

Food & Fitness Cross-Site Evaluation

Data Reporting Cover Sheet and Summary Table for Systems and Policy Change Efforts

Partnership Information

Name of Partnership	
Fiduciary Organization	
Project Director	
Other Staff/Roles	
Evaluation Team	

Zip Codes where partnership work is taking place

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Ways in which evaluation has been used

How has the evaluation and/or its findings been used to further the work of your partnership?
Please indicate all that apply and provide details.

	Yes/No	Please provide details.
Monitor progress		
Inform current work		
Highlight successes		
Lead discussions with partners about the work		
Obtain new grants or other resources		
Inform policy makers		
Advocate for policy change		
Other, please specify		

Methods for Data Collection and Reporting

Document your process for collecting and reporting information for the Cross-Site Evaluation, including staff, collaborative members, and other partners involved:

Systems and Policy Change Form

The Systems and Policy Change Form is to be used to document and track the major systems and policy change efforts, outcomes, and impact of your collaborative partnership.

Systems and Policy Change Form

A. Title and unique identifier of system or policy change effort

B1. Briefly describe the system or policy change effort.

B2. For follow-up reporting, describe what has changed for this effort over the past year.

C. Phase of Systems or Policy Change Effort

1. Current phase of change of the *system or policy change effort* – please check only one:

- | | |
|---|---|
| <input type="checkbox"/> Beginning/Development | (E.g., identified and agreed upon goals; strategies developed; strategic partnerships formed; idea for change is growing in momentum; base of support beyond the partnership is growing; |
| <input type="checkbox"/> Proposed Plan Drafted and/or Introduced | (E.g., formalized plan, proposal, rule, regulation, code, ordinance, or piece of legislation has been submitted or introduced and is being considered by the decision making body; considered plan is being revised or reintroduced to reflect needed changes; application for funding has been submitted) |
| <input type="checkbox"/> Adoption | (E.g., the change has been adopted by the decision making body and is documented in rules, guidelines, regulations, laws, budgets or other written documents; funding application has been approved) |
| <input type="checkbox"/> Implementation | (E.g., funding for the change is appropriated by an organization, institution, system, agency, or legislature; state, local, or school entities are beginning to implement the change; a process for monitoring implementation has been established; capacity is being built such as hiring staff, training employees, or securing space and equipment for full implementation) |
| <input type="checkbox"/> Maintenance/Enforcement | (E.g., change has been fully implemented and efforts are underway to ensure that the change is sustained; a process for continuous monitoring and enforcement is in place; funding to sustain the change is reflected in annual budgets) |

D. Partnership's role in this effort

1. Leadership for this effort provided by the Food & Fitness partnership – please check one.

- Leader (your partnership is taking the lead in this effort)**
- Shared Leadership (your partnership is one of the key leaders or lead organizations working toward the change)**
Identify the other leader(s) of this effort _____
- Contributing Collaborator (your partnership is not a leader but is an active contributor, part of a larger effort)**
Identify the leader(s) of this effort _____

2. What is your partnership's unique role in this effort?

3. For follow-up reporting, in what ways, if any, has the partnership's leadership role in this effort changed over the past year?

E. Important strategies and tactics

- 1. Describe the 3 most important strategies and tactics that have been undertaken by the partnership in this effort.**
- 2. How do you think they helped move the work forward? Please be very specific.**

F. What one thing has been most critical in moving this effort forward?

G. Describe up to 3 specific obstacles that hindered your efforts.

H. What accomplishments (benchmarks) have already occurred that tell you you're reaching your goal? (E.g. pilot/demonstration programs that have potential for scale-up, strategic decision makers on board, resources allocated)

I. What are the next steps?

J. From 1 (low sustainability) to 5 (high sustainability), to what extent do you think your accomplishments in this effort thus far will continue once the current funding has ended?

Rating =

Comments:

K. What factors in the community or the larger environment helped move the effort forward?

Examples include:

- Goals are aligned with those individuals that are in positions of power
- Increased public awareness about the need for change
- Funding exists from multiple sources

L. Collaborative Partners: Please provide information below about core and strategic partners who have had a key role in the work of the partnership.

Partner name	Please indicate whether this is an individual partner (I) organizational partner (O) or both (B) • Individual Partner Does not represent a specific organization in this partnership • Organizational Partner Represents a specific organization in this partnership	Role in organization or community	Name of organization <i>if applicable</i>	Affiliation • Government • School (Pre-K – 12) • For-profit business • Nonprofit community-based organization • Other nonprofit organization • Other (specify) • None	Describe partner's contribution in advancing this effort (What could not have happened without this partner?)

1. Describe the quality of these relationships/connections and how the partners work together to make change.

2. Is there anyone you would identify as a champion of this particular effort of the partnership? (E.g. someone who is a strong advocate for the effort, particularly in the face of opposition; someone in a position to make decisions or influence decision makers; someone called in for assistance as a strategic partner during specific times).

Describe how this individual is championing this effort.

3. What other partners must be involved that aren't currently involved for your efforts to achieve success?

M. FOCUS ON EQUITY

1. Equity in the Partnership

a. Please indicate your partnership's level of agreement with the following items related to equity in the partnership by checking your response on the 5 point scale

	5 Strongly Agree	4 Agree	3 Neutral	2 Disagree	1 Strongly Disagree
i. Partners are equitably involved in the decision-making process.					
ii. Power is shared among all partners.					
iii. Expertise is valued across all partners.					
iv. The partnership is building capacity for members to take on leadership roles.					

b. Please provide comments about the focus on equity in the partnership

2. Equity in the Outcomes

a. Please indicate your partnership's level of engagement with the following items related to equity in the partnership by checking your response on the 5 point scale

	5 Strongly Agree	4 Agree	3 Neutral	2 Disagree	1 Strongly Disagree
i. When planning for policy change work, significant consideration is given to who may benefit and who may be harmed by changes.					
ii. Improvements in the opportunities for health are taking place in neighborhoods facing inequities.					
iii. Changes have occurred in health outcomes among community residents in neighborhoods facing inequities.					

b. Please provide comments about the focus of equity in the outcomes of the work

Systems and Policy Change Form

N. OUTCOMES

Report **significant outcomes to date** from this particular effort. For follow-up years, report new outcomes and changes/updates to previous outcomes.

Please **DO NOT** include any potential or anticipated outcomes or impact.

Outcomes on the same row should be linked or associated in some way.

Policy Outcomes		Infrastructure Outcomes (e.g. improvements to sidewalks, walking trails, bicycle lanes, community park development or maintenance, addition of salad bars in schools, improving facilities for food prep and storage)	Quantitative Indicators (e.g. number of dollars spent on local food in the school district, number of children biking and walking to school, EBT dollars spent at farmers' markets)	Impact of the Change (e.g. total number of those affected by the change)
Policy change (e.g. written school district requirements, joint use agreements, funds allocated in the public budget, changes to local ordinances, codes, city plans, or Federal Nutrition Programs/Federal Fruit & Vegetable Programs)	Where is policy documented? (e.g. school policy handbook, city zoning law, city council ordinance, school food procurement contract)			

If this effort has resulted in larger changes to systems, please describe below and identify any outcomes in the table associated with these changes.

Systems and Policy Change Form

O. METHODS

Describe your process for collecting, verifying, and reporting the information in the systems and policy change form.

Examples:

- Who contributed information?
- How was the information gathered?
- Who compiled the report?
- How was the information confirmed and verified?