

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

[M2HL Update Portal](#)

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.

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.
- 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/>

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.

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.

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, including the address, phone number (517-347-7891), and website (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 'FY20'. Below this, a table lists the 'FY20 Test Program'. A blue callout box points to an 'i' icon next to the program title, with the text: 'Click “i” to begin the process of adding partnerships and coalitions to your program'.

Agency Locations Hello

FY20 Test Program 636

Fiscal Year	FY20
Implementing Agency	Michigan Fitness Foundation [36]
Program Agency	Michigan Fitness Foundation [36]
Date Added	8/14/2020
User Added	matsouki@msu.edu
Date Updated	9/8/2020
User Updated	mlafleche@michiganfitness.org

[More](#)

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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 section 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 specify 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' under the 'Partnerships/Coalitions' tab. The form includes a '+ Add Partnership' button and a 'Save Changes' button. The form fields are:

- Partner name ***: A text input field with the placeholder 'Partner Name'.
- Description/purpose of partnership ***: A large text area with the placeholder 'Description'.
- Geographic level ***: A dropdown menu with the placeholder 'choose...'.
- Depth of relationship ***: A dropdown menu with the placeholder 'choose...' and a small blue icon with the number '0'.
- Lessons learned ***: A text area with the placeholder 'Enter a lesson learned...' and a date input field showing '5/7/2019'. A note below reads: 'It is recommended you enter a new lesson learned each quarter of the program year.'
- Accomplishments/Progress ***: A text area with a note below: 'It is recommended you enter a new accomplishment/progress note each quarter of the program year.'

Four blue callout boxes provide additional information:

- Top right: 'Enter a lesson learned and a note about the accomplishments or progress made related to advancing SNAP-Ed goals' (with an arrow pointing to the 'Lessons learned' field).
- Center: 'Enter the name and description of the partnership' (with an arrow pointing to the 'Partner name' and 'Description/purpose of partnership' fields).
- Bottom center: 'Select the depth of relationship category' (with an arrow pointing to the 'Depth of relationship' dropdown).
- Bottom left: 'Select the geographic level: Local = site, community-, city-, or county-wide; Regional = multiple counties, media markets; Tribal = tribal; Statewide = statewide' (with an arrow pointing to the 'Geographic level' dropdown).

Adding a Partnership (continued)

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

The screenshot shows a web application interface for adding a partnership. The main form is titled 'Partnerships' and includes a '+ Add Partnership' button. Below the button is a 'Notice!' box stating 'No partnerships have been added yet.' The form fields include: 'Partner name *' (text input), 'Description/purpose of partnership *' (text area), 'Geographic level *' (dropdown menu), and 'Depth of relationship *' (dropdown menu). A blue callout bubble points to the 'i' icon next to the 'Depth of relationship' dropdown. A modal window titled 'Depth of Relationship Levels' is open, displaying definitions for four relationship types: Network, Cooperation, Coordination, and Collaboration. The modal has a 'Close' button in the bottom right corner. The date '5/7/2019' is visible at the bottom of the page.

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 bar states: "Notice! 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). To the right, the "Lessons learned" section has a red asterisk and a text area. Below it is a date field showing "5/7/2019". Another red validation error banner is positioned below the date field. The "Accomplishments/Progress" section has a red asterisk and a text area. Two blue callout boxes with white text are overlaid on the form: one points to the top validation error banner, and the other points to the second validation error banner below the date field.

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 identify the measures in indicators at the environmental level (sites or settings) of the evaluation framework. You may also identify the measures in indicators at the environmental level (sites or settings) of the evaluation framework. You may also identify 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 blue information icon). The right column contains two sections: "Lessons learned" (with a red asterisk) and "Accomplishments/Progress" (with a red asterisk). Each section has a text area, a date field (pre-filled with "5/8/2019"), and a blue button with a plus sign and the section name. Two blue callout boxes with white text point to the "Lessons Learned" and "Accomplishments/Progress" buttons respectively.

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.

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

Public

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

 Delete accomplishment

[+ Accomplishments/Progress](#)

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	Edit Print Delete
	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

Coalition Name *

Description/purpose of collaborative *

of organizations involved *

Sectors represented *

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

of sectors represented

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

Geographic level *

Depth of relationship * ⓘ

Level of SNAP-Ed influence in collaborative *

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

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

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

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

You may create a new lesson learned and accomplishments/progress note for each quarter, or summarize the activities for the entire program year in one note.

Adding a Multi-Sector Partnership/Coalition (continued)

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

Agency / Locations

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

Save Changes Cancel

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 year.
Enter a lesson learned...
5/8/2019

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

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 *

Description/purpose of collaborative *

Geographic level *

Validation Error! Geographic level must be selected

Depth of relationship * ⓘ

Validation Error! Depth of relationship must be selected

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 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, there are two buttons: "Save Changes" (blue) and "Cancel" (red). The form is divided into two columns. The left column contains fields for "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 dropdown menus for "Geographic level" (Local), "Depth of relationship" (Cooperation), and "Level of SNAP-Ed influence in collaborative" (Some influence). Below these are two sections for adding content: "Coalition lessons learned" and "Accomplishments/Progress". Each section has a text area, a date input (5/8/2019), and an orange button with a plus sign and the section name. Two blue callout boxes point to these buttons. The first callout says "Click the '+ Lessons Learned' button to add a new lesson learned" and points to the orange button in the "Coalition lessons learned" section. The second callout says "Click the '+ Accomplishments/Progress' button to add a new lesson learned" and points to the orange button in the "Accomplishments/Progress" section.

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

Public

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



Delete accomplishment

+ Accomplishments/Progress

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

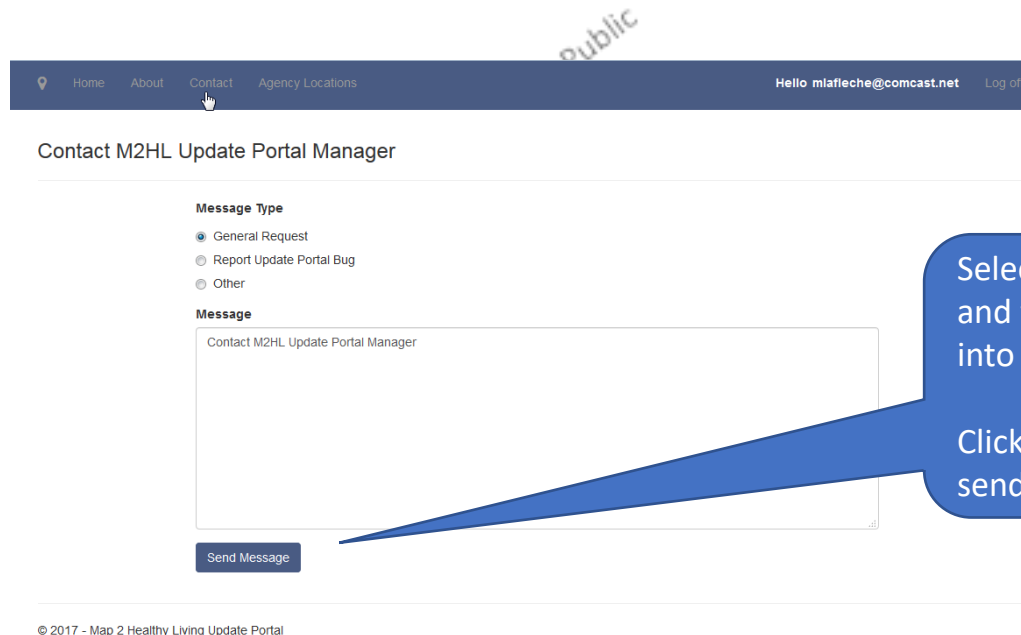
Level of SNAP-Ed influence in collaborative *

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, it says 'Hello miafleche@comcast.net' and 'Log off'. Below the navigation bar, the page title is 'Contact M2HL Update Portal Manager'. The main content area has two sections: 'Message Type' and 'Message'. Under 'Message Type', there are three radio button options: 'General Request' (which is selected), 'Report Update Portal Bug', and 'Other'. Below this is a large text input box with the placeholder text 'Contact M2HL Update Portal Manager'. At the bottom of the form is a 'Send Message' button. A blue callout box with a pointer to the 'Send Message' button contains the text: 'Click “Send Message” to send your message.' Another blue callout box with a pointer to the 'Message' text input box contains the text: 'Select the message type and type your message into the textbox provide.' A faint 'Public' watermark is visible in the background of the screenshot.

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Questions/Need help?

Contact Michelle LaFleche:

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