

Program Activities

- Data entry for the quarter being reviewed complete
- Demographics complete
- Custom SNAP-Ed Data complete
- Sessions <10 minutes without comments to justify
- Single** sessions less than 20 minutes
- Excessive number of sessions >75
- Cluster listed as the Unit rather than the individual county
- Dates outside of the current fiscal year [Oct 1 – September 30]
- Future dates (*dates should be within the current fiscal years. DO NOT enter dates in advance*)
- Intervention and setting are appropriate (avoid using “Other”)

Surveys

Review begins in Q2

- In-person administration: Only enter pre/post surveys with **matched ID#**
- Online administration: Don't delete unmatched surveys → SO will review ID# and match pre/post surveys

Indirect Activities

- Total reach greater than or equal to New Reach
- Intervention and setting are appropriate (avoid using “Other”)
- Videos, and other social media activities include descriptions and follow the guidelines for aggregating reach

Partnerships & Coalitions

Review begins in Q2

- # of partners is close to total # of sites being utilized if each site is a partner
- Were coalitions reported in previous fiscal year if so have they continued in current fiscal year

PSE Activities

Review begins in Q3 – enter all PSEs by the end of June

- Unit = correct county/not cluster
- Intervention name = PSE setting (i.e. Early Care & Education = ECE facilities)
- Don't report "other" for PSE setting → Contact the state office if unsure which setting to report
- Garden only reported as setting if stand-alone
- One PSE report per site/setting, NOT one for each PSE strategy (SLM, Garden, SWP, etc.) at a site
- # youth actively involved in shaping PSEs through established group < PSE reach
- PSE reach </= to CDE Dataquest or add comment
- Planning Stages only (contact/plan) = no changes or reach
- Implementation Stages (imp/main) = yes changes and reach
- Only use 'other changes' text box if PSE change adopted is not on list; check with state office if unsure of change to report
- If 'Yes' to support sustainability of PSE, 1+ sustainability items must report 'plan', 'in process', or 'in place'; if all items show 'no plans', change initial response to 'No'
- Complete COVID-19 Impact question