



User Guide

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Introduction

SEEDS (SNAP-Ed Electronic Data System) is the AZ Health Zone’s real-time data collection system. SEEDS launched in Federal Fiscal Year 2018.

SEEDS replaces previously used Monthly Report Excel workbooks 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 <i>Track Options</i> table below.
Action	The <i>thing</i> 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.
Resource	A tool that describes implementation of an intervention within a PSE Strategy/Activity

The FFY2016-2020 Arizona SNAP-Ed framework strategies are the foundation to build and organize reporting in SEEDS.

The 15 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 activities will be reported under each of the 15 PSE strategies to create the connection with the PSE work in the community.

Track Options

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

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.

<u>Materials Distribution</u>	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.
<u>Meeting</u>	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.
<u>Paid Media</u>	Paid placement of messages intended to reach the SNAP-Ed target audience. Media channels include: TV, Radio, and Online Ads.
<u>Point of Decision Prompts</u>	Motivational signs placed on or near places where decisions are made (e.g. checkout lanes, elevators/stairs, etc.).
<u>Social Media</u>	Utilization of social media platforms (e.g. Facebook, Twitter, Instagram) to interact with the SNAP-Ed target audience.
<u>Training</u>	An intentional organized activity designed to build knowledge, skills, or capacity of partner organizations.
<u>Website</u>	Development or maintenance of a website designed to share information with the SNAP-Ed target audience.
<u>Direct Education</u> (automatically selected for DE Activities only)	Direct Education takes place when a participant is actively engaged in the learning process with an educator and/or interactive media within an evidence-based intervention.
<u>Assessment</u>	An evaluation completed using an external instrument or review/report of additional information.

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, SEEDS 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 *How To Guide: Accessing SEEDS* in [Appendix E](#).

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

The screenshot shows the SEEDS Home Screen/Dashboard. The top navigation bar includes 'Reports', 'FFY: 2019', 'Zootopia', and 'AZ HealthZone'. The left navigation bar includes 'Home', 'Strategy', 'Action', 'Add Partnership', and 'Implementation Stage'. The main content area is divided into three sections: Strategy, Action, and Partnership. Each section contains several tiles with counts and status labels, such as 'ALL STRATEGIES', 'SAVED', 'SUBMITTED', 'REVISED', 'RESUBMITTED', 'APPROVED', 'REJECTED', 'ALL ACTIONS', 'CREATED', 'PENDING DATA', 'SAVED', 'COMPLETED', 'CANCELED', 'ALL PARTNERSHIPS', 'ACTIVE', and 'CANCELED'. Yellow arrows point to the top navigation bar and the left navigation bar.

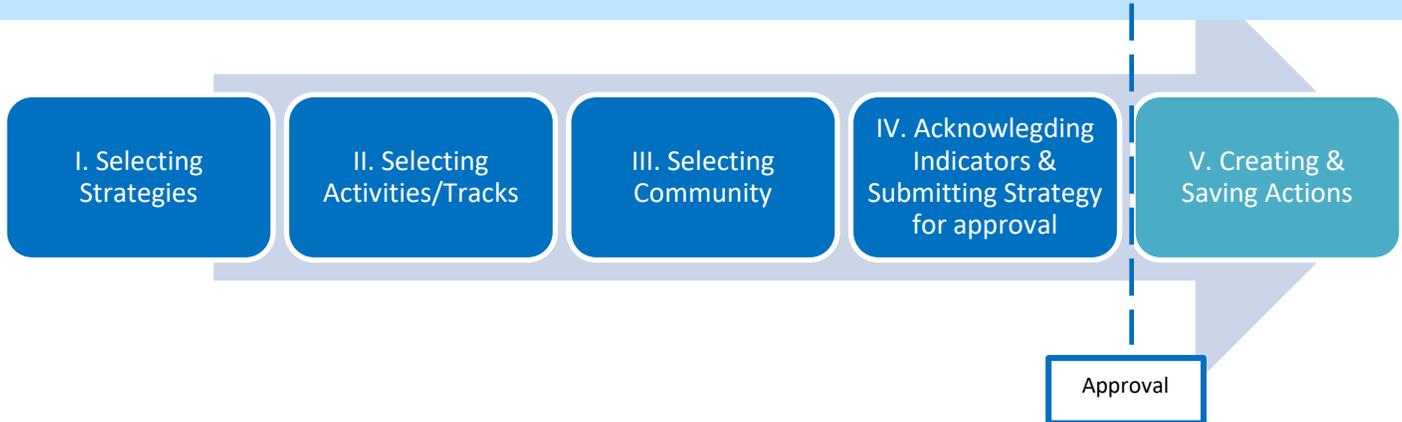
Top Navigation:

- 1) **Reports:** Here you will be able to pull reports for your agency, [see Reports](#).
- 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.

Or

ADHS User Name

Password

Show Password

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.

Strategy

14 ALL STRATEGIES Click to view All Strategies	0 SAVED Click to view Saved Strategies	0 SUBMITTED Click to view Submitted Strategies	0 REVISED Click to view Revised Strategies
0 RESUBMITTED Click to view Resubmitted Strategies	14 APPROVED Click to view Approved Strategies	0 REJECTED Click to view Rejected Strategies	

 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 Work Plan and planned approach by fiscal year.

You will begin by assembling the strategies that have been approved in your work plan.

The Strategies will be assembled by adding the activities, 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. ** This will be for both 1 st submissions and resubmissions.**
Rejected	If the SIT rejects, your strategy, the SIT will provide instructions for revisions. It will remain in Rejected status until it is corrected and resubmitted.
Resubmitted	A strategy will be in Resubmitted status if a strategy is edited and submitted again after approval or rejection by SIT.

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

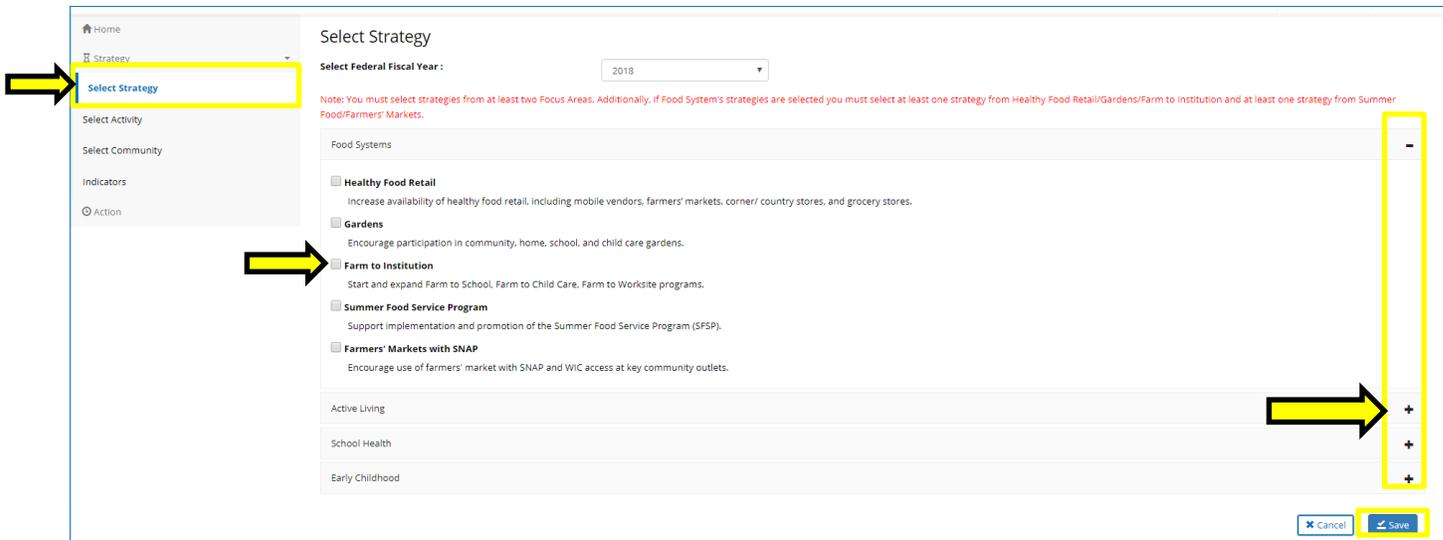
SELECT STRATEGY

In the **Select Strategy** screen, the 15 PSE strategies will be organized within the four focus areas. Each focus area will have their strategies listed when expanded. Food Systems is already expanded.

A detailed description and examples 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 be 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:

The screenshot shows the 'Select Activity/Track' interface. On the left, a sidebar contains navigation options: Home, Strategy, Select Strategy (highlighted with a yellow box and arrow), Select Community, Indicators, and Action. The main area is titled 'Select Activity/Track' and displays a list of activities under the 'Healthy Food Retail' strategy. Each activity has checkboxes for 'New Mobile', 'Existing Mobile', 'New FM or Stand', 'Existing FM or Stand', 'Corner/Country Stores', 'Grocery Stores', 'Growers', 'Food Hub', 'Food Bank', and 'Direct Education - Healthy Retail'. For each activity, there are also checkboxes for 'Single' and 'Coalition' tracks. The 'Food Hub' activity has 'Single' selected in red text, and 'Food Bank' has 'Coalition' selected in red text. A yellow arrow points to the 'Food Hub' row, and another points to the 'Food Bank' row. A vertical yellow box on the right side of the screen contains minus and plus signs.

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:

The screenshot shows the 'Select Community' interface. On the left is a navigation menu with 'Select Community' highlighted by a yellow box and an arrow. The main content area has a header 'Please select Activity/Track before selecting a community.' Below this is a horizontal tab bar with 'Active Living' selected and highlighted by a yellow box. Underneath, a list of activities/tracks is shown, with 'Direct Education - Active Living Policy(Adult)' checked and highlighted by a yellow box and an arrow. Below the list is the 'Add Sites' section, where 'Nogales' is selected and highlighted by a yellow box. A 'Site Types' dropdown menu is visible. At the bottom right, the 'Apply to Community/Site' button is highlighted by a yellow box and an arrow. At the very bottom right, 'Cancel' and 'Next' buttons are also highlighted by yellow boxes.

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:**

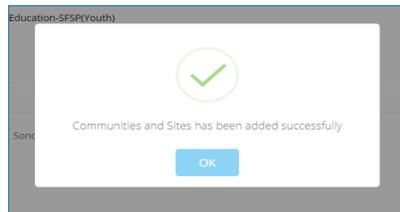
1.	By Site:	Select all activities/tracks in all Focus Areas for each site and then apply. This will reduce the overall number of clicks needed.
2.	By Activity:	Select each activity, and then apply to all sites within each community. This works best when multiple staff will be completing data entry or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

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

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

 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 **NOT** save and your activities/tracks will not have communities!



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

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

Select Community
Please select Activities, Tracks before selecting a community.

Food Systems Active Living School Health Early Childhood

Increase Participation(Existing) Direct Education-SFSP(Youth)

Add Sites to plan

Nogales Patagonia Rio Rico Sonoita

Site Types

Early Child Care
Parks and Recreation
Community Center
Benefits Office
Church

Community Summary

Show 10 entries [Print](#) Search:

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

Previous 1 Next

[Cancel](#) [Next](#)

[Apply to Community/Site](#)



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.

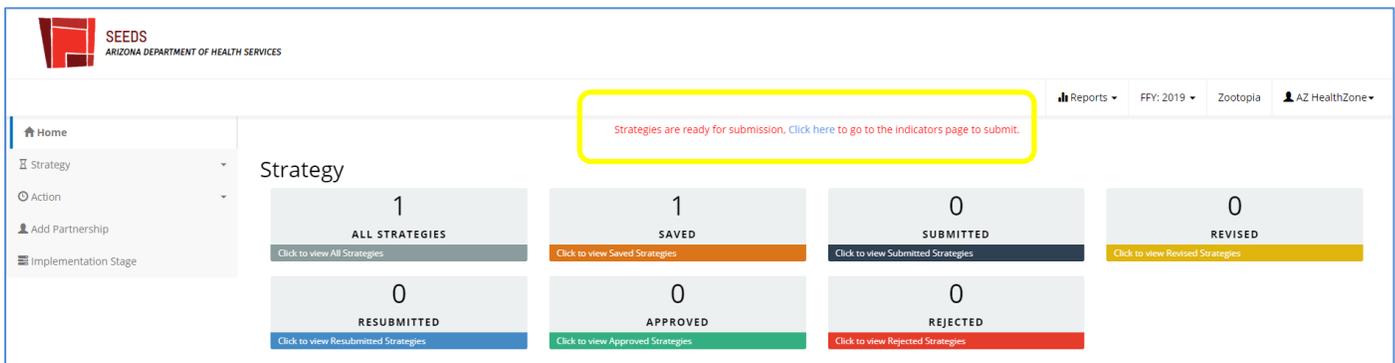
INDICATORS

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.

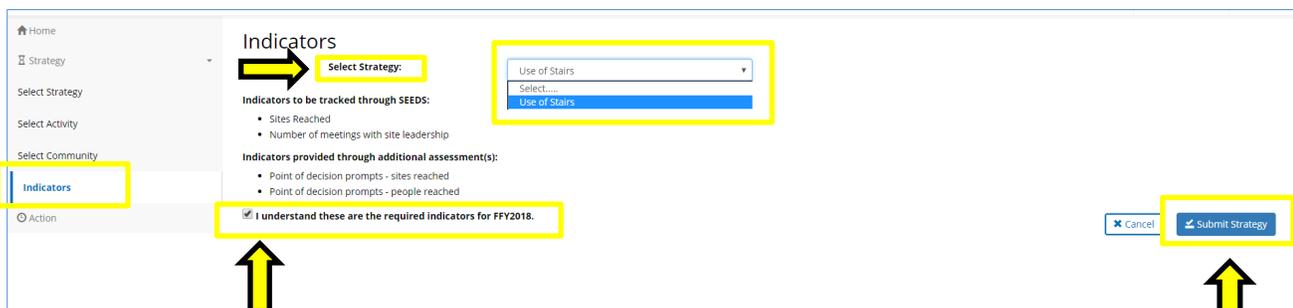
There are many methods to navigate to the indicators screen:

- 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 activity.)
- 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 into the **Home** Screen:
 - 1) Select the strategy by clicking **“All Strategies”** or the status your strategy
 - 2) Search and find your strategy
 - 3) Click open button

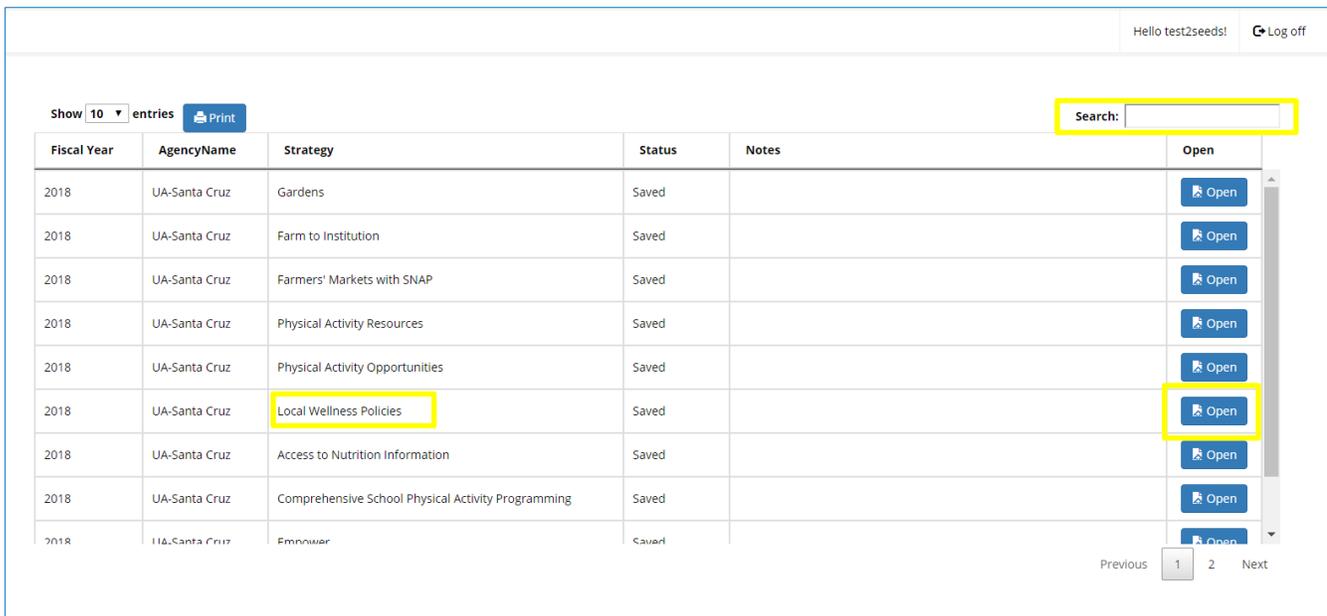


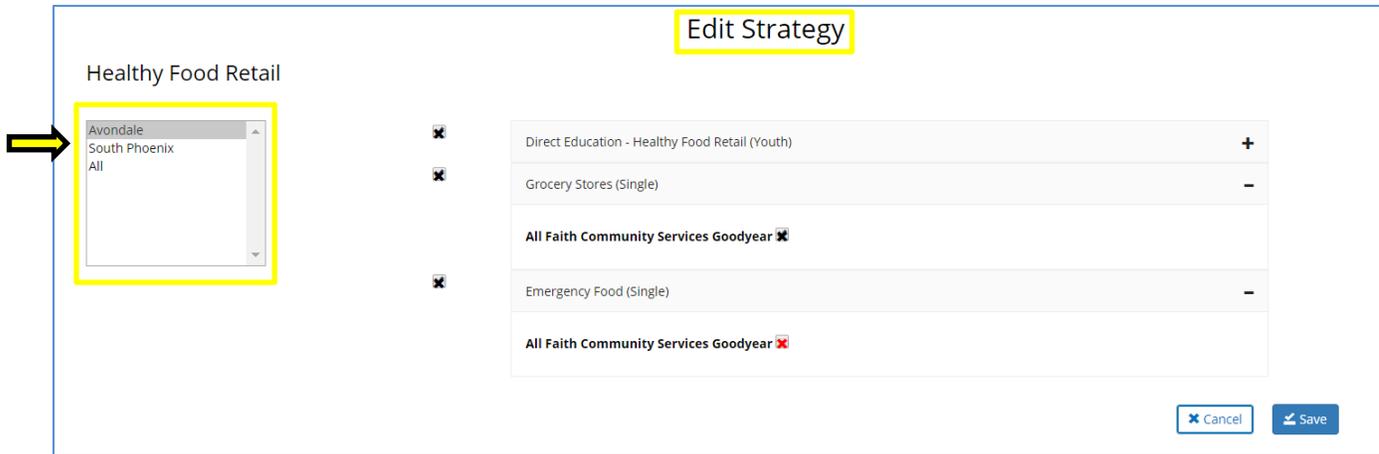
Table with 6 columns: Fiscal Year, AgencyName, Strategy, Status, Notes, Open. The 'Local Wellness Policies' row is highlighted in yellow. The 'Open' button for this row is also highlighted. A search bar is visible at the top right of the table area.

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

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).

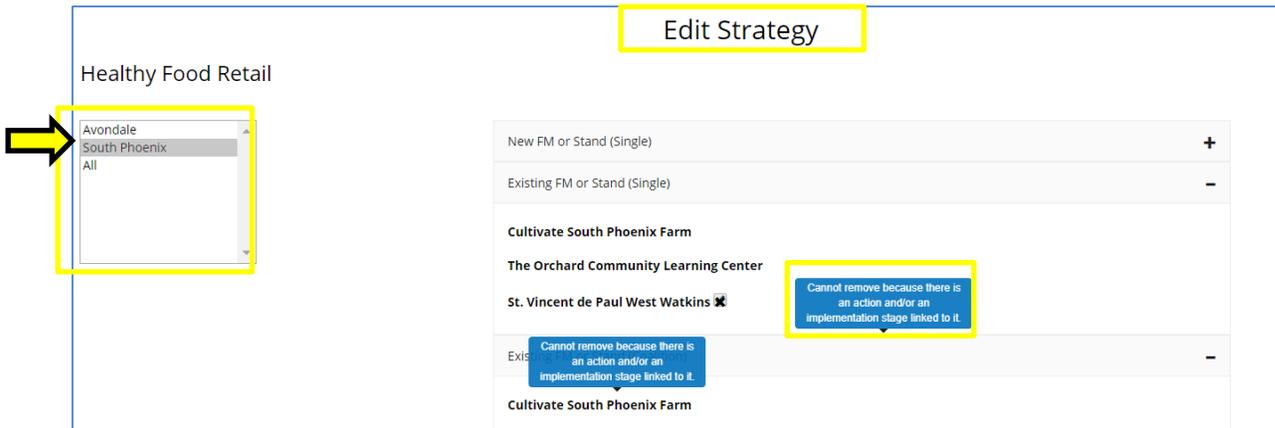
The check boxes will allow you to select which items you would like to remove.

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.

System Not Allowing Edits:

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.”*

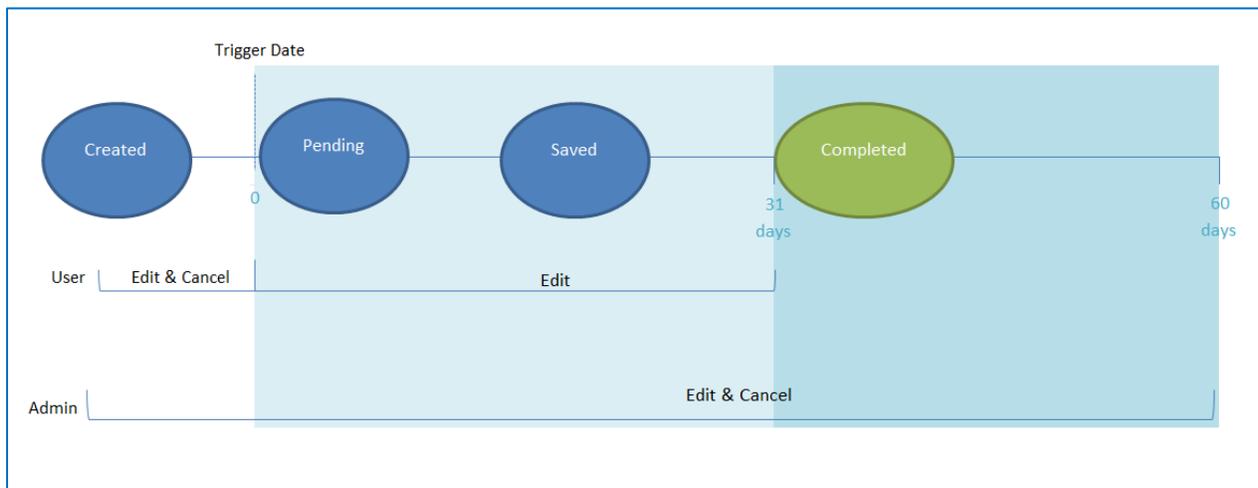
- ⚠ If you would like to remove and the ONLY link is due to an *Implementation Stage* error, you can go to *Implementation Stage* Screen in SEEDS and change to N/A.
- ⚠ If you would like to remove and the link is due to an action, this is something that cannot be addressed.
- ⚠ *If you feel there is 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. <i>Both LIA User & LIA Admin can cancel, edit and complete.</i>
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." <i>LIA User can no longer cancel, but can edit and complete. LIA Admin can cancel, edit and complete.</i>
Saved	When information has been entered to Tracking Data tab and has been saved, but it has not yet been marked as complete. <i>LIA User can no longer cancel, but can edit and</i>

	<i>complete. LIA Admin can cancel, edit and complete.</i>
Completed	When all information has been entered, and the Action is marked as complete. <i>LIA Admin can edit, complete or cancel for up to 60 days after the trigger date.</i> *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. *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 be 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.

Action

1743 ALL ACTIONS Click to view All Actions	79 CREATED Click to view Created Actions	5 PENDING DATA Click to view Pending Data Actions	60 SAVED Click to view Saved Actions
1446 COMPLETED Click to view Completed Actions	153 CANCELED Click to view Canceled Actions		

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

Search Action - Completed Actions

Strategy: Activity: Action Type:

Auto-Completed

[Clear Search](#) [Search Actions](#)

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.

Action

1743 ALL ACTIONS Click to view All Actions	79 CREATED Click to view Created Actions	5 PENDING DATA Click to view Pending Data Actions	60 SAVED Click to view Saved Actions
1446 COMPLETED Click to view Completed Actions	153 CANCELED Click to view Canceled Actions		

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

Search Action - Completed Actions

Strategy: Select Strategy

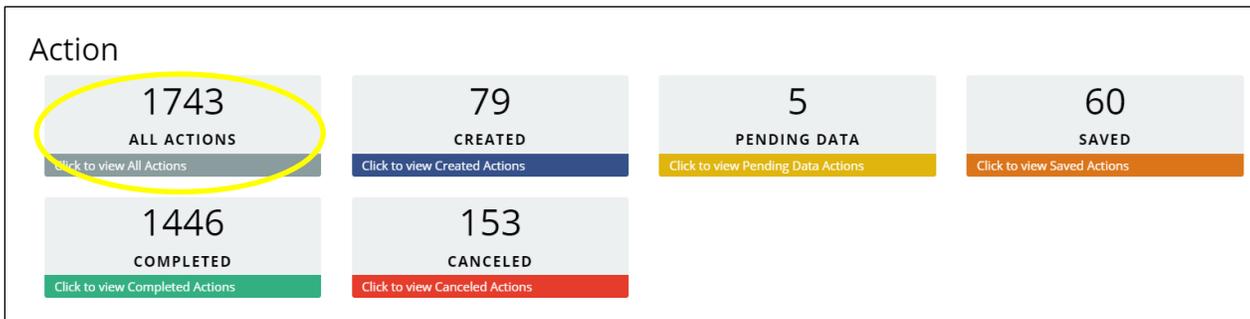
Activity: Please Select Strategy First

Action Type: Select Action Type

Auto-Completed

Clear Search Search Actions

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.

Search Action - All Actions

Strategy: Select Strategy

Activity: Please Select Strategy First

Action Type: Select Action Type

Auto-Completed/Auto-Canceled

Clear Search Search Actions

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) Countdowns:

- 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.

Search Action - Pending Data Actions

Strategy: Activity: Action Type:

Search: Show entries

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

Previous Next

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

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

At the bottom, there is a 'Notes' field with a maximum length of 1000 characters. Below that is a modal titled 'Add Sites to Activity' for 'Rio Rico'. The modal shows a 'Site Types' dropdown with options: School, Parks and Recreation, and Early Child Care. At the bottom of the modal are buttons for '+add sites', 'Add Sites to Activity', 'Hide', 'Cancel', and 'Save'.

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 G](#), 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](#).



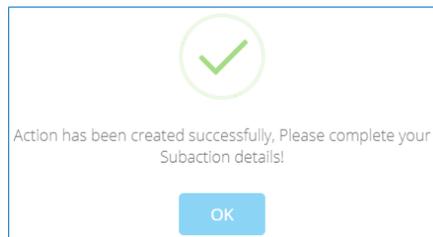
The **Create Action** screen will only show those communities selected/ linked to the activity.



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 **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:

Edit Action

Strategy : Active Living Policy

Activity (Track) : Site Plan and Special Permit Review (Coalition)

Group : Series

Number in Series : 5

Action Type : Training

Action Name : Training on SEEDS

LIA Lead Staff : Please enter letters

Resource : Select Resource

Internal Evaluation : Select....

Notes : Maximum Length is 1000 characters

Activate or Cancel Action : ON

Site Select

Patagonia Nogales

Patagonia Elementary School

+add sites

Edit Sub-Action

Cancel Save

- 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.

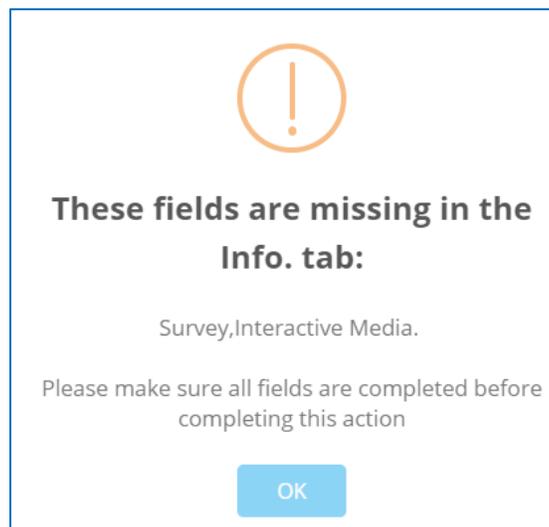


Please note: when saving, popups will not display if there are errors. Popups are only enabled when attempting to mark an Action as complete.

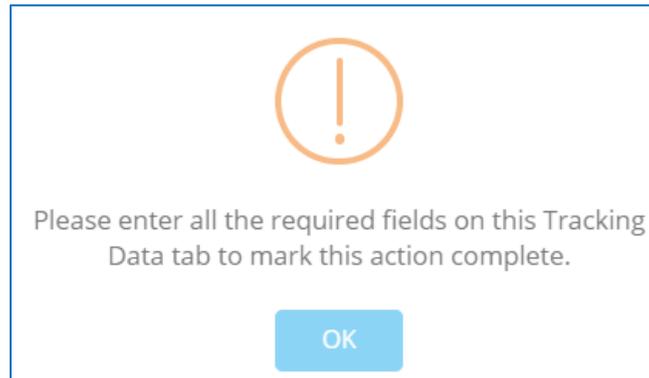
The system will display show popups of errors in this order: 1st **Info. tab**, 2nd **Tracking Data** tab. If you do not see any error popups that means there are not any missing fields.

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

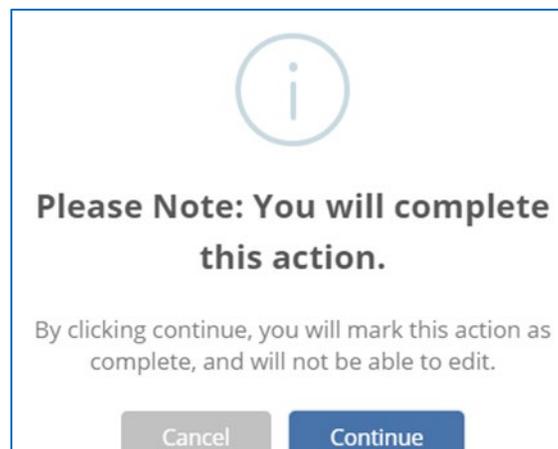
It's important you read them carefully to make sure you complete all the required fields.



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
<u>Event</u>	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.
<u>Free Media</u>	Free coverage of SNAP-Ed activities or messages. Media channels include: TV, Radio, Online, Print, or Other.
<u>Materials Distribution</u>	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.
<u>Meeting</u>	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.
<u>Paid Media</u>	Paid placement of messages intended to reach the SNAP-Ed target audience. Media channels include: TV, Radio, and Online Ads.
<u>Point of Decision Prompts</u>	Motivational signs placed on or near places where decisions are made (e.g. checkout lanes, elevators/stairs, etc.).
<u>Social Media</u>	Utilization of social media platforms (e.g. Facebook, Twitter, Instagram) to interact with the SNAP-Ed target audience.
<u>Training</u>	An intentional organized activity designed to build knowledge, skills, or capacity of partner organizations.
<u>Website</u>	Development or maintenance of a website designed to share information with the SNAP-Ed target audience.
<u>Direct Education</u> (automatically selected for DE Activities only)	Direct Education takes place when a participant is actively engaged in the learning process with an educator and/or interactive media within an evidence-based intervention.
<u>Assessment</u>	An evaluation completed using an external instrument or review/report of additional information.

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. *

The screenshot shows the 'Action Details' form with the 'Info.' tab selected. The form includes the following fields:

- Strategy:** Physical Activity Opportunities
- Activity (Track):** Direct Education - PA Opportunities (Adult)
- Group:** Single
- Community:** Clubhouse
- Sites:** Goofy's Senior Fun House
- Action Type:** Direct Education
- Action Name:** #2_Lesson @ Goofy's
- Date and Time of Action:** 11/08/2017 1:37 PM
- LIA Lead Staff:** (empty field)

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](#)), *Intervention Setting* ([Appendix C](#)), and *Audience type* ([Appendix D](#)) are data fields that are required for most Action Types. Please find the detailed guidance for *Intervention Topic* in.

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.

Action Details

Info.
Tracking Data

Event

Intervention Topic : *

- Active commuting
- Breastfeeding
- Dairy
- Family meals/family-style meal service
- Fiber-rich foods
- Food preparation/cooking and food safety

Note: Ctrl+Select to select multiple topics

Intervention Setting : *

Before- and after-school programs
▼

Number of People : *

25

Food Demo

✕ Cancel
H Save Changes
✓ Complete Action

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.

Action Details

Info
Tracking Data

Free Media

Intervention Topic : *

- 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

Note: Ctrl+Select to select multiple topics

Language : *

Diné
 English
 Mandarin
 Spanish
 Swahili
 Other

Impressions : * **Reach : *** **Intervention Setting : ***

TV

Radio

Online

Out of Home

Print

Other

Individual homes or public housing sites

Select Intervention Setting

✕ Cancel
💾 Save Changes
✔ Complete Action
⬆

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: 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. Please note that only Out of Home, Print and Other will have an option, others will be automatically defaulted to <i>Individual Home or public housing sites</i> .

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.

Action Details

Info. **Tracking Data**

Materials Distribution

Intervention Topic : *

Active commuting

Breastfeeding

Dairy

Family meals/family-style meal service

Fiber-rich foods

Food preparation/cooking and food safety

Note: Ctrl+Select to select multiple topics

Intervention Setting : *

Select Intervention Setting

Language : *

Diné
 English
 Mandarin
 Spanish
 Swahili
 Other

Number of Materials Distributed : *

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).

Action Details

Info.
Tracking Data

Meeting

Intervention Topic : *

- 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

Note: Ctrl+Select to select multiple topics

Intervention Setting : *

Large food stores and retailers (4+registers)

Number of People : *

8

✕ Cancel
💾 Save Changes
✔ Complete Action

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

Action Details

Info.
Tracking Data

Paid Media

Intervention Topic : *

- Active commuting
- Breastfeeding
- Dairy
- Family meals/family-style meal service
- Fiber-rich foods
- Food preparation/cooking and food safety

Note: Ctrl+Select to select multiple topics

Language : *

Diné
 English
 Mandarin
 Spanish
 Swahili
 Other

Impressions : * **Reach : *** **InterventionSetting : ***

TV

Individual homes or public housing sites

Radio
 Online
 Out of Home
 Print
 Other

Cancel
Save Changes
Complete Action

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: 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	<p>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.</p> <p>Please note that only Out of Home, Print and Other will have an option, others will be automatically defaulted to <i>Individual Home or public housing sites</i>.</p>

Tracking Data-Point of Decision Prompts

Strategy : *
Healthy Food Retail

Activity (Track) : *
Corner/Country Stores (Single)

Group : *
Single

Action Type : *
Point of Decision Prompts

Action Name : *

Permanent Installation

Date and Time of Action :
MM/DD/YYYY HH:MM

End Date :
MM/DD/YYYY HH:MM

LIA Lead Staff :

Resource :
Select Resource

Internal Evaluation :

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.

Action Details

Info. Tracking Data

Point of Decision Prompts

Intervention Topic : *

- 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

Note: Ctrl+Select to select multiple topics

Intervention Setting : *
Bicycle and walking paths

Language : *

Diné English Mandarin Spanish Swahili Other

default_CreateAction

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

Tracking Data-Social Media

Info. Tracking Data

Social Media

Intervention Topic : *

- Active commuting
- Breastfeeding
- Dairy
- Family meals/family-style meal service
- Fiber-rich foods
- Food preparation/cooking and food safety

Note: Ctrl+Select to select multiple topics

Intervention Setting : *

Individual homes or public housing sites

Language : *

Diné
 English
 Mandarin
 Spanish
 Swahili
 Other

Social Media Platform : *

Facebook

Number of Posts : *

Number of Followers: *

Number of Likes : *

Number of Comments : *

Number of Shares : *

Twitter

Instagram

Number of Posts : *

Number of Followers: *

Number of Likes : *

Number of Comments : *

Number of Shares : *

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

Tracking Data-Training

Action Details

Info.
Tracking Data

Training

Intervention Topic : *

- Active commuting
- Breastfeeding
- Dairy
- Family meals/family-style meal service
- Fiber-rich foods
- Food preparation/cooking and food safety

Note: Ctrl+Select to select multiple topics

Intervention Setting : *

Schools (colleges and universities)

Training Platform : * **Training Length (Minutes) : ***

In-Person

61-90

Audience Type : *

Youth/Parents/Community Advocates

Curriculum :

Exercise Your Options

Number of People : *

98

✕ Cancel
💾 Save Changes
✓ Complete Action
⬆

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 <i>In-Person</i> , <i>LMS</i> (Learning Management System or Computer Based Training), or <i>Webinar</i> for the platform.
Training Length	Select the time length of the training in minutes by choosing from the minute ranges from the dropdown options.
Audience Type	Select from dropdown list of Audience (see Appendix D)- will only show options specific to selected strategy
Curriculum (<i>not required</i>)	Select from approved curricula, if applicable.
Number of People	Enter number of people who attended the training. Enter numbers only (max. of 3 digits).

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:

The screenshot displays the 'Create Action/Website' interface. On the left, a navigation menu includes 'Home', 'Strategy', 'Action', 'Create Action', and 'Create Action/Website' (highlighted). The main form area is titled 'Create Action/Website' and includes the following fields:

- Strategy :** A list box containing 'Active Living Policy', 'Healthy Food Retail', 'Physical Activity Opportunities', and 'Physical Activity Resources'.
- Group :** A dropdown menu with 'Select Group'.
- Action Name :** A text input field.
- LIA Lead Staff :** A text input field with the placeholder 'Please enter letters'.
- Date and Time of Action :** A date and time picker.
- End Date :** A date and time picker.
- Notes :** A text area with a maximum length of 1000 characters.



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 need to enter an end date(trigger date).The **Tracking Data** tab will not be enabled until the trigger date is in the past.

Action/Website Details

Info. **Tracking Data**

Website

Intervention Topic : *

- Active commuting
- Breastfeeding
- Dairy
- Family meals/family-style meal service
- Fiber-rich foods
- Food preparation/cooking and food safety

Note: Ctrl+Select to select multiple topics

Intervention Setting : *

Individual homes or public housing sites

Language : *

Diné
 English
 Mandarin
 Spanish
 Swahili
 Other

Target Audience : *

Community Partners

Number of Users : *

60

Number of Sessions : *

78

Notes :

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 <i>Individual Home or public housing sites</i> .
Language	Check appropriate Language(s) or <i>other</i> , enter other language as appropriate
Target Audience	Select between the options of <i>Community Partners</i> or <i>SNAP-Ed</i>
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.

Scenario 1: 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*.

Action Details

Info. Tracking Data

Direct Education

Number of New Attendees : *

Number of Recurring Attendees : *

Demographic data are calculated by SEEDS. Demographic data are not required.

Intervention Topic : *

- Active commuting
- Breastfeeding
- Dairy
- Family meals/family-style meal service
- Fiber-rich foods
- Food preparation/cooking and food safety

Note: Ctrl+Select to select multiple topics

Intervention Setting : *

Select Intervention Setting ▼

Language : *

Diné English Mandarin Spanish Swahili Other

Session Length (Minutes) : *

Select Training Length ▼

Scenario 2: 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 greater than 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 : * Number of Recurring Attendees : *

Age/Sex

Age	Female		Male		Total
	Actual	Estimated	Actual	Estimated	
Less than 5 years	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
5-17 years	<input type="text"/>	<input type="text" value="5"/>	<input type="text"/>	<input type="text" value="3"/>	8
18-59 years	<input type="text"/>	<input type="text" value="4"/>	<input type="text"/>	<input type="text" value="3"/>	7
60 years or older	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Total	0	9	0	6	15

Ethnicity

		Actual count of SNAP-Ed participants	Estimated count of SNAP-Ed participants
Ethnicity	Hispanic/Latino	<input type="text"/>	<input type="text" value="8"/>
	Non-Hispanic/Latino	<input type="text"/>	<input type="text" value="7"/>
Total		0	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 <i>new attendees</i> , and <i>recurring attendees</i> 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 <i>most relevant</i> or that is the <i>major intent</i> of the intervention. Select where the target audience will <i>experience</i> 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 <i>Yes</i> or <i>No</i> . <i>Yes</i> will enable other fields like Recipients and Number of Materials.
Recipients	Select the type of recipients from Options: <i>Participant, Parent</i> or <i>Other</i> .
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 F](#): 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).

Creating Assessment Action Type Example:

Create Action

Strategy: *
Empower ▼

Activity (Track): *
Implement Standard 1 ▼

Group: *
Single ▼

Action Type: *
Assessment ▼

Action Name: *

Assessment Type: *
Select Assessment Type ▼
Select Assessment Type
KAN-Q
Go NAP SACC

LIA Lead Staff:

Internal Evaluation:
Select..... ▼

Notes:

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.

You will have to navigate back to the Assessment tab to print cover sheet. You will be able to “print” a cover sheet to attach to your evaluation and send to your SET lead.

Action Details

Info. **Assessment**

Assessment - STORE

Agency Information

Subcontractor Name: *

None

Assessment Information

School/Site Name: *

ABC Mart

Store Type: *

Speciality small market

How many registers does the store have? *

3

Please check here if you are submitting photos of a feature or product that you are unsure about.

Describe: *

Photo of food

[Print Coversheet](#)

Adult Survey

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

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



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



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

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

Is Assessment done along with this sub-action? *

Yes

Tracking Data Assessment-Adult Survey Screen:

Info. Tracking Data **Assessment**

Assessment - Adult Survey

Agency Information

Subcontractor Name: *

Select Subcontractor

Assessment Information

Survey Type: *

Select....

How many surveys are included with this cover sheet?:

English: * **Spanish: ***

Please report any additional comments regarding the survey administration process:

Maximum Length is 1000 characters

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.

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.

Adult Survey Cover Sheet Example:

ADULT SURVEY		
Agency Information		
<i>Local Implementing Agency:</i> Maricopa	<i>LIA Lead:</i> Edith	
<i>Subcontractor:</i> None		
Assessment Information		
<i>Name of Curriculum:</i> MyPlate for My Family	<i>Survey Date:</i> Monday, January 1, 2018	
<i>School/Site:</i> Kyrene de los Ninos School		
<i>Survey Type:</i> <input checked="" type="checkbox"/> Pre-Test <input type="checkbox"/> Post-Test		
<i>How many surveys are included with this cover sheet?</i>		
English Packets 8	Total Packets 8	
Spanish Packets 0		
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		

SNAP Benefits at Markets

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

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



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

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

-OR-

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

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

Tracking Data Assessment-SNAP Benefits at Market Screen:

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

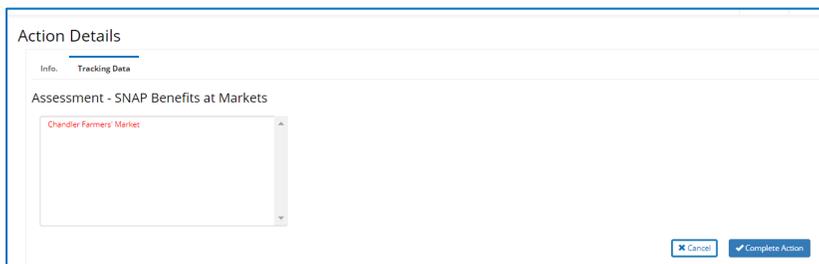
Assessment-SNAP Benefits at Market Screen I:

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

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



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





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

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

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

Assessment-SNAP Benefits at Market Screen II:

The screenshot shows a web interface titled 'Action Details' with two tabs: 'Info.' and 'Tracking Data'. The main heading is 'Assessment - SNAP Benefits at Markets'. Below this is a dropdown menu containing 'Chandler Farmers' Market'. To the right of the dropdown is a section titled 'Are SNAP Benefits accepted at this market? *' with three radio button options: 'This market now accepts SNAP Benefits.', 'This market accepted SNAP Benefits prior to our partnership.', and 'This market does not accept SNAP Benefits.'. At the bottom right of the form are two buttons: 'Cancel' and 'Save Changes'.

For this question, you can only select one answer.

If you select the 1st or 2nd option:

- This market now accepts SNAP Benefits.

OR

- This market accepted SNAP Benefits prior to our partnership.

Then next question will be triggered.

If you select the 3rd option:

- This market does not accept SNAP Benefits.

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

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

Was SNAP benefits redemption information available for this market?

Action Details

Info. Tracking Data

Assessment - SNAP Benefits at Markets

Chandler Farmers' Market

Are SNAP Benefits accepted at this market? *

This market now accepts SNAP Benefits.

This market accepted SNAP Benefits prior to our partnership.

This market does not accept SNAP Benefits.

No Was SNAP benefits redemption information available for this market? *

Cancel Save Changes

Response options: Yes or No

Yes, will trigger data entry.

No, will allow you to save and complete.

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

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

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

Action Details

Info. Tracking Data

Assessment - SNAP Benefits at Markets

Chandler Farmers' Market

Are SNAP Benefits accepted at this market? *

This market now accepts SNAP Benefits.

This market accepted SNAP Benefits prior to our partnership.

This market does not accept SNAP Benefits.

Yes Was SNAP benefits redemption information available for this market? *

SNAP Benefits Redemptions:
0.00

Total Sales:
0.00

Reporting Period Start Date:
MM/DD/YYYY HH:MM

Reporting Period End Date:
MM/DD/YYYY HH:MM

Cancel Save Changes

Required Data Fields	Entry Options
----------------------	---------------

Are SNAP Benefits accepted at this market?	<p>Can only select one:</p> <ul style="list-style-type: none"> <input type="checkbox"/> This market now accepts SNAP Benefits. <input type="checkbox"/> This market accepted SNAP Benefits prior to our partnership. <input type="checkbox"/> This market does not accept SNAP Benefits.
If either the 1 st or 2 nd option is selected, then the following question will be enabled.	
Was SNAP benefits redemption information available for this market?	<p>Select either Yes or No.</p> <p>If no, please complete action.</p>
If yes, then the following fields will be enabled and required.	
SNAP Benefits Redemptions	Enter amount of SNAP Benefits Redemption for reporting period. This will be a dollar amount and will only allow numbers and a decimal. Must delete the zeros to allow for data entry.
Total Sales	Enter amount Total Sales for the market during the reporting period. This will be a dollar amount and will only allow numbers and a decimal. Must delete the zeros to allow for data entry.
Reporting Period Start Date	Date must be within Fiscal Year, and must be after Action Date and before Reporting Period End Date.
Reporting Period End Date	Date must be within the Fiscal Year and after Reporting Period Start Date.
Notes*	Notes should be entered of <i>Info</i> tab notes field.

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

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

Tracking Data Assessment-GO NAP SACC:



Go NAP SACC should be entered as single action.



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

Screenshot of Error Popup:



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

OK

Tracking Data Assessment-GO NAP SACC Screen:

Info. **Tracking Data**

[Print Coversheet](#)

Assessment - Go NAP SACC

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.
- The LIA visited the ECE site and performed direct observation.
- The LIA reviewed materials provided by the ECE site.

The ECE representative filled in the answers on the assessment:

- The LIA emailed the assessment to the ECE representative and received it back completed.
- The LIA mailed the assessment to the ECE representative and received it back completed.
- The LIA provided support/TA to the ECE representative to help with completing the assessment.
- The LIA did not provide support/TA to the ECE site.

Please report any additional comments regarding the 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.

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

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.

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

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

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



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

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



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

Screenshot of Error Popup:



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

OK

Tracking Data-Assessment- KAN-Q Screen:

Assessment - KAN-Q
[Print Coversheet](#)

Agency Information

Subcontractor Name: *

None

Assessment Information

School/Site Name: *

Desert Mission Food Bank

Teacher Name: *

Ms Betty

Grades: *

3
4
5
6

Note: Ctrl+Select to select multiple Grades

Survey Type: *

Post

What day of the week was the survey administered? *

Thursday

How many surveys are included with this cover sheet? *

45

Please report any additional comments regarding the survey administration process:

great experience

[Cancel](#)
[Complete Action](#)

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 <i>Tuesday, Wednesday, Thursday, Friday</i>
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



Agency Information

Local Implementing Agency: Maricopa

LIA Lead: edith

Subcontractor: None

Assessment Information

Teacher: Ms Betty

Survey Date: Wednesday, January 3, 2018

School/Site: Desert Mission Food Bank

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

Survey Type: Pre-Test Post-Test

What day of the week was the survey administered?

Tuesday Wednesday Thursday Friday

How many surveys are included with this cover sheet? 45

Please provide any additional comments regarding the survey administration process

great experience

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

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

Nutrition Availability

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

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



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

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

-OR-

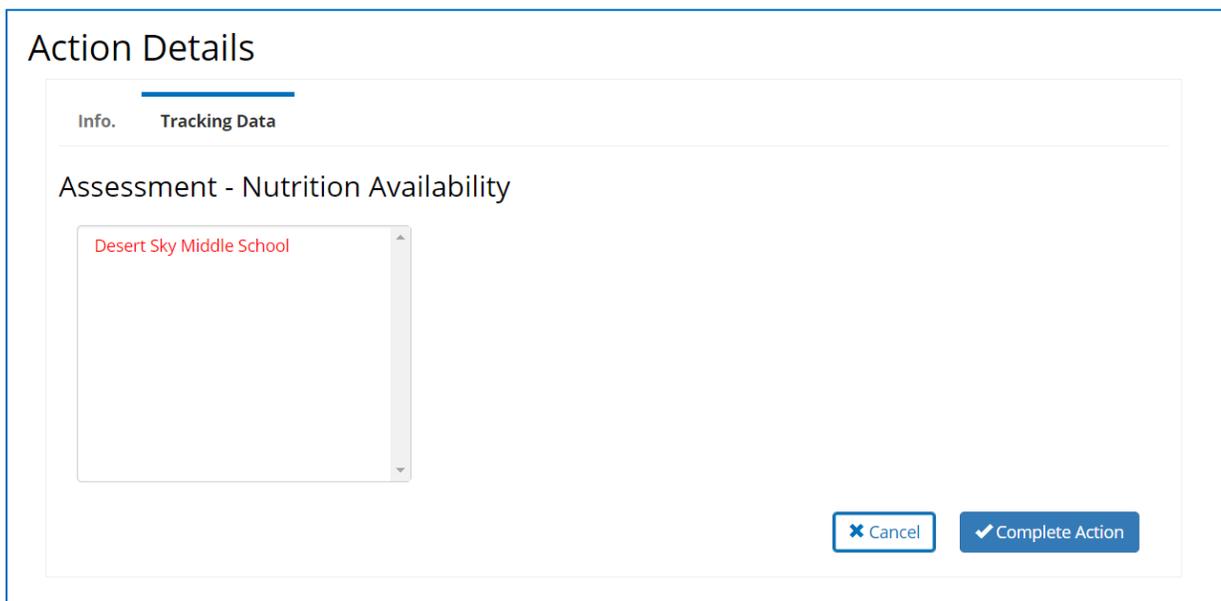
2) Enter **only** a single action when completing for multiple sites

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

Tracking Data-Assessment Nutrition Availability Screen I:

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

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



The screenshot shows a web interface titled "Action Details". At the top, there are two tabs: "Info." and "Tracking Data". The "Tracking Data" tab is selected. Below the tabs, the text "Assessment - Nutrition Availability" is displayed. A list of sites is shown, with "Desert Sky Middle School" selected and highlighted in red. At the bottom right of the screen, there are two buttons: "Cancel" and "Complete Action".



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

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

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

Tracking Data-Assessment Nutrition Availability Screen II:

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

Options:

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

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

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

Action Details

Info.
Tracking Data

Assessment - Nutrition Availability

Desert Star

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

Nutrition information is NOT available at this site.

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

None

✕ Cancel
Save Changes

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

SFSP Checklist

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

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



SFSP Checklist should be entered as single action.



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

Tracking Data-Assessment-SFSP Checklist Screen:

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

Action Details

Info.
Tracking Data

Assessment - SFSP CheckList

The assessment has been completed and submitted.

✕ Cancel
💾 Save Changes
✔ Complete Action

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

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

Well SAT 2.0

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

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

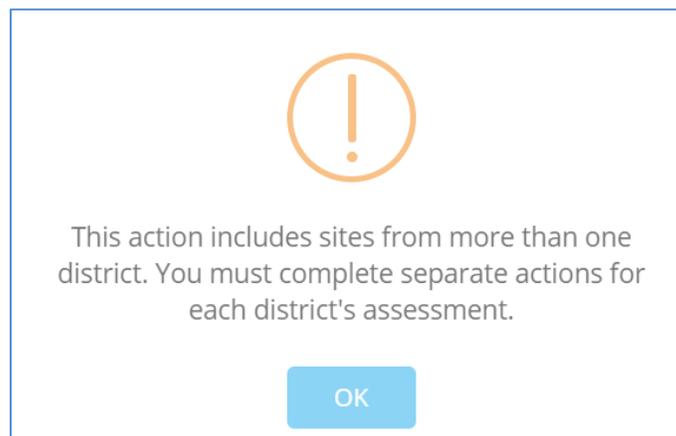


Well SAT 2.0 should be entered as single action.



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

Screenshot of Error Popup:



Tracking Data-Assessment-Well SAT 2.0 Screen:

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

The screenshot shows a web interface titled "Action Details" with a sub-tab "Tracking Data". The main heading is "Assessment - Well SAT 2.0". Below this, there is a "School District:" label followed by a dropdown menu showing "Alhambra Elementary District". A checkbox is checked, with the text "The Local Wellness Policy has been sent to the State Evaluation Team." To the right of the form are three buttons: "Cancel", "Save Changes", and "Complete Action".

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

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

Wilder Collaboration

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

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



Wilder Collaboration Inventory should be entered as single action.



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

Tracking Data-Assessment-Wilder Collaboration Screens:

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

Assessment- Wilder Collaboration Screen I:

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

Action Details

Info. Tracking Data

Assessment - Wilder Collaboration

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

Yes ▾

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

No ▾

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

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:

Action Details

Info
Tracking Data

Assessment - Wilder Collaboration

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

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

Agency Information

Email Address: *

Subcontractor Name: *

Assessment Information

Coalition Name: *

Collaborating Organizations: *

Number of Coalition members: *

Which topic areas do coalition members represent? *

Note: Ctrl+Select to select multiple topic areas.

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

LIA sent survey links to coalition members via email.

LIA printed paper surveys and brought them to a coalition meeting.

I completed a survey as a representative of SNAP-Ed/AZ Health Zone on the coalition.

Other

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

Required Data Fields	Entry Options
Are there representatives from at least 5 partner organizations (including your LIA) who regularly attend coalition meetings?	<p>Select between Yes and No.</p> <p>Must meet requirement and answer yes to enable other fields.</p>

<p>Has the coalition been in existence for at least six months?</p>	<p>Select between Yes and No.</p> <p>Must meet requirement and answer yes to enable other fields.</p>
<p>Email Address</p>	<p>Enter work email of the LIA Lead.</p>
<p>Subcontractor Name</p>	<p>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."</p>
<p>Coalition Name</p>	<p>Enter name of coalition, letters only.</p>
<p>Collaborating Organizations</p>	<p>Enter names of collaboration organizations. Please use underscore "_" and space between each name.</p> <p>**We are working on the next release to allow for you to enter commas between organization names**</p>
<p>Number of Coalition Members</p>	<p>Enter number of coalition members, numbers only.</p>
<p>Which topic areas do coalition members represent?</p>	<p>Multi-select all that apply: (ctrl+)</p> <p>Agriculture</p> <p>Commercial Marketing</p> <p>Community Design</p> <p>Education</p> <p>Food Industry</p> <p>Government</p> <p>Media</p> <p>Public Health & Health Care</p> <p>Public Safety</p>

<p>How was the Wilder Inventory completed with this coalition? (Check all that apply):</p>	<p>Select all that apply:</p> <ul style="list-style-type: none"> • LIA sent survey links to coalition members via email. • LIA printed paper surveys and brought them to a coalition meeting. • I completed a survey as a representative of SNAP-Ed/AZ Health Zone on the coalition. • Other (will enable text box-letters only- for more info.)
<p>Please report any additional comments regarding the survey administration process.</p>	<p>Enter notes about survey administration. Free text field.</p>

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.

Wilder Collaboration Cover Sheet Example:

WILDER COLLABORATION FACTORS INVENTORY



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

Education

Media

Community Design

Food Industry

Public Health & Health Care

Commercial Marketing

Government

Public Safety

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

LIA sent survey links to coalition members via email.

LIA printed paper surveys and brought them to a coalition meeting.

I completed a survey as a representative of SNAP-Ed/AZ Health Zone on the coalition.

Other

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)
Healthy Food Retail	Corner/Country Stores (Single)
Healthy Food Retail	Corner/Country Stores (Coalition)
Healthy Food Retail	Grocery Stores (Single)
Healthy Food Retail	Grocery Stores (Coalition)

Info. **Assessment**

Assessment - STORE

Agency Information

Subcontractor Name: *

None

Assessment Information

Site Name: *

ABC Mart

Store Type: *

Other (Please specify)

Other Store Type Description: *

Maximum Length is 1000 characters

How many registers does the store have? *

99

Please check here if you are submitting photos of a feature or product that you are unsure about.

Describe: *

Description of feature or product

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

Maximum Length is 1000 characters

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 <i>Info</i> tab.
Store Type	<p>Select from:</p> <ul style="list-style-type: none"> • <i>Supermarket/Grocery</i> • <i>Convenience Store/Gas Station</i> • <i>Specialty small market</i> • <i>Dollar Store</i> • <i>Other (Please specify)</i> 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.

	
STORE	
Agency Information	
<i>Local Implementing Agency:</i> Maricopa	<i>LIA Lead:</i> Edith
<i>Subcontractor:</i> None	
Assessment Information	
<i>Assessment Date:</i> 9/2/2018 1:50:00 PM	<i>How many registers does the store have?</i> 3
<i>Site Name:</i> ABC Mart	
<i>Address:</i> 4801 N. 19th Avenue, Phoenix, AZ, 85015	
<i>Site Type:</i> Speciality small market	
<i>Other Site Type Description:</i>	
<input checked="" type="checkbox"/> 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

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

Strategy	Activity (Track)
Active Living Policy	Site Plan and Special Permit Review (Single)
Active Living Policy	Site Plan and Special Permit Review (Coalition)
Active Living Policy	General/Comprehensive Plan Revision (Single)
Active Living Policy	General/Comprehensive Plan Revision (Coalition)
Active Living Policy	Smart Growth Development (Single)
Active Living Policy	Smart Growth Development (Coalition)
Active Living Policy	Road Design (Single)
Active Living Policy	Road Design (Coalition)
Active Living Policy	Walking/Biking/Transit Networks (Single)
Active Living Policy	Walking/Biking/Transit Networks (Coalition)
Active Living Policy	Municipal Policies (Single)
Active Living Policy	Municipal Policies (Coalition)

Action Details

Info.
Assessment

Assessment - ACT-GO

Print Coversheet

Agency Information

Email Address: *

Subcontractor Name: *

None
▼

Assessment Information

Please provide any comments below regarding your ACT-GO assessment experience:

comments

✕ 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.
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)
PA Resources	Publicize local PA resources (Single)
PA Resources	Publicize local PA resources (Coalition)
PA Resources	Shared-use Agreements (Single)
PA Resources	Shared-use Agreements (Coalition)
PA Resources	Improve usability of local resources (Single)
PA Resources	Improve usability of local resources (Coalition)

Action Details

Info. **Assessment**

Assessment - PARA Print Coversheet

Agency Information

Subcontractor Name: *

Email Address: *

Assessment Information

Site Name: *

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

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

Describe: *

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

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 <i>Info</i> 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.

PARA



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

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

Strategy	Activity (Track)
Local Wellness Policies	Develop Written Policies
Local Wellness Policies	Implement Nutrition Education
Local Wellness Policies	Implement School Meals
Local Wellness Policies	Implement Competitive Foods
Local Wellness Policies	Implement PE & PA
Local Wellness Policies	Implement Wellness Promotion/ Marketing
Local Wellness Policies	Implementation, Evaluation, and Communication
Local Wellness Policies	HSP Enrollment
Nutrition Information in Schools	Curriculum Train the Trainer (Class Curriculum)
Nutrition Information in Schools	Smarter Lunchrooms (Menu Labeling)
Comprehensive School Physical Activity Programming	Develop Written Policies
Comprehensive School Physical Activity Programming	Implement PA Before/After School
Comprehensive School Physical Activity Programming	Implement Family/Community Engagement
Comprehensive School Physical Activity Programming	Implement Staff Involvement
Comprehensive School Physical Activity Programming	Implement PA During School

- 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
The assessment has been completed and submitted	<p>Must enter check off it was completed to save & complete the Action.</p> <p>If you are unable to complete, please work with your LIA Admin to cancel this action.</p>



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** include 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.

The screenshot shows the SEEDS Arizona Department of Health Services interface. On the left, a navigation menu includes Home, Strategy, Action, Add Partnership (highlighted with a yellow box and arrow), and Implementation Stage. The main content area is titled 'Add Partnership' and contains the following fields:

- Partner Category:** A dropdown menu with the text 'Select Partner Category'.
- Partner Name:** A text input field.
- Is the partnership part of a coalition or collaborative?:** A dropdown menu with the text 'Select....'.
- Strategy:** A dropdown menu with the text 'Check all that apply'.
- Was assistance provided or received?:** A dropdown menu with the text 'Select....'.
- What approach are you using with this partner?:** A list of checkboxes:
 - Direct Education
 - Policy, System, and Environmental
 - Social Marketing
- Notes:** A text area with a placeholder 'Maximum Length is 1000 characters'.

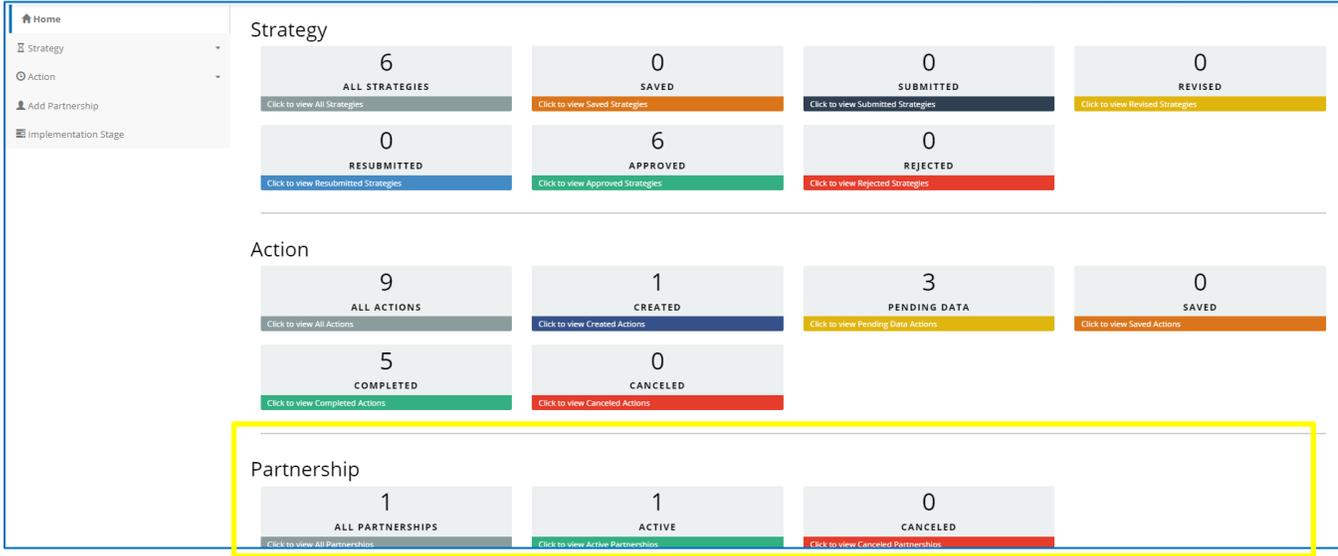
Data Field	Entry Options
Partner Category	Select only one: Dropdown options include:

	<p>Agricultural organizations Chefs/culinary institutes City and regional planning groups Early care and education facilities Faith-based groups Food banks/food pantries Food stores Foundations/philanthropy organizations/nonprofits Government program/agency Hospitals/healthcare organizations Human services organizations Indian Tribal organizations Labor/workforce development groups Media/advertising groups Parks and recreation centers Public health organizations Restaurants Schools (K-12) Schools (colleges/universities) Transportation groups Worksites Other (please specify): <i>Notes field will be enabled if other is selected, Free text.</i></p>
Partner Name	Enter Name of Partnering Organization, Free text.
Is the partnership part of a coalition or collaborative?	<p>Here you will indicate if this partnership is limited to your agency and the partnering agency OR if it is a partnership through a larger collaborative effort such as a coalition. Options include: Yes/No</p>
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?	<p>Select only one: Options include: Provided, Received, Both</p>
<p>Once you select either: *Provided *Received *Both <i>There will scrolling checkboxes that will appear for options for the categories of assistance.</i></p>	<p>Select all that apply: Dropdown options include: Advertising Consulting Development Evaluation and tracking Funding Human resources</p>

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

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.



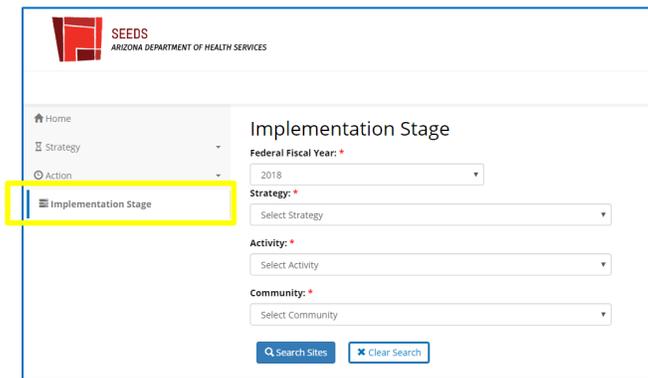
CANCELING PARTNERSHIPS

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.



The screenshot shows the SEEDS Arizona Department of Health Services web interface. The left sidebar has a menu with 'Implementation Stage' highlighted in yellow. The main content area is titled 'Implementation Stage' and contains several dropdown menus: 'Federal Fiscal Year' (set to 2018), 'Strategy' (with a 'Select Strategy' dropdown), 'Activity' (with a 'Select Activity' dropdown), and 'Community' (with a 'Select Community' dropdown). At the bottom of the form are two buttons: 'Search Sites' and 'Clear Search'.

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.

A description of the “Implementation” stage for each Activity can be found in the last column of the [Appendix A](#), they are organized by focus area, strategy, and activity.

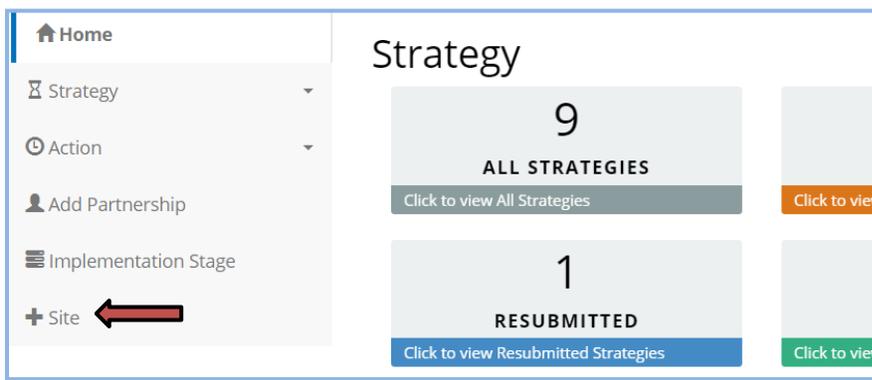
SUBMITTING A NEW SITE REQUEST

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.

Section 1: Entering Site Information:

- 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.

The screenshot shows the 'Add/View Sites' screen. At the top, there is a search bar with the text 'Search:' and a red arrow pointing to the input field. To the right of the search bar are two buttons: '+ Add Site' and 'Excel'. Below the search bar is a table with the following columns: Site Name, SiteType, Agency, Community, School District, CTDS, Street, and City. The table contains two rows of data.

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

- 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.

Search: + Add Site Excel

Site Name	SiteType	Agency	Community	School District	CTDS	Street	City	State
Camp Verde Elementary School		Yavapai	Camp Verde	Camp Verde Unified District	130228101	200 Camp Lincoln Road	Camp Verde	AZ
Camp Verde Middle School	School	Yavapai	Camp Verde	Camp Verde Unified District	130228102	370 Camp Lincoln	Camp Verde	AZ

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

Add/View Sites

Search: + Add Site Excel

Site Name	SiteType	Agency	Community	School District	CTDS	Street	City
ACORN	School	Yavapai	Prescott Valley	Acorn	138760101	8556 East	Prescott

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.

Add Site

Site Name: * ←

Community: *

Site Type: *

Street: *

City: *

State: *

Zip: *

Latitude:

Longitude:

County: *

Data Source: *

Qualifying Data: *

Census Tract: *

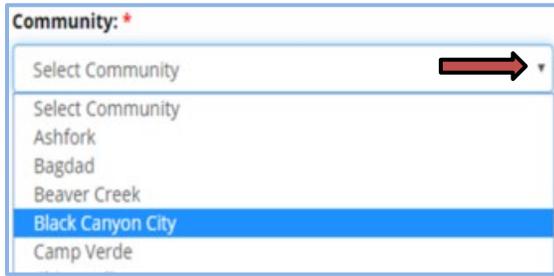
Participant Data: *

Report Date:

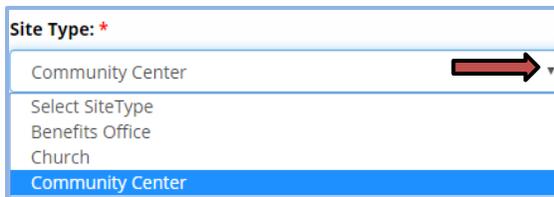
Justification:

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.

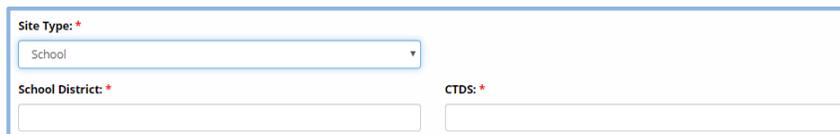


- 8) Select the Site Type from the drop down menu.
- Use of the Site Type “Other” should be avoided whenever possible.



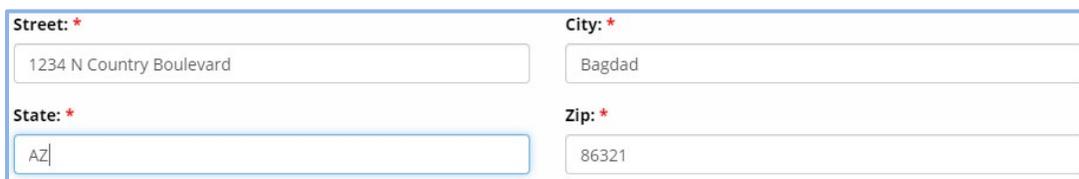
If the Site Type “School” is selected, two additional fields will display and are required.

- 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

Latitude: <input type="text" value="32.123456"/>	Longitude: <input type="text" value="-111.123456"/>
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10) Select the County from the drop down menu.

County: *

Select County 

- Pinal
- Santa Cruz
- Yavapai**

Section 2: Entering Qualifying Data:

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

Data Source:

Select Data Source 

- Select Data Source
- CACFP Mapper
- Census Data**
- Community Eligibility Provision (CEP)
- National School Lunch Program (NSLP)

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 <6 6-17 18-64 65+ 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 SNAP Office WIC Office Head Start Public Housing Site FINI Site	Yes/No	N/A	N/A
	AHCCCS SSI 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).

Justification: *

Maximum Length is 1000 characters

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.

Justification: *

Maximum Length is 1000 characters

Cancel Submit Site



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.

Site ID	Data Source	Participant Data	Qualifying Data	Census Tract	Date Added To Program	Report Date	Latitude	Longitude	Justification	Site Status
001	Census Data	52.00	All Ages	20.01	2/11/2019	2013-2017 ACS	34.748821	-112.027018		Approved
002	Census Data	56.00	All Ages	21	2/15/2019	2013-2017	35.223014	-112.479228		Approved
003	Program Participation	Yes	Emergency Food	N/A	6/27/2019				Strategy x Activity x	Approved
004	National School Lunch Program (NSLP)	51%	N/A	N/A	6/27/2019	NSLP 2018-2019			Strategy x Activity x	Approved
005	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.

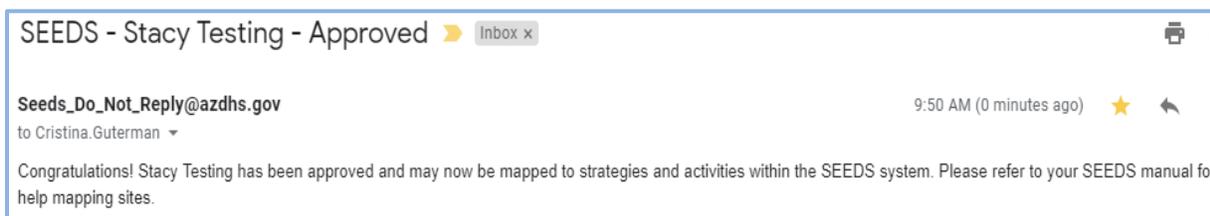
Add/View Sites

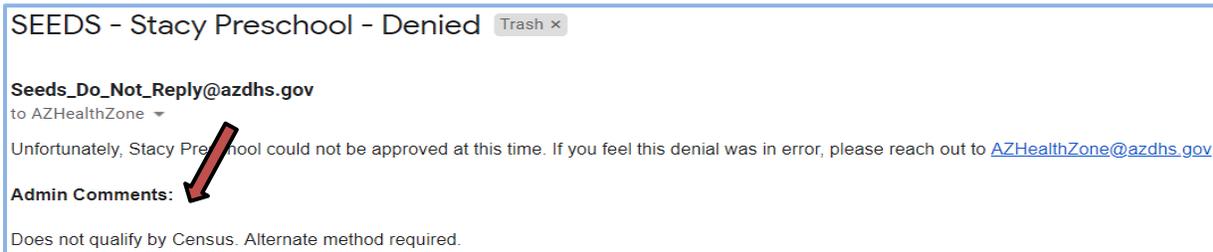
Search: + Add Site ↓ Excel

Site Name	SiteType	Agency	Community	School District	CTDS	Street	City	State
Bagdad Private School	School	Yavapai	Bagdad	Bagdad Unified District	123456789	1234 N Canyon Boulevard	Bagdad	AZ

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.



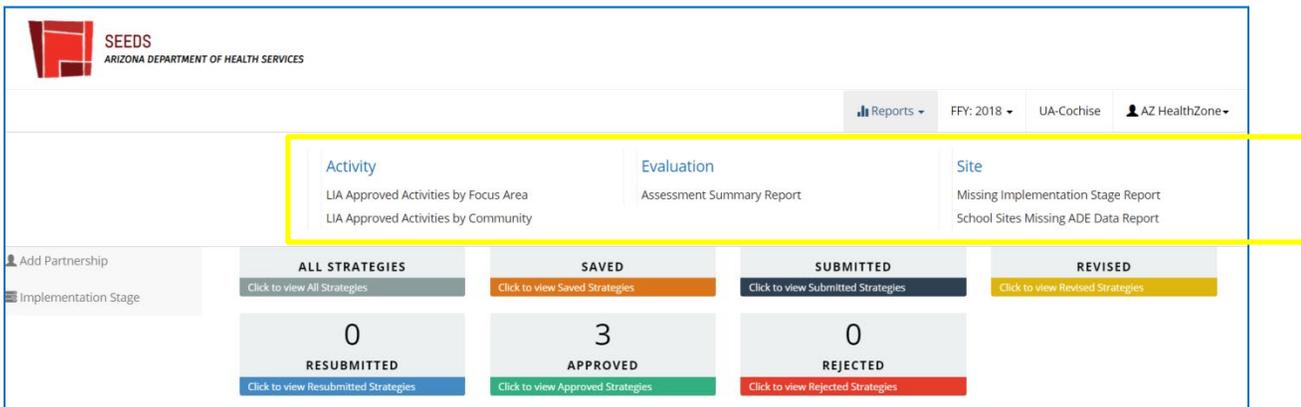


- Denial emails will contain Admin Comments from the SIT showing the reason for the denial.

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.”



- Home
- Strategy
- Action
- Add Partnership
- Implementation Stage

Missing Implementation Stage Report

Fiscal Year: *

View Report

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

Fiscal Year: *

View Report

1 of 1 Find | Next



Missing Implementation Stage Report

Agency: Pretendville

Run Time : 9/26/2018 3:05:31 PM

Fiscal Year: 2018

Agency	Focus Area	Strategy	Activity	Community	Site
Pretendville	Food Systems	Gardens	New Child Care Garden	Castle	Cinderella
Pretendville	Food Systems	Healthy Food Retail	Existing Mobile	Castle	Cinderella
Pretendville	Food Systems	Healthy Food Retail	New Mobile	Castle	Cinderella

APPENDIX A: FAQs BY STRATEGY & ACTIVITY

Food Systems

Healthy Food Retail			
Strategy Description: Increase availability of healthy food retail, including mobile vendors, farmers' markets, corner/country stores, and grocery stores.			
Activities (Tracks)	Description	Example(s)	Implementation Stage Description
Corner/Country Stores (Single or Coalition)	Work to improve the availability, appeal, and promotion of healthy food items in corner and/or country stores (loosely defined as 2 or fewer cash registers).	Make a plan with a storeowner to move healthy choices to the front of the store or near checkout. Train store staff on post-harvest handling of produce or how to identify whole-grain products.	One or more of the identified availability, appeal, or promotion supports is put in place
Direct Education – Healthy Food Retail (Youth or Adult)	Support the implementation of a community-supported agriculture (CSA) program where people sign up for a weekly or biweekly box of locally-produced food.	Teach Super Tracker curriculum to group of high school students working towards health improvements on campus and in the surrounding community. Teach Eat Healthy, Be Active Workshop 3 "Eating Healthy on a Budget" and plan a grocery store field trip after the lesson.	N/A
Emergency Food (Single or Coalition)	Work to improve the availability, appeal, and promotion of healthy food items available for free at locations such as food banks, food pantries, public housing, senior or community centers, and other emergency food distribution sites.	Assist a food bank with drafting and implementing nutrition standards or fundraising for a new cooler to store produce. Work with a senior center to improve menu options for meals served on-site.	One or more of the identified availability, appeal, or promotion supports is put in place
Existing FM or Stand (Single or Coalition)	Work to improve the availability, appeal, and promotion of healthy food items at an existing farmers market or farm stand with local farmers and/or food producers.	Work with a local baker to offer more whole grain items at their booth. Assist a new market manager with recruiting more local growers.	One or more of the identified availability, appeal, or promotion supports is put in place

Existing Mobile (Single or Coalition)	Work to improve the availability, appeal, and promotion of healthy food items in existing mobile food operations.	Facilitate meetings for mobile vendors to work together on marketing healthier options. Collaborate with local government to incentivize mobile food vendors that devote a certain percentage of selling area to healthy options.	One or more of the identified availability, appeal, or promotion supports is put in place
Grocery Stores (Single or Coalition)	Work to improve the availability, appeal, and promotion of healthy food items in grocery stores (loosely defined at three or more cash registers).	Assist a storeowner with becoming a WIC vendor. Create a certification program for stores devoting a certain percentage of selling area to produce and staple foods.	One or more of the identified availability, appeal, or promotion supports is put in place
New FM or Stand (Single or Coalition)	Work to start new farmers markets or farm stands where local farmers and/or food producers sell their products directly to customers at the same location and time on a regular basis.	Build relationships in your community to form a farmers market committee or organization. Assist backyard gardeners in starting a community exchange table at a nearby church.	New farmers market or stand is operating
New Mobile (Single or Coalition)	Work to start new healthy mobile food operations such as trucks, carts, trailers, kiosks, stands, or food delivery services.	Collaborate with local government to create a streamlined permit program for fresh, whole produce vendors. Assist a grocery store in starting a mobile trailer to reach senior housing complexes.	New mobile food vendor is operating
Vending (Single or Coalition)	Work to improve the availability, appeal, and promotion of healthy food and beverage items for sale, especially small products either sold from a stall or from a slot machine, at sites such as schools, parks, and government buildings.	Support a school district in drafting and implementing a healthy vending machine agreement. Work with a city parks department to procure and feature healthier options on concession stand menus.	One or more of the identified availability, appeal, or promotion supports is put in place.

Gardens

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

Activities (Tracks)	Description	Example(s)	Implementation Stage Description
City/County Policy	Advocate for garden-supportive policies at the municipal level.	Participate in and engage partners in city planning processes, especially related to local zoning ordinances. Facilitate relationships between garden groups and municipal governments to enact policies allowing under-utilized public land (such as parks and utility rights-of-way) to be used for growing food.	Municipal policy is in effect
Direct Education – Gardens (Youth or Adult)	Teach evidence-based curriculum to support Garden interventions.	Teach Growing Healthy Habits curriculum with elementary school students participating in an after-school garden club. Teach Eat Smart, Live Strong lessons to engage residents in a garden at a senior housing site.	N/A
Home Garden Training	Work to help people plan, install, and maintain home gardens.	Provide workshops on affordable home gardening methods in Arizona climates. Coordinate with partner organizations to provide regular home gardening classes accessible to people eligible for SNAP (such as no/low cost, near public transit, hosted by community members, inclusive outreach strategy, etc.).	AZ Health Zone staff provides at least 1 occurrence of training or technical assistance related to home gardening.
New Child Care Garden	Work to support the planning, installation, and maintenance of new child care gardens.	Coordinate with child care staff to review lesson plans and identify opportunities to use the garden for experiential learning. Meet with Head Start administrators to encourage support for gardens in written policies and position descriptions.	Childcare garden is installed

New Community Garden	Work to support the planning, installing, and maintenance of new community gardens at sites such as community centers, libraries, vacant lots, and public housing.	Convene and facilitate community meetings around potential gardens by doing outreach, coordinating logistics, providing space, etc. Coordinate with partners to provide activities, resources, volunteers, and funding in support of community gardens.	Community garden is installed
New School Garden	Work to support the planning, installation, and maintenance of new school gardens.	Convene school garden committees or work with existing school groups (such as student councils, clubs, PTOs, and SHACs) to provide garden leadership. Partner with leaders to advocate for garden support from school administrators or district boards, including adding gardens to local wellness policies (LWPs) or staff position descriptions.	School garden is installed
Support Existing Garden	Work to support the maintenance of existing gardens of all types.	Provide technical assistance and continuing education to garden leaders as requested and/or on a regular basis. Convene or support garden networks to work together on accessing additional funding, programming, mentorship, and long-term land use agreements.	One or more of the identified opportunities for garden improvements is put in place.

Farm to Institution

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

Activities (Tracks)	Description	Example(s)	Implementation Stage Description
CSA (Single or Coalition)	Support the implementation of a community-supported agriculture (CSA) program where people sign up for a weekly or biweekly box of locally-produced food.	Coordinate logistics to expand an existing CSA program to include SNAP-eligible sites, such as churches or work places. Convene and facilitate meetings for local farmers to explore starting a multi-farm CSA.	CSA purchases are being made

Direct Education – Farm to Institution (Youth or Adult)	Teach evidence-based curriculum to support Farm to Institution interventions.	Teach Junior Master Gardener Level 2 lessons and work with middle school students and staff on a Garden to Café program. Teach Botany on Your Plate curriculum and invite a local farmer to come talk with the students and food service staff.	N/A
Garden to Cafeteria (Single or Coalition)	Work to support the use of garden produce in sites' cafeterias.	Make a plan with a school district to have all school gardens ADHS-certified within two years. Assist food service staff with incorporating garden produce into the cafeteria's meals or snacks.	Produce from garden is served in cafeteria
Purchasing/ Procurement (Single or Coalition)	Work to increase purchases of locally grown or produced items via informal or formal procurement processes (including direct from farmers, through distributors, and through DoD Fresh).	Conduct a local procurement baseline assessment with food service staff. Make a plan with a school district to source 20% of their food locally within three years.	Local food purchases are being made

Summer Food Service Program

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

Activities (Tracks)	Description	Example(s)	Implementation Stage Description
Direct Education – SFSP (Youth or Adult)	Teach evidence-based curriculum to support Summer Food interventions	Teach a Cooking Matters for Chefs and Kids lesson to engage families at a SFSP site. Teach a Dig In! lesson at the end of the school year and encourage students to eat healthily throughout the summer by going to a SFSP site.	N/A
Establish Mobile Service (New)	Work to establish mobile Summer Food programs in communities.	Collaborate with school districts, local governments, or emergency food providers to provide buses or vans for mobile distribution. Assist SFSP sponsors with grant-writing or fundraising to implement a mobile summer food program.	One or more of the identified opportunities for mobile service is put in place.

Establish New site(s) (New)	Work to establish new SFSP sites in a community.	Assess underserved areas and engage new partners in conversations about hunger in the summer. Connect interested sites to SFSP sponsors and assist sites with meeting application requirements.	One or more of the identified opportunities for new sites is put in place.
Expand Meal Service (Existing)	Work to expand meal service at existing SFSP sites.	Assist SFSP staff to add breakfast, snack or dinner in addition to lunch based on the community's interest. Assist SFSP staff to provide adult meals at cost at sites serving young children who attend with parents.	One or more of the identified opportunities for additional meal service is put in place.
Improve Menu (Existing)	Work to improve healthy menu offerings at SFSP sites.	Provide technical assistance to SFSP staff to order healthier options (such as whole grain or low-fat dairy options) and wider variety of foods. Facilitate relationships between SFSP sponsors and farmers, markets, or CSAs to enhance menu quality and variety by incorporating locally-produced foods.	One or more of the identified opportunities for menu improvements is put in place.
Increase Participation (Existing)	Work to increase the number of meals served at existing SFSP sites.	Conduct targeted outreach to promote nearby sites using the Summer Lunch Buddies toolkit materials. Coordinate with larger institutions (such as local governments, library networks, and school districts) to write and implement summer food promotion plans.	One or more of the identified opportunities for outreach improvements is put in place.
Increase Programming (Existing)	Work to increase healthy programming at a SFSP site.	Work with SFSP staff to brainstorm, recruit, and schedule different organizations to provide activities during meal times (such as fire departments restaurants, Girl Scouts, Boy Scouts, gyms, churches, dance or theatre groups, Farm Bureaus, Master Gardeners, et cetera). Train SFSP or partner organization staff to implement food demos, nutrition lessons, and physical activities.	One or more of the identified opportunities for programming improvements is put in place.

Farmers' Markets with SNAP

Strategy Description: Encourage use of farmers' market with SNAP and WIC access at key community outlets.

Activities (Tracks)	Description	Example(s)	Implementation Stage Description
Benefit Authorization	Work to support farmers and farmers markets in starting to accept SNAP benefits and/or FMNP checks.	Provide technical assistance to market managers with the FNS SNAP Retailer Application, selecting and implementing point-of-sales equipment, and shifting accounting and book-keeping practices. Work with a farmers market board to include SNAP and FMNP authorization and responsibilities in their market's bylaws and vendor agreements. Farmers market	One or more of the identified opportunities for benefit authorization is put in place.
Benefit Redemption	Work to increase redemption of SNAP benefits and/or FMNP checks at farmers markets or farm stands.	Conduct staff trainings, distribute materials, and engage with participants at WIC clinics and DES offices. Work with market managers and vendors to improve benefits signage or start a farmers market navigator program.	One or more of the identified opportunities for benefit redemption is put in place.
Direct Education – Farmers' Markets (Youth or Adult)	Direct Education – Farmers' Markets (Youth or Adult)	Teach evidence-based curriculum to support Farmers Market interventions.	N/A

Active Living Policy			
Strategy Description: Build capacity to implement active living policy at the community level and by community organizations.			
Activities (Tracks)	Description	Example(s)	Implementation Stage Description
Direct Education - Active Living Policy (Youth or Adult)	Teach evidence-based curriculum to support Active Living Policy interventions.	We Can Energize Our Families Curriculum series is taught to adults in a community working to include additional bus routes to incorporate a local park.	N/A
General/ Comprehensive Plan Revision (Coalition)	Revision for planning that dictates public policy for transportation, utilities, land use, recreation, and housing	Participate in the comprehensive Plan revision meetings or public meetings	Inclusion of policy, public health representation on committee, or requirement of public health component that increases ability of SNAP-Ed participants to be physically active
Municipal Policies (Coalition)	Work with local governmental agencies or partners to create town, city or county policies	Participate in city council meetings to encourage the adoption of a Complete Streets Policy	Municipal (town, city, county) ordinance, policy, or considerations adopted
Road Design (Coalition)	Improve current streets or future Road Design projects with creation of policy to create safer environments for all modes of transportation that encourage physical activity	Participate in public hearings about a potential project and inclusion of a bike lane	Physical change in environment, creation/adoption of policy, incorporation of public health considerations
Site Plan and Special Permit Review (Coalition)	Increase the physical activity opportunities in the community by taking part in the decision making process, review process and public meetings.	Participate during the public hearings of a design review to advocate that a local empty lot be repurposed for parks space	Submit comments/ feedback on plan that address needs of SNAP-Ed population
Site Specific Policies (Coalition)	Work with site leaders to create and implement policies to increase availability of physical activity for the community	Work with a local housing site to create a policy that makes physical activity classes or resources available daily for residents	Site creates and implements PA policy

Smart Growth Development (Coalition)	Work with local, state, and national experts to discover and encourage development strategies that protect human health and the environment, create economic opportunities, and provide attractive and affordable neighborhoods for people of all income levels.	Participate in local town meetings to advocate for adoption of design or maintenance ordinances for your local community.	Revision of current regulations, adoption of new regulations, or allowances made to support public health
Walking/Biking/Transit Networks (Coalition)	Improve, increase availability or expand existing Walking/Biking/Transit Networks	Work with your local city or town organization to re-configure a bus route to include a drop off/pick up site next to a local park	Physical change in environment, creation/adoption of policy, incorporation of public health considerations

Physical Activity Resources

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

Activities (Tracks)	Description	Example(s)	Implementation Stage Description
Direct Education - PA Resources (Youth or Adult)	Teach evidence-based curriculum to support Physical Activity Resources interventions.	Eat Healthy Be Active Curriculum lessons are taught to support the revitalization and improvements to a local park	N/A
Improve usability of local resources (Single Coalition)	Improve existing resources to increase physical activity in the community	Assess local community resources with Parks and Recs Department of local City department	Physical improvement made to local resources or increased access to local resources
Publicize local PA resources (Single or Coalition)	Publicize local PA resources throughout the community to increase awareness of local resources and ultimately increase usage of the resources	Partner with local Parks and Recreation department to highlight local resources or work with media outlets to sponsor free media highlighting local resources	Set up recurring communication outlets from community organizations to community members
Shared-Use Agreements (Single or Coalition)	Increase the availability of existing resources to allow for more physical activity opportunities in areas of need	Meet with School Board or Superintendent about local statute regarding liability to address concerns of Shared-Use.	Formal (or informal) policy or agreement created to increase access to space

Physical Activity Opportunities			
<i>Strategy Description:</i> Support family-friendly physical activity opportunities throughout the year, throughout the community.			
<i>Activities (Tracks)</i>	<i>Description</i>	<i>Example(s)</i>	<i>Implementation Stage Description</i>
Direct Education - PA Opportunities (Youth or Adult)	Teach evidence-based curriculum to support Physical Activity Opportunities interventions.	Eat Smart Live Strong Curriculum lessons are taught to seniors at a community center to support the development of a Walking Club	N/A
Make health a priority with event planning	Increase the awareness/ priority of health and physical activity within the community by helping to make community wide events more healthy	Participate in event meetings to advocate for healthy changes. Help initiate a policy that events occur in local parks or near trails and allow opportunities for physical activity.	Adoption of health policy at community events
Partner on Recurring PA event	Help create a sustainable community event by partnering with local organizations that gives community members opportunities to be physically active	Host meeting between local community agencies to discuss roles and responsibilities for creation of community wide event	"Committee Planning Group" is created for event
Physical Activity Clubs	Increase physical activity opportunities by making PA Clubs available to the community	Lead meeting between local senior center staff of prospective participants to discuss logistics, sustainability and roles of new walking club	Host kickoff event for PA Club
Safe Routes to School	Create safer and more inviting environments for families and students to commute to/from school.	Lead Kick-off meeting with potential SRTS committee members to discuss roles/ responsibilities and goals for the program.	School has created SRTS policy or has incorporated stronger language about SRTS in policy

Use of Stairs			
<i>Strategy Description:</i> Use point-of-decision prompts to encourage use of stairs.			
<i>Activities (Tracks)</i>	<i>Description</i>	<i>Example(s)</i>	<i>Implementation Stage Description</i>
Direct Education – Use of Stairs (Youth or Adult)	Teach evidence-based curriculum to support Use of Stairs interventions.	Eating Smart Being Active curricula, series is taught at a local library to encourage parents to be more active with their children	N/A
Signage	Partner with local agencies to create and install point-of-decision prompts for use of stairs in public spaces	Give a presentation to the local library director about the importance of physical activity and why adding a point-of-decision prompts for stair usage can benefit the community	Location has installed signage or point-of-decision prompts

Local Wellness Policies			
<i>Strategy Description:</i> Support the development, implementation, and evaluation of nutrition and physical activity Local Wellness Policies in collaboration with Local Education Agencies (LEAs).			
Activities (Tracks)	Description	Example(s)	Implementation Stage Description
Develop Written Local Wellness Policies	Assist a school or school district with the development of their LWP	Evaluate the current LWP and find areas of need to assist the school/or district to strengthen language or help with implementation	School/Districts are actively reviewing, drafting, revising or writing policies. Discussions have moved from planning or conceptualizing to action taken by school/district.
Direct Education – LWP (Youth or Adult)	Teach evidence-based curriculum to support Local Wellness Policies interventions.	Healthy Classrooms, Healthy Schools Curriculum series is taught in schools revising their LWP	N/A
HSP Enrollment	Assist a school to enroll in the Alliance for a Healthier Generation Healthy Schools Program	Work with schools to enroll in HSP, create action plan, track progress, and work towards national Healthy Schools Award	School completes enrollment in the Healthy Schools Program.
Imp. Competitive Foods	Support a school to implement policies that regulate foods served in school (includes both sold and free foods)	Meet with the school PTA to create a regulation for foods and beverages sold during fundraisers.	One or more of the identified opportunities to address the sale of competitive foods is put in place.
Imp. Nutrition Education	Assist a school to insure all students are receiving nutrition education and linked with the school food environment	Assist a school to insure all students are receiving nutrition education and linked with the school environment	One or more of the identified opportunities to address nutrition education is put in place.
Imp. PE & PA	Assist a school to implement regularly scheduled opportunities for PE and PA	Work with schools to implement daily physical activity breaks for kids in the classroom.	One or more of the identified opportunities to address PE/PA is put in place.
Imp. School Meals	Assist a school to implement standards for USDA Child Nutrition Program and Schools Meals	Work with the school cafeteria manager to insure that nutrition information for weekly meals is available for students and parents.	One or more of the identified opportunities to address School Meals is put in place.

Imp. Wellness Promotion/ Marketing	Assist a school to promote and market LWP implementation efforts to school community and encourage participation in school wellness activities	Work with schools and staff to on how to promote healthy food/ beverages (i.e. morning announcements, create a weekly flyer for parents promoting healthy school activities)	One or more of the identified opportunities to address promotion/marketing of LWP and implementation activities.
Implementation, Evaluation & Communication	Support a school to establish ongoing wellness committee and address methods to update the LWP	Work with schools to include community wide representation for committees (encourage parent participation on SHAC)	One or more of the identified opportunities to address implementation, evaluation, and/or communication of LWP is put into place.

Nutrition Information in Schools

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

Activities (Tracks)	Description	Example(s)	Implementation Stage Description
Curriculum TTT (Class Curriculum)	Implementation of nutrition education curriculum training for school teachers and staff	Train school staff to implement nutrition-based curriculum	AZ Health Zone staff provides at least 1 occurrence of training or technical assistance related to utilizing approved curricula in the classroom.
Direct Education - Nutrition Info in Schools (Youth or Adult)	Teach evidence-based curriculum to support Nutrition Information in Schools interventions	Serving Up MyPlate Curriculum series is taught to students in schools working on Smarter Lunchrooms initiatives.	N/A
Smarter Lunchrooms (Menu Labeling)	Assist a school with the implementation of one or more Smarter Lunchrooms initiatives	Work with school cafeteria manager to have students develop names for menu items and create a posted menu board	One or more of the identified opportunities to implement Smarter Lunchrooms is put in place.

Comprehensive School Physical Activity Programming

Strategy Description: Support comprehensive school physical activity programming.

Activities (Tracks)	Description	Example(s)	Implementation Stage Description
Develop Written CSPAP Policies	Assist a school or school district with the development of their LWP to include PA policy initiatives	Work with the SHAC to include language about physical activity policies in the LWP.	One or more tenants of the Comprehensive School Physical Activity Program are included in the local wellness policy.

Direct Education – CSPAP (Youth or Adult)	Teach evidence-based curriculum to support Comprehensive School Physical Activity Programming interventions	CATCH Kids Club Curriculum lessons are taught to schools working to create physical activity policies	N/A
Imp. Family/Community Engagement	Assist a school to increase community involvement in program implementation and feedback	Meet with the school PTA to get volunteers to assist with school wide event	One or more of the identified opportunities to address family/community engagement is put in place.
Imp. PA Before/After School	Assist a school to provide integrated PA opportunities into before and after school activities	Work with schools to start a Safe Routes to School Program, create a Shared-Use Agreement, or school run physical activity programming before/after school	One or more of the identified opportunities to address PS before/after school is put in place.
Imp. PA During School	Assist a school to implement PA programs during recess and integrated into the classroom	Work with school staff to create and lead lunchtime physical activity clubs	One or more of the identified opportunities to address PA during school is put in place.
Imp. Staff Involvement	Support teachers and staff with PA professional development and involvement in programming	Increase the number of school staff attendees on the SHAC	One or more of the identified opportunities to address staff involvement is put in place.

Empower			
Strategy Description: Support development, implementation, and evaluation of food and beverage policies and physical activity policies and environments consistent with the Empower standards.			
Activities (Tracks)	Description	Example	Implementation Stage Description
Develop Written ECE Policies	Support a facility or program to draft, review, revise, and/or write policies consistent with one or more Empower standard.	You provide technical assistance to a program to revise their policy addressing physical activity to reflect that physical activity will never be withheld or used as punishment.	Sites are actively reviewing, drafting, revising or writing policies consistent with Empower Standards. Discussions have moved from planning or conceptualizing to action taken by sites.
Direct Education – Empower (Youth or Adult)	Teach evidence-based curriculum to support Empower interventions.	Color Me Healthy lessons are taught at a site working to revise nutrition and physical activity policies.	N/A
Imp. Standard 1	Support a facility or program to introduce and/or shape staff practices and the program environment to be consistent with the physical activity and screen time components of Empower Standard 1.	Over a year with ABC Kid Spot, you meet with the Director to review Empower Standards. Based on your conversation, an Empower Advanced training on PA is coordinated. After the training, follow-up TA is scheduled to assist a teacher that is having difficulty planning adult-led activities throughout the day.	Site or facility modifies or adopts staff practices to provide at least 60 min PA daily, per criteria of Empower Standard 1.
Imp. Standard 3	Support a facility or program to introduce and/or shape staff practices and the program environment to be consistent with the breastfeeding-friendly components of Empower Standard 3.	You hold a training for ECE staff on Empower Standard 3 and discuss where a site may create a breastfeeding friendly space for moms to breastfeed or express milk.	Site or facility modifies or adopts staff practices to provide a breastfeeding friendly environment, per criteria of Empower Standard 3.

Imp. Standard 4	Assist a facility or program to check eligibility for the CACFP program and encourage participation if eligible.	You discuss Empower Standard 4 with a site Director and provide guidance on how to check for eligibility of CACFP. You encourage them to participate if they are eligible and explain potential benefits of participating in the program.	Site or facility checks eligibility for the CACFP and participates if eligible.
Imp. Standard 5	Assist a program or facility to ensure the type and portion size of juice is appropriate and that drinking water is available throughout the day to be consistent with the fruit juice components of Empower Standard 5.	After an Empower Basics training for site staff, you provide follow up technical assistance to review the monthly snack menu and make appropriate recommendations if needed.	Site or facility modifies to adopts practices to limit offering 100% fruit juice to 2x/week or less.
Imp. Standard 6	Support a program or facility to introduce family-style meal service concepts in meals and/or snacks served to be consistent with family-style meal components of Empower Standard 6.	You have worked with a site to develop a goal and action plan to implement family-style meal service. The site invites you to observe a typical lunch meal service. After observations, you have three observations that may help implementation. You provide feedback to the site and work together to identify next steps.	Site or facility modifies or adopts staff practices to serve meals family-style, per criteria of Empower Standard 6.
Imp. Standard 8	Provide trainings to staff/providers on Empower topics for the program or facility to meet the 3 hour training component of Empower Standard 8.	A 1 hour Empower Basics training is provided with certificates for participants. You advise the site to retain the certificates and that the 1 hour training will contribute to the 3-hr training requirement in Empower Standard 8.	AZ Health Zone staff provides at least 1 training on Empower topics to a qualified site.

Capacity - Nutrition Education and Healthy Meals

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

Activities (Tracks)	Description	Example	Implementation Stage Description
Direct Education - Capacity Nutrition (Youth or Adult)	Teach evidence-based curriculum to support Capacity-Nutrition Education and Healthy Meals interventions.	Color Me Healthy lessons are taught at a site working to incorporate a greater variety of fruits and vegetables into their menus.	N/A
Menu Enhancements	Assist a program or facility to review and/or make changes to meal or snack menus to improve dietary quality, variety, and/or appeal.	You work with a site to identify opportunities to increase variety of fruits and vegetables on a meal or snack menu.	One or more of the identified opportunities to improve a menu is put in place.
Staff Development - Food Prep	Assist a program or facility to increase staff knowledge and abilities or skills to prepare healthy foods for meals or snacks.	You offer a food safety training to staff responsible for meal or snack service to children in care.	AZ Health Zone staff provides at least 1 occurrence of training or technical assistance related to food prep.
Staff Development - Nutrition Education	Assist a program or facility to increase the knowledge, ability, and confidence of staff to deliver evidence-based nutrition education to children in care.	You coordinate a train-the-trainer session of a nutrition education curriculum for staff at 2 sites you work with. Follow-up TA is planned to assist sites with any challenges or concerns of implementing on their own.	AZ Health Zone staff provides at least 1 occurrence of training or technical assistance related to staff delivering nutrition education.

Capacity - Opportunities for Physical Activity

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

Activities (Tracks)	Description	Example	Implementation Stage Description
Direct Education - Capacity PA (Youth or Adult)	Teach evidence-based curriculum to support Capacity-Opportunities for Physical Activity interventions.	CATCH-EC lessons are taught at a site working to build staff confidence to lead structured physical activities.	N/A
Structured PA	Assist a program or facility to increase the knowledge, ability, and confidence of staff to provide opportunities for structured (adult-led) physical activity every day.	You work with a site to identify, understand, and implement activities from Active Play! throughout the day.	AZ Health Zone staff provides at least 1 occurrence of training or technical assistance related to providing opportunities for structured PA.
Unstructured PA	Assist a program or facility to ensure opportunities for unstructured physical activity (free-play) are offered daily.	After observing a 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.	AZ Health Zone staff provides at least 1 occurrence of training or technical assistance related to providing opportunities for unstructured PA.

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 Garden strategy, and the Intervention Setting would be **Gardens (community/school/childcare)**.

In another instance, “XYZ school” could be the site for Summer Food Service Program, and the Intervention Setting would be **USDA Summer Meals Sites**.

Intervention Setting

Adult education, job training, TANF, and veteran services sites

Before- and after-school programs

Bicycle and walking paths

Community and recreation centers

Congregate meal sites/senior nutrition centers

Early care and education facilities

Emergency shelters and temporary housing sites

Extension offices

Faith-based centers/places of worship

Family resource centers

Farmers markets

FDPIR distribution sites

Food assistance sites, food banks, and food pantries

Gardens
(community/school/childcare)

Group living arrangements/residential treatment centers

Health care clinics and hospitals

Indian reservations

Individual homes or public housing sites

Large food stores and retailers
(4+registers)

Libraries

Military bases

Mobile education sites

Mobile vending/food trucks

Parks and open spaces

Schools (colleges and universities)

Schools (K-12, elementary, middle, and high)

Small food stores (≤3 registers)

SNAP offices

Soup kitchens

State/County fairgrounds

Transit

USDA Summer Meals sites

WIC clinics

Worksites with low-wage workers

APPENDIX D: DATA FIELD-AUDIENCE TYPE

The **Audience Type** field will capture who is the audience for Action Type-Training. The dropdown options differ by strategy.

Food Systems

Healthy Retail

- Board Members/Administrators/Corporate
- Growers/Producers/Vendors
- Local Government
- Site/Partner Staff
- Store/Market Managers/Staff
- Youth/Parents/Community Advocates

Gardens

- Board Members/Administrators
- Local Government
- Site/Partner Staff
- Youth/Parents/Community Advocates

Farm to Institution

- Board Members/Administrators
- Food Service Staff
- Growers/Producers
- Local Government
- Site/Partner Staff
- Youth/Parents/Community Advocates

Summer Food Service Program

- Board Members/Administrators
- Food Service Staff
- Local Government
- Site/Partner Staff
- Youth/Parents/Community Advocates

Farmers Markets with SNAP

- Board Members/Administrators/Corporate
- Growers/Producers/Vendors
- Local Government
- Market Managers/Staff
- Site/Partner Staff
- Youth/Parents/Community Advocates

Active Living

Active Living Policy

- City Council
- Council of Governments
- Departments of Transportation
- Municipal Planners
- Parks and Recreation
- Site Leaders

Physical Activity Resources

- Transportation Committee
- Youth/Parents/Community Advocates

Physical Activity Opportunities

- Community Organizations
- Local HOAs
- Parks and Recreation
- School Administration/Staff
- School District Leaders
- Youth/Parents/Community Advocates

Use of Stairs

- Community Organizations
- Community Site Leaders
- Local School District Staff
- Parks and Recreation
- School Administration/Staff
- Youth/Parents/Community Advocates

- Community Organizations

School Health

Local Wellness Policies

- School Administration/Staff
- School District Leaders
- Youth/Parents/Community Advocates

Access to Nutrition Information

- School Administration/Staff
- School District Leaders
- Youth/Parents/Community Advocates

Comprehensive School Physical Activity Programming

- Before/ After School Programs
- School Administration/Staff
- School District Leaders
- Youth/Parents/Community Advocates

Early Childhood

Empower

- Child care facility directors or site leaders
- Child care providers
- Community organizations

Capacity – Nutrition Education and Healthy Meals

- Child care facility directors or site leaders
- Child care providers

Capacity – Opportunities for Physical Activity

- Child care facility directors or site leaders
- Child care providers

APPENDIX E: HOW TO GUIDE: ACCESSING SEEDS

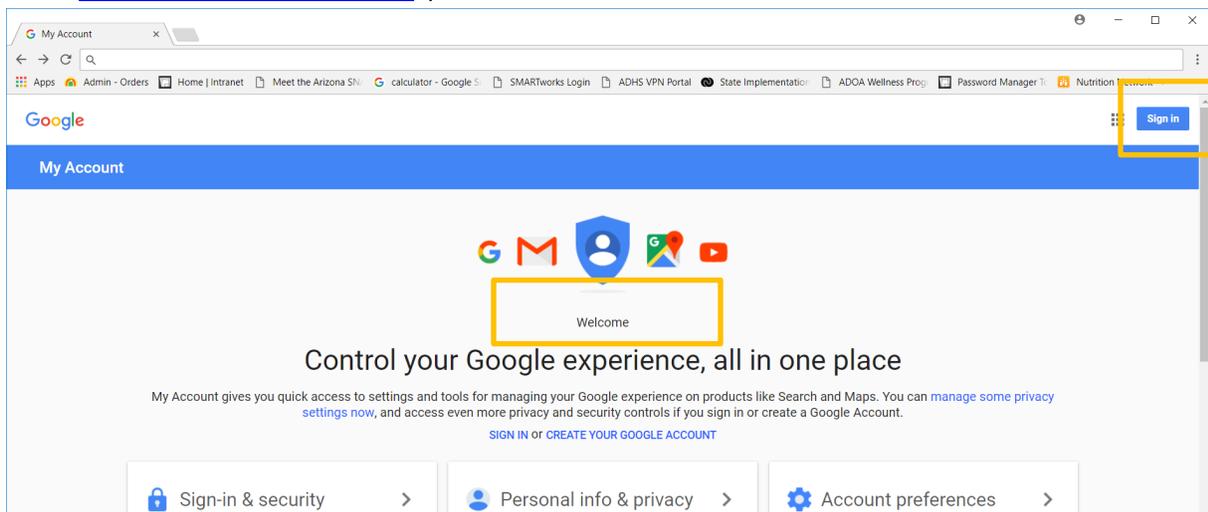
This **How To Guide** will review the steps needed to gain access to the SEEDS Training environment and SEEDS Production (live) environment.

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.

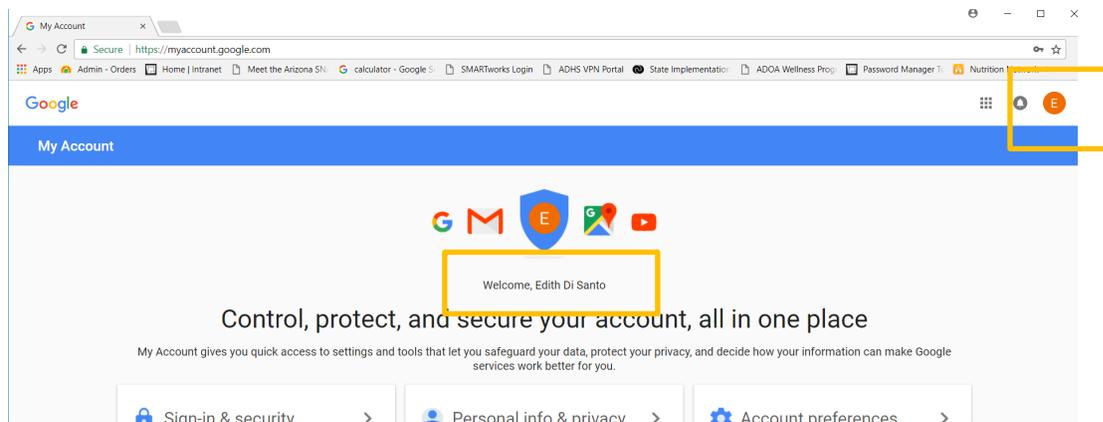
Section 1: Logging Out of Google Accounts Completely:

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

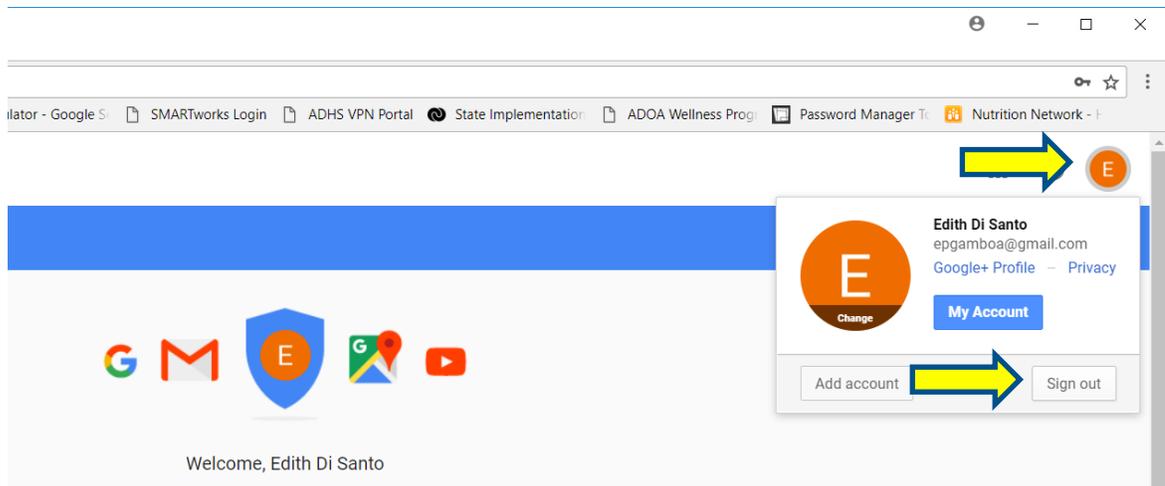
- 11) Open browser. For the best experience, use Chrome or Firefox.
- 12) Go to: <https://myaccount.google.com>, you should arrive at this:



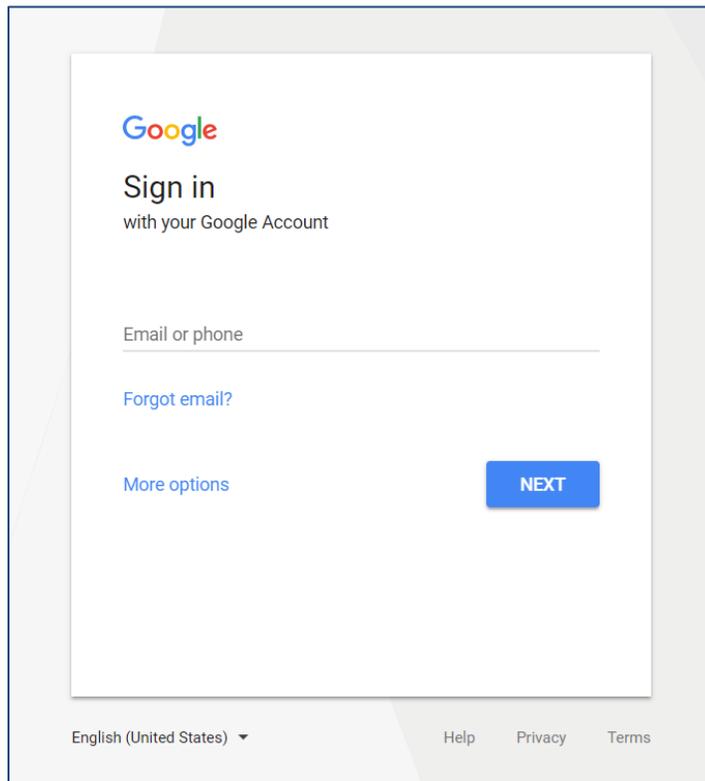
- 13) If you see the screen above you are completely logged out of any Google Account. You can continue to Section 2: Logging in to SEEDS.
- 14) If you see anything in the orange boxes, you are still signed into a Google Account, and will need to sign out. See example below.



- 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.

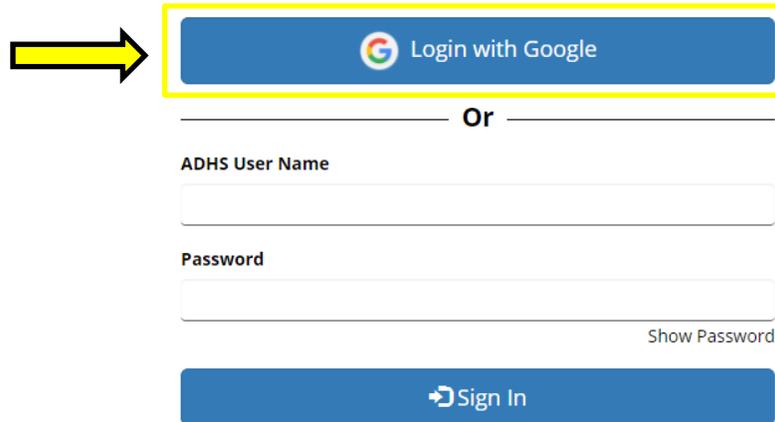


- 16) Next, you will be directed to this screen. You are now completely logged out of Google.
17)

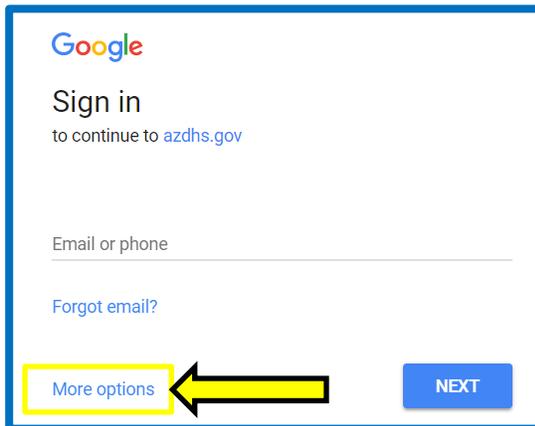


Section 2: Logging into SEEDS:

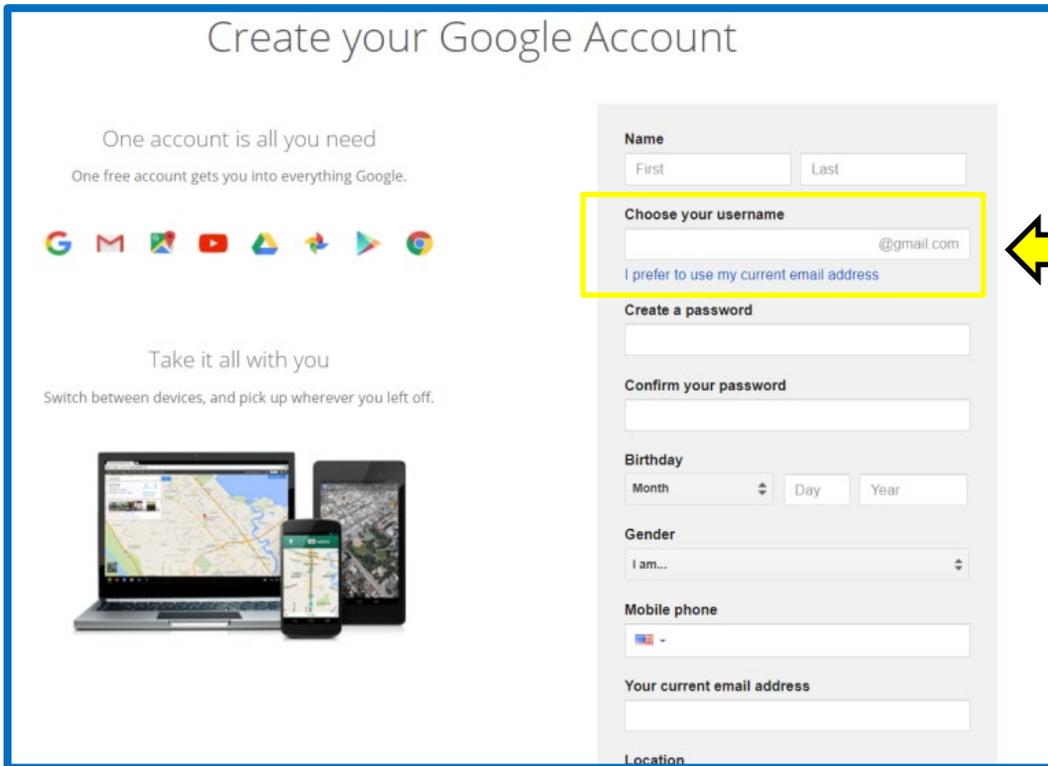
- 1) After you are completely logged out of Google, you should access the SEEDS by going to:
Production: <https://seeds.azdhs.gov/>
Training: <https://seeds-training.azdhs.gov>
- 2) In both environments you will need to access by clicking on the “Login with Google” button:



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

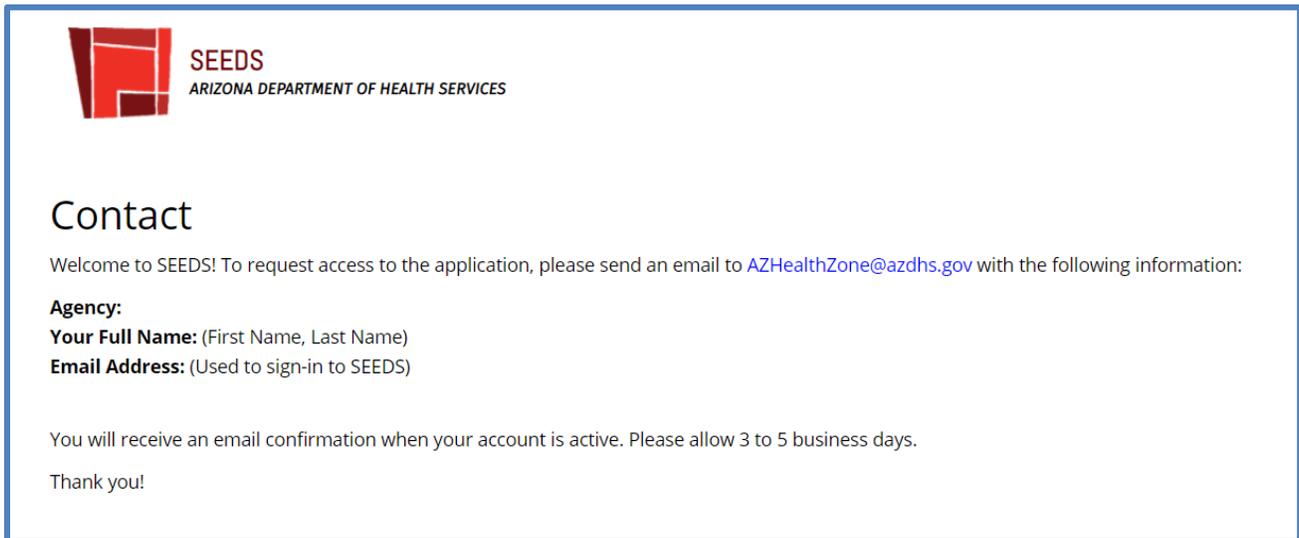


- 4) If you already have registered your email with Google, please enter your email address and click **next** to enter your password.
- 5) If this is your first time, you will have to click on “More options” and then “Create an Account” via Google. ****This does not mean you are getting a new email, 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:



Please send an email to: 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.

~~We apologize that this process is cumbersome, but we are working to make it more seamless.~~

APPENDIX F: 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 2018-2019.



- ii. You will have the same “main” action with **6 series (sub-actions) in BOTH FY18 & FY19.**
- iii. In FY18, you will document all the info. for sub-actions 1-2 & cancel sub-actions 3-6.
- iv. In FY19, you will cancel sub-actions 1-2 & document appropriate info. for sub-actions 3-6.

****All attendees will be counted as “new attendees” for FY19 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.”

****Reminder**** If you began an action in FY17 and completed it in FY18, you will only have 1 series entered into SEEDS as FY17 was not available in SEEDS. You will still use the total number of lessons for the curriculum and cancel whichever sub-actions were done in FY17 and only enter the data for the sub-actions completed FY18.

APPENDIX G: 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 -only 1 site can be entered -site MUST be qualified and approved	-only 1 can be entered -specific to the strategy and activity of the intervention -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 -can be multiple sites -could also include the site/location	-only 1 can be entered -specific to the strategy and activity of the intervention -select the one that is most relevant or major intent of the intervention -select where the target audience experiences the intervention
Assessment	Site(s) being assessed	Site type of sites impacted
Event	To Promote: then should be sites being promoted To Provide General Info: (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	To Promote: then should be sites being promoted To Provide General Info: (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

Examples:

Meeting/training: held 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?

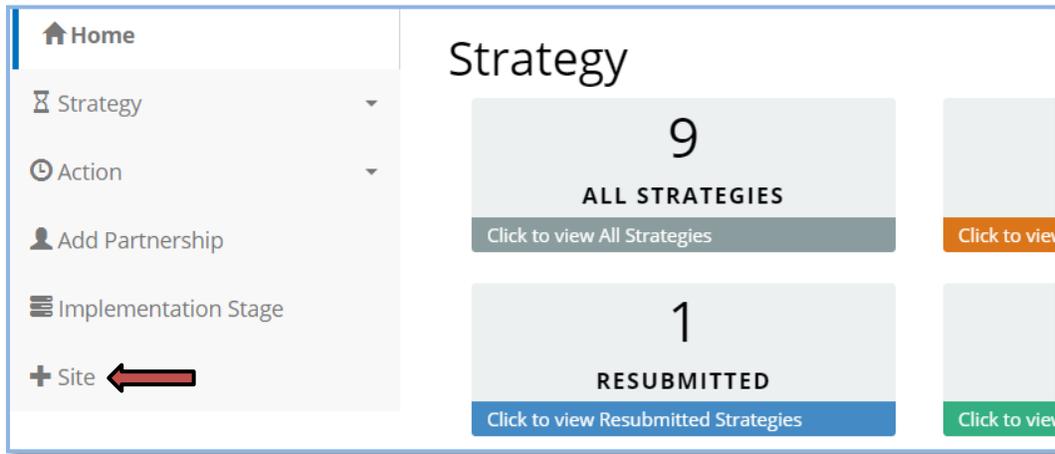
APPENDIX H: HOW TO GUIDE: VIEW, SEARCH OR EXPORT YOUR SITE LIST

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

- Only users with the LA Admin role are able to view, search or export the site list.

Section 1: View and Search the Site List:

- 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.

Add/View Sites

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. - 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.

The screenshot shows a data table with the following columns: City, School District, CTDS, Street, City, State, Zip, County, Data Source, Participant Data, Qualifying Data, Community Tract, and Date Added To Program. The table contains four rows of data. A 'Show' dropdown menu is open in the top right corner, displaying options for 10, 25, 50, and 100 entries. A vertical scrollbar is visible on the right side of the table. At the bottom of the table, there are page navigation buttons: Previous, 1, 2, 3, 4, 5, 6, and Next.

City	School District	CTDS	Street	City	State	Zip	County	Data Source	Participant Data	Qualifying Data	Community Tract	Date Added To Program
Valley	Acorn Montessori Charter School	138760101	8556 East Loos Drive	Prescott	AZ	86314	Yavapai	National School Lunch Program (NSLP)	0.73	N/A	N/A	10/1
Valley	Acorn Montessori Charter School	138760102	7555 E. Long Look Drive	Prescott	AZ	86314	Yavapai	National School Lunch Program (NSLP)	0.72	N/A	N/A	10/1
	Ash Fork Joint Unified District	130231101	46999 N. Fifth Street	Ash Fork	AZ	86320	Yavapai	National School Lunch Program (NSLP)	0.56	N/A	N/A	10/1
	Bagdad Unified District	130220101	515 Breezy Circle	Bagdad	AZ	86321	Yavapai	National School Lunch Program	0.5	N/A	N/A	10/1

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.

Add/View Sites

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. - West	School	Yavapai	Prescott Valley	Acorn Montessori Charter School	138760102	7555 E. Long Look Drive	Pres

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.

Search: [+ Add Site](#) [Excel](#)

Site Name	SiteType	Agency	Community	School District	CTDS	Street	City	State
Camp Verde Elementary School	School	Yavapai	Camp Verde	Camp Verde Unified District	130228101	200 Camp Lincoln Road	Camp Verde	AZ
Camp Verde Middle School	School	Yavapai	Camp Verde	Verde Unified District	130228102	370 Camp Lincoln	Camp Verde	AZ

Section 2: Export the Site List:

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:

[+ 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. - West	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

	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