Program Activities

- ☐ Data entry has occurred
  - o Are Demographics and Custom SNAP-Ed Data complete
- ☐ Sessions <15 minutes (DO NOT enter one minute sessions as placeholders)
  - o **Single sessions** less than 20 minutes
- ☐ Excessive number of sessions >75
- ☐ Cluster listed as the Unit rather than the county
- ☐ Dates outside of the current fiscal year
  - o Future dates (dates should be within the current fiscal years. DO NOT enter dates in advance.)

Indirect Activities

- ☐ Total reach greater than or equal to New Reach

Partnerships – Review begins third quarter

- ☐ # of partners is close to total # of sites being utilized, if each site is a partner

Coalitions - Review begins third quarter

- ☐ Were coalitions reported in previous fiscal year

PSE

☐ **Unit** = correct county/not cluster

☐ One PSE report per site/setting, NOT one for each PSE strategy (SLM, Garden, SWP, etc.) at a site

☐ Garden only reported as setting if stand-alone

☐ # youth actively involved in shaping PSEs through established group < PSE reach

☐ PSE reach </= to CDE Dataquest or add comment

☐ Planning Stages (contact/plan) = no-changes/reach

☐ Implementation Stages (imp/main) = yes-changes/reach

☐ Only use 'other changes' text box if change is not on list; check with state office if unsure f change to report