for an adopted change include:

- Direct Observation: visual confirmation that the change was made
- Photographic Evidence: taking a picture of the adopted change
- Interviews: interviews with site personnel to confirm uptake of the PSE change
- Policy adoption: a written policy was adopted by a governing body with that authority
- Written process or practice: a new way of doing business was documented

AU
Reach (all changes) (MT6)

In Column AU, enter the estimated number of people who are expected to routinely encounter, and therefore benefit, from all the MT6 change(s) at the site.

## ST6: Champions (Columns AV – BB)

Columns AV thru BB contain information related to ST6: Champions. If the ST6 indicator was measured\* as part the PSE effort for the site/organization listed—regardless of whether it was associated with a SMART objective—complete the information in columns AV – BB for the row in which the site/organization appears.

\*“Measured” indicates you should be able to be report against SNAP-Ed indicators and outcome measures.

- Enter the number of champions at the site/organization by role (columns AV – BA).
- Enter a description of the champion activities and accomplishments in column BB.

AV	AW	AX	AY	AZ	BA	BB
<i>ST6: Champions (columns AV - BB)</i>						
<i>Champion Roles (enter the total number of champions by role)</i>						
<b># Youth champions</b>	<b># of Parent/ Caregiver champions</b>	<b># of Community member champions</b>	<b># of Staff/ Service provider champions</b>	<b># of Community leader/Decision maker champions</b>	<b># of Local celebrity champions</b>	<b>Champion activities and accomplishments</b>

In Columns AV – BA, enter the number of champions at the site by role.

Enter the champion activities and accomplishments in Column BB.

See the [Interpretive Guide to the SNAP-Ed Evaluation Framework](#) for examples of the different types of champions.

LT5: Nutrition Supports Implementation and Effectiveness (columns BC - BM)

Columns BC thru BM contain information related to LT5: Nutrition Supports Implementation and Effectiveness. **Only complete section LT5 if you reported at least one environment, systems, policy, or promotion effort change for MT5 within the past 3 years for the site/organization listed.** Please note that columns BC thru BF pertain to implementation while BG thru BM refer to effectiveness assessment. For LT5, it is not required to report on both implementation (BC-BF) and effectiveness (BG-BM) indicators. (see below for more information)

Complete Columns BC – BM if you reported at least one environment, systems, policy, or promotion effort change for MT5 within the past 3 years

BC	BD	BE	BF	BG	BH	BI	BJ	BK	BL	BM
<i>LT5: Nutrition Supports Implementation and Effectiveness (columns BC - BM)</i>										
<i>Note: Complete for a site only if you reported at least one environment, systems, policy, or promotion efforts change for MT5 within the past 3 years</i>										
<i>LT5 Implementation: Program Components</i> <i>(mark an "x" for each program component that occurred at the site)</i>				<i>LT5 Effectiveness: Assessment</i>						
Evidence-based education	Marketing	Parent/community involvement	Staff training on continuous program and policy implementation	Name of Assessment Tool used to identify PSE initiatives at site	If "Other" was selected as Assessment, please specify	Pre Assessment Date	Pre Assessment Results	Post Assessment Date	Post Assessment Results	Do pre to post-assessment results indicate improvement? (Enter Y or N)

BC	BD	BE	BF
----	----	----	----

*Note: Complete for a site only if y*

<i>LT5 Implementation: Program Components</i> <i>(mark an "x" for each program component that occurred at the site)</i>			
Evidence-based education	Marketing	Parent/community involvement	Staff training on continuous program and policy implementation

Columns BC – BF contain the implementation information. For LT5: implementation, note the program components that you used to support the implementation of policy, systems, environmental, and promotion changes at the site/organization. These components are known to be important to achievement of long-term positive outcomes.

In Columns BC – BF, mark an "X" in the cell if the program component occurred at the site. Program components include:

- Evidence-based education
- Marketing
- Parent/community involvement
- Staff training on continuous program and policy implementation

Columns BR – BX contain the effectiveness information. At the environmental level, effectiveness is defined as, and is measured by, improvements in the food environment and/or organizational changes, policies, rules, marketing, and access that make healthy choices easier. Increased environmental assessment scores or other findings provide objective, systematic evidence of documented environment-level improvements.

BC	BD	BE	BF	BG	BH	BI	BJ	BK	BL	BM
<i>LT5: Nutrition Supports Implementation and Effectiveness (columns BC - BM)</i>										
<i>Note: Complete for a site only if you reported at least one environment, systems, policy, or promotion efforts change for MT5 within the past 3 years</i>										
<i>LT5 Implementation: Program Components</i> <small>(mark an "x" for each program component that occurred at the site)</small>				<i>LT5 Effectiveness: Assessment</i>						
Evidence-based education	Marketing	Parent/community involvement	Staff training on continuous program and policy implementation	Name of Assessment Tool used to identify PSE initiatives at site	If "Other" was selected as Assessment, please specify	Pre Assessment Date	Pre Assessment Results	Post Assessment Date	Post Assessment Results	Do pre to post-assessment results indicate improvement? (Enter Y or N)

**BG**

*LT5: Nutrition Supports Implementation and Effectiveness (columns BC - BM)*  
*Note: Complete for a site only if you reported at least one environment, systems, policy, or promotion efforts change for MT5 within the past 3 years*

*LT5 Effectiveness: Assessment*

Name of Assessment Tool used to identify PSE initiatives at site

- Community Walkability Checklist
- CX3: Food Availability and Market Survey (Retail)
- CX3: Food Bank Survey
- CX3: Emergency Food Outlet Survey
- Eat Smart in Parks
- Faithful Families Assessment
- Fit Business Kit Checklist for Health Assessment

In Column BG, select the name of the assessment tool that was used to identify the PSE initiatives at the site from the dropdown list.

**BH**

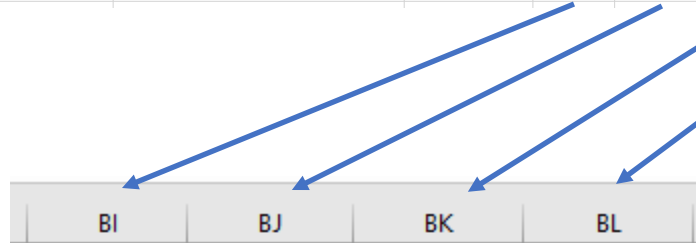
*LT5: Nutrition Supports Implementation and Effectiveness (columns BC - BM)*  
*Note: Complete for a site only if you reported at least one environment, systems, policy, or promotion efforts change for MT5 within the past 3 years*

*LT5 Effectiveness: Assessment*

If "Other" was selected as Assessment, please specify

If "Other" was selected in Column BG, make sure to specify what it was in Column BH.

BC	BD	BE	BF	BG	BH	BI	BJ	BK	BL	BM
<i>LT5: Nutrition Supports Implementation and Effectiveness (columns BC - BM)</i>										
<i>Note: Complete for a site only if you reported at least one environment, systems, policy, or promotion efforts change for MT5 within the past 3 years</i>										
<i>LT5 Implementation: Program Components</i> <i>(mark an "x" for each program component that occurred at the site)</i>				<i>LT5 Effectiveness: Assessment</i>						
Evidence-based education	Marketing	Parent/community involvement	Staff training on continuous program and policy implementation	Name of Assessment Tool used to identify PSE initiatives at site	If "Other" was selected as Assessment, please specify	Pre Assessment Date	Pre Assessment Results	Post Assessment Date	Post Assessment Results	Do pre to post-assessment results indicate improvement? (Enter Y or N)



*Columns BC - BM)*  
*on efforts change for MT5 within the past 3 years*

<i>Effectiveness: Assessment</i>			
Pre Assessment Date	Pre Assessment Results	Post Assessment Date	Post Assessment Results

In Columns BI - BL, enter the pre assessment date, pre assessment results, post assessment date, and post assessment results. If the assessment result was a score, enter the score. If the result was not a score, enter a brief description of the results.

**More information:**

- The pre assessment should have been done as part of determining needs or readiness for ST5 and repeated to assess LT5 effectiveness.
- Pre and post assessment results may be an actual score if one was produced by the assessment tool. In other cases, provide a brief narrative description of the assessment's findings.

BM
<b>Do pre to post-assessment results indicate improvement?</b> (Enter Y or N)

In Column BM, enter whether or not the assessment results from the pre to post assessment indicate there was an improvement. Enter a "Y" for yes, or a "N" for no.

**More information:**

- Enter "Y" if the change between pre and post assessment indicated an improvement.
- Enter "N" if their was no positive change in the assessment's results from pre to post assessment.



LT6: Physical Activity Supports Implementation and Effectiveness (columns BN - BX)

Columns BN thru BX contain information related to LT6: Physical Activity Supports Implementation and Effectiveness. **Only complete section LT6 if you reported at least one environment, systems, policy, or promotion effort change for MT6 within the past 3 years for the site/organization listed.** Please note that columns BN thru BQ pertain to implementation while BR thru BX refer to effectiveness assessment. For LT6, it is not required to report on both implementation (BN-BQ) and effectiveness (BR-BX) indicators. (see below for more information)

Complete Columns BN – BX if you reported **at least one environment, systems, policy, or promotion effort change for MT6 within the past 3 years**

BN	BO	BP	BQ	BR	BS	BT	BU	BV	BW	BX
LT6: Physical Activity Supports Implementation and Effectiveness (columns BN - BX) Note: Complete for a site <b>only if you reported at least one environment, systems, policy, or promotion efforts change for MT6 within the past 3 years</b>										
LT6 Implentation: Program Components (mark an "x" for each program component that occurred at the site)				LT6 Effectiveness: Assessment						
Evidence-based education	Marketing	Parent/ community involvement	Staff training on continuous program and policy implementation	Name of Assessment Tool used to identify PSE initiatives at site	If "Other" was selected as Assessment, please specify	Pre Assessment Date	Pre Assessment Results	Post Assessment Date	Post Assessment Results	Does higher post score indicate improvement? (Enter Y or N)

BN	BO	BP	BQ
----	----	----	----

Note: Complete for a site <b>only if y</b>			
LT6 Implentation: Program Components (mark an "x" for each program component that occurred at the site)			
Evidence-based education	Marketing	Parent/ community involvement	Staff training on continuous program and policy implementation

Columns BN – BQ contain the implementation information. For LT6: implementation, note the program components that you used to support the implementation of policy, systems, environmental, and promotional changes at the site/organization. These components are known to be important to achievement of long-term positive outcomes.

- In Columns BN – BQ, mark an "X" in the cell if the program component occurred at the site. Program components include:
- Evidence-based education
  - Marketing
  - Parent/community involvement
  - Staff training on continuous program and policy implementation

Columns BR – BX contain the effectiveness information. At the environmental level, effectiveness is defined as, and is measured by, improvements in the food environment and/or organizational changes, policies, rules, marketing, and access that make healthy choices easier. Increased environmental assessment scores or other findings provide objective, systematic evidence of documented environment-level improvements.

BN	BO	BP	BQ	BR	BS	BT	BU	BV	BW	BX
<i>LT6: Physical Activity Supports Implementation and Effectiveness (columns BN - BX)</i> <i>Note: Complete for a site only if you reported at least one environment, systems, policy, or promotional efforts change for MT6 within the past 3 years.</i>										
<i>LT6 Implementation: Program Components</i> <i>(mark an "x" for each program component that occurred at the site)</i>				<i>LT6 Effectiveness: Assessment</i>						
Evidence-based education	Marketing	Parent/community involvement	Staff training on continuous program and policy implementation	Name of Assessment Tool used to identify PSE initiatives at site	If "Other" was selected as Assessment, please specify	Pre Assessment Date	Pre Assessment Results	Post Assessment Date	Post Assessment Results	Does higher post score indicate improvement? (Enter Y or N)

BR

*LT6: Physical Activity Supports Implementation and Effectiveness (columns BN - BX)*  
*Note: Complete for a site only if you reported at least one environment, systems, policy, or promotional efforts change for MT6 within the past 3 years.*

*LT6 Implementation: Program Components*  
*(mark an "x" for each program component that occurred at the site)*

Name of Assessment Tool used to identify PSE initiatives at site

- Community Walkability Checklist
- CX3: Food Availability and Market Survey (Retail)
- CX3: Food Bank Survey
- CX3: Emergency Food Outlet Survey
- Eat Smart in Parks
- Faithful Families Assessment
- Fit Business Kit Check for Health Assessment

In Column BR, select the name of the assessment tool that was used to identify the PSE initiatives at the site from the dropdown list.

BS

*LT6: Physical Activity Supports Implementation and Effectiveness (columns BN - BX)*  
*Note: Complete for a site only if you reported at least one environment, systems, policy, or promotional efforts change for MT6 within the past 3 years.*

*LT6 Effectiveness: Assessment*

If "Other" was selected as Assessment, please specify

If "Other" was selected in Column BR, make sure to specify what it was in Column BS.

BN	BO	BP	BQ	BR	BS	BT	BU	BV	BW	BX
<i>LT6: Physical Activity Supports Implementation and Effectiveness (columns BN - BX)</i>										
<i>Note: Complete for a site only if you reported at least one environment, systems, policy, or promotion efforts change for MT6 within the past 3 years</i>										
<i>LT6 Implementation: Program Components</i> <i>(mark an "x" for each program component that occurred at the site)</i>				<i>LT6 Effectiveness: Assessment</i>						
Evidence-based education	Marketing	Parent/community involvement	Staff training on continuous program and policy implementation	Name of Assessment Tool used to identify PSE initiatives at site	If "Other" was selected as Assessment, please specify	Pre Assessment Date	Pre Assessment Results	Post Assessment Date	Post Assessment Results	Does higher post score indicate improvement? (Enter Y or N)

BT	BU	BV	BW
----	----	----	----

*Columns BN - BX)*

*efforts change for MT6 within the past 3 years*

<i>Effectiveness: Assessment</i>			
Pre Assessment Date	Pre Assessment Results	Post Assessment Date	Post Assessment Results

In Columns BT - BW, enter the pre assessment date, pre assessment results, post assessment date, and post assessment results. If the assessment result was a score, enter the score. If the result was not a score, enter a brief description of the results.

**More information:**

- The pre assessment should have been done as part of determining needs or readiness for ST5 and repeated to assess LT6 effectiveness.
- Pre and post Assessment results may be an actual score if one was produced by the assessment tool. In other cases, provide a brief narrative description of the assessment's findings.

BX
<p><b>Does higher post score indicate improvement?</b> (Enter Y or N)</p>

In Column BX, enter whether or not the assessment results from the pre to post assessment indicate there was an improvement. Enter a "Y" for yes, or a "N" for no.

**More information:**

- Enter "Y" if the change between pre and post assessment indicated an improvement.
- Enter "N" if their was no positive change in the assessment's results from pre to post assessment.

## WHAT TO DO WHEN YOU ARE DONE

When you have completed the workbook, make sure it is saved somewhere so that you can upload it to the RFP Final Report section of the [MNN Partner Portal](#) (see screen shot below). **The due date for its submission is October 21<sup>st</sup>. Do not change the name of the file.**

### FY19 PSE Details Worksheet

Please complete the following information:

Name \*

First Name

Last Name

Email \*

Organization \*

Upload PSE Details Worksheet file:

No File Chosen

Only .xlsx files are accepted

## APPENDIX: DOMAINS AND SETTINGS

### **Domain: Eat**

#### ***Settings in Eat:***

- Congregate meal site/senior nutrition center
- Fast food chain
- Mobile vending/food truck
- Restaurant
- Soup kitchen
- USDA Summer Meals site
- Other places people go to eat

### **Domain: Learn**

#### ***Settings in Learn:***

- Before- or after-school program
- Early care and education facility
- MSU Extension office
- Family resource center
- Library
- Mobile education site
- School (K-12, elementary, middle, or high)
- School (college or university)
- WIC clinic
- Other places people go to learn

### **Domain: Live**

#### ***Settings in Live:***

- Emergency shelter/temporary housing site
- Faith-based center/place of worship
- Health care clinic or hospital
- Indian reservation
- Individual home or public housing site
- Group living arrangement/residential treatment center
- Other settings where people live or live nearby

### **Domain: Play**

#### ***Settings in Play:***

- Community or recreation center
- Garden (community/school)
- Park/open space
- State/county fairgrounds
- Trail/bicycle/walking path
- Other places where people go to play

**Domain: Shop**

***Settings in Shop:***

- Farmers market
- Food assistance site, food bank, or food pantry
- FDPIR distribution sites
- Small food store (less than 4 registers)
- Large food stores or retailer (4+ registers)
- Other places people go to shop for or access food

**Domain: Work**

***Settings in Work:***

- Adult ed/job training/veteran services site
- Military base
- MDHHS/SNAP office
- Work site with low-wage workers
- Other places people go to work