

AzNN Evaluation Committee Meeting Minutes

FINAL: 8/18/2016

Email Communication

AGENDA ITEM	DETAILS/DISCUSSION	ACTION ITEMS
<p>Youth Evaluation Survey Update</p>	<ul style="list-style-type: none"> • As of now, the AzNN youth survey will be called the Kids' Activity And Nutrition Questionnaire (KAN-Q). In FY17, the actual survey will remain the same to avoid re-printing. • Early Rollout! The AzNN is allowing early use of the KAN-Q for pre-tests starting in August 2016. Contractors may now administer the survey if they meet these requirements: <ul style="list-style-type: none"> - The pre-tests may begin in August – September 2016, however the post-tests must take place in FY17. - All proctors who administer the survey must be trained using the latest proctor protocol (see attachment). - Surveys can only be administered with approved series (see attachment). • More Curricula! While the KAN-Q is not appropriate for measuring single lessons, Contractors may now use it with more curricular series. Contractors must carefully review the attached document for details and guidelines, and all proctors must have completed the AzNN Evaluation proctor training. Any questions regarding the above or the AzNN Youth Survey/KAN-Q in general should be directed to Theresa LeGros, drejza@email.arizona.edu, (520) 626-8766. • Attached files: <i>FY17 Evaluation Guidelines for the AzNN Youth Survey – KAN-Q</i> <i>FY17 AzNN Youth Survey Cover Sheet</i> 	
<p>Update on the Youth (KAN-Q) Survey and HB 2088</p>	<ul style="list-style-type: none"> • Contractors who plan to use the Kids' Activity and Nutrition Questionnaire (KAN-Q), formerly known as the AzNN Youth Survey, in schools may receive questions from schools regarding HB 2088. HB 2088 is a new bill that restricts some types of questionnaires in schools without parental consent. The ADHS has reviewed the KAN-Q against the bill and determines that HB 2088 <u>does not apply</u> to the KAN-Q; you may proceed as usual in proctoring the survey to students. • If you do receive questions from school administrators, we have attached a one-page information sheet to share with schools. We recommend that Contractors 	

	<p>only provide this information sheet if you receive questions or concerns from schools.</p> <ul style="list-style-type: none"> • Attached file: <i>HB2088 Survey Flyer</i> 	
Adult Evaluation Survey Update	<ul style="list-style-type: none"> • The Evaluation Team has proposed an expansion in the use of the adult surveys (the Food Behavior Checklist and On the Go) to cover three adult curricula – however we are still waiting for an AzNN approval on this proposed expansion. 	
Wilder Inventory Evaluation Protocol Update	<ul style="list-style-type: none"> • Until now, contractors using the Wilder Inventory with their qualified coalitions were asked to select EITHER the online or paper survey method of distributing the Inventory to coalition members. In response to contractor feedback about maximizing coalition member participation, the evaluation team has modified the protocol to allow for BOTH methods of distribution to a single coalition if desired. Please work closely with your evaluation liaison to learn how to hand enter paper surveys into the online Wilder system. As before, the evaluation team will accept paper surveys only from contractors using the paper survey method <u>exclusively</u>. 	
Reminder: End of Year Evaluation Due Dates	<ul style="list-style-type: none"> • In the biweekly, the Evaluation Team reminded all Contractors that any assessments required for your strategies and evaluation tracks need to be received by September 30, 2016. Please note that assessments must be completed by September 30, 2016, however if you need a few days to mail assessments to us, it is okay if we receive these by Friday, October 7, 2016. • What this includes: completed Wilder Inventories, completed Summer Food Service Program (SFSP) Checklists, all Local Wellness Policies (LWPs), completed Go NAP SACC assessments, and completed Youth Surveys with SUMP series. With the exception of the Youth Surveys, these tools will not be used again until FY18, so it is important that we receive data for existing programming during FY16. • What this does NOT include: Semi-Annual Report Tables and Narratives (SARTs and SARNs). These are due by October 31, 2016. • Please contact your evaluation support person with any questions. 	
Guidance: Use of Youth Survey for Internal Evaluation	<ul style="list-style-type: none"> • The following guidelines apply for all Contractors who seek to use the KAN-Q for internal evaluation purposes. The key consideration is that the AzNN Evaluation Team is aware of and working in coordination with contractors on any internal evaluations that use KAN-Q. This is to assure that they align with the AzNN Evaluation Plan and the national SNAP-Ed Evaluation Framework. The details below are in still development and will be finalized in the coming months: 	

	<ul style="list-style-type: none"> - Contractors may consider using the KAN-Q for internal evaluation purposes in coordination with the AzNN. - Coordination means that contractors will submit a proposal for internal use of the KAN-Q to the AzNN for review describing where, when, how, and why the KAN-Q will be used for internal evaluation. - Internal evaluation methods may not duplicate, substitute, or preclude the AzNN's evaluation protocols for using the KAN-Q. - The Contractor is responsible for human subjects implications pertaining to using the KAN-Q beyond the scope of the AzNN evaluation protocol. <ul style="list-style-type: none"> • If there are any questions, the AzNN Evaluation Team is happy to work with Contractors on their particular situation to provide TA on internal evaluations as appropriate and feasible. 	
Next Meeting	<p>Thursday, 9/15/16, 1:00 -2:00 pm</p> <p>Agenda Item(s): Debrief of Active Living Tools, including Wilder; more topics TBD.</p>	