Guidance for Completing the Collaborative Partners REDCap Project

STATEWIDE HEALTH IMPROVEMENT PARTNERSHIP (SHIP)

DEPARTMENT OF HEALTH

Guidance for Completing Collaborative Partners REDCap Project

January 2020

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Introduction

The SHIP Collaborative Partners Project is intended to collect information on partners that are involved in SHIP work that are not captured in REDCap as partner sites. Please enter partnerships that you worked with between **November 1, 2019 and October 31, 2020**.

Collaborative partnerships are multi-organizational collaborations, coalitions, networks, partnerships, or workgroups for shared learning, networking, and/or systems coordination that SHIP staff participate in.

Collaborative Partnerships do _**not**_ include:

- Community Leadership Teams
- SHIP Workgroups
- Workplace Collaboratives
- District or School Wellness Committees

Step 1: Log Into REDCap

URL Link: https://apps.health.state.mn.us/redcap/index.php?action=myprojects

Usernames and Passwords

You will need a username and password to access the SHIP Collaborative Partners Project in REDCap. This is the same username and password that you use to access other SHIP related REDCap projects. Your username is your email address with the @ replaced by a period ".". For example, if your email address is myemail@county.gov, your username would be myemail.county.gov (not case sensitive). If you do not have username and password, contact your Evaluation Liaison at Health.SHIP.eval@state.mn.us.

If you have forgotten your password, do NOT click on the "Forgot Password" link. Instead, please contact your Evaluation Liaison to get your password reset.

Step 2: Select the Collaborative Partners Project

Once you have logged in, select the **Collaborative Partners** project from the My Projects list.

Step 3: Enter a New Collaborative Partnership or Select a Previously Entered Collaborative Partnership

Adding a New Collaborative Partnership / Adding New Records

To add a new collaborative partnership click on the "Add new record" button, enter the name of the partnership you wish to add in the "Enter a new or existing Collaborative Partnership /Group" box to create, and press enter on your keyboard to create a new record.

Once you press enter, a new form will open allowing you to enter information about a new partnership.

Modifying Previously Entered Collaborative Partnership/ Record

If you need to modify a previously entered partnership, type the name of the partnership into the "Search query" to access the form.

Deleting Collaborative Partnership/Record

If you need to delete any records you can do this by:

1. Selecting the record for the partnership by searching for it on the add/edit record page or selecting it from the Record Status Dashboard.
2. Navigate to the record home page by selecting the Collaborative Partnership/Group on the left side of the screen.
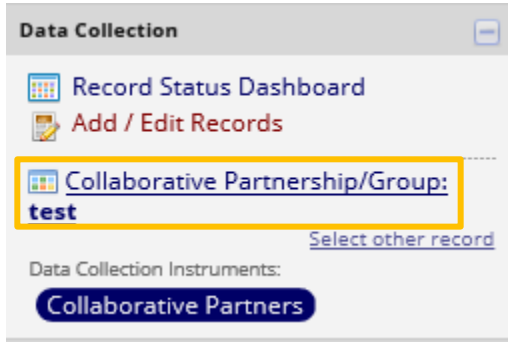
3. Once you have selected the record, click on the "Choose action for record" dropdown list and select "Delete record (all forms)"

Step 4: Enter the Following Information about the Collaborative Partnership

Strategy

Select the SHIP strategies that this partnership is helping with. Choose all that apply.
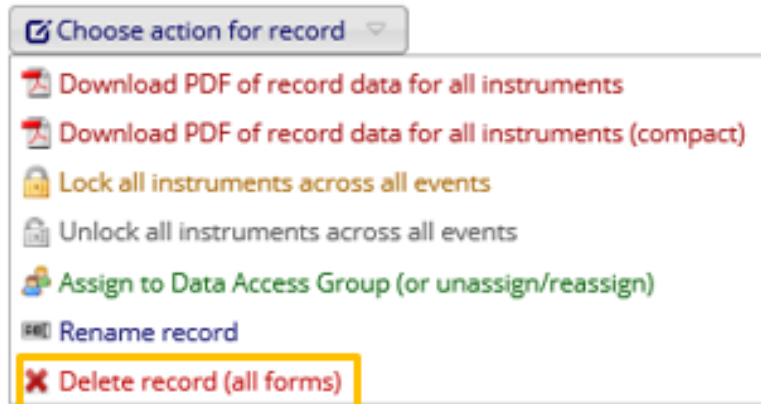
- Tobacco-Free Living in Communities
- Healthy Eating in Communities
- Active Living in Communities
- Workplace
- Schools
- Child Care
- Health Care
- Breastfeeding
- Dementia/Aging
- Opioids
- Mental Health
- Health Equity
- Other
  - If "Other" selected, please specify

Is this a local food network, such as a food policy council?

This question will only appear if you select the Healthy Eating Strategy above. A local food network is set of people and/or organizations that coordinate actions to address issues related to the food system.

Are other grantees part of this collaborative partnership?

If yes, select the number of grantees involved in the partnership, the name of each grantee, and the strategy/setting topic that describes the partnership's work.

Select the SHIP strategies that work with this grantee involves. Choose all that apply.

- Tobacco-Free Living in Communities
- Healthy Eating in Communities
- Active Living in Communities
- Workplace
- Schools
- Child Care
- Health Care
- Breastfeeding
- Dementia/Aging
- Opioids
- Mental Health

- Health Equity
- Other
    - If "Other" selected, please specify

What best describes SHIP's role in this collaborative?

Select whether SHIP plays a leadership role, member/participant role, occasional guest role, or technical assistance provider role. Choose the *one option* that best describes SHIP's main role.

- **Leadership role (chair, secretary, etc.):** Select this option if SHIP holds a leadership position, formal or informally, in this partnership.
- **Member/regular participant:** Select this option if SHIP does not hold a leadership position in this partnership but regularly attends and contributes to the partnership.
- **Occasional guest:** Select this option if SHIP attends or contributes to some meetings or events but does not regularly participate.
- **Technical assistance provider:** Select this option if SHIP provides technical assistance to this partnership.
    - If this option is selected, please explain what Technical Assistance SHIP provides to this partnership.

Who is responsible for convening this group?

You may *select more than one* if the partnership has a shared leadership/ownership model.

- **SHIP or local public health:** Select this option if your agency is responsible for convening the partnership.
- **Other government**: Select this option if a different government agency or office is responsible for convening this partnership. Examples include: Public Works Departments, Public Safety Departments, Libraries.
- **Community partnership:** Select this option if a community partnership is responsible for convening this partnership. Examples include: neighborhood partnerships, parent partnerships, and student clubs.
- **Private, for-profit organization**: Select this option if a private company is responsible for convening this partnership. Examples include: hospitals, companies, stores.
- **Non-profit organization:** Select this option if a non-profit organization is responsible for convening this partnership. Examples include: YMCA, Goodwill, American Heart Association.
- **Foundation:** Select this option if a foundation (a specific type of non-profit that provides funds) is responsible for convening this partnership.

Has SHIP participation in this collaborative resulted in any of the following?

Select the outcomes of the partnership that occurred because of SHIP's involvement. If the partnership resulted in an outcome that is not listed, please select "Other" and describe the outcome(s). Choose all that apply.

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- **A more equitable membership list** (e.g., SHIP has helped to recruit or changed recruiting practices to include more members from communities impacted by the partnership's work)
- **New partnerships** (e.g., SHIP has forged new relationships that have resulted in expanding the scope of your SHIP work)
- **Policy, systems, and environmental change** (e.g., SHIP has influenced other organizations in the partnership to adopt a PSE approach and/or you have helped shape the agenda of the partnership to include a focus on high-level systems and structural changes)
- **A coordinated approach to community assessment or evaluation on a specific topic**
- **Other**, please specify