Quarterly Webinar:
The Utility of Process Data

BLUE CROSS AND BLUE SHIELD OF
LOUISIANA
FOUNDATION

AN INDEPENDENT LICENSEE OF THE BLUE CROSS AND BLUE SHIELD ASSOCIATION.

CHALLENGE FOR A HEALTHIER LOUISIANA
Grant Program

Audio is available via conference call only: **1-866-390-1828**; Access Code: **778 3033**
Please mute your telephone when not speaking. Thank you!

Agenda

1. Evaluation plan review
    a) What and why
    b) Collecting and organizing the process data
    c) Using process data
2. Examples from grantees

Audio is available via conference call only: **1-866-390-1828**; Access Code: **778 3033**
Please mute your telephone when not speaking. Thank you!

Process Data

Evaluation Plan Review

Evaluation Question	Time Frame	Indicator	Data Source/Method	Name
1(a) - Is a farmers market up and running in two locations? 1(b) - Does the market have a steady "core" group of vendors, demonstrations, customers? 1(c) – is the market base (vendors and customers) increasing over time?	April 2012 through September 2013 Quarterly review beginning with opening week	Inventory of number and type of core venders; customer and purchase counts; number of food demos + attendees;	Observation/record review/counts	Designated Project Evaluation Team Member
1(d) – what do the vendors and the customers think about the market?	Every 6-months, then 12-month review	Facility, schedule, location, pricing, quality	Customer Service Survey	
2(a) – Are nutrition messages being incorporated into market and materials and activities? 2(b) – Have nutrition/healthy eating messages received local air-time throughout project period? 2(c) have healthy eating messages been incorporated into online promotion of local activities, and calendars	On-going, beginning with opening market week March 2012 – August 2015	Number and types of messages being promoted Number and types of messages being promoted Number and types of messages being promoted	Copies of market brochures and recipes; observations of cooking demos discussion; review of recipes Air time schedule and coverage area Observation; review of posted copy	

Process Data

Evaluation Question	Time Frame	Indicator	Data Source/Method	Resp. Party
1(a) - Is a farmers market up and running in two locations? 1(b) - Does the market have a steady "core" group of vendors, demonstrations, customers? 1(c) – is the market base (vendors and customers) increasing over time?	April 2012 Quarterly review beginning with opening week	Inventory of number and type of core venders; customer and purchase counts; number of food demos + attendees	Observation/record review/counts	Farmer's Market Team Lead
1(d) – what do the vendors and the customers think about the market?	a 6-month, 12-month, then annual review	Facility, schedule, location, pricing, quality	Customer Service Survey	

Process Data

Organizing Collectors of

Date 4/6/2014 _____ Location _____ Hours _____	ABC Farmer's Market		Vendor Sheet
Vendor Name	Vendor Type	Sales	Vendor Comments
ABC FM Comments:			Due 4/12

Process Data Organizing & Using

Site	Time	Date	Vendors			Demonstration				Customers			Notes
			Food	Craft	$ales	V	F	R	W	≤ 18	18-64	≥ 65	
FM #1 John Rd.	8-12	4/6	7	9	3,000	1				100	100	20	*Customer Satisfaction Survey-Demos*
FM#1 Jim Rd.	9-2	6/8	8	3	2,000			1	1	50	200	100	*Scheduled w/ Balloon Fest*
FM #1 Joy Rd.	9-2	10/5	9	2	6,000	1	1	1	1	100	500	200	*Added demonstrations*
FM #1 Joy Rd.	8-12	1/4	7	4	500	1				25	100	100	*Increased press releases*
FM #1 Tom Rd.	7-11	4/5	6	12	2,000					25	50	50	*Rain*
FM #2													

Examples from Grantees

BLUE CROSS AND BLUE SHIELD OF LOUISIANA FOUNDATION

AN INDEPENDENT LICENSEE OF THE BLUE CROSS AND BLUE SHIELD ASSOCIATION.

CHALLENGE FOR A HEALTHIER LOUISIANA

Grant Program

Audio is available via conference call only: **1-866-390-1828**; Access Code: **778 3033**
Please mute your telephone when not speaking. Thank you!

Fresh Beginnings

Made possible by

Andy Allen and Lyndsi Lambert

How you use process data

- **Sales Data**
  - Collected in many forms
- **How you use it.**
  - Track SNAP and WIC tokens
  - Track credit card tokens
  - Track Red Stick Rewards
- **What you have learned/are learning/expect to learn from it.**
  - WIC spending is low, while Senior Coupons spending is higher (perhaps timing of markets lines up better with senior demographic than parents/families)
  - Participants love the Red Stick Rewards Program and the Nutrition Tent incentives

Red Stick Farmers Market (Tues-Thurs-Sat)	Mobile Farmers Market	Nutrition Tent
Tokens • #Credit tokens issued • #SNAP tokens issued • # RSR tokens issued **Other** • #Fresh from the Market tokens issued **Income** • POS (credit/debit, EBT) • Check • Cash ($1 fee, tokens) • Coffee/donations • Merchandise/promotional items (total)	**Tokens** • # Credit tokens issued • # SNAP tokens issued • # RSR tokens issued **Produce** • Amount and type of products purchased from farmers [MFM manager will track] **Total Sales** • POS (Credit &SNAP tokens, credit card produce sales) • Total sales (including farmers) **Activities** • # Events with community partners **Dot Survey Data** • Are you satisfied with the location, quality, schedule, etc. of the market? **Quarterly Scanning Tool** • # of customers • transportation • gender • # children	**Rewards Card Program** • # New Reward members • # Reward cards redeemed **Reward Member Survey Data** Sign-up Survey: • Name & “best” contact info (email/phone/address) • Zip code 1. How many fruits and vegetables do you eat per week? 2. How many meals do you prepare at home? 3. How many times a week do you exercise? Follow-up Survey: (end of market season) 1. How many fruits and vegetables do you eat per week? 2. How many meals do you prepare at home? 3. How many times a week do you exercise? 4. What has been the most beneficial part of the nutrition tent? (Rank: recipe cards, demos, activities, etc.) 5. Has shopping at the market changed your attitude about healthy eating? How? **Educational Materials** • # Recipe Cards distributed • # Other nutrition materials distributed **Activities** • # Events with community partners • # Fitness events at market • # Incentive classes for Reward members
Collected: Per Market Monthly Seasonally Annually	**Collected:** Per Market Day Monthly Seasonally Annually	

Central Louisiana Local Foods Initiative

Central Louisiana Economic Development Alliance

Melissa Flurry

Process Data – Farm Entrepreneurship Coaching

- **Tool: Web Portal and Database**
- **How we use it.**
  - Coaches log-in online and enter coaching notes and sales information for each client coached
  - Track client progress via sales growth versus prior period and coaching notes
  - Track client representation geographically
  - Look for common training needs to develop workshops or coaching/consultant expertise
- **Lessons learned**
  - In reviewing the notes, we saw that most farm clients lacked more business skills than anticipated
  - As a result, we have adapted our first steps with them. For example, rather than starting with Quickbooks, we're helping them start keeping a paper, farm log first.
  - We are also helping them develop crop plans for their farms.

BAS Database

Coaching Notes

December 10, 2013	4	ave embraced the idea of working with other farmers, they and Brady Brouillette have been talking about sharing a truck to the Lafayette Market and working together to have larger variety to sell to Restaurants in Lafayette. I am introducing them to Lee @ Spirits after he settles down from the new opening. already planting in greenhouse getting ready for Spring next meeting we will talk about crop plan.	Keep record of expenses and sales in notebook until they finish QuickBooks training
January 14, 2014	4	Shared Farm Record Log book with Freeze hurt them lost week of production and some crops. Shared Iowa State Enterprize spread sheet and we talked about a crop plan for the year.	Come to team meeting prepared to share goals and start crop planning and records for 2014

Growing LA

Marianne Cufone

How you use process data

- **Type of tool.**
  - Brief expectations survey
- **How you use it.** Examples:
  - Measure participants understanding
  - Measure participant interests
  - Identify ways to improve
- **What you have learned/are learning/expect to learn from it.** This could be in progress or anticipated. Examples:
  - Appropriateness of presenters.
  - Participants feel materials was useful and appropriate
  - What people would like to see in the future.

Growing Sustainable Urban Farmers in New Orleans

Name: _____ Today's Date: _____

Please fill out this short survey. Finish the sentences below.

After you finish the sentences, place a number from 1-5 on the line in order of your most important to least important expectations:

#1 extremely important, #2 most important, #3 important, #4 less important, #5 least important. Thank you!

What do you expect over the next two days?

___ I want to learn…

___ I want to be able to…

___ I want to hear about….

___ I want to see…

___ I want to understand….

CAPP

Capital Area Pathways Project

and

BREC ON THE GEAUX

Presented by

Brett Wallace, Landscape Architect

BREC foundation

BREC

BLUE CROSS AND BLUE SHIELD OF LOUISIANA FOUNDATION

An Independent Licensee of the Blue Cross and Blue Shield Association.

How you use process data

- **Type of tool.**
  - Infrared trail use counter by TRAFX– Three placed strategically along the trail.
- **How will we use it?**
  - Track the number of Uses of the trail.
  - Time stamps each use count.
  - Will allow us to track peak use for the following: hour of the day, day of the week, seasonal usage, etc…
- **What do we expect to learn from it?**
  - What time of year sees the most use on the trail?
  - What days and times of day see the most use on the trail?
  - How do outside factors (Weather, Holidays, Special events, Etc…)effect usage rates?
  - This data will help us to plan special events and help with the planning and fundraising process for future segments of the trail.

TRAFx

HOME | ANALYZE | UPLOAD | MANAGE | ADMIN | ? HELP

Logged in as: bwallace@brec.org
Organization: BREC, East Baton Rouge Parish, LA
Subscription Expires: 2018-10-21
LOGOUT

Welcome to DataNet!

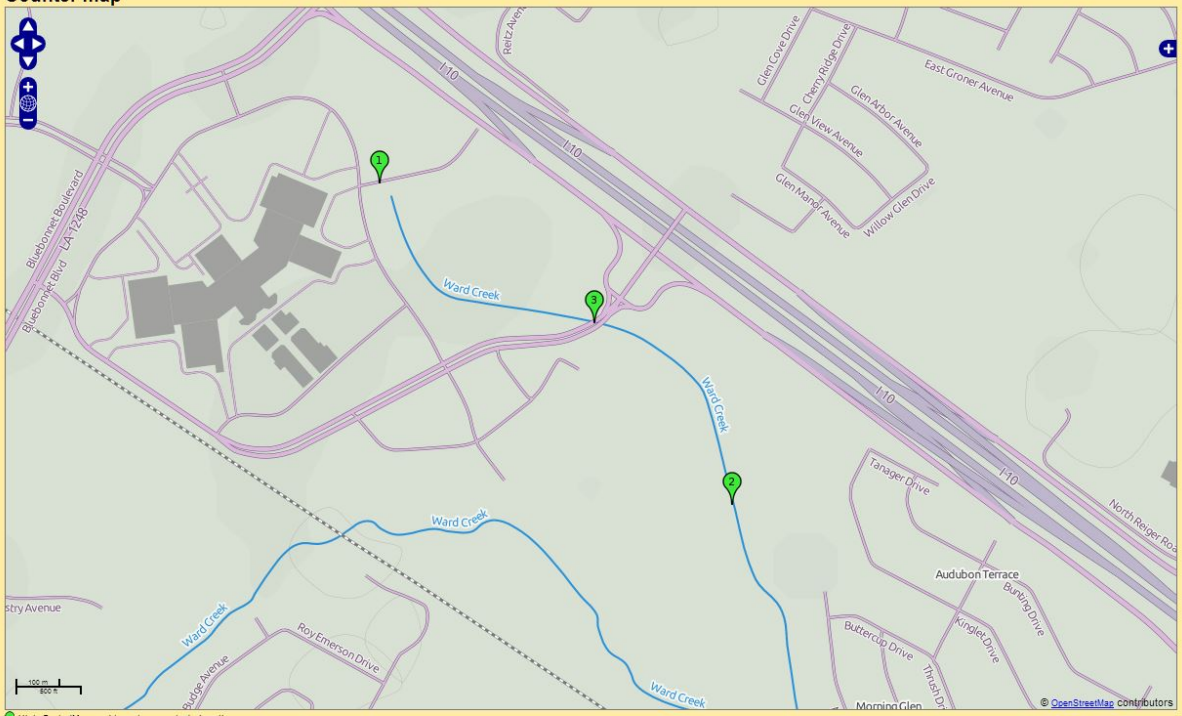
A smarter way to analyze, manage, store and share your TRAFx data.

Master Summary

Your counter sites ... click below to explore

#	Site name	Last 12 months	Now	Report	Photo	Image 2
1	Bluebonnet Parc Ave			View		No Image Uploaded
2	Pedestrian Bridge			View	No Image Uploaded	No Image Uploaded
3	Picardy Overpass			View	No Image Uploaded	No Image Uploaded

Counter map



Hint: Go to 'Manage' to set a counter's location.

Additional mapping options

To link to a Google satellite image showing a counter's location, click a marker above.

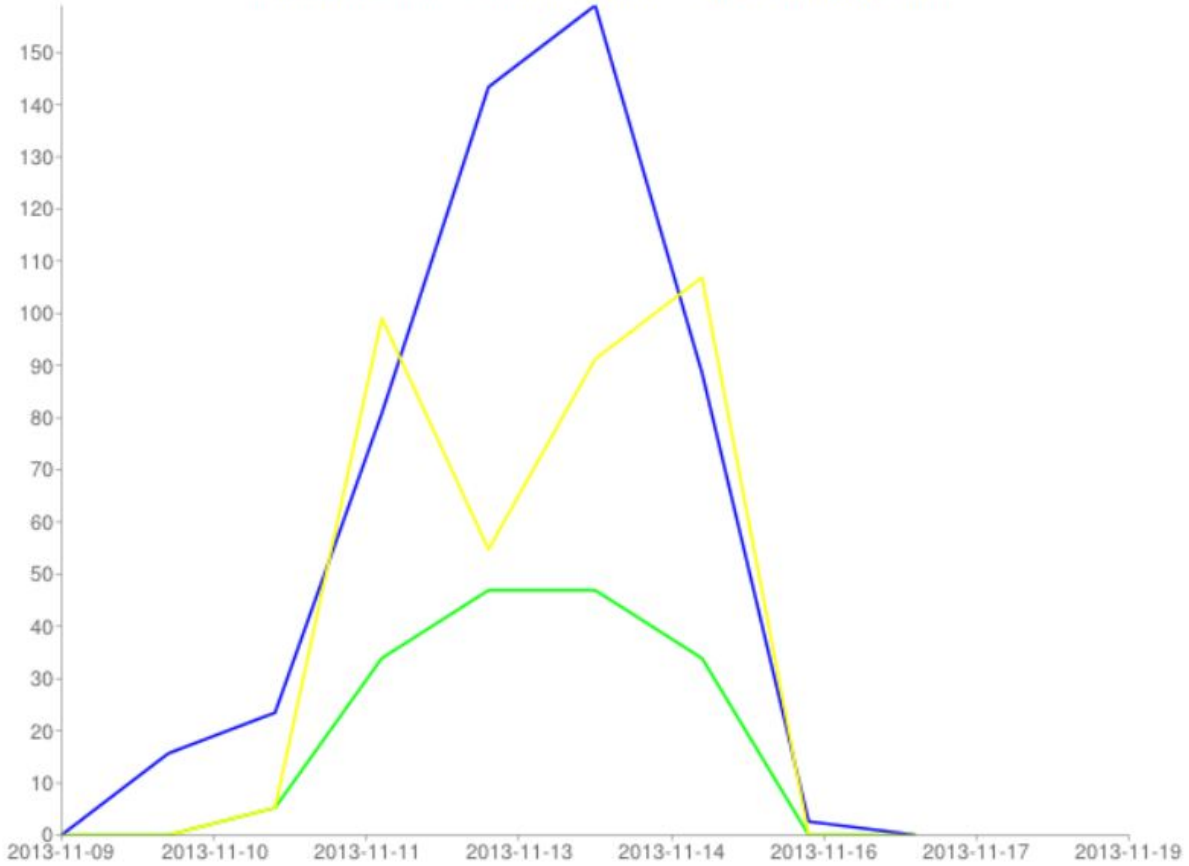
To download all counter locations as a KML file viewable with Google Earth, click here. Learn more.

← Back

Daily totals report

Covering 11 days from 2013-11-09 to 2013-11-19

Report generated on 2013-11-18 12:38:09 (UTC -07:00) by bwallace@brec.org



Site Name	Average	Min	Max	
Bluebonnet Parc Ave	19.9	0.0	49.0	Totals
Pedestrian Bridge	57.9	0.0	159.0	Totals
Picardy Overpass	40.4	0.0	109.0	Totals

A = adjustment applied, D = divide by 2 applied, F = filtering applied

OUACHITA WELL

Pam Barton: Project Director

The Evaluation Plan is Cornerstone

Ouachita Well - Indicator Table

Activities/Objective One: Establish/utilize advisory council to establish healthy eating policies for Ouachita Parish				
Process Evaluation Question	**Time Frame**	**Indicator**	**Data Source/Method**	**Responsibility**
1.1.1 Have the policies listed in the national dietary guidelines been recommended by the advisory council? (Exception: Portion size)	By January 30, 2013	Number/type of policies /date	Minutes from the Ouachita Well Advisory Council meeting	Ouachita Well Advisory Council/Project Director
1.1.2 Have the policies listed in the national dietary guidelines been adopted by the partners?	By September 1, 2013	Policies/date	Minutes from the Monroe City Council, West Monroe City Council, OPPJ Administrative Office, OPSB Superintendent's Office, YMCA	Ouachita Well Advisory Council/Project Director
1.1.3 Have the policies listed in the national dietary guidelines been implemented by the partners at the targeted sites?	Sept 13-Feb 14 Mar 14–Aug 14 Sept 14-Feb 15 Mar 15-Aug 15	Sample of policies implemented	Reports from site visits for each of the partnering organizations. A minimum of 20% of facilities.	Ouachita Well Project Director/Data Collectior
Activities/Objective Two: Establish/utilize advisory committee to help Monroe City, West Monroe City, Ouachita Parish Police Jury, and the Ouachita Parish School Board plan/implement infrastructure additions to increase physical activity opportunities.				
Process Evaluation Question	**Time Frame**	**Indicator**	**Data Source/Method**	**Responsibility**
2.1.1 Did the number of outdoor recreational areas such as walking tracks/joint-use agreements increase? Central, Swartz Upper, Riser, Woodlawn, Jack Hayes Elementaries. **2.1.2** Did the number of people walking at the sites increase?	Mar 14–Aug 14 Sept 14-Feb 15 Mar 15-Aug 15 _____ April 2014 Sept.2014 April 2015	Number/length/location of walking tracks & joint use agreements _____ Number of people walking or using space for PA	OPSB, MC, WMC, OPPJ minutes from administrative offices Ouachita Well Evaluation Team environmental scans	OPSB/PD PD/Data Collector
2.2.1 Did the designated miles of bike path improve/ increase? **2.2.2** Did the number of people using the bike paths increase?	Sept 12-Aug 13 Sept 13-Aug 14 Sept 14-Aug 15 _____ April 2013 Sept. 2013 April 2014	Number/length/location of bike paths and improvements 1) Cypress Point -> ULM 2) ULM-> Forsythe Park 3) Forsythe Park -> River Market	MC documentation _____ Ouachita Well Evaluation Team environmental scans	Monroe City/PD PD/ Data Collector

Mid Year Report Reflects the Evaluation Plan

Ouachita Well Project – Midyear Report March 1, 2014

Activities/Objective One: Establish/utilize advisory council to establish healthy eating policies for Ouachita Parish		
Process Evaluation Question	**Progress Report**	
1.1.1 Have the policies listed in the national dietary guidelines been recommended by the advisory council? (Exception: Portion size) By January 30, 2013	Progress	Members from each partnering organization appointed one member to the Ouachita Well Advisory Council (OWAC) beginning in October of 2012 for a total of five voting members. The Project Director, appointed by the advisory council, provides information, but does not vote. The policies were recommended by the Ouachita Well Advisory Council in December of 2012.
	Concerns	None
	Plan of Action	None
1.1.2 Have the policies listed in the national dietary guidelines been adopted by the partners? By September 1, 2013	Progress	The Ouachita Parish School Board adopted the policies before the grant was awarded. The nation guidelines are a part of the district's Wellness Policy. The policies were adopted by the Ouachita Parish Police Jury and the YMCA in August of 2013. The cities of Monroe and West Monroe have not adopted the policies. During the OWAC monthly meetings from June 2013-Jan. 2014, both partners verbally indicated that the policies would be adopted.
	Concerns	The City of Monroe and City of West Monroe have not adopted the policies despite repeated promises to do so.
	Plan of Action	At the March OWAC meeting an extended deadline will be imposed for the adoption of the national guidelines by the City of Monroe and the City of West Monroe. If the guidelines are not adopted by the deadline, both partners will be asked to submit an alternate plan of action for addressing the guidelines within there respective organizations.
1.1.3 Have the policies listed in the national dietary guidelines been implemented by the partners at the targeted sites? Sept 13-Feb 14 Mar 14–Aug 14 Sept 14-Feb 15 Mar 15-Aug 15	Progress	The two sites that have adopted the guidelines, the YMCA and the Ouachita Parish Police Jury, have begun implementation. All snacks offered by the YMCA programs meet the guidelines. A pilot project was started at the Ouachita Parish Courthouse concession stand in February 2014. 28 products meeting the guidelines were introduced in the concession stand. After one month, the concession stand director eliminated 14/28 products for various reasons. (Storage, profitability, product competition…) 14 of the products have been reorder for sale in March to eliminate the 'novelty effect". At the end of March a final list of products will be adopted. The results will be shared with other facility leaders.
	Concerns	None
	Plan of Action	Sterlington Middle School and the West Monroe Boys and Girls Club have been secured as pilot sites. The school will phase in the selections over a three-month period, while the Boys and Girls Club will implement a complete makeover approach. Ouachita Well will help to establish concession stand sales that meet the

Data Collection				
Activities/Objective One: Establish/utilize advisory council to establish healthy eating policies for Ouachita Parish				
Process Evaluation Question	**Time Frame**	**Indicator**	**Data Source/Method**	**Responsibility**
1.1.3 Have the policies listed in the national dietary guidelines been implemented by the partners at the targeted sites? **Sept. 2013 – Feb. 2014**	Sept 13-Feb 14 Mar 14–Aug 14 Sept 14-Feb 15 Mar 15-Aug 15	Sample of policies implemented	Reports from site visits for each of the partnering organizations. A minimum of 20% of facilities.	Ouachita Well Project Director/Data Collectior

Meets the Objective	**Location**	**Meeting the Nutritional Guidelines**		**Not Meeting the Nutritional guidelines**	
		Number of Items	**Percent**	**Number of Items**	**Percent**
1.	**Ollie Burns Library**				
2	**Cheniere Drew Library**				
3.	**West Monroe**				
4.	**Sercy Memorial**				
5.	**Sterlington Memorial**				
6. 2/14 8/14	**Carver McDonald**				
7. 2/14 8/14	**Anna Meyer**				
8. 8/15	**West Ouachita**				
9. 2/14	**Ouachita Valley**				

Data Collection Continues the Reflection

Research Randomizer

Randomize | Tutorial | Links | About Us

To generate random numbers, enter your choices below (using integer values only):

How many sets of numbers do you want to generate? 4
Help

How many numbers per set? 6
Help

Number range (e.g., 1-50): From: 1
To: 29
Help

Do you wish each number in a set to remain unique? Yes
Help

Do you wish to sort the numbers that are generated? No
Help

How do you wish to view your random numbers? Place Markers Off
Help

Randomize Now!

Site Overview

Randomize Now

Use the Randomizer form to instantly generate random numbers.

Quick Tutorial

See some examples of how Research Randomizer can be used for random sampling and random assignment.

Related Links

Visit links on random sampling, random assignment, and research methods.

About Research Randomizer

Learn more about Research Randomizer and read our User Policy.

Randomizer Box

Add this tool to your website and generate your own number sets.

Easy online tool

Copyright ©1997-2008 by Geoffrey C. Urbaniak and Scott Plous | Site Statistics

Social Psychology

RESEARCH RANDOMIZER

Research Randomizer Results

4 Sets of 6 Unique Numbers Per Set
Range: From 1 to 29 -- Unsorted

Job Status: **Finished**

Set #1:

10, 26, 6, 24, 9, 7

Set #2:

16, 22, 6, 20, 29, 7

Set #3:

10, 25, 27, 21, 19, 13

Set #4:

12, 20, 8, 19, 24, 15

Generates a Random List

08: Healthy Living Club

Joan B Landry

Use of Process Data

- **Type of tool is highly dependant on the reporting practices of the partner**
  - Spreadsheet and or Table – a spreadsheet or table snap shot of that partners process evaluation from or from our larger process evaluation spreadsheet
  - Brief survey – we started with taking the original spreadsheet and converting it to a survey with little success. We have attempted to put the survey into a "Survey Monkey" format but have not finalized this type of survey yet. If all else fails we email or call for responses directly.

- **We use it in several ways:**
  - Track attendance at events, progress of meetings, planning and program movement
  - Identify barriers in communication and record keeping that may require action and or support
  - Monthly brown bag lunch meetings are often our mode of providing support for identified issues from the reporting tools

- **We have learned/are learning:**
  - Attendance was not being recorded by demographics
    - monthly reporting questions are now much more specific
  - Partnering with City Parish Government is a complex relationship
    - requires much more sit and wait time than originally planed
  - Progress slowed in with some programs who believed they serviced our projects target population, from requiring zip code of clients, it was determined that our target population would not be reached by this particular activity
    - update our process evolution and number of surveys to more feasible numbers
  - Recruitment slowed down as the newness of the project has worn off
    - Now focusing on more media and social marketing efforts

Sample Excel/Table version

This is what we started with and asked that each month they respond to each question (4b, etc.)

IV. Breastfeeding Coalition (#9)	4(a) - Train Lactation Consultants to Lead Mother/Baby Get-Togethers 4(b) - Host Mother/Baby Get-Togethers to provide education to mothers lead by Lactation Consultants. 4(c) - Purchase Breastfeeding Pumps for area Hospitals for use by NICU mothers while they await WIC 4(d) - Purchase Tent/Banner to provide place for breastfeeding mothers at public events 4(e) - Develop and print Signage, Billboard, and Brochures to educate the public on health benefits of breastfeeding.	4(a) - Lactation consultants trained to lead Mother/Baby Get-togethers 4(b) - Secured site for Mother/Baby get-togethers 4(c) - Local hospitals have Breastfeeding pumps available for NICU mothers awaiting WIC 4(d) - Tent/Banner displayed at public events for designated breastfeeding areas. 4(e) - Community is provided with information on the health benefits of breastfeeding for mother and baby	Mother/Baby Get-Togethers hosted in the community to provide education to breastfeeding mothers. NICU mothers receiving WIC have earlier access to Breastfeeding pumps Designated areas at public events for breastfeeding mothers Education to the community on the health benefits of breastfeeding to mother and baby

Project 10 GRoW

Kyle Hucke PhD

How we use process data

- **Type of tool.**
  - Fidelity Monitoring Form
- **How you use it.**
  - Assure quality classes at GRoW
  - Engage College age volunteers
  - Provide feedback to our providers
- **What you have learned/are learning/expect to learn from it.**
  - We will use it to track our promotion of the healthy challenges
  - We will track trends in class usage (gender or age)
  - We have learned that by keeping the form simple we can get new volunteers started right away with minimal training

GRoW Fidelity Monitoring Tool

Write In Instructor Name: Activity Description:	No. Males __ No. Females ___	Age Group Number < 10 _____ >=10 _____	Was the dietary healthy challenge mentioned during this activity? (Tally each instance)	Was the physical activity healthy challenge mentioned during this activity? (Tally each instance)	Describe Physical Activity Exercise Eg. Slow to Mod. SMPA or Mod to Vigor. MVPA	Time Record: If a physical activity, record start, end, total Time. If healthy eating activity record start, end, and total time of nutrition instruction	Was the facilitator Prepared? Did they coordinate lessons? Have materials needed.	Were youth engaged?
Activity 1	M: ____ F: _____ Total: _____	< 10 _____ >=10 _____				B: E: Total:		

How we use process data

- **Type of tool.**
  - Parent Survey
  - Focus Groups
- **How you use it.**
  - Identify Activity Preferences
  - Engage Community Members
  - Provide feedback to our providers
- **What you have learned/are learning/expect to learn from it.**
  - Identify topics for our parent seminars/classes
  - Choose activities for the kids
  - Identify barriers to participation

Louisiana Public Health Institute

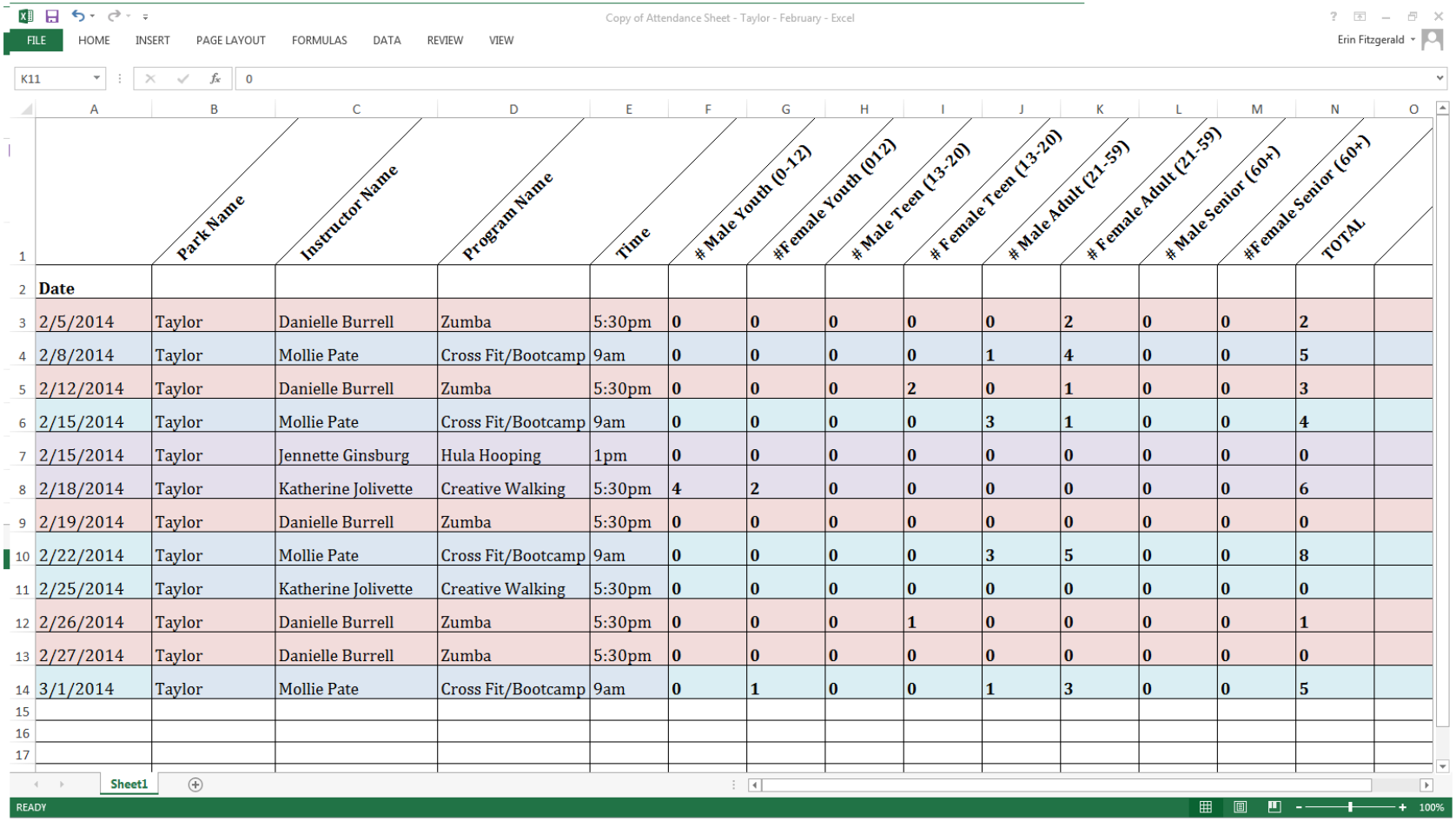
Erin Fitzgerald

How Fit NOLA uses Process Data

- **Park Programming Attendance Sheets**
- **Usage:**
  - Track attendance and demographics at park programming
- **What you have learned/are learning/expect to learn from it:**
  - Determining which classes and class times are most popular
  - Getting a good idea of who is attending the classes.
  - Will help with next iteration of schedule
  - Compare with SOPARC data

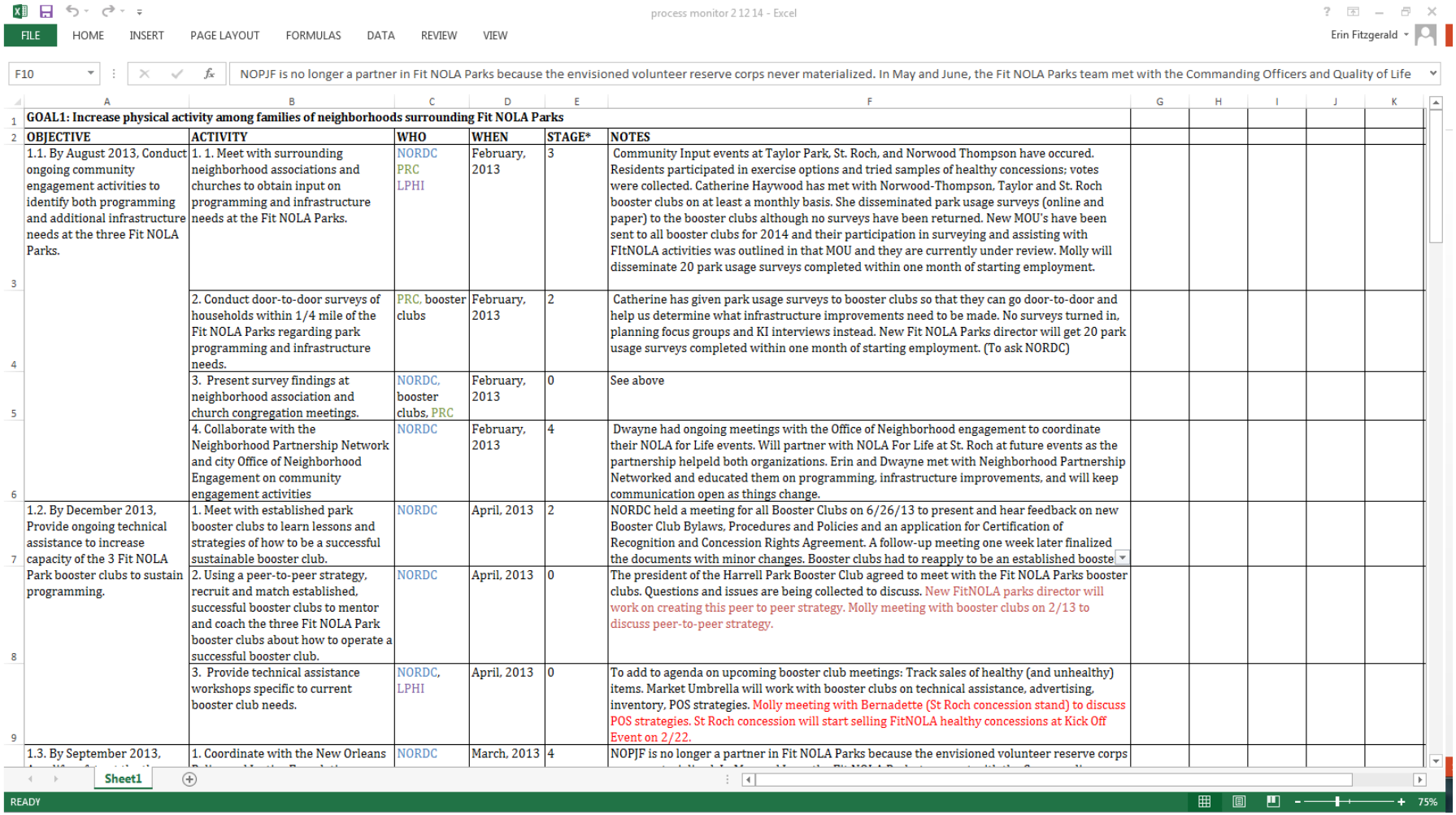
- **Process Evaluation Spreadsheet**
- **Usage:**
  - Identify progress on project goals and objectives
- **What you have learned/are learning/expect to learn from it:**
  - Helping us keep on track and make sure that we are consistently addressing each objective and goal.
  - Good communication tool
  - Helps us to adjust goals (example: smoking and alcohol ban)

Programming Attendance Sheets



Date	Park Name	Instructor Name	Program Name	Time	# Male Youth (0-12)	#Female Youth (012)	# Male Teen (13-20)	# Female Teen (13-20)	# Male Adult (21-59)	# Female Adult (21-59)	# Male Senior (60+)	#Female Senior (60+)	TOTAL
2/5/2014	Taylor	Danielle Burrell	Zumba	5:30pm	0	0	0	0	0	2	0	0	2
2/8/2014	Taylor	Mollie Pate	Cross Fit/Bootcamp	9am	0	0	0	0	1	4	0	0	5
2/12/2014	Taylor	Danielle Burrell	Zumba	5:30pm	0	0	0	2	0	1	0	0	3
2/15/2014	Taylor	Mollie Pate	Cross Fit/Bootcamp	9am	0	0	0	0	3	1	0	0	4
2/15/2014	Taylor	Jennette Ginsburg	Hula Hooping	1pm	0	0	0	0	0	0	0	0	0
2/18/2014	Taylor	Katherine Jolivette	Creative Walking	5:30pm	4	2	0	0	0	0	0	0	6
2/19/2014	Taylor	Danielle Burrell	Zumba	5:30pm	0	0	0	0	0	0	0	0	0
2/22/2014	Taylor	Mollie Pate	Cross Fit/Bootcamp	9am	0	0	0	0	3	5	0	0	8
2/25/2014	Taylor	Katherine Jolivette	Creative Walking	5:30pm	0	0	0	0	0	0	0	0	0
2/26/2014	Taylor	Danielle Burrell	Zumba	5:30pm	0	0	0	1	0	0	0	0	1
2/27/2014	Taylor	Danielle Burrell	Zumba	5:30pm	0	0	0	0	0	0	0	0	0
3/1/2014	Taylor	Mollie Pate	Cross Fit/Bootcamp	9am	0	1	0	0	1	3	0	0	5

Process Monitor Chart



	A	B	C	D	E	F	G	H	I	J	K
1	**GOAL1: Increase physical activity among families of neighborhoods surrounding Fit NOLA Parks**										
2	**OBJECTIVE**	**ACTIVITY**	**WHO**	**WHEN**	**STAGE***	**NOTES**					
3	1.1. By August 2013, Conduct ongoing community engagement activities to identify both programming and additional infrastructure needs at the three Fit NOLA Parks.	1. 1. Meet with surrounding neighborhood associations and churches to obtain input on programming and infrastructure needs at the Fit NOLA Parks.	NORDC PRC LPHI	February, 2013	3	Community Input events at Taylor Park, St. Roch, and Norwood Thompson have occured. Residents participated in exercise options and tried samples of healthy concessions; votes were collected. Catherine Haywood has met with Norwood-Thompson, Taylor and St. Roch booster clubs on at least a monthly basis. She disseminated park usage surveys (online and paper) to the booster clubs although no surveys have been returned. New MOU's have been sent to all booster clubs for 2014 and their participation in surveying and assisting with FItNOLA activities was outlined in that MOU and they are currently under review. Molly will disseminate 20 park usage surveys completed within one month of starting employment.					
4		2. Conduct door-to-door surveys of households within 1/4 mile of the Fit NOLA Parks regarding park programming and infrastructure needs.	PRC, booster clubs	February, 2013	2	Catherine has given park usage surveys to booster clubs so that they can go door-to-door and help us determine what infrastructure improvements need to be made. No surveys turned in, planning focus groups and KI interviews instead. New Fit NOLA Parks director will get 20 park usage surveys completed within one month of starting employment. (To ask NORDC)					
5		3. Present survey findings at neighborhood association and church congregation meetings.	NORDC, booster clubs, PRC	February, 2013	0	See above					
6		4. Collaborate with the Neighborhood Partnership Network and city Office of Neighborhood Engagement on community engagement activities	NORDC	February, 2013	4	Dwayne had ongoing meetings with the Office of Neighborhood engagement to coordinate their NOLA for Life events. Will partner with NOLA For Life at St. Roch at future events as the partnership helpeld both organizations. Erin and Dwayne met with Neighborhood Partnership Networked and educated them on programming, infrastructure improvements, and will keep communication open as things change.					
7	1.2. By December 2013, Provide ongoing technical assistance to increase capacity of the 3 Fit NOLA Park booster clubs to sustain programming.	1. Meet with established park booster clubs to learn lessons and strategies of how to be a successful sustainable booster club.	NORDC	April, 2013	2	NORDC held a meeting for all Booster Clubs on 6/26/13 to present and hear feedback on new Booster Club Bylaws, Procedures and Policies and an application for Certification of Recognition and Concession Rights Agreement. A follow-up meeting one week later finalized the documents with minor changes. Booster clubs had to reapply to be an established booste					
8		2. Using a peer-to-peer strategy, recruit and match established, successful booster clubs to mentor and coach the three Fit NOLA Park booster clubs about how to operate a successful booster club.	NORDC	April, 2013	0	The president of the Harrell Park Booster Club agreed to meet with the Fit NOLA Parks booster clubs. Questions and issues are being collected to discuss. New FitNOLA parks director will work on creating this peer to peer strategy. Molly meeting with booster clubs on 2/13 to discuss peer-to-peer strategy.					
9		3. Provide technical assistance workshops specific to current booster club needs.	NORDC, LPHI	April, 2013	0	To add to agenda on upcoming booster club meetings: Track sales of healthy (and unhealthy) items. Market Umbrella will work with booster clubs on technical assistance, advertising, inventory, POS strategies. Molly meeting with Bernadette (St Roch concession stand) to discuss POS strategies. St Roch concession will start selling FitNOLA healthy concessions at Kick Off Event on 2/22.					
	1.3. By September 2013,	1. Coordinate with the New Orleans	NORDC	March, 2013	4	NOPJF is no longer a partner in Fit NOLA Parks because the envisioned volunteer reserve corps					

Questions?

Audio is available via conference call only: **1-866-390-1828**; Access Code: **778 3033**
Please mute your telephone when not speaking. Thank you!