

Incorporating ENACT in your Continuation Application

As you prepare your 2008 action plans, LiveWell Colorado staff would like you to use ENACT to determine if your current strategies are appropriate for your community's needs. Please have at least 10 community partners (not including staff who are paid with LiveWell Colorado funds) from your steering committees, coalitions, and/or task forces fill out ENACT prior to submitting your continuation application. Please try to have as many of your non-traditional partners as possible complete ENACT to provide a comprehensive perspective of your community's priorities and current status. Non-traditional partners can include school administrators, school food service directors, parks and recreation staff, economic development stakeholders, private business owners (those implementing worksite wellness, restaurant owners, etc.), health care practitioners, city planners, transportation engineers, food bank administrators, and chambers of commerce staff.

ENACT data can be used to make your action plans more strategic and manageable. This tool, with assistance from Prevention Institute staff, can help you prioritize strategies. Strategies with low priority and low current status can be discontinued or transferred to a partner organization. Strategies with a high priority and high current status can be improved upon by expanding the reach or addressing policy and environmental changes to focus on sustainability.

If the results from ENACT do not align with the strategies in your current action plan, it is not intended for you to completely change your strategies.

Please attach the aggregate results from ENACT to your continuation application. You may also incorporate your data into the EFFECTIVENESS section of your RE-AIM tables to provide narrative indicating support for the strategies that you have chosen in relation to achieving the anticipated outcomes.

Setting up User Accounts in ENACT

A user account can be created for individuals or groups (i.e. organizations or coalitions). A group account allows you to create reports that average your group's priorities and current status for each of the ENACT strategies. You can use these reports to guide your group's efforts to improve nutrition and activity environments. The reports will also include, for comparison purposes, the average responses of all ENACT users for each strategy.

1. Type your email address and password in the space provided below.
2. Select your organization from the drop down menu or click "Add an Organization" below the entry field. Complete the required information and click "Add Organization." Select your organization from the drop-down menu.
3. Type in your City and State in the space provided.
4. Click "Register".
5. You will be redirected to a confirmation page. Click "Track Your Strategies".

Instructions for ranking ENACT strategies:

Choosing an ENACT Environment:

After you have registered your user name, password and organization, choose the ENACT environment that best suits your interest. Once you land on that page, as a registered user, you can begin to track your strategies and save your entries on-line. The following are instructions that will help guide you in setting priorities and determining the current status of the suggested strategies. When choosing your rankings, use your own judgment of the particular ENACT environment as the basis for your decisions. While drawing on data sources is also welcome, your impressions of your community are extremely valuable since they are based on personal experiences from living/working in the community.

Setting Priorities:

Please note that the web pages with strategy tables look different for users who have logged in. Rather than the tables flowing on one web page, there are links at the top of each page. For example, in the neighborhood sectors, there are links for "Neighborhood Activity Strategies" and "Neighborhood Food Strategies." In addition, there are three different tables for the healthcare sector.

For each environment, included with the list of nutrition and activity strategies, there are boxes to the left of each strategy where you can enter how important the strategy is to you and your group. **The individual user should provide a response based upon their own knowledge rather than making presumptions about what others might think or feel.** The three choices you have for this section are H (High), M (Medium) and L (Low). Below, you will find a key to help you decide how to rank each strategy. Choose:

H (High) if you feel the strategy will have a large impact on improving eating and activity patterns and if your group/community has a high need in this area.

M (Medium) if the strategy is somewhat of a priority for your group, but perhaps not as high at the moment.

L (Low) if the strategy is not a priority for your group at this time. A low priority rating does not mean that the strategy would not have an impact on improving eating or activity patterns, nor does it mean that the strategy is unimportant. With a limited amount of time and resources, not every strategy can be a priority for every group at any given time.

Determining Current Status:

For each environment, included with the list of nutrition and activity strategies, there are boxes to the right of each strategy where you can determine how much infrastructure support is already in place for each strategy. Base the current status either on your own assessment of what is going on in a particular environment, or you can also choose to rely on data sources that may be available to you. Below, you will find a key to help you decide how to rank each strategy. Choose:

- 1 = Elements not in place
- 2 = Few elements in place and not well developed
- 3 = Some elements in place and need development
- 4 = Most elements in place or some elements well developed
- 5 = All elements in place and well developed

If you are unsure, please enter 3.

After completing each table, hit "Save" in the lower right corner to save your data.

Instructions for Running Reports to View Aggregated Data

After you have saved your data, you can review your aggregated data by clicking "Reports" on the bottom of the page or select another environment by clicking "Continue".

If you are not currently logged-in and want to view your results, go to <http://www.preventioninstitute.org/sa/enact/members/register.php> and click on "sign in" to log on. Click on "track your strategies" and go to any one of the environments you've previously filled out (your past data will be in the fields). Click "save data" and that that will take you to the screen with the option of viewing reports. Once you have done that, you will see a message at the top of the page that states, "your answers were saved." Below that, click on "Go to reports." This will allow you to revisit the data that your partners have submitted.