Phase 2.2: Overview & User Guide

PHASE 2-RELEASE 2

Phase 2.2: Overview & User Guide

SEEDS

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Phase 2.2: Overview & User Guide

SECTION 1: OVERVIEW PHASE 2

Welcome to Release 2 of Phase 2 of SEEDS! This release will be focused on Assessments and the cover sheets for your submissions to the State Evaluation Team.

Q1: WHAT IS PART OF RELEASE 2 PHASE 2?

A1: In Release 2 of Phase 2, we will be deploying the ***Tracking Data*** functionalities for the Assessments. Because there are differing requirements for assessments based on the fiscal year, this phase will only cover those Assessments that are required for Fiscal Year 2018.

Q2: WHAT WILL CHANGE IN RELEASE 2 OF PHASE 2?

A2: The organization of how Actions are organized will not change.

Action Type-Assessment will only be available when the Strategy and Activity (Track) combination has a required Evaluation based on the Arizona SNAP-Ed Evaluation Framework. These will change based on the fiscal year and SEEDS will only enable those that are required for the fiscal year. In the User Guide, each Assessment has a list of Strategy and Activity (Track) combinations that will enable the Assessment.

Please note that some Strategy and Activity (Track) combinations will have more than one Assessment (ie. KAN-Q & WellSAT). Since you first select the Strategy and Activity (Track), the Assessment types will automatically default to the one or more Assessment Type(s) that is/are available for the combination.

The data fields/questions are consistent with the fields that are currently required for the Assessments/Surveys that are sent to the State Evaluation Team (SET).

Once you enter data into your Tracking Data tab and mark the Action or Sub-Action as complete you will be able to "print" a cover sheet to attach to your evaluation and send to your SET lead. Screenshots of the cover sheets for the four Assessments that have cover sheet are included in the User Guide.

Q3: WHERE SHOULD I ADD THE FY18 ASSESSMENTS INTO SEEDS?

A3: You will create an action, using the Strategy, Activity/Track combinations that described in the User Guide below for each Assessment. The different Assessment types will automatically populate those Assessments that are required for the fiscal year. If there is only one, it will automatically populate, or you will need to choose the Assessment Type.

Creating Assessment Action Type Example:

Create Action

Strategy: *

Empower ▾

Activity (Track): *

Implement Standard 1 ▾

Group: *

Single ▾

Action Type: *

Assessment ▾

Action Name: *

[   ]

Assessment Type: *

Select Assessment Type ▾

| Select Assessment Type |
| KAN-Q |
| Go NAP SACC |

MM/DD/YYYY HH:MM

LIA Lead Staff:

Please enter letters

Internal Evaluation:

Select..... ▾

Notes:

Maximum Length is 1000 characters

SECTION 2: USER GUIDE

1)   ASSESSMENT-ADULT SURVEY

The Assessment tab for Adult Survey will only be triggered for Adult Direct Education Activities (see below for the Strategy/Activity combos.) The Action Type will always be Direct Education.

Strategy	Activity (Track)
Healthy Food Retail	Direct Education-Healthy Retail (Adult)
Gardens	Direct Education-Gardens (Adult)
Farm to Institution	Direct Education - Farm to Inst. (Adult)
Summer Food Service Program	Direct Education-SFSP (Adult)
Farmer's Market with SNAP	Direct Education Farmer's Market's (Adult)
Active Living Policy	Direct Education-Active Living Policy (Adult)
PA Resources	Direct Education-PA Resources (Adult)
PA Opportunities	Direct Education-PA Opportunities (Adult)
Use of Stairs	Direct Education-Use of Stairs (Adult)
Local Wellness Policies	Direct Education-LWP (Adult)
Nutrition Information in Schools	Direct Education Nutrition info in Schools (Adult)
Comprehensive School Physical Activity Programming	Direct Education – CSPAP (Adult)
Empower	Direct Education Empower (Adult)
Capacity Nutrition Education and Healthy Meals	Direct Education Capacity Nutrition (Adult)
Capacity Opportunity for Physical Activity	Direct Education Capacity PA (Adult)

Since Adult Surveys are tied to Direct Education, it will only allow for a single site.

Assessment tab for Adult Survey will only be triggered when all of the following are met:

1. The Action is a series (i.e. has at least 2 or more Sub-Actions.)
2. The Action is using the pre-selected Curriculum:
    i. My Plate for My Family
    ii. Eat Healthy, Be Active
    iii. Eating Smart, Being Active
3. When you respond "Yes" to the question below, when entering your *Tracking Data* fields.
4. And after saving.

Is Assessment done along with this sub-action? *

Yes ▼

✖ Cancel   💾 Save Changes

❮ Back to Action

Tracking Data Assessment-Adult Survey Screen:

Info.   **Tracking Data**   **Assessment**

Assessment - Adult Survey

Agency Information

Subcontractor Name: *

Select Subcontractor ▼

Assessment Information

Survey Type: *

Select..... ▼

How many surveys are included with this cover sheet?:

English: *

Spanish: *

Please report any additional comments regarding the survey administration process:

Maximum Length is 1000 characters

✖ Cancel   💾 Save Changes   ✔ Complete Action

❮ Back to Action

Required Data Fields	Entry Options
Subcontractor Name	Select Subcontractor Name, if applicable. Only Subcontractors that are currently budgeted for your LIA will be an option. If you do not have Subcontractors, it will be defaulted to "None." If it was not a Subcontractor then you should choose "None."
Survey Type	Select between "Pre and "Post"
How many surveys included with this cover sheet?	Enter numbers for both "English" and "Spanish." The system requires both, but you may enter zero if none were administered.
Please report any additional comments regarding the survey administration process.	Enter notes about survey administration. Free text field.

You will be able to generate a cover sheet in PDF form that can be printed and attached to your surveys to send to the SET.

The process of printing and submitting and the completed cover sheet to SET with your completed surveys will remain the same. You <u>must</u> submit the cover sheets to SET for processing. SEEDS will not replace this process.

*The print button will only be available after the Action/Sub-Action has been completed and will be located on the Assessment tab.

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Adult Survey Cover Sheet Example:

ADULT SURVEY

AZ HEALTH ZONE

Agency Information

Local Implementing Agency: Maricopa   *LIA Lead:* Edith

Subcontractor: None

Assessment Information

Name of Curriculum: MyPlate for My Family   *Survey Date:* Monday, January 1, 2018

School/Site: Kyrene de los Ninos School

Survey Type: [X] Pre-Test   [ ] Post-Test

How many surveys are included with this cover sheet?

English Packets   8

Spanish Packets   0   Total Packets   8

Please provide any additional comments regarding the survey administration process

Please return a completed cover sheet with each completed packet of Adult Surveys via regular mail to:

AZ Health Zone Evaluation Team
P.O. Box 210151
Tucson, AZ 85271

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2)	ASSESSMENT-SNAP BENEFITS AT MARKETS

Will only be triggered/ available for the following Strategy/Activity (Track) combos:

Strategy	Activity (Track)
Farmers' Markets with SNAP	Benefit Authorization
Farmers' Markets with SNAP	Benefit Redemption

Although SEEDS will allow you to add multiple sites when creating Assessment-SNAP Benefits at Markets, to avoid errors and lost data, it would be best practice to:

1) Enter **only** 1 site when creating an assessment action with sub-actions (series)

-OR-

2) Enter **only** a single assessment action when completing for multiple sites

If you have a series and add/remove sites for your sub-actions, this will cause issues for any data previously entered and possibly for your data moving forward. *This is a known bug and we are working to address these data issues in a future release.*

Tracking Data Assessment-SNAP Benefits at Market Screen:

Please note that this screen has been created to be responsive, each question will be triggered (or not) based on the previous question's answers.

Assessment-SNAP Benefits at Market Screen I:

This is the screen you will see when you first click on the Tracking Data:

The site(s) you have selected on your *Info.* tab will auto populate and be red, until you select to enter data.

Please note that you will need to select and report on *each* site before you are able to complete.
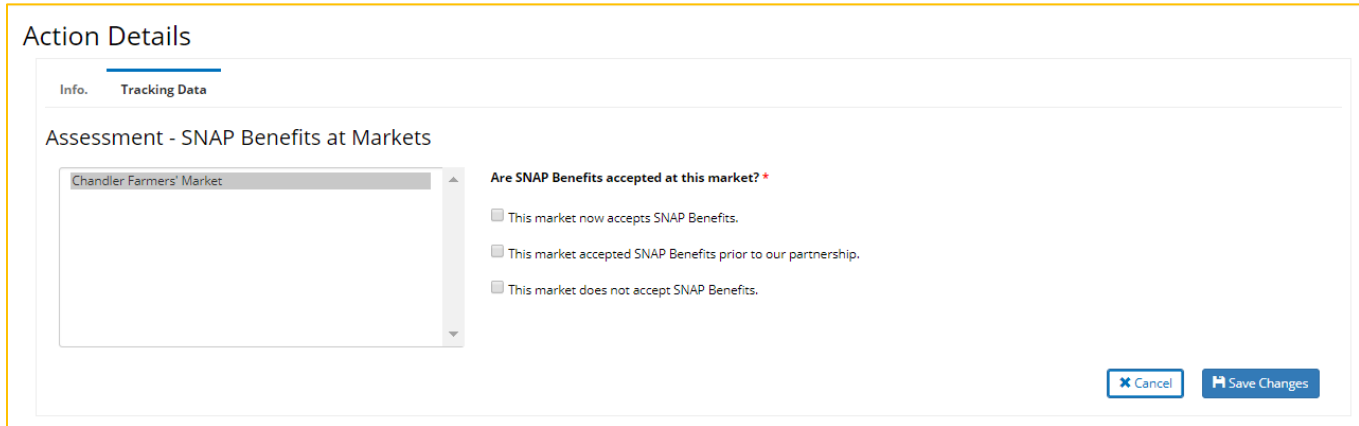
SEEDS

(!tip)Like mentioned above, you may multi-select sites, but it may be best for you to create a single action for each site individually instead of a series.

The site name will be in red, until you enter data for the site.

You will need to select the site you are entering data, this will enable the 1st trigger question.

Assessment-SNAP Benefits at Market Screen II:

Action Details

Info.	**Tracking Data**

Assessment - SNAP Benefits at Markets

Chandler Farmers' Market

Are SNAP Benefits accepted at this market? *

☐ This market now accepts SNAP Benefits.

☐ This market accepted SNAP Benefits prior to our partnership.

☐ This market does not accept SNAP Benefits.

[✕ Cancel] [💾 Save Changes]

For this question, you can only select one answer.

If you select the 1st or 2nd option:

☐ This market now accepts SNAP Benefits.

_OR_

☐ This market accepted SNAP Benefits prior to our partnership.

Then next question will be triggered.

If you select the 3rd option:

☐ This market does not accept SNAP Benefits.

After you save, then the "Complete Action" will be enabled. The name of the market will be in green, and you will be able to complete.

Assessment-SNAP Benefits at Market Screen III (If enabled):

Was SNAP benefits redemption information available for this market?

Response options: Yes or No

Yes, will trigger data entry.

No, will allow you to save and complete.

Assessment-SNAP Benefits at Market Screen IV (If enabled):

If you answered yes to question: "Was SNAP benefits redemption information available for this market?"

The following four fields will be enabled. Please find more information about the fields below.

Required Data Fields	Entry Options
Are SNAP Benefits accepted at this market?	Can only select one: ☐ This market now accepts SNAP Benefits. ☐ This market accepted SNAP Benefits prior to our partnership. ☐ This market does not accept SNAP Benefits.
If either the 1st or 2nd option is selected, then the following question will be enabled.	
Was SNAP benefits redemption information available for this market?	Select either Yes or No. If no, please complete action.
If yes, then the following fields will be enabled and required.	
SNAP Benefits Redemptions	Enter amount of SNAP Benefits Redemption for reporting period. This will be a dollar amount and will only allow numbers and a decimal. Must delete the zeros to allow for data entry.
Total Sales	Enter amount Total Sales for the market during the reporting period. This will be a dollar amount and will only allow numbers and a decimal. Must delete the zeros to allow for data entry.
Reporting Period Start Date	Date must be within Fiscal Year, and must be after Action Date and before Reporting Period End Date.
Reporting Period End Date	Date must be within the Fiscal Year and after Reporting Period Start Date.
Notes*	Notes should be entered of *Info* tab notes field.

SEEDS

3) ASSESSMENT-GO NAP SACC

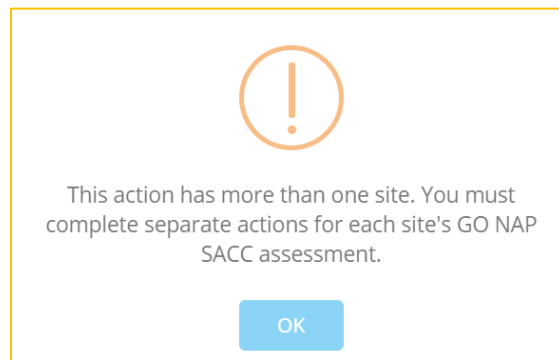Will only be triggered/ available for the following Strategy/Activity (Track) combos:

Strategy	Activity (Track)
Empower	Develop Written Policies
Empower	Implementation of Standard 1
Empower	Implementation of Standard 5
Empower	Implementation of Standard 6
Empower	Implementation of Standard 8
Capacity Nutrition Education and Healthy Meals	Menu Enhancements
Capacity Nutrition Education and Healthy Meals	Staff Development-Food Prep
Capacity Nutrition Education and Healthy Meals	Staff Development-Nutrition Education
Capacity-Opportunity for Physical Activity	Structured PA
Capacity-Opportunity for Physical Activity	Unstructured PA

Tracking Data Assessment-GO NAP SACC:

Go NAP SACC should be entered as single action.

Each Go NAP SACC should be entered individually for different sites. If you attempt to enter more than one site, there will be a popup advising you to only select one site. If you did click additional sites, you must manually deselect the extra sites and save before continuing.

Screenshot of Error Popup:

This action has more than one site. You must complete separate actions for each site's GO NAP SACC assessment.

OK

SEEDS

Tracking Data Assessment-GO NAP SACC Screen:

Required Data Fields	Entry Options
Subcontractor Name	Select Subcontractor Name, if applicable. Only Subcontractors that are currently budgeted for your LIA will be an option. If you do not have Subcontractors, it will be defaulted to "None." If it was not a Subcontractor then you should choose "None."
What is the position of the ECE representative you worked with?	Enter the position name. Free text field.

How was the assessment completed with the ECE site representative? (Check all that apply)	Select all the option(s) that are relevant: **The LIA filled in the answers on the assessment:** The LIA met with the ECE representative face-to-face for an interview. The LIA met with the ECE representative over the phone for an interview. The LIA visited the ECE site and performed direct observation. The LIA reviewed materials provided by the ECE site. **The ECE representative filled in the answers on the assessment:** The LIA emailed the assessment to the ECE representative and received it back completed. The LIA mailed the assessment to the ECE representative and received it back completed. The LIA provided support/TA to the ECE representative to help with completing the assessment. The LIA did not provide support/TA to the ECE site.
Please report any additional comments regarding the survey administration process.	Enter notes about survey administration. Free text field.

You will be able to generate a cover sheet in PDF form that can be printed and attached to your surveys to send to the SET.

The process of printing and submitting and the completed cover sheet to SET with your completed surveys will remain the same. You <u>must</u> submit the cover sheets to SET for processing. SEEDS will not replace this process.

> *The print button will only be available after the Action/Sub-Action has been completed and will be located on the Assessment tab.

GO NAP SACC Cover Sheet Example:

Go NAP SACC

AZ HEALTH ZONE

Agency Information

Local Implementing Agency: Maricopa   *LIA Lead:* Edith

Subcontractor: None

Assessment Information

What is the position of the ECE representative you worked with? Site Director

How was the assessment completed with the ECE site representative? (check ALL that apply)

The LIA filled in the answers on the assessment:

☐ The LIA met with the ECE representative face-to-face for an interview.

☐ The LIA met with the ECE representative over the phone for an interview.

☒ The LIA visited the ECE site and performed direct observation.

☒ The LIA reviewed materials provided by the ECE site.

The ECE representative filled in the answers on the assessment:

☐ The LIA emailed the assessment to the ECE representative and received it back completed.

☐ The LIA mailed the assessment to the ECE representative and received it back completed.

☐ The LIA provided support/TA to the ECE representative to help with completing the assessment.

☐ The LIA did not provide support/TA to the ECE site.

Please provide any additional comments regarding the Go NAP SACC administration/data collection experience

it was a great experience.

Please return a completed cover sheet with each completed Go NAP SACC Assessment via email or regular mail to:

AZ Health Zone Evaluation Team
P.O. Box 210151
Tucson, AZ 85271

4)   ASSESSMENT-KAN-Q

Will only be triggered/ available for the following Strategy/Activity combos:

Strategy	Activity (Track)
Gardens	New School Garden
Gardens	New Childcare Garden
Gardens	Support Existing Garden
Farm to Institution	Garden to Cafeteria (Single)
Farm to Institution	Garden to Cafeteria (Coalition)
Farm to Institution	Purchasing/ Procurement (Single)
Farm to Institution	Purchasing/ Procurement (Coalition)
Farm to Institution	CSA (Single)
Farm to Institution	CSA (Coalition)
Local Wellness Policies	Develop Written Policies
Local Wellness Policies	Implement Nutrition Education
Local Wellness Policies	Implement School Meals
Local Wellness Policies	Implement Competitive Foods
Local Wellness Policies	Implement PE & PA
Local Wellness Policies	Implement Wellness Promotion Marketing
Local Wellness Policies	Implementation, Evaluation, and Communication
Local Wellness Policies	HSP Enrollment
Nutrition Information in Schools	Curriculum Train the Trainer (Class Curriculum)
Nutrition Information in Schools	Smarter Lunchrooms (Menu Labeling)
Comprehensive School Physical Activity Programming	Implement PA During School
Comprehensive School Physical Activity	Implement Staff Involvement

Programming	
Comprehensive School Physical Activity Programming	Implement Family/Community Engagement
Comprehensive School Physical Activity Programming	Implement PA Before/After School
Comprehensive School Physical Activity Programming	Develop Written Policies
Empower	Develop Written Policies
Empower	Implementation of Standard 1
Empower	Implementation of Standard 5
Empower	Implementation of Standard 6
Empower	Implementation of Standard 8
Capacity Nutrition Education and Healthy Meals	Menu Enhancements
Capacity Nutrition Education and Healthy Meals	Staff Development Food Prep
Capacity Nutrition Education and Healthy Meals	Staff Development Nutrition Education
Capacity Opportunity for Physical Activity	Structured PA
Capacity Opportunity for Physical Activity	Unstructured PA

****NEW CHANGE***KAN-Q should be entered as a **single** action.

In SEEDS you currently have the option to complete a single or series for KAN-Q, but in the next release it will automatically default to single. This change is being implemented because programmatically KAN-Qs are completed according to the school year, and this does not correspond to FFY18.

Each KAN-Q should be entered individually for different sites. If you attempt to enter more than one site, there will be a popup advising you to only select one site. If you did click additional sites, you must manually deselect the extra sites and save before continuing.

Screenshot of Error Popup:

This action has more than one site. You must complete separate actions for each site's KAN-Q assessment.

OK

Tracking Data-Assessment- KAN-Q Screen:

Required Data Fields	Entry Options
Subcontractor	Select Subcontractor Name, if applicable. Only Subcontractors that are currently budgeted for your LIA will be an option. If you do not have Subcontractors, it will be defaulted to "None." If it was not a Subcontractor then you should choose "None."
School/Site Name	Will be auto populated by SEEDS. It will default to the site selected on the *Info.* tab.
Teacher Name	Enter name of the Teacher
Grades	Select from Grades 3-8, you are able to multi-select.
Survey Type	Select between "Pre and "Post"

What day of the week was the survey administered?	Select between *Tuesday, Wednesday, Thursday, Friday*
How many surveys included with this cover sheet?	Enter number of surveys.
Please report any additional comments regarding the survey administration process.	Free text field.

You will be able to generate a cover sheet in PDF form that can be printed and attached to your surveys to send to the SET.

The process of printing and submitting and the completed cover sheet to SET with your completed surveys will remain the same. You <u>must</u> submit the cover sheets to SET for processing. SEEDS will not replace this process.

*The print button will only be available after the Action/Sub-Action has been completed and will be located on the Assessment tab.

<u>KAN-Q Cover Sheet Example:</u>

KAN-Q

AZ HEALTH ZONE

Agency Information

Local Implementing Agency: Maricopa　　　*LIA Lead:* edith

Subcontractor: None

Assessment Information

Teacher: Ms Betty　　　　　　　　　　　*Survey Date:* Wednesday, January 3, 2018

School/Site: Desert Mission Food Bank

Grades: ☒ 3rd　　☐ 4th　　☐ 5th　　☐ 6th　　☐ 7th　　☐ 8th

Survey Type:　☐ Pre-Test　　☒ Post-Test

What day of the week was the survey administered?

☐ Tuesday　　☐ Wednesday　　☒ Thursday　　☐ Friday

How many surveys are included with this cover sheet?　45

Please provide any additional comments regarding the survey administration process

great experience

Please return a completed cover sheet with the completed KAN-Q Surveys via regular mail to:

AZ Health Zone Evaluation Team
P.O. Box 210151
Tucson, AZ 85271

5) ASSESSMENT-NUTRITION AVAILABILITY

Will only be triggered/ available for the following Strategy/Activity combos:

Strategy	Activity (Track)
Nutrition Information in Schools	Smarter Lunchrooms (Menu Labeling)

Although SEEDS will allow you to add multiple sites when creating Assessment- Nutrition Availability, to avoid errors and lost data, it would be best practice to:

1) Enter **only** 1 site when creating an action with sub-actions (series)

-OR-

2) Enter **only** a single action when completing for multiple sites

If you have a series and add/remove sites for your sub-actions, this will cause issues for any data previously entered and possibly for your data moving forward. *This is a known bug and we are working to address these data issues in a future release.*

Tracking Data-Assessment Nutrition Availability Screen I:

This is the screen you will see when you first click on the Tracking Data:

The site you have selected on your *Info.* tab will auto populate and be red, until you select to enter data.

Action Details

| Info. | **Tracking Data** |

Assessment - Nutrition Availability

Desert Sky Middle School
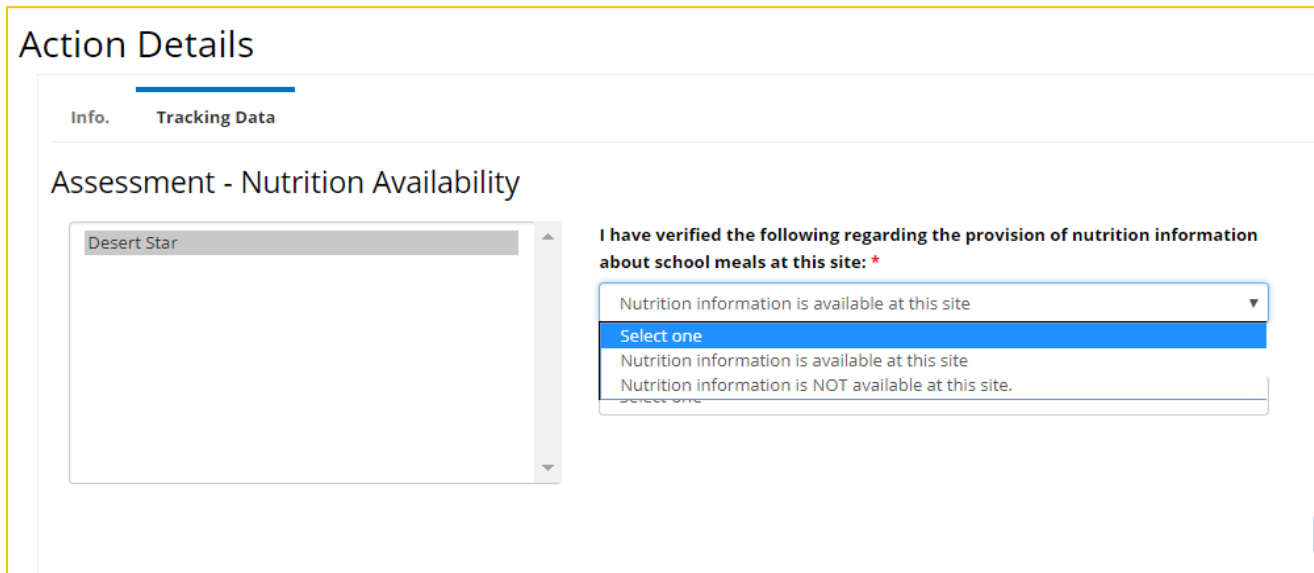
✖ Cancel   **✔ Complete Action**

Like mentioned above, you may multi-select sites, but it may be best for you to create an action for each site individually.

The site name will be in red, until you enter data for the site.

You will need to select the site you are entering data, this will enable the 1st part of the question.

Tracking Data-Assessment Nutrition Availability Screen II:

1st part of question*: I have verified the following regarding the provision of nutrition information about school meals at this site.*

Options:

1) If you select **"Nutrition Information is available at the site,"** you will be triggered to answer the 2nd part of the question.

2nd part of question*: Nutrition information about school meals was provided to the following:*

Action Details

Info.   **Tracking Data**

Assessment - Nutrition Availability

Desert Star

I have verified the following regarding the provision of nutrition information about school meals at this site: *

Nutrition information is available at this site ▾

Nutrition information about school meals was provided to the following: *

Select one ▾

Select one
Students
Parents
Both

✖ Cancel   ⊟ Save Changes

2) If you select **"Nutrition Information is NOT available at the site,"** the 2nd part will automatically default to **"None."**

Action Details

Info.   **Tracking Data**

Assessment - Nutrition Availability

Desert Star

I have verified the following regarding the provision of nutrition information about school meals at this site: *

Nutrition information is NOT available at this site.   ▼

Nutrition information about school meals was provided to the following: *

None   ▼

✖ Cancel   💾 Save Changes

Required Data Fields	Entry Options
I have verified the following regarding the provision of nutrition information about school meals at this site.	Nutrition Information is available at the site
	Nutrition Information is NOT available at the site
Nutrition information about school meals was provided to the following:	If *Nutrition Information is available at the site* was selected, then select between: *Students, Parents* or *both.*
	If *Nutrition Information is NOT available at the site*, then "None" will automatically be filled.

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6)   ASSESSMENT-SFSP CHECKLIST

Will only be triggered/ available for the following Strategy/Activity combos:

Strategy	Activity (Track)
Summer Food Service Program	Improve menu (Existing)
Summer Food Service Program	Increase programming (Existing)
Summer Food Service Program	Expand meal service (Existing)
Summer Food Service Program	Increase participation (Existing)

SFSP Checklist should be entered as single action.

SFSP Checklist could be created for each site or multiple, please review SFSP Checklist guidelines.

Tracking Data-Assessment-SFSP Checklist Screen:

Since your SFSP Checklist Assessment is submitted online, SEEDS will only be documenting whether or not it was completed.

Action Details

Info.   **Tracking Data**

Assessment - SFSP CheckList

☑ The assessment has been completed and submitted.

[✗ Cancel] [💾 Save Changes] [✔ Complete Action]

- Must select that it was completed to save & complete the Action.
- If you are unable to complete, please work with your LIA Admin to cancel this action.

Required Data Fields	Entry Options
The assessment has been completed and submitted.	Must enter check off it was completed to save & complete the Action. If you are unable to complete, please work with your LIA Admin to cancel this action.

SEEDS

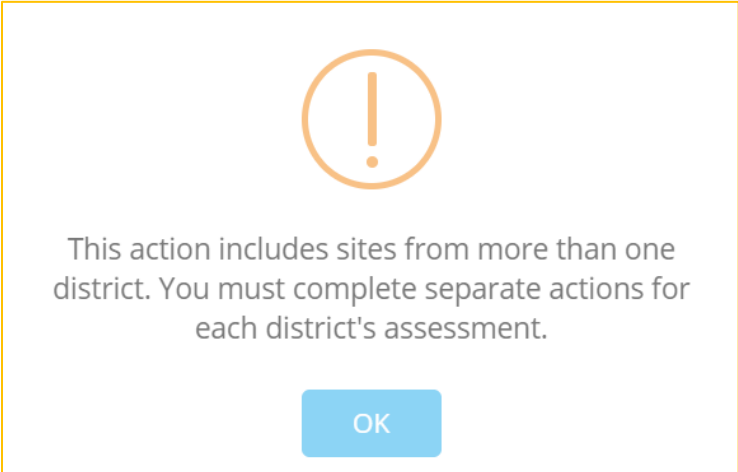| Strategy	Activity (Track)
Local Wellness Policies	Implementation, Evaluation, and Communication
Local Wellness Policies	HSP Enrollment
Local Wellness Policies	Develop Written Policies
Local Wellness Policies	Implement Nutrition Education
Local Wellness Policies	Implement School Meals
Local Wellness Policies	Implement Competitive Foods
Local Wellness Policies	Implement PE & PA
Local Wellness Policies	Implement Wellness Promotion/Marketing

7)   ASSESSMENT-WELL SAT 2.0

Will only be triggered/ available for the following Strategy/Activity combos:

Well SAT 2.0 should be entered as single action.

Each Well SAT 2.0 should be completed individually by district. If you attempt to enter sites that belong to more than one district, there will be a popup advising you that only one district is allowed. You must manually deselect the sites that belong to other districts. If needed, create a separate action for the other districts.

Screenshot of Error Popup:

This action includes sites from more than one district. You must complete separate actions for each district's assessment.

OK

Tracking Data-Assessment-Well SAT 2.0 Screen:

Since your Well SAT Assessment is submitted online, SEEDS will only be documenting whether or not it was completed.

- Must select that it was completed to save & complete the Action.

- If you are unable to complete, please work with your LIA Admin to cancel this action.

Required Data Field	Entry Options
School District	Will automatically populate based on the site
The Local Wellness Policy has been sent to the State Evaluation Team.	Must enter check off it was completed to save & complete the Action. If you are unable to complete, please work with your LIA Admin to cancel this action.

8)   ASSESSMENT-WILDER COLLABORATION

Will only be triggered/ available for the following Strategy/Activity combos:

Strategy	Activity (Track)
Healthy Food Retail	New Mobile (Coalition)
Healthy Food Retail	Existing Mobile (Coalition)
Healthy Food Retail	New FM/Stand (Coalition)
Healthy Food Retail	Existing FM/Stand (Coalition)
Healthy Food Retail	Corner/Country Stores (Coalition)
Healthy Food Retail	Grocery Stores (Coalition)
Healthy Food Retail	Food Bank (Coalition)
Farm to Institution	Garden to Cafeteria (Coalition)
Farm to Institution	Purchasing/ Procurement (Coalition)
Farm to Institution	CSA (Coalition)
Active Living Policy	Site Plan and Special Permit Review (Coalition)
Active Living Policy	General/Comprehensive Plan Revision (Coalition)
Active Living Policy	Smart Growth Development (Coalition)
Active Living Policy	Road Design (Coalition)
Active Living Policy	Walking/Biking/Transit Networks (Coalition)
Active Living Policy	Municipal Policies (Coalition)
Active Living Policy	Site Specific Policies (Coalition)
PA Resources	Publicize local PA resources (Coalition)
PA Resources	Shared-use-Agreements (Coalition)
PA Resources	Improve usability of local resources (Coalition)

!tip Wilder Collaboration Inventory should be entered as single action.

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Wilder Collaboration Inventory can be a single site or multiple sites.

Tracking Data-Assessment-Wilder Collaboration Screens:

Please note that this screen has been created to be responsive, some question will be triggered (or not) based on the previous question's answers.

Assessment- Wilder Collaboration Screen I:

This is the screen you will see when you first click on the Tracking Data:

Action Details

Info.   **Tracking Data**

Assessment - Wilder Collaboration

Are there representatives from at least 5 partner organizations (including your LIA) who regularly attend coalition meetings? *

Yes ▾

Has the coalition been in existence for at least six months? *

No ▾

Note: The coalition does not meet the minimum requirement to complete the Wilder Collaboration Factors Inventory. If you have already completed the assessment, please contact the State Evaluation Team.

✖ Cancel   🖫 Save Changes   ✔ Complete Action

If EITHER of the answers to the above questions is *"No,"* then your coalition does not meet the minimum criteria for the Wilder Collaboration Factors Inventory and you will not be asked any other questions.

The above note will be displayed. You will then be able to save and complete the action.

Assessment-Wilder Collaboration Screen II:

Required Data Fields	Entry Options
Are there representatives from at least 5 partner organizations (including your LIA) who	Select between Yes and No.

|	
regularly attend coalition meetings?	Must meet requirement and answer yes to enable other fields.
Has the coalition been in existence for at least six months?	Select between Yes and No. Must meet requirement and answer yes to enable other fields.
Email Address	Enter work email of the LIA Lead.
Subcontractor Name	Select Subcontractor Name, if applicable. Only Subcontractors that are currently budgeted for your LIA will be an option. If you do not have Subcontractors, it will be defaulted to "None." If it was not a Subcontractor then you should choose "None."
Coalition Name	Enter name of coalition, letters only.
Collaborating Organizations	Enter names of collaboration organizations. Please use underscore "_" and space between each name. **We are working on the next release to allow for you to enter commas between organization names**
Number of Coalition Members	Enter number of coalition members, numbers only.
Which topic areas do coalition members represent?	Multi-select all that apply: (ctrl+) Agriculture Commercial Marketing Community Design Education Food Industry Government Media Public Health & Health Care Public Safety
How was the Wilder Inventory completed with this coalition? (Check all that apply):	Select all that apply: • LIA sent survey links to coalition members via email. • LIA printed paper surveys and brought them to a coalition meeting.

	• I completed a survey as a representative of SNAP-Ed/AZ Health Zone on the coalition. • Other (will enable text box-letters only- for more info.)
Please report any additional comments regarding the survey administration process.	Enter notes about survey administration. Free text field.

You will be able to generate a cover sheet in PDF form that can be printed and attached to your surveys to send to the SET.

The process of printing and submitting and the completed cover sheet to SET with your completed surveys will remain the same. You <u>must </u>submit the cover sheets to SET for processing. SEEDS will not replace this process.

> *The print button will only be available after the Action/Sub-Action has been completed and will be located on the Assessment tab.

<u>Wilder Collaboration Cover Sheet Example:</u>
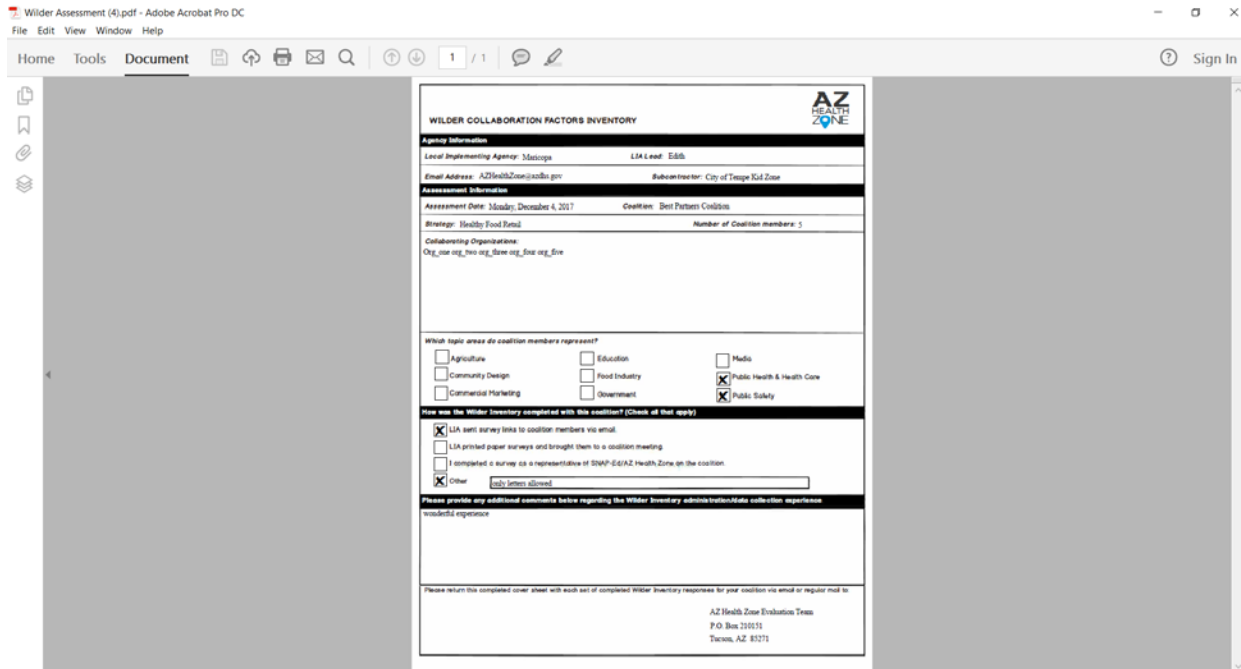
SECTION 4: NEXT STEPS & TIMELINE

Phase 3 will be reporting and the capability to create reports.

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

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

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