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### Healthy & Active Programs and Policies Evaluation: System Manual

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# HAPPE

## Healthy & Active Programs and Policies Evaluation SYSTEM MANUAL



August 2012

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# Overview

The Healthy and Active Programs and Policies Evaluation (HAPPE) System is the data collection system for the MFH Healthy and Active Communities Initiative (H&AC) evaluation. The primary goals of the system are to:

- Serve as a centralized location for you to submit your data, monitor your progress over time, and generate reports to meet your program needs; and
- Allow the H&AC Evaluation Team to collect data across all H&AC programs.

## Evaluation Questions

The data collected through the HAPPE System will answer the following evaluation questions:

1. What was the reach of the H&AC programs?
2. In what settings were H&AC programs implemented?
3. Who was affected by the H&AC programs?
4. What partners have H&AC programs worked with and how often?
5. How did the capacity (e.g., staffing, training, budget) of the H&AC programs change over time?
6. How have nutrition and physical activity policies changed over time?
7. How has the built environment changed over time?
8. How satisfied are H&AC programs with the assistance they received from MFH and the capacity-building teams?



# Purpose of the Manual

This manual provides you with step-by-step instructions for entering data and generating reports. While many questions about the HAPPE System can be answered in this manual, please contact the System Coordinator, Chris Robichaux, at [crobichaux@wustl.edu](mailto:crobichaux@wustl.edu) or 314.935.3648 for additional assistance.

## The HAPPE Manual Icon



This icon is used throughout the manual to highlight important information (e.g., key functions of the system, definitions of terms).

## System Access

- **Suggested Internet Browsers:** Accessing the HAPPE System is best with Firefox version 3.x and Internet Explorer version 8.x. *If using Internet Explorer version 7.x, upgrade your browser to Explorer 8.x.*
- **Grantee profile account:** each grantee will have one grantee profile. This allows multiple individuals from your organization to have access to data in the system.
- **Individual user profile account:** Multiple individuals in your organization can have their own user profiles. You must register for a user profile account before you can access the system. Section 6 provides step-by-step instructions for registering for your user profile account, if you have not done so already.
- **Data access:** You will only have access to your program data.



The system will time-out after 20 minutes of inactivity. You must navigate between tabs on a data entry screen at least once within this time period to keep your session active.



Navigate the system screens by clicking the **Previous** and **Next** buttons at the bottom of the screen. **DO NOT** use your browser's Back or Forward buttons as this may cause a loss of data.

# Reporting Timeframes

Data will be submitted on a monthly and quarterly basis. Monthly and quarterly data are due the **25th** day of the month following the end of a reporting period.

## Example

- July data are due by August 25th
- Quarter 3 data are due by October 25th

Reporting quarters are as follows:

Quarter 1: January, February, March

Quarter 2: April, May, June

Quarter 3: July, August, September

Quarter 4: October, November, December

Month X						
1st Reminder	1	2	3	4	5	6
	7	8	9	10	11	12
	13	14	15	16	17	18
2nd Reminder	19	20	21	22	23	24
	25	26	27	28	29	30
	31					

Data Due



You will not be able to enter or change data in the System *after* the monthly and quarterly deadlines without contacting the System Coordinator at [crobichaux@wustl.edu](mailto:crobichaux@wustl.edu) or 314.935.3648.

## Email Reminders

Reminders will be sent on the **1st** and **23rd** of each month. Quarterly reporting reminders will be sent the month following the end of a quarter.



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# Logging In

➤ **Step 1:** Go to <http://evaluation.mffh.org>



If this is your first time logging into the HAPPE System, enter the username and password provided from the System Coordinator. The system will automatically require you to create a new password.

➤ **Step 2:** Enter your username and password

➤ **Step 3:** Click **Login**

Once logged in, please verify your contact information. Refer to *User Profile Account* and *Grantee Profile Account* in Section 6 for instructions on how to access your profiles.

**Healthy & Active Programs and Policies Evaluation System**

**HEALTHY & ACTIVE COMMUNITIES**

**MFH**

**User Login**

If you have a username and password, please log in below. Passwords must be 7 characters in length.

If you are a new user, please [register for an account](#).

**User Name:**

**Password:**

**Login**

[Forgot Password?](#)

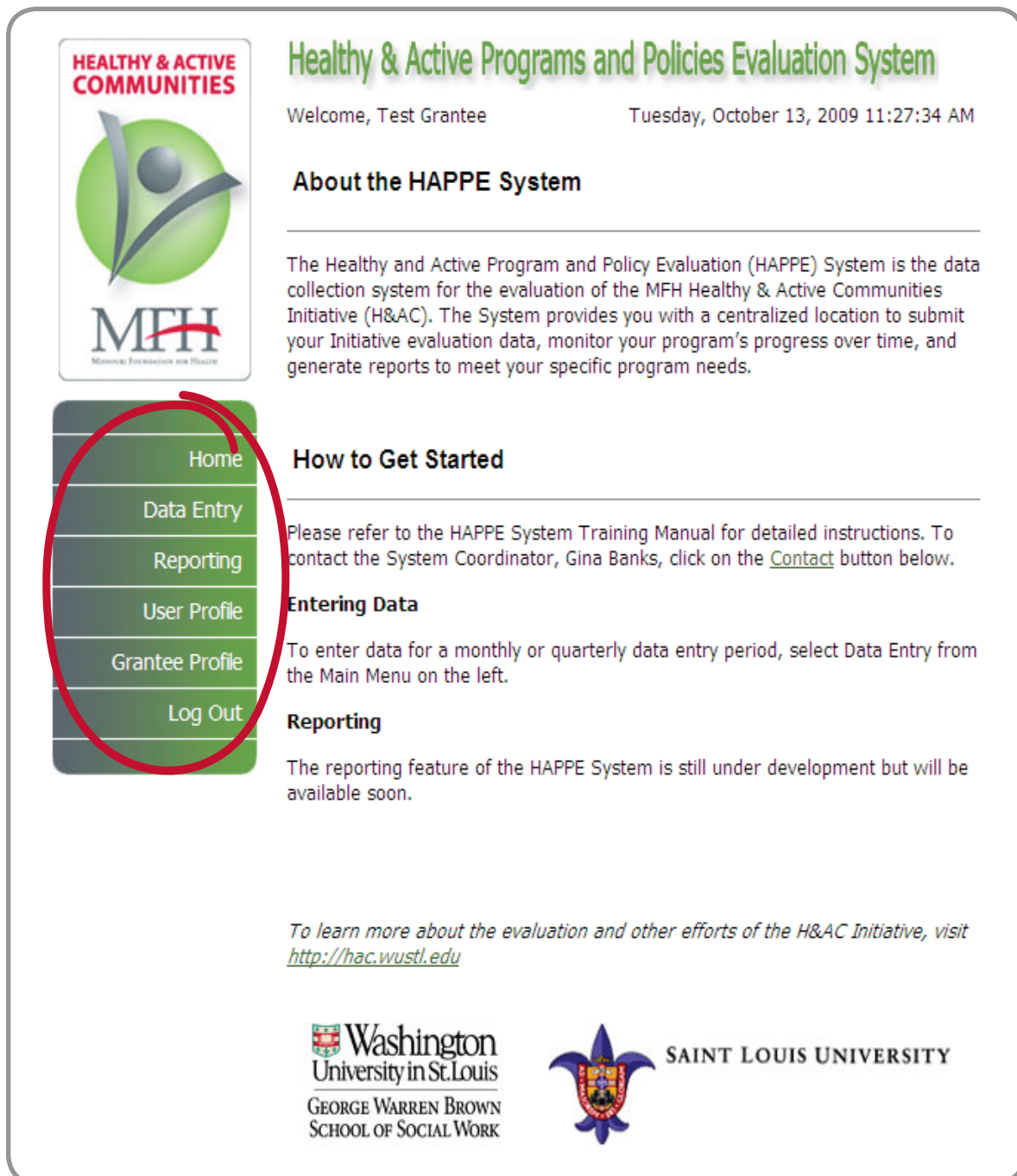
Click here if you forget your password; it will be emailed to you.

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# The HAPPE System Menu

The menu appears on the left side of the homepage. Use the menu to navigate from one page to another.



**HEALTHY & ACTIVE COMMUNITIES**



**MFH**  
Missouri Foundation for Health

## Healthy & Active Programs and Policies Evaluation System

Welcome, Test Grantee Tuesday, October 13, 2009 11:27:34 AM

### About the HAPPE System

The Healthy and Active Program and Policy Evaluation (HAPPE) System is the data collection system for the evaluation of the MFH Healthy & Active Communities Initiative (H&AC). The System provides you with a centralized location to submit your Initiative evaluation data, monitor your program's progress over time, and generate reports to meet your specific program needs.

### How to Get Started

Please refer to the HAPPE System Training Manual for detailed instructions. To contact the System Coordinator, Gina Banks, click on the [Contact](#) button below.


### Entering Data


To enter data for a monthly or quarterly data entry period, select Data Entry from the Main Menu on the left.

### Reporting

The reporting feature of the HAPPE System is still under development but will be available soon.

*To learn more about the evaluation and other efforts of the H&AC Initiative, visit <http://hac.wustl.edu>*

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# Required Fields


## Red Asteriks

A red asterik (\*) indicates a required field. You must enter text or data in fields marked by an asterik. If text or data is not entered in a required field, a message will appear indicating input is required.

### Monthly Data Set

Sample Grantee, September 2009

**Add or Update Activity** | Activity Detail | Setting | Populations



#### Add New Activity

Please assign a New Activity Name to each specific component of your H&AC program that was implemented during this month. This Activity Name will become part of your existing list of activities that may be updated each month as you continue work on this activity.

\* New activity name:

**Activity name is required.**

## Red Highlighted Cells

Data must be entered into data entry cells when required. If data is not entered into a required data entry cell, the cell will be highlighted red, indicating that it is a required field.

**Please select the appropriate boxes below that best describe the nutrition and physical activity education only activities conducted this month.**

**Choose all that apply**  
In the "People Reached" column, enter the number of people reached by each type of activity.

	People Reached
<input type="checkbox"/> Nutrition Education (e.g., classroom curriculums, cooking demonstrations)	<input type="text"/>
<input checked="" type="checkbox"/> Physical Activity Education (e.g., classroom curriculum, workshops) <b>Input required</b>	<input type="text"/>

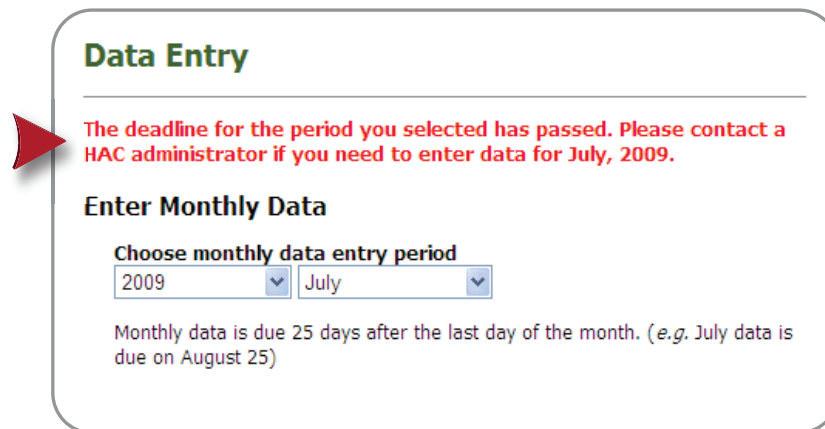
**Please correct the input of highlighted items. Uncheck any items for which you wish to provide no response.**



# System Messages

## Data Entry Deadline Passed

When you select a monthly or quarterly reporting period for which the data entry deadline has passed, an error message will appear on the screen. You will need to contact Chris Robichaux, the System Coordinator, at [crobichaux@wustl.edu](mailto:crobichaux@wustl.edu) or 314-935-3648, to have the system unlocked.



**Data Entry**

The deadline for the period you selected has passed. Please contact a HAC administrator if you need to enter data for July, 2009.

**Enter Monthly Data**

Choose monthly data entry period

2009 July

Monthly data is due 25 days after the last day of the month. (e.g. July data is due on August 25)

## Reminders to Save Data

When you enter data on any screen in the system, a reminder to save the data appears at the bottom of the screen. The reminder remains until you click **Save**.

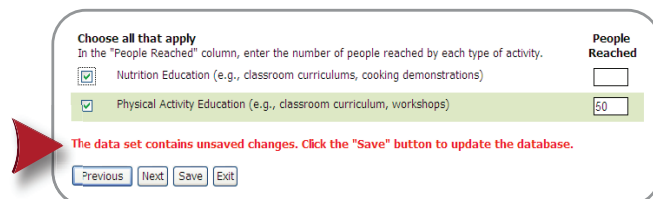


Always click **Save** to ensure that data will not be lost.

### Examples:

On the screen shots below, a check box was selected, prompting the system to display the unsaved data message at the bottom of the screen. Once you click **Save**, another message appears to let you know the data were saved successfully.

### Unsaved Data Message



Choose all that apply

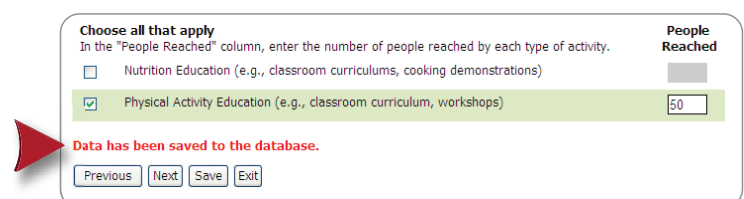
In the "People Reached" column, enter the number of people reached by each type of activity.

	People Reached
<input type="checkbox"/> Nutrition Education (e.g., classroom curriculums, cooking demonstrations)	
<input checked="" type="checkbox"/> Physical Activity Education (e.g., classroom curriculum, workshops)	50

The data set contains unsaved changes. Click the "Save" button to update the database.

Previous Next Save Exit

### Data Saved Message



Choose all that apply

In the "People Reached" column, enter the number of people reached by each type of activity.

	People Reached
<input type="checkbox"/> Nutrition Education (e.g., classroom curriculums, cooking demonstrations)	
<input checked="" type="checkbox"/> Physical Activity Education (e.g., classroom curriculum, workshops)	50

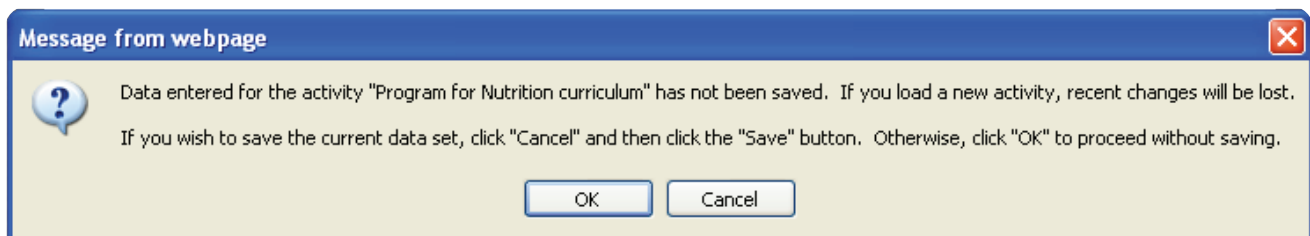
Data has been saved to the database.

Previous Next Save Exit

# System Messages

## Additional Reminders to Save Data

A pop-up message will appear if you exit an activity without saving data. If you select another activity from your list of existing activities before saving your data, you will see this pop-up appear:

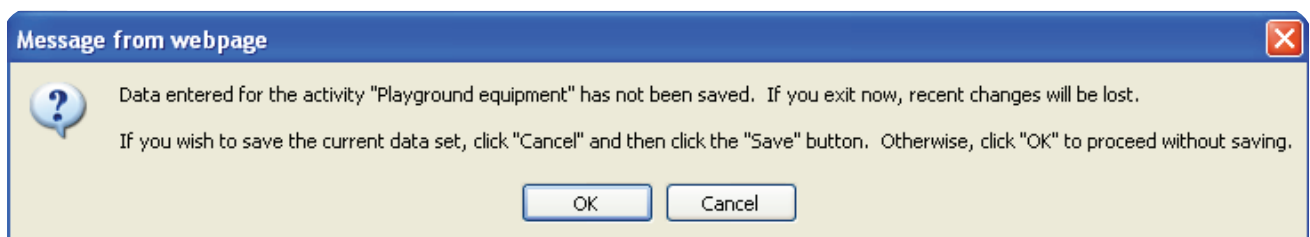


Click **Cancel** on the pop-up message. Click **Save** at the bottom of the screen. Then you can select another activity to update from the Update Existing Activity list.

## Exit Warning

A pop-up box appears to remind you to save any new or updated data before exiting the monthly and quarterly data entry functions of the HAPPE System.

- If you click **Exit** unintentionally, click **Cancel** on the pop-up box and continue entering data.
- If you do wish to exit the data entry function of the system without saving new or updated data, click **OK**. You will return to the Data Entry screen.





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# Entering Monthly Data

Under **Enter Monthly Data**:

- **Step 1**: Select the appropriate calendar year.
- **Step 2**: Select the month for which you are entering data.

Once you select the time period, the system will automatically load the next data entry screen.

**HEALTHY & ACTIVE COMMUNITIES**  
MHPH  
Mental, Physical and Health

**Healthy & Active Programs and Policies Evaluation System**  
Welcome, Test Grantee Thursday, October 15, 2009 4:32:45 PM

## Data Entry

### Enter Monthly Data

**Step 1** → Choose monthly data entry period

2009 -- select month --  
-- select month --  
July  
August  
**September**

Monthly data is due 25th day of the month. (e.g. July data is due on August 25)

### Enter Quarterly Data

Choose quarterly data entry period

-- select year --

Quarterly data is due 30 days after the last day of the quarter. (e.g. Quarter 3 data is due on October 30)

Home  
Data Entry  
Reporting  
User Profile  
Grantee Profile  
Log Out

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# Add or Update Activity

Two functions can be completed on this screen:

1. **Add a new activity**  
For instructions on how to enter a new activity into the system, refer to page 3-3.
2. **Edit an existing activity**  
For instructions on how to update an existing activity, refer to page 3-7.

The screenshot shows the 'Healthy & Active Programs and Policies Evaluation System' interface. At the top, it displays 'Monthly Data Set' and 'Sample Grantee, January 2011'. There are four tabs: 'Add or Update Activity' (highlighted), 'Activity Detail', 'Setting', and 'Populations'. Below the tabs, there are two main sections: 'Add New Activity' and 'Update Existing Activity'. The 'Add New Activity' section has a button labeled 'Add New Activity'. The 'Update Existing Activity' section contains a list of activities with columns for 'Activity Name', 'Last Updated', and 'Category'. Each activity row has an 'Edit' link. A tooltip is visible over the 'Soccer Program' activity, showing its description: 'Builds gardens in the Hopeville Community Center'. At the bottom, there are navigation buttons: 'Previous', 'Next', 'Save', and 'Exit'. A status message at the bottom reads 'Activity description saved.'

**Page title tabs indicate the current screen** (points to the 'Add or Update Activity' tab)

**Add a new activity** (points to the 'Add New Activity' button)

**Click column headings to sort your activities below** (points to the 'Activity Name' column heading)

**Edit an existing activity** (points to the 'Edit' link for the 'Soccer Program' activity)

**Edit an activity description** (points to the tooltip for the 'Soccer Program' activity)

**Click page numbers to navigate pages of activities** (points to the page numbers '1 2 3' at the bottom of the activity list)

Activity Name	Last Updated	Category	Edit
<a href="#">Hopeville Community Gardens</a>	6/22/2011	Healthy Eating Environment Changes	<a href="#">Edit</a>
<a href="#">No More Cars 2</a>	6/22/2011	Physical Activity Environment Changes	<a href="#">Edit</a>
<a href="#">Soccer Program</a>	6/22/2011	Nutrition & Physical Activity Program Activities	<a href="#">Edit</a>
<a href="#">Nutritious Foods 101</a>	6/22/2011	Nutrition & Physical Activity Education Only Activities	<a href="#">Edit</a>
<a href="#">Zone-based codes Marketing</a>	6/22/2011	Marketing & Dissemination	<a href="#">Edit</a>
<a href="#">St. Louis Partnership Development</a>	6/22/2011	Partnership Development Activities	<a href="#">Edit</a>
<a href="#">St. Louis Complete Streets Policy</a>	6/22/2011	Advocacy and Policy Change Activities	<a href="#">Edit</a>
<a href="#">Hillside PA Marketing</a>	6/16/2011	Marketing & Dissemination	<a href="#">Edit</a>
<a href="#">Hilltop Community Garden</a>	6/10/2011	Healthy Eating Environment Changes	<a href="#">Edit</a>
<a href="#">Fulton Hospital Marketing</a>	6/10/2011	Marketing & Dissemination	<a href="#">Edit</a>

# Add a New Activity

You can add new activities to the HAPPE System by naming each activity and assigning it an activity category.



Only activities specific to your H&AC Program should be entered into the HAPPE System

➤ **Step 1:** Click **Add New Activity** on the Add or Update Activity screen (see page 3-2).  
The system will automatically load the Add New Activity screen.

➤ **Step 2:** Enter a new activity name  
See below for instructions on how to name your activities.



Activity names may include letters, numbers, and special characters (e.g. &, -, /, !) except for single quotes (").

The screenshot shows the 'Add New Activity' screen in the HAPPE System. The page title is 'Healthy & Active Programs and Policies Evaluation System' and the sub-header is 'Monthly Data Set Sample Grantee, January 2011'. There are four tabs: 'Add or Update Activity' (selected), 'Activity Detail', 'Setting', and 'Populations'. The 'Add New Activity' section contains a text box for 'New activity name' (Step 2), a text area for 'Activity description' (Step 3), and a list of activity categories (Step 4). A tooltip for 'Nutrition & Physical Activity Program Activities' explains that these activities provide an opportunity for physical activity or healthy eating and may or may not include an educational component. At the bottom, there are two buttons: 'Save New Activity' (Step 5) and 'Cancel and Return to Existing Activities'. A red arrow points to the 'Cancel and Return to Existing Activities' button with the text 'Click here if you do not wish to add a new activity'.

Healthy & Active Programs and Policies Evaluation System

Monthly Data Set  
Sample Grantee, January 2011

Add or Update Activity | Activity Detail | Setting | Populations

**Add New Activity**

Please assign a New Activity Name to each specific component of your H&AC program that was implemented during this month. This Activity Name will become part of your existing list of activities that may be updated each month as you continue work on this activity.

\* New activity name:

Please enter a short description of this activity in 50 characters or less.

\* Activity description:

From the list below, please choose the most appropriate category for this activity.

Place your cursor over the category name to see the definition.

\* Activity category:

- Marketing & Dissemination
- Nutrition & Physical Activity Program Activities
- Nutrition & Physical Activity Education Only
- Healthy Eating Environment Changes
- Physical Activity Environment Changes
- Advocacy and Policy Change Activities
- Partnership Development Activities

Program Activities provide an opportunity for physical activity or healthy eating and may or may not include an educational component (e.g., provided healthy snacks, walking groups)

\* indicates a required field

Save New Activity | Cancel and Return to Existing Activities



# Add a New Activity

- **Step 3:** Enter a short description of the activity in 50 characters or less. This description will appear as a tool tip when your cursor hovers over the activity name.



The description is for your reference and used to add more detailed information about the activity (e.g. “Healthy eating info taught at school in-service”).

- **Step 4:** Click the button next to the appropriate activity category for this project component. See page 3-5 for instructions on how to choose the appropriate category for your activity.



Scroll over the name of the category to see a definition.

- **Step 5:** Click **Save New Activity**

Once you save your new activity, you will return to the Add or Update Activity screen, where you can select your new activity and begin entering data. Refer to page 3-7 for instructions on updating an existing activity.

## Naming Activities

Only activities included in your H&AC program should be entered into the HAPPE System. Each component of your program requires a unique activity name. Your program logic model is a good place to start in determining what to name your program activities.



### Steps for naming your activities:

1. Identify a unique component of your program (e.g., nutrition education conducted at schools using the “Healthier Schools” curriculum).
2. Create a unique name that will identify this component of your program (e.g., Healthier Schools Nutrition Education).

For policy change activities use the policy name as the new activity name, even if the policy has not yet been implemented. (e.g., USA Town Complete Streets Policy).

The System Coordinator is available to assist you in naming your activities. Contact Chris Robichaux at [crobichaux@wustl.edu](mailto:crobichaux@wustl.edu) or 314.935.3648.

# Choosing an Activity Category

Each activity should be assigned to one of the seven activity categories. Use the following definitions to determine which category to choose.

- **Marketing & Dissemination** is aimed at promoting your program, sharing program results, and developing and disseminating nutrition and physical activity products. These activities do not include Mass Media activities like TV interviews or social media updates which are collected on a quarterly basis.

*Examples:* Flyers; postcards; presentations; developing toolkits

- **Nutrition & Physical Activity Program Activities** provide an opportunity for physical activity or healthy eating and may or may not include an educational component.

*Examples:* Providing healthy snacks; offering walking groups

- **Nutrition & Physical Activity Education Only Activities** focus only on increasing knowledge of healthy eating or physical activity. They do not provide an opportunity to eat nutritious food or be physically active.

*Examples:* Cooking demonstrations; delivering classroom education

- **Healthy Eating Environment Changes** include modifications to the environment aimed at improving access to healthy foods and nutrition information.

*Examples:* Built new community gardens; labeling menus

- **Physical Activity Environment Changes** include modifications to the environment aimed at improving opportunities to be physically active.

*Examples:* Developing walking trails; displaying point of decision prompts

- **Advocacy & Policy Change Activities** include efforts to influence statewide, community, or organizational rules (including but not limited to laws) that promote health or prevent disease.

*Examples:* Worksite wellness policy, Complete Streets Policy, developing policy briefs

- **Partnership Development Activities** are focused on developing mutually beneficial relationships with individuals and/or organizations to achieve a common goal. Partners can share expertise, funding, staff, technology, or other resources.

*Examples:* Recruited new partners; provided/received technical assistance to/from partners

# Data Entry Questions

## Do I re-enter the same activities names each month?

No, you do not have to re-enter the same activities names each month. Once the activity name is entered into the system, it will appear on your list of existing activities each time you access the Add or Update New Activity screen. Before creating a new activity, it is suggested that you check to see if you have a duplicate activity already created.

## What if I make a mistake when entering a new activity?

If changes need to be made to an activity for any reason (e.g., misspelling, wrong category), contact the System Coordinator, Chris Robichaux, at [crobichaux@wustl.edu](mailto:crobichaux@wustl.edu) or 314.935.3648.

## Can I edit the description of an activity?

Yes, you can edit the description of an activity at any point.

- **Step 1:** From the Add or Update Activity Screen, click the **Edit** button next to the activity whose description you want to edit.
- **Step 2:** In 50 characters or less, write a new activity description.
- **Step 3:** Click **Save Activity Description**.

The screenshot displays the 'Healthy & Active Programs and Policies Evaluation System' interface. The main heading is 'Monthly Data Set' for 'Sample Grantee, January 2011'. Below this are four tabs: 'Add or Update Activity' (highlighted in green), 'Activity Detail', 'Setting', and 'Populations'. The 'Enter Activity Description' section is active, with a prompt: 'Please enter a short description of Hopeville Community Gardens in 50 characters or less.' A text input field contains the description: '\* Activity description: Builds gardens in the Hopeville Community Center'. A red circle labeled 'Step 2' points to the input field. Below the input field are two buttons: 'Save Activity Description' (highlighted with a red circle and 'Step 3' label) and 'Cancel'. The MFH logo is visible in the top right corner.

# Update an Existing Activity

To update an activity, start at your list of existing activities on the Add or Update Activity screen.

- **Step 1:** Select an activity to update by clicking on an activity name in the **Update Existing Activity** table (See page 3-2).



To sort your activity list by activity name, last updated, or activity type, click on the column headings.

Once you select an activity to update, you will automatically be directed to an Activity Detail screen. The activity detail screen is unique for each activity category.

Page title tabs indicate the current screen

Update Existing Activity table

Step 1

Activity Name	Last Updated	Category
<a href="#">Hopeville Community Gardens</a>	6/22/2011	Healthy Eating Environment Changes
<a href="#">No More Cars 2</a>	6/22/2011	Physical Activity Environment Changes
<a href="#">Soccer Program</a>	6/22/2011	Nutrition & Physical Activity Program Activities
<a href="#">Nutritious Foods 101</a>	6/22/2011	Nutrition & Physical Activity Education Only Activities
<a href="#">Zone-based codes Marketing</a>	6/22/2011	Marketing & Dissemination
<a href="#">St. Louis Partnership Development</a>	6/22/2011	Partnership Development Activities
<a href="#">St. Louis Complete Streets Policy</a>	6/22/2011	Advocacy and Policy Change Activities
<a href="#">Hillside PA Marketing</a>	6/16/2011	Marketing & Dissemination
<a href="#">Hilltop Community Garden</a>	6/10/2011	Healthy Eating Environment Changes
<a href="#">Fulton Hospital Marketing</a>	6/10/2011	Marketing & Dissemination

Activity description saved.

Previous Next Save Exit

## Activity Detail:

# Marketing & Dissemination

These are activities aimed at promoting your program, sharing program results, and developing and disseminating nutrition and physical activity products. These activities do not include Mass Media activities like TV interviews or social media updates.

*Examples:* Flyers; postcards; presentations; developing toolkits

➤ **Step 1:** Check the appropriate box or boxes to indicate the specific type of marketing and/or dissemination activities conducted for your project component this month.

➤ **Step 2:** Enter the number of people reached by each activity this month.



The number of people reached refers to the total number of people served by your activity this month. This should be based off of attendance sheets, records of materials distributed, etc.

➤ **Step 3:** Click **Save** to save data.

*Note:* Always click **Save** to ensure that data will not be lost.

➤ **Step 4:** Click **Next** to move on to the Settings screen (see page 3-24).

Healthy & Active Programs and Policies Evaluation System

Monthly Data Set  
Sample Grantee, January 2011

Add or Update Activity | **Activity Detail** | Setting | Populations

MARKETING & DISSEMINATION: *Bike Rodeo Marketing*

Marketing & Dissemination activities are aimed at promoting your program, sharing program results, and developing and disseminating nutrition and physical activity products (e.g. Flyers, postcards, presentations, developing toolkits)

- Please select the appropriate boxes below that best describe the marketing and dissemination activities conducted this month
- Please enter the number of people reached during marketing and dissemination activities EXCLUDING mass media involving TV, Radio, Newspapers, Magazines, or Web

Choose all that apply	People Reached
<input checked="" type="checkbox"/> Marketing (e.g. flyers, posters, give-aways)	<input type="text"/>
<input type="checkbox"/> Dissemination of program results (e.g., presentations)	<input type="text"/>
<input type="checkbox"/> Development of nutrition and physical activity products (e.g., developing toolkits)	<input type="text"/>
<input type="checkbox"/> Dissemination of nutrition and physical activity products (e.g., distributed toolkits)	<input type="text"/>

The data set contains unsaved changes. Click the "Save" button to update the database.

Previous | Next | Save | Exit

## Activity Detail:

# Nutrition & Physical Activity Program Activities

These activities provide an opportunity for physical activity or healthy eating and may or may not include an educational component.

*Examples:* Providing healthy snacks; offering walking groups



If the primary intent of your project involves *only* education and little or no opportunities for physical activity or healthy eating, then it is an Education Only activity not a Program activity.

➤ **Step 1:** Check the appropriate box or boxes to indicate the type of program activities conducted for your project component this month.

➤ **Step 2:** Enter the number of people reached through each activity this month.



The number of people reached refers to the total number of people served by your activity this month. This should be based off of attendance sheets, records of materials distributed, etc. If the same people attend multiple sessions of an activity in a month (e.g. a cooking class), the participant is counted once for the month.

➤ **Step 3:** Click **Save** to save data.

*Note:* Always click **Save** to ensure that data will not be lost.

➤ **Step 4:** Click **Next** to move on to the Settings screen (see page 3-24).

Healthy & Active Programs and Policies Evaluation System

Monthly Data Set  
Sample Grantee, January 2011

HEALTHY & ACTIVE COMMUNITIES  
MPH

Add or Update Activity | **Activity Detail** | Setting | Populations

NUTRITION & PHYSICAL ACTIVITY PROGRAM ACTIVITIES: *Soccer Program*

Program Activities provide an opportunity for physical activity or healthy eating and may or may not include an educational component (e.g., provided healthy snacks, walking groups)

- Please select the appropriate boxes below that best describe the nutrition and physical activity program activities conducted this month
- Please enter the number of people reached during nutrition and physical activity program activities EXCLUDING mass media involving TV, Radio, Newspapers, Magazines, or Web

Choose all that apply	People Reached
<input type="checkbox"/> Healthy eating / nutrition program (e.g., provided healthy snacks)	
<input checked="" type="checkbox"/> Physical activity program (e.g., walking group, classroom-based physical education)	

The data set contains unsaved changes. Click the "Save" button to update the database.

Previous | Next | Save | Exit

Step 1 points to the checkbox for Physical activity program.  
Step 2 points to the People Reached input field for Physical activity program.  
Step 3 points to the Save button.  
Step 4 points to the Next button.

## Activity Detail:

# Nutrition & Physical Activity Education Only Activities

These activities focus only on increasing knowledge of healthy eating or physical activity. They do not provide an opportunity to eat nutritious food or to be physically active.

*Examples:* Cooking demonstrations; delivering classroom education

➤ **Step 1:** Check the appropriate box or boxes to indicate the education activities conducted for the project component this month.

➤ **Step 2:** Enter the number of people reached through your activity this month.



The number of people reached refers to the total number of people served by your activity this month. This should be based off of attendance sheets, records of materials distributed, etc. If the same people attend multiple sessions of an activity in a month (e.g. a class on nutrition), the participant is counted once for the month.

➤ **Step 3:** Click **Save** to save data.

*Note:* Always click **Save** to ensure that data will not be lost.

➤ **Step 4:** Click **Next** to move on to the Settings screen (see page 3-24).

**Healthy & Active Programs and Policies Evaluation System**

**Monthly Data Set**  
Sample Grantee, January 2011

Add or Update Activity | **Activity Detail** | Setting | Populations

**NUTRITION & PHYSICAL ACTIVITY EDUCATION ONLY ACTIVITIES: *Nutritious Foods***  
101

HEALTHY & ACTIVE COMMUNITIES  
MPH

Education only activities focus only on increasing knowledge of healthy eating or physical activity. They do not provide an opportunity to eat nutritious food or to be physically active. (e.g., classroom curriculum, cooking demonstrations)

- Please select the appropriate boxes below that best describe the nutrition and physical activity education only activities conducted this month
- Please enter the number of people reached during nutrition and physical activity program activities EXCLUDING mass media involving TV, Radio, Newspapers, Magazines, or Web

Choose all that apply	People Reached
<input checked="" type="checkbox"/> Nutrition Education (e.g., classroom curriculums, cooking demonstrations)	<input type="text"/>
<input type="checkbox"/> Physical Activity Education (e.g., classroom curriculum, workshops)	<input type="text"/>

The data set contains unsaved changes. Click the "Save" button to update the database.

Previous | Next | **Save** | Exit

Step 1 (points to Nutrition Education checkbox) | Step 2 (points to People Reached input) | Step 3 (points to Save button) | Step 4 (points to Next button)



## Activity Detail:

# Healthy Eating Environment Changes

These activities include modifications to the environment aimed at improving access to healthy foods and nutrition information. These activities are captured the month in which the change implemented, not during the planning process (e.g. planning meetings, construction).

*Examples:* Built new community gardens; labeling menus

➤ **Step 1:** Check all activities that you conducted for your project component this month.



If you select *Land Use Change*, *Improved Access*, or *Other* as an activity, the grey cell underneath will be activated so that you can enter a specific description of the activity.

➤ **Step 2:** Input the correct type of unit where required (e.g., number of gardens).

➤ **Step 3:** Click **Save** to save data.

*Note:* Always click **Save** to ensure that data will not be lost.

➤ **Step 4:** Click **Next** to move on to the Settings screen (see page 3-24).

Healthy & Active Programs and Policies Evaluation System

Monthly Data Set  
Sample Grantee, January 2011

Add or Update Activity | **Activity Detail** | Setting | Populations

HEALTHY EATING ENVIRONMENT CHANGES: Hopeville Community Gardens

Healthy Eating Environment Changes include changes to the environment aimed at improving access to healthy foods and nutrition information (e.g., developing community gardens, labeling menus)

Please select the appropriate boxes below that best describe the healthy eating environment change(s) implemented this month

Choose all that apply	Units
<input type="checkbox"/> Land use changes <small>In 50 characters or less, describe the land use change (e.g., attract new grocery stores)</small>	
<input checked="" type="checkbox"/> Developed new community/school gardens <small>Enter the number of NEW gardens established this month</small>	<input type="text"/> new gardens
<input checked="" type="checkbox"/> Maintained existing community/school gardens <small>Enter the number of EXISTING gardens maintained or planted this month</small>	<input type="text"/> existing gardens
<input type="checkbox"/> Conducted new farmers' market <small>Enter the number of NEW farmers' markets conducted this month</small>	<input type="text"/> new markets
<input type="checkbox"/> Conducted existing farmers' market <small>Enter the number of EXISTING farmers' markets conducted this month</small>	<input type="text"/> existing markets
<input checked="" type="checkbox"/> Implemented farm/garden to institution (e.g., at schools, community organizations)	
<input type="checkbox"/> Changed cafeteria or vending machine options (at schools, worksites, etc.)	
<input type="checkbox"/> Improved access in existing food outlets (e.g., at corner stores, fast food restaurants, installing an EBT machine)	
<input type="checkbox"/> Displayed point of purchase prompts (e.g., 5-A-Day signs) <small>Enter the number of NEW sites that displayed point of purchase prompts</small>	<input type="text"/> sites
<input type="checkbox"/> Labeled menus (e.g., healthy choices, nutrition information)	
<input type="checkbox"/> Improved access to healthy eating facilities, equipment, or resources <small>In 50 characters or less, describe the improved access (e.g., development of a food processing center, bread-making equipment, seedling distribution)</small>	
<input type="checkbox"/> Other	

The data set contains unsaved changes. Click the "Save" button to update the database.

Previous | Next | **Save** | Exit

**Step 1** | **Step 2** | **Step 3** | **Step 4**

If you check **Other** or **Improved Access**, enter a description of your activity



## Activity Detail:

# Physical Activity Environment Changes

These activities include modifications to the environment aimed at improving opportunities to be physically active. These activities are captured the month in which the change implemented, not during the planning process (e.g. planning meetings, construction).

*Examples:* Developing walking trails; displaying point of decision prompts

➤ **Step 1:** Check all activities that you conducted for your project component this month.



If you select *Land Use Change*, *Improved Access*, or *Other* as an activity, the grey cell underneath will be activated so that you can enter a specific description of the activity.

➤ **Step 2:** Input the correct type of unit where required (e.g., number of walking trails).

➤ **Step 3:** Click **Save** to save data.

*Note:* Always click **Save** to ensure that data will not be lost.

➤ **Step 4:** Click **Next** to move on to the Settings screen (see page 3-24).

**Healthy & Active Programs and Policies Evaluation System**  
**Monthly Data Set**  
Sample Grantee, January 2011

**PHYSICAL ACTIVITY ENVIRONMENT CHANGES: FRP Sidewalk & Trail**

Physical Activity Environment Changes include changes to the environment aimed at improving opportunities to be physically active (e.g., designing streetscapes, displaying point of decision prompts)

Please select the appropriate boxes below that best describe the physical activity environment change (s) implemented this month

Choose all that apply	Units
<input checked="" type="checkbox"/> Land use changes <i>In 50 characters or less, describe the land use change (e.g., mixed use development, connectivity).</i>	
<input type="checkbox"/> Designed streets for active transportation (e.g., sidewalks, bike lanes)	
<input type="checkbox"/> Improved streetscapes (e.g., amenities, trees)	
<input type="checkbox"/> Developed new park or playground <i>Enter the number of NEW parks or playgrounds developed this month</i>	parks/playgrounds
<input type="checkbox"/> Improved or maintained existing parks or playgrounds <i>Enter the number of EXISTING parks or playgrounds improved or maintained this month</i>	parks/playgrounds
<input type="checkbox"/> Built new walking trail <i>Enter the number of NEW walking trails built this month</i>	trails
<input checked="" type="checkbox"/> Improved or maintained existing walking trail <i>Enter the number of EXISTING walking trails improved or maintained this month</i>	trails
<input type="checkbox"/> Improved traffic safety (e.g., crosswalks, traffic lights)	
<input type="checkbox"/> Improved personal safety (e.g., street lighting, enhanced police presence)	
<input checked="" type="checkbox"/> Displayed point of decision prompts (e.g., stairwell signs) <i>Number of NEW sites with point of decision prompts</i>	sites
<input checked="" type="checkbox"/> Improved access to physical activity facilities or equipment. <i>In 50 characters or less, describe the improved access (e.g., school gyms open after hours, developed new fitness centers)</i>	
<input checked="" type="checkbox"/> Other	

The data set contains unsaved changes. Click the "Save" button to update the database.

**3 - 12**

Step 1 Step 2 Step 3 Step 4

## Activity Detail:

# Advocacy & Policy Activities

These activities include efforts to influence statewide, community-wide, or organizational rules (including but not limited to laws) that promote health or prevent disease.

*Examples:* Worksite wellness policy, Complete Streets Policy, developing policy briefs

➤ **Step 1:** Check all activities that you conducted for your project component this month.



If you select *Other* as an activity, the grey cell underneath will be activated so that you can enter a description of the activity.

If you select *Implemented* or *Enhanced a policy*, the grey cell to the right will be activated so that you can enter the number of people reached by this policy. **Send a copy of the completed policy to the System Coordinator, Chris Robichaux, at [crobichaux@wustl.edu](mailto:crobichaux@wustl.edu) or fax at 314.935.3756**

To determine the number of people reached, identify the number of individuals within a community or organization covered by the policy. For a worksite policy, estimate the number of employees. For a school board policy, estimate the number of students and staff that attend and work for that district.

➤ **Step 2:** Click **Save** to save data.

*Note:* Always click **Save** to ensure that data will not be lost.

➤ **Step 3:** Click **Next** to move on to the Settings screen (see page 3-24).

Healthy & Active Programs and Policies Evaluation System

Monthly Data Set  
Sample Grantee, January 2011

Add or Update Activity | Activity Detail | Setting | Populations

ADVOCACY AND POLICY CHANGE ACTIVITIES: *St. Louis Complete Streets Policy*

A policy is a set of formal rules (including but not limited to laws) intended to promote health or prevent disease (e.g., Complete Streets, worksite wellness policy). Policies can include statewide or community wide changes, but can also include policies at the organizational level (e.g., worksites, schools)

Please select the appropriate boxes below that best describe the advocacy and policy change activities conducted this month

Choose all that apply	Reach
<input checked="" type="checkbox"/> Developed an advocacy/policy plan	
<input type="checkbox"/> Developed advisory/planning committees (e.g., school health advisory, regional planning committees)	
<b>Conducted Grassroots Activities</b>	
<input type="checkbox"/> Petitions	
<input type="checkbox"/> Letters to the editor	letters published
<input checked="" type="checkbox"/> Organized events	events held total persons reached
<input type="checkbox"/> Community education/public awareness on the impact of the policy (e.g., forum, town hall meetings)	meetings held total persons reached
<input checked="" type="checkbox"/> Communicated with policy makers (e.g., testified at a hearing, held a meeting with local school board members)	meetings held total persons reached
<input checked="" type="checkbox"/> Developed recommendations, policy briefs, and/or position statements	number of items
<input checked="" type="checkbox"/> Drafted policy language	
<input type="checkbox"/> Secured funding/routed funding for support of policy implementation (includes school board levels) (e.g., worked with school board to include money for more physical education or to purchase health snacks)	
<input type="checkbox"/> Educated organizations/individuals on how to develop and/or implement policy (e.g., use of evidence)	sessions held total persons reached
<input checked="" type="checkbox"/> Implemented a policy (e.g., flextime at worksite, Complete Streets)	total persons reached
<input type="checkbox"/> Enhanced an existing policy (e.g., enhancing school wellness policy)	total persons reached
<input type="checkbox"/> Other	

The data set contains unsaved changes. Click the "Save" button to update the database.

Previous | Next | Save | Exit

If you check *Other*, enter a description of your activity

If you check *Implemented a policy* or *Enhanced an existing policy*, enter the number of people reached

Step 1 | Step 2 | Step 3

# Advocacy & Policy Activities



## **Helpful Advocacy and Policy Definitions**

A *policy* is a set of formal rules (including, but not limited to laws) intended to promote health or prevent disease. Policies can include statewide OR community wide changes, but can also include policies at the organizational level (e.g., worksites, schools).

*Grassroots activities* refer to any efforts made by community members as opposed to individuals designated as policy makers. Examples include petition signatures and letters to the editor.

*Community education and public awareness activities on the impact of a policy* refer to activities that involve information sharing with the community-at-large on the topic of legislation. Examples include forums and town hall meetings.

*Communicating with policy makers* refers to a broad category of activities in which the program staff made contact with a policy maker regarding nutrition and physical activity. Examples include testifying at a hearing, holding a meeting with local school board members, and meeting with policy makers.

*Educated organizations/individuals on how to implement a policy* refers to activities in which outside organizations/individuals receive information and/or resources on policy development or implementation (e.g., use of evidence).

*Implemented a policy or Enhanced an existing policy* refers to when the policy or changes to an existing policy are officially adopted. For the “People Reached” field, you enter the number of people affected by the policy. For example, a worksite policy = number of employees, Complete Streets = population of the town/city.

## Activity Detail:

# Partnership Development Activities

These activities are focused on developing mutually beneficial relationships with individuals and/or organizations to achieve a common goal. Partners can share expertise, funding, staff, technology, or other resources.

*Examples:* Recruited new partners; provided/received technical assistance to/from partners



When working with multiple partners within a specific month, you can group all of your partners together under one activity name. The partnership development activities checked will apply to any partnership in the group. The activities do not need to be linked to a specific partner in the system.

➤ **Step 1:** Check all activities that you conducted for your project component this month.



If you check *Recruited new partner*, a pop-up window will appear so the partner's information can be entered into the system. Refer to page 3-17 for information on entering a new partner and page 3-20 for editing existing partners.

➤ **Step 2:** Click **Save** to save data.

*Note:* Always click **Save** to ensure that data will not be lost.

➤ **Step 3:** Click **Next** to move on to the Settings screen (see page 3-24).

Healthy & Active Programs and Policies Evaluation System

Monthly Data Set  
Sample Grantee, January 2011

Add or Update Activity | Activity Detail | Setting | Populations

PARTNERSHIP DEVELOPMENT ACTIVITIES: *St. Louis Partnership Development*

A partnership is a relationship between you and another organization or individual that exists in the interest of achieving a common goal. Partners can share expertise, funding, staff, technology, or other resources. (e.g., recruited new partner, participated in action planning with partner)

Partner Contributions  
Enter or Edit Contributions Click this button if any of your partners have contributed services, expertise, or resources to your project this month

Partner Details  
Enter or Edit Partners Click this button if you acquired any new partners this month, or if any of your partners have become inactive or changed names, service areas, or organization types

Below, please select the appropriate boxes below that best describe the partnership development activities conducted this month

Choose all that apply

- Recruited new partner
- Provided opportunities for partner(s) to receive training
- Conducted Train-the-Trainer activities
- Provided technical assistance to partner(s)
- Received technical assistance from partner(s)
- Provided informational or financial resources to partner(s)
- Received resources from partner(s)
- Participated in action planning with partner(s)
- Implementation of program activities by a partner
- Conducted program evaluation activities with partner(s)
- Worked with partner(s) to establish formal agreements (e.g., maintenance agreement or memorandum agreement)
- Worked with partner(s) on advocacy or policy issues related to physical activity and/or nutrition
- Other

The data set contains unsaved changes. Click the "Save" button to update the database.

Previous Next Save Exit

# Partnership Development Activities



## ***Helpful Partnership Definitions***

*A partnership* is a relationship between you and another organization or individual that exists in the interest of achieving a common goal. Partners can share expertise, funding, staff, technology, or other resources.

*Formal agreements* are contract agreements made between two individuals and/or organizations. Examples of formal agreements are maintenance agreements and memorandum agreements.

*Action Planning* is any planning for your project done with your partners. This can include strategic planning.

*Maintenance agreement* is a contract under which a service provider agrees to perform maintenance services for buildings or equipment.

*Memorandum of understanding (MOU)* is a document outlining the terms of agreement between parties to cooperatively work together on an agreed upon project or to meet an agreed upon objective.

# Entering a New Partner

➤ **Step 1:** Check the **Recruited New Partner** box on the Partnership Development activities screen (see page 3-15)

A pop-up page will appear for you to enter information about this partner.

➤ **Step 2:** Enter the name of your partner.

➤ **Step 3:** Check the appropriate box to indicate service area(s) of your partner.



You can select both *Outside Missouri* and *All Missouri Counties* if applicable to your partner. Also, you may scroll through the list of Missouri counties and select multiple counties if applicable.



The *service area* of your partner includes all geographical areas in which this partner operates its services. This is not limited to just the geographic location of your specific program activities. *Outside Missouri* is the service area outside of the state of Missouri (i.e., other states, nationally). *All Missouri Counties* is the service area that includes the entire state of Missouri.

➤ **Step 4:** Select the type of organization from the dropdown list.  
See page 3-19 for definitions of the types of organizations

➤ **Step 5:** Provide a brief description of the partner's role in your project.

➤ **Step 6:** Click **Save Partner**.



Once the partner is saved, the form will be blank allowing you to enter another partner. You can access a list of all your partners by clicking on the View All Partners tab (See View All Partners screen on page 3-20).



If you click Close Window before you have saved the partners' information, the partner pop-up page will close and the information you have entered will NOT be saved.

# Entering a New Partner

➤ **Step 7:** Click **Close Window** to return to the Partnership Development activities screen.

The screenshot shows a web form titled "Enter New Partner" with the following elements and annotations:

- Step 2:** Points to the "Name of partner:" text input field.
- Step 3:** Points to the "Select the service area(s) of this partner:" section, which includes checkboxes for "Outside Missouri" and "All Missouri Counties". An annotation "Click Outside Missouri, and/or All Missouri Counties, if applicable" points to these options.
- Step 4:** Points to the "Select the type of organization that best describes this partner:" dropdown menu.
- Step 5:** Points to the "Please enter a brief description of the role of this partner in your H&AC project:" text area.
- Step 6:** Points to the "Save Partner" button.
- Step 7:** Points to the "Close Window" button.
- An annotation "Resizes pop-up window" points to the "Set Window Width: Wider | Narrower" link in the top right corner.
- A red asterisk "\*" indicates a required field.

Once you are back to the Partnership Development activities screen:

➤ **Step 8:** Click **Save** to save data.

*Note:* Always click **Save** to ensure that data will not be lost.

➤ **Step 9:** Click **Next** to move on to the Settings screen (see page 3-24).

# Entering a New Partner



## **Definitions of types of partner organizations**

*Schools, childcare, and non-school hour programs* include schools, childcare centers and before and after school programs.

*Community residents* include individuals within the community. This can also include individuals living in residential centers.

*Design practitioners* include individuals that work on planning, land use, zoning, transportation and streetscapes.

*Faith-based organizations* include religious-affiliated institutions such as places of worship or organizations with a religious basis.

*Health care providers* include individuals/organizations that primarily offer health services such as a hospital or health department.

*Local government* includes local policymakers, elected officials and government offices.

*State and federal government* includes state and federal level policymakers, elected officials and government offices.

*College/University* includes any institution of higher learning.

*Community or neighborhood organization* includes organizations run by local individuals or neighborhood associations.

*Local businesses* include businesses in the community and is inclusive of worksite partners implementing project activities.

*Foundations* include institutions financed by a donation or legacy to aid research, education, the arts, etc.



# Editing an Existing Partner

➤ **Step 1:** Click the **Enter or Edit Existing Partners** button on the Partnership Development Activities screen (see page 3-15).

A pop-up page will appear for you to view a list of all existing partners for this component of your project.

➤ **Step 2:** Select a partner from the View All Partners list by clicking **Edit** next to the partner's name.

This will bring up the Partner Details screen.



Use the **Deactivate Partners** button if the partnership has concluded and that partner will not be a part of your project going forward (e.g. the partner's mission changes, partner is no longer active in your area, partner is no longer in existence).

**Partner Details** | **View All Partners** | **Partner Contributions** | Set Window Width: [Wider](#) | [Narrower](#)

### Existing Partners

- Use the scrollbar to view the entire list.
- Click the "edit" link to update partner information.
- Click column headings to sort; inactive partners appear at the bottom of the list until resorted.
- To enter a *new* partner, click the "Partner Details" tab above

Name	Location(s)	Organization Type	Date Created	
Barnes Jewish Hospital	St. Louis (city)	Healthcare providers	10/22/10	<a href="#">Edit</a>   <a href="#">Deactivate</a>
Catholic School Network	St. Louis St. Louis (city)	Schools, childcare, and non-school hour programs	10/05/10	<a href="#">Edit</a>   <a href="#">Deactivate</a>
Charter Schools	St. Louis (city)	Schools, childcare, and non-school hour programs	10/05/10	<a href="#">Edit</a>   <a href="#">Deactivate</a>
Local Community Clinics	Clinton Dade	Healthcare providers	04/06/10	<a href="#">Edit</a>   <a href="#">Deactivate</a>
Clinics of St. Louis	Randolph St. Louis St. Louis (city)	Healthcare providers	06/01/09	<a href="#">Edit</a>   <a href="#">Deactivate</a>
Downtown School Zone	St. Louis (city)	Schools, childcare, and non-school hour programs	10/05/10	<a href="#">Edit</a>   <a href="#">Deactivate</a>

[Close Window](#) | **Click Close Window if you do not wish to edit partners**

# Editing an Existing Partner

- **Step 3:** Edit partner information in the Partner Details screen (see instructions for entering new partner on page 3-20).
- **Step 4:** Click **Save Partner**.
- **Step 5:** Click **Close Window** to return to the Partnership Development activities screen.



The pop-up page has three tabs – Partner Details and View All Partners. You can navigate between these three screens by clicking these tabs.

**Step 3**

**Step 4**

**Step 5**

Click Cancel if you do not wish to edit this partner

Once you are back to the Partnership Development activities screen

- **Step 6:** Click **Save** to save data.  
*Note:* Always click **Save** to ensure that data will not be lost.
- **Step 7:** Click **Next** to move on to the Settings screen (see page 3-24).

# Partnership Contributions

➤ **Step 1:** Click the **Edit Existing Partners** button on the Partnership Development Activities screen (see page 3-15).

A pop-up page will appear for you to view a list of all existing partners for this component of your project.

➤ **Step 2:** Select the type of contributions provided by the partner for that month.

Inactive partners will be greyed-out and listed at the bottom of the contributions list.

➤ **Step 3:** Click **Save Contribution Data** when finished.

➤ **Step 4:** Close the pop-up window **Save Contribution Data** when finished.

Once you are back to the Partnership Development activities screen

➤ **Step 6:** Click **Save** to save data.

*Note:* Always click **Save** to ensure that data will not be lost.

➤ **Step 7:** Click **Next** to move on to the Settings screen (see page 3-24).

The screenshot shows the 'Partner Contributions' form. At the top, there are tabs for 'Partner Details', 'View All Partners', and 'Partner Contributions'. Below the tabs are 'Prefill Options' (Copy, Reset, Clear) and 'Notes and Instructions'. The main area is a table with columns for various contribution types and an 'Other' column. A 'Save Contribution Data' button is at the bottom.

**Step 2:** Use these buttons to bring in a previous months data, reset to a previously saved data set, or clear the form. (Points to Copy, Reset, and Clear buttons)

**Step 3:** Save Contribution Data (Points to the Save button)

Use Other if a contribution does not fit in the prescribed options (Points to the Other column)

Partner	Nutrition & Physical Activity	Technology	Evaluation	Dissemination	Project Marketing	Advocacy	Funding	People's Time	Space	Materials	Other
Barnes Jewish Hospital	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Catholic School Network	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Charter Schools	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Clinics of St. Louis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Finley River Park Foundation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Freeman Farmers Grange Society	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

# Partnership Contributions



## ***Descriptions for the Partnership Contributions buttons***

Depending on the program, it is possible for a grantee to have a large number of partners who contribute expertise or resources to the program on a regular basis. To ease some of the data entry requirements, three buttons have been built into the system.

*Copy* will pull in the last previous instance of partnership contributions into the form. You can then review, edit, and save the data as needed. This is useful if your partnership contributions are the same as the previous months. If no previous data is available this button will be greyed out.

*Reset* returns the form to its previously saved state from that particular month. For example, in January you had entered a set of partnership contributions and had saved it. Later that month, you started to make more changes to the partnership contribution, but realized that the data was incorrect. Pressing *Reset* will return the form to the previously saved data. You may then review, edit, and save the data as needed.

*Clear* **will remove all contributions from the form for that month.** If you did not previously save the data, it will all be gone. You may then review, edit, and save the data as needed.



## ***Examples of Partnership Contributions***

A *Partnership Contribution* is a service, expertise or resource given to you by an established partner.

*Technology* can include software packages, website assistance, and electronic communications.

*Dissemination* includes activities aimed at sharing your project results or products (e.g., developing presentations).

*Project Marketing* includes activities aimed at increasing awareness and promotion of your project (e.g., developing ad campaigns).

*Materials* can include paper, tons of asphalt, or food for a cooking demonstration.

# Settings

## Geographic Location and Setting:

➤ **Step 1:** Check the appropriate box or boxes to indicate the geographic location of your activity.



*Outside Missouri* defines a service area that operates outside of the state of Missouri (i.e., other states, nationally).

*All Missouri Counties* defines a service area that includes the entire state of Missouri.



You can select both *Outside Missouri* and *All Missouri Counties* if applicable to your activity. Also, you may scroll through the list of Missouri counties and select multiple counties, if applicable.

➤ **Step 2:** Check the appropriate box or boxes for the setting(s) in which your activity occurred in this month.



### **Settings and Sites Definitions**

*School/Non-school hour program* includes school facilities and before and after school programs.

*Daycare/Preschool* includes facilities that provide childcare for children preschool age or younger.

*Worksite* includes places of employment where the employees are the target of your activities.

*Faith-based organization* includes religious-affiliated facilities or religious-affiliated organized group events.

*Hospital/Health Care Organization* includes hospitals or health care facilities.

*Neighborhood/Community* includes the designated physical boundaries of a neighborhood where the residents of that neighborhood or community are the target of your activities.

*Statewide Organization* includes the operations of statewide organizations (e.g., Missouri Council on Activity and Nutrition).

*Professional Conference* includes presentations at a conference (e.g., Active Living Conference).

*Other* can include settings not reflected in the other options listed above. If you select *Other*, the grey cell to the right will be activated so that you can enter the type of setting.

*Number of individual sites* is the total number of sites the activity was implemented by setting.

*New Site* is a site in which no program activity has previously occurred.

# Settings

- **Step 3:** Enter the number of total individual sites and number of new sites in which your activity occurred for each setting selected.

*Example:* If your activity took place at 3 different schools, one of which was new, you would enter the number “3” in the number of individual sites cell beside the setting School/Non-school hour program and a “1” in the number of new sites cell.

- **Step 4:** Click **Save** to save data.  
*Note:* Always click **Save** to ensure that data will not be lost.

- **Step 5:** Click **Next** to move on to the Populations screen (see page 3-26).

**Healthy & Active Programs and Policies Evaluation System**  
**Monthly Data Set**  
Sample Grantee, June 2011

**Add or Update Activity** | **Activity Detail** | **Setting** | **Populations**

**PARTNERSHIP DEVELOPMENT ACTIVITIES: St. Louis Partnership Development**

**Geographic Location**  
Please select the location(s) in which this activity took place this month.

Outside Missouri  
 All Missouri Counties

**Missouri Counties**

<input type="checkbox"/> Adair	<input type="checkbox"/> Andrew	<input type="checkbox"/> Atchison	<input type="checkbox"/> Audrain
<input type="checkbox"/> Barry	<input type="checkbox"/> Barton	<input type="checkbox"/> Bates	<input type="checkbox"/> Benton
<input type="checkbox"/> Bollinger	<input type="checkbox"/> Boone	<input type="checkbox"/> Buchanan	<input type="checkbox"/> Butler
<input type="checkbox"/> Caldwell	<input type="checkbox"/> Callaway	<input type="checkbox"/> Camden	<input type="checkbox"/> Cape Girardeau
<input type="checkbox"/> Carroll	<input type="checkbox"/> Carter	<input type="checkbox"/> Cass	<input type="checkbox"/> Cedar
<input type="checkbox"/> Chariton	<input type="checkbox"/> Christian	<input type="checkbox"/> Clark	<input type="checkbox"/> Clay
<input type="checkbox"/> Clinton	<input type="checkbox"/> Cole	<input type="checkbox"/> Cooper	<input type="checkbox"/> Crawford
<input type="checkbox"/> Dade	<input type="checkbox"/> Dallas	<input type="checkbox"/> DeKalb	<input type="checkbox"/> DeKalb

**Settings**  
Please select the setting(s) in which this activity was implemented this month.

Choose all that apply	Enter the number of individual sites	Indicate how many of these were new sites
<input checked="" type="checkbox"/> School / Non-School Hour Program	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Daycare / Preschool	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Worksite	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/> Faith-based Organization	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Hospital / Health Care Organization	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Neighborhood / Community	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Statewide Organization	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Professional Conference	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Other _____	<input type="text"/>	<input type="text"/>

**The data set contains unsaved changes. Click the "Save" button to update the database.**

**If you check Other, enter the setting for your activity**

# Populations



The *primary population* is the population or community targeted by the program activity.

➤ **Step 1:** Check the age group of the primary population.



The *general population* describes a wide demographic that may include specific demographic groups, but is not limited to any one specific population. Unless you are targeting a specific demographic (e.g., “African American”) you would select *general population*.

Example: If your activity is a predominantly “White” area and you are not specifically targeting “whites,” you would select *general population*.

➤ **Step 2:** Check the race/ethnicity of the primary population.

➤ **Step 3:** Check any special populations who were targeted by this activity. If no special populations were targeted by this project component, check **Not Applicable**.



If you select *Other* for steps 2 or 3, the grey cell to the right will be activated so that you can enter a description.

*Special populations* are groups that are considered particularly “at risk”.

➤ **Step 4:** Click **Save** to save data.  
Note: Always click **Save** to ensure that data will not be lost.



At the bottom of the screen a message reading “Data have been saved to the database” should appear in red to indicate that the data for this project activity have been saved.

# Populations

Healthy & Active Programs and Policies Evaluation System

Monthly Data Set  
Sample Grantee, September 2009

Add or Update Activity | Activity Detail | Setting | **Populations**

HEALTHY EATING ENVIRONMENT CHANGES: *Healthy eating for kids*

Please select the age group(s) of the primary population(s) targeted by this activity.

Choose all that apply:

- Infants/Preschool (0 - 4 years)
- Children/Elementary School (5-9 years)
- Pre-Adolescents/ Middle School (10-14 years)
- Adolescents/ High School (15-19 years)
- Adults (20-54 years)
- Older Adults/ Seniors (>55 years)
- General Population

Please select the race/ethnicity of the primary population(s) targeted by this activity.

Choose all that apply:

- General Population
- American Indian or Alaska Native
- Asian
- Black or African American
- Hispanic or Latino
- Native Hawaiian or Other Pacific Islander
- White
- Other

Please select which special population(s) was the primary population(s) targeted by this activity.

Choose all that apply:

- Immigrants or refugees
- Low Income
- Persons with a mental, emotional, or developmental disability
- Persons with a physical disability
- Prenatal or post partum mothers
- Uninsured or underinsured
- Other
- Not applicable

The data set contains unsaved changes. Click the "Save" button to update the database.

Previous | Next | **Save** | Exit

Step 1: Children/Elementary School (5-9 years)

Step 2: General Population

Step 3: Other

Step 4: Save

Check Not Applicable if your activity did not target a special population

If you check Other, enter a description of the special population

At this point you can select one of three options:

## Continue entering monthly data:

Select another activity to update from your list of existing activities (see page 3-7) or add a new activity (see page 3-3).

## Exit the monthly data entry section, but remain logged in:

Click the **Exit** button at the bottom of the screen. The system will automatically load the main data entry menu.

## Log out:

Click **Exit** on the bottom of the screen. Then click **Log Out** on the menu.





# Section 4 Contents

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# Entering Quarterly Data

Under **Enter Quarterly Data**:

- **Step 1**: Select the appropriate calendar year.
- **Step 2**: Select the quarter for which you are entering data.  
Once you select the quarter, the system will automatically load the next data entry screen.

The screenshot displays the 'Healthy & Active Programs and Policies Evaluation System' interface. On the left is a navigation menu with options: Home, Data Entry, Log Out, User Profile, Grantee Profile, and Log Out. The 'Data Entry' option is highlighted with a red circle labeled 'Step 1' and an arrow pointing to the 'Enter Quarterly Data' section. The main content area shows the system title, a welcome message for 'Test Grantee', and the date 'Monday, October 19, 2009 1:33:15 PM'. Below this is the 'Data Entry' section, which includes 'Enter Monthly Data' and 'Enter Quarterly Data'. The 'Enter Quarterly Data' section has a dropdown menu for 'Choose quarterly data entry period' with '2009' selected. A second dropdown menu for 'Choose quarterly data entry period' is open, showing options for 'Q3: July, August, September'. A red circle labeled 'Step 2' with an arrow points to this dropdown. At the bottom, logos for Washington University in St. Louis (George Warren Brown School of Social Work) and Saint Louis University are visible.

# Staff



The system requires that you enter data in each cell on this screen. If you have no data to report, enter zero in the cells.

➤ **Step 1:** Enter the total number of full-time equivalent (FTE) staff for your project this quarter.



## ***Defining Staff***

Staff include any team members who received payment or a stipend from your H&AC grant. In your FTE (full-time equivalent) totals, include mentors, liaisons, facilitators, etc. who received a stipend for their time.

Individuals who work on your project and are paid but **not** by your H&AC grant should be reported as an in-kind resource (see page 4-10).



## ***Calculating FTE***

Full time equivalents (FTE) calculation is based on the total hours that comprise a work week at your organization. For most organizations it will be 40 hours.

Calculate the FTE for each individual staff person by dividing the number of hours worked per week by the total hours that comprise a work week. Add the FTE for all staff persons to determine the total FTE for your H&AC program during the quarter.

➤ **Step 2:** Enter the total number of staff persons who left your project this quarter.

➤ **Step 3:** Enter the total number of *new* staff persons who started working on your program this quarter.

➤ **Step 4:** Estimate the total number of volunteers for your program this quarter.  
**Note:** Estimate the number of volunteers to the best of your ability.

➤ **Step 5:** Estimate the total number of volunteer hours provided to your program this quarter.

# Staff

➤ **Step 6:** Click **Save** to save data.

*Note:* Always click **Save** to ensure that data will not be lost.

➤ **Step 7:** Click **Next** to move on to the Training screen (see page 4-4).

**Healthy & Active Programs and Policies Evaluation System**  
**Quarterly Data Set**  
Sample Grantee, Quarter 3 2009

HEALTHY & ACTIVE COMMUNITIES  
MPH  
Massachusetts Partnership for Healthy Communities

**Staff** Training Funding In-Kind Resources Mass Marketing Feedback

1. Estimate the total number of paid Full Time Equivalents (FTE) who worked on the MFH-funded H&AC project this quarter:  **Step 1**

**Directions: Calculating FTE's**

**Example:** At your organization, full time employment is 40 hours per week. You have two employees, Employee A and Employee B.

- If Employee A worked 40 hours per week, then **40 hours divided by 40 possible hours = 1.0 FTE**
- If Employee B worked 15 hours per week, then **15 hours divided by 40 possible hours = .38 FTE**
- Enter a total of **1.38 FTE** (1.0 FTE + .38 FTE) in the space provided above

2. During this quarter, how many staff left your H&AC project?  **Step 2**

3. During this quarter, how many staff started working on your H&AC project?  **Step 3**

4. Estimate the total number of volunteers who worked on the H&AC project this quarter:  **Step 4**

5. Estimate the amount of hours volunteers spent implementing grant activities this quarter:  **Step 5**

\* Indicated required fields

Previous **Next** Save Exit

**Step 7** **Step 6**

# Training

Two functions can be completed on this screen:

1. [Add a new training](#)  
For instructions on how to enter a new training, refer to page 4-5.
2. [Update a training](#)  
For instructions on how to update a training, refer to page 4-6.



## Defining Training

This includes any training that your staff or volunteers undergo to either build skills or to learn how to implement or evaluate your program.

Healthy & Active Programs and Policies Evaluation System  
Quarterly Data Set  
Sample Grantee, Quarter 3 2009

Staff Training Funding In-Kind Resources Mass Marketing Feedback

HEALTHY & ACTIVE COMMUNITIES  
MH

Please record any training(s) that your H&AC project staff and/or volunteers participated in this quarter.

Check here if no staff participated in trainings this quarter

**Add new training:**

Enter a brief description of the training:

Enter the number of persons trained:

Last Updated	Description	Persons Trained	Action
10/16/2009	Grant writing	3	<input type="button" value="Edit"/>
10/16/2009	Microsoft Access	2	<input type="button" value="Edit"/>

1 2

The data set contains unsaved changes. Click the "Save" button to update the database.

Check this box to indicate no staff received training

Add a new training

Update a training

Click Save, then Next when finished adding or updating trainings

# Add a New Training

- **Step 1:** Enter a brief description of the training in the **Add New Training** box.



If project staff did not receive any training this quarter, check the box labeled: **Check here if no staff participated in trainings this quarter**. The screen will turn grey. Click **Save** and then **Next** to move on. See page 4-4.

- **Step 2:** Enter the total number of persons trained.



Trainings in the system are saved across quarters. When you enter data in future quarters, each training previously entered will appear in the table at the bottom of the screen. You can update the number of persons trained each quarter.

- **Step 3:** Click **Add**. The training will appear in the table at the bottom of the screen.

- **Step 4:** Repeat Steps 1 -3 to add other trainings as needed.

- **Step 5:** Click **Save** at the bottom of the screen (see page 4-4) to save data.

*Note:* Always click **Save** to ensure that data will not be lost.

- **Step 6:** Click **Next** to move to the Funding screen (see page 4-7).

The screenshot shows a form titled "Add new training:" with a light green background. It contains two input fields and an "Add" button. Red callouts with arrows point to each element:

- Step 1:** Points to the text input field containing "Food Safety Certification".
- Step 2:** Points to the number input field containing "3".
- Step 3:** Points to the "Add" button.



# Update a Training

- **Step 1:** Click **Edit**.
- **Step 2:** Update the training information.
- **Step 3:** Click **Update**.
- **Step 4:** Repeat steps 1 - 3 to edit other trainings as needed.
- **Step 5:** Click **Save** at the bottom of the screen (see page 4-4) to save data.  
*Note:* Always click **Save** to ensure that data will not be lost.
- **Step 6:** Click on **Next** to move on to the Funding screen (see page 4-7).

The screenshot shows a table with the following columns: **Last Updated**, **Description**, **Persons Trained**, and **Action**. The table contains three rows of training data. Red arrows and callouts indicate the steps for updating a training:

- Step 1:** Points to the **Edit** button in the **Action** column of the first row.
- Step 2:** Points to the **Description** and **Persons Trained** input fields in the second row.
- Step 3:** Points to the **Update** button in the **Action** column of the second row.

<u>Last Updated</u>	<u>Description</u>	<u>Persons Trained</u>	<u>Action</u>
10/19/2009	Grant writing	10	Edit
10/19/2009	Microsoft Access	2	Update Cancel
10/19/2009	Food Safety Certification	3	Edit

1 2

# Funding

► **Step 1:** Enter a name for the funding source in the **Add New Funding** box.



Funding should be entered into the system during the quarter it is awarded. Only funding that supports your H&AC activities should be reported.



If you did not receive any additional funding this quarter, check the box labeled: **Check here if no additional funding was received during this quarter**. The screen will turn grey. Click **Save** and then **Next** to move on. See page 4-8.

► **Step 2:** Enter the total amount of funding.



Enter dollar amounts in whole number form.

**Correct Example:** 1000

Incorrect Examples: 1,000; 1000.00; 01000



### ***Determining the total amount of funding***

If you receive a new grant, contract or other source of funding during a given quarter, report the total dollar amount in the quarter the award was received. You will only enter the funding source one time and not in subsequent quarters.

Example: You received a new grant award of \$10,000 in July for a two-year project. For Quarter 3 data entry, enter the total grant award (\$10,000).

► **Step 3:** Click **Add**. The funding sources will appear in the table at the bottom of the screen.

► **Step 4:** Repeat Steps 1-3 to add other funding sources as needed.

► **Step 5:** Click **Save** to save data.

*Note:* Always click **Save** to ensure that data will not be lost.

# Funding

► **Step 6:** Click **Next** to move on to In-kind Resources, page 4-10.

Check this box to indicate no additional funding received

Healthy & Active Programs and Policies Evaluation System  
Quarterly Data Set  
Sample Grantee, Quarter 3 2009

HEALTHY & ACTIVE COMMUNITIES  
MFH  
Mental Health Foundation of North Carolina

Staff Training **Funding** In-Kind Resources Mass Marketing Feedback

Excluding MFH funding, please record any additional funding that was used to implement your H&AC project this quarter.

Check here if no additional funding was received this quarter

Add new funding:

Enter the name of the funding source:

Enter the total amount of funding:   
Round to the nearest whole dollar.

Funding Description	Funding Amount	Action
Corporate donation	\$2,000.00	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
City Grant	\$450.00	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Step 1

Step 2

Step 3

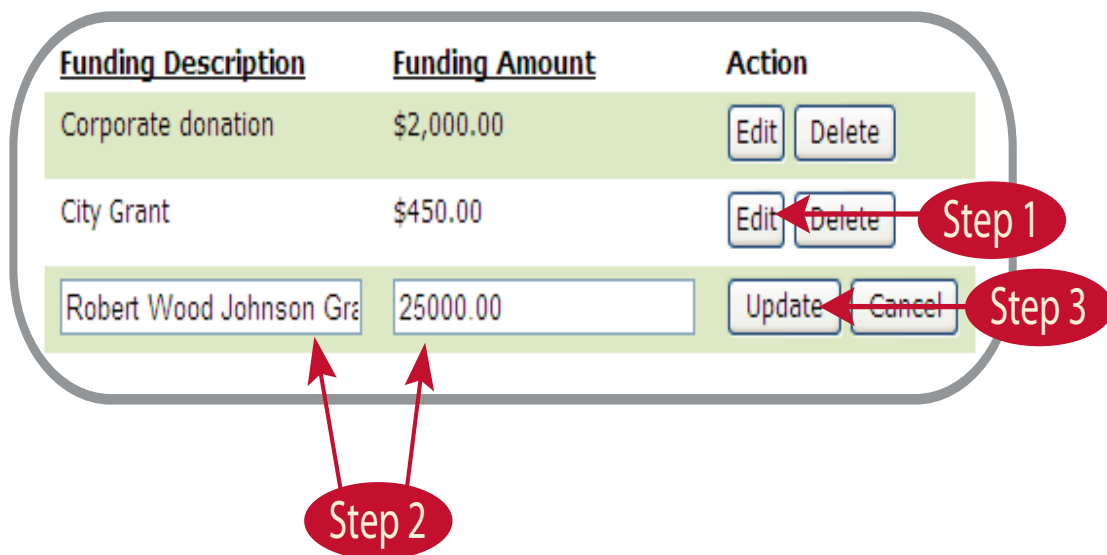
Click to edit or delete funding sources entered this quarter

Step 6

Step 5

# Edit a Funding Source

- **Step 1:** Click **Edit**.
- **Step 2:** Update the funding description and/or amount.
- **Step 3:** Click **Update**.
- **Step 4:** Repeat steps 1 - 3 to edit other funding as needed.
- **Step 5:** Click **Save** to save data.  
*Note:* Always click **Save** to ensure that data will not be lost.
- **Step 6:** Click on **Next** to move on to the In-Kind Resources screen (see page 4-10).



The screenshot shows a table with three columns: **Funding Description**, **Funding Amount**, and **Action**. The table contains three rows of data. The first row is 'Corporate donation' with a funding amount of '\$2,000.00' and 'Edit' and 'Delete' buttons. The second row is 'City Grant' with a funding amount of '\$450.00' and 'Edit' and 'Delete' buttons. The third row is 'Robert Wood Johnson Gra' with a funding amount of '25000.00' and 'Update' and 'Cancel' buttons. Red arrows and callouts indicate the steps: 'Step 1' points to the 'Delete' button in the 'City Grant' row; 'Step 2' points to the 'Funding Description' and 'Funding Amount' fields in the 'Robert Wood Johnson Gra' row; 'Step 3' points to the 'Update' button in the 'Robert Wood Johnson Gra' row.

<u>Funding Description</u>	<u>Funding Amount</u>	<u>Action</u>
Corporate donation	\$2,000.00	Edit Delete
City Grant	\$450.00	Edit Delete
Robert Wood Johnson Gra	25000.00	Update Cancel

# In-Kind Resources



## ***In-kind Resources***

In-kind resources are items that you do not need to buy because they have been given or loaned to you. When someone offers your program services, supplies, or staff time, you are receiving in-kind resources.

➤ **Step 1:** Select the type of in-kind resource.



If you did not receive any in-kind resources this quarter, check the box labeled: **Check here if in-kind resources were not received during this quarter.** The screen will turn grey. Click **Save** and then **Next** to move on. See page 4-11.



## ***Types of in-kind resources***

### ***People's Time***

Examples: staff time to write grant proposals or design materials

### ***Materials and Supplies***

Examples: office supplies or access to equipment that you do not have

### ***Travel***

Examples: transportation to trainings

### ***Space/Facility Use***

Examples: School gym donated for open gym night, office space, venue for meetings

### ***Other***

Includes anything that does not fit into one of the categories above

➤ **Step 2:** Enter a brief description of the resource.

➤ **Step 3:** Enter the amount of the in-kind resource you received.



Enter the amount of the in-kind resource as a numeric value.

# In-Kind Resources

- **Step 4:** Enter the unit of measure for the in-kind resource.  
*e.g., hours of time, reams of paper, etc.*
- **Step 5:** Click **Add**. The in-kind resources will appear in the table at the bottom of the screen.
- **Step 6:** Repeat steps 1 - 4 to add other in-kind resources as needed.
- **Step 7:** Click **Save** to save data.  
*Note: Always click Save to ensure that data will not be lost.*
- **Step 8:** Click **Next** to move on to the Feedback screen (see page 4-16).

Check this box to indicate no in-kind resources were received

Healthy & Active Programs and Policies Evaluation System  
Quarterly Data Set  
Sample Grantee, Quarter 3 2009

Staff Training Funding **In-Kind Resources** Mass Marketing Feedback

Please record any in-kind resources you received for your H&AC project this quarter.

Check here if no in-kind resources were received this quarter

**Add new in-kind resource:**

In-Kind Resource Type: People's Time **Step 1**

Enter a brief description of the resource: **Step 2**

Enter the quantity received: **Step 3**

Enter the unit of measure: (e.g., hours, reams of paper) **Step 4**

Add **Step 5**

Type	Description	Quantity	Action
Materials & Supplies	P.E. equipment	2.00 volleyball nets	Edit Delete
People's Time	5k volunteers	25.00 hours	Edit Delete
Space/Facility Use	Monthly meeting space	4.00 Hours	Edit Delete
Space/Facility Use	Monthly meeting space	3.00 Hours	Edit Delete

Previous Next Save Exit

Click to edit or delete in-kind resources entered this quarter

**Step 7** **Step 8**

# Edit an In-Kind Resource

## Edit an In-Kind Resource

- **Step 1:** Click **Edit**.
- **Step 2:** Update the in-kind resource information.
- **Step 3:** Click **Update**.
- **Step 4:** Repeat steps 1 - 3 to edit other in-kind resources as needed.
- **Step 5:** Click **Save** to save data.  
*Note:* Always click **Save** to ensure that data will not be lost.
- **Step 6:** Click on **Next** to move on to the Mass Media screen (see page 4-13).

<u>Type</u>	<u>Description</u>	<u>Quantity</u>	<u>Action</u>
Materials & Supplies	P.E. equipment	2.00 volleyball nets	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
People's Time	5k volunteers	25.00 hours	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Space/Facility Use	Monthly meeting space	4.00 Hours	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Space/Facility Use	Monthly meeting space	3.00 Hours	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Materials & Supplies	Printing	300 Color Brochures	<input type="button" value="Update"/> <input type="button" value="Cancel"/>

Quantity Unit

The screenshot shows a table with five rows of in-kind resources. The first four rows are read-only, each with 'Edit' and 'Delete' buttons. The fifth row is an edit form. Red callouts indicate the following steps: Step 1 points to the 'Edit' button of the fourth row; Step 2 points to the 'Materials & Supplies' dropdown and the 'Printing' text input; Step 3 points to the 'Update' button of the fifth row.

# Mass Media message



## **Defining Mass Media**

This includes any marketing, program activities, or advocacy work wherein the message is disseminated via any media technology such as the Internet, newspapers, and television.

Some examples of Mass Media are social media updates, TV interviews, emails, website updates, newspaper articles, and magazine articles.

► **Step 1:** Select a name for the media message



A Mass Media message should be entered into the system during the quarter it is run. Only messages that support your H&AC activities should be reported.



If you did not have any mass media messages this quarter, check the box labeled: **Check here if no additional mass media messages were published or aired this quarter.** The screen will turn grey. Click **Save** and then **Next** to move on. See page 4-16.

► **Step 2:** Enter a brief description in 50 characters or less of the message.

► **Step 3:** Select the **primary** medium for media dissemination. For example, if an interview appears in a newspaper and on the newspaper's website, the primary medium would be Print.



## **Types of Mediums**

### **Print**

Examples: newspaper articles, magazines.

### **Radio**

Examples: radio interviews, radio public service announcements.

### **Television**

Examples: television interviews, television public service announcements.

### **Web**

Examples: social media updates, emails, podcasts

► **Step 4:** Enter the start date and end date of the message. If the message continues past the last day of the quarter, enter the last date of the quarter as the end date.



# New Mass Media message

- **Step 5:** Enter the total number of people reached for the message that quarter (e.g. readership of a newspaper, number of hits on a website)
- **Step 6:** Enter the number of times the message was run that quarter. Please contact the System Coordinator, Chris Robichaux, at [crobichaux@wustl.edu](mailto:crobichaux@wustl.edu) or 314-935-3648, if you have any questions.
- **Step 7:** Click the **Add** button.
- **Step 8:** Click **Save** to save data.  
*Note: Always click **Save** to ensure that data will not be lost.*
- **Step 9:** Click on **Next** to move on to the Feedback screen (see page 4-16).

Check this box to indicate no additional funding received

**Healthy & Active Programs and Policies Evaluation System**

**Quarterly Data Set**  
Sample Grantee, Quarter 2 2011

Staff Training Funding In-Kind Resources **Mass Media** Feedback

Please record any mass media that was published or aired for your H&AC project in this quarter.

Check here if no mass media was published or aired this quarter

**Add new mass media message:**

Title:  **Step 1**

Description:  **Step 2**

Medium: Print **Step 3**

Start Date:  **Step 4**

End Date:  **Step 4**

Persons Reached:  **Step 5**

Number of Times Run:  **Step 6**

**Step 7**

Last Updated	Description	Dates	Run
Q4 2010 6/22/2011	Cooking Demonstrations Cooking Demos on Local TV	Television 11/3/2010 11/24/2010	-- --
Q2 2011 6/17/2011	Self-Esteem Message Empowering message about losing weight	Radio 5/11/2011 6/8/2011	1018000 3

**Step 9** **Step 8**

Click to edit a mass media message for this quarter

# Edit a Mass Media message

## Edit a Mass Media message

- **Step 1:** Click **Edit**.
- **Step 2:** Update the mass media message information.
- **Step 3:** Click **Update**.
- **Step 4:** Repeat steps 1 - 3 to edit other in-kind resources as needed.
- **Step 5:** Click **Save** to save data.  
*Note:* Always click **Save** to ensure that data will not be lost.
- **Step 6:** Click on **Next** to move on to the Feedback screen (see page 4-16).

The screenshot shows a table with columns: Reporting Period / Last Updated, Title / Description, Medium, Start/End Dates, Reach, Times Run, and Action. The table contains two rows of data. The first row is highlighted in light green and has a calendar icon next to the start date. The second row has a calendar icon next to the start date, which is open to show a calendar for April 2011. Red arrows point from callouts to specific elements: 'Step 1' points to the 'Edit' button in the Action column of the second row; 'Step 2' points to the 'Cooking Demonstration' text in the Title/Description column of the first row; 'Step 3' points to the 'Update' button in the Action column of the first row.

Reporting Period / Last Updated	Title / Description	Medium	Start/End Dates	Reach	Times Run	Action
Q4 2010 6/22/2011	Cooking Demonstration	Television	11/3/2010			Update Cancel
Q2 2011 6/17/2011	Self-Esteem Message Empowering message about losing weight	Radio	11/24/2010	1018000	3	Edit

# Feedback

- ▶ **Step 1:** Choose a rating for the timeliness of the technical assistance provided by each of the capacity-building teams during this quarter.
- ▶ **Step 2:** Choose a rating for the usefulness of the technical assistance provided by each of the capacity-building teams during this quarter.
- ▶ **Step 3:** Enter a brief description of any specific improvements you have for the technical assistance provided by the H&AC capacity-building teams during this quarter. If you have no suggestions for this quarter, you may leave it blank and move on to Question 3.
- ▶ **Step 4:** Choose a rating for the guidance provided by MFH during this quarter.
- ▶ **Step 5:** Enter a brief description of any specific improvements you have for the guidance provided by MFH during this quarter. If you have no suggestions, you may leave it blank and move on to Question 5.
- ▶ **Step 6:** Click **Save** to save your data.  
*Note:* Always click **Save** to ensure that data will not be lost.
- ▶ **Step 7:** Click **Exit** to leave the quarterly data entry function.



Click **Save** first, then **Exit** to save your data for the quarterly reporting period. The system will save your data.



You will have access to quarterly data entry until the data entry deadline has passed.

## To log out:

Click **Log Out** on the menu once the system returns you to the Data Entry screen.

# Feedback

## Healthy & Active Programs and Policies Evaluation System

### Quarterly Data Set

Sample Grantee, Quarter 2 2011

Staff Training Funding In-Kind Resources Mass Marketing **Feedback**

1. Please indicate how much you agree with the following statements about the timeliness of the technical assistance (TA) provided by each of the H&AC capacity-building teams:

	Strongly Disagree	Somewhat Disagree	Neutral	Somewhat Agree	Strongly Agree	Not Applicable
The TA provided by the Evaluation Team was timely.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The TA provided by the Dissemination Team was timely.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

Step 1

2. Please indicate how much you agree with the following statements about the usefulness of the technical assistance (TA) provided by each of the H&AC capacity-building teams:

	Strongly Disagree	Somewhat Disagree	Neutral	Somewhat Agree	Strongly Agree	Not Applicable
The TA provided by the Evaluation Team was useful to my project.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The TA provided by the Dissemination Team was useful to my project.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

Step 2

3. What specific improvements could be made to the technical assistance provided by the H&AC capacity-building teams?

Step 3

4. Please indicate how much you agree with the following statement about the guidance provided by MFH:

	Strongly Disagree	Somewhat Disagree	Neutral	Somewhat Agree	Strongly Agree	Not Applicable
I am satisfied with the guidance I received from MFH for my project.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
The guidance provided by MFH was useful to my project.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

Step 4

5. What specific improvements could be made to the guidance provided by MFH?

Step 5

The data set contains unsaved changes. Click the "Save" button to update the database.

Previous Next Save Exit

Step 6

Step 7



# Section 5 Contents

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# Overview

The purpose of the HAPPE System reporting feature is to allow you to run reports on the data you have entered into the system.

The reporting features will give you the ability to:

- Review data that you entered in previous months or quarters
- Generate reports for your program's needs (*e.g.*, development of reports, grant applications)



## **Generating a Report**

Reports can be generated at any time. Even if a reporting period has not ended, you will be able to run reports for all data you have entered in the system.



To generate reports, you will need to turn off your pop up blocker for this website. To do this, go to “Tools” menu on your web browser, select “Always allow pop-ups from this site”, then click “Yes” when prompted to allow pop-ups from <http://evaluation.mffh.org>.

## **MFH Interim Reports**

Some of the reports that can be generated in the HAPPE System will be incorporated into the MFH interim reporting process. This means that you may be required to print off certain reports (*e.g.* partner report) from the HAPPE System and include them with your MFH interim report narrative. Please see the most recent interim report guidelines from MFH for details about which reports to include.



# Report Types

The table below will help you determine which report you should run in order to obtain the data you want.

If you want to know...	Choose this report	It will give you this data...
What activities have we conducted and how many people have been reached?	<b>Activity Detail</b>	<ul style="list-style-type: none"> <li>• Activity names</li> <li>• Number of people reached</li> <li>• Settings for implemented activities</li> <li>• Demographic data for primary populations served</li> </ul>
Who are our program partners?  Which partners are contributing to the project?  How have our partnerships changed over time?	<b>Partners</b>	<ul style="list-style-type: none"> <li>• Name of partners</li> <li>• Partners' organization type</li> <li>• Partners' service area(s)</li> <li>• Partner contributions</li> <li>• Changes in number of partners and distribution of partner organization types over time</li> </ul>
How have our staff and volunteer levels changed?  How much funding have we received in the past year?  What types of in-kind resources have we received?	<b>Capacity</b>	<ul style="list-style-type: none"> <li>• Staffing and volunteer levels for your H&amp;AC program</li> <li>• Trainings conducted</li> <li>• Additional funding received</li> <li>• In-kind resources received</li> </ul>
What was the reach of our mass media messages?	<b>Mass Media</b>	<ul style="list-style-type: none"> <li>• Reach of mass media messages</li> <li>• Dates of mass media messages</li> </ul>
What age groups have we reached with our activities?	<b>Activity by Demographics: Age Groups</b>	<ul style="list-style-type: none"> <li>• Activities sorted by age groups</li> </ul>
What race/ethnicity groups have we reached with our activities?	<b>Activity by Demographics: Ethnicities</b>	<ul style="list-style-type: none"> <li>• Activities sorted by race/ethnicity groups</li> </ul>
Where have we conducted our activities?	<b>Activity by Demographics: Locations</b>	<ul style="list-style-type: none"> <li>• Activities sorted by locations</li> </ul>
What special populations have we reached with our activities?	<b>Activity by Demographics: Populations</b>	<ul style="list-style-type: none"> <li>• Activities sorted by special populations</li> </ul>
In what settings have we conducted our activities?	<b>Activity by Demographics: Settings</b>	<ul style="list-style-type: none"> <li>• Activities sorted by settings</li> <li>• Number of sites per setting</li> </ul>

# Choosing a Report

- **Step 1:** Click on the **Reporting** button on the HAPPE System Menu.
- **Step 2:** Select from the drop down list the report you wish to generate.

The screenshot shows the 'Healthy & Active Programs and Policies Evaluation System' interface. On the left is a navigation menu with buttons for Home, Data Entry, Reporting, User Profile, Grantee Profile, and Log Out. A red oval labeled 'Step 1' has an arrow pointing to the 'Reporting' button. The main content area is titled 'Reporting' and features a 'Select Report:' dropdown menu. A red oval labeled 'Step 2' has an arrow pointing to the dropdown menu, which is open and shows options: '-- select report --', '-- select report --', Activity Detail, Partners, Capacity, and Activity By Demographic. The page header includes the 'HEALTHY & ACTIVE COMMUNITIES' logo, the system title, and the user information 'Welcome, Test Grantee' and 'Wednesday, March 31, 2010 2:34:56 PM'. At the bottom, logos for Washington University in St. Louis and Saint Louis University are displayed.

# Activity Detail

Once you have chosen **Activity Detail** from the drop down list, follow the steps below to generate the report.



If you have *more than one* H&AC grant, select which grants to include in the report. You may choose to include only one grant or multiple grants.

HEALTHY & ACTIVE COMMUNITIES  
MPH  
Home

Healthy & Active Programs and Policies Evaluation System  
Welcome, Test Grantee Wednesday, March 24, 2010 10:16:38 AM

**Reporting**

Select Report: Activity Detail

Grant:  Sample Grantee  Sample Grantee 2

Select All Clear All

Start Date: 2010 March

End Date: 2010 March

Select which grants to include from the list

➤ **Step 1:** Select the start calendar year and month for your report.

➤ **Step 2:** Select the end calendar year and month for your report.

➤ **Step 3:** Check the boxes to indicate which activity category(ies) to include in your report. Once you have selected the activity categories, the Activity box will be populated with all the activities entered into the system for the selected activity categories (See page 5-5).



You must select at least one activity category to generate a report.



When the Activity box is populated, the default is that all activities will be checked. If you do not want an activity included in your report, uncheck the checkbox next to the activity.

➤ **Step 4:** Click **Generate Report**.

# Activity Detail

The screenshot shows the 'Reporting' section of the 'Healthy & Active Programs and Policies Evaluation System'. The interface includes a navigation menu on the left with options: Home, Data Entry, Reporting, User Profile, Grantee Profile, and Log Out. The main content area features a 'Select Report:' dropdown menu set to 'Activity Detail'. Below this are 'Start Date:' and 'End Date:' fields, both set to '2010' and 'March'. A 'Category:' section contains several checkboxes, with 'Marketing & Dissemination' and 'Nutrition & Physical Activity Program Activities' selected. An 'Activity:' text box contains 'Healthy Lifestyles Toolkit' and 'Soccer Program'. A 'Generate Report' button is located at the bottom of the form. Red callouts with arrows point to these elements: 'Step 1' points to the 'Start Date:' month dropdown, 'Step 2' points to the 'End Date:' month dropdown, 'Step 3' points to the 'Reporting' menu item, and 'Step 4' points to the 'Generate Report' button. A larger red callout on the right states: 'Activity box will populate once you choose activity categories'.

# Activity Detail

The **Activity Detail** Report is a summary of your monthly activities for the time frame selected. This report includes the activity category and description for your activity names, activity detail, number of people reached, settings in which activities were implemented and demographic data (see page 5-7).

## Report Summary Table

This table shows a summary of activity categories, activity names, and number of people reached with your activities.



If you have multiple grants, the Report Summary, Reach, Location, and Settings, and Demographic tables will be organized by each grant.

## Reach, Location, and Settings Table

This table shows a summary of the number of people reached (if applicable), the locations of your activities, the settings in which you implemented your activities, and the number of sites.



The **number of people reached** is the estimated number of participants for a specific activity.

The **environment change** is the number of changes implemented in the built environment for physical activity and healthy eating environment changes.



Click on the name of an Activity Category to jump to that section of the report.

## Chart: Reach Over Time

This chart shows number of people reached per month for the time frame selected.

## Demographics Table

This table shows age groups, ethnicities, and special populations targeted with your activities.

# Activity Detail



**Sample Organization**  
 Activity Detail Report  
 January 2011 to March 2011  
 Healthy & Active Communities Initiative

**Report Summary**

<u>Activity Category</u>	Grants	<u>Activity Names</u>	People Reached	<u>Environment Changes</u>
<u>Nutrition &amp; Physical Activity Program Activities</u>	1	1	350	n/a
<u>Healthy Eating Environment Changes</u>	1	2	n/a	29
<u>Advocacy and Policy Change Activities</u>	1	1	191	n/a
<b>Totals</b>	<b>1</b>	<b>4</b>	<b>541</b>	<b>29</b>

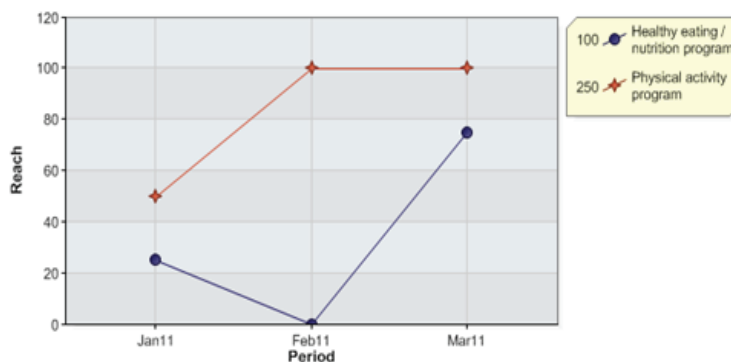
Click on category to jump to that section of report

Click on underlined column headings to sort tables

**Nutrition & Physical Activity Program Activities: Reach, Location, and Setting**

<u>Activity Name</u>	<u>Activity Detail &amp; Reach</u>	<u>Location</u>	<u>Number of Site Visits (New/Total)</u>
Soccer Program	<ul style="list-style-type: none"> <li>Healthy eating / nutrition program <b>100</b></li> <li>Physical activity program <b>250</b></li> </ul>	<ul style="list-style-type: none"> <li>St. Louis</li> <li>St. Louis (city)</li> </ul>	School / Non-School Hour Program <b>2 / 6</b>
<b>Total Activities</b>	<b>Total People Reached</b>		
<b>1</b>	<b>350</b>		

**Chart: Nutrition & Physical Activity Program Activities Reach Over Time**



**Nutrition & Physical Activity Program Activities: Demographics**

<u>Activity Name</u>	<u>Age Groups</u>	<u>Ethnicities</u>	<u>Special Populations</u>
Soccer Program	<ul style="list-style-type: none"> <li>General Population</li> </ul>	<ul style="list-style-type: none"> <li>General Population</li> </ul>	<ul style="list-style-type: none"> <li>Not applicable</li> </ul>
<b>Total Activities</b>	<b>Distinct Age Groups</b>	<b>Distinct Ethnicities</b>	<b>Distinct Populations</b>
<b>1</b>	<b>1</b>	<b>1</b>	<b>0</b>

# Partners

Once you have chosen **Partners** from the drop down list, follow the steps below to generate the report.



If you have *more than one* H&AC grant, select which grants to include in the report. You may choose to include only one grant or multiple grants.

HEALTHY & ACTIVE COMMUNITIES

Healthy & Active Programs and Policies Evaluation System

Welcome, Test Grantee Wednesday, March 24, 2010 10:16:38 AM

Reporting

Select Report: Activity Detail

Grant:  Sample Grantee  Sample Grantee 2

Select All Clear All

Start Date: 2010 March

End Date: 2010 March

Home

Select which grants to include from the list

➤ **Step 1:** Select the start calendar year and month for your report.

➤ **Step 2:** Select the end calendar year and month for your report.

➤ **Step 3:** Select the partners to include in the report. If you want to generate a report that includes all partners in the system for the selected time frame, click the button next to **All Partners**. If you would like to generate a report that includes only partners added during the selected time frame, click the button next to **Only partners added during selected time frame**. If you are running a report for your MFH Interim report, it is recommended that you select **All Partners**.



When the Activity box is populated, the default is that all activities will be checked. If you do not want an activity included in your report, uncheck the checkbox next to the activity.

➤ **Step 4:** Click **Generate Report**.

# Partners

The screenshot shows the reporting interface for the Healthy & Active Programs and Policies Evaluation System. On the left is a navigation menu with options: Home, Data Entry, Reporting, User Profile, Grantee Profile, and Log Out. The main content area includes the system logo, a welcome message for 'Test Grantee' dated Wednesday, March 31, 2010, and a 'Reporting' section. The 'Reporting' section contains several form fields: 'Select Report:' (set to 'Partners'), 'Start Date:' (2009, December), and 'End Date:' (2010, March). Below these are radio buttons for 'Partners to Include:' (selected: 'All partners'). Under 'Partnership Development', there is a checked checkbox for 'St. Louis Partnership Development' and an empty activity selection box. At the bottom of the form is a 'Generate Report' button. Red annotations with arrows point to these elements: 'Step 1' points to the Start Date month dropdown, 'Step 2' points to the End Date month dropdown, 'Step 3' points to the 'All partners' radio button, and 'Step 4' points to the 'Generate Report' button. A large red arrow points from the activity selection box to the text: 'Activity box will populate once you choose activity categories'.



# Partners

The **Partners** report can be generated for all partners existing in the HAPPE System or just for partners you added to the system during a specified time frame. The Partners report will include the name of the partner, organization type, service area of the partner, and their role in your H&AC program.



If you have multiple grants, the Partners Table will be organized by each grant.

## Partners Table

The top half of the Partners Report contains information on the partners. This table shows the names of your partners, partner organization types, service area of your partners, description of their role in your H&AC program, and the date the partnership was entered into the HAPPE System.

## Charts:

### Total Partners Over Time

This chart shows the total number of partners per month for the time frame selected.

### Total Partners by Organization Type Over Time

This chart shows the number of partners per month in each organization type for the time frame selected.

### Change in Partner Distribution Over Time

This chart shows the change in partner organization types in a pie chart. If you choose a one month timeframe, one pie chart will appear. If you have chosen a longer timeframe then two pie charts will appear: one for the start month and one for the end month of the time range you selected.

# Partners



## Sample Organization Partners Report January 2012 to March 2012 Healthy & Active Communities Initiative

**Note(s):**

- Asterisks indicate partners that were inactive during part of the selected time span.
- Multiple asterisks indicate several active/inactive status changes during the time span.
- 2 inactive partner(s) were excluded from this report.

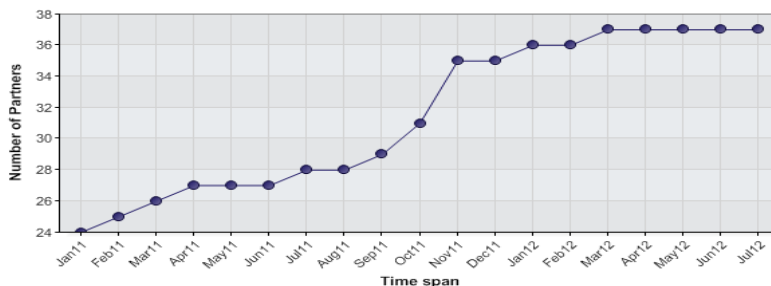
**Partner Description**

Partner	Service Area	Organization Type	Description of Partner Role	Date Created
Barnes Jewish Hospital	• St. Louis (city)	Healthcare providers	Provides free Health Advice on Physical Activities. And doctors for health exams. And nurses for curriculum classes.	10/22/2010
Cabool Development Foundation	• Texas	Community or neighborhood organization	Provides guidance, funding of grant writing. Also provides technical assistance.	12/13/2011
Catholic School Network*	• St. Louis • St. Louis (city)	Schools, childcare, and non-school hour programs	Provides gym for after-school program. Also provides personal trainers.	10/05/2010
Charter Schools	• St. Louis (city)	Schools, childcare, and non-school hour programs	Charter schools are assisting with coaching staff and evaluation staff members.	10/05/2010
<b>Total Number of Partners</b> 37	<b>Distinct Service Areas</b> 37	<b>Distinct Organization Types</b> 8		

Click on column headings to sort tables

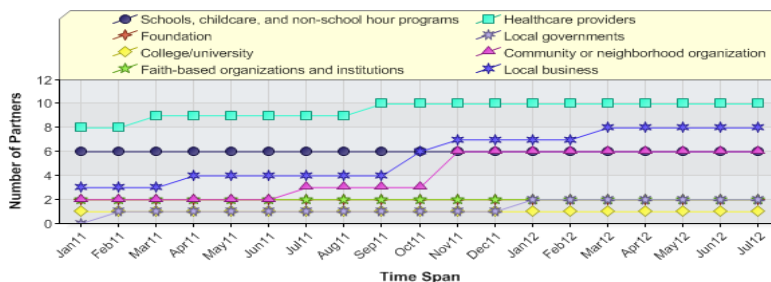
**Chart: Total Partners Over Time**

This chart displays the number of partners that existed on the last day of each month.



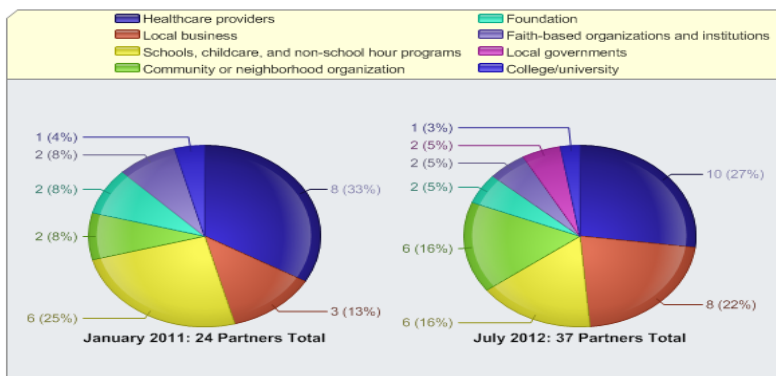
**Chart: Total Partners by Organization Type Over Time**

This chart displays the number of partners that existed on the last day of each month.



**Chart: Change in Partner Distribution from January 2011 to July 2012**

This chart displays the distribution of partners that existed on the last day of each month.



## Contribution Information

The bottom half of the Partnership Report contains the information entered into the HAPPE system concerning the contributions recorded for each partner.

## Partnership Contributions Table

This table shows the names of your partners, partner organization types, and the contributions provided by your partners over the selected time frame.

## Charts:

### Total Contributions Over Time

This chart shows the total number of contributions per month for the time frame selected.

### Total Contributions by Contribution Type Over Time

This chart shows the number of contributions per month in each contribution type for the time frame selected.

### Change in Contribution Distribution (Cumulative)

This chart shows the change in contributions by contribution type in a pie chart. If you choose a one month timeframe, one pie chart will appear. If you have chosen a longer timeframe then two pie charts will appear: one for the start month and one for the end month of the time range you selected.

# Partners

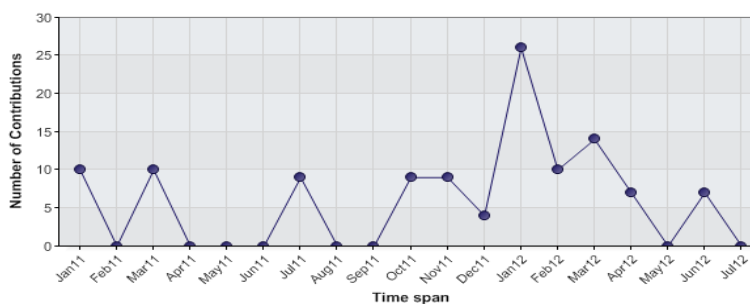
Click on column headings to sort tables

### Partner Contributions

Partner	OrganizationType	Contributions
Barnes Jewish Hospital	Healthcare providers	<ul style="list-style-type: none"> <li>Nutrition &amp; Physical Activity x 7</li> <li>Technology x 7</li> <li>Evaluation x 1</li> <li>Dissemination x 4</li> <li>Project Marketing x 3</li> <li>Funding x 4</li> <li>People's Time x 6</li> <li>Materials x 1</li> </ul>
Cabool Development Foundation	Community or neighborhood organization	<ul style="list-style-type: none"> <li>Technology x 1</li> <li>Evaluation x 2</li> <li>Dissemination x 3</li> <li>People's Time x 1</li> </ul>
Catholic School Network*	Schools, childcare, and non-school hour programs	<ul style="list-style-type: none"> <li>Nutrition &amp; Physical Activity x 1</li> <li>Technology x 1</li> <li>Evaluation x 4</li> <li>Dissemination x 1</li> <li>Project Marketing x 3</li> <li>Advocacy x 2</li> <li>Funding x 1</li> <li>People's Time x 5</li> </ul>
Charter Schools	Schools, childcare, and non-school hour programs	<ul style="list-style-type: none"> <li>Nutrition &amp; Physical Activity x 2</li> <li>Technology x 3</li> <li>Evaluation x 2</li> <li>Dissemination x 1</li> <li>Advocacy x 1</li> <li>Funding x 1</li> <li>People's Time x 5</li> <li>Space x 1</li> </ul>

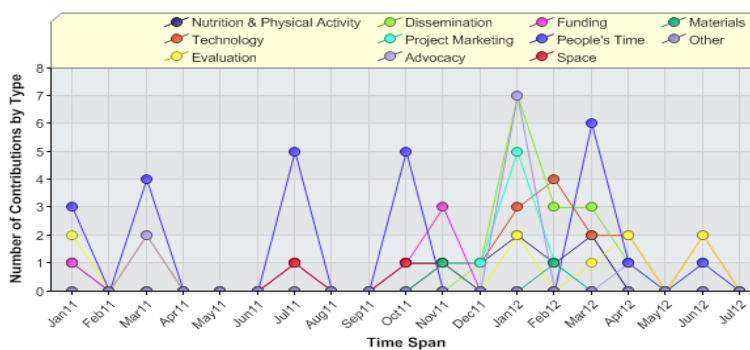
#### Chart: Contributions Over Time

This chart displays the number of contributions made across all contribution types.



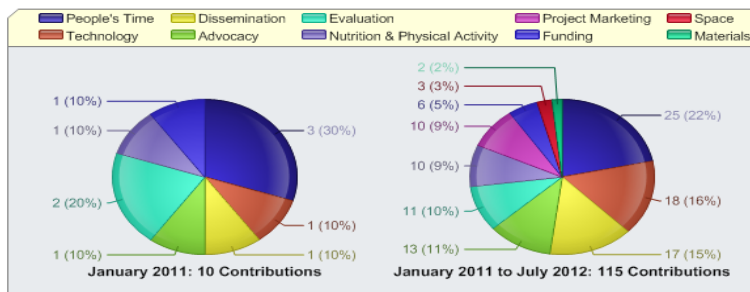
#### Chart: Contributions By Type Over Time

Each line in this chart represents the number of contributions made in each category each month.



#### Chart: Change in Contribution Distribution from January 2011 to July 2012 (Cumulative)

This chart displays the distribution of total contributions received in each category.



# Capacity

Once you have chosen **Capacity** from the Select Report drop down list, follow the steps below to generate the report.



If you have *more than one* H&AC grant, select which grants to include in the report. You may choose to include only one grant or multiple grants.

➤ **Step 1:** Select the start calendar year and month for your report.

➤ **Step 2:** Select the end calendar year and month for your report.

➤ **Step 3:** Click **Generate Report**.

# Capacity

**HEALTHY & ACTIVE COMMUNITIES**  
MPH  
Masters of Public Health

### Healthy & Active Programs and Policies Evaluation System

Welcome, Test Grantee      Wednesday, March 31, 2010 3:50:26 PM

#### Reporting

Select Report: Capacity

Start Date: 2009      Q4: October, November, December

End Date: 2010      Q1: January, February, March

Generate Report

Home  
Data Entry  
Reporting  
User Profile  
Grantee Profile  
Log Out

Washington University in St. Louis  
GEORGE WARREN BROWN SCHOOL OF SOCIAL WORK

SAINT LOUIS UNIVERSITY

Step 1

Step 2

Step 3

# Capacity

The **Capacity** report is a summary of the quarterly data you have entered, except for the mass media data. This report will include information on organizational capacity such as staffing and volunteer levels, trainings conducted during the quarter, additional funding received, and in-kind resources received during the quarter.



If you have multiple grants, the Staffing, Training, and Funding tables will be organized by each grant.

## Staffing Table

This table shows the number of Full-Time Equivalent (FTEs), number of staff that left your H&AC grant, number of new staff that began working on your H&AC grant, number of volunteers, and number of volunteer hours during the time frame selected.

## Training Table

This table shows the training description, number of people trained, date the training was entered into the HAPPE System, and date it was last updated.

### Chart: People Trained Over Time

The training chart displays the number of people trained per quarter for the time frame selected.

## Funding Table

This table shows each of your funding sources, amount of funding received, and the quarter in which you reported it.

### Chart: Funding Over Time

The funding chart shows the total amount of funding received per quarter for the time frame selected.

## Resources Table

This table displays the type of in-kind resources received, a description of your in-kind resources, the quantity received, and the unit of measure for the in-kind resource for the time frame selected.

# Capacity



**Sample Organization**  
 Capacity Report  
 Q1 2011 to Q2 2011  
 Healthy & Active Communities Initiative

**Staffing**

Average FTEs Per Quarter	Number of New Staff	Number of Staff That Left	Number of Volunteer Hours	Number of Volunteers
1.1	4	2	3	31
<b>Average FTEs Per Quarter</b> 1.1	<b>Total New Staff</b> 4	<b>Total Staff That Left</b> 2	<b>Total Volunteer Hours</b> 3	<b>Total Volunteers</b> 31

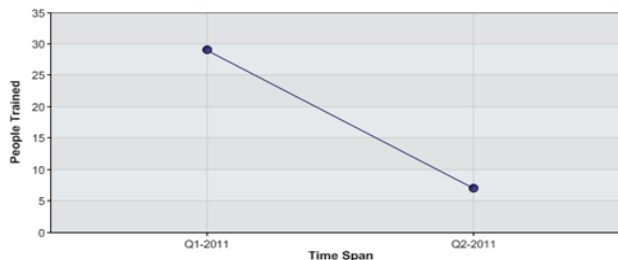
Click on column headings to sort tables

**Training**

Training Description	Number of People Trained	Date Created	Date Last Updated
Gardening Strategies	10	11/23/2010	01/19/2011
Larry Giggling Frogs Class	5	01/19/2011	01/19/2011
Form-Based Codes	2	01/24/2011	01/24/2011
Policy Building Skills	4	12/08/2010	01/28/2011
Policy Completion Training	3	01/28/2011	01/28/2011
Website Development class	1	02/14/2011	02/14/2011
Teachers curriculum	2	12/15/2010	03/14/2011
Webinar - SRTS	2	03/14/2011	03/14/2011
Understanding Data	4	11/19/2009	05/02/2011
Gardens in City	3	05/02/2011	05/02/2011
<b>Total Trainings</b>	<b>Total People Trained</b>		
10	36		

Training Table

Chart: People Trained Over Time



People trained over time Chart

**Funding**

Funding Source	Amount	Quarter Reported
Finely River Park Foundation	\$1000.00	2011 Q1
MODOT city improvement grant	\$50100.00	2011 Q1
MODOT Road Improvements	\$10000.00	2011 Q1
City of Ferguson	\$3000.00	2011 Q1
Modot	\$5000.00	2011 Q2
stall fees	\$500.00	2011 Q2
<b>Total Funding Sources</b>	<b>Total Amount</b>	
6	\$69,600.00	

Funding Table

Chart: Funding Over Time



Funding over time Chart



# Mass Media

The **Mass Media** report is a summary of the mass media data you have entered. While the information in this report is collected on a quarterly basis, it does not relate to the capacity building efforts of your project. Rather, these mass media messages are closer to monthly activity. Therefore, Mass Media has its own report.

## Mass Media Table

This table shows the quarter the mass media message was entered into the HAPPE system, the name and description of the message, the medium, start date and end date of the message, number of people reached, number of times run, and the date it was last updated.

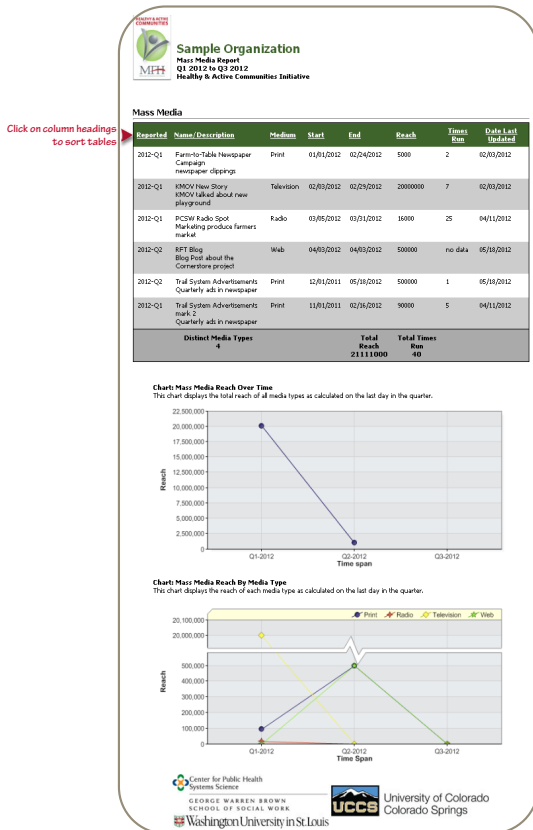
## Charts:

### Total Reach Over Time

This chart shows the total number of potential persons reached per month for the time frame selected.

### Total Reach by Mass Media Type Over Time

This chart shows the number of potential persons reached per month in each mass media type for the time frame selected.



# Activity by Demographics: Age Groups

Once you have chosen **Activity by Demographic** from the Select Report drop down list, follow the steps below to generate the report.

➤ **Step 1:** Select Age Groups from the **Demographic** menu.



If you have *more than one* H&AC grant, select which grants to include in the report. You may choose to include only one grant or multiple grants.

HEALTHY & ACTIVE COMMUNITIES

Healthy & Active Programs and Policies Evaluation System

Welcome, Test Grantee Wednesday, March 24, 2010 10:16:38 AM

**Reporting**

Select Report: Activity Detail

Grant:  Sample Grantee  Sample Grantee 2

Select All Clear All

Start Date: 2010 March

End Date: 2010 March

Home

➤ **Step 2:** Select the start calendar year and month for your report.

➤ **Step 3:** Select the end calendar year and month for your report.

➤ **Step 4:** Check the boxes to indicate which activity category(ies) to include in your report. Once you have selected the activity categories, the Activity box will be populated with all the activities entered into the system for the selected activity categories.



When the Activity box is populated, the default is that all activities will be checked. If you do not want an activity included in your report, uncheck the checkbox next to the activity. You must select at least one activity to generate a report.

➤ **Step 5:** Click **Generate Report**.

# Activity by Demographics: Age Groups

**HEALTHY & ACTIVE COMMUNITIES**  
MPH  
MUNICIPAL PREVENTION AND HEALTH

**Healthy & Active Programs and Policies Evaluation System**  
Welcome, Test Grantee      Wednesday, March 31, 2010 4:04:17 PM

### Reporting

**Select Report:** Activity By Demographic

**Demographic:** Age Groups

**Start Date:** 2010 March

**End Date:** 2010 March

**Activity Category:**

- Marketing & Dissemination
- Nutrition & Physical Activity Program Activities
- Nutrition & Physical Activity Education Only Activities
- Healthy Eating Environment Changes
- Physical Activity Environment Changes
- Advocacy and Policy Change Activities
- Partnership Development Activities

**Activity:**

- Nutritious Foods 101
- Soccer Program

[Select All](#)   [Clear All](#)

**Generate Report**

**Navigation:** Home, Data Entry, Reporting, User Profile, Grantee Profile, Log Out

**Logos:** Washington University in St. Louis (George Warren Brown School of Social Work), Saint Louis University

**Annotations:**

- Step 1:** Points to the Demographic dropdown menu.
- Step 2:** Points to the Start Date dropdown menus.
- Step 3:** Points to the End Date dropdown menus.
- Step 4:** Points to the Activity Category section.
- Step 5:** Points to the Generate Report button.

*Activity box will populate once you choose activity categories*

Reports:

# Activity by Demographics: Age Groups

The **Activity by Demographic: Age Groups** report is a summary of your activities sorted by the age groups you targeted.



If you have multiple grants, the Age Groups tables will be organized by each grant.

Click on column headings to sort tables



## Healthy & Active Programs and Policies Evaluation System

Grant: Sample Grantee  
Activity By Demographic Report  
October 2009 to December 2009

### Adolescents/ High School (15-19 years)

Activity Name	Activity Category
Soccer Program	Nutrition & Physical Activity Program Activities

### Adults (20-54 years)

Activity Name	Activity Category
Nutritious Foods 101	Nutrition & Physical Activity Education Only Activities

### General Population

Activity Name	Activity Category
Soccer Program	Nutrition & Physical Activity Program Activities
Nutritious Foods 101	Nutrition & Physical Activity Education Only Activities

### Pre-Adolescents/ Middle School (10-14 years)

Activity Name	Activity Category
Soccer Program	Nutrition & Physical Activity Program Activities



# Activity by Demographics: Ethnicites

Once you have chosen **Activity by Demographic** from the drop down list, follow the steps below to generate the report.

➤ **Step 1:** Select Ethnicities from the **Demographic** menu.



If you have *more than one* H&AC grant, select which grants to include in the report. You may choose to include only one grant or multiple grants.

A screenshot of a web application interface. On the left is a logo for 'HEALTHY & ACTIVE COMMUNITIES' with 'MPH' below it. The main header reads 'Healthy & Active Programs and Policies Evaluation System'. Below the header, it says 'Welcome, Test Grantee' and 'Wednesday, March 24, 2010 10:16:38 AM'. The section is titled 'Reporting'. Under 'Select Report:', there is a dropdown menu showing 'Activity Detail'. Under 'Grant:', there are two checkboxes: 'Sample Grantee' and 'Sample Grantee 2'. Below these are 'Start Date:' and 'End Date:' fields, each with a year dropdown (both set to 2010) and a month dropdown (both set to March). A red arrow points to the 'Grant:' checkboxes with the text 'Select which grants to include from the list'. A 'Home' button is at the bottom left.

➤ **Step 2:** Select the start calendar year and month for your report.

➤ **Step 3:** Select the end calendar year and month for your report.

➤ **Step 4:** Check the boxes to indicate which activity category(ies) to include in your report. Once you have selected the activity categories, the Activity box will be populated with all the activities entered into the system for the selected activity categories.



When the Activity box is populated, the default is that all activities will be checked. If you do not want an activity included in your report, uncheck the checkbox next to the activity. You must select at least one activity to generate a report.

➤ **Step 5:** Click **Generate Report**.

# Activity by Demographics: Ethnicites

The screenshot shows the 'Reporting' section of the 'Healthy & Active Programs and Policies Evaluation System'. The interface includes a navigation menu on the left with options: Home, Data Entry, Reporting, User Profile, Grantee Profile, and Log Out. The main content area is titled 'Reporting' and contains the following elements:

- Select Report:** A dropdown menu set to 'Activity By Demographic'.
- Demographic:** A dropdown menu set to 'Ethnicities'.
- Start Date:** Two dropdown menus set to '2009' and 'October'.
- End Date:** Two dropdown menus set to '2009' and 'December'.
- Activity Category:** A list of checkboxes with the following options:
  - Marketing & Dissemination
  - Nutrition & Physical Activity Program Activities
  - Nutrition & Physical Activity Education Only Activities
  - Healthy Eating Environment Changes
  - Physical Activity Environment Changes
  - Advocacy and Policy Change Activities
  - Partnership Development Activities
- Activity:** A list of checkboxes with the following options:
  - Nutritious Foods 101
  - Soccer Program
- Generate Report:** A button at the bottom of the form.

Five red arrows point to specific elements, labeled 'Step 1' through 'Step 5':

- Step 1:** Points to the 'Demographic' dropdown menu.
- Step 2:** Points to the 'Start Date' dropdown menus.
- Step 3:** Points to the 'End Date' dropdown menus.
- Step 4:** Points to the 'Reporting' menu item in the left sidebar.
- Step 5:** Points to the 'Generate Report' button.

A red callout box on the right side of the screenshot contains the text: 'Activity box will populate once you choose activity categories'.

# Activity by Demographics: Ethnicites

The **Activity by Demographic: Ethnicity** report is a summary of your activities sorted by the race/ethnicities you targeted.



If you have multiple grants, the Ethnicities tables will be organized by each grant.

Click on column headings  
to sort tables



## Healthy & Active Programs and Policies Evaluation System

Grant: Sample Grantee  
Activity By Demographic Report  
October 2009 to December 2009

### Black or African American

<u>Activity Name</u>	<u>Activity Category</u>
Soccer Program	Nutrition & Physical Activity Program Activities
Nutritious Foods 101	Nutrition & Physical Activity Education Only Activities

### General Population

<u>Activity Name</u>	<u>Activity Category</u>
Soccer Program	Nutrition & Physical Activity Program Activities
Nutritious Foods 101	Nutrition & Physical Activity Education Only Activities

### Hispanic or Latino

<u>Activity Name</u>	<u>Activity Category</u>
Nutritious Foods 101	Nutrition & Physical Activity Education Only Activities



SAINT LOUIS UNIVERSITY

# Activity by Demographics: Location

Once you have chosen **Activity by Demographic** from the drop down list, follow the steps below to generate the report.

➤ **Step 1:** Select Locations from the **Demographic** menu.



If you have *more than one* H&AC grant, select which grants to include in the report. You may choose to include only one grant or multiple grants.

HEALTHY & ACTIVE COMMUNITIES  
Healthy & Active Programs and Policies Evaluation System  
Welcome, Test Grantee Wednesday, March 24, 2010 10:16:38 AM  
**Reporting**  
Select Report: Activity Detail  
Grant:  Sample Grantee  Sample Grantee 2  
Start Date: 2010 March  
End Date: 2010 March

➤ **Step 2:** Select the start calendar year and month for your report.

➤ **Step 3:** Select the end calendar year and month for your report.

➤ **Step 4:** Check the boxes to indicate which activity category(ies) to include in your report. Once you have selected the activity categories, the Activity box will be populated with all the activities entered into the system for the selected activity categories.



When the Activity box is populated, the default is that all activities will be checked. If you do not want an activity included in your report, uncheck the checkbox next to the activity. You must select at least one activity to generate a report.

➤ **Step 5:** Click **Generate Report**.



# Activity by Demographics: Location

**HEALTHY & ACTIVE COMMUNITIES**  
MPH  
Master, Educator and Health

**Healthy & Active Programs and Policies Evaluation System**  
Welcome, Test Grantee      Wednesday, March 31, 2010 4:06:53 PM

### Reporting

**Select Report:** Activity By Demographic

**Demographic:** Location

**Start Date:** 2009    October

**End Date:** 2009    December

**Activity Category:**

- Marketing & Dissemination
- Nutrition & Physical Activity Program Activities
- Nutrition & Physical Activity Education Only Activities
- Healthy Eating Environment Changes
- Physical Activity Environment Changes
- Advocacy and Policy Change Activities
- Partnership Development Activities

**Activity:**

- Nutritious Foods 101
- Soccer Program

Generate Report

**Navigation:** Home, Data Entry, Reporting, User Profile, Grantee Profile, Log Out

**Logos:** Washington University in St. Louis (GEORGE WARREN BROWN SCHOOL OF SOCIAL WORK), SAINT LOUIS UNIVERSITY

**Annotations:**

- Step 1:** Points to the Demographic dropdown menu.
- Step 2:** Points to the Start Date dropdown menu.
- Step 3:** Points to the End Date dropdown menu.
- Step 4:** Points to the Activity Category checkboxes.
- Step 5:** Points to the Generate Report button.

*Activity box will populate once you choose activity categories*

# Activity by Demographics: Location

The **Activity by Demographic: Locations** report is a summary of your activities sorted by the locations where you conducted your activities.



If you have multiple grants, the Locations tables will be organized by each grant.

Click on column headings to sort tables



**Healthy & Active Programs and Policies Evaluation System**  
Grant: Sample Grantee  
Activity By Demographic Report  
October 2009

**Daviess**

Activity Name	Activity Category
Soccer Program	Nutrition & Physical Activity Program Activities

**DeKalb**

Activity Name	Activity Category
Soccer Program	Nutrition & Physical Activity Program Activities

**Dunklin**

Activity Name	Activity Category
Soccer Program	Nutrition & Physical Activity Program Activities

**Franklin**

Activity Name	Activity Category
Soccer Program	Nutrition & Physical Activity Program Activities

**Greene**

Activity Name	Activity Category
Soccer Program	Nutrition & Physical Activity Program Activities

 Washington University in St. Louis  
GEORGE WARREN BROWN SCHOOL OF SOCIAL WORK

 SAINT LOUIS UNIVERSITY

# Activity by Demographics: Populations

Once you have chosen **Activity by Demographic** from the drop down list, follow the steps below to generate the report.

➤ **Step 1:** Select Populations from the **Demographic** menu.



If you have *more than one* H&AC grant, select which grants to include in the report. You may choose to include only one grant or multiple grants.

HEALTHY & ACTIVE COMMUNITIES  
MFH  
Home

Healthy & Active Programs and Policies Evaluation System  
Welcome, Test Grantee Wednesday, March 24, 2010 10:16:38 AM

**Reporting**

Select Report: Activity Detail

Grant:  Sample Grantee  Sample Grantee 2

Select All  
Clear All

Start Date: 2010 March

End Date: 2010 March

Select which grants to include from the list

➤ **Step 2:** Select the start calendar year and month for your report.

➤ **Step 3:** Select the end calendar year and month for your report.

➤ **Step 4:** Check the boxes to indicate which activity category(ies) to include in your report. Once you have selected the activity categories, the Activity box will be populated with all the activities entered into the system for the selected activity categories.



When the Activity box is populated, the default is that all activities will be checked. If you do not want an activity included in your report, uncheck the checkbox next to the activity. You must select at least one activity to generate a report.

➤ **Step 5:** Click **Generate Report**.

# Activity by Demographics: Populations

**HEALTHY & ACTIVE COMMUNITIES**  
MPH  
Mentoring, Training and Policy

**Healthy & Active Programs and Policies Evaluation System**  
Welcome, Test Grantee      Wednesday, March 31, 2010 4:07:56 PM

### Reporting

Select Report: Activity By Demographic

Demographic: Populations **Step 1**

Start Date: 2009 October **Step 2**

End Date: 2009 December **Step 3**

**Activity**  Marketing & Dissemination

**Category:**  Nutrition & Physical Activity Program Activities  
 Nutrition & Physical Activity Education Only Activities  
 Healthy Eating Environment Changes  
 Physical Activity Environment Changes  
 Advocacy and Policy Change Activities  
 Partnership Development Activities

**Step 4** → **Activity:**  Nutritious Foods 101  
 Soccer Program

**Step 5** → Generate Report

*Activity box will populate once you choose activity categories*

Washington University in St. Louis  
GEORGE WARREN BROWN SCHOOL OF SOCIAL WORK

SAINT LOUIS UNIVERSITY

# Activity by Demographics: Populations

The **Activity by Demographic: Populations** report is a summary of your activities sorted by the special populations you targeted.



If you have multiple grants, the Populations tables will be organized by each grant.

Click on column headings  
to sort tables

**HEALTHY & ACTIVE COMMUNITIES**  
**MFH**

### Healthy & Active Programs and Policies Evaluation System

Grant: Sample Grantee  
Activity By Demographic Report  
October 2009 to March 2010

**Low Income**

Activity Name	Activity Category
No More Cars	Physical Activity Environment Changes
Soccer Program	Nutrition & Physical Activity Program Activities

**Not applicable**

Activity Name	Activity Category
No More Cars	Physical Activity Environment Changes
Soccer Program	Nutrition & Physical Activity Program Activities

**Persons with a mental, emotional, or developmental disability**

Activity Name	Activity Category
No More Cars	Physical Activity Environment Changes

**Washington University in St. Louis**  
GEORGE WARREN BROWN  
SCHOOL OF SOCIAL WORK

**SAINT LOUIS UNIVERSITY**

# Activity by Demographics: Settings

Once you have chosen **Activity by Demographic** from the drop down list, follow the steps below to generate the report.

➤ **Step 1:** Select Settings from the **Demographic** menu.



If you have *more than one* H&AC grant, select which grants to include in the report. You may choose to include only one grant or multiple grants.

HEALTHY & ACTIVE COMMUNITIES  
Healthy & Active Programs and Policies Evaluation System  
Welcome, Test Grantee Wednesday, March 24, 2010 10:16:38 AM  
**Reporting**  
Select Report: Activity Detail  
Grant:  Sample Grantee  Sample Grantee 2  
Start Date: 2010 March  
End Date: 2010 March

➤ **Step 2:** Select the start calendar year and month for your report.

➤ **Step 3:** Select the end calendar year and month for your report.

➤ **Step 4:** Check the boxes to indicate which activity category(ies) to include in your report. Once you have selected the activity categories, the Activity box will be populated with all the activities entered into the system for the selected activity categories.



When the Activity box is populated, the default is that all activities will be checked. If you do not want an activity included in your report, uncheck the checkbox next to the activity. You must select at least one activity to generate a report.

➤ **Step 5:** Click **Generate Report**.

# Activity by Demographics: Settings

**HEALTHY & ACTIVE COMMUNITIES**  
MPH  
Masters Education on Health

## Healthy & Active Programs and Policies Evaluation System

Welcome, Test Grantee      Wednesday, March 31, 2010 4:09:10 PM

### Reporting

Select Report: Activity By Demographic

Demographic: Settings

Start Date: 2009    October

End Date: 2009    December

Activity:  Marketing & Dissemination

Category:  Nutrition & Physical Activity Program Activities  
 Nutrition & Physical Activity Education Only Activities  
 Healthy Eating Environment Changes  
 Physical Activity Environment Changes  
 Advocacy and Policy Change Activities  
 Partnership Development Activities

Activity:  Nutritious Foods 101  
 Soccer Program

Generate Report

Washington University in St. Louis  
GEORGE WARREN BROWN SCHOOL OF SOCIAL WORK

SAINT LOUIS UNIVERSITY

Activity box will populate once you choose activity categories


# Activity by Demographics: Settings

The **Activity by Demographic: Settings** report is a summary of your activities sorted by the settings you targeted.



If you have multiple grants, the Settings tables will be organized by each grant.

Click on column headings to sort tables



**Healthy & Active Programs and Policies Evaluation System**  
 Grant: Sample Grantee  
 Activity By Demographic Report  
 October 2009 to December 2009

**Daycare / Preschool**

Activity Name	Activity Category	Number of Sites
Soccer Program	Nutrition & Physical Activity Program Activities	10
Nutritious Foods 101	Nutrition & Physical Activity Education Only Activities	1

**Faith-based Organization**

Activity Name	Activity Category	Number of Sites ▼
Nutritious Foods 101	Nutrition & Physical Activity Education Only Activities	9
Soccer Program	Nutrition & Physical Activity Program Activities	5

**Neighborhood / Community**


Activity Name	Activity Category	Number of Sites ▲
Nutritious Foods 101	Nutrition & Physical Activity Education Only Activities	6

**School / Non-School Hour Program**


Activity Name	Activity Category	Number of Sites
Soccer Program	Nutrition & Physical Activity Program Activities	27
Nutritious Foods 101	Nutrition & Physical Activity Education Only Activities	2

**Worksite**

Activity Name	Activity Category	Number of Sites
Nutritious Foods 101	Nutrition & Physical Activity Education Only Activities	8



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# Saving and Printing Reports

## Saving Reports

Reports can be saved as a PDF file for later use. MFH Interim Reports will require that HAPPE reports are submitted in PDF form.

To save as a PDF file:

**Note:** This option is available if your computer has the most recent Adobe software. To download the most recent version visit the following website: <http://get.adobe.com/reader/>.

- **Step 1:** Right click on the report with your mouse. A menu will appear with multiple options. Select **Convert to PDF**.
- **Step 2:** Select **Convert to PDF** on the menu that appears. A box will appear.
- **Step 3:** Type a file name in the **File Name** field.
- **Step 4:** Click **Save**.

The report will convert to a PDF file and open in Adobe Reader. If you are have difficulties or questions, contact the System Coordinator, Chris Robichaux, at [crobichaux@wustl.edu](mailto:crobichaux@wustl.edu) or 314.935.3648.

The image shows a screenshot of a web report titled "Healthy & Active Programs and Policies Evaluation System" with logos for Washington University in St. Louis and Saint Louis University. The report contains four tables of data. A red arrow labeled "Steps 1 & 2" points to a right-click context menu over the report, with the "Convert to Adobe PDF" option highlighted. Below this, a "Convert Web Page to Adobe PDF" dialog box is shown. A red arrow labeled "Step 3" points to the "File name" field, which contains "HAPPE Report". Another red arrow labeled "Step 4" points to the "Save" button. The dialog box also shows a "Save in" dropdown set to "Desktop" and a list of folders including "My Documents", "My Computer", and "My Network Places".

Activity Name	Activity Category	Number of Sites
Soccer Program	Nutrition & Physical Activity Program Activities	10

Activity Name	Activity Category	Number of Sites
Soccer Program	Nutrition & Physical Activity Program Activities	5

Activity Name	Activity Category	Number of Sites
Nutritious Foods 101	Nutrition & Physical Activity Education Only Activities	6

Activity Name	Activity Category	Number of Sites
Soccer Program	Nutrition & Physical Activity Program Activities	5

# Saving and Printing Reports

## Printing Reports

Reports can be printed directly from the web or printed from a PDF file.

➤ **Step 1:** Right click on the report with your mouse. A menu will appear with multiple options.

**Healthy & Active Programs and Policies Evaluation System**  
Grant: Sample Grantee  
Activity Detail Report  
October 2009

**Report Summary**

Activity Category	Activity Names	Number of People Reached
Nutrition & Physical Activity Program Activities	1	130
<b>Totals</b>	<b>1</b>	<b>130</b>

**Nutrition & Physical Activity Program Activities: Reach, Location, and Setting**

Activity Name	Activity Detail & Reach	Location	Number of Sites
Soccer Program	• Healthy eating / nutrition program	• Daviess	• School / Non-School Hour Program
	• Physical activity program	• DeKalb	• Daycare / Preschool
	60	• Dunkin	• Faith-based Organization
	20	• Franklin	5
		• Greene	10
			2
<b>Total Activities</b>	<b>Total People Reached</b>	<b>Distinct Locations</b>	
1	130	5	

**Nutrition & Physical Activity Program Activities: Demographics**

Activity Name	Age Groups	Ethnicities	Special Populations
Soccer Program	• Adolescents/ High School (15-19 years)	• General Population	• Low Income
	• Pre-Adolescents/ Middle School (10-14 years)		
<b>Total Activities</b>	<b>Distinct Age Groups</b>	<b>Distinct Ethnicities</b>	<b>Distinct Populations</b>
1	2	1	1

Washington University in St. Louis  
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Steps 1 & 2

- Back
- Forward
- Save Background As...
- Set as Background
- Copy Background
- Select All
- Paste
- Blog with Windows Live
- E-mail with Windows Live
- Translate with Live Search
- All Accelerators
- Create Shortcut
- Add to Favorites...
- View Source
- Encoding
- Print...**
- Print Preview...
- Refresh
- Append to existing PDF
- Convert to Adobe PDF
- Export to Microsoft Excel
- Properties

➤ **Step 2:** Select **Print**

The print menu can also be accessed with the keyboard shortcut, **Ctrl + P**.

To print from a PDF file:

➤ **Step 1:** If you have already saved the report as a PDF file, then open the converted PDF file saved on your computer. If you have not already converted the report to a PDF file, then follow the instructions on page 5-31.

➤ **Step 2:** Click **File** and **Print** to print your report.

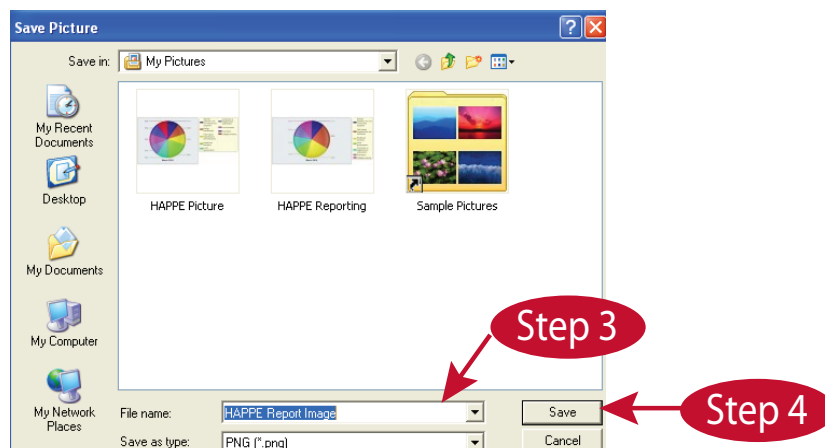
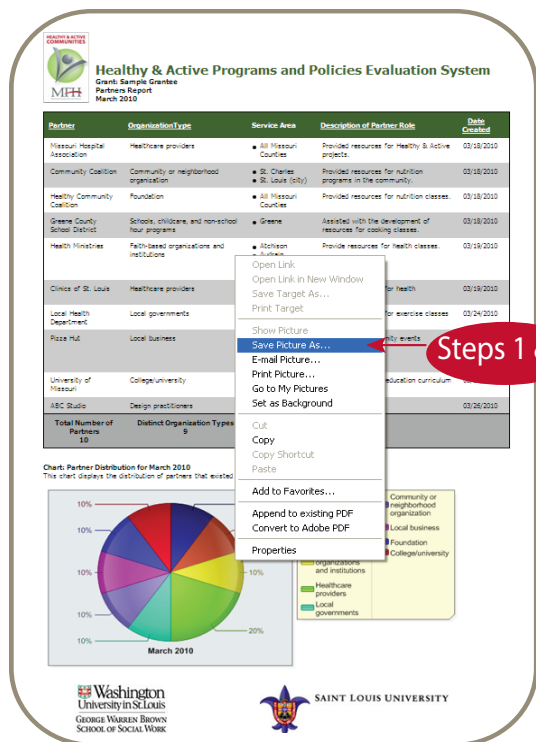
# Exporting Graphics

Charts and graphs can be exported from the HAPPE System Reports to other documents (e.g. Microsoft Word, Microsoft PowerPoint).

To export graphics:

- **Step 1:** Right click the graph you want to export.
- **Step 2:** Choose **Save Picture As** on the menu that appears.
- **Step 3:** Type a file name in the **File Name** field.
- **Step 4:** Click **Save**.

The picture can then be imported into another document.



# Section 6 Contents

<b>Topic</b>	<b>Page</b>
Registering for an Account	6-1
User Profile Account	6-3
Grantee Profile Account	6-4



# Registering for an Account

If you are a new user to the system, registration is required to set-up your user profile account. Once you complete the registration process, it will be verified by the System Coordinator, and you will be notified via email with your username and temporary password.

➤ **Step 1:** Go to <http://evaluation.mffh.org>

➤ **Step 2:** Click on the **register for an account** link.

This will take you to the Registration screen.

Healthy & Active Programs and Policies Evaluation System

**HEALTHY & ACTIVE COMMUNITIES**

**MFH**  
Municipal Federation for Health

**User Login**

If you have a username and password, please log in below. Passwords must be 7 characters in length.

If you are a new user, please [register for an account](#). ← **Step 2**

**User Name:**

**Password:**

[Forgot Password ?](#)

Washington University in St. Louis  
GEORGE WARREN BROWN SCHOOL OF SOCIAL WORK

SAINT LOUIS UNIVERSITY

# Registering for an Account

On the Registration screen:

- **Step 3:** Enter the required registration information, including a valid email address, first and last name, and phone number.



All contact regarding data submission will be directed to the email address in your user profile, so please enter a valid email address.

- **Step 4:** Select your grantee organization from the drop down list.
- **Step 5:** Enter the security code as displayed in the box labeled **Security Code**.
- **Step 6:** Click **Submit Registration** to complete the registration process.

Once your registration is submitted, the System Coordinator will validate the registration, and you will receive a confirmation email.

**Healthy & Active Programs and Policies Evaluation System**

**HEALTHY & ACTIVE COMMUNITIES**

**MPH**  
Measuring, Promoting and Protecting

### User Registration

Please fill in the form fields below. Once you have submitted your registration, it will be reviewed and approved by a HAC administrator. You will receive an e-mail message when your registration is approved.

**All fields are required.**

**E-mail Address:**

**Confirm E-mail Address:**

**First Name:**

**Last Name:**

**Phone:**

Phone number format: 000-000-0000

**Your Grantee Organization:**

If your organization is not shown in this list, please contact a HAC administrator to have your organization entered into this system.

**Security Code:**

Enter the code shown above:

The default password for your new account will be "healthyandactive." You will be prompted to change this default password the first time you log in.

**Step 3** (points to E-mail Address, Confirm E-mail Address, First Name, Last Name, and Phone fields)

**Step 4** (points to Your Grantee Organization dropdown)

**Step 5** (points to Security Code box)

**Step 6** (points to Submit Registration button)

# User Profile Account

To access your User Profile:

➤ **Step 1:** Click **User Profile** on the HAPPE Menu

On the User Profile screen you can update your user profile information.

➤ **Step 2:** Edit any of the information in the text fields



All contact regarding data submission will be directed to the email address in your user profile. Be sure to update your email address as needed.

➤ **Step 3:** Click **Save** to save your changes.

The screenshot shows the 'Edit User Profile' page within the 'Healthy & Active Programs and Policies Evaluation System'. The page includes a navigation menu on the left with options: Home, Data Entry, Reporting, User Profile, Grantee Profile, and Log Out. The main content area contains the following fields and a 'Save' button:

- First Name:** Test \*
- Last Name:** Grantee \*
- Phone:** 314-922-0374 \*  
Phone number format: 000-000-0000
- E-mail Address:** wgodfrey@mki.com \*

Annotations on the screenshot indicate the steps:

- Step 1:** Points to the 'User Profile' menu item.
- Step 2:** Points to the text input fields.
- Step 3:** Points to the 'Save' button.



# Grantee Profile Account

To access your Grantee Profile:

➤ **Step 1:** Click **Grantee Profile** on the HAPPE Menu

On the User Profile screen you can update your user profile information.

➤ **Step 2:** Edit any of the information in the text fields

➤ **Step 3:** Click **Save** to save your changes.

The screenshot shows the 'Edit Grantee Profile' page within the 'Healthy & Active Programs and Policies Evaluation System'. The page includes a navigation menu on the left with options: Home, Data Entry, Reporting, User Profile, Grantee Profile (highlighted with a red arrow labeled 'Step 1'), and Log Out. The main content area displays the system logo, a welcome message for 'Test Grantee', and the current date and time. Below this is the 'Edit Grantee Profile' section with the instruction 'Enter grantee information below.' and several text input fields: 'Grantee Name' (Sample Grantee), 'Created On' (7/23/2009 8:40:00 PM), 'Address' (101 Grantee Way), 'Suite / Apt', 'Phone' (314-991-3737), 'Grantee Web Site Address' (http://www.grantee.org), 'Contact Name', 'Contact Phone', and 'Contact E-mail Address'. A 'Save' button is located at the bottom. A red oval labeled 'Step 2' has two arrows pointing to the 'Address' and 'Phone' fields. A red oval labeled 'Step 3' has an arrow pointing to the 'Save' button.