**Policy, System and Environmental (PSE) Changes Reporting Form**

Instructions

This Microsoft Word version of the on-line PEARS PSE reporting module may be useful for you to see all the reporting questions and dropdown lists in one place. **This is for your convenience/internal use only-- please do not submit this Word document to the state.** For UC CalFresh users you may wish to save the original document and revise the form for your specific programs (PSE’s). All PSE reporting entries should be submitted via the online PEARS system, by **October 6, 2017**, accessed through: <https://pears.oeie.org>.

Trainings and support

**Recordings** of the PEARS PSE training webinar can be found here: <http://bit.ly/CA_PEARS_PSE_08_18>

The recommended software is VLC (https://www.videolan.org/vlc/); but QuickTime should work. The webinar does take a few minutes to download/open.

Please also see the PEARS Support documents <http://support.pears.oeie.org/> for online help and technical assistance.

If you have technical questions about using PEARS, please contact the PEARS team at the KSU Office of Educational Innovation and Evaluation through the support feature on PEARS pears@oeie.ksu.edu. For content-related questions, please email the UC CalFresh evaluation team: Barbara MkNelly bmknelly@ucdavis.edu or Angie Keihner akeihner@ucdavis.edu Thank you!

General Information

At the environmental level the focus of evaluation is not on measuring changes in individuals, but rather changes in settings or venues in low-income areas where nutrition education is provided. If your organization has worked with a site to make policy, system, or environmental (PSE) changes **during Federal Fiscal Year 2017 (October 1, 2016 - September 30, 2017)**, please use the form below to assist you in reporting your PSE activities.Top of Form

1. Site Name:

Enter the site name where the PSE work is conducted. You may also select an organization that includes multiple sites (e.g. a school district or grocery chain). When choosing an "organization" please only report on PSEs implemented at the organization level; PSEs implemented at each of the sites governed by the organization should be reported on a site by site basis.

When adding a **new** site, please enter the following information*:*

**Site or organization name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Site Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City/Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Intervention name:

Choose the statewide intervention or initiative most relative to this PSE activity. *Please contact your organization's administrator if your intervention is not listed.*

* After/Before School Programs
* Early Care & Education
* Faith/Places of Worship
* Farmers Markets
* Food Distribution
* Health Care Services
* Mass-media
* Other Learning Sites
* Places People Play
* Places to Eat
* Residential Sites
* Schools
* Senior Services
* Stores
* Worksites & Related
* Other, please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_
1. Unit: *Select the primary unit where the PSE activity work is taking place*
* Alameda
* Amador
* Butte
* Calaveras
* Colusa
* El Dorado
* Fresno
* Glenn
* Imperial
* Kern
* Kings
* Madera
* Merced
* Nevada
* Placer
* Riverside
* San Francisco
* San Joaquin
* San Luis Obispo
* San Mateo
* Santa Barbara
* Santa Clara
* Shasta
* Stanislaus
* Sutter
* Tehama
* Trinity
* Tulare
* Tuolumne
* Yolo
* Yuba
1. *Please indicate if this site or organization is a USDA summer meal site, Indian reservation, or military base. (Select any or all that apply)*

|  |  |  |
| --- | --- | --- |
| * USDA Summer Meal Site
 | * Indian Reservation
 | * Military Base
 |

1. PSE setting

Select the setting of the PSE work at this site. If your PSE work at this site involves more than one setting, report as separate sites. See the [documentation for settings](https://pears.oeie.org/docs/pse/settings/) for help selecting the appropriate option.

 **Eat:**

* Congregate meal sites & other senior nutrition centers
* Fast food chains
* Mobile vending / food trucks
* Restaurants
* Other places people primarily go to "eat" outside the home, specify: \_\_\_\_\_\_\_\_\_\_

 **Learn:**

* Afterschool programs *(includes before school programs)*
* Cooperative extension sites
* Early care and education
* Libraries
* Mobile education sites
* Other *places people go to "learn"* *,* specify: \_\_\_\_\_
* Schools *(K-12, elementary, middle, and high)*
* Schools *(colleges & universities)*
* WIC clinics

**Live:**

* Community organizations
* Faith / places of worship
* Family resource centers
* Group living arrangements
* Low-income health clinics
* Other neighborhood settings where people "live" nearby, specify: \_\_\_\_\_\_\_\_
* Public housing
* Residential treatment centers
* Shelters

**Play:**

* Bicycle and walking paths
* Community centers
* Fairgrounds
* Gardens
* Other places people go to "play", specify:\_\_\_\_\_\_\_
* Parks and open spaces
* Youth Organizations *(e.g. Boys or Girls Clubs, YMCA)*

**Shop:**

* Farmers markets
* Food banks and pantries
* Food distribution program on Indian reservations (*FDPIR)* distribution sites
* Large food stores *(4+ registers)*
* Other places people go to "shop" for or otherwise access food to prepare and eat at home, specify:\_\_\_
* Small food stores *(<= 3 registers)*

**Work:**

* Job training programs / temporary assistance for needy families *(TANF)* worksites
* Other places people go to "work", specify: \_\_\_\_\_
* SNAP offices
* Worksites with low-wage workers
1. Intervention Topics*: (Select any intervention topics you are targeting in PSE work at this site or organization)***.**
* Active commuting *(e.g., walking and bicycling)*
* Dairy *(including low-fat / fat-free milk and/or fortified soy beverages)*
* Fiber-rich foods
* Food preparation/cooking and food safety
* Food shopping and resource management
* Fruits and vegetables
* Healthy fats and oils
* Limiting added sugars
* Limiting saturated fats
* Limiting sodium
* MyPlate food groups and portions for a healthy eating pattern
* **Other, please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* Participation in sports and recreational activities *(e.g., tennis and swimming)*
* Prevention of obesity, diabetes, and other chronic diseases
* Promoting and maintaining a healthy weight
* Protein foods *(including seafood; lean meats and poultry; eggs; nuts; seeds; and soy products)*
* Reducing sedentary activities and screen time *(decreasing the playing of computer games and TV viewing)*
* Water
* Whole grains
1. In which Federal Fiscal Year did you first contact this site to participate in SNAP-Ed funded PSE work? Enter the year only*. For example, for October 1, 2015 – September 30, 2016 (which is FFY 2016), enter 2016*.

FFY: \_\_\_\_\_\_

1. **Stages of Implementation**

Indicate each of the planning and implementation stages of any SNAP-Ed funded PSE work conducted at this site or organization. Only add stages that apply to the **current Federal Fiscal Year.**

Stage

* Site(s) contacted and agreed to participate
* Planning and preparation for implementation (i.e. assessment, training, etc.)
* Started implementation of changes
* Continued to implement changes
* Worked to maintain changes
* Conducted follow-up assessments, evaluation, and/or monitoring
1. Comments *(Optional)*

Add any additional comments about the PSE work at this site or organization, including any clarification about the stages of implementation.

1. Attachments

You may want to upload files related to PSE work during the current reporting year such as reports, survey data, and pictures.

**Needs, Readiness & Effectiveness**

Assessing a site's readiness for change is an appropriate place to start for SNAP-Ed implementers working on PSE changes. An asset map, needs assessment, or organizational readiness assessment is a good first step toward implementation, and thus a key program output for SNAP-Ed. While conducting a formal assessment is ***optional***, environmental assessments offer an excellent opportunity to help understand the effectiveness of your work, when you pair baseline and post-intervention assessments. Increased environmental assessment scores provide objective, systematic evidence of documented environment-level improvements.

1. **Did you conduct any needs or readiness assessments at this site or organization during the current reporting year of October 1, 2016 - September 30, 2017?**
* Yes ❑ No *If no* *please continue onto* [*Strategy*](#Strategy)

The SNAP-Ed Framework interpretive guide suggests [*several survey instruments*](https://pears.oeie.org/track/pse/1763/readiness/) to be used when assessing organizational readiness for PSE changes. Additionally, see the [*environmental settings flowchart*](https://pears.oeie.org/track/pse/1763/readiness/)to determine which assessments are recommended.

1. Please select the assessments you conducted for this site or organization during the current reporting year:
* a. Needs assessment/environmental scan:
* Yes (If yes, select which survey instrument was used, date(s) administered, and results below)
* No

|  |  |
| --- | --- |
| * Communities of Excellence in Nutrition, Physical Activity, and Obesity Prevention (CX3)
* Nutrition Environment Measures Survey - Restaurant (NEMS-R)
* Smarter Lunchrooms Self-Assessment Scorecard
* School Physical Activity and Nutrition Environment Tool (SPAN-ET)
* Nutrition and Physical Activity Assessment for Child Care (GO NAP SACC)
* Contra Costa County's C.H.O.I.C.E. Toolkit and Self-Assessment Questionnaire
* San Francisco Healthy Apple Awards
* School Health Index - Centers for Disease Control and Prevention / Alliance for a Healthier Generation
* Healthy Eating Active Living: Mapping Attributes Using Participatory Photographic Surveys HEAL MAPPS
* Walkability Checklist - Safe Routes to School
* California Youth Participatory Action Research
 | * Nutrition Environment Measures Survey - Corner Store (NEMS-CS)
* Nutrition Environment Measures Survey - Store (NEMS-S)
* California Fit Business Kit / Check for Health
* Wellness School Assessment Tool (WellSAT 2.0)
* North Carolina Faith-Based Facility Assessment Tool
* Oregon Food Bank's Healthy Pantry Initiative / Healthy Pantry Snapshot Assessment Tool
* Oregon State University Rapid Farmers Markets Assessments
* FM Tracks, Prevention Research Center at Case Western Reserve University
* Active Schools Assessment
* Playground Stencil Assessment Shaping Healthy Choices
* School Health Check (SHC2)
* Other (please specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 |

Enter the approximate date when the baseline assessment was administered: \_\_\_/\_\_/\_\_\_\_\_

Enter a brief description of the baseline assessment results:

Enter the approximate date when the follow-up assessment was administered: \_\_/\_\_/\_\_\_\_\_\_\_

Enter a brief description of follow up assessment results:

* b. Staff readiness

Select Survey Instrument

* + - North Carolina Institute for Public Health: Introduction to Program Evaluation
		- Other (please specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Enter the approximate date when the baseline assessment was administered: \_\_\_\_\_/\_\_\_\_/\_\_\_\_

Brief description of baseline assessment results:

Enter the approximate date when the follow-up assessment was administered: **\_\_\_\_\_\_\_\_\_\_\_\_\_**

Brief description of follow-up assessment results:

* c. Organizational Readiness

Select Survey Instrument

* + - Collaboration Readiness Survey
		- Organizational Readiness for Implementing Change (ORIC)
		- Other (please specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Enter the approximate date when the baseline assessment was administered: **\_\_\_/\_\_\_/\_\_\_\_\_\_**

Enter a brief description of the baseline assessment results:

Enter the approximate date when the follow-up assessment was administered: **\_\_/\_\_\_\_/\_\_\_\_\_**

Enter a brief description of the follow-up assessment results:

**Strategy**

Organizational changes are not intended to replace direct nutrition education or social marketing initiatives. In order to maximize the overall reach and effectiveness of your PSE work, it is suggested organizational policy changes and environmental supports be made as part of multi-component and multi-level interventions to sustain the new changes or standards over time.

1. Which of the following complementary activities were implemented at this site or organization during the current reporting year of October 1, 2016 - September 30, 2017? *(select all that apply)*
* Evidence-based education
* Marketing *(Advertising, Promotion, etc.)*
* Parent / community involvement
* Staff training on continuous program and policy implementation
1. Which of the following programs, packages or initiatives were used as part of the PSE efforts at this site during the current reporting year of October 1, 2016 - September 30, 2017? *(select all that apply)*

|  |  |
| --- | --- |
| **Early Childhood Care & Education** * CHOICES, Contra Costa Child Care Council’s Best Practices
* Coordinated Approach to Child Health (CATCH)
* Early Childhood Early Childhood Education Wellness Policy – updating and/or implementing
* Eat Well Play Hard in Child Care Settings
* Empower Program
* Farm to Preschool
* First Years in the First State=Improving Nutrition and Physical Activity Quality in Delaware Child Care
* Harvest of the Month
* Healthy Apple Awards
* I Am Moving, I Am Learning
* Learning about Nutrition through Activities, LANA
* National Early Care and Education Learning Collaborative Project
* Nutrition and Physical Activity Self-Assessment for Child Care, NAP SACC
* Playground Stencils
* Policy Regulations for Day Care in New York City
* Preschools Shaping Healthy Impressions through Nutrition & Exercise, SHINE
 | * Ready, Set, Go!
* Rethink Your Drink
* Smarter Lunchrooms Movement (SLM)
* Sugar Bites

**Food Banks & Pantries** * California Food Banks Farm to Family
* Cooking Matters
* Cooking Matters at the Store
* Harvest of the Month
* Healthy Behaviors Initiative, HBI
* Mind, Exercise, Nutrition….Do It!, MEND
* Rethink Your Drink

**Retail (Stores)*** Communities of Excellence in Nutrition, Physical Activity, & Obesity Prevention, CX3
* Cooking Matters
* Farm to Fork
* Harvest of the Month
* Retail Program
* Rethink Your Drink
 |
| **Schools** * California Thursdays
* Children’s Power Play Campaign
* Cooking Matters
* Cooking with Kids, Inc.
* CookShop
* Coordinated Approach to Child Health (CATCH)
* EatFresh.org
* Farm to School
* Harvest of the Month
* Healthy Behaviors Initiative, HBI
* Healthy EmPowers You!
* Let’s Move! Active Schools
* Let’s Move! Salad Bars in Schools
* Lifestyle Education for Activity Program, LEAP
* Out of School Nutrition and Physical Activity Initiative, OSNAP
 | * PE-Nut
* Playground Stencils
* Rethink Your Drink
* Riverside Unified School District Farmers Market Salad Bar Program
* Safe Routes to School
* School Nutrition Policy Initiative
* School Physical Activity and Nutrition-Environment Tool, SPAN-ET
* School Wellness Policy – updating and/or implementing
* Shaping Healthy Choices Program
* Smarter Lunchrooms Movement (SLM)
* Sports Play Active Recreation for Kids, SPARK
* Text2BHealthy
* Youth Participatory Action Research Projects, YPAR

**All Settings*** Champion Provider Fellowship
* Other, please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 |

**SNAP-Ed Funding:** *If there are multiple agencies involved in the PSE, please select highest role*

1. In which ways are SNAP-Ed funds or people contributing to the PSE efforts at this site or organization? ***Check all that apply***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Lead / Major Role** | **Supportive Role** | **No Role** | **N/A** |
| Initiated the effort / brought stakeholders together |  |  |  |  |
| Fostered community / resident / parent support or engagement |  |  |  |  |
| Funded or provided planning / advice / guidance |  |  |  |  |
| Funded or provided training related to PSE efforts |  |  |  |  |
| Funded or conducted implementation of PSE changes |  |  |  |  |
| Funded or provided evaluation or monitoring of PSE efforts |  |  |  |  |

Please specify any other ways not listed above that SNAP-Ed funds or people are contributing to PSE efforts at this site or organization.

### **Youth Involvement**

1. Were youth actively involved in shaping this PSE through an established group?
* **Yes**
* **No** If no skip to changes adopted

(If yes,)

1. How many youth were actively involved during the current reporting year? \_\_\_\_\_\_

### **Changes Adopted**

 It is important to document changes that occur as a result of PSE work at this site or organization governing a group of sites.

1. Is this site or "organization" implementing, improving, expanding, or maintaining at least one change in policy or practice to improve appeal or access to healthy food and beverages, physical activity or reduced sedentary time?
* **Yes**
* **No**
1. **CHANGES** *If yes, please check all of the types of PSE changes that were implemented, improved, expanded or actively maintained with SNAP-Ed support during the****current reporting year of October 1, 2016 - September 30, 2017, for the setting that you worked in****. Do not select a change if the efforts to actually make that type of PSE change have not yet started (i.e. the site is still planning, assessing or considering whether to make that type of change).*

**Early Childcare and Education:**

* Established or improved food/beverage, physical activity and/or wellness-related policies
* Established or improved a monitoring or reporting system for food/beverage, physical activity, and/or wellness related policy
* Established new or strengthened limits on entertainment screen time
* Improved menus/recipes (variety, quality, offering lighter fares)
* Initiated or expanded implementation of guidelines for meal foods/beverages
* Initiated or expanded implementation of guidelines for healthier snack options or healthier competitive food/beverage options
* Initiated or expanded implementation of guidelines on use of food/beverages in the classroom, as rewards, or during celebrations or educational programs
* Initiated, improved or expanded healthy fundraisers
* Improved free water access, taste, quality, smell, or temperature \*\*
* Improved or expanded kitchen/food preparation facilities
* Established a new edible garden
* Reinvigorated or expanded an existing edible garden
* Initiated or expanded use of onsite garden produce for meals/snacks provided onsite
* Initiated or expanded a mechanism for distributing onsite garden produce to families or communities
* Initiated or expanded use of the garden for nutrition education
* Improved layout or display of meal foods/beverages to encourage healthier selections (e.g. Smarter Lunchrooms)
* Improve appeal, layout or display of snack or competitive foods to encourage healthier selections
* Initiated or improved point-of-purchase, decision, and/or distribution prompts (including information intended to influence choices at the point of decision)
* Initiated or improved menu labeling, e.g. calories, fat, sodium, added sugar counts
* Initiated or enhanced limits on marketing/promotion of less healthy options
* Improved child feeding practices (e.g. served family style, adults role model healthy behaviors, etc.)
* Improved hours of operation or time allotted for meals or food service to improve access or convenience
* Began offering a federal food program (CACFP, TEFAP, summer meals, etc.)
* Improved food purchasing/donation specifications or vendor agreements towards healthier food(s)/beverages
* Initiated or expanded farm-to-table/use of fresh or local produce
* Increased or improved opportunities for unstructured physical activity time/free play
* Improved quality of structured physical activity
* Increased access/opportunities for structured physical activity on-site
* Initiated or expanded restrictions on use of physical activity as punishment
* Initiated or improved playground markings/stencils to encourage physical activity
* Improved or expanded physical activity facilities, equipment, structure

Were any other changes made that you were unable to locate in the list?

**Schools:**

* Established or improved food/beverage, physical activity and/or wellness-related policies
* Established or improved a monitoring or reporting system for food/beverage, physical activity, and/or wellness related policy
* Established new or strengthened limits on entertainment screen time
* Improved menus/recipes (variety, quality, offering lighter fares)
* Initiated or expanded implementation of guidelines for meal foods/beverages
* Initiated or expanded implementation of guidelines for healthier snack options or healthier competitive food/beverage options
* Eliminated or reduced amount of competitive foods/beverages
* Initiated or expanded implementation of guidelines on use of food/beverages in the classroom, as rewards, or during celebrations or educational programs
* Initiated, improved or expanded healthy fundraisers
* Improved free water access, taste, quality, smell, or temperature \*\*
* Improved or expanded kitchen/food preparation facilities
* Improved or expanded cafeteria/dining/serving areas or facilities
* Established or improved salad bar
* Established a new edible garden
* Reinvigorated or expanded an existing edible garden
* Initiated or expanded use of onsite garden produce for meals/snacks provided onsite
* Initiated or expanded a mechanism for distributing onsite garden produce to families or communities
* Initiated or expanded use of the garden for nutrition education
* Improved layout or display of meal foods/beverages to encourage healthier selections (e.g. Smarter Lunchrooms)
* Improve appeal, layout or display of snack or competitive foods to encourage healthier selections
* Initiated or improved point-of-purchase, decision, and/or distribution prompts (including information intended to influence choices at the point of decision)
* Initiated or improved menu labeling, e.g. calories, fat, sodium, added sugar counts
* Initiated or enhanced limits on marketing/promotion of less healthy options
* Initiated or expanded price manipulation/coupons/discounts to encourage healthy choices
* Ensured meal service staff encourage healthy selections
* Improved hours of operation or time allotted for meals or food service to improve access or convenience
* Began offering a federal food program (CACFP, TEFAP, summer meals, etc.)
* Improved enrollment procedures to increase NSLBP meal participation including universal breakfast/ lunch
* Improved food purchasing/donation specifications or vendor agreements towards healthier food(s)/beverages
* Initiated or expanded farm-to-table/use of fresh or local produce
* Increased school days/time spent in physical education
* Improved quality of physical education
* Increased access/opportunities for structured physical activity before/after school
* Increased or improved opportunities for physical activity during recess
* Initiated or expanded incorporation of physical activity into the school day or during classroom-based instruction (not recess/free play or PE)
* Initiated or expanded restrictions on use of physical activity as punishment
* Initiated or improved playground markings/stencils to encourage physical activity
* Improved or expanded physical activity facilities, equipment, structures
* Initiated new or expanded access to facilities for after-hours recreation or shared use
* Increased access or safety of walking or bicycling paths
* Installed signage and prompts for use of walking and bicycle paths
* Added bike racks/storage

Were any other changes made that you were unable to locate in the list?

**Out of School**: I*ncludes before/ after school programs, youth organizations, family resource centers, community centers, fairgrounds, parks, bicycle and walking paths*

* Established or improved food/beverage, physical activity and/or wellness-related policies
* Established or improved a monitoring or reporting system for food/beverage, physical activity, and/or wellness related policy
* Established new or strengthened limits on entertainment screen time
* Improved menus/recipes (variety, quality, offering lighter fares)
* Initiated or expanded implementation of guidelines for meal foods/beverages
* Initiated or expanded implementation of guidelines for healthier snack options or healthier competitive food/beverage options
* Initiated or expanded implementation of guidelines for foods/beverages served in snack bars, vending machines, etc.
* Initiated or expanded implementation of guidelines on use of food/beverages in the classroom, as rewards, or during celebrations or educational programs
* Initiated, improved or expanded healthy fundraisers
* Improved free water access, taste, quality, smell, or temperature \*\*
* Improved or expanded cafeteria/dining/serving areas or facilities
* Established a new edible garden
* Reinvigorated or expanded an existing edible garden
* Initiated or expanded use of onsite garden produce for meals/snacks provided onsite
* Initiated or expanded a mechanism for distributing onsite garden produce to families or communities
* Initiated or expanded use of the garden for nutrition education
* Improve appeal, layout or display of snack or competitive foods to encourage healthier selections
* Initiated or improved point-of-purchase, decision, and/or distribution prompts (including information intended to influence choices at the point of decision)
* Initiated or improved menu labeling, e.g. calories, fat, sodium, added sugar counts
* Initiated or enhanced limits on marketing/promotion of less healthy options
* Initiated or expanded price manipulation/coupons/discounts to encourage healthy choices
* Ensured meal service staff encourage healthy selections
* Expanded or improved transportation options
* Began offering a federal food program (CACFP, TEFAP, summer meals, etc.)
* Improved food purchasing/donation specifications or vendor agreements towards healthier food(s)/beverages
* Initiated or expanded farm-to-table/use of fresh or local produce
* Increased or improved opportunities for unstructured physical activity time/free play
* Improved quality of structured physical activity
* Increased access/opportunities for structured physical activity on-site
* Initiated or expanded restrictions on use of physical activity as punishment
* Initiated or improved playground markings/stencils to encourage physical activity
* Improved or expanded physical activity facilities, equipment, structures
* Initiated new or expanded access to facilities for after-hours recreation or shared use
* Increased access or safety of walking or bicycling paths
* Installed signage and prompts for use of walking and bicycle paths
* Added bike racks/storage

Were any other changes made that you were unable to locate in the list?

**Large and Small Stores:**

* Took steps (policies, zoning, collaboration, promotion) to establish a completely new healthy retail outlet that was not there before
* Established a completely new healthy retail outlet that was not there before
* Improved menus/recipes (variety, quality, offering lighter fares)
* Created or enhanced healthy check out areas
* Increased space/amount/variety of healthy options (includes shelf space, number of booths, options on menus)
* Decreased space/amount/variety of unhealthy options (inlcudes shelf space, number of booths, options on menus)
* Improved quality of healthy options
* Improved free water access, taste, quality, smell, or temperature \*\*
* Improved facilities or equipment to accommodate healthier options or make them more convenient/appealing/accessible
* Improved façade/outdoor space
* Established a new edible garden
* Reinvigorated or expanded an existing edible garden
* Initiated or expanded use of onsite garden produce for meals/snacks provided onsite
* Initiated or expanded a mechanism for distributing onsite garden produce to families or communities
* Initiated or expanded use of the garden for nutrition education
* Improved appeal, layout or display of foods/beverages to encourage healthier selections
* Initiated or improved point-of-purchase, decision, and/or distribution prompts (including information intended to influence choices at the point of decision)
* Initiated or improved menu labeling, e.g. calories, fat, sodium, added sugar counts
* Initiated or enhanced limits on marketing/promotion of less healthy options
* Initiated or expanded price manipulation/coupons/discounts to encourage healthy choices
* Initiated or expanded lactation supports or dedicated lactation space for customers, residents, or congregants
* Improved hours of operation or time allotted for meals or food service to improve access or convenience
* Expanded or improved transportation options
* Began acceptance of SNAP/EBT/WIC
* Improved food purchasing/donation specifications or vendor agreements towards healthier food(s)/beverages
* Initiated or expanded farm-to-table/use of fresh or local produce
* Initiated or expanded donations of healthy excess food to charitable organizations
* Implemented novel distribution systems to reach high-risk population (e.g. home delivery to the elderly)
* Increased access or safety of walking or bicycling paths
* Installed signage and prompts for use of walking and bicycle paths
* Added bike racks/storage

Were any other changes made that you were unable to locate in the list?

**Farmers’ Markets:**

* Took steps (policies, zoning, collaboration, promotion) to establish a completely new healthy retail outlet that was not there before
* Established a completely new healthy retail outlet that was not there before
* Established or improved food/beverage, physical activity and/or wellness-related policies
* Established or improved a monitoring or reporting system for food/beverage, physical activity, and/or wellness related policy
* Increased space/amount/variety of healthy options (includes shelf space, number of booths, options on menus)
* Decreased space/amount/variety of unhealthy options (includes shelf space, number of booths, options on menus)
* Improved quality of healthy options
* Improved free water access, taste, quality, smell, or temperature \*\*
* Established a new edible garden
* Reinvigorated or expanded an existing edible garden
* Initiated or expanded use of onsite garden produce for meals/snacks provided onsite
* Initiated or expanded a mechanism for distributing onsite garden produce to families or communities
* Initiated or expanded use of the garden for nutrition education
* Improved appeal, layout or display of foods/beverages to encourage healthier selections
* Initiated or improved point-of-purchase, decision, and/or distribution prompts (including information intended to influence choices at the point of decision)
* Initiated or improved menu labeling, e.g. calories, fat, sodium, added sugar counts
* Initiated or enhanced limits on marketing/promotion of less healthy options
* Initiated or expanded price manipulation/coupons/discounts to encourage healthy choices
* Improved hours of operation or time allotted for meals or food service to improve access or convenience
* Expanded or improved transportation options
* Began acceptance of SNAP/EBT/WIC
* Improved food purchasing/donation specifications or vendor agreements towards healthier food(s)/beverages
* Initiated or expanded farm-to-table/use of fresh or local produce
* Initiated or expanded donations of healthy excess food to charitable organizations
* Implemented novel distribution systems to reach high-risk population (e.g. home delivery to the elderly)
* Initiated or expanded distribution of farmers market produce to retailers, food pantries, or other organizations
* Increased access/opportunities for structured physical activity on-site
* Increased access or safety of walking or bicycling paths
* Installed signage and prompts for use of walking and bicycle paths
* Added bike racks/storage

Were any other changes made that you were unable to locate in the list?

**RESTAURANTS:** *Includes: fast food chains, mobile vending, food trucks, restaurants, other places to eat*

* Established or improved food/beverage, physical activity and/or wellness-related policies
* Established or improved a monitoring or reporting system for food/beverage, physical activity, and/or wellness related policy
* Increased space/amount/variety of healthy options (includes shelf space, number of booths, options on menus)
* Decreased space/amount/variety of unhealthy options (inlcudes shelf space, number of booths, options on menus)
* Improved quality of healthy options
* Improved free water access, taste, quality, smell, or temperature \*\*
* Improved facilities or equipment to accommodate healthier options or make them more convenient/appealing/accessible
* Established a new edible garden
* Reinvigorated or expanded an existing edible garden
* Initiated or expanded use of onsite garden produce for meals/snacks provided onsite
* Initiated or expanded a mechanism for distributing onsite garden produce to families or communities
* Initiated or expanded use of the garden for nutrition education
* Improved appeal, layout or display of foods/beverages to encourage healthier selections
* Initiated or improved point-of-purchase, decision, and/or distribution prompts (including information intended to influence choices at the point of decision)
* Initiated or enhanced limits on marketing/promotion of less healthy options
* Improved hours of operation or time allotted for meals or food service to improve access or convenience
* Expanded or improved transportation options
* Improved food purchasing/donation specifications or vendor agreements towards healthier food(s)/beverages
* Initiated or expanded farm-to-table/use of fresh or local produce
* Added bike racks/storage

Were any other changes made that you were unable to locate in the list?

**FOOD BANKS/ PANTRIES:** *Includes food distribution sites on Indian reservations*

* Took steps (policies, zoning, collaboration, promotion) to establish a completely new healthy retail outlet that was not there before
* Established a completely new healthy retail outlet that was not there before
* Established or improved food/beverage, physical activity and/or wellness-related policies
* Established or improved a monitoring or reporting system for food/beverage, physical activity, and/or wellness related policy
* Implemented nutrition standards for foods/beverages accepted and distributed
* Initiated or expanded implementation of guidelines on use of food/beverages in the classroom, as rewards, or during celebrations or educational programs
* Increased space/amount/variety of healthy options (includes shelf space, number of booths, options on menus)
* Decreased space/amount/variety of unhealthy options (inlcudes shelf space, number of booths, options on menus)
* Improved quality of healthy options
* Improved free water access, taste, quality, smell, or temperature \*\*
* Improved facilities or equipment to accommodate healthier options or make them more convenient/appealing/accessible
* Established a new edible garden
* Reinvigorated or expanded an existing edible garden
* Initiated or expanded use of onsite garden produce for meals/snacks provided onsite
* Initiated or expanded a mechanism for distributing onsite garden produce to families or communities
* Initiated or expanded use of the garden for nutrition education
* Improved appeal, layout or display of foods/beverages to encourage healthier selections
* Initiated or improved point-of-purchase, decision, and/or distribution prompts (including information intended to influence choices at the point of decision)
* Initiated or enhanced limits on marketing/promotion of less healthy options
* Improved hours of operation or time alloted for meals or food service to improve access or convenenience
* Expanded or improved transportation options
* Offered on-site enrollment in federal food programs
* Improved food purchasing/donation specifications or vendor agreements towards healthier food(s)/beverages
* Initiated or expanded farm-to-table/use of fresh or local produce
* Initiated or expanded the collection of excess wholesome food for distribution to clients, needy individuals, or charitable organizations
* Implemented novel distribution systems to reach high-risk population (e.g. home delivery to the elderly)
* Added bike racks/storage

Were any other changes made that you were unable to locate in the list?

**GARDENS:**

* Improved free water access, taste, quality, smell, or temperature \*\*
* Established a new edible garden
* Reinvigorated or expanded an existing edible garden
* Initiated or expanded use of onsite garden produce for meals/snacks provided onsite
* Initiated or expanded a mechanism for distributing onsite garden produce to families or communities
* Initiated or expanded use of the garden for nutrition education
* Improved appeal, layout or display of foods/beverages to encourage healthier selections
* Initiated or expanded farm-to-table/use of fresh or local produce
* Initiated or expanded donations of healthy excess food to charitable organizations
* Added bike racks/storage

Were any other changes made that you were unable to locate in the list?

**FAITH:**

* Established or improved food/beverage, physical activity and/or wellness-related policies
* Established or improved a monitoring or reporting system for food/beverage, physical activity, and/or wellness related policy
* Improved menus/recipes (variety, quality, offering lighter fares)
* Initiated or expanded implementation of guidelines for foods/beverages served in cafeterias
* Initiated or expanded implementation of guidelines for foods/beverages served in snack bars, vending machines, etc.
* Initiated or expanded implementation of guidelines for foods/beverages served in meetings
* Initiated or expanded implementation of guidelines on use of food/beverages in the classroom, as rewards, or during celebrations or educational programs
* Initiated, improved or expanded healthy fundraisers
* Improved free water access, taste, quality, smell, or temperature \*\*
* Improved or expanded kitchen/food preparation facilities
* Established a new edible garden
* Reinvigorated or expanded an existing edible garden
* Initiated or expanded use of onsite garden produce for meals/snacks provided onsite
* Initiated or expanded a mechanism for distributing onsite garden produce to families or communities
* Initiated or expanded use of the garden for nutrition education
* Improved appeal, layout or display of foods/beverages to encourage healthier selections
* Initiated or improved point-of-purchase, decision, and/or distribution prompts (including information intended to influence choices at the point of decision)
* Initiated or enhanced limits on marketing/promotion of less healthy options
* Initiated or expanded lactation supports or dedicated lactation space for customers, residents, or congregants
* Expanded or improved transportation options
* Began offering a federal food program (CACFP, TEFAP, summer meals, etc.)
* Improved food purchasing/donation specifications or vendor agreements towards healthier food(s)/beverages
* Initiated or expanded farm-to-table/use of fresh or local produce
* Initiated or expanded the collection of excess wholesome food for distribution to clients, needy individuals, or charitable organizations
* Increased, improved, or incorporated physical activity/reduced sitting during usual, on-going site activities and functions
* Increased access/opportunities for structured physical activity on-site
* Improved or expanded physical activity facilities, equipment, structures
* Initiated new or expanded access to facilities for after-hours recreation or shared use
* Increased access or safety of walking or bicycling paths
* Installed signage and prompts for use of walking and bicycle paths
* Added bike racks/storage

Were any other changes made that you were unable to locate in the list?

**WORK:**

*Includes: job training programs/TANF worksites, SNAP offices, worksites with low-wage workers, colleges/ universities, low-income health clinics, congregate meal sites, cooperative extension, community organizations, libraries*

* Established or improved food/beverage, physical activity and/or wellness-related policies
* Established or improved a monitoring or reporting system for food/beverage, physical activity, and/or wellness related policy
* Established or improved policies for working parents
* Improved menus/recipes (variety, quality, offering lighter fares)
* Initiated or expanded implementation of guidelines for foods/beverages served in cafeterias
* Established healthy food/beverage defaults (whole wheat bread, salad, or fruit instead of fries, water instead of soda, etc.)
* Initiated or expanded implementation of guidelines for foods/beverages served in snack bars, vending machines, etc.
* Initiated or expanded implementation of guidelines for foods/beverages served in meetings
* Initiated or expanded implementation of guidelines on use of food/beverages in the classroom, as rewards, or during celebrations or educational programs
* Initiated, improved or expanded healthy fundraisers
* Improved free water access, taste, quality, smell, or temperature \*\*
* Improved or expanded kitchen/food preparation facilities
* Improved or expanded cafeteria/dining/serving areas or facilities
* Established or improved salad bar
* Established a new edible garden
* Reinvigorated or expanded an existing edible garden
* Initiated or expanded use of onsite garden produce for meals/snacks provided onsite
* Initiated or expanded a mechanism for distributing onsite garden produce to families or communities
* Initiated or expanded use of the garden for nutrition education
* Improved appeal, layout or display of foods/beverages to encourage healthier selections
* Initiated or improved point-of-purchase, decision, and/or distribution prompts (including information intended to influence choices at the point of decision)
* Initiated or improved menu labeling, e.g. calories, fat, sodium, added sugar counts
* Initiated or enhanced limits on marketing/promotion of less healthy options
* Initiated or expanded price manipulation/coupons/discounts to encourage healthy choices
* Initiated or expanded lactation supports or dedicated lactation space for customers, residents, or congregants
* Improved hours of operation or time allotted for meals or food service to improve access or convenience
* Expanded or improved transportation options
* Improved food purchasing/donation specifications or vendor agreements towards healthier food(s)/beverages
* Initiated or expanded farm-to-table/use of fresh or local produce
* Initiated or expanded the collection of excess wholesome food for distribution to clients, needy individuals, or charitable organizations
* Increased, improved, or incorporated physical activity/reduced sitting during usual, on-going site activities and functions
* Increased access/opportunities for structured physical activity on-site
* Increased access/opportunities for structured physical activity off-site
* Initiated or expanded use of computer (or other) prompts to take stretch/exercise breaks
* Improved or expanded physical activity facilities, equipment, structures
* Initiated new or expanded access to facilities for after-hours recreation or shared use
* Initiated or increased workplace access to physical activity facilities (on site or off site) at reduced or no cost
* Improved or expanded access, appeal, or prompts to encourage use of stairs
* Increased access or safety of walking or bicycling paths
* Installed signage and prompts for use of walking and bicycle paths
* Added bike racks/storage

Were any other changes made that you were unable to locate in the list?

**Residential:**

* Established or improved food/beverage, physical activity and/or wellness-related policies
* Established or improved a monitoring or reporting system for food/beverage, physical activity, and/or wellness related policy
* Improved menus/recipes (variety, quality, offering lighter fares)
* Initiated or expanded implementation of guidelines for foods/beverages served in cafeterias
* Initiated or expanded implementation of guidelines for healthier snack options or healthier competitive food/beverage options
* Initiated or expanded implementation of guidelines for foods/beverages served in snack bars, vending machines, etc.
* Initiated or expanded implementation of guidelines on use of food/beverages in the classroom, as rewards, or during celebrations or educational programs
* Initiated, improved or expanded healthy fundraisers
* Improved free water access, taste, quality, smell, or temperature \*\*
* Improved or expanded kitchen/food preparation facilities
* Improved or expanded cafeteria/dining/serving areas or facilities
* Established or improved salad bar
* Established a new edible garden
* Reinvigorated or expanded an existing edible garden
* Initiated or expanded use of onsite garden produce for meals/snacks provided onsite
* Initiated or expanded a mechanism for distributing onsite garden produce to families or communities
* Initiated or expanded use of the garden for nutrition education
* Improved appeal, layout or display of foods/beverages to encourage healthier selections
* Initiated or improved point-of-purchase, decision, and/or distribution prompts (including information intended to influence choices at the point of decision)
* Initiated or improved menu labeling, e.g. calories, fat, sodium, added sugar counts
* Initiated or expanded lactation supports or dedicated lactation space for customers, residents, or congregants
* Improved food purchasing/donation specifications or vendor agreements towards healthier food(s)/beverages
* Initiated or expanded farm-to-table/use of fresh or local produce
* Increased, improved, or incorporated physical activity/reduced sitting during usual, on-going site activities and functions
* Increased access/opportunities for structured physical activity on-site
* Improved or expanded physical activity facilities, equipment, structures
* Increased access or safety of walking or bicycling paths
* Installed signage and prompts for use of walking and bicycle paths
* Added bike racks/storage

Were any other changes made that you were unable to locate in the list?

### **Reach**

Reach may be calculated differently, depending on the setting. Please review our [documentation on calculating reach](https://pears.oeie.org/docs/pse/how-to-calculate-potential-reach/) for more information. Consider the reach of all PSE changes that were implemented, expanded, improved or maintained during the **current reporting year of October 1, 2016 - September 30, 2017**.

1. Select the method used to determine total reach:
* Unknown
* Measured 🡪
* Estimated 🡪
1. If measured or estimated, what was the source of data?
* Commercial market data on audience size
* Survey of target audience
* Visual estimate
* Other
1. Total number of people reached by PSE work at this site or organization: \_\_\_\_\_\_\_\_\_

### **Characteristics of those reached**

1. Select the method used to determine characteristics of total reach:
* Unknown
* Measured
* Estimated
1. Fill in the characteristics of those reached: OPTIONAL low priority for UC CalFresh 2017

|  |  |  |
| --- | --- | --- |
| **Gender** | **Race** | **Student Status** |
| \_\_\_\_\_% Female | \_\_\_\_\_% African American/Black | \_\_\_\_\_% Students |
| \_\_\_\_\_% Male | \_\_\_\_\_% Asian | \_\_\_\_\_% Parents, Other  Adults, &  Non-Student Youth |
|  | \_\_\_\_\_% American Indian/Alaska Native |
| **Ethnicity** | \_\_\_\_\_% Native Hawaiian/Pacific Islander |
| \_\_\_\_\_% Latino/Hispanic | \_\_\_\_\_% White |
| \_\_\_\_\_% Not Latino/Hispanic | \_\_\_\_\_% Other or Mixed Race |  |
| **Age** |  |  |
| \_\_\_\_\_% Less than 5 years | \_\_\_\_\_% 5 to 17 years | \_\_\_\_\_% 18 to 59 years | \_\_\_\_\_% 60 years or older |

### **Individual Effectiveness**

Top of Form

To demonstrate the impact of an environmental-level change, changes in individuals at this site or organization can be evaluated. In this section, you are given the opportunity to report on the effectiveness of your PSE work at the individual-level.

1. Are you evaluating individual-level effectiveness for PSE work at this site or organization during the current reporting year of October 1, 2016 - September 30, 2017?
* Yes- continue to Individual-Level Assessment Tools section
* No- skip to Recognition & Media Coverage section

### **Individual-Level Assessment Tools**

1. If your organization is evaluating individual-level effectiveness, please specify all individual-level assessment tools used to evaluate PSE work at this site or organization during the current reporting year (Oct 1, 2016-Sept. 30, 2017).

|  |  |  |  |
| --- | --- | --- | --- |
| Tool Type:*(Survey, Interview, Focus Group, or Direct Observation)* | Survey Tool\* | Approximate date of Assessment | Description of Results |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |

**\*Survey Assessment Tools** (**A**=Adults, **OA**=Older Adults, **Y**=Youth)

1. Food Behavior Checklist **(A)**
2. Starting the Conversation **(A)**
3. Plan, Shop, Save, and Cook Survey**(A)**
4. Share our Strength Cooking Matters **(A)**
5. 24-Hour Dietary Recall **(A)**
6. Rethink Your Drink Survey **(A)**
7. Beverage and Snack Questionnaire**(Y)**
8. California Youth Nutrition & Physical Activity Survey **(Y)**
9. EFNEP Nutrition Education Survey **(Y)**
10. EFNEP Evaluation Tools Checklist
11. Healthy Kids
12. International Physical Activity Questionnaire **(A)**
13. On the Go **(A)**
14. Michigan Fitness Foundation Physical Activity Screener for Adults
15. Michigan Fitness Foundation Physical Activity Screener for Youth
16. Physical Activity Questions Recommended by Multistate Cooperative Extension Workgroup
17. Rapid Assessment of Physical Activity **(OA)**
18. Pedometers
19. President's Challenge Adult Fitness Test **(OA)**
20. Physical Activity Questionnaire for Children
21. Previous Day Physical Activity Recall (**Grades 7 - 12**)
22. Youth Risk Behavior Surveillance System
23. Parental Report of Outdoor Playtime: Parent Observation
24. Fitnessgram
25. Intent to Change
26. Taste Test Tool
27. Other, Self-Created Tool

**Primary & Secondary Indicators Only complete if Individual Effectiveness collected**

It is important for SNAP-Ed programs to use the same set of indicators to speak as one voice and report impact consistently. Toward this end, the [Evaluation Framework](https://snapedtoolkit.org/framework/index/) outlines 51 indicators and related outcome measures. Specify the primary indicator and related outcome measures you intend to evaluate at the individual-level. Optionally, you may specify any additional secondary indicators and related outcome measures you intend to evaluate.

|  |  |
| --- | --- |
| 1. **Indicators**

**Choose one** for primary and optionally select any you are evaluating as secondary indicators | 1. **Outcome Measures**

*select all that apply* |
| **Healthy Eating (ST1)*** Primary indicator
* Secondary indicator
 | * Fruit
* Vegetables
* Lean proteins
* Whole grains
* Low-fat or fat-free dairy
* Find your healthy eating style and maintain it for a lifetime
* Make half your plate fruits and vegetables—vary your veggies
* Make half your plate fruits and vegetables—focus on whole fruits
* Make half your grains whole grains
* Move to low-fat or fat-free milk or yogurt
* Vary your protein routine
* Drink water instead of sugary beverages
* Reduce sodium consumption
* Cut back on foods high in solid fats and added sugars
* Choose vegetable oils instead of butter, and oil-based sauces and dips instead of ones with butter, cream, or cheese
 |
| **Food Resource Management (ST2)*** Primary indicator
* Secondary indicator
 | * Choose healthy foods for my family on a budget
* Read nutrition facts label or nutrition ingredients lists
* Buy 100 percent whole grain products
* Buy low-fat milk or dairy products
* Buy foods with lower added solid fats (saturated and/or trans)
* Buy foods with lower added sugar
* Buy foods with lower added salt/sodium
* Buy fruits and vegetables—fresh, frozen, dried, or canned in 100 percent juice
* Not run out of food before month’s end
* Compare prices before buying foods
* Identify foods on sale or use coupons to save money
* Shop with a list
* Batch cook (cook once; eat many times)Use unit pricing to find best values
* Cook healthy foods on a budget
 |
| **Physical Activity & Reduced Sedentary Behavior (ST3)*** Primary indicator
* Secondary indicator
 | * Physical activity and leisure sport (general physical activity or leisure sport)
* Physical activity when you breathed harder than normal (moderate-vigorous physical activity)
* Physical activity to make your muscles stronger (muscular strength)
* Physical education or gym class activities (school PE)
* Recess, lunchtime, classroom, before-and afterschool physical activities (school activities-non-PE)
* Walking steps during period assessed (e.g., increasing goal by ≥2,000 steps)
* Television viewing
* Computer and video games
* Sitting on weekdays while at work, at home, while doing course work, and during leisure time
 |
| **Food Safety Goals and Intentions (ST4)*** Primary indicator
* Secondary indicator
 | * Clean: wash hand and surfaces often
* Separate: don’t cross-contaminate
* Cook: cook to proper temperatures
* Chill: refrigerate promptly
 |
| **Healthy Eating Behaviors (MT1)*** Primary indicator
* Secondary indicator
 | * Protein foods prepared without solid fats (e.g., saturated and/or trans fats) or fresh poultry, seafood, pork, and lean meat, rather than processed
* Ate a serving of protein less than the palm of a hand or a deck of cards
* Ate more than one kind of fruit
* Ate more than one kind of vegetable
* Ate nuts or nut butters
* Used MyPlate to make food choices
* Drinking water
* Drinking fewer sugar-sweetened beverages (e.g., regular soda or sports drinks)
* Consuming low-fat or fat-free milk (including with cereal), milk products (e/g/, yogurt or cheese), or fortified soy beverages
* Eating fewer refined grains (e.g., spaghetti, white rice, white tortilla)
* Eating fewer sweets (e.g., cookies or cake)
* Cups of fruit consumed per day
* Cups of vegetables consumed per day
 |
| **Food Resource Management Behaviors (MT2)*** Primary indicator
* Secondary indicator
 | * Choose healthy foods for my family on a budget
* Read nutrition facts labels or nutrition ingredients lists
* Buy 100 percent whole grain products
* Buy low-fat dairy or milk products
* Buy foods with lower added solid fats (saturated and/or trans)
* Buy foods with lower added sugar
* Buy foods with lower added salt/sodium
* Buy fruits and vegetables—fresh, frozen, dried or canned in 100% juice
* Not run out of food before month’s end
* Compare prices before buying foods
* Identify foods on sale or use coupons to save money
* Shop with a list
* Batch cook (cook once; eat many times)
* Use unit pricing to find best values
* Cook healthy foods on a budget
 |
| **Physical Activity & Reduced Sedentary Behavior (MT3)*** Primary indicator
* Secondary indicator
 | * Physical activity and leisure sport (general physical activity or leisure sport)
* Physical activity when you breathed harder than normal (moderate-vigorous physical activity)
* Physical activity to make your muscles stronger (muscular strength)
* Physical education or gym class activities (school PE)
* Recess, lunchtime, classroom, before/after school physical activities (school activities—non-PE)
* Walking steps during period assessed (e.g., increasing daily goal by ≥2,000 steps)
* Television viewing
* Computer and video games
* Sitting on weekdays while at work, at home, while doing course work, and during leisure time.
* Aerobic or cardio fitness, muscular strength, muscular endurance and/or flexibility
 |
| **Food Safety Behaviors (MT4**) * Primary indicator
* Secondary indicator
 | * Clean: wash hands and surfaces often
* Separate: don’t cross-contaminate
* Cook: cook to proper temperatures
* Chill: refrigerate promptly
 |
| **Nutrition Supports (MT5)*** Primary indicator
* Secondary indicator
 | * Number/proportion of sites/organizations the make a change related to improved access/appeal for healthy eating
* Total number of policy changes
* Total number of systems changes
* Total number of environmental changes
* Total number of promotional efforts for a PSE change
* Potential number of persons who encounter or are assumed to affected/influenced by change made
 |
| **Physical Activity and Reduced Sedentary Behavior Supports (MT6)*** Primary indicator
* Secondary indicator
 | * Number/proportion of sites/organizations the make a change related to improved access/appeal for physical activity
* Total number of policy changes
* Total number of systems changes
* Total number of environmental changes
* Total number of promotional efforts for a PSE change
* Potential number of persons who encounter or are assumed to affected/influenced by change made
 |
| **Sustained Behaviors (LT1)*** Primary indicator
* Secondary indicator
 | * Protein foods prepared without solid fats
* Ate a serving size of protein less than the palm of a hand or a deck of cards
* Ate more than one kind of fruit
* Ate more than one kind of vegetable
* Ate nuts or nut butters
* Used MyPlate to make food choices
* Drinking water
* Drinking fewer sugar-sweetened beverages (e.g., regular soda or sports drinks)\*
* Consuming low-fat or fat-free milk (including with cereal), milk products (e.g., yogurt or cheese), or fortified soy beverages
* Eating fewer refined grains (e.g., spaghetti, white rice, white tortilla)\*
* Eating fewer sweets (e.g., cookies or cake)\*
* Cups of fruit consumed per day
* Cups of vegetables consumed per day
 |
| **Food Resource Management Behaviors (LT2)*** Primary indicator
* Secondary indicator
 | * Choose healthy foods for my family on a budget
* Read nutrition facts labels or nutrition ingredients lists
* Buy 100 percent whole grain products
* Buy low-fat dairy or milk products
* Buy foods with lower added solid fats (saturated and/or trans)
* Buy foods with lower added sugar
* Buy foods with lower added salt/sodium
* Buy fruits and vegetables—fresh, frozen, dried or canned in 100% juice
* Not run out of food before month’s end
* Compare prices before buying foods
* Identify foods on sale or use coupons to save money
* Shop with a list
* Batch cook (cook once; eat many times)
* Use unit pricing to find best values
* Cook healthy foods on a budget
 |
| **Physical Activity and Reduce Sedentary Behavior (LT3)*** Primary indicator
* Secondary indicator
 | * Physical activity and leisure sport (general physical activity or leisure sport)
* Physical activity when you breathed harder than normal (moderate-vigorous physical activity)
* Physical activity to make your muscles stronger (muscular strength)
* Physical education or gym class activities (school PE)
* Recess, lunchtime, classroom, before/after school physical activities (school activities—non-PE)
* Walking steps during period assessed (e.g., increasing daily goal by ≥2,000 steps)
 |
| **Food Safety Behaviors (LT4)*** Primary indicator
* Secondary indicator
 | * Clean: wash hands and surfaces often
* Separate: don’t cross-contaminate
* Cook: cook to proper temperatures
* Chill: refrigerate promptly
 |
| **Nutrition Supports Implementation (LT5)*** Primary indicator
* Secondary indicator
 | * Evidence-based education, marketing, parent/community involvement, staff training on continuous program and policy implementation
* Total number of components per site or organization, and types of components implemented during the period assessed
* Number of sites or organizations that made at least one PSE change (MT5) and show improved food environment assessment scores
 |
| **Physical Activity Supports Implementation (LT6)*** Primary indicator
* Secondary indicator
 | * Evidence-based education, marketing, parent/community involvement, staff training on continuous program and policy implementation
* Total number of components per site or organization, and types of components implemented during the period assessed
* Number of sites or organizations that made at least one PSE change (MT6) and show improved physical activity environment assessment scores
 |

**Recognition & Media Coverage For 2017 Media Coverage, UC CalFresh suggests only reporting major coverage for which you have readily available information e.g. news (electronic, print, TV or radio). For FFY2018, additional less formal coverage can be tracked and reported e.g. partner website, social media.**

Awards, media coverage, and other recognitions can be an important indicator of the effectiveness of PSE work. Please report any awards, recognitions, or media coverage (e.g. AHGs Healthy Schools Program, USDAs Healthier U.S. School Challenge, etc.) related to this site or organization that occurred during the **current reporting year of October 1, 2016 - September 30, 2017**.

1. AWARD OR RECOGNITION

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Type** | **Name of Award or Recognition** | **Recognizing body***Indicate the group or organization responsible for giving this award or recognition* | **Level***e.g. Bronze, Silver, Gold, 1, 2, 3, etc. Enter N/A if levels do not apply* | **Approximate date received** |
| * New Award / Recognition
* Award / Recognition Maintained or Renewed (Same Level)
* Award/Recognition Maintained or Renewed (Increase in Level)
 |  |  |  |  |
| * New Award / Recognition
* Award / Recognition Maintained or Renewed (Same Level)
* Award/Recognition Maintained or Renewed (Increase in Level)
 |  |  |  |  |
| * New Award / Recognition
* Award / Recognition Maintained or Renewed (Same Level)
* Award/Recognition Maintained or Renewed (Increase in Level)
 |  |  |  |  |
| * New Award / Recognition
* Award / Recognition Maintained or Renewed (Same Level)
* Award/Recognition Maintained or Renewed (Increase in Level)
 |  |  |  |  |

1. MEDIA COVERAGE

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Coverage type** | **Name or Brief Description of Coverage** | **Link or reference***Specify link to web page containing story, if available. Otherwise provide reference details* | **Estimated Reach***(# of individuals)* | **Approximate date of coverage** |
| * Local News (Electronic, Print, TV or Radio)
* National News (Electronic, Print, TV or Radio)
* Partner Website
* Social Media
* Other (Please Specify
 |  |  |  |  |
| * Local News (Electronic, Print, TV or Radio)
* National News (Electronic, Print, TV or Radio)
* Partner Website
* Social Media
* Other (Please Specify
 |  |  |  |  |
| * Local News (Electronic, Print, TV or Radio)
* National News (Electronic, Print, TV or Radio)
* Partner Website
* Social Media
* Other (Please Specify
 |  |  |  |  |
| * Local News (Electronic, Print, TV or Radio)
* National News (Electronic, Print, TV or Radio)
* Partner Website
* Social Media
* Other (Please Specify
 |  |  |  |  |

## Sustainability

Sustainability refers to the extent to which an intervention and the benefits it generates are maintained over time. Please identify how you are working to sustain and maintain PSE work at this site or organization during the **current reporting year of October 1, 2016 - September 30, 2017**.

1. Have any efforts been taken to support sustainability of the PSE changes over time?
* Yes- continue to Sustainability Mechanisms section
* No- skip to Reflection section

### **Sustainability Mechanisms**

1. Mark which of the following are in place to ensure the sustainability of this PSE work in future years.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **No Plans to Adopt** | **Plan to Adopt** | **In Process/ Partially Adopted** | **Fully in Place** |
| An organization or group that is not dependent on SNAP-Ed funding has assumed responsibility for sustaining the efforts |  |  |  |  |
| A dependable, on-going source of funding and/or support (other than SNAP-Ed) has been identified |  |  |  |  |
| One or more policies was adopted, requiring the changes to be maintained |  |  |  |  |
| A monitoring and reporting system has been implemented |  |  |  |  |
| Support from stakeholders |  |  |  |  |
| Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |  |  |  |  |

1. Select the level(s) at which policies require the PSE changes be maintained:
* Site
* Agency/Organization
* Local Government
* State Government
* Federal Government
* Tribal Government
1. Select all stakeholder groups whose support will help to sustain this effort:
* Consumers/students/residents
* Administrators/owners/managers
* Committees/school boards
* Staff/teachers/employees/farmers
* The public/local community
* Elected official
* Private community-based organizations
* Other (please specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_
1. Sustainability framework or assessment tool used for this reporting year:
* Center TRT Sustainability Framework and/or Assessment Tool
* CDC Sustainability Planning Guide for Healthy Communities
* Georgia State Sustainability Framework and/or Self-Assessment Tool
* Americorps Toolkit for Program Sustainability
* U.S. Department of Health & Human Services Sustainability Resources
* Other, please specify
* None
1. Please provide a brief description of your assessment results: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Reflection OPTIONAL low priority for UC CalFresh 2017

Please take a moment to reflect on PSE work at this site or organization for the **current reporting year of October 1, 2016 - September 30, 2017**. Responding to the following questions is intended to help you to reflect on and learn from your experiences. Your responses will potentially lead to the development of promising practices to be shared with others who may be attempting similar PSE work.

1. Please write the numbers 1-5 to indicate the top 5 Assets and top 5 Barriers to PSE work at this site or organization during the current reporting year.

|  |  |  |
| --- | --- | --- |
| Asset | Barrier |  |
|  |  | Administration, staff, teacher, farmer, retailer, etc. buy-in or motivation |
|  |  | Communications |
|  |  | Community and/or parent buy-in or motivation |
|  |  | Community culture or social environment |
|  |  | Competition from unhealthy options |
|  |  | Consumer demand (student, etc.) |
|  |  | Convenience to Participants |
|  |  | Cost of making or maintaining the change or program |
|  |  | Equipment/facilities/space |
|  |  | Impact on revenues or profits |
|  |  | Institutional culture or traditions (long term practices) |
|  |  | Institutional or personal priorities |
|  |  | Leaders / champions |
|  |  | Participant Cost |
|  |  | Participant Motivation |
|  |  | Procurement/vendor issues (ex: cost, availability, quality or appeal of healthy options) |
|  |  | Reach/participation |
|  |  | Rules and regulations (at any level) |
|  |  | Skills (staff, teachers, administrators, etc.) |
|  |  | Staff turnover |
|  |  | Time (on part of staff, teachers, etc.) |
|  |  | Training/technical assistance (including materials, curricula, program guides, etc.) |
|  |  | Unhealthy advertising/marketing |

1. Are there any additional substantive barriers or assets to PSE work at this site you wish to share?

1. In what ways might your experience with this site or organization inform or influence your future PSE work?

1. What, if anything, could have been improved or what changes would you recommend for others performing similar PSE work?

1. Please share any additional comments or feedback about this PSE work. Include any unanticipated benefits that may have resulted.