Partnerships (ST7) & Multi-Sector Partnerships/ Coalitions (ST8) Instruction Guide

M2HL Update Portal

MICHIGAN FITNESS FOUNDATION

New Changes in Partnership and Coalition Reporting for FY23

Based on new USDA Food and Nutrition Service (FNS) reporting guidelines, the Partnership (ST7) and Multi-sector Partnership/Coalition (ST8) sections of the M2HL Update Portal have changed.

These changes are in effect for FY23 year-end PSE reporting.

Partnership and Coalition Changes

- Below is a summary of the changes made to the Partnership and Coalition sections of the M2HL Update Portal to support the new FNS reporting requirements.
- Changes to the update portal are identified with **NEW!** in this guide.

Partnership changes include:

NEW! "partner type" item

NEW! "partner contributions" item

NEW! "mark as complete" item

Coalition changes include:

NEW! number of organizations for each sector

NEW! "key activities during program year" item

NEW! "mark as complete" item

Contents

- Introduction to M2HL Partnerships and Multi-sector Partnership/ Coalitions
- Before You Begin
- Getting Started
- Adding a Partnership (ST7) (new items marked with NEW!)
- Adding a Multi-sector Partnership/Coalition (ST8) (new items marked with **NEW!**)
- Year-end Reporting:
    - **NEW!** Marking a Partnership as Complete
    - **NEW!** Marking a Coalition as Complete
- Reporting Bugs/Making Support Requests

Introduction

- The Partnerships/Coalitions section of the M2HL Update Portal is where you identify the partners and multi-sector partnerships/coalitions you are working with for your PSE change initiatives. This includes:

  - Partners you are working with to advance outcome measures in indicators at the environmental level (sites or settings) of the **evaluation framework**. You may or may not have a SMART objective associated with the partnership.

  - Coalitions you are working with to advance outcome measures in indicators at the sectors of influence level (community-wide) of the evaluation framework. You may or may not have a SMART objective associated with the coalition.

- Data entered for the Partnerships/Coalitions section will be used for the year-end reporting (indicators ST7 and ST8), therefore completeness and accuracy are essential.

Information about Partnerships (ST7)

- The Partnerships indicator (ST7) includes partnerships with service providers, organizational leaders, and SNAP-Ed representatives where people eat, learn, live, play, shop, and work.

- ST7 partnerships are those which involve implementing PSE change strategies (MT5 & MT6).

- Partnerships that exist only for the coordination of direct education should not be included. For example, in coordinating with a school to deliver direct education to students, the school would not be considered a partnership unless PSE strategies are also being implemented there.

- A partnership is a site level organization or complementary site – not a multi-sector coalition.

- For more information on ST7, see https://snapedtoolkit.org/framework/components/st7/

Information about Multi-Sector Partnerships/ Coalitions (ST8)

- The ST8 indicator measures community capacity by assessing readiness of multi-sector partnerships or coalitions to plan and achieve changes in nutrition, physical activity, food security, and/or obesity prevention policies and practices.

- Multi-sector partnerships must be composed of 5 diverse sector representatives.

- Coalitions with less than 5 sectors should be reported as ST7 organizational partnerships.

- For more information on ST8, see https://snapedtoolkit.org/framework/components/st8/

Before you begin

Use either the *Mozilla Firefox* or *Google Chrome* browser when working in the M2HL Update Portal.

Do not use Internet Explorer as your browser as it does not support all functionality in the portal.

Getting Started

- To begin adding your partnerships and multi-sector partnerships/coalitions to your program, you will need to log in to the M2HL Update Portal: https://updateportal.map2healthyliving.org/ (if you have not registered, follow the registration instructions here. https://snap-ed.michiganfitness.org/online-trainings#m2hl-registration)

- Once you are logged in, you will see the Partner Dashboard. Click the "i" icon to the right of your program title.
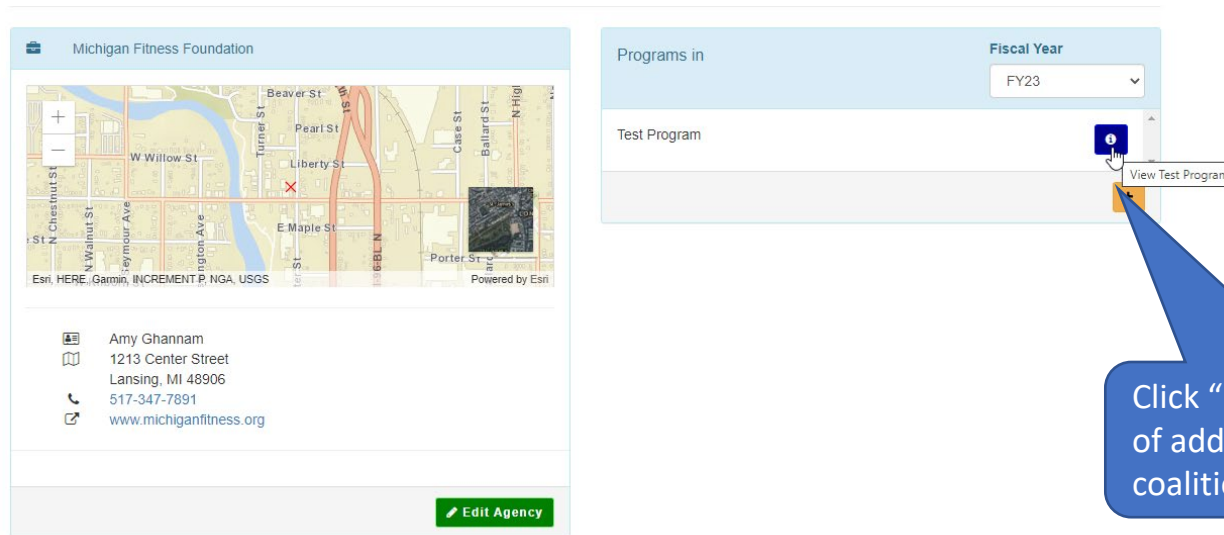
Click "i" to begin the process of adding partnerships and coalitions to your program.

Click the "More" button to edit your program.

- Next click the "Partnerships/Coalitions" tab.

Click "Partnerships/Coalitions".

Adding a Partnership (ST7)

- To begin adding a Partnership, click the "+ Add Partnership" button.

Adding a Partnership
(continued)

- Enter the information for the partnership. Note that the red asterisk fields are required.

NEW! Select the partner type from the **Partner type** dropdown menu. The list of provided partner type options can be found in Appendix A of this guide.

If you feel your partner does not fit one of the provided types, contact your MFF Program Manager.

Partnerships

Here you identify partners your SNAP-Ed team works with to identify and advance PSE strategies. This includes active partners with whom you regularly meet, exchange information, and **collaboratively implement PSE activities** that create supportive environments in which people can practice healthy behaviors.

Click the

Notice!

> Enter the partner name.

> Enter a description of the partnership.

Save Changes **Cancel**

Add New Partnership

✳ *indicates required fie...*

Partner name ✳

Partner Name

Partner type ✳

choose...

Description/purpose of partnership ✳

Description

Geographic level ✳

choose...

Depth of relationship ✳ ⓘ

choose...

...ons learned ✳

...ter a new lesson learned each quarter of the program year.

Enter a lesson learned...

3/8/2023

Enter a...

> Select the geographic level:
> Local = site, community-, city-, or county-wide
> Regional = multiple counties, media markets
> Tribal = tribal
> Statewide = statewide

> Select the depth of relationship category.

Adding a Partnership (continued)

- To see the definitions of the different relationship levels, click the "i" icon.

Description/purpose of partnership *

Description

Geographic level *

choose...

Depth of relationship * ⓘ

choose...

Agency Locations

Depth of Relationship Levels   ✕

Network: A formalized group of individuals and organizations characterized by ongoing dialogue and information sharing.

Cooperation: Arrangement between organizations working together in which one assists the other with information such as referrals, providing space, distributing marketing and client education materials, and hosting events open to the clients and community members.

Coordination: Arrangement between organizations working together in which one organization maintains autonomous leadership, but there is a common focus on group decision-making; emphasizes sharing of resources to aid in the adoption of policy, systems, and environmental changes, and associated promotion.

Coalition: Group of individuals and organizations that commit to joint action, typically for a longer term, in adopting nutrition or physical activity practices, supports and/or standards. Key characteristics include: shared leadership, definition of roles, and generation of new resources.

Collaboration: Two or more organizations contributing to joint activities, each with identified personnel who help advise and make decisions about effective strategies and interventions. Key characteristics include: a system with shared impacts, a consensus decision-making process, and formal role assignments.

Close

Click the "i" icon to see the definitions of depth of relationship categories.

Adding a Partnership
(continued)

- Enter the information for the partnership. Note that the red asterisk fields are required.

NEW! Select the partner contributions (i.e., what the partner provides to support the PSE work). Note that at least one contribution must be selected.

If you feel your partner's contribution is not represented in this list, contact your MFF Program Manager.

Enter a lesson learned and a note about the accomplishments or progress made related to advancing SNAP-Ed goals.

A lesson learned is the knowledge gained from the process of conducting PSE work while accomplishments/progress are key activities.

Create a new lesson learned and accomplishments/progress note for each quarter of the program year.

Partner Name

Partner type ✱
choose...

Description/purpose of partnership ✱
Description

Geographic level ✱
choose...

Depth of relationship ✱ ⓘ
choose...

Partner contributions ✱
- ☐ Financial (e.g., direct funding or coupons for purchase of healthy foods)
- ☐ Space (e.g., facility, location, or space for PSE changes)
- ☐ Human resources (staff time or volunteers)
- ☐ Food
- ☐ Materials (publications, supplies, etc.)
- ☐ Marketing/advertising
- ☐ In-person recruitment of target a...
- ☐ Social Media
- ☐ Needs assessment/program pla...
- ☐ Technical expertise/consultation...

Enter a new lesson learned each quarter of the program year.
Enter a lesson learned...
3/8/2023

Accomplishments/Progress ✱
Enter a new accomplishment/progress note each quarter of the program year.
Enter an accomplishment/progress note...
3/8/2023

Mark as Complete
Click **Mark as Complete** if the information for this partnership is ready for year-end reporting.
Marking a partnership as complete is only necessary during year-end reporting.

Details about the new 'Mark as Complete' section are included in the Year-End PSE Reporting section of this guide . You can disregard the 'Mark as Complete' section until year-end reporting.

Adding a Partnership (continued)

- Click "Save Changes" to save the partnership.

- If any information is missing, you'll receive a message letting you know what is required.

Messages will appear for any information that is missing.

Partnerships

Here you identify partners your SNAP-Ed team works with to identify and advance PSE strategies. This includes active partners with whom you regularly meet, exchange information, and **collaboratively implement PSE activities** that create supportive environments in which people can practice healthy behaviors.

Click the **+ Add Partnership** button to add a partnership.

Notice! No partnerships have been defined for this program.

🖫 Save Changes   **✕ Cancel**

Add New Partnership

✱ *indicates required field*

Some information is missing. See the highlighted message(s) below for details.

Partner name ✱

Partner Name

A partner name is required.

Partner type ✱

choose...

Partner type must be selected.

Description/purpose of partnership ✱

Lessons learned ✱

Enter a new lesson learned each quarter of the program year.

Enter a lesson learned...

3/8/2023

At least one lesson learned is required.

Adding a Partnership (continued)

- After saving a new partnership, it will appear in the Partnerships section where you are able to edit, export, or delete it.

- To edit a partnership, click the pencil icon.

Adding a Partnership (continued)

- When editing a partnership, you can add lessons learned or accomplishments/progress notes by clicking the "+ Lessons Learned" and "+ Accomplishments/Progress" buttons. Enter a new lesson learned and accomplishment/progress note every quarter of the program year (for a total of 4 for each).

Lessons learned ✳
Enter a new lesson learned each quarter of the program year.

This is a new lesson learned that occurred during the first quarter...

3/8/2023

+ Lessons Learned

Click the "+ Lessons Learned" button to add a new lesson learned.

Accomplishments/Progress ✳
Enter a new accomplishment/progress note each quarter of the program year.

This is a note about progress during the first quarter...

3/8/2023

+ Accomplishments/Progress

Click the "+ Accomplishments/Progress" button to add a new lesson learned.

Adding a Partnership (continued)

- Individual lessons learned and accomplishments/progress notes can also be deleted. Note: At least one (1) lesson learned and accomplishment/progress is required, so you will not be able to remove all.

Lessons learned ✱

Enter a new lesson learned each quarter of the program year.

This is a new lesson learned that occurred during the first quarter...

3/8/2023

This is a new lesson learned that occurred during the second quarter...

3/8/2023

+ Lessons Learned

Click the trash icon to delete a lesson learned.

Accomplishments/Progress ✱

Enter a new accomplishment/progress note each quarter of the program year.

This is a note about progress during the first quarter...

3/8/2023

This is a note about progress during the first quarter...

3/8/2023

+ Accomplishments/Progress

Click the trash icon to delete an accomplishment/progress note.

Adding a Partnership (continued)

- Once your edits are complete, save your changes.

Adding a Partnership (continued)

- To collapse the Partnership list, click the "Partnerships" link that appears at the top of the Partnerships section.

Adding a Multi-Sector Partnership/ Coalition (ST8)

- To begin adding a Multi-Sector Partnerships/Coalition, click the "Multi-Sector Partnerships/Coalitions" link.

Program Information   Program Locations   Partnerships/Coalitions   PSE Activities

Partnerships

Multi-Sector Partnerships/Coalitions

Click the Multi-Sector Partnerships link to open that section.
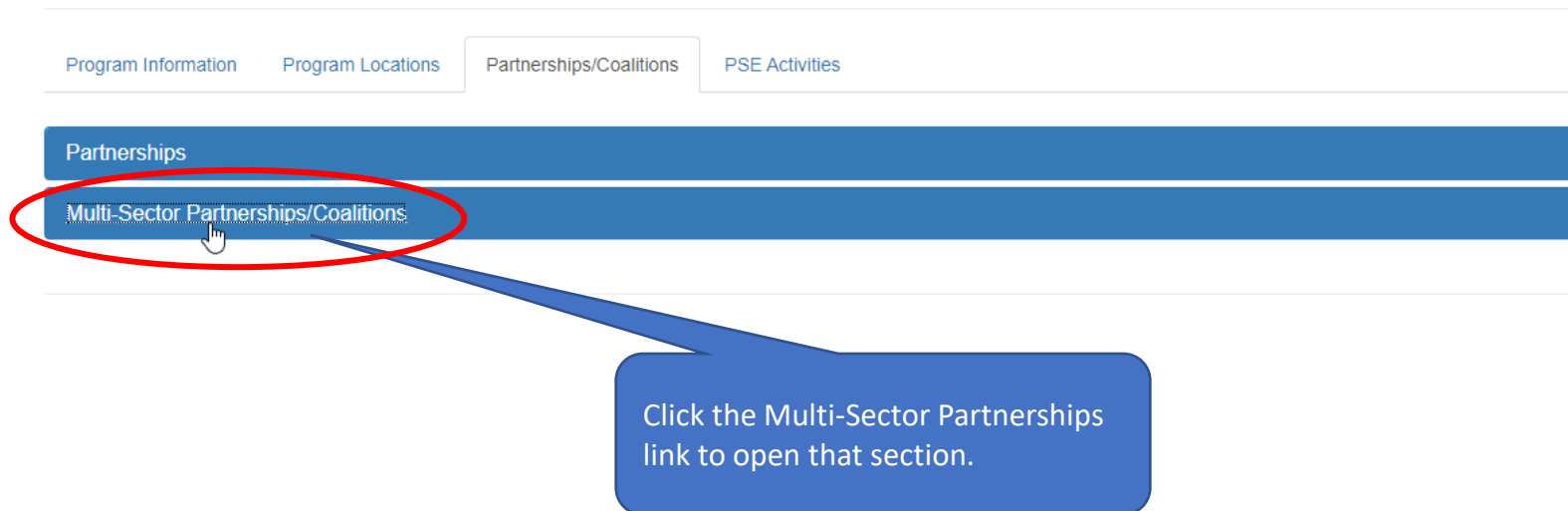
Adding a Multi-Sector Partnership/Coalition (continued)

- Click the "+ Add Coalition" button to add a multi-sector partnership/coalition.

Click "+ Add Coalition" to add a coalition.

Adding a Multi-Sector Partnership/ Coalition

(continued)

- Enter the information for the coalition. Note that the red asterisk fields are required.

Add New Multi-Sector Partnership/Coalition

✱ indicates required field

Coalition Name ✱

> Name

Description/purpose of collaborative ✱

> Description

Sectors represented ✱

Select the sectors represented in the coalition, and enter the number of organizations the sector.

- ☐ Agriculture
- ☐ Childcare
- ☐ Commercial marketing
- ☐ Community design
- ☐ Economic development/business
- ☐ Education
- ☐ Food industry
- ☐ Food retailers
- ☐ Government
- ☐ Media
- ☐ Public health and health care
- ☐ Public safety
- ☐ Social service providers
- ☐ Transportation

# of sectors represented [0]

Geographic level ✱

> choose...

Depth of relationship ✱ ℹ

> choose...

Level of SNAP-Ed influence in collaborative ✱

> choose...

Enter Key activities...

Mark a...
Click M...
reportir...
Marking...
☐ Mar...

Enter the name and description of the collaborative.

Select the sectors represented in the coalition. Note that <u>five</u> sectors are required for a coalition. If you do not select at least five sectors, you will not be able to save the coalition.

NEW! For each selected sector, enter the number of organizations (or entities) that are involved.

Select the geographic level, depth of relationship and level of SNAP-Ed influence.

Adding a Multi-Sector Partnership/Coalition (continued)

- To see definitions of the depth of relationship categories, click the "i" icon.

Geographic level ✴

choose...

Depth of relationship ✴ ⓘ

choose...

Level of SNAP-Ed influence in collaborative ✴

choose...

Click "i" to see the definitions of the different depth of relationship categories.

Depth of Relationship Levels ✕

Network: A formalized group of individuals and organizations characterized by ongoing dialogue and information sharing.

Cooperation: Arrangement between organizations working together in which one assists the other with information such as referrals, providing space, distributing marketing and client education materials, and hosting events open to the clients and community members.

Coordination: Arrangement between organizations working together in which one organization maintains autonomous leadership, but there is a common focus on group decision-making; emphasizes sharing of resources to aid in the adoption of policy, systems, and environmental changes, and associated promotion.

Coalition: Group of individuals and organizations that commit to joint action, typically for a longer term, in adopting nutrition or physical activity practices, supports and/or standards. Key characteristics include: shared leadership, definition of roles, and generation of new resources.

Collaboration: Two or more organizations contributing to joint activities, each with identified personnel who help advise and make decisions about effective strategies and interventions. Key characteristics include: a system with shared impacts, a consensus decision-making process, and formal role assignments.

Close

# Adding a Multi-Sector Partnership/ Coalition
(continued)

- Enter the information for the coalition.

- Note that the red asterisk fields are required.

Enter a lesson learned and a note about the accomplishments or progress related to advancing SNAP-Ed goals.

A lesson learned is the knowledge gained from the process of conducting PSE work while accomplishments/progress are key activities.

Create a new lesson learned and accomplishments/progress note for the (**NEW!**) first three quarters of the program year (total of three lessons learned, and three progress notes).

Details about the new 'Key activities' and 'Mark as Complete' sections are included in the Year-End PSE Reporting section of this guide . You can disregard the 'Key activities' and 'Mark as Complete' sections until year-end reporting.

Save Changes **Cancel**

Coalition lessons learned ✱
Enter a new lesson learned for the first three quarters of the program year.

Enter a lesson learned...

3/8/2023

Accomplishments/Progress ✱
Enter a new accomplishment/progress note for the first three quarters of the program year.

Enter an accomplishment/progress note...

3/8/2023

Key activities
As part of year-end reporting, briefly describe key activities conducted with the coalition during the program year.

The entry of Key Activities is only required during year-end reporting.

Enter Key activities...

Mark as Complete
Click Mark as Complete if the information for this coalition is ready for year-end reporting.

Marking a coalition as complete is only necessary during year-end reporting.

☐ Mark as Complete

# of sectors represented   0

Geographic level ✱
choose...

Adding a Multi-Sector Partnership/Coalition (continued)

- Click "Save Changes" to save the coalition. If any information is missing, you'll receive a message letting you know what is required.

A message will appear letting you know what information is required.

Adding a Multi-Sector Partnership/Coalition (continued)

- After saving a new coalition, it will appear in the Multi-Sector Partnerships/Coalitions section where you are able to edit, export, or delete it.

- To edit a coalition, click the pencil icon.

Adding a Multi-Sector Partnership/Coalition (continued)

- When editing a coalition, you can add lessons learned or accomplishments/progress notes by clicking the "+ Lessons Learned" and "+ Accomplishments/Progress" buttons.

- Enter a new lesson learned and accomplishment/progress note each quarter for the <u>first three quarters</u> of the program year (for a total of three lessons learned and three progress notes) .

Coalition lessons learned ✱

Enter a new lesson learned for the first three quarters of the program year.

> This is a lesson learned during the first quarter...

3/8/2023

+ Lessons Learned

Click the "+ Lessons Learned" button to add a new lesson learned.

Accomplishments/Progress ✱

Enter a new accomplishment/progress note for the first three quarters of the program year.

> This is a note about progress during the first quarter...

3/8/2023

+ Accomplishments/Progress

Click the "+ Accomplishments/Progress" button to add a new lesson learned.

Adding a Multi-Sector Partnership/Coalition (continued)

- Individual lessons learned and accomplishments/progress notes can also be deleted. Note: At least one (1) lesson learned and accomplishment/progress is required, so you will not be able to remove all.

Adding a Multi-Sector Partnership/Coalition (continued)

- Once your edits are complete, save your changes.

Click the "Save Changes" button to save the changes to the coalition.

Save Changes   **✖ Cancel**

Edit Multi-Sector Partnership/Coalition

✱ *indicates required field*

Coalition Name ✱

My Coalition

Description/purpose of collaborative ✱

This is a description of the coalition...

Coalition lessons learned ✱

Enter a new lesson learned for the first three quarters of the program year.

This is a lesson learned during the first quarter...

Year-End PSE Reporting

- **NEW!** During year-end PSE reporting, you will be asked to mark each of your partnerships and multi-sector partnerships/coalitions as complete. This is necessary to let MFF know the data for the partnership or coalition is ready for annual reporting.

- The due date for year-end PSE reporting will be announced toward the end of the program year.

NEW! Marking a Partnership as Complete

- To begin marking a partnership as complete, click the pencil icon for the partnership to edit the partnership information.

NEW!
Marking a Partnership as Complete
(continued)

- Click the **Mark as Complete** check box to signal that it is complete and ready for year-end reporting.

- Then click the **Save Change** button to save the edit.

- To unselect **Mark as Complete**, edit the coalition and uncheck the Mark as Complete checkbox.

Partnerships

Here you identify partners your SNAP-Ed team works with to identify and advance PSE strategies. This includes active partners with whom you regularly meet, exchange information, and **collaboratively implement PSE activities** that create supportive environments in which people can practice healthy behaviors.

Click the **+ Add Partnership** button to add a partnership.

Notice! No partnerships have been defined for this program.

Save Changes **Cancel**

Add New Partnership
* *indicates required field*

Partner n

Partne

Partner

choos

Descrip

Descri

NEW! When the partnership information is complete and ready for year-end reporting, click the **Mark as Complete** checkbox.

Marking a partnership as complete is only necessary during year-end reporting.

Geographic level *

choose...

Depth of relationship * 🔵

choose...

Enter a note...

3/8/2023

Partner contributions *
- ☐ Financial (e.g., direct funding or coupons for purchase of healthy foods)
- ☐ Space (e.g., facility, location, or space for PSE changes)
- ☐ Human resources (staff time or volunteers)
- ☐ Food
- ☐ Materials (publications, supplies, etc.)
- ☐ Marketing/advertising
- ☐ In-person recruitment of target audiences (outreach/engagement)
- ☐ Social Media
- ☐ Needs assessment/program planning support
- ☐ Technical expertise/consultation

Mark as Complete

Click **Mark as Complete** if the information for this partnership is ready for year-end reporting.

Marking a partnership as complete is only necessary during year-end reporting.

☐ Mark as Complete

NEW! Marking a Partnership as Complete (continued)

- When you mark a partnership as complete and ready for year-end reporting, it will appear as a check symbol and will contain the text "Partnership is marked as complete" when you hover over it with your mouse.

- If a partnership is not marked as complete, it will contain a minus symbol with the hover text: "Partnership is not marked as complete".

NEW! Marking a Coalition as Complete

- To begin marking a coalition as complete, click the pencil icon for the coalition to edit the information.

NEW! Marking a Coalition as Complete
(continued)

- During year-end reporting, you will be asked to enter the key activities conducted with the coalition during the program year. Guidance for what to include in the key activities will be provided closer to the year-end reporting timeframe. Key activities are entered in the **Key activities** text box.

- During year-end reporting, you will be asked to mark each coalition as complete. Marking a coalition as complete signals that it is complete and ready for year-end reporting. To mark a coalition as complete, click the **Mark as Complete** check box. Note: Key activities must be entered before marking a coalition as complete.

- Click the **Save Change** button to save the changes. Note: You are still able to edit the coalition after marking it as complete.

- To unselect **Mark as Complete**, edit the coalition and uncheck the Mark as Complete checkbox.

NEW! When the coalition information is complete and ready for year-end reporting:

1. Enter a brief description of the key activities conducted with the coalition during the program year in the **Key activities** text box. **(Guidance for what to include in the key activities will be provided closer to the year-end reporting timeframe.)**

2. Then, click the **Mark as Complete** checkbox to signal the information for the coalition is ready for year-end-reporting.

Note: It is only necessary to enter the key activities and mark the coalition as complete during year-end reporting.

NEW! Key activities must be entered before marking a coalition as complete.

NEW! Marking a Coalition as Complete (continued)

- When you mark a coalition as complete and ready for year-end reporting, it will appear as a check symbol and will display the text "Coalition is marked as complete" when you hover over it with your mouse.

- If a coalition is not marked as complete, it will contain a minus symbol with the hover text: "Coalition is not marked as complete".

Reporting Bugs/Making Support Requests

To report a bug or make a support request:

- Click the "Contact" menu item

- Select the type of message you are sending (general request, reporting a bug, or other)

- Enter your message into the Message text box.

- Click "Send Message."

Appendix A: Partner Type Options in 'Partnership' Form

- Agricultural organizations (includes farmers' markets and farmers)
- Chefs/culinary institutes
- City and regional planning and transportation groups
- Colleges and universities
- Early care and education facilities (includes childcare centers, daycare homes, Head Start, preschool, and prekindergarten programs)
- Faith-based groups
- Food banks/food pantries/food recovery organizations
- Food stores (convenience stores, grocery stores, supermarkets, etc.)
- Foundations/philanthropic organizations/nonprofits
- Government nutrition assistance programs/agencies (Federal, State, local, etc.)
- Hospitals/healthcare/public health organizations (includes health insurance companies)
- Human services organizations
- Indian Tribal Organizations
- Labor/workforce development groups
- Low-income housing organizations (includes housing for seniors and people with disabilities)
- Media/advertising groups
- Organizations that work with people with disabilities (other than housing)
- Parks and recreation centers
- Restaurants
- Schools (K–12, elementary, middle, and high)
- Senior centers and organizations
- State nutrition and obesity prevention organizations and collaboratives
- Worksites

Technical Questions?

Contact Michelle LaFleche:

mlafleche@michiganfitness.org

MICHIGAN FITNESS FOUNDATION

This institution is an equal opportunity provider.