



Phase 1: Overview & User Guide

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SECTION 1: WELCOME TO SEEDS

We are excited to launch the SNAP-Ed Electronic Data System (SEEDS) for the Federal Fiscal Year 2018 (FFY18). We are confident that the system will create efficiencies and enhance the experience for users.

Q1: WHAT IS SEEDS?

A1: SEEDS is a new data collection system that will replace the excel workbooks currently being used and align reporting procedures with the new EARS guidelines from USDA.

In the future, SEEDS will also serve to facilitate the approval process for new activities and sites.

Q2: WHEN WILL IT BE IMPLEMENTED?

A2: Federal Fiscal Year 2018. We will be training and getting ready for SEEDS in September, but rollout and official use of the system will begin October 1, 2017.

We anticipate rolling out SEEDS in phases throughout FFY18, each phase will have increased capabilities and features to further automate processes.

Q3: WHAT WILL HAPPEN TO MONTHLY REPORTS?

A3: Activities that take place beginning and after October 1, 2017 will begin to use SEEDS for reporting. Typically monthly reports are due on the 30th of the following month, so the first monthly report SEEDS will replace will be the one due November 30.

We expect that the monthly reports will continue for activities in FFY17 (everything up to September 30, 2017), which means that the last monthly report (using our current format) will be due October 30.

Q4: WHO WILL NEED TO ACCESS SEEDS?

A4: The State Implementation Team will allow the Local Implementing Agencies (LIA) to coordinate how they would like to define staff roles as they relate to SEEDS. But the system will be available to all SNAP-Ed staff as deemed appropriate by the LIA leadership.

Please note: SEEDS allows multiple users for the same LIA. Changes that are made by one user will affect the entire LIA profile. For example if User A, begins drafting strategy and saves it

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midway, then User B comes in works on another portion and submits, the entire strategy will be submitted for the LIA.

User accounts are separate and provide individual access, yet when you are doing work in SEEDS you are completing and submitting work as a collective unit for your LIA.

LIAs will need to develop internal workflows to ensure that the information your LIA is submitting is comprehensive, coordinated, and encompasses all the work of your LIA.

Q5: ARE THERE ANY NEW TERMS?

A5: We tried our hardest to organize SEEDS to match current organization and terms, yet we did have to create some standard naming conventions for consistency. Below are some terms and their meanings:

Below are the core terms within SEEDS:

Term	Definition
Strategy	High level description of evidence-based interventions designed to impact individual's food or physical activity choices.
Activity	A function of implementing the related strategy.
Track	The specialized path of a strategy that aligns with the Arizona SNAP-Ed Evaluation Framework.
Action	The <i>thing</i> you will do to help achieve the aim of your activity or strategy.

Q6: HOW IS SEEDS ORGANIZED?

A6: The Arizona SNAP-Ed program is complex and there are many different parts to the important work you do. SEEDS is designed to have you submit information in an organized way, so we can showcase it in a concise, consistent manner throughout the State of Arizona.

In FFY2016, we began using 16 strategies that are our framework through FFY2020. These strategies are the foundation for SEEDS and remain aligned with the Evaluation Framework. Direct Education is no longer a stand-alone strategy; instead it is folded under each of the 15 PSE strategies.

Please note: We are no longer going to be using the numbers for the strategies. We encourage everyone to begin addressing strategies by the short names.

GUIDANCE: STRATEGIES AND ACTIVITIES

Food Systems		
<i>Short Name</i>	<i>Description</i>	<i>Activities (Tracks)</i>
Healthy Food Retail	Increase availability of healthy food retail, including mobile vendors, farmers' markets, corner/country stores, and grocery stores.	<ul style="list-style-type: none"> • New Mobile (Single or Coalition) • Existing Mobile (Single or Coalition) • New FM or Stand (Single or Coalition) • Existing FM or Stand (Single or Coalition) • Corner/Country Stores(Single or Coalition) • Grocery Stores (Single or Coalition) • Growers (Single or Coalition) • Food Hub (Single or Coalition) • Food Bank (Single or Coalition) • Direct Education – Healthy Food Retail (Youth or Adult)
Gardens	Encourage participation in community, home, school, and child care gardens.	<ul style="list-style-type: none"> • New Community Garden • New School Garden • New Child Care Garden • Support Existing Garden • Home Garden Training • City/County Policy • Direct Education – Gardens (Youth or Adult)

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Farm to Institution	Start and expand Farm to School, Farm to Child Care, or Farm to Worksite programs.	<ul style="list-style-type: none"> • Garden to Cafeteria (Single or Coalition) • Purchasing/ Procurement (Single or Coalition) • CSA (Single or Coalition) • Direct Education – Farm to Institution (Youth or Adult)
Summer Food Service Program	Support implementation and promotion of the Summer Food Service Program (SFSP).	<ul style="list-style-type: none"> • Improve Menu (Existing) • Increase Programming (Existing) • Expand Meal Service (Existing) • Establish New site(s) (New) • Establish Mobile Service (New) • Increase Participation (Existing) • Direct Education – SFSP (Youth or Adult)
Farmers' Markets with SNAP	Encourage use of farmers' market with SNAP and WIC access at key community outlets.	<ul style="list-style-type: none"> • Benefit Authorization • Benefit Redemption • Direct Education – Farmers' Markets (Youth or Adult)
Active Living		
Active Living Policy	Build capacity to implement active living policy at the community level and by community organizations.	<ul style="list-style-type: none"> • Site Plan and Special Permit Review (Coalition) • General/Comprehensive Plan Revision (Coalition) • Smart Growth Development (Coalition) • Road Design (Coalition) • Walking/Biking/Transit Networks (Coalition) • Municipal Policies (Coalition) • Site Specific Policies (Coalition) • Direct Education - Active Living Policy (Youth or Adult)
Physical Activity Resources	Promote participation in and use of area physical activity resources, including partnerships with parks and	<ul style="list-style-type: none"> • Publicize local PA resources (Single or Coalition) • Shared-Use Agreements (Single or Coalition)

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	trails organizations, and other community organizations.	<ul style="list-style-type: none"> • Improve usability of local resources (Single Coalition) • Direct Education - PA Resources (Youth or Adult)
Physical Activity Opportunities	Support family-friendly physical activity opportunities throughout the year, throughout the community.	<ul style="list-style-type: none"> • Safe Routes to School • Physical Activity Clubs • Make health a priority with event planning • Partner on Recurring PA event • Direct Education - PA Opportunities (Youth or Adult)
Use of Stairs	Use point-of-decision prompts to encourage use of stairs.	<ul style="list-style-type: none"> • Signage • Direct Education – Use of Stairs (Youth or Adult)
School Health		
Local Wellness Policies	Support the development, implementation, and evaluation of nutrition and physical activity Local Wellness Policies in collaboration with Local Education Agencies (LEAs).	<ul style="list-style-type: none"> • Develop Written Local Wellness Policies • Imp. Nutrition Education • Imp. School Meals • Imp. Competitive Foods • Imp. PE & PA • Imp. Wellness Promotion/Marketing • Implementation, Evaluation & Communication • HSP Enrollment • Direct Education – LWP (Youth or Adult)
Nutrition Information in Schools	Improve student, teacher, and staff access to nutrition information through menu labeling and classroom curriculum to improve student understanding of nutrition information.	<ul style="list-style-type: none"> • Curriculum TTT (Class Curriculum) • Smarter Lunchrooms (Menu Labeling) • Direct Education - Nutrition Info in Schools (Youth or Adult)
Comprehensive School Physical Activity	Support comprehensive school physical activity programming.	<ul style="list-style-type: none"> • Develop Written CSPAP Policies • Imp. PA Before/After School • Imp. Family/Community Engagement • Imp. Staff Involvement • Imp. PA During School

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Programming		<ul style="list-style-type: none"> • Direct Education – CSPAP (Youth or Adult)
Early Childhood		
Empower	Support development, implementation, and evaluation of food and beverage policies and physical activity policies and environments consistent with the Empower standards.	<ul style="list-style-type: none"> • Develop Written ECE Policies • Imp. Standard 1 • Imp. Standard 3 • Imp. Standard 4 • Imp. Standard 5 • Imp. Standard 6 • Imp. Standard 8 • Direct Education – Empower (Youth or Adult)
Capacity - Nutrition Education and Healthy Meals	Improve capacity of child care providers and food service staff in nutrition education and healthy meal planning and food preparation.	<ul style="list-style-type: none"> • Menu Enhancements • Staff Development - Food Prep • Staff Development - Nutrition Education • Direct Education - Capacity Nutrition (Youth or Adult)
Capacity - Opportunities for Physical Activity	Improve capacity of child care providers to provide children with opportunities for physical activity throughout the day, including outside play when possible.	<ul style="list-style-type: none"> • Structured PA • Unstructured PA • Direct Education - Capacity PA (Youth or Adult)

GUIDANCE: TRACK OPTIONS

The Tracks in SEEDS align with the Arizona SNAP-Ed Evaluation Framework. **Below is guidance for the different Track options:**

Track	Select this track when you are...	Relevant Strategies
Single Partner	... working with individual sites or partners	Healthy Food Retail, Farm to Institution, PA Resources
Coalition	... working with a partnership coalition or community coalition (multiple stakeholders). Note: To use the coalition track, the coalition must have at least 5 stakeholders representing distinct community entities and the purpose/activities of the coalition must correspond to the selected strategy.	Healthy Food Retail, Farm to Institution, Active Living Policy, PA Resources
Existing	... working with SFSPs that already exist	Summer Food Service Program
New	... working to create new SFSPs	Summer Food Service Program
Menu Labeling	... working with schools to improve access to nutrition information via menu labeling	Nutrition Information in Schools
Class Curricula	... working with schools to improve access to nutrition information via classroom curricula	Nutrition Information in Schools
Youth	... providing direct education to youth participants.	All Strategies
Adult	... providing direct education to adult participants.	All Strategies

GUIDANCE: ACTION TYPES


Action Types were selected to align with the Arizona SNAP-Ed Evaluation Framework as well as USDA data collection requirements. **Below are definitions/guidance for Action Types:**

Action Type	Definition
Meeting	A gathering of 2 or more people called to discuss one or more SNAP-Ed strategies. A meeting may or may not include providing technical assistance.
Training	An intentional organized activity designed to build knowledge, skills, or capacity of partner organizations.
Assessment	An evaluation completed using an external instrument or review/report of additional information.
Free Media	Free coverage of SNAP-Ed activities or messages. Media channels include: TV, Radio, Online, Print, or Other.
Paid Media	Paid placement of messages intended to reach the SNAP-Ed target audience. Media channels include: TV, Radio, and Online Ads.
Social Media	Utilization of social media platforms (e.g. Facebook, Twitter, Pinterest) to interact with the SNAP-Ed target audience.
Materials Distribution	Materials shared with partner organizations for the sole purpose of distribution to the SNAP-Ed audience. Activities such as participating in a health fair should be categorized as an event, not material distribution.
Website	Development or maintenance of a website designed to share information with the SNAP-Ed target audience.
Point of Decision Prompts	Motivational signs placed on or near places where decisions are made (e.g. checkout lanes, elevators/stairs, etc.).
Events	Interactions with the SNAP-Ed audience that do not meet the definition of Direct Education. This includes one-time education activities, holding or participating in community events, etc.
Direct Education	Direct Education takes place when a participant is actively engaged in the learning process with an educator and/or interactive media within an evidence-based intervention.

SECTION 2: PREPARING FOR SEEDS IMPLEMENTATION

Q1: ARE SPECIAL COMPUTERS OR SOFTWARE NEEDED?

A1: No, SEEDS can be via any computer that has internet access and can accessed via a web browser. It can be accessed via Google Chrome, Mozilla Firefox, and Internet Explorer.

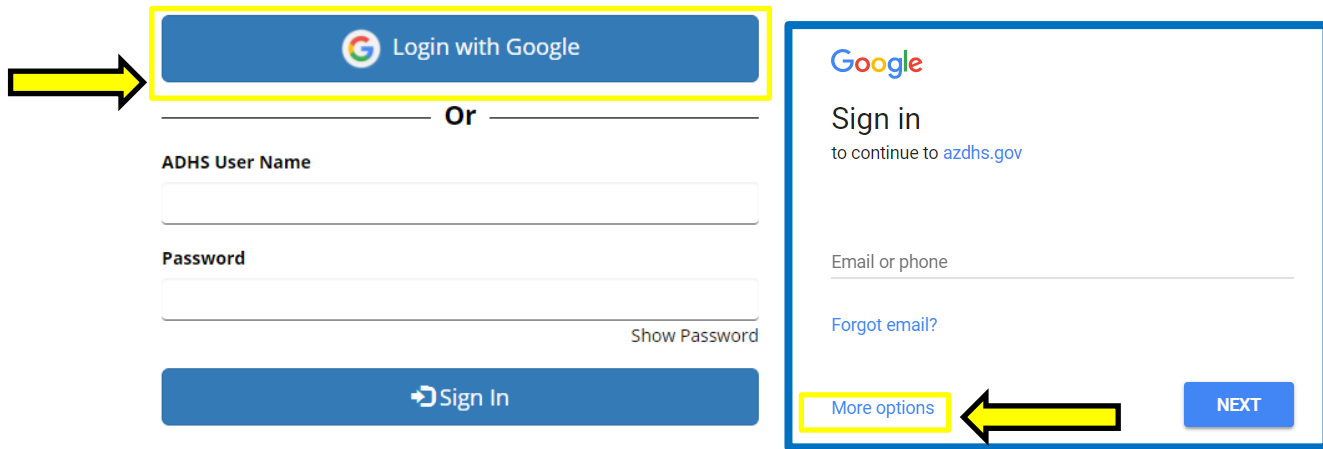
 The latest version of Google Chrome and Mozilla Firefox is the preferred/recommended web browser.

Q2: HOW DO I GET ACCESS TO SEEDS?

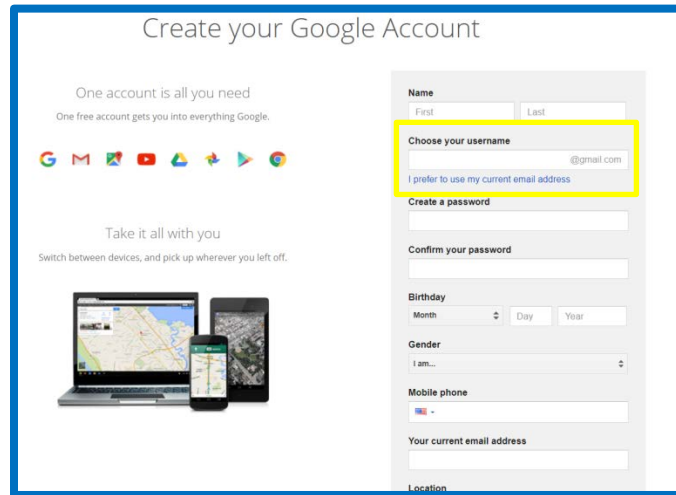
A2: SEEDS will require authentication via Google. This means that Google will manage the emails and passwords. Users will be creating and resetting passwords directly through Google. To prepare, you can register your email with Google.

Please go to the training URL: <https://seeds-training.azdhs.gov/Account/Login> and click on the “Login with Google” button

You will be redirected to Google Sign in page (like below).



If this is your first time, you will have to click on “More options” and then “create an account” via Google. This does not mean you are getting a new email, you are registering your current work email with Google to create an account.



Please use your **work email** by clicking on “I prefer to use my current email address” **you do not need to create a new email.**

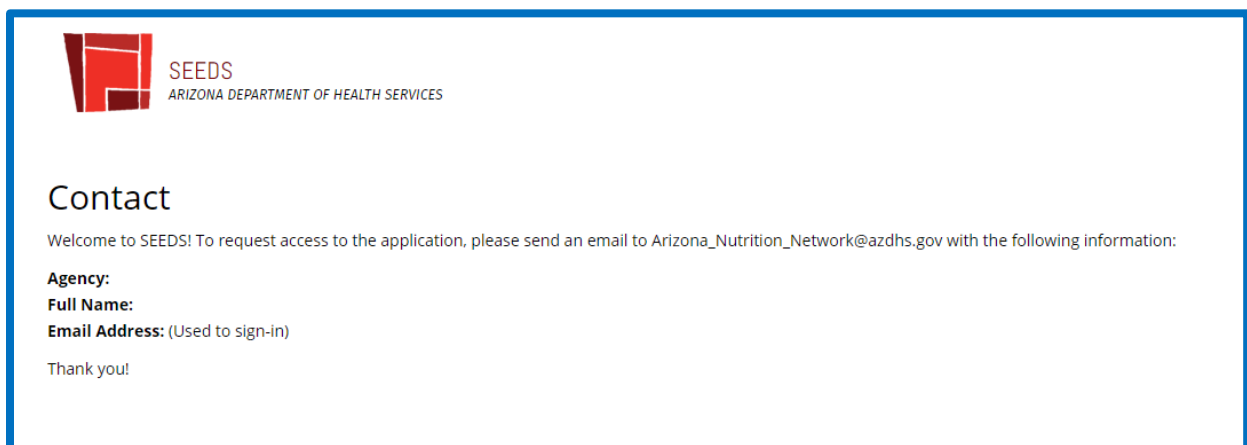
Once you have completed the registering process with Google, you will be redirected back to the SEEDS website.

If you already have registered your email with Google, please log in with your email and password.

If this is your first time logging into SEEDS, you will receive the message below instructing you to:

Please email: Arizona_Nutrition_Network@azdhs.gov and provide:

- 1) Local Implementing Agency
- 2) Full Name
- 3) Email Address



Please allow 3-5 business days to receive a response.

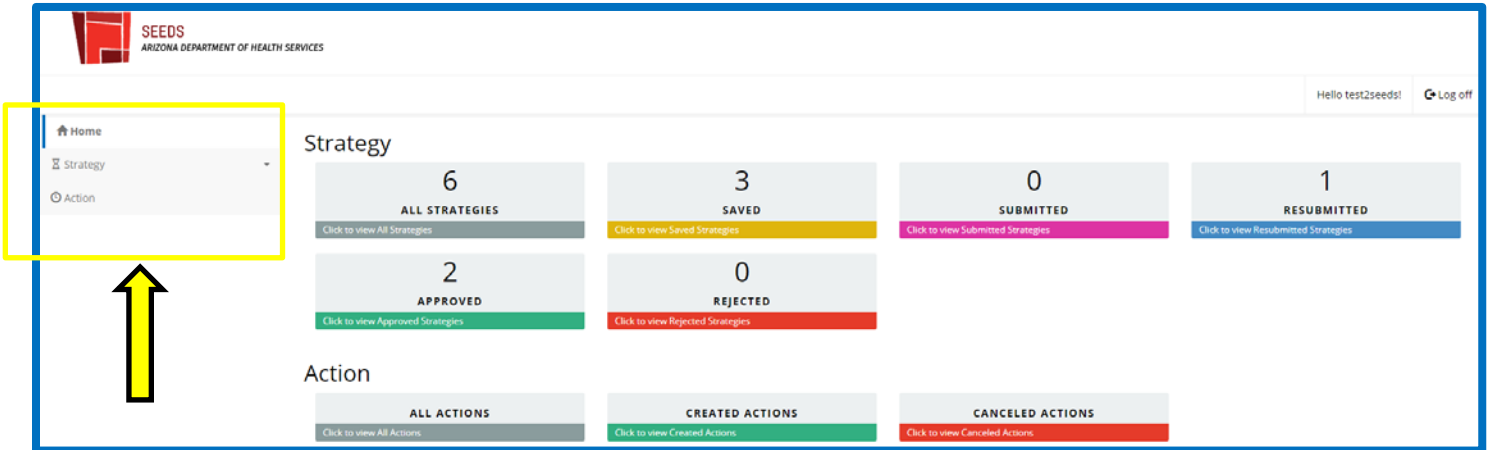
SECTION 3: USER GUIDE

In this section, we will review the system functionality of Phase 1 for SEEDS. We will organize it by the different steps or functions of SEEDS. Please note, this User Guide is only intended to provide guidance for the SEEDS Website, if you have program content questions, please contact your Focus Area Specialist or State Implementation Team Member.

1) NAVIGATING SEEDS WEBSITE:

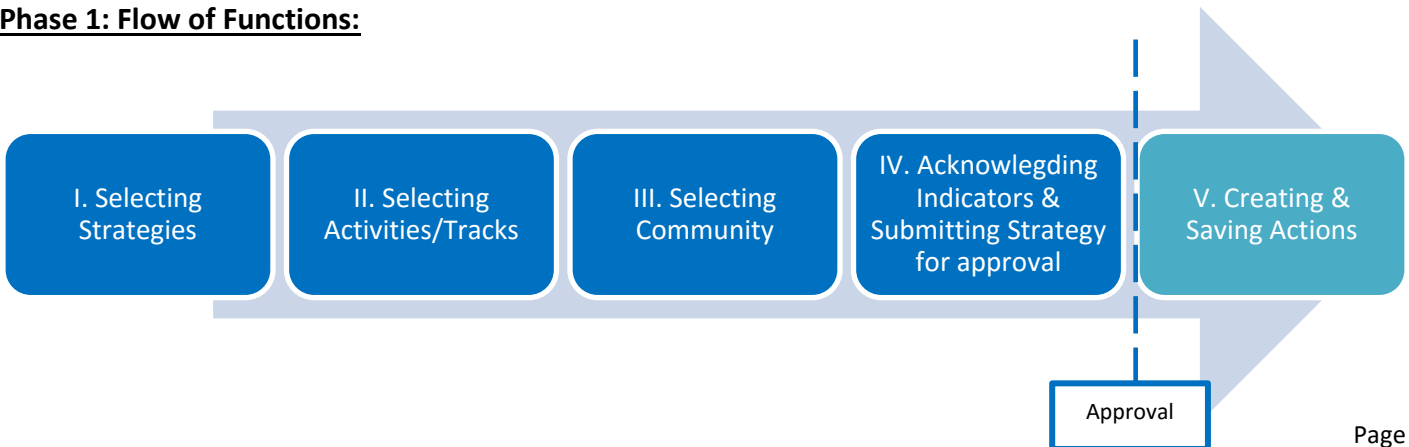
Once you log in, you will land on the “Home” screen, which is also your dashboard. This will show the number of strategies in each of the different statuses (See [Strategy Status Table](#)). This page will also allow you to view and navigate between all your actions.


Home Screen/Dashboard:



The yellow box shows the navigation bar which will be on all screens. This will allow you to navigate between the different screens. (Please note it is recommended that you use the navigation bar versus the back button on your browser).

Phase 1: Flow of Functions:



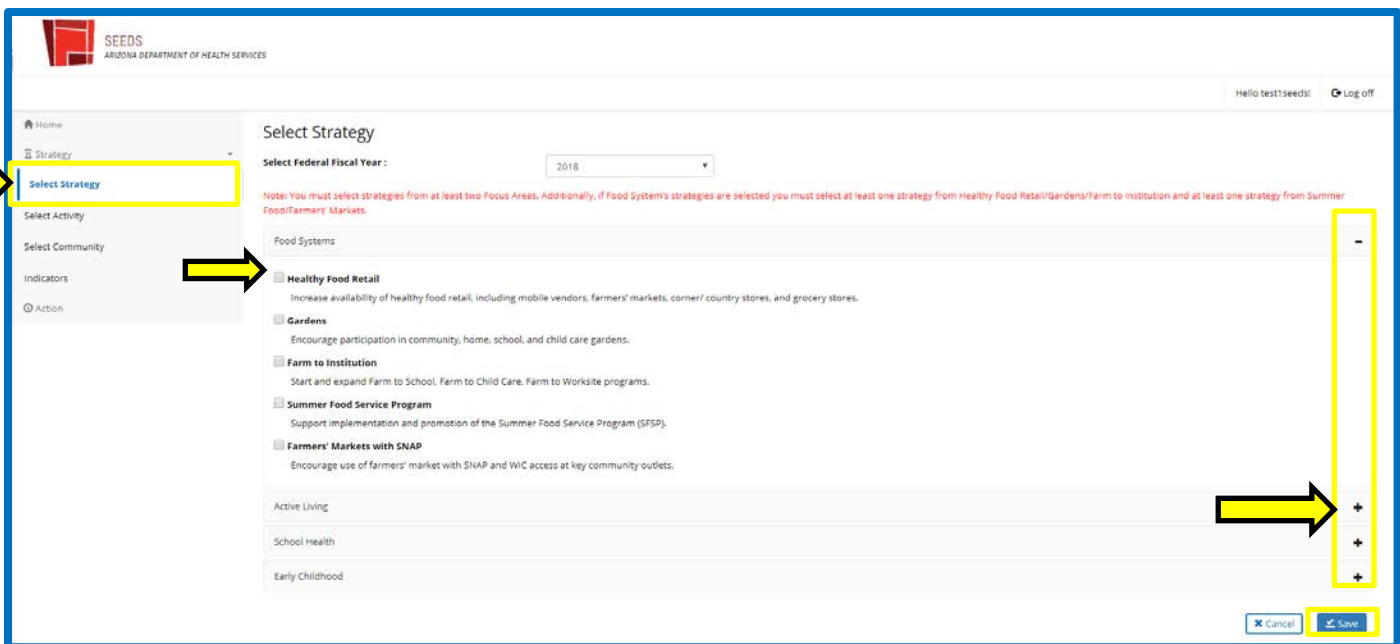
 **Please note:** The system builds off each other, so you must complete each step before the next (and vice versa when removing). For example if you do not select a strategy you cannot select or connect to activities/tracks. If you would like to remove a strategy you must remove all activities/tracks first.

2) SELECT STRATEGY

To begin putting together your work, you will be selecting those strategies approved in your work plan. You can navigate to this screen by clicking on the “Select Strategy” bar on the left side navigation bar. (Please note you may need to expand “Strategy” first).

Once you are in the Select Strategy screen you will see the 15 strategies organized by the four focus areas. (Food Systems is already expanded) You can expand by clicking on the + sign on the right, or collapse by clicking the – sign.

Select Strategy Screen:



In the Select Strategy screen, all that is needed is for you to select/click on boxes in front of the strategies you will be working on.

You are able to deselect, but ONLY if there is NOT anything else tied to the strategy.

We advise you to only select strategies you are sure you will be working on for the year.

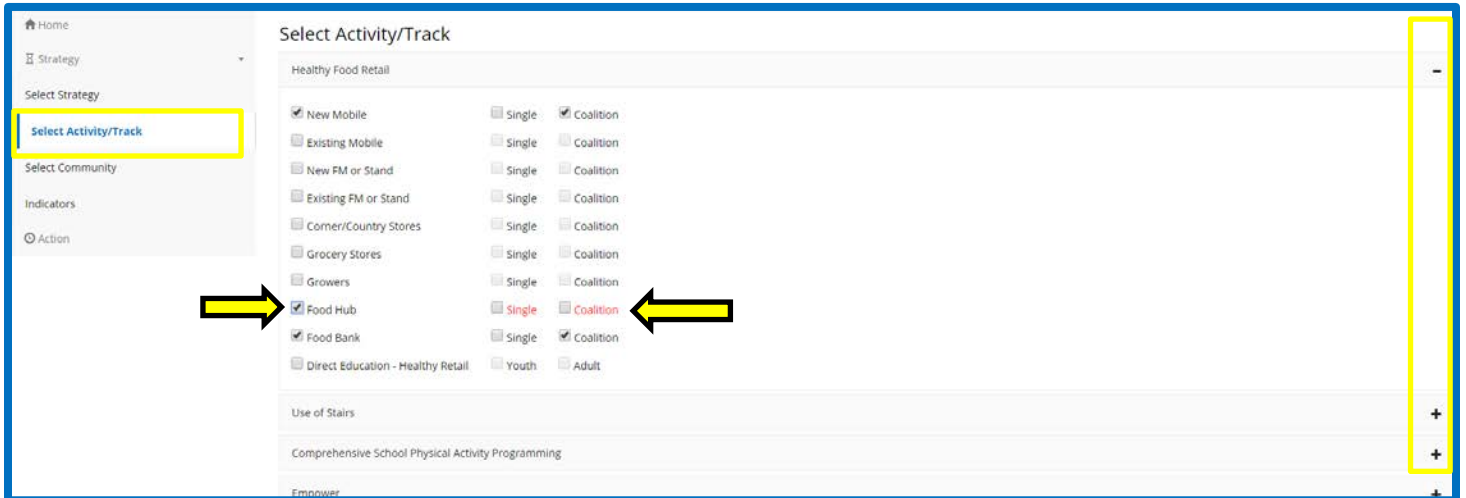
You may select and work one or more strategies at the same time.

Always remember to “Save,” the system will then automatically take you to the next screen, “Select Activities and Tracks.”

3) SELECT ACTIVITY/TRACK

Because the screens build off each other, you must have selected at least one strategy in the **Select Strategy** screen for the activities/tracks of that strategy to show in this screen. Only those strategies you have selected in the **Select Strategy** screen will show up for you to connect with activities/tracks.

Select Activity/Track Screen:



In the **Select Activity/Track** screen, you will select/click on the boxes in front of the activities and tracks you will be working on within each strategy.

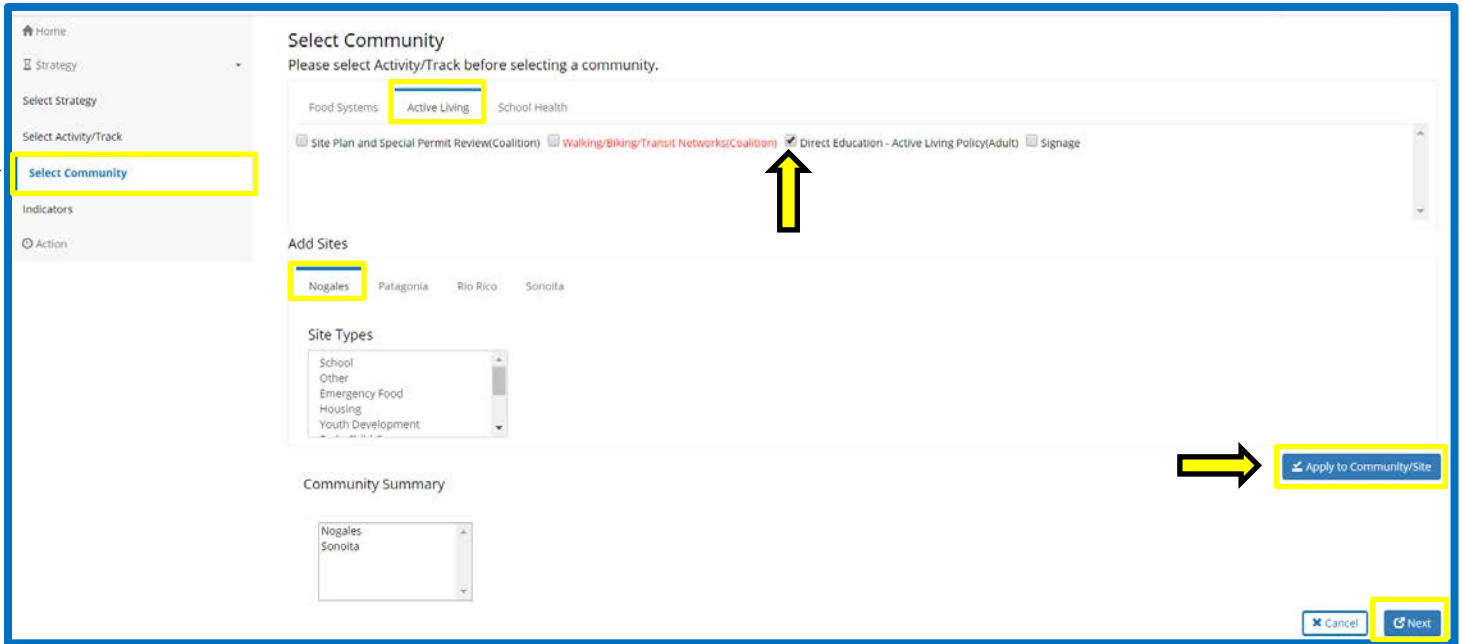
Please note: you must select a track if there is an option. If you see red text like above, you must click one or more activity/track combos for it to be included in the next screen. Once at least one track is selected, the text will return to black.

Always remember to click “Save”. After you save, the system will automatically take you to the next **Select Community** screen.

4) SELECT COMMUNITY

The goal of the **Select Community** screen is to connect activities/tracks (within the Focus Areas) and assign each to a community or communities. The **Select Community** screen also will allow you assign a site(s) within the community (but it is not required.)

Select Community Screen:



Only Focus Areas where both strategies AND activities/tracks have been selected will appear.

You must click the Focus Area name to view the different activities/tracks with in each (above *Active Living* is selected so all activities/tracks that have been selected on the **Select Activity/Track** screen within Active Living are shown).



You can select multiple activities/tracks in different Focus Areas simultaneously when adding to communities.



You can select multiple sites but not from multiple communities.


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Approaches to completing **Select Community Screen**:

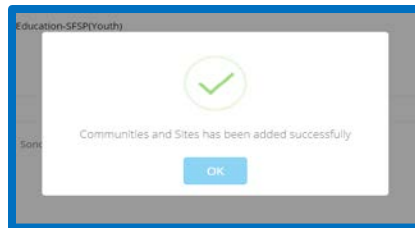
1.	By Site:	Select all activities/tracks in all Focus Areas for each site and then apply. This will reduce the overall number of clicks needed.
2.	By Activity:	Select each activity, and then apply to all sites within each community. This works best when multiple staff will be completing data entry or for teams organized by strategy or subject matter experts.

Once you select/check the activities, you will assign it to a community. In the example above you would be assigning *Direct Education-Active Living Policy (Adult)* to the community of *Nogales*.


Because the site of *Borderlands Food Bank* is also selected—when you click the “apply to community/site” button the activity will be added to both the community and site.

 **Please note:** you must assign activities/tracks to at least one community. If you see red text like above, it is an indication that this activity has not been assigned. When it has been assigned, it will return to black text.

 **Please note:** If you do not click on “apply to community/site” button all the selections you have made will **NOT** save and your activities/tracks will not have communities!

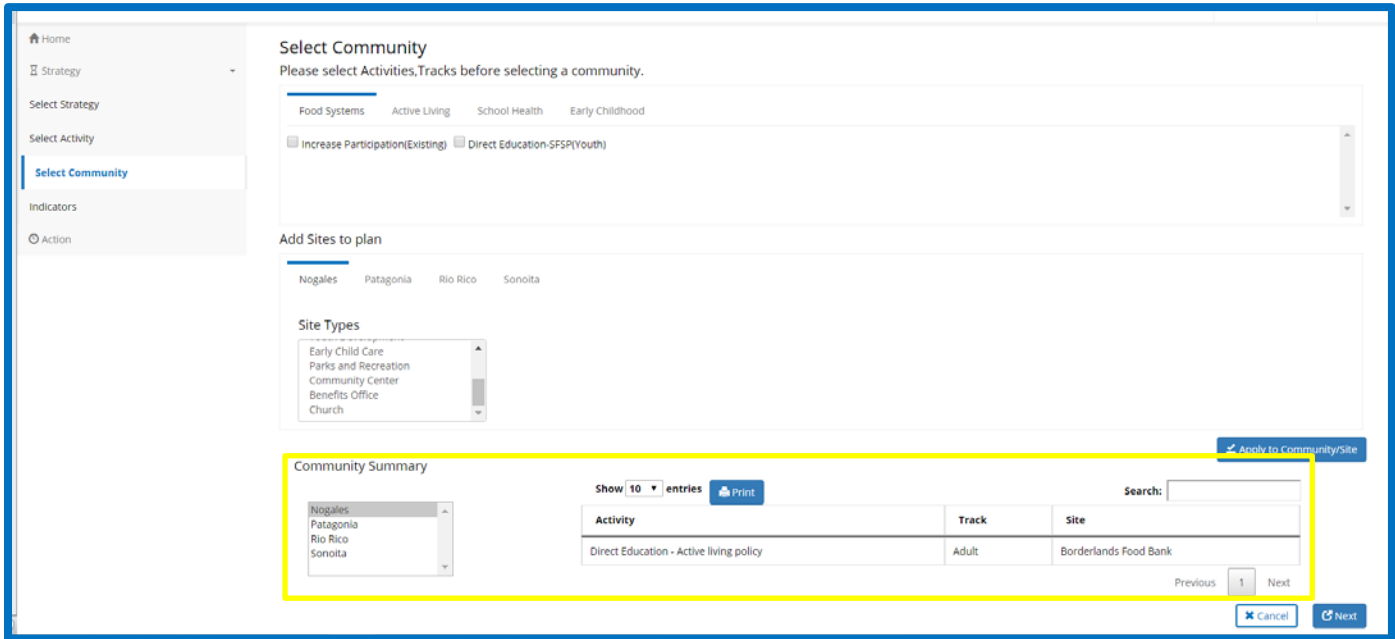


You will receive a popup confirmation message (above) that will confirm that you have added communities/sites.

 **Please note:** the **Select Community** screen does not have a “Save” button, if you do not receive the confirmation above, your work will **NOT** be saved.

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The “Community Summary” section shows a summary of activities assigned and organized by community. It will display all activities/tracks for each community.



The screenshot shows the 'Select Community' interface. The 'Community Summary' section is highlighted with a yellow box. It contains a table with the following data:

Activity	Track	Site
Direct Education - Active living policy	Adult	Borderlands Food Bank



You are able to search and sort within the Community Summary.

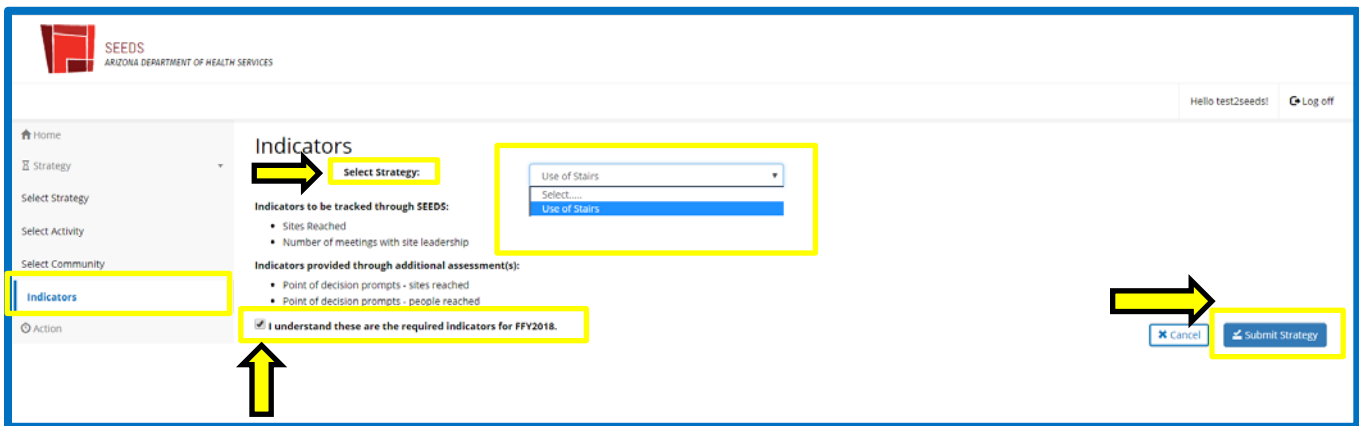
- You can click on the headers/banners of **Activity**, **Track** or **Site**, and it will sort by each in ascending or descending order.



There is a print option available. This will extract the community summary shown at the time.

The “Next” button will then automatically take you to the **Indicators** screen.

5) INDICATORS & SUBMITTING FOR APPROVAL



After you have: 1) Selected Strategy, 2) Selected Activity/Track, 3) Selected Community, you are ready to submit for approval.

All submissions will start in the **Indicators** screen. The screen will be blank until you select a strategy from the dropdown. Only strategies that have been tied to activities/tracks and communities will be available in the dropdown.

Here the strategy *Use of Stairs* has been selected, the indicators for this strategy popup and you will have to click the box **“I understand these are the required indicators for FFY2018.”** Once you have acknowledged, then you are able to click on the **“Submit Strategy”** button.

This will then be sent to the State Implementation Team and they will either **“approve”** or **“reject,”** with feedback for resubmission.

The status of the strategy will change to **“Submitted.”**

STRATEGY STATUS TABLE

Saved	Once you select and save a strategy it will be in Saved status. The strategy will remain in Saved status until submitted for review by the SIT.
Submitted	Once all the steps are completed and you acknowledge indicators it will be in Submitted status. The SIT will be notified this strategy is ready for review.
Approved	Once the SIT approves your strategy it will be in Approved status. * This will be for both 1 st submissions and resubmissions.
Rejected	If the SIT rejects, your strategy, the SIT will provide instructions for revisions. It will remain in Rejected status until it is corrected and resubmitted.
Resubmitted	A strategy will be in Resubmitted status if a strategy is edited and submitted again after approval or rejection by SIT.

6) EDITING STRATEGIES, ACTIVITIES/TRACKS, AND COMMUNITIES

You are able to edit strategies throughout the process and in any status.

There are two main types of edits: **1) Adding** and **2) Deleting**.

- 1) **Adding:** will always be done in the corresponding screen. You are able to make additions to your work plan in the corresponding screens any time.



If the strategy is in submitted, approved or rejected status, you will need to resubmit, by going to the **Indicators** screen.

- 2) **Deleting:** should always be attempted in the corresponding screen by deselecting. You will be allowed to deselect given there is nothing tied to it.
 - a. When communities are tied to Activities and Strategies, you must go to the **View Strategy Detail** screen to delete.
 - i. To access the **View Strategy Detail** screen, you will go into the **Home** Screen → select the strategy by clicking “All Strategies” or whatever status your strategy is in → search and find your strategy → click open button.

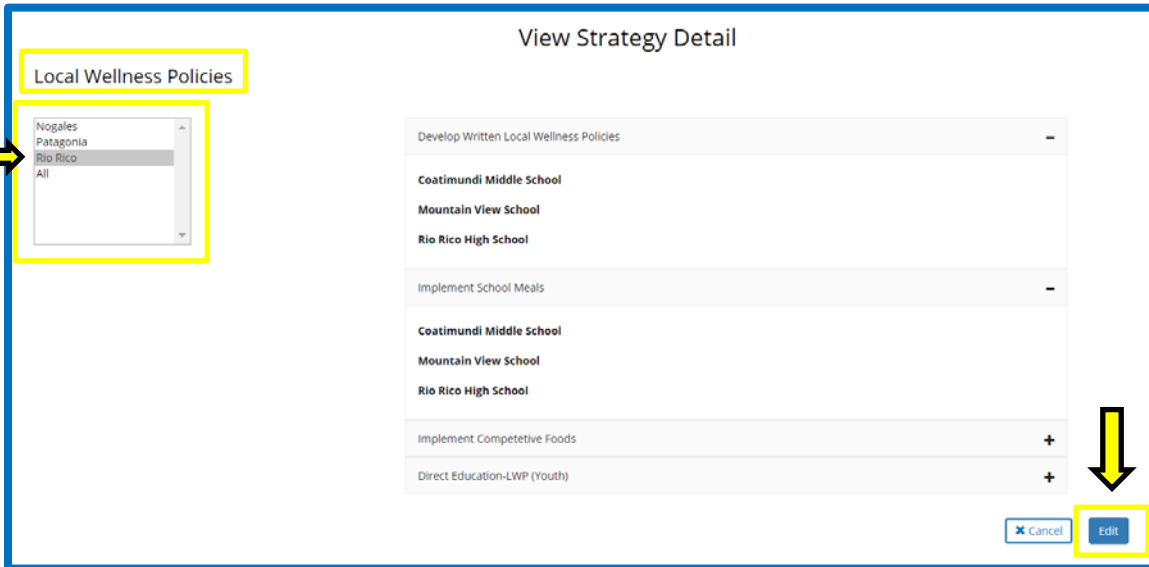
Fiscal Year	AgencyName	Strategy	Status	Notes	Open
2018	UA-Santa Cruz	Gardens	Saved		
2018	UA-Santa Cruz	Farm to Institution	Saved		
2018	UA-Santa Cruz	Farmers' Markets with SNAP	Saved		
2018	UA-Santa Cruz	Physical Activity Resources	Saved		
2018	UA-Santa Cruz	Physical Activity Opportunities	Saved		
2018	UA-Santa Cruz	Local Wellness Policies	Saved		
2018	UA-Santa Cruz	Access to Nutrition Information	Saved		
2018	UA-Santa Cruz	Comprehensive School Physical Activity Programming	Saved		
2018	UA-Santa Cruz	EmPOWER	Saved		

You will be directed to the **View Strategy Detail** screen, where deleting options will be available.

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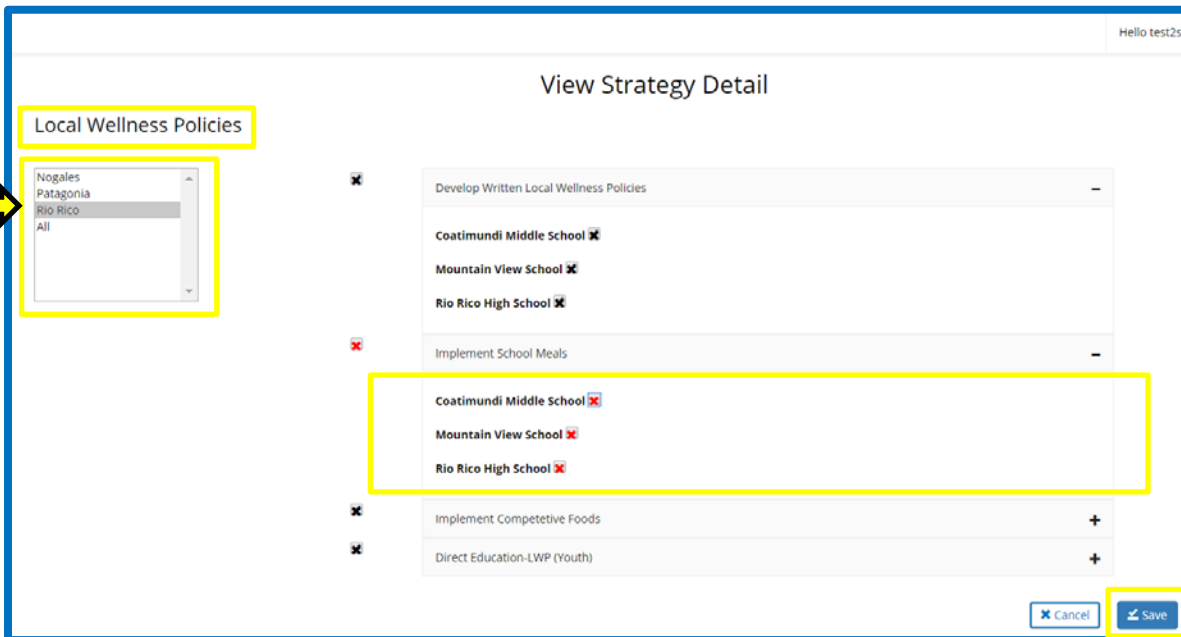
In the **View Strategy Detail** screen, you will be able to view Activities/Tracks either by selecting a community or selecting “all.”

In this example, we are viewing activities/tracks that have been selected for strategy *Local Wellness Policies* the community of *Rio Rico*.



The screenshot shows the 'View Strategy Detail' interface. On the left, a dropdown menu titled 'Local Wellness Policies' is open, with 'Rio Rico' selected. The main content area displays a list of activities/tracks for the selected strategy and community. The activities are grouped into sections: 'Develop Written Local Wellness Policies', 'Implement School Meals', 'Implement Competitive Foods', and 'Direct Education-LWP (Youth)'. Each section lists schools: Coatimundi Middle School, Mountain View School, and Rio Rico High School. At the bottom right, there are 'Cancel' and 'Edit' buttons. A yellow arrow points to the 'Edit' button.

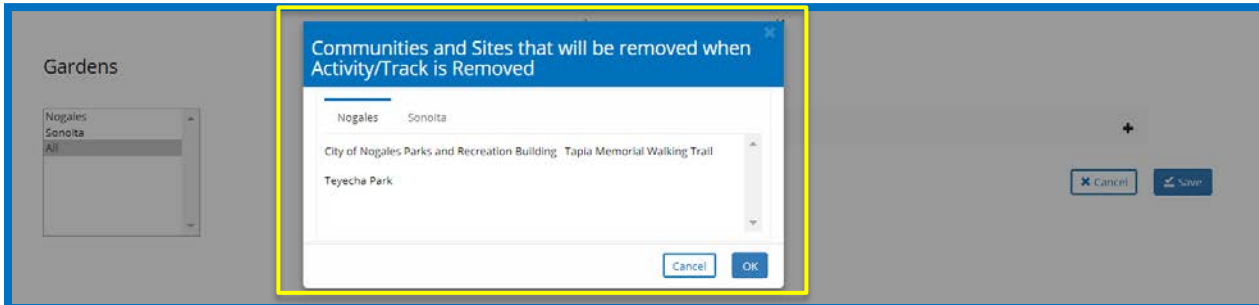
To edit you will select the “edit” button. This will enable checkboxes (see the screen below).



The screenshot shows the 'View Strategy Detail' interface after clicking the 'Edit' button. The 'Local Wellness Policies' dropdown menu is still open with 'Rio Rico' selected. The main content area now shows checkboxes next to each activity and school name. A yellow box highlights the schools under 'Implement School Meals': Coatimundi Middle School, Mountain View School, and Rio Rico High School. At the bottom right, there are 'Cancel' and 'Save' buttons. A yellow arrow points to the 'Save' button.

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The check boxes will allow you to select which items you would like to remove. After clicking, the checkbox will turn red to indicate that those are the ones selected for removal.

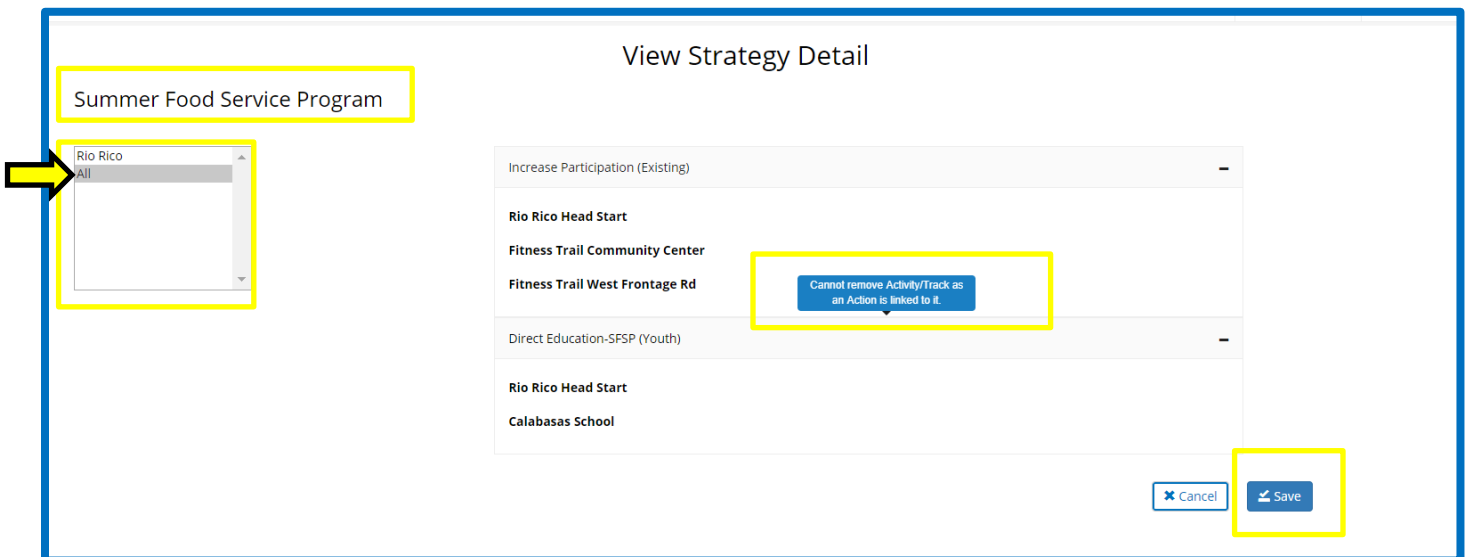


If an Activity/Track has more than one community or site, when you delete—it will be deleted from ALL communities and sites.

Please remember to save to ensure your changes are saved! You will receive a popup describing what you are removing.



If you have clicked on the edit button, but you do not see the checkboxes, it is because you are not able to remove anything from those strategies, activities/tracks. (See example below)





If you notice closely, when we clicked on the “edit” button, it was changed to a “save” button—But because we do not see the checkboxes, we cannot delete the activities.

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In this case, SEEDS is not allowing you to remove because there is something tied to it. If you hover over the activity/track, a message indicating “*Cannot remove activity/track as an Action is linked to it*” will popup.

Since the system has built in rules, sometimes it will prevent you from selecting/removing certain items.

 *If you feel there is a mistake and something must be deleted, please contact the State Implementation Team for guidance.*

 After adding or removing from a submitted, approved or rejected strategy, you will need to resubmit for approval. See [Indicators & Submitting for Approval](#).

7) CREATING ACTIONS & SUB-ACTIONS

Create Action screen is where you will enter the specific data for all the wonderful work you are doing!

The screenshot shows the 'Create Action' form with the following fields and values:

- Strategy:** Summer Food Service Program
- Activity (Track):** Direct Education-SFSP (Youth)
- Group:** Series
- Number in Series:** 2
- Community:** Rio Rico
- Sites:** Rio Rico Head Start
- Action Type:** Direct Education
- Action Name:** Summer Lunch Kick Off
- LIA Lead Staff:** Johnny Be Good
- Curriculum:** Discover MyPlate
- Teacher/Grade Level:** 3
- Survey:** KANQ Survey

The 'Notes' field has a maximum length of 1000 characters. The 'Add Sites to Activity' modal shows 'Rio Rico' as the selected site and 'School', 'Parks and Recreation', and 'Early Child Care' as available site types. The 'Add Sites to Activity' button is highlighted, and a yellow arrow points to the 'Save' button in the modal.


The **Create Action** screen dropdowns will be prepopulated with all the information for **APPROVED** Strategies ONLY! If you have submitted a Strategy, but it has not been approved, it will not appear until approval is given.


The **Create Action** screen will adapt to the Activity/Track of the Action you are entering.


- For example DE will require a curriculum and allow only one site. But for PSE work, multiple sites that are impacted can be selected.


All mandatory fields are marked by a red asterisk *

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 If you have not added sites or if you do not see your site in the “site” dropdown, you may add your site to the dropdown by clicking on [+add sites](#) button on the bottom of the screen. This will allow you to select from approved sites from the communities you have previously selected for this Activity/Track. Once you “Add sites to Activity,” it will be added to the options for dropdown—not automatically to the activity. You must reselect the community and site in the dropdown.

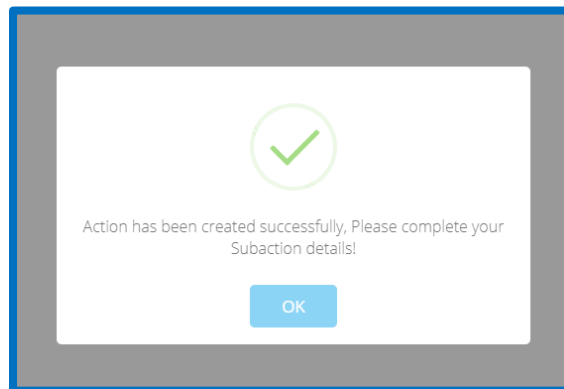
 If you do not see the community you would like to include, you will need to add it the activity/track, by editing your strategy submission and resubmit for approval. See [Select Community](#).

 The **Create Action** screen will only show those communities that have been selected/linked to the activity.

 Please remember to save, if you do not save all the data you enter will be lost! If you are not able to save, there will be prompts indicating what needs to be changed.

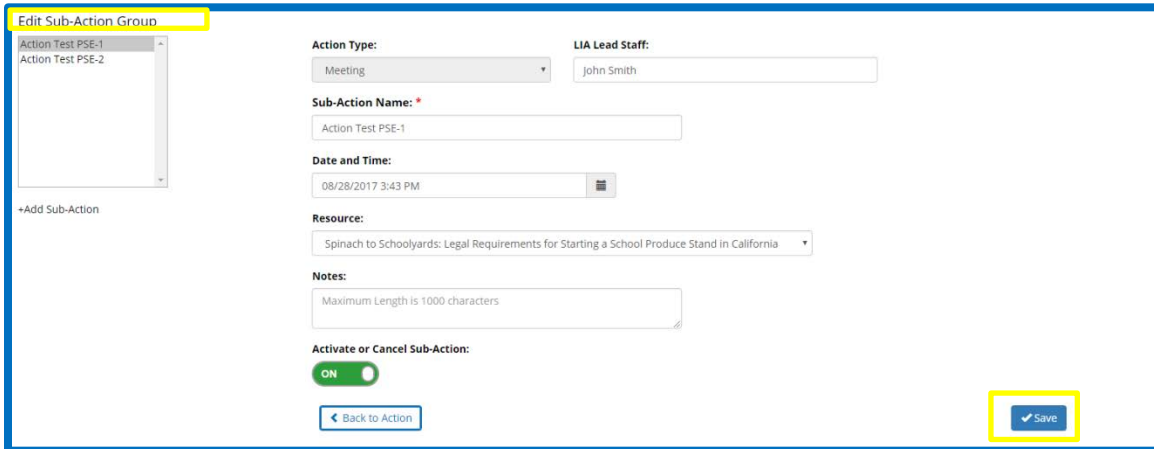
Sub-Actions:

If you choose “Series” for Group, you will be required to enter a number, after saving an Action as a series, the popup below will appear:



You will be directed to the **Edit Sub-Action** screen, where you can add the details for your Sub-Actions.

Edit Sub-Action screen



The screenshot shows the 'Edit Sub-Action Group' interface. On the left, a list of sub-actions includes 'Action Test PSE-1' and 'Action Test PSE-2', with a '+Add Sub-Action' button below. The main form contains the following fields:

- Action Type:** A dropdown menu currently set to 'Meeting'.
- LIA Lead Staff:** A text input field containing 'John Smith'.
- Sub-Action Name:** A text input field containing 'Action Test PSE-1'.
- Date and Time:** A date and time picker showing '08/28/2017 3:43 PM'.
- Resource:** A dropdown menu with the selected option 'Spinach to Schoolyards: Legal Requirements for Starting a School Produce Stand in California'.
- Notes:** A text area with a placeholder 'Maximum Length is 1000 characters'.
- Activate or Cancel Sub-Action:** A toggle switch currently set to 'ON'.

At the bottom, there are two buttons: a 'Back to Action' button on the left and a 'Save' button on the right, which is highlighted with a yellow box.



The system will automatically pull *Action Type*, *LIA Lead Staff*, and *Sub-Action Name* from the parent Action, but you can edit some of these fields.

When creating both a standalone Action or a parent Action with Sub-Actions, you will be redirected to the **Edit Action** or **Edit Sub-Action** screen after saving them initially.

8) EDITING ACTIONS & SUB-ACTIONS

Again, you will be automatically taken to the **Edit Action** or **Edit Sub-Action** screen, once you save when in **Creating Action** screen.

But if you would like to view your Action, you are able to access it via the **Home** screen.

- To access the **Edit Action** or **Edit Sub-Action** screen, you will go into the Home Screen → select the Action by clicking “All Actions” → search and find your Action → click name in blue text.
Sub-Actions will be listed under the parent Action.



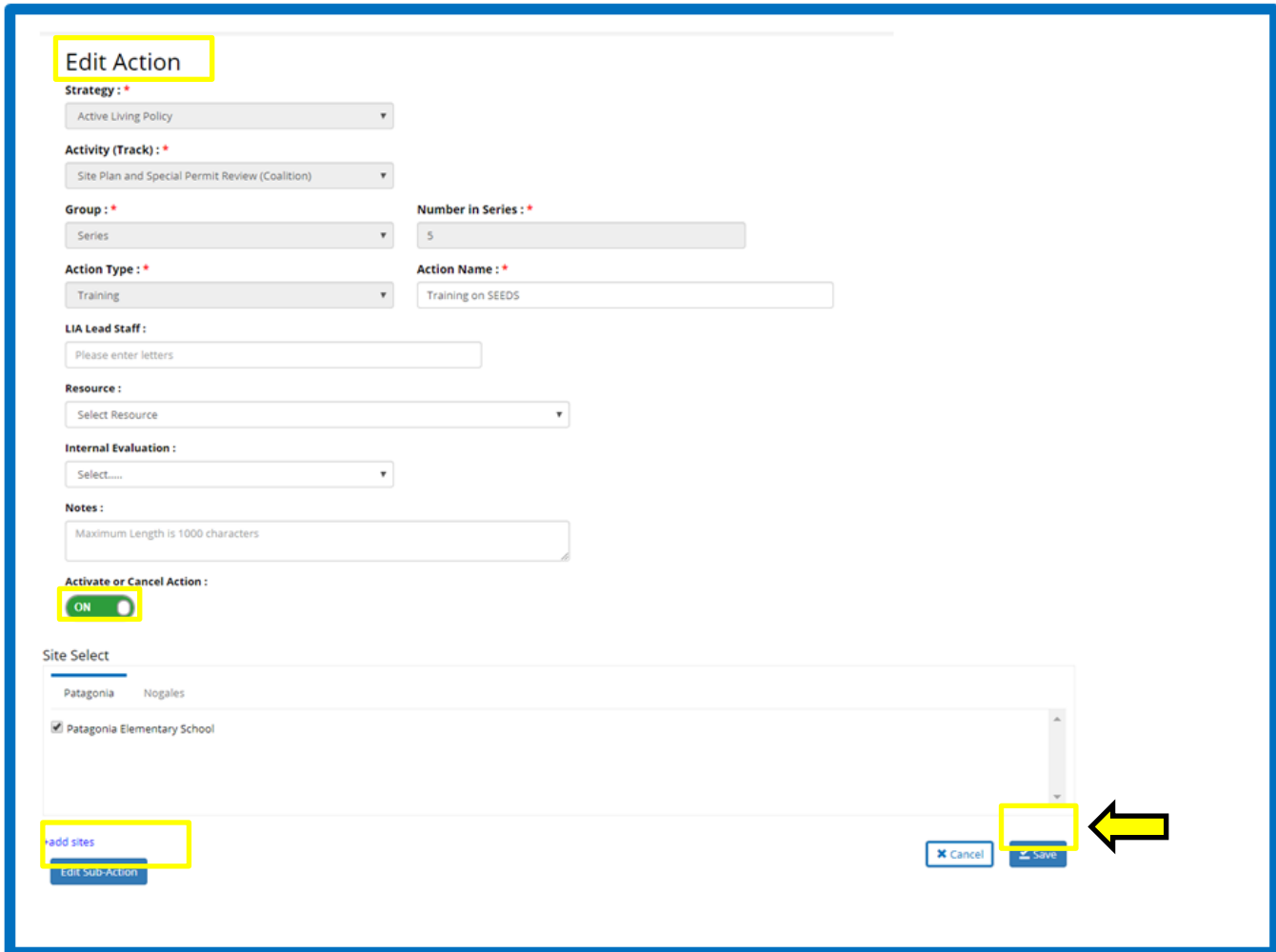
You can search by *Action Name*, *Date & Time* *LIA Lead Staff*, and *Community Name*.

Search Action					
Search: Search Action <input type="button" value="Search"/> <input type="button" value="Print"/>					Show 10 entries
Agency Name	Action Name	Date & Time	LIA Lead Staff	Communities	Status
UA-Santa Cruz	Training 101	9/29/2017 11:36:00 AM	Edith Di Santo	Sonoita	Active
UA-Santa Cruz	My Plate Session 1		Noelle Veilleux	Sonoita	Active
	My Plate -1				Active
	My Plate -2	9/30/2017 11:45:00 AM	Jesse Davenport		Active
	My Plate -3		Therese Neal		Active
	My Plate -4	10/12/2017 11:47:00 AM	Stephanie Martinez		Active
	My Plate -5				Active
	My Plate -6				Active


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This will take you to the **Edit Action** or **Edit Sub-Action** screens.


Edit Action Screen:



 You are able to edit everything that has not been greyed out.

 You can “Activate” or “Cancel” both Actions and Sub-Actions, by clicking on the green button.

 Again, because of the building functionality of SEEDS, you cannot “Cancel” a parent Action, since there are Sub-Actions tied to it. If you would like to cancel, you would have to cancel all the Sub-Actions, this will automatically “Cancel” the parent Action.

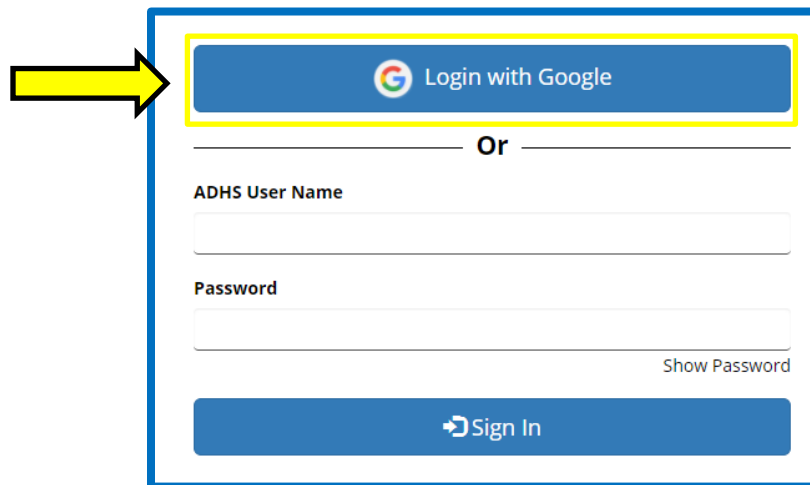
 Please remember to save, if you do not save all the changes you enter will be lost!

9) LOGGING OFF

If you are idle on your system, it will time out and “log out” of the system. It will redirect you to the Login screen. If you haven’t closed your internet browser, you can click on the “Login with Google,” and you will automatically be back in SEEDS.



Because of the authentication with Google, **your user name and password will continue to be stored/logged in**, even if you click on the “Log off” button on a screen; this means you will continue to be logged in until you close your Internet Browser.



The screenshot shows a login interface with a blue border. At the top, there is a blue button with the Google logo and the text "Login with Google". Below this button is a horizontal line with the word "Or" in the center. Underneath, there are two input fields: "ADHS User Name" and "Password". To the right of the "Password" field is a link that says "Show Password". At the bottom of the form is a blue button with a right-pointing arrow and the text "Sign In". A yellow arrow points from the left towards the "Login with Google" button.

SECTION 4: NEXT STEPS & TIMELINE

Phase 2 for SEEDS is expected to be released in late October 2017. Phase 2 will continue to work on Action data, which will replace the Monthly Report data elements.

We are aware that SEEDS implementation is a big shift, and we appreciate your openness and wiliness to move towards an electronic system.

Open House TA available Pre-P&P Training:

Northern AZ: Flagstaff: Monday, October 2, 2017 12pm-5pm:

Central AZ: Phoenix/Tempe: Tuesday, Oct. 3, 2017 12pm-5pm

Southern AZ: Tucson: Wednesday, Oct. 4, 2017 12pm-5pm

Please feel free to reach out to us with any questions.

For any questions, please email us at AzHealthZone@azdhs.gov