

Tips for Enhancing your PSE Reporting

March 30, 2021

Jason Forney, Evaluation Specialist

ST5 Reporting Tips

[Home](#) [About](#) [Contact](#)

Hello [jforney@michiganfitness.org](#) [Log off](#)

PSE Activities for:

Site

City Market
401 Center Avenue, Suite 100
Bay City, 48708
Bay

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

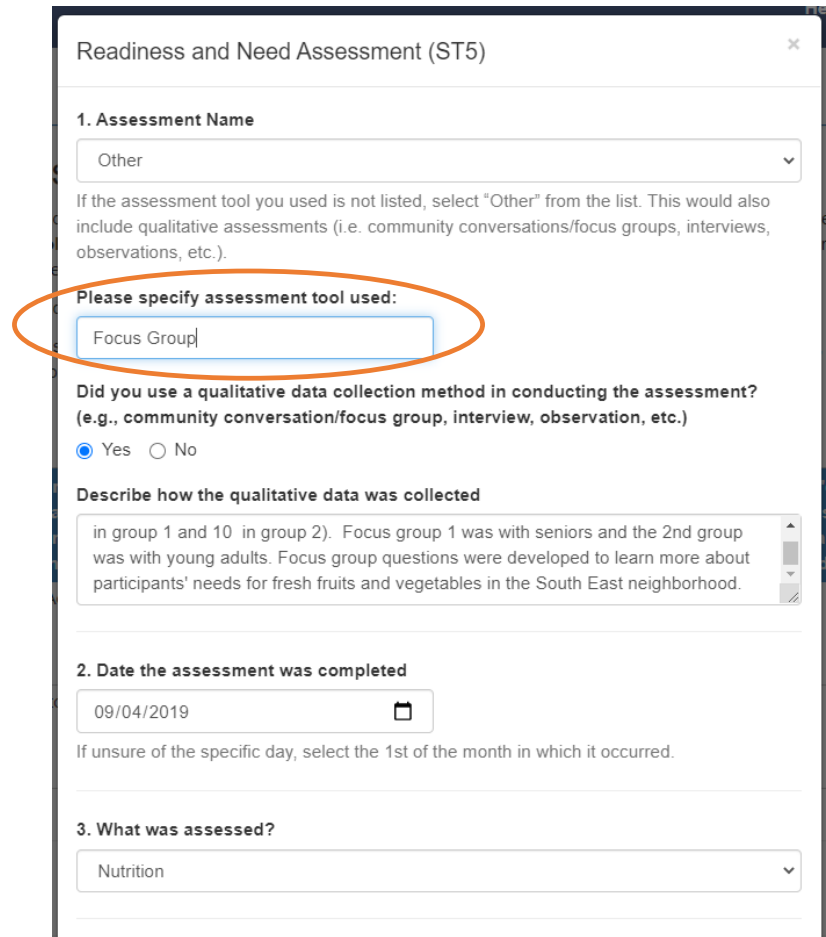
[Go Back](#)

ST5 – Needs & Readiness Assessment

- **ST5 Need and Readiness:** Number of sites with identified need and/readiness for improving access or creating appeal for nutrition and physical activity supports.
- *“A consistent process for needs assessments or environmental scans is one that is documented and can be replicated across jurisdictions and over time.”*
- Qualifying assessments can include:
 - Structured environmental assessments (i.e. WellSAT, PAC, Stock Healthy Shop Healthy, Farm to School Assessment etc.)
 - Qualitative Assessment using a structured/semi-structured replicable methodology

ST5: Qualitative Assessment

- Please specify assessment tool used:
 - Interviews
 - Focus Group
 - Community Conversations
 - Structured Observation (e.g. use of a systematic process for observing and recording observations)
- Good resource: CommunityToolBox.org (Chapter 3 Qualitative Methods to Assess Community Issues)



Readiness and Need Assessment (ST5)

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:

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

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.

2. Date the assessment was completed

09/04/2019

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

3. What was assessed?

Nutrition

- Did you use a qualitative data collection method in conducting the assessment?
 - If yes, describe how the qualitative data was collected
- Be sure to describe:
 - Nature of the questions – what did you hope to learn?
 - # of participants
 - Information about who the participants are (i.e. community members, business owners, school administrators, etc.)
- Example:
 - *“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.”*

Readiness and Need Assessment (ST5)

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:

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

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.

2. Date the assessment was completed

09/04/2019

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

3. What was assessed?

Nutrition

MT5/MT6 Reporting Tips

[Home](#) [About](#) [Contact](#) Hello jforney@michiganfitness.org [Log off](#)

PSE Activities for:

Site

City Market
401 Center Avenue, Suite 100
Bay City, 48708
Bay

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

[Go Back](#)

MT5 & MT6 Adoption

- Environmental Change: Includes the **built or physical** environments, which are visible or observable and may include economic, social, normative, or message environments.
- Systems Change: **Ongoing organizational decisions or changes** that result in new activities reaching large proportions of people the organization serves; alters how business is done
- Policy Change: A **written statement** of an organizational position, decision, or course of action. They are adopted by a body that has the authority to adopt them. Policies describe actions, resources, implementation, evaluation, and enforcement.
- Promotion: Marketing efforts to promote PSE changes

MT5 & MT6: Other Considerations



PSE Changes are **new**



PSE Changes are **ongoing**



The following are not PSE adoption:

- Promotion of existing resources in the community
- Provision of educational materials at community sites *if* it is not ongoing
- Establishment of a “Wellness Team” or other collaboration working on PSE changes

Documenting Need without an ST5 Assessment

You cannot add an MT5/MT6 change without documenting how the need for a change was determined.

Change Progress and Adoption (MT5, MT6)

1. Describe the change:

Test

2. What is the type of change?

Nutrition

3. Select the change:

Initiated or expanded use of onsite garden produce for meals/snacks provide...

This is a **Systems** change.

4. How was the need for this change determined?

Select need/readiness assessment entered in ST5

Add a new assessment.

At least (1) option is required.

An assessment is required.

Close

Save

If you didn't do an ST5 qualifying assessment, click "add a new assessment".

Documenting Need without an ST5 Assessment

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

4. How was the need for this change determined?

Select need/readiness assessment entered in ST5

Add a new assessment.

Close

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-E

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. In total, 25 adults

MT5 & MT6 Partnerships

- Most PSE change adoptions will involve at least 1 organizational partnership (ST7). This often includes the site where the PSE change occurred.
- When you report that an adoption is complete, don't forget to include all contributing partners.

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.

ST6 Reporting Tips

[Home](#) [About](#) [Contact](#) Hello jforney@michiganfitness.org [Log off](#)

PSE Activities for:

Site

City Market
401 Center Avenue, Suite 100
Bay City, 48708
Bay

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

[Go Back](#)

ST6 Champions

- Community change agents who have engaged in efforts **outside of SNAP-Ed** programming to improve access or create appeal for nutrition and physical activity supports
- Reporting is only done when there are examples of champions who have **achieved significant results** during the period assessed

Edit Champions

Enter the total number of each type of champion and provide a brief summary of their activities and accomplishments.

Youth champions:

0

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

ST6 Champions Tips

- New in FY20: Activities and accomplishments reporting
- Tips:
 - Justify numbers with descriptions of champion contributions
 - Pertains only to PSE, not Direct Education

Edit Champions

Enter the total number of each type of champion and provide a brief summary of their activities and accomplishments.

Youth champions:

5

Describe the activities and accomplishments of these champions

activities and accomplishments of youth 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

ST7 & ST8 Reporting Tips

Home About Contact Hello jforney@michiganfitne

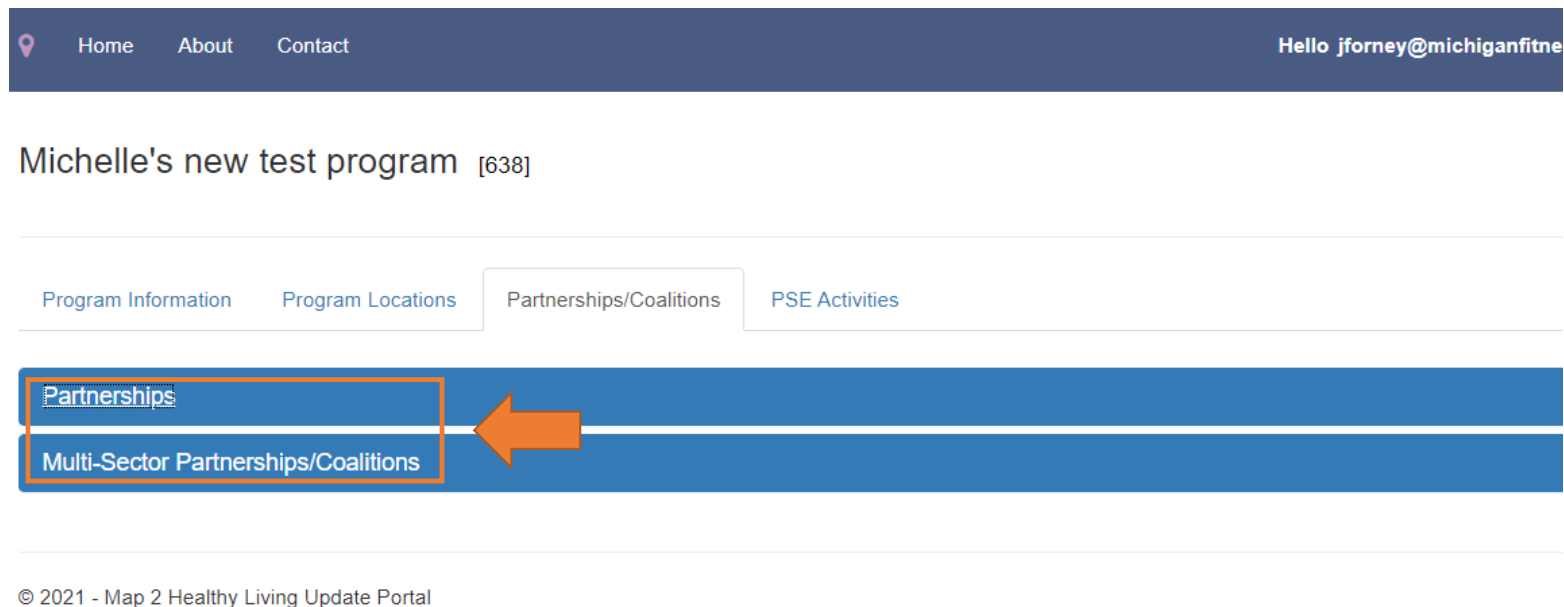
Michelle's new test program [638]

Program Information Program Locations Partnerships/Coalitions PSE Activities

Partnerships

Multi-Sector Partnerships/Coalitions

© 2021 - Map 2 Healthy Living Update Portal

A screenshot of a web application interface. At the top is a dark blue header bar with a location pin icon, the links 'Home', 'About', and 'Contact', and a user greeting 'Hello jforney@michiganfitne'. Below the header, the main content area has a title 'Michelle's new test program [638]'. Underneath the title is a horizontal navigation bar with four tabs: 'Program Information', 'Program Locations', 'Partnerships/Coalitions', and 'PSE Activities'. The 'Partnerships/Coalitions' tab is active. Below this tab, there are two blue horizontal bars. The top bar contains the text 'Partnerships' and is enclosed in an orange rectangular box. The bottom bar contains the text 'Multi-Sector Partnerships/Coalitions' and is also enclosed in an orange rectangular box. An orange arrow points from the right side of the 'Partnerships' box to the 'Multi-Sector Partnerships/Coalitions' box. At the bottom of the page, there is a footer with the text '© 2021 - Map 2 Healthy Living Update Portal'.

ST7 Partnerships & ST8 Coalitions

ST7 Organizational Partnerships

- Includes partnerships with service providers, organizational leaders, and SNAP-Ed representatives where people eat, learn, live, play, shop, and work
- Partnerships are involved in needs assessment and in implementing PSE change strategies
- This partnership is at the site-level except:
 - Collaborations with less than 5 sectors should be included here

ST8 Multi-Sector Coalitions

- Includes coalitions or partnerships with at least 5 diverse sector representatives who reach low-income audiences through their services that address nutrition and physical activity-related community changes

Add New Partnership

* indicates required field

Partner name *

Partner Name

Description/purpose of partnership *

Description

Geographic level *

choose...

Depth of relationship * ⓘ

choose...

Lessons learned *

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

Enter a lesson learned...

3/29/2021

Accomplishments/Progress *

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

Enter an accomplishment/progress note...

3/29/2021

ST7 & ST8

Lessons Learned

- Should make sense to someone not familiar with your work
- Knowledge gained from the process
- Includes both positive and negative experiences
- Should help others to repeat positive aspects and not repeat mistakes

Progress & Accomplishments

- Distinguish between what the partner did and what SNAP-Ed did to advance PSE

Lessons learned *

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

Enter a lesson learned...

3/29/2021

Accomplishments/Progress *

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

Enter an accomplishment/progress note...

3/29/2021



Questions?

Thank You!