

# Gold Sneaker Initiative Certification User Guide



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If you have any questions about the Gold Sneaker Initiative,  
please call or email Yvette Mack, PhD at 615-741-0315 /  
Yvette.Mack@tn.gov

If you have any technical issues with the online application,  
please call or email Jacob Black at 615-532-0357/  
Jacob.Black@tn.gov.

# Introduction

The Gold Sneaker Initiative enhances policy related to health and wellness within licensed childcare providers in Tennessee. Gold Sneaker consists of 7 policies which deal with physical activity, nutrition and a tobacco-free campus. Participation in Gold Sneaker is voluntary and is no cost to the childcare provider. Childcare programs that implement the policies will earn a Gold Sneaker award and are certified a 'Gold Sneaker' child care provider. Training is available online or in person in certain counties, for which 2 hours of continuing education is awarded and recognized by the Department of Human Services.

Effective July 30, 2018, child care providers seeking the 3-star level in the Child Health and Well-Being component are required to be Gold Sneaker certified and implement Gold Sneaker policies.

A Gold Sneaker certified childcare provider will receive the below.

- A toolkit, with \$200 worth of physical activity and nutrition resources (see sample photo below)
- A resource package with educational material

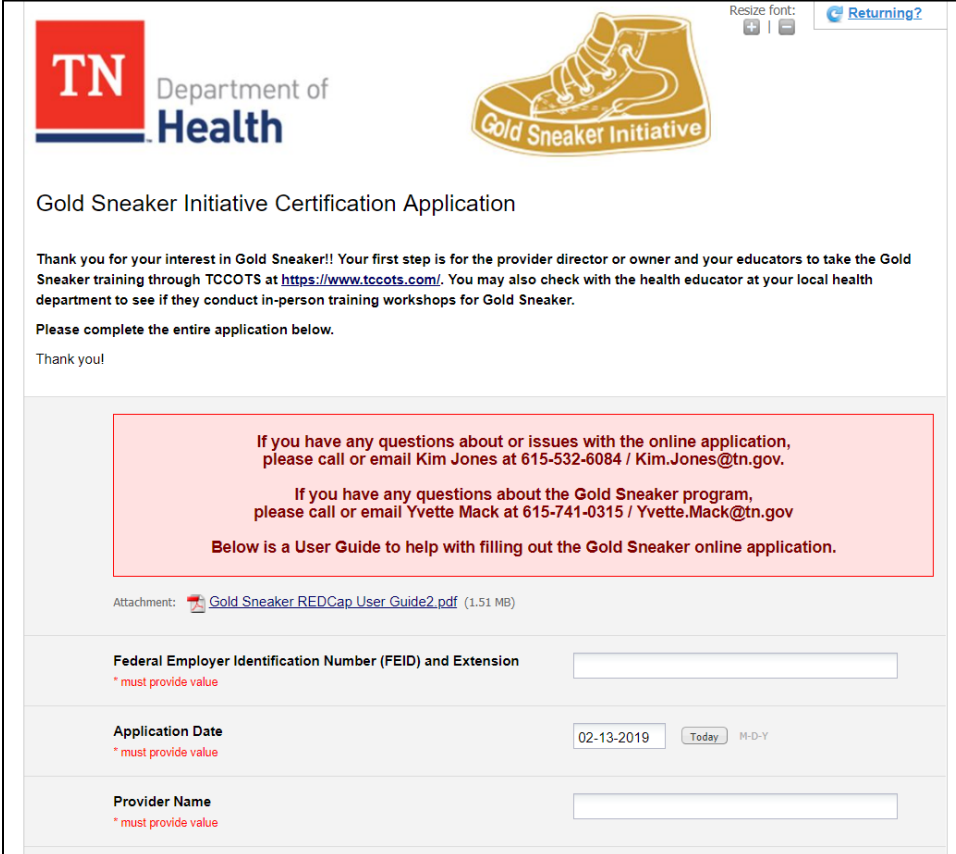
Please allow up to 1 month to receive your Gold Sneaker items.



# Applying for Gold Sneaker Certification

## Gold Sneaker Application

1. Click on the URL - <https://tdhrc.health.tn.gov/redcap/surveys/?s=HJFNMRLTEC>.



The screenshot shows the 'Gold Sneaker Initiative Certification Application' form. At the top left is the TN Department of Health logo. To the right is a gold sneaker icon with the text 'Gold Sneaker Initiative'. Below the logo is the title 'Gold Sneaker Initiative Certification Application'. The main text reads: 'Thank you for your interest in Gold Sneaker!! Your first step is for the provider director or owner and your educators to take the Gold Sneaker training through TCCOTS at <https://www.tccots.com/>. You may also check with the health educator at your local health department to see if they conduct in-person training workshops for Gold Sneaker. Please complete the entire application below. Thank you!'. A red-bordered box contains contact information: 'If you have any questions about or issues with the online application, please call or email Kim Jones at 615-532-6084 / Kim.Jones@tn.gov. If you have any questions about the Gold Sneaker program, please call or email Yvette Mack at 615-741-0315 / Yvette.Mack@tn.gov. Below is a User Guide to help with filling out the Gold Sneaker online application.' Below this is an attachment link: 'Attachment: [Gold Sneaker REDCap User Guide2.pdf](#) (1.51 MB)'. The form has three input fields: 'Federal Employer Identification Number (FEID) and Extension' with a red asterisk and 'must provide value' below it; 'Application Date' with a date picker set to '02-13-2019' and a red asterisk and 'must provide value' below it; and 'Provider Name' with a red asterisk and 'must provide value' below it.

2. When the URL is clicked, the Gold Sneaker Application will display.
3. The fields that are required to be entered are marked as “\*must provide value”.
4. Enter your Federal Employer Identification Number (FEIN) and Extension.
5. The Application Date will default to the current date.
6. Enter your childcare provider’s name in the Provider Name field.

7. Select the county in which your childcare provider resides from the Provider County field.
8. Enter your childcare provider's street address in the Provider Street Address field.
9. Enter the city in which your childcare provider resides in the Provider City field.
10. The Provider State will default to TN.
11. Enter the zip code in which your childcare provider resides in the Provider Zip field.
12. Enter your childcare provider's phone number in the Provider Phone Number field. You will be able to enter the phone number's area code and number without including parentheses or dashes and the system will format the phone number correctly.
13. Enter your childcare provider's FAX number if available.
14. Enter the childcare provider's Director's First and Last Name.
15. Enter the childcare provider's Director's email address.

16. If the Gold Sneaker Contact Person will not be the childcare provider's director, enter the first and last name, phone number, and email address for the childcare provider's Gold Sneaker Contact person.

17. Enter the number of children enrolled in the childcare provider.

18. When you have completed the fields on the first page, click on the Next Page



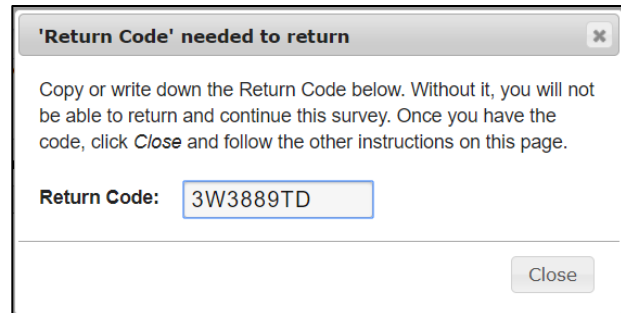
button to continue.

Director's First Name <small>* must provide value</small>	<input type="text"/>
Director's Last Name <small>* must provide value</small>	<input type="text"/>
Director's Email Address <small>* must provide value</small>	<input type="text"/> <small>Example - name@email.com</small>
Gold Sneaker Contact Person First Name <small>* must provide value</small>	<input type="text"/> <small>Please complete if the Gold Sneaker Contact is not the Director.</small>
Gold Sneaker Contact Person Last Name <small>* must provide value</small>	<input type="text"/> <small>Please complete if the Gold Sneaker Contact is not the Director.</small>
Gold Sneaker Contact Person's Phone Number <small>* must provide value</small>	<input type="text"/> <small>Enter as 1234567890 and the application will auto-format the number for a phone number.</small>
Gold Sneaker Contact Person's Email Address <small>* must provide value</small>	<input type="text"/> <small>Example - name@email.com</small>
Number of children enrolled <small>* must provide value</small>	<input type="text"/>
<input type="button" value="Next Page &gt;&gt;"/> <input type="button" value="Save &amp; Return Later"/>	

## Save & Return

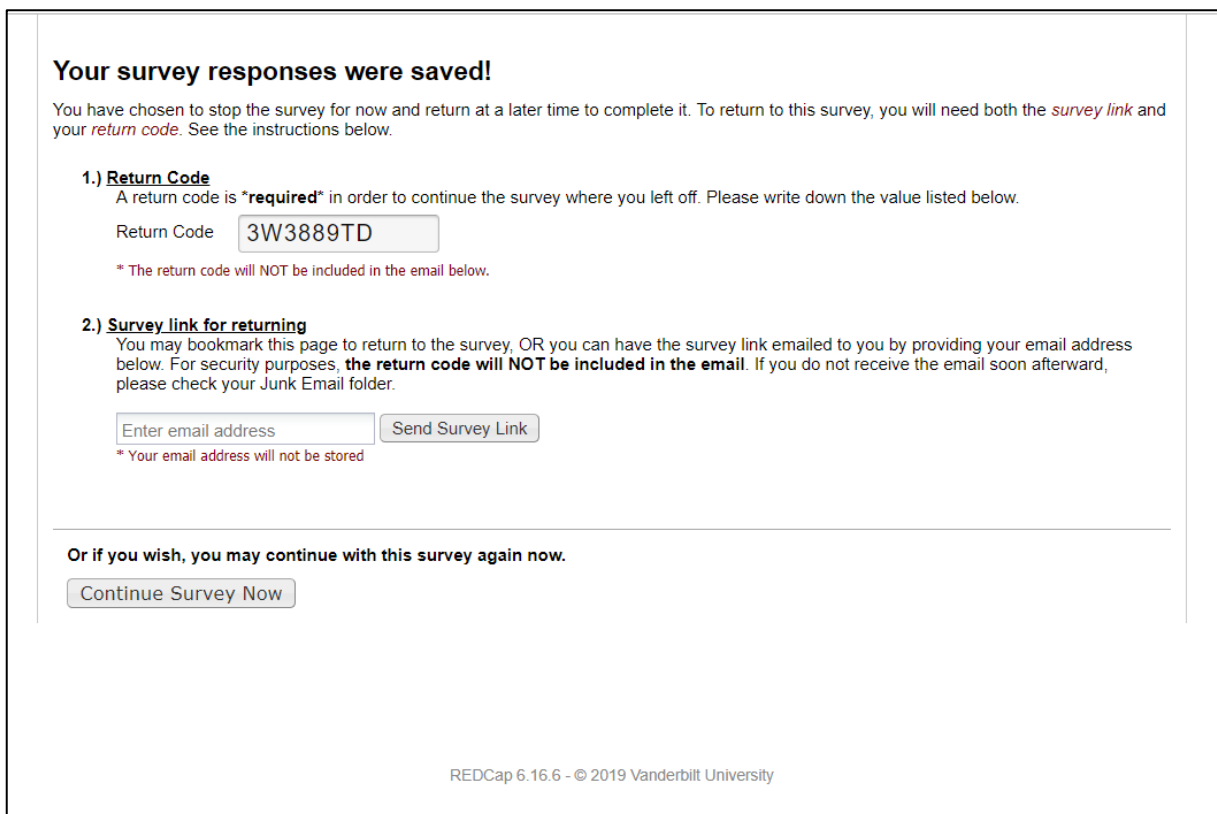
19. You will also be able to save the data you have entered so far and return later to complete the application using the Save & Return Later  button.

20. When the Save & Return Later button is pressed, a message box will display with a unique Return Code for you. A page will display with instructions on how to use the Return Code.



The screenshot shows a dialog box titled "'Return Code' needed to return" with a close button (X) in the top right corner. The text inside reads: "Copy or write down the Return Code below. Without it, you will not be able to return and continue this survey. Once you have the code, click *Close* and follow the other instructions on this page." Below this text, there is a label "Return Code:" followed by a text input field containing the value "3W3889TD". At the bottom right of the dialog box is a "Close" button.

21. IMPORTANT! Be sure to write down the Return Code. You will be able to enter your email address and have the link to the Gold Sneaker Application sent to you, but the Return Code is NOT included in the email with the link.



The screenshot shows a confirmation page with the heading "Your survey responses were saved!". Below the heading, it says: "You have chosen to stop the survey for now and return at a later time to complete it. To return to this survey, you will need both the *survey link* and your *return code*. See the instructions below."

1.) **Return Code**  
A return code is **\*required\*** in order to continue the survey where you left off. Please write down the value listed below.  
Return Code   
*\* The return code will NOT be included in the email below.*

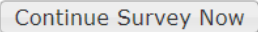
2.) **Survey link for returning**  
You may bookmark this page to return to the survey. OR you can have the survey link emailed to you by providing your email address below. For security purposes, **the return code will NOT be included in the email**. If you do not receive the email soon afterward, please check your Junk Email folder.  
   
*\* Your email address will not be stored*

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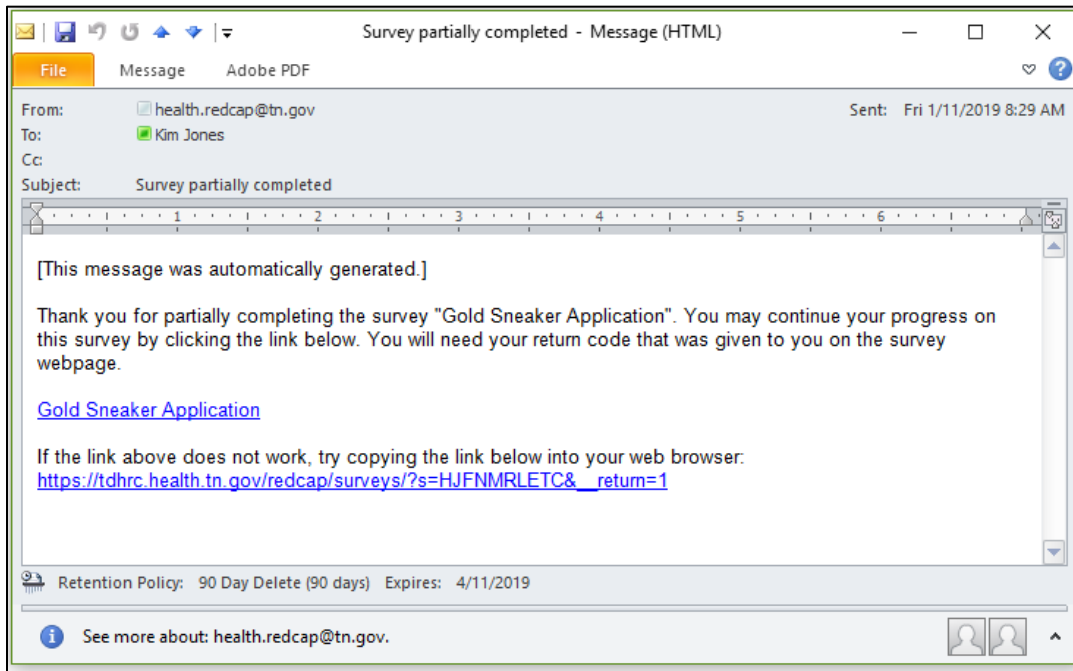
Or if you wish, you may continue with this survey again now.

REDCap 6.16.6 - © 2019 Vanderbilt University



22. You will also be able to return from the Save & Return Later instruction page to the Gold Sneaker application by clicking the Continue Survey Now  button.

23. If you entered your email address to have the system send you the Gold Sneaker application link, you will receive the below email.



24. When you click on the Gold Sneaker application link from the email, the below page will display.

**TN** Department of Health

**Gold Sneaker Initiative**

### Gold Sneaker Initiative Certification Application

To continue the survey, please enter the RETURN CODE that was auto-generated for you when you left the survey. Please note that the return code is \*not\* case sensitive.

25. Enter the Return Code in the field provided and click on the Submit your Return Code button. You will return to the Gold Sneaker application with the information you entered previously saved. You will be able to continue filling out the application from the point you left.

The screenshot shows the 'Gold Sneaker Initiative Certification Application' page. At the top left is the 'TN Department of Health' logo. To the right is a gold sneaker icon with the text 'Gold Sneaker Initiative'. Below the logo is the title 'Gold Sneaker Initiative Certification Application'. The main text reads: 'Thank you for your interest in Gold Sneaker!! Your first step is for the provider director or owner and your educators to take the Gold Sneaker training through TCCOTS at <https://www.tccots.com/>. You may also check with the health educator at your local health department to see if they conduct in-person training workshops for Gold Sneaker. Please complete the entire application below. Thank you!'. A red-bordered box contains contact information: 'If you have any questions about or issues with the online application, please call or email Kim Jones at 615-532-6084 / [Kim.Jones@tn.gov](mailto:Kim.Jones@tn.gov). If you have any questions about the Gold Sneaker program, please call or email Yvette Mack at 615-741-0315 / [Yvette.Mack@tn.gov](mailto:Yvette.Mack@tn.gov). Below is a User Guide to help with filling out the Gold Sneaker online application.' Below this box is an attachment link: 'Attachment: [Gold Sneaker REDCap User Guide2.pdf](#) (1.51 MB)'. The form fields include: 'Federal Employer Identification Number (FEID) and Extension' with a value of '12345678' and a red asterisk note '\* must provide value'; and 'Application Date' with a value of '02-13-2019', a 'Today' button, and an 'M-D-Y' format indicator. A 'Returning?' link is in the top right corner.

**TAKE NOTE! If you are not able to remember your Save & Return Code, please call or email Jacob Black at 615-532-0357/ [jacob.black@tn.gov](mailto:jacob.black@tn.gov). Your Save & Return can be looked up, so you will be able to return to the application you started.**

26. When you have completed the fields on the first page, click on the Next Page  button to continue.



## Infant Feeding Plan and Schedule

27. The second page of the Gold Sneaker application is the Infants Feeding Plan and Schedule.

28. If your childcare provider does NOT care for infants 12 months of age or younger, you will click No for the question and click on the Next Page button to continue with the application.



The screenshot shows the 'Infants Feeding Plan and Schedule' page of the Gold Sneaker Application. At the top, there is the TN Department of Health logo and the Gold Sneaker Initiative logo. Below the logos, the text 'Gold Sneaker Application' is displayed. A yellow header bar contains the title 'Infants Feeding Plan and Schedule'. A blue box contains the following text: 'This section will only be required if your facility cares for infant that are 12 months of age or younger. You may select one infant and provide information from that infant's meals throughout the day. Download the Infant Feeding Plan and fill it out, then upload the completed plan or if your facility has their own feeding plan, upload a copy of the plan.' Below this, a question is asked: 'Does your facility care for infants that are 12 months of age or younger?' with radio buttons for 'Yes' and 'No'. A red asterisk indicates that 'No' is a required value. A 'reset' link is located to the right of the radio buttons. At the bottom, there are three buttons: '<< Previous Page', 'Next Page >>', and 'Save & Return Later'.

29. If your childcare provider DOES care for infants 12 months of age or younger, click Yes.

30. When Yes is selected, two fields will display.

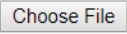
The screenshot shows the 'Gold Sneaker Initiative Certification Application' form. At the top left is the 'TN Department of Health' logo, and at the top right is the 'Gold Sneaker Initiative' logo featuring a sneaker. The main heading is 'Gold Sneaker Initiative Certification Application'. Below this is a yellow box titled 'Infant Feeding Plan and Schedule'. A blue box contains instructions: 'This section will only be required if your facility cares for infants that are 12 months of age or younger. You may select one infant and provide information from that infant's meals throughout the day. Download the Infant Feeding Plan and fill it out, then upload the completed plan. If your facility has its own feeding plan, upload a copy of the plan.' Below this is a green box with the question 'Does your facility care for infants that are 12 months of age or younger?' and radio buttons for 'Yes' (selected) and 'No'. A red asterisk indicates '\* must provide value' and a 'reset' link is present. Below is a section for 'Infant Feeding Plan and Schedule Template' with an attachment link for 'Infant Feeding Plan and Schedule.docx (0.05 MB)'. At the bottom of this section is a green 'Upload document' link. The form concludes with navigation buttons: '<< Previous Page', 'Next Page >>', and 'Save & Return Later'.

31. You will be able to download and fill out an Infant Feeding Plan and Schedule template and fill it out. Once complete, upload a copy of the plan using the Upload document field. You may select one infant and provide information from that infant's meals throughout the day.

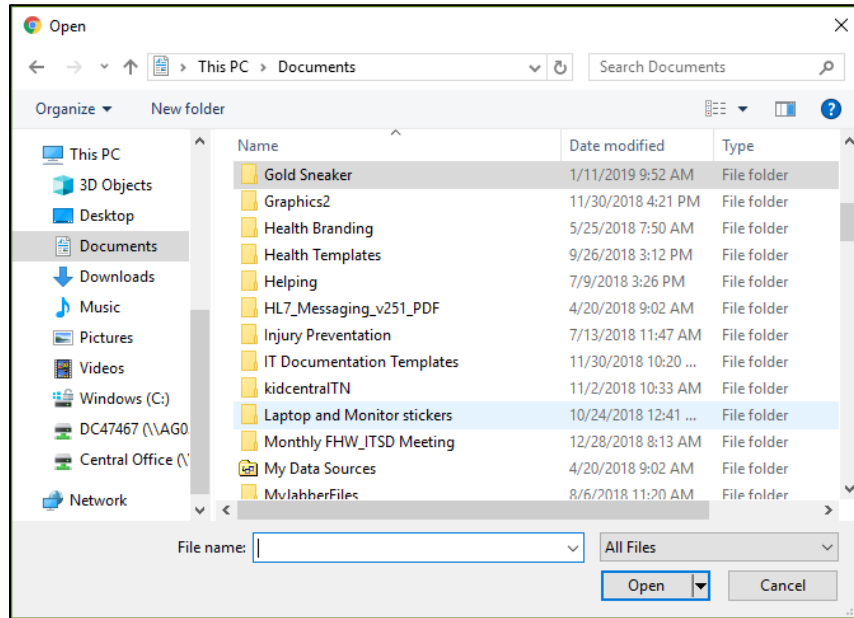
32. If your childcare provider has its own Infant Feeding Plan and Schedule, you can upload a copy using the Upload document field link.

33. When the Upload document link is clicked, an Upload document dialog box will display.

The screenshot shows a dialog box titled 'Upload document'. It contains the following text: 'Once you have filled out the Infant Feeding Plan and Schedule OR if your facility has their own Infant Feeding Plan and Schedule, please upload a copy of the plan. (gs\_ifp\_planupload)'. Below this is the instruction 'Select a file then click the 'Upload Document' button'. There is a 'Choose File' button with the text 'No file chosen' next to it. At the bottom is an 'Upload document' button with '(Max file size: 32 MB)' to its right.

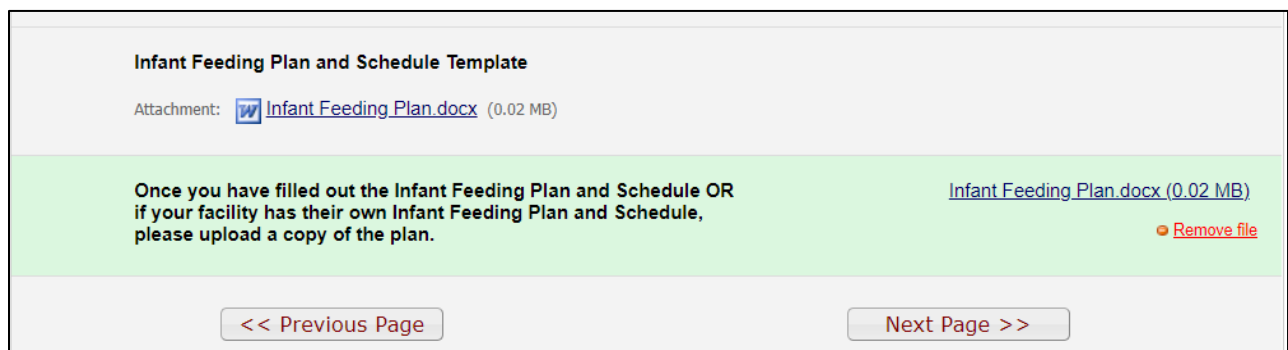
34. Select the file you wish to upload by clicking the Choose File  button.

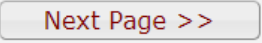
35. When the Choose File button is pressed, an Open dialog box will display allowing you to select the file you wish to upload.



36. Once you have selected the file, click the Open  button.

37. You will see the link to the file on the screen.



38. Click on the Next Page  button to continue with the Gold Sneaker application.


## Gold Sneaker Policies

39. The third page of the Gold Sneaker application is the Gold Sneaker Policies and the Daily Class Activity Schedule page.

### Gold Sneaker Policies

The list of Gold Sneaker policies must be added to the childcare provider's policies or parent handbook. Download the Gold Sneaker policies and integrate them into your facility's policies or parent handbook. Once integrated, upload a copy of your facility's policies or parent handbook with the Gold Sneaker policies included.

**Gold Sneaker Policies**

Attachment:  [Gold Sneaker Policies PDF.pdf](#) (0.56 MB)

Upload your facility's policy or parent handbook with the Gold Sneaker policies included. [Upload document](#)

\* must provide value

Download the Gold Sneaker Parents Letter, add your facility's logo to the top of the letter and send the letter to each of the families your facility serves.

**Gold Sneaker Parents' Letter**

Attachment:  [Gold Sneaker Letter to Parents.docx](#) (0.11 MB)

Upload a sample of your facility's Gold Sneakers Parents' Letter [Upload document](#)

\* must provide value

### Daily Class Activity Schedule

Upload a copy of your facility's Daily Class Activity Schedule for each age group with:

- Children 1-3 years of age that reflects a minimum of 60 or more cumulative minutes of physical activity daily
- Children 4-5 years of age that reflects a minimum of 90-120 or more cumulative minutes of physical activity


Allocate time for eating snacks and meals.

40. The top section is the Gold Sneaker Policies.

### Gold Sneaker Policies

The list of Gold Sneaker policies must be added to the childcare provider's policies or parent handbook. Download the Gold Sneaker policies and integrate them into your facility's policies or parent handbook. Once integrated, upload a copy of your facility's policies or parent handbook with the Gold Sneaker policies included.

**Gold Sneaker Policies**

Attachment:  [Gold Sneaker Policies PDF.pdf](#) (0.56 MB)


Upload your facility's policy or parent handbook with the Gold Sneaker policies included. [Upload document](#)

\* must provide value

41. Download the Gold Sneaker policies and integrate the policies into your childcare provider's policies and/or parents' handbook.
42. You will then upload a copy of your childcare provider's policies or parents' handbook with the Gold Sneaker policies included using the Upload document field.
43. You will also be required to send the families you serve the Gold Sneaker Parents Letter. Download the letter and include your childcare provider's logo and/or the childcare provider's name and address at the top.
44. Upload a copy of the parents' letter that was sent using the Upload document field.


**Download the Gold Sneaker Parents Letter, add your facility's logo to the top of the letter (or write your facility name if you do not have a logo) and send the letter to each of the families your facility serves.**

**Gold Sneaker Parents' Letter**

Attachment:  [Gold Sneaker Letter to Parents.docx](#) (0.11 MB)

---

**Upload a sample of your facility's Gold Sneaker Parents' Letter**  
\* must provide value

 [Upload document](#)

## Daily Class Activity Schedule

45. The bottom section of the page is the Daily Class Activity Schedule.

**Daily Class Activity Schedule**

Upload a copy of your facility's Daily Class Activity Schedule for each age group with:

- Children 1-3 years of age that reflects a minimum of 60 or more cumulative minutes of physical activity daily
- Children 4-5 years of age that reflects a minimum of 90-120 or more cumulative minutes of physical activity
- Ample time for eating snacks and meals

**Enter the number of Daily Activity Schedules you need to upload and press the Tab key. That number of upload fields will display.**

How many Daily Class Activity Schedules would you like to upload?  
\* must provide value

[<< Previous Page](#)
[Next Page >>](#)
[Save & Return Later](#)

46. Enter the number of Daily Class Activity Schedule(s) you wish to upload and press the Tab key. You will be able to enter up to 4 schedules.

47. Upload the Daily Class Activity Schedule(s) you have using the Upload document fields.

### Daily Class Activity Schedule

Upload a copy of your facility's Daily Class Activity Schedule for each age group with:

- Children 1-3 years of age that reflects a minimum of 60 or more cumulative minutes of physical activity daily
- Children 4-5 years of age that reflects a minimum of 90-120 or more cumulative minutes of physical activity
- Ample time for eating snacks and meals

Enter the number of Daily Activity Schedules you need to upload and press the Tab key. That number of upload fields will display.

How many Daily Class Activity Schedules would you like to upload?

\* must provide value

Upload a copy of the facility's Daily Class Activity Schedule [Upload document](#)

\* must provide value

Upload copy of the facility's Daily Class Activity Schedule [Upload document](#)

\* must provide value

Upload a copy of the facility's Daily Class Activity Schedule [Upload document](#)

\* must provide value

[<< Previous Page](#) [Next Page >>](#)

[Save & Return Later](#)



## ***Employee Training Information***


48. The fourth and last page of the application is the Employee Training Information section.

### **Employee Training Information**

The purpose of this information is to document that the directors and educators at a Gold Sneaker certified facility have participated in the Gold Sneaker training.

**Download the Employee Training Spreadsheet and fill it out for your facility's directors, assistant directors, and educators/teachers. Then upload the completed spreadsheet in the upload field provided.**

Employee Training Information Spreadsheet - Download the attached spreadsheet and enter all of the employees (directors, assistant directors, and educators/teachers) that have completed the Gold Sneaker training.

Attachment:  [Employee Training Information Spreadsheet v2.xlsx](#) (0.02 MB)

Upload your completed Employee Training Information spreadsheet once completed. [Upload document](#)

\* must provide value

49. Download the Employee Training Information spreadsheet and fill it out for your childcare provider's directors, assistant directors, and educators/teachers that have completed the Gold Sneaker training.

50. Once you have the spreadsheet filled out, upload it using the Upload document field.

## ***Gold Sneaker Application Signature Section***

51. The bottom section of the last page is the Signature section.

**Gold Sneaker Initiative**

I am committed to the implementation and promotion of the Gold Sneaker Initiative in my child care facility. I pledge to follow the nutrition, physical activity, and tobacco-free policies each day for the health and well-being of the children in my care. I agree to be responsive to any forthcoming evaluations from Gold Sneaker.

Provider Signature [Add signature](#)

**Signatory's Title**  
\* must provide value

**Signature Date**  
\* must provide value

<< Previous Page      Submit

Save & Return Later

52. You will be able to sign the application using the Add signature link. Click on the Add signature link and the Add signature dialog box will display.

53. You will be able to sign using your mouse or if you are filling out the application on a tablet, with a stylus or your finger.

**Add signature**

Provider Signature  
(gs\_prov\_sign)

SIGN HERE

Save signature      [reset](#)

54. The Reset link will allow you to erase the signature and try again if needed.

55. Once you have signed, click on the Save signature  button. Your signature will be saved and will display on the page.

56. Enter the Signatory's Title and the Signature Date.

The screenshot shows a web form titled "Gold Sneaker Initiative". The form contains a yellow box with a commitment statement: "I am committed to the implementation and promotion of the Gold Sneaker Initiative in my child care facility. I pledge to follow the nutrition, physical activity, and tobacco-free policies each day for the health and well-being of the children in my care. I agree to be responsive to any forthcoming evaluations from Gold Sneaker." Below this is a "Provider Signature" field with a handwritten signature "Kim Jones" and a file name "signature\_2019-01-11\_1300.png (0.01 MB)" with a "Remove file" link. The "Signatory's Title" field contains "Director" and has a red asterisk note "\* must provide value". The "Signature Date" field contains "01-11-2019" and has a red asterisk note "\* must provide value". At the bottom, there are three buttons: "<< Previous Page", "Submit", and "Save & Return Later".

57. You will be able to use the Previous Page  button to review your application before submitting.

58. Once you have completed and reviewed the application, you will click on the Submit button to submit your application.

59. Please allow up to 1 month to receive your Gold Sneaker toolkit and resource package.