

# **FY19 ADULT SURVEY REFRESHER TRAINING**

Dr. Kay Orzech

State Evaluation Team

FY19 Policies & Procedures Training, October 2018

The opening act:

# **THE FY19 EVALUATION TOOLS**

# FY19 Overview

## COMING BACK

- STORE (March training)
- PARA (February training)
- NHSAC (today)
- KAN-Q (July '18 training)
- Adult Surveys (today)

## NEW!

- ACT-GO (today & November trainings)

Evaluations should be completed only **after** the refresher trainings are provided.

# Most Important Slide from Me

- We are switching to a NEW mailing address so we don't have to worry about mail getting lost at UA.



Oooh,  
labels!

AZ Health Zone Evaluation  
1718 E. Speedway Blvd #311  
Tucson AZ, 85719-4514

# Adult Refresher Training Overview

- Brief survey review
- The proctor guide steps
- How do you get the tools? (AZ Health Zone ordering)
- Meeting people where they are: guided or independent survey completion
- Thorny problems – same people?
- Tribal communities/lands
- Side Note: Embedded evaluations

# Adult Survey Packet (EN) or (ES)



FY19

## Adult Nutrition and Physical Activity Surveys

### Why Ask These Questions?

The AZ Health Zone wants to learn about what adults in Arizona eat, and how they exercise. Your answers will help make our program the best it can be.

### Important to know:

- No one at this nutrition class will see your answers.
- Your name will not be shared with anyone.
- You can skip a question if you do not want to answer it.
- You can stop taking the survey at any time.
- If you do not want to take the survey, you can still be part of the nutrition class.
- If you are under the age of 18, you cannot take the survey, but you can still be part of the nutrition class.

If you have any questions about this survey, you may contact the University of Arizona (Laurel Jacobs) at 520-626-2216.

### About Me:

- |                                 |  |
|---------------------------------|--|
| <input type="checkbox"/> Female | <input type="checkbox"/> American Indian/Alaska Native       |
| <input type="checkbox"/> Male   | <input type="checkbox"/> Asian                               |
| <input type="checkbox"/> Other  | <input type="checkbox"/> Black or African American           |
|                                 | <input type="checkbox"/> Native Hawaiian or Pacific Islander |
|                                 | <input type="checkbox"/> White                               |

Age: \_\_\_\_ Hispanic? ☐ Y ☐ N

Do children age 2 – 18 live with you? ☐ Y ☐ N

Do you receive SNAP/Food Stamps? ☐ Y ☐ N

First and Last Name \_\_\_\_\_

## Cover Page

University of  
california  
Cooperative Extension

## 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?

- |                          |   |                                     |  |
|--------------------------|---|-------------------------------------|--|
| <input type="radio"/> no | <input type="radio"/> yes,<br>sometimes | <input type="radio"/> yes,<br>often | <input type="radio"/> yes,<br>everyday |
|--------------------------|---|-------------------------------------|--|

2.



Do you drink fruit drinks, sport drinks  
or punch?

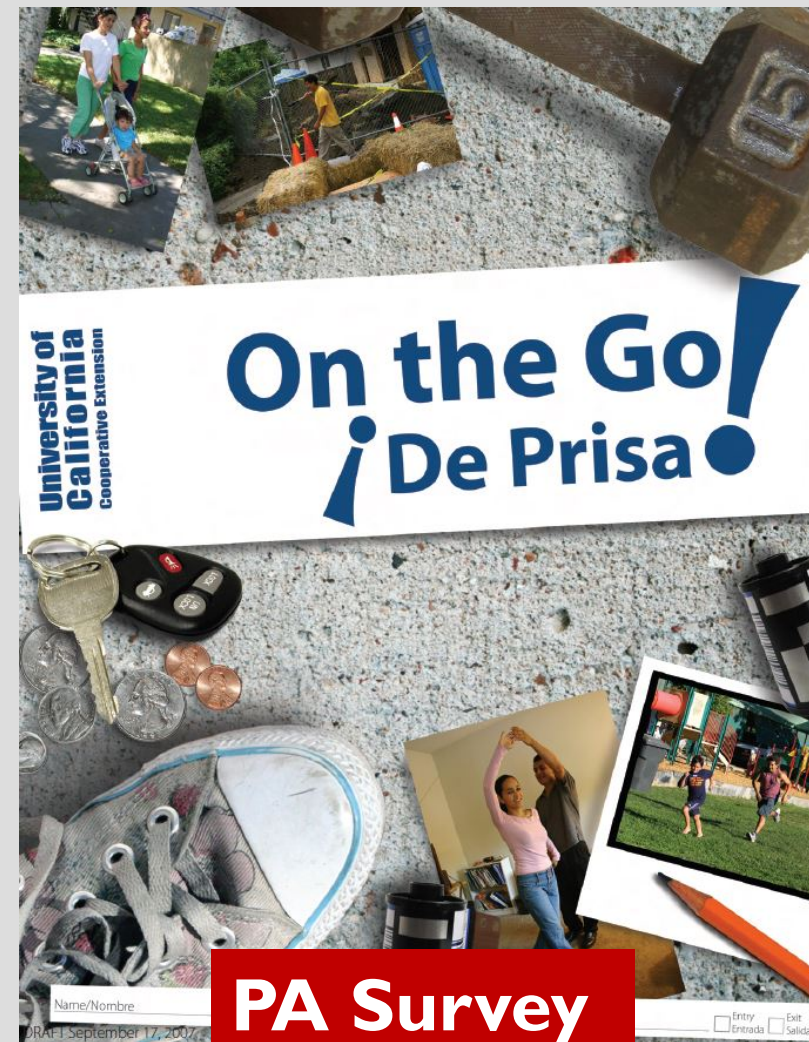
- |                          |   |                                     |  |
|--------------------------|---|-------------------------------------|--|
| <input type="radio"/> no | <input type="radio"/> yes,<br>sometimes | <input type="radio"/> yes,<br>often | <input type="radio"/> yes,<br>everyday |
|--------------------------|---|-------------------------------------|--|

3.



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

## Nutrition Survey



## PA Survey

# Topics Covered on the Adult Surveys

- **Nutrition behaviors**

- Fruit & vegetable intake
- Sugary beverage intake
- Milk behaviors
- Fish/chicken behaviors

- **Food Resource behaviors**

- Nutrition Facts label reading
- Food Security

- **PA behaviors (last 7 days)**

# Those PA Questions...Breathing a Little Harder than Normal



- Standing / Moving  
Possibly
- Carrying light loads
- Bending or stretching
- Can still hold a conversation while doing these activities



# Those PA Questions...Breathing Very Hard



- Walking fast / Running  
Possibly
- Carrying heavy loads
- Digging
  
- Hard to hold a conversation while doing these activities

# How to Proctor: 10 Steps

1. Complete the proctor training.
2. Order the Adult Surveys through the AZ Health Zone website:  
[www.azhealthzone.org](http://www.azhealthzone.org).
3. Plan ahead. Schedule.
4. Before distributing surveys, introduce yourself and the survey to the class.
5. Pass out adult surveys and read “Important to know” bullet points.
6. Adults complete surveys – independently or guided.
7. Check for full names when collecting the surveys.
8. Complete and print the cover sheet in SEEDS. *If you don't give any posts, let Kay know.*
9. Return the adult surveys and cover sheets to the SET (New Address!)
10. Update your tracking system.

# **IF SOMEONE ELSE ON YOUR TEAM NEEDS TO TAKE THIS TRAINING**

Send them to the SET's website:

<http://nutritioneval.arizona.edu>

Log In, go to *Resources* and then *Trainings*

# A Note for Managers



We thank you for your time spent taking this survey.  
Your response has been recorded.

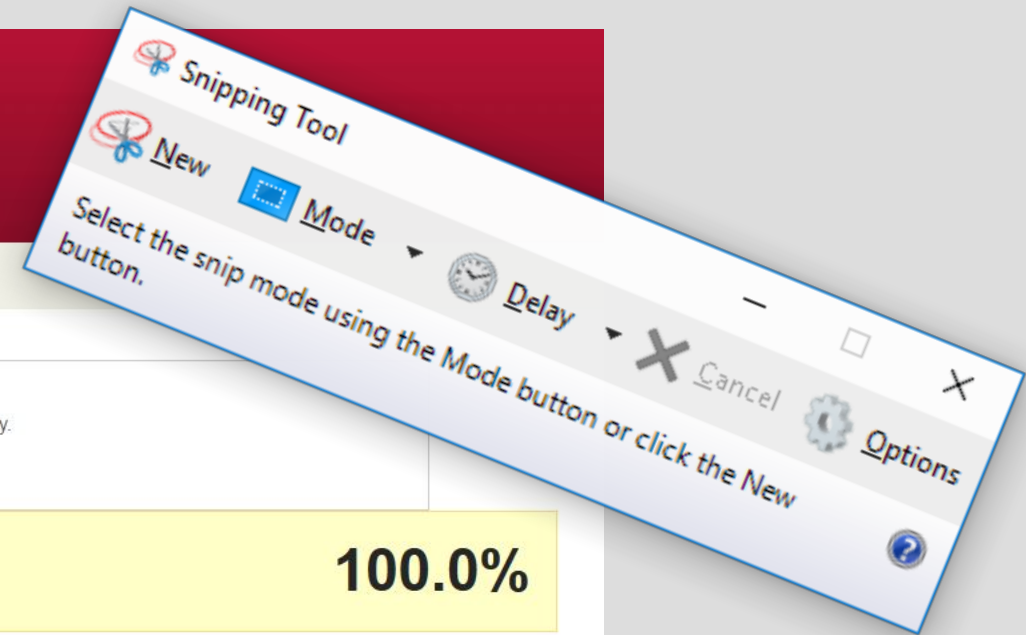
11/11

100.0%

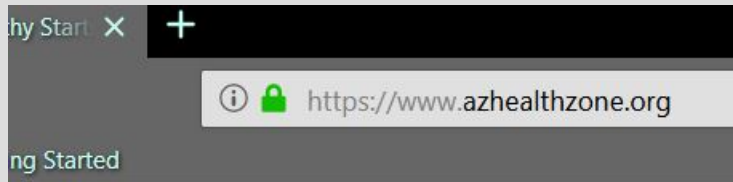
Please fill in your first and last name below.

0/0

✗ Test Testerson



# Ordering the Adult Surveys



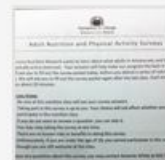
## Order & Reservation Forms

Request and reserve marketing materials and items to help your nutrition education efforts.

### Search All Materials

Evaluation Materials -- language -- search by keyword [Search](#)

Displaying 1 to 3 of 3 Records



#### Survey - Adult Nutrition and Physical Activity FFY2018\_EN

SKU: NN0109

[Click for Details >](#)



#### Survey - Adult Nutrition and Physical Activity FFY2018\_ES

SKU: NN0110

[Click for Details >](#)



# Introducing Yourself and the Survey

After handing out surveys:  
**Read the “Important to Know” bullet points on the front page out loud**  
– this lets participants know that taking the survey is optional, and their answers will be kept private / confidential.

- No one at this nutrition class will see your answers.
- Your name will not be shared with anyone.
- You can skip a question if you do not want to answer it.
- You can stop taking the survey at any time.
- If you do not want to take the survey, you can still be part of the nutrition class.
- If you are under the age of 18, you cannot take the survey but you can still be part of the nutrition class.

NEW  
option!

## Guiding Participants Through the Survey

NEW  
option!

**To increase participant understanding,** feel free to **guide the participants through the survey packet.** Start with *On the Go*. Refer to question numbers as you read through. Use the pictures to help them understand what breathing “a little harder” and “very hard” means when doing exercise.

**After** guiding them through *On the Go*, ask participants to complete the front page and *Food Behavior Checklist* on their own, or continue guiding them as appropriate.

# Complete the Cover Sheet in SEEDs

NEW  
task!

- Complete for the pre survey and the post survey.
- NEW! If you have 0 post surveys at a site, *please let Kay know, so we will know not to expect them!*

Kay's direct email: [kmcelvee@email.arizona.edu](mailto:kmcelvee@email.arizona.edu) or

General Eval email: [azhzevaluation@email.arizona.edu](mailto:azhzevaluation@email.arizona.edu)



# **Return Surveys to the SET: Remember the New Address!**

NEW ADDRESS!

AZ Health Zone Evaluation  
1718 E. Speedway Blvd #311  
Tucson AZ, 85719-4514



Oooh,  
labels!



# Update Your Tracking System

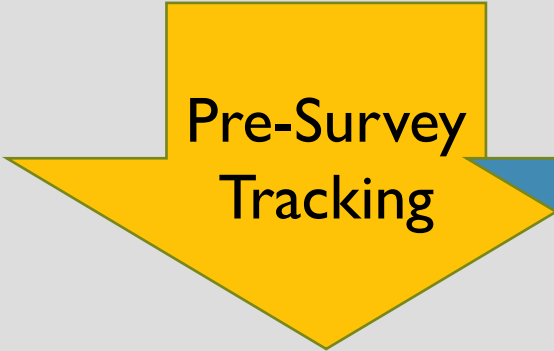
## Tab #1

A	B	C	D	E	F	G	H
PSE & Direct Education ADULT Tracker							
Site	PSE Projects			Direct Education			PSE Project Details
	First PSE Strategy	Second PSE Strategy (optional)	Third PSE Strategy (optional)	Curriculum Taught	Pre Survey	Post Survey	
Site A	Gardens	PA Opportunities		Eat Healthy, Be Active	8/13/2018	9/24/2018	new garden, revitalize walking club
Site B							
Site C							



# Update Your Tracking System

## Tab #2



PRE & POST: ADULT SURVEY TRACKER

Site					PRE			POST		
					Date Contacted	Date Scheduled	Survey Status	Date Contacted	Date Scheduled	Survey Status
Site A	Ms. Robinson	<a href="mailto:robinson@seniorsite.org">robinson@seniorsite.org</a>	Kay Orzech	Eat Healthy Be Active	6/15/2018	8/13/18	to be sent to Eval team on 8/15	7/15/2018	9/24/2018	to be sent to Eval team on

# Thorny Problems

## WE ALWAYS SEE THE SAME PEOPLE

- Offer them a survey packet once per Fiscal Year.
- If they remember doing a survey packet recently (last 6 months), or if you recall they did, it's OK not to ask them to complete another one!

## WE NEVER SEE THE SAME PEOPLE

- Complete class series as planned.
- Complete adult cover sheet in SEEDs for posts you do give (if any).
- *If you don't give any posts, please let Kay know!*

# Surveying in Tribal Communities?

- As in the past, **do not** proctor adult surveys in tribal communities.
- You are welcome to teach class series, but no adult or youth surveys should be given on tribal lands unless the LIA has tribal IRB permission.

## Side Note: Embedded Evaluations

Curriculum	Required embedded evaluation?	Embedded evaluation looks like:
Eat Healthy, Be Active (when <u>not</u> doing whole series of 6)	Yes	1 page, 8 questions, given at end of each lesson
Eat Smart, Live Strong (seniors)	Yes	1 page, 7 questions, given at end of each lesson
Eat Together, Eat Better	Yes	1 page, 3 questions at the end of each lesson. 2 pages, 8 questions at the end of Lesson 3.
We Can! [Energize our Families]	Yes	6 pages, 17 questions, given before Session 1 and after Session 4



Stand up to get ready!



# FY19 ADULT PROCTOR QUIZ

Time to do some stretching and answer  
ten quick questions

**Q1.** When someone is breathing “a little harder than normal” they should still be able to hold a conversation.

**A.** True

**B.** False





**Q2.** Adult surveys are available from the AZ Health Zone ordering system ([www.azhealthzone.org](http://www.azhealthzone.org)) in both English and Spanish.

**A.** True

**B.** False



**Q3.** What is the first step to becoming a certified FY19 Adult Survey proctor?

- A.** Schedule an adult class series with a site.
- B.** Order adult surveys from the AZ Health Zone website.
- C.** Complete the proctor training.



**Q4.** Which two are NEW steps in the adult survey proctoring process for FY19? (Choose all that apply)

- A.** Check for names when collecting adult surveys.
- B.** Reach out to Kay to let her know if you have 0 post surveys for a site/class.
- C.** Update your tracking system after adult surveys are given to a class.



**Q5.** Why is it required to read the "Important to Know" information to participants before they begin the adult survey?

- A.** It lets participants know taking the survey is optional.
- B.** It lets participants know their data will be kept private.
- C.** Both of the answers above are correct.



**Q6.** If you choose to guide participants question-by-question through the survey, it is best to start with which part of the survey?

- A.** Demographic questions
- B.** Food Behavior Checklist  
– nutrition behaviors
- C.** On the Go – PA  
behaviors



**Q7.** Letting Kay know you have given **0** adult survey posts at a site helps the SET to know:

- A.** You tried to do surveys at that site.
- B.** Not to expect post surveys for that class.
- C.** Both of these!



**Q8.** The SET has a new mailing address in FY19.

- A.** Absolutely true.
- B.** Boy, is it true.
- C.** Completely true. Where did I put that sheet of labels again?



**Q9.** If you frequently see the same people in different adult class series, you should:

**A.** Offer them an adult survey to complete once per year.

**B.** Offer them an adult survey every time you teach them a different curriculum.

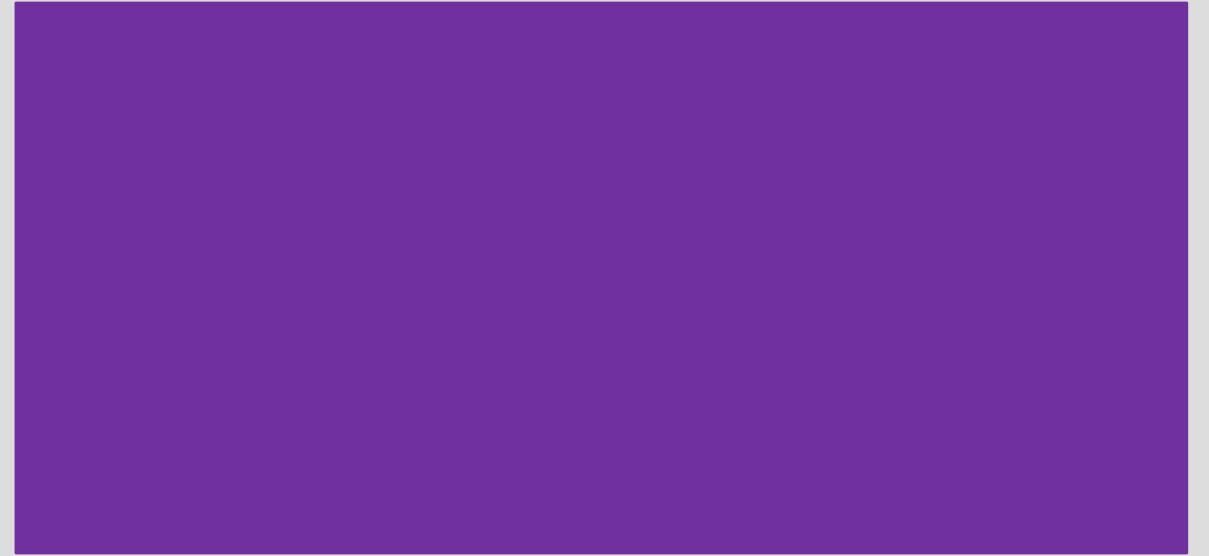




**Q10.** Local agency staff currently cannot give adult surveys to class participants in tribal communities.

**A.** True

**B.** False



# CONGRATULATIONS, YOU ARE A CERTIFIED ADULT SURVEY PROCTOR!

Questions or Concerns?

Contact Kay

[kmcelvee@email.arizona.edu](mailto:kmcelvee@email.arizona.edu)

520-626-9233

