Partnerships (ST7) & Multi-Sector Partnerships/ Coalitions (ST8) Instruction Guide

M2HL Update Portal

MICHIGAN FITNESS FOUNDATION

New Changes in Partnership and Coalition Reporting for FY23

Based on new USDA Food and Nutrition Service (FNS) reporting guidelines, the Partnership (ST7) and Multi-sector Partnership/Coalition (ST8) sections of the M2HL Update Portal have changed.

These changes are in effect for FY23 year-end PSE reporting.

©2023 Michigan Fitness Foundation

Partnership and Coalition Changes

- Below is a summary of the changes made to the Partnership and Coalition sections of the M2HL Update Portal to support the new FNS reporting requirements.
- Changes to the update portal are identified with **NEW!** in this guide.

Partnership changes include:

NEW! "partner type" item
NEW! "partner contributions" item
NEW! "mark as complete" item

Coalition changes include:

NEW! number of organizations for each sector
NEW! "key activities during program year" item
NEW! "mark as complete" item

©2023 Michigan Fitness Foundation

Contents

- Introduction to M2HL Partnerships and Multi-sector Partnership/ Coalitions
- Before You Begin
- Getting Started
- Adding a Partnership (ST7) (new items marked with NEW!)
- Adding a Multi-sector Partnership/Coalition (ST8) (new items marked with **NEW!**)
- Year-end Reporting:
  - Marking a Partnership as Complete
  - Marking a Coalition as Complete
- Reporting Bugs/Making Support Requests

©2023 Michigan Fitness Foundation

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.

©2023 Michigan Fitness Foundation

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/

©2023 Michigan Fitness Foundation

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.
- Coalitions with less than 5 sectors should be reported as ST7 organizational partnerships.
- For more information on ST8, see https://snapedtoolkit.org/framework/components/st8/

©2023 Michigan Fitness Foundation

Before you begin

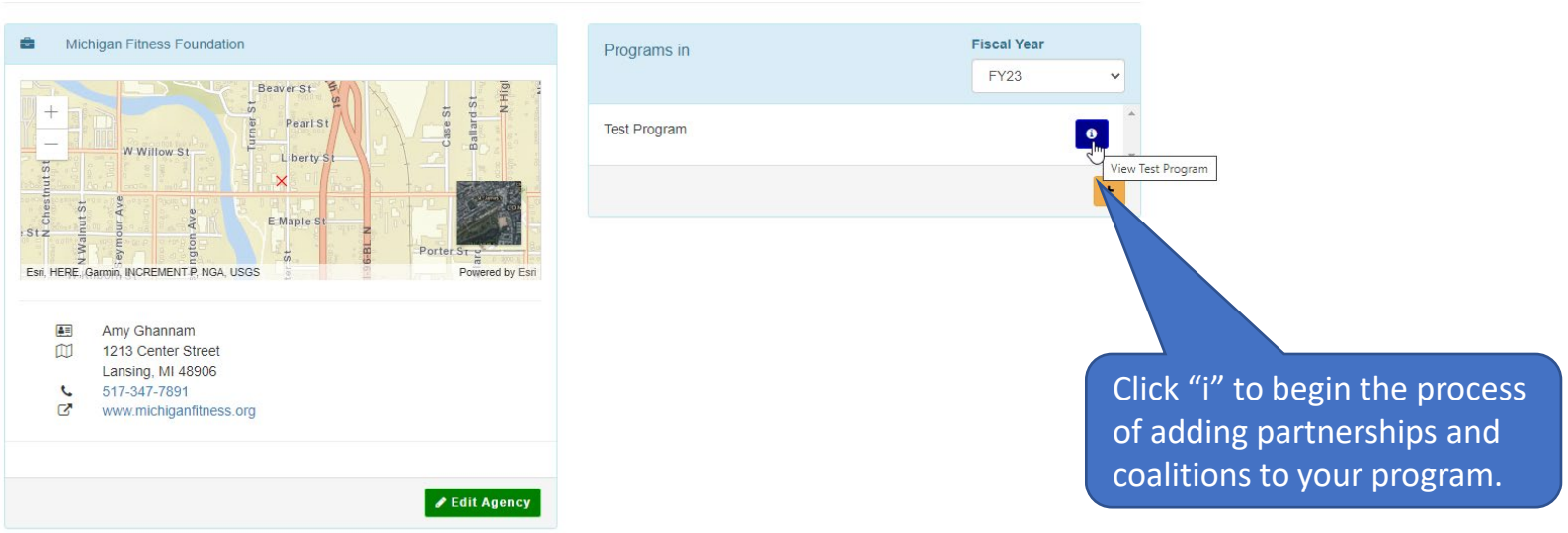
Use either the *Mozilla Firefox* or *Google Chrome* browser when working in the M2HL Update Portal.

Do not use Internet Explorer as your browser as it does not support all functionality in the portal.

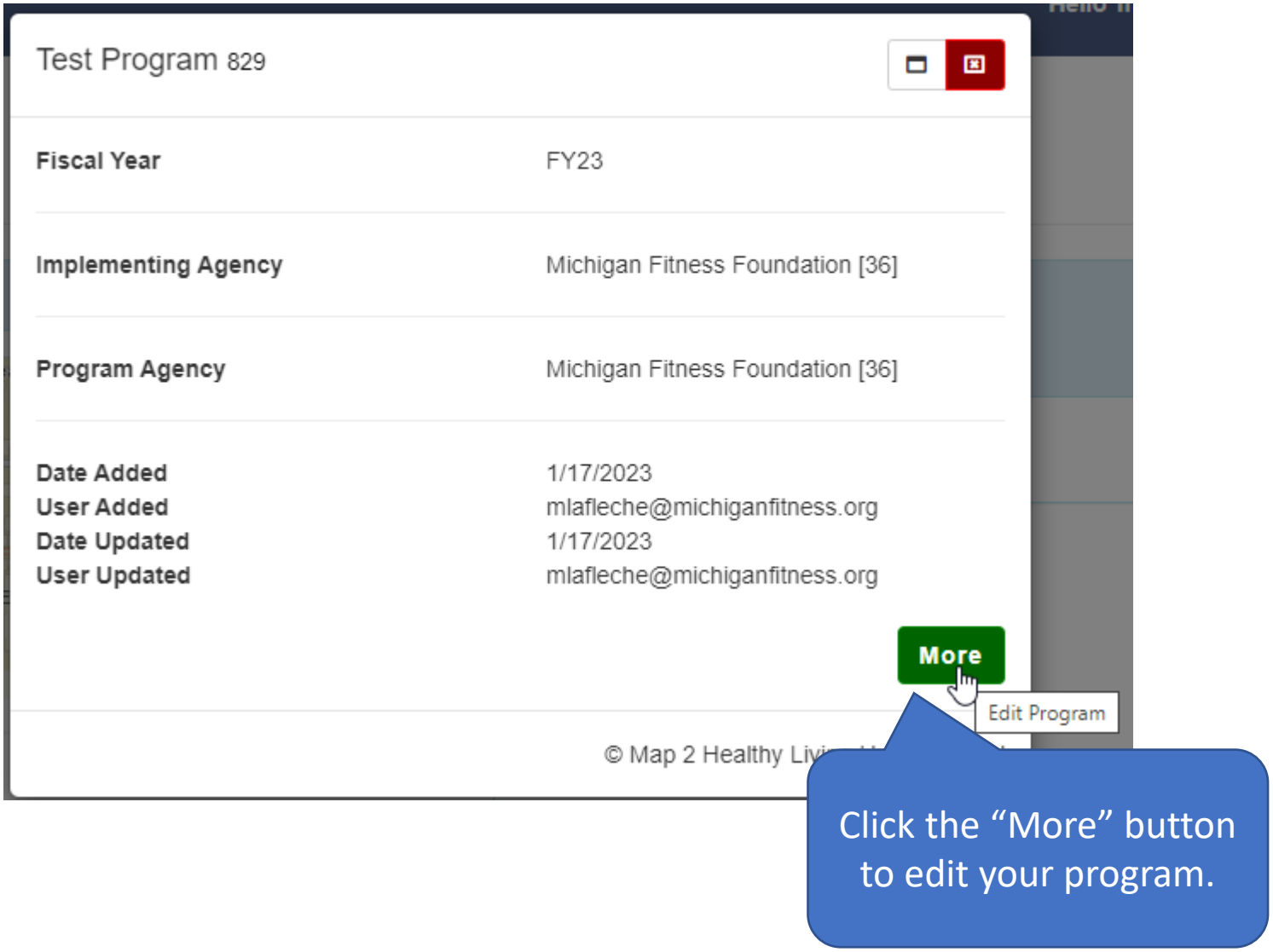
©2023 Michigan Fitness Foundation

Getting Started

- To begin adding your partnerships and multi-sector partnerships/coalitions to your program, you will need to log in to the M2HL Update Portal: https://updateportal.map2healthyliving.org/ (if you have not registered, follow the registration instructions here. https://snap-ed.michiganfitness.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.

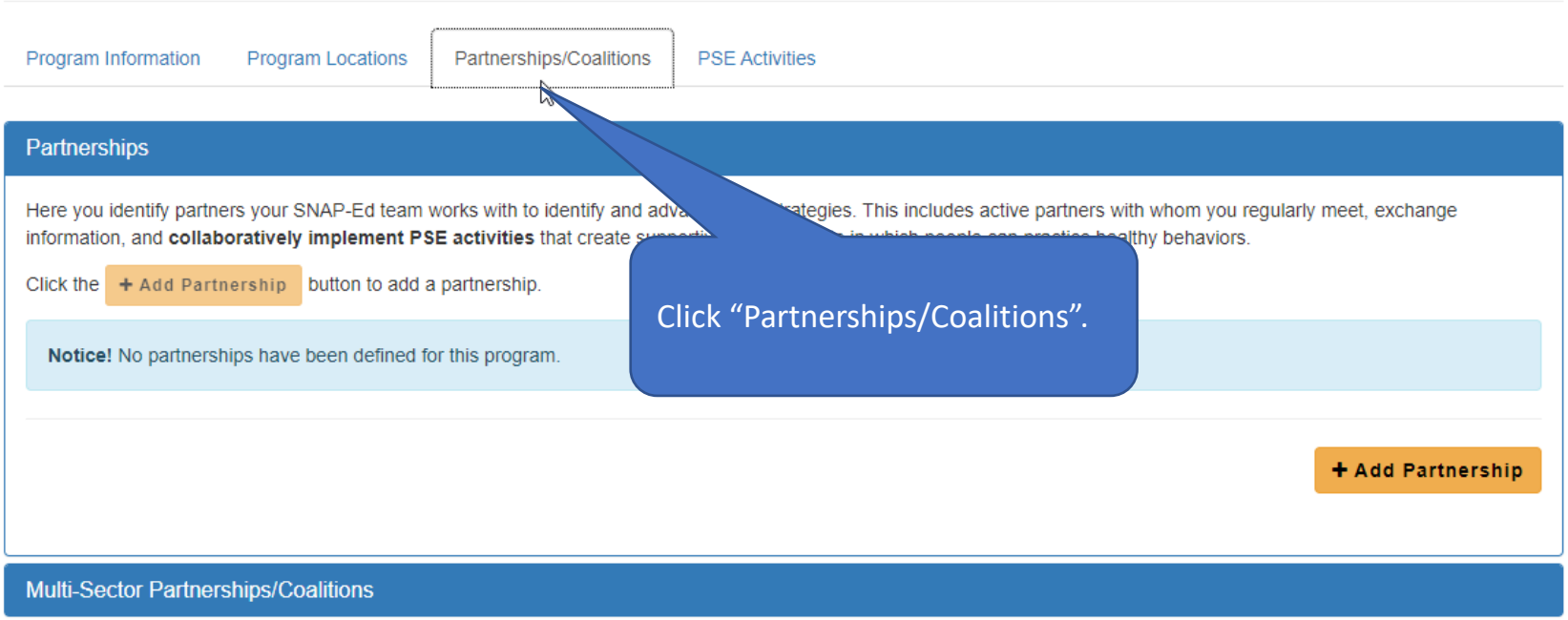


©2023 Michigan Fitness Foundation



©2023 Michigan Fitness Foundation

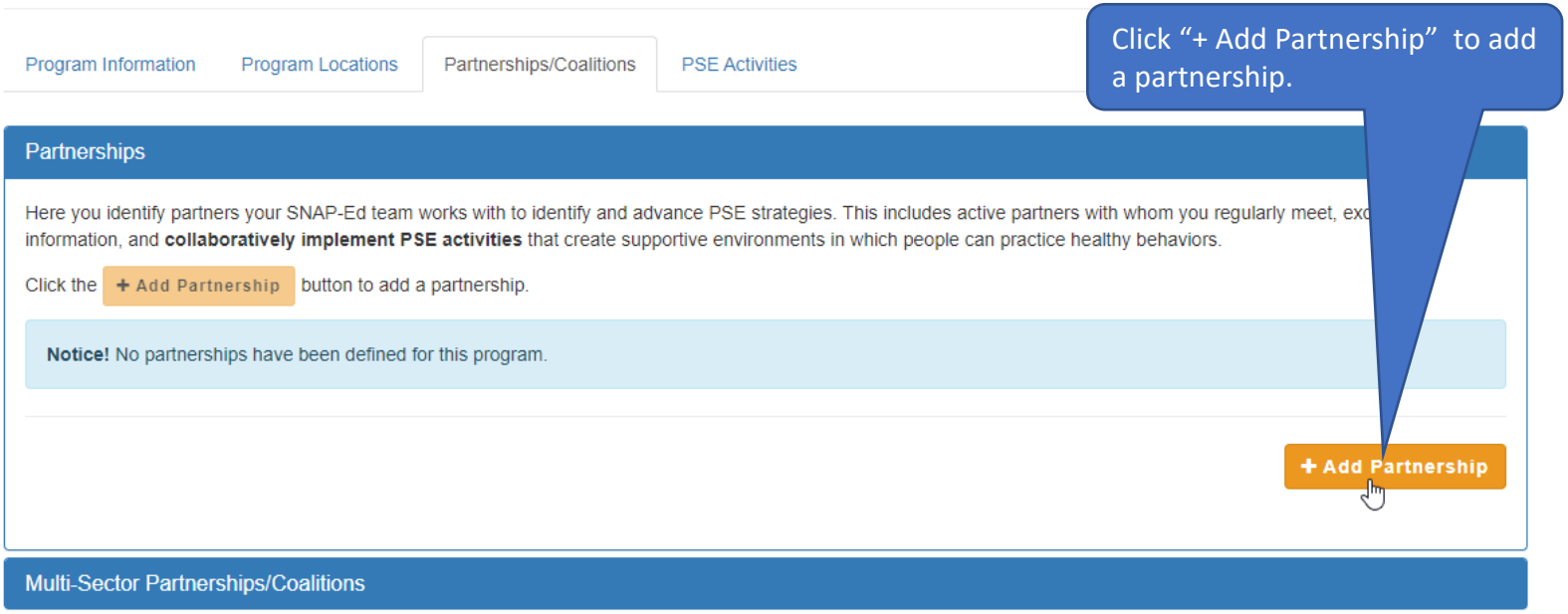
- Next click the “Partnerships/Coalitions” tab.



©2023 Michigan Fitness Foundation

Adding a Partnership (ST7)

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



©2023 Michigan Fitness Foundation

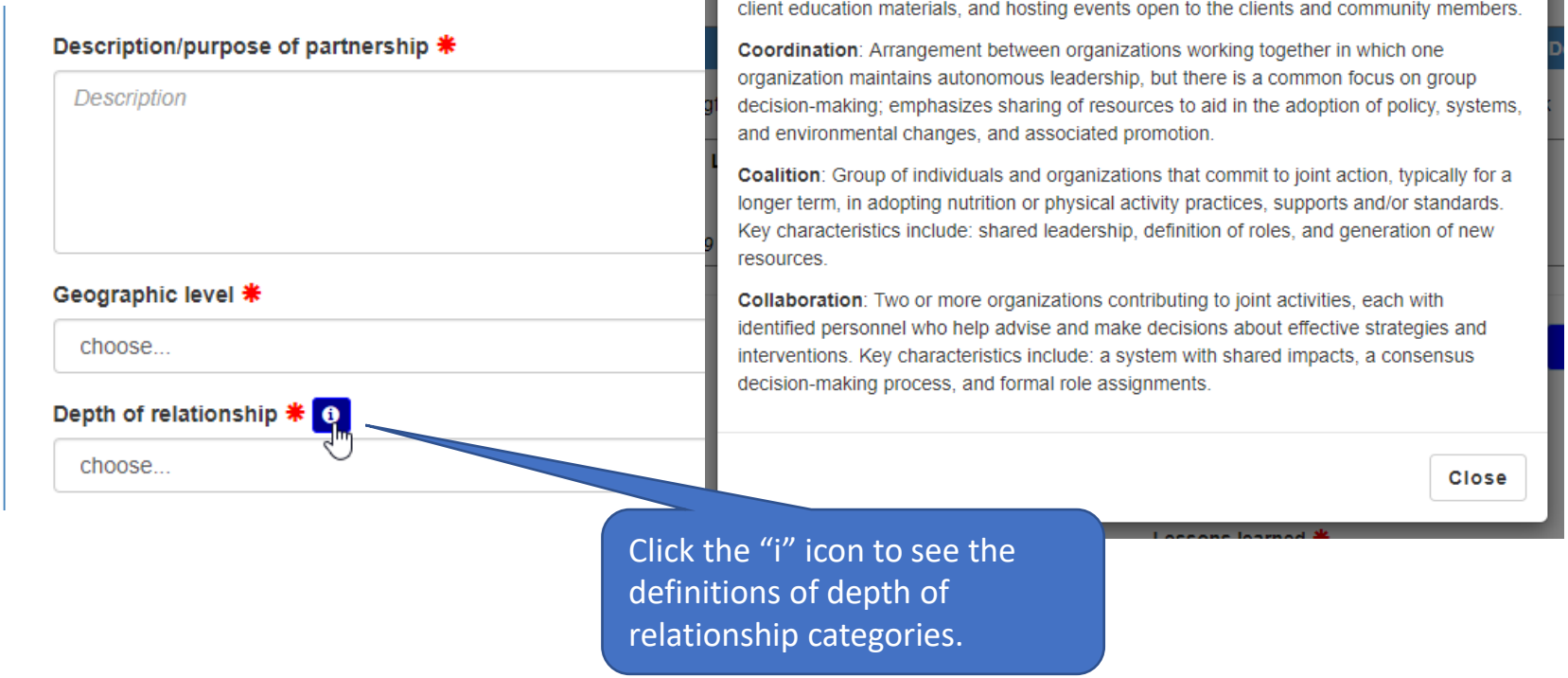
Adding a Partnership (continued)

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

©2023 Michigan Fitness Foundation

Adding a Partnership (continued)

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



©2023 Michigan Fitness Foundation

Adding a Partnership (continued)

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

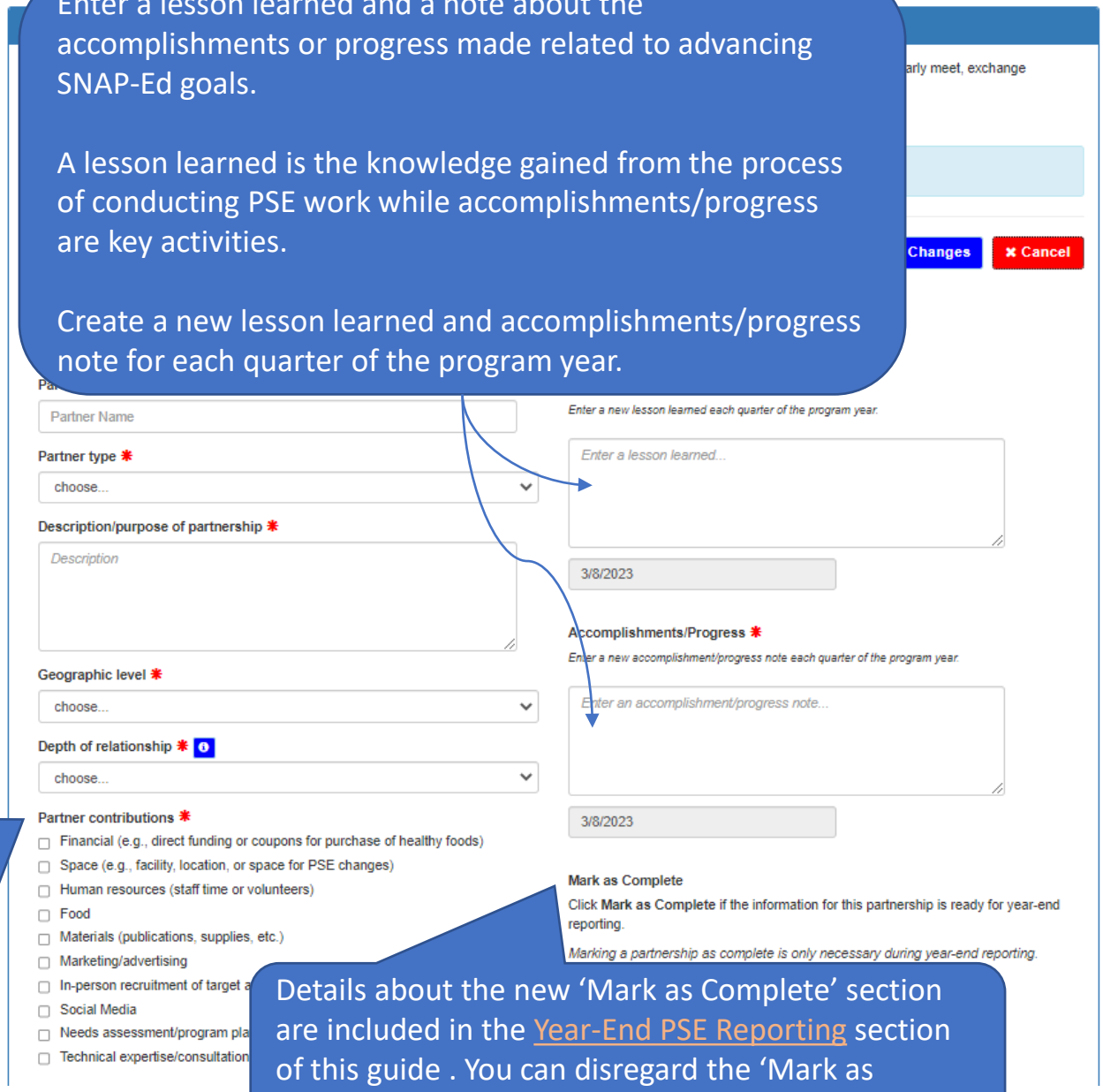
NEW! Select the partner contributions (i.e., what the partner provides to support the PSE work). Note that at least one contribution must be selected.

If you feel your partner's contribution is not represented in this list, contact your MFF Program Manager.

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

A lesson learned is the knowledge gained from the process of conducting PSE work while accomplishments/progress are key activities.

Create a new lesson learned and accomplishments/progress note for each quarter of the program year.

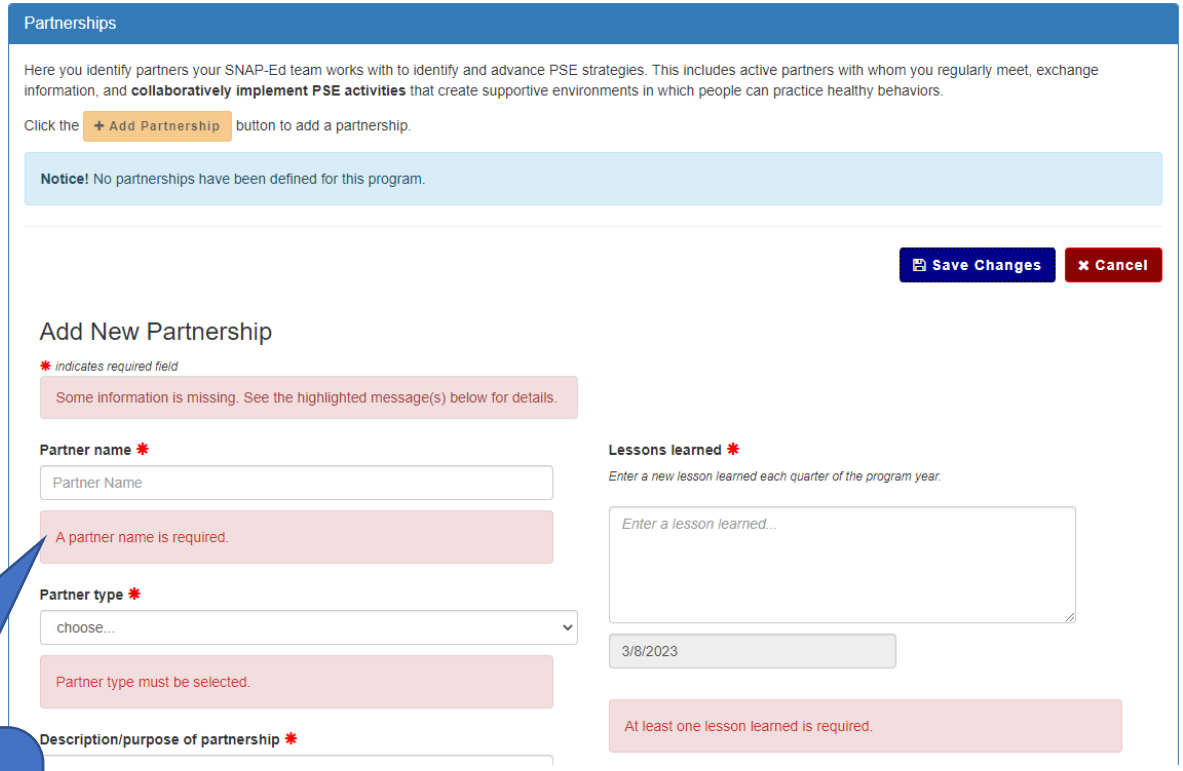


Details about the new 'Mark as Complete' section are included in the Year-End PSE Reporting section of this guide . You can disregard the 'Mark as Complete' section until year-end reporting.

©2023 Michigan Fitness Foundation

Adding a Partnership (continued)

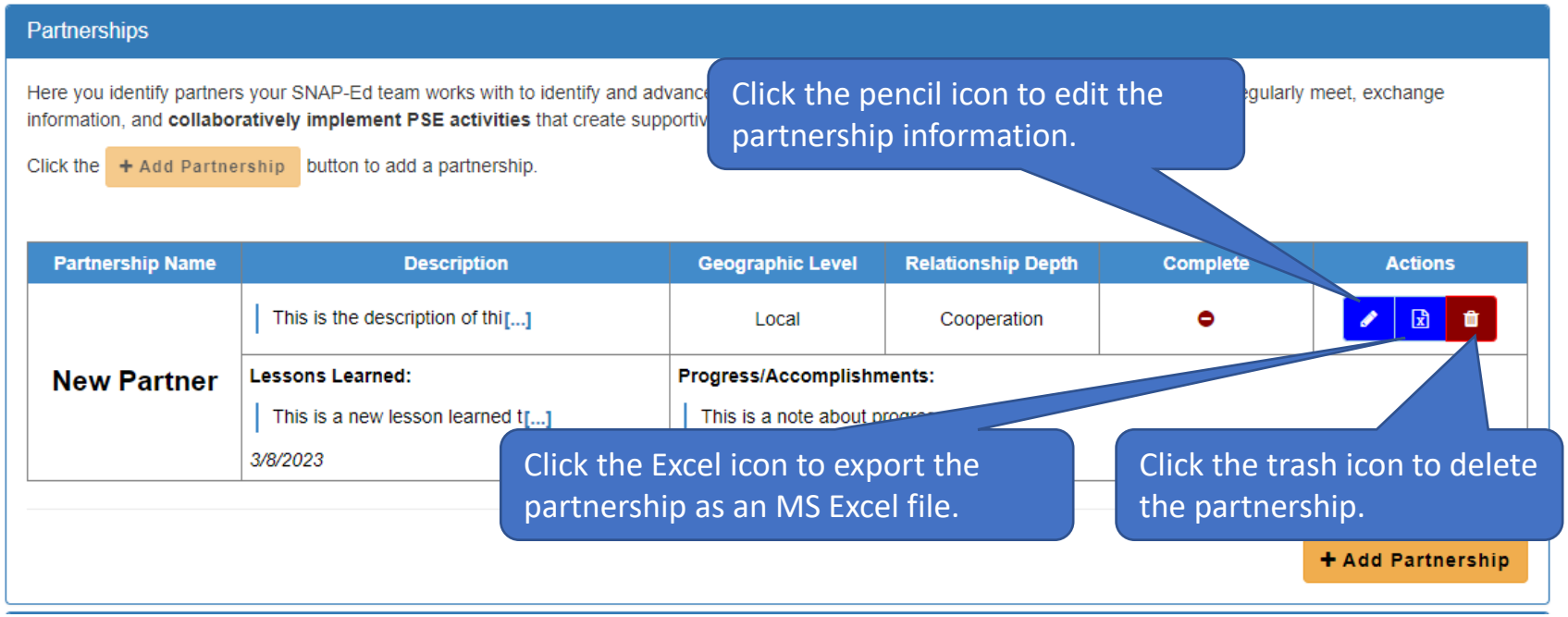
- Click “Save Changes” to save the partnership.
- If any information is missing, you’ll receive a message letting you know what is required.



Messages will appear for any information that is missing.

©2023 Michigan Fitness Foundation

Adding a Partnership (continued)

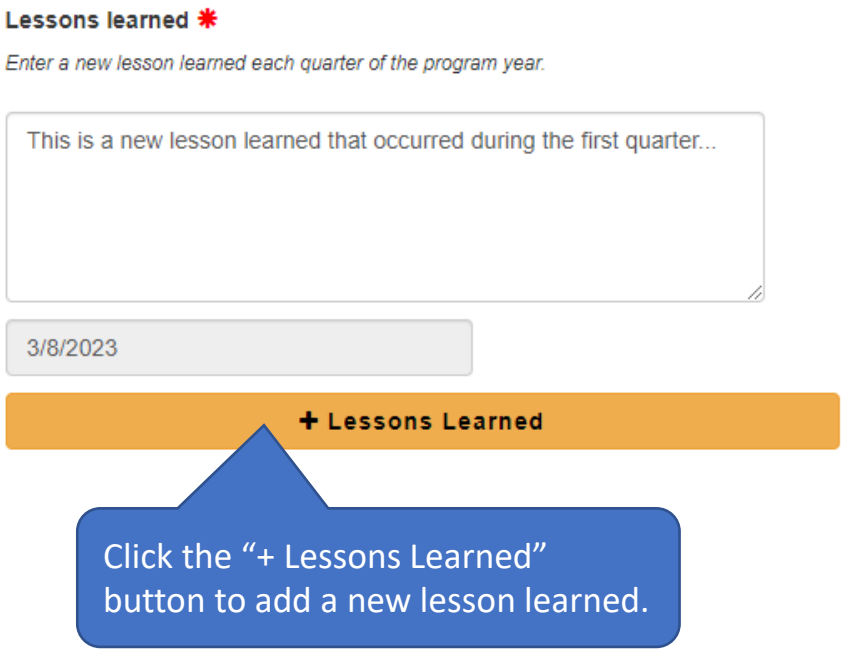


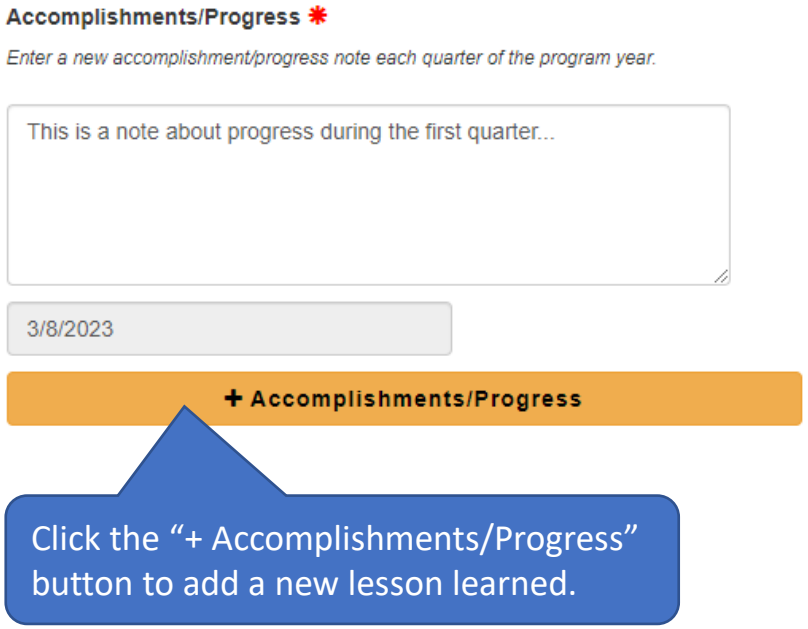
- After saving a new partnership, it will appear in the Partnerships section where you are able to edit, export, or delete it.
- To edit a partnership, click the pencil icon.

©2023 Michigan Fitness Foundation

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).

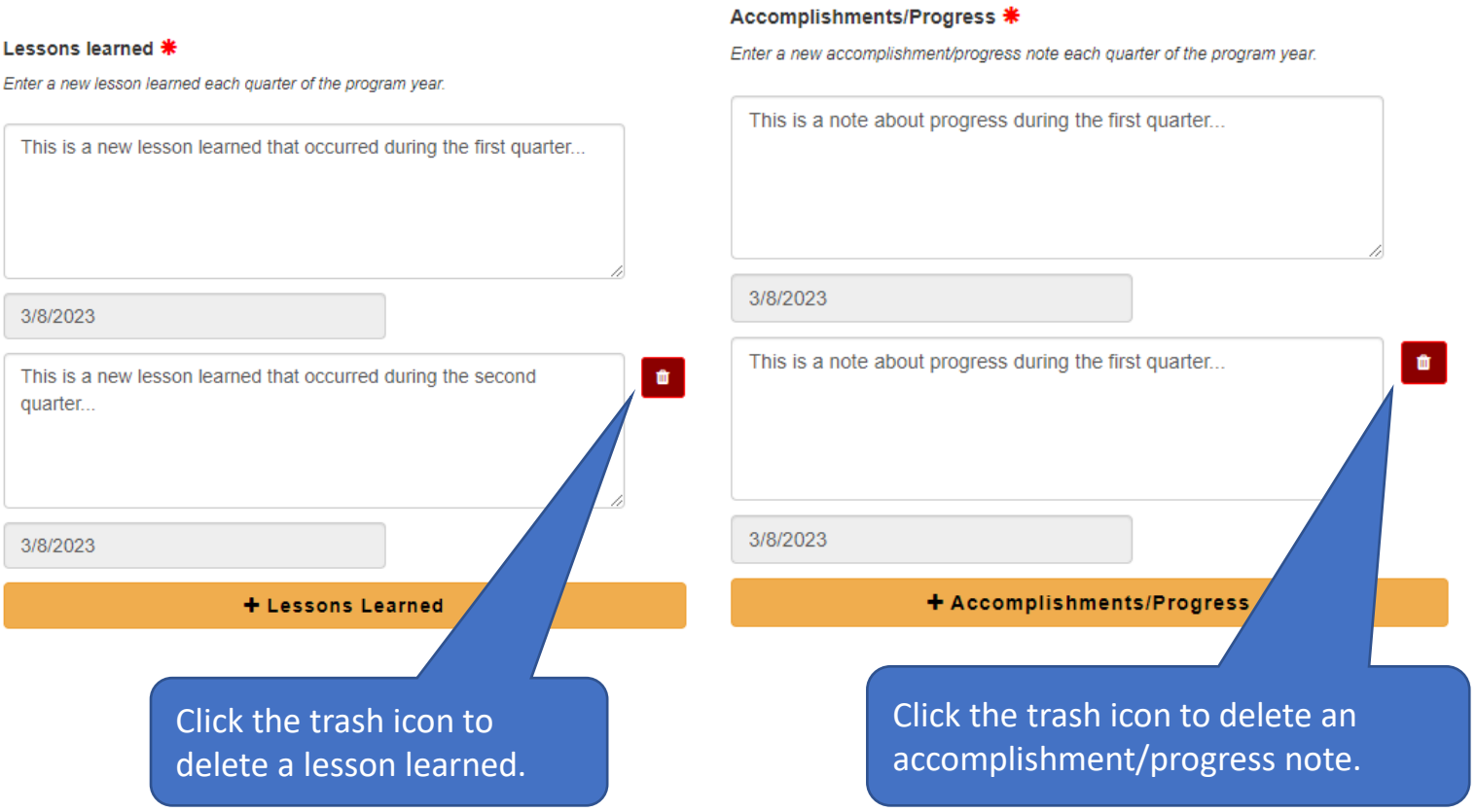




©2023 Michigan Fitness Foundation

Adding a Partnership (continued)

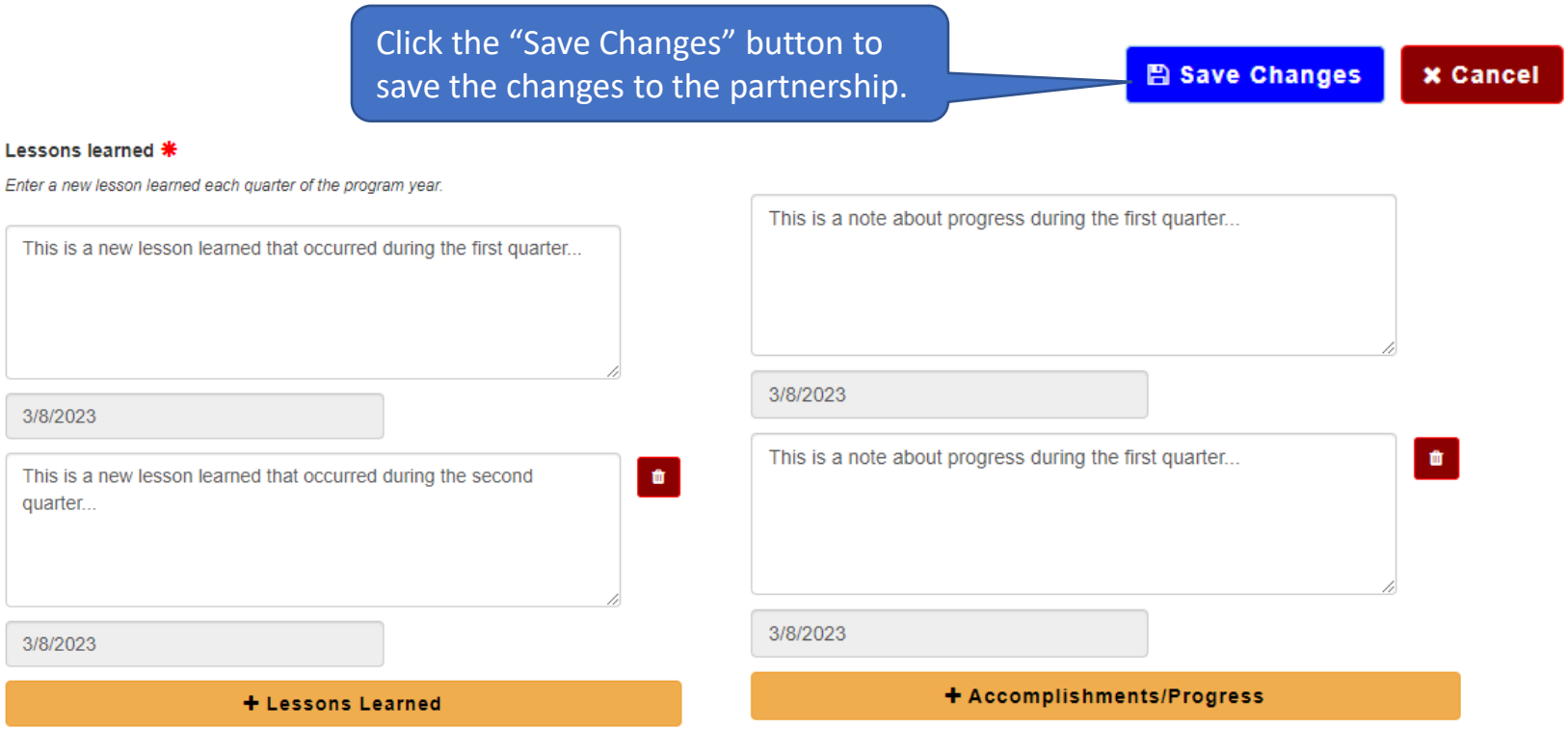
- Individual lessons learned and accomplishments/progress notes can also be deleted. Note: At least one (1) lesson learned and accomplishment/progress is required, so you will not be able to remove all.



©2023 Michigan Fitness Foundation

Adding a Partnership (continued)

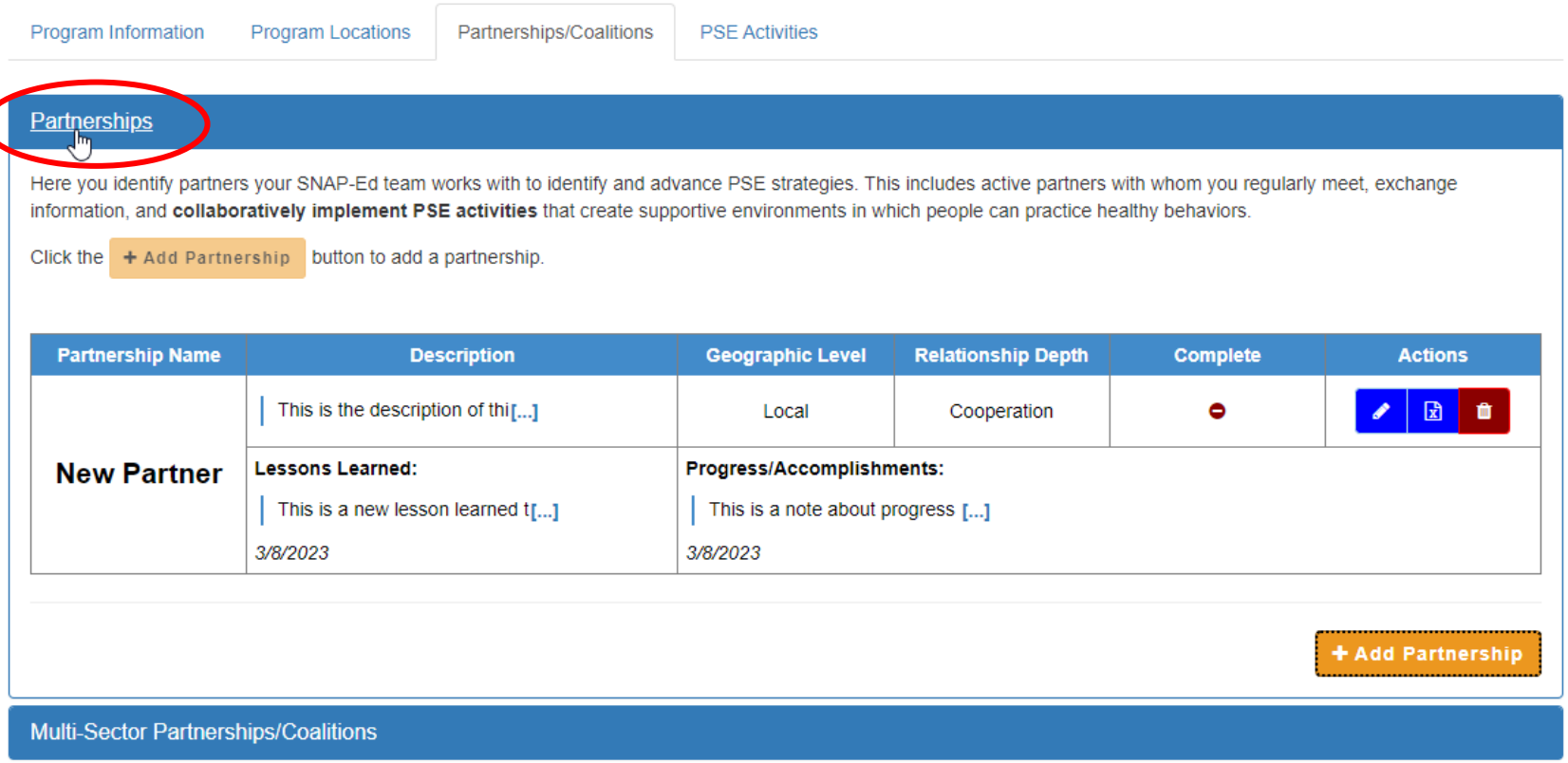
- Once your edits are complete, save your changes.



©2023 Michigan Fitness Foundation

Adding a Partnership (continued)

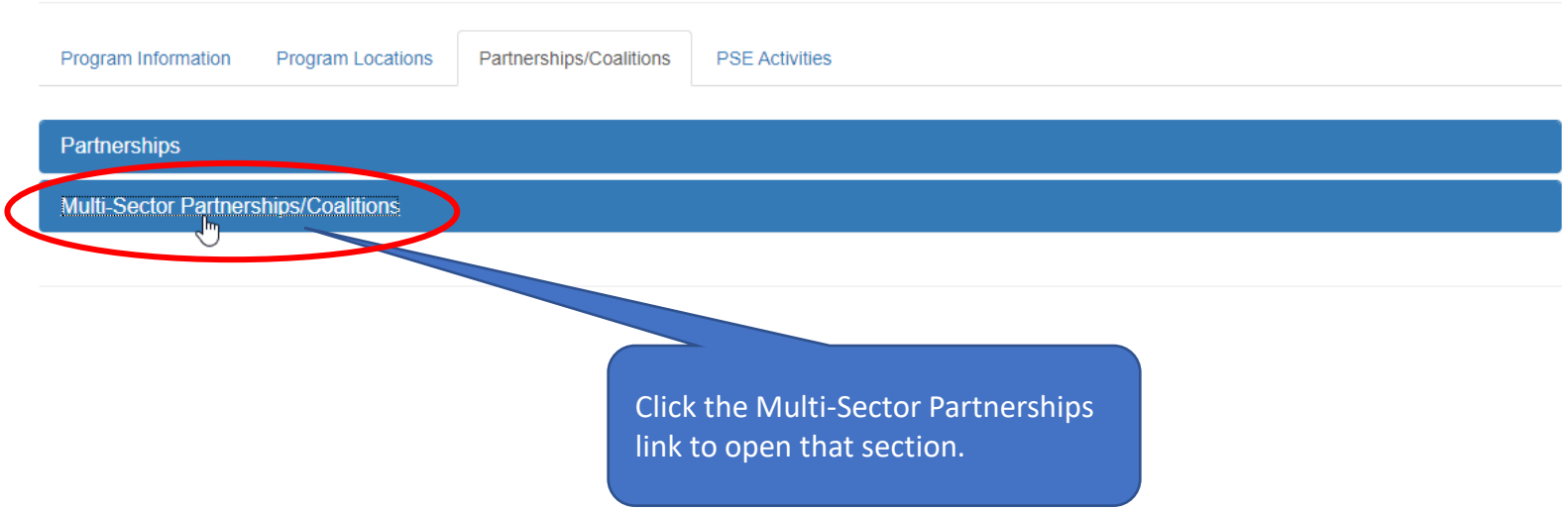
- To collapse the Partnership list, click the “Partnerships” link that appears at the top of the Partnerships section.



©2023 Michigan Fitness Foundation

Adding a Multi-Sector Partnership/ Coalition (ST8)

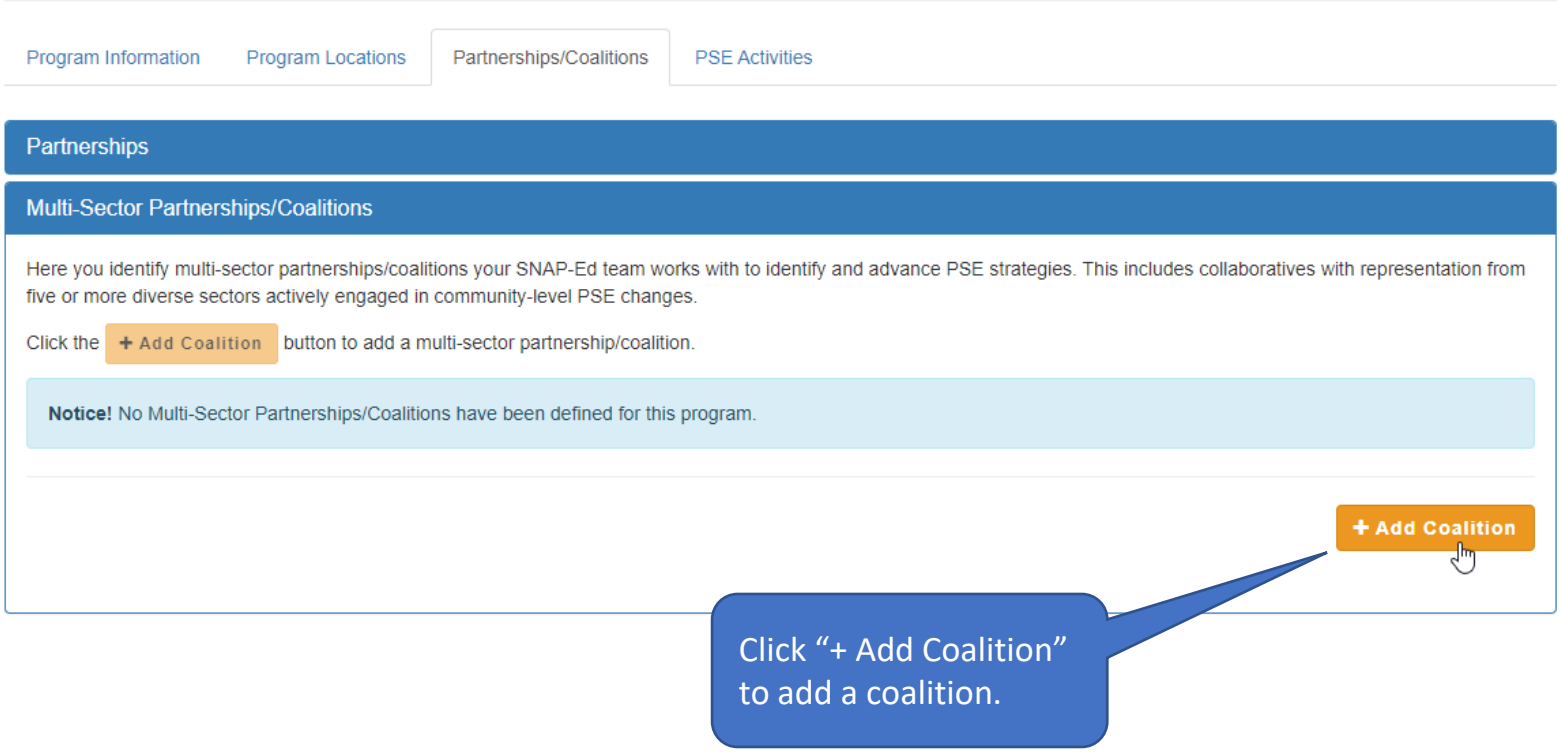
- To begin adding a Multi-Sector Partnerships/Coalition, click the “Multi-Sector Partnerships/Coalitions” link.



©2023 Michigan Fitness Foundation

Adding a Multi-Sector Partnership/Coalition (continued)

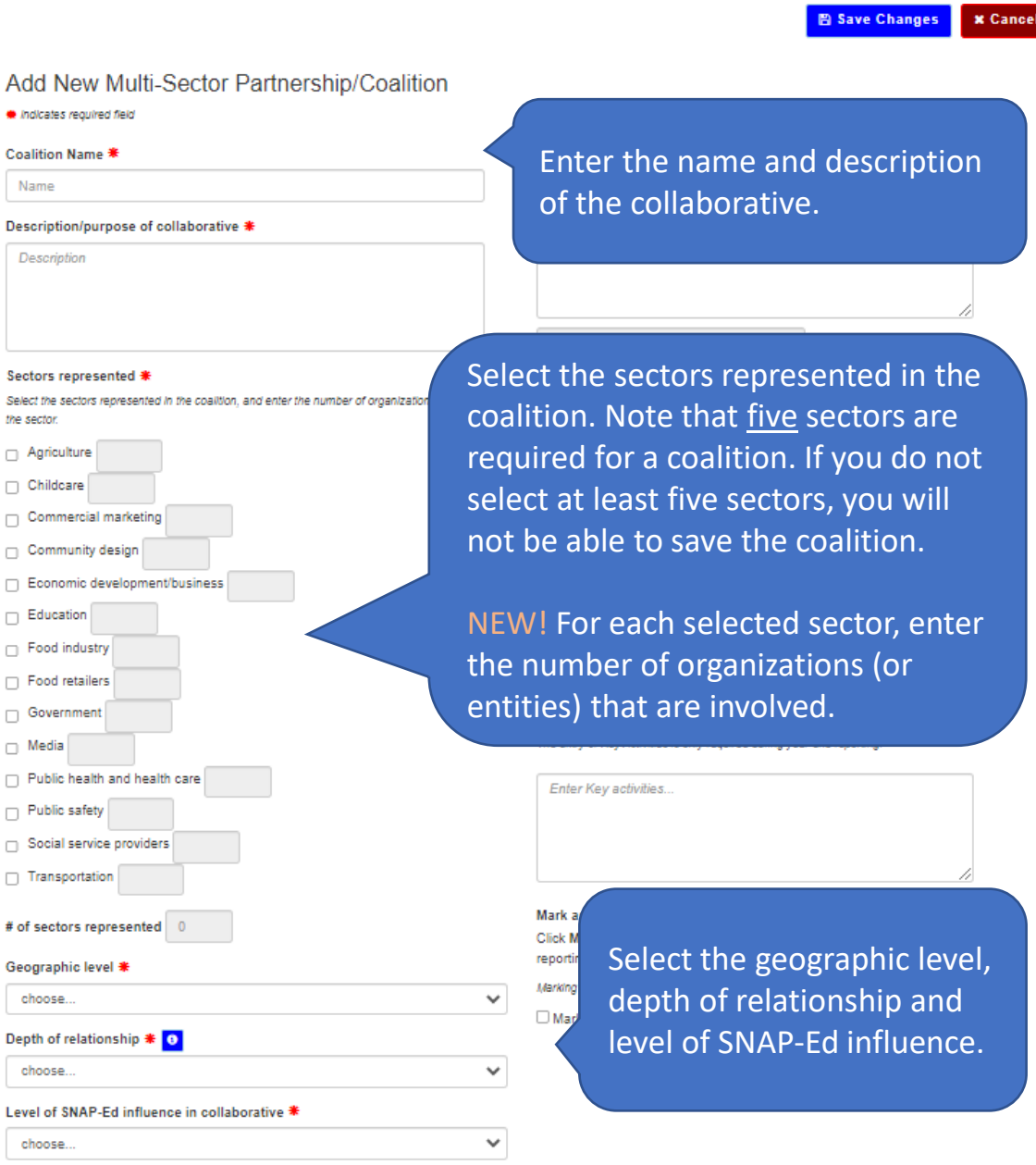
- Click the "+ Add Coalition" button to add a multi-sector partnership/coalition.



©2023 Michigan Fitness Foundation

Adding a Multi-Sector Partnership/ Coalition (continued)

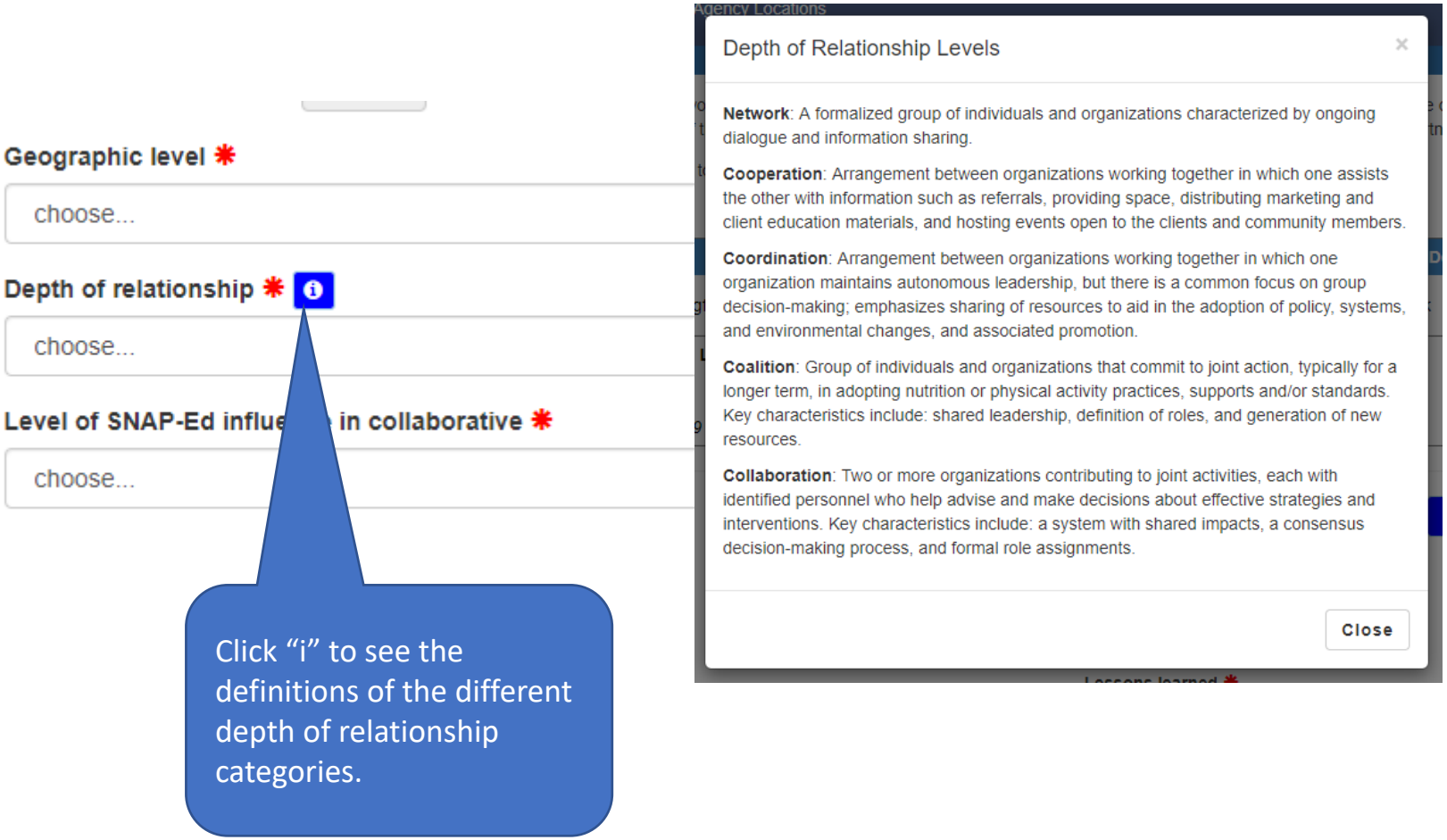
- Enter the information for the coalition. Note that the red asterisk fields are required.



©2023 Michigan Fitness Foundation

Adding a Multi-Sector Partnership/Coalition (continued)

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



©2023 Michigan Fitness Foundation

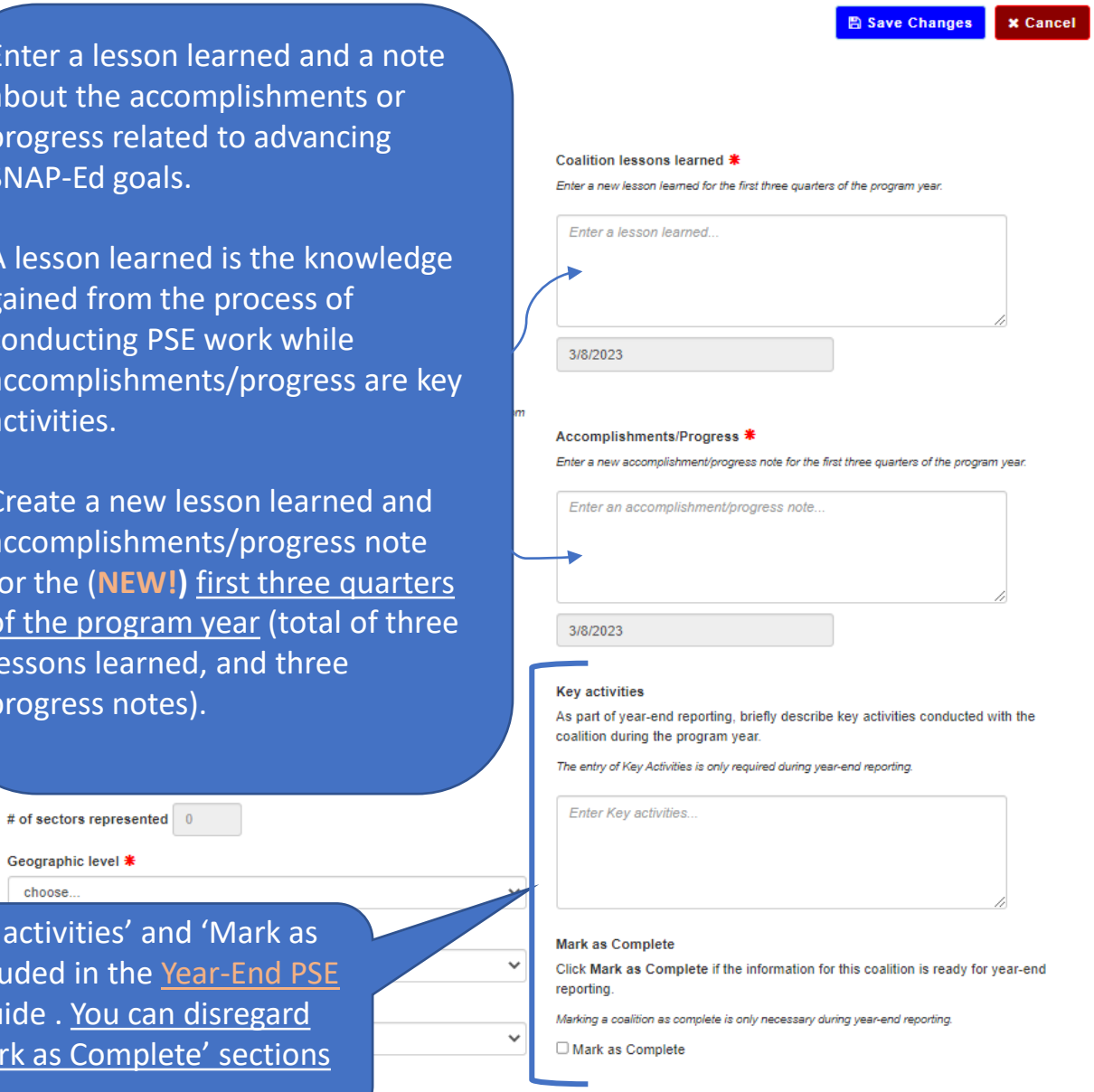
Adding a Multi-Sector Partnership/ Coalition (continued)

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

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

A lesson learned is the knowledge gained from the process of conducting PSE work while accomplishments/progress are key activities.

Create a new lesson learned and accomplishments/progress note for the (**NEW!**) first three quarters of the program year (total of three lessons learned, and three progress notes).

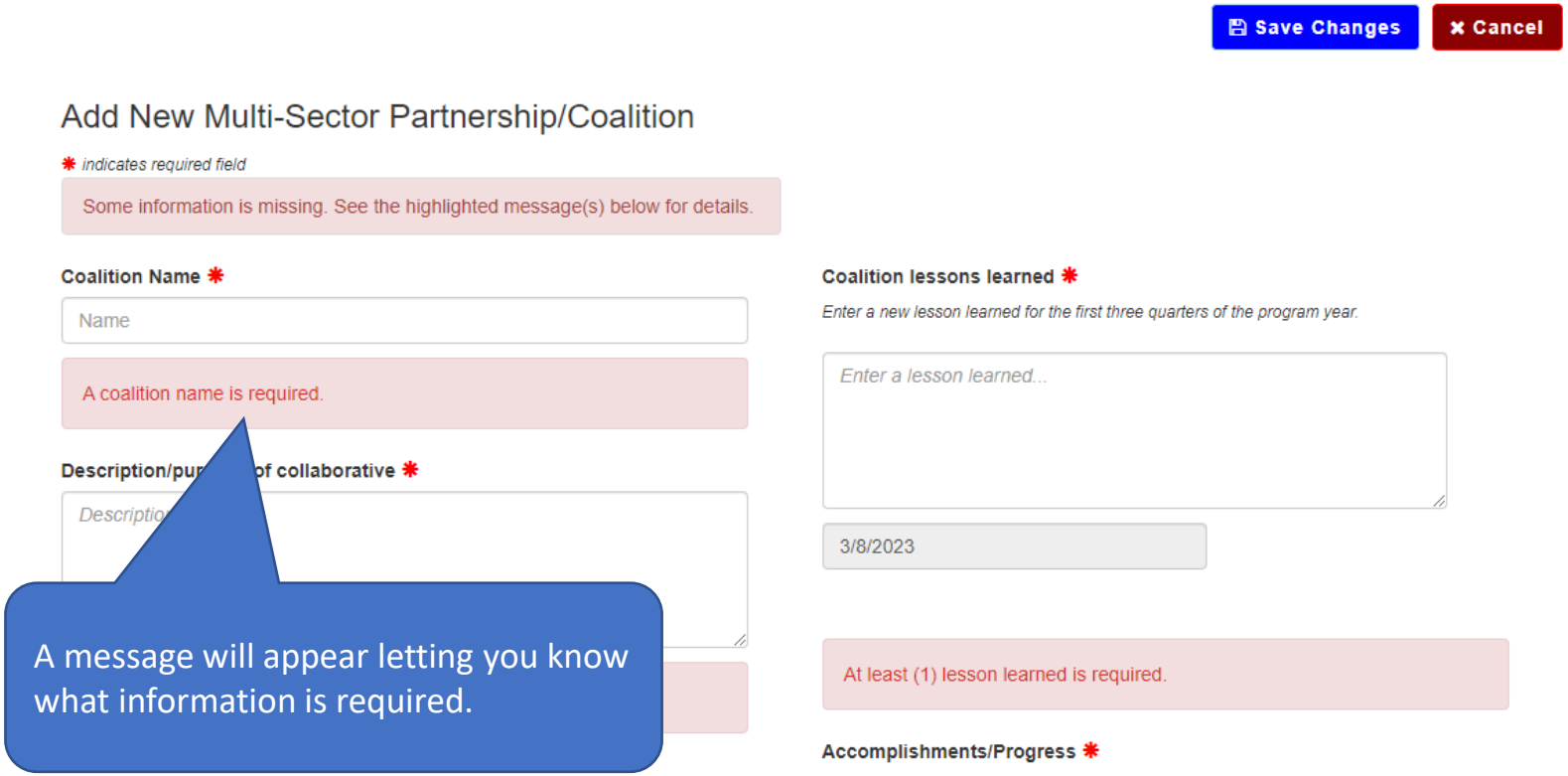


Details about the new 'Key activities' and 'Mark as Complete' sections are included in the Year-End PSE Reporting section of this guide . You can disregard the 'Key activities' and 'Mark as Complete' sections until year-end reporting.

©2023 Michigan Fitness Foundation

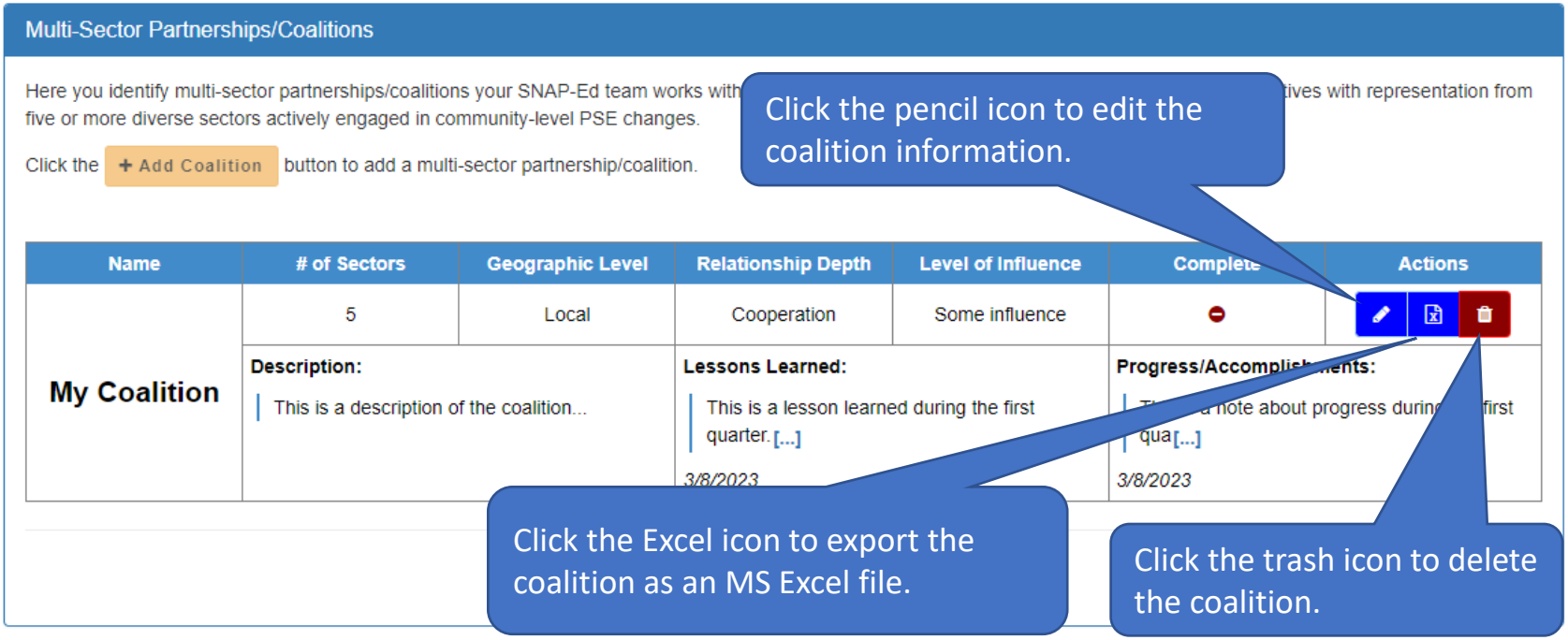
Adding a Multi-Sector Partnership/Coalition (continued)

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



©2023 Michigan Fitness Foundation

Adding a Multi-Sector Partnership/Coalition (continued)

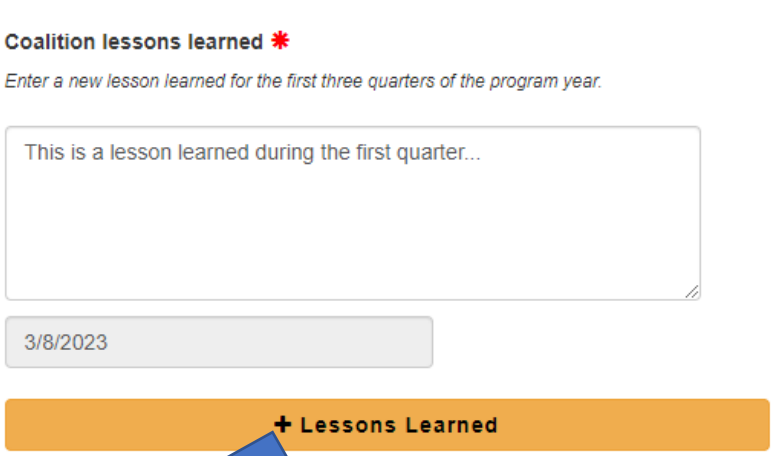


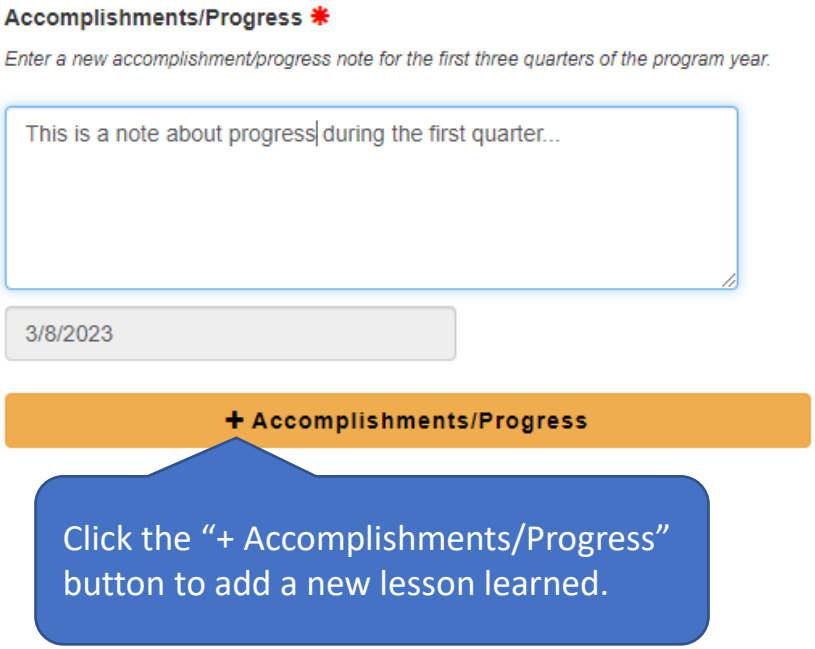
- After saving a new coalition, it will appear in the Multi-Sector Partnerships/Coalitions section where you are able to edit, export, or delete it.
- To edit a coalition, click the pencil icon.

©2023 Michigan Fitness Foundation

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 each quarter for the first three quarters of the program year (for a total of three lessons learned and three progress notes) .

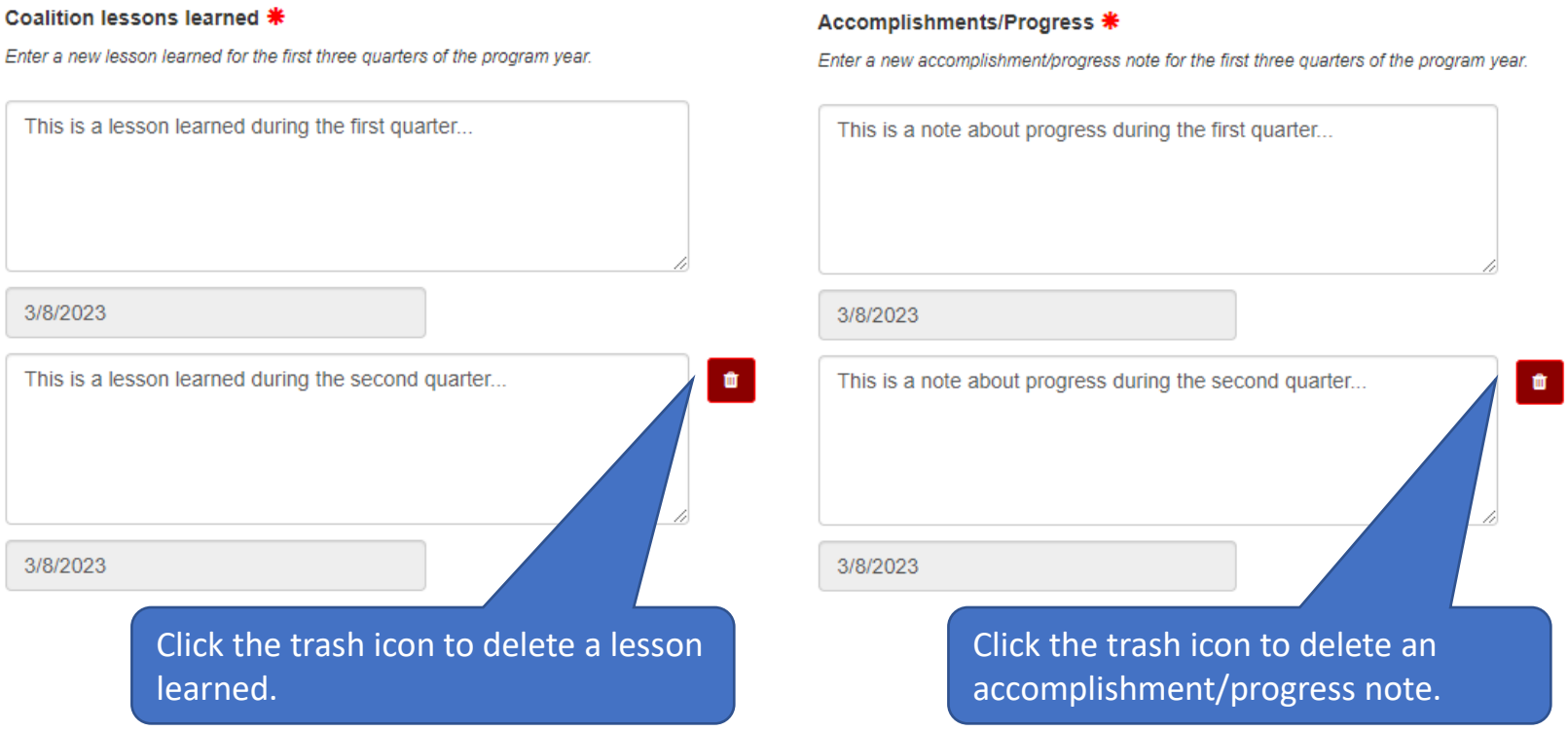




©2023 Michigan Fitness Foundation

Adding a Multi-Sector Partnership/Coalition (continued)

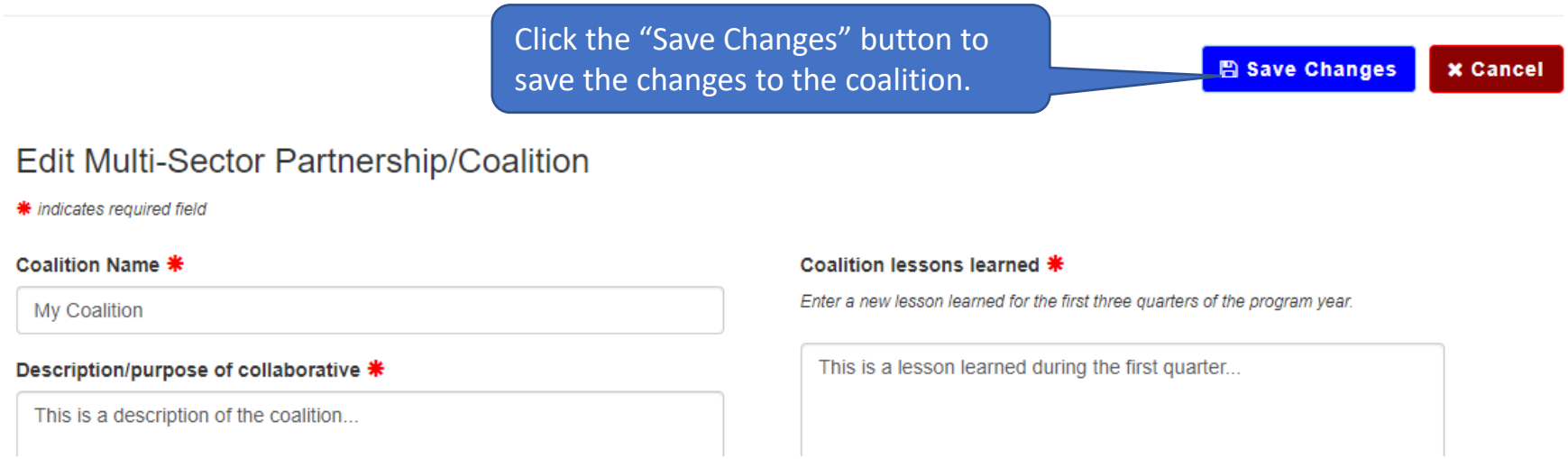
- Individual lessons learned and accomplishments/progress notes can also be deleted. Note: At least one (1) lesson learned and accomplishment/progress is required, so you will not be able to remove all.



©2023 Michigan Fitness Foundation

Adding a Multi-Sector Partnership/Coalition (continued)

- Once your edits are complete, save your changes.



©2023 Michigan Fitness Foundation

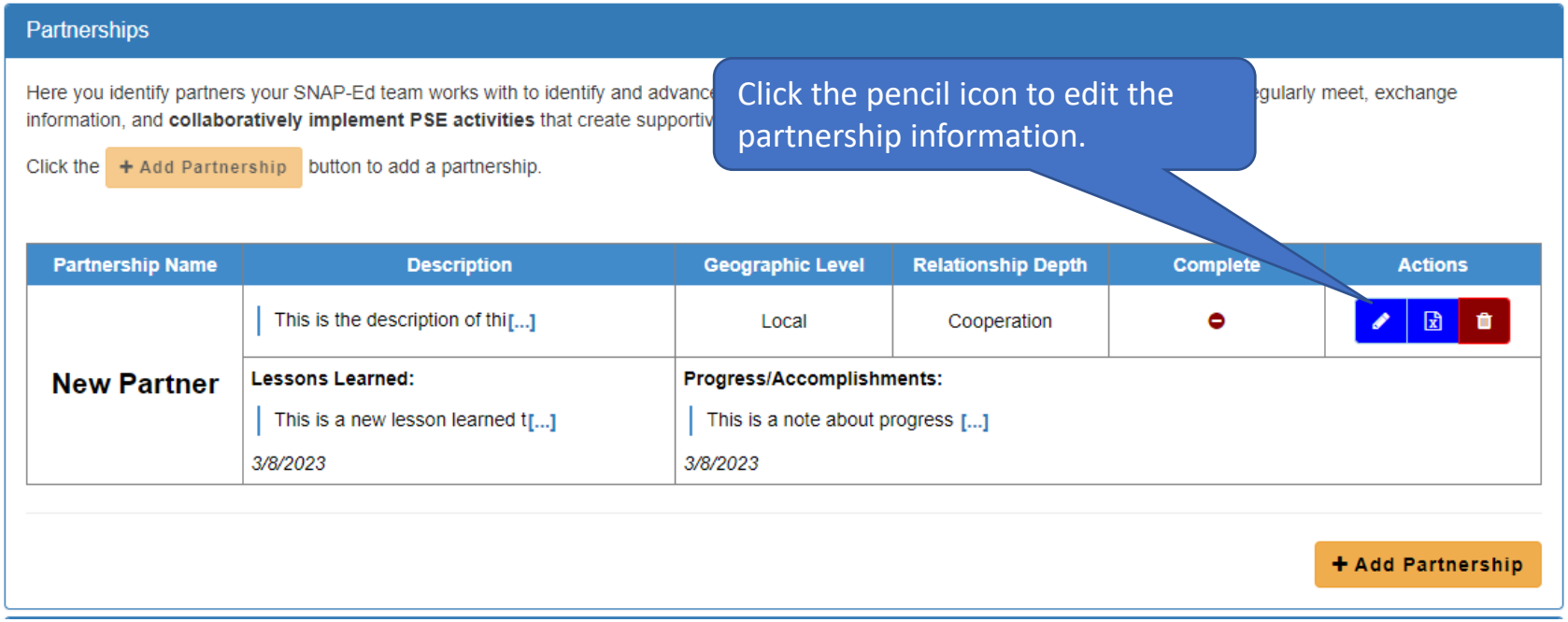
Year-End PSE Reporting

- **NEW!** During year-end PSE reporting, you will be asked to mark each of your partnerships and multi-sector partnerships/coalitions as complete. This is necessary to let MFF know the data for the partnership or coalition is ready for annual reporting.
- The due date for year-end PSE reporting will be announced toward the end of the program year.

©2023 Michigan Fitness Foundation

NEW! Marking a Partnership as Complete

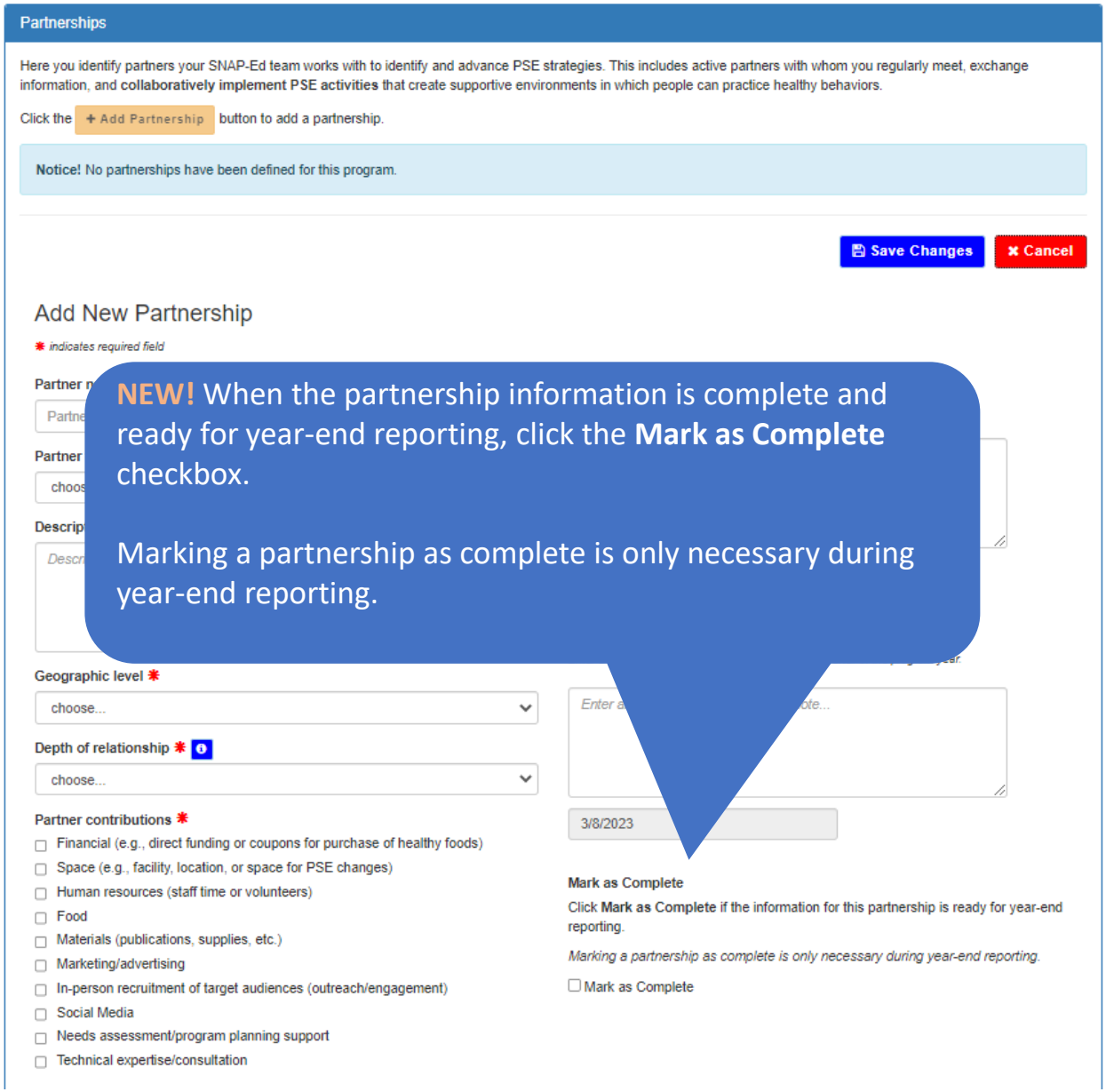
- To begin marking a partnership as complete, click the pencil icon for the partnership to edit the partnership information.



©2023 Michigan Fitness Foundation

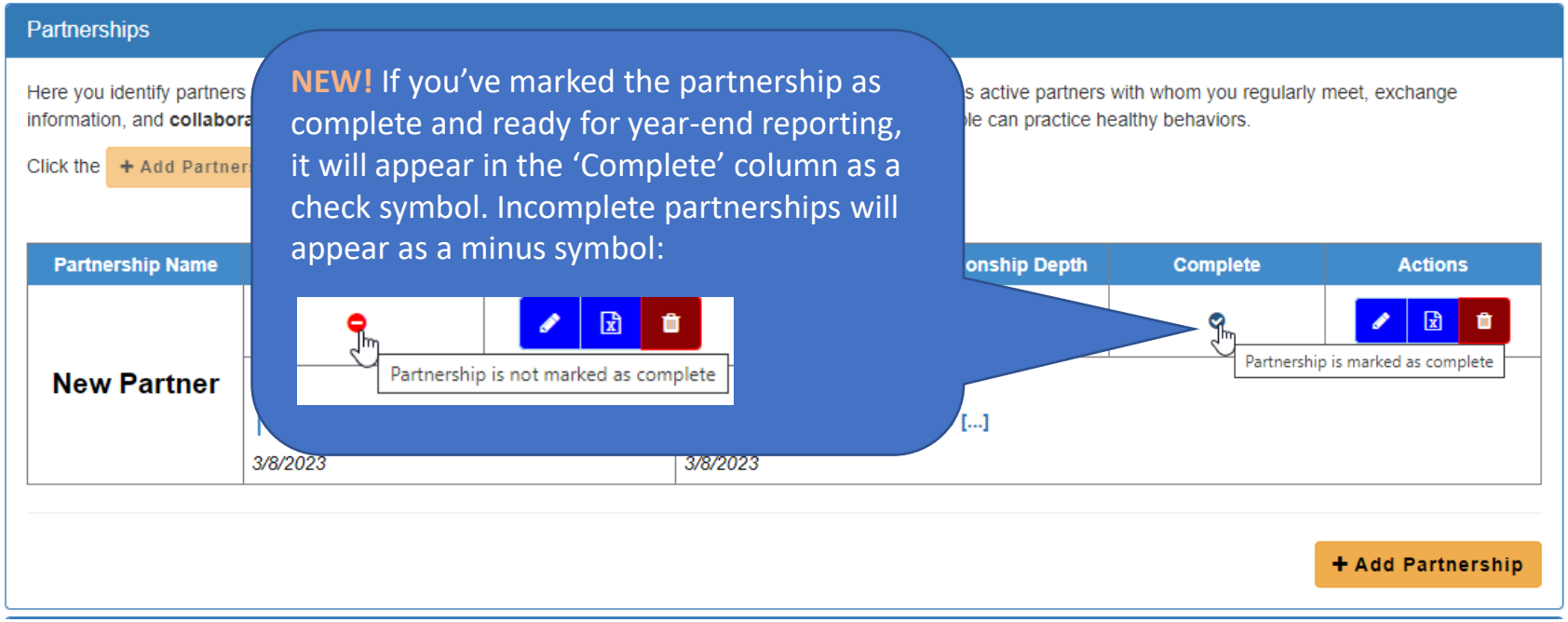
NEW!
Marking a Partnership as Complete
(continued)

- Click the **Mark as Complete** check box to signal that it is complete and ready for year-end reporting.
- Then click the **Save Change** button to save the edit.
- To unselect **Mark as Complete**, edit the coalition and uncheck the Mark as Complete checkbox.



©2023 Michigan Fitness Foundation

NEW! Marking a Partnership as Complete (continued)

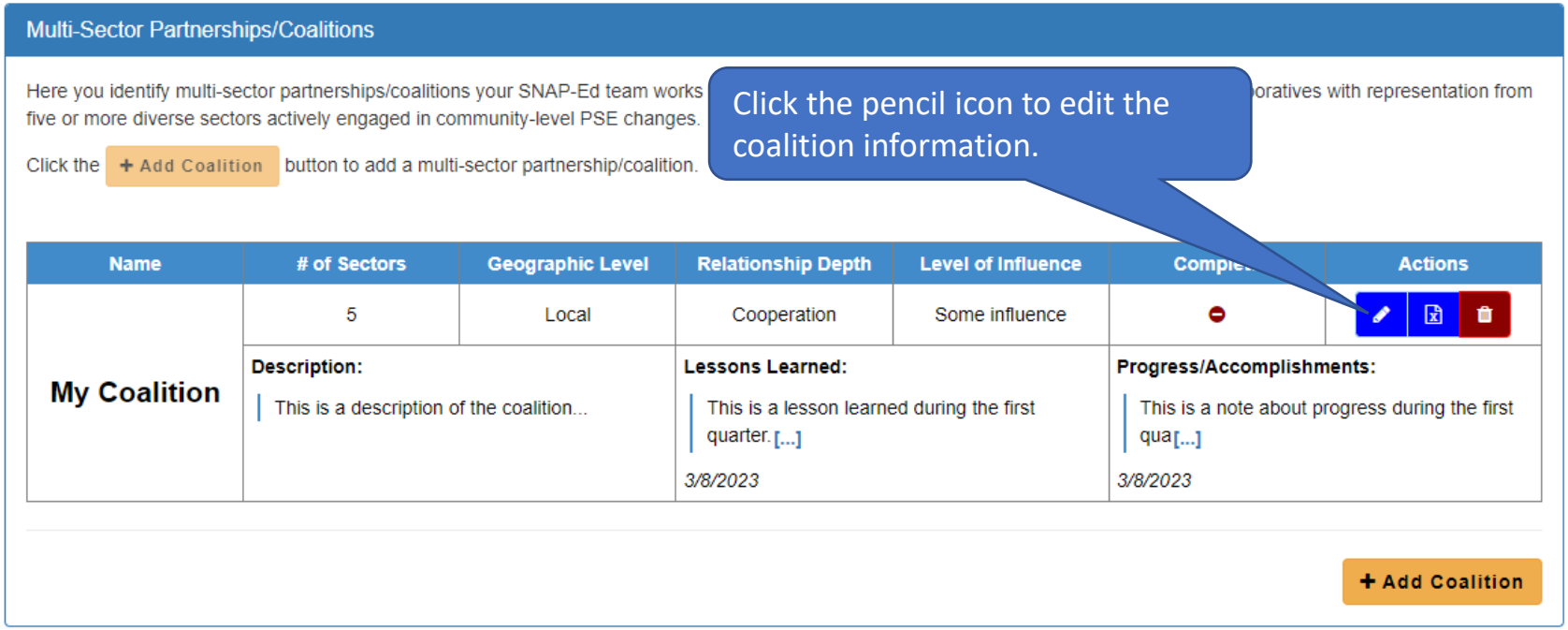


- When you mark a partnership as complete and ready for year-end reporting, it will appear as a check symbol and will contain the text "Partnership is marked as complete" when you hover over it with your mouse.
- If a partnership is not marked as complete, it will contain a minus symbol with the hover text: "Partnership is not marked as complete".

©2023 Michigan Fitness Foundation

NEW! Marking a Coalition as Complete

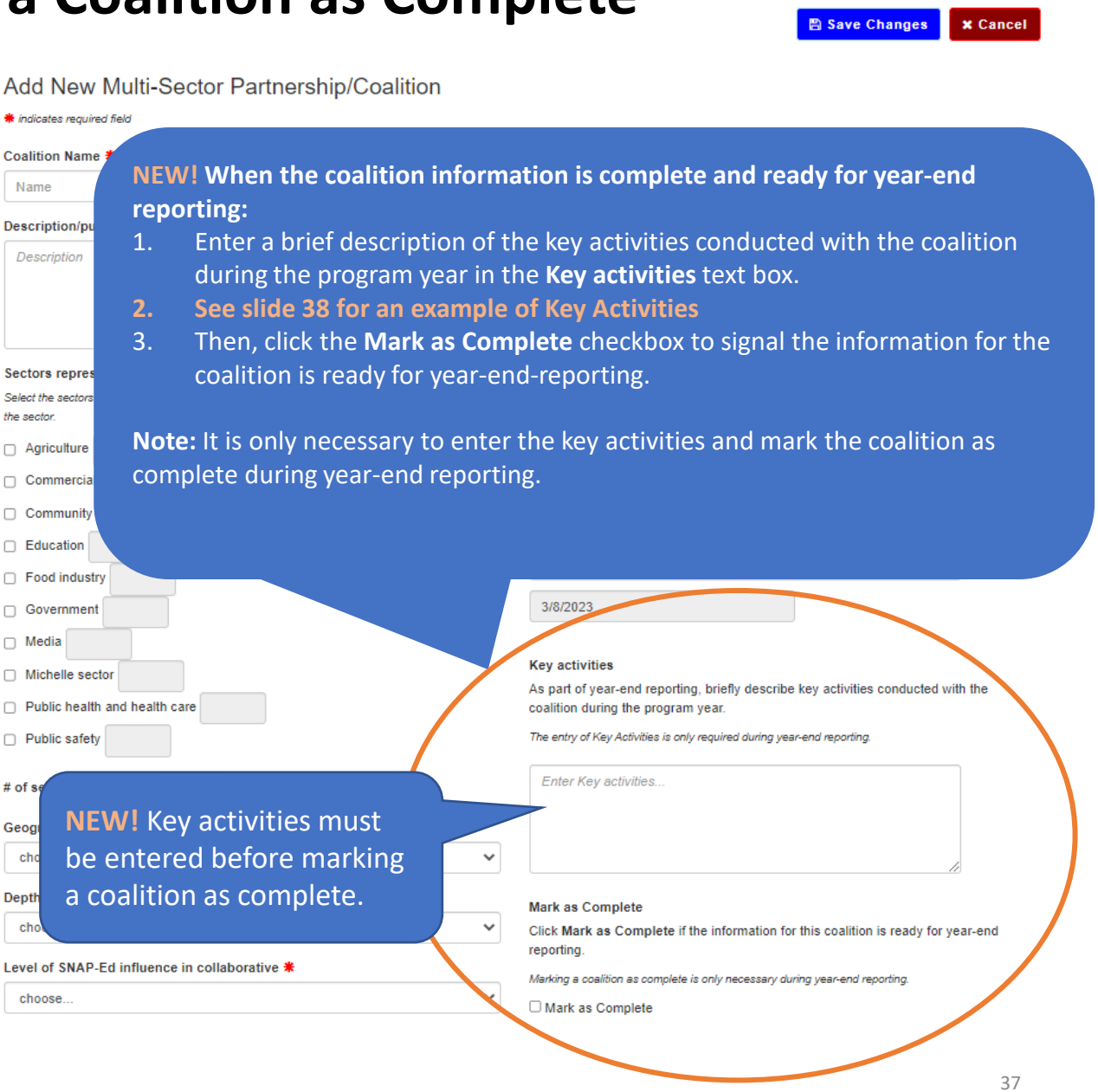
- To begin marking a coalition as complete, click the pencil icon for the coalition to edit the information.



©2023 Michigan Fitness Foundation

NEW! Marking a Coalition as Complete
(continued)

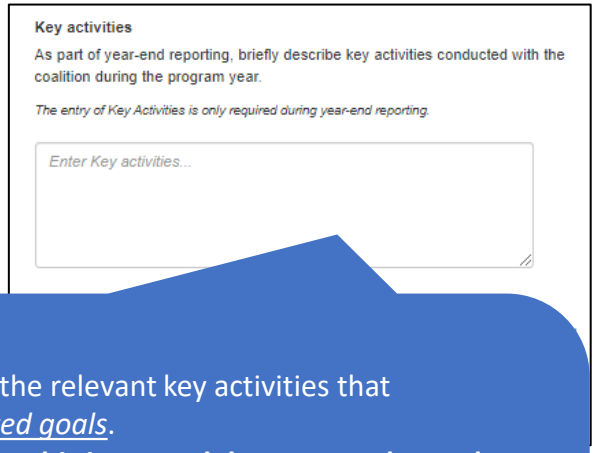
- During year-end reporting, you will be asked to enter the key activities conducted with the coalition during the program year. Guidance for what to include in the key activities will be provided closer to the year-end reporting timeframe. Key activities are entered in the **Key activities** text box.
- During year-end reporting, you will be asked to mark each coalition as complete. Marking a coalition as complete signals that it is complete and ready for year-end reporting. To mark a coalition as complete, click the **Mark as Complete** check box. Note: Key activities must be entered before marking a coalition as complete.
- Click the **Save Change** button to save the changes. Note: You are still able to edit the coalition after marking it as complete.
- To unselect **Mark as Complete**, edit the coalition and uncheck the Mark as Complete checkbox.



©2023 Michigan Fitness Foundation

NEW! Marking a Coalition as Complete

(continued – key activities)



Example Key Activities

- During this fiscal year, our partnership supported the SNAP-Ed related PSE strategy to increase access to healthy food. Together, we successfully identified a pantry assessment tool that suited our goal for improving quality and variety of healthy foods offered, hosted two community engagement sessions, completed four assessments with pantry partners, and summarized and reviewed assessment results.
- *If you are still exploring opportunities with a partnership* – During this fiscal year, we explored opportunities to collaborate on the SNAP-Ed related PSE strategy to increase access to healthy foods. We intend to continue to collaborate with this partnership and complete key activities that support the PSE strategy goals.

Madlib for Key Activities section!

- This should be a **BRIEF** description of the relevant key activities that *meaningfully advanced SNAP-Ed related goals*.
- **Max 250 words. You'll have to confirm this in a word document. The Update Portal won't track words.**

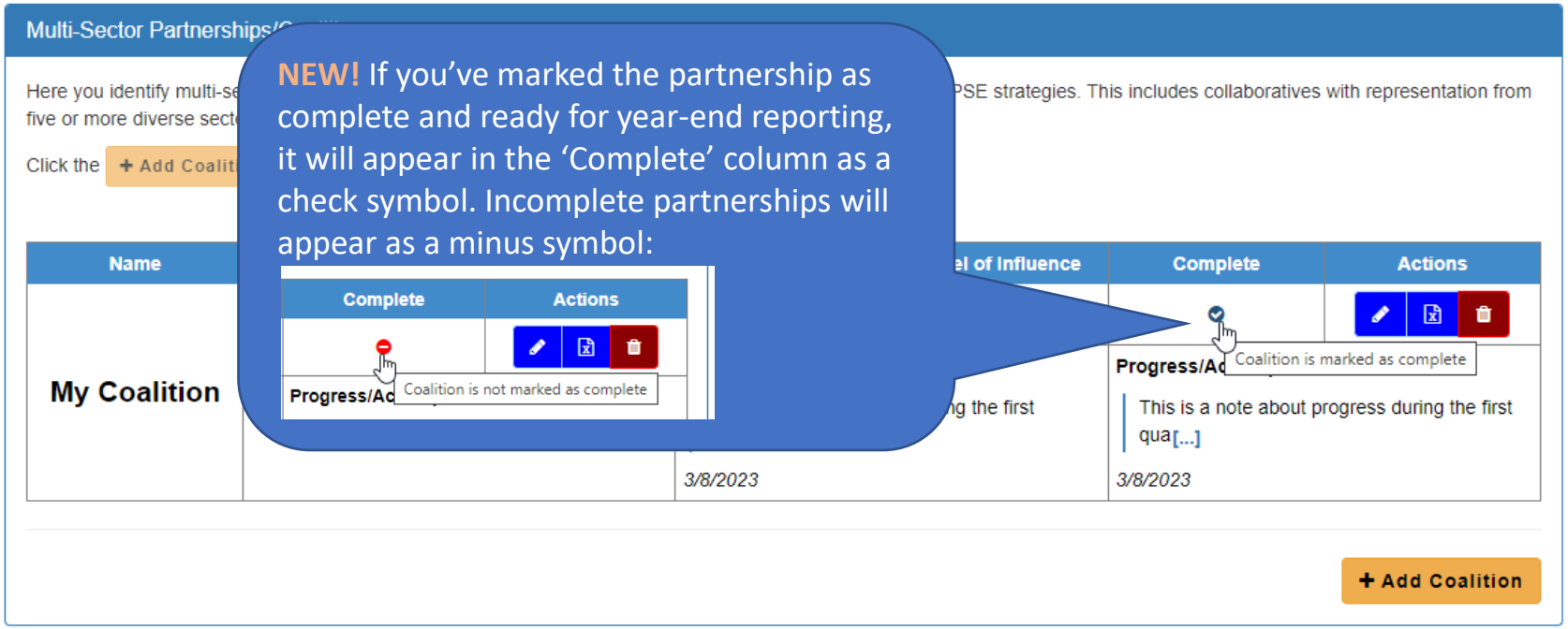
During this fiscal year, our partnership/coalition supported the SNAP-Ed related PSE strategy to (plug in PSE strategy). Together, we successfully completed X, Y, Z (plug in 3-5 key activities that had the most impact on advancing your collective PSE goals).

TIPS!

- Only include the relevant key activities that ***meaningfully advanced SNAP-Ed related goals*.**
- This should NOT include a list of all activities that occurred.
- **Max 250 words.** You'll have to confirm this in a word document. The Update Portal won't count words.
- **Don't use abbreviations/acronyms.** Write everything out in full.
- Closely review to eliminate incomplete sentences and improper grammar.
- Do not include non-SNAP-Ed activities.

©2023 Michigan Fitness Foundation

NEW! Marking a Coalition as Complete (continued)



- When you mark a coalition as complete and ready for year-end reporting, it will appear as a check symbol and will display the text "Coalition is marked as complete" when you hover over it with your mouse.
- If a coalition is not marked as complete, it will contain a minus symbol with the hover text: "Coalition is not marked as complete".

©2023 Michigan Fitness Foundation

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.”

©2023 Michigan Fitness Foundation

Appendix A: Partner Type Options in 'Partnership' Form

- Agricultural organizations (includes farmers' markets and farmers)
- Chefs/culinary institutes
- City and regional planning and transportation groups
- Colleges and universities
- Early care and education facilities (includes childcare centers, daycare homes, Head Start, preschool, and prekindergarten programs)
- Faith-based groups
- Food banks/food pantries/food recovery organizations
- Food stores (convenience stores, grocery stores, supermarkets, etc.)
- Foundations/philanthropic organizations/nonprofits
- Government nutrition assistance programs/agencies (Federal, State, local, etc.)
- Hospitals/healthcare/public health organizations (includes health insurance companies)
- Human services organizations
- Indian Tribal Organizations
- Labor/workforce development groups
- Low-income housing organizations (includes housing for seniors and people with disabilities)
- Media/advertising groups
- Organizations that work with people with disabilities (other than housing)
- Parks and recreation centers
- Restaurants
- Schools (K–12, elementary, middle, and high)
- Senior centers and organizations
- State nutrition and obesity prevention organizations and collaboratives
- Worksites

©2023 Michigan Fitness Foundation

Technical Questions?

Contact Michelle LaFleche:

mlafleche@michiganfitness.org

MICHIGAN FITNESS FOUNDATION

This institution is an equal opportunity provider.

©2023 Michigan Fitness Foundation