IWP Automation Instructions to Add Adult Direct Education Evaluation

Adding Evaluation Activities to Current Adult DE Activities

- Select the IWP within the IWP Automation system.
- Select the appropriate Section B Setting and click "Check Out".
- In the DE Activity Table, scroll down to the appropriate adult DE Activity Row.
- Within this Activity Row, scroll right to the Evaluation Type column and check the appropriate LIA box under Impact/Outcome.
- In the Evaluation Tool Documentation column click the "pencil" icon to open the text box. Add the Food Behavior Checklist, additional information as needed and click "Save".
- Open the Evaluation Tool Documentation Activity Field Comment Tool and describe the changes made. If desired, the "To" function can be used to send an email with this information. When complete, click "Save" to close the tool.
- When done, click the Section B Setting "Save" and/or "Check In" function.

If you are adding new Adult DE and evaluation activities please follow these instructions.

Adding to New Adult Direct Education (DE) Activities

- Select the IWP within the IWP Automation system.
- Select the appropriate Section B Setting and click "Check Out".
- Within the IWP Automation, complete the appropriate Section B Domain, PSE Setting, PSE Strategy and PSE Sub-strategy.
- In the DE Activity Table, add adult DE activity information by target population. Within each activity row add the Specific Activity Description, Time Frame, Curriculum and Evaluation Type, as applicable.
- In the Evaluation Type column check the appropriate LIA box under Impact/Outcome.
- In the Evaluation Tool Documentation column click the "pencil" icon to open the text box. Add the Food Behavior Checklist, additional information as needed and click "Save".
- When all activities are complete for the Setting, click the Section B Setting "Save" and/or "Check In" function.

For more information on entering IWP DE activities, visit the California Department of Social Services, CalFresh Healthy Living SharePoint site, IWP Resources, FFY 20-22 CalFresh Healthy Living Integrated Work Plan Automation Instructions, Section IV, Direct Activity Table.