

## Ohio Physical Activity and Nutrition Assessment (OH-PANA) Technical Assistance (TA) FAQs

---

The purpose of this document is to provide Ohio technical assistance providers with information and answers to common questions about the OH-PANA assessment.

For any questions that are not answered, please contact [ODHEarlyChildhoodHealth@odh.ohio.gov](mailto:ODHEarlyChildhoodHealth@odh.ohio.gov).

### ***When must programs complete the assessment?***

Programs must complete the assessment at the following time periods:

- When submitting their initial OHP application
  - This time period should be completed as the last step before submitting an application.
- When submitting their OHP renewal application
  - This time period should be completed as the last step before submitting a renewal application (during renewal years).

Programs should submit only **one** assessment for each time period above.

Additionally, it's very important that providers fill out the correct time period/OHP status when they complete the assessment. For the question, "Select the response that best describes your program's involvement with Ohio Healthy Programs" here are the answer options:

1. My program **is not** OHP designated and is **not working** toward OHP designation.

2. My program **is not** OHP designated and is ready to submit an **initial application** for OHP designation.

3. My program **is** OHP designated and is ready to submit a **renewal application**.

All programs you are working with that are not already OHP designated should select **option 2**. Selecting this option will ensure programs are asked to answer questions about their program's current practices as well as their practices BEFORE they started Ohio Healthy Programs training. Programs that are already OHP designated will only be asked to answer questions about their program's current practices.

OHP designated programs will be asked to report their date of first designation. This field will permit analysis of sustainability of practices over time.

Suggestions and tips for ways of reminding providers to complete assessment at correct time periods:

- Add assessment to checklists for the TA visit
- Ask providers to send you a copy of their confirmation email and/or summary report

***Why is the assessment asking for the ECE program name and license number?***

This information is being collected to match responses from the same program over time. It is important that programs include their correct program name and license number in the fields provided. Their individual results will not be shared with any other state or local agency without their permission and will not be used for licensing compliance or other regulatory purposes.

***How do programs know if they completed the assessment?***

Programs will receive a confirmation email immediately after submitting their assessment. The email will look like this:

**Subject: Thank you for submitting the Ohio Nutrition and Physical Activity Assessment (OH-PANA)**

Your Ohio Nutrition and Physical Activity Assessment (OH-PANA) has been received by the Ohio Department of Health. Within 1-2 business days, you will receive a summary report of your results from this email address: [odh.earlychildhood@pdastats.com](mailto:odh.earlychildhood@pdastats.com). Please add this address to your safe senders list or check for the report in you spam/trash folder.

If you provided contact information for a TA provider, they will also receive a copy of the report. If you have questions or would like to speak to someone at the Ohio Department of Health about this assessment, please contact: [ODHEarlyChildhoodHealth@odh.ohio.gov](mailto:ODHEarlyChildhoodHealth@odh.ohio.gov).

If you would like to be added to the Ohio Department of Health's Early Childhood Health Program's electronic bulletin board, click [here](#). After you click this link, you will not be able to return to this page.

Please instruct programs to check their emails and SPAM folders for the following email. If they do not have this but still think they may have taken the assessment, please email [ODHEarlyChildhoodHealth@odh.ohio.gov](mailto:ODHEarlyChildhoodHealth@odh.ohio.gov).

### ***How long does it take for programs to receive the summary report?***

Beginning March 1, 2021, programs should receive their summary report via email within **1-2 business days**.

### ***What if a program doesn't receive a summary report?***

Please instruct providers to check their SPAM folders for an email from [odh.earlychildhood@pdastats.com](mailto:odh.earlychildhood@pdastats.com) with the subject of "Your Summary Report: Ohio Nutrition and Physical Activity Assessment (OH-PANA)."

**Programs applying for OHP designation for the first time will only receive this report if they complete the questions about their current practices AND their practices before OHP training. If they do not complete the "BEFORE" column in Part 1, they will receive an email from [odh.earlychildhood@pdastats.com](mailto:odh.earlychildhood@pdastats.com) with the subject of "Action required on your OH-PANA submission" and instructions for how to correct their assessment.**

If they can't find the email and it has been several business days since they received the confirmation email for submitting the assessment, please contact [ODHEarlyChildhoodHealth@odh.ohio.gov](mailto:ODHEarlyChildhoodHealth@odh.ohio.gov).

### ***Why didn't I (TA provider) receive a copy of the summary report for programs I'm working with?***

Programs need to opt-in to having a copy of their report sent to their TA provider. Please instruct them to list your name and email address in the assessment when asked if they would like a copy sent to the person helping them with their application. If a program has already received their summary report, please ask them to forward you a copy of their report. If they haven't received their summary report, please see the answer to the question above.

### ***Which reports should be attached to the program's OHP application?***

When it is a program's first time applying, they should attach **one report** that reflects their assessment responses when they were ready to submit their OHP application. Please note that this assessment will ask them about their current practices as well as their practices before beginning OHP training, but the summary report will only include their current practices.

When a program is renewing their application, they should attach **one report** that reflects their most recent submission of the assessment. The assessment should be completed when they are ready to submit their renewal application.