



Evaluating Adult Direct Education

PROCTORING THE FOOD BEHAVIOR CHECKLIST
AND ON THE GO SURVEYS

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UA AzNN SNAP-Ed Evaluation Team
FFY17 P & P – October 2016

Overview

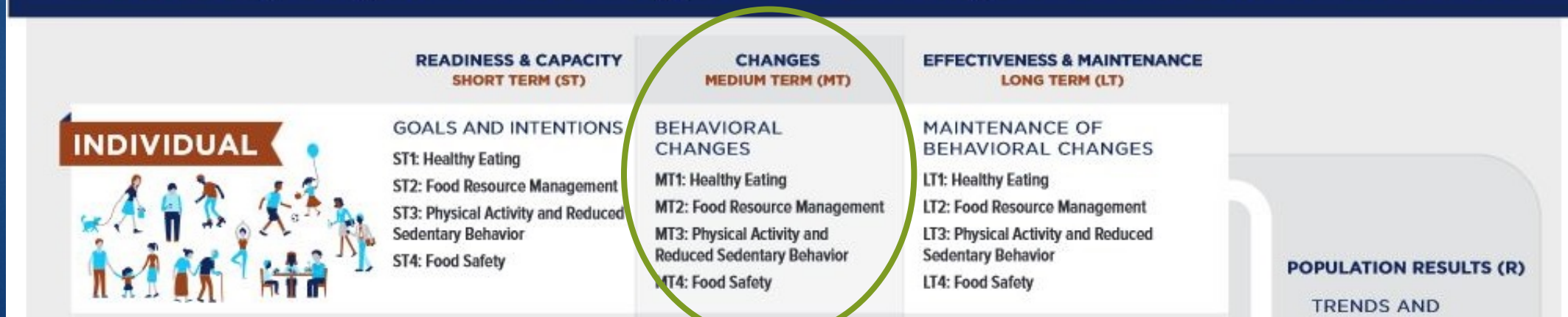
- ▶ Please sign in!
- ▶ Why do pre and post surveys with adults?
- ▶ Proctor training
 - ▶ The adult survey packet
 - ▶ Proctor guidelines
 - ▶ Common pitfalls when proctoring
 - ▶ Next steps
- ▶ The proctor quiz

Why survey adults? (Big picture!)

- ▶ Behavior change is key to improved health

SNAP-ED EVALUATION FRAMEWORK

Nutrition, Physical Activity, and Obesity Prevention Indicators



Proctor training plan: options

- ▶ All proctors MUST be trained
- ▶ **Option 1:** In-person Policies & Procedures training
- ▶ **Option 2:** Online certification
 - ▶ Review this presentation as a pdf
 - ▶ Take a 19 question online quiz
 - ▶ Must score at least 90% correct

Proctor training plan for today

- ▶ Who can proctor the adult surveys?
 - ▶ Trained AzNN contractors
 - ▶ Trained AzNN subcontractors
- ▶ When should they proctor?
 - ▶ Before and after delivering eligible adult curricula *only*:
 - ▶ MyPlate for My Family (4 lessons)
 - ▶ Eat Healthy, Be Active (6 workshops)
 - ▶ Eating Smart, Being Active (8 lessons)

The Tools: adult survey packet

- ▶ University of California Cooperative Extension's **Food Behavior Checklist** and **On the Go**
- ▶ Objective of surveys:
 - ▶ To document participant behavior change by assessing eating/physical activity behaviors before and after health education lessons
- ▶ Developed with SNAP-Ed population very similar to Arizona's

Content of the surveys

- ▶ Both surveys measure **behaviors**
 - ▶ How adults typically prepare food and what they generally consume
 - ▶ How active adults have been in the last week

Adult survey packet: English



FY17 ADULT NUTRITION AND PHYSICAL ACTIVITY SURVEYS

The Arizona Nutrition Network wants to learn about what adults in Arizona eat, and how they are physically active (exercise). This survey asks questions about your food choices and physical activity (exercise). Your answers will help make our program the best it can be. We will ask you to fill out the survey packet at two different times. The first time is today, before you attend a series of nutrition classes. We will ask you to fill out the survey packet again after the last class. Each time, it will take you about 20 minutes.

Just so you know:

- No one at this nutrition class will see your survey answers.
- Taking part in this survey is up to you. Your choice will not affect whether you can participate in the nutrition class series.
- If you do not want to answer a question, you can skip it.
- You may stop taking the survey at any time.
- There are no known risks or benefits to doing this survey.
- Unfortunately, if you are under the age of 18, you cannot participate in this survey, though you are still welcome at the class.

If you have any questions about this survey, you may contact the Arizona Department of Health Services (Amanda White, MPH, CHES) at 602-542-5977.

Are you:	<input type="radio"/> Female	<input type="radio"/> Male
Age:	<input type="radio"/> Under 18 <input type="radio"/> 18 – 29 <input type="radio"/> 30 – 49 <input type="radio"/> 50 - 59 <input type="radio"/> 60+	
Do you have children age 2 – 18 in your household?	<input type="radio"/> Yes	<input type="radio"/> No
Do you receive SNAP/Food Stamps?	<input type="radio"/> Yes	<input type="radio"/> No
Are you Hispanic or Latino?	<input type="radio"/> Yes	<input type="radio"/> No
Are you (Check all that apply)	<input type="radio"/> American Indian or Alaskan Native <input type="radio"/> Native Hawaiian or Other Pacific Islander <input type="radio"/> White <input type="radio"/> Asian <input type="radio"/> Black or African American	



Food Behavior Checklist

These questions are about the ways you plan and fix food. Think about how you usually do things.

Name _____ Date _____ ID# _____ Entry Exit

Choose one answer for each question.



1.

Do you eat fruits or vegetables as snacks?

- no yes, sometimes yes, often yes, everyday



2.

Do you drink fruit drinks, sport drinks or punch?

- no yes, sometimes yes, often yes, everyday



3.

Did you have citrus fruit or citrus juice during the past week?

- yes no

University of California Cooperative Extension

On the Go! De Prisa!

Name/Nombre _____ Date/Fecha _____ ID# _____ Entry Exit

ORA | September 17, 2007

Adult survey packet: Spanish



FY17 ENCUESTA DE NUTRICIÓN Y ACTIVIDAD FÍSICA PARA ADULTOS

La Red de Nutrición de Arizona quiere saber qué comen los adultos en Arizona y qué tipo de ejercicios hacen. Esta encuesta le pregunta sobre sus comidas y actividad física (ejercicio) preferidas. Sus respuestas ayudarán a nuestro programa a mejorar en todo lo posible. Le pediremos que llene el paquete de encuestas en tres momentos diferentes. La primera vez es hoy, antes de asistir a una serie de clases de nutrición. Le pediremos que llene el paquete de nuevo después de la última clase. Cada uno durará unos 20 minutos.

Para su información:

- Nadie en esta clase de nutrición verá sus respuestas en la encuesta.
- Usted decide si participa en la encuesta. Su decisión no afectará su participación en la serie de clases de nutrición.
- Si usted no quiere responder a alguna pregunta, puede dejarla sin respuesta.
- Usted puede suspender la encuesta en cualquier momento.
- No hay riesgos o beneficios por hacer esta encuesta.
- Desafortunadamente, si es menor de 18 años, no puede participar en esta encuesta, pero puede asistir a la clase.

Si tiene preguntas sobre esta encuesta, puede comunicarse a la Universidad de Arizona (Laurel Jacobs, DrPH, MPH) al 520-626-2216.

Usted es:	<input type="radio"/> Mujer	<input type="radio"/> Hombre
Edad:	<input type="radio"/> Menor de 18 <input type="radio"/> 18 – 29 <input type="radio"/> 30 – 49 <input type="radio"/> 50 - 59 <input type="radio"/> 60 o mayor	
¿Tiene niños de entre 2 y 18 años en su casa?	<input type="radio"/> Sí	<input type="radio"/> No
¿Recibe SNAP/Estampillas de Comida?	<input type="radio"/> Sí	<input type="radio"/> No
¿Es usted hispano o latino?	<input type="radio"/> Sí	<input type="radio"/> No
Usted es (<i>Marque todas las que apliquen</i>):	<input type="radio"/> Indígena de EU o Nativo de Alaska <input type="radio"/> Nativo de <u>Hawái</u> u otra Isla del Pacífico <input type="radio"/> Blanco <input type="radio"/> Asiático <input type="radio"/> Negro o afroamericano	



Lista de hábitos alimenticios

Estas preguntas son sobre cómo usted escoge y prepara la comida. Piense en lo que usualmente hace.

Nombre _____ Fecha _____ ID# _____ Entrada Salida

Elija una respuesta para cada pregunta.

1.



¿Come frutas o verduras entre comidas?

- no a veces con frecuencia todos los días

2.



¿Toma bebidas de fruta, bebidas deportivas o ponches?

- no a veces con frecuencia todos los días

3.



La semana pasada, ¿comió frutas cítricas como naranja, mandarina o toronja o tomó jugo de esas frutas?

- sí no

**On the Go!
¡De Prisa!**

University of California Cooperative Extension

Name/Nombre _____ Date/fecha _____ ID# _____ Entry/Entrada Exit/Salida

DRAFT September 17, 2007

Food Behavior Checklist

- ▶ 16 questions total
- ▶ Visually enhanced with images
- ▶ For example:

9.



Do you eat more than one kind of **vegetable** each day?

no

yes,
sometimes

yes,
often

yes,
always

12.



Did you have fish during the past week?

yes

no

Food Behavior Checklist

- ▶ “How much do you eat each day” questions, for fruit and vegetable consumption

6. Fruit: How much do you eat each day?



none



1 cup



2 cups



3 cups or more



1/2 cup



1 1/2 cups



2 1/2 cups

On the Go: question overview

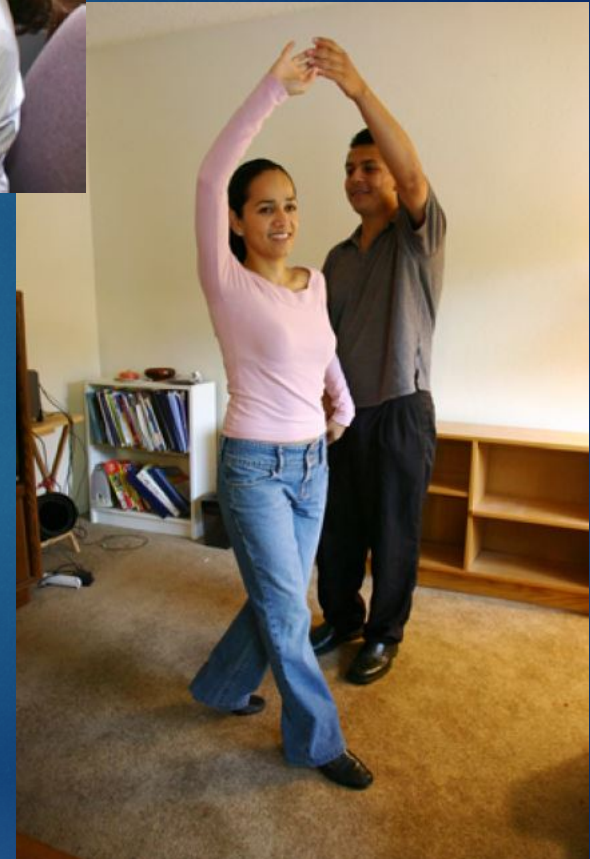
- ▶ 20 Questions total, 14 if participant does not work
- ▶ Focus on the Past 7 Days
- ▶ Bilingual English/Spanish
- ▶ All question groups have pictures



At home / En casa

On the Go question content

- ▶ Questions ask about
 - ▶ Transportation
 - ▶ Physical activity at home
 - ▶ Physical activity in spare time
 - ▶ Sitting
 - ▶ Physical activity at work



On the Go: types of questions

- ▶ Most questions have the same format:
 - ▶ First, they ask about **how many DAYS** the participant was physically active at a specific level in the past 7 days

5

Think about the last 7 days. On how many days did you breathe a little harder than normal while at home?

Piense en los últimos 7 días. ¿Cuántos días hizo actividades que le hicieron respirar algo más fuerte de lo normal en casa?



days / días

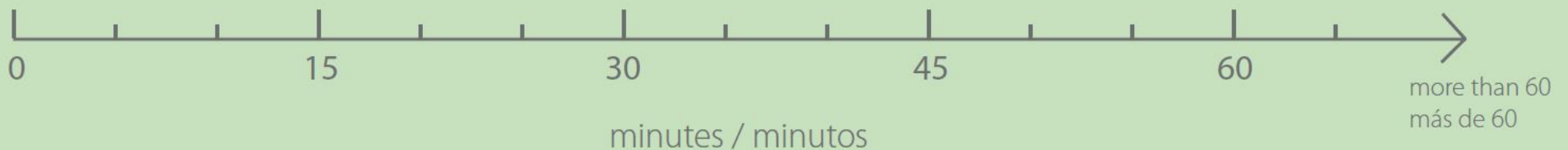
On the Go: Types of Questions

- ▶ Second, they ask about **how many MINUTES** the participant was physically active at the level asked about on one of those days

6

For how many minutes did you breathe a little harder than normal on one of those days?

¿Cuántos minutos pasó respirando algo más fuerte de lo normal en uno de esos días?



On the Go: types of questions



11

Think about the last 7 days. On how many days did you breathe very hard in your spare time?

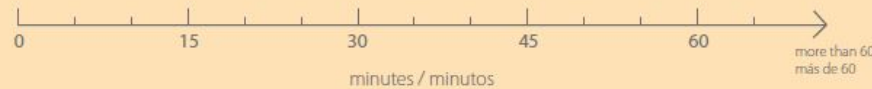
Piense en los últimos 7 días. ¿Cuántos días respiró muy fuerte en su tiempo libre?



12

For how many minutes did you breathe very hard on one of those days?

¿Cuántos minutos pasó respirando muy fuerte en uno de esos días?



Note: Sitting is collected differently!

Proctor guidelines

- ▶ Schedule sufficient time for the surveys (15-20 min) before starting the first lesson, and after completing the final lesson.
- ▶ Pack sufficient quantities of survey packets (3 items stapled together)
 - ▶ Make sure to have a few extra packets in both languages, extra pencils, and the Proctor Instructions
- ▶ DO clarify instructions and define words as needed
- ▶ DON'T suggest responses, or allow participants to make a group decision about how to answer these individual-level questions

Proctoring tips

- ▶ Depending on the type of site, rooms may not be set up for survey-taking.
 - ▶ Clipboards could be useful to carry along, if feasible
- ▶ Be aware and adaptable
 - ▶ Language barriers may exist
 - ▶ Make sure to offer survey packets in English and Spanish
 - ▶ Reading comprehension can vary
 - ▶ Participants who “forget their glasses” may have vision issues, or lower reading comprehension – reading to them, if feasible, can help

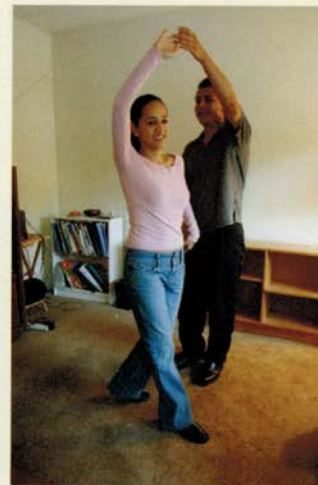
Three biggest pitfalls: Food Behavior Checklist

1. Participants won't ask any questions, even if they're unsure
 - ▶ Proctors should circulate through the room and check in with participants who look puzzled or who are lingering on a question
2. Participants may not understand which items belong in a category
 - ▶ Proctors should review the Instruction Guide before administering the survey - for example, "Fruit Eaten as a Snack" does NOT include *fruit snacks*!
3. Misreporting Amounts
 - ▶ Proctors may need to remind participants to look at the filled cups on their survey to estimate their intake for fruits & vegetables

Three biggest pitfalls: On the Go

1. Participants are not sure how to indicate days or minutes

► In this case, 3 days have been circled for #9, and 20 minutes have been circled for #10

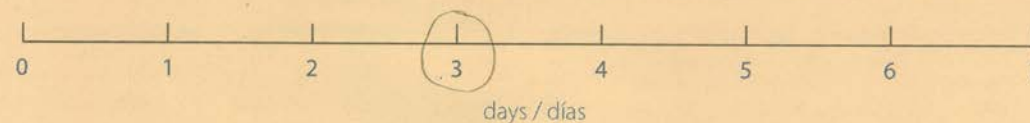


Spare time / Tiempo libre

9

Think about the last 7 days. On how many days did you breathe a little harder than normal in your spare time?

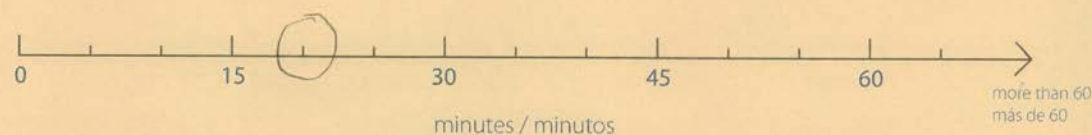
Piense en los últimos 7 días. ¿Cuántos días hizo actividades que le hicieron respirar algo más fuerte de lo normal en su tiempo libre?



10

For how many minutes did you breathe a little harder than normal on one of those days?

¿Cuántos minutos pasó respirando algo más fuerte de lo normal en uno de esos días?



Biggest pitfalls: On the Go

2. Participants are unsure what to do after answering “Do you have a job?” with a No response

- ▶ Participants should stop at that page in the survey and not complete questions 15-20

3. Participants won't ask any questions, even if they're unsure

- ▶ Proctors should review the **Instruction Guide**, and circulate through the room and check in with participants who look puzzled or who are lingering on a question

At the site

- ▶ Introduce yourself and the survey – including asking if class attendees want to participate!
- ▶ Pass out surveys (and pencils, if needed).
- ▶ Review instructions on the front page of the survey, including the Just So You Know bullet points.

Introduction and Disclaimer Statement

The Arizona Nutrition Network wants to learn about what adults in Arizona eat, and how they are physically active (exercise). This survey asks questions about your food choices and physical activity (exercise). Your answers will help make our program the best it can be. We will ask you to fill out the survey packet at two different times. The first time is today, before you attend a series of nutrition classes. We will ask you to fill out the survey packet again after the last class. Each time, it will take you about 20 minutes.

Just so you know:

- No one at this nutrition class will see your survey answers.
- Taking part in this survey is up to you. Your choice will not affect whether you can participate in the nutrition class series.
- If you do not want to answer a question, you can skip it.
- You may stop taking the survey at any time.
- There are no known risks or benefits to doing this survey.
- Unfortunately, if you are under the age of 18, you cannot participate in this survey, though you are still welcome at the class.

At the site

- ▶ Have participants write their name and the date on the first page of the Food Behavior Checklist.
- ▶ As participants finish, collect the surveys and check for names.

**University of
California
Cooperative Extension**

Lista de hábitos alimenticios

Estas preguntas son sobre cómo usted escoge y prepara la comida.
Piense en lo que usualmente hace.

Nombre _____ Fecha _____ ID# _____

Entrada
 Salida

At the site

- ▶ Complete all fields in the Cover Sheet.



FY17 AZNN ADULT SURVEY COVER SHEET

AzNN Contractor Name:

Subcontractor Name (if applicable):

County:

Survey Administrator:

Site of Survey Delivery:

Survey Date:

Name of Adult Curriculum:

MyPlate for My Family	Eat Healthy, Be Active	Eating Smart, Being Active
-----------------------	------------------------	----------------------------

Survey Type: **PRE-TEST** **POST-TEST**

If POST, did this class receive all lessons of the series?

Yes	No
-----	----

If NO, please list which class was missed and why:

How many survey packets are included with this coversheet?

Number of English packets:

Number of Spanish packets:

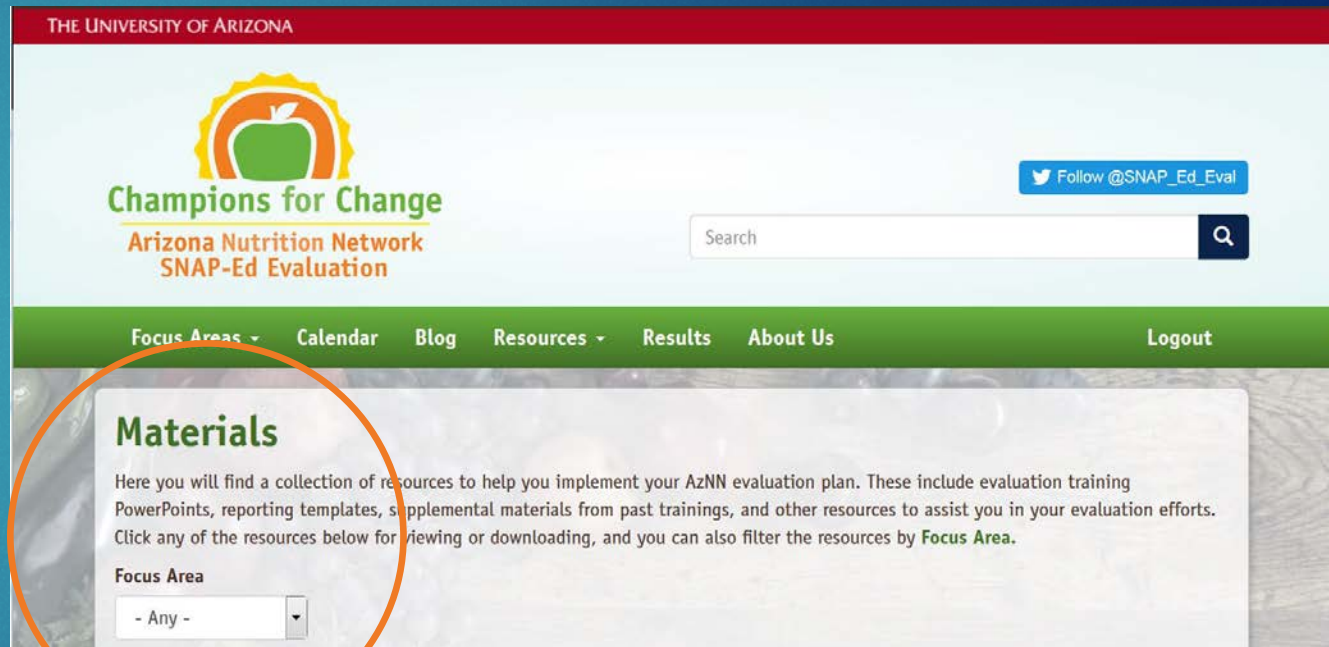
After the survey

- ▶ Attach your completed Cover Sheet to the completed surveys.
- ▶ Return the packet to the Evaluation Team. Use the contact information on the Proctor Instructions and return ASAP.

To Return Surveys, mail to:
University of Arizona Dept Nutr Sci
Attn: Evaluation Team
1177 E. 4th St., Shantz Bldg. Rm 205
Tucson, Arizona 85721

Where to go next?

- ▶ **Download**, from the *Evaluation Team* website (<http://nutritioneval.arizona.edu>)
 - ▶ FY17 AzNN Adult Survey Cover Sheet (PDF)
 - ▶ Adult Proctor Instructions (PDF)



THE UNIVERSITY OF ARIZONA

Champions for Change
Arizona Nutrition Network
SNAP-Ed Evaluation

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Focus Areas ▾ Calendar Blog Resources ▾ Results About Us Logout

Materials

Here you will find a collection of resources to help you implement your AzNN evaluation plan. These include evaluation training PowerPoints, reporting templates, supplemental materials from past trainings, and other resources to assist you in your evaluation efforts. Click any of the resources below for viewing or downloading, and you can also filter the resources by **Focus Area**.

Focus Area

- Any - ▾

The screenshot shows a webpage for 'Champions for Change' at the University of Arizona. The page features a navigation menu with 'Focus Areas' highlighted. A 'Materials' section is visible, containing a description of resources and a dropdown menu for filtering by 'Focus Area'. The dropdown menu is currently set to '- Any -' and is circled in orange.

Where to go next?

- ▶ **Order**, through the AzNN Website
 - ▶ FY17 AzNN Adult Survey Packets (specify English or Spanish)
- ▶ **Ensure** that all proctors are trained and have passed the quiz before proctoring!

Champions for Change
Arizona Nutrition Network

Arizona Nutrition Network
eatwellbeyond.org | Helping to shape food consumption in Arizona

Get Started with AZNN EN ESPAÑOL NEED HELP? CONTACT US

Kids
Fun Games and cool videos
▶ Healthy Habits
▶ Activities & Games
▶ Videos

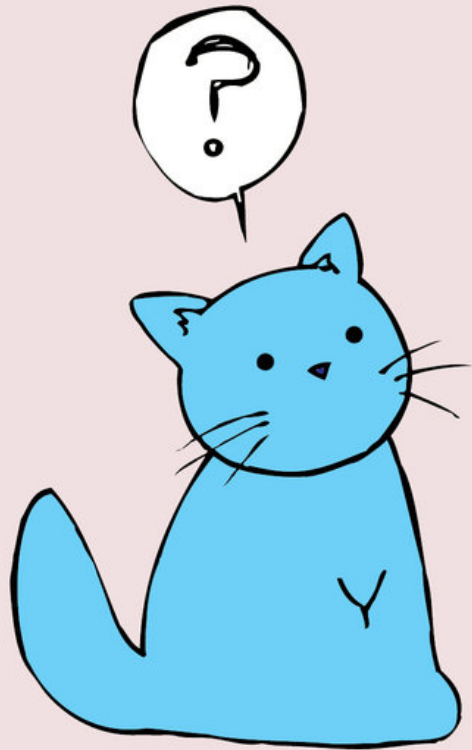
Parents
Ideas for healthy families
▶ Healthy Habits
▶ Recipes
▶ Videos

Recipes
Healthy Recipes everyone will love
▶ Featured Recipes
▶ Recipes by Category

Collaborators
Healthy resources and materials
▶ Sign Up Now
▶ Teaching Tools
▶ Order Materials

KIDS PARENTS RECIPES COLLABORATORS

Time for the Quiz!



Get your
answer
cards
ready!



1. Who can proctor adult surveys?

- A. Trained contractors
- B. Trained subcontractors
- C. Site partners/contacts
- D. Both A and B
- E. A, B, and C




2. When should surveys be used?

- A. Before and after every adult education lesson
- B. Before teaching the first lesson, and after completing the last lesson, of the three eligible adult curricula only
- C. Before teaching the first lesson, and after completing the last lesson, of any AzNN approved adult education curriculum



3. The objective of both surveys is to:

- A. Document changes in participant knowledge
- B. Document changes in participant attitudes
- C. Document changes in participant behavior
- D. A, B and C



4. The Food Behavior Checklist contains only Likert-type questions (where answers are no, sometimes, often, always)

A. True


B. False



5. The Food Behavior Checklist asks about daily consumption of fruits and vegetables.

A. True

B. False



6. What can proctors do to encourage participants to ask questions, if they have them, during the survey?

- A. Walk around the room and check in with participants who look puzzled
- B. Anticipate every question that participants might have and answer it ahead of time
- C. Nothing



7. How can proctors encourage participants to estimate correct amounts of fruits & vegetables consumed?

A. Show them different sizes of apples

B. Encourage them to use the pictures in the survey

C. Walk through a 24-hour food recall with each participant



8. The On the Go survey asks about moderate-intensity physical activity ONLY.

A. True

B. False



9. For the On the Go survey, if a participant does not work, they answer fewer questions than someone who has a job.

A. True

B. False



10. The two adult surveys have pictures that may be helpful to:

A. Help a participant understand a daily task that counts as moderate activity


B. Help a participant estimate how much fruit they consume each day

C. Both A and B



11. The physical activity questions in the On the Go survey ask about:

- A. The place the participant did the activity (at home, in spare time, at work)
- B. The level of intensity of the activity ("breathe a little harder," "breathe very hard")
- C. How many days in the last 7 they did activities
- D. How many minutes they did activities on one of those days
- E. All of the above



12. In the On the Go survey, participants must record *how many days* they sat in the last week, and *how many minutes* they sat on one of those days.

- A. True
- B. False



13. By circulating through the room as participants complete the On the Go survey, proctors may provide guidance to participants on:

- A. How to clearly circle an answer for number of days and minutes
- B. What kind of activities fit into each activity level, by referring to the pictures in the survey
- C. What participants should do if they answer No to "Do you have a job?"
- D. All of the above



14. How much time should proctors allow for participants to complete the adult survey packet?

A. One hour

B. 5-10 minutes

C. 15-20 minutes



15. The adult survey packet:

- A. Comes as three separate pieces and needs to be assembled
- B. Comes as a pre-made packet when you order it from AzNN
- C. Is available in both an English and a Spanish version
- D. Both B and C



16. At the lesson site, proctors should:

- A. Complete the cover sheet
- B. Introduce the survey packet
- C. Do an interpretive dance
- D. Have participants write their name and the date on the front page of the Food Behavior Checklist
- E. A, B, and D



17. After the adult survey packets are complete, proctors should:

- A. Return the completed packets and the cover sheet to the Evaluation Team in **Tucson**
- B. Return the completed packets to AzNN in **Phoenix**, and the cover sheets to the Evaluation Team in **Tucson**
- C. Return the completed packets and the cover sheet to AzNN in **Phoenix**



18. If an adult survey participant forgets their glasses, proctors should:

- A. Read the survey to the participant, if feasible, not emphasizing one particular response over another
- B. Allow the participant to take the survey home and return it next time
- C. Say "That's too bad"



19. Next steps to ensure adult proctor success are:

- A. Download the Adult Cover Sheet and Proctor Guidelines from the Evaluation Team Website
- B. Order English and Spanish Adult Survey Packets from AzNN
- C. Ensure all Adult Proctors are trained and have passed the quiz
- D. All of the above!

Congratulations!

- Having passed the group quiz, you are now a Certified FY17 AzNN Adult Survey Proctor!
- If you represent educators who are not here today and who need to be certified (or you just want a refresher), this quiz will be available online at:

https://uarizona.co1.qualtrics.com/SE/?SID=SV_4MW63qlwqQwp6K1

Questions?

- ▶ For any support related to the evaluation of Adult Direct Education, contact:

Dr. Kay Orzech

kmcelvee@email.arizona.edu

[\(520\) 626-9233](tel:(520)626-9233)