



CALIFORNIA SNAP-ED

ACTIVITY TRACKING FORM (ATF) ONLINE REPORTING SYSTEM INSTRUCTIONS

**FEDERAL FISCAL YEAR 2017 (FFY17)
OCTOBER 1, 2016-SEPTEMBER 30, 2017**

Contents

1. Introduction.....	4
2. System Access.....	5
2.1 User Accounts.....	5
2.2 Requesting an Account	6
3. System Log On.....	7
4. Home Page	8
5. Direct Education Event	10
5.1 Materials.....	15
5.2 Direct Education using Data Cards.....	17
5.3 Additional Program Information	19
5.4 Direct Education at Schools/Preschools (NO DATA CARDS).....	20
5.5 Partnership Section	22
6. Indirect Education Event (Excluding Media).....	25
6.1 Materials.....	29
6.2 Adding additional sites to an Indirect Education activity.....	31
6.3 Partnership Section	33
7. Indirect Education Event (Media).....	34
8. Non-Target Event	38
8.1 Materials.....	41
9. Partnership Log	45
10. Searching Events.....	48
11. Administration	52
12. Reports	53
12.1 EARS	54
12.2 ATF Extract	58
13. Glossary and Acronyms	63
13.1 Direct Education	63
13.2 Indirect Education.....	63

13.3	Non-Target Events	64
13.4	Acronyms	64

1. INTRODUCTION

The Activity Tracking Form (ATF) is a website used to report the events your organization conducts as part of your *NEOPB* Deliverables Document and the County Integrated Work Plan. The ATF serves two functions: 1) allows your organization and your *NEOPB* Project Officer to track and compile events by type of activity and reach and 2) allows the *NEOPB* to compile the required annual reports to the USDA and the State. The ATF should be maintained on a frequent (daily or weekly) basis. It is inadvisable to retroactively enter events or wait until the end of the reporting period to start.

Each user will need an account to report activities. If you currently have an ATF account, your user name and password will gain you access to the FFY17 ATF: <https://atf.cdph.ca.gov/login.aspx>

If you do not have an ATF account, you will need to request an online ATF account by emailing an Account Request Form (http://cdphinternet/programs/NEOPB/Documents/ATF_Account_Request_Form.docx) to ATF@cdph.ca.gov.

2. SYSTEM ACCESS

2.1 USER ACCOUNTS

Each staff person at the Local Health Department or other County level organization and its subcontracted organizations needing access to the ATF to report or review entries will have their own account. There are three types of users, each with varying levels of access to the system.

1. **Agency Superuser:** NEOPB, UC-CalFresh, CDA, CDSS and CDFA State Staff only; ability to view and edit all entries.
2. **County Level** (Local Health Department, Area Agency on Aging, County Social Services Agency, UCCE, etc)
 - a. **County Superuser (LHD Superuser):** County level lead staff that will be able to enter, view, and edit their own entries as well as view and edit entries done by staff and subcontractors.
 - b. **County User (LHD User):** County staff that will be able to enter and edit their own entries as well as view other entries within the county department and its subcontractors.
3. **Subcontractor Level:**
 - a. **Subcontractor Superuser:** Lead staff at the subcontracted organization that will be able to view and edit their own entries as well as those of other subcontractors under the same county level organization.
 - b. **Subcontractor User:** Staff at the subcontracted organization that will be able to view their entries and other entries within the organization. However, they will only be able to edit their own entries.

2.2 REQUESTING AN ACCOUNT

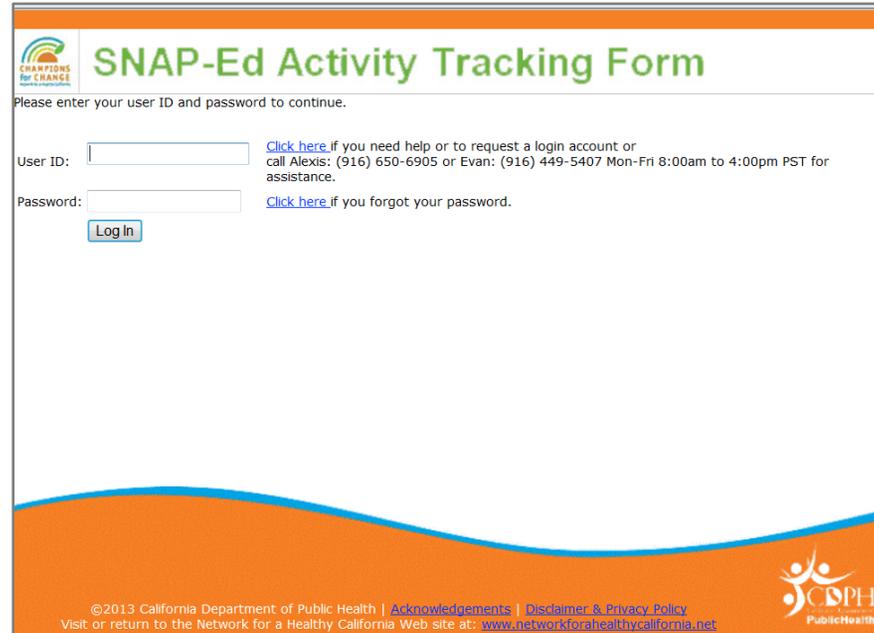
Prior to entering activities into the ATF you will need an account with a user name and password. If you have an active ATF account, you do not need to create a new account.

To request an account, email an Account Request Form (http://cdphinternet/programs/NEOPB/Documents/ATF_Account_Request_Form.docx) to ATF@cdph.ca.gov. When an account is requested, the user will receive instructions via email on how to create their account password.

3. SYSTEM LOG ON

Once you have an ATF account, you can access the ATF here: <https://atf.cdph.ca.gov/login.aspx>. **It is recommended that you bookmark this website and document your user name and password.**

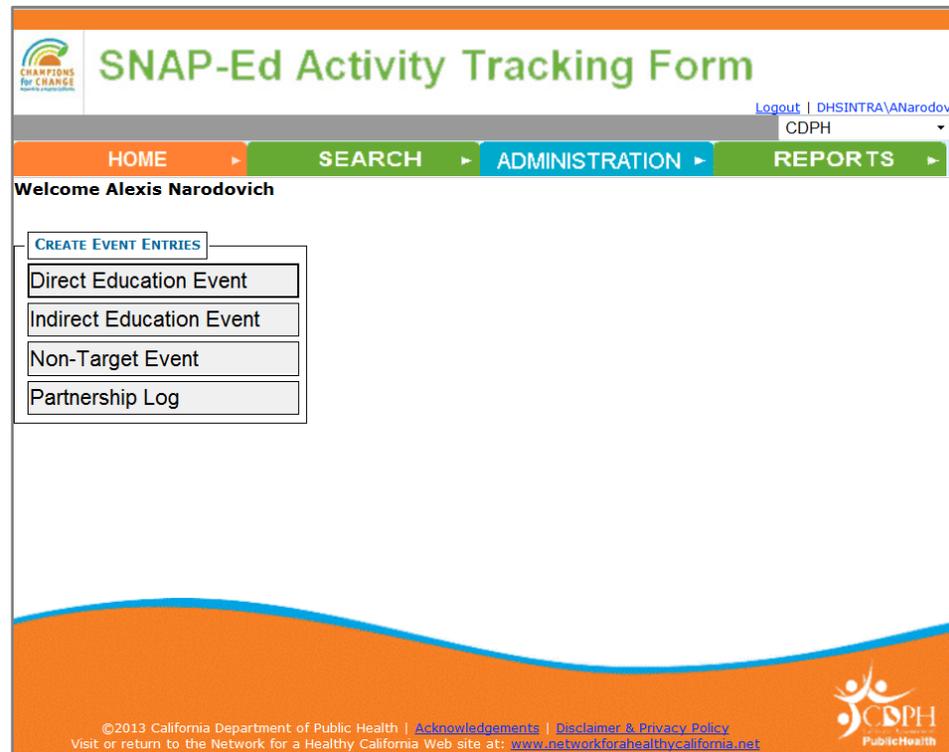
The ATF log in screen is shown below.



The screenshot shows the login interface for the SNAP-Ed Activity Tracking Form. At the top left is the logo for 'EXCEPTIONS FOR CHANGE'. The main title is 'SNAP-Ed Activity Tracking Form'. Below the title, it says 'Please enter your user ID and password to continue.' There are two input fields: 'User ID:' and 'Password:'. To the right of the 'User ID:' field, there is a link: 'Click here if you need help or to request a login account or call Alexis: (916) 650-6905 or Evan: (916) 449-5407 Mon-Fri 8:00am to 4:00pm PST for assistance.' To the right of the 'Password:' field, there is a link: 'Click here if you forgot your password.' Below the input fields is a 'Log In' button. At the bottom of the page, there is a footer with copyright information: '©2013 California Department of Public Health | Acknowledgements | Disclaimer & Privacy Policy' and a website link: 'Visit or return to the Network for a Healthy California Web site at: www.networkforahealthycalifornia.net'. The CDPH Public Health logo is also present in the bottom right corner.

Enter your User ID (user name) and password and click the 'Log In' button to be directed to the ATF Home Page (shown on the next page). There is also a link on the log in screen to contact website support if you need to request an account or have forgotten your password.

4. HOME PAGE



There are four menu headers on the ATF Home page:

1. **Home:** Drop down menu to enter events based on category (i.e. direct education, indirect education, non-target events). Entries may also be created by the Create Event Entry section.
2. **Search:** Drop down menu to search and edit entries by category.
3. **Administration:** Accessed only by *NEOPB* State Staff.
4. **Reports:** Generates summary reports.

LHD Superusers and LHD Users can access their subcontracted organization's entries via the drop down menu in the upper right-hand side of the screen, as indicated by the red arrow below. This will allow users from the LHD level to navigate entries at the subcontractor level. Only those with the Superuser designation will be able to edit their subcontractors' entries. Users at the subcontractor level will *not* have this option

NOTE: Please make sure that the organizations listed in the drop down menu in the upper right-hand side of the screen is correct.

CHAMPIONS FOR CHANGE

SNAP-Ed Activity Tracking Form

[Log Out | DHSEXTRAVANARODOV](#)

HOME SEARCH ADMINISTRATION

Welcome Alexis Narodovich

CREATE EVENT ENTRIES

- Direct Education Event
- Indirect Education Event
- Non-Target Event
- Partnership Log

CDPH

- Berkeley Community G
- Berkeley USD-Berkele
- UC Extension Office-Ber
- Compton USD-Los Ang
- LA Technical Trade Co
- LAUSD-Los Angeles L
- Anaheim City Prescho
- Huntington Beach Sch
- Orange County Commu
- CVHN-Sacramento LH
- Health Ed Council-Sac
- Sacramento Food Ban
- Berkeley City LHD.CDI
- Los Angeles LHD.CDF
- Orange County LHD-CI
- Sacramento LHD-CDP

Entries may be created through the Home menu or directly from the Home page, under Create Event Entries. There are four categories: Direct Education Event, Indirect Education Event, Non-Target Event, and Partnership Log.

5. DIRECT EDUCATION EVENT

When the Direct Education Event button is selected, the following screen will appear.

Top portion of screen:

The screenshot shows the top portion of the SNAP-Ed Activity Tracking Form. At the top left is the logo for "CHAMPIONS For CHANGE" with the tagline "Healthy Communities, Healthy Lives". The main title "SNAP-Ed Activity Tracking Form" is displayed in green. To the right of the title is a link "[Log Out | DHSEXTRA\ANARODOV]". Below the title is a navigation bar with four tabs: "HOME" (orange), "SEARCH" (green), "ADMINISTRATION" (blue), and "REPORTS" (green). A dropdown menu is set to "CDPH". Below the navigation bar, the text "CDPH" is displayed in red. The main heading is "Direct Education Entry". The form contains several input fields: "Start Date of Event:" with a date picker, "Educator Name (optional):" with a text box, "End Date of Event (if applicable):" with a date picker, and "Notes (optional):" with a text area. Below these fields is a text box containing instructions: "If you are working from the Integrated Work Plan you can enter up to 5 activity numbers. IWP numbers without an 'E' should be entered as 1.1.0, 3.2.0, 5.3.0, etc. IWP numbers with an E should be entered as E.1.1, E.3.2, E.5.3, etc. If you are also working from the Deliverables document, please insert the Deliverable number. If you are working from a different scope of work you can use the Goal, Objective, and Activity numbers." Below the instructions are two sections: "INTEGRATED WORK PLAN" with a grid of 10 input boxes (2 columns by 5 rows) and "PRIMARY OBJECTIVE" with three input boxes labeled "Goal:", "Objective:", and "Activity:". The "Goal:" box contains the number "1". At the bottom is a large text area labeled "Event Description:".

Bottom portion of screen:

Did the event include children at School/Afterschool/Preschool/Daycare/Head Start? Check if YES.

Was this an afterschool event?

Site Name:

Main Topic:

Type of Activity:

Time (in minutes):

Session Format:

Audience:

Interactive Multimedia

Was event part of an Impact/Outcome Evaluation?

Select SNAP-Ed Focus Area if applicable:

Helpful Hints

- You can use the 'Tab' button on your keyboard to navigate through the fields.
- When entering numbers, do not use commas (ex. Enter 1000 not 1,000).

Start Date of Event: use the calendar feature or manually enter the date the event occurred (MM/DD/YYYY).

End Date of Event (if applicable): If the event occurred over the course of multiple days (i.e. a series of classes), use the calendar feature or manually enter the date the last class occurred (MM/DD/YYYY), otherwise leave blank.

Educator Name (optional): Use this space to enter the name of the staff conducting the event, otherwise leave blank.

Notes (optional): Enter relevant notes if applicable, otherwise leave blank.

Helpful Hints

- You must enter at least 1 Integrated Work Plan activity or objective number for every event but you do not need to enter both. You can do a combination of the two if needed.

Integrated Work Plan: Use the text boxes to enter up to five Integrated Work Plan activity numbers. The IWP activities numbers must start with a letter and be in the form of A##.##.##, where A can be any letter and ## can be any number from 1-99.

Primary Objective: If applicable, enter the primary Objective and Activity numbers from the SOW that the event fulfills, otherwise leave blank.

Event Description: Enter a detailed description of the event being reported.

Helpful Hint: If the direct education occurred at a school, afterschool program, preschool, daycare or Head Start site where only the children were the participants, check the box labeled 'Did the event include children at school/afterschool/preschool/daycare/Head Start?'. This will allow only the school sites to appear in the Site Name drop down menu. If the direct education occurred in the community or with adults at the school leave the box unchecked.

Was this an Afterschool Event?: If the even included students afterschool, check the box otherwise leave blank.

Site Name: Use the drop-down menu to select the site name where the event occurred.

NOTE: Please review the sites listed in the site list to ensure they are correct for your organization. The sites should match your FFY17 Integrated Work Plan if your organization has not requested any changes.

Main Topic: Use the drop-down menu to select the main topic for the event. If multiple topics are relevant, select the overarching topic.

Type of Activity: Use the drop-down menu to select the type of direct education.

Time: Use the drop-down menu to select the length of time in minutes that the event occurred, rounding to the nearest time interval. For example, if the event was 20 minutes then select 15 minutes, and if the event was 25 minutes then select 30 minutes.

Session Format: Use the drop-down menu to select the format of the event. If the event is part of a series of lessons, (i.e. Harvest of the Month, Choose My Plate) select the session format for the entire series even if a single lesson is being reported. If the session format is unknown, report the event as a single session.

Audience: Use the drop-down menu to select the type of audience the event was for.

Interactive Multimedia: Interactive multimedia involves the participant(s) active engagement with an electronic device such as a computer game, interactive website (i.e. Choose My Plate), or interactive video (i.e. demonstrating physical activity where the participants are actively engaged) in conjunction with the direct education. Check the box if the event included interactive multimedia; otherwise leave blank.

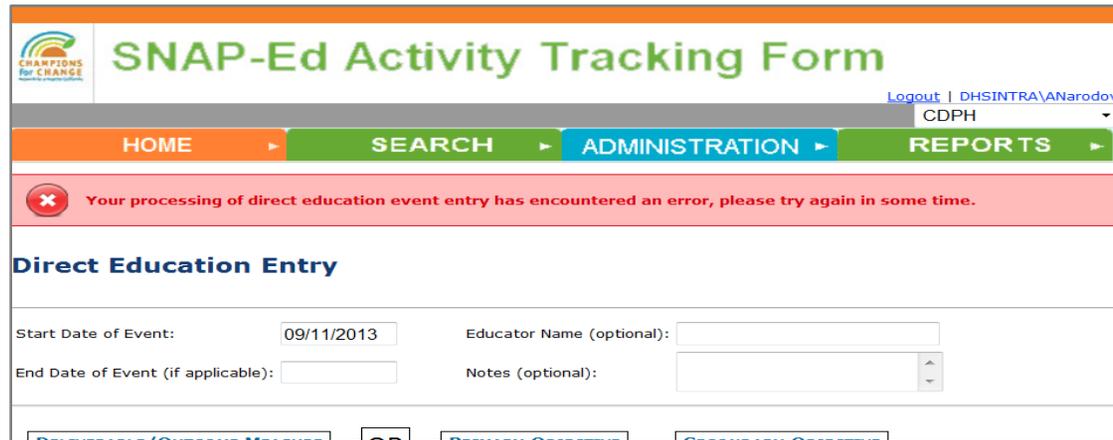
Was event part of an Impact/Outcome Evaluation? Local Health Departments receiving >\$350,000 are required to complete an Impact/Outcome Evaluation (IOE). If the direct education was part of your IOE, check the box; otherwise leave blank.

Select SNAP-Ed focus area, if applicable: If the event was part of a SNAP-Ed focus area, such as Rethink Your Drink, Asian American Campaign, Worksite Program, etc. use the drop-down menu to identify the area; otherwise leave blank.

Once all applicable fields have been entered, click the 'Save and Next' button to continue.

If an error message appears (as shown below), review the entry and update all fields marked with a red asterisk. Click the 'Save and Next' button to continue.

Example error message :



The screenshot displays the 'SNAP-Ed Activity Tracking Form' interface. At the top left is the 'CHARITONS FOR CHANGE' logo. The title 'SNAP-Ed Activity Tracking Form' is prominently displayed in green. A navigation bar includes 'HOME', 'SEARCH', 'ADMINISTRATION', and 'REPORTS'. A user menu shows 'Logout | DHSINTRA\ANarodov' and 'CDPH'. A red error banner reads: 'Your processing of direct education event entry has encountered an error, please try again in some time.' Below this, the 'Direct Education Entry' section contains a form with the following fields: 'Start Date of Event' (09/11/2013), 'Educator Name (optional)', 'End Date of Event (if applicable)', and 'Notes (optional)'. The bottom of the page shows a row of buttons, including 'Save and Next'.

The second direct education page is shown below.

5.1 MATERIALS

Direct Education Materials

Check if any Harvest of the Month materials used?

If the event was not conducted in English, please select the primary language that was used

Select Type of SNAP-Ed Signature Events and Themed Events If Applicable

SNAP-Ed Material Used Selection:

- 10 Tips Nutrition Education Series
- 2010 US Dietary Guidelines for American
- Add more vegetables to Your Day
- Be active adults
- Be a Healthy Role Model for Children (12)
- Be Active Your Way: A Guide for Adults
- Be an active family (29)
- Be choosey in the dining hall (26)
- Be food safe (23)

SNAP-Ed Material Used Selected:

Curricula Selection:

- 4-H Cooking 101
- Activity + Eating
- Arthritis Foundation Exercise Program
- Bingocize
- Body & Soul
- Building a Healthy Me
- Choice, Control and Change
- Choose Health: Food, Fun and Fitness Curriculum
- Choosing Healthy Beverages

Curricula Selected:

Intervention Selection:

- Baby-Friendly Hospital Initiative (MA)
- Balanced Energy Physical Activity Toolkit, BEPA Toolkit
- Baltimore Healthy Stores (MD)
- Bienestar Health Program (TX)
- California Fit Business Kit (CA)
- Cent\$ible Nutrition Program (WY)
- Champions for Change (CA)
- Children's Power Play Campaign (CA)
- CHOICES, Contra Costa Child Care Council's Best Prac

Intervention Selected:

Check if any Harvest of the Month materials were used?: If applicable, check the box; otherwise leave blank.

If the event was not conducted in English, please select the primary language that was used: If the event was not conducted in English, use the drop-down menu to select which language was used.

SNAP-Ed Material Used Section: Select the material(s) used for the event from the list on the left, and use the > arrow to move the selection to the box in the right. To remove an item from the list on the right, use the < arrow.

Curricula Selection: Select the curricula/curriculum used for the event from the list on the left, and use the > arrow to move the selection to the box in the right. To remove an item from the list on the right, use the < arrow.

Intervention Selection: Select the intervention(s) used for the event from the list on the left, and use the > arrow to move the selection to the box on the right. To remove an item from the list on the right, use the < arrow.

Click the 'Save and Next' button to continue.

5.2 DIRECT EDUCATION USING DATA CARDS

The following screens will appear when data cards are used to report the direct education demographics. Leaving the box labeled 'Did the event include children at school/after-school/preschool/daycare/Head Start?' *unchecked* will prompt the following fields.

[Please refer to the Data Card Instructions for detailed information on compiling demographics](#)

First Time (Unduplicated) Participants page

Direct Education Demographics

How many classes are being reported in this entry? (Include all classes for all sites reported in this entry)

FIRST TIME PARTICIPANTS

	CalFresh Recipients	Non-CalFresh Recipients		Non-Hispanic or Latino	Hispanic or Latino
Male	<input type="text" value="0"/>	<input type="text" value="0"/>	White	<input type="text" value="0"/>	<input type="text" value="0"/>
Female	<input type="text" value="0"/>	<input type="text" value="0"/>	African American	<input type="text" value="0"/>	<input type="text" value="0"/>
Total:	0	0	Asian	<input type="text" value="0"/>	<input type="text" value="0"/>
Ages < 5	<input type="text" value="0"/>	<input type="text" value="0"/>	Native American / Alaskan Native	<input type="text" value="0"/>	<input type="text" value="0"/>
Ages 5 - 17	<input type="text" value="0"/>	<input type="text" value="0"/>	Hawaiian Native / Pacific Islander	<input type="text" value="0"/>	<input type="text" value="0"/>
Ages 18 - 59	<input type="text" value="0"/>	<input type="text" value="0"/>	More than one race	<input type="text" value="0"/>	<input type="text" value="0"/>
Ages 60 +	<input type="text" value="0"/>	<input type="text" value="0"/>	Total:	0	
Total:	0	0			

Repeat (duplicated) participants page:

Direct Education Demographics

REPEAT PARTICIPANTS		
	CalFresh Recipients	Non-CalFresh Recipients
Male	<input type="text" value="0"/>	<input type="text" value="0"/>
Female	<input type="text" value="0"/>	<input type="text" value="0"/>
Total:	0	0
Ages < 5	<input type="text" value="0"/>	<input type="text" value="0"/>
Ages 5 - 17	<input type="text" value="0"/>	<input type="text" value="0"/>
Ages 18 - 59	<input type="text" value="0"/>	<input type="text" value="0"/>
Ages 60 +	<input type="text" value="0"/>	<input type="text" value="0"/>
Total:	0	0

Additional data card information page:

Direct Education Demographics

ADDITIONAL EVENT INFORMATION	
Number of direct education participants without demographic information available	<input type="text" value="0"/>

If there were participants at the direct education event for whom no data cards were collected, report the number in the Additional Event Information box. Any participants reported in this section will automatically be counted as indirect education.

5.3 ADDITIONAL PROGRAM INFORMATION

Additional Program Information

CX 3
Type of CX3 Assessment Related Training
of Stakeholders in attendance
Describe the Stakeholders in Attendance: eg Health Department, Leadership, Community Organization, City/County Officials, etc
CX3 Intervention Focus Area: eg Mobile Vending, Fast Food, etc

YOUTH ENGAGEMENT AND PEER EDUCATORS
Number of Youth Engagement and Peer Eduators taking part in this activity
Youth Engagement team name
Number of total team members, not just members present at this event
Type of Youth Engagement Activity: Recruitment of Youth Serving Agency, Recruitment of Adult Ally, Recruitment of Youth, Orientation, Technical Assistance, Training, Presentation
If any stakeholders were present please describe them: eg PTA, School Staff, District Staff, Community Agencies, etc
If a training, meeting or presentation was conducted or Technical Assistance given what was the topic/discussion about?

RETAIL MATERIALS
Materials Distributed at store

If the direct education event included CX3, Peer Educators, Youth Engagement, and/or Retail Materials, complete the appropriate section(s), and click the 'Save and Next' button. Otherwise, leave all fields blank and click the 'Save and Next' button to move on to the next page.

5.4 DIRECT EDUCATION AT SCHOOLS/PRESCHOOLS (NO DATA CARDS)

If the direct education occurred at a school, afterschool programs, preschool, daycare or Head Start site where only the children were the participants, the box labeled 'Did the event include children at school/afterschool/preschool/daycare/Head Start?' should be checked. This will filter only the school sites to the Site Name drop down menu prompting the following page to appear.

Number of Participants for School

How many classes are being reported in this entry? (Include all classes for all sites reported in this entry)

Please fill in both fields for Site 1.

Number of Participants in K-12

Number of Participants for Preschool

[Site 2 - 8](#) [Site 9 - 15](#) [Site 16 - 20](#)

		K-12	Preschool
Site 2	--Select One--	<input type="text"/>	<input type="text"/>
Site 3	--Select One--	<input type="text"/>	<input type="text"/>
Site 4	--Select One--	<input type="text"/>	<input type="text"/>
Site 5	--Select One--	<input type="text"/>	<input type="text"/>
Site 6	--Select One--	<input type="text"/>	<input type="text"/>
Site 7	--Select One--	<input type="text"/>	<input type="text"/>
Site 8	--Select One--	<input type="text"/>	<input type="text"/>

How many classes are being reported in this entry?: If the same direct education (same topic, length of time and format) was conducted at multiple schools/preschools, enter the number of classes being reported in the entry. Otherwise, the ATF will default to '1'.

Number of Participants in K-12: If reporting direct education with K-12 students, enter the total number of participants for the site selected on the first page of the entry. Enter 0 in the ‘Number of Participants in Preschool’ box, otherwise an error message will occur (as shown below).

Number of Participants in Preschool: If reporting direct education with Preschool students, enter the total number of participants for the site selected on the first page of the entry. Enter 0 in the ‘Number of Participants in K-12’ box, otherwise an error message will occur (as shown below).

Number of Participants for School

* Marked fields are Required Fields

- Please enter number of participants for preschool kids.

How many classes are being reported in this entry? (Include all classes for all sites reported in this entry)

Please fill in both fields for Site 1.

Number of Participants in K-12

Number of Participants for Preschool *

[Site 2 - 8](#)
[Site 9 - 15](#)
[Site 16 - 20](#)

		K-12	Preschool
Site 2	<input type="text" value="--Select One--"/> ▼	<input type="text"/>	<input type="text"/>
Site 3	<input type="text" value="--Select One--"/> ▼	<input type="text"/>	<input type="text"/>
Site 4	<input type="text" value="--Select One--"/> ▼	<input type="text"/>	<input type="text"/>
Site 5	<input type="text" value="--Select One--"/> ▼	<input type="text"/>	<input type="text"/>
Site 6	<input type="text" value="--Select One--"/> ▼	<input type="text"/>	<input type="text"/>

If the same direct education occurred on the same day at other school or preschool sites, you are able to report up to 19 additional sites in the same entry. When doing so, keep in mind that the information provided on the first page (i.e., Main Topic, Time, etc.) will need to apply to all sites reported in the entry.

5.5 PARTNERSHIP SECTION

After either the data card information or the school/preschool information is entered and the 'Save and Next' button is clicked, the Partnership page will appear. If any partner organizations were involved with the direct education, use the text box to describe their role with the event and use the drop-down menu to identify up to 20 partners associated with the event. If no partners were involved, leave blank. Once all partners are identified, click the 'Submit' button to complete the entry.

HOME SEARCH ADMINISTRATION REPORTS

Direct Education

Create New Partnership

Describe the role(s) of the partner(s) in attendance.

Partner 1 - 7 Partner 8 - 14 Partner 15 - 20

Partner 1	--Select One--
Partner 2	--Select One--
Partner 3	--Select One--
Partner 4	--Select One--
Partner 5	--Select One--
Partner 6	--Select One--
Partner 7	--Select One--

Back Clear Page Submit

If the partner organization is not listed in the drop-down menu, click the 'Create New Partnership' button at the top of the screen to add the partner organization to your partner log. The following screen will appear.

New Partnership Log

Name of Partner

Role of Partner. What are you expecting from the partner?

Focus of Partnership. What is the goal of the partnership?

Type of Partner

Notes

Contact Person

Phone Number

Email

Address

City

Zip

Name of Partner: Partner organization name

Role of Partner: Describe the purpose of the partnership

Focus of Partnership: Describe the goal of the partnership

Type of Partner: Use the drop-down menu to choose the type of partner

Notes: Optional section for notes on partner

Contact Person: Contact person's name

Phone Number: Contact person's phone number

Email: Contact person's email address

Address: Contact person's address

City: Contact person's city

Zip: Contact person's zip code

Once all applicable information is entered for the partner organization, click 'Save and Next' to return to the direct education entry or click 'Save and Create More' to create another partnership. Once a partner is created in the log it will appear in the partnership drop-down menu when an event is reported.

You will be redirected to the partnership page to complete the entry.

The screenshot shows a web form titled "Direct Education". At the top left is a button labeled "Create New Partnership". Below it is a text input field with the placeholder text "Describe the role(s) of the partner(s) in attendance." Below the text field are three tabs: "Partner 1 - 7", "Partner 8 - 14", and "Partner 15 - 20". The "Partner 1 - 7" tab is active, showing a list of seven "Partner" entries, each with a dropdown menu currently set to "--Select One--". At the bottom of the form are three buttons: "Back", "Clear Page", and "Submit".

The new partner organization will appear in the drop-down list. click the 'Submit' button to complete the entry. A confirmation message will appear briefly (shown below) before redirecting you to the Home page.

The screenshot shows a confirmation page for the "SNAP-Ed Activity Tracking Form". The page has an orange header with the "CHAMPIONS FOR CHANGE" logo on the left and the title "SNAP-Ed Activity Tracking Form" in green. On the right of the header is a link "[Log Out | DHSEXTRA\ANARODOV]". Below the header is a grey navigation bar with a dropdown menu showing "UC Extension Office". Below that is a main navigation bar with four buttons: "HOME" (orange), "SEARCH" (green), "ADMINISTRATION" (blue), and "REPORTS" (green). The central content area displays a confirmation message: "You have successfully submitted the Activity to the system."

6. INDIRECT EDUCATION EVENT (EXCLUDING MEDIA)

When the Indirect Education Event button is selected from the Home Page, the following screen will appear.

Top portion of Indirect Education screen:

Indirect Education Entry

Start Date of Event: Educator Name (optional):

End Date of Event (if applicable): Notes (optional):

If you are working from the Integrated Work Plan you can enter up to 5 activity numbers. IWP numbers without an "E" should be entered as 1.1.0, 3.2.0, 5.3.0, etc. IWP numbers with an E should be entered as E.1.1, E.3.2, E.5.3, etc. If you are also working from the Deliverables document, please insert the Deliverable number. If you are working from a different scope of work you can use the Goal, Objective, and Activity numbers.

INTEGRATED WORK PLAN	PRIMARY OBJECTIVE
<input type="text"/> . <input type="text"/> . <input type="text"/>	Goal: <input type="text"/>
<input type="text"/> . <input type="text"/> . <input type="text"/>	Objective: <input type="text"/>
<input type="text"/> . <input type="text"/> . <input type="text"/>	Activity: <input type="text"/>
<input type="text"/> . <input type="text"/> . <input type="text"/>	
<input type="text"/> . <input type="text"/> . <input type="text"/>	

Event Description:

Start Date of Event: Use the calendar feature or manually enter the date the event occurred (MM/DD/YYYY).

End Date of Event (if applicable): If the event occurred over the course of multiple days (i.e. a series of classes), use the calendar feature or manually enter the date the last class occurred (MM/DD/YYYY); otherwise leave blank.

Educator Name (optional): Use this space to enter the name of the staff conducting the event, otherwise leave blank.

Notes (optional): Enter relevant notes if applicable; otherwise leave blank.

Helpful Hints

- You must enter at least 1 Integrated Work Plan activity or objective number for every event but you do not need to enter both. You can do a combination of the two if needed.

Integrated Work Plan: Use the text boxes to enter up to five Integrated Work Plan activity numbers. The IWP activities numbers must start with a letter and be in the form of A##.##.##, where A can be any letter and ## can be any number from 1-99.

Primary Objective: If applicable, enter the primary Objective and Activity numbers from the SOW that the event fulfills; otherwise leave blank.

Event Description: Enter a detailed description of the event being reported.

Type of Indirect Education:

Did the event include children at School/Afterschool/Preschool/Daycare/Head Start? Check if YES.

Was this an afterschool event?

Site Name:

How many classes are being reported in this entry? (Include all classes for all sites reported in this entry)

of Indirect Participants:

Specify any other type of Indirect Education:

Audience:

Was event part of an Impact/Outcome Evaluation?

Select SNAP-Ed Focus Area if applicable:

Type of Indirect Education: Use the drop-down list to select the type of indirect education.

Note: If 'Media' is selected in the Type of Indirect Education drop-down list, the following fields will not show. See the Media instructions beginning on page 30.

If the direct education occurred at a school, afterschool program, preschool, daycare or Head Start site where only the children were the participants, check the box labeled 'Did the event include children at school/afterschool/preschool/daycare/Head Start?'. This will filter only the school sites to the Site Name drop down menu. If the direct education occurred in the community or with adults at the school leave the box unchecked.

Was this an afterschool event?: If the event was an afterschool event, check the box otherwise leave unchecked.

Site Name: Use the drop-down menu to select the site name where the event occurred.

How many classes are being reported in this entry?: If reporting the same indirect education at multiple sites, enter the number of classes reported in the entry. The ATF will default to '1'.

of Indirect Participants: Enter the total number of indirect education participants.

Specify any other type of Indirect Education: If 'other' is selected from the Type of Indirect Education list, specify the type of event.

Was event part of an Impact/Outcome Evaluation? Local Health Departments receiving >\$350,000 are required to complete an Impact/Outcome Evaluation (IOE). If the indirect education was part of your IOE check the box; otherwise leave blank.

Select SNAP-Ed focus area, if applicable: If the event was part of a SNAP-Ed focus area, such as Rethink Your Drink, Asian American Campaign, Worksite Program, etc. use the drop-down menu to identify the area; otherwise leave blank.

Once all applicable fields have been entered, click the 'Save and Next' button to continue to the next page.

The second indirect education page is shown below.

Indirect Education Materials

Check if any Harvest of the Month materials used?

If the event was not conducted in English, please select the primary language that was used

Select Type of SNAP-Ed Signature Events and Themed Events If Applicable

SNAP-Ed Material Used Selection:

- 10 Tips Nutrition Education Series
- 2010 US Dietary Guidelines for American
- Add more vegetables to Your Day
- Be active adults
- Be a Healthy Role Model for Children (12)
- Be Active Your Way: A Guide for Adults
- Be an active family (29)
- Be choosey in the dining hall (26)
- Be food safe (23)

SNAP-Ed Material Used Selected:

Cirricula Selection:

- 4-H Cooking 101
- Activity + Eating
- Arthritis Foundation Exercise Program
- Bingocize
- Body & Soul
- Building a Healthy Me
- Choice, Control and Change
- Choose Health: Food, Fun and Fitness Curriculum
- Choosing Healthy Beverages

Cirricula Selected:

Intervention Selection:

- Baby-Friendly Hospital Initiative (MA)
- Balanced Energy Physical Activity Toolkit, BEPA Toolkit
- Baltimore Healthy Stores (MD)
- Bienestar Health Program (TX)
- California Fit Business Kit (CA)
- Cent\$ible Nutrition Program (WY)
- Champions for Change (CA)
- Children's Power Play Campaign (CA)
- CHOICES, Contra Costa Child Care Council's Best Prac

Intervention Selected:

Back | Clear Page | Save and Next

Check if any Harvest of the month materials were used?: If applicable, check the box; otherwise leave blank.

If the event was not conducted in English, please select the primary language that was used.: If the event was not conducted in English, use the drop-down menu to select which language was used.

Select type of SNAP-Ed Signature Event and Themed Events, if applicable: Use the drop-down menu to select the SNAP-Ed signature or themed event conducted; otherwise leave blank.

SNAP-Ed Material Used Section: Select the material(s) used for the event from the list on the left, and use the > arrow to move the selection to the box in the right. To remove an item from the list on the right, use the < arrow.

Cirricula Selection: Select the curricula/cirriculum used for the event from the list on the left, and use the > arrow to move the selection to the box in the right. To remove an item from the list on the right, use the < arrow.

Intervention Selection: Select the intervention(s) used for the event from the list on the left, and use the > arrow to move the selection to the box on the right. To remove an item from the list on the right, use the < arrow.

Click the 'Save and Next' button to continue.

6.2 ADDING ADDITIONAL SITES TO AN INDIRECT EDUCATION ACTIVITY

The third indirect education site page is shown below.

		# of Indirect Participants
Site 2	--Select One--	<input type="text"/>
Site 3	--Select One--	<input type="text"/>
Site 4	--Select One--	<input type="text"/>
Site 5	--Select One--	<input type="text"/>
Site 6	--Select One--	<input type="text"/>
Site 7	--Select One--	<input type="text"/>
Site 8	--Select One--	<input type="text"/>

Buttons: Back, Clear Page, Save and Next

If the same indirect education occurred on the same day at other sites, you are able to report up to 19 additional sites in the same entry. When doing so, keep in mind that the information provided on the first page (i.e. Type of Indirect Education, etc.) will need to apply to all sites reported in the entry. If not reporting additional sites, click 'Save and Next' to continue.

Local Contractors Indirect Education

CX 3

Type of CX3 Assessment Related Training

of Stakeholders in attendance

Describe the Stakeholders in Attendance: eg Health Department, Leadership, Community Organization, City/County Officials, etc

CX3 Intervention Focus Area: eg Mobile Vending, Fast Food, etc

YOUTH ENGAGEMENT AND PEER EDUCATORS

Number of Youth Engagement and Peer Educators taking part in this activity

Youth Engagement team name

Number of total team members, not just members present at this event

Type of Youth Engagement Activity: Recruitment of Youth Serving Agency, Recruitment of Adult Ally, Recruitment of Youth, Orientation, Technical Assistance, Training, Presentation

If any stakeholders were present please describe them: eg PTA, School Staff, District Staff, Community Agencies, etc

If a training, meeting or presentation was conducted or Technical Assistance given what was the topic/discussion about?

RETAIL MATERIALS

Materials Distributed at store

If applicable, please select up to 4 Retail Program materials used at your event.

If the indirect education event included CX3, Peer Educators, Youth Engagement, and/or Retail Materials, complete the appropriate section(s), and click the 'Save and Next' button. Otherwise, leave all fields blank and click the 'Save and Next' button to move on to the next page.

Indirect Education Partnerships

Create New Partnership

Describe the role(s) of the partner(s) in attendance.

Partner 1 - 7 Partner 8 - 14 Partner 15 - 20

Partner 1	--Select One--	▼
Partner 2	--Select One--	▼
Partner 3	--Select One--	▼
Partner 4	--Select One--	▼
Partner 5	--Select One--	▼
Partner 6	--Select One--	▼
Partner 7	--Select One--	▼

If any partner organizations were involved with the indirect education, use the text box to describe their role with the event and use the drop-down menu to identify up to 20 partners associated with the event. If no partners were involved, leave blank. Once all partners are identified, click the 'Submit' button to complete the entry. A confirmation message will appear briefly before redirecting you to the Home page.

7. INDIRECT EDUCATION EVENT (MEDIA)

When Media is selected from the Type of Indirect Education field, the following screen will appear.

The screenshot shows a web form titled "Indirect Education Entry". At the top, there are two rows of input fields: "Start Date of Event:" with a date picker set to "09/19/2016", "Educator Name (optional):" with a text box, "End Date of Event (if applicable):" with a date picker, and "Notes (optional):" with a text box and a scroll arrow. Below this is a text box containing instructions: "If you are working from the Integrated Work Plan you can enter up to 5 activity numbers. IWP numbers without an 'E' should be entered as 1.1.0, 3.2.0, 5.3.0, etc. IWP numbers with an E should be entered as E.1.1, E.3.2, E.5.3, etc. If you are also working from the Deliverables document, please insert the Deliverable number. If you are working from a different scope of work you can use the Goal, Objective, and Activity numbers." Below the instructions are two sections: "INTEGRATED WORK PLAN" with a 5x3 grid of input fields (the top row contains "1", ".1", ".1") and "PRIMARY OBJECTIVE" with "Goal:" (input "1"), "Objective:" (input), and "Activity:" (input). Below these is a large text area for "Event Description:" containing the text "test". At the bottom, there is a dropdown menu for "Type of Indirect Education" set to "Media". At the very bottom are two buttons: "Clear Page" and "Save and Next".

Start Date of Event: Use the calendar feature or manually enter the date the event occurred (MM/DD/YYYY).

End Date of Event (if applicable): If the event occurred over the course of multiple days (i.e. a series of classes), use the calendar feature or manually enter the date the last class occurred (MM/DD/YYYY); otherwise leave blank.

Educator Name (optional): Use this space to enter the name of the staff conducting the event; otherwise leave blank.

Notes (optional): Enter relevant notes if applicable; otherwise leave blank.

Helpful Hint:

•You must enter at least an Integrated Work Plan activity or objective number for every event but you do not need to enter both. You can do a combination of the two if needed.

Integrated Work Plan: Use the text boxes to enter up to five Integrated Work Plan activity numbers. The IWP activities numbers must start with a letter and be in the form of A##.##.##, where A can be any letter and ## can be any number from 1-99.

Primary Objective: If applicable, enter the primary Objective and Activity numbers from the SOW that the event fulfills; otherwise leave blank.

Event Description: Enter a detailed description of the event being reported.

Type of Indirect Education: When 'Media' is selected from the drop-down list, the additional fields on the page not pertaining to media will be hidden.

Click the 'Save and Next' button to continue. The second indirect education page is shown below.

The screenshot shows a web form titled "Indirect Education Media Data Entry Screen". The form contains the following elements:

- A "Medium" dropdown menu with a blue highlight.
- A "Paid" checkbox.
- A "Medium By Market" dropdown menu.

Medium: Use the drop-down list to select the type of media being reported (options shown below). Additional fields will appear depending on the type of media selected.

Indirect Education Media Data Entry Screen

Medium Paid

Medium By Market

- ENGLISH LANGUAGE TV - MULTICULTURAL
- SPANISH LANGUAGE TV
- PRIMETIME TV - ENGLISH
- ENGLISH LANGUAGE CABLE TV - MULTICULTURAL
- SPANISH LANGUAGE CABLE TV
- ENGLISH LANGUAGE RADIO - MULTICULTURAL
- SPANISH LANGUAGE RADIO
- ENGLISH OUTDOOR POSTERS/BILLBOARDS
- SPANISH OUTDOOR POSTERS/BILLBOARDS
- ENGLISH CATERING TRUCKS
- SPANISH CATERING TRUCKS
- ENGLISH NEWSPAPER
- SPANISH NEWSPAPER
- AFRICAN AMERICAN NEWSPAPER
- PARENTING PUBLICATIONS
- SHOPPERS
- ENGLISH LANGUAGE DIGITAL MEDIA
- SPANISH LANGUAGE DIGITAL MEDIA
- ENGLISH LANGUAGE MOBILE MEDIA
- SPANISH LANGUAGE MOBILE MEDIA

Market: Use the drop-down list to select the market the media was in. Refer to the Map of Media Markets to determine the market.

Indirect Education Media Data Entry Screen

Medium Paid

Medium By Market

- BAKERSFIELD
- FRESNO
- CHICO, EUREKA, SACRAMENTO
- LOS ANGELES
- MONTEREY, SAN FRANCISCO
- PALM SPRINGS, SAN DIEGO, SANTA BARBARA
- OTHER SPECIFY

Paid (checkbox): If the media was paid for, check the box; otherwise leave blank.

Source of Data: Use the drop-down list to select the source where the impressions being reported were obtained. If the impressions were obtained from the media outlet (i.e. newspaper, TV/radio station, etc.) airing or publishing the media, choose 'Commercial market data on audience size.'

Indirect Education Media Data Entry Screen

Medium: ENGLISH LANGUAGE TV - MULTICULTURAL Paid

Medium By Market: CHICO, EUREKA, SACRAMENTO

Source of Data:

- COMMERCIAL MARKET DATA ON AUDIENCE SIZE
- SURVEY OF TARGET AUDIENCE
- VISUAL ESTIMATE
- OTHER

Total Consumer Impressions: Enter the total number of impressions generated from the media. Do not use commas (ex. Enter 1000 not 1,000) when entering the numbers.

Indirect Education Media Data Entry Screen

Medium: ENGLISH LANGUAGE TV - MULTICULTURAL Paid

Medium By Market: CHICO, EUREKA, SACRAMENTO

Source of Data: COMMERCIAL MARKET DATA ON AUDIENCE SIZE

Total Consumer Impressions: 2550

Once the appropriate fields are entered, click the 'Submit' button to save the entry. A confirmation message will appear (shown below).

 **SNAP-Ed Activity Tracking Form**

[Log Out](#) | [DHSEXTRA\ANARODOV](#)

Berkeley USD-Berkek

[HOME](#) [SEARCH](#) [ADMINISTRATION](#) [REPORTS](#)

You have successfully submitted the Activity to the system.

8. NON-TARGET EVENT

Non-Target Events include those for the non-target audience such as staff, teachers, partners, city or county officials, or medical/dental providers. Any event that is part of your Integrated Work Plan but is not directly for the target audience (<185% FPL) are reported as non-target events. When the Non-Target Event button is selected, the following screen will appear:

Top portion of screen:

The screenshot shows a web form titled "Non-Target Events". At the top, there are two rows of input fields: "Start Date of Event" and "End Date of Event (if applicable)" on the left, and "Educator Name (optional):" and "Notes (optional):" on the right. Below these is a paragraph of instructional text: "If you are working from the Integrated Work Plan you can enter up to 5 activity numbers. IWP numbers without an 'E' should be entered as 1.1.0, 3.2.0, 5.3.0, etc. IWP numbers with an E should be entered as E.1.1, E.3.2, E.5.3, etc. If you are also working from the Deliverables document, please insert the Deliverable number. If you are working from a different scope of work you can use the Goal, Objective, and Activity numbers." Below the text are two columns of input fields. The left column is titled "INTEGRATED WORK PLAN" and contains five rows of three small input boxes each, separated by dots. The right column is titled "PRIMARY OBJECTIVE" and contains three rows of input boxes labeled "Goal:", "Objective:", and "Activity:". At the bottom of the form is a large text area labeled "Event Description:" with a vertical scrollbar on the right.

Start Date of Event: Use the calendar feature or manually enter the date the event occurred (MM/DD/YYYY).

End Date of Event (if applicable): If the event occurred over the course of multiple days (i.e. a series of classes), use the calendar feature or manually enter the date the last class occurred (MM/DD/YYYY); otherwise leave blank.

Educator Name (optional): Use this space to enter the name of the staff conducting the event; otherwise leave blank.

Notes (optional): Enter relevant notes if applicable; otherwise leave blank.

Helpful Hint: You must enter at least an Integrated Work Plan or objective number for every event but you do not need to enter both. You can do a combination of the two if needed.

Integrated Work Plan: Use the text boxes to enter up to five Integrated Work Plan activity numbers. The IWP activities numbers must start with a letter and be in the form of A##.##.##, where A can be any letter and ## can be any number from 1-99.

Primary Objective: If applicable, enter the primary Objective and Activity numbers from the SOW that the event fulfills; otherwise leave blank.

Event Description: Enter a detailed description of the event being reported.

Bottom portion of screen:

The screenshot shows a form with the following elements:

- Type of Activity: --Select One--
- Did you attend or conduct the event?: [dropdown]
- # of attendees: [text input]
- Type of Technical Assistance if applicable: --Select One--
- Audience: [dropdown]
- Was event part of an Impact/Outcome Evaluation?
- Select SNAP-Ed Focus Area if applicable: [dropdown]
- Buttons: Clear Page, Save and Next

Type of Activity: Use the drop-down list to select the type of non-target event conducted.

Did you attend or conduct the event? Use the drop-down list to select if you attended or conducted the event.

of attendees: If you attended the event, report the number of people from your organization who attended. If you conducted the event, report the total number of people reached.

Type of Technical Assistance, if applicable: If 'technical assistance' was selected from the 'Type of Activity' field, use the drop-down list to specify the type of technical assistance provided.

Audience: use the drop-down list to select the audience type the event was for.

Was event part of an Impact/Outcome Evaluation? Local Health Departments receiving >\$350,000 are required to complete an Impact/Outcome Evaluation (IOE). If the indirect education was part of your IOE check the box; otherwise leave blank.

Select SNAP-Ed focus area, if applicable: If the event was part of a SNAP-Ed focus area, such as Rethink Your Drink, Asian American Campaign, Worksite Program, etc. use the drop-down menu to identify the area; otherwise leave blank.

Once all applicable fields have been entered, click the 'Save and Next' button to continue to the next page.

Check if any Harvest of the Month materials used?

If the event was not conducted in English, please select the primary language that was used

Select Type of SNAP-Ed Signature Events and Themed Events If Applicable

SNAP-Ed Material Used Selection:

- 10 Tips Nutrition Education Series
- 2010 US Dietary Guidelines for American
- Add more vegetables to Your Day
- Be active adults
- Be a Healthy Role Model for Children (12)
- Be Active Your Way: A Guide for Adults
- Be an active family (29)
- Be choosy in the dining hall (26)
- Be food safe (23)

SNAP-Ed Material Used Selected:

Cirricula Selection:

- 4-H Cooking 101
- Activity + Eating
- Arthritis Foundation Exercise Program
- Bingocize
- Body & Soul
- Building a Healthy Me
- Choice, Control and Change
- Choose Health: Food, Fun and Fitness Curriculum
- Choosing Healthy Beverages

Cirricula Selected:

Intervention Selection:

- Baby-Friendly Hospital Initiative (MA)
- Balanced Energy Physical Activity Toolkit, BEPA Toolkit
- Baltimore Healthy Stores (MD)
- Bienestar Health Program (TX)
- California Fit Business Kit (CA)
- Cent\$ible Nutrition Program (WY)
- Champions for Change (CA)
- Children's Power Play Campaign (CA)
- CHOICES, Contra Costa Child Care Council's Best Prac

Intervention Selected:

Back | Clear Page | Save and Next

Check if any Harvest of the month materials were used?: If applicable, check the box; otherwise leave blank.

If the event was not conducted in English, please select the primary language that was used.: If the event was not conducted in English, use the drop-down menu to select which language was used.

Select type of SNAP-Ed Signature Event and Themed Events, if applicable: Use the drop-down menu to select the SNAP-Ed signature or themed event conducted; otherwise leave blank.

SNAP-Ed Material Used Section: Select the material(s) used for the event from the list on the left, and use the > arrow to move the selection to the box in the right. To remove an item from the list on the right, use the < arrow.

Curricula Selection: Select the curricula/curriculum used for the event from the list on the left, and use the > arrow to move the selection to the box in the right. To remove an item from the list on the right, use the < arrow.

Intervention Selection: Select the intervention(s) used for the event from the list on the left, and use the > arrow to move the selection to the box on the right. To remove an item from the list on the right, use the < arrow.

Click the 'Save and Next' button to continue.

Additional Program Information

CX 3

Type of CX3 Assessment Related Training

of Stakeholders in attendance

Describe the Stakeholders in Attendance: eg Health Department, Leadership, Community Organization, City/County Officials, etc

CX3 Intervention Focus Area: eg Mobile Vending, Fast Food, etc

YOUTH ENGAGEMENT AND PEER EDUCATORS

Number of Youth Engagement and Peer Educators taking part in this activity

Youth Engagement team name

Number of total team members, not just members present at this event

Type of Youth Engagement Activity: Recruitment of Youth Serving Agency, Recruitment of Adult Ally, Recruitment of Youth, Orientation, Technical Assistance, Training, Presentation

If any stakeholders were present please describe them: eg PTA, School Staff, District Staff, Community Agencies, etc

If a training, meeting or presentation was conducted or Technical Assistance given what was the topic/discussion about?

RETAIL MATERIALS

Materials Distributed at store

If the non-target event included CX3, Peer Educators, Youth Engagement, and/or Retail Materials, complete the appropriate section(s), and click the 'Save and Next' button. Otherwise, leave all fields blank and click the 'Save and Next' button to move on to the next page.

Non-Target Event Partnerships

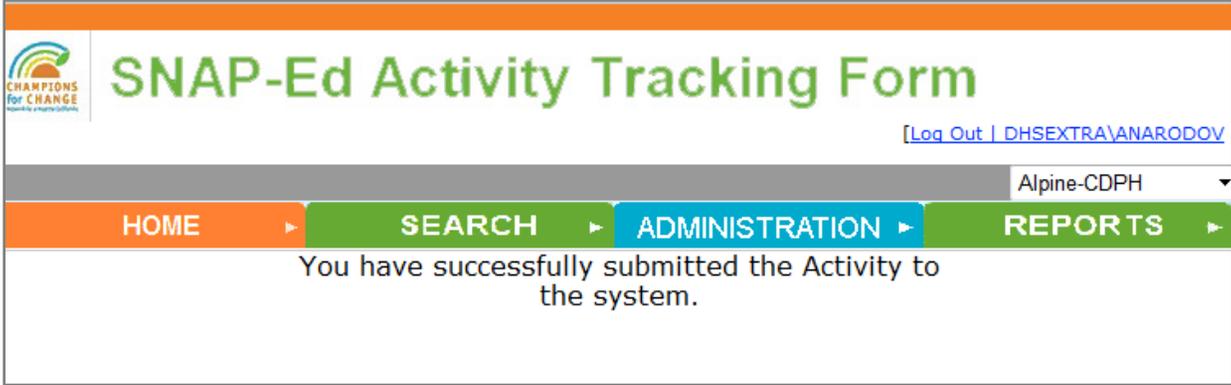
Create New Partnership

Describe the role(s) of the partner(s) in attendance.

Partner 1 - 7 Partner 8 - 14 Partner 15 - 20

Partner 1	--Select One--	▼
Partner 2	--Select One--	▼
Partner 3	--Select One--	▼
Partner 4	--Select One--	▼
Partner 5	--Select One--	▼
Partner 6	--Select One--	▼
Partner 7	--Select One--	▼

If any partner organizations were involved with the non-target event, use the text box to describe their role with the event and use the drop-down menu to identify up to 20 partners associated with the event. If no partners were involved, leave blank. Once all partners are identified, click the 'Submit' button to complete the entry. A confirmation message will appear (shown below).



9. PARTNERSHIP LOG

The Partnership Log allows you to keep a directory of the partner organizations you work with. Each partner should be entered once into the Partnership Log. Once a partner is entered into the log, they will appear in the drop-down partner list when completing an entry. To enter a partner into the log, select Partnership Log from the Home Page.

The screenshot shows the 'SNAP-Ed Activity Tracking Form' interface. At the top left is the 'CHAMPIONS FOR CHANGE' logo. The main title is 'SNAP-Ed Activity Tracking Form' in green. To the right of the title is a '[Log Out | DHSEXTRAVANARODOV]' link. Below the title is a navigation bar with four buttons: 'HOME' (orange), 'SEARCH' (green), 'ADMINISTRATION' (blue), and 'REPORTS' (green). Below the navigation bar is a 'Welcome Alexis Narodovich' message. A 'CREATE ENTRY' button is highlighted, and a dropdown menu is open showing four options: 'Direct Education Event', 'Indirect Education Event', 'Non-Target Event', and 'Partnership Log'. At the bottom of the page, there is a footer with copyright information: '©2013 California Department of Public Health | Acknowledgements | Disclaimer & Privacy Policy' and a URL: 'Visit or return to the Network for a Healthy California Web site at: www.networkforahealthycalifornia.net'. The CDPH logo is also present in the bottom right corner.

You will be directed to the New Partnership Log page.

CDPH

New Partnership Log

Name of Partner	<input type="text"/>
Type of Partner	--Select One-- 
Continuum of Collaboration	<input type="text"/> 
Common cause	<input type="text"/>
Assistance Provided	<input type="text"/> 
Assistance Received	<input type="text"/> 
Total contribution (in dollars)	<input type="text"/>
Notes	<div style="border: 1px solid gray; height: 100px; width: 100%;"> </div>
Contact Person	<input type="text"/>
Phone Number	<input type="text"/>
Email	<input type="text"/>
Address	<input type="text"/>
City	<input type="text"/>
Zip	<input type="text"/>

Name of Partner: Partner organization name.

Type of Partner: Use the drop-down menu to identify the type of partner.

Continuum of Collaboration: Use the drop-down menu to identify the continuum.

Common Cause: describe the common cause between your organization and the partner organization.

Assistance Provided: use the drop-down menu to select any assistance provided to the partner.

Assistance Received: use the drop-down menu to select any assistance received from the partner.

Total Contribution (in dollars): enter the total dollar amount of contributions received from partner.

Notes: Optional section for notes on partner

Contact Person: Contact person's name

Phone Number: Contact person's phone number

Email: Contact person's email address

Address: Contact person's address

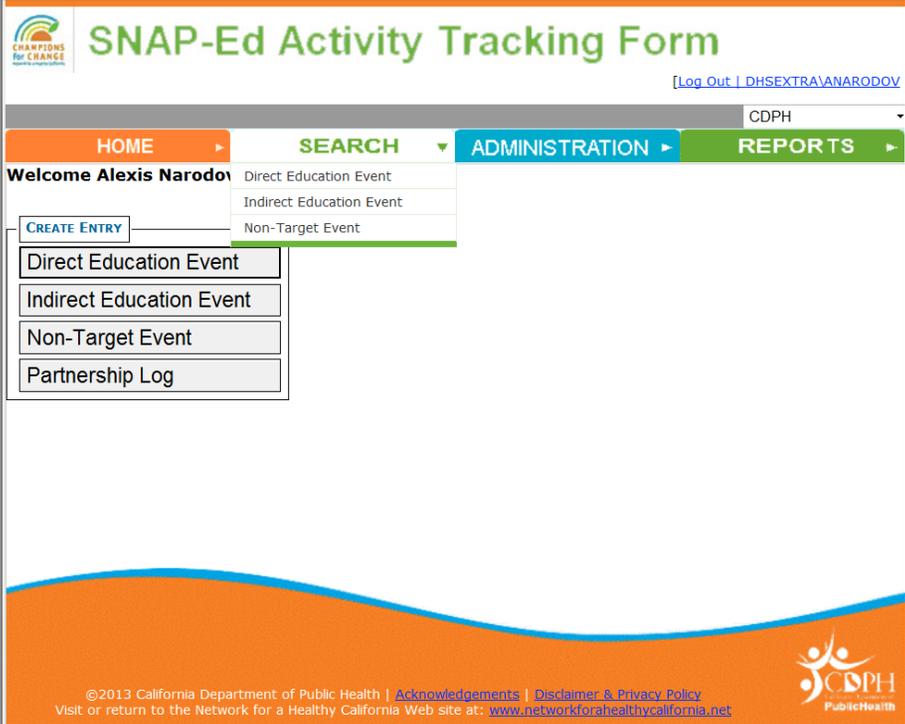
City: Contact person's city

Zip: Contact person's zip code

Once all applicable information is entered for the partner organization, click 'Save and Next' to complete the entry or click 'Save and Create More' to create another partnership. Once a partner is created in the log it will appear in the partnership drop-down menu when an event is reported.

10. SEARCHING EVENTS

The online ATF allows users to search and edit previous entries. Using the Search menu form the Home Page you can search by event category (direct education, indirect education and non-target event).



The screenshot displays the 'SNAP-Ed Activity Tracking Form' interface. At the top left is the 'CHAMPIONS For CHANGE' logo. The title 'SNAP-Ed Activity Tracking Form' is in green. A user profile 'Alexis Narodo' is visible with a 'Log Out' link. A navigation bar includes 'HOME', 'SEARCH', 'ADMINISTRATION', and 'REPORTS'. The 'SEARCH' menu is open, showing options: 'Direct Education Event', 'Indirect Education Event', and 'Non-Target Event'. Below the menu is a 'CREATE ENTRY' button and a list of event types: 'Direct Education Event', 'Indirect Education Event', 'Non-Target Event', and 'Partnership Log'. The footer contains copyright information for the California Department of Public Health and the Network for a Healthy California.

If direct education or indirect education is selected, the following fields will appear.

SEARCH CRITERIA FOR DIRECT EDUCATION

Date of Event

Deliverable #

IWP

Educator Staff Name (optional)

Site

Events may be searched by any of the fields. If the information for the event is unknown, leave the search fields blank and click the 'Search Events' button to query all events in the category.

The following screen will appear when searching non-target events.

SEARCH CRITERIA FOR NON PARTICIPANTS EVENTS

Date of Event

IWP

Activity Type

Educator Name

A list of events will appear, as shown below.

Date of Event

Deliverable #

IWP

Educator Staff Name (optional)

Site

EVENT ENTRIES RESULTS

Start Date	Deliverable	IWP1	IWP2	IWP3	IWP4	IWP5	EducatorName	EventDescription	Edit	Delete
10/7/2015	13							Test	Edit	Delete
10/1/2015	14							test	Edit	Delete
10/1/2015	14							test	Edit	Delete
10/1/2015	0	A.1.1	B.2.2					test	Edit	Delete
10/2/2015	15							test	Edit	Delete
10/1/2015	0	a.1.1						test	Edit	Delete
10/1/2015	0	E.1.1	4.1.0					test	Edit	Delete
11/2/2015	13							test	Edit	Delete
11/2/2015	12							test	Edit	Delete
11/2/2015	12							test	Edit	Delete
11/2/2015	12							test	Edit	Delete
11/3/2015	12							test	Edit	Delete

To edit, click the 'Edit' button on the event row. The entry will appear, allowing you to make edits directly in the entry. Click the 'Save and Next' button to advance the pages until you reach the last page with the 'Submit' button. Click 'Submit' to save changes.

To delete an entry, click the 'Delete' button on the event row. A pop-up message will appear, confirming the deletion.

Date of Event

Deliverable #

IWP

Educator Staff Name (optional)

Site

EVENT ENTRIES RESULTS

Start Date	Deliverable	IWP1	IWP2	EventDescription	Edit	Delete
10/7/2015	13			test	Edit	Delete
10/1/2015	14			test	Edit	Delete
10/1/2015	14			test	Edit	Delete
10/1/2015	0	A.1.1	B.2.2	test	Edit	Delete
10/2/2015	15			test	Edit	Delete
10/1/2015	0	a.1.1		test	Edit	Delete
10/1/2015	0	E.1.1	4.1.0	test	Edit	Delete
11/2/2015	13			test	Edit	Delete
11/2/2015	12			test	Edit	Delete
11/2/2015	12			test	Edit	Delete
11/2/2015	12			test	Edit	Delete
11/3/2015	12			test	Edit	Delete

Message from webpage

Are you sure you want to delete?

Click 'OK' to delete the event or 'Cancel' to keep the event. Use the delete with caution, as once an entry is deleted it cannot be recovered.

11. ADMINISTRATION

This section is only for ATF admin staff. Contact the ATF team (ATF@cdph.ca.gov) if you have questions, comments about the data available in drop down menus, site lists, user statuses or any other ATF administration need.

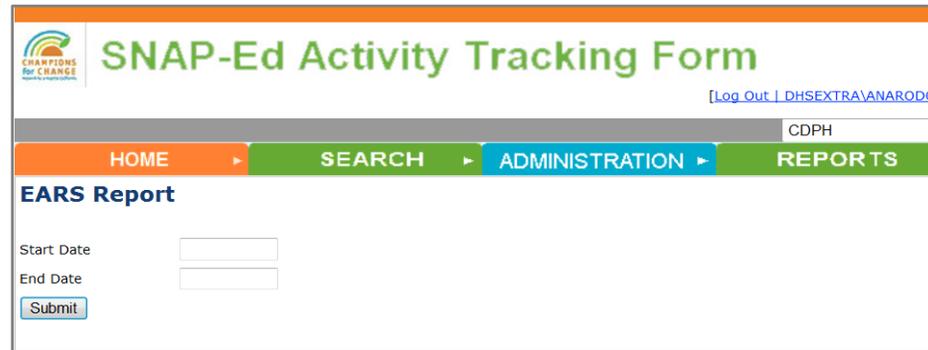
12. REPORTS

The Reports menu on the Home page allows for the Education and Administrative Reporting System (EARS) to be generated based on specified dates. EARS summarizes the reach by the number of the target population (<185% FPL) reached as well as the total reach.

The screenshot displays the 'SNAP-Ed Activity Tracking Form' interface. At the top left is the 'CHAMPIONS for CHANGE' logo. The main title 'SNAP-Ed Activity Tracking Form' is in green. A user login link '[Log Out | DHSEXTRA\ANARODOV]' is visible. A navigation bar includes 'HOME', 'SEARCH', 'ADMINISTRATION', and 'REPORTS'. The 'REPORTS' menu is open, showing 'EARS Report' and 'ATF Extract'. A 'CREATE ENTRY' button is present, with a dropdown menu listing 'Direct Education Event', 'Indirect Education Event', 'Non-Target Event', and 'Partnership Log'. A welcome message 'Welcome Alexis Narodovich' is shown. A note states: 'If you need access to instructions, demographic data cards, or other ATF documents they can be found [here](#).'

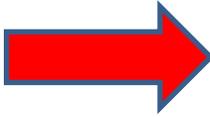
12.1 EARS

To query the EARS, select 'EARS Report' from the Reports drop-down list. The following screen will appear, prompting for the date range of the desired data. Use either the calendar feature or manual entry to enter the Start Date and End Date.



The screenshot displays the 'SNAP-Ed Activity Tracking Form' interface. At the top left is the 'CHAMPIONS for CHANGE' logo. The main title is 'SNAP-Ed Activity Tracking Form' in green. A user login link '[Log Out | DHSEXTRAVANARODOV]' is visible in the top right. Below the title is a navigation bar with four tabs: 'HOME' (orange), 'SEARCH' (green), 'ADMINISTRATION' (blue), and 'REPORTS' (green). The 'REPORTS' tab is active. Underneath the navigation bar, the section is titled 'EARS Report'. It contains two text input fields labeled 'Start Date' and 'End Date', and a 'Submit' button below them. The user's name 'CDPH' is displayed in the top right corner of the page content area.

Click 'Submit' to generate the EARS; an example is shown on the next page.



Report Viewer -- Webpage Dialog

1 of 6 100% Find | Next Select a format Export

Education and Administrative Reporting System
Direct Education Unduplicated Contact Totals

Group	Number of CalFresh Recipients in SNAP-Ed	Number of All Other Participants in SNAP-Ed	Total Number of SNAP-Ed Participants
<5 Years			0
5-17 Years			0
18-59 Years			0
60 + years			0
All Ages Combined	0	0	0
Female	0		
Male	0		
TOTAL			0

Education and Administrative Reporting System
Direct Education Contact Totals

Group	Number of CalFresh Recipients in SNAP-Ed	Number of All Other Participants in SNAP-Ed	Total Number of SNAP-Ed Participants
<5 Years			0
5-17 Years			0
18-59 Years			0
60 + years			0
All Ages Combined	0	0	0

Education and Administrative Reporting System
Direct Education Class Totals

Use the arrows at the top of the screen (see red arrow) to navigate through all six pages of the EARS. The EARS can be exported to your computer by using the 'Select a format' drop down list and choosing the type of file.

The screenshot shows a web browser window titled "Report Viewer -- Webpage Dialog". The page content includes the following text:

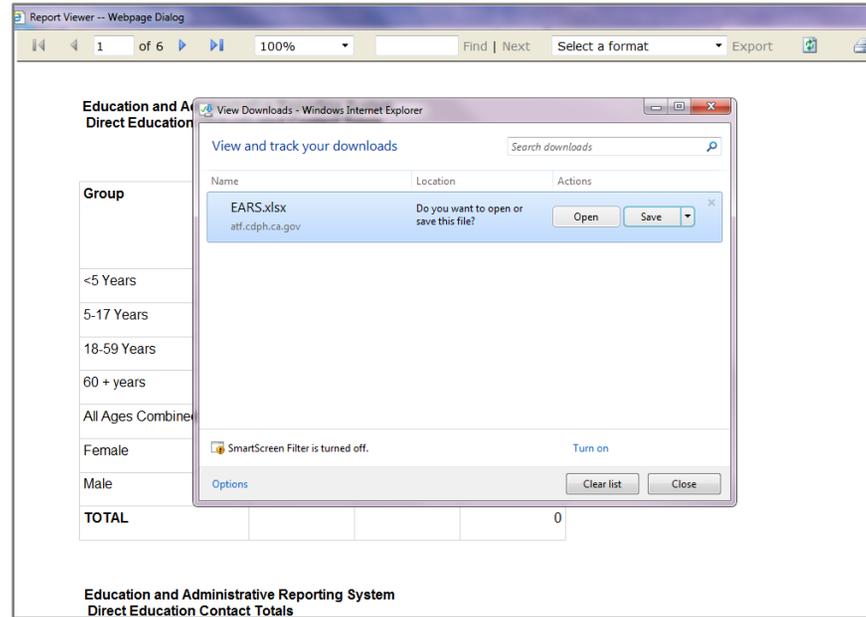
Education and Administrative Reporting System
Direct Education Unduplicated Contact Totals

Group	Number of CalFresh Recipients in SNAP-Ed	Number of All Other Participants in SNAP-Ed	Total Number of SNAP-Ed Participants
<5 Years			0
5-17 Years			0
18-59 Years			0
60 + years			0
All Ages Combined	0	0	0
Female	0		

An "Export" menu is open, showing the following options:

- Select a format
- XML file with report data
- CSV (comma delimited)
- PDF
- MHTML (web archive)
- Excel
- TIFF file
- Word

Once you choose the file format, click on 'Export' to the right of the drop-down menu. The following window will appear.

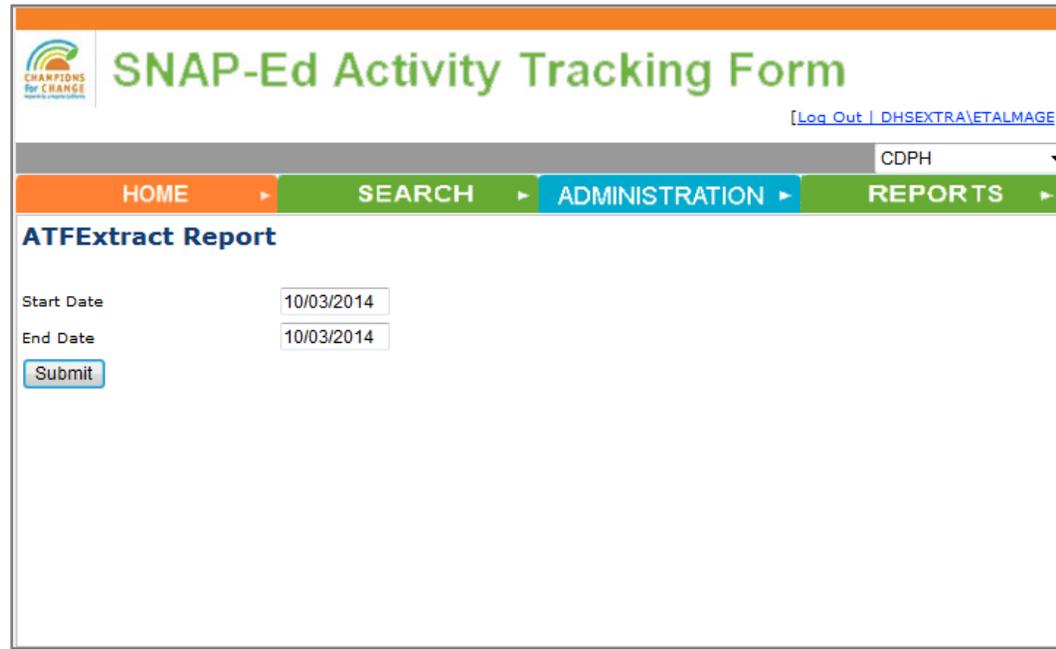


Choose 'Open' to open the file and 'Save' to save it to your computer. You can also print the EARS, using the print icon in the top right-hand corner.

To exit out of the EARS query, click the 'x' in the top right-hand side of the screen. You will be returned to the query page.

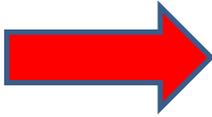
12.2 ATF EXTRACT

To get an extract of the raw data, select 'Extract' from the Reports drop-down list. The following screen will appear, prompting for the date range of the desired data. Use either the calendar feature or manual entry to enter the Start Date and End Date.



The screenshot displays the 'SNAP-Ed Activity Tracking Form' web application. At the top left is the logo for 'CHAMPIONS FOR CHANGE'. The main title is 'SNAP-Ed Activity Tracking Form' in green. To the right of the title are links for '[Log Out | DHSEXTRA\ETALMAGE]'. Below the title is a navigation bar with four tabs: 'HOME' (orange), 'SEARCH' (green), 'ADMINISTRATION' (blue), and 'REPORTS' (green). The 'REPORTS' tab is active. Below the navigation bar, the page title is 'ATFExtract Report'. There are two input fields: 'Start Date' with the value '10/03/2014' and 'End Date' with the value '10/03/2014'. A 'Submit' button is located below the input fields. In the top right corner, there is a dropdown menu showing 'CDPH'.

Click 'Submit' to generate the Extract; an example is shown on the next page.



Start Date	End Date	Deliverable Num	Primary Goal	Primary Objective	Primary Activity	Secondary Goal	Secondary Objective	Secondary Activity	Sub Contractor	Educator Name	Notes	Ev Des
9/4/2014 12:00:00 AM	1/1/1753 12:00:00 AM	2C	1	15	5	1	0	0		EA		MEF NG
8/23/2014 12:00:00 AM	1/1/1753 12:00:00 AM		1	17	5	1	0	0	African American Community Health Advisory Committee (AACHAC)	Cheryl Davis		nub and den
9/3/2014 12:00:00 AM	1/1/1753 12:00:00 AM	2C	1	7	1	1	0	0		GN		Ref disp Deb
9/4/2014 12:00:00 AM	1/1/1753 12:00:00 AM	2C	1	7	1	1	0	0		GN		Ref disp WIC Ana
8/28/2014 12:00:00 AM	1/1/1753 12:00:00 AM	2A	1	0	0	1	0	0	Vision y Compromiso, Inc.-Peer to Peer	V y C-Peer to Peer (Emondra gon and McCarreon		SK8 nub edu sity ptn serk Clas 6.01 8.01 Too less Post up 1 8, vi
8/27/2014 12:00:00 AM	1/1/1753 12:00:00 AM	2A	1	0	0	1	0	0	Vision y Compromiso, Inc.-Peer to Peer	V y C-Peer to Peer (Emondra gon and McCarreon		SK8 nub edu sity ptn serk Clas 6.01 8.01 Too less Post up 1 8, vi

Use the arrows at the top of the screen (see red arrow on previous page) to navigate through the Extract, however, exporting the data first makes it easier to read and navigate. The Extract can be exported to your computer by using the 'Select a format' drop down list and choosing the type of file (see green arrow).

Report Viewer -- Webpage Dialog

1 of 747 100%

Find | Next

Select a format

Export

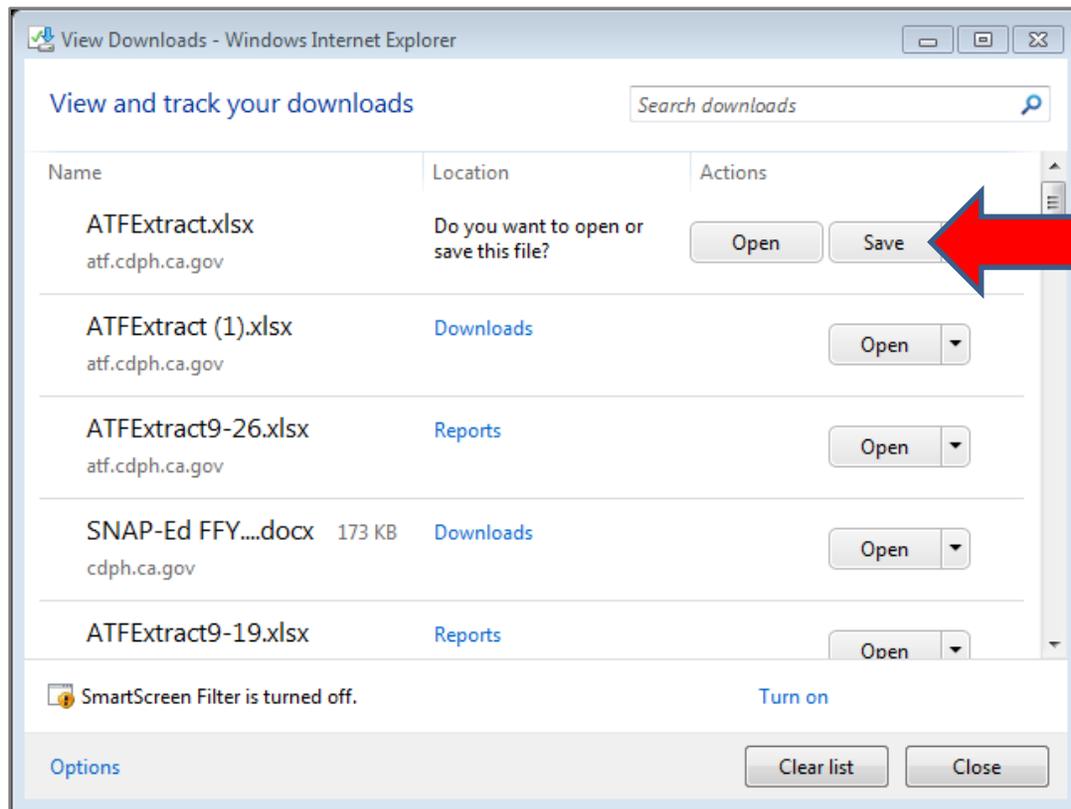
ATF Extract

Report Formats

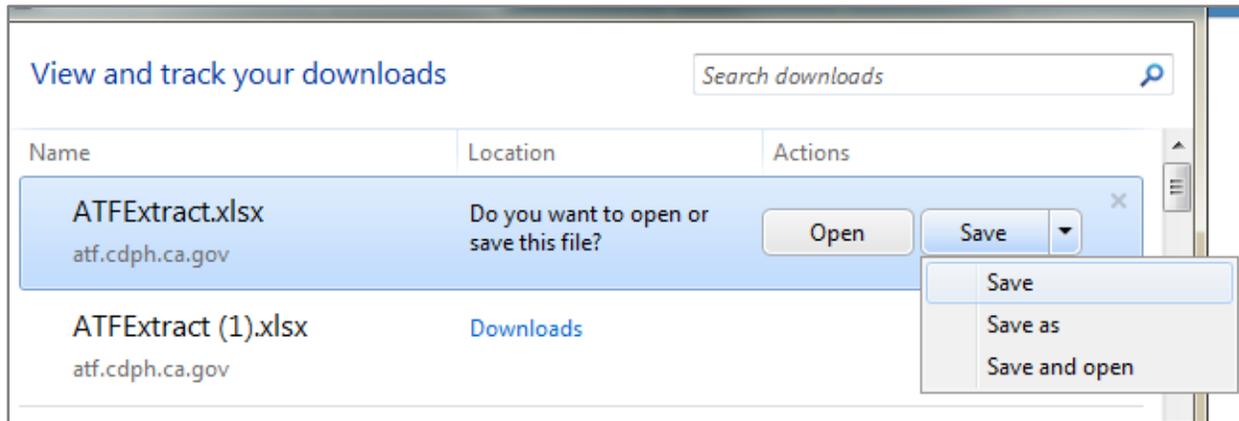
Start Date	End Date	Deliverable Num	Primary Goal	Primary Objective			Secondary Objective	Secondary Activity	Sub Cont
9/4/2014 12:00:00 AM	1/1/1753 12:00:00 AM	2C	1	15	5	1	0	0	
8/23/2014 12:00:00 AM	1/1/1753 12:00:00 AM		1	17	5	1	0	0	Africa Amer Comn Healt

Select a format
 XML file with report data
 CSV (comma delimited)
 PDF
 MHTML (web archive)
 Excel
 TIFF file
 Word

Once you choose the file format, click on 'Export' to the right of the drop-down menu. The following window will appear.



Choose 'Open' to open the file without saving it. To save it to your computer click on the down arrow next to "Save" and select "Save as".



Then choose a destination on your hard drive to save.

To exit out of the export query, click the 'x' in the top right-hand side of the screen. You will be returned to the query page.

13. GLOSSARY AND ACRONYMS

13.1 DIRECT EDUCATION

A planned nutrition education event designed to increase knowledge and/or skills (not just awareness), based on an activity or lesson plan where participants are actively engaged in the learning process with an educator for at least 15 minutes. Examples include classroom instruction/lessons, planned one-on-one nutrition education, grocery store or farmers' market tours, and cooking demonstrations.

For an event to qualify as direct education you must be able to report the CalFresh participation status, age, gender, and race/ethnicity for each participant. If all four criteria are not collected the participant cannot be reported as direct education and will be counted as indirect education.

Data cards may be used to collect the necessary demographic information for direct education conducted with adults. The required demographics for direct education conducted with school/afterschool/preschool/daycare/Head Start children will be obtained by the *NEOPB* from CDE and enrollment forms.

13.2 INDIRECT EDUCATION

The distribution of information and resources that are designed to increase public awareness of SNAP-Ed and/or increase awareness and knowledge of food, dietary quality, food security, food safety, and food resource management/shopping behaviors. Indirect education includes any mass communications, public events, and materials distribution that are not part of direct education efforts.

Examples of indirect education include:

- Mass Communications: radio, TV, billboards, posters, paid/unpaid advertising, newspapers
- Print Materials Distribution: flyers, facts sheets, pamphlets, newsletters, nutrition articles

- Displays of Educational Materials: bulletin boards, posters
- Public Events: community events, health fairs, exhibits, open houses, back to school nights

13.3 NON-TARGET EVENTS

Events that are part of the Integrated Work Plan, but are not for the *NEOPB*'s target audience (<185% FPL) such as staff, teachers, city/county officials, local health department officials or medical/dental providers. Events for these audiences should be reported on the ATF. However, since they are not for the target audience they cannot be reported as direct or indirect education. Instead, they are reported as a Non-Target Event.

13.4 ACRONYMS

ATF- Activity tracking Form

CDPH- California Department of Public Health

CDSS- California Department of Social Services

CDFA- California Department of Food and Agriculture

CDA- California Department of Aging

CX3- Communities of Excellence in Nutrition, Physical Activity and Obesity Prevention

EARS- Education and Administrative Reporting System

FFY- Federal Fiscal Year

FPL- Federal Poverty Level

IOE- Impact and Outcome Evaluation

IWP- Integrated Work Plan

LHD- Local Health Department

NEOP- Nutrition Education and Obesity Prevention

NEOPB- Nutrition Education and Obesity Prevention Branch

PA- Physical Activity

SIA- State Implementing Agency (CDPH,CDSS,CDFR,CDA,UC CalFresh, etc)

SOW- Scope of Work

UC Calfresh- University of California CalFresh Nutrition Education Program