

# **FFY2019**

# **Policy and Procedure**

# **Training**

## **Day 2**

Brought to you by your

AZ Health Zone

State Implementation Team (SIT)



# Welcome to FFY2019 – Day 2



## Agenda



Welcome



Community Engagement



SEEDS



DE & PSE



Resources



Data Entry



Direct Education



LUNCH



School Health



Active Living

# Community Engagement

# Activity with a Partner

- What are your initial feelings about community engagement?
- Why is community engagement important for SNAP-ED?

# WHAT IS COMMUNITY ENGAGEMENT?

<https://www.youtube.com/watch?v=Egwxife716M>

Video Recap

# Story Sharing

- 3 individuals per group
- Think of a time when you were a part of community engagement.
  - How did it make you feel?
  - How did engagement impact the project or activity?
  - What was positive?
  - What would you change?

# **NEXT STEPS TO ENGAGE YOUR COMMUNITY**



# Programming Data Entry

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FFY19 P&P Training

Day 2

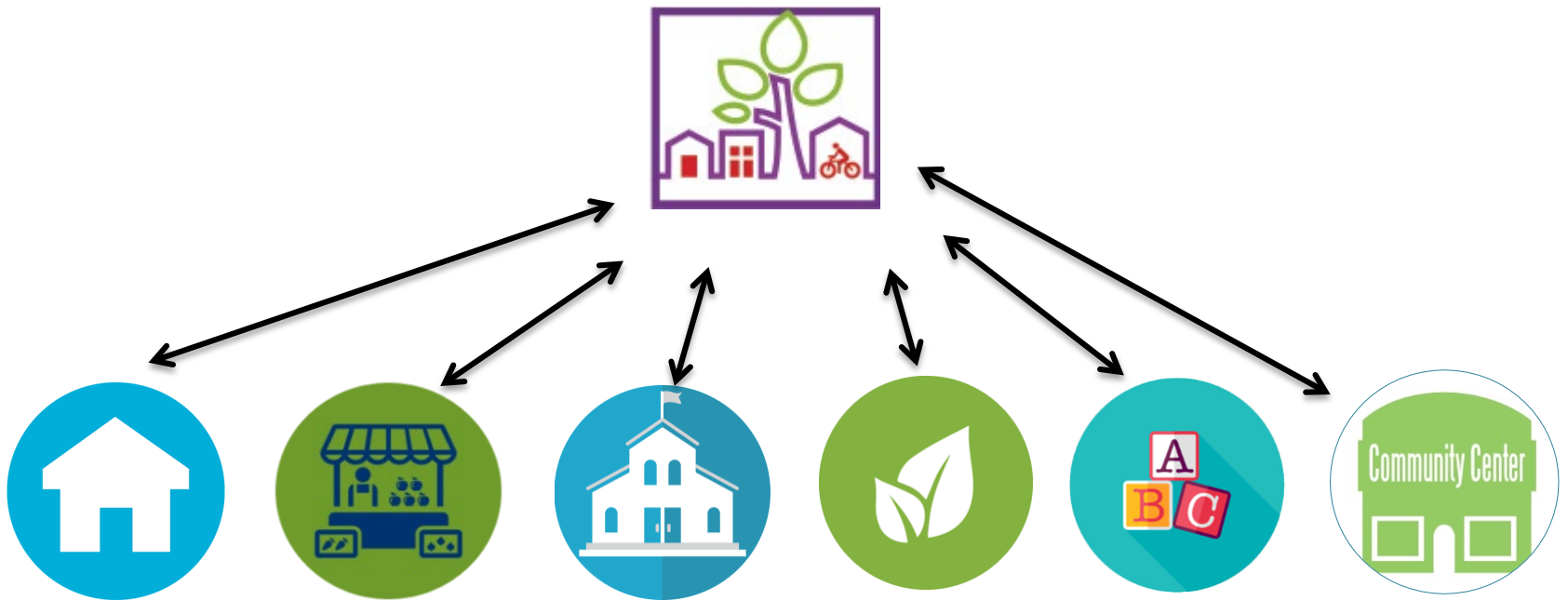
October 2018

# Overview

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1. DE & PSE Requirement (*Jesse*)
2. Choosing a site (*Jesse*)
3. Resources (*Ryan & Elizabeth*)
  - What should be entered?
    - Selecting “Other”
  - Out of School Time Resources
  - YPAR
4. Data Entry (*Edith*)
  - Coalition Meetings vs. Partnerships
  - Duplication of entries

# DE & PSE Requirement



# DE & PSE Requirement

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1. Where does it come from? **Background**
2. What does it mean for your work? **Clarity**
3. How does the SIT reinforce it? **SEEDS**

# DE & PSE Requirement

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## Background

Federal Guidance →

Scope of Work →

Policies & Procedures  
(Chapter 2 Page 2)

# DE & PSE Requirement

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## Clarity

Both DE & PSE Activities are required:

- Within a defined community
- Appropriate balance is defined by LIAs

# DE & PSE Requirement

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## SEEDS

FY19 Approvals by SIT

- System is set up by strategy
- Four possible scenarios

# DE & PSE Requirement

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## **FY19 SEEDS Strategy Approvals**

Strategy → Community → Activity

1. Both PSE and DE activities – Approved
2. PSE activities only – Approved\*
3. DE activities only – TA from focus area specialist
4. No PSE or DE – no submittal

# Tying sites to actions

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- To complete actions, need to select site(s)
- 10 different types of actions
  - DE or POD prompts: Physical location
  - Meeting or training: Intended impact
  - Paid/free/social media: Being promoted
  - Assessment: Being assessed
  - Event or Materials Distribution: **DEPENDS\***

Action Type	Sites Tied	
Assessment	Site(s) being assessed	
Event	DEPENDS*	
Free Media	Sites being featured/promoted	
Material Distribution	DEPENDS*	
Meetings	Sites Impacted	
Paid Media	Sites being featured/promoted	
POD Prompts	Site where signage installed	
Social Media	Sites being featured/promoted	
Training	Sites Impacted	
DE	Site where DE is provided	

\*If the event/material distribution is promoting something - it is the sites being promoted. If the event/material distribution is general information (i.e. recipe cards) - it is the site where the event/material distribution happened.

# Events and Materials Distribution

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Ask yourself -

Is this a **specific promotion** or **general information**?

**1. Promotion** = where you want people to go

*If the event/material distribution is promoting something - it is the sites being promoted.*

**2. Information** = where you gave them the info

*If the event/material distribution is general information (i.e. recipe cards) - it is the site where the event/material distribution happened.*

# Resources

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What is a Resource?

- A tool that describes implementation of an intervention within a PSE Strategy/Activity

What is NOT a Resource?

- Curriculum, Supplemental Materials (handouts, learning enhancers, etc.), Materials Distributed, etc.

# Let's Take a Look

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## SEEDS: Create Action – Selecting Resource

- How to Choose a Resource
- Review Common Mistakes

# Common Mistakes - Resources

- Mistakes when selecting “Other” Resource
  - Training action with Curriculum selected (see Tracking Data)
  - AZHZ Materials (i.e. FFN) other LIA Supplemental Materials
  - Resource listed is “me”
  - “N/A” or “None”
  - Social Media action with “photo” or “video”
  - Materials Distributed action with ERI or name of other material
  - Evaluation reports/materials (i.e. WellSAT2.0 or PARA)

# Selecting “Other” Resource

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- What could go in “Other”?
  - New resources (remember definition) that could be added to Resource Guide (Evidence Based Questionnaire)
- What to do if resources need to be added/mapped with Strategy/Activity
  - ANSWER → Tell SIT (Evidence-based Questionnaire)
  - \*If it’s already approved on the website, contact SIT

# Out of School Time Resources

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## Out of School Time

- Several resources added to Early Childhood Strategies/Activities
- Some resources can be used with both SH and EC (OOST) activities

# Who to Contact for Focus Area Qs

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Early Childhood SIT Contact

Noelle Veilleux

[noelle.veilleux@azdhs.gov](mailto:noelle.veilleux@azdhs.gov)

School Health SIT Contact

Elizabeth Holmes

[Elizabeth.Holmes@azdhs.gov](mailto:Elizabeth.Holmes@azdhs.gov)

Active Living SIT Contact

Ryan Lang

[Ryan.Lang@azdhs.gov](mailto:Ryan.Lang@azdhs.gov)

Food Systems SIT Contact

Jesse Davenport

[Jessica.Davenport@azdhs.gov](mailto:Jessica.Davenport@azdhs.gov)

# YPAR

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- Not a curriculum.
- A *resource* to support any of the strategies.
- Map to the activity that you think it will support but that can change based on what youth identify to work on.
- Action types will be *event, meeting or training*.

# Coalition Mtg. vs. Partnerships

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- Partnerships are at the LIA level and should only be entered once a year into SEEDS.
- All meetings that were attended by LIA staff should be entered as Meeting Action Types.

*Example/ Scenario*



# Duplication of Entries

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- Reminder that SEEDS is a collective.
  - All the users within your LIA can make changes
  - Coordinated effort to avoid duplication
    - If two staff members are attending the same meeting, it should only be logged once
    - If a meeting covered multiple strategies/activities, it should only be logged once, with a note indicating that it was for more than 1 strategy/activity

# Thanks for a successful FY 2018

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***We look forward to FY 2019!!!***