

HMP Strategy Count Log

Questions and Answers

Overview Information:

HMPs are responsible for getting data from the School Health Coordinators. It is our preference to have all data (community and school) on one sheet, but if this is not possible we will take what we can get.

The data collected in the logs will be used to construct District Data Sheets, which will be useful documents to disseminate to the State, and they will also be useful to the local HMPs as they write their funding requests or simply to improve the quality of their own work, etc. The data is definitely going to be “fed” back to the HMPs; it will not sit untouched on a shelf.

Last year’s District Data Sheets have been reviewed for accuracy and clarity. They will be distributed to the local HMPs at the Annual Meeting and put on the HMP website.

If there are any new staff members at the HMPs who feel that they would benefit from a one-on-one session in learning how to do the log, please email Jennie (jaranovitch@une.edu), and this will be arranged.

Rather than calling each HMP every month, we will be holding a monthly call-in.

We are aware that the logs do not cover everything that the HMPs are working on. It is not a perfect system, but it was decided that because the revised KIT data collection system will be reinstated next year, it did not make sense to drastically change the data collection process this year, only to have people relearn a new method next year.

There are, however, a few minor changes to the log from last year. These include:

Evaluator’s Notes Column: describes the most frequently used interpretation of the strategy; designed to give more clarity to the meaning of the counts

Community / SHC Notes Column: instead of phone calls, this is a way for the HMPs and SHCs to communicate with the evaluators.

Keep ME Well: This log replaces the log for Keep ME Well.

Your Story: This tab is optional. If there is something exciting, or a big success (or a big failure) that an HMP would like to share, this section may be filled out. The narrative can focus on any aspect of the HMP or CSHP including infrastructure, KeepMEWell, etc.

Questions and Answers:

KIT SOLUTIONS

Question: Do we still use KIT?

Answer: Yes, this Strategy Count takes the place of the Strategy Tracker Module from KIT. However, you will still be using all of the other modules for reporting in KIT required by your Project Officer.

'YOUR STORY'

Question: HMPs have written a lot about their stories, and in the past nothing has materialized from these writings. How exactly will “Your Story” be used?

Answer: The “Your Story” section has a lot of potential for qualitative analysis. Health Policy Partners, which has now merged with Maine Public Health Association, has done work with local HMPs’ stories, and we don’t want to duplicate what they have done/are doing. So we will be consulting with them before deciding exactly how the stories will be used. We will let the HMPs know the answer as soon as it is determined, but the stories will be used in a meaningful fashion and are not being collected without purpose.

Question: Can you elaborate on what sort of material you are looking for in “Your Story?”

Answer: We have no preconceived notions of what this section will contain. It is an opportunity to discuss things that you are doing and that you want people to know about, perhaps particularly things that are not represented in the log.

COMPLETING THE LOG

Question: Should the HMPs use the same document each month or create a new sheet each time?

Answer: Use the same document. It will not be sent back to you unless there is a mistake or a problem that needs to be addressed. (In that case, we would send you a revised log). So, do a “Save As” each month. We will upload the “Your Story” sections each month to a separate document, so they will be saved, and the HMPs can simply delete the previous month’s story (when applicable) and write in the new one before sending the log in again.

INCORRECT LOGS

Question: Should I enter “N/A” for strategies that are not mine?

Answer: No. Your log is supposed to be customized. The strategies are taken from your current workplan. If the log includes strategies that are not yours, please let us know, and we will send you a revised log. Do not just ignore strategies that are not yours by leaving them blank. Please let us know that there is an error that needs to be fixed.

Question: The schools listed on the log are not correct. What should I do?

Answer: We tried to make all the changes in school names to reflect the new organization structure, but if your log contains the old name, please feel free to change it or to let us know, and we will send you a corrected log.

Question: For certain strategies, the log lists the months, and some of them have the wrong year, as they continue to say “2010” even after December 2010.

For example:

07/01/2010-10/31/2010

11/30/2010

12/ 31/2010

1/31/2010

2/28/2010

3/31/2010

Answer: This is an error made in several strategies. All of the years, starting with January should say 2011. If your log is affected, please change these years. If you are not comfortable doing so, please let us know, and we will send you a revised log.

COUNTING

Question: What does an HMP do when it has done a lot of work on something but it doesn't fit into any of the categories in the log (for example, putting up posters)?

Answer: It is OK to be flexible in your interpretations. You could, in the instance of the above example, consider “posters” to be in the same category as “mailings.” Don't short-change yourselves unnecessarily when it comes to the work that you've done.

Counting Method

When calculating the output count for each strategy, it is important to avoid duplicate counts. This is achieved by not counting an organization / group of persons or any other entity more than once in the grant year, i.e. for this year it would be July 1, 2010 through June 30, 2011.

While this may result in your output looking smaller, when we report out on HMP effort we state the total number of entities per strategy per year. If duplicate counts are not avoided, an inaccurate, often unrealistic value is reported on. For example, that the HMPs in a district worked with 200 police departments when there are only 100 in the district.

Below is an example of how to count to avoid duplicate numbers using the strategy 2.8b which reads:

“Promote to employers the services offered through the Maine Tobacco HelpLine (800-207-1230), including materials, coaching and NRT.”

The output count required is: “Number of worksites (employers) advocated.”

If the HMP activity to date was the following:

August: Worked with Worksite A

September: Worked with Worksite A

October: Worked with Worksite A & B

November: Worked with Worksite D

The strategy log for this year would be:

| | Output – Number of <i>new</i> worksites |
|-----------|---|
| August | 1 |
| September | 0 |
| October | 1 |
| November | 1 |

Strategy 1.2 a

Question: "Strategy changed from the original one in KIT" - could you clarify what you mean by that?

Answer: The strategy in KIT was specific to tobacco. Based on feedback from both local HMPs and Program Managers, this strategy was changed to not be program specific, but generally to work that is done using Healthy Maine Works.

Strategy 1.4(a)b

Question: I am confused around how this should be counted. As there are a limited number of YMCA's or Boys and Girls clubs in any HMP area - if we've worked with them in past years -

but are working on another tobacco project this year - do we count them as a nonprofit that we've worked this quarter? Here's an example - previously we've worked with our YMCA to create a tobacco-free policy, it's been approved by PTM. It's been reported on Strategy Tracker previously. However, during July - October, we've worked with them again to create policy around a new building that they've acquired. Same YMCA - we only have one in our county - but new property. What to do?

Answer: In keeping with the counting methods used last year, we are asking the HMPs to count the number of non profits you are currently working with to develop and implement tobacco policies. However, you would only count the work with the non-profit once in the workplan. I would call working with a non-profit to develop/ implement a policy one count. If you work with the non-profit again lat

er to develop / implement another policy, I would count that as one.

An example using this strategy where the strategy output count is: Number of non profits worked with.

HMP Activity:

Year 1 (2007-2008): HMP worked with Nonprofit A & B to implement policies
Year 2 (2008 – 2009): HMP worked with Nonprofit A to implement policies
Year 3 (2009 – 2010): HMP worked with Nonprofit B & C to implement policies
Year 4 (2010 - 2011):
July 2010: HMP worked with Nonprofit A to implement new policy
August 2010: HMP worked with Nonprofit A to implement same policy.
September 2010: no activity
October 2010: HMP worked with Nonprofit B to implement new policy
November: HMP worked with Nonprofit A to implement new policy
December HMP worked with Nonprofit B to implement same policy

Your output count would look like this on the log:

07/01/2010 - 10/31/2010: 2 (Nonprofit A and B each implemented 1 new policy)
11/30/2010: 1 (Nonprofit A implemented new policy)
12/31/2010: 0 (no new policy implemented)

Strategy 2.1b

Question: The number of methods used to communicate the message. We've promoted the message in a number of settings with varying numbers of people attending. The presentations have been either an educational presentation, or materials handouts. Is the number you're looking

for 2 - presentations and materials - or the number of occasions that we communicated the message. On one occasion we had 60 people attending.

Answer: You are correct. The number would be 2 - one for the method of presenting and one for the method of distributing materials. I know it doesn't reflect reach or effort which is unfortunate.

Strategy 2.7b

Question: We worked with Head Start in the first quarter (July – October). We are now working with them providing new Colorectal Cancer screening materials. How do we count that?

Answer: If you undertook new efforts to work with the organizations (around new materials), count the organizations again in November. If it is the same material, do not count them again.

Strategy 2.8a

Question: We worked with two worksites in the first quarter (July – October). We continue to work with the same two worksites in November, do we count this again?

Answer: If you did the education again in November, count the worksites under "Number of worksites educated" again. However, only count the "number of worksites implementing comprehensive wellness approach" once in the year.

Strategy 2.8b

Question: "new count" do you mean "new" we've never talked with them before about tobacco / using the Helpline? What about if we've worked with them in the past - either through HMW or other means, but we've provided ongoing promotion of the Helpline including materials during this time frame - do we count them again?

Answer: In the original Programming Matrix, reach was 'not required'. Based on feedback from the local HMPs and state Program Managers on how difficult (impossible) it was to achieve the result, we added a new reach count.

Question: As you noted, it's difficult, we think impossible, to establish the number of employees receiving the materials, or the number of employees that use tobacco; those fields will have to remain blank.

Answer: We are expecting to mostly have blanks.

Strategy 4.8a

Question: "ongoing partnerships should not be counted." There are a finite number of food pantries/soup kitchens in our target areas. In my area there are about 12. We've already provided all of them nutrition education the past several years including organizing an annual educational event for them, including one during this time period. As we cannot possibly work with "new" food pantries - does this mean that even though we provide ongoing TA to the 12 - we won't be able to report anything on strategy tracker?

Answer: I agree that the wording is out of sync and is reflected in different counting methods. In keeping with the counting methods used last year, we are asking the HMPs to count the number of food pantries you are currently providing education and resources (such as materials) according to the month you provided the education. However, you would only count the food pantry once in the workplan.

An example:

Strategy 4.8a: Provide education to food pantry staff (and advocate for change) on the benefits of providing nutrition education at local food pantries and food assistance organizations. The strategy output count is: Number of food pantries and food security organizations educated.

HMP Activity:

Year 1 (2007-2008): HMP educated Food Pantry A & B
Year 2 (2008 – 2009): HMP educated Food Pantry A
Year 3 (2009 – 2010): HMP educated Food Pantry B & C
Year 4 (2010 - 2011):
July 2010: HMP educated Food Pantry A
August 2010: HMP educated Food Pantry A
September 2010: no activity
October 2010: HMP educated Food Pantry C
November: HMP educated Food Pantry C
December HMP educated Food Pantry B

Your output count would look like this on the log:

07/01/2010 - 10/31/2010: 2
11/30/2010: 0 (counted it in October)
12/31/2010: 1 (new Food Pantry for this fiscal year)

Strategy 4.8b

Question: We're working with the same 12 food pantries as in 4.8a providing them with HWA materials. Do we count them again this year here but not in 4.8a?

Answer: You would count this the same way as 4.8a.

N/A, "DONE" AND ZERO

Question: Is it OK to enter other non-numerical things like “unknown,” or a question mark, or to leave a box blank?

Answer: No. Every single required box needs to be filled in with either a number, or “done,” or “N/A;” nothing else belongs. If you feel that you need to explain your entry, use the notes column to do so.

Question: If I leave a box blank or have anything entered into it other than a number, “done,” or “N/A,” what will happen?

Answer: These entries will be interpreted as zeros, unless you get back to us with a correction.

Question: Are all responses on the log supposed to be numerical, or should we still use words like “done” and “N/A” in the logs? Under what circumstances would these words be used and under what circumstances would the number 0 (zero) be used?

Answer: If the strategy is complete and no more numbers are expected for the year, enter “done.” If you are in the first few months of working on a strategy and you have no real numbers yet, but you know that numbers are expected in future months, enter “N/A.” If you have been working on a strategy and have reported numbers for it in at least one preceding month of the fiscal year, but you have no numbers for the present month, you should enter “0” (zero).

Question: If I worked on a strategy in the previous fiscal year and I am continuing to work on it this year, but I do not have any numbers yet for this year, do I enter “0” (zero)?

Answer: No. You start clean with a new fiscal year, so, as explained above, if you are working on a strategy and don’t have numbers yet, but expect them in the future, enter “N/A.”