HAPPE

Healthy & Active Programs and Policies Evaluation

SYSTEM MANUAL

HEALTHY & ACTIVE COMMUNITIES

MFH

Missouri Foundation for Health

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Washington University in St. Louis
George Warren Brown School of Social Work

Saint Louis University

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Section 1 Contents

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 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

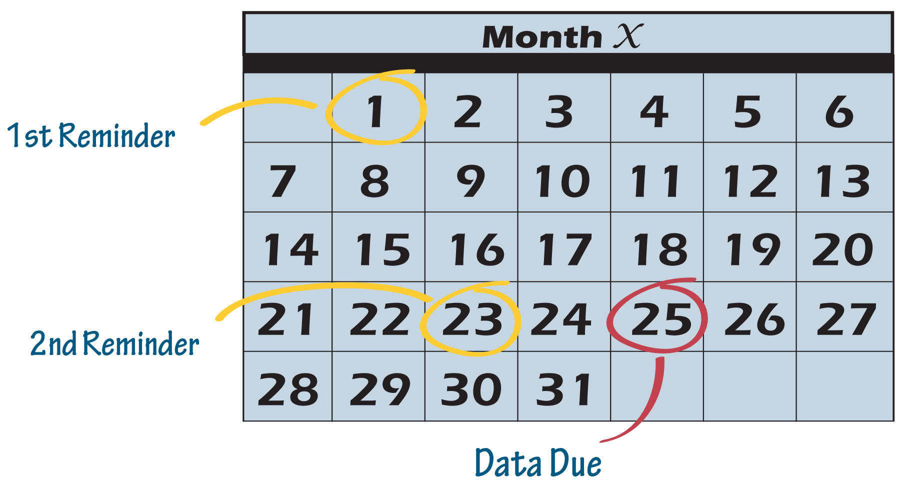
Data will be submitted on a monthly and quarterly basis. Monthly and quarterly data are due the **25th** day of the month following the end of a reporting period.

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



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 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.

Section 2 Contents

Logging In

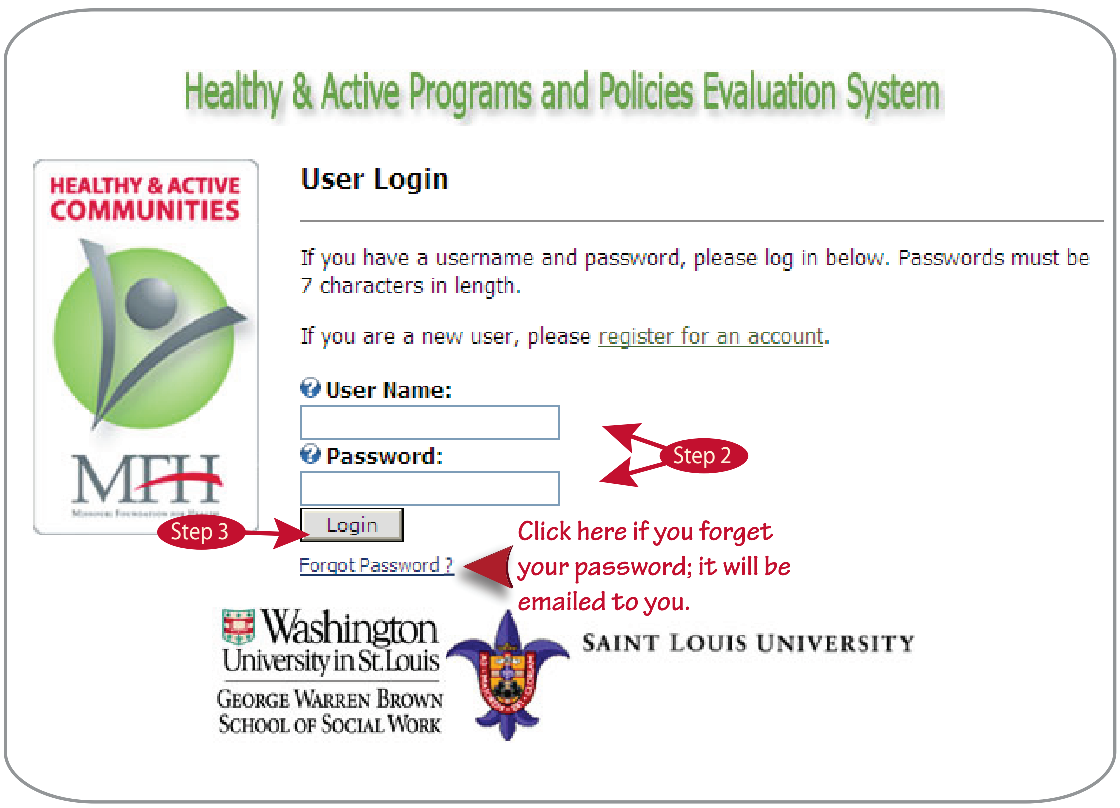
Step 1: Go to http://evaluation.mffh.org

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

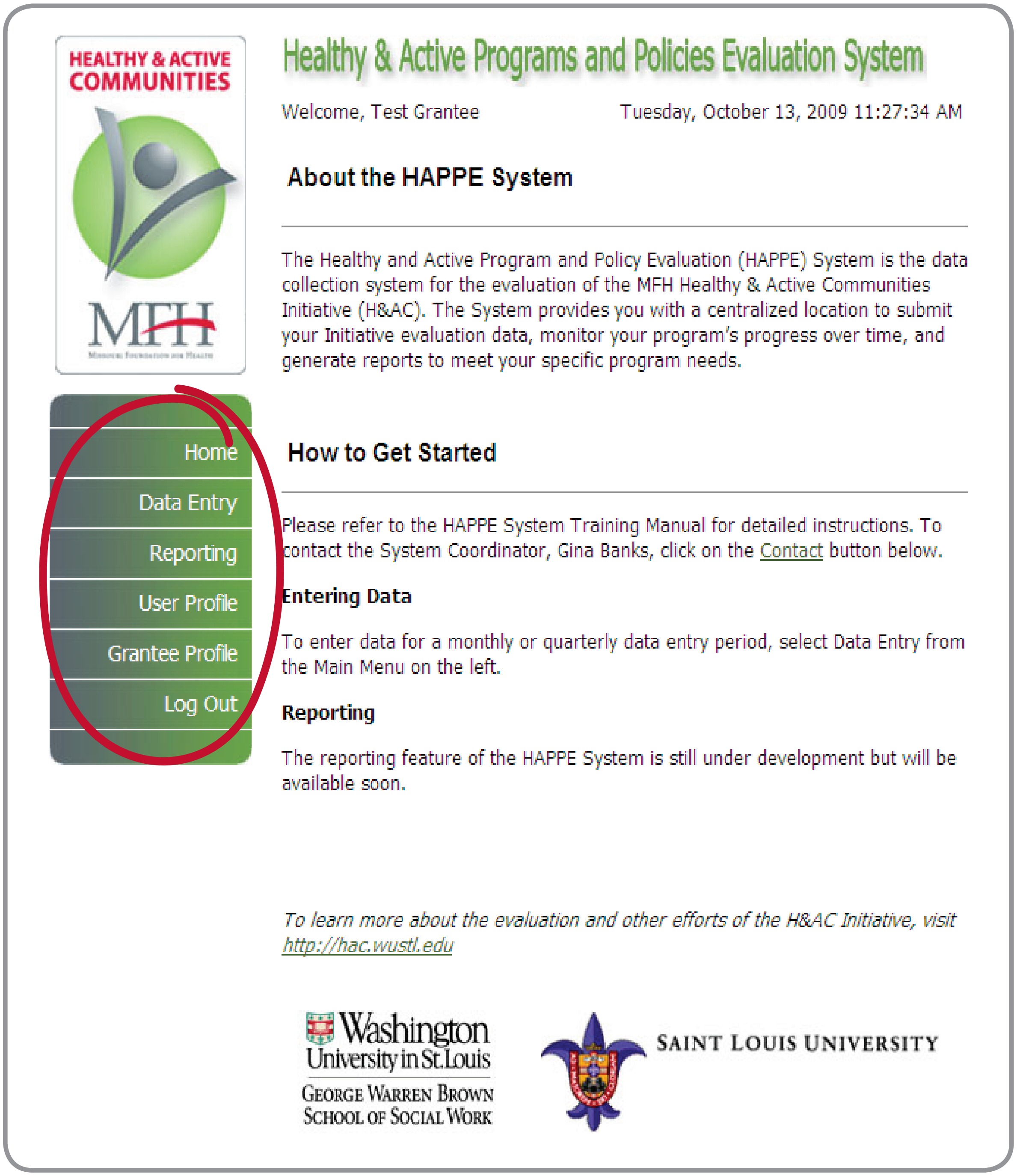
Step 3: Click **Login**

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.



The HAPPE System Menu

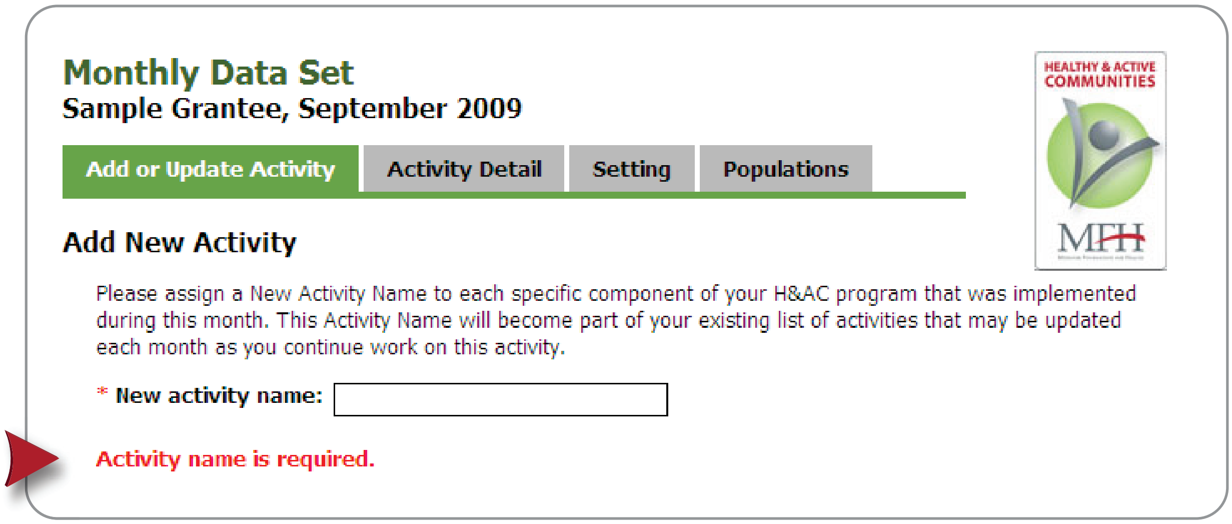
The menu appears on the left side of the hompage. Use the menu to navigate from one page to another.



Required Fields

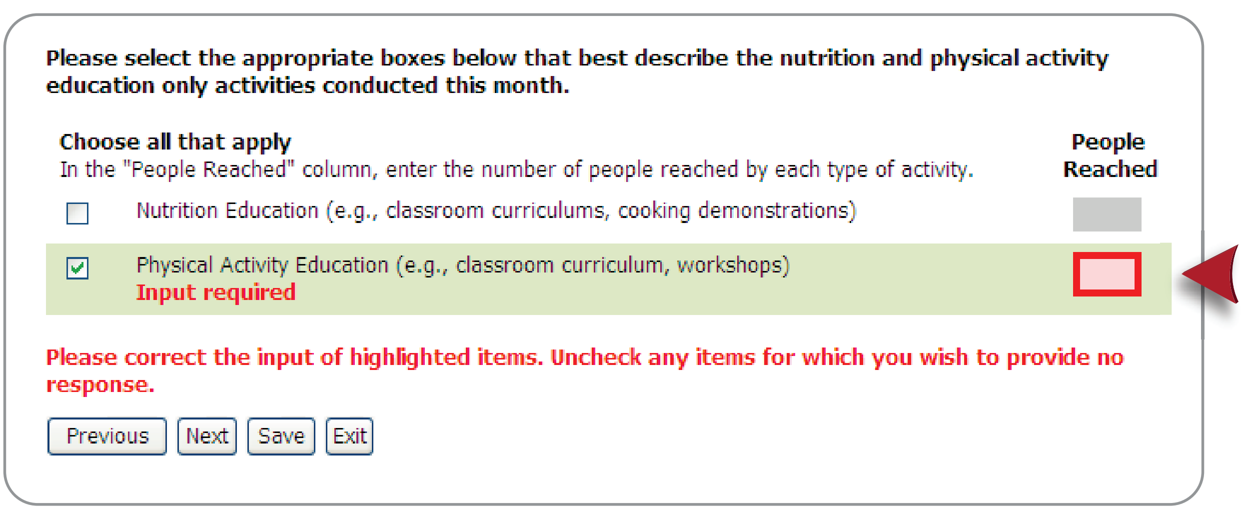
Red Asteriks

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.



Red Highlighted Cells

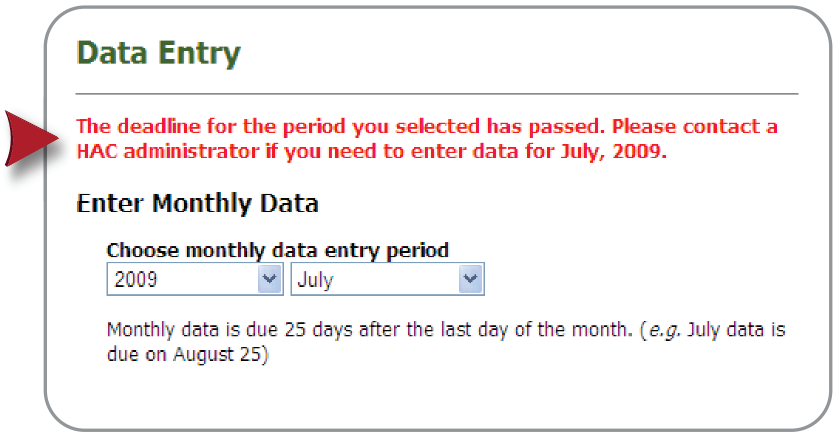
Data must be entered into data entry cells when required. If data is not entered into a required data entry cell, the cell will be highlighted red, indicating that it is a required field.



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 or 314-935-3648, to have the system unlocked.



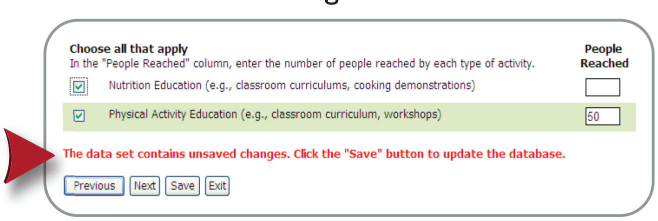
Reminders to Save Data

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**.

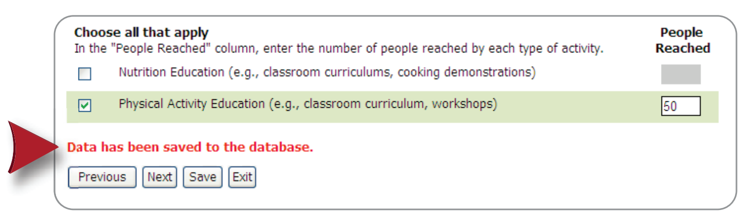
Always click **Save** to ensure that data will not be lost.

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



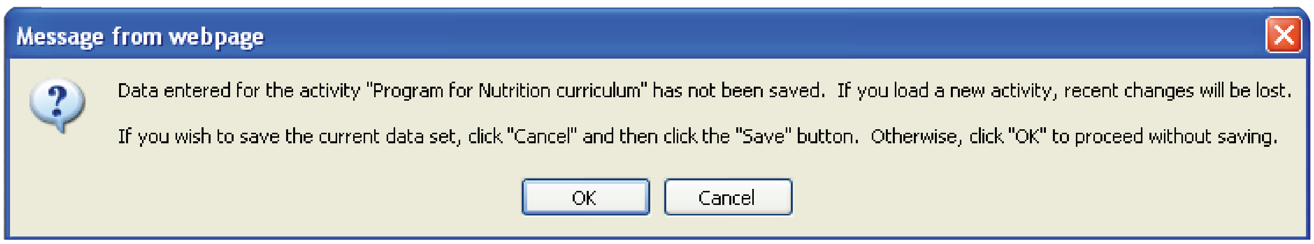
Data Saved Message



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:

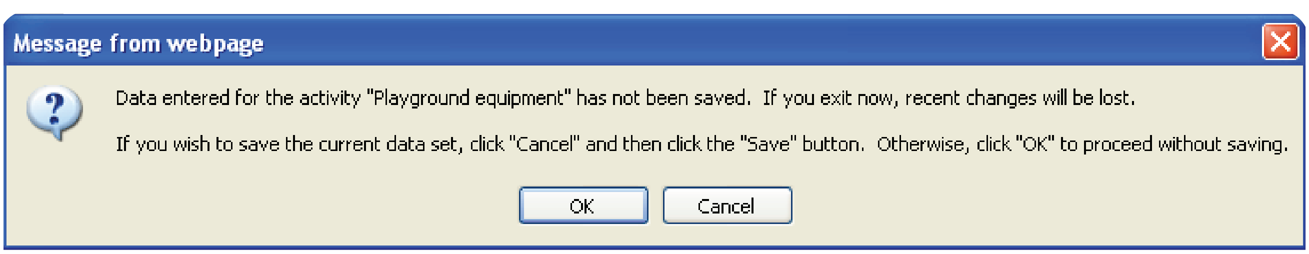


Click **Cancel** on the pop-up message. Click **Save** at the bottom of the screen. Then you can select another activity to update from the Update Existing Activity list.

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.



Section 3 Contents

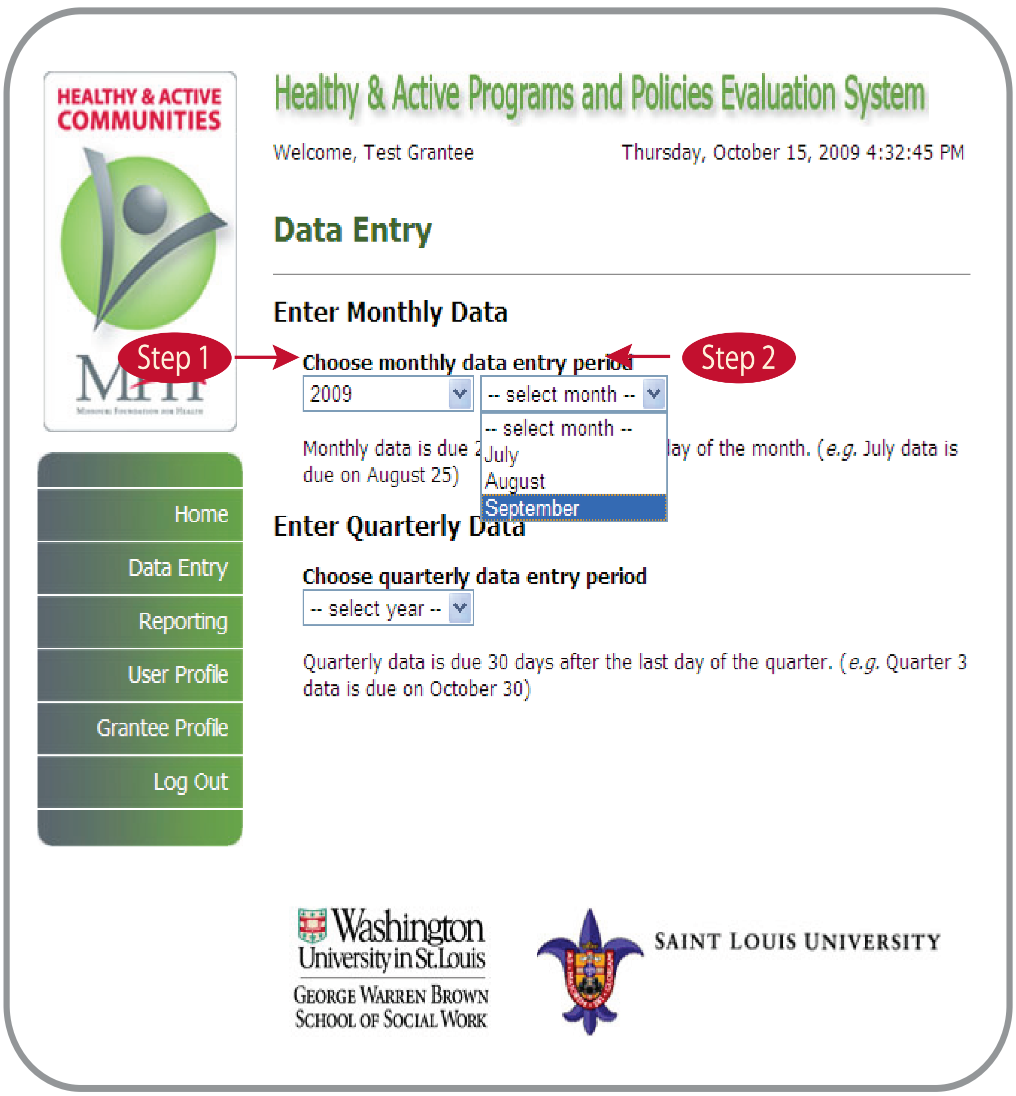
Entering Monthly Data

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.

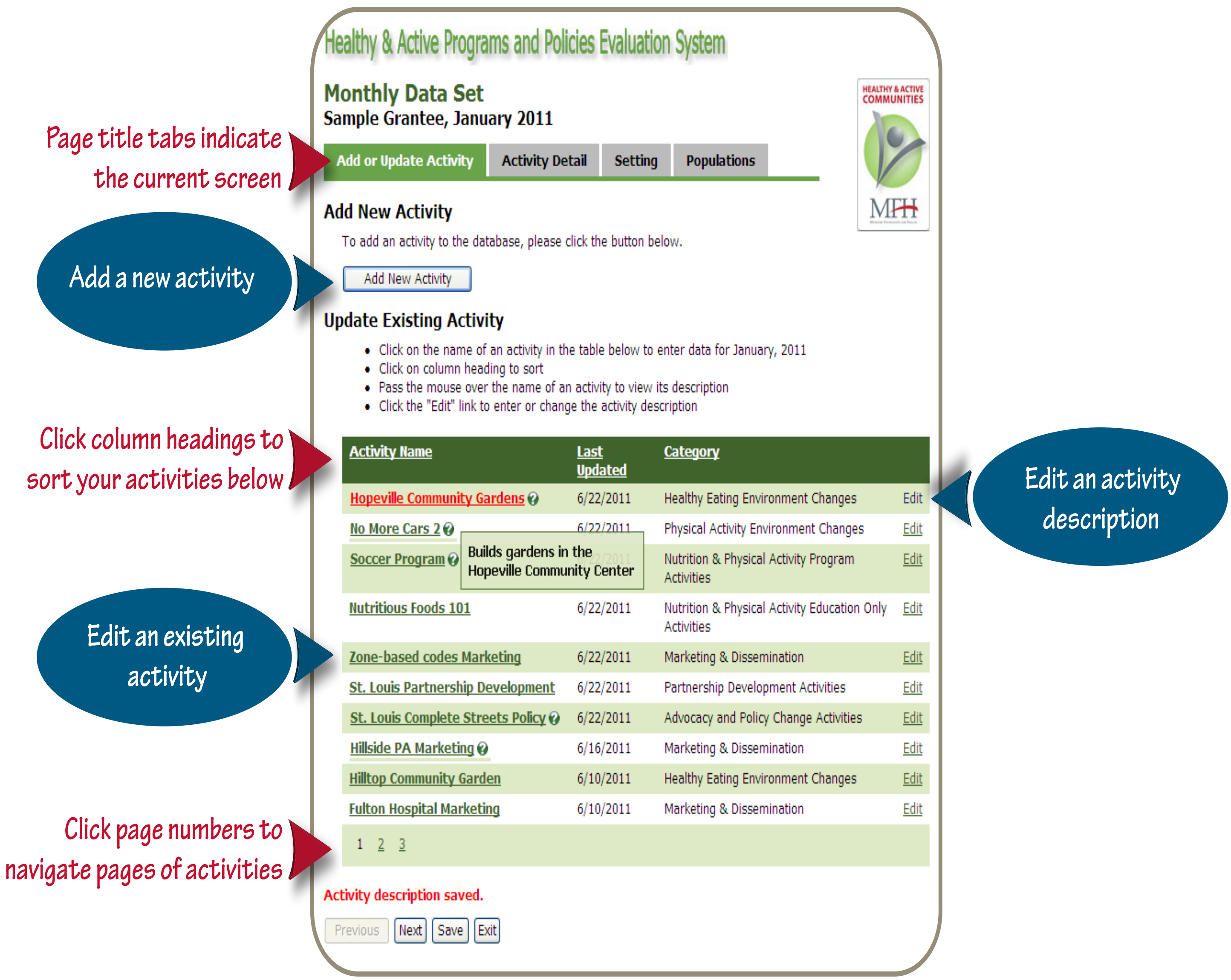


Add or Update Activity

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.



Add a New Activity

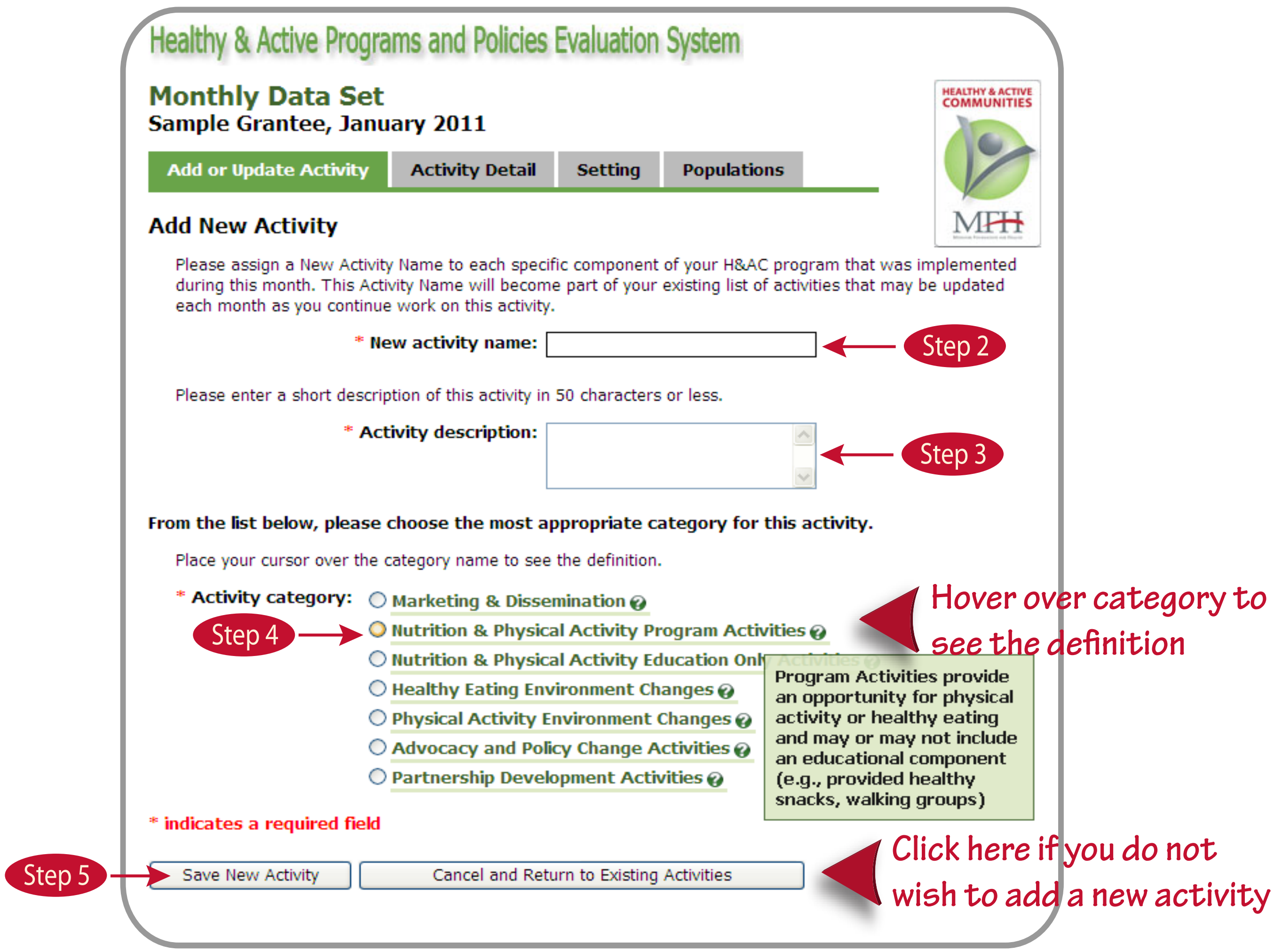
You can add new activities to the HAPPE System by naming each activity and assigning it an activity category.

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 (‘’).



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 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 acheive a common goal. Partners can share expertise, funding, staff, technology, or other resources.

  Examples: Recruited new partners; provided/recieved 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 or 314.935.3648.

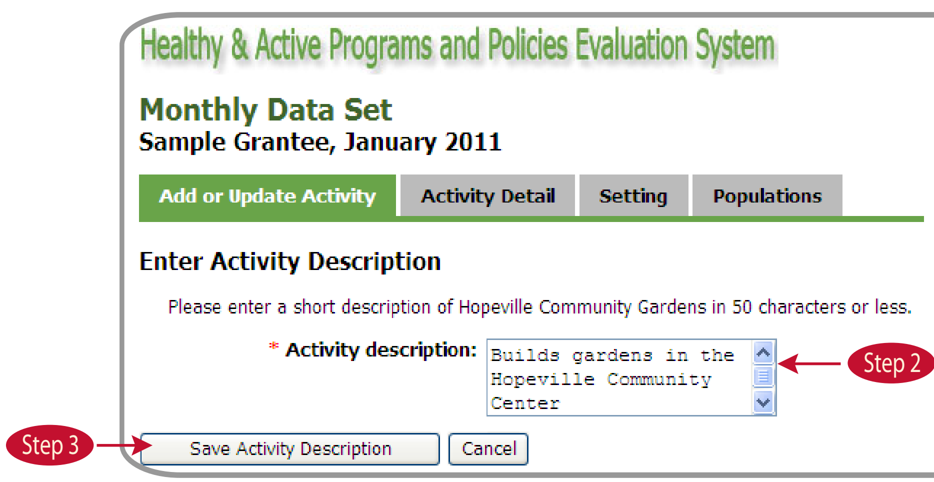
Can I edit the description of an activity?

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.**



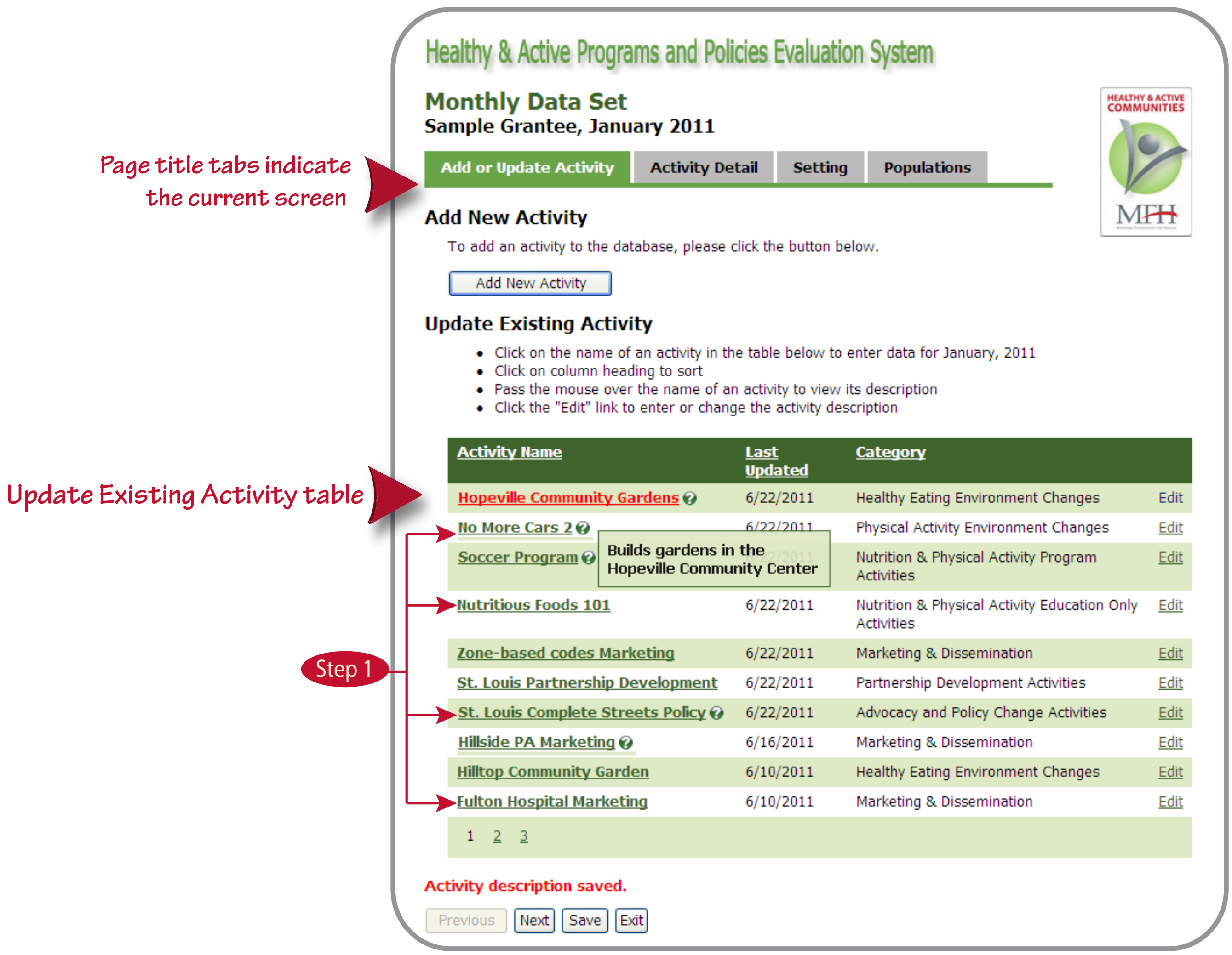
Update an Existing Activity

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.



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

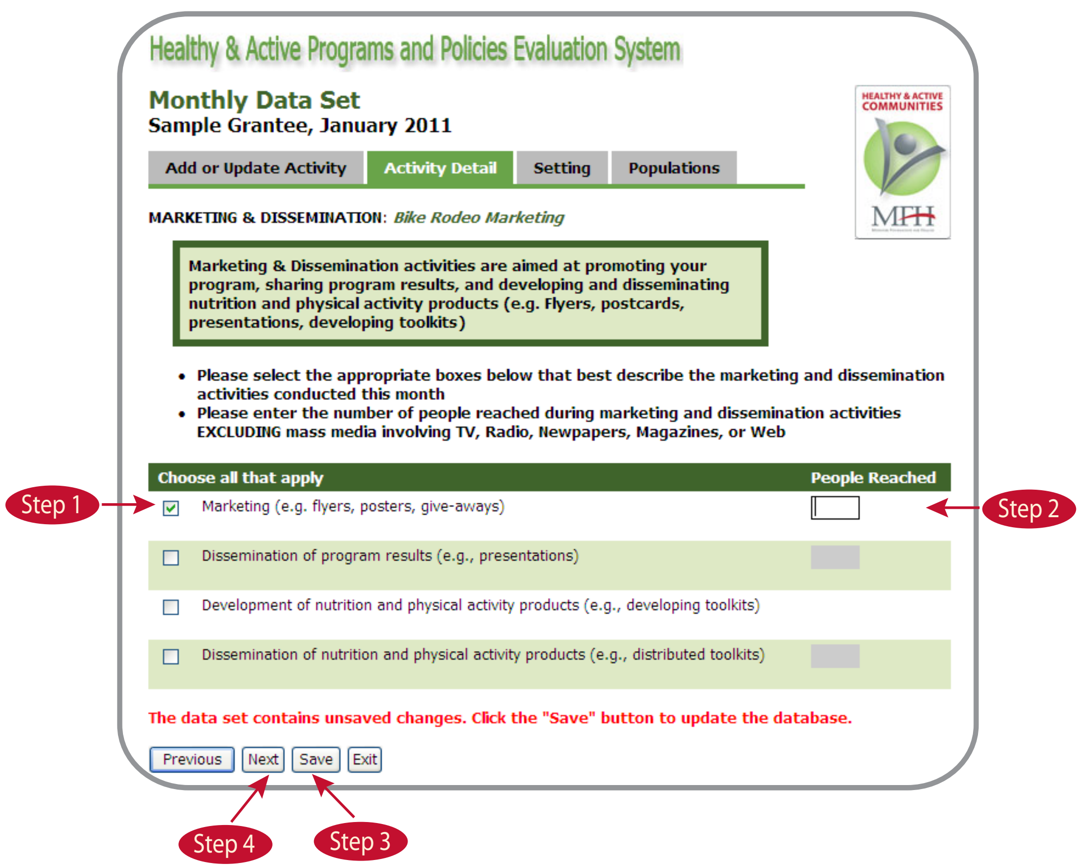
➤**Step 1:** Check the appropriate box or boxes to indicate the specific type of marketing and/or dissemination activities conducted for your project component this month.

➤**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 attendence 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).



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.

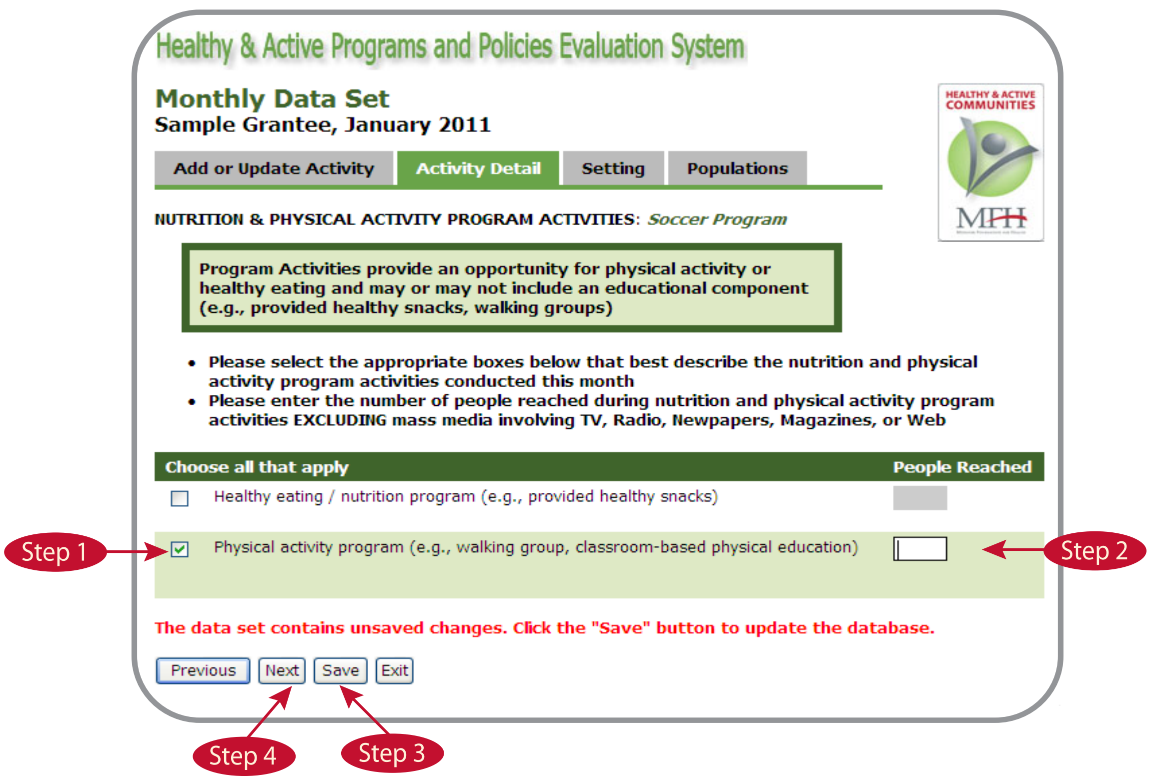
➤**Step 1:** Check the appropriate box or boxes to indicate the type of program activities conducted for your project component this month.

➤**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 attendence 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).



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

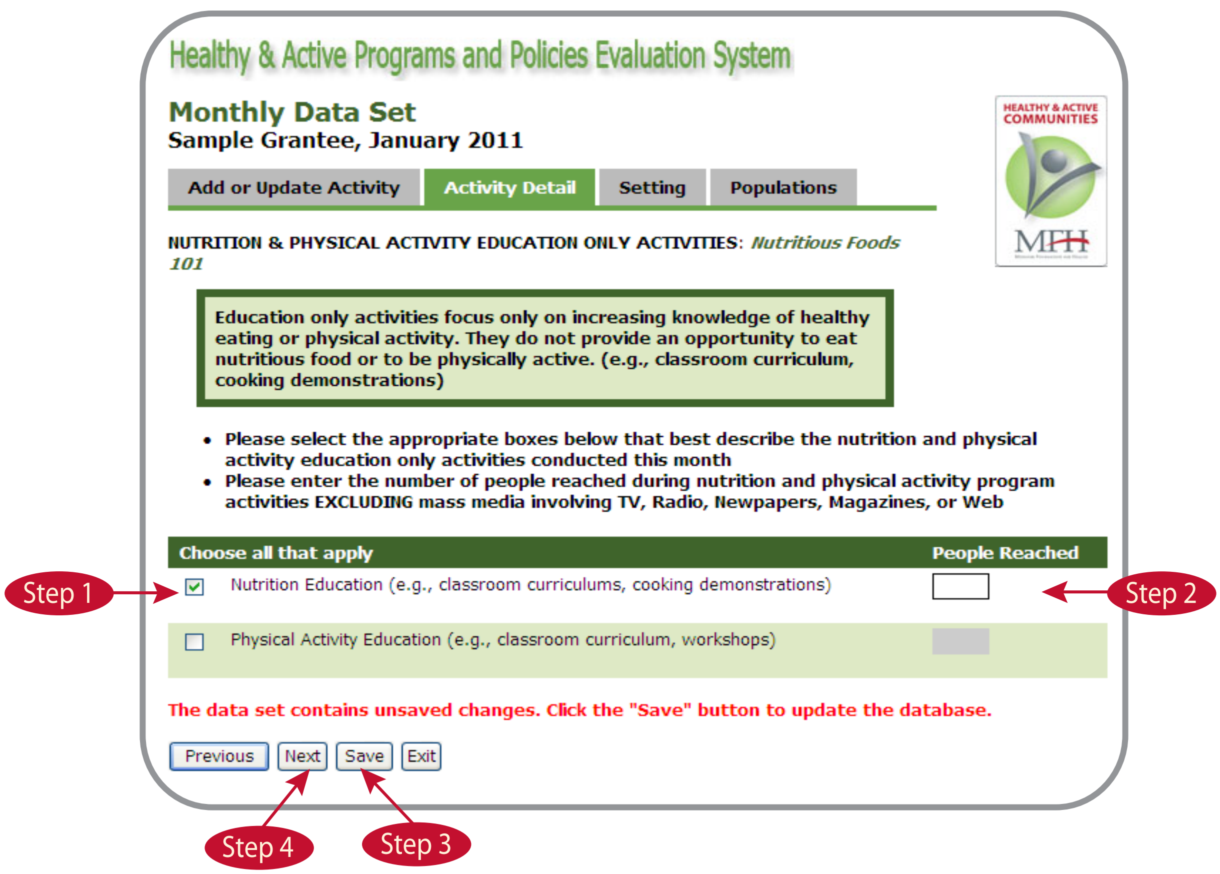
➤**Step 1:** Check the appropriate box or boxes to indicate the education activities conducted for the project component this month.

➤**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 attendence 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).



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 proccess (e.g. planning meetings, contruction).

Examples: Built new community gardens; labeling menus

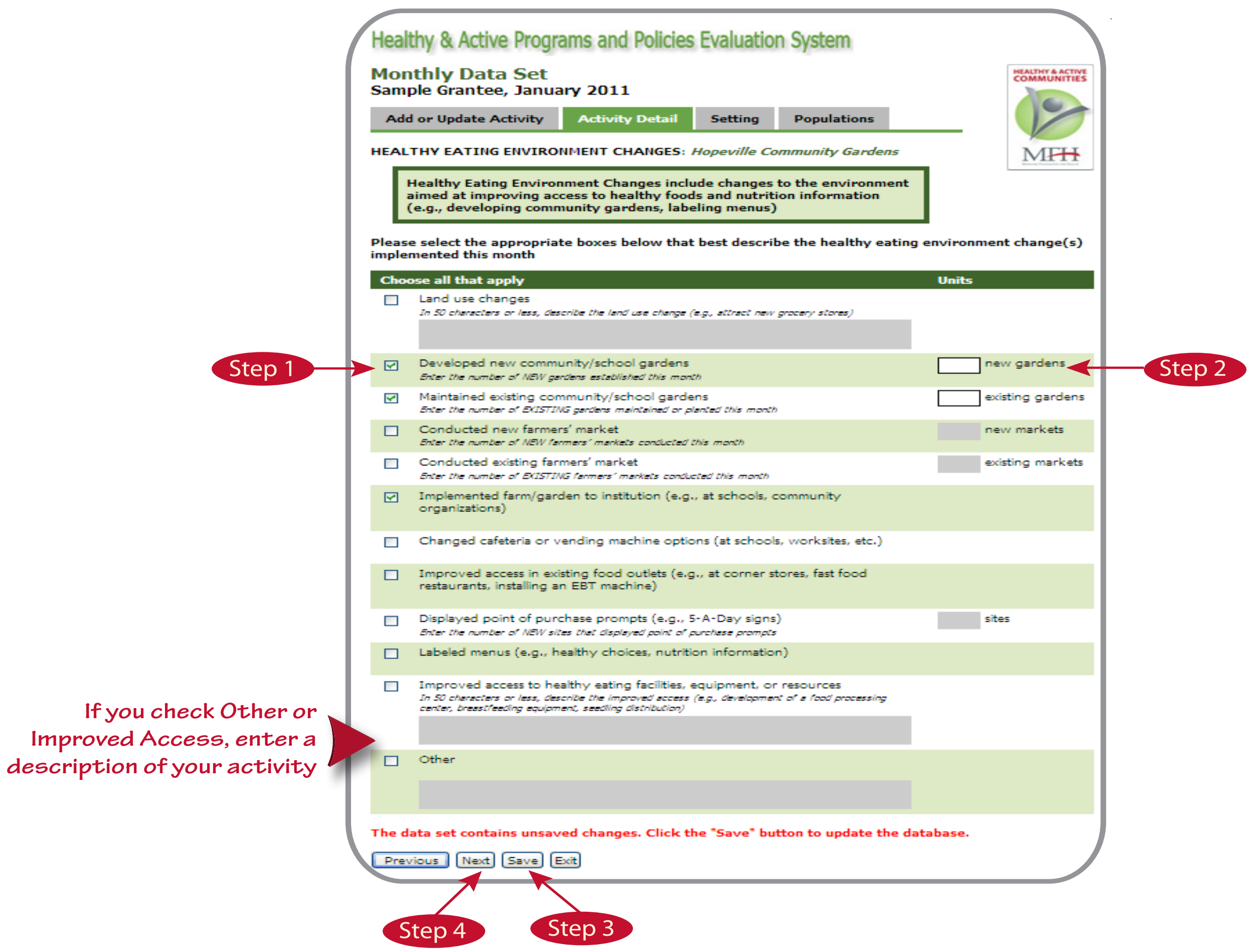
➤Step 1: Check all activities that you conducted for your project component this month.

> 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).



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 proccess (e.g. planning meetings, contruction).

Examples: Developing walking trails; displaying point of decision prompts

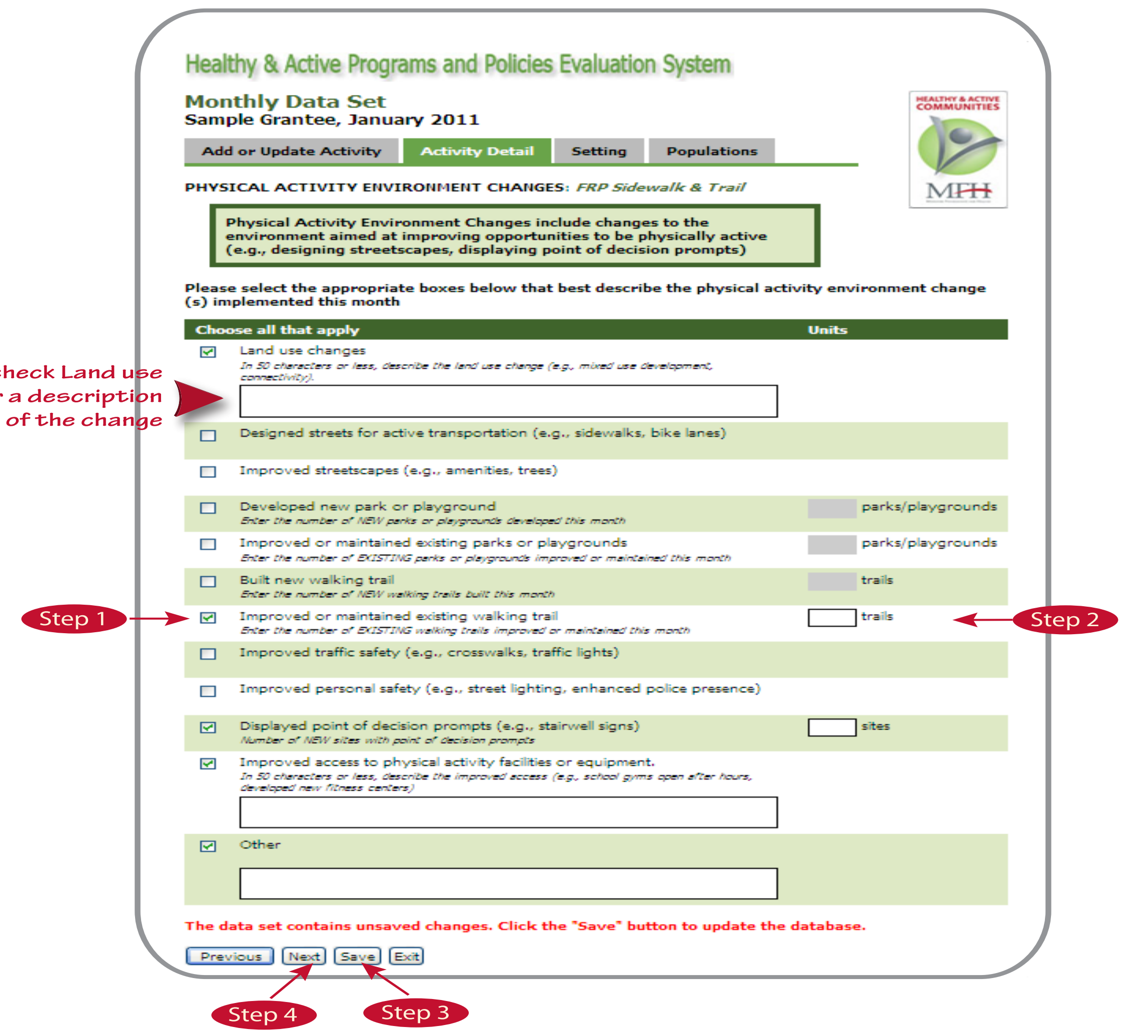
➤Step 1: Check all activities that you conducted for your project component this month.

> If you select *Land Usge 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

Add or Update Activity | Activity Detail | Setting | Populations

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

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

Previous | Next | Save | Exit

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

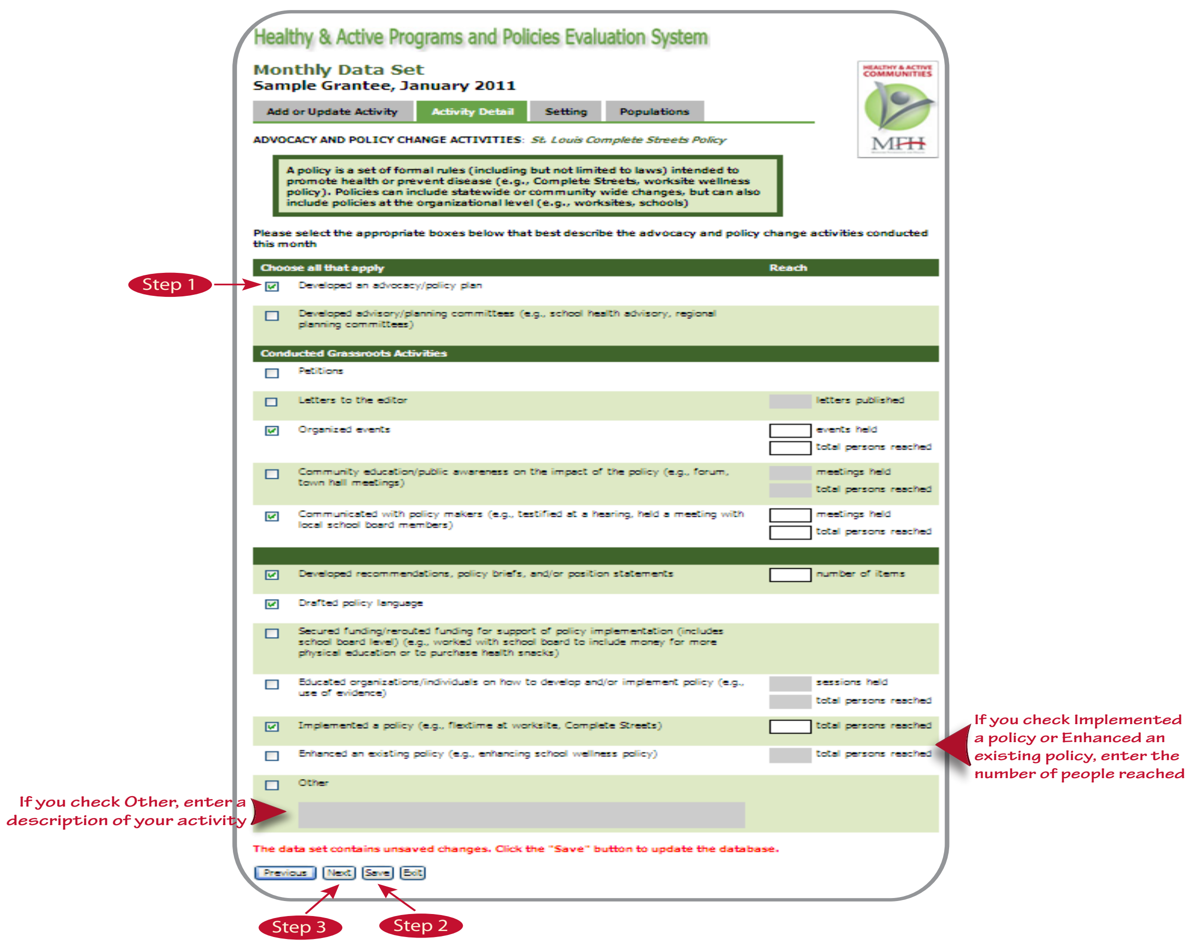
➤Step 1: Check all activities that you conducted for your project component this month.

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

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

Previous | Next | Save | Exit

Activity Detail:
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 offically 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 acheive a common goal. Partners can share expertise, funding, staff, technology, or other resources.

Examples: Recruited new partners; provided/recieved 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.

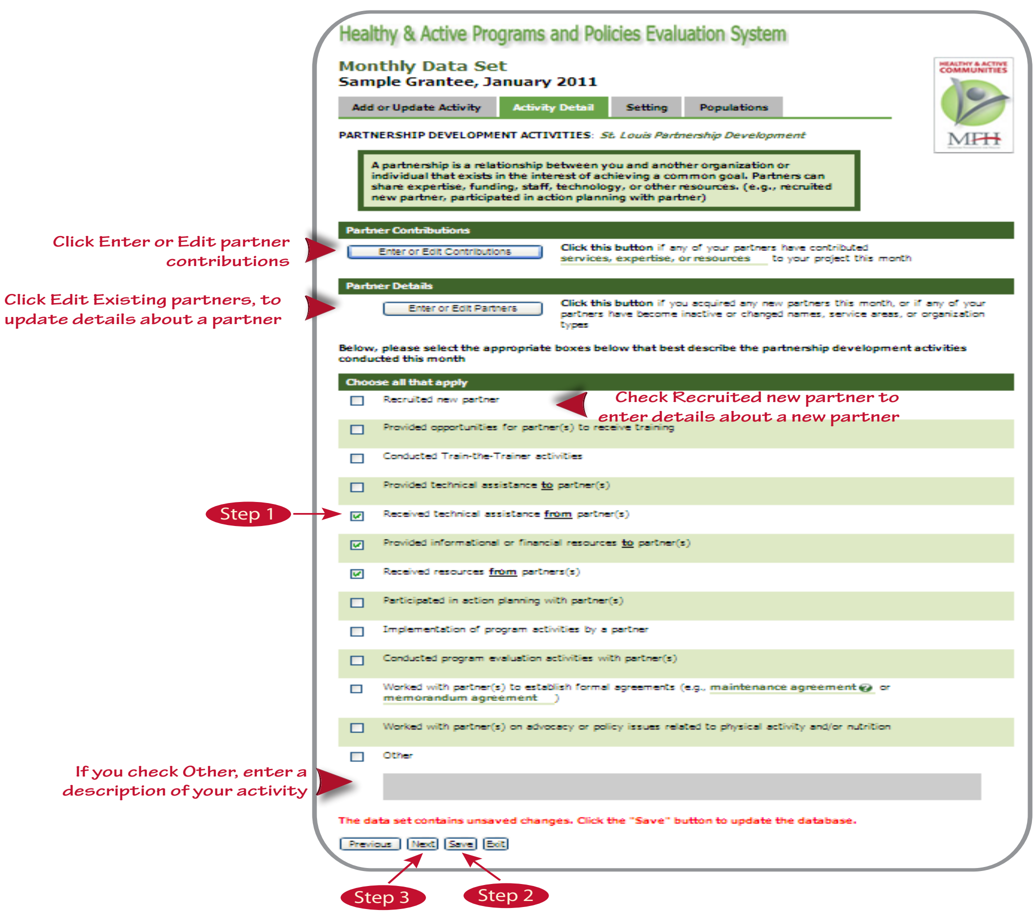
➤Step 1: Check all activities that you conducted for your project component this month.

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).



Activity Detail:

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.

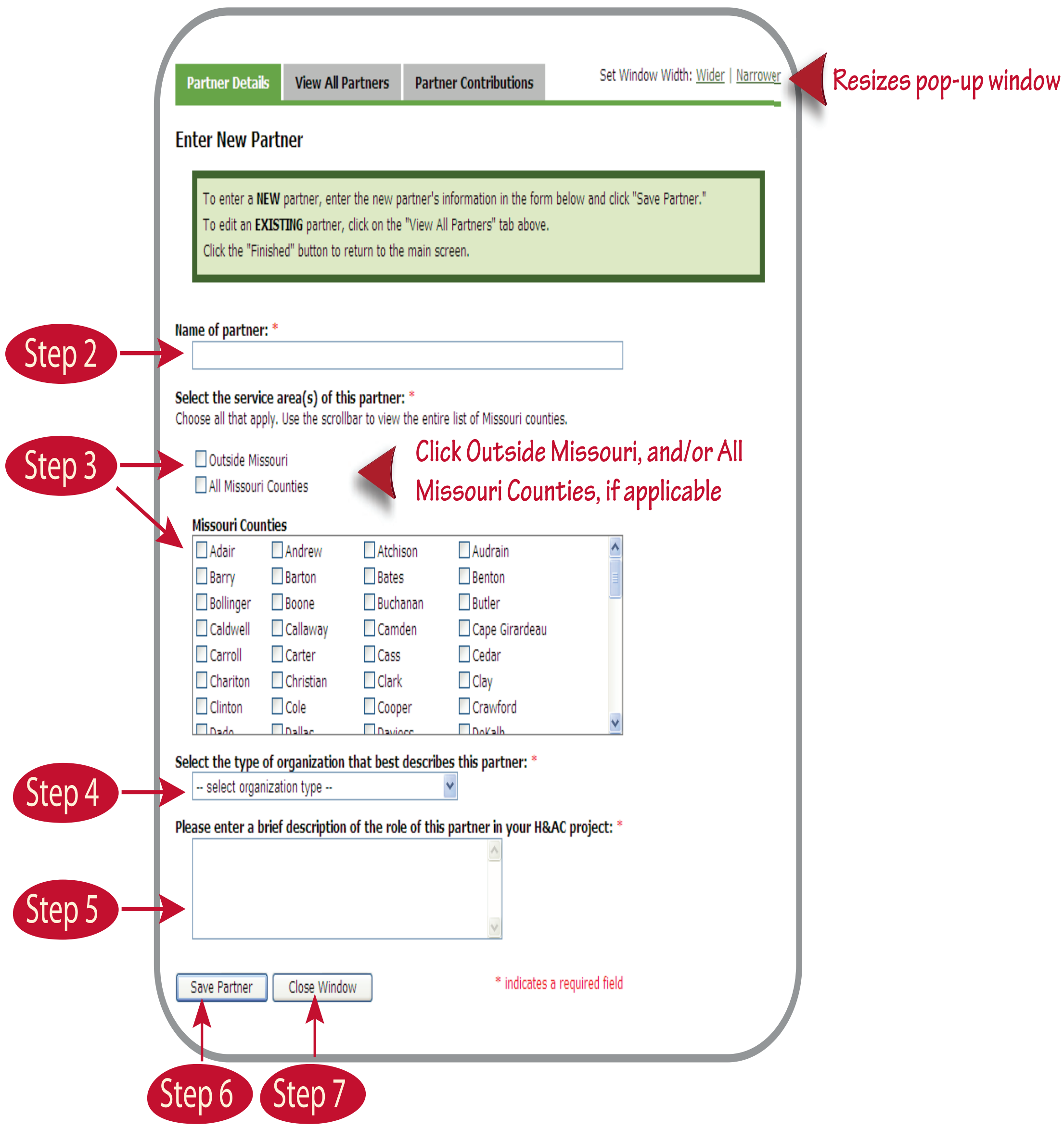
➤**Step 6:** Click **Save Partner.**

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.



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

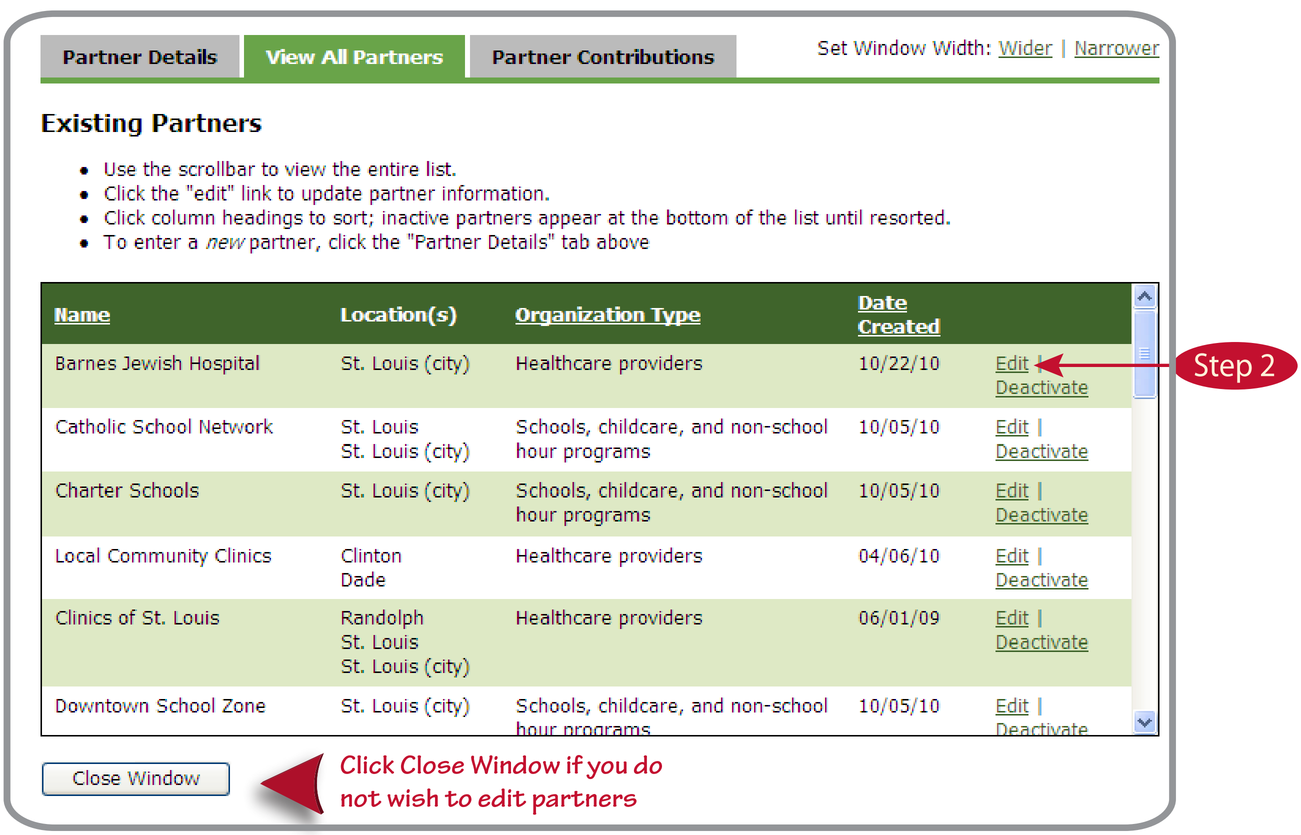
Step 1: Click the **Enter or Edit Existing Partners** button on the Partnership Development Activities screen (see page 3-15).

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 existance).



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

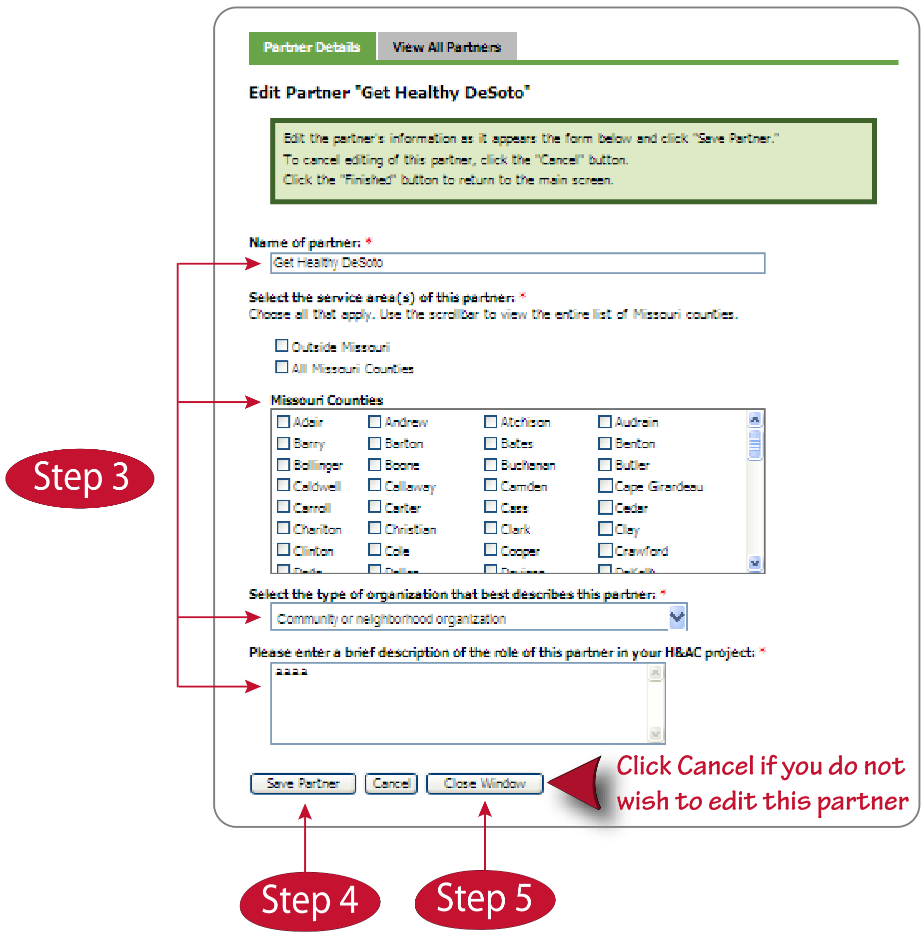
Editing an Existing Partner

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.



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.

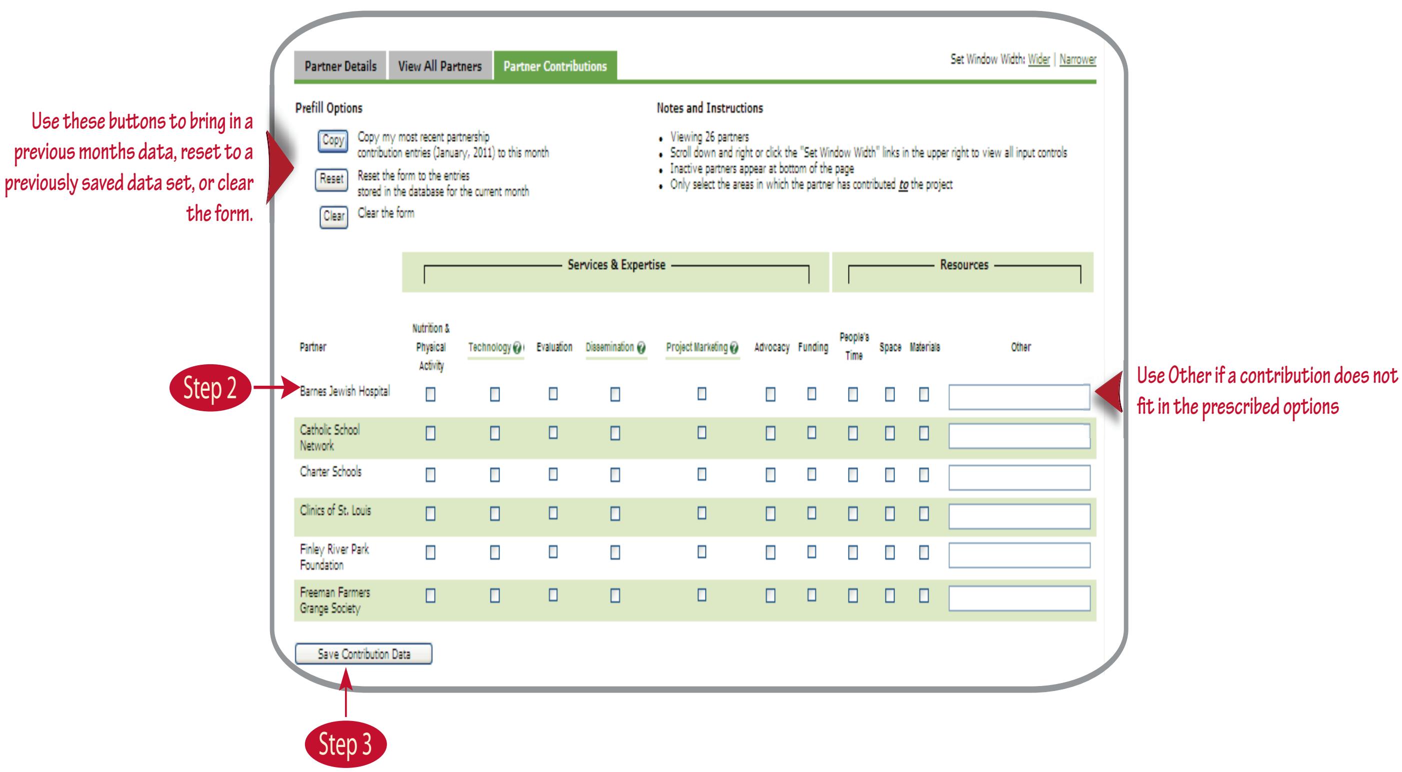
➤Step 3: Click **Save Contribution Data** when finished.

➤Step 4: Close the pop-up windowick **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).



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 occured.

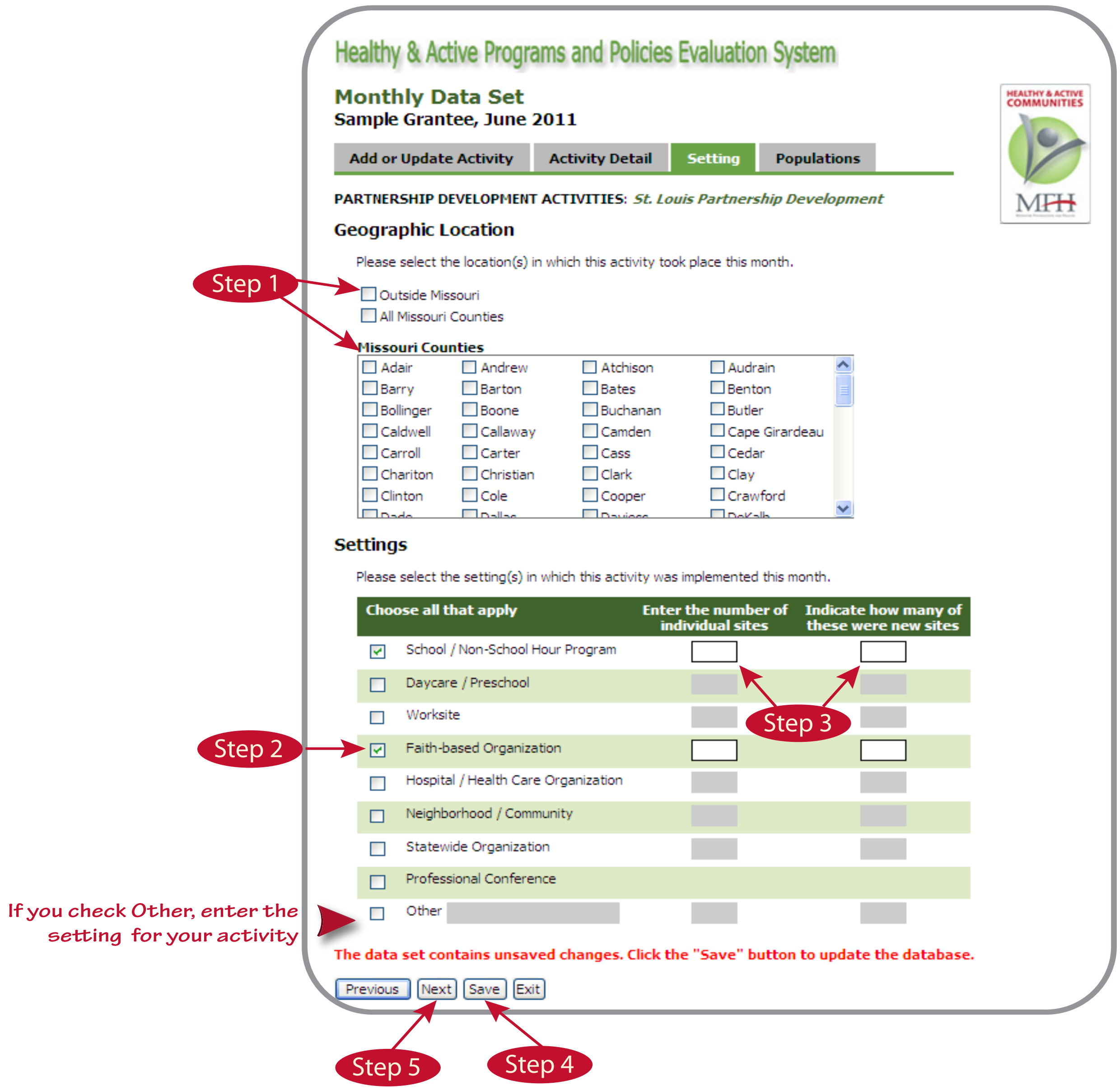
Settings

➤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).



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**.

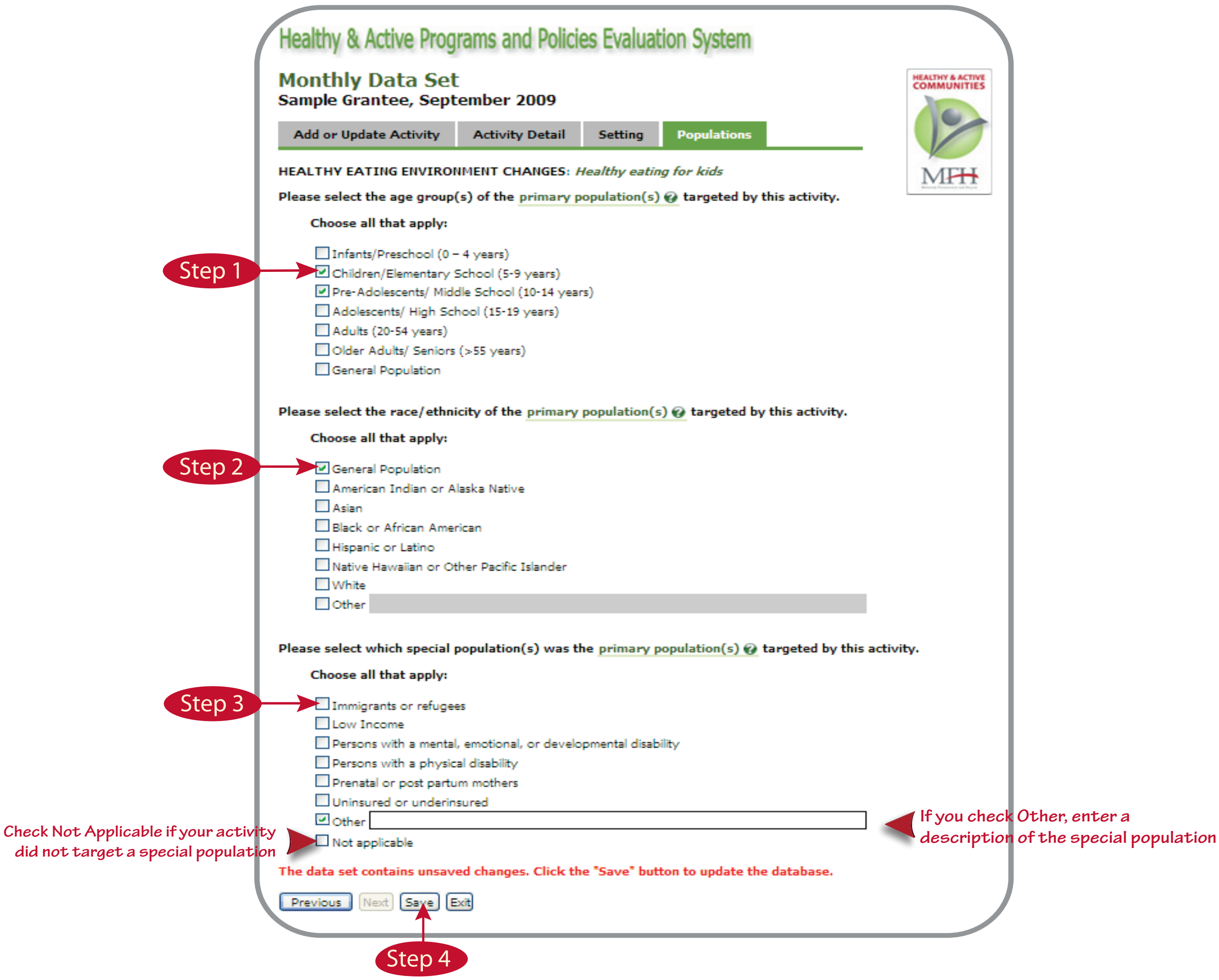
If you select *Other* for steps 2 or 3, the grey cell to the right will be activated so that you can enter a description.

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



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.

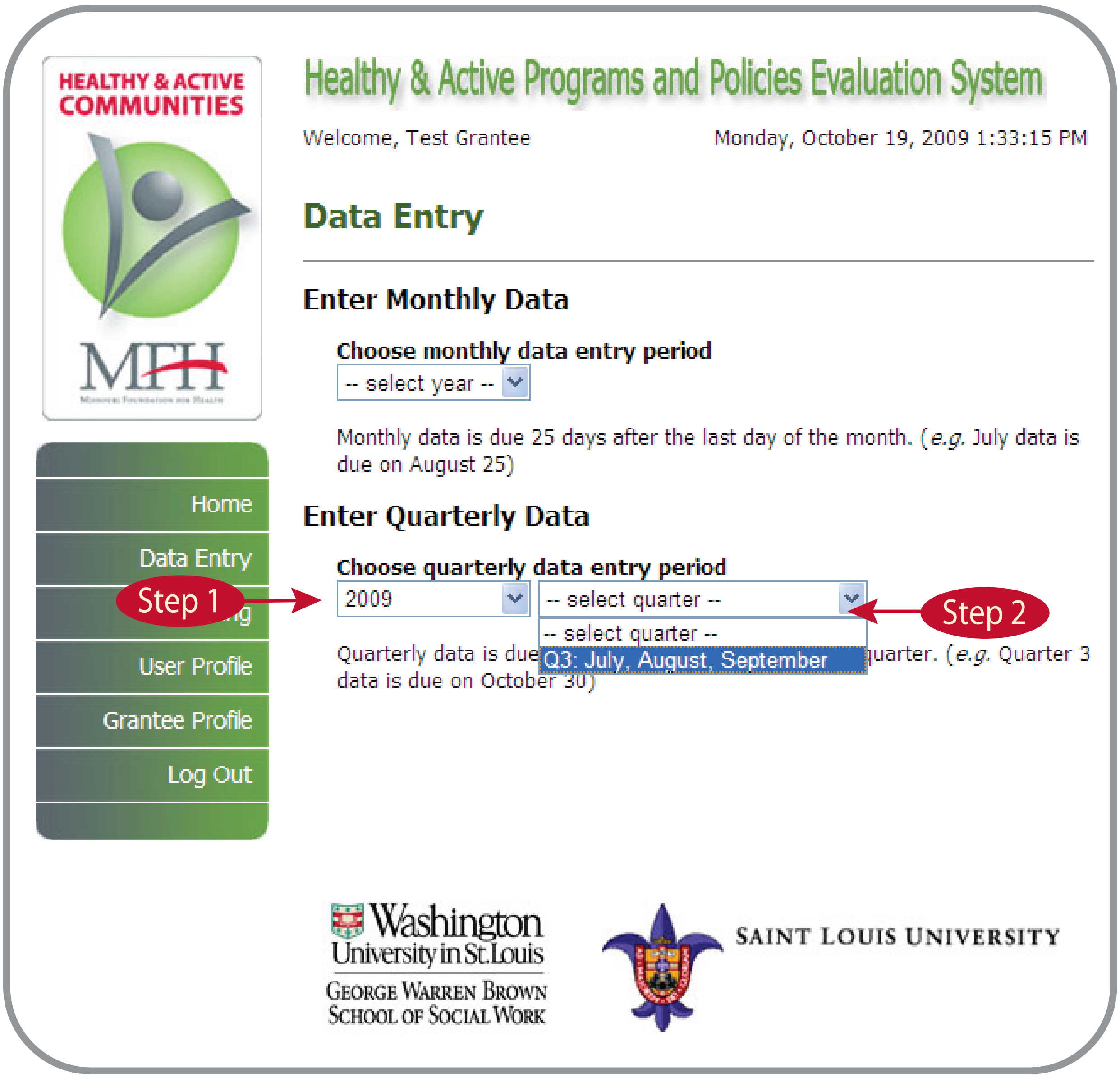
Section 4 Contents

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.



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.

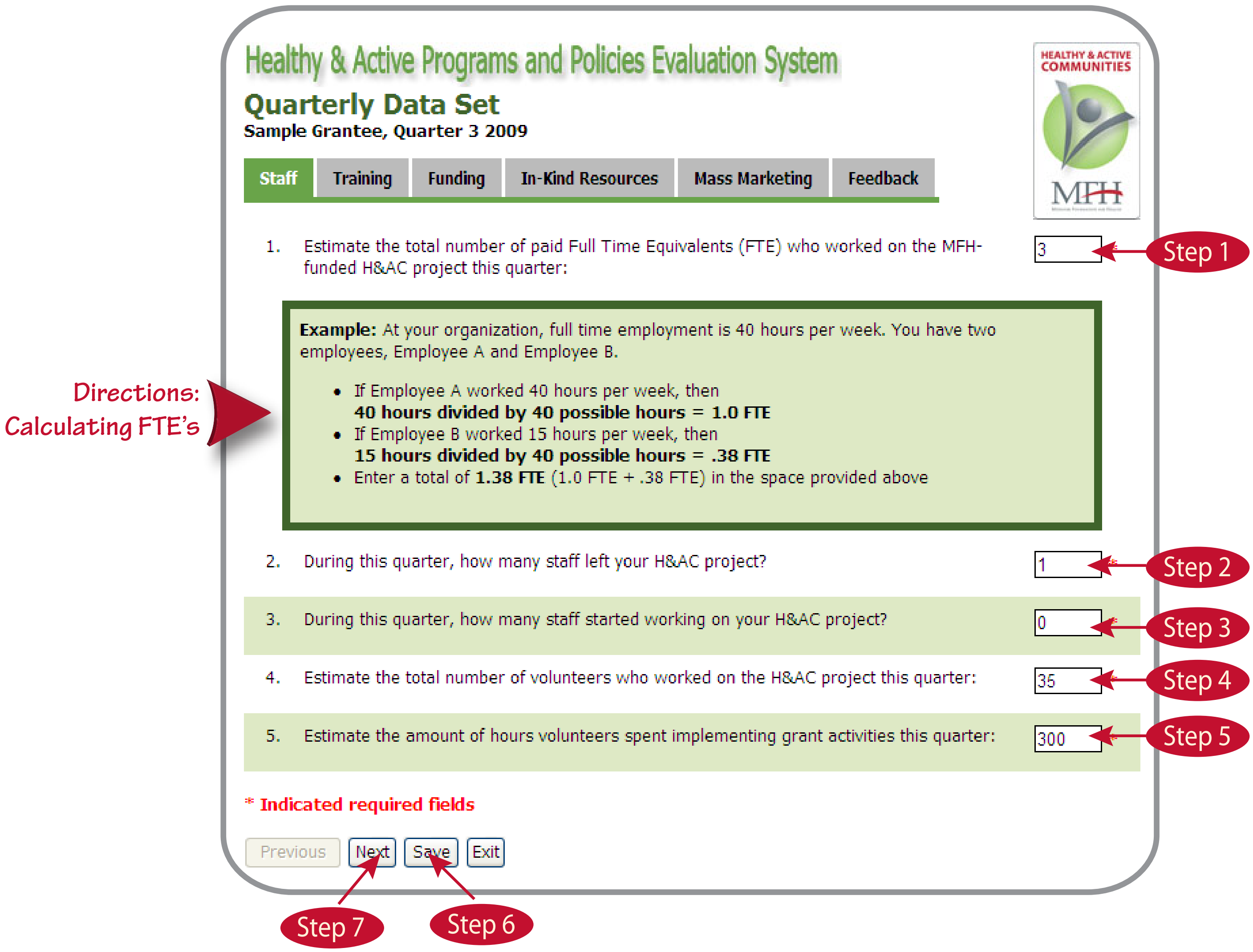
➤**Step 5:** Estimate the total number of volunteer hours provided to your program this quarter.

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).



Training

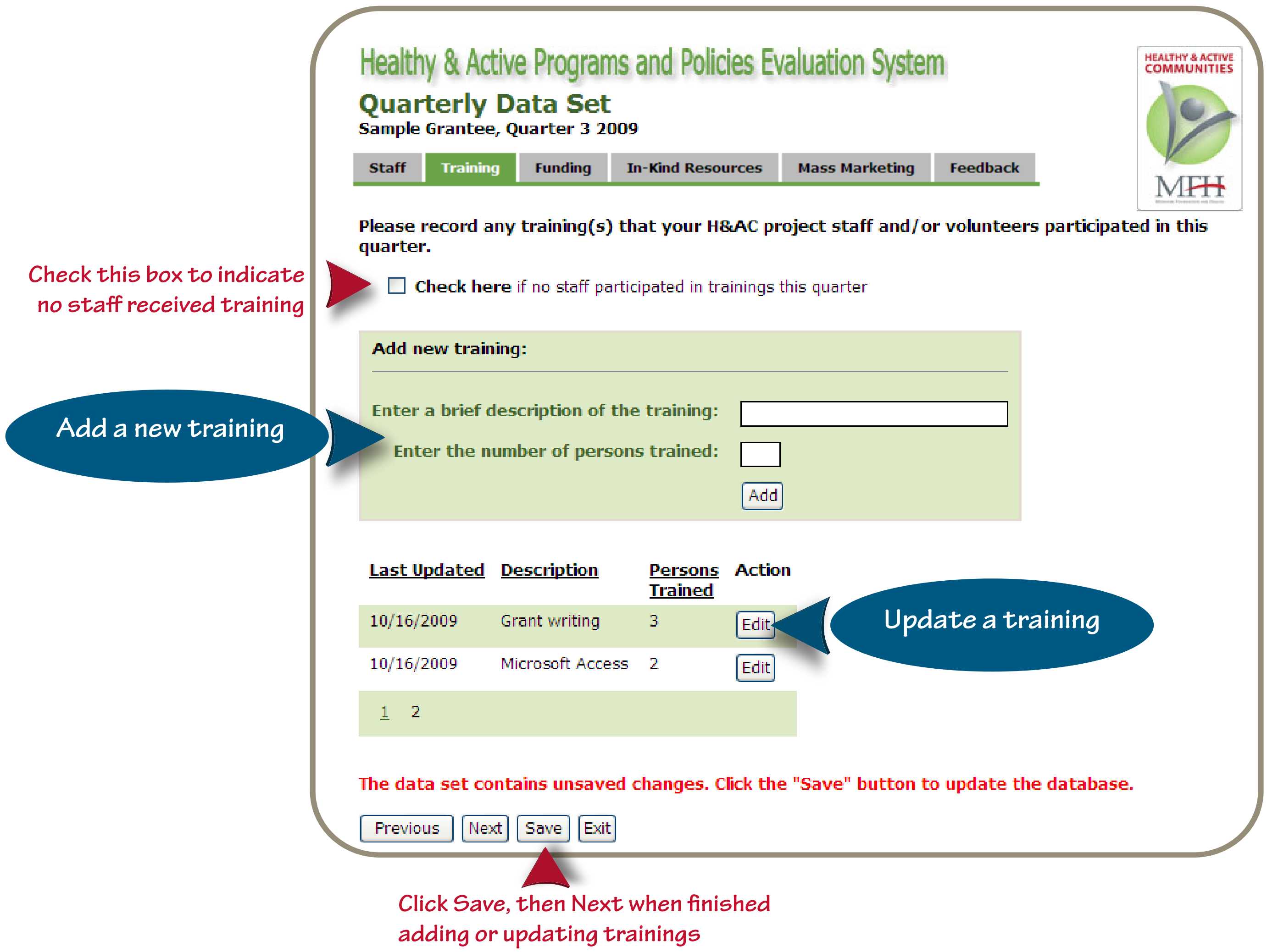
Two functions can be completed on this screen:

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.



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.

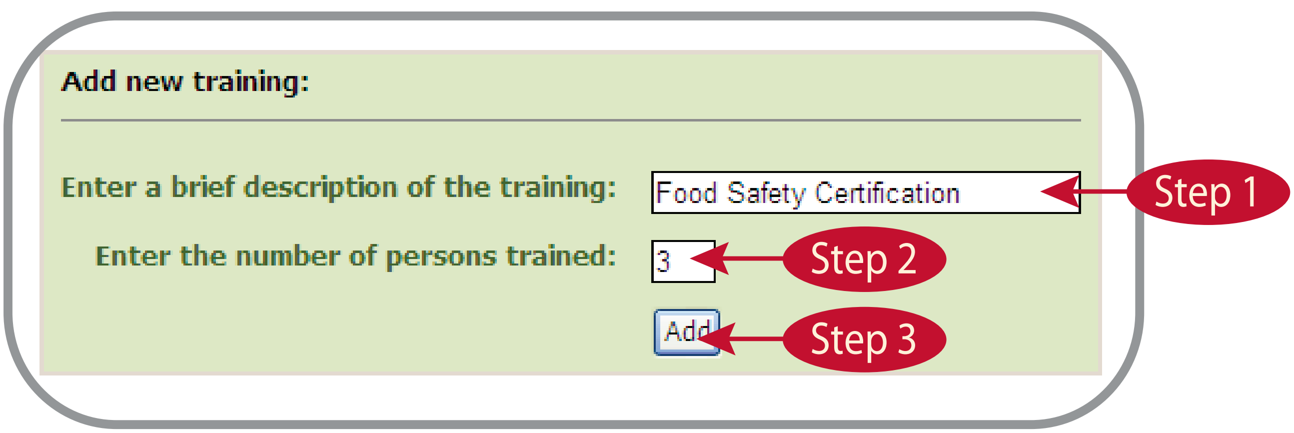
> Trainings in the system are saved across quarters. When you enter data in future quarters, each training previously entered will appear in the table at the bottom of the screen. You can update the number of persons trained each quarter.

➤ **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).



Update a Training

➤Step 1: Click **Edit**.

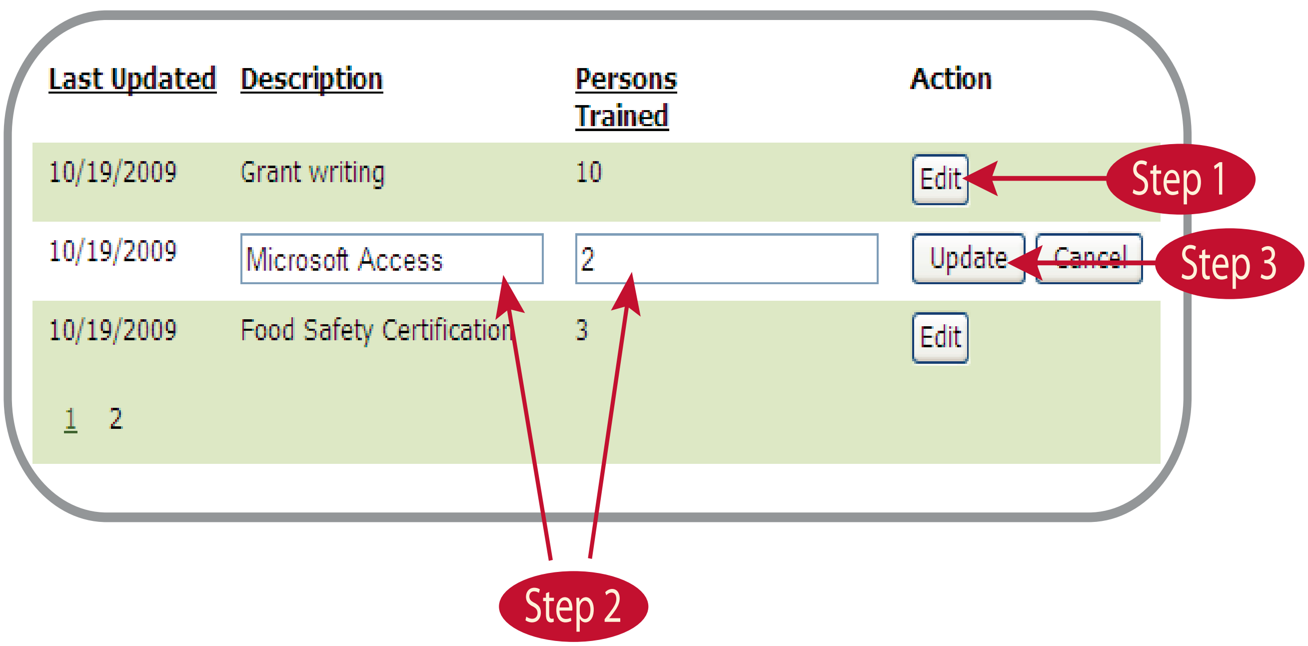
➤Step 2: Update the training information.

➤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).



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.

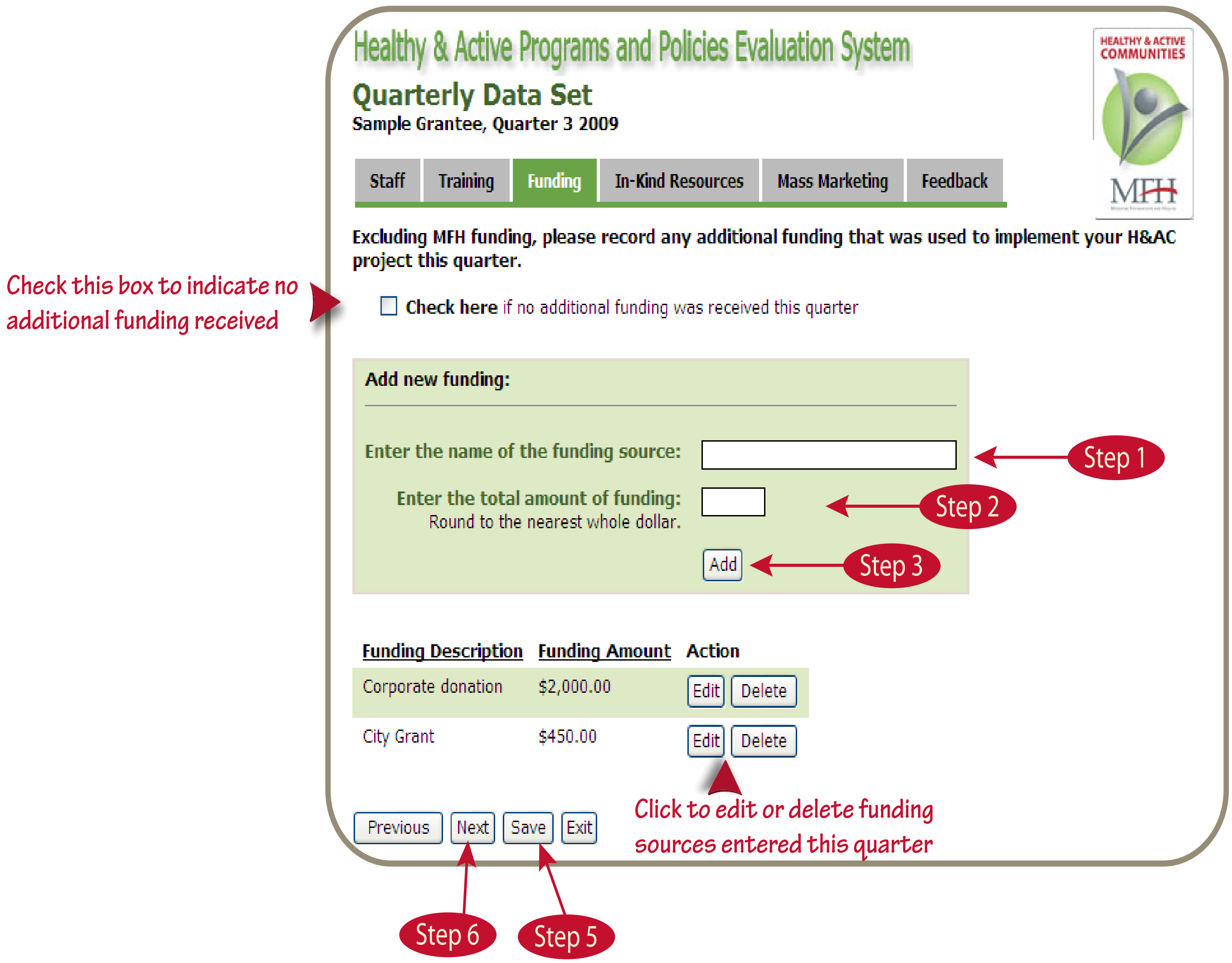
➤**Step 4:** Repeat Steps 1-3 to add other funding sources as needed.

➤**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.



Edit a Funding Source

➤Step 1: Click **Edit.**

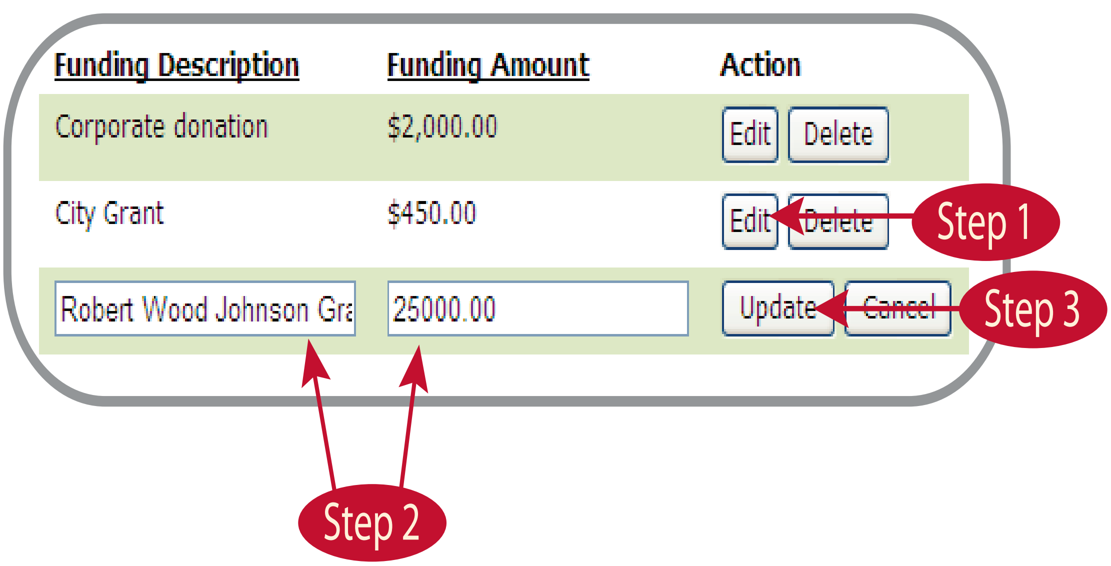
➤Step 2: Update the funding description and/or amount.

➤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).



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

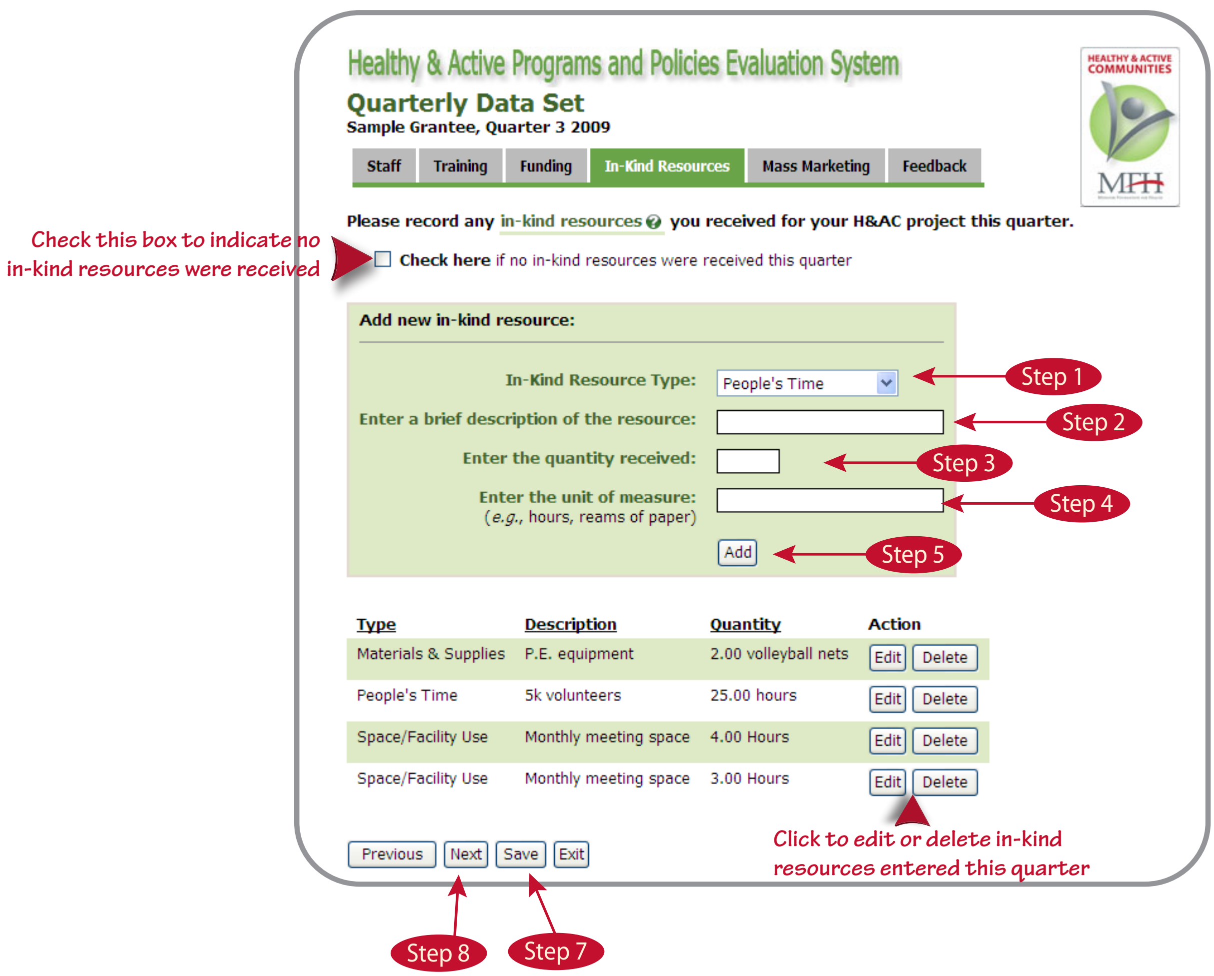
➤**Step 4:** Enter the unit of measure for the in-kind resource.
e.g., hours of time, reams of paper, etc.

➤**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).



Edit an In-Kind Resource

Edit an In-Kind Resource

➤Step 1: Click **Edit**.

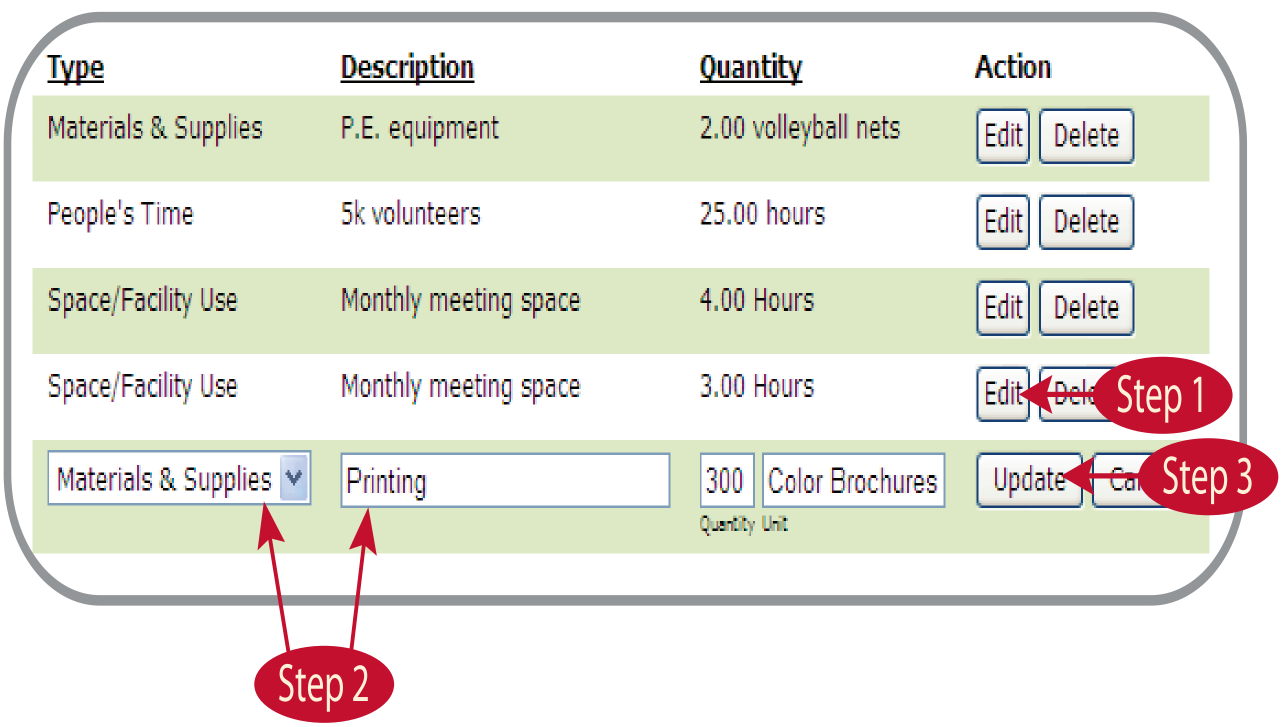
➤Step 2: Update the in-kind resource information.

➤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).



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 mesage 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: newsaper 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 Cordinator, Chris Robichaux, at crobichaux@wustl.edu or 314-935-3648, if you have any questions.

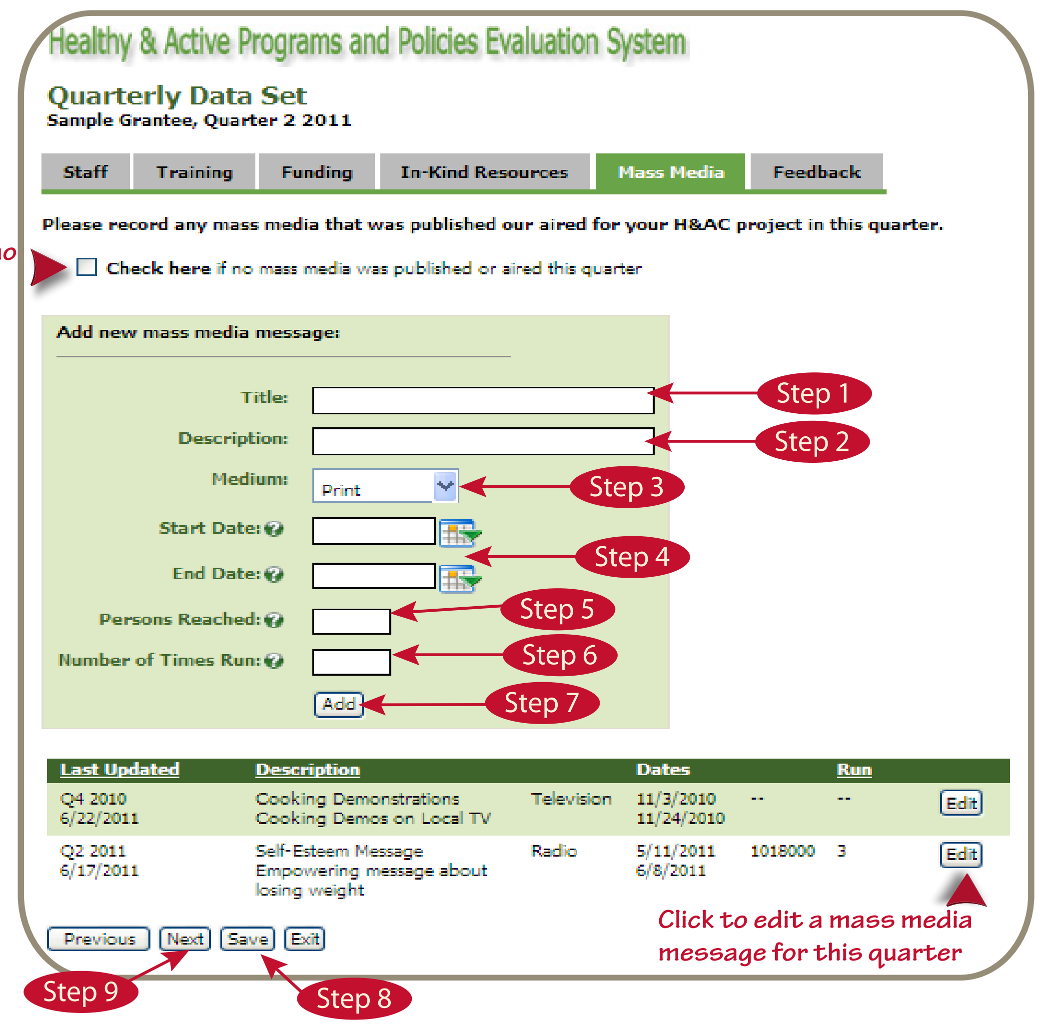
➤**Step 7:** Click the **Add** button.

➤**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



Edit a Mass Media message

Edit a Mass Media message

➤Step 1: Click **Edit**.

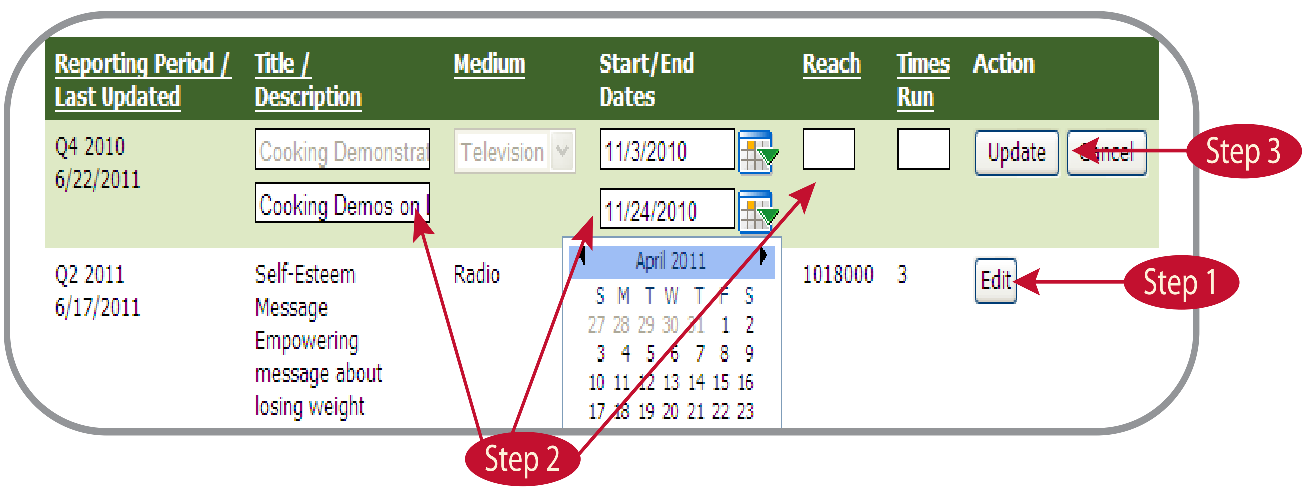
➤Step 2: Update the mass media message information.

➤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).



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.

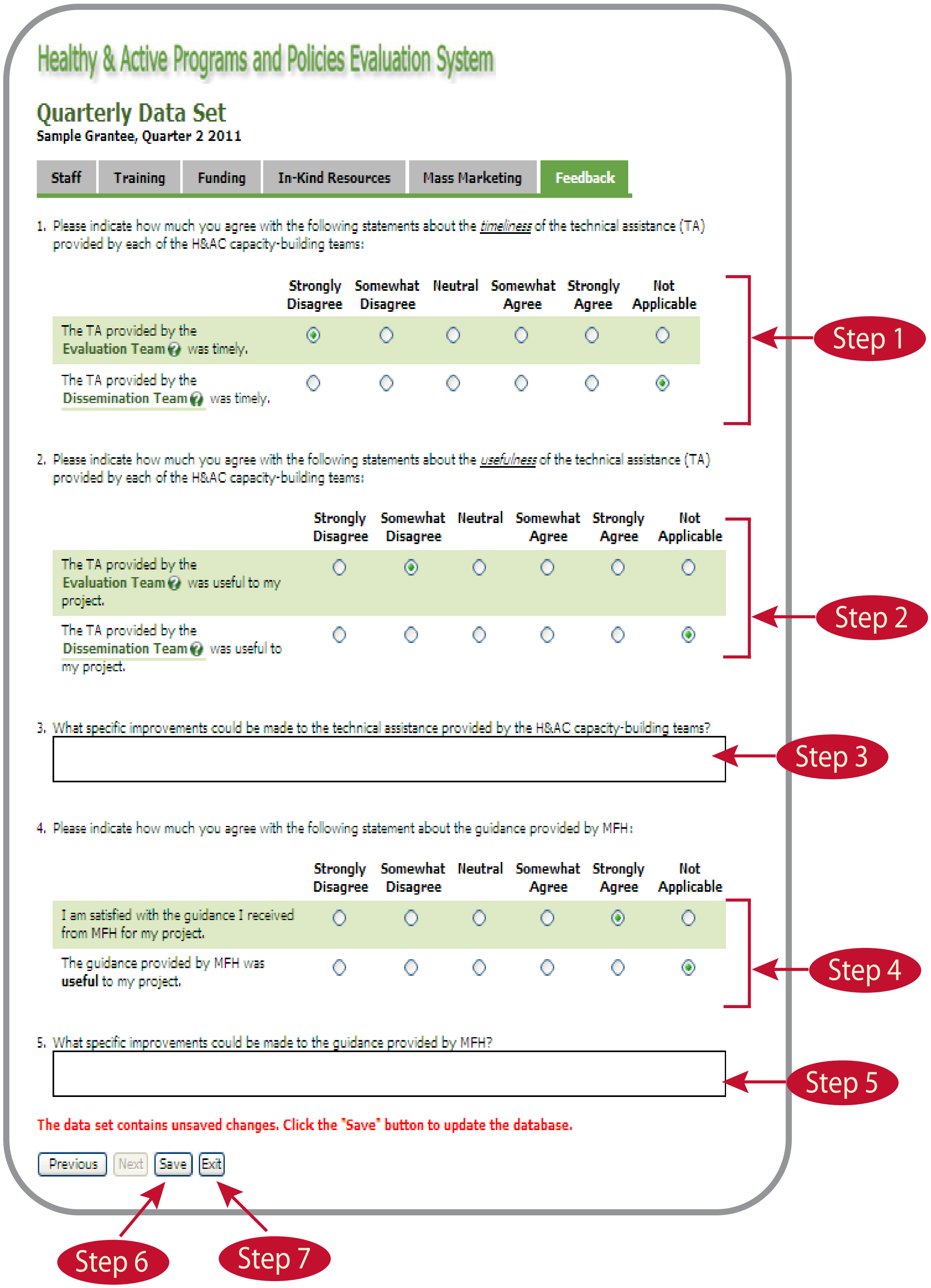
> Click **Save** first, then **Exit** to save your data for the quarterly reporting period. The system will save your data.

> 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.
The TA provided by the Dissemination Team was timely.
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:
The TA provided by the Evaluation Team was useful to my project.
The TA provided by the Dissemination Team was useful to my project.
3. What specific improvements could be made to the technical assistance provided by the H&AC capacity-building teams?
4. Please indicate how much you agree with the following statement about the guidance provided by MFH:
I am satisfied with the guidance I received from MFH for my project.
The guidance provided by MFH was useful to my project.
5. What specific improvements could be made to the guidance provided by MFH?
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
Step 5
Step 6
Step 7

Section 5 Contents

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

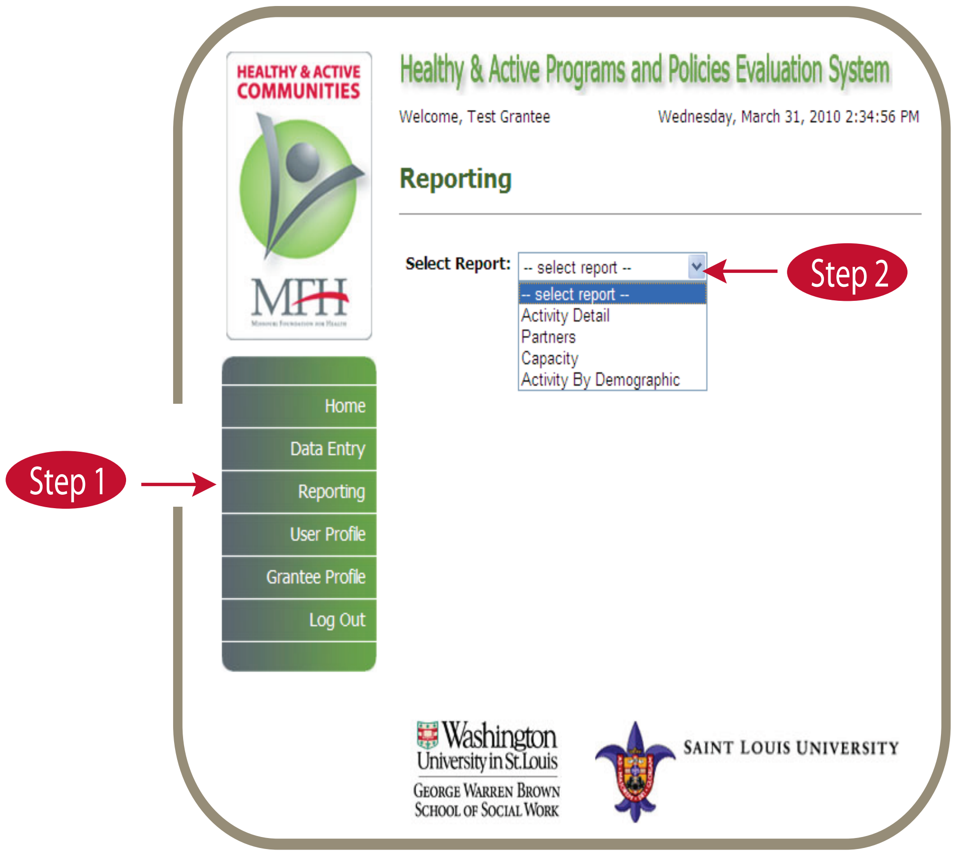
The table below will help you determine which report you should run in order to obtain the data you want.

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?	**Activity Detail**	• Activity names • Number of people reached • Settings for implemented activities • Demographic data for primary populations served
Who are our program partners? Which partners are contributing to the project? How have our partnerships changed over time?	**Partners**	• Name of partners • Partners' organization type • Partners' service area(s) • Partner contributions • Changes in number of partners and distribution of partner organization types over time
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?	**Capacity**	• Staffing and volunteer levels for your H&AC program • Trainings conducted • Additional funding received • In-kind resources received
What was the reach of our mass media messages?	**Mass Media**	• Reach of mass media messages • Dates of mass media messages
What age groups have we reached with our activities?	**Activity by Demographics: Age Groups**	• Activities sorted by age groups
What race/ethnicity groups have we reached with our activities?	**Activity by Demographics: Ethnicities**	• Activities sorted by race/ethnicity groups
Where have we conducted our activities?	**Activity by Demographics: Locations**	• Activities sorted by locations
What special populations have we reached with our activities?	**Activity by Demographics: Populations**	• Activities sorted by special populations
In what settings have we conducted our activities?	**Activity by Demographics: Settings**	• Activities sorted by settings • Number of sites per setting

Choosing a Report

➤Step 1: Click on the **Reporting** button on the HAPPE System Menu.

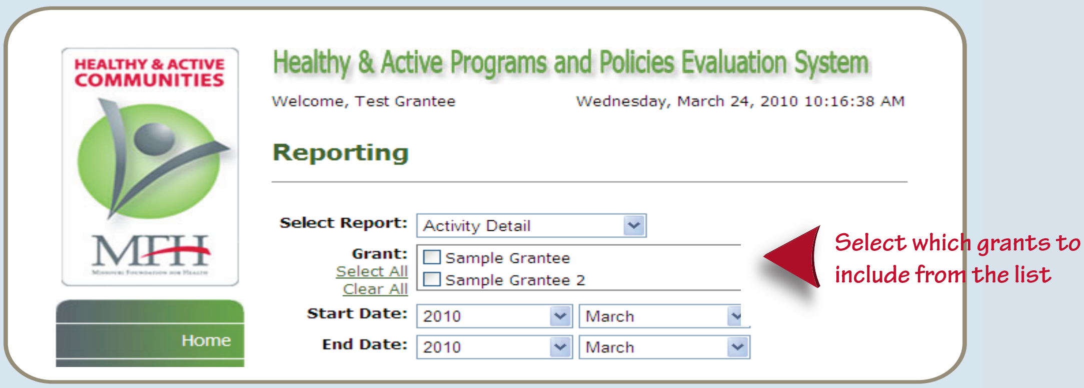
➤Step 2: Select from the drop down list the report you wish to generate.



Reports:
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.



➤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).

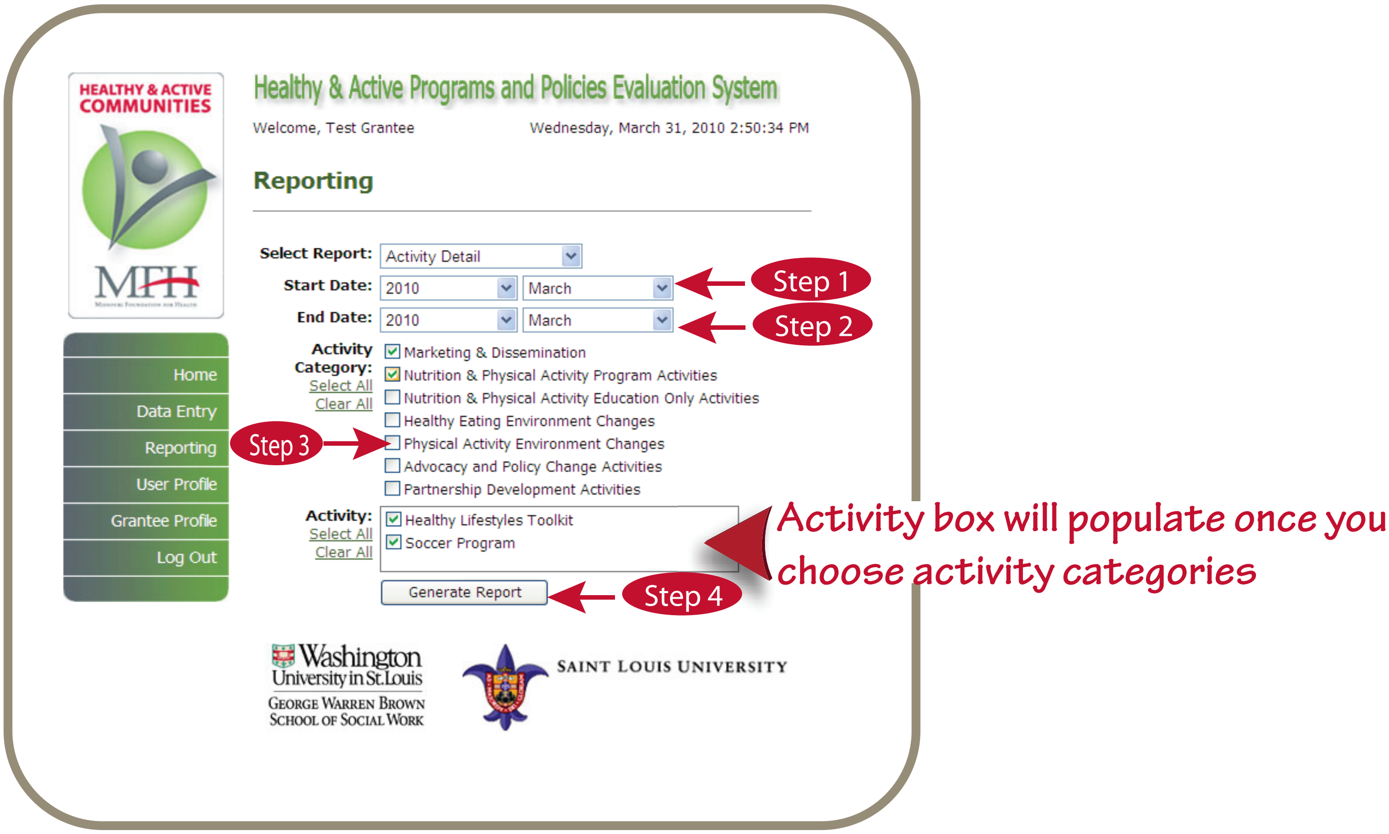
You must select at least one activity category to generate a report.

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.**

Reports:

Activity Detail



Reports:

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.

Reports:

Activity Detail

Click on category to jump to that section of report

Click on underlined column headings to sort tables

Sample Organization

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

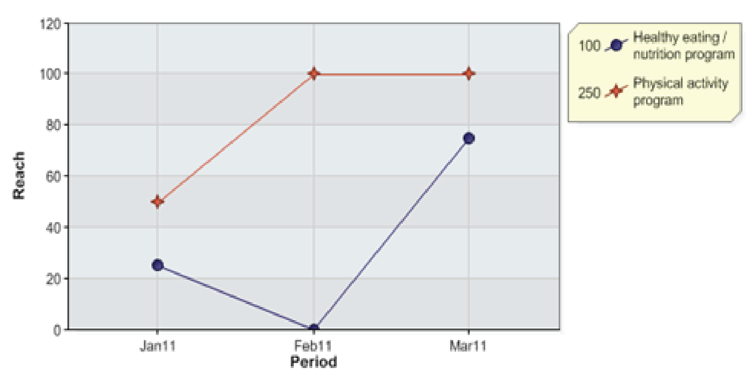
Report Summary

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

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

Activity Name	Activity Detail & Reach		Location	Number of Site Visits (New/Total)	
Soccer Program	• Healthy eating / nutrition program • Physical activity program	100 250	• St. Louis • St. Louis (city)	School / Non-School Hour Program	2 / 6
Total Activities 1	Total People Reached 350				

Chart: Nutrition & Physical Activity Program Activities Reach Over Time



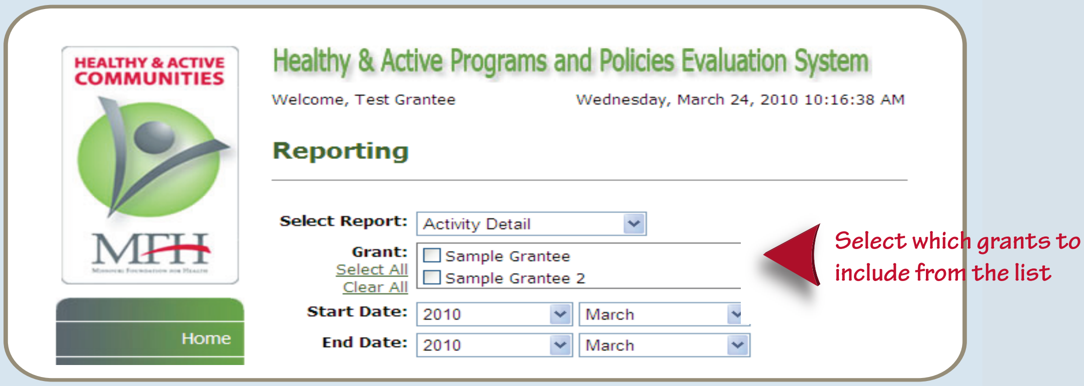
Nutrition & Physical Activity Program Activities: Demographics

Activity Name	Age Groups	Ethnicities	Special Populations
Soccer Program	• General Population	• General Population	• Not applicable
Total Activities 1	Distinct Age Groups 1	Distinct Ethnicities 1	Distinct Populations 0

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.



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

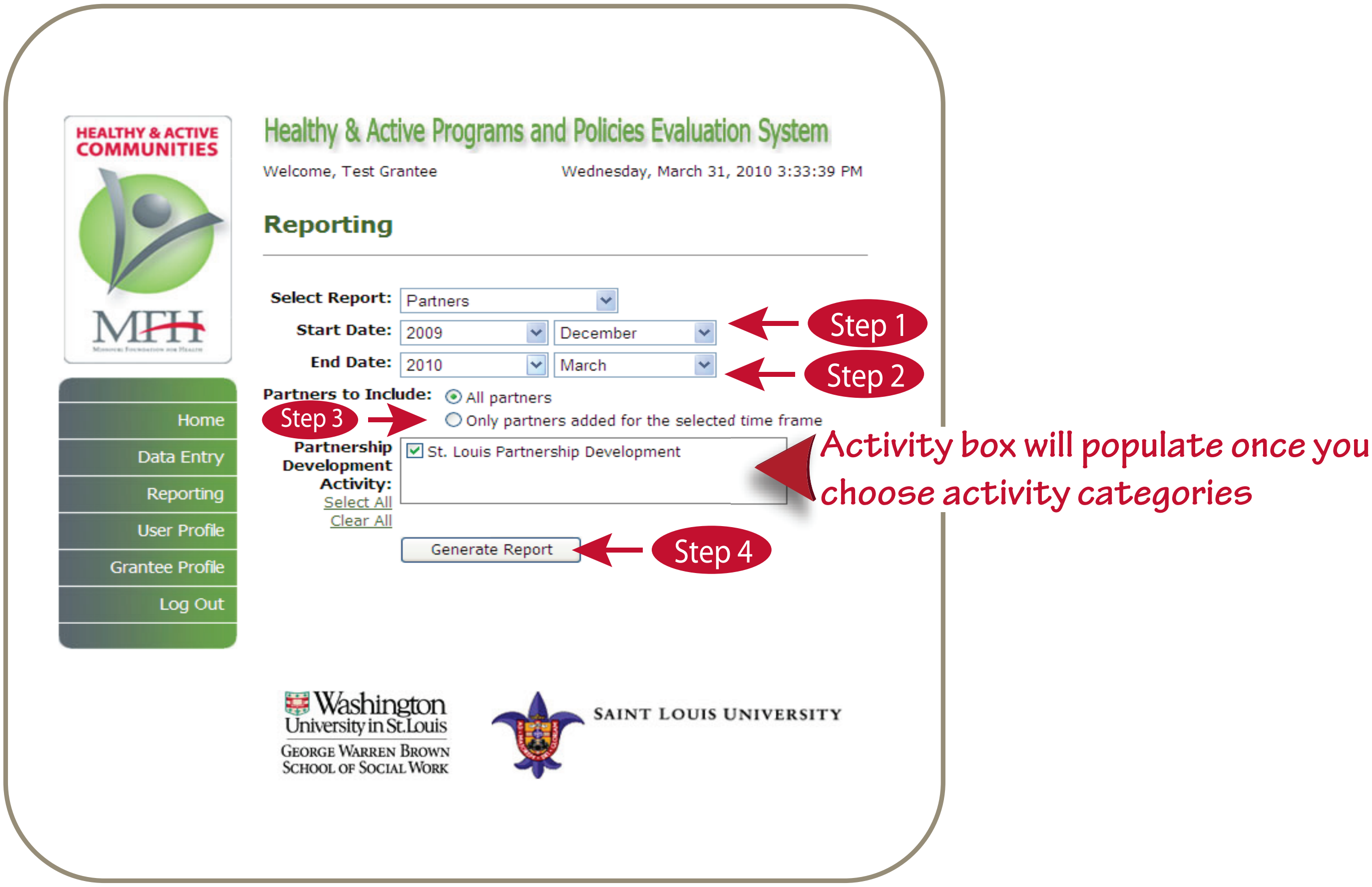
➤Step 2: Select the end calendar year and month for your report.

➤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


HEALTHY & ACTIVE COMMUNITIES
MFH
Home
Data Entry
Reporting
User Profile
Grantee Profile
Log Out
Healthy & Active Programs and Policies Evaluation System
Welcome, Test Grantee
Wednesday, March 31, 2010 3:33:39 PM
Reporting
Select Report: Partners
Start Date: 2009 December
End Date: 2010 March
Partners to Include: All partners
Only partners added for the selected time frame
Partnership Development Activity:
St. Louis Partnership Development
Select All
Clear All
Generate Report
Step 1
Step 2
Step 3
Step 4
Activity box will populate once you choose activity categories
Washington University in St. Louis
George Warren Brown School of Social Work
Saint Louis University

Reports:

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.

Click on column headings to sort tables

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	OrganizationType	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 cirriculum classes.	10/22/2010
Cabool Development Foundation	• Texas	Community or neighborhood organization	Provides guidance, funding of grant writing. Also provides technical assitance.	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

Total Number of Partners	Distinct Service Areas	Distinct Organization Types
37	37	8

Chart: Total Partners Over Time
This chart displays the number of partners that existed on the last day of each month.

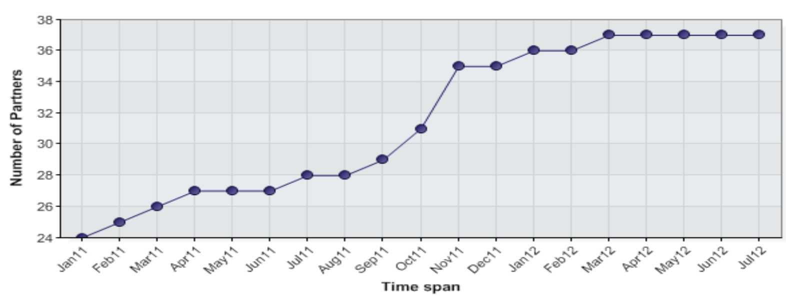


Chart: Total Partners by Organization Type Over Time
This chart displays the number of partners that existed on the last day of each month.

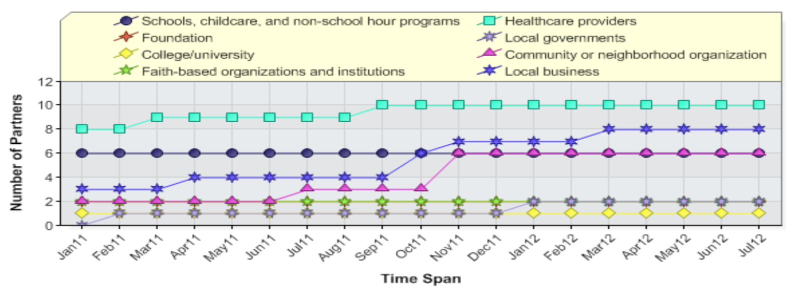
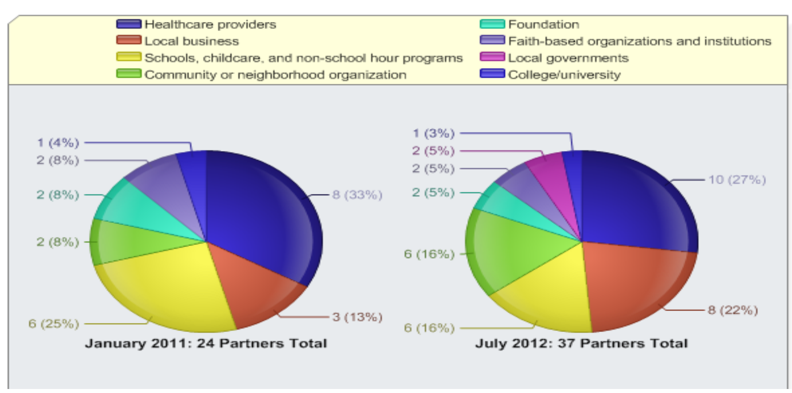


Chart: Change in Partner Distribution from January 2011 to July 2012
This chart displays the distribution of partners that existed on the last day of each month.



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.

Click on column headings to sort tables

Partner Contributions

Partner	OrganizationType	Contributions
Barnes Jewish Hospital	Healthcare providers	• Nutrition & Physical Activity x 7 • Technology x 7 • Evaluation x 1 • Dissemination x 4 • Project Marketing x 3 • Funding x 4 • People's Time x 6 • Materials x 1
Cabool Development Foundation	Community or neighborhood organization	• Technology x 1 • Evaluation x 2 • Dissemination x 3 • People's Time x 1
Catholic School Network*	Schools, childcare, and non-school hour programs	• Nutrition & Physical Activity x 1 • Technology x 1 • Evaluation x 4 • Dissemination x 1 • Project Marketing x 3 • Advocacy x 2 • Funding x 1 • People's Time x 5
Charter Schools	Schools, childcare, and non-school hour programs	• Nutrition & Physical Activity x 2 • Technology x 3 • Evaluation x 2 • Dissemination x 1 • Advocacy x 1 • Funding x 1 • People's Time x 5 • Space x 1

Chart: Contributions Over Time
This chart displays the number of contributions made across all contribution types.

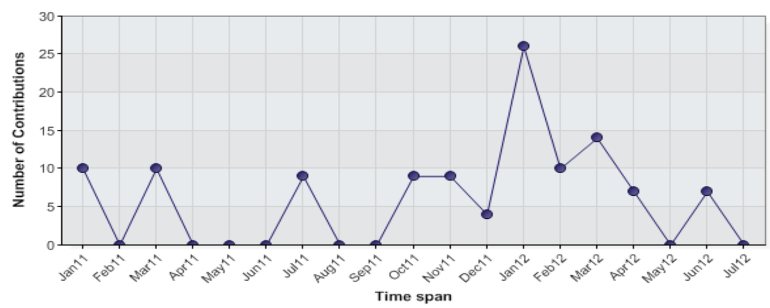


Chart: Contributions By Type Over Time
Each line in this chart represents the number of contributions made in each category each month.

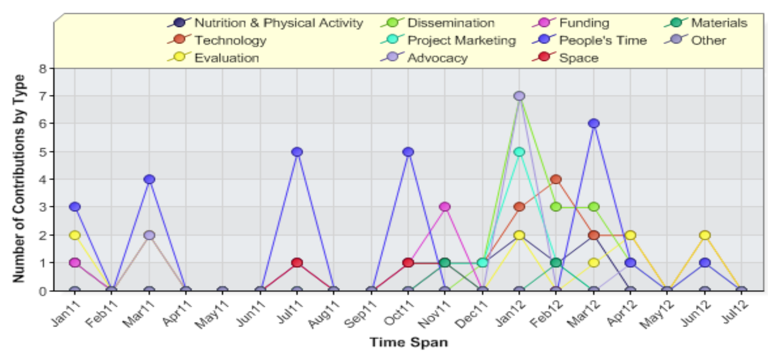
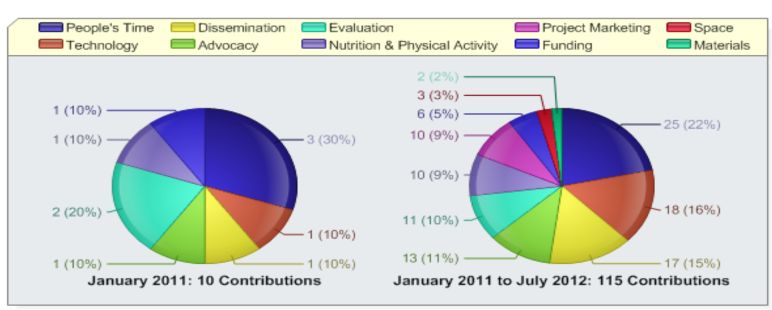


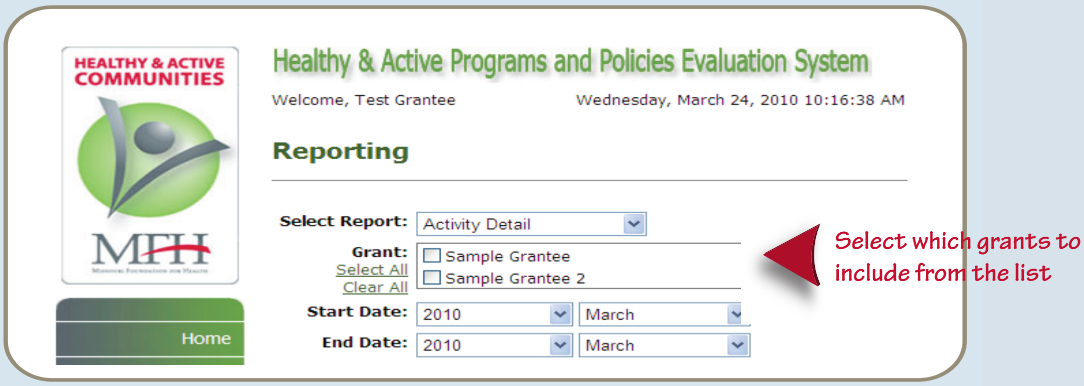
Chart: Change in Contribution Distribution from January 2011 to July 2012 (Cumulative)
This chart displays the distribution of total contributions received in each category.



Reports:
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.

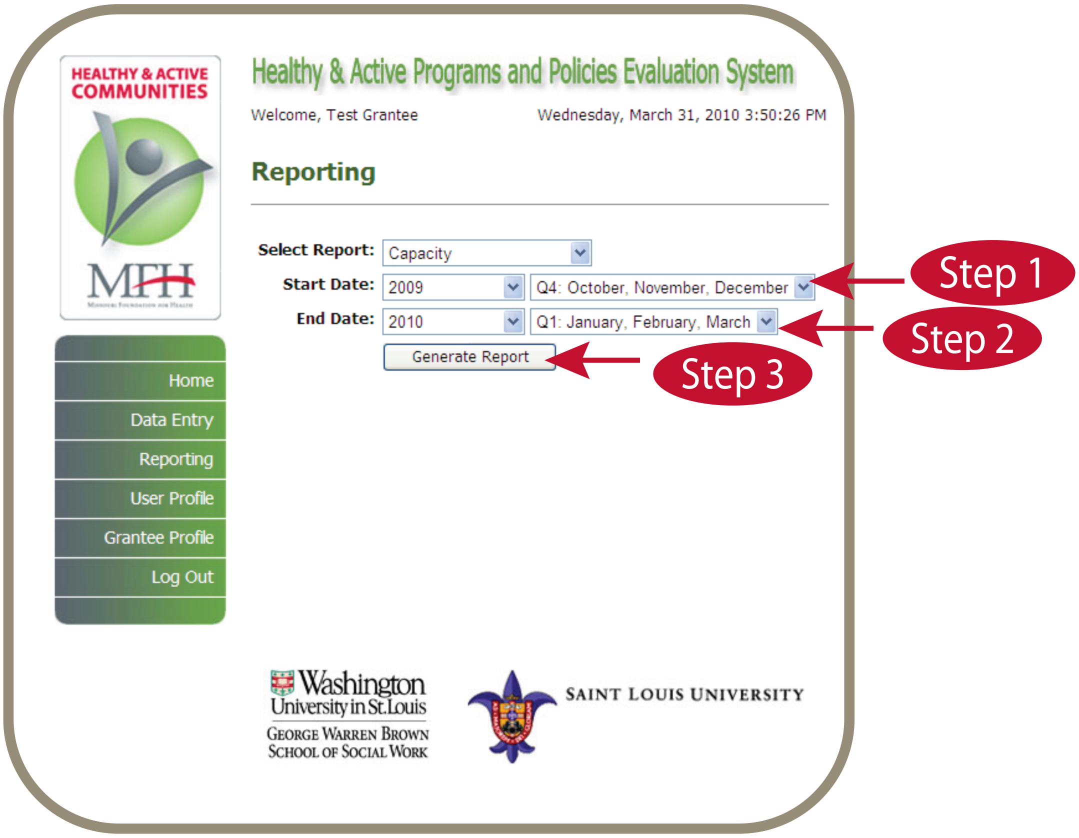


Step 1: Select the start calendar year and month for your report.

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

Step 3: Click **Generate Report.**

Capacity


Healthy & Active 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
Step 1
Step 2
Step 3
Home
Data Entry
Reporting
User Profile
Grantee Profile
Log Out
HEALTHY & ACTIVE COMMUNITIES
MFH
Washington University in St. Louis
George Warren Brown School of Social Work
Saint Louis University

Reports:

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 Equivalents (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

Click on column headings to sort tables

Staffing

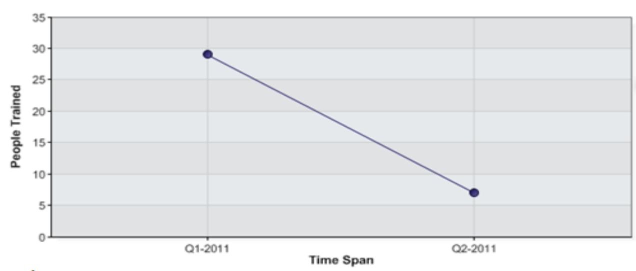
Average FTEs Per Quarter	Number of New Staff	Number of Staff That Left	Number of Volunteer Hours	Number of Volunteers
1.1	4	2	3	31
Average FTEs Per Quarter 1.1	Total New Staff 4	Total Staff That Left 2	Total Volunteer Hours 3	Total Volunteers 31

Training Table

Training

Training Description	Number of People Trained	Date Created	Date Last Updated
Gardening Strategies	10	11/23/2010	01/19/2011
Larry Gigging 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 cirriculum	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
Total Trainings 10	Total People Trained 36		

Chart: People Trained Over Time



People trained over time Chart

Funding Table

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
Total Funding Sources 6	Total Amount $69,600.00	

Chart: Funding Over Time

Funding over time Chart

Reports:

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:

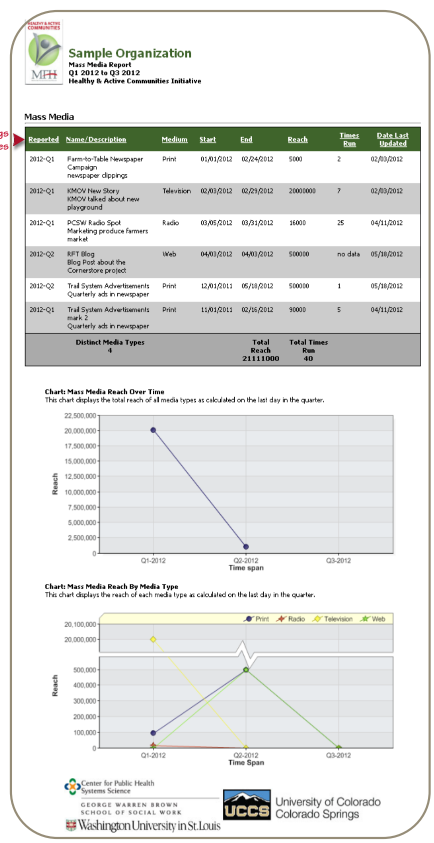
Total Reach Over Time

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.

Click on column headings to sort tables



Sample Organization
Mass Media Report
Q1 2012 to Q3 2012
Healthy & Active Communities Initiative

Mass Media

Reported	Name/Description	Medium	Start	End	Reach	Times Run	Date Last Updated
2012-Q1	Farm-to-Table Newspaper Campaign newspaper clippings	Print	01/01/2012	02/24/2012	5000	2	02/03/2012
2012-Q1	KMOV New Story KMOV talked about new playground	Television	02/03/2012	02/29/2012	20000000	7	02/03/2012
2012-Q1	PCSW Radio Spot Marketing produce farmers market	Radio	03/05/2012	03/31/2012	16000	25	04/11/2012
2012-Q2	RFT Blog Blog Post about the Cornerstore project	Web	04/03/2012	04/03/2012	500000	no data	05/18/2012
2012-Q2	Trail System Advertisements Quarterly ads in newspaper	Print	12/01/2011	05/18/2012	500000	1	05/18/2012
2012-Q1	Trail System Advertisements mark 2 Quarterly ads in newspaper	Print	11/01/2011	02/16/2012	90000	5	04/11/2012
	Distinct Media Types 4				Total Reach 21111000	Total Times Run 40	

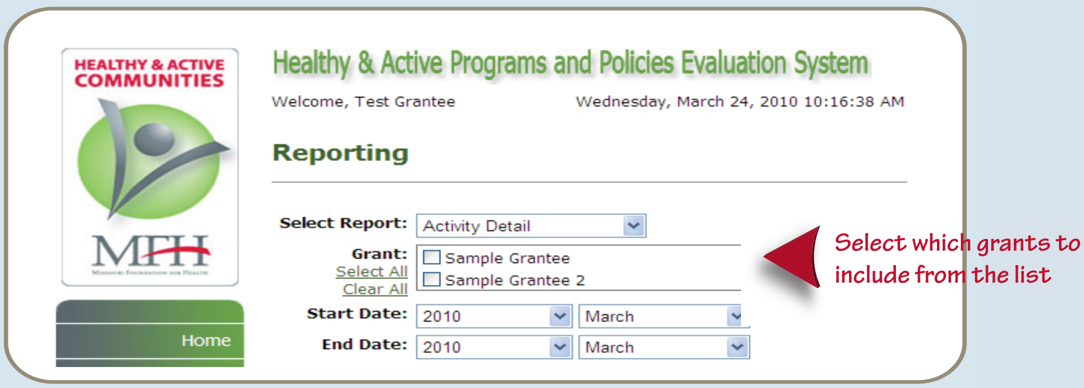
Reports:

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.



➤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

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 COMMUNITIES

MFH

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

Washington University in St. Louis
George Warren Brown School of Social Work

Saint Louis University

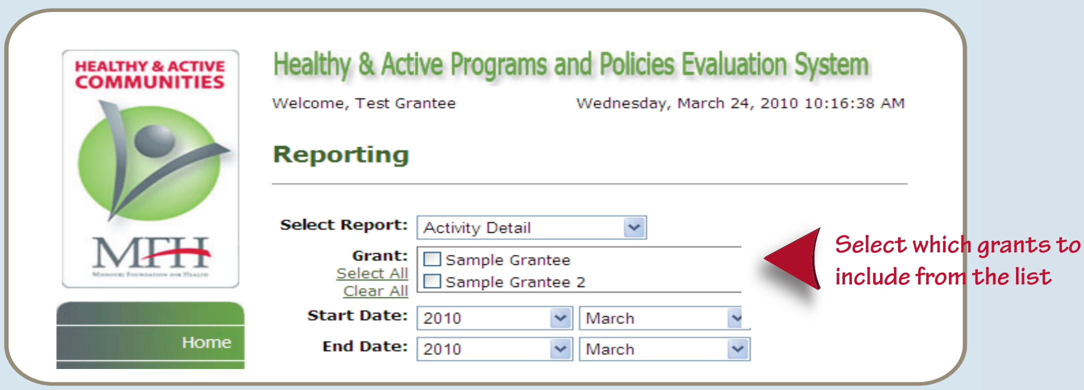
Reports:

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.



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

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

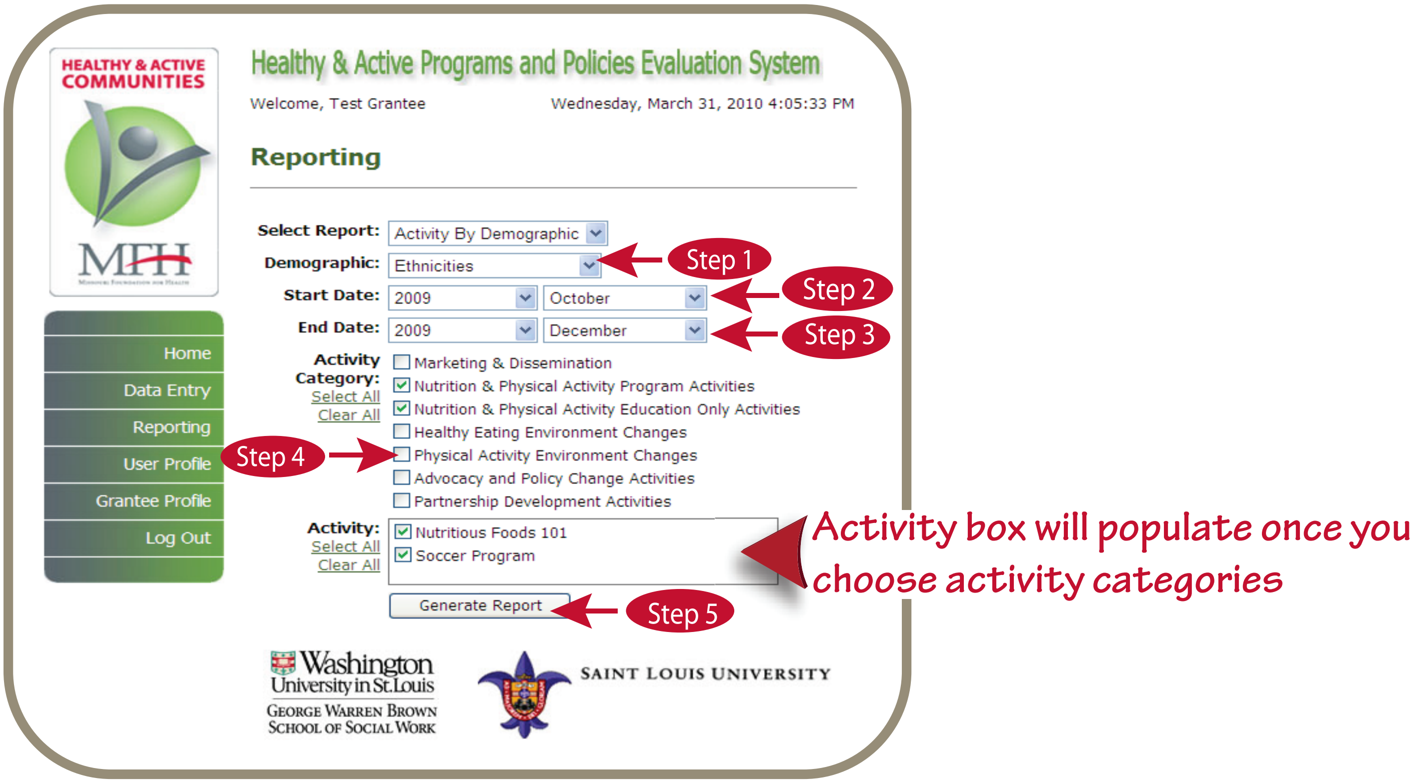
➤Step 4: Check the boxes to indicate which activity category(ies) to include in your report. Once you have selected the activity categories, the Activity box will be populated with all the activities entered into the system for the selected activity categories.

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.**

Reports:

Activity by Demographics: Ethnicites



Reports:

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.

Healthy & Active Programs and Policies Evaluation System

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

Click on column headings to sort tables

Black or African American

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

Hispanic or Latino

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

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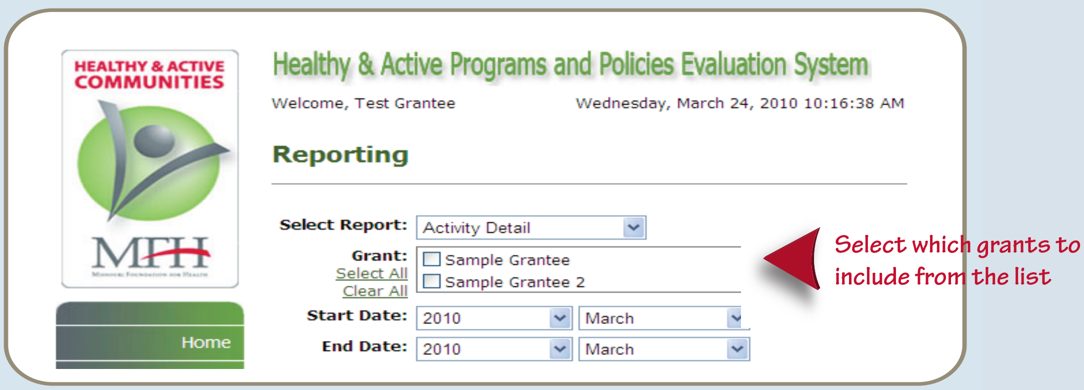
Saint Louis University

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.



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

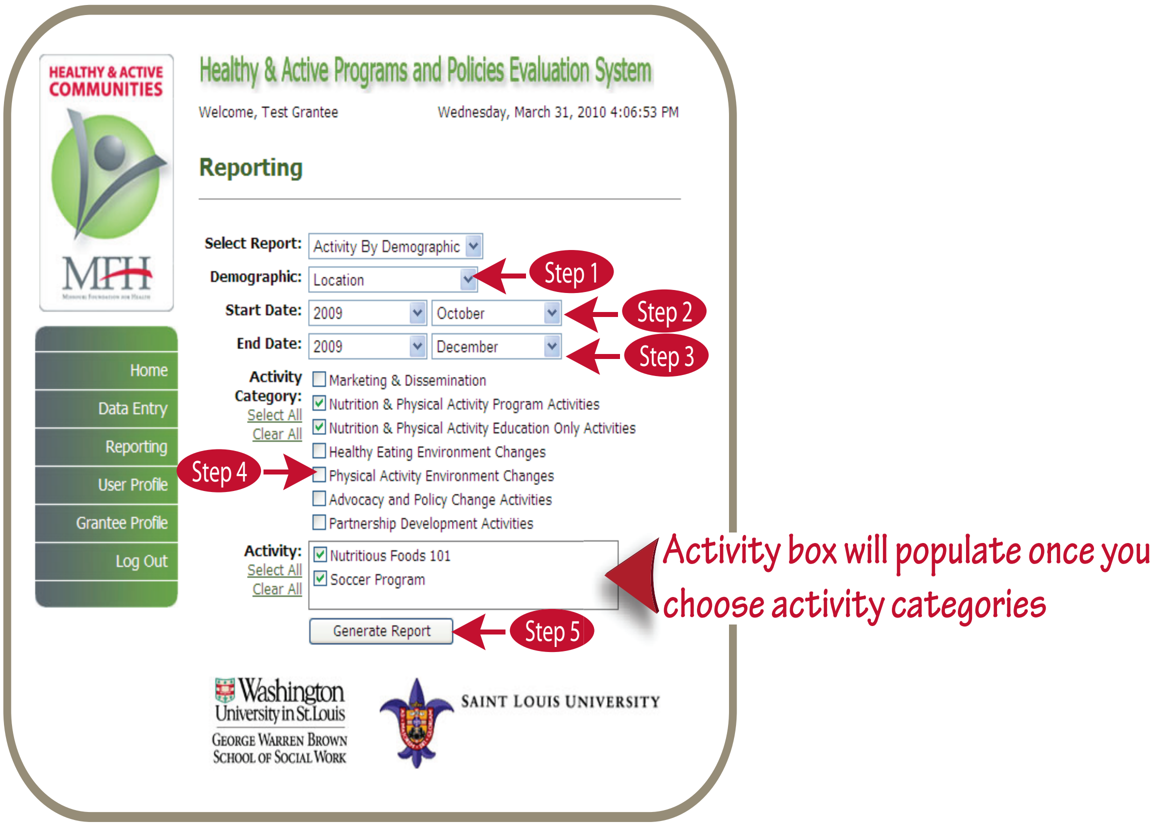
➤Step 3: Select the end calendar year and month for your report.

➤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



Reports:

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.

HEALTHY & ACTIVE COMMUNITIES

MFH

Healthy & Active Programs and Policies Evaluation System

Grant: Sample Grantee
Activity By Demographic Report
October 2009

Daviess

Click on column headings to sort tables

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

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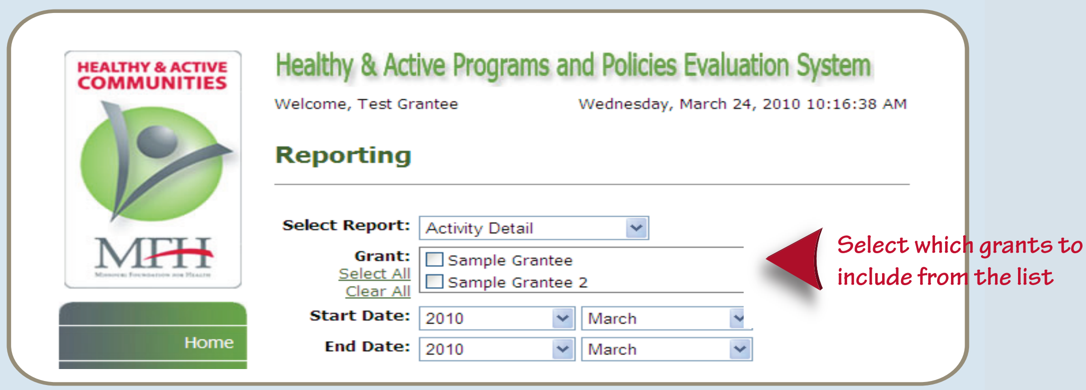
Activity by Demographics: Populations

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.



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

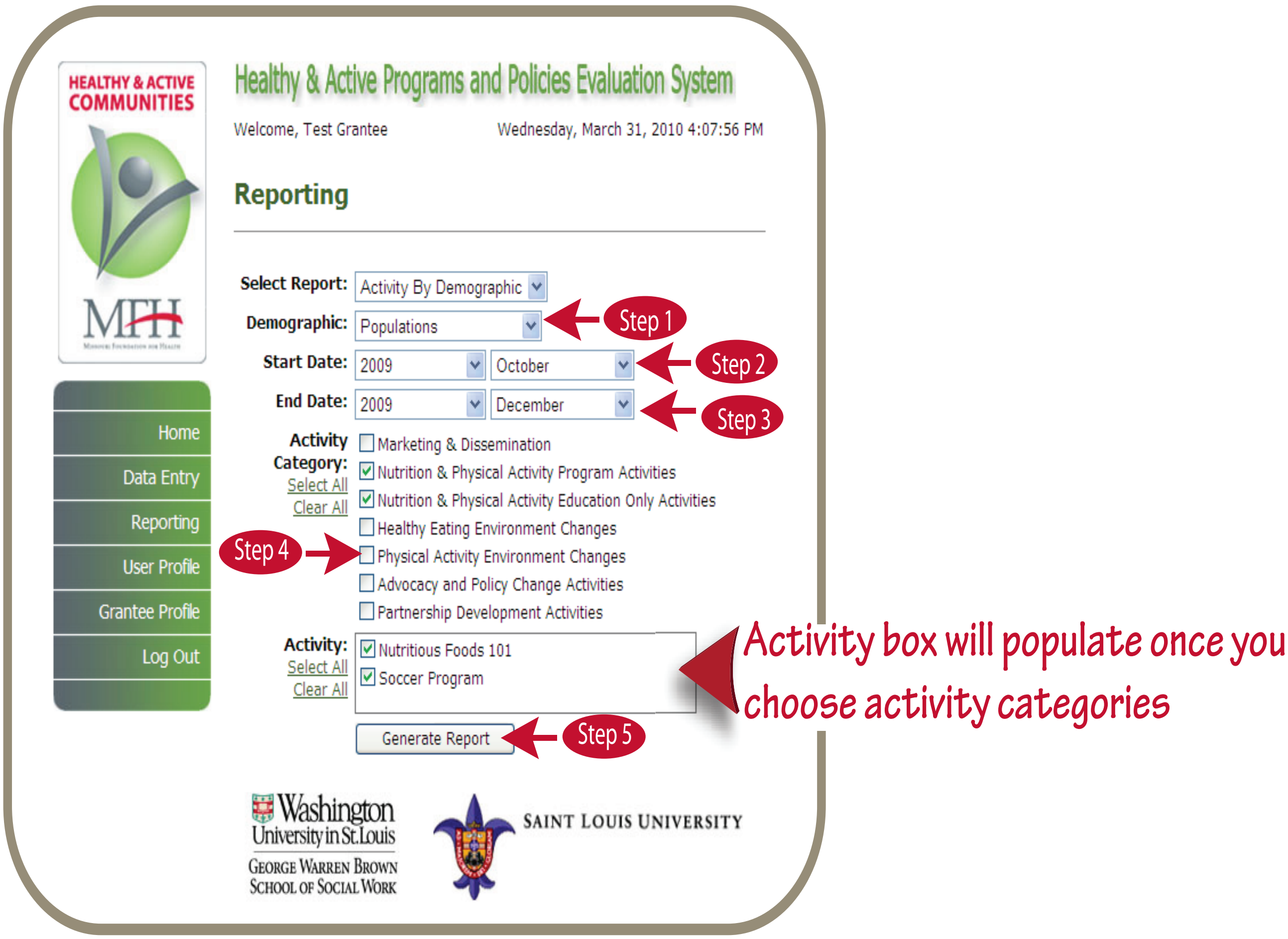
➤Step 3: Select the end calendar year and month for your report.

➤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



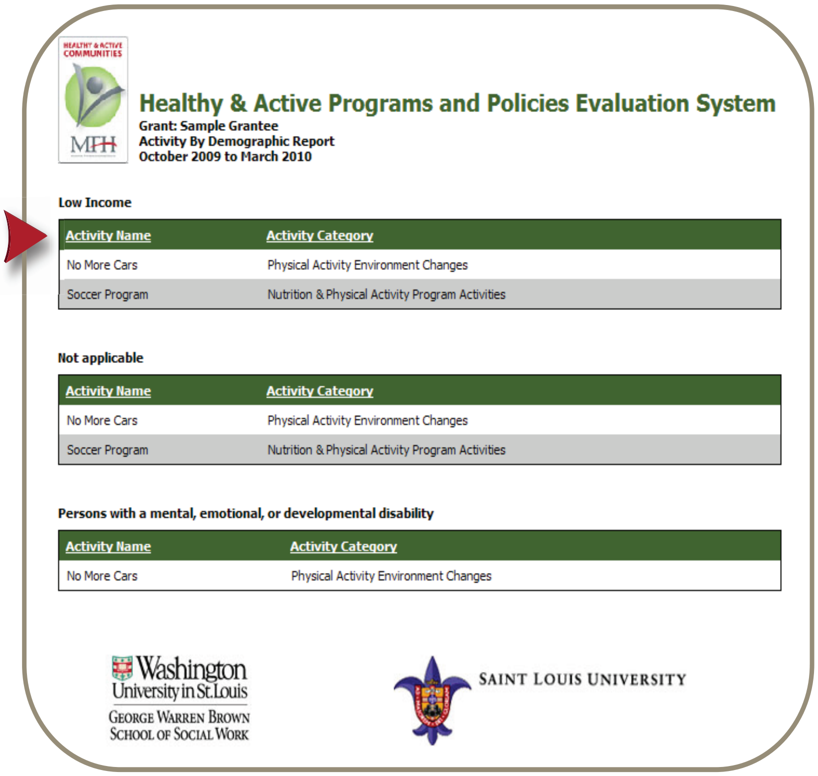
Reports:

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 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

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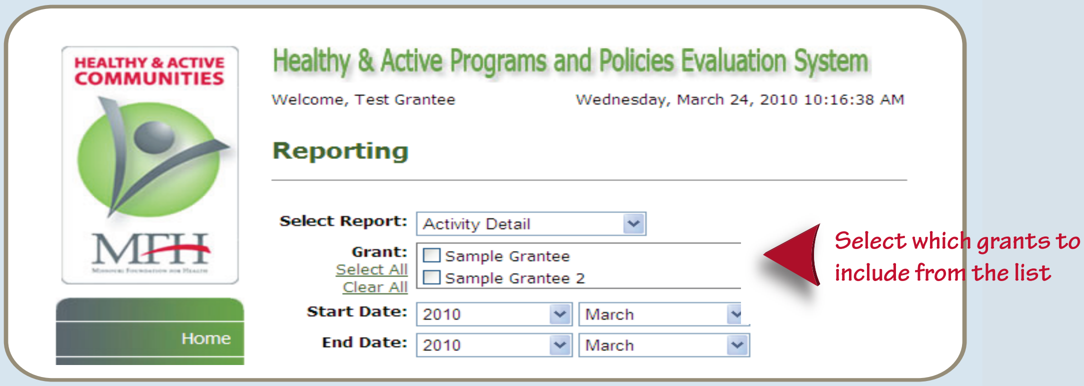
Reports:
Activity by Demographics: Settings

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.



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

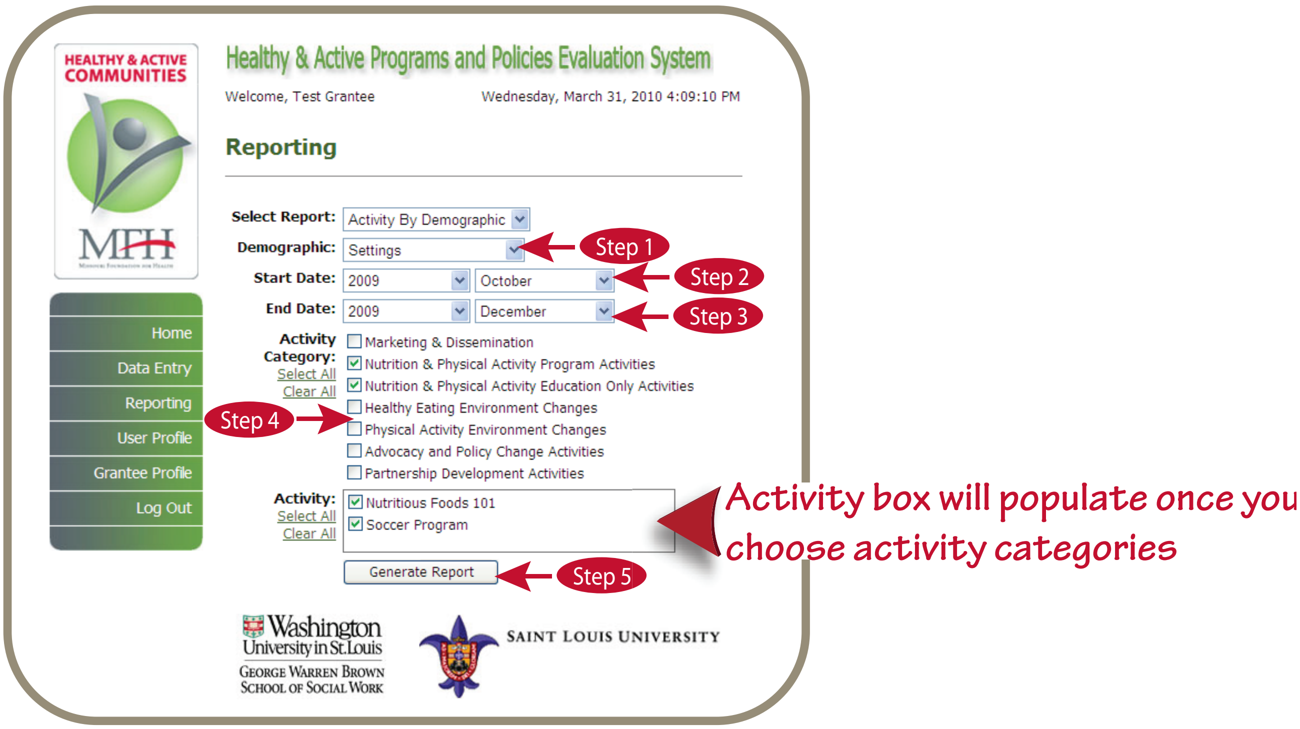
➤Step 3: Select the end calendar year and month for your report.

➤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



Reports:

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/.

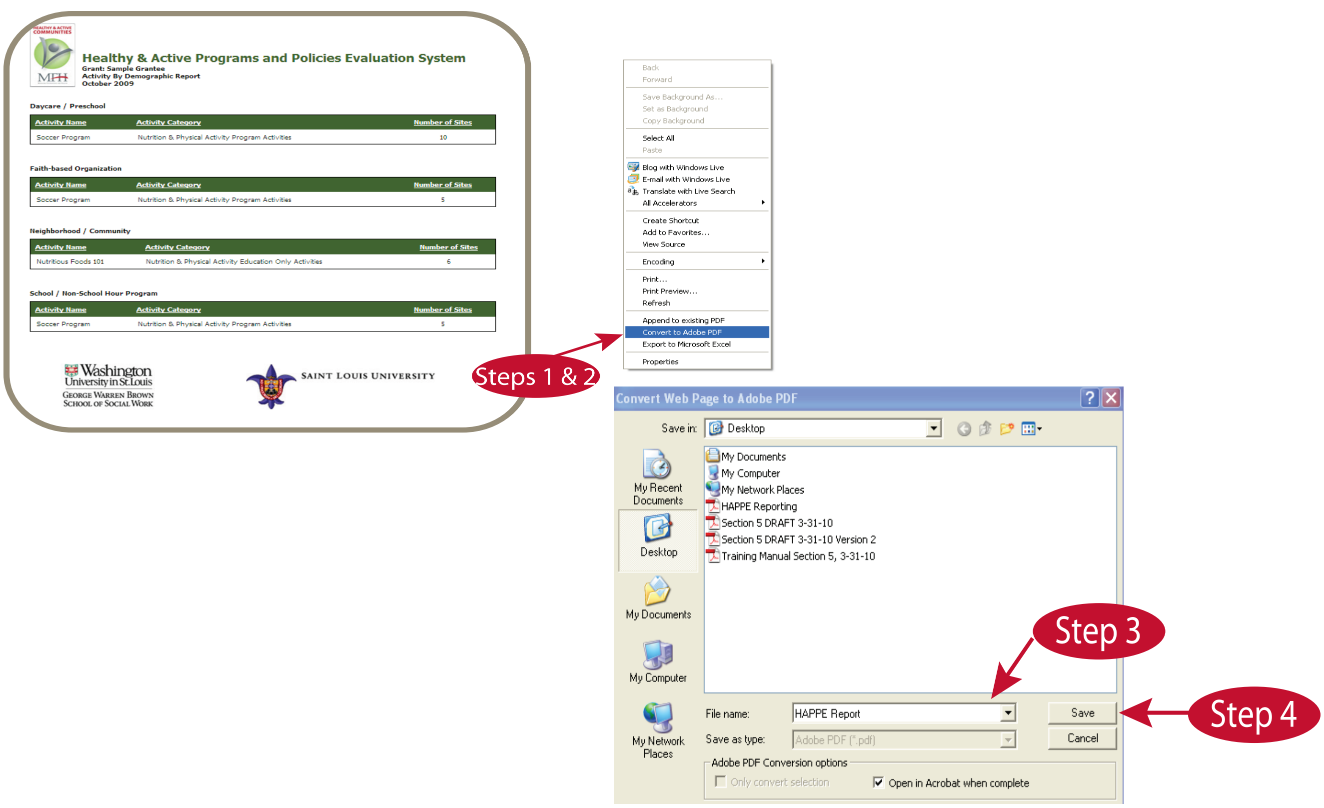
➤Step 1: Right click on the report with your mouse. A menu will appear with multiple options. Select **Convert to PDF.**

➤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 or 314.935.3648.

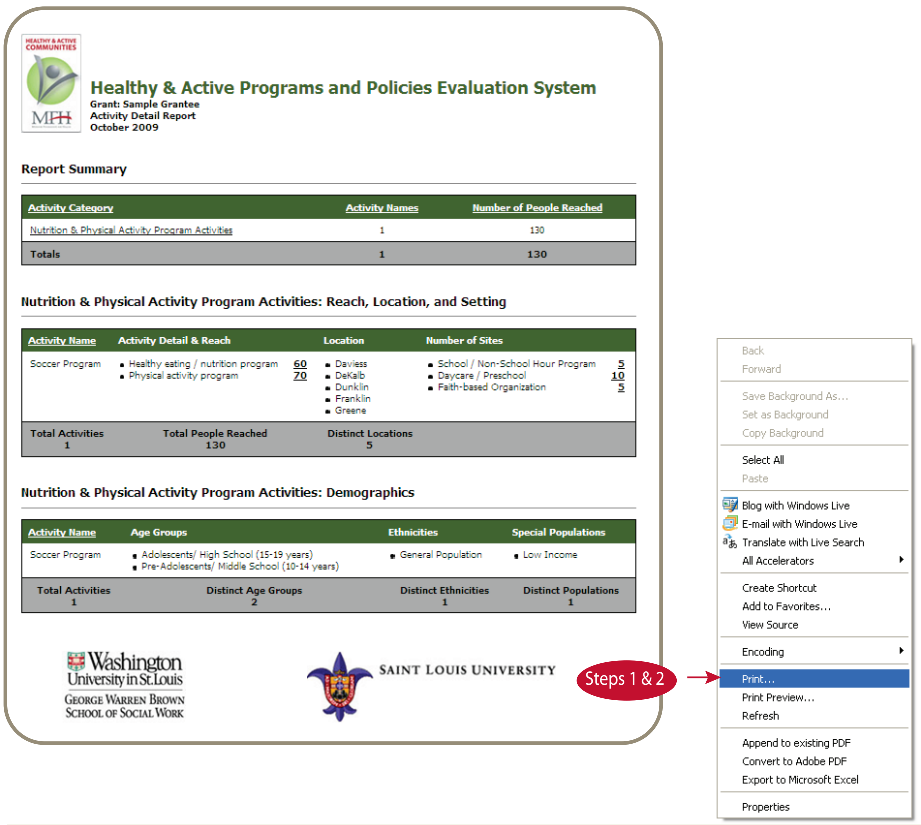


Saving and Printing Reports

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.



➤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:

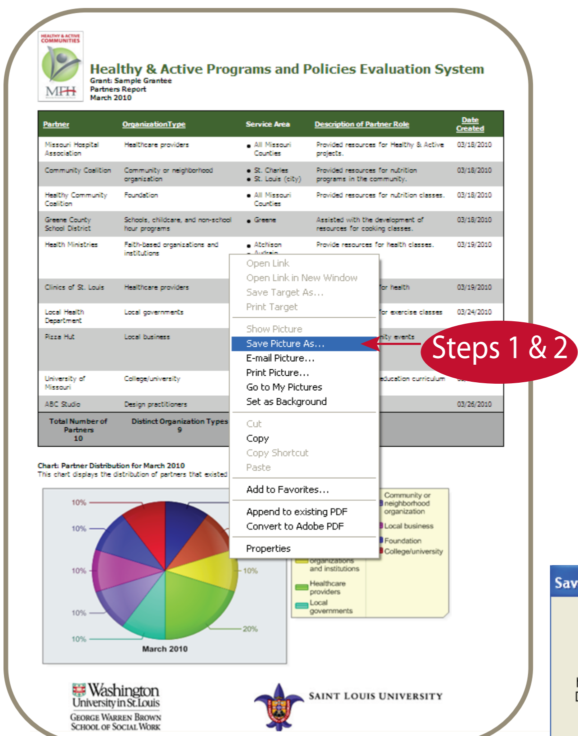
➤Step 1: Right click the graph you want to export.

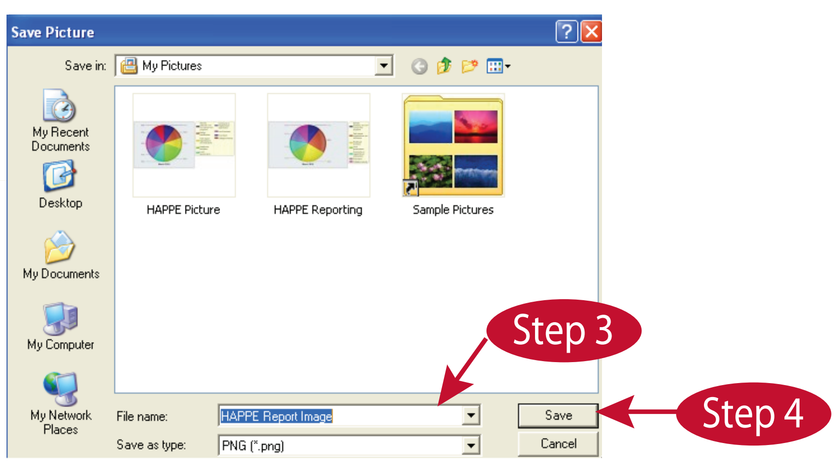
➤Step 2: Choose **Save Picture As** on the menu that appears.

➤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

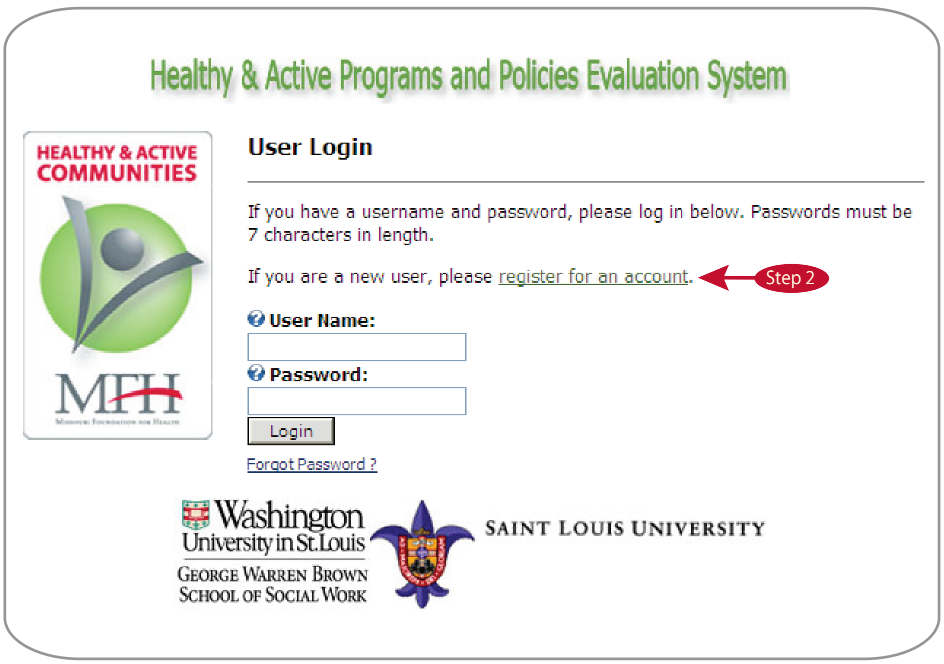
Registering for an Account

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.



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.

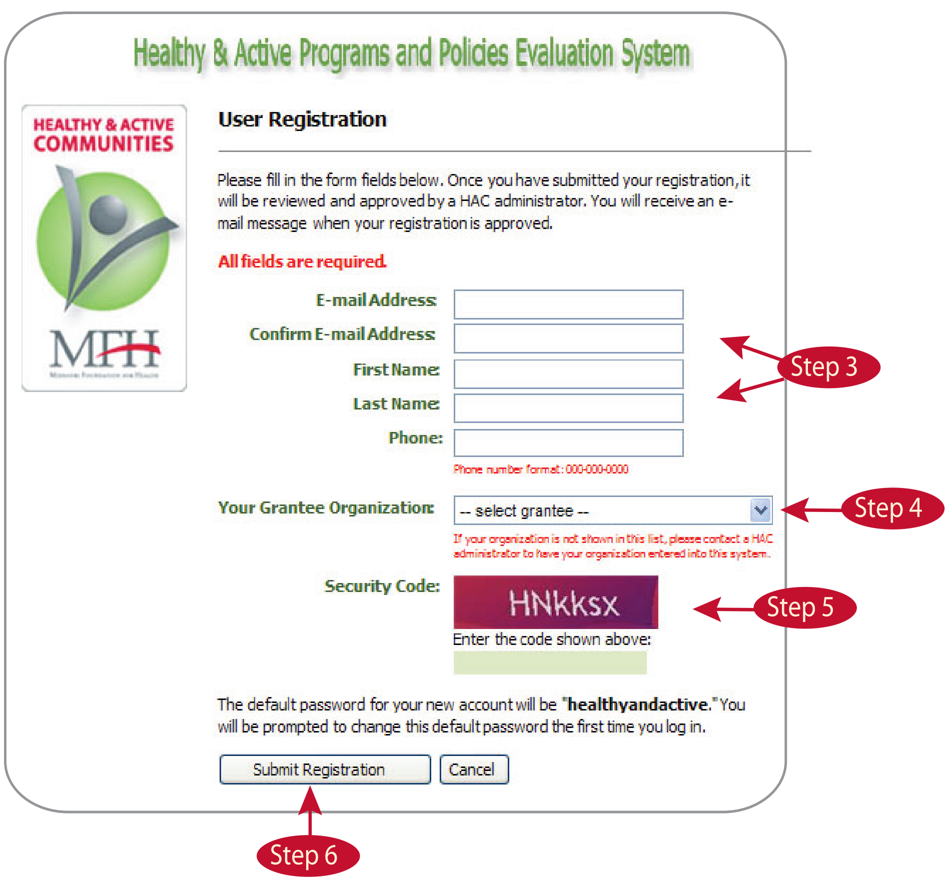
All contact regarding data submission will be directed to the email address in your user profile, so please enter a valid email address.

➤**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.



User Profile Account

To access your User Profile:

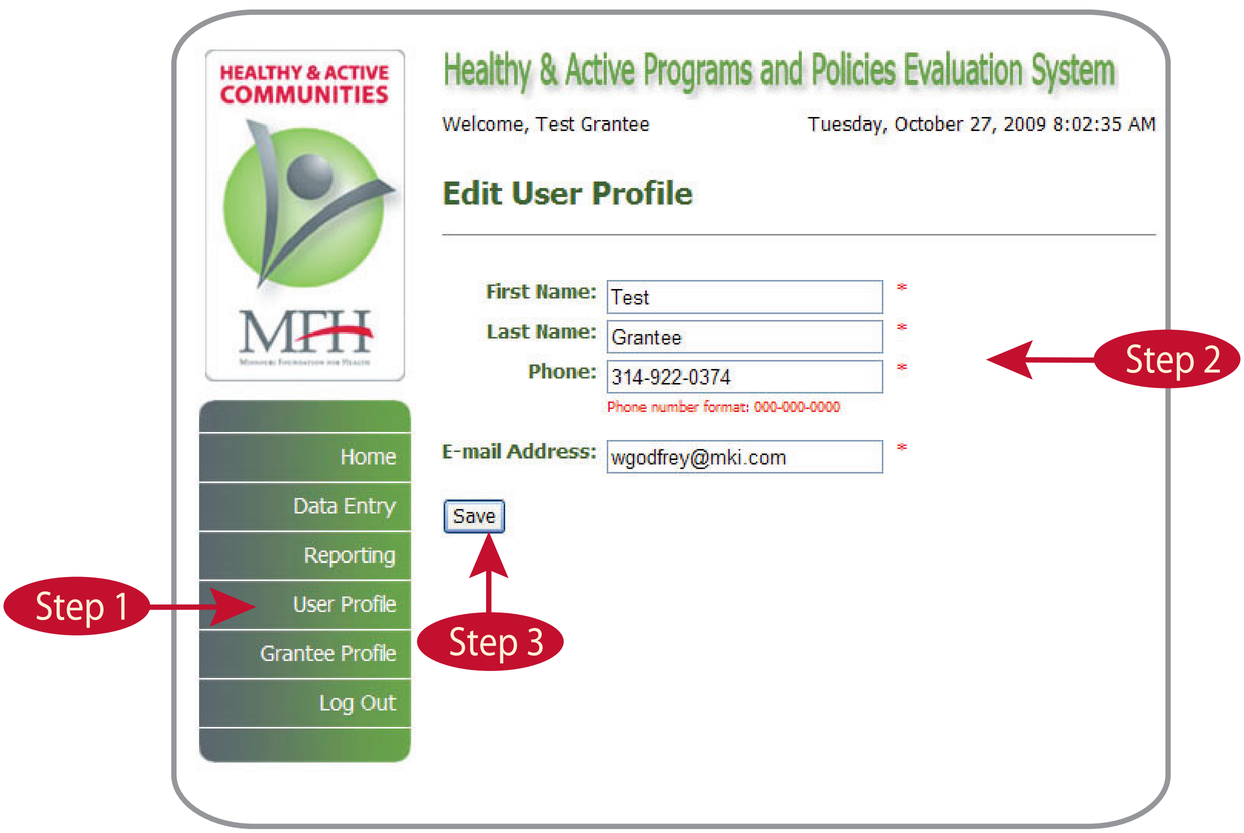
➤Step 1: Click **User Profile** on the HAPPE Menu

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.



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.