

CALIFORNIA SNAP-ED IMPLEMENTING AGENCY

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

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

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Introduction

The Activity Tracking Form (ATF) is a website used to report the events your organization conducts as part of your County Integrated Work Plan and Scope of Work. The ATF serves two functions: 1) allows your organization and your Manager to track and compile events by type of activity and reach and 2) allows the State to compile the required annual reports to the USDA. 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 60.

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

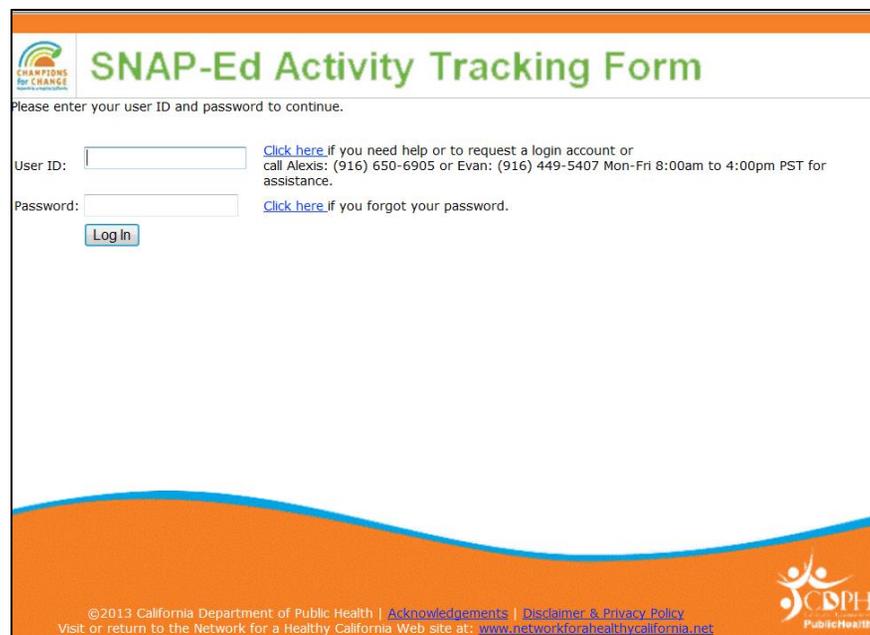
Prior to entering activities into the ATF you will need an account with a user name and password. If you have an active ATF account, you do not need to create a new account.

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.**

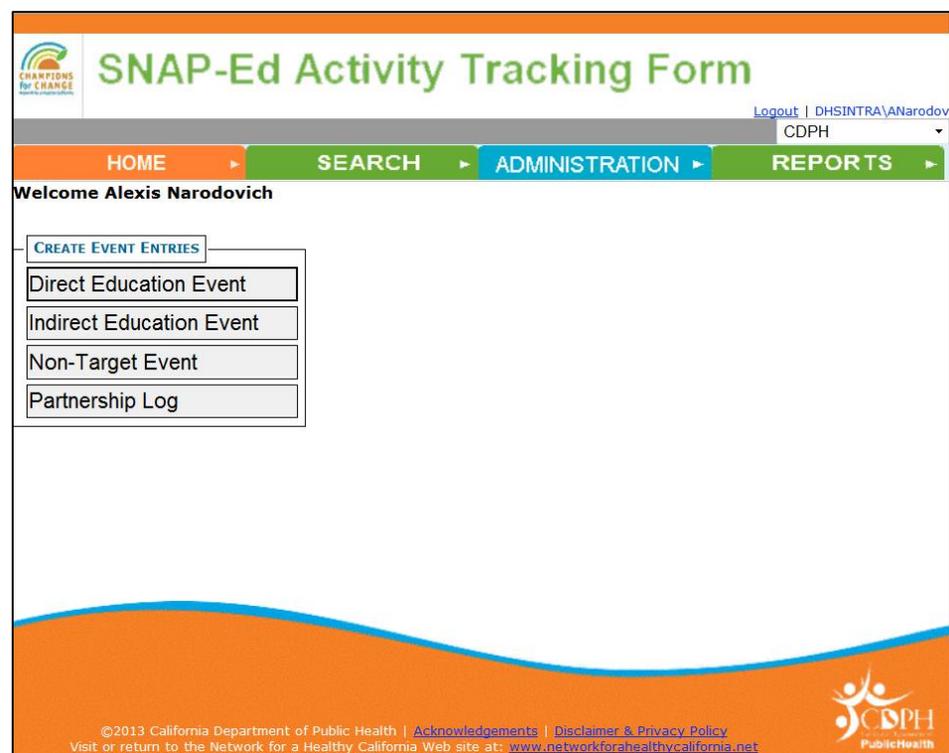
The ATF log in screen is shown below.



The screenshot shows the login interface for the SNAP-Ed Activity Tracking Form. At the top left is the 'CHAMPIONS FOR CHANGE' logo. The main heading is 'SNAP-Ed Activity Tracking Form'. Below this, a prompt 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 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



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.

County Superusers and County 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

County 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
Berkeley Community G
Berkeley USD, Berkeley
UC Extension Office, Be
Compton USD, Los Ang
LA Technical Trade Co
LAUSD-Los Angeles L
Anaheim City Prescho
Huntington Beach Scho
Orange County Commu
CVHN-Sacramento LH
Health Ed Council-Sacr
Sacramento Food Bank
Berkeley City LHD-CD
Los Angeles LHD-CD
Orange County LHD-C
Sacramento LHD-CD

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Visit or return to the Network for a Healthy California Web site at: www.networkforhealthyca.org

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.

HOME SEARCH ADMINISTRATION REPORTS

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												
<table style="width: 100%; border-collapse: collapse;"><tr><td style="border: 1px solid #ccc; width: 33px; height: 25px;"></td><td style="border: 1px solid #ccc; width: 33px; height: 25px;"></td><td style="border: 1px solid #ccc; width: 33px; height: 25px;"></td></tr><tr><td style="border: 1px solid #ccc; width: 33px; height: 25px;"></td><td style="border: 1px solid #ccc; width: 33px; height: 25px;"></td><td style="border: 1px solid #ccc; width: 33px; height: 25px;"></td></tr><tr><td style="border: 1px solid #ccc; width: 33px; height: 25px;"></td><td style="border: 1px solid #ccc; width: 33px; height: 25px;"></td><td style="border: 1px solid #ccc; width: 33px; height: 25px;"></td></tr><tr><td style="border: 1px solid #ccc; width: 33px; height: 25px;"></td><td style="border: 1px solid #ccc; width: 33px; height: 25px;"></td><td style="border: 1px solid #ccc; width: 33px; height: 25px;"></td></tr></table>													Number: <input type="text"/>	Goal: <input type="text" value="1"/> Objective: <input type="text"/> Activity: <input type="text"/>

Event Description:

Did the event include children at School/Afterschool/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

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.

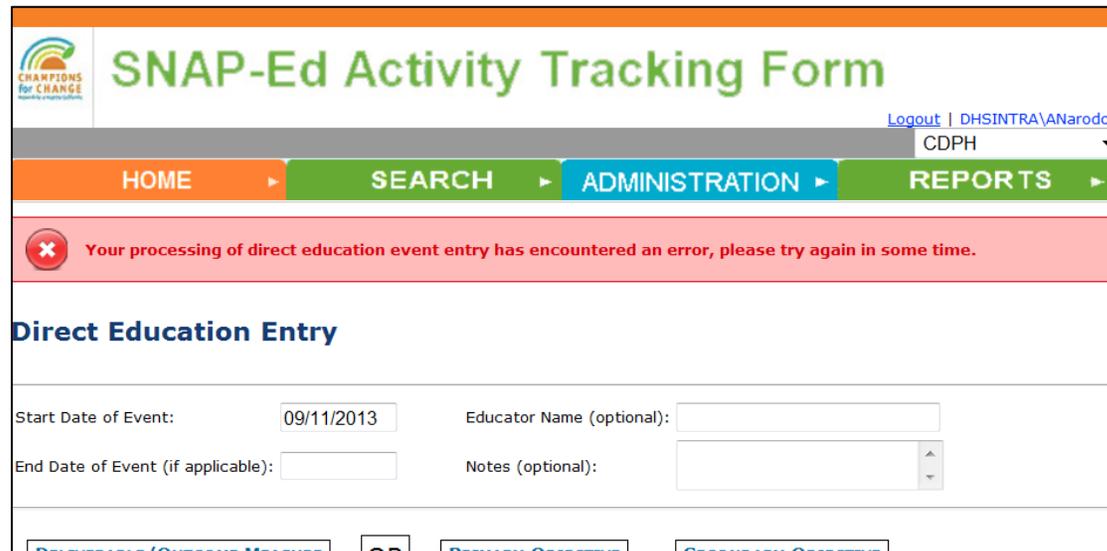
Type of Activity: Use the drop-down menu to select the type of direct education.

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.

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 main title is 'SNAP-Ed Activity Tracking Form'. In the top right corner, there is a 'Logout' link and the user identifier 'DHSINTRA\ANarodov'. Below this is a dropdown menu showing 'CDPH'. A navigation bar contains four buttons: 'HOME', 'SEARCH', 'ADMINISTRATION', and 'REPORTS'. A prominent red error message box with a white 'X' icon reads: 'Your processing of direct education event entry has encountered an error, please try again in some time.' Below the error message is the section header 'Direct Education Entry'. The form fields include: 'Start Date of Event:' with a date picker set to '09/11/2013'; 'End Date of Event (if applicable):' with an empty date picker; 'Educator Name (optional):' with an empty text input field; and 'Notes (optional):' with a text area and a scroll bar. At the bottom of the form, there are several buttons, including a 'Submit' button.

Example error message :

Once you have entered all the required information correctly hit Submit again to move onto the next page

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:

SNAP-Ed Activity Tracking Form

[Log Out | DHSEXTA\ANARODOV]

UC Extension Office- ▾

HOME SEARCH ADMINISTRATION REPORTS

Local Contractors Direct Education Demographics

FIRST TIME PARTICIPANTS

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

Back Clear Page Save and Next

Repeat (duplicated) participants page:

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'. A navigation bar includes 'HOME', 'SEARCH', 'ADMINISTRATION', and 'REPORTS'. The user is logged in as 'UC Extension Office-'. The current page is 'Direct Education Demographics'. The 'REPEAT PARTICIPANTS' section contains a table for recording the number of CalFresh and Non-CalFresh recipients by gender and age group. All values are currently zero.

	CalFresh Recipients	Non-CalFresh Recipients
Male	0	0
Female	0	0
Total:	0	0
Ages < 5	0	0
Ages 5 - 17	0	0
Ages 18 - 59	0	0
Ages 60 +	0	0
Total:	0	0

Buttons: Back, Clear Page, Save and Next

Additional data card information page:

CHAMPIONS FOR CHANGE **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	<input type="text" value="0"/>	Medi-Cal	<input type="text" value="0"/>
WIC	<input type="text" value="0"/>	SSI	<input type="text" value="0"/>
Head Start	<input type="text" value="0"/>	Section 8	<input type="text" value="0"/>
Reduced Price Meal	<input type="text" value="0"/>	CFAP	<input type="text" value="0"/>
Summer Food	<input type="text" value="0"/>	CACFP	<input type="text" value="0"/>

ADDITIONAL EVENT INFORMATION

Number of participants without demographic information available

[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.

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.

CHAMPIONS For CHANGE
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 left is the 'CHAMPIONS for CHANGE' logo. The title 'SNAP-Ed Activity Tracking Form' is in green. A navigation bar includes 'HOME', 'SEARCH', 'ADMINISTRATION', and 'REPORTS'. A user dropdown shows 'UC Extension Office'. The 'Direct Education' section features a 'Create New Partnership' button and a text area for describing partner roles. Below this is a partner log with tabs for '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 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 (next page).

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

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

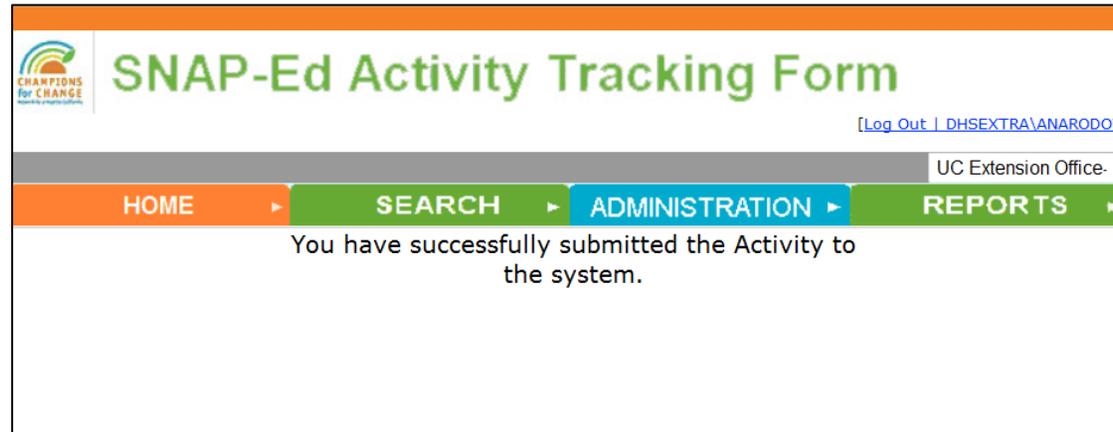
Zip: Contact person's zip code

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 menu at the top right shows '[Log Out | DHSEXTRAVANARODOV]' and 'UC Extension Office'. A navigation bar contains 'HOME', 'SEARCH', 'ADMINISTRATION', and 'REPORTS'. The main section is titled 'Direct Education' and features a 'Create New Partnership' button. Below this is a text area for describing the partner's role. A tabbed interface shows 'Partner 1 - 7' as the active tab, with 'Partner 8 - 14' and 'Partner 15 - 20' also visible. Under the active tab, there are seven rows, each with a 'Partner' label and a dropdown menu set to '--Select One--'. At the bottom, there 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.



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:	<input type="text"/>	Educator Name (optional): <input type="text"/>																									
End Date of Event (if applicable):	<input type="text"/>	Notes (optional): <input type="text"/>																									
<p>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.</p>																											
INTEGRATED WORK PLAN	DELIVERABLE/OUTCOME MEASURE	PRIMARY OBJECTIVE																									
<table border="1"><tr><td><input type="text"/></td><td>.</td><td><input type="text"/></td><td>.</td><td><input type="text"/></td></tr><tr><td><input type="text"/></td><td>.</td><td><input type="text"/></td><td>.</td><td><input type="text"/></td></tr><tr><td><input type="text"/></td><td>.</td><td><input type="text"/></td><td>.</td><td><input type="text"/></td></tr><tr><td><input type="text"/></td><td>.</td><td><input type="text"/></td><td>.</td><td><input type="text"/></td></tr><tr><td><input type="text"/></td><td>.</td><td><input type="text"/></td><td>.</td><td><input type="text"/></td></tr></table>	<input type="text"/>	.	<input type="text"/>	.	<input type="text"/>	<input type="text"/>	.	<input type="text"/>	.	<input type="text"/>	<input type="text"/>	.	<input type="text"/>	.	<input type="text"/>	<input type="text"/>	.	<input type="text"/>	.	<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"/>	.	<input type="text"/>	.	<input type="text"/>																							
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<input type="text"/>	.	<input type="text"/>	.	<input type="text"/>																							
<input type="text"/>	.	<input type="text"/>	.	<input type="text"/>																							
		Objective: <input type="text"/>																									
		Activity: <input type="text"/>																									
Event Description: <input type="text"/>																											
Type of Indirect Education	<input type="text" value="--Select One--"/>																										
<input type="checkbox"/> Did the event include children at School/Afterschool/Preschool/Daycare/Head Start? Check if YES.																											
Site Name:	<input type="text" value="--Select One--"/>																										
# of Indirect Participants	<input type="text"/>																										
Specify any other type of Indirect Education	<input type="text"/>																										
<input type="button" value="Clear Page"/>		<input type="button" value="Save and Next"/>																									

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

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

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

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

Helpful 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.

Number 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.

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. This should be checked if you put up monthly posters in a retail store, send our Harvest of the Month newsletters to the same people every month, or do any activity in which the same group of people will see the indirect education regardless of how the material changes.

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

Click the ‘Save and Next’ button to continue.

The second indirect education page is shown below (next page).

SNAP-Ed Activity Tracking Form

[Log Out | DHSEXTRA\ANARODOV]

Compton USD-Los /

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

Additional Indirect Education Participants

Site 2 - 8 | Site 9 - 15 | Site 16 - 20

		# 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"/>

Back Clear Page Save and Next

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

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.

Indirect Education Partnerships

Create New Partnership

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

Insert role of partner here

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

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: 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 '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="text"/> . <input type="text"/> . <input type="text"/>	Number: <input type="text"/>	Goal: <input type="text"/>
<input type="text"/> . <input type="text"/> . <input type="text"/>		Objective: <input type="text"/>
<input type="text"/> . <input type="text"/> . <input type="text"/>		Activity: <input type="text"/>
<input type="text"/> . <input type="text"/> . <input type="text"/>		

Event Description:

Type of Indirect Education:

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

CHAMPIONS FOR CHANGE

SNAP-Ed Activity Tracking Form

[Log Out | DHSEXTRA\ANARODOV]

Berkeley USD-Berke

HOME SEARCH ADMINISTRATION REPORTS

Indirect Education Media Data Entry Screen

Medium

Paid

Medium By Market

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.

CHAMPIONS FOR CHANGE

SNAP-Ed Activity Tracking Form

[Log Out | DHSEXTRA\ANARODOV]

Berkeley USD-Berke

HOME SEARCH ADMINISTRATION REPORTS

Indirect Education Media Data Entry Screen

Medium

Paid

Medium By Market

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

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

The screenshot shows a web form titled "Indirect Education Media Data Entry Screen". It contains two dropdown menus and a checkbox. The first dropdown menu is labeled "Medium" and is currently empty. To its right is a checkbox labeled "Paid". Below the "Medium" dropdown is another dropdown menu labeled "Medium By Market", which is open and displaying a list of market names: BAKERSFIELD, FRESNO, CHICO, EUREKA, SACRAMENTO, LOS ANGELES, MONTEREY, SAN FRANCISCO, PALM SPRINGS, SAN DIEGO, SANTA BARBARA, and OTHER SPECIFY. The "OTHER SPECIFY" option is at the bottom of the list.

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.'

SNAP-Ed Activity Tracking Form

[Log Out | DHSEXTRAVANARODOV]

Berkeley USD-Berke

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
- SURVEY OF TARGET AUDIENCE
- VISUAL ESTIMATE
- OTHER

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

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

[\[Log Out\]](#) DHSEXTRAVANARODOV

Berkeley USD-Berkele

HOME

SEARCH

ADMINISTRATION

REPORTS

Indirect Education Media Data Entry Screen

Medium

Paid

Medium By Market

Source of Data

Total Consumer Impressions

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

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															
<table border="1"><tr><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr><tr><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr><tr><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr><tr><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr><tr><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr></table>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Number: <input type="text"/>	Goal: <input type="text" value="1"/> Objective: <input type="text"/> Activity: <input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>															
<input type="text"/>	<input type="text"/>	<input type="text"/>															
<input type="text"/>	<input type="text"/>	<input type="text"/>															
<input type="text"/>	<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

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.

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

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 user login link '[Log Out | DHSEXTRA\ANARODOV]' is visible in the top right. Below the title is a navigation bar with buttons for 'HOME', 'SEARCH', 'ADMINISTRATION', and 'REPORTS'. The current page is titled 'Local Contractors Non-Staff Demographics'. A 'Create New Partnership' button is located above a text area labeled 'Describe the role(s) of the partner(s) in attendance.' Below this text area are three tabs: 'Partner 1 - 7', 'Partner 8 - 14', and 'Partner 15 - 20'. The 'Partner 1 - 7' tab is active, showing a list of seven partners, each with a corresponding dropdown menu set to '--Select One--'. At the bottom of the form are three buttons: 'Back', 'Clear Page', and 'Submit'.

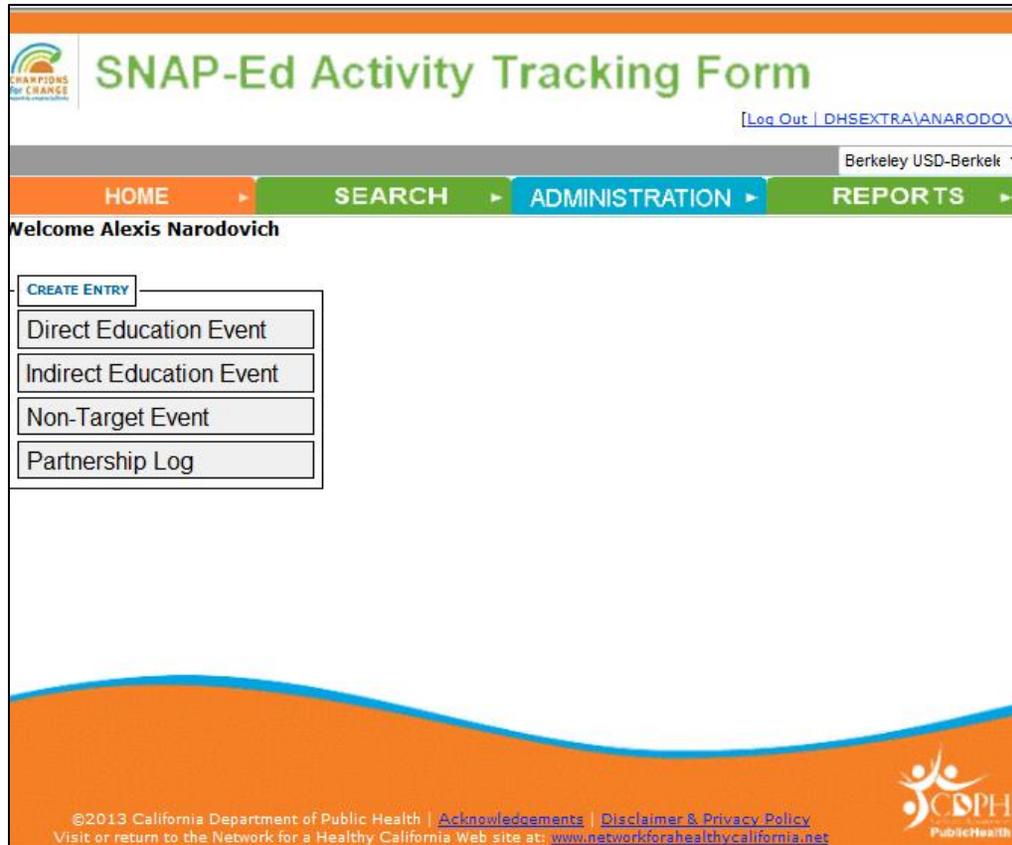
If any partner organizations were involved with the non-target event, use the text box to describe their role with the event and use the drop-down menu to identify up to 20 partners associated with the event. If no partners were involved, leave blank.

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



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 'NETWORK FOR A HEALTHY CALIFORNIA' logo. The main title is 'SNAP-Ed Activity Tracking Form' in green. To the right of the title is a user profile section with '[Log Out | DHSEXTRA\ANARODOV]' and a dropdown menu showing 'Berkeley USD-Berkek'. Below this is a navigation bar with four buttons: 'HOME', 'SEARCH', 'ADMINISTRATION', and 'REPORTS'. The main content area starts with 'Welcome Alexis Narodovich'. Below the welcome message is a 'CREATE ENTRY' button, which has opened a dropdown menu with four options: 'Direct Education Event', 'Indirect Education Event', 'Non-Target Event', and 'Partnership Log'. At the bottom of the page, there is a footer with copyright information: '©2013 California Department of Public Health | Acknowledgements | Disclaimer & Privacy Policy' and a URL: 'Visit or return to the Network for a Healthy California Web site at: www.networkforahealthycalifornia.net'. The footer also includes the 'CSPH PublicHealth' logo.

You will be directed to the New Partnership Log page.

The screenshot shows a web application interface for 'SNAP-Ed Activity Tracking Form'. At the top left is a logo for 'CHARITONS for CHANGE'. The title 'SNAP-Ed Activity Tracking Form' is in green. A user is logged in as 'DHSEXTRA\ANARODOV'. A navigation bar contains 'HOME', 'SEARCH', 'ADMINISTRATION', and 'REPORTS'. The current page is 'New Partnership Log'. The form fields are: 'Name of Partner' (text input), 'Role of Partner. What are you expecting from the partner?' (text input), 'Focus of Partnership. What is the goal of the partnership?' (text input), 'Type of Partner' (dropdown menu with '--Select One--'), 'Notes' (text area), 'Contact Person' (text input), 'Phone Number' (text input), 'Email' (text input), 'Address' (text input), 'City' (text input), and 'Zip' (text input). At the bottom are buttons for 'Cancel', 'Clear Page', 'Save and Create More', and '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, Editing, and Deleting 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, non-target event, and the partner log).

The screenshot displays the user interface of the online ATF system. At the top, there are four navigation tabs: HOME (orange), SEARCH (green), ADMINISTRATION (blue), and REPORTS (green). Below the HOME tab, a welcome message reads "Welcome Evan Talmage". A "CREATE ENTRY" button is visible. The SEARCH menu is open, showing a dropdown list with four options: "Direct Education Event", "Indirect Education Event", "Non-Target Event", and "Partnership Log". Below the dropdown, there are four buttons corresponding to these categories: "Direct Education Eve", "Indirect Education Event", "Non-Target Event", and "Partnership Log". In the bottom right corner, there is a logo for the California Department of Public Health (CDPH) and a footer containing links for "Acknowledgements", "Disclaimer & Privacy Policy", and the website "www.networkforahealthycalifornia.net".

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

The screenshot shows the 'SNAP-Ed Activity Tracking Form' interface. At the top left is the logo for 'HARRISON COUNTY MISSISSIPPI'. The title 'SNAP-Ed Activity Tracking Form' is in green. A user is logged in as 'CDPH'. The navigation menu includes 'HOME', 'SEARCH', 'ADMINISTRATION', and 'REPORTS'. The 'SEARCH' tab is active, showing a section titled 'SEARCH CRITERIA FOR DIRECT EDUCATION'. This section contains the following fields: 'Date of Event', 'Goal #', 'Objective #', 'Activity #', 'Educator Staff Name' (with '(optional)' next to it), and 'Site' (a dropdown menu currently showing '--Select One--'). At the bottom of the search criteria are two buttons: 'Search Events' and '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.

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 displayed in green. A user login link '[Log Out | DHSEXTRAVANARODOV]' is visible in the top right. Below the title is a navigation bar with four tabs: 'HOME' (orange), 'SEARCH' (green), 'ADMINISTRATION' (blue), and 'REPORTS' (green). A dropdown menu shows 'CDPH'. The main content area is titled 'SEARCH CRITERIA FOR NON PARTICIPANTS EVENTS' and contains three input fields: 'Date of Event' (text box), 'Activity Type' (dropdown menu with '--Select One--'), and 'Educator Name' (text box). At the bottom are two buttons: 'Search Events' and 'Create Event'.

A list of events will appear, as shown below (next page).

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 --Select One--

Search Events Create Event

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.

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

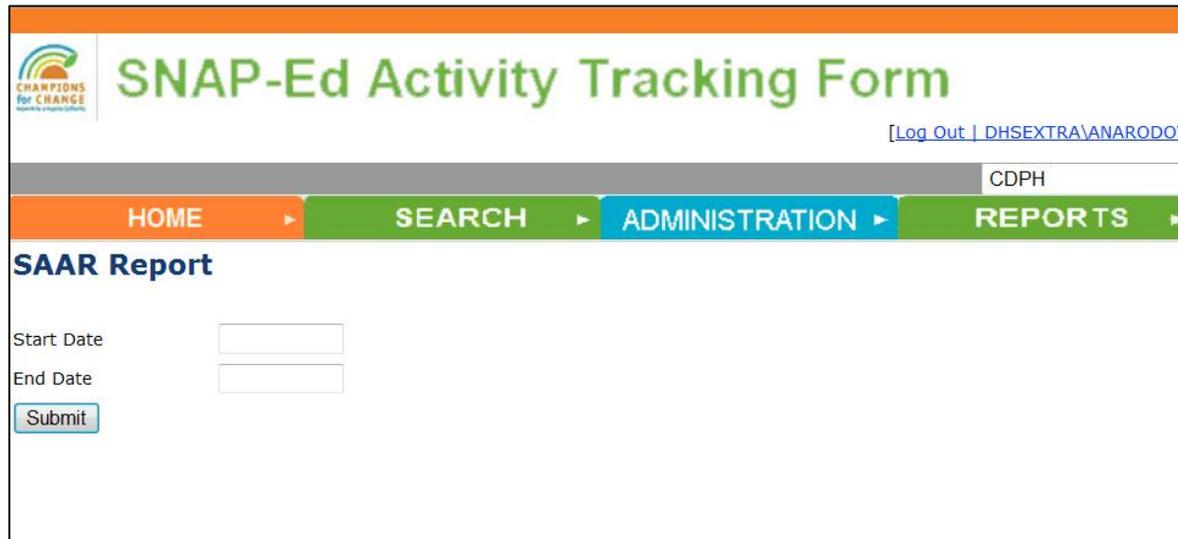
The Reports menu on the Home page allows for the Semi-Annual Progress Report (SAAR) and the Education and Administrative Reporting System (EARS) to be generated based on specified dates.

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 is 'SNAP-Ed Activity Tracking Form' in green. A user login area shows '[Log Out | DHSEXTRAVANARODOV]' and 'UC Extension Office-I'. A navigation bar includes 'HOME', 'SEARCH', 'ADMINISTRATION', and 'REPORTS'. Below the navigation, a 'Welcome Alexis Narodovich' message is shown. A 'CREATE ENTRY' button is followed by a dropdown menu with options: 'Direct Education Event', 'Indirect Education Event', 'Non-Target Event', and 'Partnership Log'. On the right, a 'REPORTS' dropdown menu is open, showing 'SAAR Report', 'EARS Report', and 'ATF Extract'. The footer contains copyright information for the 2013 California Department of Public Health, along with links for 'Acknowledgements' and 'Disclaimer & Privacy Policy', and the 'CDPH' logo.

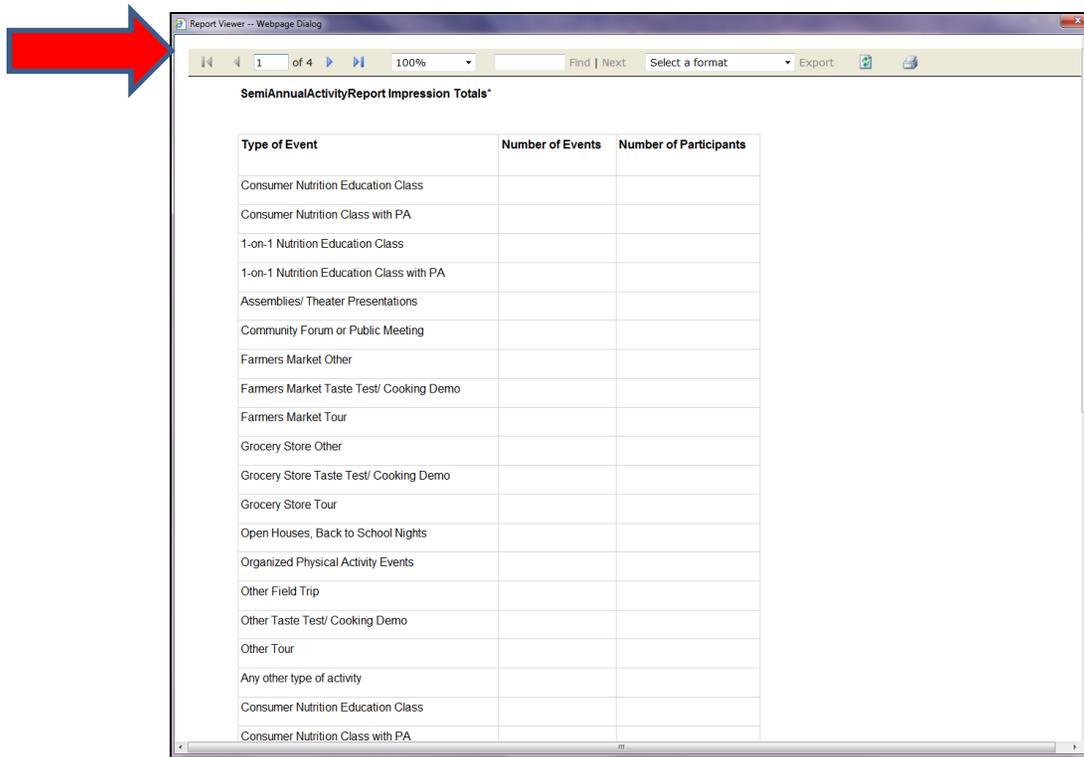
SAAR

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 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. On the top right, there is a user profile section with a '[Log Out | DHSEXTRA\ANARODOV]' link and a dropdown menu currently showing 'CDPH'. Below this is a navigation bar with four tabs: 'HOME' (orange), 'SEARCH' (green), 'ADMINISTRATION' (blue), and 'REPORTS' (green). The 'REPORTS' tab is selected. The main content area is titled 'SAAR Report' and contains two input fields labeled 'Start Date' and 'End Date', each with a small calendar icon to its right. Below these fields is a blue 'Submit' button.

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



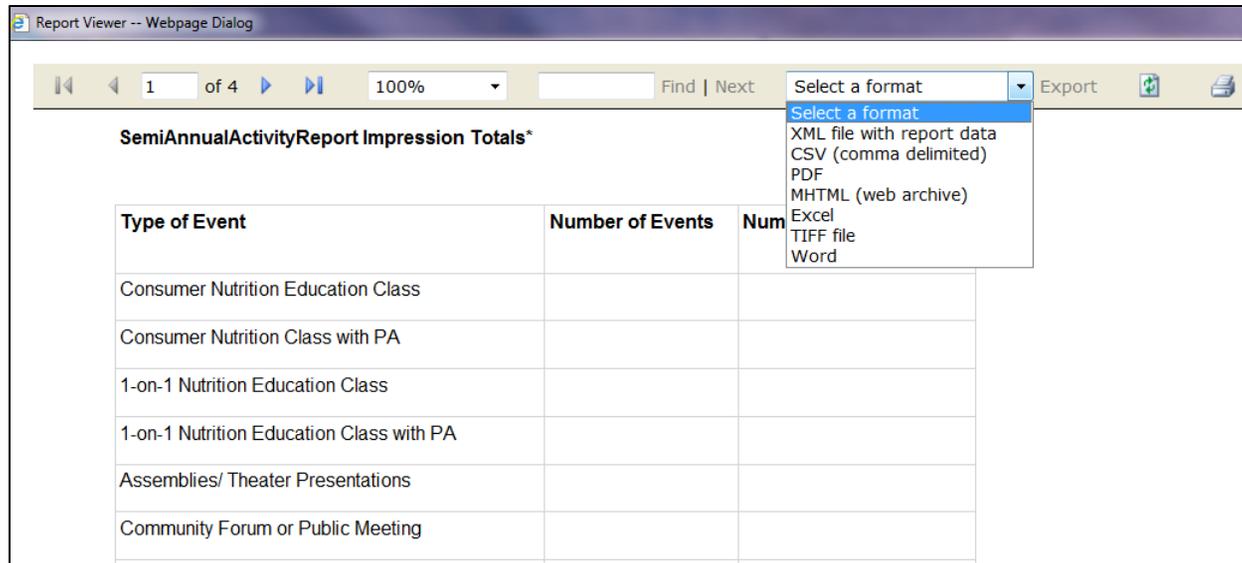
Report Viewer --- Webpage Dialog

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

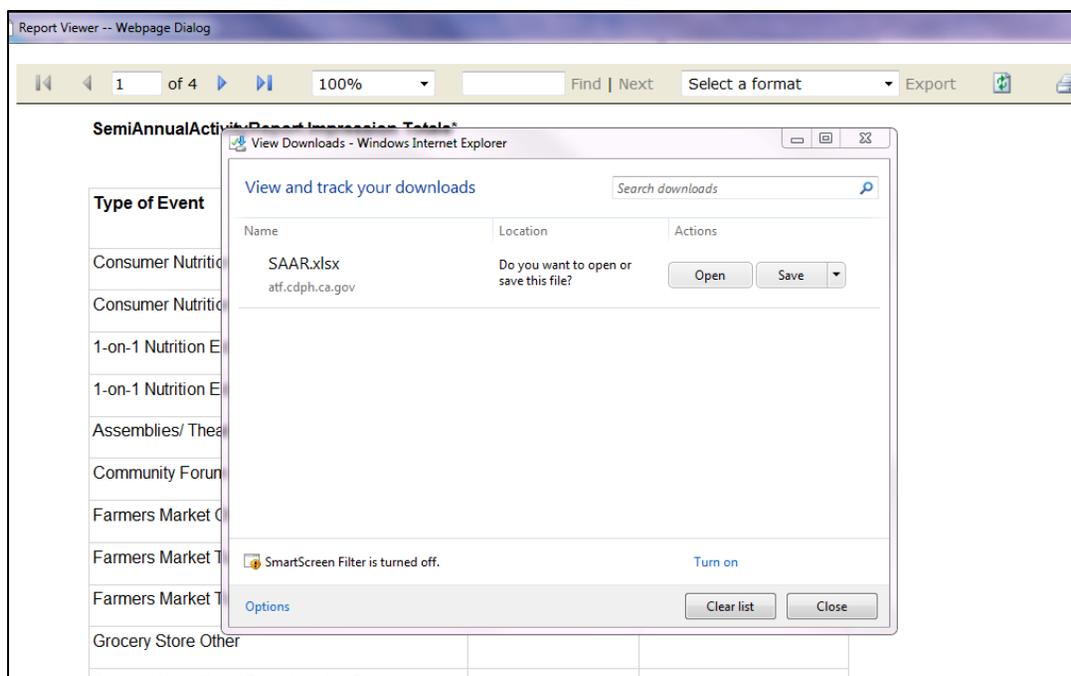
SemiAnnualActivityReport Impression Totals*

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.



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.

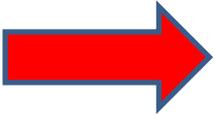
EARS

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 shows a web application interface for the SNAP-Ed Activity Tracking Form. At the top left is the logo for 'CHAMPIONS For CHANGE' with the tagline 'Healthy Communities, Healthy Futures'. The main title is 'SNAP-Ed Activity Tracking Form'. In the top right corner, there is a link for '[Log Out | DHSEXTRA\ANARODOV]'. Below the title is a navigation bar with four tabs: 'HOME', 'SEARCH', 'ADMINISTRATION', and 'REPORTS'. The 'REPORTS' tab is currently selected. Underneath the navigation bar, the page is titled 'EARS Report'. There are two input fields: 'Start Date' and 'End Date', each with a small calendar icon to its right. Below these fields is 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
IWP Totals

IWP Letter	Number of Trainings	Number of Meetings, Speeches, Presentations	Number of Non Target Intervention Events	Number of Direct Education Intervention Events	Number of Direct Education Attendees in Intervention Events	Number of Direct Education Target Audience in Intervention Events	Number of Indirect Education Intervention Events	Number of Indirect Education Attendees in Intervention Events	Number of Indirect Education Target Audience in Intervention Events
A0.0.0	0	0	0	1	160	120.00	0	0	0.00
A1.1.1	0	0	0	1	20	30.00	0	0	0.00
A2.2.2	0	0	0	1	10	20.00	0	0	0.00
TOTAL	0	0	0	3	190	170.00	0	0	0.00

Education and Administrative Reporting System
Objective Totals

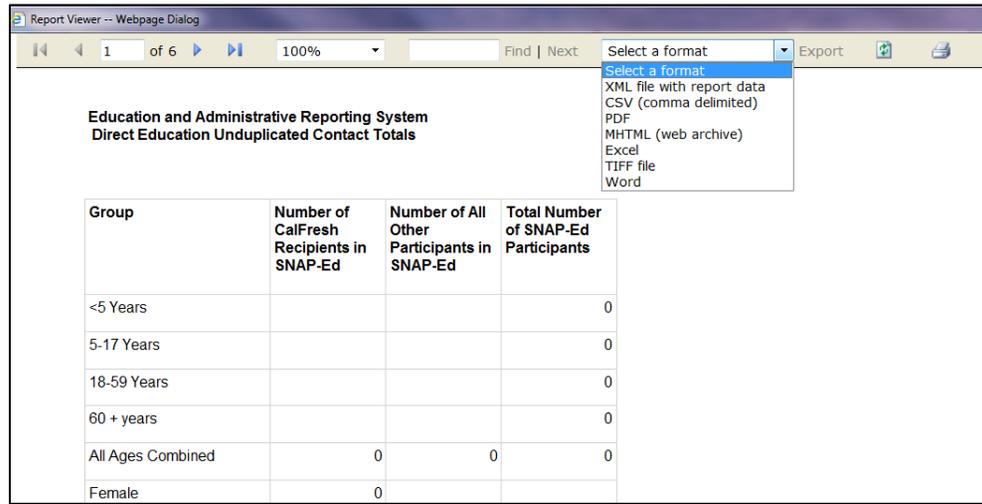
	Number of Trainings	Number of Meetings, Speeches, Presentations	Number of Non Target Intervention Events	Number of Direct Education Intervention Events	Number of Direct Education Attendees in Intervention Events	Number of Direct Education Target Audience in Intervention Events	Number of Indirect Education Intervention Events	Number of Indirect Education Attendees in Intervention Events	Number of Indirect Education Target Audience in Intervention Events
1	8	1	9	0	0	0.00	2	357	347.39
2	1	3	4	5	50	49.63	8	7556	6624.01
3	0	0	0	12	107	10.00	2	357	347.39
4	0	0	0	6	102	45.89	0	0	0.00
6	0	0	0	6	22	22.00	0	0	0.00
TOTAL	9	4	13	29	281	127.52	12	8270	7318.78

Education and Administrative Reporting System
Deliverable Totals

Deliverable Number	Number of Trainings	Number of Meetings, Speeches, Presentations	Number of Non Target Intervention Events	Number of Direct Education Intervention Events	Number of Direct Education Attendees in Intervention Events	Number of Direct Education Target Audience in Intervention Events	Number of Indirect Education Intervention Events	Number of Indirect Education Attendees in Intervention Events	Number of Indirect Education Target Audience in Intervention Events
2A	0	0	0	61	1140.00	1140.00	4	35	21.07

Use the arrows at the top of the screen (see red arrow) to navigate through all six pages of the EARS.

The EARS report can be exported to your computer by using the ‘Select a format’ drop down list and choosing the type of file.

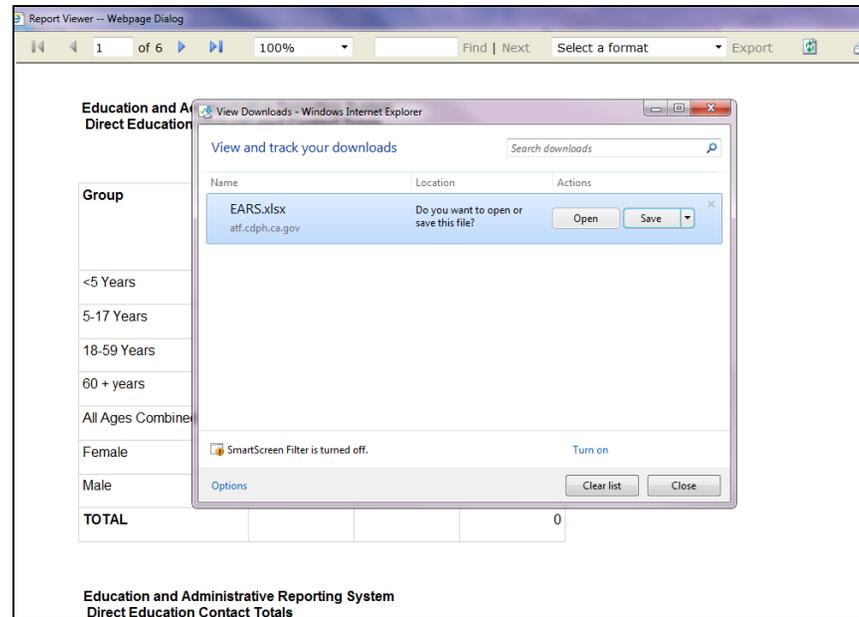


The screenshot shows a web browser window titled "Report Viewer -- Webpage Dialog". The page content includes the title "Education and Administrative Reporting System" and "Direct Education Unduplicated Contact Totals". Below the title is a table with the following data:

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		

To the right of the table is a "Select a format" dropdown menu with the following options: "Select a format", "XML file with report data", "CSV (comma delimited)", "PDF", "MHTML (web archive)", "Excel", "TIFF file", and "Word". An "Export" button is located to the right of the dropdown menu.

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

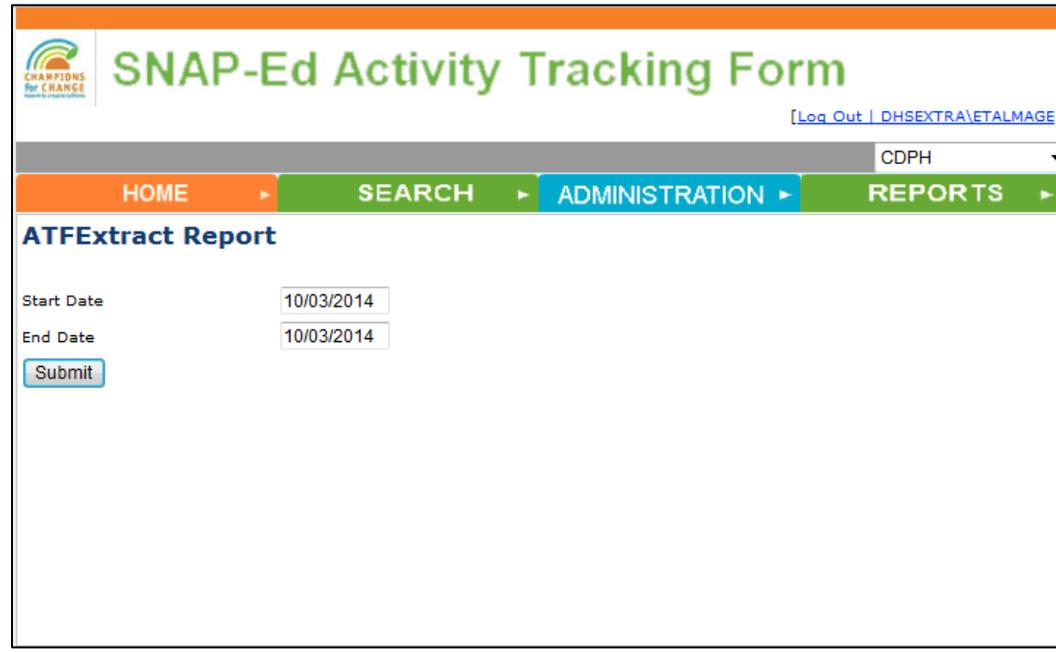


Choose 'Open' to open the file and 'Save' to save it to your computer. You can also print the EARS, using the print icon in the top right-hand corner.

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

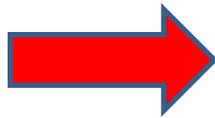
ATF Extract

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'. The main title is 'SNAP-Ed Activity Tracking Form'. To the right of the title are links for '[Log Out | DHSEXTRA\ETALMAGE]'. Below the title is a navigation bar with four buttons: 'HOME', 'SEARCH', 'ADMINISTRATION', and 'REPORTS'. A dropdown menu is open under 'REPORTS', showing 'CDPH'. Below the navigation bar is the 'ATFExtract Report' form. The form has two input fields: 'Start Date' with the value '10/03/2014' and 'End Date' with the value '10/03/2014'. A 'Submit' button is located below the input fields.

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



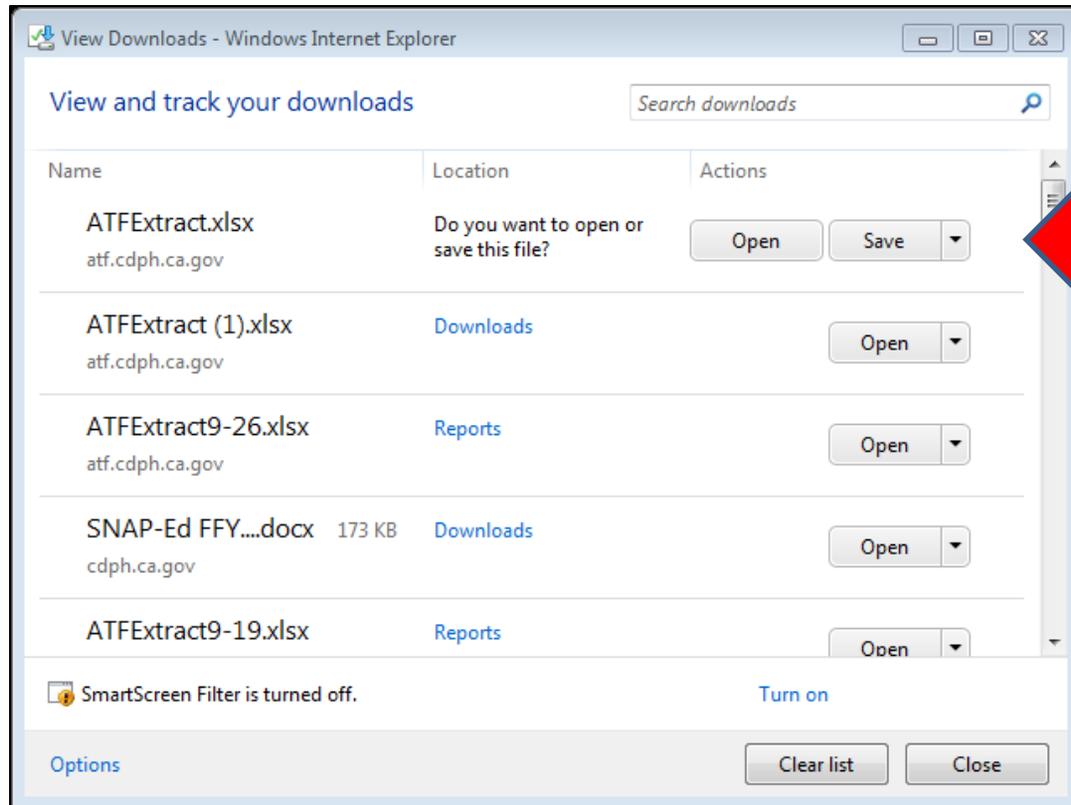
Start Date	End Date	Deliverable Num	Primary Goal	Primary Objective	Primary Activity	Secondary Goal	Secondary Objective	Secondary Activity	Sub Contractor	Educator Name	Notes	Event Description
9/4/2014 12:00:00 AM	1/1/1753 12:00:00 AM	2C	1	15	5	1	0	0		EA		MES NG-
8/23/2014 12:00:00 AM	1/1/1753 12:00:00 AM		1	17	5	1	0	0	African American Community Health Advisory Committee (AACHAC)	Cheryl Davis		nub and den
9/3/2014 12:00:00 AM	1/1/1753 12:00:00 AM	2C	1	7	1	1	0	0		GN		Refi disp Dok
9/4/2014 12:00:00 AM	1/1/1753 12:00:00 AM	2C	1	7	1	1	0	0		GN		Refi disp WIK 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 nub edu sty prei seri Clas 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 nub edu sty prei seri Clas 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).

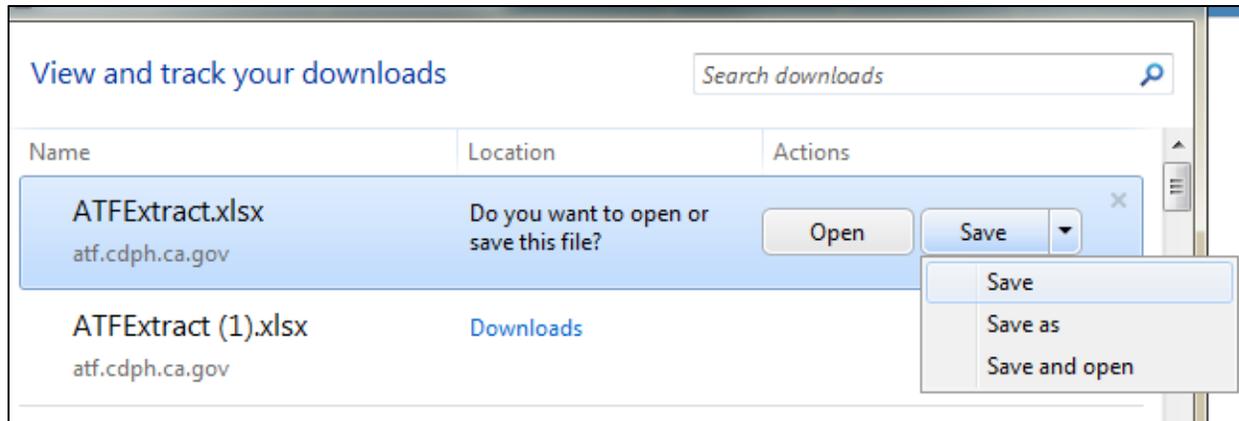
The screenshot shows a web browser window titled "Report Viewer -- Webpage Dialog". The page displays a table titled "ATF Extract". The table has columns for Start Date, End Date, Deliverable Num, Primary Goal, Primary Objective, and several unlabeled columns. A dropdown menu is open over the table, listing file formats: XML file with report data, CSV (comma delimited), PDF, MHTML (web archive), Excel, TIFF file, and Word. A green arrow points to the dropdown menu. To the right of the dropdown menu is an "Export" button.

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	0	
8/23/2014 12:00:00 AM	1/1/1753 12:00:00 AM		1	17	5	1	0	0	Africa Amer Comn Healt

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