SEEDS

# User Guide

Revised September 2020

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## Introduction

**SEEDS** (SNAP-Ed Electronic Data System) is the AZ Health Zone's real-time data collection system and aligns reporting procedures with Education and Administrative Reporting System (EARS) guidelines from USDA.

SEEDS is a web-based application that allows SNAP-Ed staff to access and enter data from any location.

## KEY TERMS

### SEEDS Functionality Terms

| **Term** | **Definition** |
|---|---|
| **Strategy** | High level description of evidence-based interventions designed to impact individual's food or physical activity choices. |
| **Activity** | Predetermined function of implementing a related strategy. Each Strategy will have activity choices, see *Appendix A*. |
| **Track** | The specialized path of a strategy that aligns with the Arizona SNAP-Ed Evaluation Framework. See *Track Options* table below. |
| **Action** | The *thing* you will do to help achieve the aim of your activity or strategy. Actions will be entered into SEEDS to report SNAP-Ed work for your agency. |

The FFY 2021-2025 Arizona SNAP-Ed framework strategies are the foundation to build and organize reporting in SEEDS.

The 5 PSE (policy, systems, and environmental) strategies will be the foundation that will organize all your reporting. Direct Education is no longer a stand-alone strategy. Direct Education work will be reported as an action type to create the connection with the PSE work in the community.

## Track Options

| Track | Select this track when you are… | Relevant Strategies |
|---|---|---|
| **Single** | ... working with individual sites or partners | Built Environment, Physical Activity Resources and Community Programming, Food Systems |
| **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. | Built Environment, Physical Activity Resources and Community Programming, Food Systems |
| **State/ Regional** | … support state, regional, and/or county-level policies | Built Environment, Early Care and Education, School and Youth-based, Food Systems |
| **Local/ District** | … support municipal-level policies<br><br>… support district and school level policies | Built Environment, Food Systems, School and Youth-Based |
| **Food Banks/ Pantries** | … enhance the availability, distribution and promotion of nutritious foods at food banks and pantries | Food Systems |
| **Housing/ Community** | … support the availability, distribution, and promotion of nutritious food at housing sites and community centers | Food Systems |
| **Summer Food** | … support Summer Food Service Program sites and sponsors | Food Systems |
| **EBT/Double Up** | … support retail sites (such as stores and farmers' markets) to accept benefits such as SNAP, Double Up, WIC and/or FMNP | Food Systems |
| **Store Changes** | … support retail sites (such as stores and farmers' markets) to improve the availability, appeal, and promotion of healthy food items | Food Systems |
| **Outreach/ Navigator** | … conduct outreach (including but not limited to navigator programs) to increase benefit redemption at retail sites | Food Systems |
| **Establishing** | … establish new community and home gardens in current fiscal year | Food Systems |
| **Sustaining** | … provide support to sustain community and home gardens | Food Systems |

| | | |
|---|---|---|
| | started in previous fiscal years | |
| **Empower Standard 8** | … regarding staff development on wellness topics to ECE sites and/or Out of School Time providers | Early Care and Education, School and Youth-Based |
| **AZHZ Curriculum** | … Train the Trainer on AZHZ approved curriculum | Early Care and Education, School and Youth-Based |
| **Gardens** | … encourage participation in school and/or child care gardens | Early Care and Education, School and Youth-Based |
| **Procurement** | … start and expand Farm to School and/or Farm to Child Care programs | Early Care and Education, School and Youth-Based |
| **Breastfeeding** | … working with ECE site to assess and create breastfeeding friendly environment | Early Care and Education |
| **Other** | … participate in any other collaborative outside Nemours<br>… working with ECE site to align nutrition and feeding practices with industry best practices<br>…assist in assessment and planning for nutrition practices and environment outside the cafeteria | Early Care and Education<br>School and Youth-Based |
| **Nemours/ Empower Plus 2.0** | … participating in the Nemours Better Together Learning Collaborative. | Early Care and Education |
| **Smarter Lunchrooms** | … assist in assessment and planning for improvements to school nutrition environments | School and Youth-Based |

## Action Types Table

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.** The list is clickable and will redirect you to the description and data fields that are required for reporting.

| Action Type | Definition |
|---|---|
| Event | Interaction 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. |
| Free Media | Free coverage of SNAP-Ed activities or messages. Media channels include: TV, Radio, Online, Print, or Other. |
| 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. |
| 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. |
| Paid Media | Paid placement of messages intended to reach the SNAP-Ed target audience. Media channels include: TV, Radio, and Online Ads. |
| Point of Decision Prompts | Motivational signs placed on or near places where decisions are made (e.g. checkout lanes, elevators/stairs, etc.). |
| Social Media | Utilization of social media platforms (e.g. Facebook, Twitter, Instagram) to interact with the SNAP-Ed target audience. |
| Training | An intentional organized activity designed to build knowledge, skills, or capacity of partner organizations. |
| Website | Development or maintenance of a website designed to share information with the SNAP-Ed target audience. |
| Direct Education (Adult or Youth option) | Direct Education takes place when a participant is actively engaged in the learning process with an educator and/or interactive media within an approved curriculum. |
| Assessment | An evaluation required based on the Arizona SNAP-Ed Evaluation Framework for the fiscal year. |

## ACCESSING SEEDS

SEEDS will be available to all SNAP-Ed funded staff as deemed appropriate by each Local Implementing Agency's (LIA) leadership. LIAs should determine how to define staff roles as they relate to SEEDS.

User accounts are separate and provide individual access to SEEDS, yet all the work will be completed and submitted as a collective unit for the LIA.

Any changes made by one user will impact the entire LIA profile.

> *For example if User A, begins drafting strategy and saves it midway, then User B comes in works on another portion of the strategy and submits, the entire strategy will be submitted for the LIA.*

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

### Software

SEEDS does not require special software, it can be accessed on any computer that has Internet access. It can be accessed via Google Chrome, Mozilla Firefox, and Internet Explorer Web browser.

**The latest version of Google Chrome is the preferred and recommended web browser.**

### Google & SEEDS

SEEDS will require authentication via Google. This means that Google will manage emails and passwords. Users will be creating and resetting passwords directly through Google.

To access SEEDS, each user must register their ***work email*** with Google.

For detailed description, please see the *How To Guide: Accessing SEEDS* in Appendix D.

After notification to AZHealthZone@azdhs.gov please allow 3-5 business days to receive access.

## NAVIGATING SEEDS

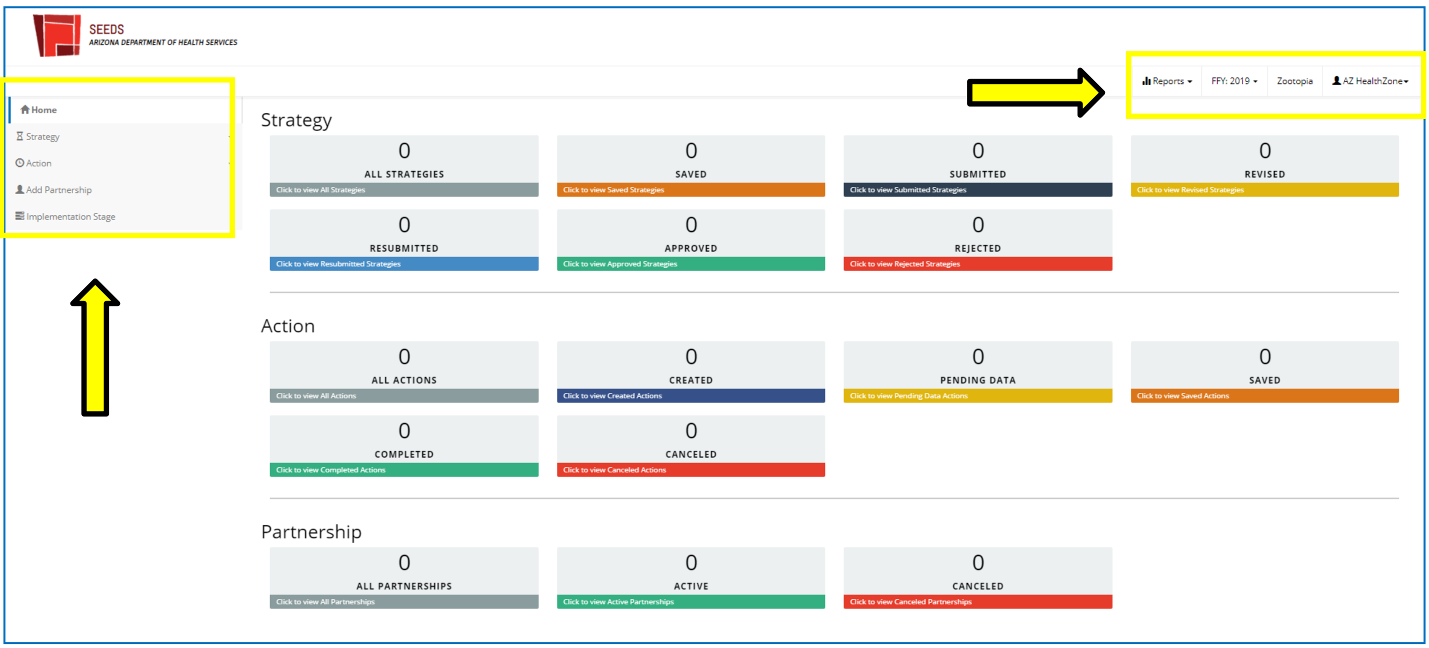
Upon successfully logging in, you will arrive at the home screen which is also the dashboard.

There are navigation bars on the top and left to navigate between screens in SEEDS. *(It is recommended to use the navigation bars versus the back button in your Web browser).*

The dashboard consists of numbered tiles for Strategies, Actions, and Partnerships. These are clickable icons to access search screens for the selected tile.

As a rule of thumb, accessing via the navigation bar will allow you to *create* versus accessing via the tiles which will take you to *edit* screens.

### HOME SCREEN/DASHBOARD




**<u>Top Navigation:</u>**

1) **Reports:** Here you will be able to pull reports for your agency.
2) **Fiscal Year:** Here you will toggle between fiscal years. The system will always default to the current fiscal year. If you wish to work in a different fiscal year, you will need to change it and a popup will appear for acknowledgement. This is the only indication that will display that you are in a different fiscal year.
3) **Local Implementing Agency:** Here you will see the LIA you are working in, this is especially important for LIAs who work in two counties.
4) **Username:** Here will display your user name, you must click on your username to select the *log off* button.

**Left Navigation:**

1) **Strategy:** Here you are able to access all the screens for each of the components that create a strategy submission: *Select Strategy, Select Activity/Track*, and *Select Community*.
2) **Action:** Here you will access *Create Action and Create Action/ Website.* This is where you will be reporting your SNAP-Ed actions throughout the year according to the 30-day rule guidelines.
3) **Add Partnership:** Here you will document the outside organizations you have been partnering with on SNAP-Ed initiatives, see *Adding Partnerships.*
4) **Implementation Stage:** Here is where you will be indicating the implementation stage of your actions, see *Identifying Implementation Stage.*

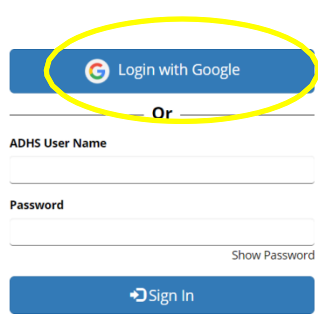
## FLOW OF FUNCTIONS


**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.

You will not be able to create actions, until the strategy has been approved by the SIT.

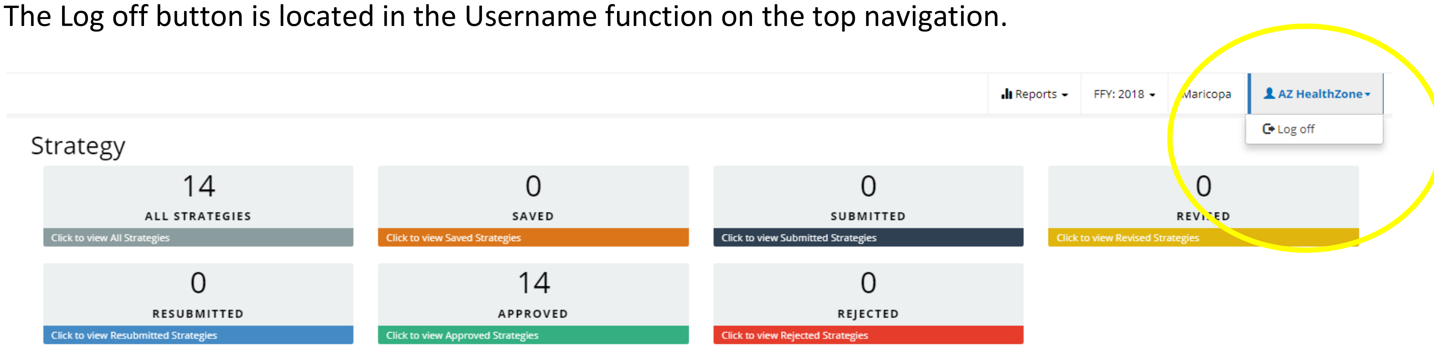
## LOGGING ON/OFF

Given SEEDS requires authentication from Google, you will need to become familiar with Google practices. For example, Google will remember the last person that was logged into the computer. You will need to make sure when you access SEEDS you are in the correct username and LIA.



If you are idle for more than 20 minutes in SEEDS, 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.

The Log off button is located in the Username function on the top navigation.




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 actively sign out of the Google in your Internet Browser.

## SETTING UP WORK PLAN (STRATEGIES)

You will set up SEEDS to reflect your submitted Community Action Plan and planned approach by fiscal year. You will begin by assembling the strategies that have been approved in your Community Action Plan.

The Strategies will be assembled by adding the activities, tracks, communities and sites where you will be working on the strategy. Once you have assembled these, you will submit the strategy for approval.

Each strategy will have a status that provides guidance on next steps.

### Strategy Status Table

| Strategy Status | Description |
|---|---|
| **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. |
| **Revised** | After a strategy has been submitted, if any changes requiring approval are made this will change the status to ***Revised.*** If a strategy is in ***Revised*** status, it will need to be submitted again or resubmitted if already approved by going to the Indicators Screen. |
| **Approved** | Once the SIT approves a strategy it will be in ***Approved*** status.<br>** This will be for both 1st 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. |

To begin, you will navigate to ***Strategy*** on the left side navigation bar. This will expand to display the screens for assembling your strategy & submitting for approval:

1) Select Strategy
2) Select Activity/Track
3) Select Community
4) Indicators

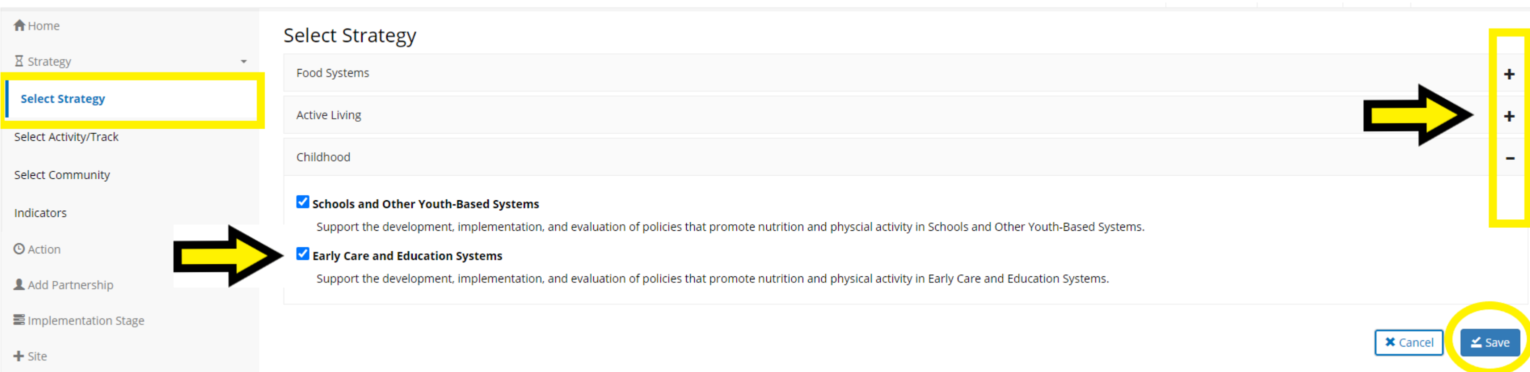
## SELECT STRATEGY

In the ***Select Strategy*** screen, the 5 PSE strategies will be organized within the three focus areas. Each focus area will have their strategies listed when expanded. In the example below, Childhood is already expanded.

A detailed description and examples of the Activities can be found in Appendix A.

By clicking on the **+** or **–** signs on the right you will be able expand or collapse.

**Select Strategy Screen:**




In the ***Select Strategy*** screen, you will select/click on boxes of the strategies you are 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.***

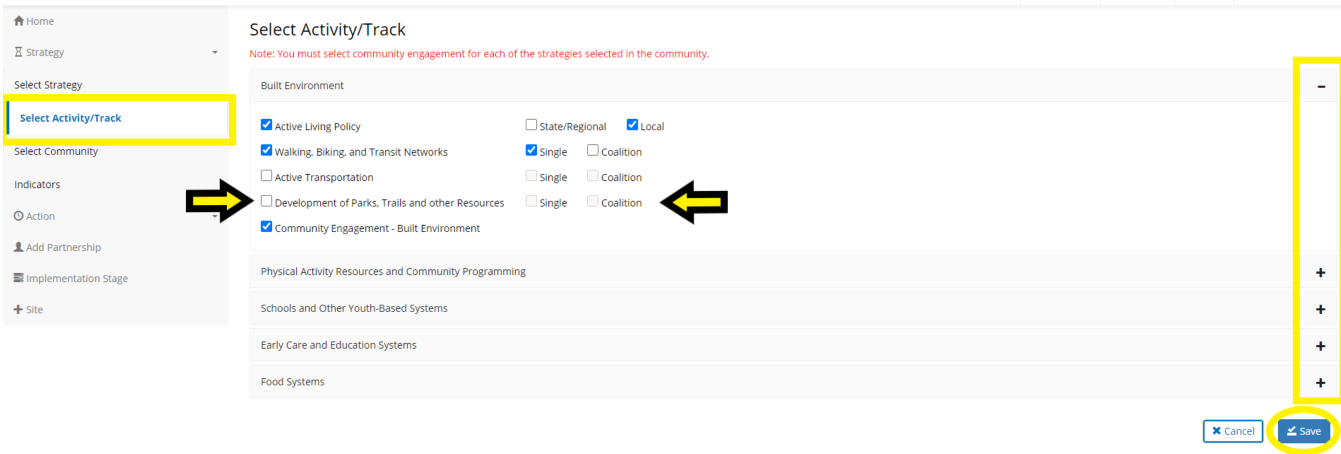
***You may select multiple strategies and work on submitting more than one strategy at the same time.***

Always remember to save your work. The system will then automatically take you to the next screen, ***Select Activities and Tracks.***

## SELECT ACTIVITY/TRACK

In the ***Select Activity/Track*** screen, only strategies previously selected will available because SEEDS builds off previous selections from ***Select Strategy*** screen. You must have selected at least one strategy in the ***Select Strategy*** screen for the activities/tracks of that strategy to display in this screen. Only those strategies previously selected in the ***Select Strategy*** screen will display 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.

⚠ If there is a track option, you must select one. The red text (shown above) indicates that you have not selected a track. Once there is at least one track selected, the text will become black text.

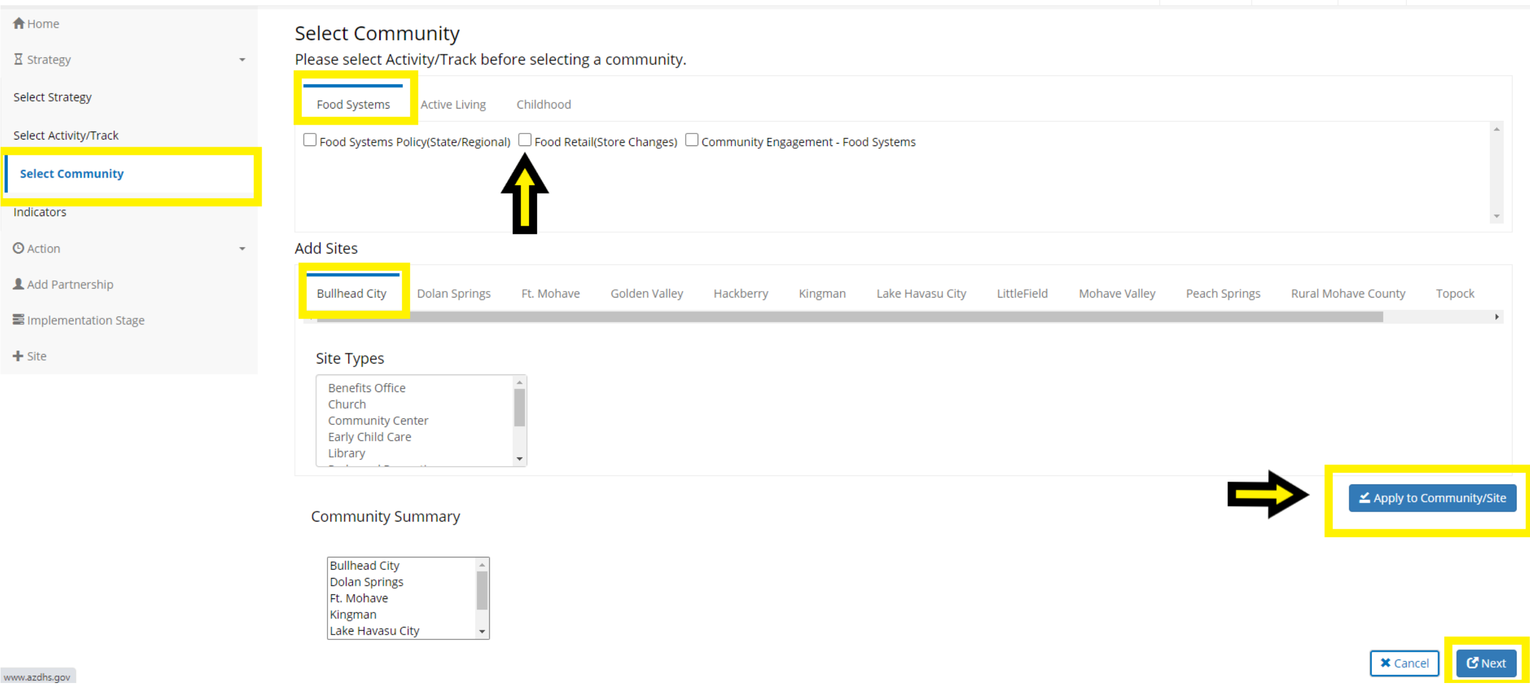
⚠ You must click one or more activity/track combos for them to be included in the next screen.

⚠ Always remember to save your work. After you save, the system will automatically take you to the ***Select Community*** screen.

## SELECT COMMUNITY

In the ***Select Community*** screen you will connect activities/tracks (organized by Focus Area) to community (ies). The ***Select Community*** screen also will allow you assign 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.

Click on the Focus Area name/tab to view the different activities/tracks with in each focus area. In the example above *Active Living* is selected so all activities/track combos that have been selected will appear.

***You can select multiple activities/track combos in different Focus Areas tabs simultaneously when adding to communities.***

***You can select multiple sites but not from multiple communities.***

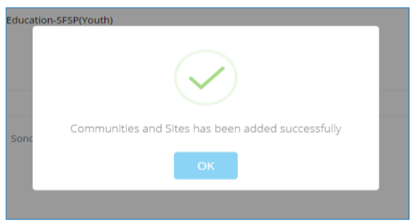
Approaches to completing **Select Community Screen:**

| | | |
|---|---|---|
| 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 relevant 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 *Food Retail (Store Changes)* to the community of *Bullhead City*.

You must assign activities/tracks to at least one community. If you see red text (shown above), it is an indication that this activity has not been assigned. When it has been assigned, it will change to black text.

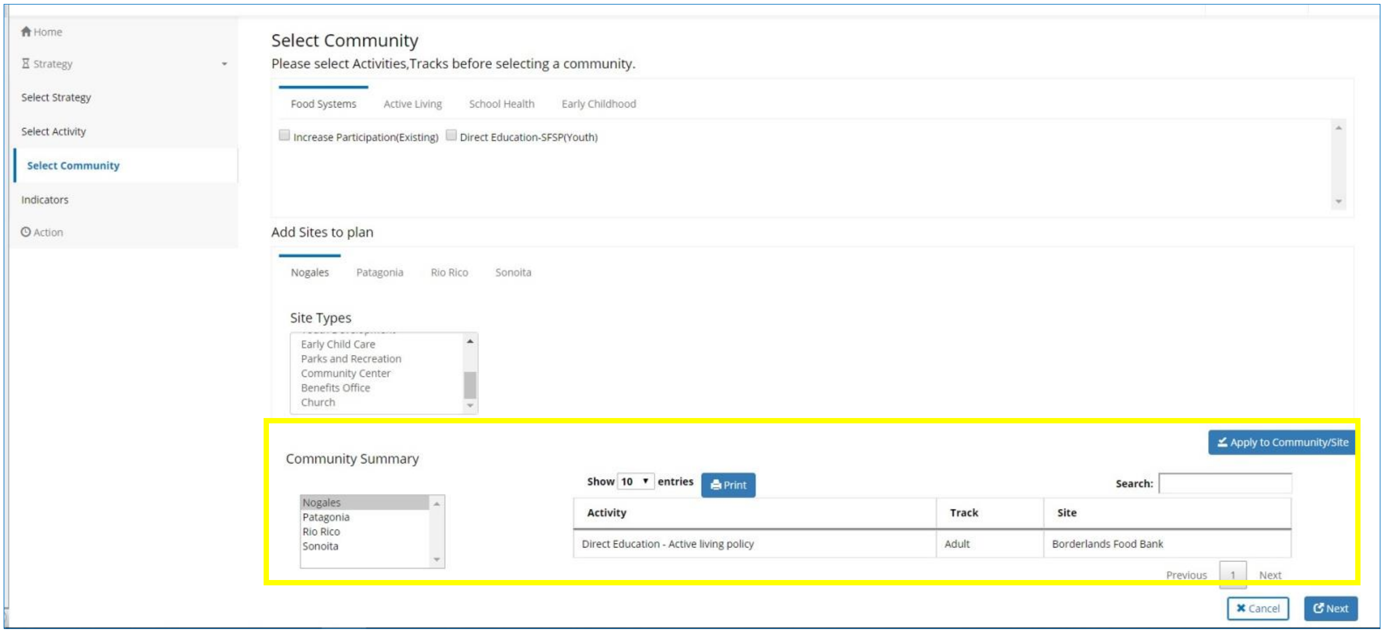
If you do not click on "apply to community/site" button all the selections you have made will **<u>NOT</u>** save and your activities/tracks will not have communities!




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

The ***Select Community*** screen does not have a "Save" button, if you do not receive the confirmation above, your work will **<u>NOT</u>** be saved.

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




***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 being shown at the time.***

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

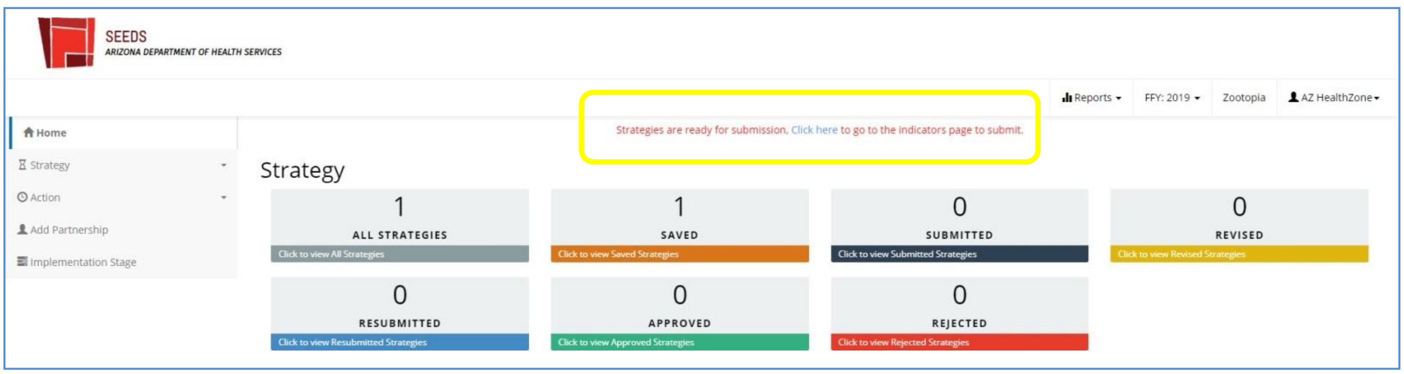
## INDICATORS

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

> To submit a strategy for approval, you must go to the ***Indicators*** screen. Clearing out your Indicators is a very important function for Strategies, it functions as the "submit/resubmit" for your strategies. Please review often to ensure all strategies are properly and fully submitted.

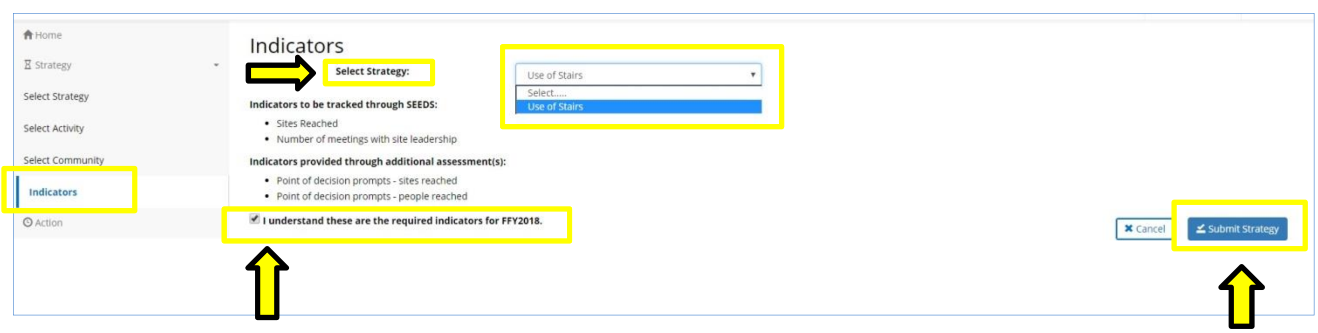
There are many methods to navigate to the indicators screen:

1) In *Select Community* screen, you select "next" to go to *Indicators* screen.
2) You go directly to *Indicators* screen from left navigation, under *Strategy*.
3) You edit/remove from a strategy and SEEDS automatically redirects you to *Indicators* screen.
4) At the top of the Home/Dashboard, there will be a visual cue/reminder notification if you have any strategy that is pending submission. If you click, it will take you to *Indicators* screen.




Functionality of Indicators:

- The Indicators screen will appear to be blank until you select a strategy from the dropdown.
- Only strategies that are ready/pending submission will be available in the dropdown. (For submission, a strategy must have at least 1 activity and 1 community tied to at least 1 site.)
- Once a strategy is submitted/resubmitted it will be removed from the dropdown.




Here the strategy *Use of Stairs* has been selected, we can now see the indicators for this strategy display below.

After reading and acknowledging, you will then click on the box **“I understand these are the required indicators for FFY_”** to enable the “Submit Strategy” button. The status of the strategy will change to “***Submitted/Resubmitted”***

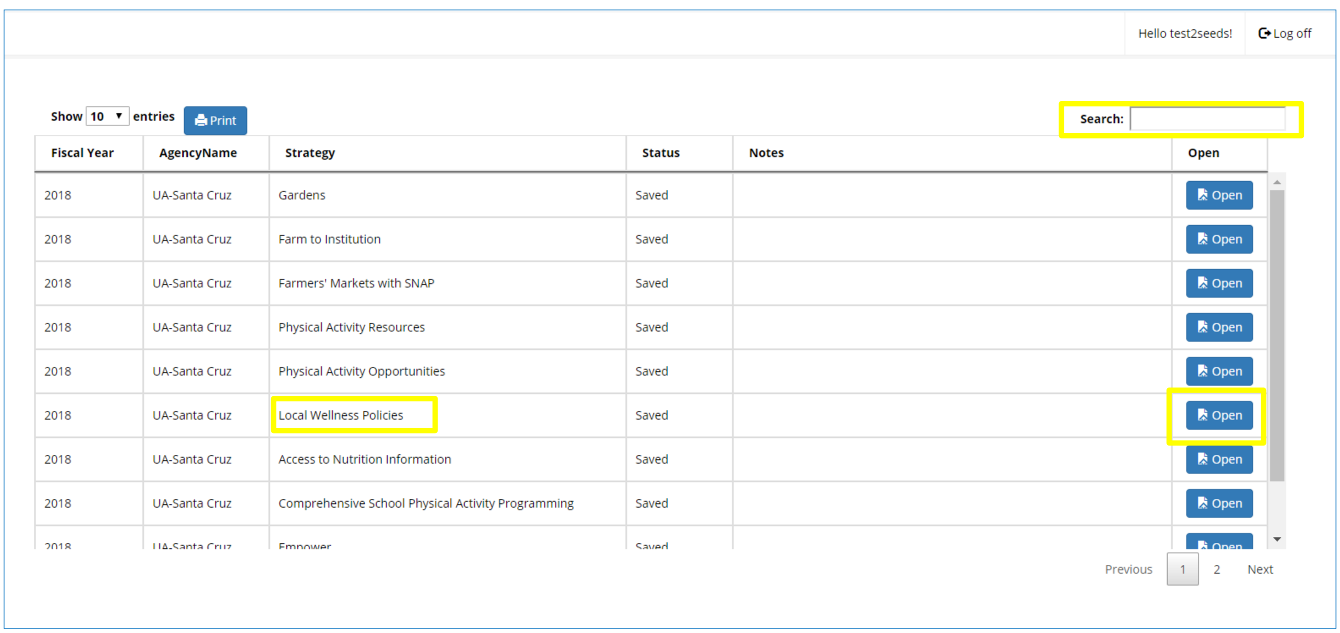
## EDITING STRATEGIES, ACTIVITIES/TRACKS, AND COMMUNITIES

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:** when you would like to add an activity, track or community, you should always go to the corresponding screen within the Strategy menu in the left side navigation. You are able to make additions in the corresponding screens anytime.

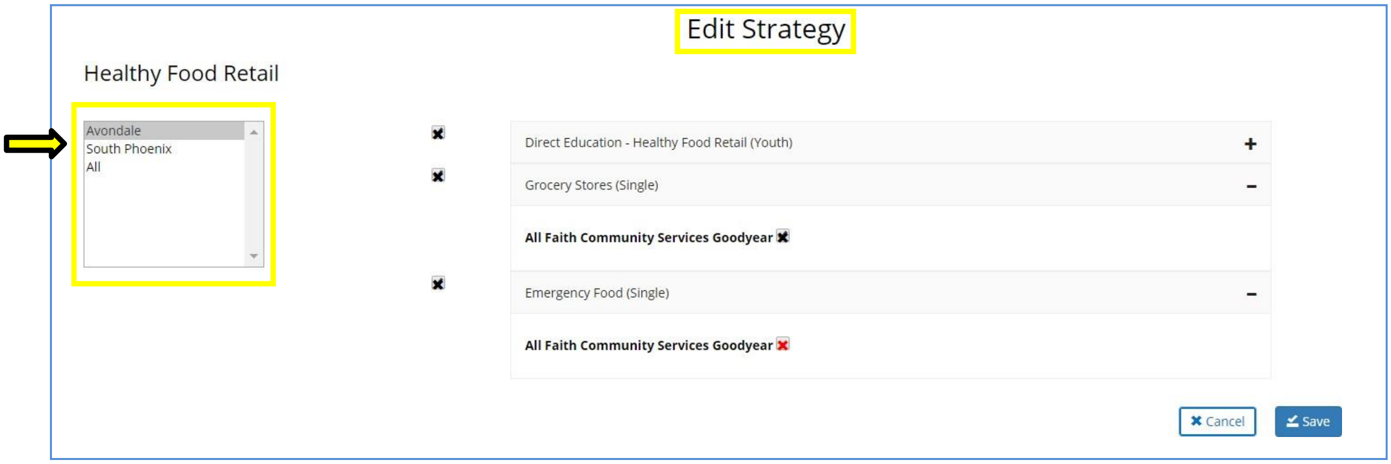
2) **Deleting:** when you would like to remove something from a strategy, you should always attempt to deselect first in the corresponding screen. You will be allowed to deselect as long as there is nothing built off of it (communities are not linked yet).
    ***a.*** When communities are tied to Activities and Strategies, you must go to the ***Edit Strategy*** screen to delete.
        i. To access the ***Edit Strategy*** screen, you will go to the ***Home*** Screen:
            1) Click “All Strategies” tile or the tile status of your strategy (saved, submitted, etc.)
            2) Search and find your strategy
            3) Click open button




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

In the ***Edit Strategy*** screen, you will be able to view Activities/Tracks either by selecting a community or selecting "All." "All" community will not allow you to edit. You must select the community you would like to edit to enable the "edit" button.

In this example, we are viewing activities/tracks that have been selected for strategy *Healthy Food Retail* the community of *Avondale.*




To edit you will click on the "edit" button which will enable the checkboxes (above).

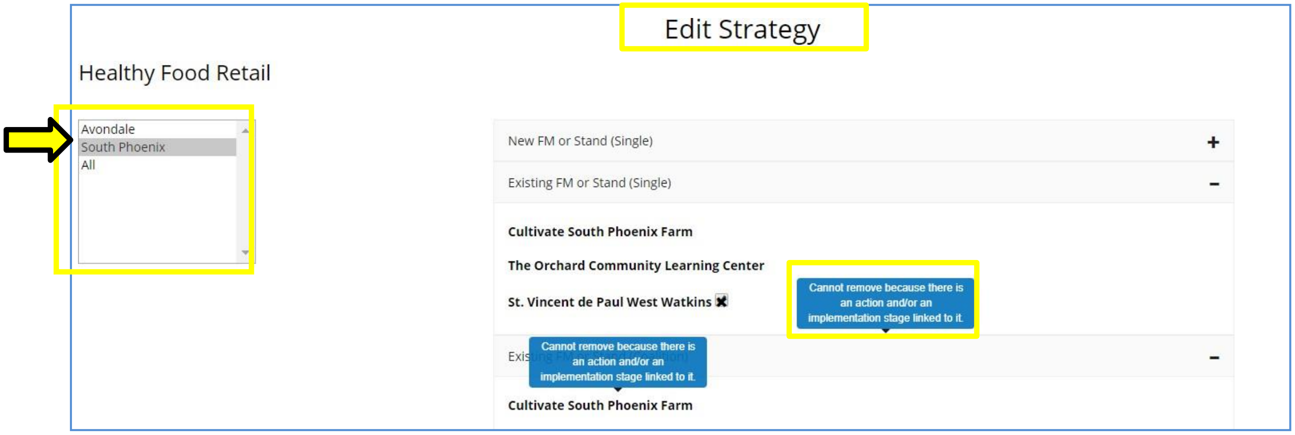
The check boxes will allow you to select which items you would like to remove.

You can either remove individual sites or remove an entire community for the Activity. After clicking, the checkbox will become red to indicate those selected for removal.

- ⚠ Please remember to save to ensure your changes are saved.
- ⚠ If your edit was at the activity or community level, you will need to resubmit for approval. SEEDS will display a popup and automatically take you to the ***Indicators*** screen. *See* ***Indicators.*** The system will change the status of your strategy to Revised.
- ⚠ Site changes will not require resubmission.

<u>System Not Allowing Edits:</u>

If you have clicked on the edit button, but you do not see checkboxes where you would like to make changes, it is because you are not able to delete since there is an Action or Implementation Stage tied to it. (See example below)




In this case, SEEDS will not allow you to remove because there is something tied to it.

If you hover your mouse over the activity/track, the following message will display *"Cannot remove because there is an action and/or implementation stage linked to it."*

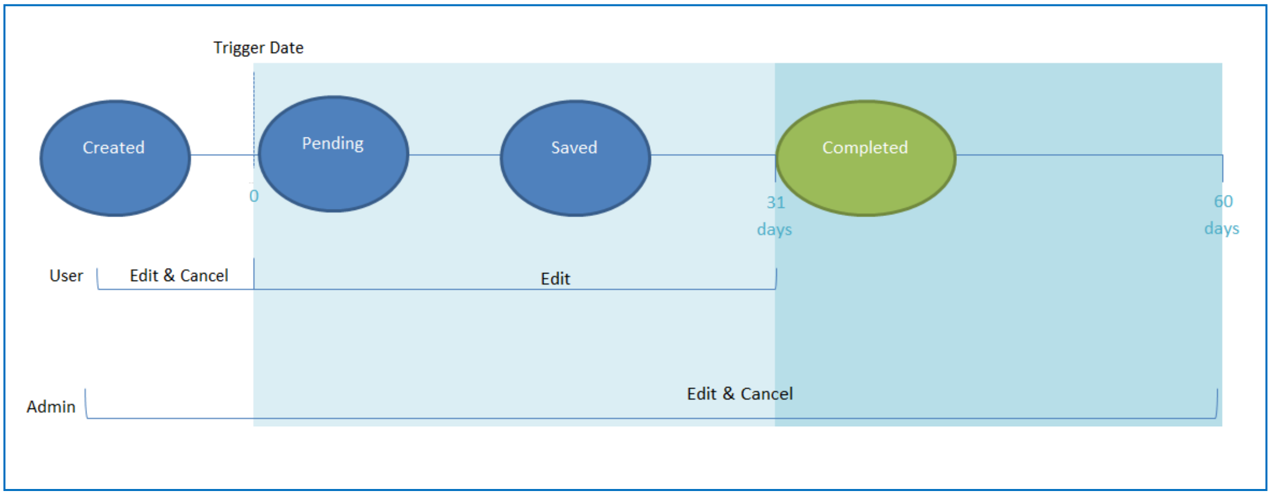
- ⚠ If you would like to remove and the ONLY link is due to an *Implementation Stage* error, you can go to *Implementation Stage* Screen in SEEDS and change to N/A.
- ⚠ If you would like to remove and the link is due to an action, this is something that cannot be addressed.
- ⚠ *If you feel there is a mistake and something must be deleted, please contact the State Implementation Team.*

## ENTERING ACTIONS & SUB-ACTIONS

Actions are the primary method of data collection via SEEDS. Actions have the most descriptive information about the work you are doing in your communities/site.

- Actions will have different statuses based on the current date and the trigger date and what has been entered.
- Actions will be created and completed within the 30-day reporting deadline.
- Action data required will differ based on the Action Type.

### ACTION FLOW




### ACTION STATUS TABLE

An action's status is dependent on the current date and the trigger date.

| **Action Status** | Description |
|---|---|
| **Created** | The action has been created, but the trigger date field is not entered or today's date is before the trigger date. *Both LIA User & LIA Admin can cancel, edit and complete.* |
| **Pending Data** | The action has been created, and the trigger date has passed. When the Trigger Date has been reached for your action, the status will automatically change to "Pending Data." *LIA User can no longer cancel, but can edit and complete. LIA Admin can cancel, edit and complete.* |
| **Saved** | When information has been entered to ***Tracking Data*** tab and has been saved, but it has not yet been marked as complete. *LIA User can no longer cancel, but can edit and* |

| | |
|---|---|
| | *complete. LIA Admin can cancel, edit and complete.* |
| **Completed** | When all information has been entered, and the Action is marked as complete. *LIA Admin can edit, complete or cancel for up to 60 days after the trigger date.*<br><br>*If an action does not get manually completed, after 30 days it will become auto-completed. |
| **Canceled** | When an action and all sub-actions have been inactivated.<br><br>*If an action does not get manually completed, after 60 days it will become auto-canceled. |

## 30-DAY REPORTING REQUIREMENT

After an action has been created and saved, there will be two tabs.

1) ***Info.*** tab: this will have all the information you initially entered to create the action. The data here are descriptive data for the action.
2) ***Tracking Data*** tab: will only be enabled after the trigger date has passed and will have the reportable data fields that will need to be entered or "tracked" for each action.

The data fields required for Actions will be different based on the selected ***Action Type.*** Please see *Action Types* section for more information and to connect to the required fields for Tracking Data.

Because the data that will be entered into the ***Tracking Data*** tab is about the action, there are triggers for when the ***Tracking Data*** tab will be enabled for data entry.

### Trigger Dates

The trigger dates depend on the Action Type, see table below.

| Trigger Date | Action Type |
|---|---|
| Action Date | Meeting, Training, Assessment, Free Media, Materials Distribution, Events, Direct Education |
| End Date | Paid Media, Social Media, Point of Decision Prompts, Website |

An easy way to remember—if there is an end date then that is the trigger date, otherwise the trigger date is always the action date.

The trigger date serves three purposes:

1) Enables the ***Tracking Data*** tab
    - Until the trigger date has passed, the ***Tracking Data*** tab will be disabled and you will not be able to access the tab for data entry. The ***Tracking Data*** tab will be greyed out and the ⊘ will appear if you hover over it.
2) Locks the date fields and inactive fields
    - Once the trigger date has passed, you will no longer be able to edit the date fields or change the Action status from active to canceled.
3) Changes the status of the ***Action*** from Created to Pending Data

If the Tracking Data tab is not enabled please check the ***Info.*** tab to ensure that the trigger date is not missing *and* is in the past.

SEEDS incorporates deadlines for data entry. Deadlines are ongoing and are determined by the action type and the trigger date. LIA Users have 30 days to create and complete actions based on the trigger date and the current date.

The 30-Day Rule limits the dates that are available in SEEDS in relation to the current date to ensure that data entry is completed in a timely manner.

The 30-Day Rule does the following:

1) Only allows "Creating" actions in past within 30-days of today's date (future dates are always available)
2) Auto-Completes Actions when the trigger date is >30 days in past and have not been manually completed
3) Auto-Cancels Actions when the trigger date is >60 days in the past have not been manually completed

*Auto-completed* is a designation that will be given to those actions that were not "manually" completed by the LIA User/LIA Admin and are 31 days past their trigger date. This means that a user did not press the "Complete" button; it also means that the system did not validate all fields for completion. Manual completion and validation is a requirement for proper SEEDS reporting.

*Auto-completed* will be a designation in the system that will stay with an action until there is manual completion of the action. Once a user manually completes the action, it will no longer be considered *Auto-completed.*

*Auto-completed* actions:

- Will have the status of "Completed" and will function similarly.
- Will not be editable by LIA Users, only LIA Admins will be allowed to edit, cancel and/or complete.
- Could be *Auto-canceled*, if no actions is taken.

***Ideally LIA Admins/ LIA Users would manage the actions appropriately within the 30-day deadline and not let actions become Auto-completed after 30-days.***

*Auto-canceled* is a designation that will be given to those actions that have been auto-completed and are 61 days past the trigger date without manual completion and validation. These actions will be considered canceled for reporting purposes.

*Auto-canceled* actions:

- Will have the status of "Canceled" and will function similarly.
- Will not be editable and be locked in the system.
- Cannot be re-created.

## Sub-Action Deadlines

Sub-Actions will have the same 30-day rule. Each sub-action has its own date and the 30-days will be calculated for each sub-action individually.

For example, if you have a Quarterly Meeting that you've created it as a series and 3 of the 4 meetings have happened already, and you must complete each of the 3 sub-actions that are in the past by their appropriate 30-day deadline based on their trigger (sub-action) dates. After completing the 3, the 4th meeting that is the future, will still be available based on the trigger date.

Parent (Main) action statuses will continue to be dependent on the collective status of the sub-actions.

Scenarios:

1) If all Sub-actions are Completed status, the system will lock the series and not allow you to add new sub-actions.*
2) If all Sub-actions are in a combination of Completed or Canceled status (i.e. none are in saved, pending data or created) status, the system will lock the series and not allow you to add new sub-actions.*
3) If all Sub-actions are Canceled status, the system will lock the series and not allow you to add new sub-actions.*
   **You will still be able to edit each sub-action for the 60-days allowed by LIA Admins.*

**Each sub-action will still be editable based on their individual status.*

## Managing Deadlines

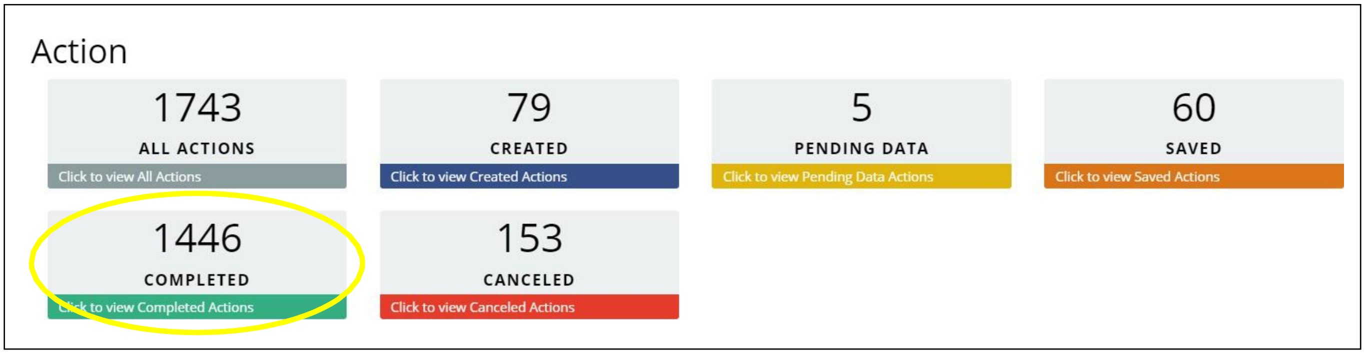
To assist with Deadlines, the following are available in the Search Actions Screens:

1) Filters (checkboxes) to search for Actions that were Auto-completed/Auto-canceled

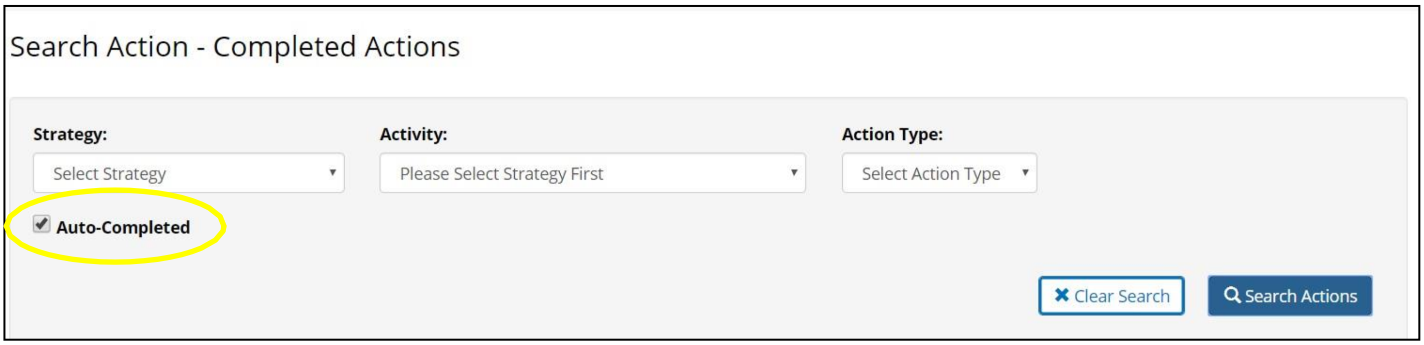
2) Countdowns

**1) Filters**: the designation will only be available in the Completed or Canceled Action Search Screens, as appropriate and in All Action Search Screen.

To find your **Auto-Completed Actions**, you would select the Completed tile button from your dashboard.



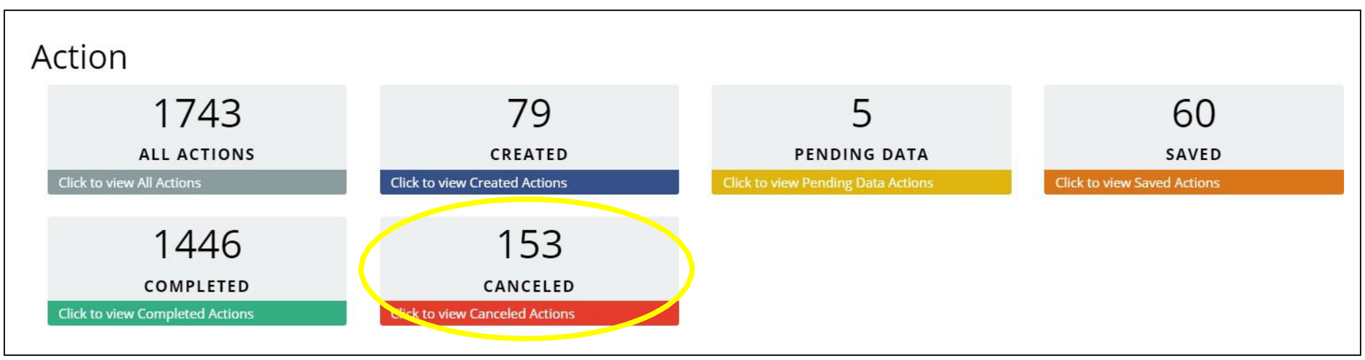

Once you are in the Completed Action Search Screen, you could add search criteria (or not) and then check the "Auto-Completed" filter.



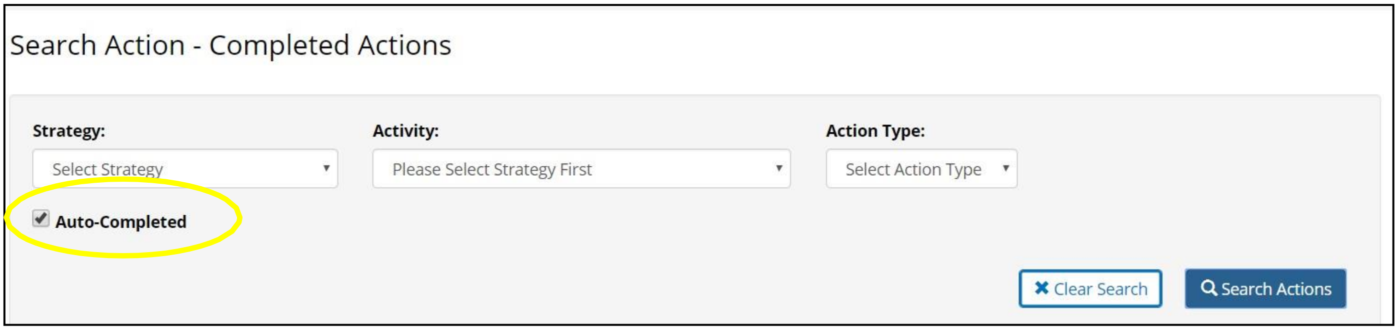

The search results would only show those that are "Auto-Completed." "Auto-Completed" designation will be removed once it is manually completed by LIA Admin or (if nothing is done) it becomes "Auto-Canceled."

LIA Admins should regularly search for "Auto-Completed" actions and complete them, as appropriate, to prevent actions from becoming "Auto-Canceled."

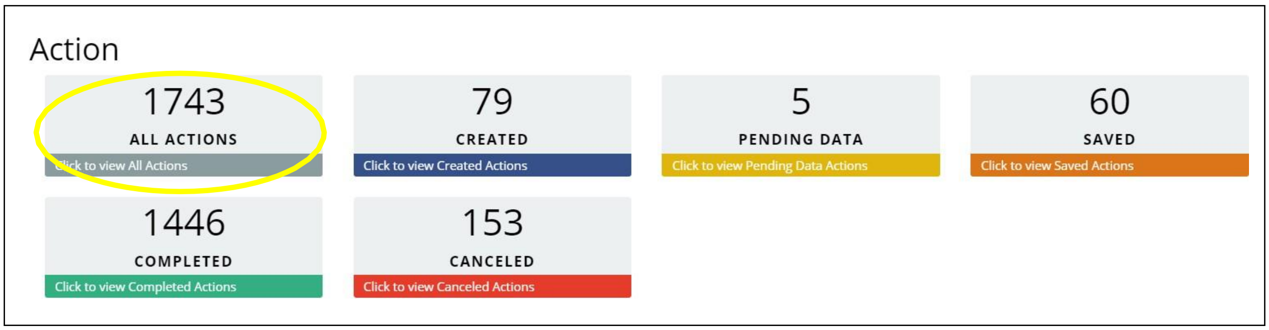
To find your **Auto-Canceled Actions**, you would select the Canceled tile button from your dashboard.



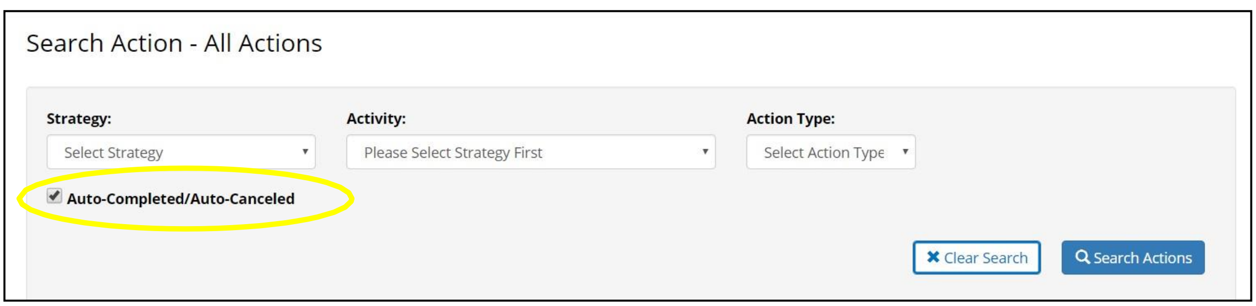
Once you are in the Canceled Action Search Screen, you could add search criteria (or not) and then check the "Auto-Canceled" filter.




You could also find the "Auto-Completed"/ "Auto-Canceled" in the All Actions Search Screen:




Once you are in the All Action Search Screen, you could add search criteria (or not) and then check the combo "Auto-Completed"/"Auto-Canceled" filter.




The countdowns in the Action Search Screens were created to assist in managing the 30-day rule.

Once you have searched, the results tables will have two new columns: 1) Days to Complete, 2) Days to Edit.

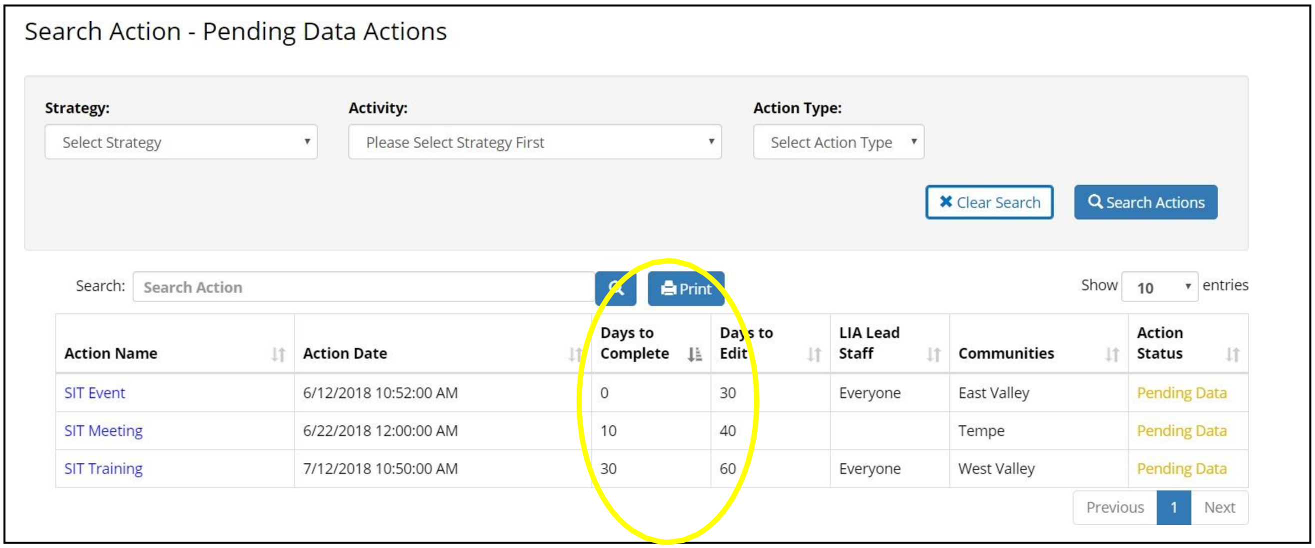
1) ***Days to Complete*** is a countdown of days remaining before an action is Auto-Completed.
2) ***Days to Edit*** is a countdown of days remaining for LIA Admin to edit or/and manual Completion. **Please note LIA Admins can edit both manually completed and auto-completed actions for 60 days after the trigger date. **Data will be updated with new data when the complete button is selected. **

**2) <u>Countdowns</u>**:

- Will only display if there is a trigger date entered.

- Will only display in the search results table if there are still days remaining.
- Will be available in all of the Search tables.
- Zero is an indication that today is the last day available.

If you sort, by either of the countdown columns you will be able to see which ones are closer to the deadlines.

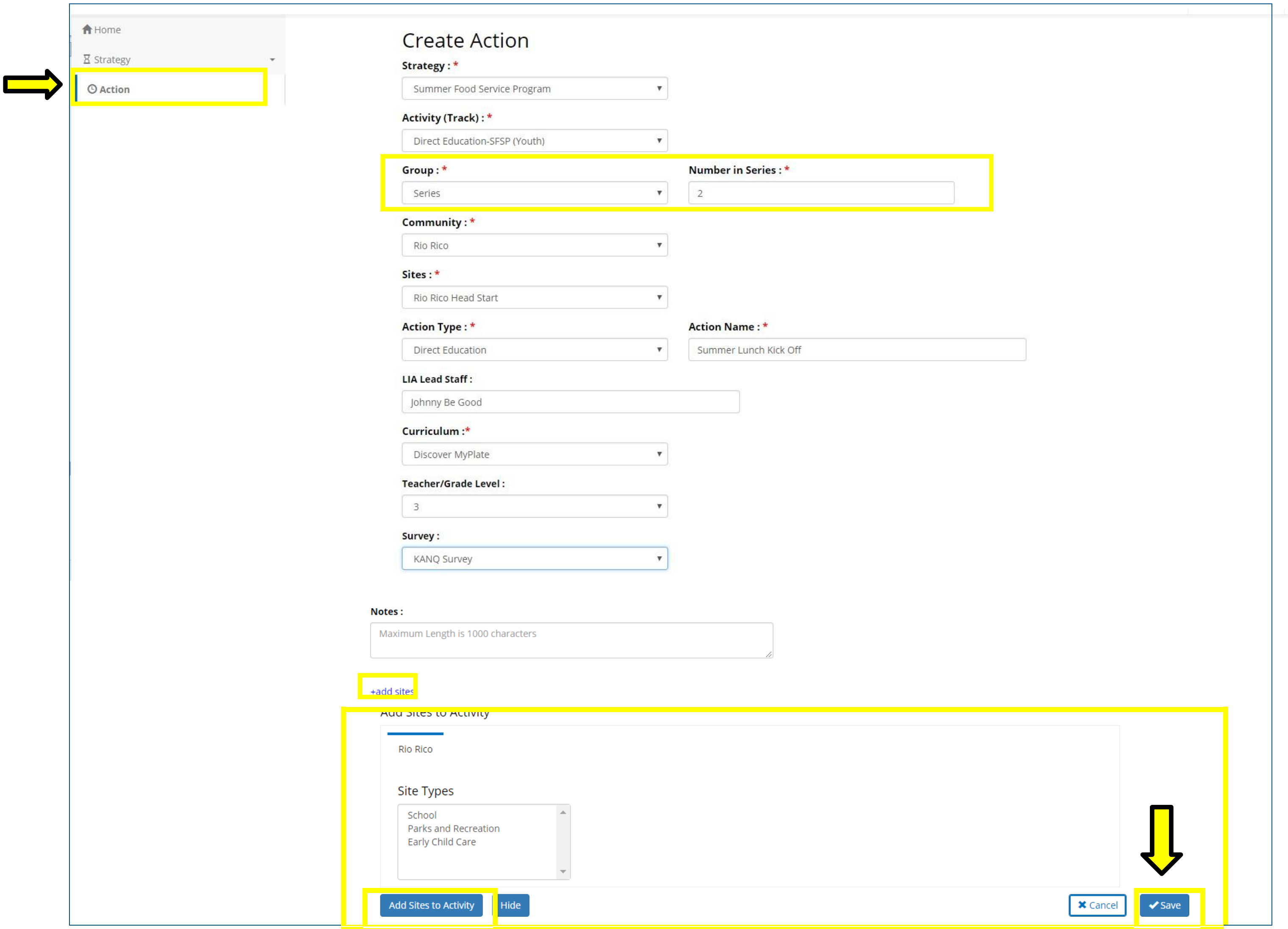



| Action Name | Action Date | Days to Complete | Days to Edit | LIA Lead Staff | Communities | Action Status |
|---|---|---|---|---|---|---|
| SIT Event | 6/12/2018 10:52:00 AM | 0 | 30 | Everyone | East Valley | Pending Data |
| SIT Meeting | 6/22/2018 12:00:00 AM | 10 | 40 | | Tempe | Pending Data |
| SIT Training | 7/12/2018 10:50:00 AM | 30 | 60 | Everyone | West Valley | Pending Data |

In example above, (based on current date of 7/12/18):

- ***SIT Event*** needs to be completed today to avoid Auto-complete to be triggered and has 30 days available for LIA Admins to edit.
- ***SIT Meeting*** should be completed 10 days to avoid Auto-complete to be triggered.
- ***SIT Training*** was today (7/12/18), and has the entire 30 days to be completed.

## CREATING ACTIONS




The ***Create Action*** screen dropdowns will be prepopulated with ONLY approved strategies or those activities that have been previously approved! A submitted Strategy, not yet approved, will not appear until approval.

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 ****

⚠ 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.

For more information on selecting sites, please see Appendix F, How To Guide_ Selecting Site.

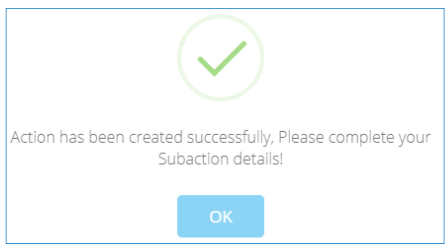
If you do not see the community you would like to include, you will need to edit your strategy and resubmit for approval after adding the community, by editing. See ***Select Community***.

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

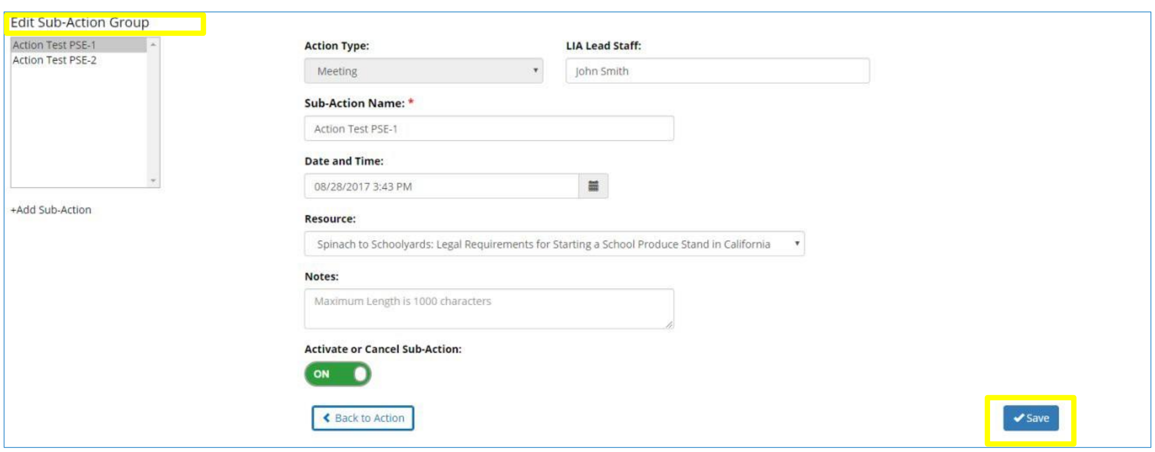
Please remember to save, if you do not save all the data you entered will be lost! If you are not able to save, there will be prompts indicating what needs to be changed.

**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 system will automatically pull *Action Type, LIA Lead Staff, Sub-Action Name,* and *Resources* from the parent Action, but some of these fields are editable.

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.

## EDITING ACTIONS & SUB-ACTIONS

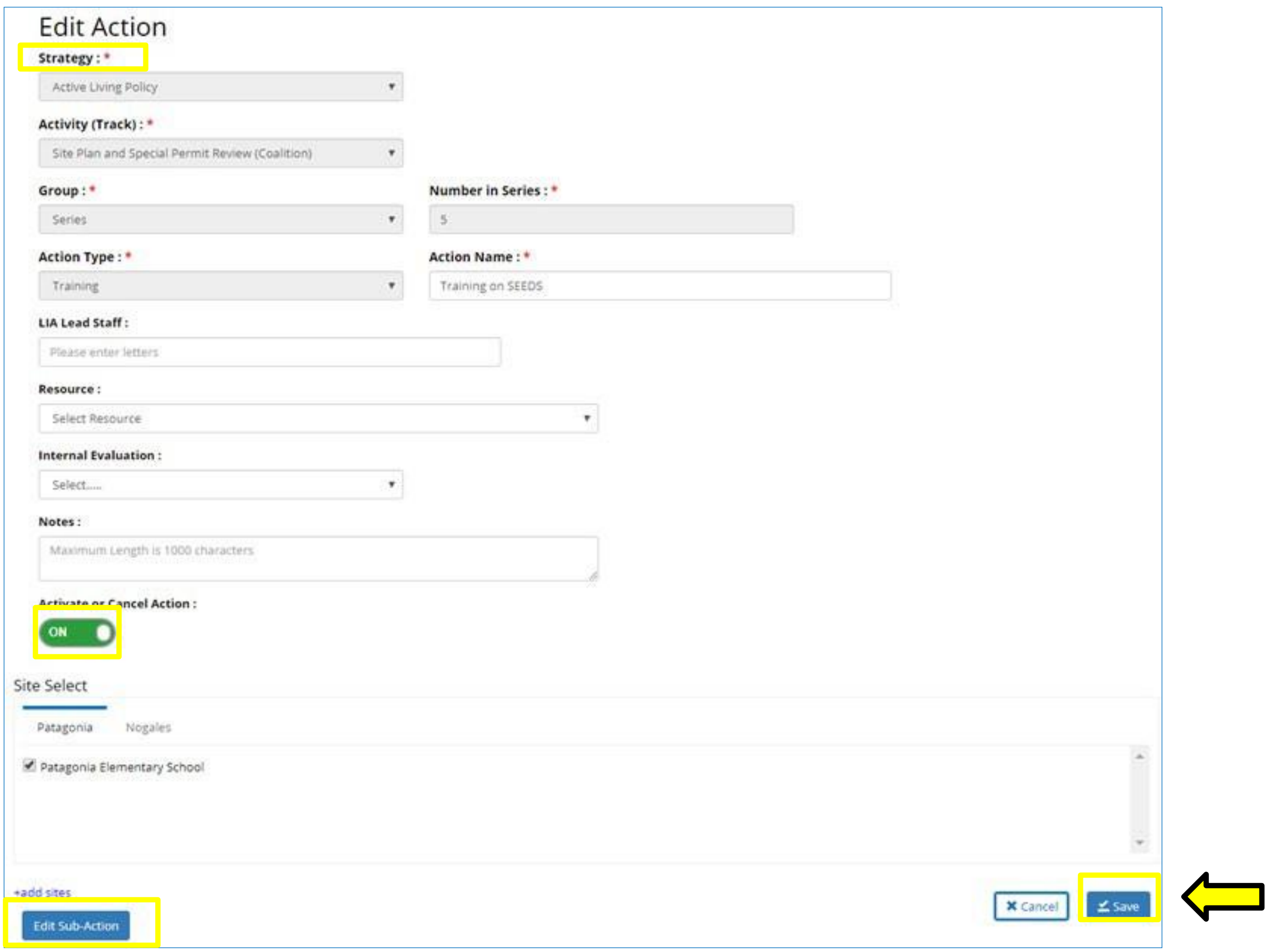
Users will be automatically taken to the ***Edit Action*** or ***Edit Sub-Action*** screen, once you save when in the ***Creating Action*** screen.

To access/edit an Action, you can go to 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” or status of your Action→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*.

***Edit Action*** Screen:




- You can “Activate” or “Cancel” Actions and Sub-Actions, by clicking on the green button.
- You cannot “Cancel” a parent Action, if there are Sub-Actions tied to it.
- You must first “Cancel” all the Sub-Actions to automatically “Cancel” the parent Action.
- Please remember to save your work often.

## ERRORS & POPUPS

SEEDS validates all data to ensure that all required fields are completed before marking an action as completed. Because there are multiple fields on the different tabs within an Action, there may be errors or missing data that will not allow you to complete an Action.

Please make sure to read the popups carefully to know what is preventing you from completing and what needs to be filled in.

You will only see popups when you are trying to mark something as complete.

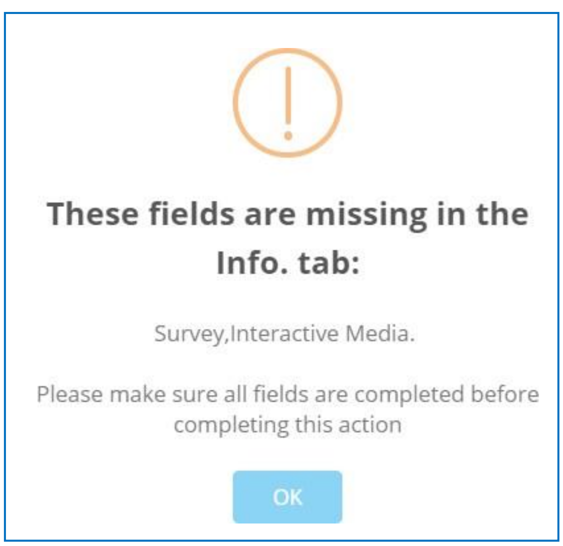
- Red outlines will appear when required fields are left blank.
- These popups and visual cues will help ensure all the required fields are completed.
- You NOT be able to mark an Action as complete until all required data are entered.

Please note: when saving, popups will not display if there are errors. Popups are only enabled when attempting to mark an Action as complete.

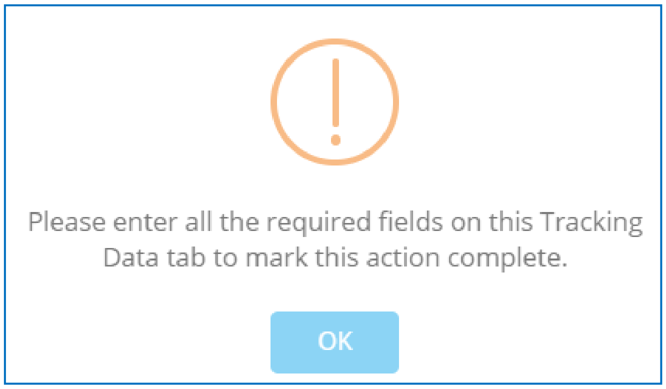
The system will display show popups of errors in this order: 1st ***Info. tab***, 2nd ***Tracking Data*** tab. If you do not see any error popups that means there are not any missing fields.

Popup you will receive when data fields are missing on the ***Info.*** tab:

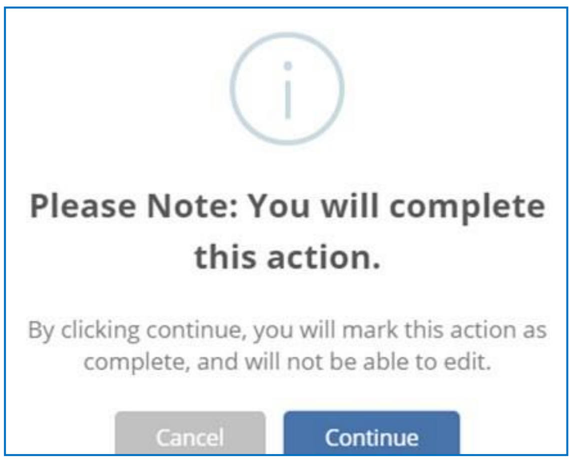
It's important you read them carefully to make sure you complete all the required fields.



Popup you will receive when data fields are missing on the ***Tracking Data*** tab:




Popup you will receive when all fields are completed or all errors have been addressed.




This popup is a notification that provides an opportunity for you to acknowledge you are about to mark an Action as complete. You will not be able to change the content of the data.

If you would like to check your work, but do not want to mark the Action as complete, you can select the complete button, this will allow you to check all your work. When you receive the notification (above) asking you to confirm, you can cancel and only save your data instead- this will allow you to double check your work and mark as complete at later time.

## ACTION TYPES

SEEDS will require a designation of the Action Type, below are the descriptions for each. Action Types determine the fields required for data entry into the tracking data tabs of the actions. Click on the Action type to see the Tracking Data fields and screen shots for each Action Type.

| Action Type | Definition |
|---|---|
| **Event** | 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. |
| **Free Media** | Free coverage of SNAP-Ed activities or messages. Media channels include: TV, Radio, Online, Print, or Other. |
| **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. |
| **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. |
| **Paid Media** | Paid placement of messages intended to reach the SNAP-Ed target audience. Media channels include: TV, Radio, and Online Ads. |
| **Point of Decision Prompts** | Motivational signs placed on or near places where decisions are made (e.g. checkout lanes, elevators/stairs, etc.). |
| **Social Media** | Utilization of social media platforms (e.g. Facebook, Twitter, Instagram) to interact with the SNAP-Ed target audience. |
| **Training** | An intentional organized activity designed to build knowledge, skills, or capacity of partner organizations. |
| **Website** | Development or maintenance of a website designed to share information with the SNAP-Ed target audience. |
| **Direct Education** (Adult or Youth) | Direct Education takes place when a participant is actively engaged in the learning process with an educator and/or interactive media within an approved curriculum. |
| **Assessment** | An evaluation required based on the Arizona SNAP-Ed Evaluation Framework for the fiscal year. |

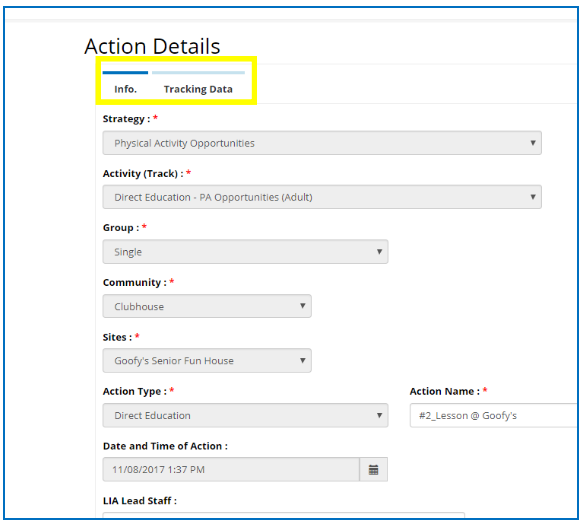
## Tracking Data Fields

SEEDS is built to collect the data fields required for USDA's EARS. The dropdown options are typically from the categories required for EARS.

All ***Action Types*** have specific requirements data fields that will be outlined below.

In the ***Create Action*** screen, all fields were not required to save actions.

Now that your action is in Pending Data, you will need to enter all the fields on the ***Info.*** and ***Tracking Data*** tabs to complete. Essentially all fields become required, even though they are not indicated with a red asterisk. *



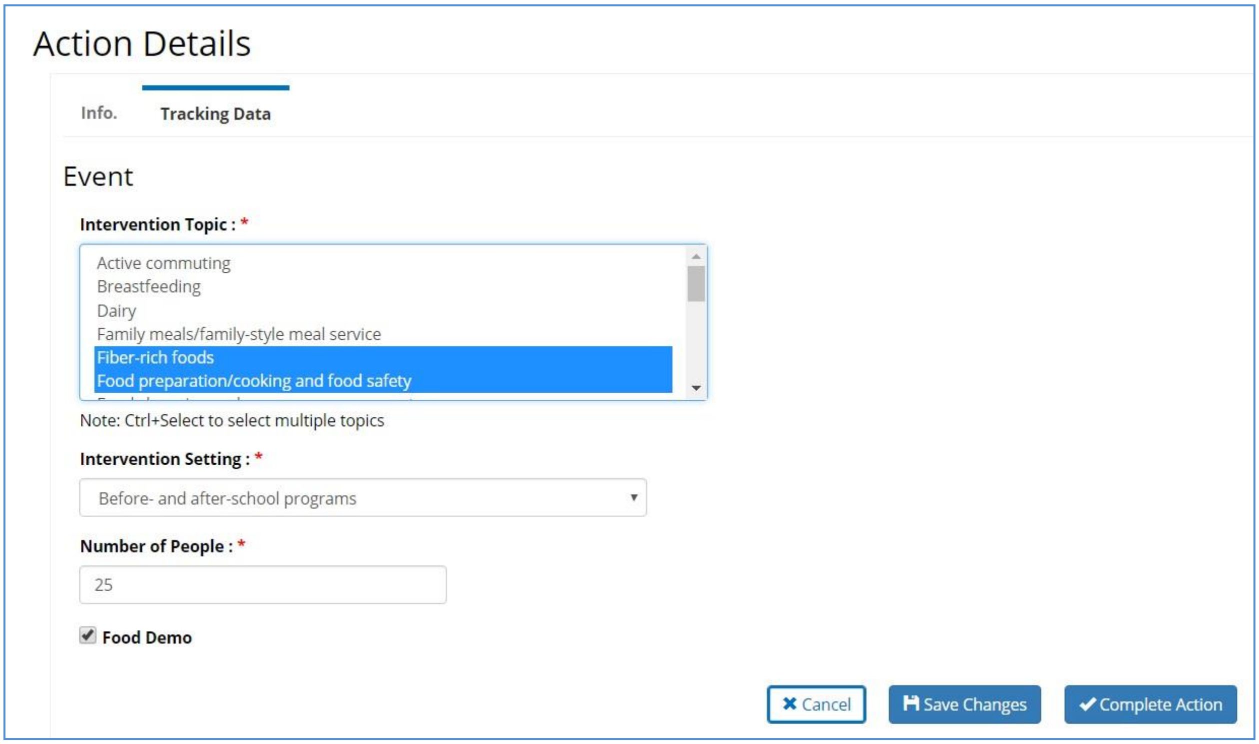

To navigate to the tab, click on the words, the blue bar will show the tab that is enabled. To navigate between the tabs you can simply click on each.

Remember if you have entered information in the tab you are working in, you should **always save your work**, so it won't be lost. You should receive a popup confirmation indicating you have successfully saved.

*Intervention Topic* (Appendix B) and *Intervention Setting* (Appendix C) are data fields that are required for most Action Types.

## Tracking Data-Event

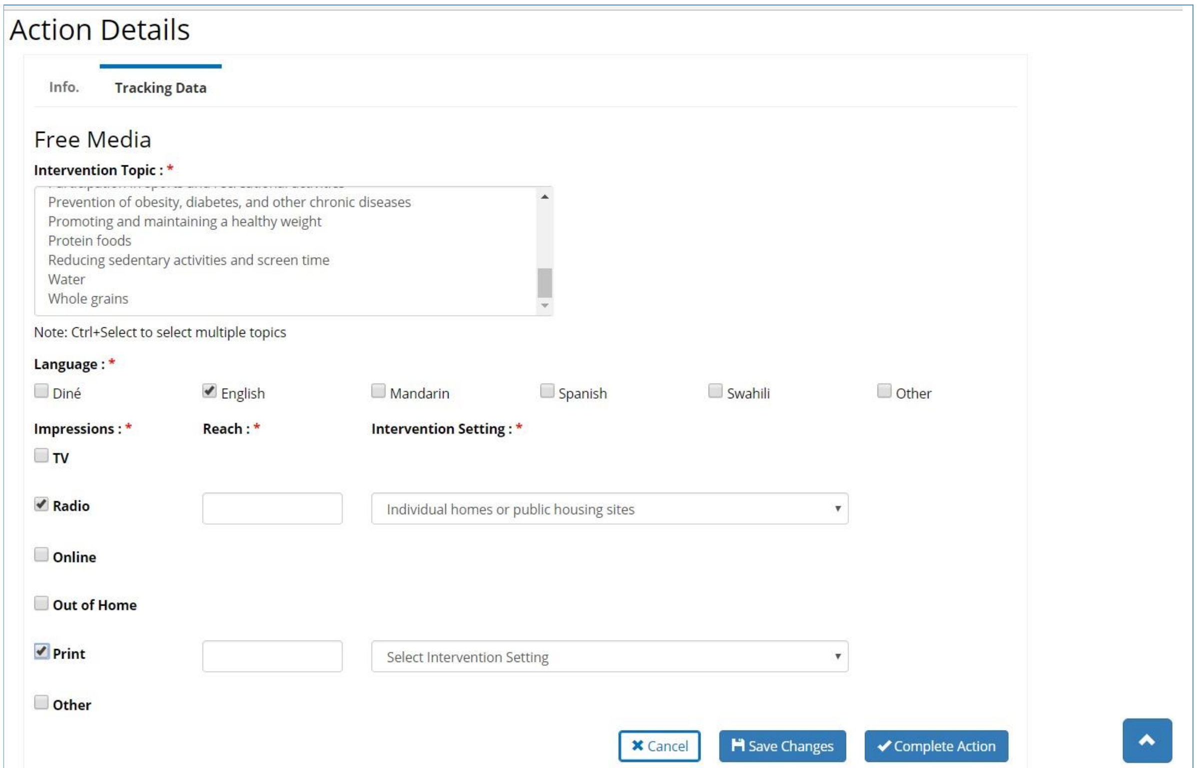
Action Type-Event is defined as an interaction with the SNAP-Ed target audience that does not utilize an approved curriculum, thus not meeting the definition of Direct Education. This includes one-time educational activities (not using an approved curriculum), holding or participating in community events, etc.




| Data Field | Entry Options |
|---|---|
| Intervention Topic | Select from dropdown list of Intervention Topics (see Appendix B). Please select as many as apply. |
| Intervention Setting | Select from dropdown list (see Appendix C). Choose Intervention Setting specific to the strategy and activity of the intervention. Although there may be more than one option that fits, you should select the **ONE** that is ***most relevant*** or that is the ***major intent*** of the intervention. Select where the target audience will experience the intervention/change/message. |
| Number of People | Enter number of people you interacted with during the event (max. 3 digits) |
| Food Demo | Check if there was a Food Demo as part of the event. |

## Tracking Data-Free Media

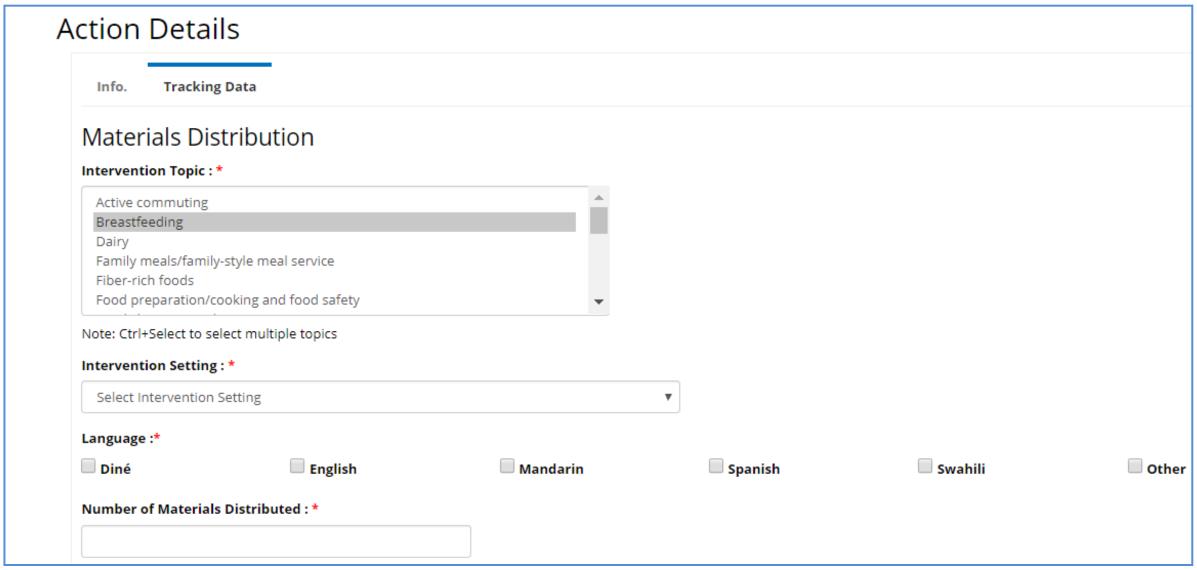
Action Type- Free media is any free coverage of SNAP-Ed activities and message through media channels including: TV, Radio, Online, Print, or Other. Examples include a local newspaper promoting a SNAP-Ed activity for free or a radio station providing free airtime to promote the activity.




| Data Field | Entry Options |
|---|---|
| Intervention Topic | Select from dropdown list of Intervention Topics (Please select as many as apply. |
| Language | Check appropriate Language(s) or other, enter other language as appropriate |
| Media Channel/Impressions | Check all appropriate media channel options:<br>TV, Radio, Online, Out of Home, Print and Other |
| Enter Impressions/Reach<br>(if selected) | Enter number, this is an estimate number of people reached by the media, they are typically obtained from the media outlet. (max. 9 digits) |
| Intervention Setting | Select from dropdown list (see Appendix C). Choose Intervention Setting specific to the strategy and activity of the intervention. Although there may be more than one option that fits, you should select the **ONE** that is ***most relevant*** or that is the ***major intent*** of the intervention. Select where the target audience will experience the intervention/change/message. Please note that only Out of Home, Print and Other will have an option, others will be automatically defaulted to *Individual Home or public housing sites.* |

## Tracking Data-Materials Distribution

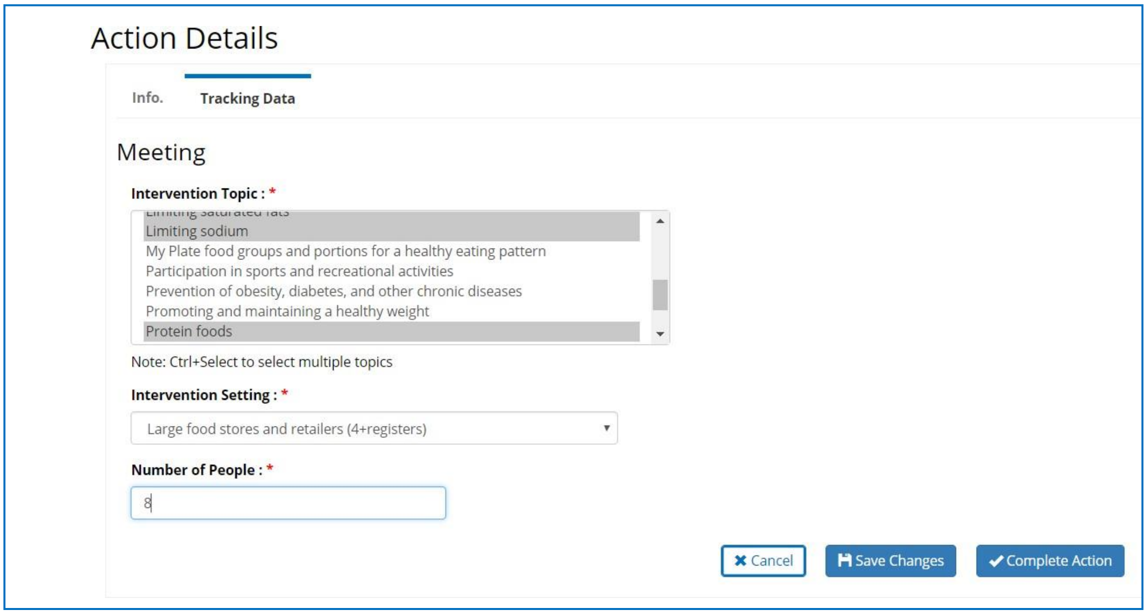
Action Type-Material distribution is where materials are shared with partner organizations for the sole purpose of distribution to the SNAP-Ed audience. This typically involved sharing materials for distribution and not tied with direct education or events. Activities such as participating in a health fair should be categorized as an event, not material distribution.




| Data Field | Entry Options |
|---|---|
| Intervention Topic | Select from dropdown list of Intervention Topics (see Appendix B). Please select as many as apply. |
| Intervention Setting | Select from dropdown list (see Appendix C). Choose Intervention Setting specific to the strategy and activity of the intervention. Although there may be more than one option that fits, you should select the **ONE** that is ***most relevant*** or that is the ***major intent*** of the intervention. Select where the target audience will experience the intervention/change/message. |
| Language | Check appropriate Language(s) or other, enter other language as appropriate |
| Number of materials distributed | Enter number of materials distributed; this would count each material not number of people reached (max. 6 digits) |

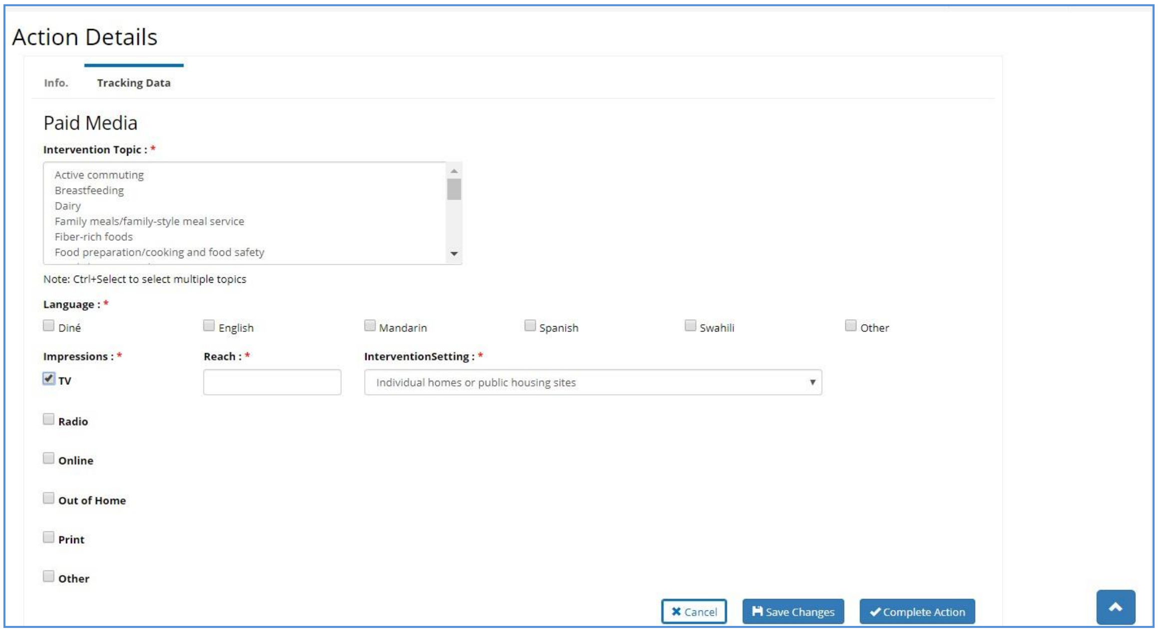
## Tracking Data-Meeting

Action Type-Meeting is a gathering of two or more people called to discuss one or more SNAP-Ed strategies. A meeting may or may not include providing technical assistance. A meeting could include technical assistance conducted virtually (via the phone).

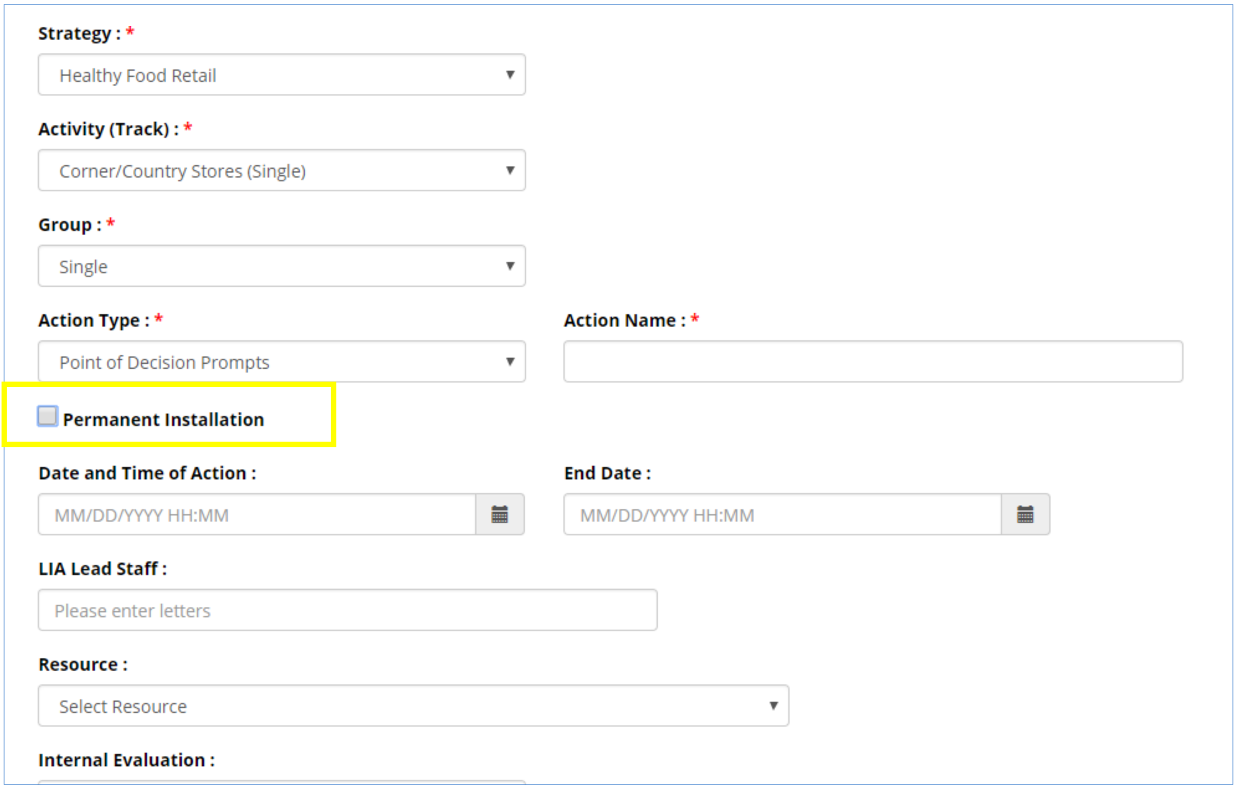



| Data Field | Entry Options |
|---|---|
| Intervention Topic | Select from dropdown list of Intervention Topics (see Appendix B). Select as many as apply. |
| Intervention Setting | Select from dropdown list (see Appendix C). Choose Intervention Setting specific to the strategy and activity of the intervention. Although there may be more than one option that fits, you should select the **ONE** that is ***most relevant*** or that is the ***major intent*** of the intervention. Select where the target audience will experience the intervention/change/message. |
| Number of People | Enter number of non-SNAP-Ed funded partners who attended the meeting. Enter numbers only (max. 3 digits). |

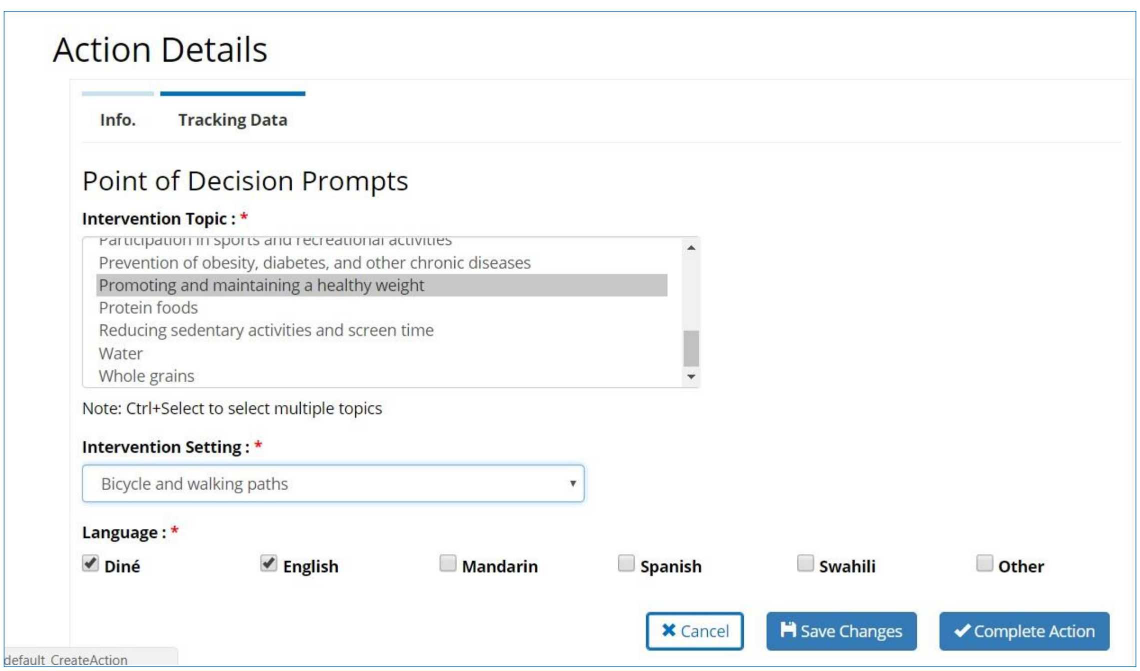
## Tracking Data-Paid Media



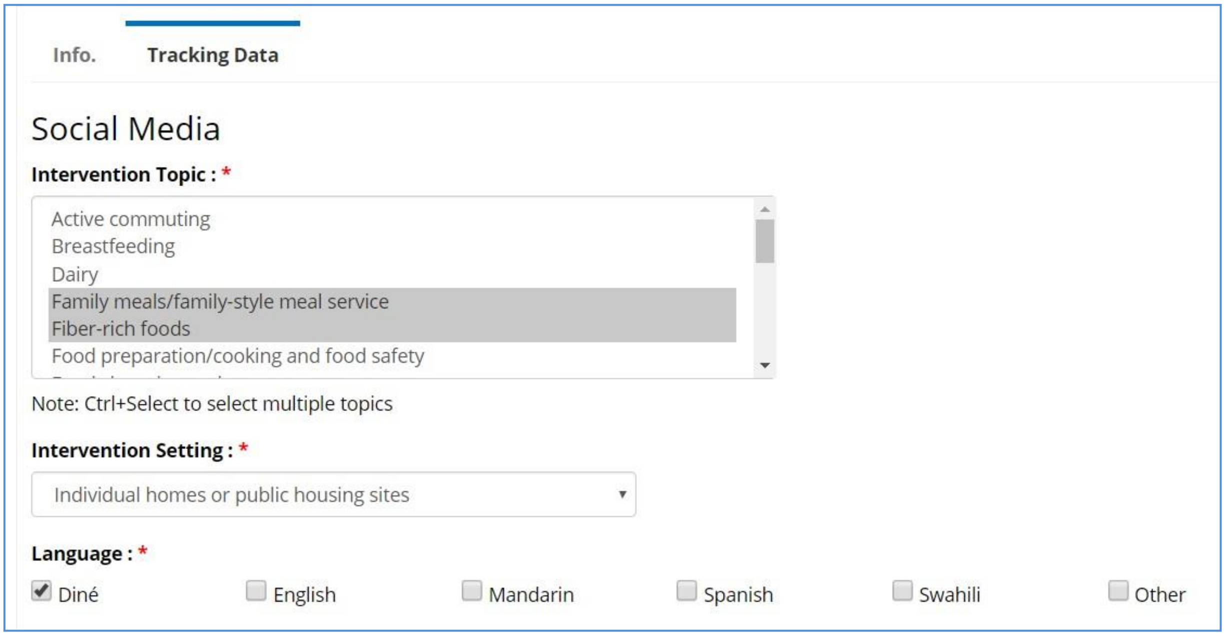

| Data Field | Entry Options |
|---|---|
| Intervention Topic | Select from dropdown list of Intervention Topics (see Appendix B). Please select as many as apply. |
| Language | Check appropriate Language(s) or other, enter other language as appropriate |
| Media Channel/Impressions | Check all appropriate media channel options:<br><br>TV, Radio, Online, Out of Home, Print, and Other |
| Enter Impressions/Reach (if selected) | Enter number, this is an estimate number of people reached by the media, they are typically obtained from the media outlet.(max. 9 digits) |
| Intervention Setting | Select from dropdown list (see Appendix C). Choose Intervention Setting specific to the strategy and activity of the intervention. Although there may be more than one option that fits, you should select the **ONE** that is ***most relevant*** or that is the ***major intent*** of the intervention. Select where the target audience will experience the intervention/change/message.<br><br>Please note that ***only*** Out of Home, Print and Other will have an option, others will be automatically defaulted to *Individual Home or public housing sites.* |

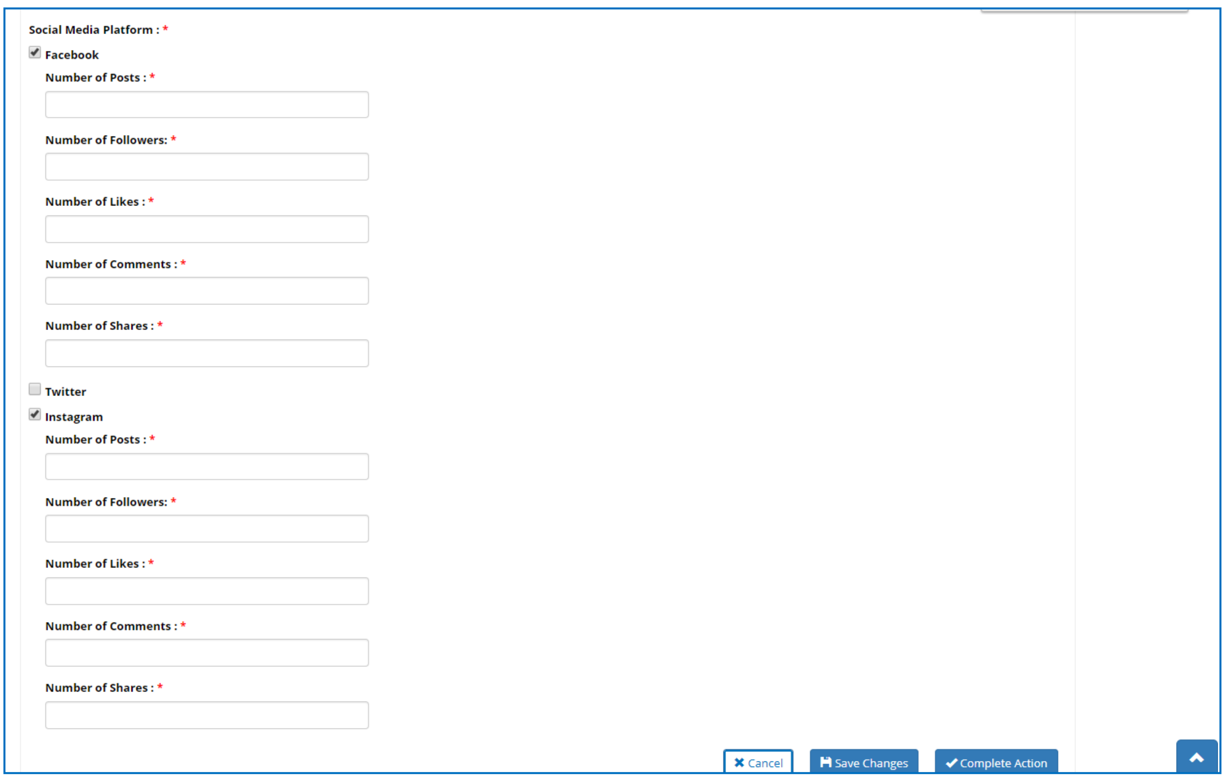



Please note that you have the option to select “Permanent Installation” for Point of Decision Prompts in the ***Info.*** tab. If this is selected the end date is removed and the action date becomes the trigger date.



| Data Field | Entry Options |
| --- | --- |
| Intervention Topic | Select from dropdown list of Intervention Topics (see Appendix B). Please select as many as apply. |
| Intervention Setting | Select from dropdown list (see Appendix C). Choose Intervention Setting specific to the strategy and activity of the intervention. Although there may be more than one option that fits, you should select the **ONE** that is ***most relevant*** or that is the ***major intent*** of the intervention. Select where the target audience will experience the intervention/change/message. |
| Language | Check appropriate Language(s) or other, enter other language as appropriate |

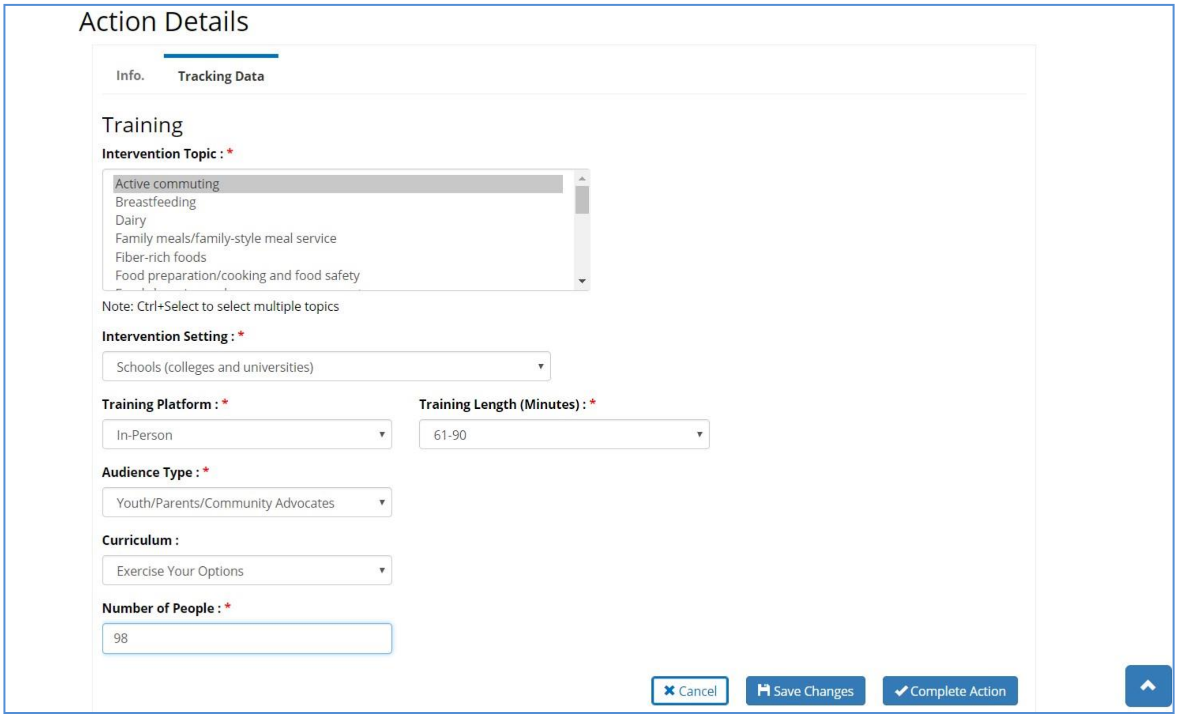



| Data Field | Entry Options |
|---|---|
| Intervention Topic | Select from dropdown list of Intervention Topics (see Appendix B). Please select as many as apply. |

| | |
|---|---|
| Intervention Setting | Please note this field will be automatically defaulted to *Individual Home or public housing sites.* |
| Language | Check appropriate Language(s) or other, enter other language as appropriate |
| End Date (on "Create Action" tab) | Enter date when social media will end (trigger date) |
| Social Media Platform | Select all that apply from:<br>*Facebook*, *Twitter, Instagram* |
| Facebook (if enabled) | Enter numbers for:<br>*Number of Posts* (max. 3 digits)<br>*Number of Followers* (max. 6 digits)<br>*Number of Likes* (max. 3 digits)<br>*Number of Comments* (max. 3 digits)<br>*Number of Shares* (max. 3 digits)<br>These numbers will be available from Facebook reports. |
| Twitter (if enabled) | Enter numbers for:<br>*Number of Posts* (max. 3 digits)<br>*Number of Followers* (max. 6 digits)<br>*Number of Likes* (max. 3 digits)<br>*Number of Comments* (max. 3 digits)<br>*Number of Retweets* (max. 3 digits)<br>These numbers will be available from Twitter reports. |
| Instagram (if enabled) | Enter numbers for:<br>*Number of Posts* (max. 3 digits)<br>*Number of Followers* (max. 6 digits)<br>*Number of Likes* (max. 3 digits)<br>*Number of Comments* (max. 3 digits)<br>*Number of Shares* (max. 3 digits)<br>These numbers will be available from Instagram reports. |

## Tracking Data-Training

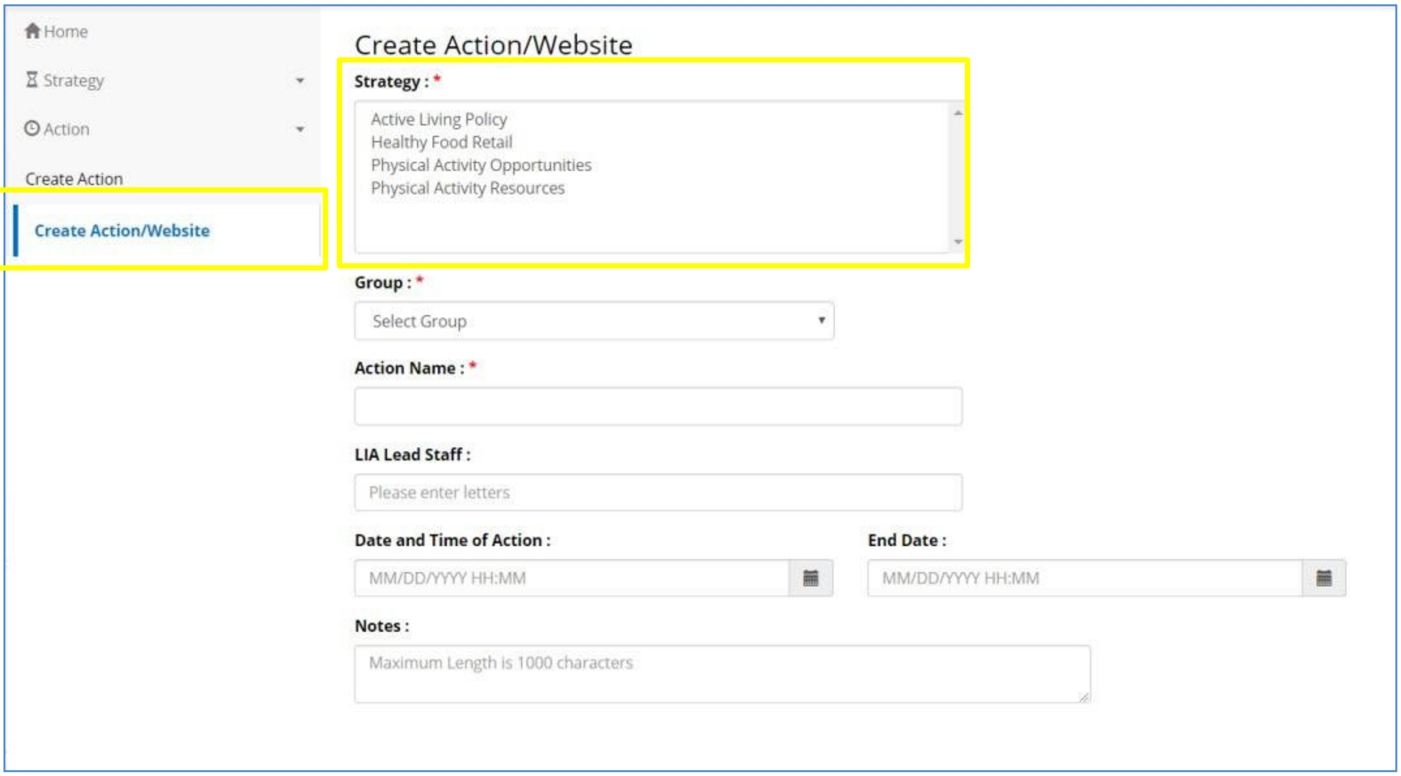



| Data Field | Entry Options |
|---|---|
| Intervention Topic | Select from dropdown list of Intervention Topics (see Appendix B). Please select as many as apply. |
| Intervention Setting | Select from dropdown list (see Appendix C). Choose Intervention Setting specific to the strategy and activity of the intervention. Although there may be more than one option that fits, you should select the **ONE** that is ***most relevant*** or that is the ***major intent*** of the intervention. Select where the target audience will experience the intervention/change/message. |
| Training Platform | Select from *In-Person*, *LMS (*Learning Management System or Computer Based Training), or *Webinar* for the platform. |
| Training Length | Select the time length of the training in minutes by choosing from the minute ranges from the dropdown options. |
| Curriculum ***(not required)*** | Select from approved curricula, if applicable. |
| Number of People | Enter number of people who attended the training. Enter numbers only (max. of 3 digits). |

## Tracking Data-Website

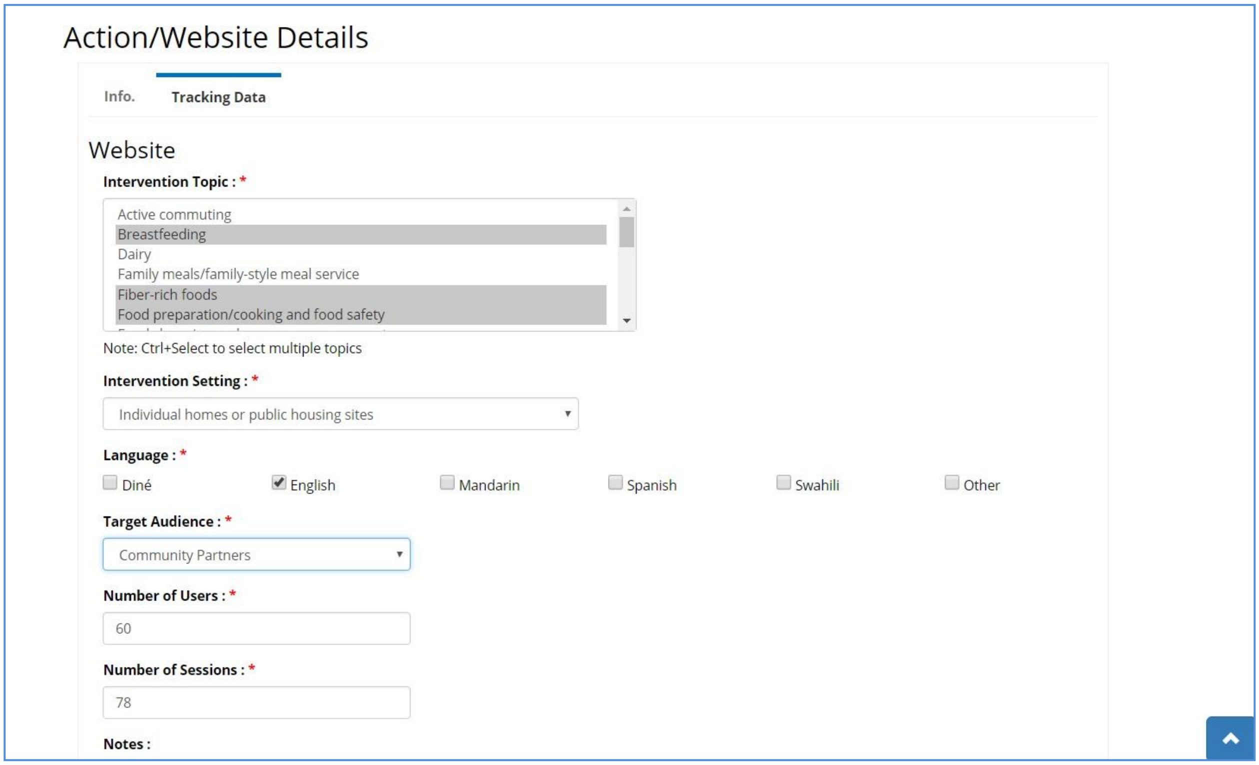
For Action Type "Website" the system will have a slightly different approach. There is a ***Create Action/Website*** screen similar to the ***Create Action*** screen. In the ***Create Action/Website*** screen is where you will create this Action Type. It follows the same logic of having required fields in order to save. The only difference is that you will be allowed to select multiple strategies from approved strategies for your LIA.

**Create Action/Website Screen:**




Because you will mostly likely be reporting on your Website on a monthly basis, we advise you to document it as a series of 12, one sub-action for each month. By doing this you will reduce the amount of data entry needed. Yet you can still create separate Actions for whatever the time period you report on.

Similarly to the ***Create Action*** screen***,*** all the information entered in the ***Create Action/Website*** screen will be in your ***Info.*** tab information after you save. To enable the ***Tracking Data*** tab you will you will need to enter an end date(trigger date).The ***Tracking Data*** tab will not be enabled until the trigger date is in the past.




| Data Field | Entry Options |
|---|---|
| Intervention Topic | Select from dropdown list of Intervention Topics (see Appendix B). Please select as many as apply. |
| Intervention Setting | Please note this field will be automatically defaulted to *Individual Home or public housing sites.* |
| Language | Check appropriate Language(s) or *other*, enter other language as appropriate |
| Target Audience | Select between the options of *Community Partners* or *SNAP-Ed* |
| Number of Users | Enter number (max. 6 digits) these will be provided by a report typically from software like Google Analytics. |
| Number of Sessions | Enter number (max. 6 digits) these will be provided by a report typically from software like Google Analytics. |

## Tracking Data-Direct Education

When you are working on the ***Tracking Data*** tab for Direct Education Action Type, you will have two different scenarios:

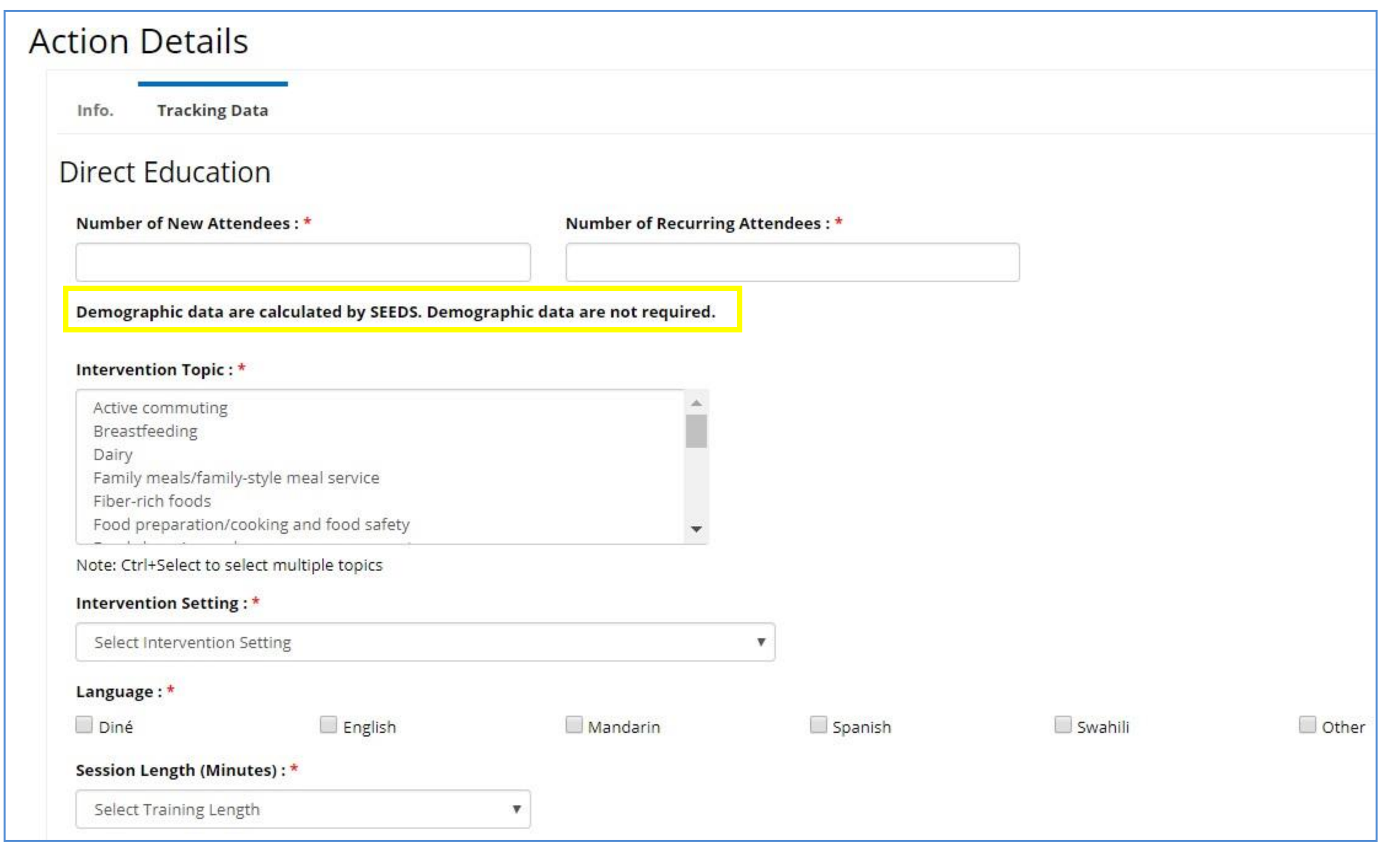
1) Demographic data are available in SEEDS and will be automatically calculated.
2) Demographic data are not available and will need to be entered by you.

**<u>Scenario 1:</u> Demographic data are calculated by SEEDS:**

If you are working within a context where the demographic data are available, then all demographic the numbers for *Age, Sex, Ethnicity,* and *Race* can be calculated by SEEDS. This will typically happen when you are working in a school where data are available.

For this scenario, you will only be required to enter *Number of New Attendees* and *Number of Recurring Attendees*; SEEDS will automatically calculate the demographic data numbers. You will see the message in the yellow box and you will not have to enter any more demographic data.

Remember that the *Number of New Attendees* will be specific to curriculum/intervention for the group to which you are providing Direct Education. Therefore, each time you begin a new curriculum for the participants within a Fiscal year, those participants should be counted as *New Attendees.*



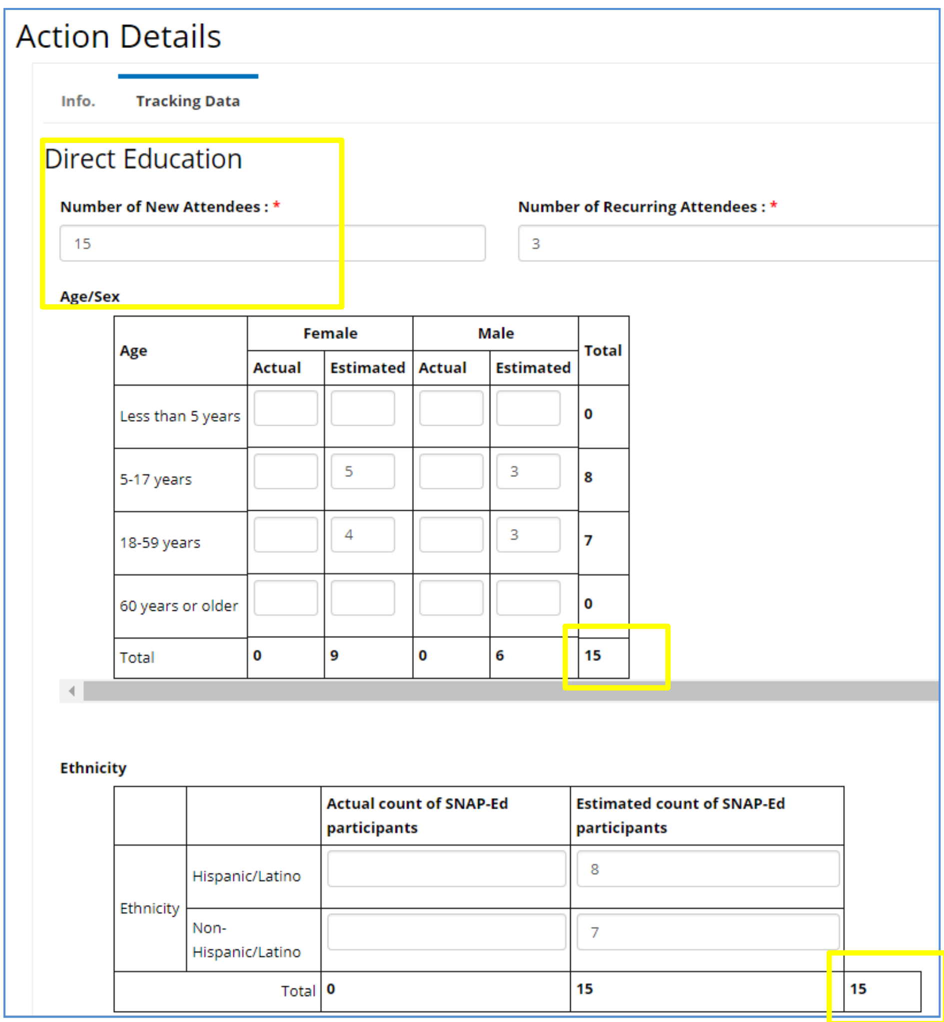
**<u>Scenario 2:</u> Demographic data are not available in SEEDS:**

When you are working within a context where demographic data are not available, SEEDS will not be able to calculate the data, and, therefore, will need to enter the demographic data breakdown for the **Age, Sex, Ethnicity**, and **Race** for the *New Attendees* ONLY.

These data will be obtained from your demographic cards. You must attempt to get data but if you are unable, you may estimate and enter those numbers into the **Estimated** column. For example if you have a demographic card where the person identified as Hispanic, but did not identify a race, you should estimate race.

SEEDS will be verifying the math in the data entered for **Age, Sex,** and **Ethnicity** tables—these will all need to equal the total for *New Attendees* ONLY. (See yellow boxes below)

Per USDA guidance an attendee can select more than one **Race,** so the **Race** field can *<u>greater than</u>* the *Number of New Attendees*. This math will be added to the next phase.



Action Details

Info. Tracking Data

Direct Education

Number of New Attendees : * 15

Number of Recurring Attendees : * 3

Age/Sex

| Age | Female | | Male | | Total |
|---|---|---|---|---|---|
| | Actual | Estimated | Actual | Estimated | |
| Less than 5 years | | | | | 0 |
| 5-17 years | | 5 | | 3 | 8 |
| 18-59 years | | 4 | | 3 | 7 |
| 60 years or older | | | | | 0 |
| Total | 0 | 9 | 0 | 6 | 15 |

Ethnicity

| | | Actual count of SNAP-Ed participants | Estimated count of SNAP-Ed participants | |
|---|---|---|---|---|
| Ethnicity | Hispanic/Latino | | 8 | |
| | Non-Hispanic/Latino | | 7 | |
| | Total | 0 | 15 | 15 |

Remember to read the popups, they will provide more guidance.

| Data Field | Entry Options |
|---|---|
| Number of NEW attendees | Enter number (max. 2 digits), each time begin an intervention/curriculum with a group they will be considered *new attendees,* and *recurring attendees* will be zero. |
| Number of Recurring attendees | Enter number (max. 2 digits) |
| Demographic Table Data | You will be required to enter data regarding the Age, Sex, Ethnicity, and Race. These data will be obtained from your demographic cards. |
| Intervention Topic | Select from dropdown list of Intervention Topics (see Appendix B). Please select as many as apply. |
| Intervention Setting | Select from dropdown list (see Appendix C). Choose Intervention Setting specific to the strategy and activity of the intervention. Although there may be more than one option that fits, you should select the **ONE** that is ***most relevant*** or that is the ***major intent*** of the intervention. Select where the target audience will ***experience*** the intervention/change/message. |
| Language | Check appropriate Language(s) or other, enter other as appropriate |
| Session Length | Select the time length of the session in minutes by choosing from the minute ranges from the dropdown options. |
| Take Home Materials or Materials Distributed | This will be an option of *Yes* or *No*.<br>*Yes* will enable other fields like Recipients and Number of Materials. |
| Recipients | Select the type of recipients from Options: *Participant*, *Parent* or *Other*. |
| Number of Materials | Enter number of materials distributed (max. 6 digits). |

**DE Curriculum Series Taught Within Two Fiscal Years:**

There may be instances where a curriculum series straddles two Fiscal Years.

Scenario: You began curriculum with 9 parts, in Aug 2017. One part was completed in Aug, and one other in Sept. The remaining lessons were done in FY2018.

For this case:

1) You would create the lesson as a series in FY18 and cancel those that were in FY17. You would cancel the first 2 and enter data for the remaining 7 beginning with lesson #3.

**You would also add a note that indicates that these were done in FY17.**

2) This would also mean that you would need to enter all attendees as new even though they might be returning because it is a new fiscal year.
See Appendix E: Guidance_ Action Series in Two Fiscal Years

## Tracking Data-Assessments

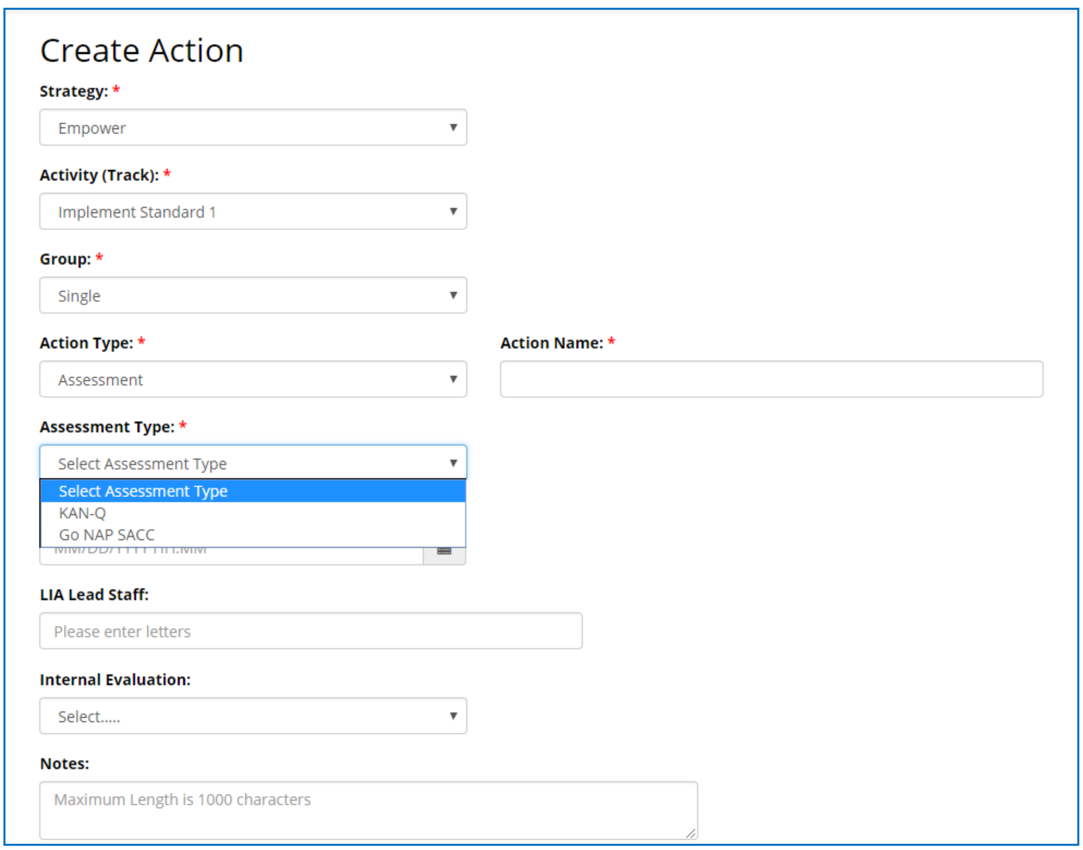
Action Type-Assessment will only be available when the Strategy and Activity (Track) combination has a required Evaluation based on the Arizona SNAP-Ed Evaluation Framework for the Fiscal Year.

Since these change based on the fiscal year, SEEDS will only enable those required for the fiscal year you are working in. For each Assessment there is 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 & Go NAP SACC). 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).

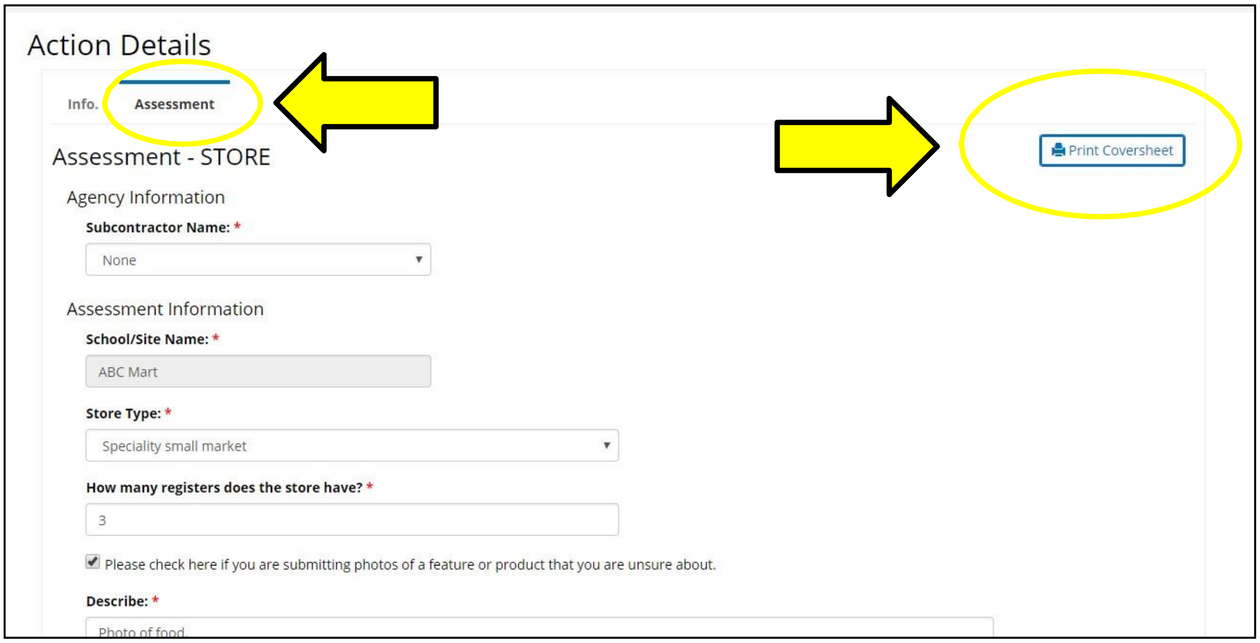
**<u>Creating Assessment Action Type Example:</u>**



## Cover Sheets

When you are completing your data entry in the Assessment tab, SEEDS will automatically take you to the ***Info.*** tab to display the updated status that will now be complete.

If the assessment requires a cover sheet, navigate back to the Assessment tab to print the cover sheet. You will be able to "print" a cover sheet to attach to your evaluation and send to your SET lead.



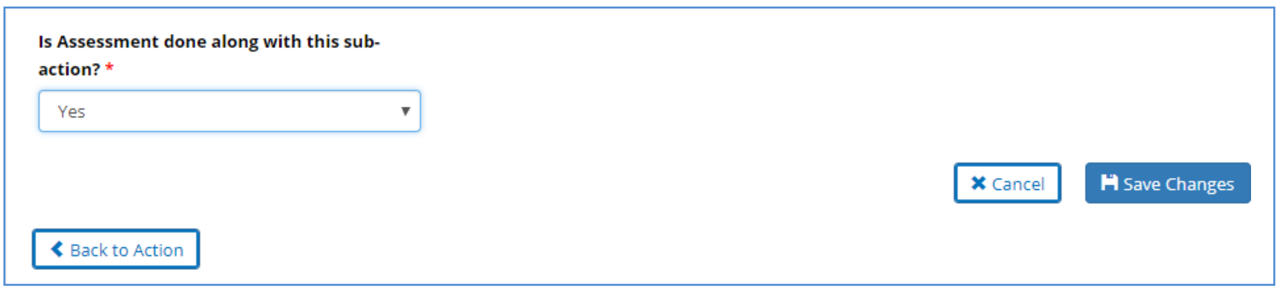
## Adult Survey

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

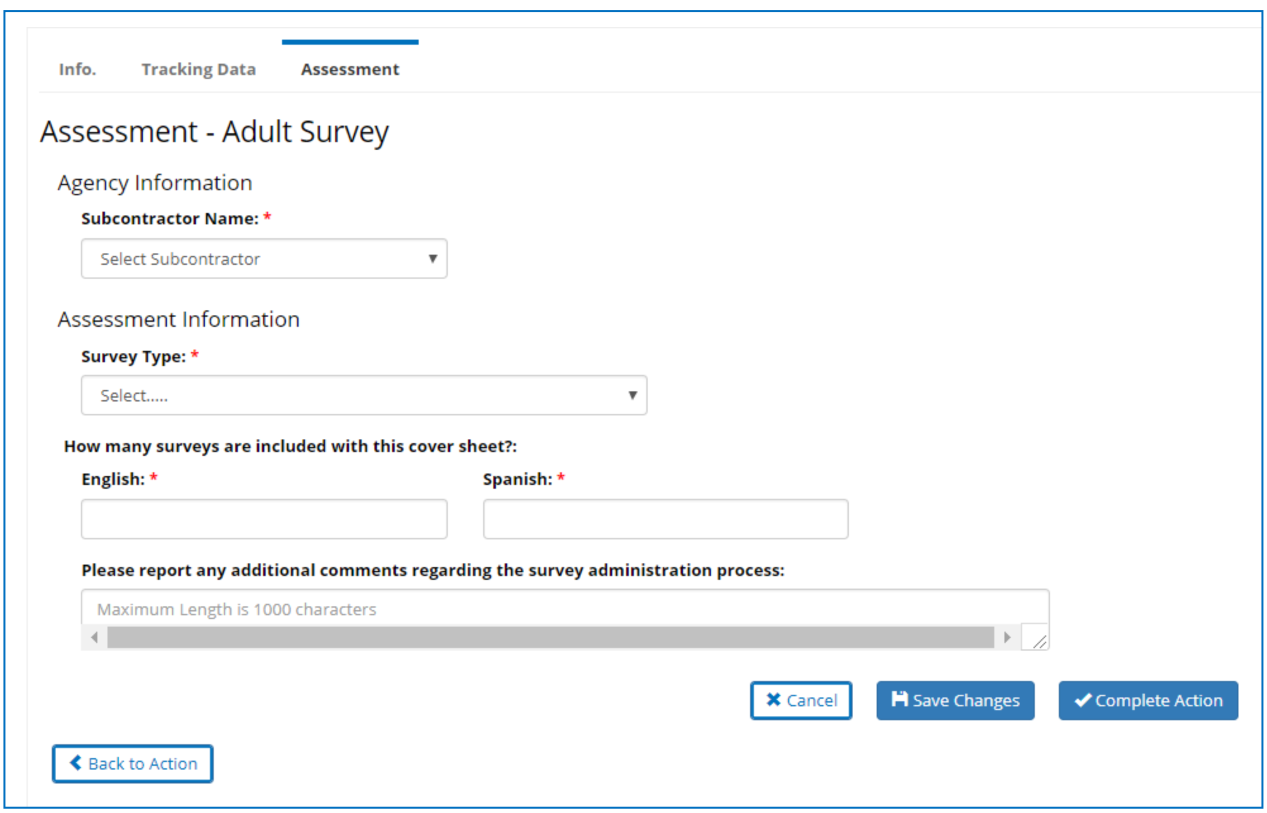
Since Adult Surveys are tied to Direct Education, it will only allow for a single site.

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. Around the Table
3. When you respond "Yes" to the question below, when entering your ***Tracking Data*** fields.
4. And after saving.




**Tracking Data Assessment-Adult Survey Screen:**



| Data Field | 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.**

**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.

## Adult Survey Cover Sheet Example:

**ADULT SURVEY**

AZ HEALTH ZONE

**Agency Information**

***Local Implementing Agency:*** Maricopa | ***LIA Lead:*** Edith

***Subcontractor:*** None

**Assesssment Information**

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

***School/Site:*** Kyrene de los Ninos School

***Survey Type:*** ☒ 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

## GO NAPSACC

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

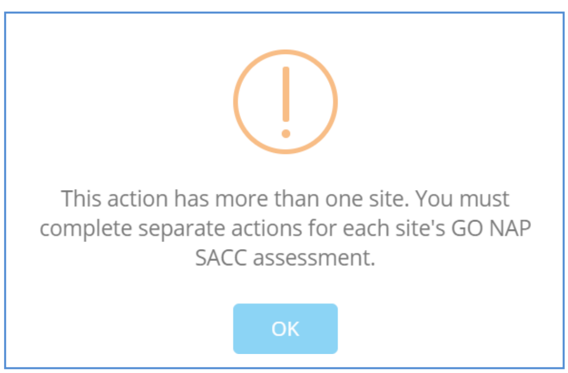
| **Strategy** | **Activity (Track)** |
|---|---|
| Early Care and Education Systems | Empower Policy (State/Regional or Local) |
| Early Care and Education Systems | Staff Development (Empower Standard 8 or AZHZ Curriculum) |
| Early Care and Education Systems | ECE-Based Agriculture (Gardens or Procurement) |
| Early Care and Education Systems | Nutrition & Feeding Practices (Breastfeeding or Other) |
| Early Care and Education Systems | PA Environment |

**Tracking Data Assessment-GO NAPSACC:**

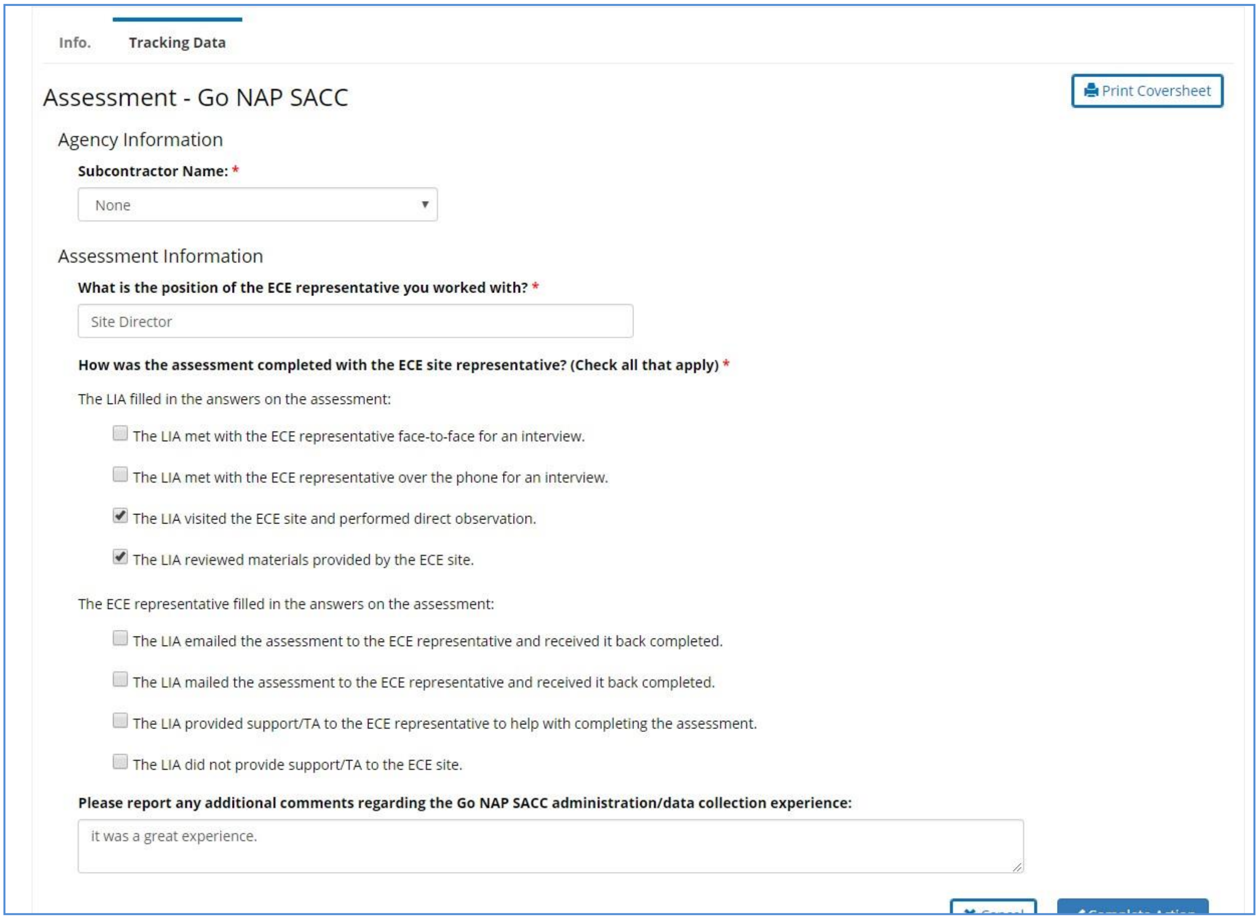
GO NAPSACC should be entered as single action.

Each GO NAPSACC 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:**



**Tracking Data Assessment-GO NAP SACC Screen:**


Info. Tracking Data

Assessment - Go NAP SACC

Print Coversheet

Agency Information

**Subcontractor Name:** *

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.
- [x] The LIA visited the ECE site and performed direct observation.
- [x] 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 Go NAP SACC administration/data collection experience:**

it was a great experience.

| 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:<br>**The LIA filled in the answers on the assessment:**<br>The LIA met with the ECE representative face-to-face for an interview.<br>The LIA met with the ECE representative over the phone for an interview.<br>The LIA visited the ECE site and performed direct observation.<br>The LIA reviewed materials provided by the ECE site.<br>**The ECE representative filled in the answers on the assessment:**<br>The LIA emailed the assessment to the ECE representative and received it back completed.<br>The LIA mailed the assessment to the ECE representative and received it back completed.<br>The LIA provided support/TA to the ECE representative to help with completing the assessment.<br>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.**

**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.
- [X] The LIA visited the ECE site and performed direct observation.
- [X] 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

## KAN-Q

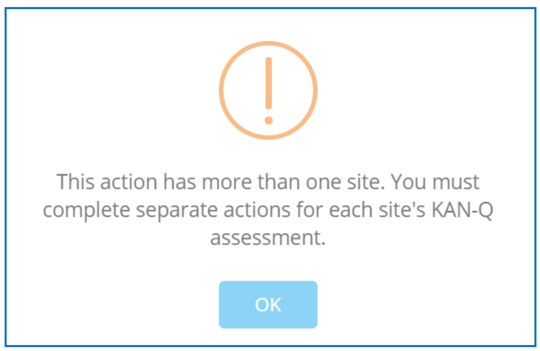
Will only be triggered/ available for the following Strategy/Activity combos:

| **Strategy** | **Activity (Track)** |
|---|---|
| Schools and Other Youth-Based Systems | Nutrition Practices & Environment (Smarter Lunchrooms or Other) |
| Schools and Other Youth-Based Systems | Physical Activity (PA) Practices & Environment |

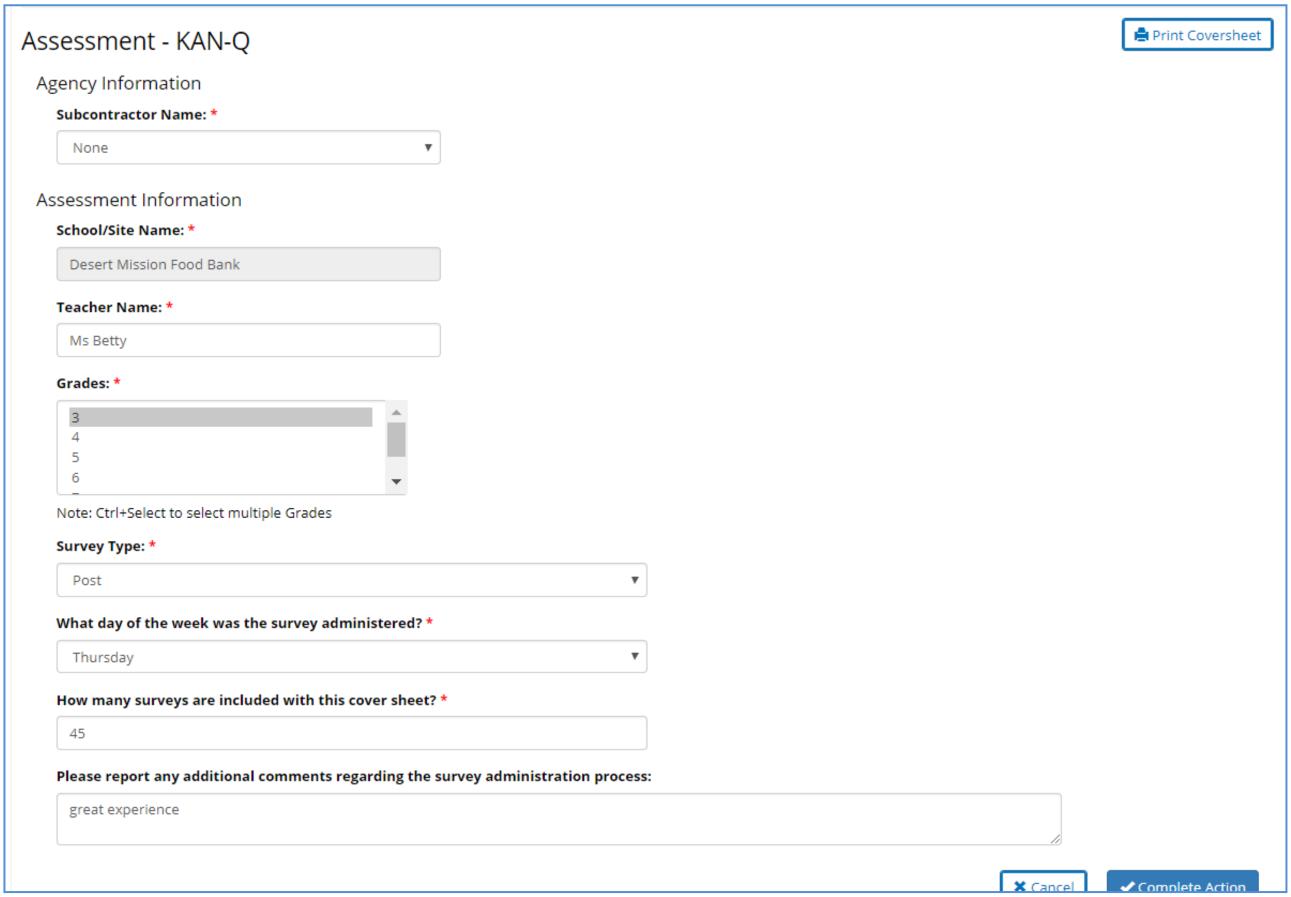
KAN-Q should be entered as a **single** action.

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:**



**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 must 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.

## **KAN-Q Cover Sheet Example:**

KAN-Q

AZ HEALTH ZONE

**Agency Information**

***Local Implementing Agency:*** Maricopa ***LIA Lead:*** edith

***Subcontractor:*** None

**Assesssment Information**

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

***School/Site:*** Desert Mission Food Bank

***Grades:*** [X] 3rd [ ] 4th [ ] 5th [ ] 6th [ ] 7th [ ] 8th

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

***What day of the week was the survey administered?***

[ ] Tuesday [ ] Wednesday [X] 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

## District AAT

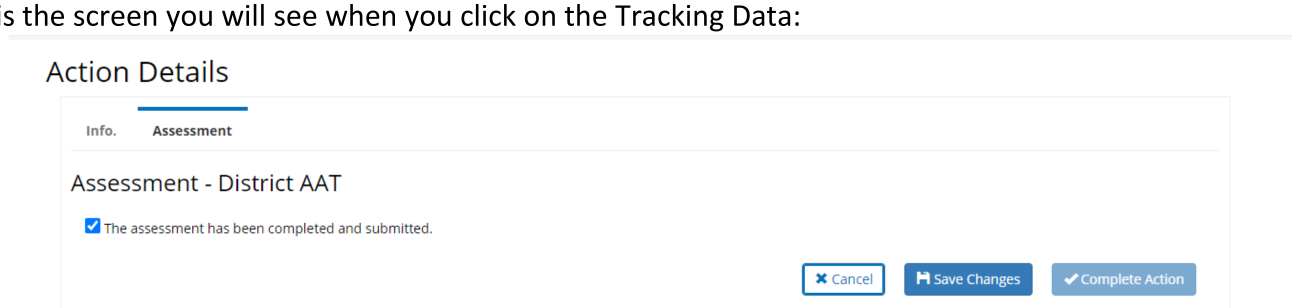
Will only be triggered/ available for the following Strategy/Activity combos:

| **Strategy** | **Activity (Track)** |
|---|---|
| Schools and Other Youth-Based Systems | Policy Revision & Communication (Local/District) |
| Schools and Other Youth-Based Systems | Staff Development (AZHZ Curriculum) |
| Schools and Other Youth-Based Systems | School/Youth Based Agriculture (Gardens or Procurement) |
| Schools and Other Youth-Based Systems | Nutrition Practices & Environment (Smarter Lunchrooms or Other) |
| Schools and Other Youth-Based Systems | Physical Activity (PA) Practices & Environment |
| Schools and Other Youth-Based Systems | Wellness Committees |

This is assessment is to know if the LIA helped with reporting AAT in their districts. It is a way for AZHZ to know which districts actually received AZHZ support.

**<u>Tracking Data-Assessment District AAT Screen:</u>**

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




| Required Data Fields | Entry Options |
|---|---|
| This assessment has been completed and submitted. | Checkbox, marking the box indicates the LIA helped support AAT. |

## Well SAT 3.0

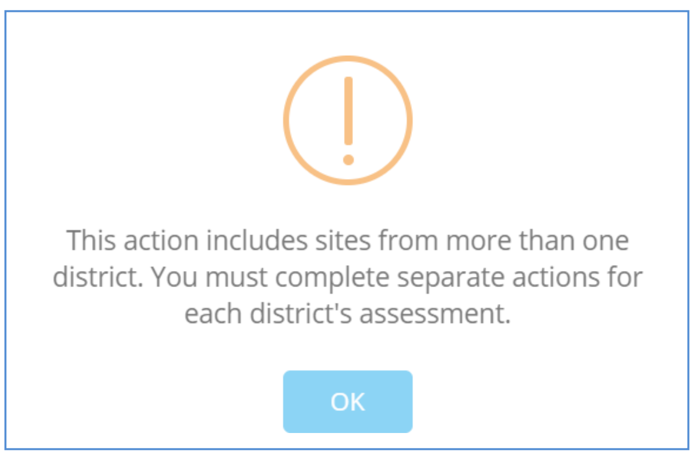
Will only be triggered/ available for the following Strategy/Activity combos:

| **Strategy** | **Activity (Track)** |
|---|---|
| Schools and Other Youth-Based Systems | Policy Revision & Communication (Local/District) |
| Schools and Other Youth-Based Systems | Staff Development (AZHZ Curriculum) |
| Schools and Other Youth-Based Systems | School/Youth Based Agriculture (Gardens or Procurement) |
| Schools and Other Youth-Based Systems | Wellness Committees |

Well SAT 3.0 should be entered as single action.

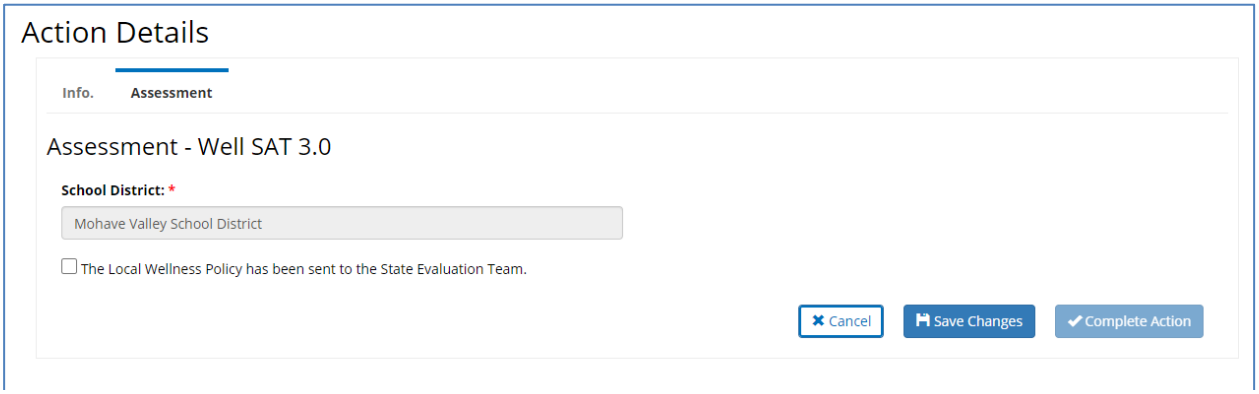
Each Well SAT 3.0 should be completed individually by district. If you attempt to enter sites that belong to more than one district, there will be a popup advising you that only one district is allowed. You must manually deselect the sites that belong to other districts. If needed, create a separate action for the other districts.

**<u>Screenshot of Error Popup:</u>**



**Tracking Data-Assessment-Well SAT 3.0 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.<br>If you are unable to complete, please work with your LIA Admin to cancel this action. |

## Wilder Collaboration

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

| Strategy | Activity (Track) |
|---|---|
| Built Environment | Active Living Policy (State/Regional or Local) |
| Built Environment | Walking, Biking, and Transit Networks (Coalition) |
| Built Environment | Active Transportation (Coalition) |
| Built Environment | Development of Parks, Trails and Other Resources (Coalition) |
| Physical Activity Resources and Community Programming | Improve Usability and Access to Community Resources (Coalition) |
| Physical Activity Resources and Community Programming | Shared Use Agreements (Coalition) |
| Physical Activity Resources and Community Programming | Social Support Networks (Coalition) |
| Food Systems | Food Systems Policy (State/Regional or Local) |
| Food Systems | Farmers/Growers (Coalition) |

tip Wilder Collaboration Inventory should be entered as single action.

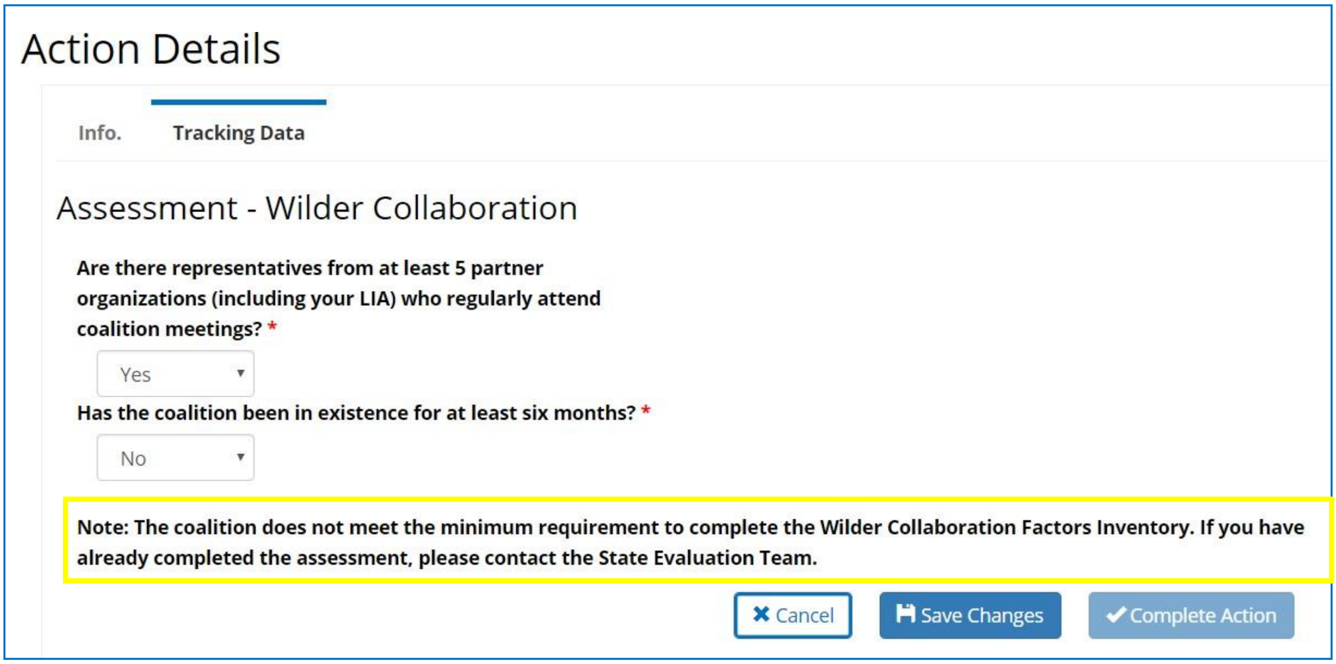
tip Wilder Collaboration Inventory can be a single site or multiple sites.

**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.*

**<u>Assessment- Wilder Collaboration Screen I:</u>**

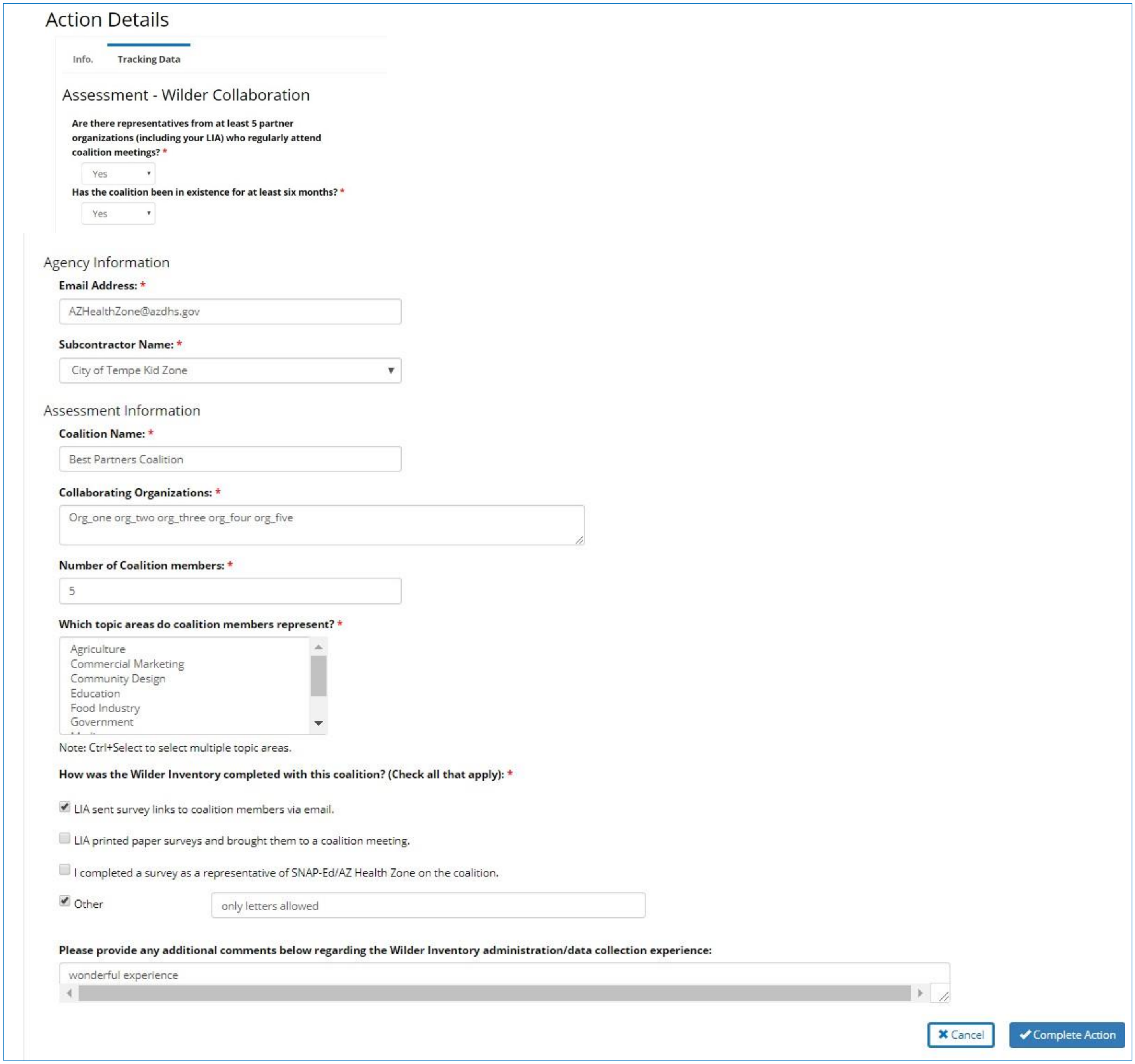
This is the screen you will see when you first click on the Tracking Data:




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 regularly attend coalition meetings? | Select between Yes and No.<br><br>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.<br><br>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. |
| Number of Coalition Members | Enter number of coalition members, numbers only. |
| Which topic areas do coalition members represent? | Multi-select all that apply: (ctrl+)<br>Agriculture<br>Commercial Marketing<br>Community Design<br>Education<br>Food Industry<br>Government<br>Media<br>Public Health & Health Care<br>Public Safety |

| | |
|---|---|
| How was the Wilder Inventory completed with this coalition? (Check all that apply): | Select all that apply:<br>• LIA sent survey links to coalition members via email.<br>• LIA printed paper surveys and brought them to a coalition meeting.<br>• I completed a survey as a representative of SNAP-Ed/AZ Health Zone on the coalition.<br>• 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.**

**You <u>must</u> submit the cover sheets to SET for processing. SEEDS will not replace this process.**

## Wilder Collaboration Cover Sheet Example:

**WILDER COLLABORATION FACTORS INVENTORY**

AZ HEALTH ZONE

**Agency Information**

*Local Implementing Agency:* Maricopa  *LIA Lead:* Edith

*Email Address:* AZHealthZone@azdhs.gov  *Subcontractor:* City of Tempe Kid Zone

**Assessment Information**

*Assessment Date:* Monday, December 4, 2017  *Coalition:* Best Partners Coalition

*Strategy:* Healthy Food Retail  *Number of Coalition members:* 5

*Collaborating Organizations:*
Org_one org_two org_three org_four org_five

*Which topic areas do coalition members represent?*

- [ ] Agriculture
- [ ] Community Design
- [ ] Commercial Marketing
- [ ] Education
- [ ] Food Industry
- [ ] Government
- [ ] Media
- [x] Public Health & Health Care
- [x] Public Safety

**How was the Wilder Inventory completed with this coalition? (Check all that apply)**

- [x] 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.
- [x] Other: only letters allowed

**Please provide any additional comments below regarding the Wilder Inventory administration/data collection experience**

wonderful experience

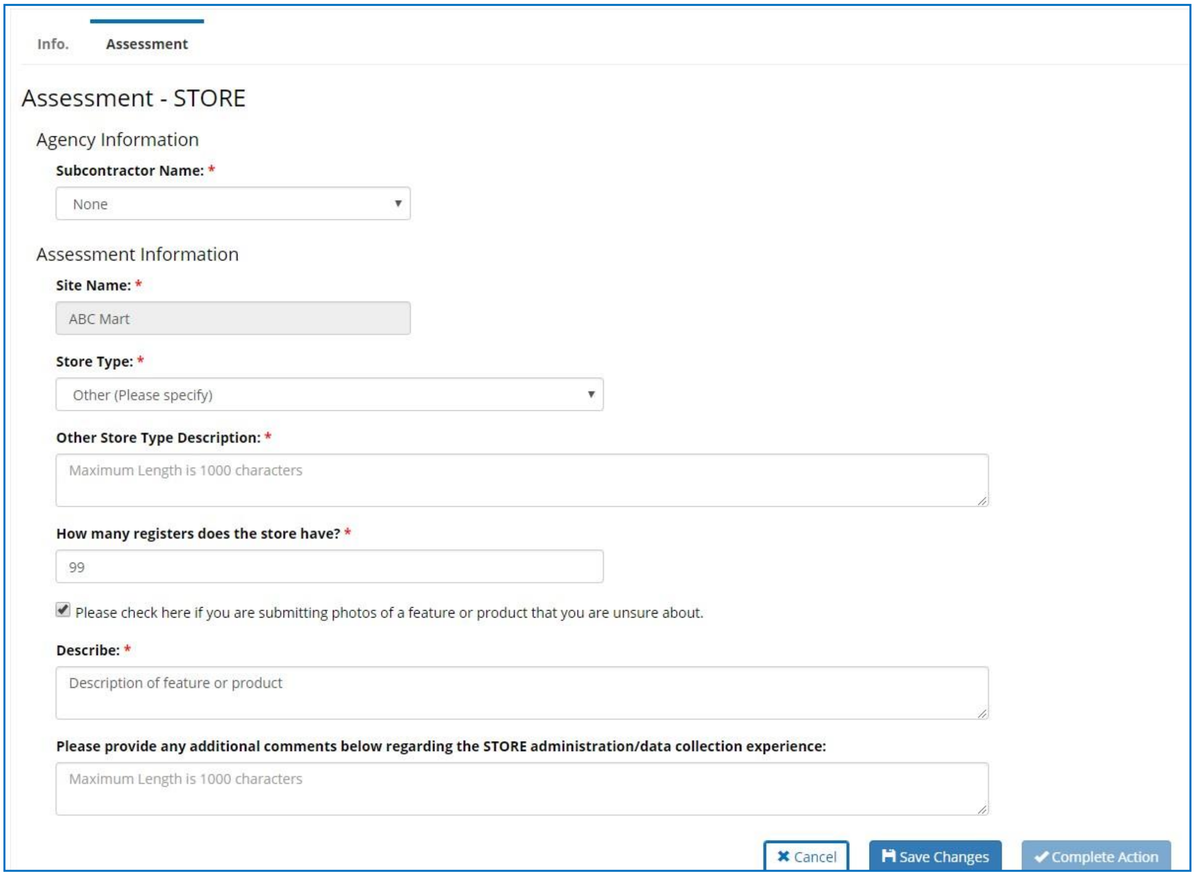
Please return this completed cover sheet with each set of completed Wilder Inventory responses for your coalition via email or regular mail to:

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

## STORE

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

| Strategy | Activity (Track) |
|---|---|
| Food Systems | Food Retail (Store Changes) |




| 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.” |

| | |
|---|---|
| Site Name | Will automatically be prepopulated from ***Info*** tab. |
| Store Type | Select from:<br>• *Supermarket/Grocery*<br>• *Convenience Store/Gas Station*<br>• *Specialty small market*<br>• *Dollar Store*<br>• *Other (Please specify)* if selected additional description box will be required. |
| How many registers does the store have? | Enter number of registers the store has, (max. 3 digits) |
| Please check here if you are submitting photos of feature or product that you are unsure about. (not required) | If selected, Description box will be required. |
| Please report any additional comments regarding the STORE administration/data collection experience. | 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.**

**You <u>must</u> submit the cover sheets to SET for processing. SEEDS will not replace this process.**

## **STORE Cover Sheet Example:**

**STORE**

**Agency Information**

*Local Implementing Agency:* Maricopa — *LIA Lead:* Edith

*Subcontractor:* None

**Assessment Information**

*Assessment Date:* 9/2/2018 1:50:00 PM — *How many registers does the store have?* 3

*Site Name:* ABC Mart

*Address:* 4801 N. 19th Avenue, Phoenix, AZ, 85015

*Site Type:* Speciality small market

*Other Site Type Description:*

**X Please check here if you are submitting photos of a feature or product that you are unsure about and describe below.**

Photo of food.

**Please provide any additional comments below regarding the STORE administration/data collection experience.**

It was a very rewarding experience.

Please return a completed cover sheet with each completed STORE Assessment form via email or regular mail to:

azhzevaluation@email.arizona.edu

OR

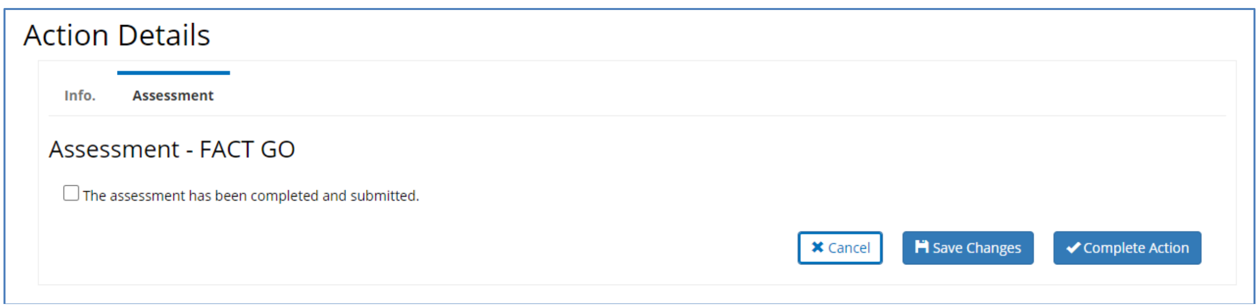
AZ Health Zone Evaluation
1718 E. Speedway Blvd. #311
Tucson, AZ 85719

## FACT GO

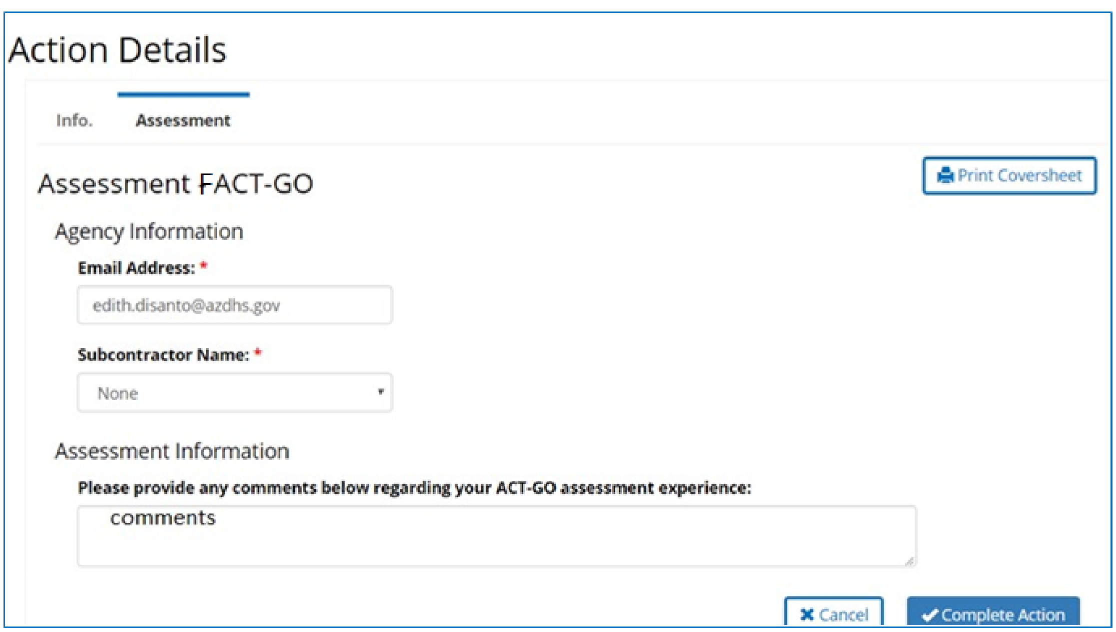
Will only be triggered/ available for the following Strategy/Activity combos:

| Strategy | Activity (Track) |
|---|---|
| Built Environment | Active Living Policy (State/Regional or Local) |
| Built Environment | Walking, Biking, and Transit Networks (Coalition or Single) |
| Built Environment | Active Transportation (Coalition or Single) |
| Built Environment | Development of Parks, Trails and other Resources (Coalition or Single) |
| Food Systems | Food Systems Policy (State/Regional or Local) |

For FFY 21 and FFY 23, FACT GO will have a goal setting requirement only. This is to be completed and submitted to the SET.




For FFY 22 and FFY 24, FACT GO will require the full assessment.

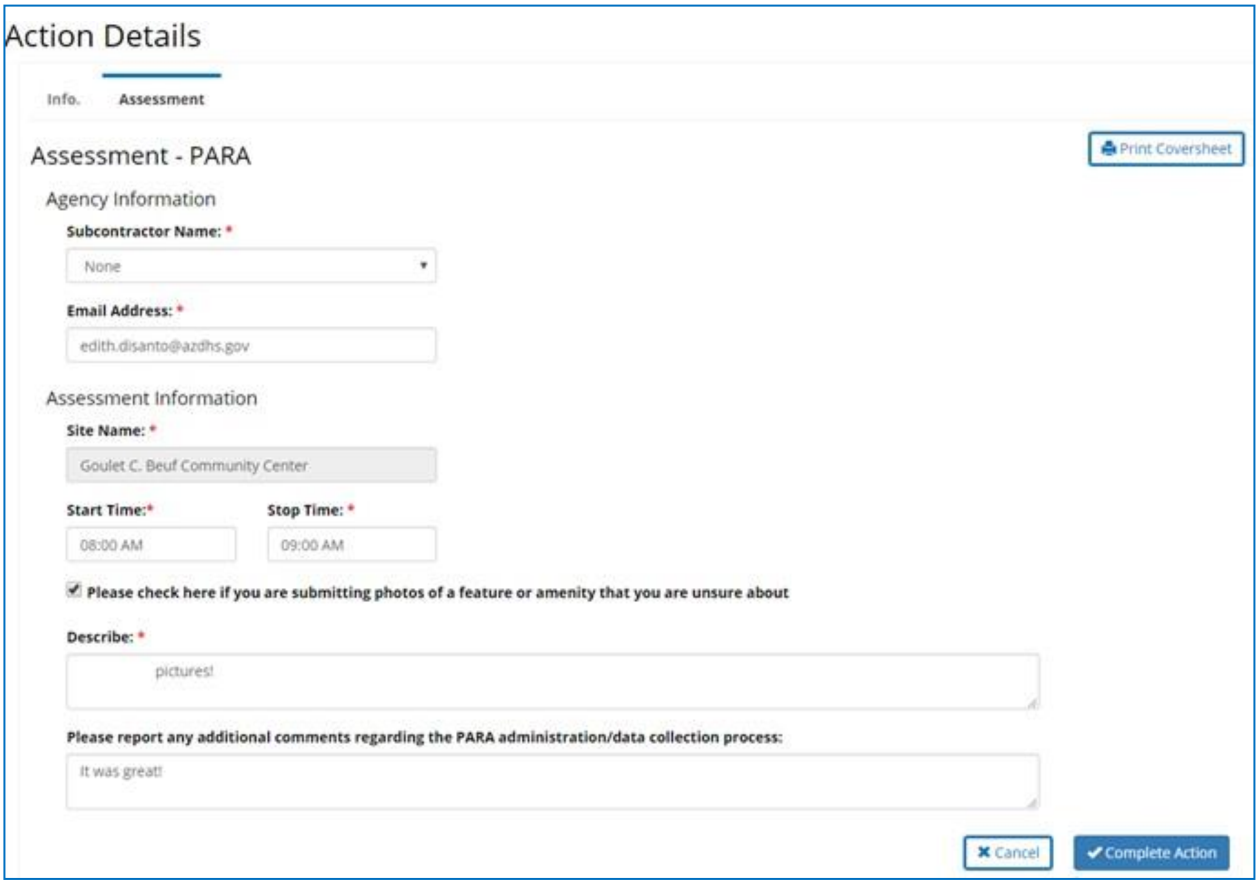


| Required Data Fields | Entry Options |
| --- | --- |
| Subcontractor Name | Select Subcontractor Name, if applicable. Only Subcontractors that are currently budgeted for your LIA will be an option. If you do not have Subcontractors, it will be defaulted to "None." If it was not a Subcontractor then you should choose "None." |
| 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." |
| Please report any comments below regarding your ACT-GO assessment experience. | Enter notes about survey administration. Free text field. |

## PARA

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

| Strategy | Activity (Track) |
|---|---|
| Physical Activity Resources and Community Programming | Improve Usability and Access to Community Resources (Coalition) |


Action Details

Info. Assessment

Assessment - PARA

Print Coversheet

Agency Information

**Subcontractor Name:** *

None

**Email Address:** *

edith.disanto@azdhs.gov

Assessment Information

**Site Name:** *

Goulet C. Beuf Community Center

**Start Time:*** **Stop Time:** *

08:00 AM 09:00 AM

**Please check here if you are submitting photos of a feature or amenity that you are unsure about**

**Describe:** *

pictures!

**Please report any additional comments regarding the PARA administration/data collection process:**

It was great!

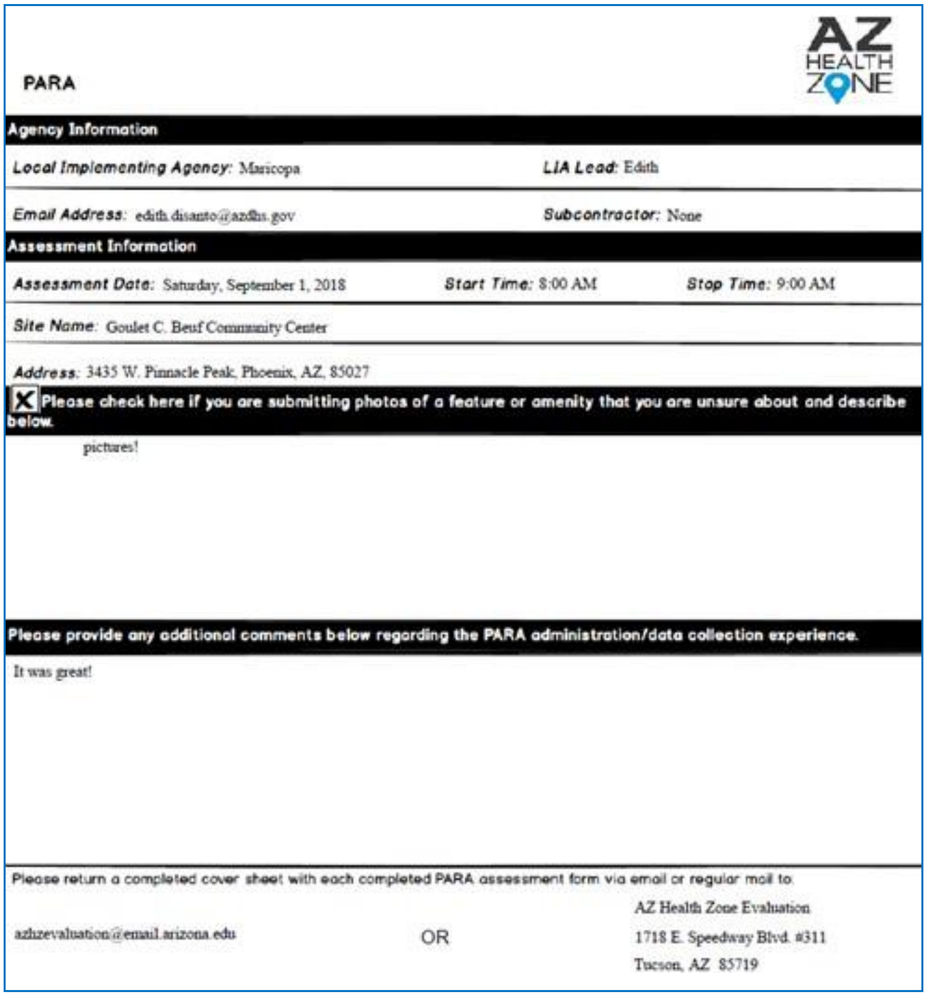
Cancel Complete Action

| 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.” |
| Email Address | Enter work email of the LIA Lead. |
| Site Name | Will automatically be prepopulated from ***Info*** tab. |
| Start Time | Enter time |
| Stop Time | Enter time |
| Please check here if you are submitting photos of a feature or amenity that you are unsure about. (not required) | If selected, Description box will be required. |
| Please report any additional comments regarding the PARA administration/data collection 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.**

**You must submit the cover sheets to SET for processing. SEEDS will not replace this process.**

## PARA Cover Sheet Example:



PARA

AZ HEALTH ZONE

**Agency Information**

*Local Implementing Agency:* Maricopa

*LIA Lead:* Edith

*Email Address:* edith.disanto@azdhs.gov

*Subcontractor:* None

**Assessment Information**

*Assessment Date:* Saturday, September 1, 2018

*Start Time:* 8:00 AM

*Stop Time:* 9:00 AM

*Site Name:* Goulet C. Beuf Community Center

*Address:* 3435 W. Pinnacle Peak, Phoenix, AZ, 85027

☒ **Please check here if you are submitting photos of a feature or amenity that you are unsure about and describe below.**

pictures!

**Please provide any additional comments below regarding the PARA administration/data collection experience.**

It was great!

Please return a completed cover sheet with each completed PARA assessment form via email or regular mail to:

azhzevaluation@email.arizona.edu

OR

AZ Health Zone Evaluation
1718 E. Speedway Blvd. #311
Tucson, AZ 85719

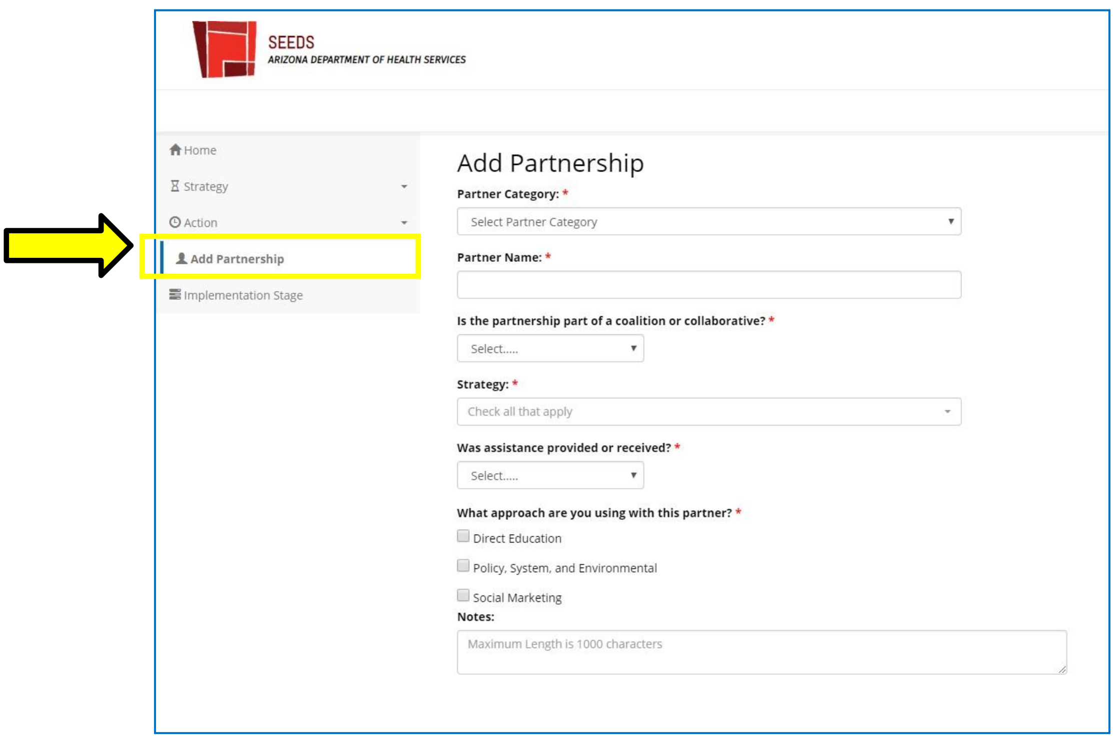
## ADDING PARTNERSHIPS

This screen will allow documentation of those partnerships within communities. *Partnerships* can be added and edited throughout the fiscal year. This will be recorded only once a year and updated to reflect the entire prior fiscal year by October 30th.

- A partnership should be recorded when there is a working relationship with an outside (external) 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 XYZ 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.

### ADDING NEW PARTNERSHIP

To create a new partnership, you will use the *Add Partnership* from the left side navigation.



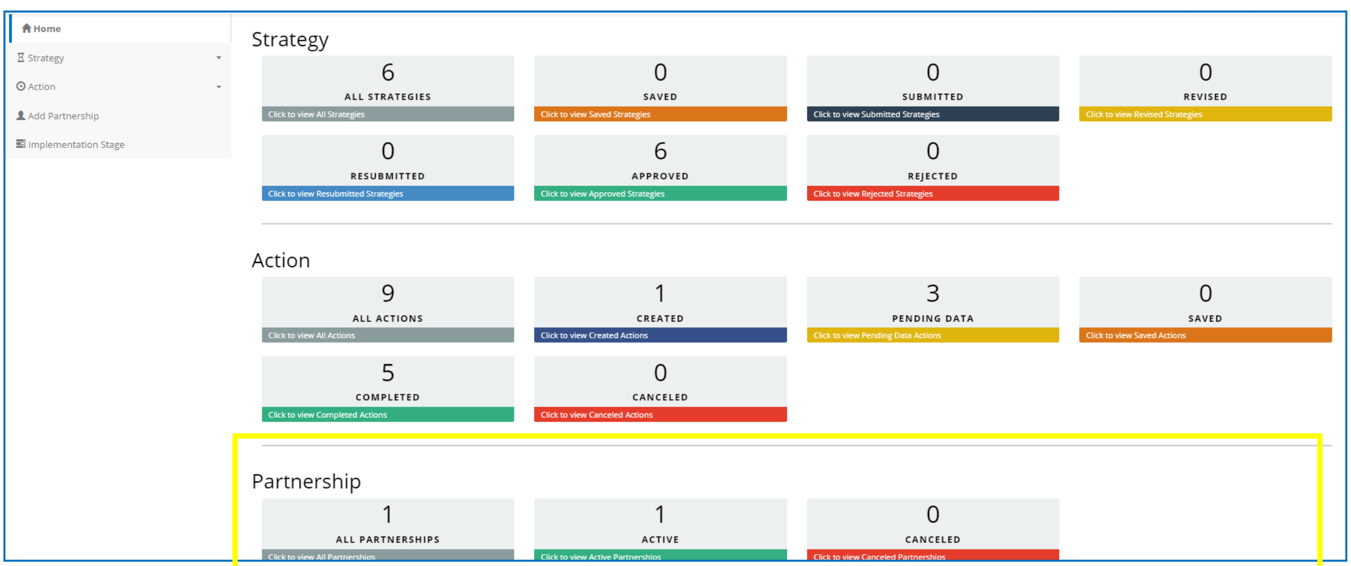

| Data Field | Entry Options |
|---|---|
| Partner Category | Select only one:<br><br>Dropdown options include: |

| | |
|---|---|
| | Agricultural organizations<br>Chefs/culinary institutes<br>City and regional planning groups<br>Early care and education facilities<br>Faith-based groups<br>Food banks/food pantries<br>Food stores<br>Foundations/philanthropy organizations/nonprofits<br>Government program/agency<br>Hospitals/healthcare organizations<br>Human services organizations<br>Indian Tribal organizations<br>Labor/workforce development groups<br>Media/advertising groups<br>Parks and recreation centers<br>Public health organizations<br>Restaurants<br>Schools (K-12)<br>Schools (colleges/universities)<br>Transportation groups<br>Worksites<br>Other (please specify):<br>*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.<br>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:<br>Options include: Provided, Received, Both |
| Once you select either:<br>***Provided**<br>***Received**<br>***Both**<br>***There will scrolling checkboxes that will appear for options for the categories of assistance.*** | Select all that apply:<br>Dropdown options include:<br>Advertising<br>Consulting<br>Development<br>Evaluation and tracking<br>Funding<br>Human resources |

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

## REVIEWING & EDITING 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 screen and find the partnership boxes at the bottom. 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.



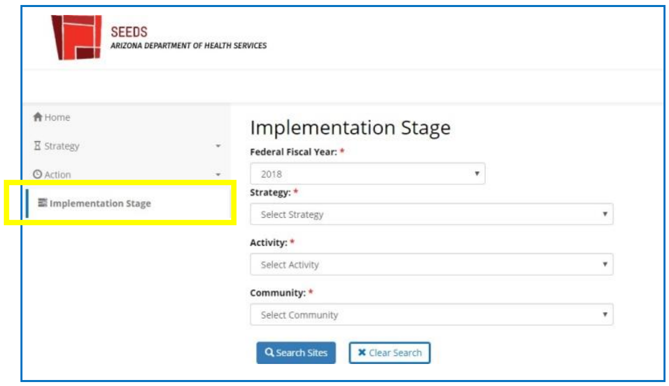

## CANCELING PARTNERSHIPS

***ONLY LIA Admins are able to cancel Partnerships.*** This is done by turning off the toggle in the Partnership.

## IDENTIFYING IMPLEMENTATION STAGE

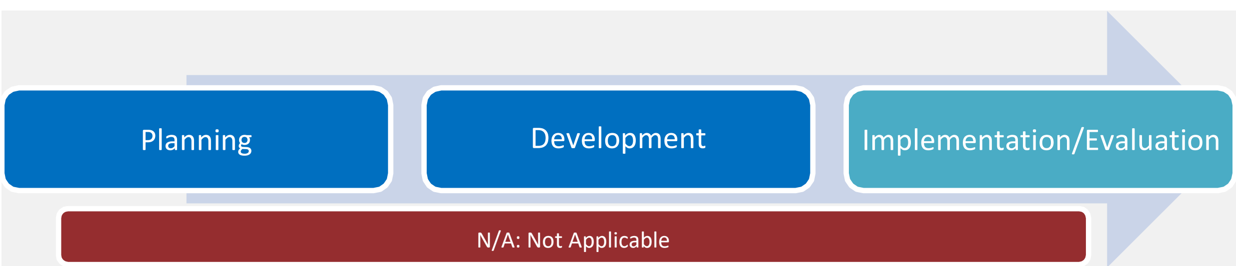
This screen will allow you to track the progress of your work by indicating the current stage of your "activities" at each site.

- Implementation Stage will be completed biannually and will coincide with the Semi-Annual Report Narrative (SARN) due dates.
- 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.




### IMPLEMENTATION STAGES

There are 4 options when determining Implementation Stage:




- After initially assigning an implementation stage, you are able to change the stage forward or backward.
- You will not be able to remove a site from an strategy/activity if there is an implementation stage assigned.
    - If N/A is selected for Implementation stage, it will be editable.
- You would select "N/A" if the site withdraws from services or if it was a data entry error.

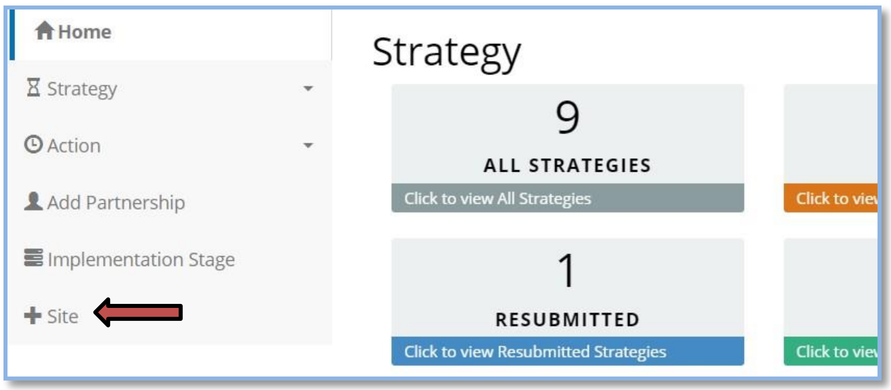
## SUBMITTING A NEW SITE REQUEST

This ***How To Guide*** is a review of the steps required to submit a new site request in SEEDS.

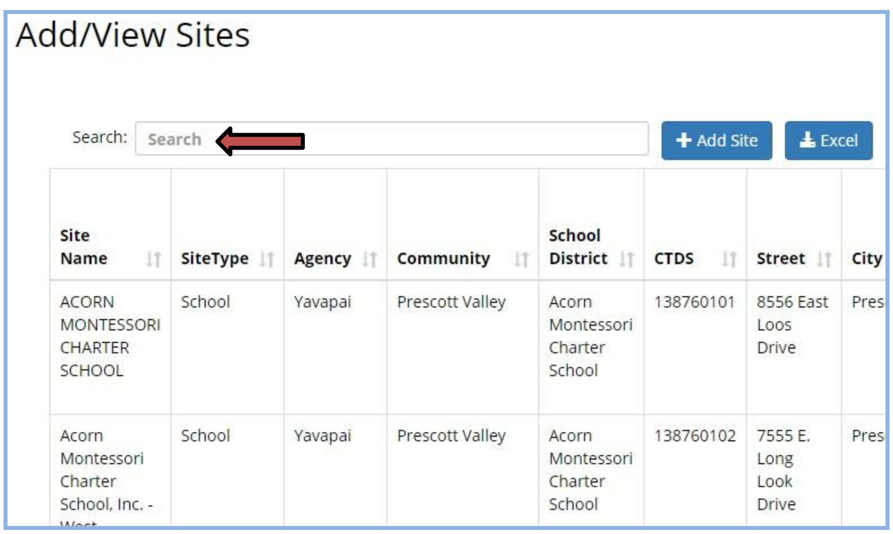
- Only users with the LA Admin role are able to enter new site requests in SEEDS.
- Because the system does not allow you to save a new site request mid-completion, it is recommended that you have all required information ready, and accuracy verified before you begin.

**<u>Section 1: Entering Site Information:</u>**

1) Log in to SEEDS.
2) On the Home screen, select +Site.

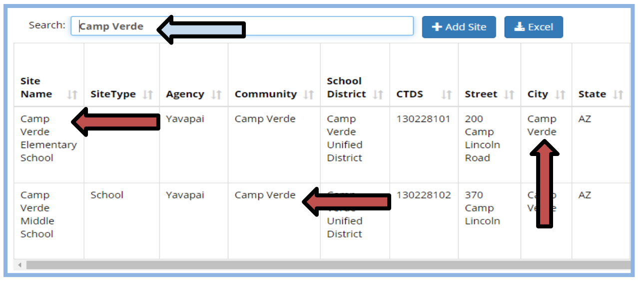



The Add/View Sites screen will be displayed and current sites for your agency are listed alphabetically.

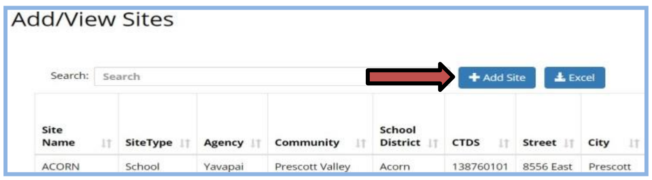



3) Search for the site you want to add to make sure it is not already an approved site for your Agency.

Click in the Search box and type in the information for the site. Any sites with information matching your search will populate your list. The search function searches all fields not just the site name.
**NOTE:** You may have multiple activities at a site but the site should only be listed once in your agency site list.

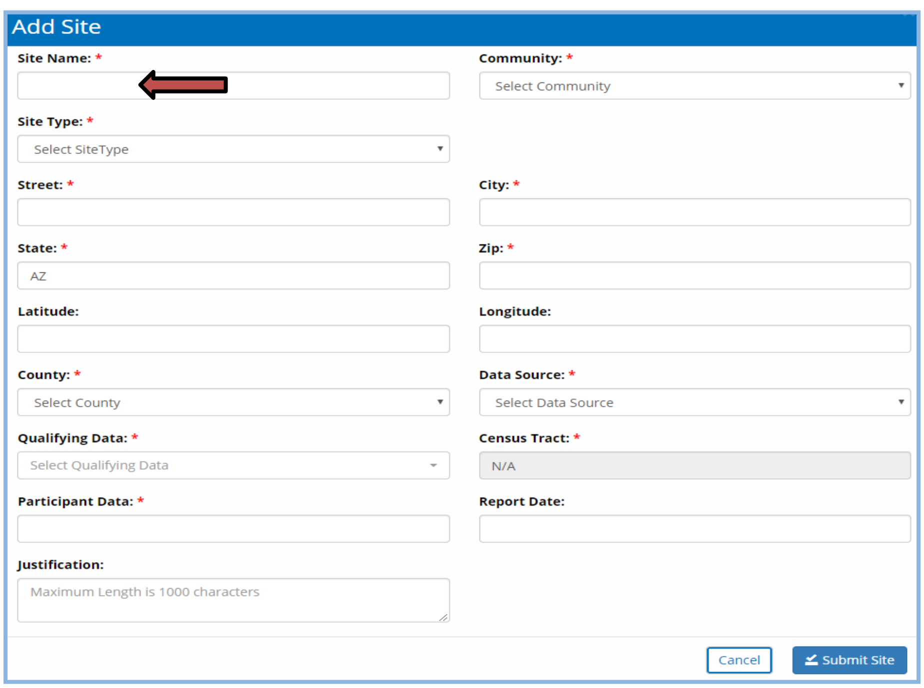



4) Once you have verified that the site is not already an approved site for your agency, click on the Add Site button.




5) The Add Site screen will display.
*All fields with a red asterisk are required.

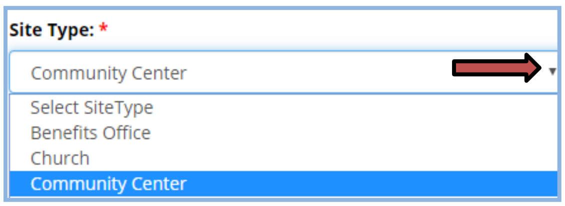
6) Enter the Site Name as you would like it to appear in SEEDS.
- Full and proper school names are required, including any initials (i.e., Arthur M Hamilton School). Accuracy of school names is important for locating accurate qualifying data and to help identify duplication of sites.




7) Select the Community from the drop down menu.

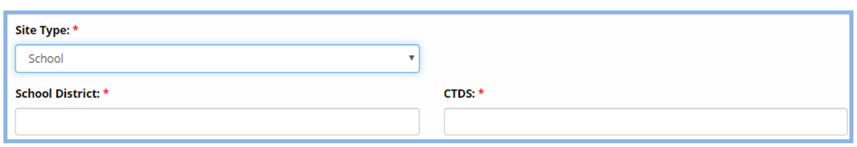
**NOTE:** If the community you need is not listed and you wish to add a new community, contact the State Implementation Team (SIT). A new community must be approved and added to SEEDS before a new site can be added to that community.


8) Select the Site Type from the drop down menu.
   - Use of the Site Type "Other" should be avoided whenever possible.



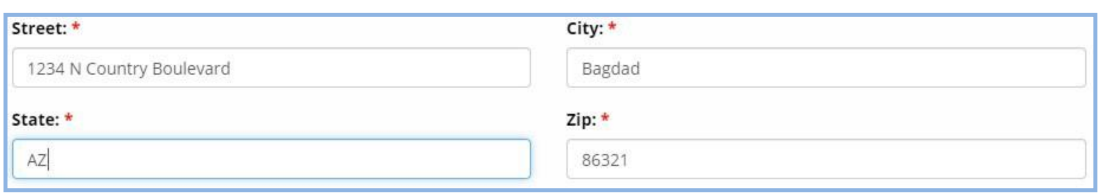

If the Site Type "School" is selected, two additional fields will display and are required.
- School District
- CTDS

  **NOTE:** The CTDS number should be verified for accuracy before continuing.



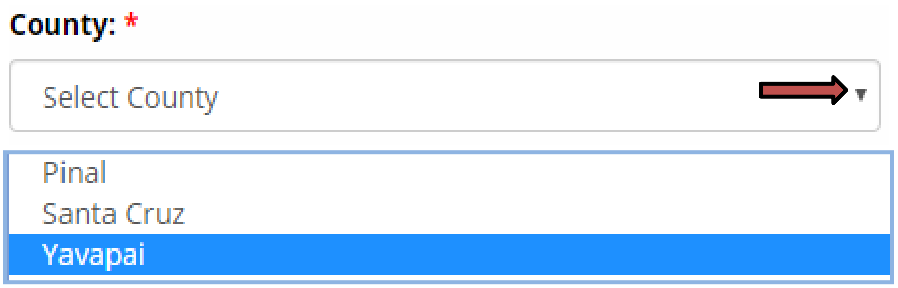

- School District and CTDS info can be found on the Arizona Department of Education website here: http://www.azed.gov/hns/frp/ or http://www.ade.az.gov/EDD/

9) Enter the Street, City and Zip Code. The State will default to AZ.



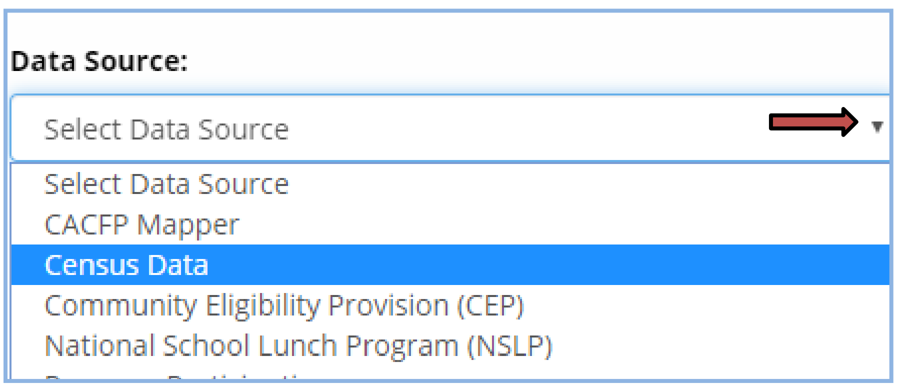

- Do not use punctuation for N, S, E or W, and Street/Avenue/Lane, etc., should be spelled out (i.e. 1234 N Canyon Boulevard).
- The site address and zip code should be validated for correctness before entering in SEEDS. Errors can delay approval of the site request.
- PO Boxes are not acceptable.
- If no valid street address can be found for the site, Latitude and Longitude must be provided. Instructions for locating Latitude and Longitude can be found in the AZ Health Zone Policies & Procedures Manual, Chapter 1, page 1-26: https://www.azhealthzone.org/uploads/media/documents/ffy19_azhz_pp-manual_final_rev04-10-19.pdf


10) Select the County from the drop down menu.




**Section 2: Entering Qualifying Data:**

1) Select the appropriate Data Source from the drop down menu.




2) Depending on which Data Source you choose, various fields will be required. Below is a chart which shows the requirements for Qualifying Data, Participant Data, Census Tract#, and Report Date, according to the Data Source chosen.

| DATA SOURCE | QUALIFYING DATA | PARTICIPANT DATA | CENSUS TRACT # | REPORT DATE |
|---|---|---|---|---|
| CACFP Mapper | 0-12 (automatically populates) | % | N/A | N/A |
| Census Data | Multi-select<br><6<br>6-17<br>18-64<br>65+<br>All Ages | % | not dropdown, this is free text field to enter Census Tract # | 2013-2017 ACS (current) |
| Community Eligibility Provision (CEP) | N/A | Yes/No | N/A | NSLP 2018-2019 |
| National School Lunch Program (NSLP) | N/A | % | N/A | NSLP 2018-2019 |
| Program Participation | Emergency Food Assistance Site<br>SNAP Office<br>WIC Office<br>Head Start<br>Public Housing Site<br>FINI Site | Yes/No | N/A | N/A |
| | AHCCCS<br>SSI<br>TANF | % (current from site) | N/A | N/A |
| SFSP | SNAP-Ed Site Map | Yes/No | N/A | N/A |
| | SFSP Mapper | % | N/A | N/A |
| SNAP Redemption | $50,000+ | Yes/No | N/A | N/A |
| Other | Justification | Yes/No | N/A | if applicable |

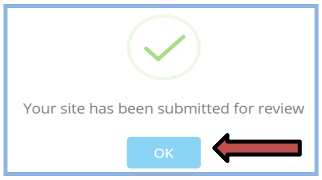
3) In the Justification field, enter a brief description of the Strategy/Activity planned for the site.
   - If the site does not qualify by any of the above methods, and Other Justification is selected, the Justification field must include the Strategy/Activity, plus a detailed description of how the target audience will be reached at this site or other qualification data must be provided (i.e., a letter/email from an official at the site).


**Section 3: Submission of the New Site Request:**

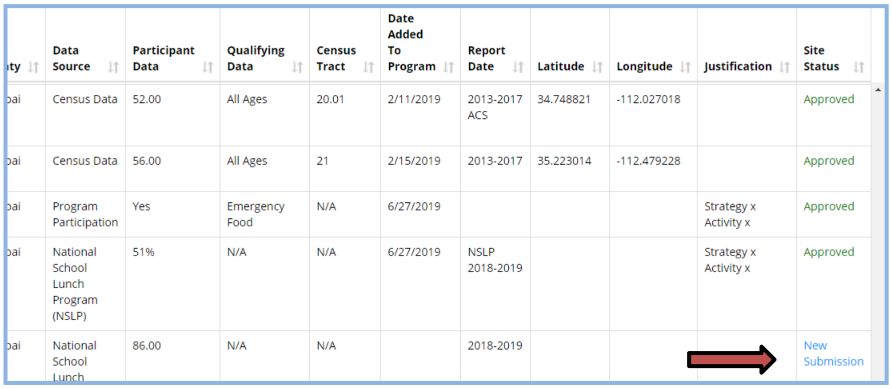
1) Once all required fields have been completed, click on the Submit Site button.

   **NOTE:** Once the request is submitted, you will not be able to make edits to the site profile. If any changes are necessary after submission, contact the SIT.


The following message will display.

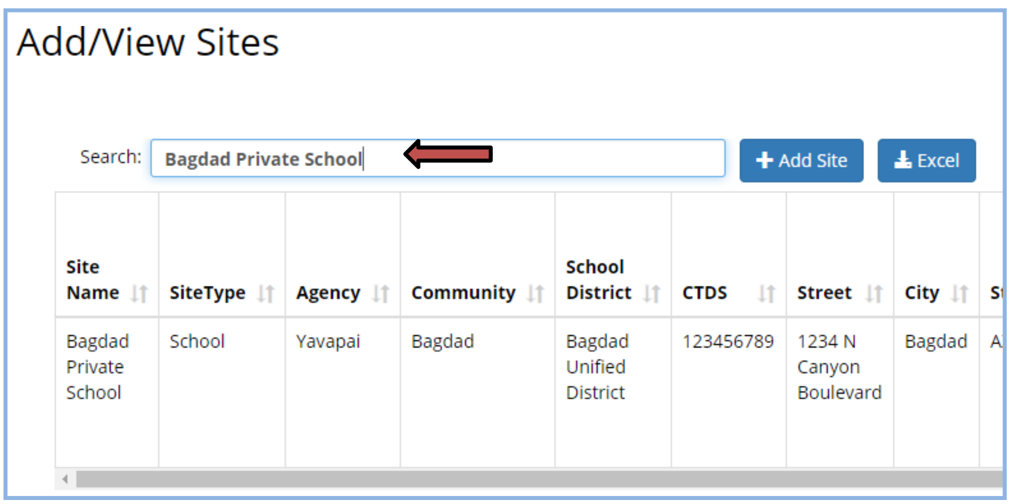



2) Click on the OK button.
   - Your screen will return to the ADD/View Sites screen and your submission will appear at the bottom of your site list. Scroll to the far right to see the status of your submission.
- Status includes: New Submission, Under Review or Approved.



| ity | Data Source | Participant Data | Qualifying Data | Census Tract | Date Added To Program | Report Date | Latitude | Longitude | Justification | Site Status |
|---|---|---|---|---|---|---|---|---|---|---|
| pai | Census Data | 52.00 | All Ages | 20.01 | 2/11/2019 | 2013-2017 ACS | 34.748821 | -112.027018 | | Approved |
| pai | Census Data | 56.00 | All Ages | 21 | 2/15/2019 | 2013-2017 | 35.223014 | -112.479228 | | Approved |
| pai | Program Participation | Yes | Emergency Food | N/A | 6/27/2019 | | | | Strategy x Activity x | Approved |
| pai | National School Lunch Program (NSLP) | 51% | N/A | N/A | 6/27/2019 | NSLP 2018-2019 | | | Strategy x Activity x | Approved |
| pai | National School Lunch | 86.00 | N/A | N/A | | 2018-2019 | | | | New Submission |

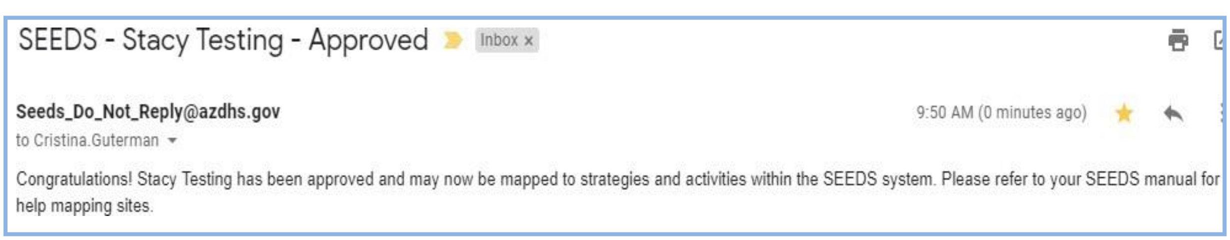
   - The search function can also be used to search for the site name to check the status of your submission.

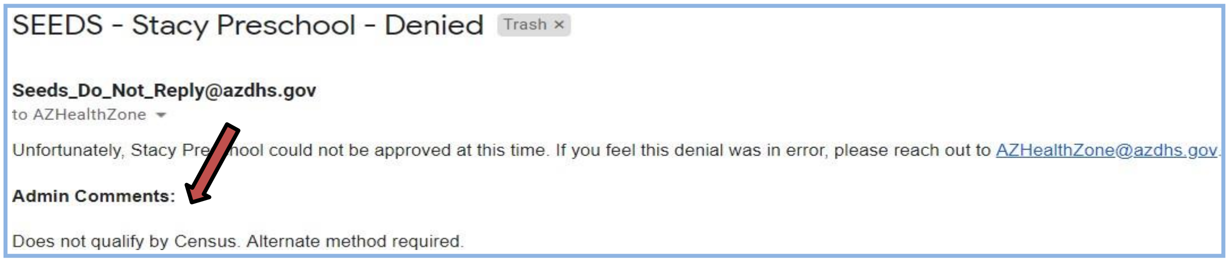



| Site Name | SiteType | Agency | Community | School District | CTDS | Street | City | S |
|---|---|---|---|---|---|---|---|---|
| Bagdad Private School | School | Yavapai | Bagdad | Bagdad Unified District | 123456789 | 1234 N Canyon Boulevard | Bagdad | A |

3) When a new site request has been approved or denied by the SIT, SEEDS will send the approval/denial email to the email address of the LA Admin who submitted the request.

   **NOTE:** The email address used is the one associated with the LA Admin's SEEDS account. If the email address used for the account is other than a work email address (i.e., gmail), that is where you will receive the approval/denial emails.



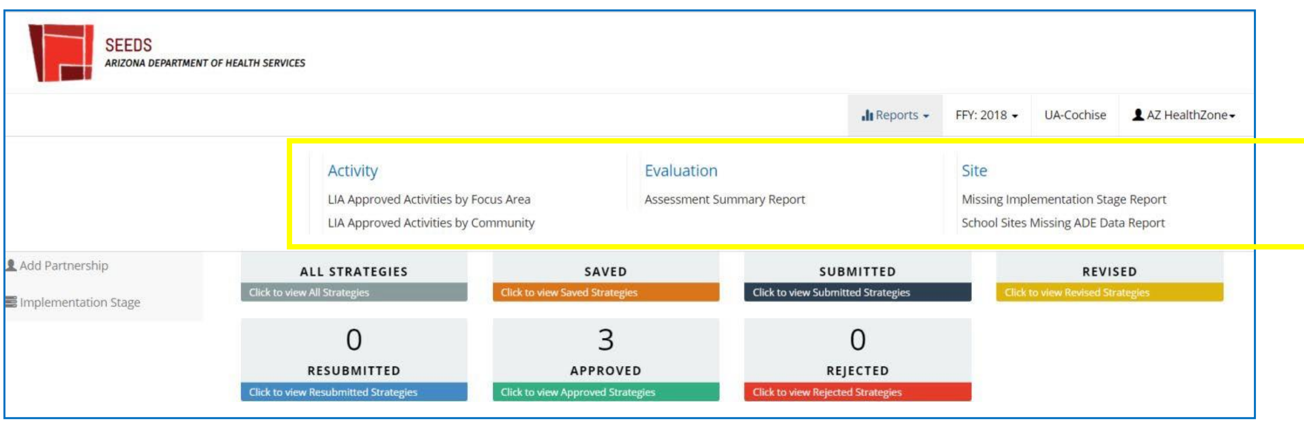



- Denial emails will contain Admin Comments from the SIT showing the reason for the denial.

**NOTE:** The SIT will make every effort to work with the LA Admin prior to denial of a site request. If a site request is denied, it is completely removed from the SEEDS system. If the qualification status changes for a denied site, a new request must be submitted.

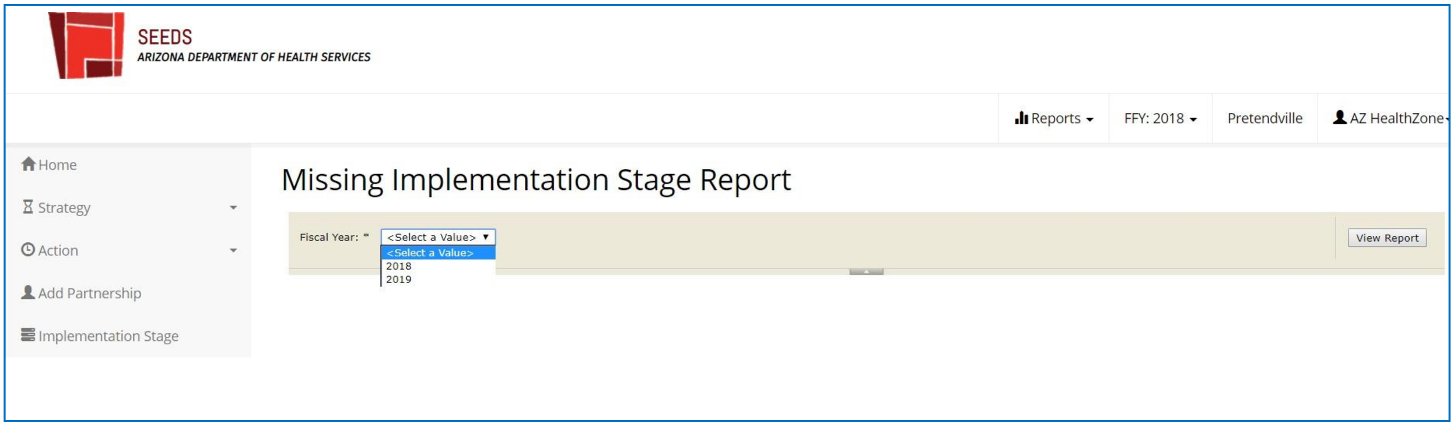
## ACCESSING REPORTS

LIA Admins are the only accounts that will have access to reports. Reports will be accessible via the button on the top navigation bar.

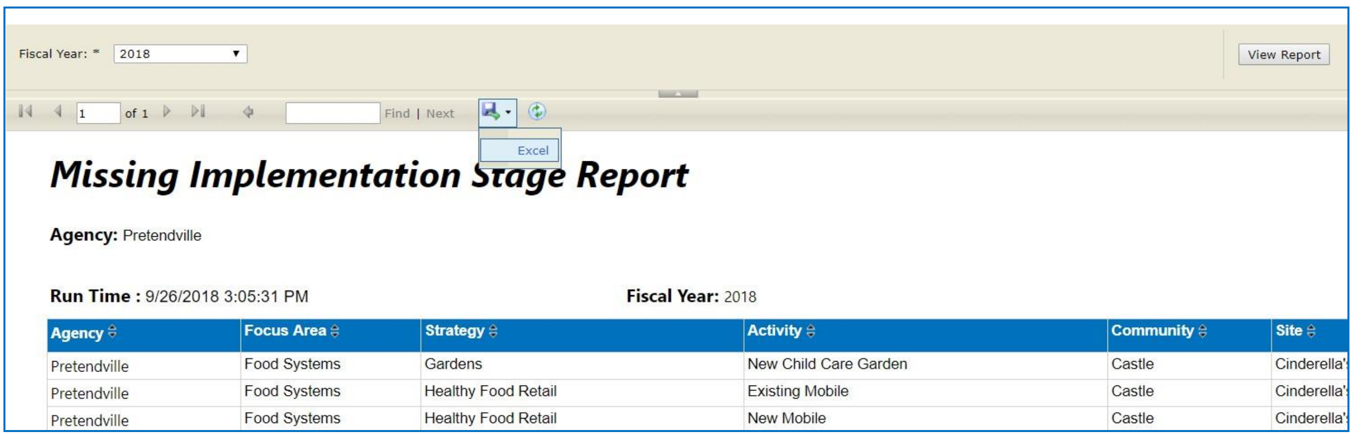



When selecting reports, they will be listed in categories.

After selecting the report, LIA Admins will have to select the criteria, if applicable. Then select “View Report.”




After running viewing the report, it can be extracted to be printed. Extractable formats will vary by report.



## Food Systems

| **Food Systems**<br>***Strategy Description:*** Support the production, distribution, and availability of food to increase access and consumption of healthy foods. | | |
|---|---|---|
| ***Activities (Tracks)*** | ***Description*** | ***Example(s)*** |
| **Food Systems Policy** (State/Regional or Local) | Develop and support food systems policies at state, regional, county, or municipal levels. | Assess current county gardening ordinances, participate in making changes with a Food Policy Council, share model legislation to support new farmers, advocate for changes to existing food systems taxes or subsidies.<br><br>Share information about municipal policies that allow for home raising of dairy products, advocate for permit programs for local produce vendors, establish locally-developed food action plans, provide TA to develop healthy retail certifications. |
| **Food Access** (Food Banks/Pantries, Housing/ Community, Summer Food) | Enhance policies, systems, and environments that support no-cost food programs (where food is free). | Assist a food bank with drafting and implementing nutrition standards. Identify potential funding sources for a new cooler to store produce at a pantry. Leverage partnerships to establish a new emergency food location. Support customer choice and autonomy in emergency food environments.<br><br>Support a housing site in sourcing local produce for residents via a mobile market. Work with a senior center to improve nutritious menu options for meals served on-site. |
| **Food Retail** (EBT/Double Up, Store Changes, or Outreach/ Navigator) | Enhance policies, systems, and environments that support food retail (where food is purchased). | Assist a storeowner with becoming a WIC vendor. Assist a market manager in accepting SNAP.<br><br>Assist a storeowner with sourcing whole grain options. Make plan to move healthy choices to the front of the store or near checkout. Install point of purchase prompts or other signage. |
| **Farmers/ Growers** (Coalition or Single) | Train and connect local farmers and food producers to support locally-based food access and food retail. | Convene and facilitate meetings for local farmers to explore ways of improving food security. Support producers incorporating SNAP-eligible sites into their business models. Assist backyard gardeners in starting a community exchange table at a nearby church. |

| | | |
|---|---|---|
| **Gardens** (Establishing or Sustaining) | Support community and home gardens. | Convene and facilitate community meetings around potential gardens. Provide workshops on affordable home gardening methods in Arizona climates. Assist a community group to establish a new garden.<br><br>Provide TA and continuing education to gardeners and leaders. Convene or support garden networks to work on additional funding, programming, mentorship, and long-term land use agreements. |
| **Community Engagement** | Engage residents in SNAP-Ed eligible communities in the process and planning using consulting, involving, and collaborating techniques. | One-on-one conversations, door knocking, phone banking, tabling, surveys, community meetings, focus groups, town halls, consultations, advisory committees, listening sessions, etc. to understand how best to match SNAP-Ed programs and initiatives with the priorities of the community. |

## Active Living

**Built Environment**

***Strategy Description:*** Support the development of the built environment to increase access and use of community infrastructure(s).

| ***Activities (Tracks)*** | ***Description*** | ***Example(s)*** |
|---|---|---|
| **Active Living Policy** (State/Regional or Local) | Contribute to the creation or implementation of state, regional, or local policies that create safer, more accessible, and/or more walkable communities. | Complete Streets<br>Health in All Policies |
| **Walking, Biking, and Transit Networks** (Coalition or Single) | Contribute to the creation or implementation of infrastructure that improves the walking, biking, and/or transit system or environment within or between communities. | Advocacy for a new bus route between towns<br><br>Pop-up traffic calming near a site. |
| **Active Transportation** (Coalition or Single) | Encourage active transportation behavior with partnering organizations (those managing bikeshare, scooters, etc.) and among SNAP-eligible residents. | Publicize low-cost bikeshare programs.<br>Facilitate transit use to popular destinations.<br>Map out safe bike routes to work for adults. |

| | | |
|---|---|---|
| **Development of Parks, Trails and other Resources** (Coalition or Single) | Support development of new spaces to encourage participation in regular physical activity. | Partner to run an event to celebrate a new splash pad.<br><br>Work with a community group with a Kaboom grant to build a new playground.<br><br>Partner with Parks & Rec or government entities to develop brown space or undeveloped space for community recreation. |
| **Community Engagement** | Engage residents in SNAP-Ed eligible communities in the process and planning using consulting, involving and collaborating techniques. | One-on-one conversations, door knocking, phone banking, tabling, surveys, community meetings, focus groups, town halls, consultations, advisory committees, listening sessions, etc. to understand how best to match SNAP-Ed programs and initiatives with the priorities of the community. |

## Physical Activity Resources and Community Programming

***Strategy Description:*** Increase usability and access to physical activity resources and community programming.

| *Activities (Tracks)* | *Description* | *Example(s)* |
|---|---|---|
| **Improve Usability and Access to Community Resources** (Coalition or Single) | Increase usability and access to community physical activity resources by improving space features, amenities, incivilities, or access. | Organize a park cleanup and then secure agreement from Parks and Rec for weekly maintenance visits<br><br>Partner with Parks & Rec to repair resident-controlled lights at a basketball court to expand hours of play<br><br>Add an entrance to a park in order to increase access and usability<br><br>Safe Routes to Parks activities |
| **Shared Use Agreements** (Coalition or Single) | Develop a written agreement between agencies to allow communities to access resources to be physically active. | School agrees to open its gym on Saturdays to community residents.<br><br>School agrees to allow access to outdoor facility for community members every day after school. |
| **Social Support Networks** (Coalition or Single) | Establish/support physical activity groups for adults through sustainable partnerships with community organizations. | Set up the structure for a volunteer-led walking group for seniors at a community center or local PA resource. |

| | | |
|---|---|---|
| **Community Engagement** | Engage residents in SNAP-Ed eligible communities in the process and planning using consulting, involving and collaborating techniques. | One-on-one conversations, door knocking, phone banking, tabling, surveys, community meetings, focus groups, town halls, consultations, advisory committees, listening sessions, etc. to understand how best to match SNAP-Ed programs and initiatives with the priorities of the community. |

## Childhood

### School and Other Youth-Based Systems

***Strategy Description:*** Support the development, implementation, and evaluation of policies that promote nutrition and physical activity in schools and other youth-based systems.

| ***Activities (Tracks)*** | ***Description*** | ***Example(s)*** |
|---|---|---|
| **Policy Revision and Communication** (State/Regional or Local/District) | Support written Local Wellness Policy (LWP) and/or Empower review, revision, dissemination & (two-way) communication with school stakeholders | Assist a School Health Advisory Committee (SHAC) with LWP assessment using an approved tool like the WellSAT 3.0.<br>Train a wellness team on the cycle of assessment, planning and implementation.<br>Disseminate information to parents and community members about a wellness policy. |
| **Wellness Committees** | Support District and School-Level school wellness committees, including recruitment, formation and participation. | Meet with district administration to promote the creation of a district or school-level wellness team.<br>Perform a gap-analysis on the team to find out who is missing.<br>Offer to convene meetings, and/or provide logistical support in the form of meeting reminders, agendas and minutes. |
| **Staff Development** (Empower Standard 8 or AZHZ Curriculum) | Provide school staff with Train the Trainer on evidence-based curricula and resources to support policy implementation and encourage students' healthy behaviors. | Provide professional development and resources to school or district staff about the LWP and wellness topics.<br>Train classroom teachers to deliver an AZ Health Zone-approved curriculum in their classrooms. |
| **School/Youth-Based Agriculture** (Gardens or Procurement) | Train partners to implement and sustain gardens and or support local food procurement and implementation. | Partner with school wellness team to strengthen written policy for gardens and farm-to-school activities.<br>Work with teachers to gain support for gardening curriculum and activities, e.g. clubs and classes.<br>Work with school nutrition staff on garden tastings and local food procurement. |
| **Nutrition Practices and Environment** (Smarter Lunchrooms or | Support improvements in nutrition practices and environments, including the Smarter Lunchrooms Movement (SLM), School Meal Programs and Out-of-School Time | Facilitate completion and action planning around the Smarter Lunchrooms Scorecard.<br>Provide nutrition education in classrooms.<br>Conduct No Time to Train with cafeteria staff to make improvements to the school nutrition environment. |

| | | |
|---|---|---|
| Other) | (OOST) consistent with Empower. | |
| **Physical Activity Practices and Environment** | Support improvements in PA practices and environments by employing the tenants of a Comprehensive School Physical Activity Program (CSPAP) e.g. active transportation, active recess, adequate Physical Education opportunities, classroom brain breaks.) | Assist wellness committees to design recess spaces using the AZ Health Zone lending stencils.<br>Assist wellness committees to organize active transportation opportunities (Walking School Bus, Walk to School Days) and incorporate them into wellness policies.<br>Provide information and support for active classrooms through the use of brain energizers.<br>Support a school to implement the required 2 recess periods per day utilizing the Let's Play Recess Toolkit. |
| **Community Coordination** | Support School and other youth-based programs and resources that meet an identified need e.g. food security - SNAP Outreach, backpack programs and food pantries. | Conduct an environmental scan of the school to inform efforts around emergency feeding.<br>Assist in the creation of resources such as a week-end backpack program and/or a campus food pantry.<br>Assist school officials with information about SNAP benefits. |
| **Community Engagement** | Engage residents in SNAP-Ed eligible communities in the process and planning using consulting, involving and collaborating techniques. | One-on-one conversations, door knocking, phone banking, tabling, surveys, community meetings, focus groups, town halls, consultations, advisory committees, listening sessions, etc. to understand how best to match SNAP-Ed programs and initiatives with the priorities of the community. |

| **Early Care and Education Systems**<br>***Strategy Description:*** Support development, implementation, and evaluation of policies that promote nutrition and physical activity in Early Care and Education Systems. | | |
|---|---|---|
| ***Activities (Tracks)*** | ***Description*** | ***Example*** |
| **Empower Policy** (State/Regional or Local) | Support Empower policy change at ECE, regional, and/or state levels. | Support ECEs in drafting, reviewing, revising, writing and/or disseminating written ECE policies consistent with one or more Empower standards.<br>Work with an ECE to focus on the Policy section of any GO NAPSACC module to improve written policy.<br>Work collaboratively with a FTF regional partnership to develop, review, revise, and/or disseminate written policy guidelines for the region.<br>Collaboratively work with a Head Start advisory council in order to influence and/or inform written policy changes.<br>Presentation at state conference about written Empower policy and/or work with the state's Empower program to help revise the written policy samples offered by Empower. |
| **Learning Collaborative** (Nemours/ Empower Plus 2.0 or Other) | Participate in learning collaboratives, coalitions and councils to build communities of practice | Work with ECE sites, community members and partners, and Child Care Health Consultants, to replicate Nemours Better Together learning collaborative model (post pilot).<br>Apply for and/or regularly attend First Things First regional partnership councils.<br>Attend/join a Head Start advisory council.<br>Create, partner with/join regional ECE coalitions. |
| **Staff Development** (Empower Standard 8 or AZHZ Curriculum) | Assist a program or facility to increase staff knowledge, abilities, skills, and improve practices. | Provide Empower staff trainings for standards: 1, 3, 4, 5, and 6<br>Train-the-trainer on evidenced-based curricula (i.e. Color Me Healthy, Grow It, Try It, Like It, etc.)<br>Provide TA and training on how to use the Staff Development section of Go NAPSACC online assessments, tools, and resources to improve staff development at the ECE. |
| **ECE-Based Agriculture** (Gardens or Procurement) | Train partners to implement and sustain gardens and/or support local food procurement and implementation. | Work with an ECE site to assess capacity to establish and maintain an on-site garden by providing training, support, and TA<br><br>Support an ECE site completing the GO NAPSACC Farm to ECE module, and use the results to support action planning for local procurement.<br><br>Work with an ECE site to gain parent and community support in all planning and implementation phases of an on-site garden<br>Assist action planning for Farm to ECE by connecting the ECE to a local grower and provide TA to start integrating local foods. |

| | | |
|---|---|---|
| **Nutrition & Feeding Practices** (Breastfeeding or Other) | Support improvements in ECE nutrition practices & environments consistent with Empower Standards, including breastfeeding | Work with an ECE site to create a breastfeeding-friendly environment, provide training, support, and TA to complete the GO NAPSACC Breastfeeding and & Infant Feeding module.<br><br>Following Empower Basics training for site staff, you provide TA to review the monthly snack menu and make appropriate recommendations if needed.<br><br>In working with an ECE site, you provide on-going support in goal-setting and action planning to implement family-style meal service. You have worked with a site to develop a goal and action plan to implement family-style meal service such as: on-site observation of a typical lunch meal service; providing feedback based on your observations; and then working with the site to set new goals and action plan. |
| **PA Environment** | Support improvements in ECE PA environments& practices consistent with Empower Standards (e.g. painted playgrounds). | During an on-site visit, you observe an ECE site's indoor and outdoor play space, you help a site identify types of portable play equipment that could be made available to prompt unstructured activities during the day.<br><br>You work with an ECE site to complete Go NAPSACC physical activity assessment and action planning, providing TA and on-going support to assist site in implementing a physical activity policy. |
| **Community Coordination** | Support ECEs to increase programs & resources that meet an identified need (e.g. food security resources – SNAP Outreach, backpack programs, food pantries). | Lead efforts and/or partner with community stakeholders to conduct and/or participate in community needs and assets data collection to help inform, influence, and disseminate ECE-related information, standards of practice, etc.<br><br>Assist in the creation of resources such as a ECE-based week-end backpack program and/or food pantry.<br><br>Work with an ECE to develop and support a system to address family food insecurity, for example by providing TA on how to start a weekend backpack program or take a dinner home program. |
| **Community Engagement** | Engage residents in SNAP-Ed eligible communities in the process and planning using consulting, involving, and collaborating techniques. | One-on-one conversations, door knocking, phone banking, tabling, surveys, community meetings, focus groups, town halls, consultations, advisory committees, listening sessions, etc. to understand how best to match SNAP-Ed programs and initiatives with the priorities of the community. |

## APPENDIX B: DATA FIELD-INTERVENTION TOPIC

Below is a list of ***Intervention Topics*** -these have been adapted from the USDA EARS form and will be used for reporting. These will be available as a dropdown in the ***Tracking Data*** tab.

For this data field you are able to select as many as apply. To select multiple topics, hold the Ctrl button and click on **ALL** the Intervention Topics that apply to your Action.

| ***Dropdown Options- Intervention Topic*** |
| --- |
| Active commuting |
| Breastfeeding |
| Dairy |
| Family meals/family-style meal service |
| Fiber-rich foods |
| Food preparation/cooking and food safety |
| Food shopping and resource management |
| Fruits and vegetables |
| Healthy fats and oils |
| Limiting added sugars |
| Limiting saturated fats |
| Limiting sodium |
| My Plate food groups and portions for a healthy eating pattern |
| Participation in sports and recreational activities |
| Prevention of obesity, diabetes, and other chronic diseases |
| Promoting and maintaining a healthy weight |
| Protein foods |
| Reducing sedentary activities and screen time |
| Water |
| Whole grains |

## APPENDIX C: DATA FIELD-INTERVENTION SETTING

Below is a list of the options for ***Intervention Setting***, these options have been adapted from the USDA EARS form and will be used for reporting. These will be available as dropdown options in the ***Tracking Data*** tab.

You are required and allowed to select **ONLY ONE** Intervention Setting when tracking action.

The ***Intervention Setting*** should be specific to the strategy and activity of the intervention. Although there may be more than one option that fits, you should select the one that is **most** relevant or that is the **major** intent of the ***intervention***. Select where the target audience *will experience* the intervention/change/message.

You should make it as specific as possible and choose the one that identifies the major purpose of the intervention.

In theory, a site could be "XYZ school," but depending on the intervention you are reporting on, it will have a different *Intervention Setting* which will be matched and based on the strategy and activity.

For example: "XYZ school" could be the site for a new school garden in the Food Systems strategy, and the Intervention Setting would be Gardens (community/school/childcare).

| ***Intervention Setting*** | | |
|---|---|---|
| Adult education, job training, TANF, and veteran services sites | FDPIR distribution sites | Mobile education sites |
| Before- and after-school programs | Food assistance sites, food banks, and food pantries | Mobile vending/food trucks |
| Bicycle and walking paths | Gardens (community/school/childcare) | Parks and open spaces |
| Community and recreation centers | Group living arrangements/residential treatment centers | Schools (colleges and universities) |
| Congregate meal sites/senior nutrition centers | Health care clinics and hospitals | Schools (K-12, elementary, middle, and high) |
| Early care and education facilities | Indian reservations | Small food stores (≤3 registers) |
| Emergency shelters and temporary housing sites | Individual homes or public housing sites | SNAP offices |
| Extension offices | Large food stores and retailers (4+registers) | Soup kitchens |
| Faith-based centers/places of worship | Libraries | State/County fairgrounds |
| Family resource centers | Military bases | Transit |
| Farmers markets | | USDA Summer Meals sites |
| | | WIC clinics |
| | | Worksites with low-wage workers |

In another instance, "XYZ school" could be the site for the Food Access activity, and the Intervention Setting would be USDA Summer Meals Sites.

## APPENDIX D: HOW TO GUIDE: ACCESSING SEEDS

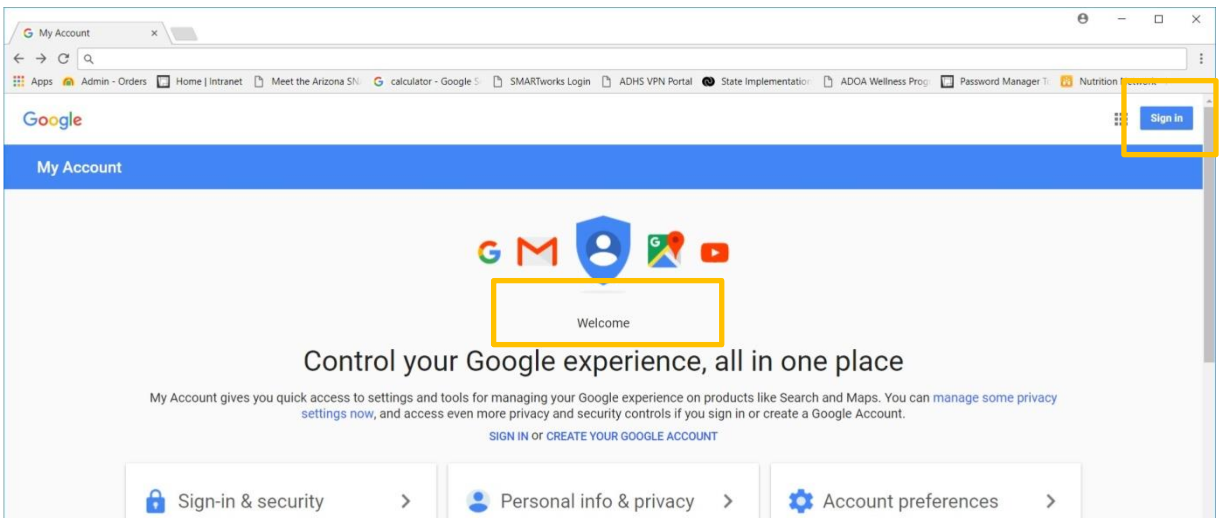
This ***How To Guide*** will review the steps needed to gain access to the SEEDS Training environment and SEEDS Production (live) environment.

Because the environments are completely separate, you will need to complete the steps for EACH of the environments. You can use the same Google Account for both.

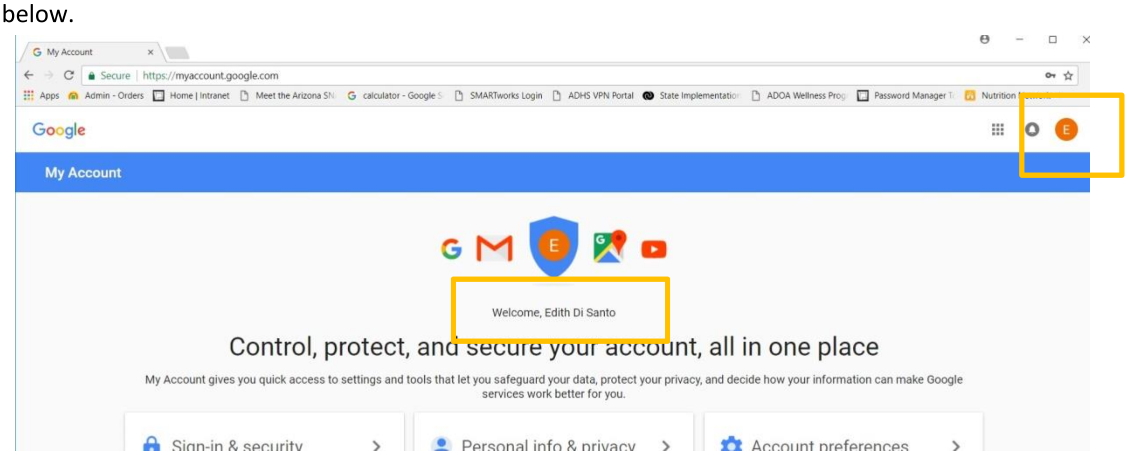
**<u>Section 1: Logging Out of Google Accounts Completely:</u>**

To begin, please ensure you are completely logged out of any Google Account. To completely Logout of Google, follow these steps:

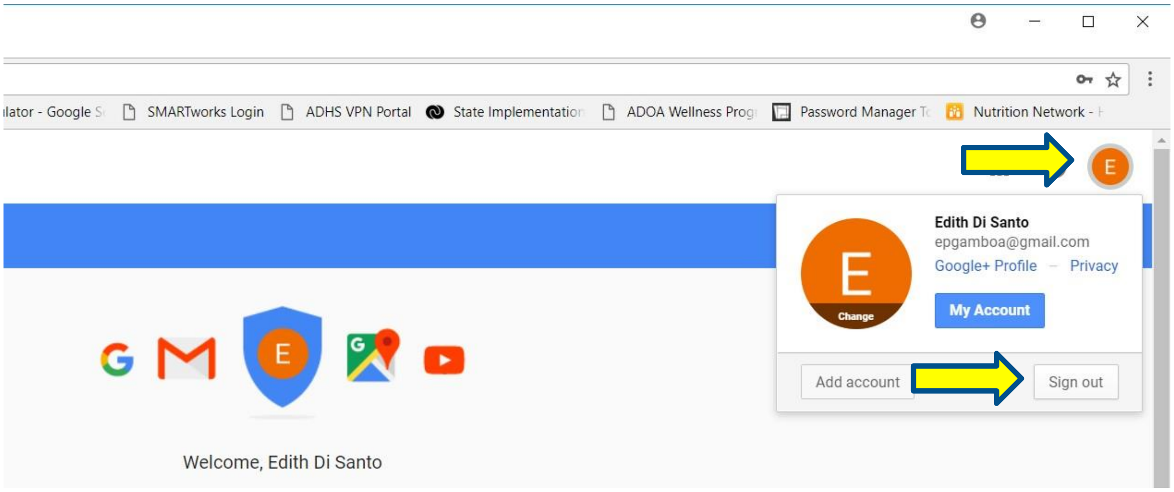
11) Open browser. For the best experience, use Chrome or Firefox.
12) Go to: [https://myaccount.google.com](https://myaccount.google.com), you should arrive at this:



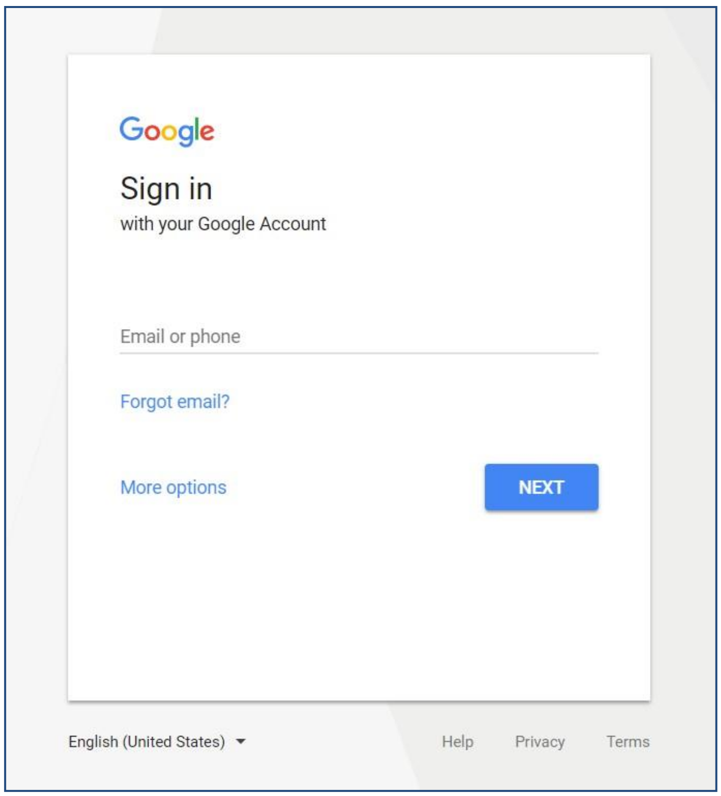

13) If you see the screen above you are completely logged out of any Google Account. You can continue to Section 2: Logging in to SEEDS.
14) If you see anything in the orange boxes, you are still signed into a Google Account, and will need to sign out. See example below.




15) If you are signed in, please sign out. By clicking the letter icon, in this case “E” and the “Sign out” button in the popup.



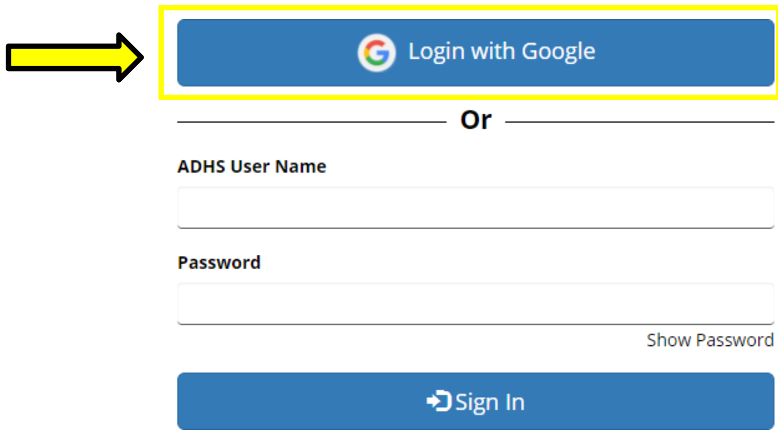

16) Next, you will be directed to this screen. You are now completely logged out of Google.
17)



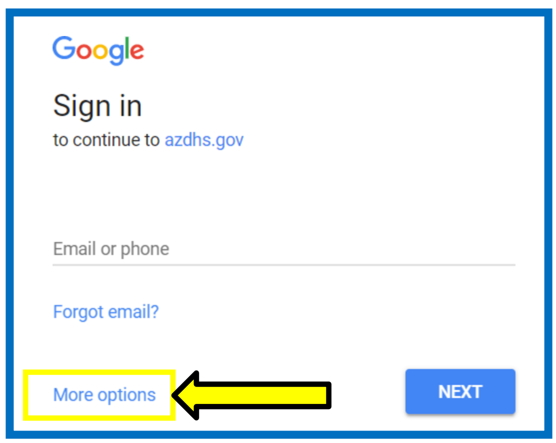
**Section 2: Logging into SEEDS:**

1) After you are completely logged out of Google, you should access the SEEDS by going to:
   Production: https://seeds.azdhs.gov/
   Training: https://seeds-training.azdhs.gov

2) In both environments you will need to access by clicking on the "Login with Google" button:

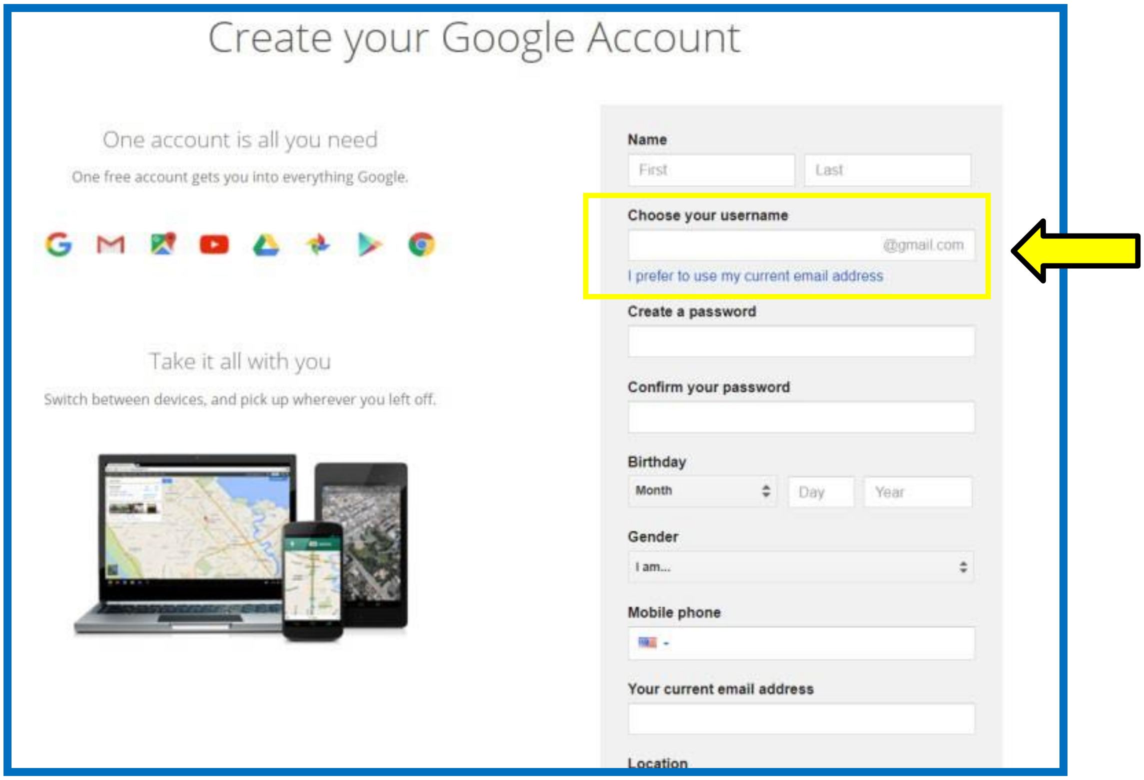



3) You will be redirected to the Google Sign in screen (below).




4) If you already have registered your email with Google, please enter your email address and click ***next*** to enter your password.

5) 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 ONLY registering your current work email with Google to create an account. (see below)**



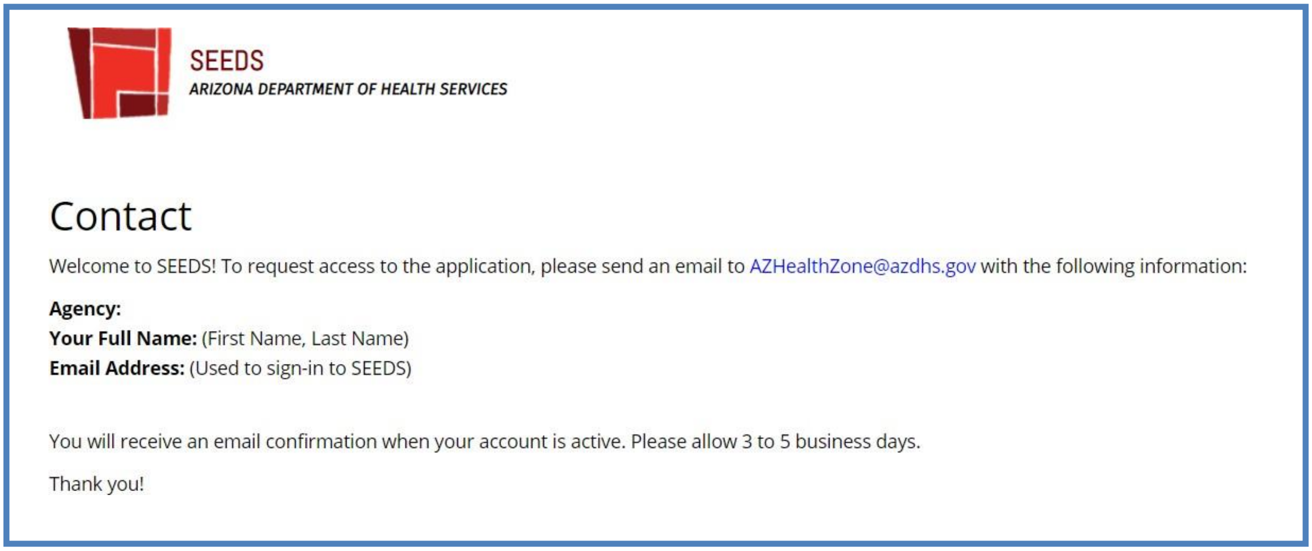

6) Please use your **work email** by clicking on "I prefer to use my current email address" **you do not need to create a new email.**

7) Please follow the instructions from Google to register your work email with Google. This may include having to verify your email.

8) Once you have completed this, please go back to:
Production: https://seeds.azdhs.gov/
Training: https://seeds-training.azdhs.gov

9) Click on the "Login with Google" button again.

10) If this is your first time logging into SEEDS, you will receive the contact screen below:


SEEDS
ARIZONA DEPARTMENT OF HEALTH SERVICES

Contact

Welcome to SEEDS! To request access to the application, please send an email to AZHealthZone@azdhs.gov with the following information:

**Agency:**
**Your Full Name:** (First Name, Last Name)
**Email Address:** (Used to sign-in to SEEDS)

You will receive an email confirmation when your account is active. Please allow 3 to 5 business days.

Thank you!

Please send an email to: [AZHealthZone@azdhs.gov](mailto:AZHealthZone@azdhs.gov) and provide:

1) Local Implementing Agency (be specific and indicate the county you work in if you are a UA counterpart-- Do not send "UANN" only.)
2) Full Name
3) Email Address (should be a recognized work email)

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

***If you are a staff member who needs access to ***two*** Local Implementing Agencies, please see Section 3 below.

Always try to provide as much detail as possible when making your request to AZ Health Zone for access.***

**Section 3: Accessing Two Different Local Implementing Agencies:**

***If you are currently supporting SNAP-Ed work for two different Local Implementing Agencies, ie. two different counties:***

- You will need to follow the process for requesting access TWO times for each of the environments. (This will be a total of 4 times!)
- You will also need to have two DIFFERENT email addresses.
- It will be extra important for you to sign out of Google each time you would like to switch between Local Implementing Agencies-since Google will remember the last account you were accessing.

As a staff member who needs access to two different agencies, it is important for you to provide as much detail as possible when making your access request to AZ Health Zone.

To begin:

1) Request access to the “primary” LIA you support by following the steps in Section 2.

2) In your email request, let us know that you will need a second account. Please let us know what email you are planning to use and for which LIA.

3) We will activate your first account, and work with our developers to let you know when you can attempt to access using your second account.

**Please note that if you attempt to access without letting us know or before we give you confirmation it will not work.**

4) Once we communicate to you that you can attempt to begin accessing with your second account, you should follow the steps in Section 2 for the second account.

5) If you have received confirmation from us to use your second account and you see the contact screen, please email us again and let us know you have attempted with your second account and tell us the email and LIA you will need access to.

**You will receive the contact screen again. This is a process that must happen for us to see your second account for activation in SEEDS. **

6) We will now be able to see that second account and will activate your account and send you a confirmation that you have access.

7) You will need to do this for both Training and Live SEEDS environments.

## APPENDIX E: GUIDANCE: ACTIONS WITH SERIES IN TWO FYS

Because the federal fiscal year (FY) does not typically correspond well with the academic school year, we have developed the following guidance for curricula that require more than one lesson and the action series is completed within two fiscal years:

1. All actions and sub-actions should be entered in the fiscal year in which they were completed.

2. For Actions that are series that will be completed across two fiscal years in SEEDS:
   a. You will create an action series/ lesson series in each fiscal year using the total number of lessons (sub-actions) you will complete with the corresponding curriculum. It will be the same total in each of the FY.
   b. You will document which sub-actions were completed in each fiscal year.
   c. This means you will have two "main" actions with the same number of series (sub-actions) for the same curriculum, but in different FYs and the sub-actions will be different in the FY based on when they were completed.

      i. For example: Lesson series of 6 is *scheduled* for School Year 2021-2022.

| Lessons | FY |
|---|---|
| Lesson 1: Scheduled August 2021<br>Lesson 2: Scheduled September 2021 | FY21 |
| Lesson 3: Scheduled October 2021<br>Lesson 4: Scheduled November 2021<br>Lesson 5: Scheduled February 2022<br>Lesson 6: Scheduled May 2022 | FY22 |

      ii. You will have the same "main" action with **6 series (sub-actions) in BOTH** FY21 & FY22.
      iii. In FY21, you will document all the info. for sub-actions 1-2 & cancel sub-actions 3-6.
      iv. In FY22, you will cancel sub-actions 1-2 & document appropriate info. for sub-actions 3-6.

      **All attendees will be counted as "new attendees" for FY22 even though they might be returning because it is a new fiscal year.

   d. You are encouraged to indicate in the notes of the canceled sub-actions something like "This lesson/sub-action was *(or will be)* completed in the previous *(or next)* Fiscal Year."

## APPENDIX F: HOW TO GUIDE: SELECTING A SITE

Since all actions do not connect seamlessly to a Site or Intervention Setting, we recommend to attempt to select these fields using the guidance below.

Please do your best in attempting to select the appropriate fields when it is not a site specific activity.

| Action Type | Site | Intervention Setting* |
|---|---|---|
| **Direct Education** | -site will be the location of DE<br>-only 1 site can be entered<br>-site MUST be qualified and approved | -only 1 can be entered<br>-specific to the strategy and activity of the intervention<br>-select the one that is most relevant or major intent of the intervention |
| **PSE** *(see Action Types below)* | -site will be the **INTENDED** target population or **IMPACT**<br>-can be multiple sites<br>-could also include the site/location | -only 1 can be entered<br>-specific to the strategy and activity of the intervention<br>-select the one that is most relevant or major intent of the intervention<br>-select where the target audience experiences the intervention |
| **Assessment** | Site(s) being assessed | Site type of sites impacted |
| **Event** | **<u>To Promote</u>**: then should be sites being promoted<br>**<u>To Provide General Info:</u>** (i.e. recipe cards) - it is the site where the event happened. | Site type where event was held |
| **Free Media** | Sites being featured/promoted | Individual Home (default) |
| **Material Distribution** | **<u>To Promote</u>**: then should be sites being promoted<br>**<u>To Provide General Info:</u>** (i.e. recipe cards) - it is the site where the materials were distributed. | Site type where materials were distributed |
| **Meetings** | Sites Impacted | Site type of sites impacted |
| **Paid Media** | Sites being featured/promoted | Individual Home (default) |
| **POD Prompts** | Site where signage installed | Site type of installation |
| **Social Media** | Sites being featured/promoted | Individual Home (default) |
| **Training** | Sites Impacted | Site type of sites impacted |

**<u>Examples:</u>**

**Meeting/training:** held at a library and discussing farmers' market work nearby.

Site: Farmers' markets that will be impacted

Intervention Setting: Farmers markets

**Materials Distribution:** delivered materials to a Food Bank, participants to receive in food boxes.

Site: Food Bank where materials are distributed

Intervention Setting: Food assistance sites, food banks, and food pantries

**Event:** at library promoting SNAP benefit acceptance at your local farmers markets

Site: Farmers market you are promoting

Intervention Setting: Libraries

**Social Media, Website, TV, Radio, & Online:** Intervention Setting will default to “Individual homes or public housing sites” for all online action types.

**Questions to ask when a site/s is not clear:**

| | |
|---|---|
| INTENT | 1) Why did you choose this area/location? |
| | 2) Why are you doing this project? |
| IMPACT | 3) How does this connect other work? |
| | 4) Who will this impact? |

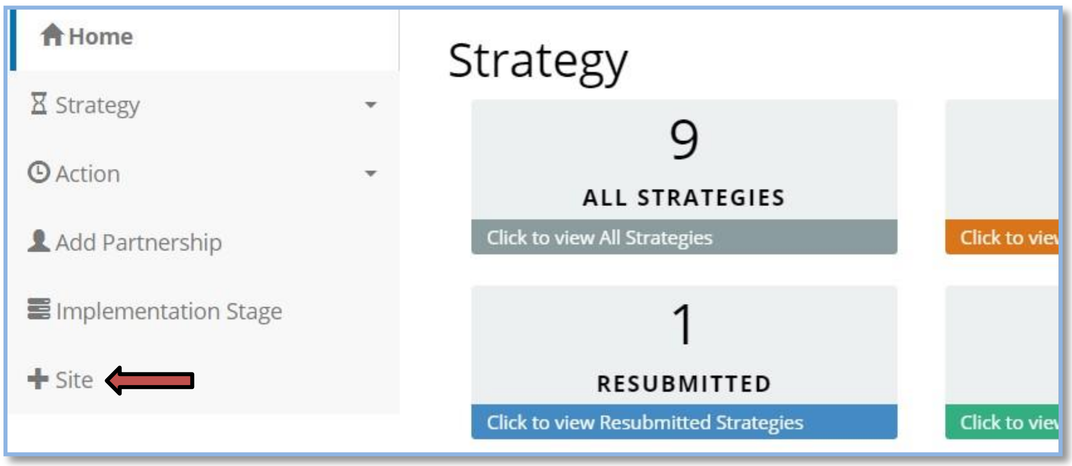
## APPENDIX G: HOW TO GUIDE: VIEW, SEARCH OR EXPORT YOUR SITE LIST

This ***How To Guide*** is a review of the steps required to view, search or export your SEEDS Site List.

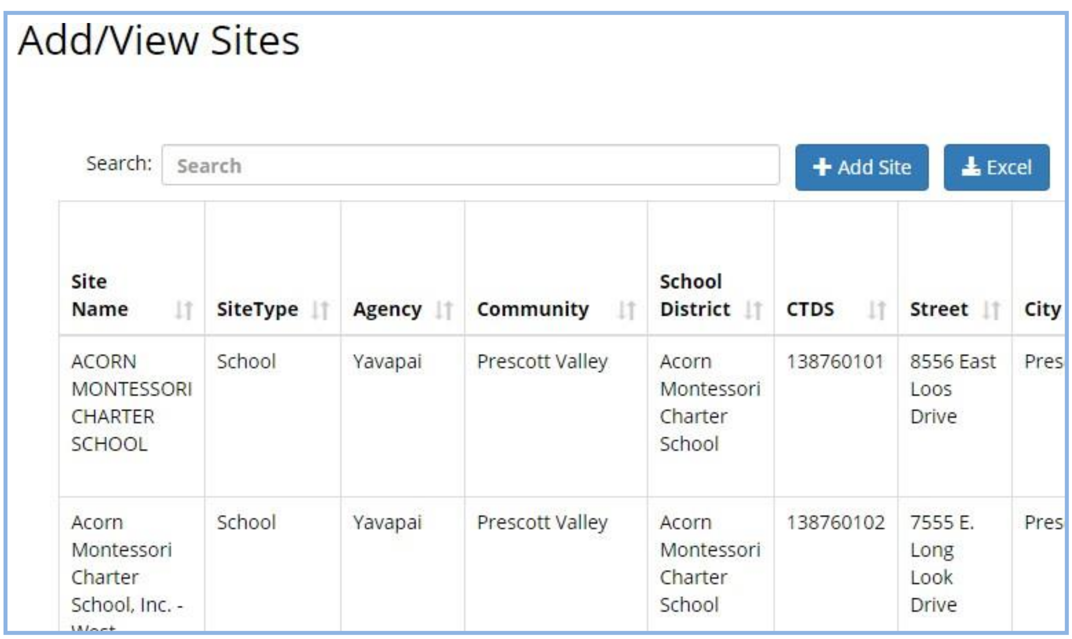
- LIA User role is only able to view the site list.
- Users with the LA Admin role are able to view, search or export the site list.

**<u>Section 1: View and Search the Site List:</u>**

18) Log in to SEEDS.
19) On the Home screen, select +Site.



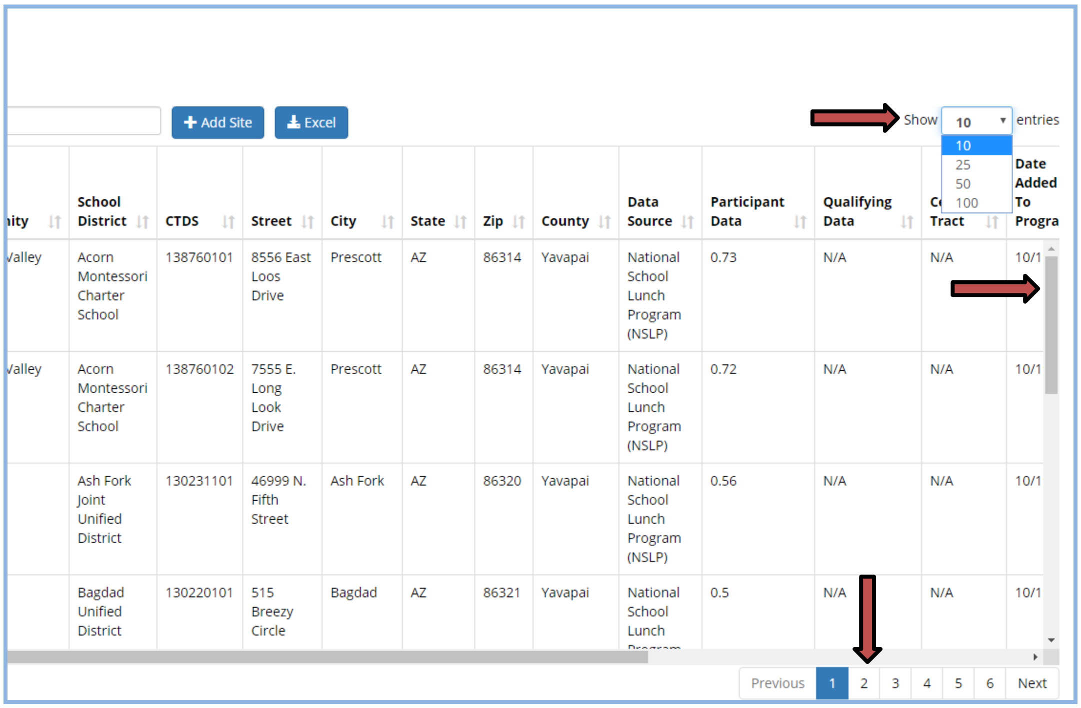

The Add/View Sites screen will be displayed and current sites for your agency are listed alphabetically.




| Site Name | SiteType | Agency | Community | School District | CTDS | Street | City |
|---|---|---|---|---|---|---|---|
| ACORN MONTESSORI CHARTER SCHOOL | School | Yavapai | Prescott Valley | Acorn Montessori Charter School | 138760101 | 8556 East Loos Drive | Pres |
| Acorn Montessori Charter School, Inc. - West | School | Yavapai | Prescott Valley | Acorn Montessori Charter School | 138760102 | 7555 E. Long Look Drive | Pres |

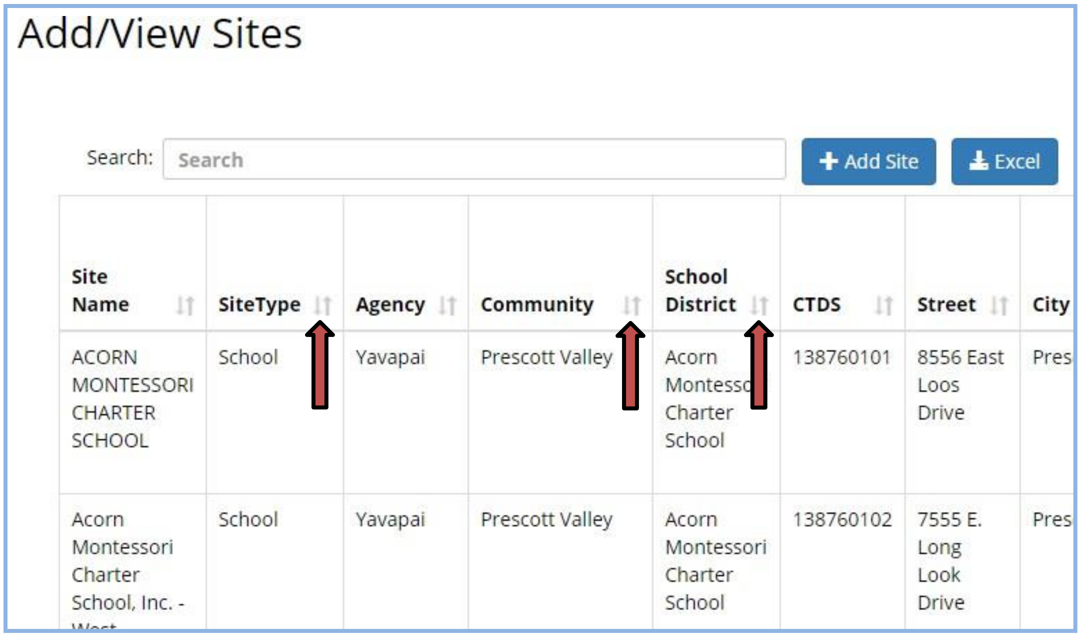
20) Ten sites per page are viewable when you scroll down. To change the number of sites per page, click on the Show Entries drop down menu in the upper right corner of the screen.

- You can select to view up to 100 sites per page.
- You can view each page by scrolling down and clicking on the page numbers at the bottom of the screen to view the next pages.



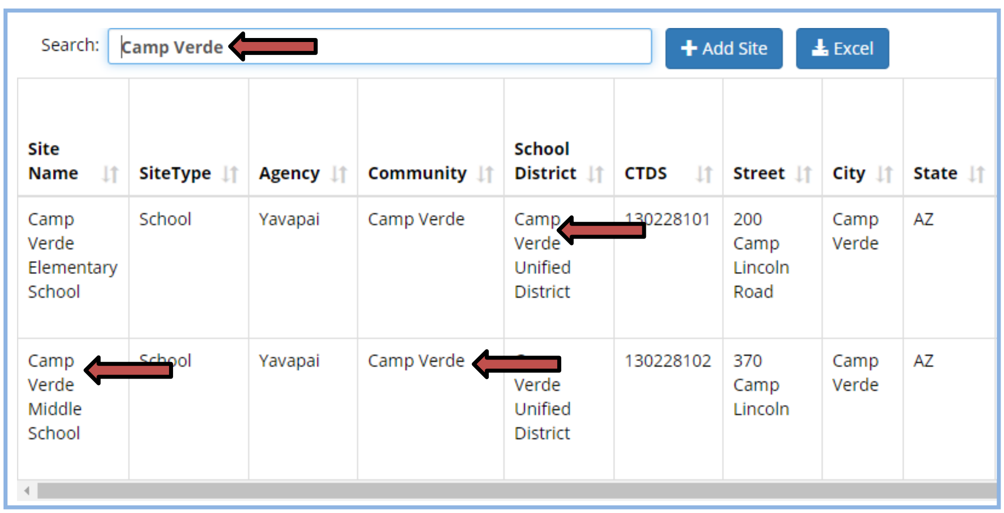

21) Sites can be sorted by clicking on the filters in the column titles.

- You can view your list by Site Type, Community, School District, etc.




22) To search for a specific site, click in the Search box. Type in the info for the site you are searching for. Any sites with information matching your search will populate your site list. The search function searches all fields not just the site name.

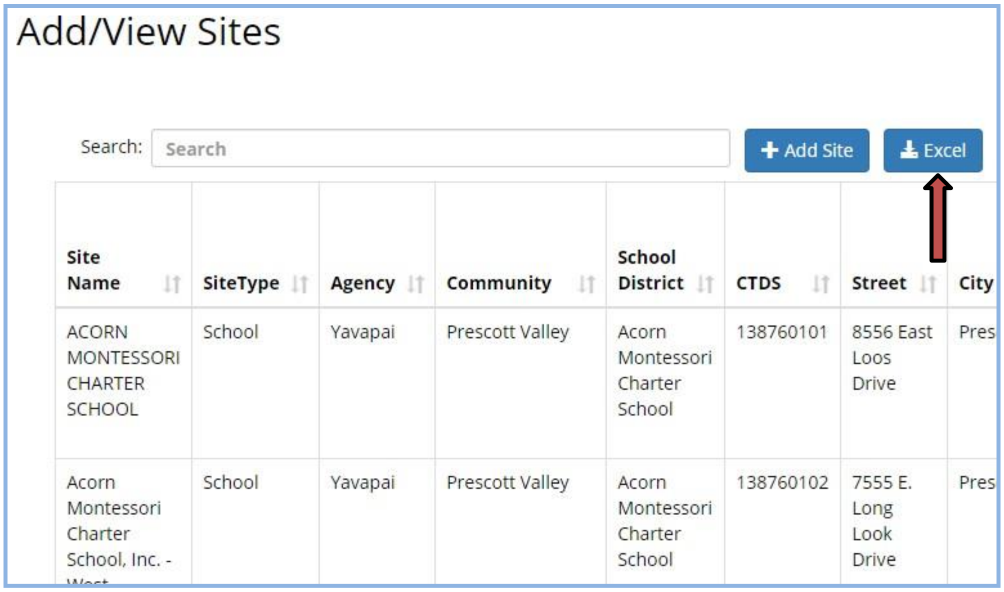
- Search by Site Name, Site Type, Community, or Address, etc.




**<u>Section 2: Export the Site List:</u>**

The site list can be exported to an Excel spreadsheet.

1) On the Add/View Sites screen, click on the Excel button.



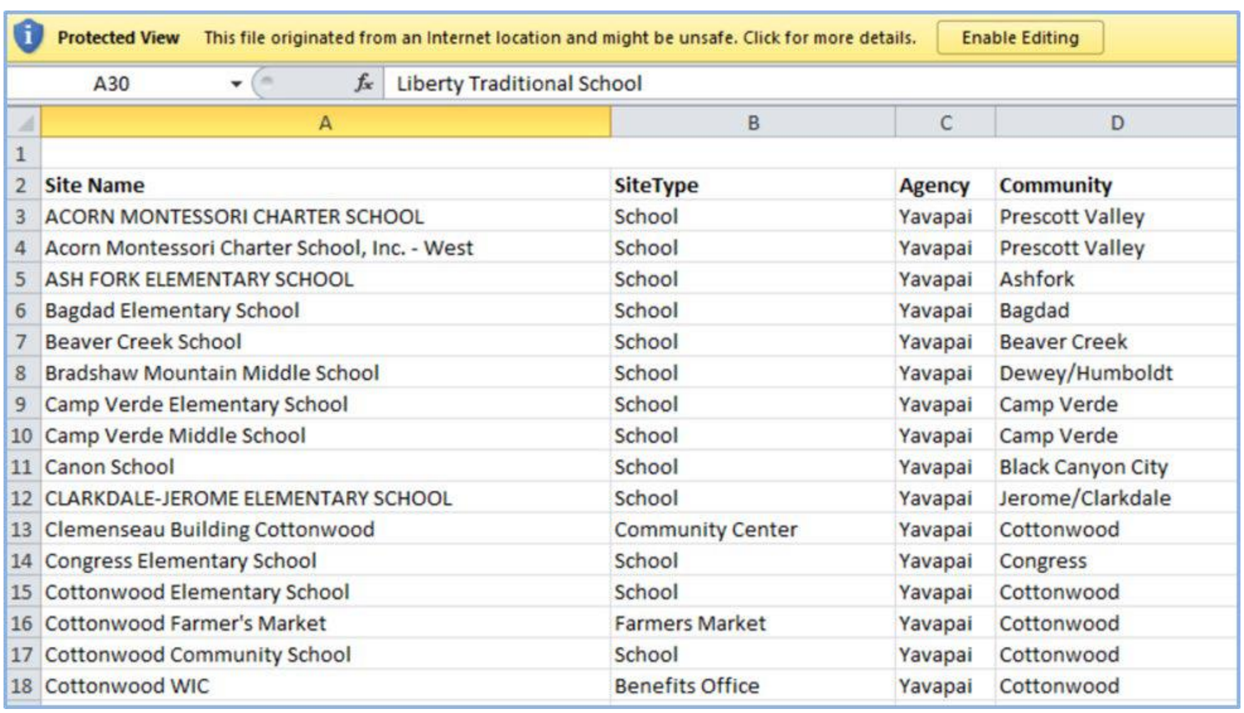
Add/View Sites

Search: Search | + Add Site | Excel

| Site Name | SiteType | Agency | Community | School District | CTDS | Street | City |
|---|---|---|---|---|---|---|---|
| ACORN MONTESSORI CHARTER SCHOOL | School | Yavapai | Prescott Valley | Acorn Montessori Charter School | 138760101 | 8556 East Loos Drive | Pres |
| Acorn Montessori Charter School, Inc. - | School | Yavapai | Prescott Valley | Acorn Montessori Charter School | 138760102 | 7555 E. Long Look Drive | Pres |

The site list will be downloaded and opened in Excel. In some cases, the file will be downloaded and you may need to manually open it.

- Enable Editing and save the list to your files.
- Use the Excel functions to Sort or Filter and Edit the list as needed.



Protected View This file originated from an Internet location and might be unsafe. Click for more details. Enable Editing

A30 | Liberty Traditional School

| | A | B | C | D |
|---|---|---|---|---|
| 1 | | | | |
| 2 | Site Name | SiteType | Agency | Community |
| 3 | ACORN MONTESSORI CHARTER SCHOOL | School | Yavapai | Prescott Valley |
| 4 | Acorn Montessori Charter School, Inc. - West | School | Yavapai | Prescott Valley |
| 5 | ASH FORK ELEMENTARY SCHOOL | School | Yavapai | Ashfork |
| 6 | Bagdad Elementary School | School | Yavapai | Bagdad |
| 7 | Beaver Creek School | School | Yavapai | Beaver Creek |
| 8 | Bradshaw Mountain Middle School | School | Yavapai | Dewey/Humboldt |
| 9 | Camp Verde Elementary School | School | Yavapai | Camp Verde |
| 10 | Camp Verde Middle School | School | Yavapai | Camp Verde |
| 11 | Canon School | School | Yavapai | Black Canyon City |
| 12 | CLARKDALE-JEROME ELEMENTARY SCHOOL | School | Yavapai | Jerome/Clarkdale |
| 13 | Clemenseau Building Cottonwood | Community Center | Yavapai | Cottonwood |
| 14 | Congress Elementary School | School | Yavapai | Congress |
| 15 | Cottonwood Elementary School | School | Yavapai | Cottonwood |
| 16 | Cottonwood Farmer's Market | Farmers Market | Yavapai | Cottonwood |
| 17 | Cottonwood Community School | School | Yavapai | Cottonwood |
| 18 | Cottonwood WIC | Benefits Office | Yavapai | Cottonwood |