



SNAP-Ed

Supplemental Nutrition Assistance Program Education

EVALUATION TOOLS FOR SNAP-ED

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SNAP-ED EVALUATION INSTRUCTIONS

Dear Chronic Disease Prevention Managers (CDPM):

The purpose of the SNAP-Ed evaluation is to determine the effectiveness of the SNAP-Ed program and identify successful aspects as well as areas that might need improvement. This evaluation will provide us with the necessary information and data to see how SNAP-Ed works to inform implementation of SNAP-Ed and report to funders. This evaluation consists of several different components:

- **Quarterly Progress reports** completed by the CDPM/ELM staff who are responsible for the implementation of community gardens and worksite wellness champions
- **Post Session Surveys** administered after EACH session by SNAP-Ed nutrition education facilitators who are responsible for the implementation of the Pick It. Try It. Like It. (PTL) and Harvest of the Month (HOTM) curriculum.
- **Intervention Site** readiness and assessment surveys completed by CDPM/ELM and worksite wellness champion for each intervention site where SNAP-Ed is administered.
- A **Pre/Post-test “Healthy Eating and Shopping Survey”** completed by ADULTS both at the beginning and at the end of the SNAP-Ed program period.

Please note that confidentiality will be maintained at all times. DPH Evaluation staff will be the only people viewing these data and will only be focusing on the program as a whole, not individual responses.

In order to accurately collect the appropriate data and ensure its integrity, please follow these instructions when working with the intervention sites who are implementing SNAP-Ed:

1. Inform each intervention site of this evaluation plan and the importance of collecting accurate and complete data at the start of SNAP-Ed
2. **QUARTERLY PROGRESS REPORTS**
 - a. Due the 15th calendar day following the end of the quarter.
 - b. Submitted in Catalyst by appropriate staff (CDPM/ELM staff/intervention site staff) responsible for data collection.
 - c. Ensure that each intervention site provides data about the implementation of SNAP-Ed.
 - d. Intervention sites should use aggregated data from sign in sheets to report in Catalyst.
3. **POST SESSION SURVEYS AND SIGN-IN SHEETS**
 - a. Collected at the **end of each session**.
 - b. Session survey administered by PTL/HOTM nutrition education session facilitators and completed by participants.

- c. Ensure each PTL/HOTM nutrition education session facilitator understands the types of *process data* that will need to be collected throughout the program. Send paper version of each session survey and copies of sign-in sheets to DPH with monthly submission, no later than the 5th day of each month. Aggregate data from sign in sheets should be reported in Catalyst.

4. READINESS AND ASSESSMENT INTERVENTION SITE SURVEYS

- a. Due no later than December 20, 2017.
- b. Completed online in Qualtrics by CDPM/ELM and Worksite Wellness Champion.
Link to online reports:
[Community Garden Readiness \(https://dphga.qualtrics.com/jfe/form/SV_4ZSa3raHu2LzrPT\)](https://dphga.qualtrics.com/jfe/form/SV_4ZSa3raHu2LzrPT)
[Worksite Wellness Assessment \(https://dphga.qualtrics.com/jfe/form/SV_ac32fmlcdA8AI7j\)](https://dphga.qualtrics.com/jfe/form/SV_ac32fmlcdA8AI7j)
[Worksite Health Survey \(https://dphga.qualtrics.com/jfe/form/SV_a00lrXTik4iM8ui\)](https://dphga.qualtrics.com/jfe/form/SV_a00lrXTik4iM8ui)
- c. Ensure the responsible parties provides data for each intervention site where SNAP-Ed is administered. If the site is a community garden the CDPM can assist in locating site characteristics. If a worksite, the Worksite Wellness Champion should work with human resources to provide the information.
- d. Worksite Health Survey must be completed at the start and the end of the SNAP-Ed program.

5. HEALTHY EATING AND SHOPPING SURVEY PRE-TEST/BASELINE

- a. Due at the *beginning* of the program. All completed baseline surveys should be mailed to DPH by the 5th of each month.
- b. ADULTS that you will be able to track and participate in at least eight (8) nutrition education sessions, should complete the survey during their **first** nutrition education session. All completed surveys should be collected at the conclusion of the session (*Remember that these same ADULTS will be asked to complete a similar assessment at the end of the SNAP-Ed program period so we can compare responses*). Once all these data have been collected, please return to DPH by the due date.
- c. Repeat the pre-test procedure for the first 4 education sessions of the program.

6. HEALTHY EATING AND SHOPPING SURVEY POST-TEST/FOLLOW-UP

- a. Administered following eight (8) education sessions. All completed post-tests should be mailed to DPH by the 5th of each month.
- b. At the conclusion of 8 SNAP-Ed education sessions, have each ADULT complete the post-test assessment. Once these data have been collected, please return to DPH by the due date.
- c. Repeat the post-test procedure for each education session until the end of the program.

7. Ensure all data has been delivered by the 5th of each month to DPH and Quarterly Progress Reports are entered into Catalyst by the 15th calendar day following the end of the quarter. If you encounter any problems at all with the data collection, please contact Marlaina Dreher (Marlaina.Dreher@dph.ga.gov).

Instructions for Intervention Sites:

Community Gardens Readiness

When a group of community members comes to agreement that a community garden complements their vision for their neighborhood, the community must assess its own readiness to support and sustain a community garden. This requires a community to affirm that there is:

- A critical mass of committed participants;
- Broad-based support;
- Agreement from the participants on the need for the garden and the multiple purposes it may serve; and
- An available, sustainable, long-term site.

This survey is meant to assess the readiness of the community to implement a community garden. Please be sure to answer each question fully and provide as much detail as possible. No answer is a wrong answer. CDPM should complete this in concert with the intervention site staff responsible for data collection. This survey should be completed by December 20, 2017 and can be accessed online: [COMMUNITY GARDEN READINESS](#).

Worksite Wellness Assessment

The “**Worksite Wellness Assessment**” is designed to help collect information about your employee workforce and existing worksite wellness initiative and practices. This needs assessment will help your organization inform, educate, and improve the health of your employees. CDPM should complete this in concert with the worksite wellness champion and HR representative. This survey should be completed by December 20, 2017 and can be accessed online: [WORKSITE WELLNESS ASSESSMENT](#).

Worksite Health Survey

The “**Worksite Health Survey**” is designed to help collect information about your worksite and its policies and practices. This needs assessment will help your organization inform, educate, and improve the health of your employees. It will provide information to guide your decisions about the best ways to create a work environment and culture that encourage your employees to strive for better health and for SNAP-Ed to track progress in adopting and implementing worksite wellness policies and practices. CDPM should complete this in concert with the worksite wellness champion and HR representative. This survey should be completed by December 20, 2017 and can be accessed online: [WORKSITE HEALTH SURVEY](#). The “**Worksite Health Survey**” will be due again at the end of the SNAP-Ed program.

Instructions for Education Session Facilitators:

Instructions for Administering the Post Session Survey to ADULT Participants

Participants will complete the post session survey using the “**Adult Nutrition Education Survey**”. There is a separate survey for vegetable and fruit topics. The post session surveys must be administered at least 10 minutes before the conclusion of the PTL/HOTM nutrition education session. As soon as the surveys are completed, facilitators should place them in a large booklet/manila envelope and seal it shut. Immediately placing them in an envelope and sealing it shut is important for maintaining the anonymity of each ADULT participant. Fill out the data collection cover sheet and attach it to the front of the envelope.

Instructions for Administering the Pre- and Post-test Assessments to ADULT Participants

Participants will complete the pre- and post-test assessments using the “**Healthy Eating and Shopping Survey**”. The pre-test assessment must be administered during the participants first PTL or HOTM nutrition education session and the post-test assessment must be administered following eight (8) nutrition education sessions. Post-test assessments must be administered for each education session beginning with 8 through the last session of the year. As soon as the assessments are completed, facilitators should place them in a large booklet/manila envelope and seal it shut. Immediately placing them in an envelope and sealing it shut is important for maintaining the anonymity of each ADULT participant. Fill out the data collection cover sheet and attach it to the front of the envelope.

PRE-TEST INSTRUCTIONS: Before the start of each PTL/HOTM session, ask ADULT participants if the current session is their first PTL/HOTM nutrition education session. Pass out the “**Healthy Eating and Shopping Survey**” to the ADULT participants. Read the instructions below:

The Georgia Department of Public Health through funding from SNAP-Ed has provided us with the resources to be able to conduct these nutrition education sessions. To determine if the sessions are useful, they would like you to complete both a pre-test survey during your first session as well as a post-test survey at the conclusion of eight (8) sessions. Most of the questions are designed to assess your healthy eating and shopping behaviors. These responses from these surveys will be used to determine if the nutrition education sessions influenced your healthy eating and shopping behaviors. Today, you will be completing the pre-test survey. It should take less than 10 minutes to answer these questions.

Please know that your answers to these questions will remain anonymous (meaning that nobody other than the person who will summarize the responses will be able to know how you answered the questions). Only the program evaluators hired by DPH will see your responses. Since the evaluators will need a way to compare your answers at following your first session to your answers after the

participating in at least 8 sessions, they will use your answers to the first set of questions (your initials, birthday, age, grade, etc.) to create a unique code for you.

After you complete the survey, I will collect them, place them in this envelope, and seal the envelope shut, and send the assessments to the Georgia Department of Public Health.

POST-TEST INSTRUCTIONS: After you have completed at least eight (8) PTL/HOTM sessions, at the beginning of subsequent nutrition education sessions, ask ADULT participants if they have attended at least 8 PTL/HOTM nutrition education sessions. If so, pass out the “**Healthy Eating and Shopping Survey**” to the ADULT participants. Read the instructions below:

The Georgia Department of Public Health through funding from SNAP-Ed has provided us with the resources to be able to conduct these nutrition education sessions. To determine if the sessions are useful, they would like you to complete both a pre-test survey during your first session as well as a post-test survey at the conclusion of eight (8) sessions. Most of the questions are designed to assess your healthy eating and shopping behaviors. These responses from these surveys will be used to determine if the nutrition education sessions influenced your healthy eating and shopping behaviors. Today, you will be completing the post-test survey. It should take less than 10 minutes to answer these questions.

Please know that your answers to these questions will remain anonymous (meaning that nobody other than the person who will summarize the responses will be able to know how you answered the questions). Only the program evaluators hired by DPH will see your responses. Since the evaluators will need a way to compare your answers at following your first session to your answers after the participating in at least 8 sessions, they will use your answers to the first set of questions (your initials, birthday, age, grade, etc.) to create a unique code for you.

After you complete the survey, I will collect them, place them in this envelope, and seal the envelope shut, and send the assessments to the Georgia Department of Public Health.

(NOTE: You must administer the post-test assessment from session 8 through the last session of the year. Follow these instructions for session 8 and all subsequent sessions.)

Due Date & Submission Quick Reference

Document	Submission Format	Due Date
Quarterly Progress Report	Electronic – Catalyst	Quarterly, by the 15 th of the month following the end of the quarter.
Session Surveys	Paper – Mail	Monthly, by the 5 th of the following month.
Sign-In Sheets	Paper – Mail	Monthly, by the 5 th of the following month.
Community Garden Readiness	Electronic – Qualtrics	December 20, 2017
Worksite Wellness Assessment	Electronic – Qualtrics	December 20, 2017
Worksite Health Survey	Electronic – Qualtrics	December 20, 2017
Pre-Test Survey	Paper – Mail	Monthly, by the 5 th of the following month.
Post-Test Survey	Paper – Mail	Monthly, by the 5 th of the following month.