Go NAPSACC

Navigation Guide for Consultant Tools

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Welcome

Welcome to Go NAPSACC! Thank you for your work to support child care programs and the health of the children they serve.

This guide provides step-by-step instructions to help you get started using Go NAPSACC's Consultant Tools. These tools are useful if you provide technical assistance to ECE programs. If you don't work directly with child care programs but do manage multiple Consultants or run evaluation on this work, look for the Navigation Guide for State Partners.

If you have questions at any time, please feel free to contact us at **gonapsacc@unc.edu**.

Now, let's get started!

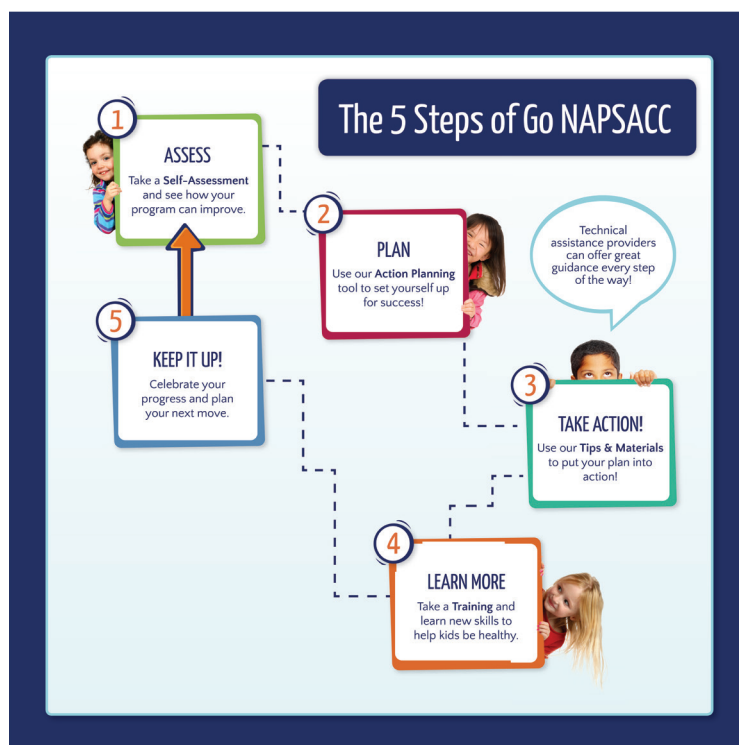# Contents

Go NAPSACC

5 Steps & Consultant Role

The online **Go NAPSACC Provider Tools** help child care programs go the extra mile to build healthy eating and physical activity habits in children. The online tools guide programs through a 5-step improvement process. At the heart of the tools is a set of best practices that stem from the latest research and guidelines in the field. Programs use Go NAPSACC to improve their practices, policies, and environments to meet these best practices.

As a Consultant, you have an important role to play. You can bring Go NAPSACC to your community and coach ECE programs through this 5-step quality improvement process. The **Go NAPSACC Consultant Tools** help you invite programs to register, monitor their progress, and report on the impact of this work in your community.

The 5 Steps of Go NAPSACC

1. **ASSESS** — Take a **Self-Assessment** and see how your program can improve.
2. **PLAN** — Use our **Action Planning** tool to set yourself up for success!
3. **TAKE ACTION!** — Use our **Tips & Materials** to put your plan into action!
4. **LEARN MORE** — Take a **Training** and learn new skills to help kids be healthy.
5. **KEEP IT UP!** — Celebrate your progress and plan your next move.

Technical assistance providers can offer great guidance every step of the way!

Registration

Registration helps customize the tools for your unique role and services.
To have the best experience, please answer the questions as accurately as possible.

! Helpful Tips

▶ **IMPORANT!** When answering registration questions, keep in mind your specific role with Go NAPSACC. If are managing TA consultants instead of providing direct TA to child care programs, please review registration instructions provided in the Navigation guide for State Partners."

▶ Make sure you write down your password and keep it somewhere secure.

▶ After you finish registration, you will receive a registration confirmation message to the email address you provided. If you do not receive a registration confirmation email, (don't forget to check your spam and junk mail) contact us at **gonapsacc@unc.edu**.

▶ After you finish registration, you will automatically be logged into your account. Go to My Account to verify that all your information is correct.

How to Start

Navigate to the Go NAPSACC homepage at: www.gonapsacc.org

➡ Click **JOIN TODAY** at the top of the Go NAPSACC homepage.
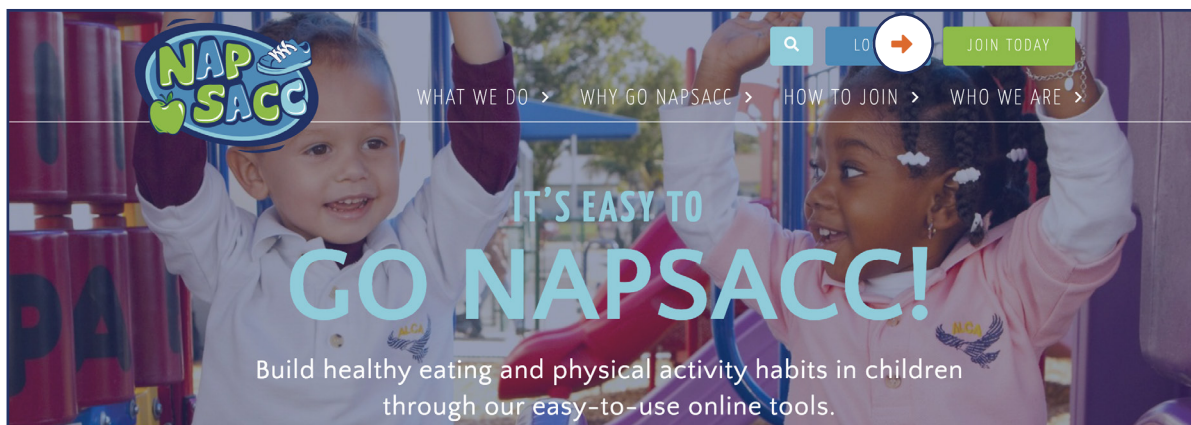
Choose Your Role

➡ Choose **Technical Assistance Providers & Managers** and click **Continue**.

Customize Your Account

TECHNICAL ASSISTANT PROVIDER INFORMATION

First Name *

Last Name *

1

Job Title *

ORGANIZATION INFORMATION

Organization Name *

Address *

City *

State *

Choose State

County *

Zip Code *

Choose County

At which type of organization are you employed? *

Other organization type

Choose Organization Type

Please specify if not listed

Which best describes you? *

Do you charge programs a fee for your service? *

2

Choose One

Choose One

Role cannot be changed after registration.

Which counties does your organization serve? *

Please indicate the counties you serve by selecting on the left and using the arrows to move to the right. If you serve all counties in your area please select All.

3

All

USER INFORMATION

Work Email Address *

Please re-enter your email address *

This will be your user name

Password *

Please re-enter password *

4

Minimum 5 characters

Registration Code *

5

Enter the code that you were provided here. If you do not have a code, please contact us.

TERMS AND CONDITIONS

After completing registration on the Go NAPSACC website, Go NAPSACC staff will be able to see your contact information and any other information you provide (including, but not limited to, your Consultant notes). Go NAPSACC staff may use this information in publications and presentations, or to make improvements to the website. You will not be personally identified in any public presentations or publications. However, Go NAPSACC staff may share your data with designated state agencies and other partners in order to track overall use of the website, facilitate technical assistance for registered Go NAPSACC users, and assess the impact of Go NAPSACC. Go NAPSACC Consultant users understand that they will have access to provider information and Go NAPSACC activity. Consultant users agree that they will only use this information in an appropriate professional capacity, and will not share it with unauthorized third parties for commercial or other purposes not related to the provision of technical assistance. By clicking this box, you understand and agree to this use of your Go NAPSACC account and data.

☐ Agree * More Information

Required for registration *

6

SUBMIT

If you primarily manage or evaluate a regional or state quality improvement program, the Partner Tools will better meet your needs. Please refer to the Partner Tools manual.
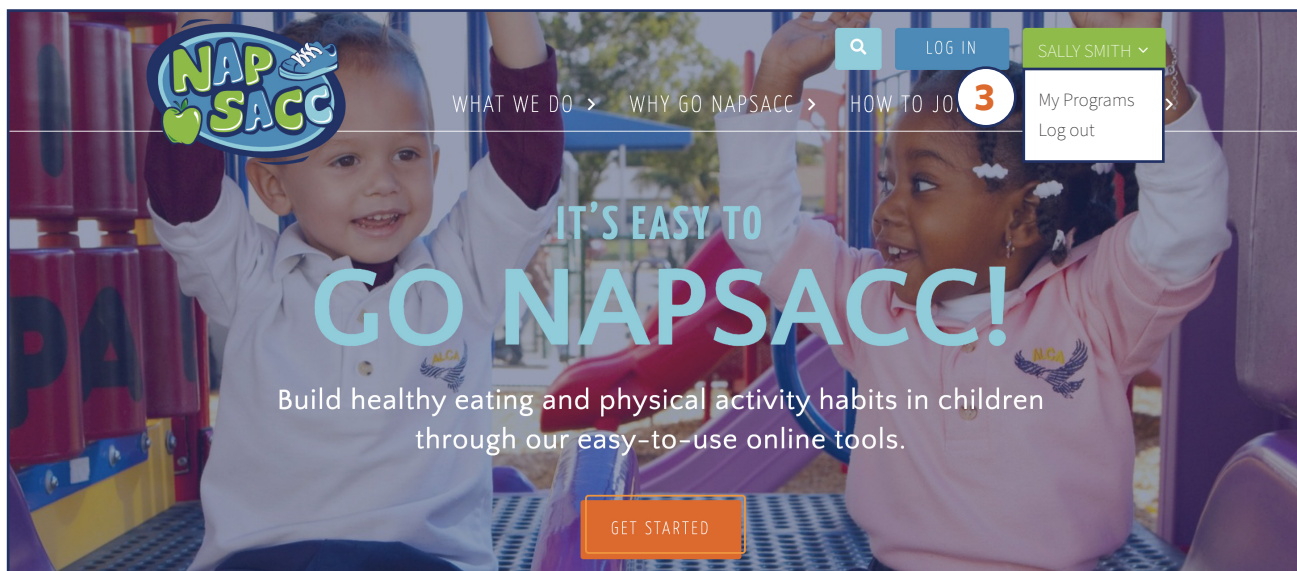
1. An * means that a field is required.
2. Choose "I **provide** technical assistance to childcare programs."
3. Select the counties you serve on the left. Click the arrow to add them to the list on the right. If you serve all counties in the state, select "All Counties."
4. Record your password and keep it somewhere secure.
5. Copy and paste the code you were given into the **Registration Code** field.
6. Click **Submit**.

Signing In at a Later Date

1. Click **LOG IN**
2. Type in the e-mail address and password you registered with.
3. Click **My Programs** from the drop-down menu.

Changing Account Information

USER INFORMATION

My Programs

Connections

Consultant Resources

Tips & Materials

Reports

➡ My Account

Help

USER INFORMATION

Username
ta1@example.com

Change Password

TECHNICAL ASSISTANT PROVIDER INFORMATION

Sally Smith
TA Consultant

ORGANIZATION INFORMATION

Smith's Consulting
1234 State Rd. Jarvis Island
U.S. Minor Outlying Islands
96898

At which type of organization are you employed?
Other Non-Profit Organization

Which best describes your role?
I provide technical assistance to child care programs

Do you charge programs a fee for your service?
No

Which counties does your organization serve?
Midway Islands

Edit Information

You can change your password or edit your information after registration from the My Account page.

➡ Click **My Account** in the green menu.

My Programs

Through the **My Programs page, you can see the registration information, self-assessment results, and upcoming and completed goals for programs you are connected to. For information on how to connect to programs, please review the Connections section of this guide**

! Helpful Tips

▶ A basic count of the programs you are connected to and the number of children they serve is available at the top of the page.

▶ You can view results from all completed self-assessments for each of your programs. Self-assessment results show which best practices they are meeting and where there is room for improvement.

▶ You can see the goals set by providers and the action plans created to achieve them, but you will not be able to edit this information.

How to Start

Your **My Programs** page provides a snapshot of connected providers' most recent self-assessment and action planning activity.

➡ Click on **My Programs**.

My Programs	👥 Your Connections:	2 Programs Connected	60 Children Served
Connections	✉ Your Invitations:	0 Pending Connections	0 Pending Registrations
Consultant Resources			
Tips & Materials			Connect To Programs
Reports	**Connected Programs**	**Invited Programs**	
My Account			

User Information	Connected	Most Recent Self-Assessment	Most Recent Action Planning	Disconnect
ABC Child Care ❯	10/24/19	Infant & Child Physical Activity 10/24/2019	Child Nutrition 10/24/2019	✖
Kiddie Cove ❯	10/24/19	Breastfeeding & Infant Feeding 10/24/2019	Breastfeeding & Infant Feeding 10/24/2019	✖

View Connected Programs

Programs that have accepted your invitations will display under Connected Programs.

➡ Click on the program's name to see more details.

My Programs	👥 Your Connections:	**2** Programs Connected	**60** Children Served
Connections	✉ Your Invitations:	**0** Pending Connections	**0** Pending Registrations

Connected Programs	Invited Programs			Connect To Programs
User Information	Connected	Most Recent Self-Assessment	Most Recent Action Planning	Disconnect
ABC Child Care ›	10/24/19	Infant & Child Physical Activity 10/24/2019	Child Nutrition 10/24/2019	✖
Kiddie Cove ›	10/24/19	Breastfeeding & Infant Feeding 10/24/2019	Breastfeeding & Infant Feeding 10/24/2019	✖

Sidebar menu: Connections, Consultant Resources, Tips & Materials, Reports, My Account

View or Edit Detailed Program Information

After clicking on a program's name, you will see that program's page with an overview of its registration information, provider activity, and your TA activity.

1. View registration and contact information by clicking **More Information**.
2. You can add additional contact information or edit the program's email by clicking **Edit**.

My Programs

Connections

Consultant Resources

Tips & Materials

Reports

My Account

PROGRAM INFORMATION

ABC Child Care

Jane Doe | ABCchildcare2@example.com

1 More Information ▶

Add TA Activity

| Provider Activity | Technical Assistance Activity |

My Progress   View Full Progress

My Programs

Connections

Consultant Resources

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My Account

Help

PROGRAM INFORMATION

ABC Child Care

Jarvis Island, Midway Islands, UM, 96913

Program Type: **Center-based**

Number of children the program serves: **50**

Ages of children served: **0–12, 13–24, 2–5**

Length of program day: **full-day**

Do they participate in the Child and Adult Care Food Program? **Yes**

Year Facility Opened: **2019**

PROGRAM USERS

Name	Email	Phone	Additional Contact Info	Action
Jane Doe	ABCchildcare2@example.com			**2** Edit

View a Program's Activities: Self-Assessment Results

1. From the program's page, choose a **Completed** Self-Assessment from one of the module tabs.
2. Click **section images** to see strengths and areas for improvement in each section.

View a Program's Activities: Action Plans

On a program's page, scroll down to see their goals.

➡ Click **View/Update Action Plan** to see the action plan for the goal.

The action plan steps, notes, and completion date will display. **Only a provider** can create or edit an action plan.

Connections

Connections tools link your account to the Go NAPSACC accounts of ECE programs. You can connect to programs who already use Go NAPSACC or invite new programs to join.

! Helpful Tips

▶ You will be able to connect with programs in the counties or region(s) that you specified during registration.

▶ If you request to connect with a program that already uses Go NAPSACC, the program will have to confirm the connection before you can link to their account.

▶ If you invite a program to use Go NAPSACC, their account will automatically be connected to yours after they register.

▶ The promotional video on the homepage and the **5-steps video** can help you introduce Go NAPSACC to prospective ECE programs.

How to Start

You can connect to programs that are already registered with Go NAPSACC or invite new programs to register.

➡ Click the **Connections** tab on the green menu. Or, from your dashboard, click **Connect to Programs**.

My Programs			
Connections	**Your Connections:**	**2** Programs Connected	**60** Children Served
Consultant Resources	**Your Invitations:**	**0** Pending Connections	**0** Pending Registrations
Tips & Materials			Connect To Programs
Reports			
My Account			

Connected Programs | Invited Programs

User Information	Connected	Most Recent Self-Assessment	Most Recent Action Planning	Disconnect
ABC Child Care ❯	10/24/19	Infant & Child Physical Activity 10/24/2019	Child Nutrition 10/24/2019	✖
Kiddie Cove ❯	10/24/19	Breastfeeding & Infant Feeding 10/24/2019	Breastfeeding & Infant Feeding 10/24/2019	✖

Connect with Registered Programs

All registered programs in the counties you serve will display under "Find a Registered Program."

1. Search for a registered provider by typing the program's name or the county where they are located.
2. When you find the program you are searching for, mark the Invite box.
3. Click **Connect**.

Are your programs already using Go NAPSACC?

To connect with a program, check the box and then click the orange "Add Program" button. Registered programs in your region are listed below. Sort by program name, type or county – or just start typing in the blue search box.

⟹ Find a Registered Program   **1** Search by County or Program Name   🔍

Status	Name	Partner	County	State	action
Not Connected	ABC Child Care	US Islands – Partner for Screenshots	Midway Islands	UM	☐ Invite
Not Connected	Kiddie Cove	US Islands – Partner for Screenshots	Midway Islands	UM	☐ Invite
Not Connected	Debbie's Daycare	US Islands – Partner for Screenshots	Midway Islands	UM	☐ Invite
Not Connected	Kids Corner	US Islands – Partner for Screenshots	Midway Islands	UM	☐ Invite
Not Connected	All My Children Daycare	US Islands – Partner for Screenshots	Midway Islands	UM	**2** ☐ Invite

3 Connect   ‹ 1 ›

How a Registered Program Accepts a Connection

➡ A connection invitation alert displays on the registered **provider's** Go NAPSACC account dashboard. The **provider** will click **Accept**.

Invite Programs New to Go NAPSACC to Register

If the program you work with is not yet registered, scroll to the bottom of the Connections page to send an invitation.

➡ Enter the email address and the first and last name of the child care program's key contact and click **Send Invitation**.

Didn't find your program in the list above?

Use the form below to invite a program to register with Go NAPSACC. You will need the email and first and last name of the program director. Please note that each invitation will use your registration code, **2620254**.

➡ Invite a Program

Your code: **2620254**

First Name

Last Name

Email Address

Please reenter the email address.

➡ Send Invitation

The child care program's key contact will receive an email with an invitation to join Go NAPSACC. Once the program registers (with the e-mail address the invitation was sent to), you will automatically be connected. If the program registers with a different e-mail address, you will have to invite them to connect and they will have to accept this connection (as described on pages 13 & 14).

Keeping Track of Invited Programs

You can find a list of your invited programs on your dashboard. From here, you can resend invites to programs who have not yet registered.

1. Click **My Programs** on the green menu.
2. Click the Invited Programs tab.

TA Activity

The TA Activity logs allow you to record and track the support you offer providers. You can keep notes, track your time, or track the number of teacher or staff you have trained at a specific program.

Add TA Activity

×

Record TA Activity for this program.

Date

| mm/dd/yyyy |

Activity Type

| Select Type ▾ |

Please enter your time spent:

| Hours ▾ | | Minutes ▾ |

Please select all areas that apply for this activity:

- ☐ Self-Assessment
- ☐ Action Planning
- ☐ Check-in
- ☐ Child Nutrition
- ☐ Physical Activity
- ☐ Screen Time
- ☐ Training

- ☐ Orientation
- ☐ Goal Setting
- ☐ Resource Identification
- ☐ Breastfeeding and/or Infant Feeding
- ☐ Oral Health
- ☐ Outdoor Play & Learning
- ☐ Farm to ECE
- ☐ Other

Notes:

Save

❗ Helpful Tips

▶ TA Activity notes can be added on any page displaying information about an individual provider.

▶ You can edit a TA Activity log after you save it.

▶ State Partners and other Consultants connected to a provider are able to see the notes you add about the provider, but cannot edit them.

▶ Providers are not able to view the notes you make.

▶ Information you enter will be compiled in your My TA Activity report.
(More details can be found on page 35.)

Add TA Activity

1. Click on one of the **Add TA Activity** buttons.
   This button is on almost every page associated with a specific program.
2. On many of the pages, the **Add TA Activity** button is at the bottom of the page.

My Programs

Connections

Consultant Resources

Tips & Materials

Reports

My Account

PROGRAM INFORMATION

ABC Child Care

Jane Doe | ABCchildcare2@example.com

More Information ▶

(1) Add TA Activity

Provider Activity

Technical Assistance Activity

My Progress View Full Progress

Reports

My Account

Help

You're on your way!
See how your
program can improve.

➡

Foods Provided

Beverages Provided

Feeding Environment

Feeding Practices

Menus & Variety

Education &
Professional
Development

Policy

What would you like to do next?

(2) ▣ Add TA Activity   ◀ Back To Program Overview | 🖨 Print Your Results | 🔍 Related Tips & Materials

(Add TA Activity, continued)

3. You can record the date of the TA Activity, how much time was spent on the activity, and the type of activity (email, phone call, in person meeting, etc).
4. You can also select what was covered as part of the TA Activity and add other notes.
5. Don't forget to scroll to the bottom and click **Save**.

Add TA Activity   ×

3 Record TA Activity for this program.

Date   Activity Type

[mm/dd/yyyy]   [Select Type   ▾]

Please enter your time spent:

[Hours   ▾]   [Minutes   ▾]

4 Please select all areas that apply for this activity:

☐ Self-Assessment   ☐ Orientation
☐ Action Planning   ☐ Goal Setting
☐ Check-in   ☐ Resource Identification
☐ Child Nutrition   ☐ Breastfeeding and/or Infant Feeding
☐ Physical Activity   ☐ Oral Health
☐ Screen Time   ☐ Outdoor Play & Learning
☐ Training   ☐ Farm to ECE
                                     ☐ Other

Notes:

[   ]

5 [Save]

Find TA Activity at a Later Date

1. Click the **TA Activity** tab from the program's main page to see a list of saved TA Activity.
2. You can open the saved activity by clicking on the +.
3. Click to **Edit** previously saved activities.

Consultant Resources

The Consultant Resources serve as an online manual to help support your work with child care providers during the entire process, from enrollment through the 5 steps.
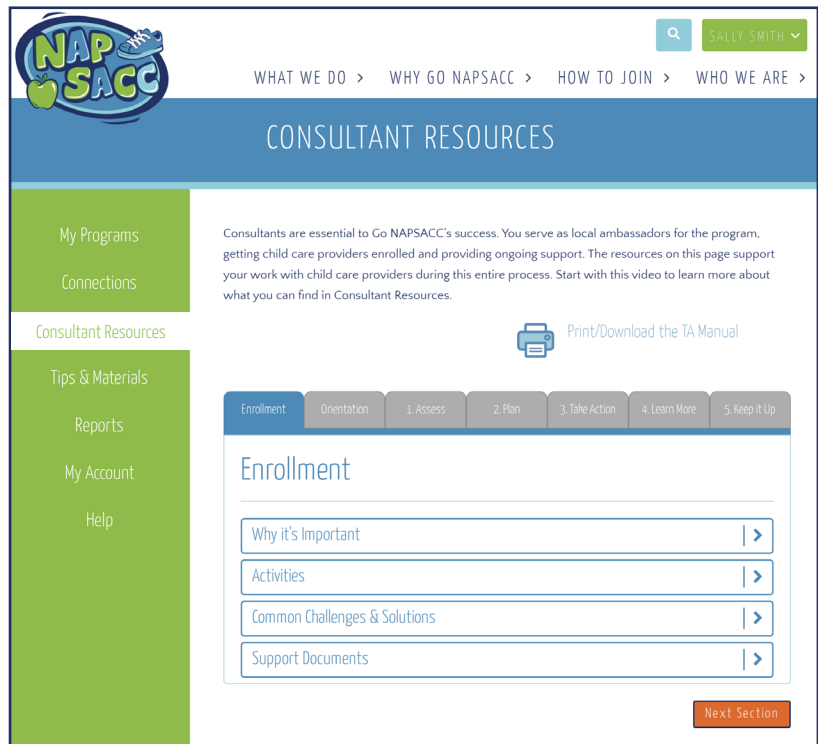
! Helpful Tips

▶ Look for tabs naming each phase of the Go NAPSACC process.

▶ Under each tab, you will see four distinct sections: Why It's Important, Activities, Common Challenges & Solutions, and Support Documents.

▶ Within sections, you'll find Helpful Hints to support a smooth process and sample agendas that can guide meetings with child care programs.

▶ Support documents are downloadable for easy access, such as self–assessment FAQ's or orientation materials.

▶ Reviewing the tab before providing TA around that step can be a helpful way to approach the work.

How to Start

1. Click **Consultant Resources** in the green menu to navigate to the Consultant Resources page.
2. Click on the tab associated with your current phase in the Go NAPSACC process.
3. Click on section titles to expand for more information.

Consultants are essential to Go NAPSACC's success. You serve as local ambassadors for the program, getting child care providers enrolled and providing ongoing support. The resources on this page support your work with child care providers during this entire process. Start with this video to learn more about what you can find in Consultant Resources.

Print/Download the TA Manual

Enrollment

Why it's Important

Activities

Common Challenges & Solutions

Support Documents

Next Section

Why It's Important

The Why It's Important section provides valuable information on the importance of each step in the Go NAPSACC process.

➡ **Green** boxes showcase consultant and provider viewpoints on the importance of Go NAPSACC.

Activities

The Activities section provides concrete steps for you and your child care programs to complete.

➡ Click on any **step** under **Activities** for more details and **links** to helpful resources.

➡ Click on **Helpful Hints** for useful pointers on putting that step into action.

Tips & Materials

Reports

My Account

Help

Enrollment	Orientation	1. Assess	2. Plan	3. Take Action	4. Learn More	5. Keep it Up

Enrollment

Why it's Important	>

Activities	⌄

Click any activity to read more

1	**Consultant** distributes promotional materials

When you are ready to start enrolling child care providers, use multiple strategies to promote Go NAPSACC and encourage participation. Distribute promotional messages widely through **listservs**, **newsletters**, **social media**, **flyers**, or **letters**. Another strategy is to provide a **teaser presentation** about Go NAPSACC during trainings or other in-person informational sessions where providers from several child care programs are already gathered.

❗ **Helpful Hints**	>

2	
3	Int
4	Cons

❗ Helpful Hints	⌄

Accentuate the positive

Messages should highlight benefits that child care providers can expect. Include the link to **Go NAPSACC's informational video** so they can hear first-hand from other child care providers. If available, share success stories from past participants in your community or local statistics about children's health.

Be clear about expectations

Make sure that child care providers understand what is required for participation. It may be helpful to include a link to **Go NAPSACC's 5-step overview video**.

Let them know it's free

Some child care providers may be worried that there is a catch to participation. Reassure them that they will have full access to Go NAPSACC at no cost to them.

Be mindful of any eligibility requirements

Some states may need to prioritize enrollment of certain child care programs (examples: those that accept subsidies or have a certain quality rating). Be aware of these requirements so you can focus your efforts toward eligible child care programs and providers.

➡ Click on **Consultant Tools Spotlight** for guided instructions on completing activities in your account.

Tips & Materials

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| Enrollment | Orientation | 1. Assess | 2. Plan | 3. Take Action | 4. Learn More | 5. Keep it Up |

Enrollment

| Why it's Important | > |

| Activities | ∨ |

Click any activity to read more

| **1** | **Consultant** distributes promotional materials |

| **2** | **Consultant** conducts personal follow-ups |

| **3** | Interested **child care providers** identify a key contact person for their program |

| **4** | **Consultant** invites child care providers to register for a Go NAPSACC account |

Invite child care providers identified as a key contact to register using your Consultant Tools.

➡ 🔆 Consultant Tools Spotlilght >

5

🔆 Consultant Tools Spotlilght ∨

To invite new programs...

1. Go to your Connections page.

2. Use the form at the bottom to invite child care programs' key contacts to register for an account.

3. Monitor completed registrations on your My Programs page.

My Programs	**3**	Are your programs already using Go NAPSACC?
1 Connections		To connect with a program, check the box and then click the orange "Add Program" button. Registered programs in your region are listed below. Sort by program name, type or county - or just start typing in the blue search box.
Tips & Materials		
Reports		Find a Registered Program Search by County or Program Name 🔍
My Account		
Help		Status ▲ Name ▲ Partner ▲ County ▲ State ▲ action

Not Connected	Joey's Daddy Daycare	Go NAPSACC Demo (AV)	St. Thomas Island	VI	☐ Invite
Not Connected	Tender Love & Care	Go NAPSACC Demo (AV)	St. Croix Island	VI	☐ Invite
Not Connected	Mama Peele's Daycare	Go NAPSACC Demo (AV)	St. John Island	VI	☐ Invite
Accepted	Bennett's Child Care Center	Go NAPSACC Demo (AV)	St. Croix Island	VI	

Connect!   < **1** >

Didn't find your program in the list above?

Use the form below to invite a program to register with Go NAPSACC. You will need the email and first and last name of the program director. Please note that each invitation will use your registration code. **247986.**

2 ➡ Invite a Program   Your code: 247986

| Common Challen... |

| Support Documen... |

➡ Click on **Provider Tools Spotlight** for instructions you can share with providers to help them complete activities in their account.

| Enrollment | Orientation | 1. Assess | 2. Plan | 3. Take Action | 4. Learn More | 5. Keep it Up |

Tips & Materials

Reports

My Account

Help

Step 2: Plan

Why it's Important >

Activities ⌄

1 | **Child care providers** select best practice goals

The self-assessment results page is a good starting point for goal setting, especially the comparison of their current practices to best practices. At the bottom of the results page, the Start an Action Plan button takes them directly to selecting goals.

🔅 Provider Tools Spotlilght ›

2 | C

3 | Consl

Common Challenges

Support Documents

🔅 Provider Tools Spotlilght ⌄

To Customize action plans:

1. Direct the child care provider to go to their My NAPSACC page or Action Planning. Choose a goal and click on Start Action Plan.

2. The pencil icon allows text of specific steps to be edited.

3. The x icon deletes a step.

4. Use the + icon adds more steps.

5. The notes section allows support people and/or due dates for specific tasks to be added.

Notes: Rearrange steps using drag and drop

Common Challenges & Solutions

The Common Challenges & Solutions section lists common challenges for each step and strategies to overcome them.

➡ The Assess phase has two Challenges & Solutions sections – one for website support and the other for providing TA.

My Programs

Connections

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Consultants are essential to Go NAPSACC's success. You serve as local ambassadors for the program, getting child care providers enrolled and providing ongoing support. The resources on this page support your work with child care providers during this entire process. Start with this video to learn more about what you can find in Consultant Resources.

Print/Download the TA Manual

| Enrollment | Orientation | 1. Assess | 2. Plan | 3. Take Action | 4. Learn More | 5. Keep it Up |

Step 1: Assess

Why it's Important	>
Activities	>
Common Website Challenges & Solutions	>
Common Technical Assistance Challenges & Solutions	>
Support Documents	>

Next Section

Support Documents

➡ Documents with orange titles can be downloaded where they appear in the text
or in the **Support Documents** section in each tab.

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Help

Consultants are essential to Go NAPSACC's success. You serve as local ambassadors for the program, getting child care providers enrolled and providing ongoing support. The resources on this page support your work with child care providers during this entire process. Start with this video to learn more about what you can find in Consultant Resources.

Print/Download the TA Manual

| Enrollment | Orientation | 1. Assess | 2. Plan | 3. Take Action | 4. Learn More | 5. Keep it Up |

Orientation

Why it's Important

Activities

Common Challenges & Solutions

➡ Support Documents

- **Orientation slideshow with talking points**
- **Timelines (6-month and 12-month versions)**
- **Navigation of Provider Tools**
- **Navigation of Consultant Tools**

Next Section

Tips & Materials

The **Tips & Materials** library contains resources that you can share with providers. It can be accessed from a number of different places on the Go NAPSACC website. It is the same library that providers can see from their accounts.

3

TAKE ACTION!

Use our **Tips & Materials** to put your plan into action!

❗ Helpful Tips

▶ When selected, Tips & Materials documents will download. They can then be opened easily in your Internet browser or your Downloads folder.

▶ If there is a resource you are looking for but cannot find, email us at **gonapsacc@unc.edu** to make a request or suggestion.

▶ Tips & Materials documents that have been created by Go NAPSACC are intended for use with the program. If you are interested in using these documents for another purpose, please contact us first at **gonapsacc@unc.edu**.

How to Start

➜ Click **Tips & Materials** in the green menu.

➜ Or, from a program's page, click **Related Tips & Materials** for any upcoming goal.

Find Resources

This is the main Tips & Materials page you will see if you click to enter the library from the green menu.

1. Click on the module drop-down menu to find resources in a specific section.
2. The resources you mark as favorites will show up in **My Favorites**.

My Programs

Connections

Consultant Resources

Tips & Materials

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My Account

Help

A Library of Useful Materials at your Fingertips!

Activity ideas, handouts, menus and more to help you reach your Go NAPSACC goals.

📖 View the How-To Guide

Search Tips & Materials 🔍

(1)

| 🍎 Child Nutrition | | 🤱 Breastfeeding & Infant Feeding | |
| Select A Category | > | Select A Category | > |

| 🔨 Farm to ECE | | 🦷 Oral Health | |
| Select A Category | > | Select A Category | > |

| 👟 Infant & Child Physical Activity | | 🌿 Outdoor Play & Learning | |
| Select A Category | > | Select A Category | > |

| 📺 Screen Time | |
| Select A Category | > |

(2) My Favorites

🍎 **Build a Healthy Plate With Milk**
USDA, Team Nutrition , Washington, DC
MILK

🍎 **Healthy Bites: Beverage Guide**
Wisconsin Department of Public Instruction
BEVERAGES

Select Resources

If you enter the Tips & Materials library by clicking a "Related Tips & Materials" button on a program's page, you will come straight to a module section page related to that specific goal.

1. Click the tabs to find additional resources in other categories.
2. Click the title of the resource to download or play it.
3. Click the star next to any resource to add it to **My Favorites**.

My Programs

Connections

Consultant Resources

Tips & Materials

Reports

My Account

Help

Look below for the available materials on the subject of Beverages Provided.

Search Tips & Materials

Tips & Guidance	**1** Classroom Activities	Family Engagement

2 **Build a Healthy Plate With Milk**
USDA, Team Nutrition , Washington, DC — MILK

3 ☆ **Healthy Bites: Beverage Guide**
Wisconsin Department of Public Instruction — BEVERAGES

☆ **Healthy Dinks for Children**
Go NAPSACC , North Carolina — BEVERAGES

☆ **Leap of Taste: Beverage Guidelines**
West Virginia Department of Education — BEVERAGES

☆ **Making Water Available Tip Sheet** (**Spanish version**)
USDA, Team Nutrition , Washington, DC — WATER

All Tips & Materials   ◄ My Programs

Reports

The **Reports** tools allow you to see detailed self-assessment and action plan information across your caseload. There are several different reports that you can tailor to meet your monitoring and evaluation needs.

Last 10 Reports

Type of Report	Report Created	Programs Included
My TA Activity >	10/24/19	All Programs
Detailed Goals >	10/24/19	All Programs
Physical Activity Self-Assessment >	10/24/19	All Programs
Detailed Activity >	10/24/19	All Programs
Registration Information >	10/24/19	All Programs
Child Nutrition Self-Assessment >	10/24/19	All Programs
Activity Snapshot >	10/24/19	All Programs

❗ Helpful Tips

▸ The reports are spreadsheets, so you will need to be on a computer with a program like Excel or Numbers that can open these documents.

▸ When selected, the reports will download to your computer. They can then be easily opened from your Internet browser or your Downloads folder. You may have to click through pop-up warnings to open the spreadsheets, but there is nothing wrong with the files. Save the files as Excel Workbooks instead of CSV files.

▸ Data included in reports comes from a consultant's own activities and providers whose Go NAPSACC accounts are connected to the consultant's Go NAPSACC account. If a connection has not been made within the Go NAPSACC system, no data will be available. Data from other consultants' work is not available.

▸ It takes up to 1 hour for provider and TA activities on the Go NAPSACC website to be included in Reports. Even though these activities immediately show on the My Programs page, it takes up to an hour for them to filter into the Reports tools.

▸ A separate document, "Go NAPSACC Module Item and Response Codebook" can be helpful when interpreting some of the available reports.

▸ If you have questions about reports after looking through the following information, email us at **gonapsacc@unc.edu**.

Reports Available

Reports on all providers in caseload:

These reports are useful for monitoring or program evaluation purposes. Detailed information about what is included in each report can be found later in this document.

Report with all provider data combined

▶ **Activity Snapshot:** Use this report for an overview of current progress. In each module, this report shows the number of programs that have taken the self-assessment, the average total self-assessment score across all programs, and the number of programs who have saved action plans. (For more information see page 40.)

Reports with individual provider data in each row

▶ **Registration Information:** Use this report to see the location and basic program information providers gave when registering for the site. This report is helpful for monitoring outreach efforts. (For more information see page 42.)

▶ **Detailed Activity:** Use the report to see self-assessment progress (scores from a provider's first and most recently completed assessments) and action plan progress (those that have been saved and those that have been marked as complete). This report allows for easy comparison of pre- and post-self-assessment scores for program evaluation purposes. (For more information see page 44.)

▶ **Detailed Goals:** Use this report to see the action plans that have been saved and marked as complete for each provider. This report is helpful for both monitoring providers' progress and program evaluation. (For more information see page 47.)

▶ **Assessment:** There are seven self-assessment reports, one for each module. Reports show each provider's total score and their scores on each item. Use the "Go NAPSACC Module Item and Response Codebook" to see which item is which. This report is helpful for in-depth program evaluation. (For more information see pages 50-63.)

Report on TA Activity

▶ **My TA Activity:** For each provider in your caseload, this report shows the total amount of TA time spent, types of TA interactions, and when applicable, number of staff and/or family members trained. (For more information see page 64.)

> **! Helpful Tips**
>
> ▶ Once the report is compiled it will appear in your list of Last 10 reports. The list of available reports changes each time a new report is run.
>
> ▶ A detailed description of what is found in each report is included in the appendices.

Run a Report

Registration Information, Activity Snapshot, Detailed Activity, Detailed Goals, My TA Activity

The options you can select are the same for the Registration Information, Activity Snapshot, Detailed Activity, Detailed Goals, and My TA Activity Reports.

1. Click **Reports** in the green menu.
2. **Choose** which type of report you want to run.
3. Click **Next**.
4. Choose to include all dates or enter a date range.
5. Click **Next**.
6. Click **Run Report**.
7. You can also click **Back** to change the report settings.

Run a Report

Self-Assessments

The options for the Self-Assessment reports are unique.

1. Click **Reports** in the green menu.
2. **Choose** which Self-Assessment report to run.
3. Click **Next**.
4. Choose to include all dates or enter a date range.
5. Choose whether to include only the most recent Self-Assessment for each provider or all Self-Assessment data for each provider.
6. Click **Next**.
7. Click **Run Report**.
8. You can also click **Back** to change the report options.

Connections

Consultant Resources

Tips & Materials

1 Reports

My Account

Help

1. Choose Type of Report

2
- Activity Snapshot
- Detailed Activity
- Breastfeeding Self-Assessment
- Farm to ECE Self-Assessment
- Outdoor Play & Learning Self-Assessment
- Screen Time Self-Assessment

- Registration Information
- Detailed Goals
- ● Child Nutrition Self-Assessment
- Oral Health Self-Assessment
- Physical Activity Self-Assessment
- My TA Activity

3 Next

2. Choose Report Options

4
- ● Include All Dates in Report
- Filter Report Results by Date Range

Select Self-Assessment Data
- Only most recent Self-Assessment for e
5
- ● All Self-Assessment data for each provi

6 Back Next

3. Run Report

You're ready to run your report, once it's ready it will automatically download and save to your Report Archive.

7 Run Report

Each report is generated as a comma separated values (CSV) file. The file can be opened in Excel or a spreadsheet software program of your choice. Please make sure to save the file on your computer in the format you prefer.

8 Back

Opening a Report

Once the report is compiled it will appear in your list of Last 10 reports. The list of available reports changes each time a new report is run.

➡ Click on the name of the report to download it to your computer.

When you open the downloaded file in Excel, you may see error messages. You haven't made an error, just click 'Yes' and/or 'OK' and the report will open. You can save this file to your computer.

Last 10 Reports

Type of Report	Report Created	Programs Included	Date Range	Delete
My TA Activity ❯	10/24/19	All Programs	04/01/19 – 10/24/19	✖
Detailed Goals ❯	10/24/19	All Programs	All History	✖
Physical Activity Self-Assessment ❯	10/24/19	All Programs	All History	✖
Detailed Activity ❯	10/24/19	All Programs	09/01/19 – 09/30/19	✖
Registration Information ❯	10/24/19	All Programs	All History	✖
Child Nutrition Self-Assessment ❯	10/24/19	All Programs	All History	✖
Activity Snapshot ❯	10/24/19	All Programs	04/01/19 – 10/24/19	✖

For More Information

Didn't find the answer to your question?

For general questions related to the website, 5 steps, program content, or training, contact the Go NAPSACC team at: **gonapsacc@unc.edu**

If you experience any technical issues while using the website, please contact our technical help desk support line at: **919-843-3863**

Appendix 1

Activity Snapshot Report Details

▶ Data and activities from all programs in the consultant's caseload are combined to provide the data included in this report.

▶ You may choose a date range when you run this report. All data included in the report reflects the date range chosen.

▶ The percentage of best practices met is calculated by dividing the number of best practices met by the total number of applicable best practices.

▶ For each program, the average score is a percentage calculated by dividing the sum of points received from responses to applicable questions by the total possible points from applicable questions. If a provider has completed multiple self-assessments, only the most recent is included in the average score.

Column Title	Description of Data
# programs	The number of registered programs connected to the consultant
# children served	The number of children served by all programs in the state *Note: This number is calculated based on the number of children that providers report they serve when registering for a Go NAPSACC account. This is an optional question, and not all providers enter a number, so this total might not be accurate. Providers can add or change the number of children served at a later date on their "My Account" page.*
BF avg % BP met	The average percentage of best practices met on the Breastfeeding & Infant Feeding self-assessment across all programs
BF avg score (%)	The average score on the Breastfeeding & Infant Feeding self-assessment across all programs
BF # programs completing ≥1 self-assessment	The number of programs that have completed the Breastfeeding & Infant Feeding self-assessment one or more times (during the specified date range)
BF # programs with ≥1 goal	The number of programs that have one or more goals in Breastfeeding & Infant Feeding that are either open or completed (during the specified date range)
CN avg % BP met	The average percentage of best practices met on the Child Nutrition self-assessment across all programs
CN avg score (%)	The average score on the Child Nutrition self-assessment across all programs
CN # programs completing ≥1 self-assessment	The number of programs that have completed the Child Nutrition self-assessment one or more times (during the specified date range)
CN # programs ≥1 goal	The number of programs that have one or more goals in Child Nutrition that are either open or completed (during the specified date range)

Column Title	Description of Data
FE avg % BP met	The average percentage of best practices met on the Farm to ECE self-assessment across all programs
FE avg score (%)	The average score on the Farm to ECE self-assessment across all programs
FE # programs completing ≥1 self-assessment	The number of programs that have completed the Farm to ECE self-assessment one or more times (during the specified date range)
FE # programs ≥1 goal	The number of programs that have one or more goals in Farm to ECE that are either open or completed (during the specified date range)
OH avg % BP met	The average percentage of best practices met on the Oral Health self-assessment across all programs
OH avg score (%)	The average score on the Oral Health self-assessment across all programs
OH # programs completing ≥1 self-assessment	The number of programs that have completed the Oral Health self-assessment one or more times (during the specified date range)
OH # programs ≥1 goal	The number of programs that have one or more goals in Oral Health that are either open or completed (during the specified date range)
OP avg % BP met	The average percentage of best practices met on the Outdoor Play & Learning self-assessment across all programs
OP avg score (%)	The average score on the Outdoor Play & Learning self-assessment across all programs
OP # programs completing ≥1 self-assessment	The number of programs that have completed the Outdoor Play & Learning self-assessment one or more times (during the specified date range)
OP # programs ≥1 goal	The number of programs that have one or more goals in Outdoor Play & Learning that are either open or completed (during the specified date range)
PA avg % BP met	The average percentage of best practices met on the Infant & Child Physical Activity self-assessment across all programs
PA avg score (%)	The average score on the Infant & Child Physical Activity self-assessment across all programs
PA # programs completing ≥1 self-assessment	The number of programs that have completed the Infant & Child Physical Activity self-assessment one or more times (during the specified date range)
PA # programs ≥1 goal	The number of programs that have one or more goals in Infant & Child Physical Activity that are either open or completed (during the specified date range)
ST avg % BP met	The average percentage of best practices met on the Screen Time self-assessment across all programs
ST avg score (%)	The average score on the Screen Time self-assessment across all programs
ST # programs completed ≥1 self-assessment	The number of programs that have completed the Screen Time self-assessment one or more times (during the specified date range)
ST # programs with ≥1 goal	The number of programs that have set one or more goals in Screen Time that are either open or completed (during specified date range)
# consultant contacts	The number of TA Activities that have been logged by the consultant
Total consultant time	The total time logged by the consultant in his/her TA Activity logs

Appendix 2

Registration Information Report Details

▶ All programs in the consultant's caseload are included in this report. Each program's data is displayed on a separate row.

▶ Almost all of the information that a program provides when registering for a Go NAPSACC account can be found in this report. A provider's password is not included in this report. A provider can change his/her password using the Forgot Password feature on the LOG IN screen.

▶ If information was entered incorrectly during registration or needs to be changed, a provider can change or add information about their program after registration on their My Account page.

Column Title	Description
Program ID	The unique identification number generated by Go NAPSACC when a program registers *Note: Once this number is assigned to a program, it does not change. It is used in all reports that provide rows data by program.*
Program name	The name of the child care program
First name	The first name provided by the child care provider who registered the program
Last name	The last name provided by the child care provider who registered the program
Email	The email address provided by the child care provider who registered the program
Date registered	The date the program registered for Go NAPSACC
Date of last activity	The most recent date that the provider started, updated, completed a self-assessment; selected a goal; created, updated, completed an action plan; or downloaded a resources from the tips & materials library.
City	The city where the program is located
State	The state where the program is located
County	The county where the program is located
Zip Code	The zip code where the program is located
Program type	The type of program (Head Start or Early Head Start, Family child care home, Center-based, School-based or Pre-Kindergarten)
Associations	The program's associations (Faith-based, Military, Native American or Alaska Native tribe) *Note: This response is not required and some providers leave it blank.*
Day length	The length of the child care day for the program (Full-day or Half-day)

How-to Guide for TA Consultants

Column Title	Description
Serves infants	Whether or not the program serves infants aged 0–12 months
Serves 13–24 mo	Whether or not the program serves children aged 13–24 months
Serves 2–5 yr	Whether or not the program serves children aged 2–5 years
# children	The number of children the provider reports having enrolled at the program *Note: This response is not required and some providers leave it blank.*
Year opened	The year when the program was opened *Note: This response is not required and some providers leave it blank.*
Provides food to infants	Whether or not the program provides formula and/or food to infants below the age of 12 months
Provides food to children	Whether or not the program provides food to children aged 12 months and older
Offers breakfast	Whether the program offers breakfast
Offers snack	Whether the program offers snack(s)
Offers lunch	Whether the program offers lunch
Offers dinner	Whether the program offers dinner
Prepared by kitchen	Whether the program's kitchen prepares the food
Prepared by caterer	Whether an outside caterer prepares the food
Prepared by school	Whether a public–school system kitchen prepares the food
Prepared by parents	Whether parents prepare the food
CACFP	Whether the program participates in the Child and Adult Care Food Program
Subsidies	The percentage of children that qualify for/receive child care subsidies
Outdoor area	Whether the program is allowed to change the large play equipment or landscaping in their outdoor play area
Other consultants	When applicable, the name of any additional consultants working with the program
Partner	The name of the partner organization that sponsors Go NAPSACC activities for the program

Appendix 3

Detailed Activity Report Details

▶ You may choose a date range when you run this report. All data included in the report reflects the date range chosen. The "first completed SA" refers to the first completed self-assessment within the date range. The "most recent completed SA" refers to the last completed self-assessment within the date range.

▶ All programs in the consultant's caseload with activity during the chosen date range are included in this report. If a program has not completed any self-assessments, they will not appear in this report. Each program's data is displayed on a separate row.

▶ If a provider was registered and active on the Go NAPSACC website before you connected with them, data from activities prior to your connection may show in reports, depending on the date range chosen.

▶ For each program, the percentage of best practices met is calculated by dividing the number of best practices met by the total number of applicable best practices. If no best practices have been met, you will see a zero.

▶ For each program, the score is a percentage calculated by dividing the sum of points received from responses to each applicable question by the total possible points from applicable questions.

Column Title	Description
Program ID	The unique identification number is generated by Go NAPSACC when a program registers *Note: Once this number is assigned to a program, it does not change. It is used in all reports that provide rows data by program*
Program Name	The name of the child care program
County	The county where the program is located
Zip Code	The zip code where the program is located
Partner	The name of the partner organization that sponsors Go NAPSACC activities for the program
BF – first SA date	The date of the program's first Breastfeeding & Infant Feeding self-assessment
BF – % BPs met in first SA	The percentage of best practices met on the program's first completed Breastfeeding & Infant Feeding self-assessment
BF – score (%) of first SA	The program's score on the first Breastfeeding & Infant Feeding self-assessment
BF – most recent SA date	The date of the program's most recent Breastfeeding & Infant Feeding self-assessment (if more than one self-assessment has been completed)

Column Title	Description
BF – % BPs met in most recent SA	The percentage of best practices met on the program's most recent Breastfeeding & Infant Feeding self-assessment
BF – score (%) of most recent SA	The program's score on the most recent Breastfeeding & Infant Feeding self-assessment
BF – # of goals open	The number of goals the program is currently working on in Breastfeeding & Infant Feeding
BF – # goals completed	The number of goals that the program has completed in Breastfeeding & Infant Feeding
CN – first SA date	The date of the program's first Child Nutrition self-assessment
CN – % BPs met in first SA	The percentage of best practices met on the program's first completed Child Nutrition self-assessment
CN – score (%) of first SA	The program's score on the first Child Nutrition self-assessment
CN – most recent SA date	The date of the program's most recent Child Nutrition self-assessment (if more than one self-assessment has been completed)
CN – % BPs met in most recent SA	The percentage of best practices met on the program's most recent Child Nutrition self-assessment
CN – score (%) of most recent SA	The program's score on the most recent Child Nutrition self-assessment
CN – # of goals open	The number of goals the program is currently working on in Child Nutrition
CN – # goals completed	The number of goals that the program has completed in Child Nutrition
FE – first SA date	The date of the program's first Farm to ECE self-assessment
FE – % BPs met in first SA	The percentage of best practices met on the program's first completed Farm to ECE self-assessment
FE – score (%) of first SA	The program's score on the first Farm to ECE self-assessment
FE – most recent SA date	The date of the program's most recent Farm to ECE self-assessment
FE – % BPs met in most recent SA	The percentage of best practices met on the program's most recent Farm to ECE self-assessment
FE – score (%) of most recent SA	The program's score on the most recent Farm to ECE self-assessment
FE – # of goals open	The number of goals the program is currently working on in Farm to ECE
FE – # goals completed	The number of goals that the program has completed in Farm to ECE
OH – first SA date	The date of the program's first Oral Health self-assessment
OH – % BPs met in first SA	The percentage of best practices met on the program's first completed Oral Health self-assessment
OH – score (%) of first SA	The program's score on the first Oral Health self-assessment
OH – most recent SA date	The date of the program's most recent Oral Health self-assessment (if more than one self-assessment has been completed)
OH – % BPs met in most recent SA	The percentage of best practices met on the program's most recent Oral Health self-assessment
OH – score (%) of most recent SA	The program's score on the most recent Oral Health self-assessment
OH – # of goals open	The number of goals the program is currently working on in Oral Health

Column Title	Description
OH – # goals completed	The number of goals that the program has completed in Oral Health
OP – first SA date	The date of the program's first Outdoor Play & Learning self-assessment
OP – % BPs met in first SA	The percentage of best practices met on the program's first completed Outdoor Play & Learning self-assessment
OP – score (%) of first SA	The program's score on the first Outdoor Play & Learning self-assessment
OP – most recent SA date	The date of the program's most recent Outdoor Play & Learning self-assessment (if more than one self-assessment has been completed)
OP – % BPs met in most recent SA	The percentage of best practices met on the program's most recent Outdoor Play & Learning self-assessment
OP – score (%) of most recent SA	The program's score on the most recent Outdoor Play & Learning self-assessment
OP – # of goals open	The number of goals the program is currently working on in Outdoor Play & Learning
OP – # goals completed	The number of goals that the program has completed in Outdoor Play & Learning self-assessment
PA – first SA date	The date of the program's first Infant & Child Physical Activity self-assessment
PA – % BPs met in first SA	The percentage of best practices met on the program's first completed Infant & Child Physical Activity self-assessment
PA – score (%) of first SA	The program's score on the first Infant & Child Physical Activity self-assessment
PA – most recent SA date	The date of the program's most recent Infant & Child Physical Activity self-assessment (if more than one self-assessment has been completed)
PA – % BPs met in most recent SA	The percentage of best practices met on the program's most recent Infant & Child Physical Activity self-assessment
PA – score (%) of most recent SA	The program's score on the most recent Infant & Child Physical Activity self-assessment
PA – # of goals open	The number of goals the program is currently working on in Infant & Child Physical Activity
PA – # goals completed	The number of goals that the program has completed in Infant & Child Physical Activity
ST – first SA date	The date of the program's first Screen Time self-assessment
ST – % BPs met in first SA	The percentage of best practices met on the program's first completed Screen Time self-assessment
ST – score (%) of first SA	The program's score on the first Screen Time self-assessment
ST – most recent SA date	The date of the program's most recent Screen Time self-assessment (if more than one self-assessment has been completed)
ST – % BPs met in most recent SA	The percentage of best practices met on the program's most recent Screen Time self-assessment
ST – score (%) of most recent SA	The program's score on the most recent Screen Time self-assessment
ST – # of goals open	The number of goals the program is currently working on in Screen Time
ST – # goals completed	The number of goals that the program has completed in Screen Time

Appendix 4

Detailed Goals Report Details

▶ You may choose a date range when you run this report. All data included in the report reflects the date range chosen.

▶ All programs in the consultant's caseload with activity during the chosen date range appear in this report. Each program's data is displayed on a separate row.

▶ Action plan activity in all modules is included in this report, starting with Breastfeeding & Infant Feeding.

▶ If you see a blank cell, this means that no action plans have been saved in this module during the chosen date range.

▶ To find the text of the goals that have been set and completed, look up the "Item #'s" included in this report in the Go NAPSACC Module Item and Response Codebook. The goal is always the best practice response to the item.

▶ If a provider was registered and active on the Go NAPSACC website before you connected with them, data from activities prior to your connection may show in reports, depending on the date range chosen.

Column Title	Description
Program ID	The unique identification number generated by Go NAPSACC when a program registers *Note: Once this number is assigned to a program, it does not change. It is used in all reports that provide rows data by program.*
Program name	The name of the child care program
County	The county where the program is located
Zip	The zip code where the program is located
Primary consultants	The name of the first consultant that connected with the program
Other consultants	When applicable, the name of any additional consultants working with the program
Partner	The name of the partner organization that sponsors Go NAPSACC activities for the program
BF – # goals selected	The number of goals the program has selected for Breastfeeding & Infant Feeding, but has not started an action plan for
BF – # goals open	The number of goals the program is currently working on in Breastfeeding & Infant Feeding
BF – item #s of open goals	The Breastfeeding & Infant Feeding self–assessment item number(s) that correspond to any open goals

Column Title	Description
BF – # goals completed	The number of goals that the program has completed in Breastfeeding & Infant Feeding
BF – item #s of completed goals	The Breastfeeding & Infant Feeding self–assessment item number(s) that correspond to any completed goals
CN – # goals selected	The number of goals the program has selected for Child Nutrition, but has not started an action plan for
CN – # goals open	The number of goals the program is currently working on in Child Nutrition
CN – item #s of open goals	The Child Nutrition self–assessment item number(s) that correspond to any open goals
CN – # goals completed	The number of goals that the program has completed in Child Nutrition
CN – item #s of completed goals	The Child Nutrition self–assessment item number(s) that correspond to any completed goals
FE – # goals selected	The number of goals the program has selected for Farm to ECE, but has not started an action plan for
FE – # goals open	The number of goals the program is currently working on in Farm to ECE
FE – item #s of open goals	The Farm to ECE self–assessment item number(s) that correspond to any open goals
FE – # goals completed	The number of goals that the program has completed in Farm to ECE
FE – item #s of completed goals	The Farm to ECE self–assessment item number(s) that correspond to any completed goals
OH – # goals selected	The number of goals the program has selected for Oral Health, but has not started an action plan for
OH – # goals open	The number of goals the program is currently working on in Oral Health
OH – item #s of open goals	The Oral Health self–assessment item number(s) that correspond to any open goals
OH – # goals completed	The number of goals that the program has completed in Oral Health
OH – item #s of completed goals	The Oral Health self–assessment item number(s) that correspond to any completed goals
OP – # goals selected	The number of goals the program has selected for Outdoor Play & Learning, but has not started an action plan for
OP – # goals open	The number of goals the program is currently working on in Outdoor Play & Learning
OP – item #s of open goals	The Outdoor Play & Learning self–assessment item number(s) that correspond to any open goals
OP – # goals completed	The number of goals that the program has completed in Outdoor Play & Learning
OP – item #s of completed goals	The Outdoor Play & Learning self–assessment item number(s) that correspond to any completed goals
PA – # goals selected	The number of goals the program has selected for Infant & Child Physical Activity, but has not started an action plan for
PA – # goals open	The number of goals the program is currently working on in Infant & Child Physical Activity
PA – item #s of open goals	The Infant & Child Physical Activity self–assessment item number(s) that correspond to any open goals

Column Title	Description
PA – # goals completed	The number of goals that the program has completed in Infant & Child Physical Activity
PA – item #s of completed goals	The Infant & Child Physical Activity self–assessment item number(s) that correspond to any completed goals
ST – # goals selected	The number of goals the program has selected for Screen Time, but has not started an action plan for
ST – # goals open	The number of goals the program is currently working on in Screen Time
ST – item #s of open goals	The Screen Time self–assessment item number(s) that correspond to any open goals
ST – # goals completed	The number of goals that the program has completed in Screen Time
ST – item #s of completed goals	The Screen Time self–assessment item number(s) that correspond to any completed goals

Appendix 5

Breastfeeding & Infant Feeding Report Details

▶ You may choose a date range when you run this report. All data included in the report reflects the date range chosen.

▶ All programs in the consultant's caseload that have taken a Breastfeeding & Infant Feeding self-assessment within the chosen date range are included in this report.

▶ You may choose to include all self-assessments providers have completed within the date range. If a provider takes the self-assessment more than once in the chosen date range (for example a pre- and post-), you will see more than one row of data for that provider. Each row for the provider will have a different date in the "Completed" column and will reflect the results from the self-assessment taken on that date. If you choose "only most recent Self-Assessment for each provider" then you will only see one assessment per provider, even if they have completed the assessment multiple times within the date range chosen.

▶ If a provider was registered and active on the Go NAPSACC website before you connected with them, data from activities prior to your connection may show in reports, depending on the date range chosen.

▶ If you see a blank instead of a score for an individual item, that item was not applicable to the provider, or the provider chose not to answer that question.

Column Headers	Description
Program ID	The unique identification number is generated by Go NAPSACC when a program registers *Note: Once this number is assigned to a program, it does not change. It can be used to connect program data that may be spread across different reports.*
Program name	The name of the child care program
County	The county where the program is located
Zip	The zip code where the program is located
Partner	The name of the partner organization that sponsors Go NAPSACC activities for the program
BF – SA date	The date when the program completed the Breastfeeding & Infant Feeding self-assessment reported in this row of data *Note: When a provider has taken a Breastfeeding & Infant Feeding self-assessment multiple times within the chosen date range, the date in this column will differ to show you which self-assessment results are included in this row of data.*

Column Headers	Description
BF – % BP met	The percentage of best practices met on the Breastfeeding & Infant Feeding self–assessment reported in this row of data

Note: The percentage of best practices met is calculated by dividing the number of best practices met by the total number of applicable best practices. |
| BF – score (%) | The program's score on the Breastfeeding & Infant Feeding self–assessment reported on this row of data

Note: A program's score is a percentage calculated by dividing the sum of points received from responses to each applicable question by the total possible points from applicable questions. |
| BF1 – BF25 | *Note: The remaining columns give the program's score on each of the 25 questions in the Breastfeeding & Infant Feeding self–assessment. Refer to the Go NAPSACC Module Item and Response Codebook for question text and the text and scores for each possible answer choice.* |

Appendix 6

Child Nutrition Self-Assessment Report Details

▶ You may choose a date range when you run this report. All data included in the report reflects the date range chosen.

▶ All programs in the consultant's caseload that have taken a Child Nutrition self-assessment within the chosen date range are included in this report.

▶ You may choose to include all self-assessments providers have completed within the date range. If a provider takes the self-assessment more than once in the chosen date range (for example a pre- and post-), you will see more than one row of data for that provider. Each row for the provider will have a different date in the "Completed" column and will reflect the results from the self-assessment taken on that date. If you choose "only most recent Self-Assessment for each provider" then you will only see one assessment per provider, even if they have completed the assessment multiple times within the date range chosen.

▶ If a provider was registered and active on the Go NAPSACC website before you connected with them, data from activities prior to your connection may show in reports, depending on the date range chosen.

▶ If you see a blank instead of a score for an individual item, that item was not applicable to the provider, or the provider chose not to answer that question.

Column Headers	Description
Program ID	The unique identification number is generated by Go NAPSACC when a program registers *Note: Once this number is assigned to a program, it does not change. It can be used to connect program data that may be spread across different reports.*
Program name	The name of the child care program
County	The county where the program is located
Zip	The zip code where the program is located
Partner	The name of the partner organization that sponsors Go NAPSACC activities for the program
CN – SA date	The date when the program completed the Child Nutrition self-assessment reported in this row of data *Note: When a provider has taken a Child Nutrition self-assessment multiple times within the chosen date range, the date in this column will differ to show you which self-assessment results are included in this row of data.*

Column Headers	Description
CN – % BPs met	The percentage of best practices met on the Child Nutrition self–assessment reported in this row of data *Note: The percentage of best practices met is calculated by dividing the number of best practices met by the total number of applicable best practices.*
CN – score (%)	The program's score on the Child Nutrition self–assessment reported on this row of data *Note: A program's score is a percentage calculated by dividing the sum of points received from responses to each applicable question by the total possible points from applicable questions.*
CN1 – CN46	*Note: The remaining columns give the program's score on each of the 46 questions in the Child Nutrition self–assessment. Refer to the Go NAPSACC Module Item and Response Codebook for question text and the text and scores for each possible answer choice.*

Appendix 7

Farm to ECE Self-Assessment Report Details

▶ You may choose a date range when you run this report. All data included in the report reflects the date range chosen.

▶ All programs in the consultant's caseload that completed Farm to ECE self-assessment within the chosen date range are included in this report.

▶ You may choose to include all self-assessments providers have completed within the date range. If a provider takes the self-assessment more than once in the chosen date range (for example a pre- and post-), you will see more than one row of data for that provider. Each row for the provider will have a different date in the "Completed" column and will reflect the results from the self-assessment taken on that date. If you choose "only most recent Self-Assessment for each provider" then you will only see one assessment per provider, even if they have completed the assessment multiple times within the date range chosen.

▶ If a provider was registered and active on the Go NAPSACC website before you registered, activities from that period may show in this report, depending on the date range chosen.

▶ If you see a blank instead of a score for an individual item, that item was not applicable to the provider, or the provider chose not to answer that question.

Column Title	Description
Program ID	The unique identification number is generated by Go NAPSACC when a program registers Note: Once this number is assigned to a program, it does not change. It can be used to connect program data that may be spread across different reports.
Program name	The name of the child care program
County	The county where the program is located
Zip	The zip code where the program is located
Partner	The name of the partner organization that sponsors Go NAPSACC activities for the program
FE – SA date	The date when the program completed the Farm to ECE self-assessment reported in this row of data Note: When a provider has taken a Farm to ECE self-assessment multiple times within the chosen date range, the date in this column will differ to show you which self-assessment results are included in this row of data.

Column Title	Description
FE – % BPs met	The percentage of best practices met on the Farm to ECE self–assessment reported in this row of data *Note: The percentage of best practices met is calculated by dividing the number of best practices met by the total number of applicable best practices.*
FE – score (%)	The program's score on the Farm to ECE self–assessment reported on this row of data *Note: A program's score is a percentage calculated by dividing the sum of points received from responses to each applicable question by the total possible points from applicable questions.*
FE 1 – FE21	*Note: The remaining columns give the program's score on each of the 21 questions in the Farm to ECE self–assessment. Refer to the Go NAPSACC Module Item and Response Codebook for question text and the text and scores for each possible answer choice.*

Appendix 8

Oral Health Self-Assessment Report Details

▶ You may choose a date range when you run this report. All data included in the report reflects the date range chosen.

▶ All programs in the consultant's caseload that completed an Oral Health self-assessment within the chosen date range are included in this report.

▶ You may choose to include all self-assessments providers have completed within the date range. If a provider takes the self-assessment more than once in the chosen date range (for example a pre- and post-), you will see more than one row of data for that provider. Each row for the provider will have a different date in the "Completed" column and will reflect the results from the self-assessment taken on that date. If you choose "only most recent Self-Assessment for each provider" then you will only see one assessment per provider, even if they have completed the assessment multiple times within the date range chosen.

▶ If a provider was registered and active on the Go NAPSACC website before you registered, activities from that period may show in this report, depending on the date range chosen.

▶ If you see a blank instead of a score for an individual item, that item was not applicable to the provider, or the provider chose not to answer that question.

Column Title	Description
Program ID	The unique identification number is generated by Go NAPSACC when a program registers *Note: Once this number is assigned to a program, it does not change. It can be used to connect program data that may be spread across different reports.*
Program name	The name of the child care program
County	The county where the program is located
Zip	The zip code where the program is located
Partner	The name of the partner organization that sponsors Go NAPSACC activities for the program
OH – SA date	The date when the program completed the Oral Health self-assessment reported in this row of data *Note: When a provider has taken an Oral Health self-assessment multiple times within the chosen date range, the date in this column will differ to show you which self-assessment results are included in this row of data.*

Column Title	Description
OH – % BPs met	The percentage of best practices met on the Oral Health self-assessment reported in this row of data *Note: The percentage of best practices met is calculated by dividing the number of best practices met by the total number of applicable best practices.*
OH – score (%)	The program's score on the Oral Health self-assessment reported on this row of data *Note: A program's score is a percentage calculated by dividing the sum of points received from responses to each applicable question by the total possible points from applicable questions.*
OH1 – OH26	*Note: The remaining columns give the program's score on each of the 26 questions in the Oral Health self-assessment. Refer to the Go NAPSACC Module Item and Response Codebook for question text and the text and scores for each possible answer choice.*

Appendix 9

Outdoor Play & Learning Self-Assessment Report Details

▶ You may choose a date range when you run this report. All data included in the report reflects the date range chosen.

▶ All programs in the consultant's caseload that completed an Outdoor Play & Learning self-assessment within the chosen date range are included in this report.

▶ You may choose to include all self-assessments providers have completed within the date range. If a provider takes the self-assessment more than once in the chosen date range (for example a pre- and post-), you will see more than one row of data for that provider. Each row for the provider will have a different date in the "Completed" column and will reflect the results from the self-assessment taken on that date. If you choose "only most recent Self-Assessment for each provider" then you will only see one assessment per provider, even if they have completed the assessment multiple times within the date range chosen.

▶ If a provider was registered and active on the Go NAPSACC website before you connected with them, data from activities prior to your connection may show in reports, depending on the date range chosen.

▶ If you see a blank instead of a score for an individual item, that item was not applicable to the provider, or the provider chose not to answer that question.

Column Title	Description
Program ID	The unique identification number is generated by Go NAPSACC when a program registers *Note: Once this number is assigned to a program, it does not change. It can be used to connect program data that may be spread across different reports.*
Program name	The name of the child care program
County	The county where the program is located
Zip	The zip code where the program is located
Partner	The name of the partner organization that sponsors Go NAPSACC activities for the program
OP – SA date	The date when the program completed the Outdoor Play & Learning self-assessment reported in this row of data *Note: When a provider has taken an Outdoor Play & Learning self-assessment multiple times within the chosen date range, the date in this column will differ to show you which self-assessment results are included in this row of data.*

Column Title	Description
OP – % BPs met	The percentage of best practices met on the Outdoor Play & Learning self–assessment reported in this row of data

Note: The percentage of best practices met is calculated by dividing the number of best practices met by the total number of applicable best practices. |
| OP – score (%) | The program's score on the Outdoor Play & Learning self–assessment reported on this row of data

Note: A program's score is a percentage calculated by dividing the sum of points received from responses to each applicable question by the total possible points from applicable questions. |
| OP1 – OP20 | *Note: The remaining columns give the program's score on each of the 20 questions in the Outdoor Play & Learning self–assessment. Refer to the Go NAPSACC Module Item and Response Codebook for question text and the text and scores for each possible answer choice.* |

Appendix 10

Infant & Child Physical Activity Self-Assessment Report Details

▶ You may choose a date range when you run this report. All data included in the report reflects the date range chosen.

▶ All programs in the consultant's caseload that completed an Infant & Child Physical Activity self-assessment within the chose date range are included in this report.

▶ You may choose to include all self-assessments providers have completed within the date range. If a provider takes the self-assessment more than once in the chosen date range (for example a pre- and post-), you will see more than one row of data for that provider. Each row for the provider will have a different date in the "Completed" column and will reflect the results from the self-assessment taken on that date. If you choose "only most recent Self-Assessment for each provider" then you will only see one assessment per provider, even if they have completed the assessment multiple times within the date range chosen.

▶ If a provider was registered and active on the Go NAPSACC website before you connected with them, data from activities prior to your connection may show in reports, depending on the date range chosen.

▶ If you see a blank instead of a score for an individual item, that item was not applicable to the provider, or the provider chose not to answer that question.

Column Title	Description
Program ID	The unique identification number is generated by Go NAPSACC when a program registers *Note: Once this number is assigned to a program, it does not change. It can be used to connect program data that may be spread across different reports.*
Program name	The name of the child care program
County	The county where the program is located
Zip	The zip code where the program is located
Partner	The name of the partner organization that sponsors Go NAPSACC activities for the program
PA – SA date	The date when the program completed the Infant & Child Physical Activity self-assessment reported in this row of data *Note: When a provider has taken an Infant & Child Physical Activity self-assessment multiple times within the chosen date range, the date in this column will differ to show you which self-assessment results are included in this row of data.*

Column Title	Description
PA – % BPs met	The percentage of best practices met on the Infant & Child Physical Activity self–assessment reported in this row of data *Note: The percentage of best practices met is calculated by dividing the number of best practices met by the total number of applicable best practices.*
PA – score (%)	The program's score on the Infant & Child Physical Activity self–assessment reported on this row of data *Note: A program's score is a percentage calculated by dividing the sum of points received from responses to each applicable question by the total possible points from applicable questions.*
PA1 – PA23	*Note: The remaining columns give the program's score on each of the 23 questions in the Infant & Child Physical Activity self–assessment. Refer to the Go NAPSACC Module Item and Response Codebook for question text and the text and scores for each possible answer choice.*

Appendix 11

Screen Time Self-Assessment Report Details

▶ You may choose a date range when you run this report. All data included in the report reflects the date range chosen.

▶ All programs in the consultant's caseload that completed a Screen Time self-assessment within the chosen date range are included in this report.

▶ You may choose to include all self-assessments providers have completed within the date range. If a provider takes the self-assessment more than once in the chosen date range (for example a pre- and post-), you will see more than one row of data for that provider. Each row for the provider will have a different date in the "Completed" column and will reflect the results from the self-assessment taken on that date. If you choose "only most recent Self-Assessment for each provider" then you will only see one assessment per provider, even if they have completed the assessment multiple times within the date range chosen.

▶ If a provider was registered and active on the Go NAPSACC website before you registered, activities from that period may show in this report, depending on the date range chosen.

▶ If you see a blank instead of a score for an individual item, that item was not applicable to the provider, or the provider chose not to answer that question.

Column Title	Description
Program ID	The unique identification number is generated by Go NAPSACC when a program registers *Note: Once this number is assigned to a program, it does not change. It can be used to connect program data that may be spread across different reports.*
Program name	The name of the child care program
County	The county where the program is located
Zip	The zip code where the program is located
Partner	The name of the partner organization that sponsors Go NAPSACC activities for the program
ST – SA date	The date when the program completed the Screen Time self-assessment reported in this row of data *Note: When a provider has taken a Screen Time self-assessment multiple times within the chosen date range, the date in this column will differ to show you which self-assessment results are included in this row of data.*

Column Title	Description
ST – % BPs met	The percentage of best practices met on the Screen Time self-assessment reported in this row of data *Note: The percentage of best practices met is calculated by dividing the number of best practices met by the total number of applicable best practices.*
ST – score (%)	The program's total score on the Screen Time self-assessment reported on this row of data *Note: A program's score is a percentage calculated by dividing the sum of points received from responses to each applicable question by the total possible points from applicable questions.*
ST1 – ST14	*Note: The remaining columns give the program's score on each of the 14 questions in the Screen Time self-assessment. Refer to the Go NAPSACC Module Item and Response Codebook for question text and the text and scores for each possible answer choice.*

Appendix 12

My TA Activity Report Details

▶ All data in the My TA Activity report comes from TA Activity information entered or edited by the consultant through the "Add TA Activity" feature within his/her Consultant account.

▶ You may choose a date range when you run this report. All data included in the report reflects the date range chosen

▶ All programs in the consultant's caseload are included in this report. Each program's data is displayed on a separate row.

Column Title	Description
Program Name	The name of the program
County	The county where each program is located
Partner	The name of the partner organization that sponsors Go NAPSACC activities for the consultant
# contacts	The number of activities logged by a specific consultant for a specific program *Note: Activities could include phone call, email, mail, in-person, or other contacts. Activities marked as "Planning notes" are NOT included in this calculation.*
Total TA time	The total time logged by a specific consultant for a specific program
# phone contacts	Sub-component of # interactions, specifically looking at the number of activities logged as phone call by a specific consultant for a specific program
# email contacts	Sub-component of # interactions, specifically looking at the number of activities logged as email by a specific consultant for a specific program
# mail Contacts	Sub-component of # interactions, specifically looking at the number of activities logged as mail by a specific consultant for a specific program
# in-person contacts	Sub-component of # interactions, specifically looking at the number of activities logged as in-person contact by a specific consultant for a specific program
# other contacts	Sub-component of # interactions, specifically looking at the number of activities logged as other contact by a specific consultant for a specific program
Orientation	The number of TA activities logged as providing orientation
Self-assessment	The number of TA activities logged as providing help with self-assessment
Goal Setting	The number of TA activities logged as providing help with goal setting
Action Planning	The number of TA activities logged as providing help with action planning
Training	The number of TA activities logged as providing help with training
Resource Identification	The number of TA activities logged as providing help with resource identification
Check-in	The number of TA activities logged as providing a check-in

Column Title	Description
Other	The number of TA activities logged as providing help with other
BF	The number of TA activities logged as providing help with Breastfeeding & Infant Feeding content
CN	The number of TA activities logged as providing help with Child Nutrition content
FE	The number of TA activities logged as providing help with Farm to ECE content
OH	The number of TA activities logged as providing help with Oral Health content
OP	The number of TA activities logged as providing help with Outdoor Play & Learning content
PA	The number of TA activities logged as providing help with Infant & Child Physical Activity content
ST	The number of TA activities logged as providing help with Screen Time content
# Staff Trained	The number of staff trained as part of the TA activities completed by a specific consultant for a specific program
# Parents Trained	The sum of numbers entered in the "Number of Family Members Trained" field for the program within the date range

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