

# EFNEP PSE Reporting Definitions and FAQs

This document presents definitions and FAQs to assist with reporting EFNEP PSE. Definitions listed below can also be found in the WebNEERS reporting system and WebNEERS user manual.

## Definitions

### Reporting Settings vs. Sector Level Change Section

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

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

### Focus Areas Section

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

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

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

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

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

Environmental Change: related to the physical, economic, or social environment.

Systems Change: related to the decisions or changes that result in ways of conducting business that reach people within an organization or community.

Policy Change: related to the written, officially adopted statements of position, decision, or course of action.

### Local Level vs. State Level Section

Region: For PSE efforts that are in a specific area which does not encompass the entire state.

State: For PSE efforts that are statewide.

## Phases Section

**Adoption:** A coalition or program site is deciding to initiate a PSE effort. Specific changes have been discussed and at least one change has been made.

**Implementation:** Planned PSE efforts have been made or are in process.

**Maintenance:** The PSE efforts are ongoing, with plans, such as policy adoption or resource allocation, in place to sustain these changes long term.

## FAQs

### 1. Can I report on the Region or Institute Level?

*Yes, PSE reporting is available at both the Region and Institute level. If logging in at the Region level, check the “Submit for Institute Use” box under the title to make this visible at the Institute level. Institute users can share permissions to those at the Region level so they can access the PSE reporting frame in WebNEERS.*

### 2. Where can I find reporting examples?

*Trainings are posted on the EFNEP PSE website (<https://efneppse.org/reporting/>) and the EFNEP Digital Resources Page ([https://efnepdigitalresources.org/toolkit/?\\_sft\\_toolkit\\_category=pse](https://efnepdigitalresources.org/toolkit/?_sft_toolkit_category=pse)). This includes recorded Webinars for “Training Part 1: EFNEP PSE Guidance and Planning in the 5 Year Plan” and “Training Part 2: EFNEP PSE Reporting in WebNEERS” which took place in Spring 2020. Shorter videos walking through examples of reporting are also included.*

### 3. Where can I find examples of PSE efforts?

*Examples are highlighted on the home page of the EFNEP PSE website (<https://efneppse.org/>). This includes examples of both Settings and Sectors level change efforts.*

### 4. Are there tools to help train staff in collecting information for PSE reporting?

*A fillable PDF version of the EFNEP PSE WebNEERS reporting page is available on the EFNEP PSE website (<https://efneppse.org/reporting/>).*

### 5. Should we be concerned about duplicating services that SNAP-Ed is providing?

*The focus of PSE is about community partners coming together to evoke change. Both EFNEP and SNAP-Ed could be involved - and should be involved where co-located - to facilitate change. These shared efforts for a common goal would not be duplicative. What would not be appropriate, is to count a success as involving EFNEP when a person is fully paid from SNAP-Ed dollars. In such cases, only SNAP-Ed should be identified as a partner that is contributing to the PSE effort.*

### 6. Is PSE required in the 5 year plan?

*This is not required, but is encouraged. Community work has been conducted in EFNEP for years, and we encourage you to report these efforts to capture the full reach of EFNEP.*