

# Ohio SNAP-Ed Data Protocol

## Adult Programs – FY 2019

### Target Audience/s:

Families with Children, Families without Children, Elderly

### 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

### Protocol for Collecting Adult Demographic & Behavior 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:** 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 completed surveys into an envelope or folder.

### **Reporting Data from Adult 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. The general order for program paperwork is as follows:

1. Program Log
2. Participant Data
  - a. Participant 1's Adult Behavior Survey data, followed by his/her Demographic Form data. Repeat for participants 2 –  $n$  ( $n$  = the total number of participants for which you have data).
  - b. 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.

