

**AzNN Evaluation Committee Meeting Minutes**  
**FINAL: 9/15/2016**

AGENDA ITEM	DETAILS/DISCUSSION	ACTION ITEMS												
Welcome	<p><b>ROLL CALL</b></p> <p><b>UA AzNN Evaluation:</b> Laurel Jacobs, Theresa LeGros, Bete Jones, Kay Orzech, Vern Hartz  <b>AzNN:</b> Stephanie Martinez, Amanda White  <b>UANN Apache/Navajo:</b> Not present  <b>UANN Maricopa:</b> Traci Armstrong Florian  <b>UANN Pinal:</b> Lori Lieder  <b>UANN Pima:</b> Lauren McCullough, Vanessa Farrell  <b>UANN Yavapai:</b> Rebecca Serratos  <b>City of Tempe:</b> Patty Russell, Brandon Hernandez  <b>Maricopa Health Department:</b> Sara Horner  <b>Mohave Health Department:</b> Melissa Palmer  <b>Navajo County Health Department:</b> Absent  <b>Yuma Health Department:</b> Suzanne Cooper  <b>Coconino Health Department:</b> Theresa Kulpinski</p>													
Adult Evaluation Survey Update (Kay)	<ul style="list-style-type: none"> <li>Final numbers for FY16 MPFMF Impact Evaluation</li> </ul> <table border="1" style="margin-left: 20px;"> <thead> <tr> <th>Intervention PRE</th> <th>Intervention POST</th> <th>Intervention 3 Mo Follow</th> <th style="background-color: #cccccc;"></th> <th>Comparison PRE</th> <th>Comparison POST</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">151</td> <td style="text-align: center;">98</td> <td style="text-align: center;">59</td> <td style="background-color: #cccccc;"></td> <td style="text-align: center;">155</td> <td style="text-align: center;">79</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>Adult survey packet for all contractors to use with eligible curricula is rolling out in FY17.</li> <li>Adult proctor training will occur at P&amp;P.</li> </ul>	Intervention PRE	Intervention POST	Intervention 3 Mo Follow		Comparison PRE	Comparison POST	151	98	59		155	79	<ul style="list-style-type: none"> <li>Final report on the Adult Impact Project to be distributed by the Evaluation Team in FY17.</li> </ul>
Intervention PRE	Intervention POST	Intervention 3 Mo Follow		Comparison PRE	Comparison POST									
151	98	59		155	79									
Update on the Youth (KAN-Q) Survey (Theresa)	<ul style="list-style-type: none"> <li>The content of the youth survey has not changed and this survey can be ordered through AzNN's website.</li> <li>Early Rollout! The AzNN has allowed for early use of the KAN-Q for <b>pre-tests starting in August 2016</b>. Contractors may now administer the survey if they meet these requirements:</li> </ul>													

- The pre-tests may begin in August – September 2016; post-tests must take place in FY17.
- All proctors who administer the survey must be trained using the latest proctor protocol (available on Evaluation Team website).
- Surveys can only be administered with approved series (see 8/16 Biweekly email for which curricula apply and when to use the surveys).

- HB 2088

- 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 determined that HB 2088 does not apply to the KAN-Q; you may proceed as usual in proctoring the survey to students.
- If you do receive questions from school administrators, **there is a one-page information sheet - HB2088 Survey Flyer- to share with schools** available on the Evaluation Team website under DE Materials. School administrators can also share the info sheet with parents at their own discretion.

- P and P Training

Youth survey proctor training specific to the KAN-Q will be held at P&P training. You will receive a comprehensive proctor guide that will also be available on our website. It will include a copy of the youth survey, the cover sheet, printable instructions, HB 2008 flyer, and FAQs to use in the classroom.

- Guidance: Use of Youth Survey for Internal Evaluation

- The following guidelines apply for all Contractors who seek to use the KAN-Q for internal evaluation purposes:
  - Contractors may consider using the KAN-Q for internal evaluation purposes in coordination with the AzNN and Evaluation Team. This is to assure that plans align with the AzNN Evaluation Plan and the national SNAP-Ed Evaluation Framework.
  - 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.

	<ul style="list-style-type: none"> <li>▪ Internal evaluation methods may not duplicate, substitute, or preclude the AzNN’s evaluation protocols for using the KAN-Q.</li> <li>▪ The Contractor is responsible for human subjects implications pertaining to using the KAN-Q beyond the scope of the AzNN evaluation protocol.</li> <li>○ 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.</li> </ul>	
<p><b>Debrief (Kay/Laurel): Your experience using the Wilder Inventory with coalitions for Food Systems &amp; Active Living</b></p>	<ul style="list-style-type: none"> <li>• Wilder Inventory Training occurred in May 2016 at the partner’s meeting for use in assessing Food Systems and Active Living coalitions, as strong coalitions in these focus areas are a good first step to making community level changes.</li> <li>• <u>Contractors that have used the Wilder Inventory or plan to use by end of September:</u> UANN Pinal, UANN Pima, Coconino HD, Maricopa HD, Mohave HD.</li> <li>• <u>Contractors who have not used the inventory:</u> Kid Zone and UANN Yavapai - because do not have coalitions.</li> <li>• <u>Positive aspects of implementing the Wilder Inventory either first hand or from coalitions:</u> <ul style="list-style-type: none"> <li>○ Mohave Co (UANN + HD)–gave coalition members a voice to communicate the status and functioning of their coalition.</li> <li>○ UANN Pima – have not implemented yet because one coalitions that were approached were too young, and the other wanted a more complicated research design (comparing 10-15 active vs. 60 relatively inactive members). Both coalitions were interested in the opportunity it presented to understand where they are in time and space.</li> <li>○ UANN Pinal - quite a few members of the coalition responded positively to inventory. Contractor plans to take results back to coalition in October.</li> <li>○ Coconino HD – participants from their coalition reported that completing the inventory gave them a voice, it was an interesting process, and they are looking forward to results. 6-7 of the key coalition members were the main respondents.</li> </ul> </li> <li>• <u>Suggestions for improvements or any negative aspects of implementing the Wilder Inventory either first hand or from coalitions:</u> <ul style="list-style-type: none"> <li>○ Maricopa HD - definition for words such as <i>community</i>, <i>members</i>, <i>collaboration</i> would be helpful to give a clearer understanding of what participants were actually rating.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• The Evaluation Team will do a follow up debrief in 3-4 months to gather feedback on coalitions’ response to recommendations to incorporate into the FY18 effort.</li> </ul>

	<ul style="list-style-type: none"> <li>○ UANN Pima - have not received any negative feedback at this time.</li> <li>● <u>Difficulties experienced with logistics of gathering coalition members and facilitating completion of the inventory:</u> <ul style="list-style-type: none"> <li>○ UANN Pinal – no issues</li> <li>○ UANN Pima - has an enthusiastic coalition who wants to use the inventory to do a comparison poll between a small group of “active” members and a larger group of “inactive” members. The plan is to implement the surveys in-person at the next meeting (active members) and then distribute an electronic version to those that are not in attendance (relatively inactive).</li> </ul> </li> <li>● Wilder Inventory Reminders/Updates: <ul style="list-style-type: none"> <li>○ A one-page informational flyer of inventory FAQs exists and addresses basic information about the inventory to share with coalitions as they are deciding whether to complete one. It was distributed in the 8/31 Biweekly email and is available on the Evaluation website under Food Systems and Active Living.</li> <li>○ The Evaluation Team has received a few inventories so far and have sent back one set of recommendations. The recommendations are being provided to boost the use of findings beyond the scores themselves. They also give the contractors an opportunity (if appropriate) to give back to the coalitions by contributing to their efforts to strengthen and make improvements moving forward.</li> <li>○ The Wilder Inventory is an FY16 and FY18 effort. FY16 will serve as a baseline evaluation that can be reviewed again in two years to demonstrate growth and progress.</li> <li>○ If needed, contact your Evaluation liaison with questions or special circumstances related to the Wilder Inventory.</li> </ul> </li> </ul>	
<p>Reminders (Laurel)</p>	<ul style="list-style-type: none"> <li>● Evaluation Committee Co-chair Role <ul style="list-style-type: none"> <li>○ We are coming up on the end of our first year with the new AzNN Subcommittees. Special thanks to Sara Horner for co-chairing this committee with our team. It is time to open recruitment for volunteers to take the lead role in FFY2017. <b>Attached with the meeting minutes you will find the roles and responsibilities for the subcommittees for your reference.</b> If you are interested in volunteering to co-lead the Evaluation Committee, <a href="#">please complete this survey</a> <b>no later than 09/16/16.</b></li> </ul> </li> </ul>	

	<ul style="list-style-type: none"> <li>• Wilder Inventory Evaluation Protocol Update – using paper and online methods <ul style="list-style-type: none"> <li>◦ There is now an option to distribute Wilder Inventories to your coalition via both online and paper methods. Please contact your evaluation liaison if you would like to utilize both methods with the same coalition. All surveys must be collected by <b>9/30/16</b>. If they are paper versions, you have a couple of more days to get them to us. All assessments are due at the end of September except for the SART and the SARN.</li> </ul> </li> <li>• P and P Training <ul style="list-style-type: none"> <li>◦ Please send staff who will proctor youth and/or adult surveys. The training will include adult and youth proctor training for educators and staff in the field who do the DE and will be responsible to do the proctoring. If they cannot attend in person, the training will be available online. Proctors will need to <u>pass the appropriate training quiz(es) before proctoring surveys.</u></li> </ul> </li> </ul>	
<p><b>Next Meeting (Laurel)</b></p>	<ul style="list-style-type: none"> <li>• October 20, 2016, 1:00pm-2:00pm; unless subcommittee members are notified by email of a cancellation.</li> </ul> <p>Future agenda items: More evaluation debriefs from FY16 Rollout of new tools and trainings for FY17.</p>	