# Program Report Outline

*The following may be used to draft your responses to the sections of the “Program Report” before entering them in the online Formstack form.* ***Do not submit or upload this outline****. Only complete submissions through Formstack will be reviewed. Follow the directions on the Final Report page on the* [Partner Portal*.*](https://michigannutritionnetwork.org/partner-portal/)

*Outcome Indicators and Measures are referred to throughout this report and can be found in the interactive* [SNAP-Ed Evaluation Framework Interpretive Guide](https://snapedtoolkit.org/framework/index/)*. Indicators are highlighted in blue and can be clicked on to display outcome description and associated measures.*

**PROGRAM REPORT (Contact Information)**

**Please complete the following information:**

**Name of person completing this report**

* **First Name**
* **Last Name**
* **Email**

**Organization (Drop-down menu)**

**Name of evaluation contact person at organization**

**Email address of evaluation contact person**

**PROCESS EVALUATION**

*Process Evaluation is required for all SNAP-Ed programs. Types of evaluations are defined in the Evaluation section of the MFF Programming and Operations Manual.*

**Did you have any formal program amendments in FY19?**

* **Yes:**
* **Please describe amendment(s).**
* **No**

**PROCESS EVALUATION – DIRECT EDUCATION (DE)**

**Describe any changes made to the evidence-based DE intervention(s) used. How did you determine the changes were appropriate?**

**Describe how you monitored the fidelity of your DE intervention(s), including any changes made and how you tracked those changes.**

**Summarize feedback, solicited and unsolicited, from participants and program staff. Describe the steps taken to obtain feedback and how feedback was used to inform programming.**

**Briefly describe the major successes of your DE intervention(s) (expected and unexpected).**

**Briefly describe any barriers experienced, how you addressed them, and any lessons learned to share with other programs.**

**PROCESS EVALUATION – POLICY, SYSTEMS, AND ENVIRONMENTAL CHANGE (PSE)**

**Describe any changes made to the planned process(es) of your PSE initiative(s). How did you determine the changes were appropriate?**

**Describe whether your planned process(es) for your PSE initiative(s) was implemented as anticipated (with fidelity). How did you monitor implementation and track any changes?**

**Summarize feedback, solicited and unsolicited, from participants and program staff. Describe the steps taken to obtain feedback about how feedback was used to inform programming.**

**Briefly describe the major successes of your PSE initiative(s) (expected and unexpected).**

**Briefly describe any barriers experienced, how you addressed them, and any lessons learned to share with other programs.**

**OUTCOME EVALUATION**

**How many SMART objectives did your program have? (Refer to your most up-to-date Project Summary.)**

*IMPORTANT: This form allows up to 10 objectives. If your program had more than 10 SMART objectives, enter “10” in the question above, and contact your MFF Project Manager who will supply you with a link to a separate form for the remaining objectives.*

**The next two sections – (1) “Outcome Evaluation: SMART Objective < # >” and (2) “Outcome Evaluation Detail: SMART Objective < # >” – will be repeated for EACH of your SMART objectives (e.g., If you indicated having 5 SMART objectives in the previous question, the next two sections on outcome evaluation should be repeated 5 times.)**

**OUTCOME EVALUATION: SMART OBJECTIVE < # >**

**What was SMART objective < # >? (Copy and paste from your most up-to-date Project Summary.)**

**What SNAP-Ed Evaluation Framework indicator(s) did objective < # > measure? (Check all that apply.)**

* **MT1: Healthy Eating Behaviors**
* **MT2: Food Resource Management**
* **MT3: Physical Activity and Reduced Sedentary Behaviors**
* **ST5: Needs and Readiness**
* **ST6: Champions**
* **ST7: Partnerships**
* **MT5: Nutrition Supports**
* **MT6: Physical Activity and Reduced Sedentary Behaviors Supports**
* **ST8: Multi-Sector Partnerships**
* **Other indicator(s):**
* **Please specify “other” Indicator(s) (include ST, MT, or LT and the number; e.g., MT4: Food Safety.)**

**OUTCOME EVALUATION DETAIL: SMART OBJECTIVE < # >**

**The next two questions – (1) “Select the outcome measure(s) used for <Indicator(s) from previous question>.” and (2) “What outcome measure(s) was/were used for the “other” indicators?” – relate to the Indicator(s) selected in the previous question.**

**Select the outcome measure(s) used for <Indicator(s) from previous question> (Check all that apply.)**

For EACH INDICATOR selected in the previous question, identify the corresponding OUTCOME MEASURE(S). The list of Outcome Measure options for MT1, MT2, MT3, ST5, ST6, ST7, MT5, MT6, and ST8 are outlined in the table following this section.

**What outcome measure(s) was/were used for the "other" indicator(s)? (Refer to the SNAP-Ed Evaluation Framework Interpretive Guide for the list of relevant outcome measures.)**

If “Other Indicator(s)” was selected in the previous question, identify the associated Outcome Measure(s) here.

**What intervention(s) were used for this objective? (Drop-down menu – select all that apply.)**

**For this SMART objective, please specify the following:**

* **Data collection/evaluation tool(s) used (Response required for DE and PSE objectives.)**
* **Total number of participants (Response required for DE objectives; PSE objectives, if applicable.)**
* **Number of distributed surveys (Response required for DE objectives; PSE objectives, if applicable.)**
* **Number of returned surveys (Response required for DE objectives; PSE objectives, if applicable.)**

**Did you meet SMART objective < # >?**

* **Yes**
* **Provide evidence that the objective was met.** (750-character count, including spaces)
* **No**
* **Indicate your progress toward meeting the objective and identify factors that contributed to not meeting it.** (750-character count, including spaces)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **MT1: HEALTHY EATING BEHAVIORS** | **MT2: FOOD RESOURCE MANAGEMENT** | **MT3: PHYSICAL ACTIVITY & REDUCED SEDENTARY BEHAVIORS** | **ST5: NEED AND READINESS** | **ST6: CHAMPIONS** | **ST7: PARTNERSHIPS** | **MT5: NUTRITION SUPPORTS** | **MT6: PHYSICAL ACTIVITY & REDUCED SEDENTARY BEHAVIOR SUPPORTS** | **ST8: MULTI-SECTOR PARTNERSHIPS** |
| * MT1: Fruits and vegetables (c, d, l, m)
* MT1: Milk/dairy (i)
* MT1: Other beverages, water (g, h)
* MT1: Other food groups (a, b, e, j)
* Specify: \_\_\_
* MT1: Sweets, fats, excess calories (k)
* MT1: Overall diet quality (f)
* MT1: Other outcome measure
* Specify: \_\_\_
 | * MT2: Shop with a list (i)
* MT2: Compare prices (h, l)
* MT2: Use Nutrition Facts label when choosing food, beverage, restaurant items (b, e)
* MT2: Adjust home menus for on-sale, in-season, and promotional items (i)
* MT2: Run out of food at month’s end less often, or never (g)
* MT2: Other food resource management behavioral changes (a, c, d, f, k, m)
* Specify: \_\_\_
 | * MT3: Physical activity, fitness, and leisure sport (a-f, j)
* MT3: Sedentary behavior (g-i)
* MT3: Other outcome measure
* Specify: \_\_\_
 | * ST5: Number of SNAP-Ed staff who have documented readiness for changes in PSE (a)
* ST5: Number of sites or organizations with an identified need for improving access or creating appeal for nutrition and PA supports (b)
* ST5: Number of organizations or sites that have documented readiness for changes in PSE (c)
* ST5: Other outcome measure
* Specify: \_\_\_\_\_
 | * ST6: Number of champions that specifically advanced SNAP-Ed activity and mission (a)
* ST6: Number of SNAP-Ed qualified organizations or sites that benefited from the activities of champions improving access/creating appeal for nutrition/PA supports (b)
* ST6: Accomplishments (written, audio, or visual descriptions of the activities and accomplishments of the champions) (c)
* ST6: Other outcome measures
* Specify: \_\_\_\_\_\_\_\_\_
 | * ST7: Number of active partnerships in SNAP-Ed qualified sites or organizations that regularly meet, exchange information, and identify and implement mutually-reinforcing activities that will contribute to adoption of one or more organizational changes or policies such as those listed in MT5 and MT6 (a)
* ST7: Description of the depth of the relationship (network, cooperator, coordination, coalition, collaboration) (b)
* ST7: Description of partnership accomplishments and lessons learned (c)
* ST7: Other outcome measures
* Specify: \_\_\_\_\_\_\_\_\_
 | * MT5: Number of sites or organizations that make at least one change in writing or practice to expand access or improve appeal for healthy eating (a)
* MT5: Total number of policy changes (b)
* MT5: Total number of systems changes (c)
* MT5: Total number of environmental changes (d)
* MT5: Total number of promotional efforts for a PSE change (e)
* MT5: Other outcome measure
* Specify: \_\_\_\_\_\_
 | * MT6: Number of sites or organizations that make at least one change in writing or practice to expand access or improve appeal for physical activity or reduced sedentary behavior (a)
* MT6: Total number of policy changes (b)
* MT6: Total number of systems changes (c)
* MT6: Total number of environmental changes (d)
* MT6: Total number of promotional efforts for a PSE change (e)
* MT6: Other outcome measure
* Specify: \_\_\_\_\_\_
 | * ST8: Number of multi-sector partnerships or coalitions that include at least five diverse sector representatives (who reach low-income audiences through their services) that address nutritional or physical activity-related community changes, such as policies, practices, or other elements of the Framework
* ST8: Types and number of organizations or individuals per sector represented (a)
* ST8: Documented level of multi-sector representation of the partnership (as documented by partners) (b)
* ST8: Documented level of active engagement of the partnership (c)
* ST8: Level of influence of SNAP-Ed in the partnership (as documented by the partners) (d)
* ST8: Other outcome measure
* Specify: \_\_\_\_\_\_\_
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**Outcome Measures for MT1, MT2, MT3, ST5, ST6, ST7, MT5, MT6, and ST8**

**OVERALL ASSESSMENT OF FINDINGS**

**How did DE and PSE interventions reinforce each other to create comprehensive community wrap-around programming?**

**Describe how the coordination of community wrap-around efforts filled the gap between the needs identified in your proposal and the needs met with your programming.**

**APPLICATION OF EVALUATION FINDINGS**

**Describe how you propose using the process and outcome evaluation results of your DE and PSE intervention(s) to improve future SNAP-Ed programming. Be as specific as you can.**

**Describe any new needs identified from your evaluation finding and how they will be used to inform future programming.**

**If applicable, please describe your plans to share findings in presentations, journal articles, and other reports (MFF pre-approval is required). Include citations.**

**The subsequent sections – “Executive Summary”, “Equipment Inventory”, “Key Program Successes”, and “Additional Materials” – require file uploading. The combined limit for all uploaded materials is 25 MB.**

**EXECUTIVE SUMMARY**

*Upload a one-page (not more than 500 words) Executive Summary of SNAP-Ed activities during FY 2019. This is reviewed by MFF, MDHHS, and USDA. Include the following for both Direct Education (DE) and policy, systems, and environmental change (PSE) initiatives.*

*1. Overall program goals*

*2. Program description: interventions, settings, and populations*

*3. Evaluation methods for data collection, outcome indicators, and measures*

*4. Effectiveness of interventions to achieve SMART objectives*

*5. Major achievements and outcomes*

**EQUIPMENT INVENTORY**

*Upload your Equipment Inventory form.*

**KEY PROGRAM SUCCESSES**

*[Upload Key Program Successes.]*

*Tell us your story!*

*This is your opportunity to highlight* ***up to 5 key program successes****, which could include narrative, photos, quotes, short anecdotes, etc. Include all in a single document.*

*Optional, but highly encouraged!*

*If you include photos in your “Key Program Successes” document, you may want to resize them in order to decrease the file size.*

**ADDITIONAL MATERIALS**

*Optional - Upload copies of new or innovative program materials [developed by your SNAP-Ed program in FY 2019].*