

Ohio SNAP-Ed Data Protocol Teen Programs – FY 2019

Target Audience/s:

Teens (Grades 9-12)

Completing Program Log Data for Teen 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 Teen Demographic & Behavior Data:

1. Series Programs:
 - a. First day (before any nutrition education) – Teen Behavior Survey, 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) – Teen Behavior Survey, Youth & Teen Demographic Form
2. Single Lesson Programs:
 - a. The only form needed is the Youth & Teen Demographic Form

Protocol for Collecting Teen 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 the Teen Behavior Survey 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 time 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 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 Teen 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. Teen Behavior Data
 - a. 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.
3. Youth & Teen Demographic Form