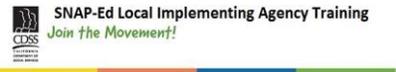


<p>Slide 1</p>	 <p>SNAP-Ed Local Implementing Agency Training Join the Movement!</p> <hr/> <p>Local Implementing Agency (LIA) Site Change Process</p> <p>Thursday, November 6, 2014 1:30pm–3:00pm</p>	<p>Speaker: Dalene Branson</p> <ul style="list-style-type: none"> • Good afternoon and welcome to the Local Implementing Agency (LIA) Site Change Process. • My name is Dalene Branson and I am with the CA Department of Public Health, Nutrition Education and Obesity Prevention Branch.
<p>Slide 2</p>	<p>Housekeeping</p> <ul style="list-style-type: none"> • Silence telephone (mute) • Webinar issues, contact Citrix: – (888) 646-0014 	<p>First we will cover a few housekeeping items:</p> <ul style="list-style-type: none"> • We ask that you please silence (or mute) your phones during this presentation. • If you have technical issues during the webinar: <ul style="list-style-type: none"> • Please contact GoTo Training (Citrix) at 1-888-646-0014 • Choose option 1, then option 1 again.
<p>Slide 3</p>	<p>Objectives</p> <ul style="list-style-type: none"> • Review purpose of new Site Change Process • Overview of new process • Review required forms 	<p>Objectives of this training are to:</p> <ul style="list-style-type: none"> • Review the purpose of the new Site Change Process, • Give you an overview of the new process, • And review the forms required.

Slide 4

Purpose of New Site Change Process

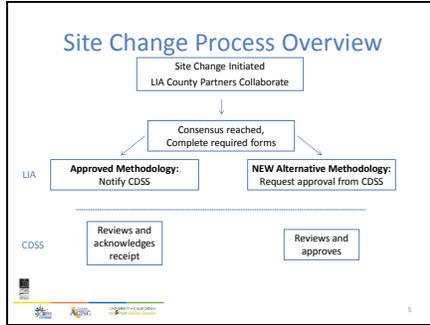
- Allows for changes to site locations
- Enables you to collaborate and coordinate site changes at the local level



The purpose of the new Site Change Process is to allow you to make changes to site locations.

- The process also enables you to collaborate with your local level county partners and assess together what site changes are best for your county jurisdiction.
 - It helps you identify needs and priorities easily by working together.
 - And utilize resources more efficiently.
- In the new process coordinated decisions are made at the local level which provides a more comprehensive approach to changes in your county jurisdiction.
- For changes based on approved methodology, the decision is driven at the local level and as a result implementation of these changes are expedited.

Slide 5



Site Change Process Overview

- This process is designed for use on a flow basis to ensure projects are implemented without delay.
- When a site change is initiated by you or your local level county partner, the initiating LIA will meet with their county partners to collaborate on the site change to come to an agreement.
- Consideration should be given to all qualifying sites within your jurisdiction. Consult with your State Implementing Agency on clarifications on site allowability during this process if needed.
- Once a consensus is reached the process falls into two main pathways: one if using approved methodology to qualify a site, you will notify CDSS of the site change and CDSS will review and acknowledge receipt of the notification, and the other if using a **new** alternative method to qualify a site, you will need to request approval from CDSS for the site change and CDSS will review and then notify you of their approval.
- This process is not suited for site change(s) that affect your agency's activities in your SNAP-Ed county work plan.
 - *For example, an LIA currently has activities listed in their work plan for working in community gardens to promote fruits and vegetables and physical activities. Then a new need is*

		<p><i>identified in their county jurisdiction and so they would like to add a new community event to host point of purchase activities at eligible grocery stores. With this, they would need to revise their approved Work Plan to include the new retail activities. T</i></p> <ul style="list-style-type: none"> • Therefore, the new Site Change Process we are discussing today should not be used.
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<p>Slide 6</p>	<div data-bbox="370 1073 805 1402" data-label="Image"> </div>	<p>Forms required to complete the Site Change Process include the:</p> <ul style="list-style-type: none"> • SNAP-Ed Site Change Form, and the • SNAP-Ed Work Plan Targeting Summary Update Spreadsheet <p>The initiating LIA must complete the required forms once a consensus is reached by all local level county partners. The type of methodology used for qualifying a site will determine what sections of the forms need to be completed.</p>
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Slide 7

1. SNAP-Ed Site Change Form

The image shows a screenshot of the SNAP-Ed Site Change Form. The form is titled "SNAP-Ed Site Change Form" and is divided into two main sections: Section A and Section B. Section A is titled "Section A: Site Change Information" and includes fields for "Site Name", "Address", "City", "State", "Zip", "County", "Latitude", and "Longitude". Section B is titled "Section B: Justification for Site Change" and includes a large text area for "Justification for Site Change" and a "Comments" field. The form also includes a "Date" field and a "Signature" field. The form is presented in a table-like layout with various input fields and checkboxes.

The SNAP-Ed Site Change Form consists of two sections (A & B), with instructions on the backside of the form.

- The top portion, Section A, is to be completed if you are notifying CDSS of a site change based on approved methodology **or** if you are requesting a site change using a **new** alternative methodology.
- If you are requesting a site change based on a **new** alternative methodology you will complete Section B in addition to Section A.

Examples of approved methodology include qualifying sites by:

- Census tracts/block groups – 2008-2012 American Community Survey data
- Free and Reduced Priced School Meals (FRPM) – data based on CDE, 2013-2014 FRPM data file
- Means tested – qualified based on population served and not on physical location (e.g., WIC Clinic, CalFresh offices, Head Start, etc.)

Examples of a **new** alternative site qualification methodology is:

- Qualifying a site in an ineligible census tract by completing a survey that determines that greater than 50% of population served at site is at or below 185% Federal Poverty Level.

Slide 8

1. SNAP-Ed Site Change Form (continued) – Section A

Section A. Local Implementing Agency (LIA) Site Notification: Add <input checked="" type="checkbox"/> Delete <input type="checkbox"/> Change <input type="checkbox"/>	
(1) County Jurisdiction: Alameda County	
(2) Name of LIA initiating site change (i.e. CDPH/UCCE, etc.) CDPH: Alameda County Public Health Department	
(3) Primary Contact Name: Jane Smith	(4) Primary Contact Phone Number: 917-233-1111
(5) Name of all SNAP-Ed LIA Partners within County jurisdiction:	(6) Consensus on Site Change(s) Reached and Approved by SNAP-Ed Partners
1. UCCE: UCCE - Alameda County	Yes <input type="checkbox"/> No <input type="checkbox"/>
2. CDSS: CWD Alameda County Social Services Agency	Yes <input type="checkbox"/> No <input type="checkbox"/>
3. CDA: Alameda County AAA	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.	Yes <input type="checkbox"/> No <input type="checkbox"/>
(7) LIA requesting change has contacted and received technical assistance from State Implementing Agency (SIA) Contact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
(8) Additional Information (if applicable, may attach a separate sheet): Attached data sheet to show site eligibility using approved alternate methodology.	
(9) SNAP-Ed Work Plan Targeting Summary Update/Spreadsheet Completed and Attached (Required <input checked="" type="checkbox"/>	
Date received: _____ Receipt acknowledged date: _____ Additional information needed: Yes <input type="checkbox"/> No <input type="checkbox"/>	
If additional information needed, Date requested: _____	

Again, the required forms will be completed by the initiating LIA.

In the top of Section A, you will first mark the type of site change (add, delete, or change) that is occurring. For example, we marked *Add*.

- In **Box 1** you will enter the county jurisdiction. We listed Alameda County.
- **Box 2** is where the name of the initiating LIA will be entered (e.g., Alameda County Public Health Department)
- In **Box 3** and **4** you will list the primary contact name and phone number for your agency
- **Box 5** is where the name of the LIAs in your county jurisdiction will be listed. If you are the only LIA in the region, please note Box 5 as not applicable by typing “N/A” into first row in this box.
- If there are multiple LIAs in the county jurisdiction, **Box 6** – is where each partner will mark their consensus of the site change.
- In **Box 7** you will indicate if you consulted with your SIA for technical assistance on the site change. So again, if you are unsure about site allowability please contact your SIA for assistance.
- **Box 8** is designated for additional information as warranted. For example, provide information on attached documentation that site qualifies using approved alternate methodology.
- Finally, as the implementing agency you will mark the checkbox in **Box 9** that the Work Plan Targeting Summary Update spreadsheet is

included with this form.

CDSS will complete:

- The bottom portion of this section after the forms are submitted. CDSS will sign off and acknowledge receipt of the documents and their completion if this form was submitted for a site change using approved methodology.

If the site change is based on a new alternative methodology you will continue to Section B.

Slide 9

1. SNAP-Ed Site Change Form (continued) – Section B.

Section B. Request to Use a New Alternative Site Methodology: <input checked="" type="checkbox"/> Single Event <input type="checkbox"/> Ongoing Services <input type="checkbox"/>	
(1) Please specify site location and address: <u>ABC Church, 125 Main Street, Oakland, CA 94621</u>	
(2) Alternative Methodology Used: <u>Survey</u>	
(3) Describe and justify the new "Alternative Methodology" (Provide documentation on a separate attachment if needed as part of the justification) <u>73% population served is 185% FPL.</u>	(4) SIA contact consulted using an alternative method for this site? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
(5) SNAP-Ed Work Plan Targeting Summary Update Spreadsheet Completed and Attached (Required) <input checked="" type="checkbox"/>	
FOR CDSS SITE CHANGE COORDINATOR ONLY: Date received: _____ Receipt acknowledged date: _____ Alternative Methodology Approved: Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Additional information needed: Yes <input type="checkbox"/> No <input type="checkbox"/> Information Needed: _____ If additional information needed, Date requested: _____	

Again, Section B will be completed if requesting to use a **new** alternative methodology to qualify site(s).

- In the top section, you will mark the type of event (Single Event or Ongoing Services).
- In **Box 1** list the site location and address.
- **Box 2** is where you will identify the **new** alternative methodology used (e.g., survey)
- In **Box 3** provide justification for using this **new** alternative methodology. For example, describe the percentage of the population served that is under 185% FPL. Also, include the type of intervention and why no other site can be used for the intervention and how it relates to the overall work plan. If needed, provide this on a separate attachment.
- In **Box 4** you will indicate if you consulted with your SIA about using

the new alternative method

- Lastly, in **Box 5** please mark in the checkbox that you included the Work Plan Targeting Summary Update Spreadsheet.

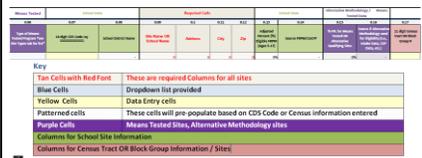
CDSS will complete:

- Bottom of section - (after submission) CDSS will sign off, acknowledge, approve, and note if additional information is needed

Slide 10

2. SNAP-Ed Work Plan Targeting Summary Update Spreadsheet

- [Spreadsheet](#) and instructions are color coded



Key

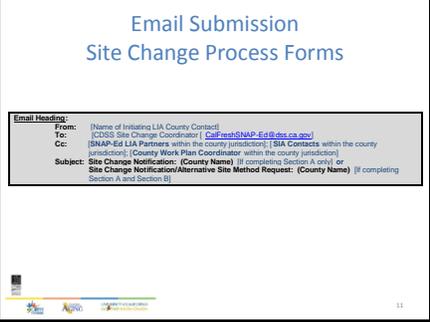
- Red Cells with Red Font** - These are required columns for all sites
- Blue Cells** - Dropdown list provided
- Yellow Cells** - Data Entry cells
- Patterned cells** - These cells will pre-populate based on CDS Code or Census information entered
- Purple Cells** - Means Tested Sites, Alternative Methodology sites
- Columns for School Site Information**
- Columns for Census Tract OR Block Group Information / Sites**

The SNAP-Ed Work Plan Targeting Summary Update Spreadsheet will be completed by the initiating agency when using either approved methodology and new alternative methodology to qualify sites. The spreadsheet and related instructions are color coded.

The color of the column headers in the spreadsheet indicate when they are required and for what methodology used:

- Blue – indicates there is a dropdown list provided
- Yellow – identifies the columns that data entry is required
- Pattern – these columns will pre-populate based on a CDS Code or Census information entered. Patterned cells will only pre-populate based on specific data sets (CDS Code - October 2013 data set, Census Tract/Block Group – ACS 2008-2012).
- Purple – identify columns that are for Means Tested sites and/or Alternative Methodology sites.

		<p>Column 0.06 is only completed for approved Means Tested sites.</p> <ul style="list-style-type: none"> • Green – is for school site information. When entering CDS code, enter all 14 digits including preceding “0”. • Pink – is for census tract or block group information/sites <p>We will now go over a few examples on how to complete the spreadsheet (link in slide).</p>
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<p>Slide 11</p>	 <p style="text-align: center;">Email Submission Site Change Process Forms</p> <p>Email Header: From: (Name of Initiating LIA County Contact) To: (CDSS Site Change Coordinator Calif-snap@snapsitechange.org) Cc: (SNAP-Ed LIA Partners within the county jurisdiction); (SIA Contacts within the county jurisdiction); (County Work Plan Coordinator within the county jurisdiction) Subject: Site Change Notification: (County Name) (if completing Section A only) or Site Change Notification/Alternative Site Method Request: (County Name) (if completing Section A and Section B)</p>	<p>The completed forms and any other additional documentation should be submitted to the CDSS Site Change Coordinator. Instructions on sending the forms are also on back of SNAP-Ed Site Change Form.</p> <p>The email should be addressed to the CDSS Site Change Coordinator. Cc: all LIAs and SIAs Contacts in your county jurisdiction, and your County Work Plan Coordinator</p> <p><i>For approved methodology</i> the subject line should read:</p> <p>Subject: Site Change Notification: (County Name)</p> <p><i>For new alternative methodology</i> the subject line should read:</p>
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		<p>Subject: Site Change Notification/Alternative Site Method Request: (County Name)</p>
<p>Slide 12</p>	<div data-bbox="371 722 805 1052" data-label="Image"> </div>	<p>To summarize what we have covered today in the training:</p> <ul style="list-style-type: none"> • This new process streamlines (expedites) the steps in changing sites in your county jurisdiction using approved methodology. • In this process you notify CDSS of the site changes after collaborating and coming to agreement with your local level county partners. • All agencies will have access to, and use, the same data (census tracts/block groups, FRPM, etc.) when making site changes. • Site changes using new alternate methodology will still require approval by CDSS and Western Regional Office (USDA-FNS). • And again, this process is not for site changes that affect your agency's activities in your SNAP-Ed county work plan.

Slide 13

Resources

- Forms
 - CDPH-NEOPB: [FFY 15 SNAP-Ed, Resources](#)
 - UC CalFresh: [Targeting-Resources](#)
 - CDA: [SNAP-Ed](#)
- Webinar recording: GoTo Training website
- NEOPBTrainingSection@cdph.ca.gov



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Following is a list of resources for you on the Site Change Process:

- First forms can be found on:
 - The CDPH-NEOPB website under *FFY 15 SNAP-Ed, Resources* (<http://www.cdph.ca.gov/programs/cpns/Pages/FFY15SNAP-EdResources.aspx>)
 - Along with UC CalFresh website under *Targeting-Resources* (<http://uccalfresh.com/administrative/targeting-resources/targeting-resources>)
 - And on the CDA website under *SNAP-Ed* (<http://www.aging.ca.gov/Programs/SNAP-Ed/>)
 - The forms available include:
 - A document with a flow chart and steps listed in table format. They are to aid you in following the steps in the process. Each describes the process as we covered today, one on a flow-basis the other in a table format.
 - The SNAP-Ed Site Change Form (and instructions)
 - The SNAP-Ed Work Plan Targeting Summary Update Spreadsheet and Targeting Instructions.
- Also the webinar recording and slides will be uploaded on the GoTo

		<p>Training registration site. We will send out link to the recording to you once they are available.</p> <ul style="list-style-type: none">• Finally, we would like to provide you the opportunity to provide your feedback and ask questions on the new process/forms during its pilot. We will be piloting the process for 3 months to allow all to acclimate to the new process and make revisions as needed. Any questions or comments can be addressed to NEOPBTrainingSection@cdph.ca.gov.
Slide 14		<p>We will now open it up for questions at this time.</p>

Slide 15

Thank you!



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Thank you again for attending the SNAP-Ed Site Change Process Training.

We would like to use this opportunity to thank all the SIAs and CDSS for their partnership and collaboration in putting together the Site Change Process and training. Thank you!