

CALIFORNIA SNAP-ED

**ACTIVITY TRACKING FORM (ATF)
ONLINE REPORTING SYSTEM INSTRUCTIONS**

**FEDERAL FISCAL YEAR 2015 (FFY15)
OCTOBER 1, 2014-SEPTEMBER 30, 2015**

Table of Contents	Page #
Introduction.....	3
System Access.....	4-5
System Log-On.....	6
Home Page.....	7-8
Direct Education Event.....	9-22
With Data Cards.....	14-16
Without Data Cards.....	17-18
Indirect Education Event (excluding media).....	23-27
Indirect Education Event (Media).....	28-34
Non-Target Event.....	35-40
Partnership Log.....	41-43
Searching Events.....	43-46
Reports.....	47-60
Semi-Annual Activity Report (SAAR).....	48-51
Education and Administrative Reporting System (EARS).....	52-55
ATF Extract.....	56-60
Glossary and Acronyms.....	61-62

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 FFY14 ATF account, your user name and password will gain you access to the FFY15 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://cdph.ca.gov/programs/cpns/Documents/ATF_Account_Request_Form.doc) to ATF@cdph.ca.gov.

A Glossary of Definitions can be found on page 53.

System Access

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.
1. **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.
2. **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.

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.

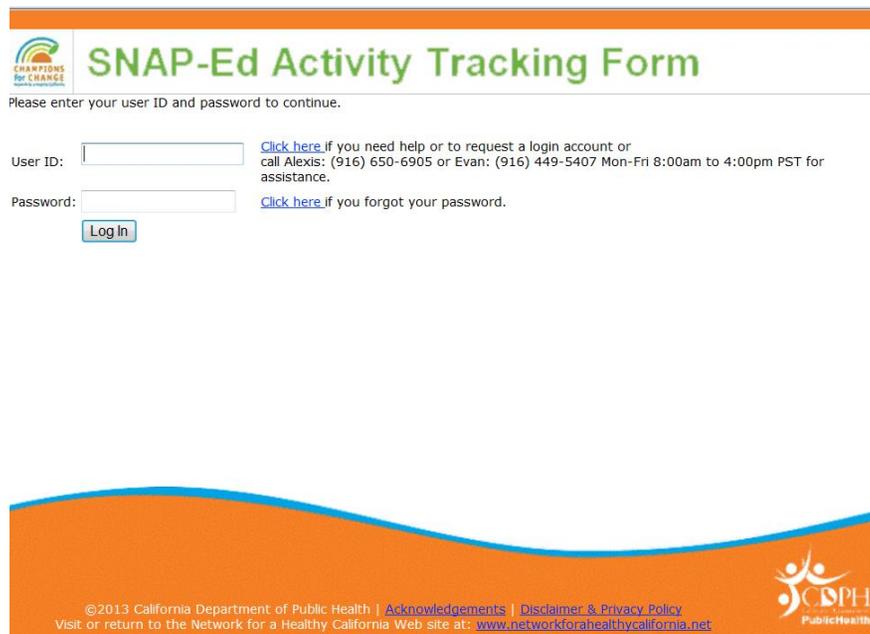
To request an account, email an Account Request Form

(<http://cdph.ca.gov/programs/cpns/Documents/ATFAccountRequestForm.doc>) to ATF@cdph.ca.gov. When an account is requested, the user will receive instructions via email on how to create their account password.

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 'CHAMPIONS for CHANGE' logo. The title 'SNAP-Ed Activity Tracking Form' is displayed in green. Below the title, a message reads: '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 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 is a link: 'Click here if you forgot your password.' Below the password field 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 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.

Enter your User ID (user name) and password and click the 'Log In' button to be directed to the ATF Home Page (shown on 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.

Home Page

The screenshot shows the home page of the SNAP-Ed Activity Tracking Form. At the top left is the 'CHAMPIONS FOR CHANGE' logo. The main title is 'SNAP-Ed Activity Tracking Form'. In the top right, there is a 'Logout' link and the user name 'DHSINTRA\ANarodov'. Below this is a dropdown menu currently showing 'CDPH'. A navigation bar contains four buttons: 'HOME', 'SEARCH', 'ADMINISTRATION', and 'REPORTS'. Below the navigation bar, it says 'Welcome Alexis Narodovich'. A section titled 'CREATE EVENT ENTRIES' has a dropdown arrow and a list of four options: 'Direct Education Event', 'Indirect Education Event', 'Non-Target Event', and 'Partnership Log'. The footer contains copyright text for 2013 California Department of Public Health, links for 'Acknowledgements' and 'Disclaimer & Privacy Policy', and the website 'www.networkforahealthycalifornia.net'. The CDPH logo is also present in the bottom right corner.

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 organization 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
CDPH
Berkeley Community G
Berkeley USD-Berkeley
UC Extension Office-Berkeley
Compton USD-Los Angeles
LA Technical Trade Co
LAUSD-Los Angeles LI
Anaheim City Preschoc
Huntington Beach Scho
Orange County Commu
CVHN-Sacramento LHI
Health Ed Council-Sacr
Sacramento Food Banl
Berkeley City LHD-CDP
Los Angeles LHD-CDP
Orange County LHD-CI
Sacramento LHD-CDP

© 2013 California Department of Public Health | Acknowledgements | Disclaimer & Privacy Policy
Visit or return to the Network for a Healthy California Web site at: www.networkforahealthycalifornia.net

CDPH
Public Health

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.

Direct Education Event

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

Direct 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 (in the form of A#.#.#.# - F#.#.#.#). 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	DELIVERABLE/OUTCOME MEASURE	PRIMARY OBJECTIVE
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Number: <input type="text"/>	Goal: <input type="text"/> Objective: <input type="text"/> Activity: <input type="text"/>

Event Description:

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

Site Name:

Main Topic:

Type of Activity:

Time (in minutes):

Session Format:

Please check all that apply:

- Interactive Multimedia
- Was event part of an Impact/Outcome Evaluation?
- Was this event conducted in conjunction with a Network Campaign or Program?
- Was this part of the CX3 Implementation?
- Did this event involve Peer Educators?
- Was this event part of a Youth Engagement project?
- Did this event take place at a Retail site?
- Was the event part of a Policy, Systems or Environmental (PSE) change?

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, deliverable measure or objective number for every event but you do not need to enter all three. You can do a combination of the three if you need to.

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.

Deliverable/Outcome Measure: Use the drop down menu to select the deliverable number from the Deliverables Document that the activity fulfills.

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

Secondary Objective: If applicable, enter the secondary Objective and Activity from the SOW which that 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.

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 FFY15 Integrated Work Plan if your organization hasn’t 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, MyPyramid) 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.

Interactive Multimedia: Interactive multimedia involves the participant(s) active engagement with an electronic device such as a computer game, interactive website (i.e. MyPyramid), 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.

Was this event conducted in conjunction with a NEOPB Campaign or Program? If the event was conducted in conjunction with a NEOPB Campaign or Program, check the box and use the drop-down menu to identify the campaign or program; otherwise leave blank.

CX3 Implementation (if applicable): check the box if the direct education activity was part of your CX3 plan; otherwise leave blank.

Did this event involve Peer Educators?: check the box if the direct education activity involved Peer Educators; otherwise leave blank. If this option is selected, additional Peer Educator-specific fields will appear on the subsequent pages.

Was this event part of a Youth Engagement project?: check the box if the direct education activity was part of a Youth Engagement project; otherwise leave blank. If this option is selected, additional Youth Engagement-specific fields will appear on the subsequent pages.

Did this event take place at a Retail site?: check the box if the direct education activity occurred at a Retail location; otherwise leave blank. If this option is selected, additional Retail-specific fields will appear on the subsequent pages.

Once all applicable fields have been entered, click the ‘Save and Next’ button to continue. If an error message appears (shown below), review the entry and update the required fields. Click the ‘Save and Next’ button to continue.

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 prominently displayed in green. A navigation bar includes 'HOME', 'SEARCH', 'ADMINISTRATION', and 'REPORTS' buttons. 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 input fields for 'Start Date of Event' (09/11/2013), 'End Date of Event (if applicable)', 'Educator Name (optional)', and 'Notes (optional)'. A 'Logout' link and user name 'DHSINTRA\ANarodov' are visible in the top right corner.

Example error message :

The second direct education page is shown below.

CHAMPIONS for CHANGE

SNAP-Ed Activity Tracking Form

[Log Out | DHSEXTRAVANARODOV]

Compton USD-Los A

HOME SEARCH ADMINISTRATION REPORTS

Local Contractors Direct Education Demographics

Check if any Harvest of the Month materials used?

Was this event conducted in Spanish?

Network Material Used

Network Material Used

Network Material Used

Network Material Used

Select Type of Network Signature Events and Themed Events If Applicable

Back Clear Page Save and Next

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

Was this event conducted in Spanish?: If any part of your event was conducted in Spanish, check the box; otherwise leave blank.

NEOPB Materials Used: Use the drop-down menus to select up to four *NEOPB* materials used at the direct education event. If *NEOPB* materials were not used, leave blank.

NEOPB Signature Event/Themed Events: If applicable, use the drop-down menu to select the *NEOPB* signature or themed event conducted; otherwise leave blank.

Click the ‘Save and Next’ button to continue.

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/afterschool/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 (Unduplicaed) Participants page:

The screenshot shows the 'SNAP-Ed Activity Tracking Form' interface. At the top, there is a navigation bar with 'HOME', 'SEARCH', 'ADMINISTRATION', and 'REPORTS' buttons. Below this is a dropdown menu for 'UC Extension Office-'. The main content area is titled 'Local Contractors Direct Education Demographics' and contains a sub-section for 'FIRST TIME PARTICIPANTS'. This section features a table with input fields for demographic data, all currently showing a value of 0.

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

At the bottom of the form, there are three buttons: 'Back', 'Clear Page', and 'Save and Next'.

Repeat (duplicated) participants page:

CHAMPIONS For CHANGE **SNAP-Ed Activity Tracking Form** [\[Log Out | DHSEXTRA\ANARODOV\]](#)

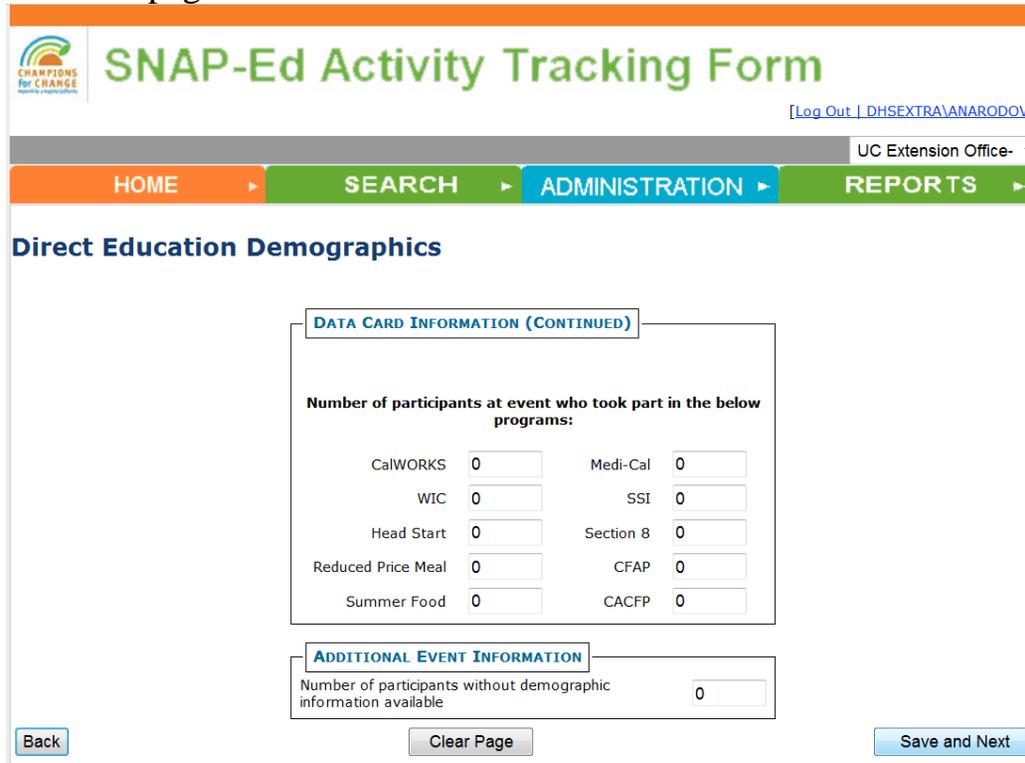
UC Extension Office- ▾

HOME ▶ **SEARCH** ▶ **ADMINISTRATION** ▶ **REPORTS** ▶

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:



The image shows a web-based form titled "SNAP-Ed Activity Tracking Form". At the top left is the logo for "CHAMPIONS FOR CHANGE". The title is in large green letters. To the right of the title is a link "[Log Out | DHSEXTRAVANARODOV]". Below the title is a navigation bar with four buttons: "HOME", "SEARCH", "ADMINISTRATION", and "REPORTS". The "ADMINISTRATION" button is highlighted in blue. To the right of the navigation bar is a dropdown menu showing "UC Extension Office-". Below the navigation bar is the section header "Direct Education Demographics". The main content area contains two sections: "DATA CARD INFORMATION (CONTINUED)" and "ADDITIONAL EVENT INFORMATION". The "DATA CARD INFORMATION" section has a heading "Number of participants at event who took part in the below programs:" and ten input fields with the value "0": CalWORKS, WIC, Head Start, Reduced Price Meal, Summer Food, Medi-Cal, SSI, Section 8, CFAP, and CACFP. The "ADDITIONAL EVENT INFORMATION" section has a heading "Number of participants without demographic information available" and one input field with the value "0". At the bottom of the form are three buttons: "Back", "Clear Page", and "Save and Next".

SNAP-Ed Activity Tracking Form

[Log Out | DHSEXTRAVANARODOV]

UC Extension Office-

HOME SEARCH ADMINISTRATION REPORTS

Direct Education Demographics

DATA CARD INFORMATION (CONTINUED)

Number of participants at event who took part in the below programs:

CalWORKS	0	Medi-Cal	0
WIC	0	SSI	0
Head Start	0	Section 8	0
Reduced Price Meal	0	CFAP	0
Summer Food	0	CACFP	0

ADDITIONAL EVENT INFORMATION

Number of participants without demographic information available 0

Back Clear Page Save and Next

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.

CHAMPIONS FOR CHANGE | SNAP-Ed Activity Tracking Form | [Log Out | DHSEXTRA\ANARODOV]

LA Technical Trade (▾

HOME ▸ SEARCH ▸ ADMINISTRATION ▸ REPORTS ▸

Number of Participants for School

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"/>

Back Clear Page Save and Next

Enter the total number of student participants in either the ‘Number of Participants in K-12’ or the ‘Number of Participants for Preschool’ fields for the site selected on the first page of the entry. Enter 0 in the corresponding box. If the corresponding field is left blank, the following error message will occur.



SNAP-Ed Activity Tracking Form

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

LA Technical Trade (

HOME ▶

SEARCH ▶

ADMINISTRATION ▶

REPORTS ▶

Number of Participants for School

* Marked fields are Required Fields

- Please enter number of participants for preschool kids.

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"/>

Back

Clear Page

Save and Next

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.

After either 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.

The screenshot displays the 'SNAP-Ed Activity Tracking Form' interface. At the top, there is a logo for 'CREATIVES FOR CHANGE' and the title 'SNAP-Ed Activity Tracking Form'. A navigation bar includes 'HOME', 'SEARCH', 'ADMINISTRATION', and 'REPORTS'. The user is logged in as 'UC Extension Office'. The 'Direct Education' section features a 'Create New Partnership' button and a text area for describing partner roles. Below this, there are three tabs for partner groups: 'Partner 1 - 7', 'Partner 8 - 14', and 'Partner 15 - 20'. The 'Partner 1 - 7' tab is active, showing seven rows, each with a partner label and a '--Select One--' dropdown menu. At the bottom, there are 'Back', 'Clear Page', and 'Submit' buttons.

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.

SNAP-Ed Activity Tracking Form

[Log Out | DHSEXTRA\ANARODOV]

UC Extension Office. ▾

HOME ▸ SEARCH ▸ ADMINISTRATION ▸ REPORTS ▸

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 --Select One-- ▾

Notes

Contact Person

Phone Number

Email

Address

City

Zip

Cancel Clear Page Save and Create More Save and Next

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 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 link '[Log Out | DHSEXTRA\ANARODOV]' is on the right. Below is a navigation bar with 'HOME', 'SEARCH', 'ADMINISTRATION', and 'REPORTS'. The 'ADMINISTRATION' tab is active. Underneath is 'Direct Education' with a 'Create New Partnership' button. A text area prompts to 'Describe the role(s) of the partner(s) in attendance.' Below that are tabs for 'Partner 1 - 7', 'Partner 8 - 14', and 'Partner 15 - 20'. The 'Partner 1 - 7' tab is selected, showing a list of seven partners, each with a '--Select One--' dropdown menu. At the bottom are 'Back', 'Clear Page', and 'Submit' buttons.

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 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 name 'DHSEXTRAVANARODOV' is visible in the top right. Below the title is a navigation bar with buttons for 'HOME', 'SEARCH', 'ADMINISTRATION', and 'REPORTS'. A confirmation message is centered on the screen: 'You have successfully submitted the Activity to the system.'

Indirect Education Event (Excluding Media)

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

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 (in the form of A#.#.#.# - F#.#.#.#.#). 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	DELIVERABLE/OUTCOME MEASURE	PRIMARY OBJECTIVE
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Number: <input type="text"/>	Goal: <input type="text"/> Objective: <input type="text"/> Activity: <input type="text"/>

Event Description:

Type of Indirect Education:

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

Site Name:

of Indirect Participants:

Specify any other type of Indirect Education:

Please check all that apply:

- Was event part of an Impact/Outcome Evaluation?
- Was this event conducted in conjunction with a Network Campaign or Program?
- Was this part of the CX3 Implementation?
- Did this event involve Peer Educators?
- Was this event part of a Youth Engagement project?
- Did this event take place at a Retail site?
- Is this monthly event/activity with a recurring audience? Ex. Monthly newsletter, monthly nutrition phone messages, monthly parent meetings, etc.
- Was the event part of a Policy, Systems or Environmental (PSE) change?

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, deliverable measure or objective number for every event but you do not need to enter all three. You can do a combination of the three if you need to.

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.

Deliverable/Outcome Measure: Use the drop down menu to select the deliverable number from the Deliverables Document that the activity fulfills.

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

Secondary Objective: If applicable, enter the secondary Objective and Activity from the SOW that event fulfills; otherwise leave blank.

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

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 27.

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.

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

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.

Was this event conducted in conjunction with a *NEOPB* Campaign or Program? If the event was conducted in conjunction with a *NEOPB* Campaign or Program, check the box and use the drop-down menu to identify the campaign or program; otherwise leave blank.

CX3 Implementation (if applicable): Check the box if the indirect education activity was part of your CX3 plan; otherwise leave blank.

Did this event involve Peer Educators?: Check the box if the indirect education activity involved Peer Educators; otherwise leave blank. If this option is selected, additional Peer Educator-specific fields will appear on the subsequent pages.

Was this event part of a Youth Engagement project?: Check the box if the indirect education activity was part of a Youth Engagement project; otherwise leave blank. If this option is selected, additional Youth Engagement-specific fields will appear on the subsequent pages.

Did this event take place at a Retail site?: Check the box if the indirect education activity occurred at a Retail location; otherwise leave blank. If this option is selected, additional Retail-specific fields will appear on the subsequent pages.

Is this a monthly event/activity with a recurring audience?: Check if the indirect education occurs regularly (i.e. monthly or weekly) with the same audience.

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.

The screenshot shows a web application interface for the SNAP-Ed Activity Tracking Form. At the top left is the logo for 'CHAMPIONS For CHANGE'. The main title is 'SNAP-Ed Activity Tracking Form' in green. A user menu at the top right shows '[Log Out | DHSEXTRA\ANARODOV]' and a dropdown for 'Compton USD-Los /'. Below this is a navigation bar with four buttons: 'HOME' (orange), 'SEARCH' (green), 'ADMINISTRATION' (blue), and 'REPORTS' (green). The main content area is titled 'Local Contractors Indirect Education Demographics'. It contains two checkboxes: 'Check if any Harvest of the Month materials used?' and 'Was this event conducted in Spanish?'. Below these are four 'Network Material Used' labels, each followed by a white dropdown menu. At the bottom of the form is a label 'Select Type of Network Signature Events and Themed Events If Applicable' followed by a white dropdown menu. At the very bottom are three buttons: 'Back' (blue), 'Clear Page' (grey), and 'Save and Next' (grey).

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

Was this event conducted in Spanish?: If any part of your event was conducted in Spanish, check the box; otherwise leave blank.

NEOPB Materials Used: Use the drop-down menus to select up to four *NEOPB* materials used at the direct education event. If *NEOPB* materials were not used, leave blank.

NEOPB Signature Event/Themed Events: If applicable, use the drop-down menu to select the *NEOPB* signature or themed event conducted; otherwise leave blank.

Click the 'Save and Next' button to continue.

The third indirect education page is shown below.

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'. On the right, there are links for '[Log Out | DHSEXTRA\ANARODOV]' and a dropdown menu for 'Compton USD-Los /'. Below the title is a navigation bar with buttons for 'HOME', 'SEARCH', 'ADMINISTRATION', and 'REPORTS'. The current page is titled 'Additional Indirect Education Participants'. There are three tabs: 'Site 2 - 8' (selected), 'Site 9 - 15', and 'Site 16 - 20'. The main content area is a table with the following structure:

		# 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"/>

At the bottom of the form, there are three buttons: 'Back', 'Clear Page', and 'Save and Next'.

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.

Indirect Education Event (Media)

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

Indirect Education Entry

Start Date of Event:	<input type="text"/>	Educator Name (optional):	<input type="text"/>
End Date of Event (if applicable):	<input type="text"/>	Notes (optional):	<input type="text"/>

If you are working from the Integrated Work Plan you can enter up to 5 activity numbers (in the form of A#.#.#.# - F#.#.#.#.#). 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 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	DELIVERABLE/OUTCOME MEASURE Number: <input type="text"/>	PRIMARY OBJECTIVE Goal: <input type="text"/> Objective: <input type="text"/> Activity: <input type="text"/>
---	--	---

Event Description:

Type of Indirect Education:

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

Site Name:

of Indirect Participants:

Specify any other type of Indirect Education:

Please check all that apply:

- Was event part of an Impact/Outcome Evaluation?
- Was this event conducted in conjunction with a Network Campaign or Program?
- Was this part of the CX3 Implementation?
- Did this event involve Peer Educators?
- Was this event part of a Youth Engagement project?
- Did this event take place at a Retail site?
- Is this monthly event/activity with a recurring audience? Ex. Monthly newsletter, monthly nutrition phone messages, monthly parent meetings, etc.
- Was the event part of a Policy, Systems or Environmental (PSE) change?

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, deliverable measure or objective number for every event but you do not need to enter all three. You can do a combination of the three if you need to.

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.

Deliverable/Outcome Measure: Use the drop down menu to select the deliverable number from the Deliverables Document that the activity fulfills.

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

Secondary Objective: If applicable, enter the secondary Objective and Activity from the SOW that event fulfills; otherwise leave blank.

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

Type of Indirect Education: Use the drop-down list to select 'Media.' The additional fields on the page not pertaining to media will be removed (shown on the next page).

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 (in the form of A#.#.#.# - F#.#.#.#). 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	DELIVERABLE/OUTCOME MEASURE	PRIMARY OBJECTIVE
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Number: <input type="text"/>	Goal: <input type="checkbox"/>
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		Objective: <input type="checkbox"/>
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		Activity: <input type="checkbox"/>

Event Description:

Type of Indirect Education

Clear Page

Save and Next

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

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. A navigation bar contains 'HOME', 'SEARCH', 'ADMINISTRATION', and 'REPORTS' buttons. The current page is titled 'Indirect Education Media Data Entry Screen'. Below the title, there is a 'Medium' dropdown menu, a 'Paid' checkbox, and a 'Medium By Market' dropdown menu. The user is currently logged in as 'Berkeley USD-Berke'.

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.

The screenshot shows the 'SNAP-Ed Activity Tracking Form' interface. At the top, there is a navigation bar with 'HOME', 'SEARCH', 'ADMINISTRATION', and 'REPORTS' buttons. Below this is the 'Indirect Education Media Data Entry Screen'. A 'Medium' dropdown menu is open, displaying a list of media types. To the right of the dropdown is a 'Paid' checkbox.

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.

The screenshot shows the 'Indirect Education Media Data Entry Screen' with the 'Market' dropdown menu open. The 'Medium' dropdown is closed. The 'Market' dropdown lists various geographic areas. To the right of the dropdown is a 'Paid' checkbox.

Medium Paid

Market 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. Additional fields will appear depending on if the media is paid or unpaid.

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.’

The screenshot shows the 'SNAP-Ed Activity Tracking Form' interface. At the top, there is a navigation bar with 'HOME', 'SEARCH', 'ADMINISTRATION', and 'REPORTS' buttons. Below this is the 'Indirect Education Media Data Entry Screen'. The form includes several input fields: 'Medium' (set to 'ENGLISH LANGUAGE TV - MULTICULTURAL'), 'Paid' (checkbox), 'Medium By Market' (set to 'CHICO, EUREKA, SACRAMENTO'), and 'Source of Data' (dropdown menu). The dropdown menu is open, showing options: 'COMMERCIAL MARKET DATA ON AUDIENCE SIZE', 'SURVEY OF TARGET AUDIENCE', 'VISUAL ESTIMATE', and 'OTHER'. Below the dropdown are several input fields for tracking metrics: '# Stations contacted to air PSA', '# Times station contacted to air PSA', '# Media Alerts/Tip Sheets submitted', '# Press Releases submitted', '# Press Releases resulted in airing story', '# Interviews granted', and '# Interviews resulting in airing story'. A red arrow points from the 'Source of Data' dropdown to a text box that reads: 'Additional fields will appear depending on the medium and if the media is paid or unpaid.'

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.

SNAP-Ed Activity Tracking Form

[Log Out | DHSEXTRA\ANARODOV]

Berkeley USD-Berkele

HOME SEARCH ADMINISTRATION REPORTS

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

Stations contacted to air PSA

Times station contacted to air PSA

Media Alerts/Tip Sheets submitted

Press Releases submitted

Press Releases resulted in airing story

Interviews granted

Interviews resulting in airing story

Back Clear Page Submit

If additional fields appear, complete only those that apply to the media being reported, leaving fields blank that do not apply. For example, if a Public Service Announcement (PSA) is reported, you would only complete the PSA-related fields, leaving the fields about media alerts, press releases and interviews blank. Once the appropriate fields are entered, click the 'Submit' button to save the entry. A confirmation message will appear (shown below).



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 Deliverables Document 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:

Non-Target Events

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 (in the form of A#.#.#.# - F#.#.#.#). 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	DELIVERABLE/OUTCOME MEASURE	PRIMARY OBJECTIVE
<input type="text"/> . <input type="text"/> . <input type="text"/> . <input type="text"/>	Number: <input type="text"/>	Goal: <input type="text"/>
<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"/> . <input type="text"/>		Activity: <input type="text"/>
<input type="text"/> . <input type="text"/> . <input type="text"/> . <input type="text"/>		

Event Description:

Type of Activity

Did you attend or conduct the event?

of attendees

Type of Technical Assistance if applicable

Please check all that apply:

- Was event part of an Impact/Outcome Evaluation?
- Was this event conducted in conjunction with a Network Campaign or Program?
- Was this part of the CX3 Implementation?
- Did this event involve Peer Educators?
- Was this event part of a Youth Engagement project?
- Did this event take place at a Retail site?
- Was the event part of a Policy, Systems or Environmental (PSE) change?

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, deliverable measure or objective number for every event but you do not need to enter all three. You can do a combination of the three if you need to.

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.

Deliverable/Outcome Measure: Use the drop down menu to select the deliverable number from the Deliverables Document that the activity fulfills.

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

Secondary Objective: If applicable, enter the secondary Objective and Activity from the SOW that event fulfills; otherwise leave blank.

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

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.

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.

Was this event conducted in conjunction with a *NEOPB* Campaign or Program? If the event was conducted in conjunction with a *NEOPB* Campaign or Program, check the box and use the drop-down menu to identify the campaign or program; otherwise leave blank.

CX3 Implementation (if applicable): Check the box if the indirect education activity was part of your CX3 plan; otherwise leave blank.

Did this event involve Peer Educators?: Check the box if the indirect education activity involved Peer Educators; otherwise leave blank. If this option is selected, additional Peer Educator-specific fields will appear on the subsequent pages.

Was this event part of a Youth Engagement project?: Check the box if the indirect education activity was part of a Youth Engagement project; otherwise leave blank. If this option is selected, additional Youth Engagement-specific fields will appear on the subsequent pages.

Did this event take place at a Retail site?: Check the box if the indirect education activity occurred at a Retail location; otherwise leave blank. If this option is selected, additional Retail-specific fields will appear on the subsequent pages.

Is this a monthly event/activity with a recurring audience?: Check if the indirect education occurs regularly (i.e., monthly or weekly) with the same audience.

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 were used?: If applicable, check the box; otherwise leave blank.

Was this event conducted in Spanish?: If any part of your event was conducted in Spanish, check the box; otherwise leave blank.

NEOPB Materials Used: Use the drop-down menus to select up to four *NEOPB* materials used at the direct education event. If *NEOPB* materials were not used, leave blank.

NEOPB Signature Event/Themed Events: If applicable, use the drop-down menu to select the *NEOPB* signature or themed event conducted; otherwise leave blank.

Click the ‘Save and Next’ button to continue.

SNAP-Ed Activity Tracking Form

[Log Out | DHSEXTRA\ANARODOV]

Alpine-CDPH

HOME SEARCH ADMINISTRATION REPORTS

Local Contractors Non-Staff Demographics

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 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).

Once all partners are identified, click the 'Submit' button to complete the entry. A confirmation message will appear (shown below)



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 large green text. To the right, there is a user menu with a 'Log Out' link and the user name 'DHSEXTRA\ANARODOV'. Below this is a navigation bar with four buttons: 'HOME' (orange), 'SEARCH' (green), 'ADMINISTRATION' (blue), and 'REPORTS' (green). A confirmation message is centered below the navigation bar: 'You have successfully submitted the Activity to the system.' In the top right corner of the interface, the text 'Alpine-CDPH' is visible next to a dropdown arrow.

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 title 'SNAP-Ed Activity Tracking Form' is in green. To the right is a user link: '[Log Out | DHSEXTRA\ANARODOV]'. Below this is a navigation bar with four buttons: 'HOME', 'SEARCH', 'ADMINISTRATION', and 'REPORTS'. A dropdown menu shows 'Berkeley USD-Berkek'. Below the navigation bar is a welcome message: 'Welcome Alexis Narodovich'. A 'CREATE ENTRY' button is followed by a list of event types: 'Direct Education Event', 'Indirect Education Event', 'Non-Target Event', and 'Partnership Log'. The footer contains copyright information: '©2013 California Department of Public Health | Acknowledgements | Disclaimer & Privacy Policy' and a website 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.

CHARIIONS FOR CHANGE **SNAP-Ed Activity Tracking Form** [\[Log Out | DHSEXTRA\ANARODOV\]](#)

Berkeley USD-Berkeley

HOME SEARCH ADMINISTRATION REPORTS

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

Cancel Clear Page Save and Create More Save and Next

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 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.

Searching Events

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

CHAMPIONS FOR CHANGE

SNAP-Ed Activity Tracking Form

[Log Out | DHSEXTRA\ANARODOV]

CDPH

HOME SEARCH ADMINISTRATION REPORTS

Welcome Alexis Narodov

Direct Education Event
Indirect Education Event
Non-Target Event

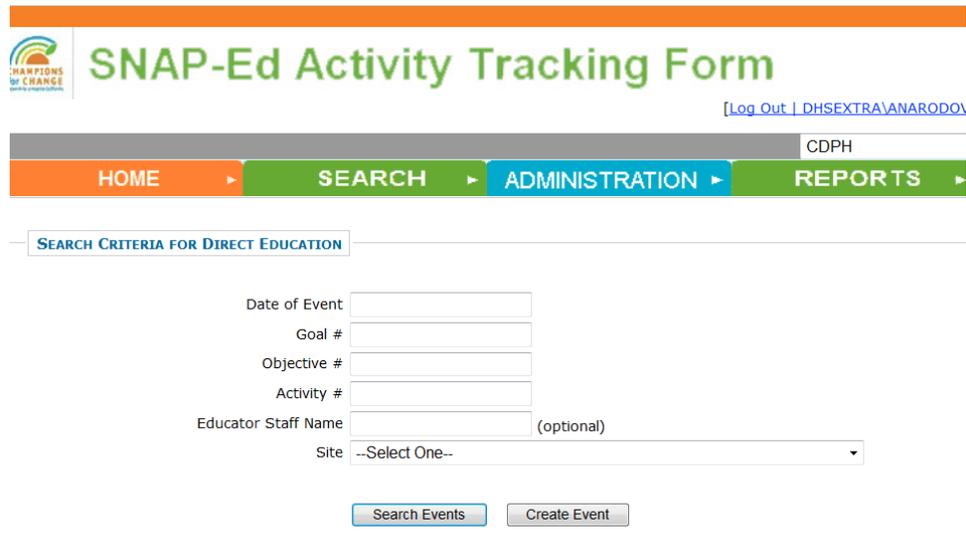
CREATE ENTRY

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

©2013 California Department of Public Health | [Acknowledgements](#) | [Disclaimer & Privacy Policy](#)
Visit or return to the Network for a Healthy California Web site at: www.networkforahealthycalifornia.net

CDPH
Public Health

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



CHAMPIONS FOR CHANGE logo

SNAP-Ed Activity Tracking Form

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

CDPH

HOME SEARCH ADMINISTRATION REPORTS

SEARCH CRITERIA FOR DIRECT EDUCATION

Date of Event

Goal #

Objective #

Activity #

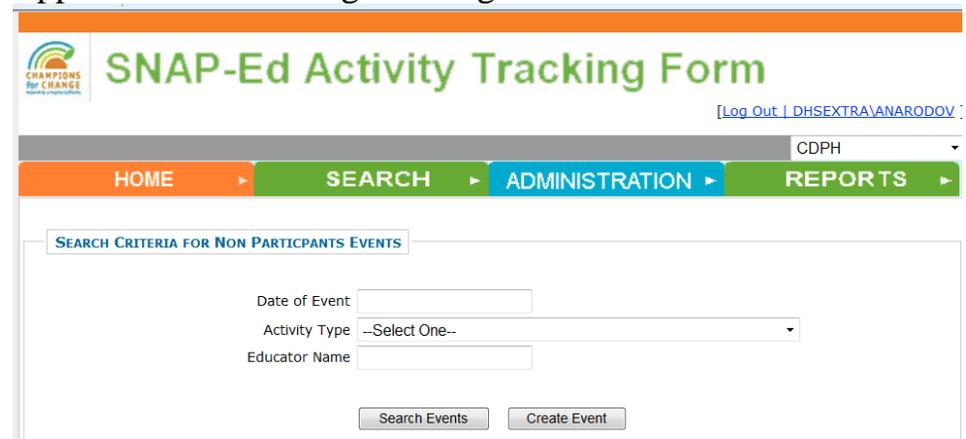
Educator Staff Name (optional)

Site

Search Events Create Event

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.



CHAMPIONS FOR CHANGE logo

SNAP-Ed Activity Tracking Form

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

CDPH

HOME SEARCH ADMINISTRATION REPORTS

SEARCH CRITERIA FOR NON PARTICIPANTS EVENTS

Date of Event

Activity Type

Educator Name

Search Events Create Event

A list of events will appear, as shown below.

SEARCH CRITERIA FOR DIRECT EDUCATION

Date of Event

Goal #

Objective #

Activity #

Educator Staff Name (optional)

Site

EVENT ENTRIES RESULTS

Start Date	PrimaryGoal	P.Obj	P.Act	EducatorName	EventDescription	Edit	Delete
11/4/2013	1	0	0		test	Edit	Delete
11/4/2013	1	0	0		test	Edit	Delete
11/4/2013	1	0	0		test	Edit	Delete
11/4/2013	1	0	0		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.

CHAMPIONS For CHANGE

SNAP-Ed Activity Tracking Form

[Log Out] | DHSEXTRAVANARODOV

UC Extension Office-f

HOME SEARCH ADMINISTRATION REPORTS

SEARCH CRITERIA FOR DIRECT EDUCATION

Date of Event

Goal #

Objective #

Activity #

Educator Staff Name

Site

Message from webpage

Are you sure you want to delete?

OK Cancel

EVENT ENTRIES RESULTS

Start Date	PrimaryGoal	P.Obj	P.Act	EducatorName	EventDescription	Edit	Delete
11/4/2013	1	0	0		test	Edit	Delete
11/4/2013	1	0	0		test	Edit	Delete
11/4/2013	1	0	0		test	Edit	Delete
11/4/2013	1	0	0		test	Edit	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.

Administration

This section is only for NEOPB State staff.

Reports

The Reports menu on the Home page allows for the Semi-Annual Progress Report (SAAR) and the Education and Administrative Reporting System (EARS) to be generated based on specified dates.

The SAAR summarizes the total reach by activity category while 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' web application. At the top left is the 'CHAMPIONS for CHANGE' logo. The main title 'SNAP-Ed Activity Tracking Form' is in green. A navigation bar includes 'HOME', 'SEARCH', 'ADMINISTRATION', and 'REPORTS'. The 'REPORTS' menu is open, showing 'SAAR Report', 'EARS Report', and 'ATF Extract'. Below the navigation, a 'Welcome Alexis Narodovich' message is shown. A 'CREATE ENTRY' button is followed by 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 CDPH logo.

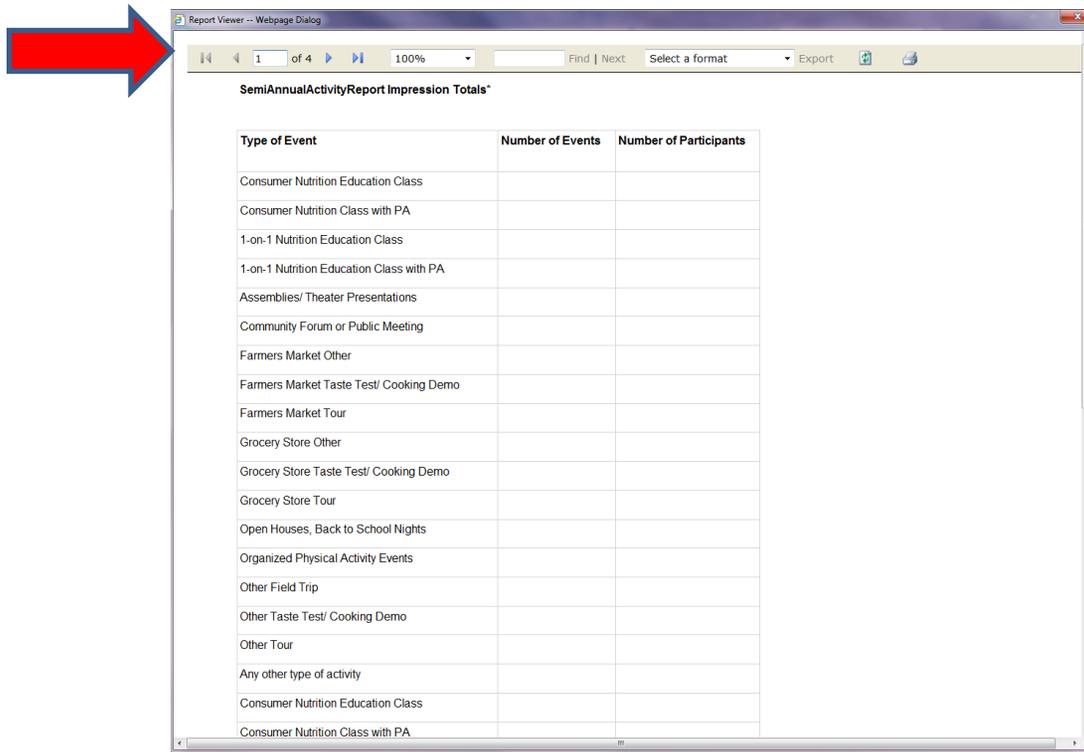
SAAR

To query the SAAR, select 'SAAR 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 shows the 'SNAP-Ed Activity Tracking Form' interface. At the top left is the logo for 'CHAMPIONS For CHANGE' with the tagline 'Supporting the community's health'. 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 buttons: 'HOME' (orange), 'SEARCH' (green), 'ADMINISTRATION' (blue), and 'REPORTS' (green). A dropdown menu is open under 'REPORTS', showing 'CDPH' as the selected option. Below the navigation bar, the page title 'SAAR Report' is displayed. Underneath, there are two input fields: 'Start Date' and 'End Date'. A 'Submit' button is located below the 'End Date' field.

Click 'Submit' to generate the SAAR; an example is shown below.



Report Viewer -- Webpage Dialog

1 of 4 100% Find | Next Select a format Export

SemiAnnualActivityReport Impression Totals*

Type of Event	Number of Events	Number of Participants
Consumer Nutrition Education Class		
Consumer Nutrition Class with PA		
1-on-1 Nutrition Education Class		
1-on-1 Nutrition Education Class with PA		
Assemblies/ Theater Presentations		
Community Forum or Public Meeting		
Farmers Market Other		
Farmers Market Taste Test/ Cooking Demo		
Farmers Market Tour		
Grocery Store Other		
Grocery Store Taste Test/ Cooking Demo		
Grocery Store Tour		
Open Houses, Back to School Nights		
Organized Physical Activity Events		
Other Field Trip		
Other Taste Test/ Cooking Demo		
Other Tour		
Any other type of activity		
Consumer Nutrition Education Class		
Consumer Nutrition Class with PA		

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

Report Viewer -- Webpage Dialog

1 of 4 100% Find | Next Select a format Export

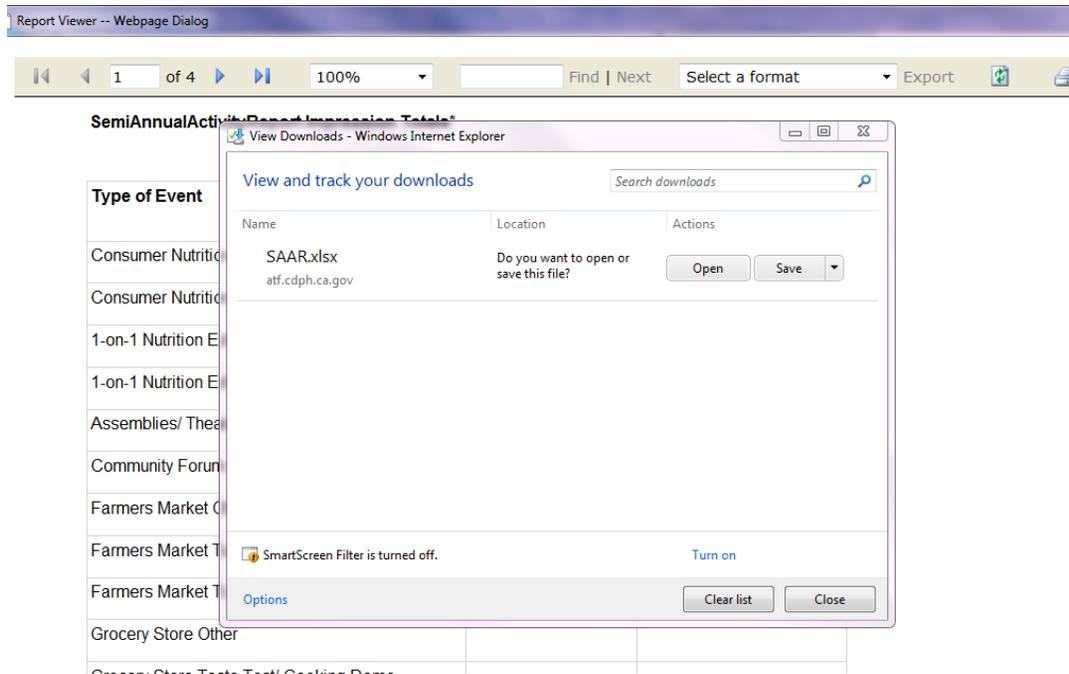
SemiAnnualActivityReport Impression Totals*

Type of Event	Number of Events	Num
Consumer Nutrition Education Class		
Consumer Nutrition Class with PA		
1-on-1 Nutrition Education Class		
1-on-1 Nutrition Education Class with PA		
Assemblies/ Theater Presentations		
Community Forum or Public Meeting		

Select a format

- 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 SAAR, using the printed icon in the top right-hand corner.

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

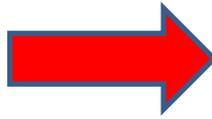
EARS

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 logo for 'CHAMPIONS For CHANGE' with the tagline 'Healthy. Active. Well.' Below the logo is the title 'SNAP-Ed Activity Tracking Form' in green. To the right of the title is a user profile section with a '[Log Out | DHSEXTRA\ANARODOV]' link and a 'CDPH' label. A navigation bar contains four buttons: 'HOME' (orange), 'SEARCH' (green), 'ADMINISTRATION' (blue), and 'REPORTS' (green). Below the navigation bar, the 'EARS Report' section is visible. It includes two text input fields labeled 'Start Date' and 'End Date', and a 'Submit' button.

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:

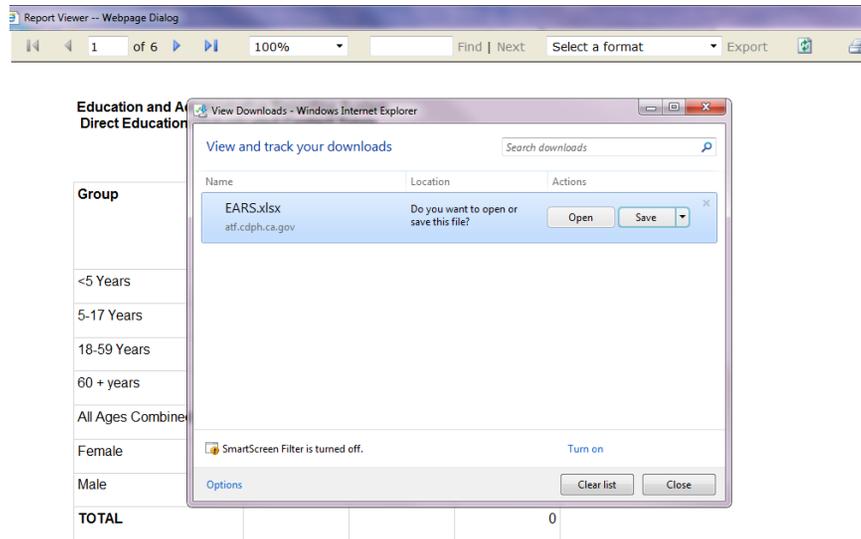
Education and Administrative Reporting System
Direct Education Unduplicated Contact Totals

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
- 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.



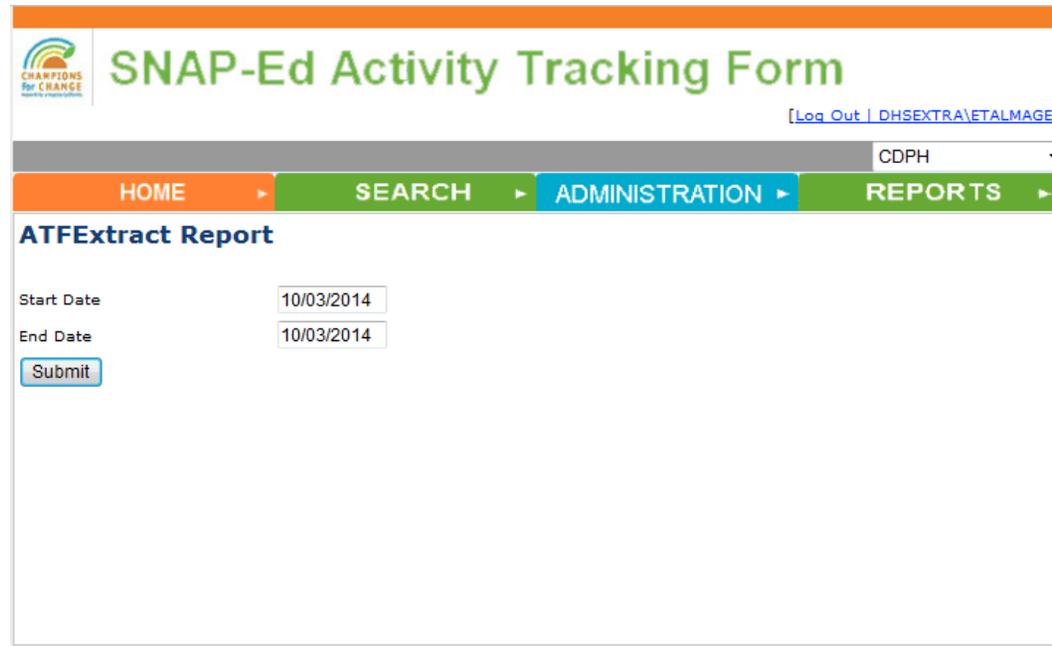
Education and Administrative Reporting System
Direct Education Contact Totals

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.

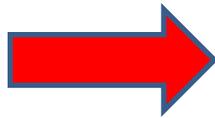
ATF Extract

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' interface. At the top left is the logo for 'CHAMPIONS for CHANGE' with the tagline 'made by people like you'. The main title 'SNAP-Ed Activity Tracking Form' is in green. To the right of the title are links for '[Log Out | DHSEXTRA\ETALMAGE]'. Below the title is a navigation bar with four buttons: 'HOME' (orange), 'SEARCH' (green), 'ADMINISTRATION' (blue), and 'REPORTS' (green). A dropdown menu is open under 'REPORTS', showing 'CDPH' as the selected option. Below the navigation bar is the 'ATFExtract Report' form. It contains 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 'Start Date' field.

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



Report Viewer -- Webpage Dialog

of 747 100% Find | Next Select a format Export

ATF Extract

Start Date	End Date	Deliverable Num	Primary Goal	Primary Objective	Primary Activity	Secondary Goal	Secondary Objective	Secondary Activity	Sub Contractor	Educator Name	Notes	Ev Desc
9/4/2014 12:00:00 AM	1/1/1753 12:00:00 AM	2C	1	15	5	1	0	0		EA		MER 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 (AAACHAC)	Cheryl Davis		nuth and den
9/3/2014 12:00:00 AM	1/1/1753 12:00:00 AM	2C	1	7	1	1	0	0		GN		Refi dsp Dok
9/4/2014 12:00:00 AM	1/1/1753 12:00:00 AM	2C	1	7	1	1	0	0		GN		Refi dsp VIK 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 /EMondragon and MCarreon		Skil nuth edu sty preser Cla 6.01 8.01 Too less Post up 1 & 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 /EMondragon and MCarreon		Skil nuth edu sty preser Cla 6.01 8.01 Too less Post up 1 & 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%

ATF Extract

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

Export

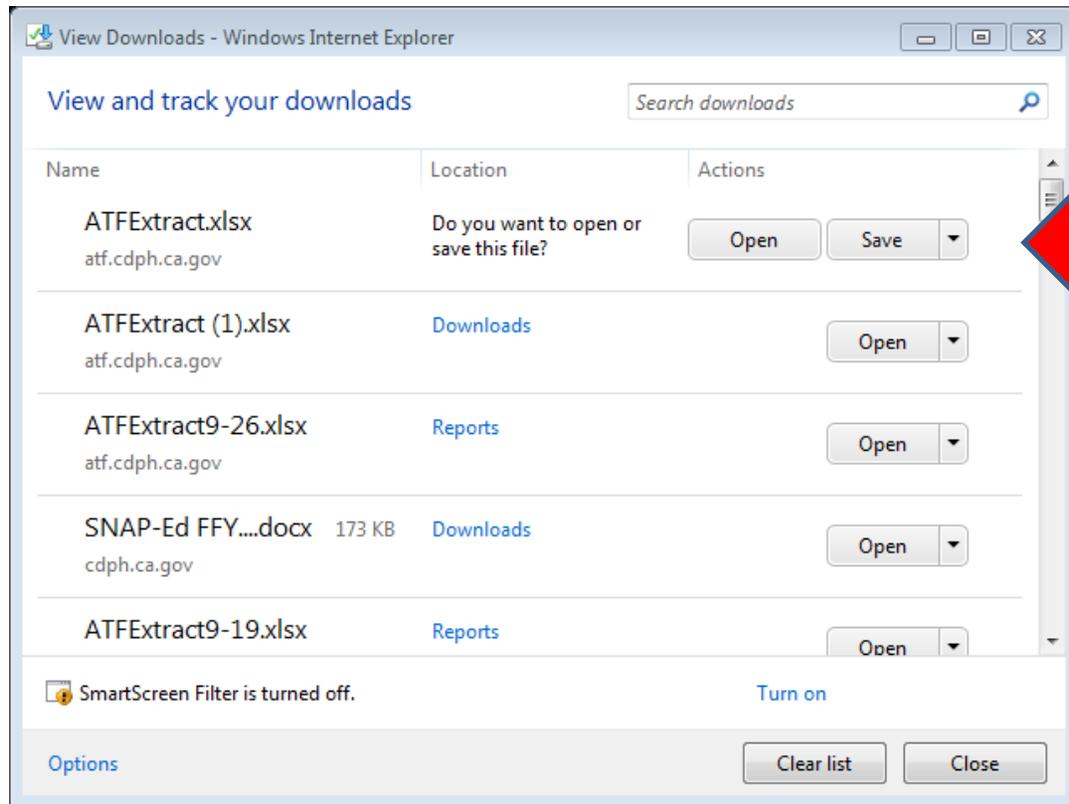
Select a format

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

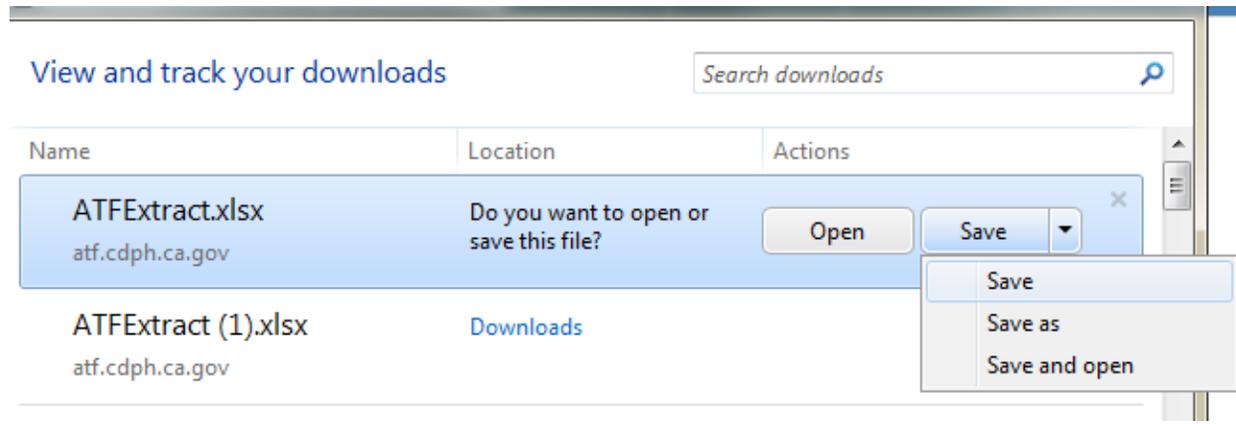
Report Formats

Africa
Amer
Comm
Healti

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.

Glossary

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.

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

Non-Target Events

Events that are part of the Deliverables Document, 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.

Acronyms

ATF- Activity tracking Form

LHD- Local Health Department

CDPH- California Department of Public Health

CDSS- California Department of Social Services

CDFA- California Department of Food and Agriculture

CDA- California Department of Aging

UC CalFresh- University of California CalFresh Nutrition Education Program

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

NEOP- Nutrition Education and Obesity Prevention

NEOPB- Nutrition Education and Obesity Prevention Branch

FPL- Federal Poverty Level

IWP- Integrated Work Plan

SOW- Scope of Work

EARS- Education and Administrative Reporting System

SAAR- Semi-Annual Activity Report

PA- Physical Activity

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

IOE- Impact and Outcome Evaluation