SNAP-Ed - HPCDP-PEARS-TA-20240520_090326-Meeting Recording

0:02

Be it should be going yes, it's recording already.

0:15 OK, great.

0:18 Excellent.

0:19 All right.

0:19

And so I'll be sure that when when we're done here, I'll save everything and share it with you, Elena, and then you can share it with your team.

0:31 OK.

0:35

So I'm gonna wait just a few seconds, not a few seconds, just another minute or two as more people come over to this meeting from the other one.

0:51 Oh, OK.

0:52 Thanks, Elena.

0:53 Everyone's officially over.

0:54 OK, great.

0:56

So I think maybe the first thing that we should do is create a test program activity so that everyone can go ahead and and see that process.

1:11

And please stop me if you've got questions or anything in particular you want me to go over.

That'll really help guide this discussion.

1:20

But on pairs, obviously when you log in, depending on your privacy settings, you should be able to come straight to your page.

1:28

Ours looked a little bit different because we do have access to different IAS, but this will be the first thing you see when you log into pairs and they do have these nice quick links on the bottom.

1:41

Now program activities is down here, which I'm assuming a lot of you will be working with.

1:48

If your quick links isn't showing program activities, it is up here under Track and Program Activities.

1:57

And just as an FYI, according to the Pairs Advisory Committee, this track name might change this summer and they might change that to engage.

2:12

Not entirely in agreement with their logic there, but everything else should say this stay the same other than this name.

2:25

So that's just a heads up and for when that change comes through.

2:29

But as you saw, Program Activities is right here under track.

2:34

And then to create a new program activity, we all want to come and hit that brand new add button and everything immediately starts with the general information page.

2:45

Now pairs is really user friendly in that it will not let you move on until every single required field is field is filled in and you see that with the denoted red*.

3:03

So I'm going to go ahead and name this program activity test with UT Health and this will be on your program activity.

3:16

So you all should be able to see it when you log in.

But this should be able to be deleted.

3:21

So this is not permanent at all, OK.

3:26

And let's just say that we are delivering our program virtual and live online and sessions here.

3:37

So this is something that I want you all to be aware of.

3:41

This is to to note all of the particular sessions.

3:45

So if we were to have two meetings with you all today, we would have our first one, obviously today and the start time for me, it is 9 AMI am mountain time and we're gonna say another 60 minutes.

4:03

However, once you hear once you get to the end here, there is a nice little add button.

4:11

Oh, and, and you can fill in participants.

4:13

This one's not a required field, but it says today there are 19 people on the call, but say we needed to meet again tomorrow and it's part of the same series.

4:22

We would just fill that in right there.

4:26

And the good thing about this setup is you can fill in future dates for your program activities so you don't need them to have happened already.

4:39

Let's just say again, let's make this 1:10 AM because that's what it is central time for you all and another 60 minute length.

4:49

But that's why the participants isn't a required field in this instance because not all of these sessions will have taken place already.

4:58

So we could continue adding and we can keep on saying that we'll have another session next Monday and we'll, yeah, say that one's at 11:00 AM.

5:11

And we're also planning another 60 minutes so we can keep adding sessions.

5:16

So this one program activity will keep track of every single one of these without having to create a new program activity each time.

5:25

And that should save time on the user end.

5:29

For instance, if you are having sessions or classes that are for three to four sessions each one or three to four classes each one, those will all go on this single program activities entry.

5:44

And then so your unit will show you what area of Texas.

5:47

So it'll go by county regions.

5:51

I'm in El Paso County, so that's just what I'm going to go ahead and select for today.

5:55

However, you can select wherever it is that you are teaching.

6:01

We can also put Texas State as a whole and the rest of this information so we can keep track of what other languages we're using today.

6:15

It is a required field, but as you saw, English was the automatic one.

6:20

We can delete that.

6:21

We can keep it in just Spanish, but obviously we need to oops, sorry, we need to keep a language there volunteers.

6:40

So this is to help you keep track if you've had any volunteers helping with your programs.

6:47 This isn't including your educator.

6:49 This is strictly volunteers.

6:51

So these are people who come either from the site or some are, some are interns, anything like that.

6:58 That number goes here.

7:00

And your comments, obviously, you can keep track of whatever you need to know about this particular program activity here.

7:08 You can attach any files.

7:10

If you've got a curricula or a PowerPoint you want to keep track of, you can attach that here.

7:16

However, it's not a required field, so you can keep those blank and move on to the next page.

7:25

Collaborators here is to say who on the pair's website is helping you take care of these program activities.

7:35

So under collaborator, the username will have to be here on pairs.

7:39

So I'm going to put Elena and I'm going to say that she was involved in performing this work and I want her to be able to view and edit this program activity.

7:55

If I wanted to get more specific, we can name what role she is.

7:59

So I'm going to say liaison because she hooked us up and got us all together and I'm gonna say she took care of all three sessions with me.

8:08 I'm gonna hit save.

And now Elena, her name is on here as a contributor.

8:15

She can view and edit and she can come in and change my access and she can change anyone else's access that we add.

8:25

So I'm gonna add Alejandra, who's our my program director, and I'm gonna say she was in she.

8:35

I can't change what she can do because our privacy settings are a little bit different than the typical user, but that's OK.

8:48

So it comes out, we can come back and edit, we can add her role if we wanted to and hit save.

9:00

And everything's just keeping track here.

9:02

So once we got all of our contributors listed on this page, we'll save and continue.

9:10

And so this page is to note if you partnered with any other Snapit agency to to run the particular class or session.

9:19

So I know that Texas A&M Agrilife Extension is a pretty common partner since they are pretty big.

9:29

But we don't need to put that.

9:31

We don't need to have them here.

9:33

If nobody did, and I wanna delete that and we can also, if there's no one else that we wanted to add, we can go down here and say NA did not partner with another IA.

9:51

We do have to answer this because of that red* here, but that's what this page is for.

9:57

It's to say if you partnered with any other SNAP Ed agency.

And the reason it's important to track that is because for reach numbers and reporting to HHSC, it's important to note kind of who was the lead agency.

10:16

We can answer more questions about that later, but I'm really looking, I'm really looking to show you all how the pairs program activities work today.

10:23

So save and continue.

10:26

And now we get into the nitty gritty.

10:29

So community clinical health bridge project expansion is what pops up for me for project name.

10:34

And that field should show you which options you can select the intervention name.

10:40

You've got your different curricula that you've submitted to the state, state plan to HHSC.

10:48

So let's just say this is going to be part of cooking well with hypertension.

10:54

The indicators that we are covering today, we're going to say for sure healthy eating and we're going to do physical activity.

11:02

Target audiences, again, we can choose the specific demographic group, but we don't need to.

11:10 This is not an* field.

11:14 It is nice to keep track of those.

11:16 So I'm going to say we are doing adults.

11:21

Our setting is trying to designate what type of site you're using and we have, I'm sure you all know the different domains, eat, learn, live, play and work, shop and work.

11:38 And if you were, say, working in a Senior Center, that would come up here.

11:47 But it designates it as a play site.

11:50 And that's important because this is another thing that Snap Ad keeps track of.

11:56 Again, we can talk about the nitty gritty if you all have specific questions later.

12:01 Then the primary curricula, again, you select which one you're working with.

12:05 So we'll do.

12:07 That's not what I wanted.

12:08 I wanted cooking.

12:09 Well with hypertension as our primary curricula, I'm not going to do select an additional one.

12:15 Let's say I'm only using this one today and the intervention topics.

12:19 Now we can get more specific in what we're covering.

12:23 So let's just say we are going to work with limiting sodium.

12:27 This is all your expertise, you guys.

12:29 So this is what you will use to to know what it is you are covering in your sessions.

12:35

And then you can also say whether or not this activity included a food demonstration.

We can say yes, and then it'll ask you what recipes you used just so you can keep track of those.

12:45

No, it takes that away.

12:47

None of these are required fields though, so we could just save and continue.

12:53

Now here's the part that matters most to me, but it's not the most important part obviously.

13:01

But the evaluation is where we are able to add our surveys.

13:06

So when you when it asks did you perform any evaluations on this program activity, we're going to say yes.

13:12

And then we're going to come over here and we're going to attach a survey under the drop down menu of surveys.

13:18

You should be able to see all surveys that were given access to your agency or that your agency was given access to.

13:27

And it'll have the names up here.

13:30

And so I'm going to look for cooking.

13:32

Well with hypertension, we're going to say this is our pre survey and we're going to say we're giving it today.

13:40

And this section where it says name, you can change this name to say whatever you want and that's how it'll show up on the page.

13:51

What we recommend, we really don't, it really does not matter to us what you name this for your own records.

13:59

But what we do suggest is that every time you add a survey, you go ahead and write what type you're making in.

14:07 So we are saying this one's pre.

14:08 I am making this capital letters.

14:10 I'm putting it right in front and I'm hitting save.

14:13

So now when you look over here, you see that pre and then the name of the survey.

14:20

The reason we recommend doing that is because you have to attach this particular survey twice to collect pre and post data.

14:29 So we're doing it again.

14:30

We're looking for that survey Cooking Well with Hypertension, but this time we're making it a post survey.

14:39

Let's say we're giving this survey tomorrow and now we are calling it Post Save and now you have two surveys attached to this particular program activity.

14:56 I'm opening the chat.

14:59 OK, so that's what I'm about to show you.

15:01 Where do we provide access to the clients for the surveys?

15:06 This is where this button in particular comes into play.

15:11

When you click this button, you have now created a public use link that you can copy and send via text message, e-mail, however you want to share that to your participants.

Or you can paste or print this QR code.

15:31

And if your participants have smartphones using their camera, they'll scan the QR link and it'll show them a link on their smartphone and they'll be able to fill out the survey that way.

15:42

So if you can look at what this shows when you hit that link, it shows the survey with the fields that answers the questions comes to the bottom.

15:53

And once they answer their questions, they'll hit submit and now it'll it'll refresh to this page.

16:01

But if you come back here, it should say we've got a new record on our pre survey.

16:10

Oh, it didn't save it because they had no answers.

16:13 However, that's how it works.

16:16

But it's important to keep these links separate.

16:20

So if you are using one link for your whole sessions, you are counting your pre surveys as post surveys and your post surveys as pre surveys.

16:28 And that gets messy.

16:30 Which is why you need to attach the surveys 2 times.

16:34 And this is just a quirk of pairs.

16:36 This is how Pairs tries to help keep track of the different survey types.

16:42

Sometimes it is annoying, but once you get used to it, it does keep things nice and clear.

16:51 Same thing for post.

16:52 So that survey link is a little bit different.

16:56 The QR code will take you to this same link.

17:00 The surveys will look exactly the same, but now they'll be separated as pre and post.

17:07 I see we're still typing, so I'll wait just a second.

17:10 Can you go over printing a survey setup?

17:14 Yeah, so let's save each.

17:22 Each curriculum has a corresponding survey.

17:24 Does the survey automatically pops up with the currium there?

17:27 OK, so the surveys are not that smart unfortunately, but it's true.

17:35 Each curricula has its own designated survey.

17:38

And so under this drop down menu, you will see all the surveys that UT Health has created for your agency.

17:47

You will just have to come down this list and find it to that particular curricula.

17:53

So this year what we're using is the FY24 Health Promotions, chronic Disease Prevention, and then the name of the curricula.

18:02

If you keep coming down to the list, you might see these older ones, but these are no longer being used.

18:11

So this actually should not even be viewable.

18:18

So I need to go in and check that I did something correct.

18:21

However, there are also surveys that your agency has created and that's in that's accessible as well.

18:30

But I wish it was a little bit smarter in that you, it would just automatically detect which program curricula you're using and give you just that.

18:38

Survey pairs isn't there yet.

18:43

And yes, you don't need to create any surveys because all of the classes and curricula that you are teaching, we have created surveys for those.

18:52

So once we've moved through the evaluation, save and continue.

18:56

Here's where it gets to the demographics of the program.

19:01

Whatever total number of participants you record here has to match.

19:06

This has to match in this breakdown.

19:09

So this is where you can use sign in sheets to collect your attendance records.

19:14

You can count visually how many participants you actually have in that class today.

19:24

For simplicity, I'm going to say three to show you how that works.

19:28

The method used to determine actual count, that's what I hope everyone is able to use because that helps you keep accurate track of your participants.

19:39 And this can change.

19:41

That's why this is the one of the very last pages.

19:43

This can change as you need it to for your program activities.

19:48

So what you actually want to keep track of is every unique individual who comes through your classes.

19:55

So if your pre classes pre survey classes, which means your first classes have 10 individuals and your post class has 12, your total demographic number here should be 12 because 12 individual people were exposed to your programming.

20:15

A source of data will say we got a survey of our target audience and that's how we kept track.

20:23

Now, because we have a number here, all of these boxes have turned red.

20:29

Meaning they need an answer.

20:31

So again, that number has to equal everything that we put here.

20:35

So we're going to say we have two female and one male and then zero non binary.

20:44 We have no kids present.

20:49

Again, this breakdown, there is going to be a change to this breakdown.

20:54

It won't be, according to PAC, the Pairs Advisory Committee.

20:59

We won't see this breakdown unless we specifically say we want to see this breakdown.

So I'm hitting zero and it's just erasing it because it doesn't need that information.

21:11

But it's a good practice to go through the fields and make sure you're putting a number, because sometimes pairs really, really, really needs a number, even if it's just zero.

21:22

Race, ethnicity.

21:23

Let's just say we didn't ask everybody and we'll hit unknown and this should say zero and this should say zero and it should say 00.

21:35

I put zero, sorry, three and that'll take care of that race.

21:40

Again, we'll just say unknown and that'll take care of that.

21:45

And this would be your last page on your program activity.

21:48

So you when you come down and hit save and continue, it'll bring you to mark is complete.

21:53

So mark is complete is something that you should not be doing until that whole program series is finished.

22:01

So if there are four sessions, you don't want to mark this complete until those four sessions have finished.

22:08

This can be changed though.

22:11

So it's not, it's not a big deal if we mark it complete and then we realize it's not we come in and we just mark it incomplete and it goes back to being a draft.

22:21 So it again, user friendly.

22:24 However, everything has its own specific reason in pairs.

So when you come back to your program activities, the one we created, I'm gonna filter it so you can see the one that I made.

22:44

OK, So the one that we made test with UT Health, it's not completed.

22:50

We have two instruments attached to this program activity.

22:54 0 responses recorded so far.

22:57 It was created by me.

22:58 It was last modified by me.

23:00

This is the start date of our series, the end date of our series, and I last modified the program activity on 520.

23:08

Now any questions about this before you show, before I show you how to print a survey.

23:24 All right.

23:25

So OK, I see some how does holding off on marking programming to affect our reporting.

23:34

So mark holding off unless it's the end of the quarter, it won't affect your reporting.

23:44

When it is the end of the quarter, you might need to go in and mark as complete so that when HHSC does their exports, those numbers are recorded.

23:54

But like I said, it is easy to change the comment.

23:58

The best practice is to keep it on incomplete if the series is not done because you need to go back in and get the links for the post survey.

And that just helps keeping track of which program activities are still being used or still active or and which ones represent series that have completed.

24:17 Does that answer that question?

24:24 OK.

24:25

And so then we have another question.

24:28

We offer monthly health education fairs with the topic changing per month.

24:32

We only collect demographic information on a sign in sheet are able to create a survey that reflects that as the evaluation survey.

24:38 OK, so that's a little bit different.

24:40

You will still you can still keep track of those fairs as program activities.

24:48

However, because it is not a series program and it is A1 type thing, you only need to create one session for it and you don't need to attach a survey.

24:57 There is a demographic survey if I recall.

25:06 Oh sorry that's not what I wanted.

25:11 Filter by active.

25:14 I just didn't want completed again.

25:19

If I recall, there's a demographic survey shared with you all that you can use on pairs and still share that with your participants at the health fairs.

You can even print out AQR, the QR form that you create in the program activity and have that like as a little, you know, stand or printed and you give it out to people who come by and they can scan it and they can do a demographic survey that way.

25:49 But it is not necessary for your single use programs.

25:54 I'm not seeing it.

25:56

I'm not seeing the demographic survey I thought was active.

26:00

But if that is something you're interested in, I probably just need to go back in and make it active.

26:07

It is more work though, so I'll let you all discuss with Elena and she can get back to me about whether or not you want that demographic survey.

26:17 We have one though.

26:18

It just asks age, race, education, ethnicity, zip code and food security questions.

26:27

And and those food security questions are really useful.

26:30

That helps that information still be incorporated in some of the overall state analysis because those two food security questions are asked to everybody.

26:40

And so any participant, whether they're in program series or one time classes can be included in that.

26:47

But that's again going into the nitty gritty.

26:50

So if that's something that you all are interested in having, I'll talk to Elena and she'll let me know and I'll make that active for you.

26:57

But you don't need it for those single programs.

27:01 The surveys are most sorry.

27:04

The surveys are needed for any programs that you have Series 4.

27:11

So if there are ten classes associated with that curricula, there needs to be a survey attached to this, to that program activity for those ten classes.

27:21 Does that make sense?

27:30

OK, I'm not seeing anything saying otherwise, so I'll go ahead and show you how to print a survey.

27:36

So I was using Cooking Well with Hypertension, so that's the one I'm going to go into.

27:43 When you click into this particular survey, you'll see everything.

27:48 You'll see this general information page.

27:50 This is all filled out by UT Health.

27:52 This is not something you need to worry about.

27:55 It just shows you the survey preview.

27:57 Again, this information is not something you need to worry about.

28:00 This is what UT Health created.

28:03

But you come into that survey because then you see this button that says print survey, and it brings us to a clean window.

And then as you can see, it has all of the questions minus the submit button.

28:19

And from here, you would just print and this is what your preview would look like as you're printing.

28:31

There are some agencies who go a step beyond and from this page, they'll do select all, they'll copy it, they'll come into a Word document, and then they will paste the entire survey so that they can format it to look whether they want it all.

28:57

You know, without any questions being broken up by pages.

29:03

That's extra work that you decide if you want to do that.

29:07

It's not necessary.

29:08

And if you are changing anything other than the spacing, we actually don't recommend that because then you don't know if other participants are seeing the same survey on the website online or they're seeing it printed.

29:25

When it is printed, it is in the exact same format as it is online.

29:29

So you remove that confounding variable if and that's going into the data analysis part of it.

29:40

Again, if you have more specific questions about that, I can answer it, but for time's sake, I'll just say it makes the data a lot stronger if your participants are all seeing the same type of survey.

29:54

So you can come into the Word document and, you know, put everything on own pages, but don't change how it looks, font, any of that.

30:06

And if you do want to do that, that's a different discussion that you'll need to have with our team and Elena.

30:13 So that's how we print a survey. 30:15 And Oh no, sorry, I couldn't reach that X without hitting stop sharing my screen.

30:26

And all of your surveys will have that print button that you can come into and print so nice and easy.

30:42 That's all.

30:43 I I went through it really quickly, but that's everything associated with making a program activity.

30:49 So anybody have any questions?

30:52 Anybody confused about anything?

30:57 Hi Sarah.

30:58 Not confused, but a question for clarity.

31:01 On the banner menu for plan and in their surveys.

31:07 What is that function or how that function different than what you just showed?

31:14 I probably should have gone through plan for you all because this actually does show the the surveys.

31:21 So for your purposes there is no difference between the plan surveys and what I did.

31:27 I did.

31:28 I came through analyze responses by survey because that is force of habit.

31:34 So actually thank you for pointing that out.

Honestly, this is where I live when I come through pairs because this is how I get the data.

31:43

So if you see, you hit that, you can see that export button now and you see questions associated to that survey and the number of program activities it's attached to.

31:54

This is where I live.

31:55

So you're right and I'm sorry, I should have gone through plan for surveys to print the survey.

32:03

But if you come into that survey link, it looks the same print survey is in the same place.

32:10

If I, if you remove my filter that says created by me, you'll still see all of the active surveys as long as your active filter is on and you'll be able to go into whichever survey you need to print.

32:28

So again, thank you for pointing that out because yes, this is this is a step further.

32:34 And again, it's where I live.

32:37 So that was completely force of habit.

32:44 Any other questions?

32:47

This is kind of a two-part question where the first part is for snap it and the second part could be for y'all, but we have a few contractors who are asking about updated curriculum.

32:58

And I understand that you all create the surveys for new curriculum that's introduced.

33:03

Oh, so I guess I'm wondering when I asked Snapfed already, but they had responded whether if they're still accepting new new curriculum to accept for us to implement facilitate And if you all are still creating surveys to correspond with the curriculum identified for new curriculum, that is a question for HHSE so reach out to them.

I believe that process has already happened but I could be wrong.

33:40

OK.

33:41

For updates to curriculum, if it's a curriculum that has already been approved, it was just maybe a couple changes or a couple more series added.

33:50 I don't know.

33:52

What I would suggest is review the surveys that are there and if you want questions added on a different topic, then let us know and we can add.

34:06

If we already have questions for that particular behavior, then we can add those questions or we can search for validated questions to add.

34:15

And the time for that is is this summer because we want to make sure that we finalize these surveys and are ready for you on the first day of the new fiscal year.

34:28 Wonderful, thank you.

34:29

Thank you for adding that extra context.

34:35

And before Sarah goes into the PSC site activities, I do want to share, you know, as she's going through this training, I'm adding notes and links to the agenda that I will share, but I'm also adding a new bullet that's for indirect activity.

34:53

So the question about the monthly, what was it fares?

34:59

So that is considered an indirect activity so that that would not be here in program activities.

35:07

So in direct education, I'm going to read what it has on pairs is the distribution of information and resources, including any mass communications, community events, interviews, advertisements and materials distributions that are not considered direct education or social marketing.

So this is where you would put those one time events that are like health fairs or maybe like a food demo that you're only doing it at one time and not meeting with the same participants on a regular basis.

35:43 And that's this page rid

And that's this page right here.

35:45

And I'm, I'll be adding this, this link and description to the agenda that will be shared with all of you and you access it through track, which again, just a reminder, may change this coming summer to engage unless otherwise, unless they change their mind.

36:13

But I am gonna go ahead and move on to PSE unless anybody stops me.

36:22 All right.

36:23 I'm not being stopped.

36:25 So I am going to come to the PSE site activities.

36:28

So PSE site activities is what you're going to use to keep track of any of the interventions you are doing that affects the policy that's the P, the system or the environment of a specific site.

36:45

So I can see you already have quite a few and when I've looked through your data, you did have a few, but we just wanted some TA to the OK, I'm gonna go ahead and hit add like we did for program activities because today is a test 1.

37:13

So our site or organization, this is asking where your intervention for PSE is taking place.

37:24

Whenever I do these demos, I always search El Paso Library, but that's probably not in your locations, but so this site should be something that pulls up as something that has been submitted by your agency to HHSE and pairs for a while.

37:46

However, if you need to add new sites, that is not something I can do.

So that is an HHSE question, so reach out to them.

37:56

But OK.

37:57

So this is where the particular intervention is happening.

38:01

And let's say that our intervention today is happening at this Walder Wick clinic this and now we'll move on to the next one, PSE project or description, This is where you're going to name your or describe your PSE effort.

38:26

So let's say for this WIC clinic, what we are trying to do is we are trying to add a breastfeeding room.

38:41

This is changing the environment, which is why we're putting it here.

38:48

This, this is probably not what you all are working with and what you're doing, your agency is focusing on.

38:54 And that's OK.

38:55

This is just an example, but you can all see how this is changing the environment, right?

39:00

Because we are trying to designate a breastfeeding space that was not previously there.

39:05

It should be because it's a WIC clinic, but we're pretending that it's not.

39:10

And the project name, again, it's the project that you all are working under and that should pop up for you automatically.

39:18

The intervention name, if this PSC activity is associated with any particular project, then that's what you would select.

39:27

And we'll say for now, it's under wisdom power control.

39:34 This will change as you need it to.

39:36 Unit is the same as it was before.

39:38 It's about the county that you're working in.

39:42 I'm not sure which county this Waldrick Wick clinic is in, so I'm going to say it's in Taylor.

39:48 That's probably really wrong, but that's OK.

39:51

And then you'll want to designate whether or not This site is USDA summer meal site, an Indian Reservation or a military base.

40:02 Excuse me?

40:04

But we don't need to select anything because it is not a red* So if that's not something you're sure about, you can always come in and change that later.

40:16

Your PSE setting comes is also a red* This however should be automatically filled once you select the site.

40:25

As you can see these different IDs here.

40:29

Those are listed because in the back end of pairs, pairs has done what they could to try to make this process simpler and this will automatically fill for you.

40:39

If it's incorrect, you can go in and change that, but it usually is not because it goes off of what this particular site is designated as the intervention topics.

40:54

So let us say we said adding we're doing other, Yeah, we'll say other, other engagement, other individual knowledge.

OK, we'll put that if you select anything that's other, it will bring two more fields for you to fill in.

41:18

So I'm going to say breastfeeding is the topic.

41:22

And then it asks below, what fiscal year did you first contact this site to participate in?

41:29

So we are saying 2024, this is the first, this is this current fiscal year and underneath you'll see enter the year only, for example, October 1st, 2015 to September 30th, 2016, you'd enter 2016.

41:46

So we are currently in 2024.

41:49

If you did initial, we initially reach out to your site in the previous fiscal year, you would go ahead and put 2023 simple now for stages of implementation.

42:05

This is trying to keep track of where you are in the process of getting this PSE activity going.

42:13

And one thing I should make clear is that these PSE site activities, they really should be an ever changing and ongoing record until you've completed your work in that particular site.

42:30

And that's because PSE site activities typically take a long time or at least longer than most direct or indirect programming takes.

42:43

So you can always come in and change where you are in stages of implementing in this same PSE site activity, but you would not deselect anything here.

42:57

So say we selected or say we already contacted the sites, I'll save this record and I come back and I've actually started to implement changes.

43:08

I don't want to remove this because that would remove this would keep.

43:15 Sorry, let me rephrase.

43:18

I don't want to deselect sites contacted because I still want this work shown in the records when it's exported.

43:27

I want it shown that the sites had been contacted.

43:31

We began planning and preparing for the implementation of the intervention and then we already started to implement change changes.

43:41

So what this would mean is I've contacted the WIC clinic, they've agreed to participate now.

43:47

I've met with the director, I've met with management, I've met with custodial staff.

43:53

I've talked about what needs to be done to create this breastfeeding space.

43:59

I have given training on how they introduce the space to their clients.

44:05

And now we've actually started to rope off a particular room.

44:11

And in the beginning, let's say it is just the corner of an office that now has privacy screens on it, not the best, but that's what we're starting with.

44:21

And then we eventually create an entire office for breastfeeding or an entire lounge or we designate an entire room to breastfeeding.

44:31

That's still, we're still implementing the changes and we'll have continued to implement the changes, but that's what this means, work to maintain changes.

44:44

This is what you would select if you are in the process of preparing the site for your departure.

44:52

Obviously agencies cannot stay working with these same sites for, you know, extended periods of time.

45:01

You might be able to if your partnership says so, but the idea is you will come in and you start these

changes with this site activity and then eventually you'll leave because that site will continue the changes without your support.

45:18

And if you are working to maintain those changes, you are ensuring that they have the support that they need to continue once you're gone.

45:28

You are helping them find donors if that's what's necessary.

45:32

You're helping them create protocol.

45:34

You're whatever that means to keep this change ongoing.

45:40

You are doing that and then you can select, you've conducted follow up assessments if you've gone back to see how this change is going without you being there.

45:52

And that could look like you are giving assessments to the participants.

45:56

You're doing different types of surveys, or you're just going in to oversee what it looks like.

46:01

You're looking to see how many people have accessed this new breastfeeding site or room.

46:06

Sorry, that's what that one would indicate.

46:10

But that is something you would select only after you've done everything and you've given them some time to work on their own.

46:18

And then you come back to see how it's going because we selected started implementation of changes pairs wants to know around when did we actually start that.

46:30

So I'm going to say I actually started it last week.

46:33

That was when I first started taking the steps to create this special breastfeeding space.

Comments like program activities, you can keep note of anything that is of importance and not some and there's just no room to put it here.

46:51 There's no field specific to what you want to note.

46:54 So we could say something like director extremely on board interested in further interventions.

47:08 This isn't going to affect your data.

47:10 This isn't going to affect anything.

47:12 This is just to keep note of something.

47:14 I see a hand raised.

47:15 Yes, yes.

47:18

I had a quick question for PSC activities that are I guess technically ongoing over multiple years, but it may be a different site.

47:33

So maybe like we've started establishing community gardens at multiple sites back in 2021, but we may be adding like a new site like this year.

47:48

So what we've been doing is putting I think the like initial year that like the whole project started and not necessarily that site.

47:58

And I just wanted to kind of see if that if that's accurate or if it needs to be like different per the site.

48:07

That is a great question.

48:09

You are correct that when you come up here and say not, not here, not the first contact actually yeah, it is this one.

So sorry you if you reached out to that initial site in 2021, you would select, you would input 2021.

48:36

However, if you are just starting with that site, you would put this current fiscal year that you contacted them and for each new site you go to, they get their own PSE site activity page.

48:55

Yeah.

48:56 And to make it easy, I'm I'll add the link.

48:59 You can copy APSC site activity.

49:02

So if you're working with one particular partner, 10 sites, you can create the one PSE site activity and then copy it 10 times for each site.

49:12 That way you don't have to enter.

49:13

I mean, if you're doing the the same work at each site, you know, a garden, that way you don't have to enter all of that information each time for the 10 different sites.

49:23 So I'll add that link.

49:25

You know, like the examples here says, for example, if you're adopting the same changes in multiple elementary schools, you can create multiple copies of the one entry to save time.

49:34 So I'll add that to the agenda.

49:38 Yeah, that is a great time saver.

49:40

And the only thing you would need to come in and change, assuming that all the other information stays the same, is the site.

49:48

You would just enter the different site.

49:52 But it does save a lot of time.

49:53 We've helped IAS with that before.

49:58 Thank you.

49:58 Yeah.

50:00 OK, so we have finished with this page.

50:02 We're going to hit save and continue same thing.

50:06 The collaborators is who on pairs.

50:09

We want to give access to this particular site activity and whether or not they performed this work with us.

50:20 I'm giving access to Elena.

50:22 You can continue adding as you need to save and continue.

50:28 So partners is an interesting page.

50:31

This is to denote how who you've been working with to create this site activity or who who you've been working with to make possible.

50:42

However, you only get to see partners that you've entered into the partnership page and you do have quite a few on here.

50:52

And that's awesome because that means you are keeping track of all of your partnerships and that's exactly what you need.

If you have not created that partnership page separately, you would not be able to add them here in your PSE site activity, which is a shame because we, we want to know who you're working with.

51:11

We want to know all of the work that you're doing.

51:15

So let's just say we're working with the food bank.

51:18

I know that doesn't make sense with breastfeeding, but it's at El Paso.

51:22

So I selected it and they have helped us by giving us materials.

51:28

You can add multiple partner contributions as you need to and that'll just keep keeping track.

51:39

And if you have worked with multiple partners in this particular site, you would go ahead and add them here.

51:46 Save and continue.

51:47

We are running out of time, so I'm trying to get through needs and ready.

51:51

So select needs readiness and effectiveness.

51:55

If you have done this, you would select yes and you would say what you're doing, this is really what you're doing for the beginning of apse site activity.

52:04

If you need help with this, UT Health is prepared to help do any of this with you all.

52:11

So just reach out to us strategy.

52:15

This is saying how or what you're doing in that particular site if you're doing more than just the PSE site activity.

So I'm saying I'm doing evidence based education and staff training.

52:28

The funds that SNAP Ed provided is really it brought the stakeholders together in a major way and for time sakes, I'm just hitting an A for everything else.

52:41

However, if SNAP Ed funds played a role in any of these, you would select what kind of role it played and then you can specify anything else that's not listed up here.

52:52

And then down here you would select whether or not youth was actively involved.

52:58 Save and continue.

52:59 It's just a nice way to keep track.

53:01 Strategy changes adopted.

53:03

You would come in and you would look for the specific change associated with that site activity, and you would select as many as you needed to, and you would do that again by the plus select change.

53:19

And you do have that search option there, right?

53:22 To kind of make it a little bit faster.

53:24 And topics, it is a little sensitive.

53:28

So if the wording isn't exactly correct, you can look by topic, you can search one word, but it is helpful if that, even though that list is pretty exhaustive.

53:39

If there isn't any, if the change you're looking for isn't there, you can add it here and reach.

53:44

So reach is something that UC Health Austin helps the IAS with.

This is important to note because you want to know who you're potentially affecting by doing this particular change.

53:56

And this isn't necessarily the exact number of, in our case, women who are using the breastfeeding space.

54:04

It is everyone who is exposed to the option of having a specific breastfeeding space.

54:12

So it'd be all of the the clients who come to WIC and not just that, it would be everybody in that site in, in a radius.

54:21

And what we designate that radius to be is 2 1/2 miles who potentially could be using WIC for food, for toddler education, etcetera.

54:32

We do we, we do have numbers that we can apply.

54:38

So we only get breastfeeding moms, for example.

54:43

But this reach is something that we will help with.

54:46

And what we do is it is estimated because we don't know exactly if that.

54:55

We don't know if that is the exact number, but it is what we are strongly guessing the source of the data.

55:03

It is what do we usually put Ali the no, it would be other.

55:16

Yeah, OK, thought so other and then you would say UT health and then the total number that would be the estimate that we all send to you.

55:28

So let's just say for example, it's 200 people and then characteristics.

55:34 This is really hard.

55:36

So we suggest leaving this as unknown unless you have site given demographics because if you put measured or estimated even you have to fill out all of these and without specific surveys, this is really difficult.

55:51

So unknown save and continue.

55:56

And this is asking if you are interviewing or surveying the participants at the individual level, you can say yes.

56:04

And this is where you would probably find the survey that we might have created, a survey you've created.

56:14

It's all in here, but we're going to say no for now.

56:19

So I really just want to make sure we get through everything.

56:22

Recognition and media coverage.

56:23

This is a nice way to say if you've just been recognized by the city, county that you're in for the work that you're doing, if the site has even given you kudos, you can add those types of recognitions.

56:36 It's not something that's crucial.

56:40

It's just nice to let all everybody know, you know, if you've been given praise.

56:47 And then sustainability.

56:48

So this is asking if you've taken any efforts to support the sustainability of the PSG change over time.

56:54

So that's like what I was saying in the beginning.

Have you been working with them to make sure that they are prepared to keep implementing this change once you're gone?

57:03

If you select yes, you would go through this matrix and select how.

57:08

But if you're not there yet, that's OK, you select no, that can change.

57:14

But again, it's just meant to be updated as you go along and then reflection.

57:20

So this is just asking you to think about some of the barriers and assets the the things that made it easier to implement and to change things that made it hard.

57:32

And then you can record in your own words anything else that might be no noteworthy.

57:37

And when you go save and continue, we're at the end and you would mark as complete.

57:42

I would not mark as complete unless you are leaving that site or that particular project is done.

57:50

So you could just come back to PSE site activities and so we let's find my name so you all can find it easier.

58:00 There I am.

58:01 It's like that.

58:03 Now we have our PSE site activity page.

58:07

I know we're a minute over, but are there any questions while I'm here to help you all again, we'll be sharing this recording with you.

58:16

Alejandra is keeping track of the different resources available to you through pairs to make sure everything is going smoothly.

58:24 And if you have questions later but want to figure it out on your own, I'm like that too.

58:30 So those resources are great.

58:31 Nice.

58:42 If there are no further questions then I will let you all go.

58:46 Thanks for joining us.

58:48 We are available for help via e-mail or Teams meetings.

58:53 So if you don't have our e-mail, just let Ellena know.

58:58 But otherwise, thank you, you guys.

59:00 Thanks for all the work that you're doing for Snap Ed.

59:03 Yes, thank you.

59:08 Thank you so much.

59:09 I'll share out the recording once it's I know it takes some time to like download and all that.

59:14 So thank you so much for sharing everything going over.

59:19 Thank you that I can you stay on, yes.