

All LHD Call Notes

Thursday, April 9, 2015

2:00 p.m. – 3:30 p.m.

FFY 2016 SNAP-Ed Letter of Intent (LOI), Melissa Relles (Contract Operations)

- Email notification went out to inform LHDs of the Call for Letters of Intent to participate in SNAP-Ed for Federal Fiscal Year (FFY) 2016.
- Deadline to submit Letters of Intent is Thursday, April 30, 2015.
- NEOPB Contract Staff will send confirmations of receipt.
- Please contact your NEOPB Contract Manager or Melissa Relles, Section Chief, Contract Operations for more information or need the email re-sent.

LHD Budget Allocations, Melissa Relles (Contract Operations)

- NEOPB is finalizing SNAP-Ed LHD budget allocations for FFY 2015 and will post by the end of the month.
- For planning purposes, LHDs should use their current (FFY 2015) budget and estimate a 7 percent decline.
- FFY 2016 SNAP-Ed Budgets are due to NEOPB by Friday, May 8, 2015.
- For FFY 2016, the subcontracts percentages are the same as FFY 2015 - expectations have not changed.

Questions:

- Is NEOPB still allowing LHDs to carry-over up to 10% of their FFY 2015 funds into FFY 2016? If so, can you let us know what the process will be for submitting a request for carry-over, if there are any parameters on how this funding can be used, and how long to anticipate for review and approval?
 - Answer: A decision for this has not been made.
- For counties that have lost County Welfare Department Funding, will these funds be transferred to the LHD?
 - Answer: There were 13 counties identified to receive funding to do Get Fresh related activities. These counties have been notified and have incorporated these activities into their workplan and budgets.

FFY 2016 Integrated Work Plan Sample, Caroline Kurtz (Local Programs and Training)

- Work Plan Instructions, Template, and Sample are available on the NEOPB website under [FFY 2016 Resources](#)
 - The sample should be used as a guide and not as the exact standard for your work plan.

Questions

- In the sample work plan, the Intervention Plan/Evaluation Plan narrative and the Community Change goal sections seemed somewhat duplicative in information provided. Is there difference of purpose between the two sections? Please describe.
 - Answer: The purpose of the intervention plan/evaluation plan narrative is to speak specifically to SNAP-Ed funded activities. You may couch it as part of supporting overall community change health initiatives, but the purpose is to focus on the interventions and evaluation activities in the IWP. The Community Change goal section is where you can describe overall county goals and health initiatives that are being pursued with a mix of funding sources. It will help us to better understand your jurisdiction's priorities and approaches and how SNAP-Ed fits into the direction.
- How detailed do you want the work plan activities to be?
 - Answer: Please refer to the Work Plan sample and the pre-forum webinars for guidance. We would like activities to be specific, quantifiable, and clear; include what you are working on and who is doing the work. Multiple intervention categories are okay.
- Within the work plan, I know PSEs are to be linked with each objective, but are objectives supposed to be fully created around the PSE?
 - Answer: Your Work Plan should illustrate how your work supports community goals through PSE.

Timeline, *Melissa Relles/Caroline Kurtz*

- Budget deadline has been extended to May 8.
- Work Plans are due April 30.

SharePoint Submission Process, *Jackie Tompkins (Branch)*

- Integrated Work Plans for the FFY 2016 State Plan will be submitted via SharePoint rather than being emailed.
- Access rights will be given to the County Work Plan Coordinator and Back-up Coordinator.
- Videos and written instructions will be posted to the SharePoint site to demonstrate how to submit the Integrated Work Plan and target summary via the new SharePoint site.

Questions:

- Can more than one person from each county access the SharePoint account?
 - Answer: At this time, only the Work Plan Coordinator and the Back-Up Coordinator will have access.
- Will there be a SharePoint training?
 - Answer: Videos and written instructions will be posted to the SharePoint site to demonstrate how to submit the Integrated Work Plan and target summary via the new

SharePoint site. Additional SharePoint questions can be sent to jacqueline.tompkins@cdph.ca.gov and reyna.tsukiji@cdph.ca.gov (always cc your PO).

NEOPB SNAP-Ed Materials Use Survey, Reema El-Murr (Training Development)

- The SNAP-Ed Materials Use Survey was emailed to LHDs on Monday, April 6, 2015
- Responses are due Friday, April 10, 2015

CX³ Re-visioning Update, Jackie Richardson (Policy, Partnerships, and Program Development)

- Solicited input from LHDs via a SurveyMonkey, key informant interviews, and a PDM workgroup.
- Contact Jeffery Rosenhall at Jeffery.rosenhall@cdph.ca.gov or Jackie Richardson at Jackie.richardson@cdph.ca.gov for more information or to join the work group.
- Operationalizing the following based on LHD feedback:
 - Changing timeline to 4 years
 - Moving forward with implementing core sets of tools: Food Availability and Marketing Survey; Store Environmental Walkability Survey; Fast Food Marketing Environment Survey.
 - Others will be supplemental/optional modules.
 - Streamlining the core tool sets; LHD work group to assist here.
 - Reassessments: restructuring so only intervention location is reassessed as a minimum requirement; may complete an full neighborhood reassessment if desired.
 - Evaluation: Will include community engagement, a success story component (template to be developed), and coordination with RE-AIM for PSE.

Questions:

- We are due to reassess in FFY 2016. Will the extension to 4 years happen before then?
 - Answer: The timeline shift is from 5 to 4 years, so it is not considered an extension. The workgroup will advise on the roll-out of this requirement, but at this time we do not anticipate truncating the CX³ cycle for those LHDs beyond the mid-point of the 5 year intervention.
- Regarding CX³ in the FFY 2016 Work Plan is there any specific element that is required to be in the Work Plan this year? Please specific how CX³ assessments fit into the upcoming FFY.
 - Answer: We would love to see CX³ in your work plans. How it fits in is specific to your LHD. We are considering an option that you can re-assess in the locations you did interventions. We are trying to keep the flexibility, but how assessments fit into your specific contract is individualized; please connect with your project officer so we can provide a tailored response.
- Our three years are up and due to reassess CX³ in FFY 2016 but will that change to FFY 2017 then to make the 4 year change.

- Answer: CX³ is implementing using a 5 year cycle. If you are due to reassess in FFY 16, then that will continue to be the case, so please plan accordingly in your work plan.
 - How much do you suggest we plan for CX3 trainings in our FFY 2016 budget?
 - Answer: The CX3 trainings are dependent upon where your team is in the CX3 cycle; training needs may also depend on the needs of the current staff. Typical CX3 training opportunities include:
 - GIS Orientation Webinar (Appx 1 hr)
 - GIS Neighborhood Mapping Workshop (1 Day/Sacramento)
 - On the Ground Survey Training (1Day/Sacramento)
- Contractors in the first year of CX3 typically attend all three trainings; afterwards they may be attended on an as needed basis for a refresher, but it is not required.

Nutrition Education Reinforcement Incentives (NERI)/Stuff We All Get (SWAG) Guidance, Caroline Kurtz/Rosanne Stephenson (State Media, Public Outreach and Information)

- State of California is under a moratorium for SWAG, via Executive Order.
- NEOPB will not approve pedometers even though USDA has indicated they are allowable.
 - Pedometers less than \$4 may not be reliable.
 - State requires that lead content would need to be tested.
 - Recommending other options such as free apps for mobile phones.
- As LHD funds and Program funds decrease, priority is toward interventions.
- Partnerships and non-SNAP-Ed funding sources: NEOPB is following up with Administration and will report back to LHDs.

Training Development and Support Update, Reema El-Murr

Training and Resources Centers and Survey

- TRC contracts have been extended through September 30, 2015.
- Link to Executive Summary will be in next LHD newsletter.

Questions:

- What TRC structure can we expect in FFY2016?
 - Answer: The TRCs were always designed as transitional contracts that bridged the end of the PHI contract and hiring and training of new state staff. The TRC contracts will end September 30, 2015. State staff will do all training and technical assistance after that date.

Youth Engagement (YE) Forums - Reema El-Murr

- NEOPB hosting 3 YE forums. Flyer will be in newsletter and on website.
 - May 2, Monterey
 - June 9, San Bernardino
 - June 27, San Joaquin
 - Details - [here](#)

Questions:

- Can we fund subcontractors at 100% or is it their FTE for the Youth Engagement Forums?
 - Answer: You can fund subcontractors to attend the YE forums if they are working on YE projects.

CDPH NEOPB Website Update, *Reema El-Murr/Michelle Woods (Training Development and Support)*

- Website update process has been 18 months.
- Will unveil as a soft launch at the end of April; site will be live
- Changes based on feedback from LHDs, including SPA team members:
 - De-cluttering
 - Avoiding Subpages (3-click minimum)
 - Simple headers
 - No bureaucratic language
 - More graphics and photos
- 5 Main Headings
 - Local Support and Training
 - Research and Evaluation
 - Focus Areas
 - Partners
 - Programs
- Communications Library – available [here](#)

Questions:

- SUGGESTION: As someone who is just 3 months into the program, I would have really appreciated a *Welcome to SNAP-Ed* section with the top 10 most important documents I need to access and read.
- Is there or will there be an opportunity to send local pictures from local events to post on State Facebook webpage?
 - Answer: Send Facebook pictures to John Pacheco at john.pacheco@cdph.ca.gov. You can also “Like” the NEOPB page on Facebook and share pictures there. You can also share photos when you submit your PSE success stories.

Other Questions

- Are SPA reps supposed to be in touch with their LHD jurisdictions?
 - Answer: SPA representatives and areas were identified in a NEOPB blast email. You can contact your SPA representative as needed.
- When can we expect to receive our FFY 2015 Management Evaluation (ME) report from USDA?

- Answer: We have not received the ME report yet. We will let you know when it is available.

- FFY 2015 carry-in funds: Is there any word on the contract amendments for these? For counties that will require Board of Supervisors' approval of amended contracts, it will be important to get these soon if we want to be able to utilize these funds.
 - Answer: The Carry-in funds have been verbally approved by USDA. NEOPB is moving forward with processing the grant amendments. LHDs will receive the grant amendments for signature soon; however, your Agency should have already submitted a revised budget to include the carry-in funds and once that budget is approved you can begin to spend the funds.

- What does SPA stand for?
 - Answer: SPA stands for SNAP-Ed Program Advisory Team.

- At the forum, in some of the Power points someone presented a list of suggested PSE's. Can you send this list to our counties?
 - Answer: The PowerPoint presentations from the Forum are all available on the [Forum Website](#)

- Where are the new USDA guidelines available?
 - Answer: FFY 2016 Resources:
<http://www.cdph.ca.gov/programs/cpns/Pages/FFY16SNAP-EdResources.aspx>

If you have any questions/comments regarding this document, please email the Nutrition Education & Obesity Prevention Branch at neopb@cdph.ca.gov so it may be given to the appropriate person, or contact your Contract Manager or Project Officer. Thank