

**AzNN Evaluation Committee Meeting Minutes**  
**FINAL: 1/19/2017**

AGENDA ITEM	DETAILS/DISCUSSION	ACTION ITEMS
<p><b>Welcome (Bete)</b></p>	<p><b>Roll Call</b></p> <p><b>UA AzNN Evaluation:</b> Laurel Jacobs, Theresa LeGros, Bete Jones, Vern Hartz  <b>AzNN:</b> Stephanie Martinez, Amanda White  <b>UANN Apache/Navajo:</b> Absent  <b>UANN Maricopa:</b> Traci Armstrong Florian  <b>UANN Pinal:</b> Lori Lieder  <b>UANN Pima:</b> Lauren McCullough  <b>UANN Yavapai:</b> Hope Wilson  <b>City of Tempe:</b> Patty Russell, Brandon Hernandez  <b>Maricopa Health Department:</b> Julie Scholer, Jennifer Dykhuizen  <b>Mohave Health Department:</b> Melissa Palmer  <b>Yuma Health Department:</b> Suzanne Cooper  <b>Coconino Co Public Health Services District:</b> Theresa Kulpinski</p>	
<p><b>How to Report Focus Area Work (Theresa &amp; Laurel)</b></p>	<p>Please consistently report focus area work in the SART and SARN as stated here. This is especially pertinent to where you report things in the SARN.</p> <ul style="list-style-type: none"> <li>• <b>Gardens:</b> Report under Food Systems Strategy 2, even if they are school or ECE gardens. Report other components of school health and early childhood under their respective strategies.</li> <li>• <b>Farm to Institution:</b> Report under Food Systems Strategy 3, even if it's Farm-to-School or Farm-to-ECE. If you are working with an actual curriculum, report in the DE section of the SARN and note, "In support of FS3, we provided this curriculum."</li> <li>• <b>Safe Routes to School:</b> Report under School Health because safe routes fall under CSPAP. Active School Neighborhood checklists should also be reported in School Health. Do <u>not</u> report under Active Living.</li> <li>• <b>Meetings / trainings:</b> Reference SNAP-Ed Evaluation Summary Document "Tips for Submitting a Stellar SART and SARN" for information on how to document meetings/TA/Trainings that you provide.</li> </ul>	<ul style="list-style-type: none"> <li>• Tips for Submitting a Stellar SART and SARN included as an attachment.</li> </ul>

	<ul style="list-style-type: none"> <li>○ If you are working in multiple strategies, <u>only document the meeting once under one strategy</u>. E.g., a meeting with an ECE leader touches on a number of issues, including gardens. Use your best judgment about where the meeting fits best topically – in gardens or ECE.</li> <li>○ Meeting vs. training: If you are meeting with a group or individual and also providing TA or training in the meeting, report based on <u>what you spent the majority of your time doing</u>. If you did more TA and training, it would fall under TA and training. Or, if the majority was about school wellness, it might go in the meeting category. <i>Question: A school health and garden coordinator were both at the same meeting, can they both report the meeting? No, please <u>only count the meeting one time</u>. Attendees will use their best judgement to decide what focus area to report under and could make that determination based on the focus of the meeting/group.</i></li> <li>● <b>Coalition work:</b> Coalitions can work across focus areas and strategies. From the list of strategies on your work plan, <u>document coalition meetings under the focus area and strategy that best describes the focus of the meeting and your role in attending it.</u></li> </ul>	
<p><b>SARN Changes (Laurel)</b></p>	<ul style="list-style-type: none"> <li>● AzNN has recently modified the SARN to capture internal evaluation information, effective for the first SARN of FY17 (due April 30th 2017).</li> <li>● A fifth question regarding evaluation efforts was added to each Focus Area in the SARN Template: <i>"Please describe any internal evaluations planned and/or conducted using your own evaluation tools or the AzNN's evaluation tools. (Please note that internal evaluations using AzNN's evaluation tools require prior approval)."</i></li> <li>● Why the changes? <ul style="list-style-type: none"> <li>○ The Evaluation Team and AzNN have a joint interest in understanding what internal evaluations you are doing apart from required evaluations: we want to share your findings and successes in reports, be sure we are not duplicating efforts, and provide appropriate support.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● FY17 Revised SARN Template attached.</li> </ul>
<p><b>Evaluations and Publications (Theresa &amp; Laurel)</b></p>	<p><b>What to Consider When Doing Internal Evaluations</b></p> <p>The Evaluation Team has identified <u>three levels of internal evaluation</u> and offers this guidance on what to do at each level:</p>	<ul style="list-style-type: none"> <li>● UANN Pima will talk to AzNN regarding farmers' market tours as an emerging initiative.</li> </ul>

**Level 1: Contractor uses an instrument not used by AzNN (i.e. teacher survey, focus group for farmers' market needs assessment)**

- Please report what you did, and results as applicable, in the SARN under the appropriate focus area.

*Questions:*

*Does this include process evaluations like teacher surveys? Yes.*

*How do you want those reported? Do you want copies? Anecdotes? We will leave depth of initial reporting up to the Contractor but suggest providing findings as SARN supplements. At a minimum, you should mention the internal evaluation in the SARN; the Evaluation Team will likely contact you to request more detailed information. We will not ask you to do any analysis beyond what you have already done, but to the extent you interpret results, please share in the SARN.*

*Coconino HD: There are a lot of CHIPs programs being done. Are these considered emerging issues? If there are specific evaluations in your county that you are not sure you should include, contact your Evaluation Liaison. Also, if the work is not funded by SNAP-Ed or does not directly relate to your work in SNAP-Ed, you do not have to share it with the Evaluation Team.*

**Level 2: Doing an internal evaluation with an instrument that is used by AzNN (for example, KAN-Q, Go NAP SACC, PARA)**

- Notify the Evaluation Team *in advance of using the instrument*. We want avoid duplicating efforts, ensure tools are used as intended, and potentially integrate into the larger AzNN evaluation effort.
- Report what you did, and results as applicable, in the SARN under the appropriate focus area.

**Level 3: Emerging Initiative (Important Note from the AzNN/Stephanie: within AzNN, we should not be doing emerging initiatives at this time. The AzNN is developing a form and process for these initiatives.)**

- For FUTURE emerging initiatives in programming, contact the AzNN for information on how to submit your plans to them.
- You will need an evaluation plan as part of your emerging initiative plan, and the Evaluation Team will take part in reviewing these plans.

*Questions:*

*UANN Pima: What is the definition of an emerging evaluation? Is one example evaluating farmers' market tours with a newly developed tool?*

*We should make the distinction between emerging initiatives vs. emerging evaluation. The Evaluation Team is not expecting folks to validate*

- UANN Pima will consult with Evaluation Liaison regarding IRB and publications.
- Contact Laurel with feedback within the next week regarding publications.
- The Evaluation Team will finalize guidelines and distribute to Contractors.

assessment tools they develop for program improvement purposes. It's the activity that is defined by the term "emerging initiative," not the assessment.

**What to Consider re: Publications from AzNN-developed Evaluations**

- What is a "publication"? We define it as a work developed for generalizing knowledge, including peer-reviewed manuscripts, academic posters, and oral presentation at a conference.

*Question TKZ: Is a fact sheet or infographic considered a publication? No, a publication is researched based. It is a formal, peer-reviewed manuscript or similar works submitted to academic journals of the profession.*

- What is an "AzNN-developed evaluation"? The SFSP Checklist, Wilder Inventory, WellSAT 2.0, NHSAC, STORE, PARA, Go NAP SACC, KAN-Q, Food Behavior Checklist/On the Go are all part of the AzNN evaluation framework and so are considered AzNN-developed evaluations.
- What are the guidelines the Evaluation Team has developed for these publications?
  - **When a Contractor is developing a publication originating from an AzNN-developed evaluation.**
    - Contractors receive the raw data and are free to publish as research as it falls under their human subjects protection plan.
    - The Evaluation Team would appreciate being invited to participate because as a team, we have had a high level of involvement through: researching, identifying and selecting the evaluation tool that is aligned with National Framework, developing the methodology, entering data, analyzing results, and providing recommendations based on results.
    - The Evaluation Team suggests that this level of involvement in the development, implementation, and analysis of the evaluation and results warrants invitation to participate in contractor-generated publications.
    - Thank you to those who have invited Evaluation Team members to collaborate on posters.

- *Question UANN Pima: If contractors are interested in pursuing publication using an assessment tool used by Evaluation, would the participation of an Evaluation Team member take care of the IRB requirement? That would likely depend on the scope of the publication and level of involvement (co-authorship) of the Evaluation Team.*
  
- **When the Evaluation Team is developing a publication based on data that has been generated by Contractors.**
  - Criteria for Contractor participation:
    - Involvement - actively involved in data collection
    - Intensity – beyond participating in data collection, involvement in other stages of evaluation effort – i.e. piloting of tools, community debrief participation or surveys that have informed evaluation of the data, improvement or use of tool before or after implementation
    - Interest – interest in area of research, active involvement in all stages of publication generation.
    - *Question UANN Pima: Will the Evaluation Team reach out to people to invite? Or, can Contractors receive a summary of what publications the Evaluation Team is working on and then comment on what they are interested in? The Evaluation Team member that is the lead in a particular area will have a strong idea of who has been involved in processes/projects and who would be a good fit for co-authorship and will reach out to assess that person's interest in participating. If a publication is based on a special project with a particular contractor or sub-contractor, or a community in a particular area that a contractor has been initially involved in, the Evaluation Team will reach out.*
  - Two current manuscripts:
    - (1) The Local Wellness Policy manuscript the Evaluation Team is currently working on evaluates the success of the statewide assessment model we developed. Soon, we will be talking with contractors about their experience. In this case, the contractor will be the informant, not the data collector.

	<p>(2) The KAN-Q publication was based on data collected internally by the Evaluation Team, so we did not reach out to contractors to invite them to be a part of that publication.</p> <ul style="list-style-type: none"> <li>• What else has been considered?</li> </ul> <p>Authorship in peer-reviewed journals is now being guided more by whether the person <b>contributed substantially to the project and the writing</b>. In this case – were you involved in the implementation and evaluation of the project? Are you willing and able to also be active in the writing/development of the paper, poster, etc.?</p> <p>The AzNN leadership team also has agency requirements regarding <b>their</b> participation in publications. Check with your partner specialist for guidelines.</p>	
<p>Reminders (Laurel)</p>	<ul style="list-style-type: none"> <li>• Upcoming PARA and STORE trainings <ul style="list-style-type: none"> <li>◦ PARA: February 9, 2017; 10:00am-11:00am – for those working in Strategy 7.</li> <li>◦ STORE: March 9, 2017; 10:00am-11:00am – for those working in Strategy 1 with small stores or grocery stores. If you are not working in stores, you do not need to attend.</li> </ul> </li> <li>• SNAP-Ed free national webinar on Evaluation Framework <ul style="list-style-type: none"> <li>◦ January 31, 2017; 1:00-2:00 EST; <a href="#">Registration link</a> <ul style="list-style-type: none"> <li>▪ Gives an overview of the national SNAP-Ed framework – how to find evaluation tools for national framework indicators, how to use those tools, how to find out about tools available for specific populations. Covers new and existing tools. Not AZ specific.</li> </ul> </li> </ul> </li> </ul>	
<p>Next Meeting (Laurel)</p>	<ul style="list-style-type: none"> <li>• 2/16 from 1:00pm-2:00pm; unless subcommittee members are notified by email of a cancellation.</li> </ul>	