Phase 3: Overview & User Guide

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SECTION 1: OVERVIEW OF PARTNERSHIPS & IMPLEMENTATION STAGE

Phase 3 will incorporate two new reporting features and capabilities. These will be Partnerships & Implementation Stage. These are new reporting fields that will meet USDA reporting requirements and also help capture other collaboration work that is not currently fully reported in SEEDS.

Q1: WHAT ARE THE NEW CAPABILITIES?

A1: There are two new reporting features and capabilities:

1- ***Create Action/ Partnership:*** In this feature you will be working to document those partnerships you have created and grown within your communities. This will function similarly to the other ***Create Action*** functions in SEEDS. You will be able to add to your "Partnership" actions throughout the fiscal year.

2- ***Implementation Stage:*** In this feature you will be able to track the progress of your work by indicating the current stage of your "activities" at each site. We are deploying this field as being reported only twice a year during the Semi-Annual Reporting period (we will adapt as needed).

Q2: WHEN WILL IT BE IMPLEMENTED?

A2: We will be launch the features in Phase 3 beginning March 15, 2018

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SECTION 2: USER GUIDE-PARTNERSHIPS

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In this section, we will review the system functionality for Partnerships and define the fields that will be entered when activating a partnership.

1) WHEN SHOULD I CREATE A PARTNERSHIP?

A partnership should be recorded when there is a working relationship with an outside organization and assistance was either: provided, received, or both during the Federal Fiscal Year. Per the USDA, partnerships do **not** included entities that receive direct SNAP-Ed funding, but instead include other sites and organizations that support or are involved with SNAP-Ed work.

While every site has a partnership, not every partnership has a site. When Booktown Library allows us to hold classes at their location, they are providing space for SNAP-Ed to operate (perhaps among other things). Other partnerships may not have direct delivery sites. For example, you may be partnering with the Arizona Department of Agriculture to host local Food Summits.

2) HOW DO I NAVIGATE TO CREATE ACTION/PARTNERSHIP?

You will access the Create Action/Partnership via the left side Navigation bar under **Action**, by clicking on it, then all of the **Create Action** buttons will display:
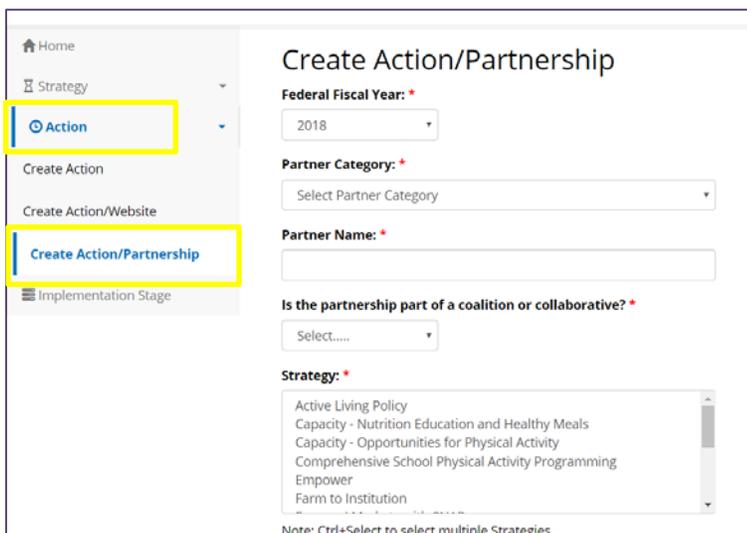
3) HOW DO I NAVIGATE TO ADD TO AN EXISTING PARTNERSHIP?

If you would like to view and/or add information to a partnership that is already active for the current fiscal year, you can go to the Home/Dashboard page and find the partnership boxes at the bottom. They

will be organized by status similarly to Strategy and Action boxes. For Partnerships, we will only have "Active" and "Canceled." Once a partnership is "Active" with all the required fields, nothing else is needed, unless you would like to add to the partnership within the same FFY.

CREATE ACTION/PARTNERSHIP

Data Field	Description
Federal Fiscal Year	2018 is the only option in this initial year. It will be auto populated.

Partner Category	Select only one:
	
	Dropdown options include:
	    Agricultural organizations
	    Chefs/culinary institutes

	City and regional planning groups Early care and education facilities Faith-based groups Food banks/food pantries Food stores Foundations/philanthropy organizations/nonprofits Government program/agency Hospitals/healthcare organizations Human services organizations Indian Tribal organizations Labor/workforce development groups Media/advertising groups Parks and recreation centers Public health organizations Restaurants Schools (K-12) Schools (colleges/universities) Transportation groups Worksites Other (please specify): *Notes field will be enabled if other is selected, Free text*.
Partner Name	Enter Name of Partnering Organization, Free text.
Is the partnership part of a coalition or collaborative?	Here you will indicate if this partnership is limited to your agency and the partnering agency OR if it is a partnership through a larger collaborative effort such as a coalition. Options include: Yes/No
Strategy	Will be prepopulated with your LIA's approved strategies for the FFY. You are able to multi-select using scrollable checkboxes
Was assistance provided or received?	Select only one: Options include: Provided, Received, Both

Once you select either:
    *Provided
    *Received
    *Both
There will scrolling checkboxes that will appear for options for the categories of assistance.
	Select all that apply:
	Dropdown options include:
	Advertising
	Consulting
	Development
	Evaluation and tracking
	Funding

	Human resources Program implementation Materials Planning Recruitment Space Technical services Other (please specify): *Notes field will be enabled if other is selected, Free text.*
What approach are you using with this partner?	Please check all that apply: Options include: Direct Education Policy, System, and Environmental Social Marketing
Notes:	Free Text

Please Note: ONLY LIA Admins are able to cancel Partnership Actions

SECTION 3: USER GUIDE- IMPLEMENTATION STAGE

In this section, we will review the system functionality of Implementation Stage.

1) WHEN DO I INDICATE THE IMPLEMENTATION STAGE?

Implementation Stage will be completed biannually and will coincide with the Semi-Annual Report Narrative (SARN) due dates. The Implementation Stage will only be shown in the system during the reporting time frame. Initially you will indicate the stage, but for the Year End SARN, updates will only be required if there was a change to your Implementation Stage.
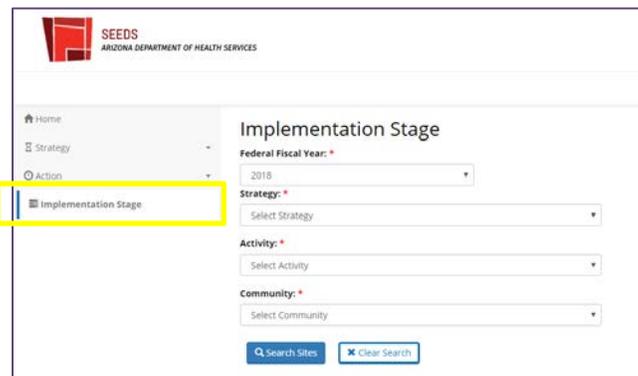
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After initially assigning an implementation stage, you are able to change the stage forward or backward.

Similarly to not being able to remove sites with an action tied to it, you will not be able to remove a site if there is an implementation stage assigned. If N/A is selected for Implementation stage, it will be editable. You would select N/A the site withdraws from services or if it was a data entry error.

2) WHAT ARE THE OPTIONS FOR IMPLEMENTATION STAGE?

There are 4 options when determining Implementation Stage:

Planning	Development	Implementation/Evaluation

N/A: Not Applicable

3) ARE THERE ANY GUIDELINES FOR DETERMINING IMPLEMENTATION STAGE?

The guide below will provide descriptions for when an activity is in implementation stage. These are organized by each strategy and focus area.

FOOD SYSTEMS

STRATEGY: HEALTHY FOOD RETAIL

Strategy Description: Increase availability of healthy food retail, including mobile vendors, farmers' markets, corner/country stores, and grocery stores.

Activities (Tracks)	Implementation Stage Description
Corner/Country Stores (Single or Coalition)	One or more of the identified availability, appeal, or promotion supports is put in place
Emergency Food (Single or Coalition)	One or more of the identified availability, appeal, or promotion supports is put in place

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Existing FM or Stand (Single or Coalition)	One or more of the identified availability, appeal, or promotion supports is put in place
Existing Mobile (Single or Coalition)	One or more of the identified availability, appeal, or promotion supports is put in place
Grocery Stores (Single or Coalition)	One or more of the identified availability, appeal, or promotion supports is put in place
New FM or Stand (Single or Coalition)	New farmers market or stand is operating
New Mobile (Single or Coalition)	New mobile food vendor is operating

STRATEGY: GARDENS

Strategy Description: Encourage participation in community, home, school, and child care gardens.

Activities (Tracks)	Implementation Stage Description
City/County Policy	Municipal policy is in effect
Home Garden Training	AZ Health Zone staff provides at least 1 occurrence of training or technical assistance related to home gardening.
New Child Care Garden	Childcare garden is installed
New Community Garden	Community garden is installed
New School Garden	School garden is installed
Support Existing Garden	One or more of the identified opportunities for garden improvements is put in place.

STRATEGY: FARM TO INSTITUTION

Strategy Description: Start and expand Farm to School, Farm to Child Care, or Farm to Worksite programs.

Activities (Tracks)	Implementation Stage Description
CSA (Single or Coalition)	CSA purchases are being made
Garden to Cafeteria (Single or Coalition)	Produce from garden is served in cafeteria
Purchasing/ Procurement (Single or Coalition)	Local food purchases are being made

STRATEGY: SUMMER FOOD SERVICE PROGRAM

Strategy Description: Support implementation and promotion of the Summer Food Service Program (SFSP).

Activities (Tracks)	Implementation Stage Description
Establish Mobile Service (New)	One or more of the identified opportunities for mobile service is put in place.
Establish New site(s) (New)	One or more of the identified opportunities for new sites is put in place.
Expand Meal Service (Existing)	One or more of the identified opportunities for additional meal service is put in place.
Improve Menu (Existing)	One or more of the identified opportunities for menu improvements is put in place.
Increase Participation (Existing)	One or more of the identified opportunities for outreach improvements is put in place.

Increase Programming (Existing)	One or more of the identified opportunities for programming improvements is put in place.

STRATEGY: FARMERS' MARKETS WITH SNAP

Strategy Description: Encourage use of farmers' market with SNAP and WIC access at key community outlets.	
Activities (Tracks)	**Implementation Stage Description**
Benefit Authorization	One or more of the identified opportunities for benefit authorization is put in place.
Benefit Redemption	One or more of the identified opportunities for benefit redemption is put in place.

ACTIVE LIVING

STRATEGY: ACTIVE LIVING POLICY

Strategy Description: Build capacity to implement active living policy at the community level and by community organizations.

Activities (Tracks)	Implementation Stage Description
General/Comprehensive Plan Revision (Coalition)	Inclusion of policy, public health representation on committee, or requirement of public health component that increases ability of SNAP-Ed participants to be physically active
Municipal Policies (Coalition)	Municipal (town, city, county) ordinance, policy, or considerations adopted
Road Design (Coalition)	Physical change in environment, creation/adoption of policy, incorporation of public health considerations
Site Plan and Special Permit Review (Coalition)	Submit comments/ feedback on plan that address needs of SNAP-Ed population
Site Specific Policies (Coalition)	Site creates and implements PA policy
Smart Growth Development (Coalition)	Revision of current regulations, adoption of new regulations, or allowances made to support public health
Walking/Biking/Transit Networks (Coalition)	Physical change in environment, creation/adoption of policy, incorporation of public health considerations

STRATEGY: PHYSICAL ACTIVITY RESOURCES

Strategy Description: Promote participation in and use of area physical activity resources, including partnerships with parks and trails organizations, and other community organizations.

Activities (Tracks)	Implementation Stage Description
Improve usability of local resources (Single Coalition)	Physical improvement made to local resources or increased access to local resources
Publicize local PA resources (Single or Coalition)	Set up recurring communication outlets from community organizations to community members
Shared-Use Agreements (Single or Coalition)	Formal (or informal) policy or agreement created to increase access to space

STRATEGY: PHYSICAL ACTIVITY OPPORTUNITIES

Strategy Description: Support family-friendly physical activity opportunities throughout the year, throughout the community.

Activities (Tracks)	Implementation Stage Description
Make health a priority with event planning	Adoption of health policy at community events
Partner on Recurring PA event	"Committee Planning Group" is created for event
Physical Activity Clubs	Host kickoff event for PA Club
Safe Routes to School	School has created SRTS policy or has incorporated stronger language about SRTS in policy

STRATEGY: USE OF STAIRS

Strategy Description: Use point-of-decision prompts to encourage use of stairs.

Activities (Tracks)	Implementation Stage Description
Signage	Location has installed signage or point-of-decision prompts

SCHOOL HEALTH

STRATEGY: LOCAL WELLNESS POLICIES

Strategy Description: Support the development, implementation, and evaluation of nutrition and physical activity Local Wellness Policies in collaboration with Local Education Agencies (LEAs).

Activities (Tracks)	Implementation Stage Description
Develop Written Local Wellness Policies	School/Districts are actively reviewing, drafting, revising or writing policies. Discussions have moved from planning or conceptualizing to action taken by school/district.
HSP Enrollment	School completes enrollment in the Healthy Schools Program.
Imp. Competitive Foods	One or more of the identified opportunities to address the sale of competitive foods is put in place.
Imp. Nutrition Education	One or more of the identified opportunities to address nutrition education is put in place.
Imp. PE & PA	One or more of the identified opportunities to address PE/PA is put in place.
Imp. School Meals	One or more of the identified opportunities to address School Meals is put in place.

Imp. Wellness Promotion/ Marketing	One or more of the identified opportunities to address promotion/marketing of LWP and implementation activities.
Implementation, Evaluation & Communication	One or more of the identified opportunities to address implementation, evaluation, and/or communication of LWP is put into place.

STRATEGY: NUTRITION INFORMATION IN SCHOOLS

Strategy Description: Improve student, teacher, and staff access to nutrition information through menu labeling and classroom curriculum to improve student understanding of nutrition information.

Activities (Tracks)	Implementation Stage Description
Curriculum TTT (Class Curriculum)	AZ Health Zone staff provides at least 1 occurrence of training or technical assistance related to utilizing approved curricula in the classroom.
Smarter Lunchrooms (Menu Labeling)	One or more of the identified opportunities to implement Smarter Lunchrooms is put in place.

STRATEGY: COMPREHENSIVE SCHOOL PHYSICAL ACTIVITY PROGRAMMING

Strategy Description: Support comprehensive school physical activity programming.

Activities (Tracks)	Implementation Stage Description
Develop Written CSPAP Policies	One or more tenants of the Comprehensive School Physical Activity Program are included in the local wellness policy.
Imp. Family/Community Engagement	One or more of the identified opportunities to address family/community engagement is put in place.
Imp. PA Before/After School	One or more of the identified opportunities to address PS before/after school is put in place.

Imp. PA During School	One or more of the identified opportunities to address PA during school is put in place.
Imp. Staff Involvement	One or more of the identified opportunities to address staff involvement is put in place.

EARLY CHILDHOOD

STRATEGY: EMPOWER

Strategy Description: Support development, implementation, and evaluation of food and beverage policies and physical activity policies and environments consistent with the Empower standards.

Activities (Tracks)	Implementation Stage Description
Develop Written ECE Policies	Sites are actively reviewing, drafting, revising or writing policies consistent with Empower Standards. Discussions have moved from planning or conceptualizing to action taken by sites.
Imp. Standard 1	Site or facility modifies or adopts staff practices to provide at least 60 min PA daily, per criteria of Empower Standard 1.
Imp. Standard 3	Site or facility modifies or adopts staff practices to provide a breastfeeding friendly environment, per criteria of Empower Standard 3.
Imp. Standard 4	Site or facility checks eligibility for the CACFP and participates if eligible.
Imp. Standard 5	Site or facility modifies to adopt practices to limit offering 100% fruit juice to 2x/week or less.
Imp. Standard 6	Site or facility modifies or adopts staff practices to serve meals family-style, per criteria of Empower Standard 6.
Imp. Standard 8	AZ Health Zone staff provides at least 1 training on Empower topics to a qualified site.

STRATEGY: CAPACITY - NUTRITION EDUCATION AND HEALTHY MEALS

Strategy Description: Improve capacity of child care providers and food service staff in nutrition education and healthy meal planning and food preparation.

Activities (Tracks)	Implementation Stage Description
Menu Enhancements	One or more of the identified opportunities to improve a menu is put in place.
Staff Development - Food Prep	AZ Health Zone staff provides at least 1 occurrence of training or technical assistance related to food prep.
Staff Development - Nutrition Education	AZ Health Zone staff provides at least 1 occurrence of training or technical assistance related to staff delivering nutrition education.

STRATEGY: CAPACITY - OPPORTUNITIES FOR PHYSICAL ACTIVITY

Strategy Description: Improve capacity of child care providers to provide children with opportunities for physical activity throughout the day, including outside play when possible.

Activities (Tracks)	Implementation Stage Description
Structured PA	AZ Health Zone staff provides at least 1 occurrence of training or technical assistance related to providing opportunities for structured PA.
Unstructured PA	AZ Health Zone staff provides at least 1 occurrence of training or technical assistance related to providing opportunities for unstructured PA.

SECTION 4: NEXT STEPS & TIMELINE

Phase 4 of SEEDS is expected to be released later this spring. It will include enhancements to the SIT administrative screens and build out the remaining assessments planned for FFY2019-FFY2020. Because Phase 4 does not include changes to the LIA interface, there will not be any additional training for LIAs during this phase.

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

Please feel free to reach out to the State Implementation Team with any questions, email us at
AzHealthZone@azdhs.gov