

Ohio SNAP-Ed Data Protocol

Adult & Youth Combined Programs – FY 2019

Target Audience/s:

Adult & Youth Combined (youth of any age)

Completing Program Log Data for Adult Programs:

Fill out an Ohio SNAP-Ed Program Log. Complete all sections of Parts 1, 2, and 4. One Program Log is needed for each program you deliver.

Forms Needed for Collecting Adult Demographic & Behavior Data:

1. Series Programs:
 - a. First day (before any nutrition education) – Adult Behavior Survey (includes the Adult Demographic Form)
 - b. “Middle days” (those that are not the first or last day in the series) – Adult Demographic Form
 - c. Last day (at the end of the program) – Adult Behavior Survey (includes the Adult Demographic Form)
2. Single Lesson Programs:
 - a. The only participant form needed is the Adult Demographic Form

Forms Needed for Collecting Youth (or Teen) Demographic & Behavior Data:

1. Series Programs:
 - a. First day (before any nutrition education) – Youth Behavior Survey (Level 1 or Level 2), or Teen Behavior Survey (if the child participants are in Grades 9-12); Youth & Teen Demographic Form
 - b. “Middle days” (those that are not the first or last day in the series) – Youth & Teen Demographic Form
 - c. Last day (at the end of the program) – Youth Behavior Survey (Level 1 or Level 2), or Teen Behavior Survey (if the child participants are in Grades 9-12); Youth & Teen Demographic Form
2. Single Lesson Programs:
 - a. The only form needed is the Youth & Teen Demographic Form

Protocol for Collecting Adult Demographic & Behavior Data:

Begin by collecting information from the adult participants first. Collect their behavior data, followed by their demographic data. Follow the directions below **exactly** as they are written to ensure that data collected is reliable and standardized across all counties that collect Ohio SNAP-Ed program evaluation data.

Step 1: Read aloud the following statement exactly as it is written to the participants:

“Today’s program is brought to you by Ohio State University Extension’s SNAP-ED program. The program sponsor agency, USDA Food and Nutrition Service, wants me to record some information from today’s program: the number of people who came, their demographics, and what each person learned and certain behaviors they plan to make. The survey that I am giving you will let me collect that information. I am asking you to voluntarily complete the survey. There is no penalty for not completing the survey. The survey does not ask your name or other personal identifier. That means that none of you could be identified with a specific response to a question. It will take about 10 minutes to complete the survey.”

Step 2: Begin with the adult participants. Pass out a copy of either the Adult Behavior Survey (includes demographics) or the Adult Demographic Form to each participant.

Step 3: Read aloud the directions at the top of the form or survey. Ask participants if they have any questions.

Step 4: Read aloud EACH QUESTION on the form or survey, one at a time. Allow sufficient for participants to answer each statement before continuing on to the next statement. Ensure that participants understand what each item is asking.

Step 5: Collect the forms from the participants. Place the surveys into an envelope or folder.

Protocol for Collecting Youth (or Teen) Behavior Data:

After you collect the Adult participant data, move to collect the Youth (or Teen) participant data. Follow the directions below **exactly** as they are written to ensure that data collected is reliable and standardized across all counties that collect Ohio SNAP-Ed program evaluation data.

Step 1: Read aloud the following statement exactly as it is written to the participants:

“Today’s program is brought to you by Ohio State University Extension’s SNAP-ED program. I have been asked to get some information from you today. The piece of paper that I am giving you is a survey that I will use to collect the information. I am asking you to fill out the survey if you want to. You don’t need to write your name on the survey. You won’t get in trouble if you don’t want to. It is not a test so please be honest with your answers. It will take about 10 minutes to fill out the survey.”

Step 2: Pass out a copy of the Youth Behavior Survey (or the Teen Behavior Survey) to each participant. If working with youth, only those in grades 3-5 or in grades 6-8 should complete a behavior survey. Use Level 1 with grades 3-5 and Level 2 with grades 6-8.

Step 3: Read aloud the directions at the top of the form or survey. Ask participants if they have any questions.

Step 4: Read aloud EACH QUESTION on the form or survey, one at a time. Allow sufficient for participants to answer each statement before continuing on to the next statement. Ensure that participants understand what each item is asking.

Step 5: Collect the forms from the participants. Place the surveys into an envelope or folder.

Protocol for Collecting Youth (or Teen) Demographic Data:

Fill out a Youth & Teen Demographic Form. Obtain the percentages for parts 3 and 4 from the ODE schools data Excel file (located on the SNAP-Ed website). For sites that are not schools, contact the partner agency who you are collaborating with to deliver the program to obtain the correct demographics, or refer to your county's Plan of Work/MOU. One Youth & Teen Demographic Form is needed for each program you deliver. It is completed by the Program Assistant.

Reporting Data from Adult & Youth Combined Programs:

For each program, enter the program's data into the SNAP-Ed DRS. Data must be entered into the DRS by the fifth business day of the following month. Note: Enter the data from each participant's surveys exactly as the information appears on the form. Do not make any edits or changes to the information that the participant provides.

The general order for program paperwork is as follows:

1. Program Log
2. Adult Participant Data
 - a. Participant 1's Adult Behavior Survey data, followed by his/her Demographic Form data
 - b. Repeat for participants 2 – n (n = the total number of participants for which you have data)
3. Youth Behavior Data (or Teen Behavior Data)
 - a. If the children participants are youth, only those in grades 3-5 or 6-8 will have behavior data to report.
 - b. Teens in Grades 9-12 will have behavior data to report.
4. Youth & Teen Demographic Form

