



Progress Check User Guide

November 2004

(This guide is available electronically at <http://www.hwtfc.org/htmlfiles/FT-Grantees.htm>)



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The Progress ✓Check System is a MS Access based evaluation tool used by the Diabetes Prevention and Control, Heart Disease and Stroke Prevention, and Physical Activity and Nutrition Branches of the Division of Public Health.

The original Progress ✓Check is an adaptation of progress documentation systems that were used by the North Carolina Cardiovascular Health Program, now known as the NC Heart Disease and Stroke Prevention Program, and the New York State Department of Health, which were based on the framework developed by the Kansas Workgroup on Health Promotion and Community Development and the Centers for Disease Control and Prevention.¹

Robert Baird developed the software for original and subsequent versions of the Access-based Progress ✓Check System. The original Progress ✓Check System and the evaluation manual were developed and written by Philip Bors (Heart Disease and Stroke Prevention Branch, formerly known as the Cardiovascular Health Unit, NC DHHS), Patricia Clow (Health Promotion Branch, NC DHHS), and Jim Emery (UNC Department of Health Behavior and Health Education). Additional input was provided by Carolyn Crump (UNC Department of Health Behavior and Health Education), Sara Huston (Heart Disease and Stroke Prevention Branch, formerly known as the Cardiovascular Health Unit, NC DHHS), and Kelly Evenson (UNC Department of Epidemiology).

The Fit Together Progress Check System was revised by Mike Warwick of Iona Interactive, Chapel Hill, NC, with recommendations from the Duke University Technical Assistance Team and the East Carolina University Evaluation Team.

¹ Fawcett, S. B., Paine-Andrews, A., Harris, K. J., Francisco, V. T., Richter, K. P., and Lewis, R.K. (1995). *Evaluating Community Efforts to Prevent Cardiovascular Diseases*. Lawrence, KS: Work Group on Health Promotion and Community Development, University of Kansas.

Section I: Introducing Progress✓Check

Versions of Progress✓Check are used by the Physical Activity and Nutrition Branch, the Heart Disease and Stroke Prevention Branch, and the Diabetes Prevention and Control Branch of the Division of Public Health to track environmental and policy changes at the local level. Important features of the Progress✓Check evaluation system are:

- It captures local Health Department efforts in facilitating environmental and policy level changes.
- It captures the unique information about individual programs while at the same time providing statewide data across all branches.

Fit Together grantees will use a revised version of Progress ✓Check that allows grantees to document and evaluate their efforts in reaching goals and objectives, and nicely captures important environmental and policy changes. This system will be used to summarize monthly activity.

The Fit Together Progress Check System:

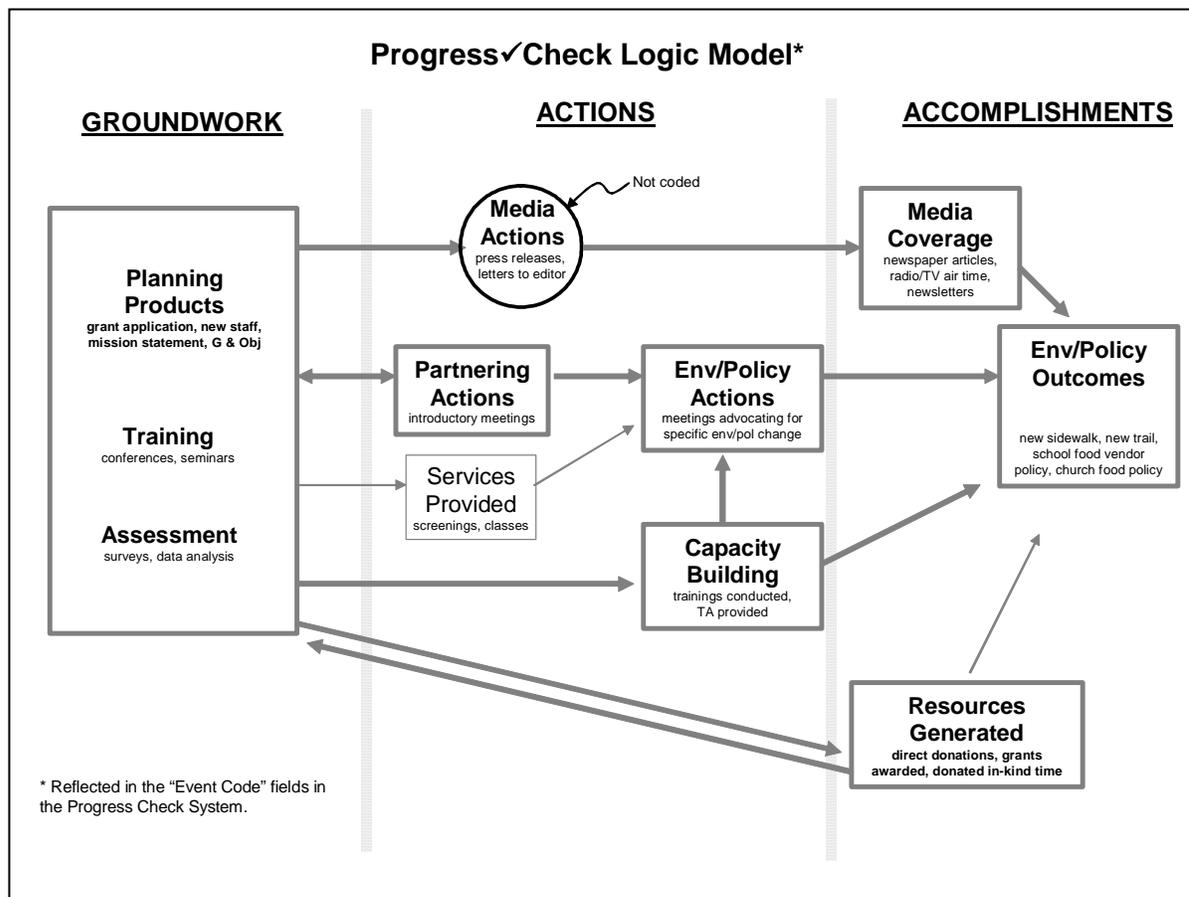
- Provides process, impact, and outcome information for documenting performance and accomplishments.
- Helps track local environment and policy level changes over time.
- Documents stories and successes that can be celebrated and shared with others.
- Provides information on programs as a basis for establishing accountability for funds received.

The Logic of the Fit Together Progress Check System

The Fit Together Progress Check System is an outgrowth of the Progress Documentation System used by the Heart Disease and Stroke Prevention (HDSP) Branch and eight local HDSP Programs since 1999. The Progress Documentation System was, in turn, based on the framework provided by Fawcett et al. and CDC in the seminal publication, "Evaluating Community Efforts to prevent Cardiovascular Disease".² The current Fit Together Progress Check System is an Access application that allows grantees to document activities linked with their action plan objectives and strategies and export their data to the Duke Technical Assistance team and the ECU Evaluation team, who are then able to examine the data by individual grantee and combined across all grantees for tracking and analysis.

The system is based on a logic model (Figure 1) that illustrates the development of a program from groundwork to program outcomes. This logic model displays the elements of successful programs designed to bring about community change.

Figure 1: Fit Together Progress Check Logic Model



Summary of Event Codes in the Fit Together Progress Check System

When you report your events in the Fit Together Progress Check System, you will assign a code to each "event"; these event codes (e.g., Planning Product, Media Coverage) are illustrated in the logic model. Event codes help us quantify and standardize the information reported by grantees. The following is a brief description of the event codes.

GROUNDWORK consists of activities that prepare you to advocate for and create healthier environments. **Planning Products** are tangible results of the planning process. **Training** helps you on a continual basis to maintain skills and develop new competencies you may need to carry out the necessary actions to achieve your objectives. **Assessment** activities are part of planning and evaluation. They inform you about what the community's needs are and what resources are available to meet those needs. Groundwork activities enable you to set priorities and move into direct actions to bring about change.

Your efforts to engage and influence outside agencies are considered **ACTIONS** in the Fit Together Progress Check System. **Partnering Actions** help you create the critical relationships needed to implement initiatives and to influence other organizations and government bodies. **Services Provided** are included in this system because providing services (e.g. screening in a community) can contribute to the creation of change in organizations and communities by providing a "foot in the door" for policy and environment efforts. **Capacity Building** activities such as "train-the-trainer" are necessary to facilitate change for a lasting impact.

Partnering Actions, Services Provided, and Capacity Building can each provide opportunities for advocacy, *i.e.*, **Environmental/Policy Actions**. Environmental/Policy Actions are attempts to push for specific changes that support health; these actions are the equivalent of advocacy for policy and environmental change.

Finally, **ACCOMPLISHMENTS** are "outcomes" that involve a decision or change by some organization or governing body. **Media Coverage** requires that a media agency, such as a newspaper, cover your health issue. **Resources Generated** represents the additional tangible assets (money, goods, labor) contributed to your initiatives.

Environmental/Policy Outcomes represent changes that require a decision-maker to adopt (or not adopt) a change.

² Fawcett, S. B., Paine-Andrews, A., Harris, K. J., Francisco, V. T., Richter, K. P., and Lewis, R.K. (1995). *Evaluating Community Efforts to Prevent Cardiovascular Diseases*. Lawrence, KS: Work Group on Health Promotion and Community Development, University of Kansas.

Section II: Using the Fit Together Progress Check System

This guide to using the Fit Together Progress Check System will help you record your activities and accomplishments. The Fit Together Progress Check System is a Microsoft Access application that allows you to enter and code your program activities (events), submit your data to the technical assistance and evaluation teams, and create your own reports on your data.

Initializing the System

After the Fit Together Progress Check System is installed on your machine and you open your Fit Together Progress Check Application for the very first time, you will be asked to enter a key-code. The key-code consists of six digits followed by two letters followed by three more digits. It will be provided to you by the technical assistance team.

Enter your key-code and click on the [OK] button. This key-code will unlock the Fit Together Progress Check Application for your use. This process automatically loads the Fit Together Progress Check database with your organization's information.

You will need to restart your application after entering your key code.

You will not need to re-enter the key code when you open the application again.

Open the Fit Together Progress Check application. A window will pop up asking for your User Name and a PIN number.

A screenshot of a 'User Log In' dialog box. The title bar is blue with the text 'User Log In'. Below the title bar, there are two text input fields. The first is labeled 'User Name:' and contains the text 'NCAFP pilot'. The second is labeled 'PIN:' and is empty. At the bottom of the dialog box, there are two buttons: 'OK' and 'Cancel'.

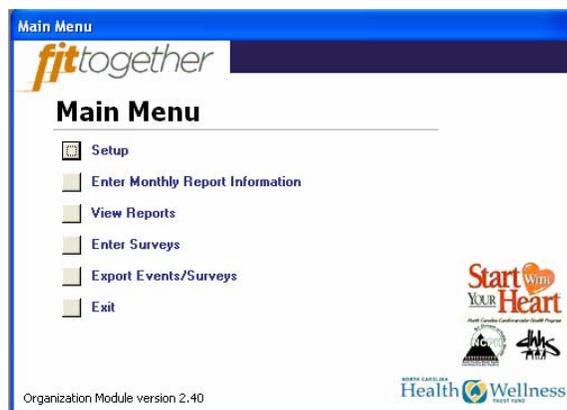
Type in your User Name and PIN number and click on the [OK] button. Your User Name and your PIN Number (a 4-digit number) will be assigned to you by the technical assistance team. You will need to enter only your PIN number each time you open the application.

The Fit Together Progress Check Main Menu

Once you have successfully logged in using your User Name and PIN, the Fit Together Progress Check Main Menu will be displayed.

The main menu provides easy access to the following data entry forms and other components. A description of each feature on the main menu follows.

1. Setup
2. Enter Monthly Report Information
3. View Reports
4. Enter Surveys
5. Export Events and Surveys
6. Exit



1. SETUP

The first time you use Fit Together Progress Check, you will complete each section in the Setup menu.

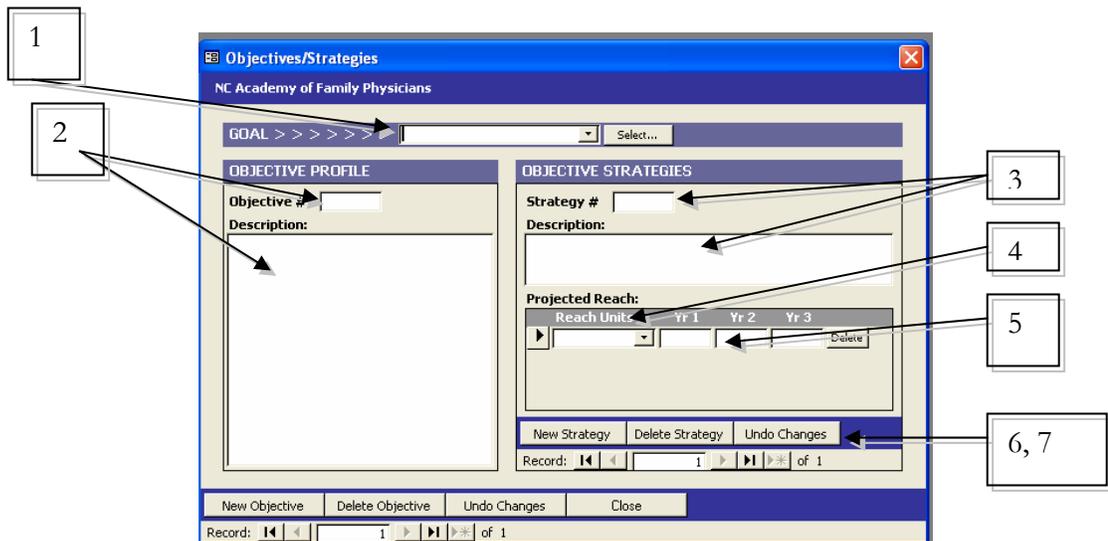
A. Update contact information: The fields on the Project Profile form contain the grantee organization name and information such as address and contact name. Organization type and county will be pre-entered by the technical assistance team.

A screenshot of a web application window titled "Project Profile". The form contains several input fields: "Organization Name" (filled with "NC Academy of Family Physicians"), "Mailing Address" (filled with "P.O. Box 10278"), "City / Zip Code" (filled with "Raleigh" and "27605"), "Email Address", "Contact Person", "Phone / Ext:" (with two empty input boxes), "Fax Number", "Organization Type" (filled with "Private nonprofit"), and "County" (filled with "North Carolina" and a dropdown arrow).

B. Update partner list: Here you will enter all of your formal partners and select a partner type for each from the existing drop-down list.



C. Update objectives/strategies: Here you will enter your project's objectives and strategies and link them to Fit Together goals. You will also enter the projected reach for each strategy, if applicable.



To add a new objective, first choose the corresponding goal from the drop-down list or using the [Select] button [1]. Enter the Objective number and the description of the objective [2], then enter the strategy number and description of the strategy [3]. When applicable to a strategy, enter the projected reach units (e.g. students, sessions, etc.) [4] and projected reach numbers for Yr 1, 2 and 3. [5]

To add a new strategy for this objective, *without changing* the goal or strategy fields, select the [New Strategy] button in the strategies block. [6] This will take you to blank fields for both strategy #, description, and potential reach which you can now enter.

To add another new objective, select the [New objective] button in the objectives block [7]. You will be able to add a new objective number and description to your organization data from here.

You may also update your objectives from this screen. To edit an existing objective, click on the objective and make changes as you would in a word-processing document. ***Please consult with a member of the Duke Technical Assistance team before making any changes to the objectives or related strategies on your action plan.**

Helpful Hints for Fit Together Progress Check

Text can easily be copied from a Word or text file and pasted into Fit Together Progress Check fields by using the following procedure:

1. Highlight the text you wish to copy
2. Simultaneously hold down the {Ctrl} and {C} keys to copy the text
3. Place the cursor in the data field in Fit Together Progress Check where you want to insert the text
4. Simultaneously hold down the {Ctrl} and {V} keys to paste the text into the field

Navigation Buttons in Fit Together Progress Check

At the bottom left-hand corner of the Event Log (and most other pop-up boxes), there is an area for moving from one event record to another. You will see the word "Record:" with arrows and a white box with a number in it. This area also tells you how many event records you have in your database. For example, if this area says "Record: 1 of 236" that means you are on the 1st event record in the database, and you have a total of 236 records in the database. You can move from one event record to another by clicking on the different arrows; you can also add a new blank record form. See below for description of what each arrow will do.

- [▶] will take you forward to the next record, if there is more than one record
- [◀] will take you back to the previous record
- [▶ |] will take you to the last record
- [| ◀] will take you to the first record
- [▶ *] will take you to a new blank record

You'll see these same buttons on most of the pop-up boxes as well, and they work in the same way. You'll also see a few additional buttons in these pop-up boxes:

- [X] will delete the record you are on
 - [↶] will undo whatever you've just done to the record
 - [▼] means there is a drop-down list; click it and the drop-down list will appear
 - [Close] will close the pop-up box
-

D. Change local configuration: This button will allow you to customize your local configuration such that your county will be the default for the field “Area Served” and “County” in other forms. Type in your county name or click on the drop-down arrow, scroll down and select your county name. **You only need to do this once; you will not need to do this when you open the application again.** If your project serves more than one county do not set a default; you will be able to select the appropriate county or counties from the area served button under each event and from the county button in the cohort study data entry screen.

2. ENTER MONTHLY REPORT INFORMATION

This button takes you to a menu that contains the following:

A. Enter events: This directs you to the Event Log form to enter required information for completed events each month. This process is described in more detail in later pages.

The screenshot shows a software window titled "Event Log" for the "NC Academy of Family Physicians". The window contains several input fields and sections:

- Event Date(s):** Includes a radio button for "Single Date:" and a date input field, and a radio button for "Recurring Across Range:" with a range input field and "sessions" label.
- Event Description:** A large text area for describing the event.
- Event Outcome:** A text area for recording the outcome.
- Program Activity Information:** A grid of buttons for selecting activity types: Partners, Area Served, Collaboration, Setting, Risk Factor, Population, Objective, and Participants.
- Code Specific Information:** A section with an "Event Code:" dropdown menu.
- Event ID#:** A field labeled "(AutoNumber)".
- Status:** A checkbox for "Event Log Entry Complete:" with the value "NO".
- Buttons:** A row of buttons: "Add Event", "Duplicate Event", "Delete Event", "Find Event", "Print", and "Close".
- Record Navigation:** A bar at the bottom showing "Record: 2 of 2" with navigation arrows.

B. Enter narrative: This button will take you to the narrative entries form where you can enter any additional information that you want to share for the month and when applicable, associate the narrative with a strategy you entered during setup.

The screenshot shows a window titled "Narrative Entries" for "NC Academy of Family Physicians". It contains a message: "There are 1 entries currently defined for your organization. Use the form below to manage the narrative entries." Below this is a "Narrative Text:" field with a text area and a "Recorded" timestamp of "11/18/2004 3:54:25 PM". Underneath is an "Associated Strategy:" dropdown menu currently set to "None" with the text "No strategy associated" below it. At the bottom, there are buttons for "New Entry", "Delete Entry", "Undo Changes", and "Close". A status bar at the very bottom shows "Record: 2 of 2 (Filtered)".

C. Update strategy reach to date: Use this area to update the cumulative number of participants you have reached each month. This is linked to strategies.

The screenshot shows a window titled "Update Strategy Reach". It is divided into two main sections. On the left is a "Select Strategy:" section with a large empty text area. On the right is an "Actual Reach To Date:" section containing a table with columns for "Reach Units", "Yr 1", "Yr 2", and "Yr 3". The table is currently empty.

3. VIEW REPORTS

Fit Together Progress Check allows you to print standard reports on your data. Clicking on this button will bring up a list of standard reports available to you. Each report will have a description and some reports will have report options available in a drop-down box. Reports may be previewed on the screen or sent to the default printer. More information on reporting is provided on page 19.

Report Selection Criteria

Organization: NC Academy of Family Physicians

Date Range: 07/01/2004 through 11/09/2004

Report Type: Program Activity Detail

Description
Program activity options are listed along with a breakdown of associated events by event type.

Report Options
Program activity field:
Partners

Destination
 Preview on Screen Print to Default Printer

OK Cancel

4. ENTER SURVEYS

- a. **Enter cohort surveys:** This button will take you to a data entry screen for the cohort study. This is explained in more detail on page 22.
- b. **Enter additional surveys (not cohort participants):** This button will take you to a data entry screen for participants who are not included in the cohort study.

5. EXPORT EVENTS/SURVEYS

This button will allow Fit Together Progress Check to export the information you have entered when you are ready to submit your data to the technical assistance team by the 20th of each month or to the evaluation team when you have completed cohort study data collection.

6. EXIT

Closes the Fit Together Progress Check application.

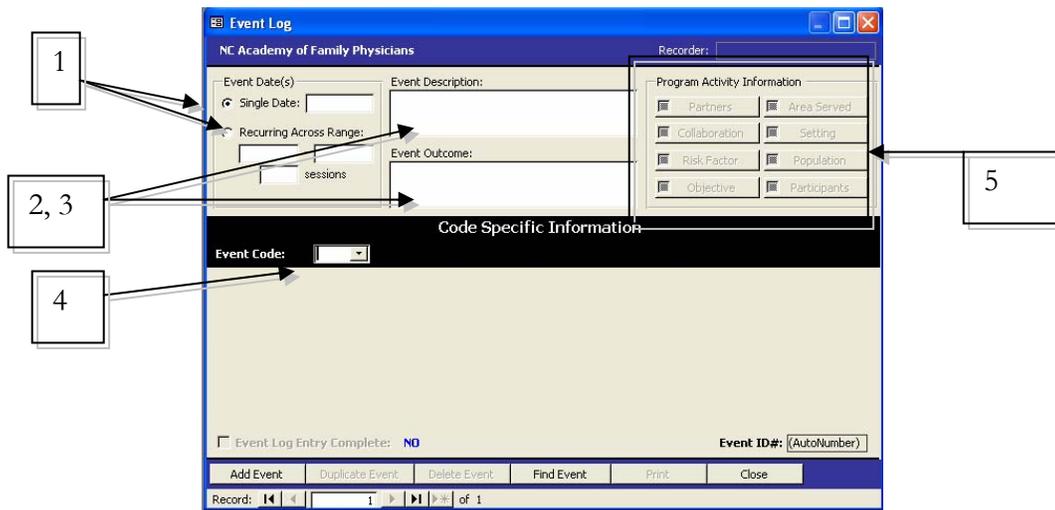
Entering Events

This section describes in more detail the requirements and process to enter events into the Fit Together Progress Check System. See Appendix C for sample event entries.

Definitions of Terms	
Event	An event is an activity that you are reporting. Examples of events are presentations, training sessions, newspaper articles, radio airtime, telephone conversations, etc. An event can also be the result of your efforts, such as a new trail, improved menu, or a new policy. See Appendix E for guidance on writing events.
Data Fields	Data fields are the boxes or buttons, on the Event Log Form, that you click to enter information about an event.
Record	A record is all of the information you enter about a single event.

Event Log Form for Fit Together Progress Check: On the Main Menu, click the *Enter Monthly Report Information* button. The Monthly Report Information screen will open. From there, click *Enter Events* and the Event Log form will open. This is where you enter information about your events and activities. You can use the {Tab} key on your keyboard to move from one field to another. For fields that have drop-down boxes, simply click on the ▼ symbol next to the white box and a list of options will appear. Select and click on the option that applies to the event you are reporting (some fields allow you to select more than one option). An important thing for you to know is that the Fit Together Progress Check System will automatically save everything you enter as you go along. You do not need to do anything special to save your data, since Fit Together Progress Check does it for you.

Getting Started Entering an Event:



1. Enter the date that the event occurred in the *Event Date* field. Click into the box and type the date in any form. For example, if you type August 6, 2004, the system will automatically format the date for you and enter your recorder information (User Name). **Note that your user name automatically appears in the Recorder box.**

Some of your events may be recurring events, for example, a 12-week exercise program for teens at risk for overweight. In this case you will code this as a recurring event and will enter the start date, end date, and number of sessions for that particular program.

2. {Tab} to the *Event Description* field and type a brief description (1-2 sentences) of the event.
3. {Tab} to the *Event Outcome* field and type a brief description (1-2 sentences) of the event outcome. Use this area to type a narrative describing the result of the event you are reporting. Briefly describe the benefit or impact of your event/activity in one or two sentences. **This is a text field that will not accept more than 225 characters; if you type in more characters the entry will be truncated.** After completing these fields, {Tab} will take you to the *Event Code* field.
4. **Selecting an Event Code:** This field provides a drop-down list of codes that best categorize the event or activity you are entering. After selecting a code, additional fields related specifically to that code will be displayed for completion. The additional information you need to provide for a single event will depend upon the code you select.

These codes are defined in Appendix A: "Summary of Event Codes". Appendix B gives additional guidance for code-specific information. Refer to these Appendices if you are unsure about which code to choose to describe an event.

Two Examples of Event Codes for demonstration: The following shows what happens when you select either "CB/Capacity Building" or "EPO/Environment Policy Outcome" code for an event.

When you select "Capacity Building", two additional fields appear for completion. These are called "Contingency" codes or fields. See Appendices A and B for more details on these fields. The first additional field is *Capacity Type* which has two selection choices to describe the type of capacity building activity. The second additional field is *Number of People Served*. This entry should be the number of people participating in or affected by the capacity building event.

When you select “EPO/Environment Policy Outcome”, several contingency fields appear for completion. See Appendix A and B for more details.

- Level of Impact – Indicate the impact of the Environment or Policy Outcome that you are coding. How far reaching is the impact?
- Indicator Change – Indicates status of environment/policy change (New/improved environmental/policy change, maintained current status, suggested environmental/policy support not adopted, or unable to maintain current status).
- Event Role – Indicate your role in facilitating the EPO. Did you (the grantee) have a lead role, a contributing role, a minimal role, or an indirect role?
- EPO Type – Indicate the nature of the Environment or Policy Outcome. Does it relate to facilities and environment, is it a cue to action or does the EPO involve a change in policies, practices and/or incentives?
- Indicator – Depending on the risk factors associated with the event, the settings in which the event occurred and the EPO Type, a drop down list of indicators will appear in the Indicator box. Select the applicable indicator. A comprehensive indicator list is included under Appendix D.

5. **Program Activity Information** provides programmatic details specific to the event you are reporting. You will complete this section after you have selected the event code and finished all required code specific information.

The screenshot shows the 'Event Log' window for the 'NC Academy of Family Physicians'. The 'Program Activity Information' section is circled in red and contains the following fields:

<input type="checkbox"/> Partners	<input type="checkbox"/> Area Served
<input type="checkbox"/> Collaboration	<input type="checkbox"/> Setting
<input type="checkbox"/> Risk Factor	<input type="checkbox"/> Population
<input type="checkbox"/> Objective	<input type="checkbox"/> Participants

Other visible fields include: Event Date(s) (Single Date: 11/11/2004), Event Description, Event Outcome, and Event Code (dropdown menu). The 'Event Log Entry Complete' checkbox is unchecked and labeled 'NO'. The bottom of the window shows a record navigation bar with 'Record: 27 of 27' and buttons for 'Add Event', 'Duplicate Event', 'Delete Event', 'Find Event', 'Print', 'Undo Changes', and 'Close'.

Each program activity button will display a pop-up box with a list of related items to choose from. The buttons in this cluster are:

- A. Partners: Indicate which of your grant partners contributed to the event. Only partners entered through the Setup screen are listed. You may select more than one partner.
- B. Area Served: Select what county(ies) will ultimately benefit from the event. You may select your default county, multiple counties or select statewide.
- C. Collaboration: Indicate what types of groups contributed in any way to the event. Do not include partners that were selected under the Partners button. You may select more than one collaborator.
- D. Setting: Indicate the kind of place the event is intended to ultimately influence. For example, if you meet at a church to discuss making school cafeteria changes, you should select schools/childcare. You may select multiple target settings.
- E. Risk Factor: Indicate what risk factors this event is intended to affect. Select "At Risk/Overweight" only if the event is specifically targeted to persons who are at risk or overweight. You may select multiple risk factors.
- F. Population: Indicate the population that will ultimately benefit from this event. For example, if you have a meeting with policy makers about elementary school cafeterias, you should select elementary school children. You may select multiple target populations.
- G. Objective: Select the objective and strategy this event falls under. Only objectives and strategies entered under the Setup button are listed here.
Clicking on this button will display a pop-up box that shows objectives and corresponding strategies from your Action Plan. Click on the down arrow next to this box to display a list of objectives from your Action Plan. Select the objective that applies to this event. Select "No applicable objective from action plan" if the event is not specifically related to any objective in your Action Plan. Select "All objectives are applicable" if the event relates to all objectives in your Action Plan. If you want to select another objective that applies to this event, do so now by using the Objective Record Navigation buttons on the bottom left of the Local Community Objective ID box and repeat these steps for each objective you want to add.
- H. Participants: Identify the types and number of people involved with this event, rather than who will ultimately benefit. For example, if you have a meeting with 6 policy makers about elementary school cafeterias, you should enter 6 policy makers. In some cases, participants will be the same as population.

6. After completing the *[Partners]* box, click [Close] and then {Tab} to

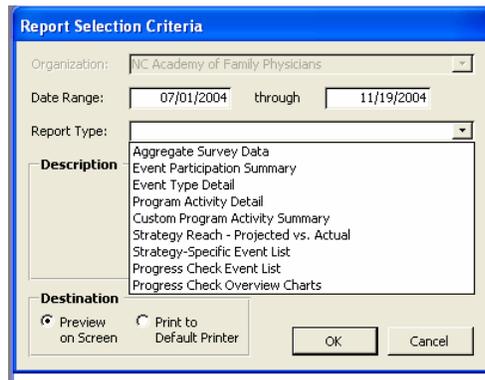
[Area Served]. Follow these same steps to complete each of the fields. You may select “N/A” when a field does not apply.

7. When you have completed entering all the information required in the *Program Activity Information* section a message will appear stating that you have completed all the required fields for this event. Click OK and the box at the bottom of the left-hand side of the form that says “Event Log Entry Complete” will change to YES. If you change the “Event Log Entry Complete” to yes before all fields are completed you will see a message that indicates which field is incomplete.

Button Options at the bottom of the EVENT LOG FORM Once you have completed this event entry (record), you have several options, which are indicated by the row of buttons at the bottom of the log form.

[Add New Event]	Clicking on this button will display a blank Event Log entry form for you to enter a new event.
[Duplicate Event]	This button will make a copy of the event log that you are currently in. A message will appear “The event record has been duplicated. You are now browsing the copy of the original event.” Use this feature carefully. Check to assure all program activity information has been duplicated correctly.
[Delete Event]	Clicking this button will delete this event record from the database.
[Find Event]	This button will assist you in searching for a record of an event that you may have started in the past. For example, if you started to enter an event, but were unable to complete it and closed the record, you could use the [Find Event] button to return to this event record. To do this, set the cursor in the field you wish to search and click on [Find Event] button, a pop-up box will be displayed; in the “Find What” box, type the search information desired. The Fit Together Progress Check system will search for this record and display it.
[Print]	A print preview of the record will be displayed on your computer screen, if you click the print button. This will show all of the data you entered for a given event, which can then be sent to the default printer.
[Close]	When you want to close the Event Log, click here. Fit Together Progress Check will automatically save your changes.

Report Formats



1. **Aggregate Survey Data:** Survey questions are listed along with frequency distributions for each response. Report includes a count of respondents, mean age of respondents, BMI status breakdown, and BMI mean percentiles for underweight, normal weight, at risk of overweight and overweight.

Enter: Date range desired

Report Options:

- Format (parents or middle/high school)

- Specify if cohort surveys only

- Specify criteria if desired:

 - Collection period matches {choose one-- Time 1, Time 2, and Time 3}

 - County matches {choose one}

 - Location contains {enter location}

 - Participant/Name contains {enter}

 - Participant age between {enter ages}

Destination: Print on screen or print to default printer.

2. **Event participation summary:** Events are summarized by event type along with detailed participant totals. Report gives an event and session count by event along with participant numbers.

Enter: Date range

Report Options: None

Destination: Print on screen or print to default printer.

3. **Event Type Detail:** Event sub-types are listed for a specific event type along with summarized event-specific information where applicable. Report gives event and session count and information specific to event types such as “potential reach”, “column inches”, etc.

Enter: Date range

Report Options:

Event type {choose from list}
Destination: Print on screen or print to default printer.

4. **Program activity detail:** Program activity options are listed along with a breakdown of associated events by event type.

Enter: Date range
Report Options:
 Program activity field {choose one from list}
Destination: Print on screen or print to default printer.

5. **Custom program activity summary:** Specify up to 10 program activity units for summarizing events. Your selections will comprise the column and row headings of the report. In each column, the count of event sessions associated with the value you selected will be displayed.

Enter: Date range
Report Options:
 Event type {choose one from list}
 Select saved option set {You must select at least one option and name the option set. Choose “edit” to make choices. Name and save the option set.}
Destination: Print on screen or print to default printer.

6. **Strategy reach—projected versus actual.** Report gives projected and actual reach for each strategy by project year (1, 2, etc.).

Enter: Date range
Report Options:
 Specify whether to include full text of objective and strategy descriptions
Destination: Print on screen or print to default printer.

7. **Strategy-Specific Event List:** Detailed event information is listed by strategy, followed by a Program Activity Information table.

Enter: Date range
Report Options:
 Specify whether to include full text of objective and strategy descriptions
Destination: Print on screen or print to default printer.

8. **Progress Check Event List:** Event list sorted by key indicators. If you choose to include narrative entries, they will be listed by date entered at the end of the report.

Enter: Date range
Report Options:
 Sort results by {choose one from list to order results}
 Specify whether to include narrative entries

Specify criteria {If desired, choose variables in order to limit events displayed}

Description/outcome contains {enter term(s)}

Partner matches {choose one from list}

Collaboration matches {choose one from list}

Risk factor matches {choose one from list}

Objective-strategy matches {choose one from list}

Area served matches {choose one from list}

Setting matches {choose one from list}

Population matches {choose one from list}

Destination: Print on screen or print to default printer.

9. Progress check overview charts: Graphic highlights of events. Produces bar charts of 1) % of total events by objective, 2) % of total events by event code, 3) % of total events by risk factor, and 4) % of total events by area served. (Note: The sum of percentages can exceed 100% because events can have multiple objectives, event codes, risk factors or areas served.

Enter: Date range

Report Options: None

Destination: Print on screen or print to default printer.

Entering Surveys

This section describes in more detail the requirements and process to enter survey data into the Fit Together Progress Check System.

Enter Surveys for Fit Together Progress Check: On the Main Menu, click the *Enter Surveys* button. The Enter Surveys Menu screen will open. From there, click *Enter Cohort Surveys* or *Enter Additional Surveys (Not Cohort Participants)* and the appropriate form will open. This is where you enter your survey data. You can use the {Tab} key on your keyboard to move from one field to another. For fields that have drop-down boxes, simply click on the ▼ symbol next to the white box and a list of options will appear. Select and click on the option that applies to the data you are reporting. An important thing for you to know is that the Fit Together Progress Check System will automatically save everything you enter as you go along. You do not need to do anything special to save your data, since Fit Together Progress Check does it for you.

Entering Survey Data

A. Survey Profile

1. In the *Date* field, enter the date the survey form was completed by the participant. (Note: You can enter date in several formats, e.g. 11/25/04 or Nov 25, 04 and the field will populate.)
2. The *Collection Period* field will be populated automatically with *Time 1*, *Time 2*, etc. based on the number of times you have entered data for a participant.
3. Enter the *Location* where the data was collected. For example, Elmwood Elementary School, Kernersville YMCA site, or Dr. Smith's office.
4. The *County* field should indicate the county where the data collection occurred. If you selected a county in the local configuration step of the set-up, then this county will populate the box as a default. It can be changed by entering or selecting the name of the county or the 3 digit county code.

The screenshot shows the 'Enter Cohort Surveys' form for the 'NC Academy of Family Physicians'. The form is divided into several sections: 'SURVEY PROFILE', 'BMI ANALYSIS', 'PARTICIPANT', 'RESPONSES', and 'QUESTION DETAILS'. Numbered callouts (1-9) point to specific fields: 1 points to the Date field; 2 points to the BMI Analysis section; 3 points to the Location field; 4 points to the County field; 5 points to the Participant Name/ID field; 6 points to the Question Details section; 7 points to the location input field within Question Details; 8 points to the Responses grid; and 9 points to the Question Details text area. The form includes a 'Measure Date' field, 'self-rpt'd' checkboxes, 'Status' and 'BMI' fields, and a grid for entering responses for 26 items. At the bottom, there are buttons for 'New Survey', 'Delete Survey', 'Find Survey', and 'Close', along with a record count of '20 of 20 (Filtered)'.

B. Participant

5. To add participants to the database, choose the *List* button. The Cohort Participant List form will open. Beside *Add a New Name*, enter the participant's last then first name, separated by a comma. Enter the participant's assigned ID number in the *With ID* field. Then click the *Add* button and the participant is added to the database.

Name	ID	Sex	Age	DOB
Allen, Stanley	AFP004	Male	13	11/11/1991
Bear Grey	AFP021			
Fry, Harold	AFP007	Male	15	10/29/1989
Glen, Rhonda	AFP009	Female	15	11/21/1988
Gomez, Paul	AFP010	Male	15	05/22/1989
Jewel, Julie	AFP002	Female	12	06/07/1992
Kinsley, Penelope	AFP006	Female	14	03/27/1990
Maryanne Olynyk	AFP008	Female	12	05/04/1992
Melvin, Shirley	AFP003	Female	20	09/14/1984
Olynyk, Maryanne	AFP008	Female	12	05/04/1992
Trouble, Tiffany	AAF001	Female	8	02/29/1996

6. For existing participants, use the radio buttons to choose whether to list participants by name or ID number

7. To select an existing participant you can *Search* using the *List* function or select a participant from the drop down menu. Once you add or find and highlight a participant in the list, click on *Select* to continue.

8. Enter the participant's date of birth in the *DOB* field.

9. Indicate the participant's gender by choosing the correct radio button for *male* or *female*.

C. Responses

10. Indicate if the survey data you are entering is from a "parent" version of the survey or the "middle/high school" version.

11. Enter the responses for each question. Entering a response will take you to the next field. You may also use {Tab} to navigate you through the fields. Question details will appear in the lower right portion of the form. **If a respondent has left a question unanswered, or has indicated multiple responses, enter "N" in the corresponding field.**

D. BMI Analysis

- 12. Enter height to the nearest ¼ inch. Height can be entered as inches (65.25 inches) or feet and inches (5' 2 or 5-2). Check the box if this data is self-reported.
- 13. Enter weight to the nearest ¼ pound. Check the box if this data is self-reported.
- 14. Enter the measurement date. Fit Together Progress Check will calculate age at the date of measurement, weight status, BMI and percentile scores.

Button Options at the bottom of the ENTER COHORT SURVEY FORM Once you have completed this cohort survey data entry (record), you have several options, which are indicated by the row of buttons at the bottom of the log form.

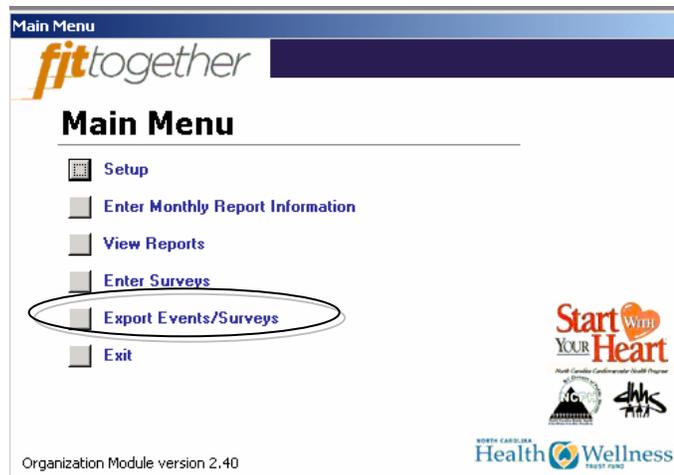
[New Survey]	Clicking on this button will display a blank Enter Cohort Survey entry form for you to enter new data.
[Delete Survey]	Clicking this button will delete this cohort survey record from the database.
[Find Survey]	This button will assist you in searching for a record of a cohort survey entry that you may have started in the past. For example, if you started to enter cohort survey data, but were unable to complete it and closed the record, you could use the [Find Survey] button to return to this data record. To do this click on [Find Survey] button, a pop-up box will be displayed. In the Find Survey box you may type in the date of the survey, BMI date, location or choose the participant's name in the drop down box. Select [Find] and the Fit Together Progress Check system will search for this record and display it.
[Close]	When you want to close the Enter Cohort Survey Form, click here. Fit Together Progress Check will automatically save your changes.

Exporting the Event Log and Cohort Survey Data File

Please follow the instructions below to export your data successfully. Incomplete records will not be exported. Records that have been exported will remain in Your FIT TOGETHER Progress Check database. However, you will not be allowed to delete an Event once it has been exported.

CAUTION: DO NOT export until you are ready to send your reports to the Duke technical assistance team. You should submit reports only ONCE each month. The ECU Evaluation Team will contact you when it is time to export your cohort survey data file.

1. An “export” folder will be created during the installation process to save your monthly report files.



2. From Fit Together Progress Check, click the “Export Event Log” button on the main menu. You will see a screen, which shows you the total number of completed event records ready to export as well as the total number of incomplete event records. Here you will also select what types of files to export (monthly report or cohort survey.)

The 'Export Data' dialog box contains the following information:

Export File Type:

- Monthly Report Information
- Cohort Survey Results Only
- All Survey Results

Export (button) **Cancel** (button)

Event Log Record Summary:

-	23	total records
-	5	incomplete
-	18	completed
-	18	already exported
-	0	ready for export

Notes:
Incomplete records will not be exported. After an Event is exported, it will remain in your database. However, you will not be allowed to delete an Event once it has been exported.

The export file type will actually create an Access database file to be exported. “All survey results” will create an Access database file of all cohort plus additional surveys that have been entered in the system. This file will never be exported to ECU or Duke, but you may want to share it with your internal evaluator.

3. Click “Export”

4. Select your directory (export folder) in which to save the file. A file name will be generated that contains the export date. Click on Save.

5. Exit from the Main Menu if you wish to close Fit Together Progress Check.

E-mailing attachments (Exporting Data to Duke and ECU)

- Compose an email to the Duke Technical Assistance Team as you have done in the past to send your monthly reports. (Compose an email to Lynda Owen at ECU to send your cohort survey data—owenl@mail.ecu.edu)
- Attach the appropriate file that you saved from Fit Together Progress Check
- You have successfully exported your data to the technical assistance team.

Appendix A: Summary of Event Codes

The table below defines the Fit Together Progress Check event codes and provides examples for each code. Most event codes also require additional "Code Specific Information" in unique fields that only pop up when you select a certain code. See Appendix B for more information on "Code Specific Information". See Appendix C for Example Event Log Entries.

	Event Code	Definition	Code Specific Information	Types/Examples
Groundwork	Planning Products (PP)	<ul style="list-style-type: none"> - Tangible results or products of planning activities - Tangible "tools" or products to be used to promote health 	<ul style="list-style-type: none"> - Planning Product Type 	<p>Planning Product Types</p> <ul style="list-style-type: none"> <input type="checkbox"/> Action plan <input type="checkbox"/> Grant Submitted e.g. Duke Endowment proposal submitted <input type="checkbox"/> New Contract/MOU e.g. contract with marketing firm <input type="checkbox"/> New Staff Position (not turnover) e.g. additional staff person hired <input type="checkbox"/> Survey Developed e.g. tool for schools to assess cafeteria <input type="checkbox"/> Individual Behavioral Materials e.g. 5/day cookbook <input type="checkbox"/> Resource Guide e.g. map of local trails <input type="checkbox"/> Policy/Practice Change Materials e.g. guide for healthy vending options <input type="checkbox"/> Other (specify) e.g. promotional materials for the project
	Training (T)	Enhance knowledge and skills of project staff/members to carry out its mission, goals, and objectives	<ul style="list-style-type: none"> - No Additional fields 	e.g. Winner's Circle training, Healthy Carolinians conference, HWTF annual meeting

	Event Code	Definition	Code Specific Information	Types/Examples
	Assessment (A)	Actions taken to collect, analyze, or interpret data for needs assessment and/or evaluation; these are formal or semi-formal efforts to collect data, including cohort data	- Assessment Type	Assessment Types <ul style="list-style-type: none"> <input type="checkbox"/> Analyze existing data e.g. utilize data from restaurant survey for planning <input type="checkbox"/> Focus group e.g. listening session with Hispanic women re: barriers to activity <input type="checkbox"/> Personal interview e.g. interview with police to collect data on pedestrian safety priorities <input type="checkbox"/> Review policies/curricula/media e.g. review local ordinances related to sidewalks <input type="checkbox"/> Survey conducted e.g. Winner's Circle intercept surveys <input type="checkbox"/> Patient chart reviews e.g. reviewing charts of diabetes patients to assess preventive care <input type="checkbox"/> Biological measures e.g., blood pressure <input type="checkbox"/> Cohort data collected <input type="checkbox"/> Other (specify)

Actions	Partnering Action (PA)	<ul style="list-style-type: none"> - Actions to create new partnerships or community support - Actions to develop new projects with existing partners (Code each new partnership/project only once)	- Partnering Action Type	Partnering Action Types <ul style="list-style-type: none"> <input type="checkbox"/> Exploring/Creating New Partnership e.g. first meeting with cooperative extension to discuss collaboration on items from action plan <input type="checkbox"/> Maintaining Existing Partnership e.g. new projects with existing partners; have existing partnership with cooperative extension, want to add Color Me Healthy. <input type="checkbox"/> Other
	Services Provided (SP)	Events that directly target individuals or groups to improve individual behaviors or health status	- Service Type	Service Types <ul style="list-style-type: none"> <input type="checkbox"/> Group Education/Support e.g. healthy cooking classes, diabetes support group <input type="checkbox"/> Counseling (one-on-one) e.g. patient diet counseling <input type="checkbox"/> Screening/Referral/Follow-up e.g. blood pressure screening, health risk appraisals <input type="checkbox"/> Direct Patient Care e.g. medical treatment <input type="checkbox"/> Other e.g. educational packets, flyers focusing on individual level change
	Environment/Policy Action (EPA)	Specific recommendations made to key decision-makers or groups of influence to advocate for environmental or policy level change	- Level of Potential Impact	e.g. letter to school superintendent requesting review of vending policy re: nutrient content e.g. meeting with church cooking committee to recommend serving water at all food functions e.g. presentation at board of commissioners meeting to promote sidewalks, trails

	<p>Capacity Building (CB)</p>	<p>Actions and events taken to build the capacity of other organizations, groups, or volunteers to support health. These are events that provide training or skill building to other groups.</p>	<ul style="list-style-type: none"> - Capacity Type - Number served 	<p>Capacity Types</p> <ul style="list-style-type: none"> □ Group training/skill building <ul style="list-style-type: none"> e.g. workshop for cafeteria staff on healthy recipe substitutions e.g. training for volunteers how to assess local streets for walkability □ One-on-one technical assistance <ul style="list-style-type: none"> e.g. Meeting with the occupational health nurse at a local worksite to provide ideas on how to best label healthy vending machine options. e.g. phone call with church leader to provide tips on writing a mini-grant □ Other
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Accomplishments	Media Coverage (MC)	Actual media coverage of Initiative or its projects	<ul style="list-style-type: none"> - Medium - Media content - Level - Media purchased - Column Inches (calculated as columns wide by inches tall) - Airtime - Print media units - Billboard days 	<p>Medium</p> <ul style="list-style-type: none"> <input type="checkbox"/> Newspaper e.g. letter to editor published on safe routes to school <input type="checkbox"/> Radio e.g. PSA aired 5 times on local radio station promoting Winner's Circle in the Schools. <input type="checkbox"/> TV e.g. 30 minute interview aired on cable access channel <input type="checkbox"/> Billboard e.g. Winner's Circle billboard <input type="checkbox"/> Brochure e.g. Trail Brochure distributed in worksite displaying trail routes <input type="checkbox"/> Email e.g. Message sent to county employees providing list of healthy options to serve at meetings. <input type="checkbox"/> Flyer e.g. notice announcing community hearing on upcoming recreation bond <input type="checkbox"/> Newsletter e.g. article in church newsletter promoting church-sponsored walking group. <input type="checkbox"/> Other e.g. website providing/including information regarding opportunities for physical activity and healthy eating. <p>Media Content</p> <ul style="list-style-type: none"> <input type="checkbox"/> Health promotion messages e.g. 5-a-day <input type="checkbox"/> Local event/resource promotion e.g. health fair/screening <input type="checkbox"/> General project coverage; can be coverage of component of project e.g., newspaper coverage of efforts to change available items in vending machines.

Accomplishments	Environment/ Policy Outcome (EPO)	New or modified policies, practices, or environments that contribute to program objectives	<ul style="list-style-type: none"> - EPO type - Level of Impact - Event Role - Indicator - Indicator change - Indicator unit - Amount 	EPO Types <ul style="list-style-type: none"> □ Facilities and Environment <ul style="list-style-type: none"> e.g. new exercise equipment for PE classes e.g. walking trail finished at elementary school e.g. trail maintenance e.g. space for farmer's market secured □ Cues to action <ul style="list-style-type: none"> e.g. signs promoting stairwell use □ Policies, Practices, and Incentives <ul style="list-style-type: none"> e.g. nutrition educator hired at middle school e.g. church cooking committee adopts policy/practice to provide water and healthy foods at all food functions e.g. referral system established between physicians and program for at risk/overweight children sponsored by health department e.g. initial formation of local health-focused group (SHAC, nutrition committee, LPAN, etc.) - report only once
	Resources Generated (RG)	Resources obtained through grants, donations, or gifts in-kind. These are newly generated resources not those included in your proposal.	<ul style="list-style-type: none"> - Resource Type - Direct dollars - In-kind dollars - Grant awarded 	Resource Types <ul style="list-style-type: none"> □ Administrative <ul style="list-style-type: none"> e.g. cooperative extension does mailing for healthy recipe book □ Funding <ul style="list-style-type: none"> e.g. RWJ grant awarded □ Professional time <ul style="list-style-type: none"> e.g. local university donates time to analyze survey data □ Volunteer time <ul style="list-style-type: none"> e.g. volunteers do trail maintenance organized by grantee □ Materials <ul style="list-style-type: none"> e.g. local bike shop donates 300 water bottles e.g. paving company donates cement for trail □ Other <ul style="list-style-type: none"> e.g. discount coupons for use as incentives

	Other (X)	Events for which no code or definition has been created	No additional Fields	e.g. Meetings among grant staff and partners e.g. Presentation to school health nurses e.g. Presentations about the project
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Appendix B: Code Specific Information

The following fields are completed only for *certain* entries, depending on the selected Event Code.

FIELD NAME	DESCRIPTION/OPTIONS
Planning Products	
Planning Product Type	See Appendix A for options/examples
Assessment	
Assessment Type	See Appendix A for options/examples
Partnering Action	
Partnering Action Type	See Appendix A for options/examples
Services Provided	
Services Provided Type	See Appendix A for options/examples
Number of people served	Number of individuals attending, screened, etc.
Environment/Policy Action	
Environment/Policy Action Type	See Appendix A for options/examples
Level of Potential Impact	The potential "reach" of your efforts, i.e. what impact would a potential change have?
Capacity Building	
Capacity Building Type	See Appendix A for options/examples
Number served	Number of individuals trained, oriented, etc.
Public Awareness Messages and Media Coverage	
Media Outlet	See Appendix A for options/examples
Media Content	See Appendix A for options/examples
Level of Impact	The "reach of the media agency, e.g. regional TV station = Region, cable access program = County.
Media purchased	Was the PSA, printed material paid for by program funds?
Column inches	Newspaper column (columns in width X height in inches)
Airtime	Estimate of total air time for radio and TV segments
Print media units	Number of brochures, educational packets, etc.
Billboard days	Duration of time billboard is displayed.

FIELD NAME	DESCRIPTION/OPTIONS
Environment/Policy Outcome	
Environment Policy Outcome Type	See Appendix A for options/examples
Level of Impact	The potential "reach" of your efforts, i.e. what impact will this change have?
Event Role	<p>Your role in the change.</p> <p>Lead role = you primarily drove the advocacy;</p> <p>Contributing = you contributed significantly but may not have had the lead role;</p> <p>Minimal = small contribution;</p> <p>Indirect/Ripple Effect = you influenced an advocate who helped create a change.</p>
Indicator	Standard change that occurred; drop-down box allows you to select from a list. (See Appendix D for complete list)
Indicator change	<p>New/Improved Environ/Policy Change = you advocated for a change and the change occurred</p> <p>Maintained Current Status = you advocated to prevent an unhealthy change from occurring and unhealthy change was not adopted</p> <p>Suggested Environ/Policy Support not Adopted = you advocated for a change but it was not adopted</p> <p>Unable to Maintain Current Status = you advocated to prevent an unhealthy change from occurring but unhealthy change was adopted</p>
Amount	If EPO Type is "Facilities and environment", enter the number related to the Indicator, and indicate the units for the number in Indicator Unit. For example, if 3 miles of trail were established, Amount = 3 and Indicator unit = Miles.
Indicator unit	Feet, miles, acreage, dollars, other. This unit goes with Amount, and is only filled if EPO Type is "Facilities and environment. For example, if 3 miles of trail were established, Amount = 3 and Indicator unit = Miles.
Resources Generated	
Resource Type	See Appendix A for options/examples
Direct dollars	Actual funds awarded to program
In-kind dollars	Estimated value of donated services, labor, materials; Volunteers = \$10/hour; Students = \$8/hour.
Grant awarded	Check this box if new funding is the result of a grant award.

Appendix C: Example Log Entries

The tables in this section are intended to demonstrate appropriate event coding for the scenarios described briefly in the "event description" and "event outcome" fields.

Note: The examples here are hypothetical.

Event Entry Example #1 – Training

Field	Sample Entry
Event Date	7/01/04
Event Description	Attended media advocacy training
Objective & Strategy	Objective 2, Strategy 4
Event Outcome	Project coordinator was oriented on the process of effectively using media to advocate for physical activity interventions in communities.
Event Code	Training

The screenshot shows the 'Event Log' application window for the 'NC Academy of Family Physicians'. The 'Recorder' is 'NCAFP pilot'. The 'Event Date(s)' is set to '07/01/2004' (Single Date). The 'Event Description' is 'Attended media advocacy training'. The 'Event Outcome' is 'I was oriented on the process of effectively using media to advocate for physical activity interventions in communities.' The 'Program Activity Information' section has several checked boxes: Partners, Area Served, Collaboration, Setting, Risk Factor, Population, Objective, and Participants. The 'Code Specific Information' section shows the 'Event Code' as 'Training'. A green box indicates 'NO ADDITIONAL INFORMATION REQUIRED FOR THIS EVENT CODE'. The 'Event Log Entry Complete' checkbox is checked and set to 'YES'. The bottom of the window shows navigation controls for 25 records, currently on record 25.

Comments: Project coordinator attended training held by a local university in order to increase her knowledge and skills around media advocacy for physical activity interventions. Information provided is brief but it is clear that Training event code applies; coordinator was trained and did not conduct the training (otherwise Capacity Building would apply).

Event Entry Example #2 - Planning Product

Field	Sample Entry
Event Date	7/03/04
Event Description	Developed inserts about increasing fruit and vegetable consumption for church bulletin.
Objective & Strategy	Objective 1, strategy 2
Event Outcome	Inserts were approved by Project Director and will be used in church bulletins during February.
Event Code	Planning Products
Planning Product Type	Individual behavior materials

The screenshot shows the 'Event Log' window for the 'NC Academy of Family Physicians'. The 'Recorder' is 'NCAFP pilot'. The 'Event Date(s)' section has 'Single Date' selected with the date '07/03/2004'. The 'Event Description' is 'Developed inserts about increasing fruit and vegetable consumption for church bulletin.' The 'Event Outcome' is 'Inserts were approved by Project Director and will be used in church bulletins during February.' The 'Program Activity Information' section has several checkboxes: 'Partners', 'Area Served', 'Collaboration', 'Setting', 'Risk Factor', 'Population', 'Objective', and 'Participants' (which is checked). The 'Code Specific Information' section shows 'Event Code' as 'PP' and 'Planning Products'. Below this is a green area with 'Undo Changes' and 'Planning Product Type' set to 'Individual behavioral materials'. At the bottom, there is a status bar with 'Event Log Entry Complete: NO' and a toolbar with buttons for 'Add Event', 'Duplicate Event', 'Delete Event', 'Find Event', 'Print', 'Undo Changes', and 'Close'. The record number is 28 of 28.

Comments: Coordinator and health education students at ECU developed inserts about increasing fruit and vegetable consumption for church bulletin. Planning product applies because inserts were completed. Planning products must be tangible results or tools used to promote health.

Event Entry Example #3 – Assessment

Field	Sample Entry
Event Date	7/11/04
Event Description	Conducted restaurant choice intercept surveys for Winner's Circle program to determine the most popular eating establishments in order to target promotional efforts.
Objective	Objective 1, Strategy 1
Event Outcome	32 intercept surveys completed
Event Code	Assessment
Assessment Type	Survey conducted

Event Log
 NC Academy of Family Physicians Recorder: NCAFP pilot

Event Date(s):
 Single Date: 07/11/2004
 Recurring Across Range: [] - [] sessions

Event Description:
 Conducted restaurant choice intercept surveys for Winner's Circle program to determine the most popular eating establishments in order to target promotional efforts.

Event Outcome:
 32 intercept surveys completed

Program Activity Information
 Partners Area Served
 Collaboration Setting
 Risk Factor Population
 Objective Participants

Code Specific Information
 Event Code: A Assessment
 Undo Changes
 Assessment Type: Survey conducted / Not in Cohort

Event Log Entry Complete: NO

Add Event Duplicate Event Delete Event Find Event Print Undo Changes Close

Record: 26 of 26

Comments: This is an assessment because conducting surveys is an example of collecting data for a needs assessment or evaluation purposes.

Event Entry Example #4 –Partnering Action

Field	Sample Entry
Event Date	7/11/04
Event Description	Met with Durham County Medical Society to share the Fit Together action plan and goals.
Objective	Objective 1; Strategy 5
Event Outcome	Medical Society agreed to partner with our project on our efforts to create public spaces that provide opportunities for physical activity. We scheduled a follow-up meeting for December.
Event Code	Partnering Action
Partnering Action Type	Explore/Create New Partnership

Comments: Partnering Action event code applies because coordinator was exploring relationship with area physicians group and individual physicians. Specific requests for policy or practice changes were not requested in this meeting (otherwise Environmental/Policy Action would apply).

Event Entry Example #5 - Services Provided

Field	Sample Entry
Event Date	7/11/04 – 7/18/04 (5 sessions)
Event Description	Coordinated physical activity and nutrition classes for community summer program for 1-5 graders
Objective & Strategy	No objective or step from action plan
Event Outcome	25 children learned about the importance of physical activity, how they can increase their daily activity, and how to make healthy, simple snacks at home.
Event Code	Services Provided
Service Type	Group education/support
Number of People Served	25

The screenshot shows the 'Event Log' window for the 'NC Academy of Family Physicians'. The 'Recorder' is 'NCAFP pilot'. The 'Event Date(s)' section has 'Recurring Across Range' selected with dates '7/11/04' to '7/18/04' and '5 sessions (every 1 days)'. The 'Event Description' is 'Coordinated physical activity and nutrition classes for community summer program for 1-5 graders'. The 'Event Outcome' is '25 children learned about the importance of physical activity, how they can increase their daily activity, and how to make'. The 'Program Activity Information' section has several checkboxes: Partners, Area Served, Collaboration, Setting, Risk Factor, Population, Objective, and Participants. The 'Code Specific Information' section shows 'Event Code' as 'SP' (Services Provided), 'Service Type' as 'Group Education/Support', and 'Number of People Served' as '25'. At the bottom, there are buttons for 'Add Event', 'Duplicate Event', 'Delete Event', 'Find Event', 'Print', 'Undo Changes', and 'Close'. The status bar shows 'Record: 28 of 28'.

Comments: The project coordinator and health education students planned and carried out a one-week class for children in a summer program run by Parks and Rec. Activity came up as an opportunity after action plan was submitted so no objectives were applicable.

Event Entry Example #6 - Environment/Policy Action

Field	Sample Entry
Event Date	7/11/04
Event Description	Made presentation with Parks and Recreation representative to Newland city council on the importance of sidewalks for walking and other opportunities for physical activity.
Objective & Strategy	Objective 1, Strategy 3
Event Outcome	Made recommendation to the commissioners that sidewalks be added in the downtown area and 2 surrounding neighborhoods. Commissioners were open to ideas and requested follow-up presentation to municipal planning board.
Event Code	Environment/Policy Action
Level of Potential Impact	Municipality

The screenshot shows the 'Event Log' window for the 'NC Academy of Family Physicians'. The 'Recorder' is 'AFP'. The 'Event Date(s)' is set to '07/11/2004'. The 'Event Description' is 'Did joint presentation with Parks and Recreation representative to Newland city council on the importance of sidewalks for...'. The 'Event Outcome' is 'Made recommendation to the commissioners that sidewalks be added in the downtown area and 2 surrounding neighborhoods.' The 'Program Activity Information' section includes checkboxes for Partners, Area Served, Collaboration, Setting, Risk Factor, Population, Objective, and Participants. The 'Code Specific Information' section shows 'Event Code' as 'EPA Environment/Policy Action' and 'Level of Potential Impact' as 'Municipality'. The 'Event Log Entry Complete' checkbox is unchecked, and the 'Event ID#' is '23'. The interface includes buttons for 'Add Event', 'Duplicate Event', 'Delete Event', 'Find Event', 'Print', and 'Close', along with a record navigation bar showing 'Record: 21 of 21'.

Comments: Environment/Policy Action event code applies because code applies because the coordinator was advocating for improved pedestrian spaces and made specific recommendations to decision-makers. No decision was made during this event, so Environmental/Policy Outcome (EPO) does not apply.

Event Entry Example #7 - Capacity Building

Field	Sample Entry
Event Date	7/11/04
Event Description	Collaborated with school officials on Action Based Learning training for elementary school teachers.
Objective & Strategy	Objective 2, strategy 4
Event Outcome	20 teachers were trained and will begin using the ABL lesson plans in January.
Event Code	Capacity Building
Capacity Type	Group training/skill building
Number of People Served	20

Event Log
 NC Academy of Family Physicians Recorder: AFP

Event Date(s):
 Single Date: 07/11/2004
 Recurring Across Range: [] - [] sessions

Event Description:
 Collaborated with school officials on Action Based Learning training for elementary school teachers.

Event Outcome:
 20 teachers were trained and will begin using the ABL lesson plans in January.

Program Activity Information:
 Partners Area Served
 Collaboration Setting
 Risk Factor Population
 Objective Participants

Code Specific Information

Event Code: CB Capacity Building

Capacity Type: Group training/skill building

Number of People Served: 20

Event Log Entry Complete: NO Event ID#: 23

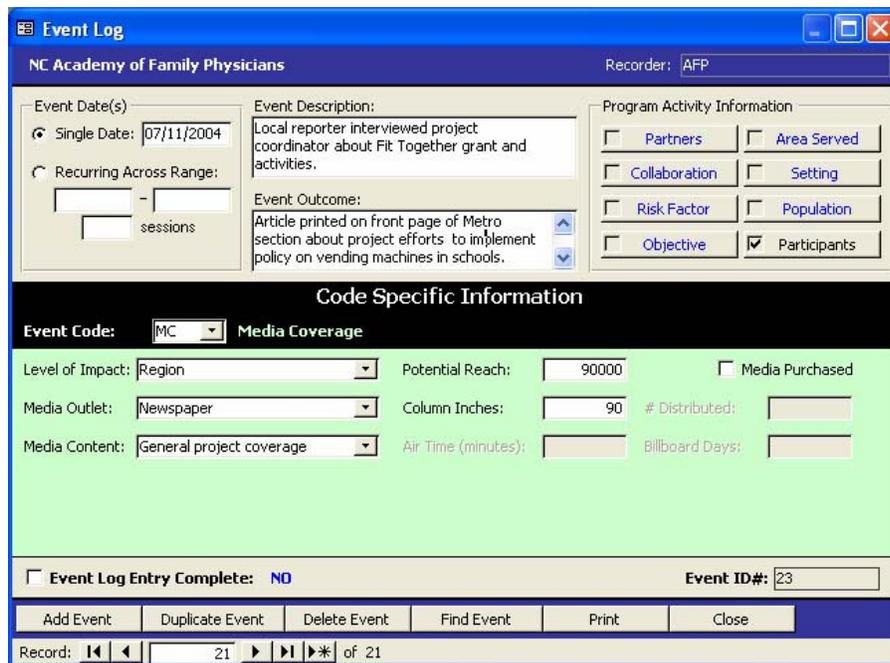
Add Event Duplicate Event Delete Event Find Event Print Close

Record: 21 of 21

Comments: Project coordinator worked with school officials to build capacity of area teachers to implement Action Based Learning in their classrooms.

Event Entry Example #8 - Media Coverage

Field	Sample Entry
Event Date	7/11/04
Event Description	Local reporter interviewed project coordinator about Fit Together grant and activities.
Objective & Strategy	Objective 3, Step 4
Event Outcome	Article printed on efforts by grantee to implement policy on vending machines in schools on the front page of Metro Section.
Event Code	Media Coverage
Level of Impact	Region
Media Outlet	Newspaper
Media Content	General project coverage
Column Inches	90 inches (9 in. wide X 10 in. long)
Media Purchased	No
Potential Reach	90,000



Comments: Media Coverage applies because article was actually published. If reporter contacted coordinator (or vice versa), but article did not appear, Media Coverage would not apply. Potential reach can be obtained from the publisher based on their printing and distribution numbers. Calculate column inches by multiplying columns wide by inches long.

Event Entry Example #9 - Environment/Policy Outcome

Field	Sample Entry
Event Date	7/11/04
Event Description	Principal at Robeson Middle School approved a policy requiring 30 minutes of daily physical activity
Objective & Strategy	Objective 2, strategy 3
Event Outcome	Robeson Middle School will require 30 minutes of daily physical activity starting in January 2005
Event Code	Environment/Policy Outcome
Level of Impact	Single organization
EPO Type	Policies, Practices, and Incentives
Event Role	Lead
Indicator Change	New/Improved Environ/Policy Support
Indicator	121: Practice to regularly incorporate physical activity into daily routine

The screenshot shows the 'Event Log' window for the 'NC Academy of Family Physicians'. The 'Recorder' is 'AFP'. The 'Event Date(s)' section has 'Single Date' set to '07/11/2004'. The 'Event Description' is 'Principal at Robeson Middle School approved a policy requiring 30 minutes of daily physical activity.' The 'Event Outcome' is 'Robeson Middle School will require 30 minutes of daily physical activity starting in January 2005.' The 'Program Activity Information' section has several checked boxes: Partners, Area Served, Collaboration, Setting, Risk Factor, Population, Objective, and Participants. The 'Code Specific Information' section shows 'Event Code' as 'EPO', 'Environment/Policy Outcome'. 'Level of Impact' is 'Single organization', 'Indicator Change' is 'New/Improved environ/policy change', 'Event Role' is 'Lead', 'EPO Type' is 'Policies, practices, and incentives', and 'Indicator' is '121'. The 'Amount' field is empty, and the 'Indicator Unit' is also empty. The 'Indicator' field contains the text 'Practice to regularly incorporate physical activity into daily routine'. At the bottom, there is a checkbox for 'Event Log Entry Complete: YES' and an 'Event ID#' field with the value '23'. The bottom of the window has buttons for 'Add Event', 'Duplicate Event', 'Delete Event', 'Find Event', 'Print', and 'Close', and a record navigation bar showing 'Record: 21 of 21'.

Comments: Grantee and PE teachers advocated for daily physical activity at this middle school. Principal approved policy change. EPO applies because a new policy is adopted.

Event Entry Example #10 - Resources Generated

Field	Sample Entry
Event Date	7/11/04
Event Description	Local business offered to donate funds to purchase Action Based Learning training manuals.
Objective & Strategy	Objective 2, strategy 4
Event Outcome	20 manuals purchased (paid for by local businesses)
Event Code	Resources Generated
Resource Type	Materials
In-Kind Dollars	0
Direct Dollars	2,000
Grant Awarded?	No

Comments: Local business paid for manuals for ABL therefore a resource was generated . If in-kind dollars are generated, use the value of donated services, goods and labor. Calculate volunteer time at \$10/hr and student time at \$8/hr.

Event Entry Example #11 – Other

Field	Sample Entry
Event Date	7/11/04
Event Description	Met with ECU Health Ed students to write church bulletin inserts.
Objective	Objective 1, Strategy 2
Event Outcome	Determined tasks and deadlines for materials.
Event Code	Other

The screenshot shows the 'Event Log' window for 'NC Academy of Family Physicians'. The 'Recorder' is 'NCAFP pilot'. The 'Event Date(s)' is set to 'Single Date: 07/11/2004'. The 'Event Description' is 'Met with ECU Health Ed students to write church bulletin inserts.' The 'Event Outcome' is 'Determined tasks and deadlines for materials.' The 'Program Activity Information' section has checkboxes for 'Partners', 'Area Served', 'Collaboration', 'Setting', 'Risk Factor', 'Population', 'Objective', and 'Participants' (which is checked). The 'Code Specific Information' section shows 'Event Code: X Other'. A green box indicates 'NO ADDITIONAL INFORMATION REQUIRED FOR THIS EVENT CODE'. The 'Event Log Entry Complete' checkbox is unchecked, and the status is 'NO'. The bottom bar contains buttons for 'Add Event', 'Duplicate Event', 'Delete Event', 'Find Event', 'Print', 'Undo Changes', and 'Close'. The status bar shows 'Record: 26 of 26'.

Comments: Although planning is clearly important, this entry does not describe a tangible product, e.g. finished materials. Not every activity must be entered into Fit Together Progress Check system but those that do not apply to another event code are coded as Other (X). Another common example of an event that should be coded as 'other' is a presentation about your project. If you make specific recommendations to a group of decision makers during this presentation, the event would be coded as EPA. If you decide to form a new partnership as a result of the presentation, you could code the event as a PA. However, a presentation that gives basic information about your project's goals, etc, should be coded as 'X.'

Appendix D – Table of Indicators and Associated Risk factors By Setting and EPO Type

Indicator Number	Indicator Description	Risk Factors
Community Environment - Facilities and Environment		
1	Bicycle facility	Physical activity
2	Secure bicycle parking	Physical activity
3	Greenway/trail	Physical activity
4	Other pedestrian safety provision	Physical activity
5	Park facility	Physical activity
6	Playground facility	Physical activity
7	Sidewalk	Physical activity
8	Swimming pool facility	Physical activity
9	Community garden	Nutrition
10	Farmer's market facility	Nutrition
11	Equipment for preparing healthy food/beverages	Nutrition
12	Physical improvement promoting healthy eating	Nutrition
13	Appropriate space available for breast feeding	Nutrition
14	Food assistance programs offering healthy food options	Nutrition
15	Addition of healthy items to vending machines in public places or discontinue unhealthy items	Nutrition
16	Increased availability of drinking water	Nutrition
17	Creation of food markets with healthy options in low socio-economic neighborhoods	Nutrition
18	Other facility or environmental support for physical activity or nutrition	Physical activity Nutrition
20	Other facility or environmental support for overweight/obesity control	Overweight/Obesity
26	Permanent displays of consumer education materials	Physical activity, Nutrition, Overweight/Obesity
Community Environment - Cues to Action		
27	Materials promoting facility use available in community establishments	Physical activity
28	Signage promoting facility use	Physical activity
29	Bicycle signage	Physical activity
30	Pedestrian signage	Physical activity
31	Materials promoting venues that support nutrition available in community establishments	Nutrition
32	Eating venues labeling healthy items	Nutrition
33	Sign/label for healthy food/beverage options	Nutrition
34	Grocery/cafeteria displays strategically placed to promote healthy items	Nutrition
35	Signage promoting healthy eating in public areas	Nutrition
36	Materials promoting food assistance programs that offer healthy foods available in community venues	Nutrition

Indicator Number	Indicator Description	Risk Factors
37	Other cues to action supporting physical activity or nutrition	Physical Activity, Nutrition
40	Other cues to action supporting overweight/obesity control	Overweight/Obesity
Community Environment - Policies, Practices, and Incentives		
45	Policy/practice to regularly feature health promotion topics/messages in media	Physical activity, Nutrition, Overweight/Obesity
46	Bicycle plan	Physical activity
47	Policy/practice designating funds to promote pedestrian/bicycle use	Physical activity
48	Health promotion advocate appointed to policymaking board	Physical activity, Nutrition, Overweight/Obesity
49	Master plan incorporating pedestrian/bicycle provisions	Physical activity
50	Municipal/county ordinance, policy, guideline promoting pedestrian/bike movement	Physical activity
51	Pedestrian or sidewalk plan	Physical activity
52	Policy dedicating part of locally controlled funds for pedestrian/bicycle facilities on regular basis	Physical activity
53	Community ordinance to accommodate pedestrians, bicycles, or other physical activity	Physical activity
54	Farmer's market organization created or enhanced	Nutrition
55	Food/bev distribution companies providing healthy options	Nutrition
56	Policy/practice designating funds to promote healthy eating	Nutrition
57	Incentive for making healthy eating choices	Nutrition
58	Policy to serve healthy food/beverage at community events/programs	Nutrition
59	Restaurant adding healthy items to menu or altering recipes to make items healthier	Nutrition
60	Restaurant adopting Winner's Circle Program	Nutrition
61	Newly formed coalition or existing coalition with new environmental/policy level focus on health promotion	Physical activity, Nutrition, Overweight/Obesity
62	New or expanded public transportation to farmers market, recreational facilities	Physical activity, Nutrition
63	Policy to promote creation of food markets in low socio-economic neighborhoods	Nutrition
64	Practice that provides surplus healthy foods to food-assistance programs in communities	Nutrition
65	Policy on appropriate food and beverage portion sizes	Nutrition
66	Community ordinance to promote healthy food options	Nutrition
67	Policy or practice in support of breast feeding	Nutrition
68	Other policy, practice, or incentive to promote physical activity or nutrition	Physical activity, Nutrition
73	Other policy, practice, or incentive to promote overweight/obesity control	Overweight/Obesity

Schools/Child Care - Facilities and Environment		
78	Indoor facility or equipment for physical activity	Physical activity
79	Outdoor facility or equipment for physical activity	Physical activity
80	Secure bicycle parking	Physical activity
81	Attractive, safe stair environment to encourage use	Physical activity
82	Equipment for preparing healthy food or beverages	Nutrition
83	Physical improvement promoting healthy eating	Nutrition
84	School/child care food garden	Nutrition
85	Increased or improved space for children to sit and eat unrushed meals	Nutrition
86	Appropriate space available for breast feeding	Nutrition
87	Add healthy food/beverage item or discontinue less healthy food/beverage item in cafeteria, snack bar	Nutrition
88	Add healthy items to vending machines or discontinue unhealthy items	Nutrition
89	Increased availability of drinking water	Nutrition
90	Other facility or environmental support for physical activity or nutrition	Physical activity, Nutrition
92	Other facility or environmental support for overweight/obesity control	Overweight/Obesity
Schools/Childcare - Cues to Action		
97	Signage encouraging stair use	Physical Activity
98	Signage or labeling for healthy food/beverage options	Nutrition
99	Signage supporting healthy choices at food outlets near schools	Nutrition
100	Materials promoting schools/child care settings that support physical activity or healthy eating available in school/child care or community venues	Physical activity, Nutrition
101	Physical activity or healthy eating messages/tips sent regularly to parents through communications folders	Physical activity, Nutrition
102	Other cues to action supporting physical activity or healthy eating	Physical activity, Nutrition
106	Other cues to action supporting overweight/obesity control	Overweight/Obesity
Schools/Childcare - Policies, Practices, and Incentives		
111	Policy/practice to regularly feature health promotion topics/messages in media	Physical activity, Nutrition, Overweight/Obesity
112	School employs certified PE or health education teacher	Physical activity, Nutrition, Overweight/Obesity
113	Physical activity guidelines for after school program	Physical activity
114	Policy allowing community members access to indoor school facilities	Physical activity
115	Policy allowing community members access to outdoor school facilities	Physical activity
116	Policy increasing PE requirements for students	Physical activity
117	Policy prohibiting substitution of other subjects for PE	Physical activity

118	Policy requiring certified PE or health education teacher	Physical activity
119	Policy requiring equivalent grades for PE	Physical activity
120	Policy requiring PE, physical activity, nutrition, or health questions on end-of-year tests	Physical activity, Nutrition, Overweight/Obesity
121	Practice to regularly incorporate physical activity into daily routine	Physical activity
122	Food service staff routinely working to educate students about nutrition	Nutrition
123	Incentives for healthy foods	Nutrition
124	Policy setting nutrition standards for all foods available in schools, after-school or childcare facilities	Nutrition
125	Policy allowing adequate time for students to eat lunch	Nutrition
126	Policy limiting access to food/beverages of low nutritional value	Nutrition
127	Childcare center implementing "Color Me Healthy"	Physical activity, Nutrition
128	Policy prohibiting use of physical activity or food/beverages as incentives/disincentives	Physical activity, Nutrition
129	Student advocacy groups for health promotion or enhanced health promotion advocacy role of existing groups	Physical activity, Nutrition, Overweight/Obesity
130	Requirement for vendors to provide healthy food/beverage alternatives for concession stands/fundraisers	Nutrition
131	School district employs nutrition educator	Nutrition
132	Policy to support access to therapeutic or calorie controlled diets for children receiving physician prescription for them	Nutrition
133	Policy that restricts students from leaving campus for lunch	Nutrition
134	Policy that restricts parents from bringing foods purchased in fast food outlets to campus during meal hours	Nutrition
135	Change policy or practice (e.g., specifications) in getting food bids to specify that food/beverages meet healthy eating criteria	Nutrition
136	Policy or practice to encourage parents, teachers to eat with children	Nutrition
137	School adopts Winner's Circle Program	Nutrition
138	Policy to fund distribution of healthy eating materials to students, staff, and parents	Nutrition
139	Policy or practice supporting purchase of local fruits and vegetables from area growers or commodity groups	Nutrition
140	Policy or practice integrating nutrition into other curriculum areas	Nutrition
141	Policy to consider impact on student and staff health when making policy/practice decisions	Nutrition
142	Newly formed coordinated school health committee or existing committee with new environmental/policy level focus on health promotion	Physical activity, Nutrition, Overweight/Obesity
143	Policy or practice in support of breastfeeding	Nutrition
144	Regulated child care agency adopts state developed environmental rating system for healthy eating and physical	Physical activity, Nutrition

	activity	
145	Other policy, practice, or incentive to promote physical activity or nutrition	Physical activity, Nutrition
154	Other policy, practice, or incentive to promote overweight/obesity control	Overweight/Obesity
Faith Community - Facilities and Environment		
162	Indoor facility or equipment for physical activity	Physical activity
163	Outdoor facility or equipment for physical activity	Physical activity
164	Secure bicycle parking	Physical activity
165	Attractive, safe stair environment to encourage use	Physical activity
166	Equipment for preparing healthy food or beverages	Nutrition
167	On-site garden maintained by church members	Nutrition
168	Physical improvement promoting healthy eating	Nutrition
169	Appropriate space available for breast feeding	Nutrition
170	Food assistance programs run by the faith organization offering healthier food options	Nutrition
171	Addition of healthy items to vending machines or discontinue unhealthy items	Nutrition
172	Increased availability of drinking water	Nutrition
173	Other facility or environmental support for physical activity or nutrition	Physical activity, Nutrition
175	Other facility or environmental support for overweight/obesity control	Overweight/Obesity
Faith Community - Cues to Action		
181	Signage encouraging stair use	Physical activity
182	Signage or labeling for healthy food/beverage options	Nutrition
183	Practice of faith community leader to regularly incorporate health promotion content into faith messages	Physical activity, Nutrition, Overweight/Obesity
184	Provide lists, on a regular basis, of healthy foods, recipes and safe food handling tips suitable for faith community meals and functions, or for donations	Nutrition
185	Other cues to action supporting physical activity or nutrition	Physical activity, Nutrition
188	Other cues to action supporting overweight/obesity control	Overweight/Obesity
Faith Community - Policies, Practices, and Incentives		
193	Policy to regularly feature health promotion topics and messages in media	Physical activity, Nutrition, Overweight/Obesity
194	Faith organization-affiliated discount for health club	Physical activity
195	Faith organization routinely offers/supports physical activity opportunities	Physical activity
196	Faith organization routinely offers/supports weight management or healthy eating program	Physical activity, Nutrition, Overweight/Obesity
197	Nutritional guidelines related to serving healthy food/bev options at faith community functions	Nutrition

198	Establishment/maintenance of ministry of health or incorporation of health promotion into existing ministry	Physical activity, Nutrition, Overweight/Obesity
199	Policy or practice to incorporate physical activity or healthy eating into a specific faith community sponsored function	Physical activity, Nutrition
200	Policy or practice in support of breastfeeding	Nutrition
201	Other policy, practice, or incentive to promote physical activity or nutrition	Physical activity, Nutrition
205	Other policy, practice, or incentive to promote overweight/obesity control	Overweight/Obesity
Worksites - Facilities and Environment		
212	Indoor facility or equipment for physical activity	Physical activity
213	Outdoor facility or equipment for physical activity	Physical activity
214	Attractive, safe stair environment to encourage use	Physical activity
215	Secure bicycle parking	Physical activity
216	Equipment for preparing healthy food or beverages	Nutrition
217	Physical improvement promoting healthy eating	Nutrition
218	Worksite food garden	Nutrition
219	Seasonal farmer's market on worksite grounds	Nutrition
220	Appropriate space available for breast feeding	Nutrition
221	Add healthy items to vending machines or discontinue unhealthy items	Nutrition
222	Increased availability of drinking water	Nutrition
223	Other facility or environmental support for physical activity or nutrition	Physical activity, Nutrition
225	Other facility or environmental support for overweight/obesity control	Overweight/Obesity
Worksites - Cues to Action		
231	Signage encouraging stair use	Physical activity
232	Signage encouraging parking at a distance	Physical activity
233	Signage or labeling for healthy food/beverage options	Nutrition
234	Ideas for healthy bag lunches regularly distributed to employees	Nutrition
235	Materials promoting eating venues near the worksite that provide healthy choices, available throughout worksite or through worksite website	Nutrition
236	Cafeteria displays strategically placed to promote healthier items	Nutrition
237	Other cues to action supporting physical activity or nutrition	Physical activity, Nutrition
240	Other cues to action supporting overweight/obesity control	Overweight/Obesity
Worksites - Policies, Practices, and Incentives		
245	Policy to regularly feature health promotion topics/messages in media	Physical activity, Nutrition, Overweight/Obesity
246	Establishment/maintenance of employee wellness committee	Physical activity, Nutrition,

		Overweight/Obesity
247	Flex-time policy allowing for physical activity	Physical activity
248	Policy subsidizing health club membership	Physical activity
249	Worksite routinely offers/supports physical activity opportunities	Physical activity
250	Policy/guideline encouraging healthy food/beverages to be served or available at the worksite	Nutrition
251	Policy allowing paid work time or other incentives for physical activity or nutrition programs	Physical activity, Nutrition
252	Health insurance benefits package includes coverage for PA, nutrition, or tobacco cessation	Physical activity, Nutrition
253	Worksite routinely offers/supports weight management or healthy eating program	Physical activity, Nutrition, Overweight/Obesity
254	Policy to serve healthy food/beverage alternatives at worksite functions	Nutrition
255	Policy or practice to subsidize food service costs so that healthy items can be offered at same or lower price as less healthy items	Nutrition
256	Food service venues within worksite participate in Winner's Circle Healthy Dining Program	Nutrition
257	Practice that supports employees to use child care settings that meet healthy eating and physical activity guidelines	Nutrition
258	Policy or practice in support of breastfeeding	Nutrition
259	Other policy, practice, or incentive to promote physical activity or healthy eating	Physical activity, Nutrition
264	Other policy, practice, or incentive to promote overweight/obesity control	Overweight/Obesity

Community Groups - Facilities and Environment		
272	Indoor facility or equipment for physical activity	Physical activity
273	Outdoor facility or equipment for physical activity	Physical activity
274	Equipment for preparing healthy food or beverages	Nutrition
275	Physical improvement promoting healthy eating	Nutrition
276	Community food garden	Nutrition
277	Farmer's market facility	Nutrition
278	Appropriate space available for breast feeding	Nutrition
279	Food assistance program offers healthy food options	Nutrition
280	Increased availability of drinking water	Nutrition
281	Other facility or environmental support for physical activity or nutrition	Physical activity, Nutrition
283	Other facility or environmental support for overweight/obesity control	Overweight/Obesity
Community Groups - Cues to Action		
288	Signage or labeling promoting healthy eating at food/beverage venues	Nutrition
289	Other cues to action supporting physical activity or nutrition	Physical activity, Nutrition
292	Other cues to action supporting overweight/obesity control	Overweight/Obesity
Community Groups - Policies, Practices, and Incentives		
297	Policy to regularly feature health promotion topics and messages in media	Physical activity, Nutrition, Overweight/Obesity
298	Policy incorporating physical activity or healthy eating into group sponsored functions	Physical activity, Nutrition
299	Policy requiring healthy food/beverage options at all group functions where food/beverages are served	Nutrition
301	Policy providing incentives for physical activity and healthy eating programs or behaviors	Nutrition
302	Adoption of Winner's Circle Program	Nutrition
303	Policy or practice in support of breastfeeding	Nutrition
304	Community group routinely offers or supports weight management/healthy eating program	Physical activity, Nutrition, Overweight/Obesity
305	Other policy, practice, or incentive to promote physical activity or nutrition	Physical activity, Nutrition
309	Other policy, practice, or incentive to promote overweight/obesity control	Overweight/Obesity

Health Care - Facilities and Environment		
315	Indoor facility or equipment for physical activity	Physical activity
316	Outdoor facility or equipment for physical activity	Physical activity
317	Attractive, safe stair environment to encourage use	Physical activity
318	Secure bicycle parking	Physical activity
319	Equipment for preparing healthy food or beverages	Nutrition
320	Physical improvement promoting healthy eating	Nutrition
321	Appropriate space available for breast feeding	Nutrition
322	Add healthy or discontinue less healthy food/beverages available to patients, families, or staff	Nutrition
323	Add healthy items to vending machines or discontinue unhealthy items	Nutrition
324	Increased availability of drinking water	Nutrition
325	Other facility or environmental support for physical activity or nutrition	Physical activity, Nutrition
327	Other facility or environmental support for overweight/obesity control	Overweight/Obesity
Health Care - Cues to Action		
332	Signage encouraging stair use	Physical activity
333	Signage or labeling for healthy food/beverage options	Nutrition
334	Signage promoting healthy food choices around vending machines	Nutrition
335	Signs/posters that educate consumers about healthy eating issues on a continuing basis	Nutrition
336	Other cues to action supporting physical activity or nutrition for patients or families	Physical activity, Nutrition
339	Other cues to action supporting overweight/obesity control	Overweight/Obesity
Health Care - Policies, Practices, and Incentives		
346	Policy to regularly feature health promotion topics and messages in media	Physical activity, Nutrition, Overweight/Obesity
347	Guideline or practice to regularly incorporate physical activity in patient or family education	Physical activity
348	Discounted insurance rates for individuals who are physically active	Physical activity
349	Policy requiring healthy food/beverage options at health care functions where food/beverages are served	Nutrition
350	Guideline or practice to regularly incorporate nutrition in patient or family education	Nutrition
351	Policy or guideline encouraging healthy food/beverages be served or available to patients and families	Nutrition
352	Policy providing incentives for healthy eating programs or behaviors	Nutrition
353	Health insurer offering physical activity or nutrition benefit, rider, or program	Physical activity, Nutrition
354	Upgrade of health professions training program improving curriculum for physical activity or nutrition	Physical activity, Nutrition

355	Employment of registered dietitians to provide medical nutrition therapy	Nutrition
356	Other policy, practice, or incentive to promote physical activity or nutrition	Physical activity, Nutrition
362	Other policy, practice, or incentive to promote overweight/obesity control	Overweight/Obesity
363	Policy to follow evidence-based treatment guidelines	Overweight/Obesity
365	System in place for self-management education or support	Physical activity, Nutrition, Overweight/Obesity
366	Practice in place for redesign/improvement of the delivery system	Overweight/Obesity,
367	Practice in place for identification of community resources for patients and families	Physical activity, Nutrition, Overweight/Obesity