

Instructions for Adding Partnerships (ST7) & Multi-Sector Partnerships/Coalitions (ST8)

In the M2HL Update Portal

Introduction

- The Partnerships/Coalitions section of the M2HL Update Portal is where you identify the partners and multi-sector partnerships/coalitions you are working with for your PSE change initiatives. This includes:
 - Partners you are working with to advance outcome measures in indicators at the environmental level (sites or settings) of the [evaluation framework](#). You may or may not have a SMART objective associated with the partnership.
 - Coalitions you are working with to advance outcome measures in indicators at the sectors of influence level (community-wide) of the evaluation framework. You may or may not have a SMART objective associated with the coalition.
- Data entered for the Partnerships/Coalitions section will be used for the year-end reporting (indicators ST7 and ST8), therefore completeness and accuracy are essential.

Information about Partnerships (ST7)

- The Partnerships indicator (ST7) includes partnerships with service providers, organizational leaders, and SNAP-Ed representatives where people eat, learn, live, play, shop, and work.
- ST7 partnerships are those which involve implementing PSE change strategies (MT5 & MT6).
- Partnerships that exist only for the coordination of direct education should **not** be included. For example, in coordinating with a school to deliver direct education to students, the school would not be considered a partnership unless PSE strategies are also being implemented there.
- A partnership is a site level organization or complementary site – not a multi-sector coalition.
- For more information on ST7, see <https://snapedtoolkit.org/framework/components/st7/>

Information about Multi-Sector Partnerships/Coalitions (ST8)

- The ST8 indicator measures community capacity by assessing readiness of multi-sector partnerships or coalitions to plan and achieve changes in nutrition, physical activity, food security, and/or obesity prevention policies and practices.
- Multi-sector partnerships must be composed of 5 diverse sector representatives.
- For more information on ST8, see <https://snapedtoolkit.org/framework/components/st8/>

Before you begin!

- Use either the *Mozilla Firefox* or *Google Chrome* browser when working in the M2HL Update Portal.
- **Do not use Internet Explorer** as your browser as it does not support all of the functionality in the portal.

Adding Partnerships (ST7) & Multi-Sector Partnerships/Coalitions (ST8) in the M2HL Update Portal

- To begin adding your partnerships and multi-sector partnerships/coalitions to your program, you will need to log in to the M2HL Update Portal: <http://updateportal.map2healthyliving.org/> (if you have not registered, follow the registration instructions here. <https://michigannutritionnetwork.org/online-trainings/#m2hl-registration>)
- Once you are logged in, you will see the Partner Dashboard. Click the “i” icon to the right of your program title.

Partner Dashboard

The screenshot displays the Partner Dashboard for the Michigan Fitness Foundation. On the left, there is a map showing the location of the foundation at 1213 Center Street, Lansing, MI. Below the map, contact information for Amy Ghannam is provided: 1213 Center Street, Lansing, MI 48906, 517-347-7891, and www.michiganfitness.org. A green 'Edit Agency' button is located at the bottom right of this section. On the right side, there is a 'Programs in' section with a 'Fiscal Year' dropdown menu set to 'FY19'. Below this, the program 'Detroit Public Schools Community District: PE-NUT' is listed. A blue callout bubble points to a small blue square icon with a white 'i' inside, located to the right of the program title.

Click “i” to begin the process of adding partnerships and coalitions to your program

Detroit Public Schools Community District: PE-NUT 650



MFF is working directly with Detroit Public Schools Community District (DPSCD) Office of School Nutrition (OSN) to implement PE-Nut in K-5 classrooms, along with an abbreviated version of Exemplary Physical Education Curriculum (EPEC).

Fiscal Year	FY19
Name	Lindsay Fortman
Phone	5179083845
Email	LFortman@michiganfitness.org
Implementing Agency	Michigan Fitness Foundation [36]
Program Agency	Michigan Fitness Foundation [36]
Primary program category	School-based (K-12 students)
Secondary program category	After school or summer focused
Date Added	6/6/2019
User Added	mflaflache@michiganfitness.org
Date Updated	6/6/2019
User Updated	mflaflache@michiganfitness.org

More

Click the "More" button to edit your program.

- Next click the “Partnerships/Coalitions” tab.

Program Information Program Locations Partnerships/Coalitions

Partnerships

Here you identify the partners you are working with for your PSE change initiative. This includes partners you are working with to advance outcome measures in indicators at the environmental level (sites or settings) of the **evaluation framework**. You may also include a SMART objective associated with the partnership.

Click the **+ Add Partnership** button to add a partnership.

Notice! No partnerships have been defined for this program.

+ Add Partnership

Multi-Sector Partnerships/Coalitions

Adding a Partnership (ST7)

- To begin adding a Partnership, click the “+ Add Partnership” button.

Program Information Program Locations Partnerships/Coalitions

Partnerships

Here you identify the partners you are working with for your PSE change initiatives. This includes partners you are working with to advance outcome measures in individual environmental level (sites or settings) of the evaluation framework. You may or may not have a SMART objective associated with the partnership.

Click the [+ Add Partnership](#) button to add a partnership.

Notice! No partnerships have been defined for this program.

[+ Add Partnership](#)

Multi-Sector Partnerships/Coalitions

Adding a Partnership (continued)

- Enter the information for the partnership. Note that the red asterisk fields are required.

The screenshot shows a web form titled 'Partnerships/Coalitions' with tabs for 'Program Information', 'Program Locations', and 'Partnerships/Coalitions'. The 'Partnerships' tab is active. Below the tabs, there is a header 'Partnerships' and a paragraph: 'Here you identify the partners you are working with for your PSE change initiatives. This includes environmental level (sites or settings) of the evaluation framework. You may or may not have a S...'. Below this is a '+ Add Partnership' button. The form contains several fields: 'Partner name *' with a text input 'Partner Name'; 'Description/purpose of partnership *' with a text area 'Description'; 'Geographic level *' with a dropdown menu 'choose...'; 'Depth of relationship *' with a dropdown menu 'choose...'; 'Lessons learned *' with a text area 'Enter a lesson learned...' and a date input '5/7/2019'; and 'Accomplishments/Progress *' with a text area. At the bottom right are 'Save Changes' and 'Cancel' buttons. Callout boxes provide instructions: one points to the 'Partner name' and 'Description' fields; another points to the 'Lessons learned' field; a third points to the 'Geographic level' dropdown; and a fourth points to the 'Accomplishments/Progress' field.

Enter the name and description of the partnership

Enter a lesson learned and a note about the accomplishments or progress made related to advancing SNAP-Ed goals

Select the geographic level:
Local = site, community-, city-, or county-wide
Regional = multiple counties, media markets
Tribal = tribal
Statewide = statewide

Select the depth of relationship category

Enter a new lesson learned and accomplishment/progress note each quarter of the year. **Note: For FY19, at least one lesson learned and accomplishment/progress note is required. You are not required to enter one each quarter.**

Adding a Partnership (continued)

- To see the definitions of the different relationship levels, click the “i” icon.

The screenshot shows a web interface for adding a partnership. The main form has fields for Partner name, Description/purpose of partner, Geographic level, and Depth of relationship. A modal window titled "Depth of Relationship Levels" is open, displaying definitions for Network, Cooperation, Coordination, Coalition, and Collaboration. A blue callout bubble points to the "i" icon in the Depth of relationship field.

Program Information Program Agency Locations

Partnerships

Here you identify the partners you are working with at the environmental level (sites or settings).

Click the [+ Add Partnership](#) button to add a new partnership.

Notice! No partnerships have been added.

Partner name *

Description/purpose of partner *

Geographic level *

choose...

Depth of relationship * ⓘ

choose...

Depth of Relationship Levels

Network: A formalized group of individuals and organizations characterized by ongoing dialogue and information sharing.

Cooperation: Arrangement between organizations working together in which one assists the other with information such as referrals, providing space, distributing marketing and client education materials, and hosting events open to the clients and community members.

Coordination: Arrangement between organizations working together in which one organization maintains autonomous leadership, but there is a common focus on group decision-making; emphasizes sharing of resources to aid in the adoption of policy, systems, and environmental changes, and associated promotion.

Coalition: Group of individuals and organizations that commit to joint action, typically for a longer term, in adopting nutrition or physical activity practices, supports and/or standards. Key characteristics include: shared leadership, definition of roles, and generation of new resources.

Collaboration: Two or more organizations contributing to joint activities, each with identified personnel who help advise and make decisions about effective strategies and interventions. Key characteristics include: a system with shared impacts, a consensus decision-making process, and formal role assignments.

[Close](#)

5/7/2019

Click the “i” icon to see the definitions of depth of relationship categories

Adding a Partnership (continued)

- Click “Save Changes” to save the partnership.
- If any information is missing, you’ll receive a “Validation Error” message letting you know what is missing.

The screenshot shows a web form titled "Partnerships" with a blue header. Below the header is a paragraph of instructions and a "+ Add Partnership" button. A light blue "Notice" box states: "No partnerships have been defined for this program." At the top right are "Save Changes" and "Cancel" buttons. A red "Validation Error" banner at the top of the form reads: "Validation Error! At least (1) lesson learned is required". The form fields include: "Partner name" (with a red asterisk), "Description/purpose of partnership" (with a red asterisk), "Geographic level" (dropdown menu), and "Depth of relationship" (dropdown menu). On the right side, there are "Lessons learned" and "Accomplishments/Progress" sections, both with red asterisks. The "Lessons learned" section has a text area and a date field (5/7/2019). A second red "Validation Error" banner is positioned below the "Lessons learned" section. Two blue callout boxes with white text are overlaid on the form: one points to the top error banner, and the other points to the "Lessons learned" section.

A summary of any validation errors will appear at the top of the form...

...in addition to below the specific field missing data

Adding a Partnership (continued)

Program Information Program Locations Partnerships/Coalitions

Partnerships

Here you identify the partners you are working with for your PSE change initiative. You may also track the progress of the measures in indicators at the environmental level (sites or settings) of the evaluation framework. You may also track the progress of the measures in indicators at the environmental level (sites or settings) of the evaluation framework. You may also track the progress of the measures in indicators at the environmental level (sites or settings) of the evaluation framework.

Click the [+ Add Partnership](#) button to add a partnership.

Partnership Name	Description	Geographic Level	Relationship	Actions
New Partner	This is a description of the p [...] Lessons Learned: This is the first lesson 5/7/2019	Regional	Coordination	  

[+ Add Partnership](#)

Click the pencil icon to edit the partnership information

Click the Excel icon to export the partnership as an MS Excel file

Click the trash icon to delete the partnership

- After saving a new partnership, it will appear in the Partnerships section where you are able to edit, export, or delete it.
- To edit the partnership, click the pencil icon.

Adding a Partnership (continued)

- When editing a partnership, you can add lessons learned or accomplishments/progress notes by clicking the “+ Lessons Learned” and “+ Accomplishments/Progress” buttons. Enter a new lesson learned and accomplishment/progress note every quarter of the program year (for a total of 4 for each).

The screenshot shows a web form for editing a partnership. At the top right, there are two buttons: "Save Changes" (blue) and "Cancel" (red). The form is divided into two main columns. The left column contains fields for "Partner name" (with a red asterisk), "Description/purpose of partnership" (with a red asterisk), "Geographic level" (with a red asterisk), and "Depth of relationship" (with a red asterisk and a help icon). The right column contains two sections: "Lessons learned" (with a red asterisk and a note: "It is recommended you enter a new lesson learned each quarter of the program year.") and "Accomplishments/Progress" (with a red asterisk and a note: "It is recommended you enter a new accomplishment/progress note each quarter of the program year."). Each section has a text area, a date field (set to 5/8/2019), and a blue button with a plus sign and the section name. Two blue callout boxes with white text are overlaid on the form. The first callout points to the "+ Lessons Learned" button and says "Click the '+ Lessons Learned' button to add a new lesson learned". The second callout points to the "+ Accomplishments/Progress" button and says "Click the '+ Accomplishments/Progress' button to add a new lesson learned".

Partner name *

New partner

Description/purpose of partnership *

This is a description of the partnership

Geographic level *

Regional

Depth of relationship * ⓘ

Lessons learned *

It is recommended you enter a new lesson learned each quarter of the program year.

This is the first lesson learned

5/8/2019

+ Lessons Learned

Accomplishments/Progress *

It is recommended you enter a new accomplishment/progress note each quarter of the program year.

This is the first accomplishment/progress

5/8/2019

+ Accomplishments/Progress

Click the “+ Lessons Learned” button to add a new lesson learned

Click the “+ Accomplishments/Progress” button to add a new lesson learned

Adding a Partnership (continued)

- Individual lessons learned and accomplishments/progress notes can also be deleted. Note: At least one (1) lesson learned and accomplishment/progress is required, so you will not be able to remove all.

Lessons learned *

It is recommended you enter a new lesson learned each quarter of the program year.

5/8/2019

5/8/2019



Delete lesson learned

Click the trash icon to delete a lesson learned

Click the trash icon to delete an accomplishment/progress note

Accomplishments/Progress *

It is recommended you enter a new accomplishment/progress note each quarter of the program year.

5/8/2019

5/8/2019

+ Accomplishments/Progress



Delete accomplishment

Adding a Partnership (continued)

- Once your edits are complete, save your changes.

Click the “Save Changes” button to save the changes to the partnership

Save Changes

Cancel

Partner name *

New partner

Description/purpose of partnership *

This is a description of the partnership

Geographic level *

Regional

Depth of relationship * ⓘ

Coordination

Lessons learned *

It is recommended you enter a new lesson learned each quarter of the program year.

This is the first lesson learned

5/8/2019

This is the second lesson learned

Adding a Partnership (continued)

- To collapse the Partnership list, click the “Partnerships” link that appears at the top of the Partnerships section.

Program Information Program Locations Partnerships/Coalitions

Partnerships

Here you identify the partners you are working with for your PSE change initiatives. This includes partners you are working with to advance outcome measures in indicators at the environmental level (sites or settings) of the evaluation framework. You may or may not have a SMART objective associated with the partnership.

Click the [+ Add Partnership](#) button to add a partnership.

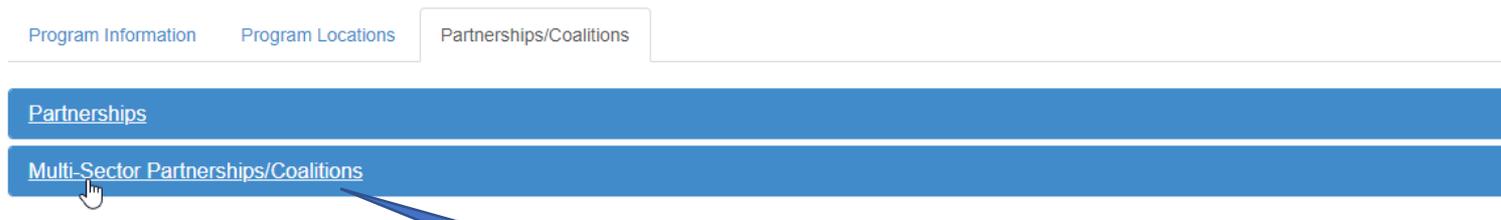
Partnership Name	Description	Geographic Level	Relationship Depth	Actions
New partner	This is a description of the p [...]	Regional	Coordination	  
	Lessons Learned: This is the first lesson learn [...] 5/8/2019	Progress/Accomplishments: This is the first accomplishe [...] 5/8/2019		

[+ Add Partnership](#)

Multi-Sector Partnerships/Coalitions

Adding a Multi-Sector Partnership/ Coalition (ST8)

- To begin adding a Multi-Sector Partnerships/Coalition, click the “Multi-Sector Partnerships/Coalitions” link.



Adding a Multi-Sector Partnership/Coalition (continued)

- Click the “+ Add Coalition” button to add a multi-sector partnership/coalition.

Program Information Program Locations Partnerships/Coalitions

Partnerships

Multi-Sector Partnerships/Coalitions

Here you identify the multi-sector partnerships/coalitions you are working with for your PSE change initiatives. This includes coalitions you are working with to advance outcome measures in indicators at the sectors of influence level (community-wide) of the evaluation framework. You may or may not have a SMART objective associated with the coalition.

Click the [+ Add Coalition](#) button to add a multi-sector partnership/coalition.

Notice! No Multi-Sector Partnerships/Coalitions have been defined for this program.

[+ Add Coalition](#)

Click “+ Add Coalition” to add a coalition

Adding a Multi-Sector Partnership/Coalition (continued)

- Enter the information for the coalition. Note that the red asterisk fields are required.

Enter the name and description of the collaborative, and the # of organizations involved

Save Changes Cancel

Coalition Name *
Name

Description/purpose of collaborative *
Description

of organizations involved *
0

Sectors represented *

- Agriculture
- Commercial marketing
- Community design
- Education
- Food industry
- Government
- Media
- Public health and health care
- Public safety

of sectors represented 0

Select the sectors represented – note that 5 sectors are required for a coalition

Select the geographic level, depth of relationship and level of SNAP-Ed influence

Geographic level *
choose...

Depth of relationship * ⓘ
choose...

Level of SNAP-Ed influence in collaborative *
choose...

Coalition lessons learned *
It is recommended you enter a new lesson learned each quarter of the program.
Enter a lesson learned...
5/8/2019

Enter a lesson learned and a note about the accomplishments or progress related to advancing SNAP-Ed goals

Enter a new lesson learned and accomplishment/ progress note each quarter of the year. **Note: For FY19, at least one lesson learned and accomplishment/progress note is required. You are not required to enter one each quarter.**

Accomplishments/Progress *
It is recommended you enter a new accomplishment/progress note each quarter of the year.
Enter an accomplishment/progress...
5/8/2019

Adding a Multi-Sector Partnership/Coalition (continued)

- To see definitions of the depth of relationship categories, click the “i” icon.

A modal window titled "Depth of Relationship Levels" with a close button (X) in the top right corner. It contains four sections of text:

- Network:** A formalized group of individuals and organizations characterized by ongoing dialogue and information sharing.
- Cooperation:** Arrangement between organizations working together in which one assists the other with information such as referrals, providing space, distributing marketing and client education materials, and hosting events open to the clients and community members.
- Coordination:** Arrangement between organizations working together in which one organization maintains autonomous leadership, but there is a common focus on group decision-making; emphasizes sharing of resources to aid in the adoption of policy, systems, and environmental changes, and associated promotion.
- Coalition:** Group of individuals and organizations that commit to joint action, typically for a longer term, in adopting nutrition or physical activity practices, supports and/or standards. Key characteristics include: shared leadership, definition of roles, and generation of new resources.
- Collaboration:** Two or more organizations contributing to joint activities, each with identified personnel who help advise and make decisions about effective strategies and interventions. Key characteristics include: a system with shared impacts, a consensus decision-making process, and formal role assignments.

A "Close" button is located at the bottom right of the modal.

A form with several fields and buttons. At the top right are "Save Changes" and "Cancel" buttons. The form includes:

- Geographic level *** with a dropdown menu showing "choose..."
- Depth of relationship *** with a dropdown menu showing "choose..." and a blue callout bubble pointing to an "i" icon.
- Level of SNAP-Ed influence in collaborative *** with a dropdown menu showing "choose..."
- Coalition lessons learned *** with a text area labeled "Enter a lesson learned..." and a date field showing "5/8/2019".
- Accomplishments/Progress *** with a text area labeled "Enter an accomplishment/progress note..." and a date field showing "5/8/2019".

Below the form, there is a "Lessons learned" label with a red asterisk.

Click “i” to see the definitions of the different depth of relationship categories.

Adding a Multi-Sector Partnership/Coalition (continued)

- Click “Save Changes” to save the coalition. If any information is missing, you’ll receive a “Validation Error” message letting you know what is required.

Validation Error! Geographic level must be selected

Validation Error! Depth of relationship must be selected

Validation Error! Level of SNAP-Ed influence in collaborative must be selected

Coalition Name *

test

Description/purpose of collaborative *

test

A summary of any validation errors will appear at the top of the form...

Geographic level *

choose...

Validation Error! Geographic level must be selected

Depth of relationship * ⓘ

choose...

Validation Error! Depth of relationship must be selected

...in addition to below the specific field missing data

Adding a Multi-Sector Partnership/Coalition (continued)

Program Information Program Locations **Partnerships/Coalitions**

Partnerships

Multi-Sector Partnerships/Coalitions

Here you identify the multi-sector partnerships/coalitions you are working with to advance outcome measures in indicators at the sectors of influence level (community-wide) of the associated with the coalition.

Click the **+ Add Coalition** button to add a multi-sector partnership/coalition.

Name	# of Orgs	# of Sectors	Geographic Level	Relationship Depth	Level of Influence	Actions
My Coalition	3	5	Local	Cooperation	Some influence	  
Description: This is the description of the coalition.		Lessons Learned: test		Progress/Accomplishments: test 019		

Click the pencil icon to edit the partnership information

Click the Excel icon to export the coalition as an MS Excel file

Click the trash icon to delete the partnership

- After saving a new coalition, it will appear in the Multi-Sector Partnerships/Coalitions section where you are able to edit, export, or delete it.
- To edit the coalition, click the pencil icon.

Adding a Multi-Sector Partnership/Coalition (continued)

- When editing a coalition, you can add lessons learned or accomplishments/progress notes by clicking the “+ Lessons Learned” and “+ Accomplishments/Progress” buttons. Enter a new lesson learned and accomplishment/progress note every quarter of the program year (for a total of 4 for each).

The screenshot shows a web form for editing a coalition. At the top right are two buttons: "Save Changes" (blue) and "Cancel" (red). The form is divided into two columns. The left column contains: "Coalition Name" (text input with "My Coalition"), "Description/purpose of collaborative" (text area with "This is the description of the coalition."), "# of organizations involved" (text input with "3"), and "Sectors represented" (checkboxes for Agriculture, Government, Media, and Public health and health care). The right column contains: "Geographic level" (dropdown menu with "Local"), "Depth of relationship" (dropdown menu with "Cooperation"), "Level of SNAP-Ed influence in collaborative" (dropdown menu with "Some influence"), "Coalition lessons learned" (text area with "test", a date input with "5/8/2019", and an orange "+ Lessons Learned" button), and "Accomplishments/Progress" (text area with "test", a date input with "5/8/2019", and an orange "+ Accomplishments/Progress" button). Two blue callout boxes with white text point to the orange buttons. The first callout says "Click the '+ Lessons Learned' button to add a new lesson learned" and points to the top orange button. The second callout says "Click the '+ Accomplishments/Progress' button to add a new lesson learned" and points to the bottom orange button.

Adding a Multi-Sector Partnership/Coalition (continued)

- Individual lessons learned and accomplishments/progress notes can also be deleted. Note: At least one (1) lesson learned and accomplishment/progress is required, so you will not be able to remove all.

Lessons learned *

It is recommended you enter a new lesson learned each quarter of the program year.

This is the first lesson learned

5/8/2019

This is the second lesson learned

5/8/2019



Delete lesson learned

Click the trash icon to delete a lesson learned

Click the trash icon to delete an accomplishment/progress note

Accomplishments/Progress *

It is recommended you enter a new accomplishment/progress note each quarter of the program year.

This is the first accomplishment/progress

5/8/2019

This is the second accomplishment/progress

5/8/2019

+ Accomplishments/Progress



Delete accomplishment

Adding a Multi-Sector Partnership/Coalition (continued)

- Once your edits are complete, save your changes.

Click the “Save Changes” button to save the changes to the coalition

Save Changes

Cancel

Coalition Name *

My Coalition

Description/purpose of collaborative *

This is the description of the coalition.

Geographic level *

Local

Depth of relationship * ⓘ

Cooperation

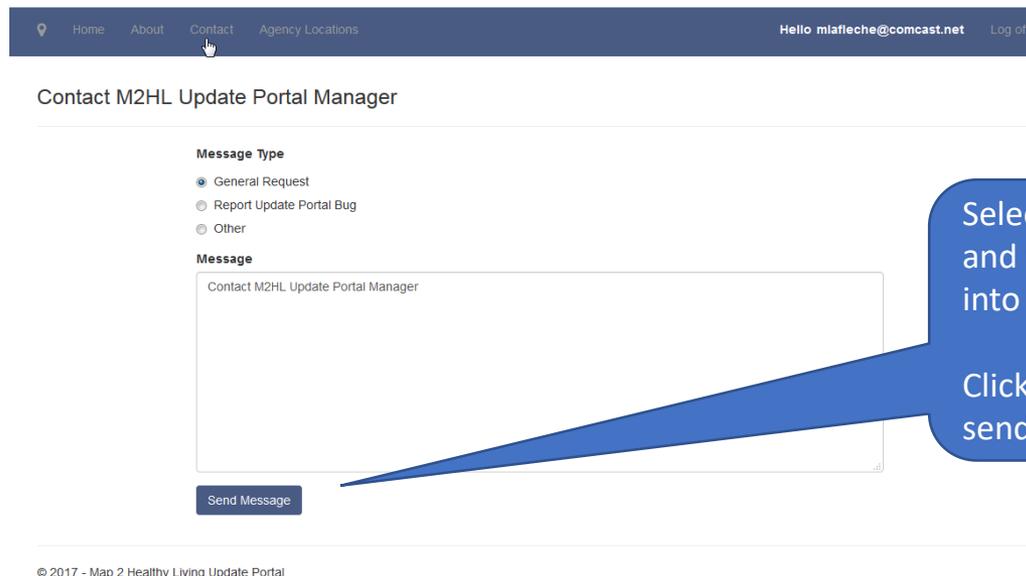
Level of SNAP-Ed influence in collaborative *

Some influence

Reporting Bugs/Making Support Requests

To report a bug or make a support request:

- Click the “Contact” menu item
- Select the type of message you are sending (general request, reporting a bug, or other)
- Enter your message into the Message text box.
- Click “Send Message.”



The screenshot shows a web interface for reporting bugs or making support requests. At the top, there is a dark blue navigation bar with links for Home, About, Contact, and Agency Locations. The 'Contact' link is highlighted with a mouse cursor. To the right of the navigation bar, the user is logged in as 'Hello miafleche@comcast.net' with a 'Log off' link. Below the navigation bar, the page title is 'Contact M2HL Update Portal Manager'. The main content area contains a 'Message Type' section with three radio button options: 'General Request' (selected), 'Report Update Portal Bug', and 'Other'. Below this is a 'Message' section with a large text input box containing the text 'Contact M2HL Update Portal Manager'. At the bottom of the form is a 'Send Message' button. A blue callout box points to the 'Send Message' button with the text: 'Click “Send Message” to send your message.' Another blue callout box points to the 'Message' text input box with the text: 'Select the message type and type your message into the textbox provide.'

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Questions/Need help?

Contact Michelle LaFleche:

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517-908-3864

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