

Instruction Guide for Completing Site PSE Reporting in the M2HL Update Portal

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PURPOSE OF THE INSTRUCTION GUIDE

This guide provides step-by-step instructions for entering data into the M2HL Update Portal for SNAP-Ed site PSE reporting.

FORMAT OF THE INSTRUCTION GUIDE

This guide is organized into the sections below. A general description of the section, steps for completing data entry, and screenshots are included in each section.

- Getting Started
- Site PSE Activities Menu
 - I. Need and Readiness (ST5)
 - II. Change Progress and Adoption (MT5/MT6)
 - III. Effectiveness and Maintenance of Change (LT5/LT6)
 - IV. Champions (ST6)
 - V. Mark as Complete
 - VI. Report

For technical questions or issues, please contact Michelle LaFleche at mlafleche@michiganfitness.org.

For all other questions, please contact your MFF SNAP-Ed Project Manager.

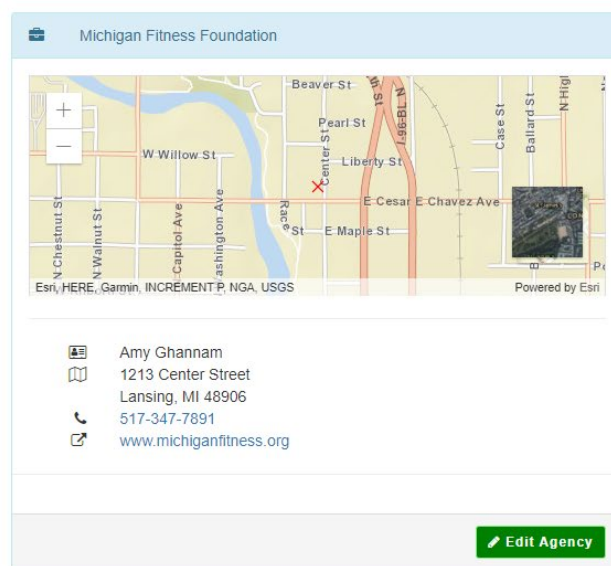
GETTING STARTED

When you add a location to your program, you also add information about the location, including identifying the type of intervention used – direct education (DE) and/or policy, systems, and environmental change (PSE). Locations that have PSE identified as the intervention type will display in the PSE Activities tab for your program. To see the list of the locations and begin entering PSE data, follow the steps below.

Log in¹ to the M2HL Update Portal (<https://updateportal.map2healthyliving.org/>) and click the **i** icon to the right of your SNAP-Ed program.

Be sure to use either the Mozilla Firefox or Google Chrome browser when working in the M2HL Update Portal. Internet Explorer does not support all functionality in the portal.

Partner Dashboard



Michigan Fitness Foundation

Amy Ghannam
1213 Center Street
Lansing, MI 48906
517-347-7891
www.michiganfitness.org

Edit Agency



Programs in

Fiscal Year
FY20

FY20 Test Program

View FY20 Test Program

Click the **i** icon to the right of your SNAP-Ed program.

Use either the Mozilla Firefox or Google Chrome browser when working in the M2HL Update Portal. Internet Explorer does not support all functionality in the portal.

¹ If you do not have a log in for the [M2HL Update Portal](https://updateportal.map2healthyliving.org/) and have been designated by your SNAP-Ed program lead to complete PSE data entry for your program, register for access by clicking Log in/Register, then Sign Up and enter the information requested.

Then click the **More** button.

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

Edit Program

© Map 2 Healthy Living Update Portal

Next click the **PSE Activities** tab.

Program Information

Program Locations

Partnerships/Coalitions

PSE Activities

The PSE Activities tab lists your program sites where PSE was identified as the intervention type. **If a site is missing from this list, go to the Program Locations tab and make any necessary modifications, including adding a location or modifying the intervention type to include or remove policy systems, and environmental change.**

Note: If you need to add a community (e.g. city, township, village, or zip code area) as a PSE site, contact Michelle (mlafleche@michiganfitness.org). She will add the community to the database so that you can add it to your program.

To begin entering PSE data for a site in the list, click on the site name.

Program Information Program Locations Partnerships/Coalitions PSE Activities

PSE Activities

This section lists all program sites with PSE selected for the Intervention Type.

To make changes or add program sites with PSE initiatives, go to [Program Locations](#).

Note: Program sites can include communities that are identified at a city or zip code level.

To add/edit PSE information, click the site name.

Name	Setting	Address	City	Zip	County	Complete
Davison High School	School (K-12, elementary, middle, or high)	1250 North Oak Rd	Davison	48423	Genesee	
Flint Farmers Market	Farmers Market	420 E Boulevard Dr.	Flint	48503	Genesee	
VG's West Flint	Small food store (less than 4 registers)	5080 Corunna Road	Flint	48532	Genesee	

Click on a site name to begin entering PSE data for the site.

If a site is missing from this list, go to the Program Locations tab and make any necessary modifications, including adding a location or modifying the intervention type to include or remove policy systems, and environmental change.

SITE PSE ACTIVITIES MENU

When clicking on a site name in the PSE Activities tab, the site PSE activities menu appears with the following items:

- Need and Readiness (ST5)
- Change Progress and Adoption (MT5/MT6)
- Effectiveness and Maintenance of Change (LT5/LT6)
- Champions (ST6)
- Mark as Complete
- Report

Each menu item will be covered in the next sections of this guide. **Enter information in the menu order** as data entered in the first section (ST5) is used in the subsequent sections.

Make sure you have your partnerships entered in the Partnerships/Coalitions tab Any entered partnerships will appear as selection options in the Change Progress and Adoption (MT5/MT6) section.

PSE Activities for:

Site

Flint Farmers Market

420 E Boulevard Dr.
Flint, 48503
Genesee

Click an item from the list below to enter/edit/view PSE activities for this site.

Site PSE activities menu

- Need and Readiness (ST5)
- Change Progress and Adoption (MT5/MT6)
- Effectiveness and Maintenance of Change (LT5/LT6)
- Champions (ST6)
- Mark as Complete
- Report

❖ Need and Readiness (ST5)

If you completed a need/readiness assessment during the current fiscal year for the selected site, **regardless of whether it is associated with a SMART objective or led to an adopted PSE change**, enter information in this section.

An ST5 needs assessment can include a standardized tool (e.g., CX3, Smarter Lunchrooms, etc.) and/or structured, replicable qualitative assessment methods (i.e. community conversations/focus groups, interviews, observations, etc.).

Note: If you used both a standardized assessment tool and qualitative assessment (e.g., structured, replicable community conversations, focus groups, interviews, observations, etc.), you should add two separate assessments—one for the standardized tool used, and the other for the structured qualitative assessment.

Qualitative assessments qualify for ST5 if a structured process was used to collect data. A structured process is one that is guided by pre-determined interview or focus group questions or observation forms. Informal stakeholder conversations or knowledge gained by being embedded at the site should not be included as an ST5 needs assessment.

Follow the steps below to enter data in this section.

<p>Click the Need and Readiness (ST5) item in the PSE Activities menu.</p>	<div><h3>PSE Activities for:</h3><div><div>Site</div><div>Flint Farmers Market 420 E Boulevard Dr. Flint, 48503 Genesee</div><div>Click an item from the list below to enter/edit/view PSE activities for this site</div><div><div>Need and Readiness (ST5)</div><div>Change Progress and Adoption (MT5/MT6)</div><div>Effectiveness and Maintenance of Change (LT5/LT6)</div><div>Champions (ST6)</div><div>Mark as Complete</div><div>Report</div></div></div><div><p>Click the Need and Readiness (ST5) menu item if you have completed a need/readiness assessment for the selected site during the current fiscal year.</p></div></div>
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The Need and Readiness (ST5) section opens. Click the **Add assessment tool** button to add a completed need/readiness assessment for the site.

Site

Flint Farmers Market

420 E Boulevard Dr.
Flint, 48503
Genesee

Need and Readiness (ST5)

Complete this section if you have completed a need/readiness assessment (ST5 indicator of the [Evaluation Framework](#)) for this site within the current fiscal year, **regardless of whether it is associated with a SMART objective or led to an adopted PSE change**. This could include a standardized tool (e.g., CX3, Smarter Lunchrooms, etc.), or qualitative assessment methods (i.e. community conversations/focus groups, interviews, observations, etc.).

Click **Add assessment tool** to begin, or click **Edit** to edit an assessment tool.

Note: If you used both a standardized assessment tool and qualitative assessment (e.g., community conversations, focus groups, interviews, observations, etc.), you should add two assessments—one for the standardized tool used, and the other for the qualitative assessment.

Add assessment tool

Please select "Add assessment tool" to begin entering data.

Click the **Add assessment tool** button to add a completed need/readiness assessment for the site.

A popup window will appear with the following items. Complete the form by answering each item.

1. Select the name of the assessment that was used.
If the assessment tool you used is not listed, select "Other" from the list. This would also include structured, replicable qualitative assessments (e.g., community conversations/focus groups, interviews, observations, etc.). [See page 11 for more information on entering ST5 qualitative assessments.](#)
2. Using the date picker, select the date the assessment was completed. If you are unsure of the specific day, select the 1st of the month in which it occurred. **The date the assessment was completed must have occurred during the current fiscal year.**
3. Using the dropdown menu, select what was assessed – nutrition, physical activity, or both nutrition and physical activity.
4. Was need assessed? Select Yes or No to indicate whether this assessment examined needs for improving access or creating appeal for nutrition/physical activity.
5. Was readiness assessed? Select Yes or No to indicate whether this assessment examined organizational readiness for change.
6. If applicable, enter the assessment score (this can be a numeric score or non-numeric score).
7. Enter the key findings from the assessment.
8. Did the results indicate need for change? Select Yes or No to indicate whether the results identified a need for PSE change(s).
9. Did the results indicate readiness for change? Select Yes or No to indicate whether the site demonstrated organizational readiness for PSE change(s).

Readiness and Need Assessment (ST5)

- 1. Assessment Name**

Select Assessment

If the assessment tool you used is not listed, select "Other" from the list. This would also include qualitative assessments (i.e. community conversations/focus groups, interviews, observations, etc.).
- 2. Date the assessment was completed**

mm/dd/yyyy

If unsure of the specific day, select the 1st of the month in which it occurred.
- 3. What was assessed?**

Please select an option
- 4. Was need assessed?** ☐ Yes ☐ No
- 5. Was readiness assessed?** ☐ Yes ☐ No
- 6. Assessment score (if applicable):**
- 7. Describe key findings:**
- 8. Did the results indicate need for change?** ☐ Yes ☐ No
- 9. Did the results indicate readiness for change?** ☐ Yes ☐ No
- 10. What challenges and/or successes did you experience in completing this assessment?**

Close

Save

1. Assessment Name

Select Assessment

Select Assessment
 Community Garden Social Impact Assessment Toolkit
 Community Gardening Toolkit
 CX3 Emergency Food Outlet Survey
 CX3 Food Availability & Marketing Survey
 CX3 Food Retail Assessment
 Farm to School Assessment
 Fit Business Kit Check for Health Assessment
 Healthy Eating, Active Living Toolkit (HEAL)
 Healthy Food Pantry Assessment Tool
 Healthy School Action Tool (HSAT)
 Nutrition and Physical Activity Self-Assessment for Child Care (NAPSACC)
 Promoting Active Communities (PAC) Assessment
 School Wellness Policy Evaluation Tool, WellSAT 3.0
 Smarter Lunchrooms Scorecard
 Stock Healthy, Shop Healthy
 Voices for Food Pantry Toolkit
 Walkability Survey from US Dept of Transportation
 Farmers Market Assessment: Enhancing the Shopper Experience
 Other

3. What was assessed?

Please select an option

Please select an option
 Nutrition
 Physical Activity
 Both nutrition and physical activity

Complete the form by answering each item.

<p>10. Enter any challenges and/or successes you experienced in completing this assessment. Please be sure to describe the ways in which COVID-19 impacted your work on this assessment.</p> <p>Click Save to save your changes or click Close if you do not want to save your changes.</p>	<p>10. What challenges and/or successes did you experience in completing this assessment?</p> <div data-bbox="743 237 1570 461"></div> <div data-bbox="1268 250 1944 380">Describe any challenges and/or successes in completing the assessment.</div> <div data-bbox="1381 526 1570 574">Close Save</div>
--	--

Click **Save** to save your changes or click **Close** to close without saving.

Entering ST5 Qualitative Assessments

If the assessment tool you used is not in the list and was a structured, replicable qualitative assessment such as community conversations/focus groups, interviews, observations (i.e., use of a systematic process for observing and recording observations), select **“Other”**, and enter what was used in the “Please specify assessment tool used” text box.

Next, select **Yes** for the item “Did you use a qualitative data collection method in conducting the assessment?”. In the text box that appears, describe how the qualitative data was collected. Provide enough information to document that you used a structured and replicable process. Be sure to include:

- The nature of your questions – what did you hope to learn?
- The # of participants
- Some information about who the participants were, such as:
 - SNAP-eligible community members
 - Business owners
 - Teachers
 - School administrators

Readiness and Need Assessment (ST5)

1. Assessment Name

Other

If the assessment tool you used is not listed, select “Other” and include qualitative assessments (i.e. community conversations/focus groups, interviews, observations, etc.).

Please specify assessment tool used:

Focus group

Did you use a qualitative data collection method in conducting the assessment? (e.g., community conversation/focus group, interview, observation, etc.)

☒ Yes ☐ No

Describe how the qualitative data was collected

We conducted 2 focus groups and a total of 18 participants attended (8 participants in group 1 and 10 in group 2). Focus group 1 was with seniors and the 2nd group was with young adults. Focus group questions were developed to learn more about participants' needs for fresh fruits and vegetables in the South East neighborhood.

If you used a structured, replicable qualitative assessment, select “Other” from the list.

Enter what the structured, replicable qualitative assessment was. The example here is “Focus group”.

Enter a description of how the qualitative data was collected. Provide enough information to document that you used a structured, replicable process, including:

- The nature of your questions – what did you hope to learn?
- The # of participants
- Some information about who the participants were

Once all items in the form have been completed, and you click **Save**, the saved assessment will appear in the table.

If you need to make edits to the assessment, click the **Edit** button.

If you need to delete the assessment, click the **Delete** button.

If you have other need/readiness assessments to enter for this site, repeat the steps above for each assessment.

Click the **Go Back** button to return to the site PSE activities menu.

Site

Flint Farmers Market
420 E Boulevard Dr.
Flint, 48503
Genesee

Need and Readiness (ST5)

Complete this section if you have completed a need/readiness assessment (ST5 indicator of the [Evaluation Framework](#)) for this site within the current fiscal year, **regardless of whether it is associated with a SMART objective or led to an adopted PSE change**. This could include a standardized tool (e.g., CX3, Smarter Lunchrooms, etc.), or qualitative assessment methods (i.e. community conversations/focus groups, interviews, observations, etc.).

Click **Add assessment tool** to begin, or click **Edit** to edit an assessment tool.

Note: If you used both a standardized assessment tool and qualitative assessment (e.g., community conversations, focus groups, interviews, observations, etc.), you should add two assessments—one for the standardized tool used, and the other for the qualitative assessment.

Add assessment tool

Assessment completed	Other Assessment name	Assessment area (nutrition, PA, both)	Date assessment completed	Score	Key findings	Results indicate need for change	Results indicate ready for change	(if "other" assessment) Qualitative data	Date updated	
School Wellness Policy Evaluation Tool, WellSAT 3.0	-	Nutrition	9/10/2019	My assessment score	These are the key findings from the assessment...	yes	yes	-	9/17/2020	<div>Edit</div> <div>Delete</div>

Go Back

Click **Go Back** to return to the site PSE activities menu.

Your saved need/readiness assessment appears in the table.

To edit the assessment, click **Edit**.

To delete the assessment, click **Delete**.

❖ Change Progress and Adoption (MT5/MT6)

After you enter need/readiness assessments in Need and Readiness (ST5), you can move to the next item in the menu – Change Progress and Adoption, the [MT5](#) (Nutrition Supports) and [MT6](#) (Physical Activity and Reduced Sedentary Behavior Supports) indicators.

In the Change Progress and Adoption section, enter all nutrition or physical activity policy, systems, environmental, and promotion support changes you worked toward for the site during the current fiscal year, **regardless of whether they led to an adopted PSE change or were associated with a SMART objective.**

Follow the steps below to enter reporting on PSE change progress and adoption.

To begin the process of entering reporting on PSE change progress and adoption, click the **Change Progress and Adoption (MT5/MT6)** menu item.

PSE Activities for:

Site

Flint Farmers Market

420 E Boulevard Dr.
Flint, 48503
Genesee

Click an item from the list below to enter/edit/view PSE activities for this site.

Need and Readiness (ST5)

Change Progress and Adoption (MT5/MT6)

Effectiveness and Maintenance of Change (LT5/LT6)

Champions (ST6)

Mark as Complete

Report

Click the **Change Progress and Adoption (MT5/MT6)** menu item.

The Change Progress and Adoption (MT5/MT6) section opens. Click the **Add Change** button to add a PSE change being worked toward for the site, regardless of whether they have led to an adopted PSE change or are associated with a SMART objective.

Site

Flint Farmers Market

420 E Boulevard Dr.
Flint, 48503
Genesee

Change Progress and Adoption (MT5, MT6)

Here you enter all nutrition and physical activity policy, systems, environmental, and promotion support changes* you are working toward **for the current fiscal year**, regardless of whether they have led to an adopted PSE change or are associated with a SMART objective.

*MT5 and MT6 indicators in the [Evaluation Framework](#)

Click **Add change** to begin, or click **Edit** to edit a change.

Add change

Please select "Add change" to begin entering data.

Click the **Add Change** button to add a PSE change being worked toward for the site.

A popup window will appear. Enter a description of the change in item 1.
Describe the specific PSE change that you worked towards or adopted during this fiscal year.

Select the type of change in item 2 –
nutrition, physical activity, or both
nutrition and physical activity.

2. What is the type of change?

Make a selection
Make a selection
Nutrition
Physical Activity
Both nutrition and physical activity

After selecting the type of change, you will be prompted to select the change from the dropdown list in item 3.

When selecting a change, note the following:

- The list of changes to select from will be based on your selection for the type of change – nutrition, physical activity, or both nutrition and physical activity (i.e., nutrition-related changes appear if nutrition is selected as the type; physical activity-related changes appear if physical activity is selected).
- The topic area of the change appears in bold text, and the selectable changes appear beneath each topic area.
- For changes that are not displayed completely on the screen (i.e., those that include “...” at the end), hover over them with your mouse to view the complete text.

See the [PSE Change List](#) in the appendix of this document for the complete list of PSE changes.

Change Progress and Adoption (MT5, MT6)

1. Describe the change:
This is where you enter the description of the change.

2. What is the type of change?
Nutrition

3. Select the change:
Make a selection

Make a selection

- Breastfeeding**
 - Initiated or expanded lactation supports or dedicated lactation space
 - Breastfeeding support policy
- Child Feeding Practices**
 - Improved child feeding practices (e.g. served family style, adults role)
- Competitive Foods**
 - Implemented guidelines for healthier competitive foods/beverages
 - Eliminated or reduced amount of competitive foods/beverages
- Food Access**
 - Developed policies that encourage the establishment of new healthy retail o...
 - Developed policies that encourage the establishment of new food distributio...
 - Contributed to initiated, improved or expanded use of federal food programs
 - Began, expanded, or promoted acceptance and use of SNAP/EBT/WIC
 - Contributed to expanded or improved transportation options to access fo...
 - Initiated or expanded the collection or gleaning of excess healthy food
 - Contributed to Implementation of novel distribution systems to reach
 - Contributed to establishment of a new food bank, pantry or distrib...
 - Contributed to establishment of a new healthy retail o...
 - Policy to improve hours of operation of food distribut...

Select the change from the dropdown list in item 3. The changes in the list will be those relevant to the type of change selected in item 2.

The topic area of the change appears in bolded text and the selectable changes appear below it.

For changes that have text longer than what is displayed (i.e., those with “...”), hover over them with your mouse to view the complete text.

If your change does not align well with any of options listed, select “Not Listed” which appears at the bottom of the list under “No Topic.”

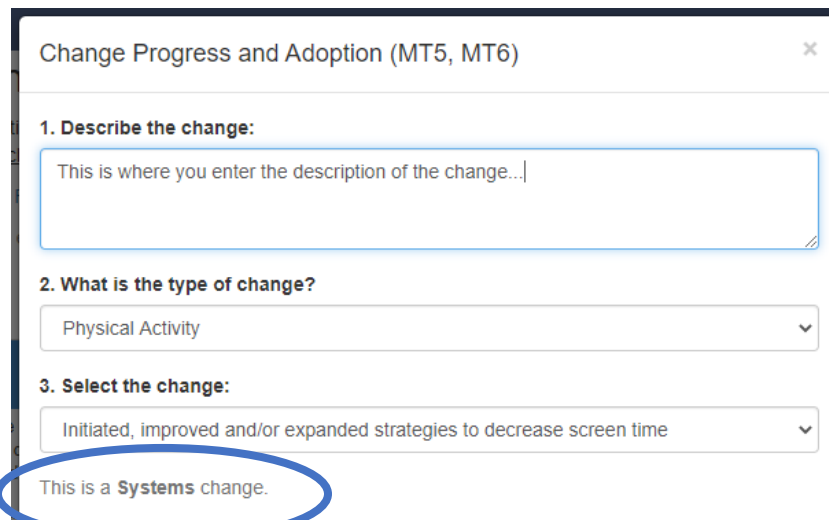
If you select “not listed”, MFF will use the information provided under “Describe the change” to verify that your reported change is not reflected in the change options and MFF will assign your change to the appropriate level (policy, systems, environmental, or policy).

If none of the listed changes match or represent your change, select “Not Listed” from the list of changes.

Note that the level of the change – policy, systems, environmental, or promotion – will appear once the change is selected.

This is the default level designation for the change; however, MFF may modify the level based on the specific information you enter about the change.

If you disagree with the default level designation, please make a note of what level you believe to be the appropriate level and provide brief rationale within the “Describe the change” text field.



Change Progress and Adoption (MT5, MT6)

1. Describe the change:

This is where you enter the description of the change...

2. What is the type of change?

Physical Activity

3. Select the change:

Initiated, Improved and/or expanded strategies to decrease screen time

This is a **Systems** change.

Next, select how the need for the change was determined.

- If the need was determined by a need/readiness assessment that was entered in the Need and Readiness (ST5) section, click the **Select need/readiness assessment entered in ST5** button.

If the need was not determined by an assessment entered in the Need and Readiness (ST5) section (e.g., if the assessment occurred before the current fiscal year or was an approach that wouldn't qualify as an ST5), click the **Add a new assessment** button. ([See page 21 for instructions on how to add a new assessment.](#))

The screenshot shows a form titled "Change Progress and Adoption (MT5, MT6)". It contains four numbered sections:

- 1. Describe the change:** A text input field with the placeholder "This is where you enter the description of the change...".
- 2. What is the type of change?** A dropdown menu with "Nutrition" selected.
- 3. Select the change:** A text input field with "Policy increasing healthy foods and be" entered. Below it, a label reads "This is a Policy change."
- 4. How was the need for this change determined**: Two buttons are shown:
 - Select need/readiness assessment entered in ST5**: A callout bubble points to this button, stating: "If the need for the change was determined by a need/readiness assessment entered in the Need and Readiness (ST5) section, select that option."
 - Add a new assessment.**: A callout bubble points to this button, stating: "If the need was not determined by a need/readiness assessment entered in the Need and Readiness (ST5) section), select **Add a new assessment.**"

Selecting a Need/Readiness Assessment

When clicking the **Select need/readiness assessment entered in ST5**, all assessments that had been entered for the site appear.

Select the assessment(s) used to determine the need for the change by clicking the check box(es).

Change Progress and Adoption (MT5, MT6)

1. Describe the change:

This is where you enter the description of the change...

2. What is the type of change?

Nutrition

3. Select the change:

Policy increasing healthy foods and beverages

This is a **Policy** change.

4. How was the need for this change determined?

Select need/readiness assessment entered in ST5

Add a new assessment.

☐ School Wellness Policy Evaluation Tool, WellSAT 3.0

Close Save

All assessments entered in the Need and Readiness (ST5) section for the site appear when clicking the **Select need/readiness assessment entered in ST5** option.

Adding a New Assessment

If the need for the change was determined by an ST5 assessment that occurred in a previous fiscal year, or by an assessment not qualifying as an ST5 assessment, click **Add a new assessment**. Examples of non-qualifying ST5 assessments may include:

- Building off previous assessments conducted outside of SNAP-Ed
- Knowledge acquired through lived experiences and working with staff

Reminder: You may also add structured, replicable qualitative assessment methods such as reproducible community conversations, focus groups, interviews, and observations by selecting “Other” from the Assessment Name dropdown menu. In the “Please specify assessment tool used” text box, describe your data collection method (e.g., interview/focus group questions, observation form, etc.).

4. How was the need for this change determined?
Select need/readiness assessment entered in ST5
Add a new assessment.

1. Assessment Name
Other
If the assessment tool you used is not listed, select "Other" from the list. This would also include qualitative assessments (i.e. community conversations/focus groups, interviews, observations, etc.).

Please specify assessment tool used:
Previous assessment outside of SNAP-Ed

Did you use a qualitative data collection method in conducting the assessment? (e.g., community conversation/focus group, interview, observation, etc.)
☒ Yes ☐ No

Describe how the qualitative data was collected:
As part of a previous effort in 2020, the agency conducted a series of focus groups with community members from the surrounding neighborhoods to understand needs and preferences for healthy foods. A total of 25 adults

2. Date the assessment was completed
mm/dd/yyyy

3. What was assessed?
Please select an option

4. Was need assessed? ☐ Yes ☐ No

5. Was readiness assessed? ☐ Yes ☐ No

6. Assessment score (if applicable):

7. Describe key findings:

8. Did the results indicate need for change? ☐ Yes ☐ No

9. Did the results indicate readiness for change? ☐ Yes ☐ No

10. What challenges and/or successes did you experience in completing this assessment?

Close Save

1. Select the name of the assessment that was used.

If the assessment tool you used is not listed, select “Other” from the list. This would include structured, replicable qualitative assessments (e.g., reproducible community conversations/focus groups, interviews, observation forms, etc.).

If the change was determined by a non-qualifying ST5 assessment, select “Other” from the list, and enter a descriptive name for what it was; for example, “Previous assessment outside of SNAP-Ed.”

Select **Yes** for the item “Did you use a qualitative data collection method...” and enter a description in the “Describe how the qualitative data was collected.”

2. Select the date the assessment was completed using the date picker. If you are unsure of the specific day, select the 1st of the month in which it occurred.
3. Using the dropdown menu, select what was assessed – nutrition, physical activity, or both nutrition and physical activity.
4. Was need assessed? Select Yes or No
5. Was readiness assessed? Select Yes or No
6. If applicable, enter the assessment score (this can be a numeric score or non-numeric score).
7. Enter the key findings from the assessment.
8. Did the results indicate need for change? Select Yes or No
9. Did the results indicate readiness for change? Select Yes or No
10. Enter any challenges and/or successes you experienced in completing this assessment.
11. Click the **Save** button to save your changes.

If you add an assessment that was completed during the current fiscal year, a popup window will appear asking if you would like to add the assessment to the Need and Readiness (ST5) section.

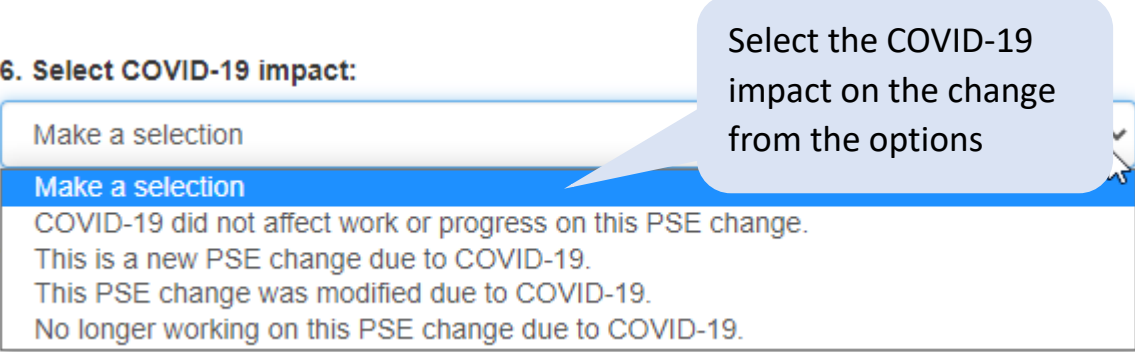

- Select “Yes” if the assessment was a qualified ST5 assessment (i.e., was structured and replicable – see the [ST5 section](#) for more information about structured, replicable qualitative assessments).
- Select “No” if the assessment was not a structured, replicable assessment (e.g., PSE change was informed by informal conversations or knowledge gained by being embedded at the site).

- If the assessment was a qualified ST5 assessment (i.e., structured and replicable assessment), click Yes to add to the ST5 table.
- If the assessment was not a qualified ST5 assessment, click No so that it does not appear in the ST5 table.

Assessments that are added to the Need and Readiness (ST5) section appear in the selection list. Click on the check box to select it. When the change is saved, the assessment will appear in the table in the Need and Readiness section and will also be linked to the change.

Assessments that are added to the ST5 table will appear in the selection list.

<p>After selecting/adding an assessment in item 4, you will see additional items appear in the form.</p> <p>Item 5 prompts you to enter quarterly progress notes – one for each quarter of the program year. Enter a progress note by clicking on it.</p>	<div data-bbox="793 154 1071 180" data-label="Section-Header"> <h3>5. Quarterly Progress Notes</h3> </div> <div data-bbox="793 198 1518 282" data-label="Text"> <p>Please enter a new progress note each quarter of the program year that describes SNAP-Ed activities that took place, barriers/challenges encountered, and successes encountered while working toward the change.</p> </div> <div data-bbox="793 302 1308 328" data-label="Text"> <p>Add a quarterly progress note by clicking an item below.</p> </div> <div data-bbox="810 354 1358 381" data-label="Text"> <p>Add 1st Quarter Progress Note (Oct. 1 – Dec. 31)</p> </div> <div data-bbox="810 433 1381 461" data-label="Text"> <p>Add 2nd Quarter Progress Note (Jan. 1 – March 31)</p> </div> <div data-bbox="810 511 1371 540" data-label="Text"> <p>Add 3rd Quarter Progress Note (April 1 – June 30)</p> </div> <div data-bbox="810 591 1367 620" data-label="Text"> <p>Add 4th Quarter Progress Note (July 1 – Sept. 30)</p> </div> <div data-bbox="1528 175 1919 360" data-label="Text"> <p>Click on a quarterly progress note to enter information about the progress for the quarter.</p> </div>
<p>For the quarterly progress note, enter</p> <ul style="list-style-type: none"> • a brief summary of the key SNAP-Ed activities and contributions. • the barriers and/or challenges encountered; and • successes encountered. <p>NOTE: PSE change often involves contributions from many partners. In your progress note, please be sure to distinguish SNAP-Ed activities from the activities of non-SNAP-Ed partners.</p> <p>COVID-19 related information: Please be sure to describe the ways in which COVID-19 impacted your programming within each section as applicable.</p>	<div data-bbox="856 688 1312 727" data-label="Section-Header"> <h3>Add 1st Quarter Progress Note (Oct. 1 – Dec. 31)</h3> </div> <div data-bbox="877 776 1428 818" data-label="Text"> <p>Provide a brief summary of the key SNAP-Ed activities that occurred in working toward the change:</p> </div> <div data-bbox="877 828 1486 912" data-label="Form"> <input type="text"/> </div> <div data-bbox="877 928 1436 974" data-label="Text"> <p>List any barriers and/or challenges you encountered working toward the change:</p> </div> <div data-bbox="877 984 1486 1068" data-label="Form"> <input type="text"/> </div> <div data-bbox="877 1084 1434 1107" data-label="Text"> <p>List any successes you encountered as you worked toward the change:</p> </div> <div data-bbox="877 1117 1486 1201" data-label="Form"> <input type="text"/> </div> <div data-bbox="877 1218 984 1237" data-label="Text"> <p>Date entered:</p> </div> <div data-bbox="890 1253 982 1273" data-label="Text"> <p>09/09/2020</p> </div> <div data-bbox="1608 1000 1900 1086" data-label="Text"> <p>Enter information into each item.</p> </div>

<p>Next, select the COVID-19 impact on the PSE change. The options are:</p> <ul style="list-style-type: none"> • COVID-19 did not affect work or progress on this PSE change. • This is a new PSE change due to COVID-19. • This PSE change was modified due to COVID-19. Select this option if this was planned prior to COVID-19 and the activities were later modified due to the pandemic. • No longer working on this PSE change due to COVID-19. Select this option if your agency decided to stop working towards this change because of the pandemic. 	 <p>6. Select COVID-19 impact:</p> <p>Make a selection</p> <p>Make a selection</p> <p>COVID-19 did not affect work or progress on this PSE change.</p> <p>This is a new PSE change due to COVID-19.</p> <p>This PSE change was modified due to COVID-19.</p> <p>No longer working on this PSE change due to COVID-19.</p> <p>Select the COVID-19 impact on the change from the options</p>
<p>In item 7, answer whether the change has been adopted.</p> <p>If the change has not yet been adopted...</p> <ul style="list-style-type: none"> • Select “no” for item 7. • Select a status for the change in item 8 – either “in progress” or “will not complete.” 	 <p>7. Has the change been adopted?</p> <p><input type="radio"/> Yes</p> <p><input checked="" type="radio"/> No</p> <p>8. Select a status</p> <p>Select a status...</p> <p>Select a status...</p> <p>In progress</p> <p>Will not complete</p> <p>If a change has not yet been adopted, identify the status.</p>

- Click **Save** to save the change or **Close** to close the form without saving.

8. Select a status

In progress

Click **Save** to save the change, or **Close** to close the form without saving.

Close

Save

- The saved change appears in the table.

Site

Flint Farmers Market

420 E Boulevard Dr.
Flint, 48503
Genesee

Change Progress and Adoption (MT5, MT6)

Here you enter all nutrition and physical activity policy, systems, environmental, and promotion support changes* you are working on. whether they have led to an adopted PSE change or are associated with a SMART objective.

*MT5 and MT6 indicators in the [Evaluation Framework](#)

Click **Add change** to begin, or click **Edit** to edit a change.

Saved changes appear in the table.

Add Change

Change title	Description	Change	Strategy that drove change	Date	Evidence of change	Status	
Policy increasing healthy foods and beverages	This is where you enter the description of the change...	Type: Nutrition	• School Wellness Policy Evaluation Tool, WellSAT 3.0	-	-	In progress	Edit
		Topic: Nutrition Policy					Delete
		Level: Policy					

If the change **has been adopted**...

- Select “yes” for item 7. Has the change been adopted?
- Then enter the date the change was adopted in item 8. (If unsure of the date, select the first of the month in which it occurred.)
- Next select how you know the change occurred (select all that apply) in item 9:
 - Direct Observation: visual confirmation that the change was made
 - Photographic Evidence: taking a picture of the adopted change
 - Interviews: interviews with site personnel to confirm uptake of the PSE change
 - Policy adoption: a written policy was adopted by a governing body with that authority
 - Written process or practice: a new way of doing business was documented
 - Repeated assessment: completed a follow-up to a baseline assessment completed. This could be your ST5 needs assessment
 - Other: If you select this, you’ll be prompted to specify.

7. Has the change been adopted?

- ☒ Yes
☐ No

8. Date of change:

mm/dd/yyyy



9. How do you know the change occurred?

It is preferred that you upload a copy of the documentation for the items with an *.

- ☐ Direct observation
☐ Photographic evidence*
☐ Interview
☐ Policy adoption*
☐ Written process or practice*
☐ Repeated assessment
☐ Other

If the change was adopted, select “yes.”

Enter the date the change was adopted. (If unsure of the date, select the first of the month in which it occurred.)

Select how you know the change occurred. (select all that apply)

If you select one of the asterisked items, you will be prompted to upload a copy of the documentation as evidence of the change.

9. How do you know the change occurred?

It is preferred that you upload a copy of the documentation for the items with an *.

- ☒ Direct observation
- ☒ Photographic evidence*
- ☐ Interview
- ☐ Policy adoption*
- ☐ Written process or practice*
- ☐ Repeated assessment
- ☐ Other

Photographic evidence upload

Choose Files No file chosen

If you select one of the items with an asterisk, you'll see an upload item to enable you to upload a copy of the documentation.

If you try to save a change without uploading any documentation for a selected asterisked item, a text box appears to prompt you to enter the reason for not uploading.

9. How do you know the change occurred?

It is preferred that you upload a copy of the document.

- ☒ Direct observation
- ☒ Photographic evidence*
- ☐ Interview
- ☐ Policy adoption*
- ☐ Written process or practice*
- ☐ Repeated assessment
- ☐ Other

It is preferred that you upload a copy of the documentation for the items photographic evidence, policy adoption, or written process. Please upload this documentation here.

Photographic evidence upload

No file chosen

Please provide the reason for not uploading photographic documentation:

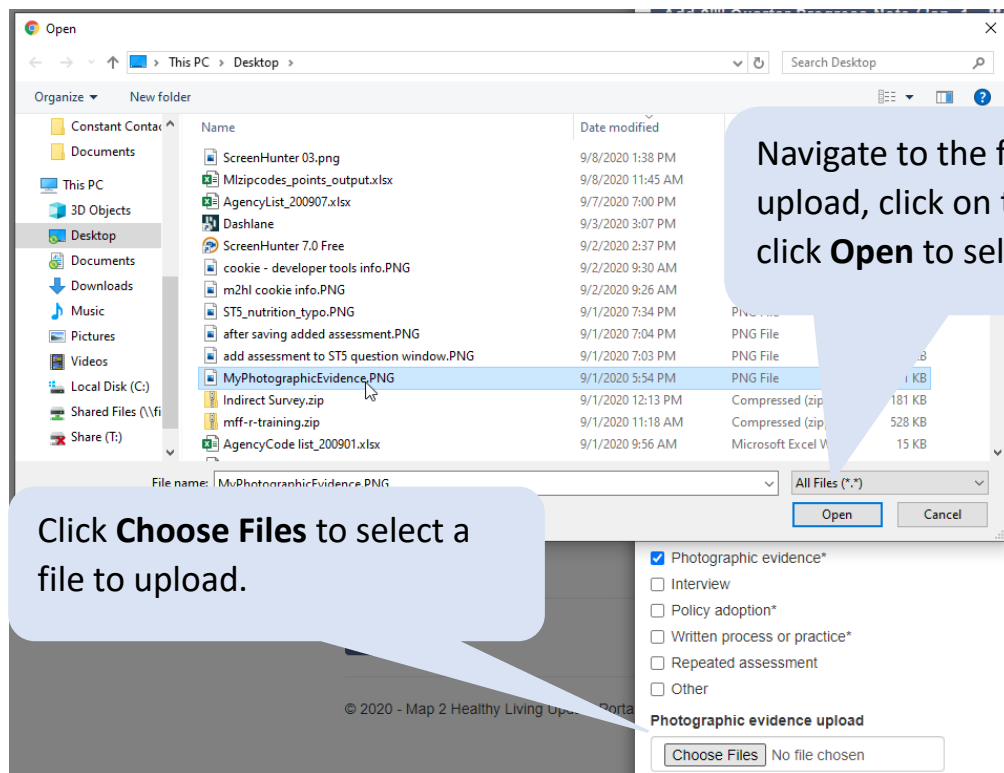
This is required if not uploading photographic evidence.

If you try to save a change without uploading the documentation, you'll be prompted to enter a reason for not uploading.

To upload a file, click the **Choose Files** button. A dialog window appears for you to be able to select the file.

Click on the file* you would like to upload, then click the **Open** button.

Note: To select multiple files, press and hold down on the **Ctrl button on your keyboard while clicking on each file you wish to upload.*



Navigate to the file you wish to upload, click on the file, then click **Open** to select it.

Click **Choose Files** to select a file to upload.

Your selected file appears.

If you want to remove the file, click **Clear**.

When you save the change, the file will be saved and can be downloaded or deleted when editing the change.

The selected file appears in the upload box.

Photographic evidence upload

Choose Files

MyPhotogr...ence.PNG

Clear

To remove the file, click **Clear**.

Item 10 asks which partnerships (if any) have contributed to the change. All partnerships entered in the Partnerships/Coalitions section will appear for this item. If any have contributed to the change, select them by clicking the check box(es).

Note: If you have no partnerships identified for your program, none will show up to select. Partnerships are entered in the Partnerships/Coalitions tab for your program. If a contributing partner is not listed, make sure to add it to the Partnerships/Coalitions section so that it appears in the list.

You can edit a change to add or remove contributing partnerships at any time throughout the program year.

10. What partnerships in the current fiscal year have contributed to this change?

Select partnership(s):

☐ My program's partner

Select any partnerships that have contributed to the change.

If no partnerships have been entered in the Partnerships/Coalitions section, none will be listed.

10. What partnerships in the current fiscal year have contributed to this change?

Select partnership(s):

No partnerships have been added to this program.

NOTE: you can add partnerships in the Partnerships/Coalitions section. If a contributing partner is not listed here, make sure to add it so that it appears in the selection list.

You can add or remove selected partnerships at any time throughout the program year.

Click the **Save** button to save the change or click **Close** if you do not wish to save.

10. What partnerships in the current fiscal year have contributed to this change?
Select partnership(s):

☒ My program's partner

Click **Save** to save the change,
or **Close** to close the form
without saving.

Close **Save**

If you enter an adopted change, you will see a box to enter the estimated number of people who are expected to routinely encounter and benefit from the change. Enter the number then click **Save**.

Note: The reach entry box that appears is based on the type of change(s) adopted.

- If you adopted nutrition-related PSE changes, you will see an entry box to enter the estimated number of people who are expected to routinely encounter and benefit from all the nutrition-related supports at the site.
- If you adopted physical activity-related PSE changes, you will see an entry box to enter the estimated number of people who are expected to routinely encounter and benefit from all the physical activity-related supports at the site.
- If you adopted both nutrition and physical activity related PSE changes, you will see both entry boxes.

Change Progress and Adoption

Here you enter all nutrition and physical activity policy, system, or practice changes, whether they have led to an adopted PSE change or are anticipated.

*MT5 and MT6 indicators in the Evaluation Framework

Click **Add change** to begin, or click **Edit** to edit a change.

If there are adopted change(s), an entry box appears prompting you to enter the estimated number of people who are expected to routinely encounter and benefit from the change(s).

Change title	Description	Change	Strategy that drove change	Date	Evidence of change	Complete	
Policy increasing healthy foods and beverages	This is where you enter the description of the change...	Type: Nutrition Topic: Nutrition Policy Level: Policy	• School Wellness Policy Evaluation Tool, WellSAT 3.0	Change Date: 9/17/2020 Fiscal Year: FY20 Updated Date: 9/17/2020	• Photographic evidence	Complete	<div>Edit</div> <div>Delete</div>

Enter the estimated number of people who are expected to routinely encounter, and therefore benefit, from all the nutrition-related supports at the site (**for changes made this fiscal year only**)

Save

Go Back

Enter the estimated reach for the adopted PSE changes at the site. Entry boxes appears based on the type of change adopted – nutrition-related or physical-activity related.

Click **Save** to save the estimated reach.

Enter the estimated number of people who are expected to routinely encounter, and therefore benefit, from all the **nutrition-related supports** at the site **(for changes made this fiscal year only)**

Click **Save** to save the number.

To edit the change, click the **Edit** button.

To delete the change, click the **Delete** button.

To edit the reach, enter the new number and click **Save**. If you do not click save, the new number will not be saved and the previous number will remain unchanged.

Click the **Go Back** button to return to the site PSE activities menu.

Change Progress and Adoption (MT5, MT6)

Here you enter all nutrition and physical activity policy, systems, environmental, and promotion support changes* you are working toward **for the current fiscal year, regardless of whether they have led to an adopted PSE change or are associated with a SMART objective.**

*MT5 and MT6 indicators in the Evaluation Framework

Click **Add change** to begin, or click **Edit** to edit a change.

Click **Edit** to make changes.

Change title	Description	Change	Strategy that drove change	Date	Evidence of change	Progress	Actions
Policy increasing healthy foods and beverages	This is where you enter the description of the change...	<div>Type: Nutrition</div> <div>Topic: Nutrition Policy</div> <div>Level: Policy</div>	<ul style="list-style-type: none"> Interviews 	<div>Change Date: 9/15/2020</div> <div>Fiscal Year: FY20</div>	<ul style="list-style-type: none"> Direct observation Photographic evidence 	Complete	<div>Edit</div> <div>Delete</div>

Click **Delete** to delete the change.

Enter the estimated number of people who are expected to routinely encounter, and therefore benefit, from all the **nutrition-related supports** at the site **(for changes made this fiscal year only)**

To edit the reach number, simply type in the new number and click **Save**.

Click **Go Back** to return to the site PSE activities menu.

IMPORTANT: If you edit a change, make any necessary edits to items 1 - 3 and 5 – 8, then click **Save**. If you wish to also make edits to the assessment, do so after saving the edits to the change. If you click Edit for an assessment prior to clicking Save on the change, any edits made to the change will be lost and you will need to re-enter them.

The screenshot shows a web form titled 'Change Progress and Adoption' with eight numbered sections. Section 1 is a text input with 'test'. Section 2 is a dropdown menu with 'Nutrition'. Section 3 is a dropdown menu with 'Contributed to initiated, improved or expanded use of federal food programs...'. Below this is a label 'This is a Systems change.' and a card for 'Community Gardening Toolkit' with 'Edit' and 'Delete' buttons. Section 4 has two buttons: 'Select need/readiness assessment entered in ST5' and 'Add a new assessment.'. Section 5 is titled 'Quarterly Progress Notes' and includes instructions, a text input, and four buttons for adding progress notes by quarter. Section 6 is a dropdown menu with 'This is a new PSE change due to COVID-19.'. Section 7 has radio buttons for 'Yes' and 'No', with 'No' selected. Section 8 is a dropdown menu with 'In progress'. At the bottom right are 'Close' and 'Save' buttons. Two light blue callout boxes are present: one on the top right explaining the sequence of edits and saving, and one on the bottom right explaining the consequence of clicking 'Edit' before 'Save'.

1. Describe the change:

test

2. What is the type of change?

Nutrition

3. Select the change:

Contributed to initiated, improved or expanded use of federal food programs...

This is a Systems change.

Community Gardening Toolkit

Edit Delete

4. How was the need for this change determined?

Select need/readiness assessment entered in ST5

Add a new assessment.

5. Quarterly Progress Notes

Please enter a new progress note each quarter of the program year that describes the key SNAP-Ed activities that took place, barriers/challenges encountered, and successes encountered while working toward the change.

Add a quarterly progress note by clicking an item below.

Add 1st Quarter Progress Note (Oct. 1 – Dec. 31)

Add 2nd Quarter Progress Note (Jan. 1 – March 31)

Add 3rd Quarter Progress Note (April 1 – June 30)

Add 4th Quarter Progress Note (July 1 – Sept. 30)

6. Select COVID-19 impact:

This is a new PSE change due to COVID-19.

7. Has the change been adopted?

☐ Yes

☒ No

8. Select a status

In progress

Close Save

When editing a change, make any edits to the change first (i.e., all items except item 4), then click **Save**. Assessment edits should be made after edits to the change.

Click **Save** after making edits to items 1 – 3 and 5 – 8.

If you click **Edit** on an assessment before clicking **Save** on the change, any edits made in items 1 – 3 or 5 – 8 will not be saved.

❖ Effectiveness and Maintenance of Change (LT5/LT6)

This section is relevant to the sites working on LT5/LT6 measures as described within your Evaluation Plan, but reporting can include all relevant sites with LT5/6 activities regardless of whether they were associated with a SMART objective. This should be a site or sites with at least one MT5 (Nutrition supports) or MT6 (Physical activity supports) adopted within the past 5 years and:

- You supported the implementation of this change with any of the following components of a multi-level intervention: evidence-based education, marketing, parent/community involvement, and/or staff training on continuous program and policy implementation in the current fiscal year **and/or**
- You measured effectiveness of the adopted MT5/MT6 PSE change using a reliable environmental assessment tool in the current fiscal year. This measure of effectiveness must have occurred at least 6 months after the PSE change was adopted.

Follow the steps below to enter data in this section.

To begin entering information for LT5 and LT6 indicators, click the **Effectiveness and Maintenance of Change (LT5/LT6)** menu item.

PSE Activities for:

Site

Flint Farmers Market
420 E Boulevard Dr.
Flint, 48503
Genesee
Click an item from the list below to enter/edit/view PSE activities for this site.

Need and Readiness (ST5)

Change Progress and Adoption (MT5/MT6)

Effectiveness and Maintenance of Change (LT5/LT6)

Champions (ST6)

Mark as Complete

Report

Click the **Effectiveness and Maintenance of Change (LT5/LT6)** menu item if one or more MT5 (Nutrition supports) or MT6 (Physical activity supports) changes were adopted within the last 5 years and a supporting multi-component/multi-level intervention was implemented at the site.

The section will expand with options to select Nutrition Supports Implementation (LT5) or Physical Activity Supports Implementation (LT6).*

- Select **Nutrition Supports Implementation (LT5)** to report:
 - a multi-component and multi-level intervention supporting one or more adopted MT5 PSE changes for this site and/or
 - a measure of effectiveness of the adopted MT5 PSE change using a reliable environmental assessment tool.
- Select **Physical Activity Supports Implementation (LT6)** to report:
 - a multi-component and multi-level intervention supporting one or more adopted MT6 PSE changes for this site.
 - a measure of effectiveness of the adopted MT6 PSE change using a reliable environmental assessment tool.

**Although the following steps show screens from the Nutrition Supports Implementation section, the Physical Activity Supports Implementation section has the exact same structure and items.*

PSE Activities for:

<p>Site</p> <p>Flint Farmers Market</p> <p>420 E Boulevard Dr. Flint, 48503 Genesee</p> <p>Click an item from the list below to enter/edit/view P</p> <p>Need and Readiness (ST5)</p> <p>Change Progress and Adoption (MT5/MT6)</p> <p>Effectiveness and Maintenance of Change (LT5/LT6)</p> <p>Complete this section if one or more MT5 (Nutrition supports) or MT6 (Ph</p> <p>Click Nutrition Supports Implementation to enter information related to pro</p> <p>Supports Implementation to enter information related to program compon</p> <p>Nutrition Supports Implementation (LT5)</p> <p>Physical Activity Supports Implementation (LT6)</p> <p>Champions (ST6)</p> <p>Mark as Complete</p> <p>Report</p>	<p>Clicking the Effectiveness and Maintenance of Change (LT5/LT6) menu item expands with the options:</p> <ul style="list-style-type: none"> • Nutrition Supports Implementation (LT5) • Physical Activity Supports Implementation (LT6) <p>Select Nutrition Supports Implementation (LT5) to report a multi-component/multi-level intervention and/or a measure of effectiveness for sites with adopted MT5 PSE change(s).</p> <p>Select Physical Activity Supports Implementation (LT6) to report a multi-component/multi-level intervention for sites with adopted MT6 PSE change(s).</p>
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Two sections appear:

- Program Components Used to Support Change(s)
- Assessment Tool Used to Measure Effectiveness of Change

Note: It is not required to report on both implementation and effectiveness indicators.

Click **Edit Components** to identify the program components used to support the implementation of policy, systems, environmental, and promotion changes at the site.

Site

Flint Farmers Market

420 E Boulevard Dr.
Flint, 48503
Genesee

Click **Edit Components** to enter information about the program components used to support the PSE change(s) at the site.

Nutrition Supports Implementation

Complete this section if one or more MT5 (Nutrition supports) changes were made within the last 3 years.

- Click **Edit Components** to indicate the program components used to support the change(s).
- Click **Add assessment tool** to add an assessment tool used to measure the effectiveness of change, or click **Edit** to edit an assessment tool used.

Program Components Used to Support Change(s)

Edit Components

Evidence-based education	Marketing	Parent/Community involvement	Staff training
--	--	--	--

Add assessment tool

Assessment Tool Used to Measure Effectiveness of Change

Please select "Add assessment tool" to begin entering data.

Select each component* that was used to support the change(s) at the site.

- Evidence-based education
- Marketing
- Parent/community involvement
- Staff training

**The components listed are known to be important to achievement of long-term positive outcomes.*

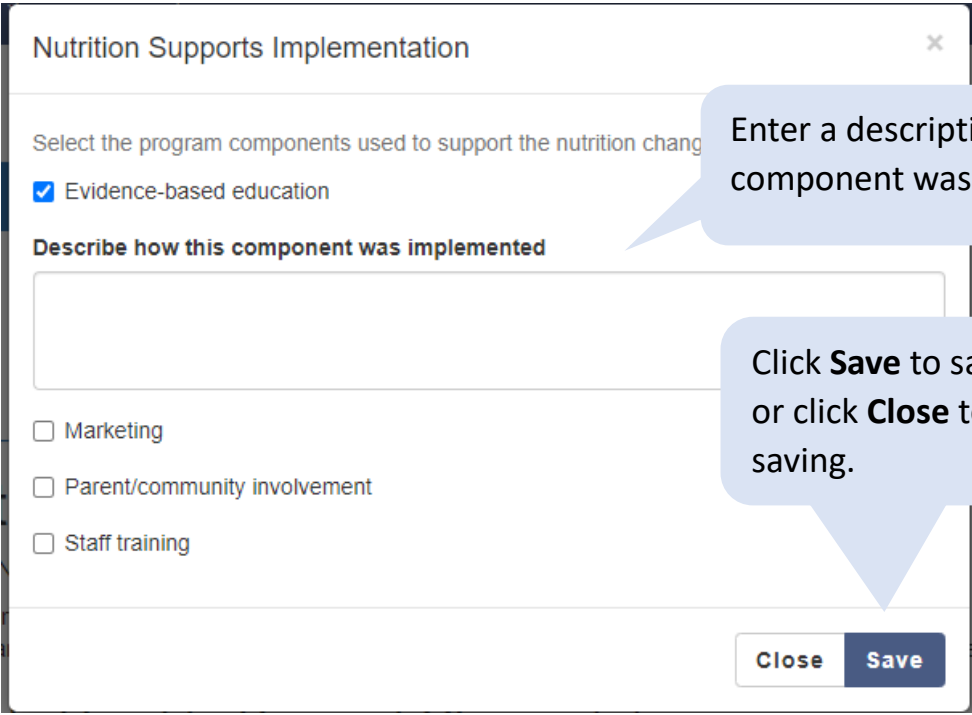
Nutrition Supports Implementation

Select the program components used to support the nutrition change(s).

- ☐ Evidence-based education
- ☐ Marketing
- ☐ Parent/community involvement
- ☐ Staff training

Close **Save**

Select the component(s) used.

<p>When a component is selected, a text box appears. Enter a description of how the component was implemented.</p> <p>Click Save to save your changes or click Close to close the window without saving changes.</p>	 <p>The screenshot shows a dialog box titled "Nutrition Supports Implementation" with a close button (X) in the top right corner. Inside the dialog, there is a section titled "Select the program components used to support the nutrition change" with a list of components: "Evidence-based education" (checked), "Marketing", "Parent/community involvement", and "Staff training". Below this list is a text box labeled "Describe how this component was implemented". At the bottom right of the dialog are two buttons: "Close" and "Save".</p> <p>Enter a description of how the component was implemented.</p> <p>Click Save to save the changes or click Close to close without saving.</p>
--	--

The saved information appears in the Program Components table.

To add an assessment tool that was used to measure the effectiveness of change at the site, click the **Add assessment tool** button.

To identify the assessment tool used to measure the effectiveness of change, you have the option of selecting an assessment that was entered in the Need and Readiness (ST5) section or adding a new assessment.

When selecting a need/readiness assessment that was entered in Need and Readiness (ST5), the assessments appear as selection options.

Select the assessment from the list and then click the **Save** button.

Assessment Used to Measure Effectiveness of Change:
Supports Implementation

Select a previously completed assessment tool used for this location, or add a new assessment tool used.

Select need/readiness assessment entered in ST5

Add new assessment

Select completed assessment tool

Please select an assessment

Please select an assessment

School Wellness Policy Evaluation Tool, WellSAT 3.0

Close Save

To select a need/readiness assessment that was entered in ST5, select that option.

Then click on the dropdown menu to display the list of assessments.

Select the assessment from the list and then click the **Save** button.

After you select an assessment and click **Save**, a form will appear* that includes what had been previously entered for the assessment, plus additional fields. The information that had been previously entered appears in items 1 – 9.

*Note: After clicking **Save**, you may need to wait a few seconds before the form appears.

Nutrition Supports Implementation

1. Assessment Name

School Wellness Policy Evaluation Tool, WellSAT 3.0

If the assessment tool you used is not listed, select "Other" from the list. This would also include qualitative assessments (i.e. community conversations/focus groups, interviews, observations, etc.).

2. Date pre-assessment completed:

09/10/2019

If unsure of the specific day, select the 1st of the month in which it occurred.

3. What was assessed?

Nutrition

4. Was need assessed? ☒ Yes ☐ No

5. Was readiness assessed? ☒ Yes ☐ No

6. Pre-assessment score (if applicable):

My assessment score

7. Pre-assessment results:

These are the key findings from the assessment...

8. Did the results indicate need for change? ☒ Yes ☐ No

9. Did the results indicate readiness for change? ☒ Yes ☐ No

After selecting a need/ readiness assessment that was entered in the ST5 section, a form opens and includes what had been previously entered for the assessment in items 1-9.

Additional items (items 10 - 14) appear, including:

10. Date post-assessment completed
If you are unsure of the specific day, select the 1st of the month in which it occurred.
Note: the post-assessment date must have occurred during the current fiscal year.
11. Post-assessment score, if applicable
(this can be a numeric score or non-numeric score)
12. Post-assessment results
13. Do the pre to post-assessment results indicate improvement? Select Yes or No
14. Enter any challenges and/or successes you experienced in completing this assessment.

Answer each item, then click **Save** to save the assessment or **Close** to close the window without saving.

10. Date post-assessment completed:

mm/dd/yyyy



If unsure of the specific day, select the 1st of the month in which it occurred.

11. Post-assessment score (if applicable):

12. Post-assessment results:

13. Do the pre to post-assessment results indicate improvement? ☐ Yes ☐ No

14. What challenges and/or successes did you experience in completing this assessment?

Close

Save

Answer each of the items and then click **Save** to save the assessment.

The saved assessment appears in the table.

Assessment Tool Used to Measure Effectiveness of Change

Assessment name	Other	Pre-Assessment date	Pre-Assessment results	Post-Assessment date	Post-Assessment results	Pre-Post indicate improvement	
School Wellness Policy Evaluation Tool, WellSAT 3.0	--	9/10/2019	These are the key findings from the assessment...	9/18/2020	Here are the results of the post-assessment...	Yes	<div>Edit</div> <div>Delete</div>

Add assessment tool

If you want to add a new assessment (instead of selecting an assessment that was entered in ST5), select **Add new assessment**. A form similar to the one in the Need and Readiness (ST5) section appears.

Complete the form by answering each item:

1. Select the name of the assessment that was used.
If the assessment tool you used is not listed, select "Other" from the list. This would include structured qualitative assessments (e.g., community conversations/focus groups, interviews, observations, etc.).
Note: If you select Other, you will be prompted to specify what was used and enter it into the text box.
2. Select the date the pre-assessment was completed using the date picker.
If you are unsure of the specific day, select the 1st of the month in which it occurred.
3. Using the dropdown menu, select what was assessed – nutrition, physical activity, or both nutrition and physical activity.
4. Was need assessed? Select Yes or No
5. Was readiness assessed? Select Yes or No
6. If applicable, enter the pre-assessment score (this can be a numeric score or non-numeric score).
7. Enter the pre-assessment results.
8. Did the results indicate need for change? Select Yes or No
9. Did the results indicate readiness for change? Select Yes or No

1. Assessment Name

CX3 Food Retail Assessment

If the assessment tool you used is not listed, select "Other" from the list. This would also include qualitative assessments (i.e. community conversations/focus groups, interviews, observations, etc.).

2. Date pre-assessment completed:

09/10/2020

If unsure of the specific day, select the 1st of the month in which it occurred.

3. What was assessed?

Please select an option

4. Was need assessed? ☐ Yes ☐ No

5. Was readiness assessed? ☐ Yes ☐ No

6. Pre-assessment score (if applicable):

7. Pre-assessment results:

8. Did the results indicate need for change? ☐ Yes ☐ No

9. Did the results indicate readiness for change? ☐ Yes ☐ No

If selecting **Add a new assessment**, a form appears. Complete each item in the form.

10. Select the date the post-assessment was completed using the date picker. If you are unsure of the specific day, select the 1st of the month in which it occurred.

Note: the post-assessment date must have occurred during the current fiscal year.

11. If applicable, enter the post-assessment score (this can be a numeric score or non-numeric score).

12. Enter the post-assessment results.

13. Do the pre to post-assessment results indicate improvement? Select Yes or No

14. Enter any challenges and/or successes you experienced in completing this assessment.

Click **Save** to save your changes or **Close** to close without saving.

10. Date post-assessment completed:

mm/dd/yyyy

If unsure of the specific day, select the 1st of the month in which it occurred.

11. Post-assessment score (if applicable):

12. Post-assessment results:

13. Do the pre to post-assessment results indicate improvement? ☐ Yes ☐ No

14. What challenges and/or successes did you experience in completing this assessment?

Close

Save

After completing the form, click **Save** to save the assessment or **Close** to close without saving.

Saved assessments appear in the table.

Click **Edit** to edit the assessment information.

Click **Delete** to remove the assessment.

Assessment Tool Used to Measure Effectiveness of Change

Assessment name	Other	Pre-Assessment date	Pre-Assessment results	Post-Assessment date	Post-Assessment results	Pre-Post indicate improvement	
Healthy Eating, Active Living Toolkit (HEAL)	--	11/5/2019	The results of the pre-assessment were...	9/17/2020	The results of the post-assessment were...	Yes	<div>Edit</div> <div>Delete</div>

Click **Edit** to edit the assessment. Click **Delete** to remove it.

❖ Champions (ST6)

Complete this section to identify people who provide sustained leadership that successfully advocates for, creates appeal of, or improves access to nutrition and physical activity in various organizations or environmental settings ([ST6](#) indicator in the [Evaluation Framework](#)). These individuals may be community members, participants, partners, or organizations who advance SNAP-Ed PSE activities and mission by **extending their influence beyond direct delivery sites** of SNAP-Ed interventions.

Follow the steps below to enter data in this section.

<p>To begin entering information about the champions, click the Champions (ST6) menu item.</p>	<div><h3>PSE Activities for:</h3><div><div>Site</div><div>Flint Farmers Market 420 E Boulevard Dr. Flint, 48503 Genesee <small>Click an item from the list below to enter/edit/view PSE activities for this site.</small></div></div><div><div>Need and Readiness (ST5)</div><div>Change Progress and Adoption (MT5/MT6)</div><div>Effectiveness and Maintenance of Change (LT5/LT6)</div><div>Champions (ST6)</div><div>Mark as Complete</div><div>Report</div></div></div> <div><p>Click the Champions (ST6) menu item to enter champion data for the selected site.</p></div>
---	---

The Champions section expands. Click the **Edit Champions** button to enter information.

PSE Activities for:

Site

Flint Farmers Market

420 E Boulevard Dr.
Flint, 48503
Genesee

Click an item from the list below to enter/edit/view PSE activities for this site.

Click the **Edit Champions** button to enter champion data for the selected site.

Need and Readiness (ST5)

Change Progress and Adoption (MT5/MT6)

Effectiveness and Maintenance of Change (LT5/LT6)

Champions (ST6)

Complete this section to identify people who provide sustained leadership that successfully advocates for, creates appeal of, or improves access to nutritious food and physical activity in various organizations or environmental settings (ST6 indicator in the [Evaluation Framework](#)). SNAP-Ed champions advance SNAP-Ed PSE activities and on by **extending** their influence **beyond** direct delivery sites of SNAP-Ed interventions.

Click [Edit Champions](#) to begin.

Edit Champions

# of Youth Champions	# of Parent/Caregiver Champions	# of Community Member Champions	# of Staff/Service Provider Champions	# of Community Leader/Decision Maker Champions	# of Local Celebrity Champions
2	0	0	1	0	0
test	--	--	test	--	--

[Mark as Complete](#)

Report

Enter the number of champions at the site by role.

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

When a number is entered, a text box appears for you to enter a description of the champion activities and accomplishments.

Click **Save** to save your changes.

Nutrition Supports Implementation

Youth champions:

4

Describe the activities and accomplishments of these champions

Parent/Caregiver champions:

0

Community member champions:

0

Staff/Service provider champions:

0

Community leader/Decision maker champions:

0

Local celebrity champions:

0

Close

Save

Enter the number of champions by role and enter a description of the activities and accomplishments.

Click **Save** to save your changes.

When you save the changes, the information entered appears in the table.

To make any changes, click the **Edit Champions** button.

Champions (ST6)

Complete this section to identify people who provide sustained leadership that successfully advocates for, creates appeal of, or improves access to nutrition and physical activity in various organizations or environmental settings (ST6 indicator in the [Evaluation Framework](#)). SNAP-Ed activities and mission by **extending** their influence beyond direct delivery sites of SNAP-Ed interventions.

Click **Edit Champions** to begin.

The information entered appears in the table.

Edit Champions					
# of Youth Champions	# of Parent/Caregiver Champions	# of Community Member Champions	# of Staff/Service Provider Champions	# of Community Leader/Decision Maker Champions	# of Local Celebrity Champions
4	0	0	0	0	0
Here is the description of the activities and accomplishments of the youth champions...	--	--	--	--	--

❖ Mark as Complete

This is the last step for completing a site's PSE activities. It is where you indicate that all PSE data has been entered and the site is ready for year-end reporting.

To mark a site as complete, follow the steps below.

When you are finished entering all PSE data for a site, click the **Mark as Complete** menu item.

PSE Activities for:

Site

Flint Farmers Market

420 E Boulevard Dr.
Flint, 48503
Genesee

Click an item from the list below to enter/edit/view PSE activities for this site.

Need and Readiness (ST5)

Change Progress and Adoption (MT5/MT6)

Effectiveness and Maintenance of Change (LT5/LT6)

Champions (ST6)

Mark as Complete

Report

Click the **Mark as Complete** menu item when you finish entering PSE data for a site.

To indicate the PSE activities have been entered and the site and is ready for year-end reporting, click **Mark as Complete**.

The screenshot shows a web interface for a site named "Flint Farmers Market" located at 420 E Boulevard Dr, Flint, 48503, Genesee. Below the site information, there is a list of menu items: "Need and Readiness (ST5)", "Change Progress and Adoption (MT5/MT6)", "Effectiveness and Maintenance of Change (LT5/LT6)", "Champions (ST6)", and "Mark as Complete". The "Mark as Complete" item is highlighted with a blue bar. A callout bubble points to this item, stating: "Click **Mark as Complete** if all PSE activity data has been entered for the site and is ready for year-end reporting." Below the menu items, there is a text box explaining the "Mark as Complete" action: "Click **Mark as Complete** if the information for this sites's PSE activity is ready for year-end reporting. When a site is marked as complete, the information will appear read-only (i.e., not editable). To continue making changes, unselect **Mark as Complete** by clicking on it again." Below this text is a checkbox labeled "Mark as Complete". At the bottom of the interface, there is a "Report" button.

If you entered any adopted change(s) for the site in the Change Progress and Adoption (MT5/MT6) section and did not enter an estimated reach for the change(s), you will receive a message directing you to enter the reach. Click the **Change Progress and Adoption (MT5/MT6)** link in the message to return to that section and enter the missing estimated reach.

You will not be able to mark the site as complete until the reach has been entered and saved (note that the reach can be any numeric value, including zero).

The screenshot shows the "Mark as Complete" interface. A callout bubble points to the "Mark as Complete" link, stating: "If there are adopted PSE changes for the site and estimated reach was not entered, you'll be directed to return to the MT5/MT6 section and enter the reach." Below the link, there is a text box explaining the "Mark as Complete" action. Below this text is a checkbox labeled "Mark as Complete". At the bottom of the interface, there is a red error message: "Reach is required to be entered for change(s) adopted. Please go to the [Change Progress and Adoption \(MT5/MT6\)](#) menu item and enter the reach."

Click **Change Progress and Adoption (MT5/MT6)** to return to that section and enter the estimated reach.

When you mark a site as complete, all the PSE data for the site will be read-only (that is, not able to be edited). You can continue making changes by unselecting **Mark as Complete** by clicking on it again.


Mark as Complete


Click **Mark as Complete** if the information for this site's PSE activity is ready for year-end reporting. When a site is marked as complete, the information will appear read-only (i.e., not editable). To continue making changes, unselect **Mark as Complete** by clicking on it again.

☒ Mark as Complete

The PSE activities for this site have been marked as complete. To continue editing the information, unselect Mark as Complete by clicking on it.

Marking a site as complete will make all PSE data read-only (i.e. not able to be changed). To continue making changes, click **Mark as Complete** again.

When you return to the PSE Activities tab, sites that **have been marked complete** will have the  icon.

Sites that have not been marked complete will have the  icon.

[Program Information](#) [Program Locations](#)



PSE Activities

This section lists all program sites with PSE selected for the Intervention Type.

To make changes or add program sites with PSE initiatives, go to [Program Locations](#).

Note: Program sites can include communities that are identified at a city or zip-code level.

To add/edit PSE information, click the site name.

Name	Setting	Address	City	Zip	County	Complete
Davison High School	School (K-12, elementary, mi			48423	Genesee	
Flint Farmers Market	Farmers Market				Genesee	
VG's West Flint	Small food store (less than 4			48532	Genesee	

Sites not marked as complete will have the red dash symbol.

Sites that are marked as complete are shown with a check mark symbol.

❖ Report

The Report menu item allows you to download a report that contains all PSE activity data entered for a site. It is recommended you do this to verify all data is appearing as you expect.

To download a report, follow the steps below.

Select the Report menu option.

PSE Activities for:

Site

Flint Farmers Market

420 E Boulevard Dr.
Flint, 48503
Genesee

Click an item from the list below to enter/edit/view PSE activities for this site.

Need and Readiness (ST5)

Change Progress and Adoption (MT5/MT6)

Effectiveness and Maintenance of Change (LT5/LT6)

Champions (ST6)

Mark as Complete

Report

Click **Report** to download an excel report of the PSE data entered for the site.

The Report item expands.

Click **Download Report** to download the PSE activity report.

PSE Activities for:

Site

Flint Farmers Market

420 E Boulevard Dr.
Flint, 48503
Genesee

Click an item from the list below to enter/edit/view PSE activities for this site.

Need and Readiness (ST5)

Change Progress and Adoption (MT5/MT6)

Effectiveness and Maintenance of Change (LT5/LT6)

Champions (ST6)

Mark as Complete

Report

Please click the download button to generate a report for this site.

Download Report

Click **Download Report** to download an excel file with all PSE data entered for the site.

An Excel file will download and contains the following tabs:

- **ST5:** contains all data entered in Need and Readiness (ST5)
- **MT5 & MT6:** contains all data entered in Change Progress and Adoption (MT5/MT6)
- **MT5 & MT6 Strategy:** contains assessment data for each change entered in Change Progress and Adoption (MT5/MT6)
- **MT5 and MT6 reach:** contains the total reach MT5 and MT6 reach for any adopted changes entered in change Progress and Adoptions (MT5/MT6)
- **LT5-Program Components:** contains all data entered in LT5 program components (Effectiveness and Maintenance of Change)
- **LT5 Assessments:** contains all data entered in LT5 assessments (Effectiveness and Maintenance of Change)
- **LT6-Program Components:** contains all data entered in LT6 program components (Effectiveness and Maintenance of Change)
- **LT6 Assessments:** contains all data entered in LT6 assessments (Effectiveness and Maintenance of Change)
- **Champions:** contains all data entered in Champions (ST6)

The screenshot shows an Excel spreadsheet with the following data:

Id	Site Name	Site address, city, zip	Assessment completed	Other Assessment name	Assessment area (nutrition, PA, both)	Date assessment completed	Need assessed	Readiness assessed	Score	Key Findings	Results
133	Flint Farmers Market	420 E Boulevard Dr., Flint, 48503	Healthy Apple Assessment	-	Nutrition	9/1/2020	Yes	Yes	-	test	Yes

APPENDIX: PSE CHANGE LIST

Area	Topic	Default Level ¹	Change
Nutrition	Breastfeeding	<i>Environmental</i>	Initiated or expanded lactation supports or dedicated lactation space
		<i>Policy</i>	Breastfeeding support policy
	Child Feeding Practices	<i>Systems</i>	Improved child feeding practices (e.g. served family style, adults role model healthy behaviors, staff sit with children, children decide when they are full, etc.)
		<i>Systems</i>	Eliminated or reduced amount of competitive foods/beverages
	Food Access		Implemented guidelines for healthier competitive foods options
		<i>Environmental</i>	Contributed to establishment of a new food bank, pantry or distribution site
			Contributed to establishment of a new healthy retail outlet
		<i>Systems</i>	Began, expanded, or promoted acceptance and use of SNAP/EBT/WIC
			Contributed to implementation of novel distribution systems to reach high-risk populations, such as home delivery, farmers market, etc.
			Contributed to initiated, improved or expanded use of federal food programs (CACFP, TEFAP, summer meals, NSLBP, etc.) including improvements in enrollment procedures
			Initiated or expanded the collection or gleaning of excess healthy foods for distribution to clients, SNAP-eligible individuals, or charitable organizations
			Contributed to expanded or improved transportation options to access food
		<i>Policy</i>	Developed policies that encourage the establishment of new food distribution sites, food banks, food pantries, etc.
			Developed policies that encourage the establishment of new healthy retail outlets
			Policy to improve hours of operation of food distribution site, food bank, retail, cafeteria, etc. to improve convenience of/access to healthy food
	Food Procurement	<i>Systems</i>	Improved food purchasing/donation specifications or vendor agreements towards healthier food(s)/beverages
			Initiated or expanded farm-to-table/use of fresh or local produce

	Food Quality	<i>Environmental</i>	Contributed to establishment or improved salad bar
			Contributed to expanded, improved, or implemented storage for fresh produce
			Decreased space/amount/variety of unhealthy options (includes shelf space, number of booths, options on menus)
			Healthier vending machine initiatives (e.g. access to healthier foods and beverages)
			Increased space/amount/variety of healthy options (includes shelf space, number of booths, options on menus)
	<i>Systems</i>		Clients have the opportunity to choose at least some foods they would like to take from food pantries, food banks, or soup kitchens (i.e. a client-choice model)
			Established healthy food/beverage defaults (whole wheat bread, salad, or fruit instead of fries, water instead of soda, etc.)
			Implemented new or improved standards for healthier eating across the organization
			Implemented nutrition standards for foods distributed (at food pantries)
			Improved free water access, taste, quality, smell, or temperature
			Improved menus/recipes (variety, quality, etc.)
			Improved or increased healthy beverage options
			Initiated, improved or expanded implementation of guidelines for healthier snack options
			Initiated, improved or expanded implementation of guidelines on use of food as rewards or during celebrations
			Initiated, improved or expanded use of standardized, healthy recipes
	Food Service	<i>Environmental</i>	Contributed to improved or expanded kitchen/food preparation facilities that allow for healthier or more appealing options (e.g. refrigeration, appliances that allow for scratch cooking, etc.)
	Gardens	<i>Environmental</i>	Contributed to edible gardens (establish, reinvigorate or maintain food gardens)
			Initiated or expanded use of the garden for nutrition education
		<i>Systems</i>	Initiated or expanded a mechanism for distributing onsite garden produce to families or communities

		Initiated or expanded use of onsite garden produce for meals/snacks provided onsite
		Initiated, improved or expanded opportunities for parents/students/community to access fruits and vegetables from the garden
		Initiated, improved or expanded opportunities for parents/students/community to work in the garden
	Marketing	<i>Environmental</i> Created or enhanced healthy check out areas
		Flavor station with healthy seasonings or low-fat dip added to the lunchroom
		Improve appeal, layout or display of snack or competitive foods to encourage healthier selections
		Improved appeal, layout or display of meal food/beverages to encourage healthy and discourage unhealthy selections
		<i>Promotion</i> Efforts to promote an adopted PSE change in the area of nutritional supports
		Ensured meal service staff encourage healthy selections
		Implemented new educational displays, posters, and other visual displays to prompt healthy behavior choices close to the point of decision
		Initiated or enhanced limits on marketing/promotion of less healthy options
		Initiated or improved menu labeling (e.g. calories, fat, sodium, added sugar counts)
		Took steps to improve the appeal of the school meal program in order to increase meal participation
		Vending machine labeling (e.g. calories, traffic light color coding)
	Nutrition Education	<i>Systems</i> Child care staff include nutrition education as a learning standard
	Nutrition Policy	<i>Policy</i> Policy for increasing nutrition education or cooking activities
		Policy increasing healthy foods and beverages
		Policy limiting unhealthy foods
		Policy restrictions on using food as a punishment
		Policy to reduce portion sizes of foods/beverages sold or served

	Professional Development	<i>Systems</i>	Initiated, improved or expanded professional development opportunities on nutrition
	Retail policy	<i>Policy</i>	Healthy retail policy
	Wellness	<i>Policy</i>	Established or improved food/beverage or nutrition related policy (childcare wellness, school wellness, workplace wellness, etc.)
	Zoning Policy	<i>Policy</i>	Zoning policy for food/beverage outlets
Physical activity	Active transport	<i>Environmental</i>	Contributed to added bike racks/storage
			Increased access to or safety of walking or bicycling paths
	Marketing	<i>Promotion</i>	Efforts to promote an adopted PSE change in the area of physical activity supports
			Installed signage and prompts for use of walking, stairs, and bicycle paths
	Physical Activity Breaks	<i>Systems</i>	Incorporated physical activity into the school day or during classroom-based instruction (not recess/free play or PE)
			Increased, improved, or incorporated physical activity/reduced sitting during usual, on-going site activities and functions
			Initiated, improved and/or expanded strategies to decrease screen time
	Physical Activity Facilities	<i>Environmental</i>	Contributed to complete streets environmental change (e.g. street trees, accessibility, buffer/barrier between sidewalk and street, crosswalks, intersection improvements)
			Contributed to improved or expanded physical activity facilities, equipment, structures, or outdoor space
			Improvements in access to exercise or recreation facilities
			Improvements in access to or appeal of stairwells
			Initiated new or expanded access to facilities for after-hours recreation or shared use
			Contributed to new or improved playground infrastructure to encourage physical activity

		<i>Systems</i>	Implemented complete streets systems change (e.g. street design manual, transit system improvements, active transportation prioritized in city budget, etc.)
	Physical Activity Policy	<i>Policy</i>	Established complete streets policy (e.g. bike/pedestrian plan, transportation agency scoring criteria modified, ordinance, etc.)
			Implemented new or expanded restrictions on use of physical activity as punishment
			Policy limiting screen time
			Policy to improve hours of operation of physical activity facilities to improve access/convenience
			Policy to increase time spent doing physical activity
			Policy to provide incentive to increase time spent doing physical activity
	Physical Education	<i>Systems</i>	Improved quality of physical education
	Professional Development	<i>Systems</i>	Initiated, improved or expanded professional development opportunities on physical activity
	Recess	<i>Systems</i>	Increased or improved opportunities for physical activity during recess
	Structured Physical Activity	<i>Systems</i>	Improved quality of structured physical activity
			Increased or improved opportunities for structured physical activity
	Unstructured Physical Activity	<i>Systems</i>	Increased or improved opportunities for unstructured physical activity time/free play
	Wellness	<i>Policy</i>	Established or improved physical activity policy (childcare wellness, school wellness, workplace wellness, etc.)
	Zoning Policy	<i>Policy</i>	Zoning policy for physical activity facilities

Both nutrition and physical activity	Food Quality	<i>Systems</i>	Implemented, improved or expanded healthy fundraisers
	Recess	<i>Policy</i>	Recess before lunch policy
	Stakeholder Engagement	<i>Systems</i>	Initiated, improved, or expanded opportunities for parents to participate in decision making through a wellness committee