

# Part 2: EFNEP PSE Reporting in WebNEERS

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# Disclaimer

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The findings and conclusions in this presentation have not been formally disseminated by the US Department of Agriculture and should not be construed to represent any agency determination or policy.

The Expanded Food and Nutrition Education Program (EFNEP) is funded by the US Department of Agriculture, National Institute of Food and Agriculture (NIFA).

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# Overview

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Introduction and welcome

WebNEERS PSE Reporting Overview

PSE Reporting Resources

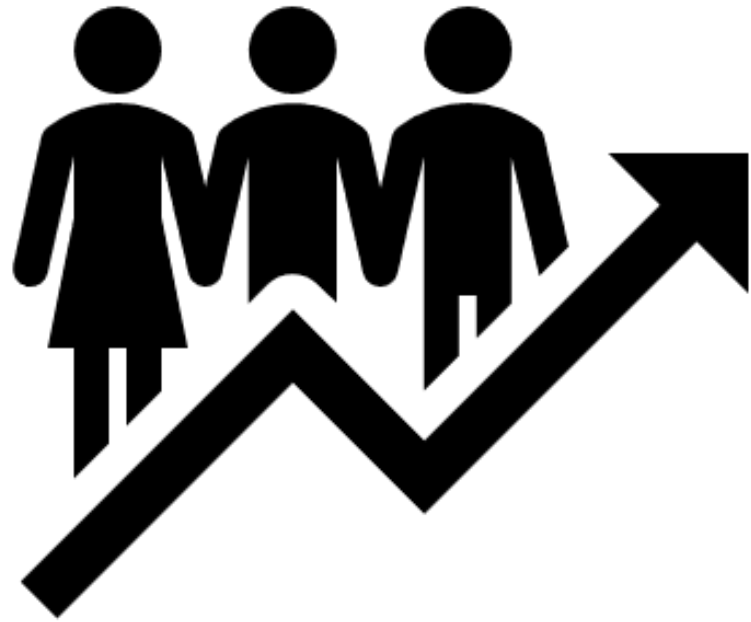




How confident are you in tracking and capturing PSE efforts?



Do you currently  
have tools to  
help with PSE  
reporting?



# PSE Reporting Introduction

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# Training Part 1 Recap

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PSE Guidance Overview

Planning for PSE in the 5 Year Plan

View training recording and slides here:

[https://efnepdigitalresources.org/toolkit/?\\_sft\\_toolkit\\_category=pse](https://efnepdigitalresources.org/toolkit/?_sft_toolkit_category=pse)

PSE Guidance Link: <https://nifa.usda.gov/sites/default/files/EFNEP-PSE-Guidance-20191204.pdf>



# PSE Reporting Overview

Report at Institute or Region Levels

Institute Level must provide access to Region Level

SEARCH:  SHOW **All** ENTRIES

id	Title	Category	Select all
223	Manage Settings and Sectors: Policy, Systems and Environmental (PSE) Change	Annual Update	<input checked="" type="checkbox"/>

SHOWING 1 TO 1 OF 1 ENTRIES (FILTERED FROM 145 TOTAL ENTRIES)





# Number of PSE Reported

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Many PSE efforts can be collected statewide

Only 2 will be selected for National Office Annual Update

- Similar to impact/success stories

Reporting is highly encouraged





# Questions?



# WebNEERS Overview

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# Institute Level View



Reminder:  
Code #223

**Annual Update/5-Year Plan**

- Manage Annual Update / 5-Year Plan
- Manage Program Impacts
- Manage Budget
- Manage Delivery Sites and Partnerships
- Manage Community Partnership Impacts
- Manage Settings and Sectors: Policy, Systems and Environmental (PSE) Change**

**Questionnaires**

**Adult**

- Manage Adult Questionnaire Sets
- Manage Adult Questions

**Youth**

- Manage Youth Questionnaire Sets
- Manage Youth Questions

**Reports**

- Adult Questionnaire Set Report
- Youth Questionnaire Set Report
- Adult Question List Report
- Youth Question List Report
- Adult Question Detail Report
- Youth Question Detail Report

**Setup**

**Adult**

- Adult Subgroups
- Adult Filters
- Adult Public Assistance

**Users**

- View Users
- Add User
- View Pending Users

**Institute Regions**

- Manage Regions
- Add Region

**Coordinator**

- Manage Coordinator Data
- View Coordinator List

**Reporting Years**

- Manage Reporting Years
- Manage Reporting Dates
- View Feedback Report

**Tables**

**Summary Reports**

**Adult**

- Adult Summary
- Adult Diet Summary
- Adult Questionnaire Summary

**Youth**

- Youth Summary
- Youth Questionnaire Summary

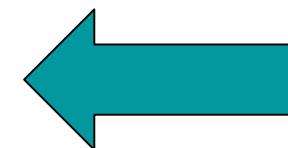
**Staff**

- Staff Summary



# Region Level View

<b>Adults</b> <ul style="list-style-type: none"><li>Manage Adults</li><li>Process Direct Data Adults</li><li>Room Codes</li><li>Manage Recalls</li><li>Manage Questionnaires</li><li>Verify Addresses</li><li>View Adult Errors</li></ul> <b>Reports</b> <ul style="list-style-type: none"><li>Adult Mailing Labels</li><li>Email List (CSV)</li><li>List of Families by Staff Member</li><li>Recall List Report</li><li>Adult Questionnaire Review</li><li>Adult Summary</li><li>Adult Diet Summary</li><li>Adult Questionnaire Summary</li><li>Subgroup List</li><li>Filter List</li><li>Public Assistance List</li></ul> <b>Setup</b> <ul style="list-style-type: none"><li>Defaults for New Adults</li></ul>	<b>Youth Groups</b> <ul style="list-style-type: none"><li>Manage Youth Groups</li><li>Manage Questionnaires</li><li>Verify Addresses</li><li>View Youth Errors</li></ul> <b>Reports</b> <ul style="list-style-type: none"><li>Youth Mailing Labels</li><li>Email List (CSV)</li><li>Group Detail Report</li><li>Group Names by Leader</li><li>Group List</li><li>Group Leader Summary</li><li>Group Review by ID</li><li>Youth Questionnaire Review</li><li>Youth Summary</li><li>Youth Questionnaire Summary</li><li>Subgroup List</li><li>Filter List</li></ul> <b>Setup</b> <ul style="list-style-type: none"><li>Defaults for New Youth Groups</li><li>Subgroups</li><li>Filters</li></ul>	<b>Staff</b> <ul style="list-style-type: none"><li>Manage Staff</li><li>Manage Hours</li><li>View Staff Errors</li></ul> <b>Reports</b> <ul style="list-style-type: none"><li>Staff Mailing Labels</li><li>Email List (CSV)</li><li>Status</li><li>Staff List</li><li>Volunteer List</li><li>Profile Summary</li></ul> <b>Setup</b> <ul style="list-style-type: none"><li>Add Staff</li><li>Transfer Responsibilities</li></ul>	<b>Annual Update/5-Year Plan</b> <ul style="list-style-type: none"><li>Manage Program Impacts</li><li>Manage Community Partnership Impacts - Policy, Systems and Environmental Change</li><li>Edit Delivery Sites and Partnerships</li><li><b>Manage Settings and Sectors: Policy, Systems and Environmental (PSE) Change</b></li></ul>
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# Note for Region Users

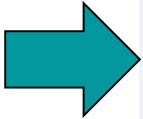
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Check the “Submit for Institute” box under Title to make this visible at Institute Level

## Settings and Sectors: Policy, Systems and Environmental (PSE) Change

Title

Submit for Institute Use



\*For annual update, only submit 2 per year



# Enter Title

---

Settings and Sectors: Policy, Systems and Environmental (PSE) Change

Title



# Settings vs. Sectors

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Is this PSE Effort Classified as Organizational Partnership (Settings) or Multi-Sector Partnerships and Planning (Sectors)?

- Organizational Partnership (Settings) ?
- Multi-Sector Partnerships and Planning (Sectors) ?





# If Settings are Selected...

## Organizational Partnership (Settings)

List the number by type of partnerships that regularly meet, exchange information, and identify and implement mutually reinforcing activities that will contribute to adoption of one or more organizational changes or policies. Partnerships can include settings such as Homes, Early Child Care and Education, Schools, Worksites, Recreational Facilities, Food Service and Retail Establishments, or Other Community Settings.

List number of partnerships in each setting where the efforts occur (enter all that apply)

Adult education and training sites

Adult rehabilitation centers

Community centers

Adult education and training sites  
Adult rehabilitation centers  
Community centers  
Early child care centers  
Emergency food assistance centers  
Extension offices  
Farmers markets  
Food stores  
Head Start sites  
Health care sites  
Libraries  
Other youth education sites  
Parks and recreational facilities  
Places of worship  
Public housing  
Schools  
Shelters  
SNAP offices  
WIC program sites  
Work sites  
Other



# If Sectors are Selected...

## Multi-Sector Partnerships and Planning (Sectors)

Select the number and types of organizations represented and enter the number of each involved in this effort (Select all that apply).

Systems

 Government Education Health Care Transportation

Systems:

Government  
Education  
Health Care  
Transportation  
Other

Organizations:

Public Health  
Community  
Other

Businesses and Industries:

Planning and development  
Agriculture  
Food and Beverage  
Retail  
Media  
Other



# Select Focus Areas

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## Focus Areas

- Diet Quality
- Physical Activity
- Food Resource Management
- Food Safety
- Food Security



# For Each Focus Area, Select Types of Change

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## Diet Quality

Focus Area - Diet Quality [?](#)

What type of changes occurred from this initiative? (select all that apply)

- Environmental Change [?](#)
- Systems Change [?](#)
- Policy Change [?](#)



# Select Number Influenced

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## Community Members Influenced

Potential number of persons who encounter the improved environment or are affected by the policy change on a regular (typical) basis and are assumed to be influenced by it during this fiscal year.

--Select One-- ▾

Number Ranges:

0-100

101-250

251-500

501-1000

1001 or more



# Select Participant Type

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## Participant Type

Adult

Youth



# Select Local vs. State

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## Local Level vs State Level

- Region ?
- State ?



# Select Phase

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## Phases

Select the phase of this PSE effort:

- Adoption [?](#)
- Implementation [?](#)
- Maintenance [?](#)



# Enter Narrative

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## PSE Initiative Narrative

Target Audience (200 character limit)

What was the overall goal? (200 character limit)

What was accomplished and lessons learned? (200 character limit)

Partnerships or collaborations developed as a result of this effort? (200 character limit)



# Enter Narrative (con't)

---

What are plans for long term implementation & maintenance? (200 character limit)

Describe the outcomes of this effort (1000 characters or less)

Normal  **B** *I* U    



# Rollover

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Would you like this PSE initiative to roll into the next fiscal year?

- Yes
- No



Michigan State University

## Settings and Sectors: Policy, Systems and Environmental (PSE) Change

**Title**

Submit for Institute Use

### Is this PSE Effort Classified as Organizational Partnership (Settings) or Multi-Sector Partnerships and Planning (Sectors)?

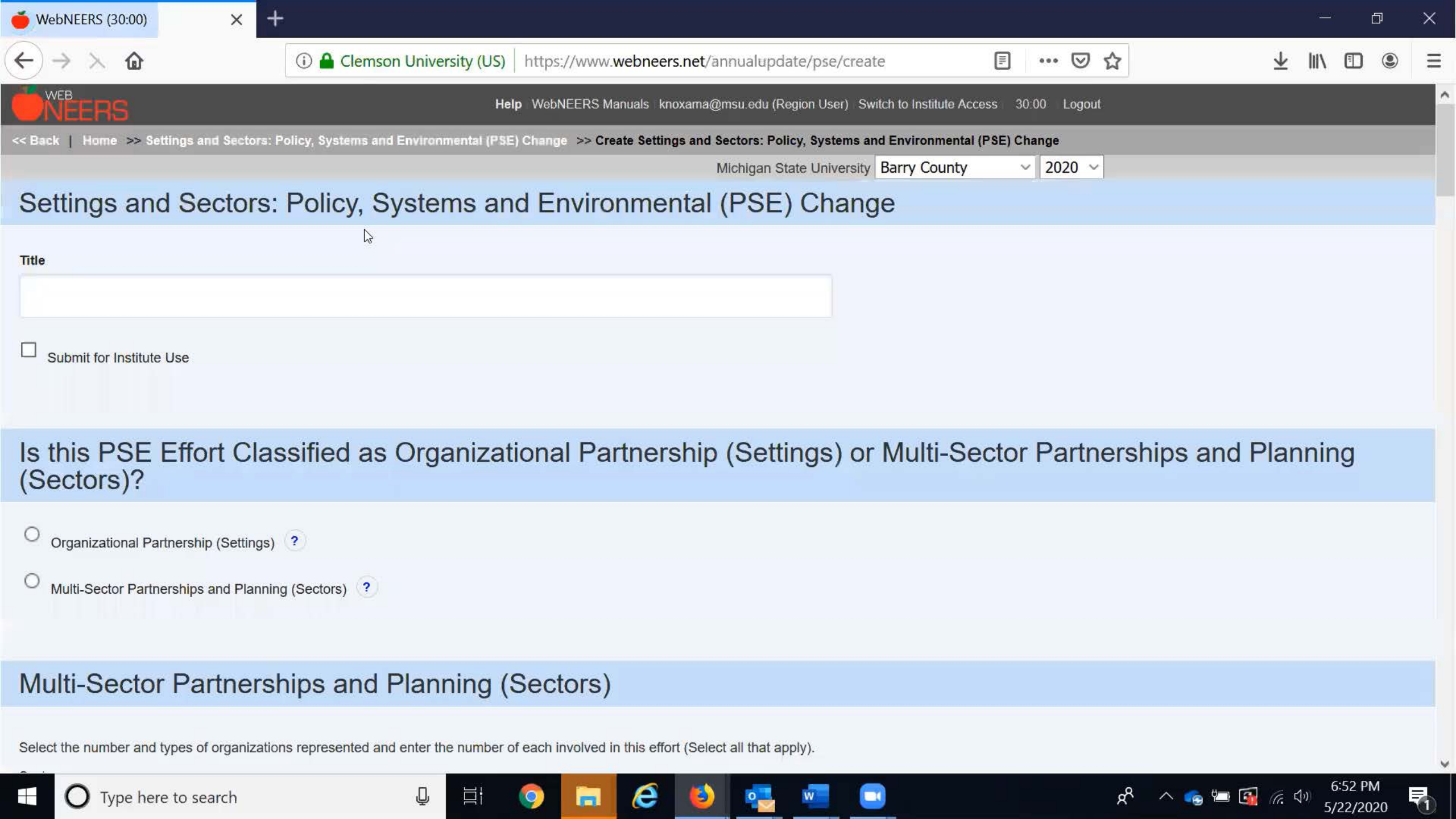
- Organizational Partnership (Settings) [?](#)
- Multi-Sector Partnerships and Planning (Sectors) [?](#)

### Multi-Sector Partnerships and Planning (Sectors)

Select the number and types of organizations represented and enter the number of each involved in this effort (Select all that apply).



Videos will be posted on the digital resource webpage



## Settings and Sectors: Policy, Systems and Environmental (PSE) Change

Title

Submit for Institute Use

### Is this PSE Effort Classified as Organizational Partnership (Settings) or Multi-Sector Partnerships and Planning (Sectors)?

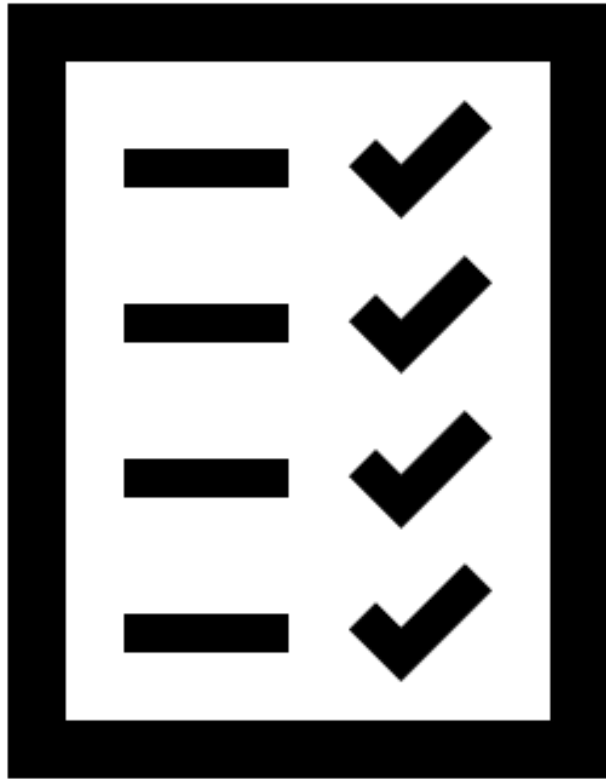
- Organizational Partnership (Settings) ?
- Multi-Sector Partnerships and Planning (Sectors) ?

### Multi-Sector Partnerships and Planning (Sectors)

Select the number and types of organizations represented and enter the number of each involved in this effort (Select all that apply).



# Questions?



# PSE Reporting Resources

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# PDF Reporting Tool

## Settings and Sectors

### Policy, Systems, and Environmental (PSE) Change

Institution Name

PSE Initiative Title

#### Is this PSE Effort Classified as Organizational Partnership (Settings) or Multi-Sector Partnerships and Planning (Sectors)?

##### Organizational Partnership (Settings)

Use Organizational Partnership to record information on partnerships at the site level (e.g. school), organization (e.g. school district), or complementary sites.

##### Multi-Sector Partnerships and Planning (Sectors)

Multi-Sector Partnerships (Sectors) all have an important role in helping individuals make healthy choices because they either influence the degree to which people have access to healthy food and/or opportunities to be physically active, or they influence social norms and values. Multi-Sector Partnerships should encompass at least 3 diverse sectors.



# Definitions and FAQs

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## **PSE EFNEP Reporting Definitions and FAQs**

This document presents definitions and FAQs to assist with reporting EFNEP PSE. Definitions listed below can also be found in the [WebNEERS](#) reporting system and [WebNEERS](#) technical assistance manual.

### **Definitions**

#### Reporting Settings vs. Sector Level Change Section

Organizational Partnership (Settings): Use Organizational Partnership (Settings) to record information on partnerships at the site (e.g. school), organization (e.g. school district), or complementary level.

Multi-Sector Partnerships (Sectors): Multi-Sector Partnerships (Sectors) all have an important role in helping individuals make healthy choices because they either influence the degree to which people have access to healthy food and/or opportunities to be physically active, or they influence social norms and values. Multi-Sector Partnerships should encompass at least 3 diverse sectors.

#### Focus Areas Section

Diet Quality: changes related to expanding access or improving healthy eating.

Physical Activity: changes related to expanding access or improving physical activity or reduced sedentary behavior.

Food Resource Management: changes related to expanding access or improving food resource management.

Food Safety: changes related to expanding access or improving food safety.

Food Security: changes related to expanding access or improving food security.



# WebNEERS Manual Section 8

PSE Section  
on Page 53

## Section 8 – EFNEP Annual Update/5-Year Plan

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# WebNEERS Manual Section 8

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## *Manage Settings and Sectors: Policy, Systems, and Environmental (PSE) Change*

The **Manage Settings and Sectors: Policy, Systems, and Environmental Change** screen includes all Regional Level and Institution Level PSE impacts. Regional PSE impacts are only visible at the Institution Level if the “**Submit for Institute Use**” box is checked at the Regional Level (note, this box is checked by default). The “**SEARCH**” box can be used to quickly find examples by their title, type, submitter, keywords, people, focus, or date. Institution Level users can edit Regional impacts, if needed. Those changes will be visible to the Regional Level user.

SEARCH:

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### *WebNEERS Instructions - Institute Level User*

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1. Log in as an Institution Level user.
2. Select “**Manage Settings and Sectors: Policy, Systems and Environmental (PSE) Change**” from the **WebNEERS Home Page**.
3. Click “**Add Settings and Sectors: Policy, Systems and Environmental (PSE) Change**” to create an Institution Level impact.
4. Indicate the **title** under the “Settings and Sectors: Policy, Systems and Environmental (PSE) Change” heading.
  - a. An example title may be the name of the agency or the Policy, Systems or Environmental Change effort.



# Where can I find PSE Resources?

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EFNEP Digital Resources Webpage:

[https://efnepdigitalresources.org/toolkit/?\\_sft\\_toolkit\\_category=pse](https://efnepdigitalresources.org/toolkit/?_sft_toolkit_category=pse)

EFNEP PSE Website:

<https://efneppse.org/reporting/>



For EFNEP Policy questions related to PSE, please submit to:

[helen.chipman@usda.gov](mailto:helen.chipman@usda.gov)

[mallory.koenings@usda.gov](mailto:mallory.koenings@usda.gov)





# Questions?

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# Thanks for Joining!

