

Steps for the Behavior Checklist



E F N E P

The Ohio State University September 2009

Steps for the Behavior Checklist (BCL)

For the best results, two staff should work together to take the food recalls. One staff will lead the checklist (Leader) and the other will assist with the checklist (Assistant).

Administer after the welcome of participants.

Introduction to Checklist	
What to Say:	What to Do:
<p>[Leader]</p> <p>“Today helps us to get to know you better so we can help you learn new information. One way we will get to know you is by completing three forms. The forms we will complete are confidential. We ask these questions so we can continue to offer the program for free to communities like yours all over Ohio. The answers you give on the forms will be entered into a secure computer and sent to our funders, the United States Department of Agriculture, and other universities. Your name, address, and phone number will be removed from all records before sharing with anyone outside of our program staff.”</p> <p>“What questions do you have?”</p> <p>“At this time, we are going to complete a checklist. Print your first and last name at the top in the box that says, “Name.” Print today’s date which is _____.</p> <p>You will be asked to answer 21 questions about the ways you plan and fix foods for your family. It is not a test and there are no right or wrong answers.”</p>	<p>[Leader]</p> <p>Before clients arrive:</p> <ul style="list-style-type: none"> - Have BCL forms ready for clients. - Display the BCL form poster. <p>[Leader or Assistant]</p> <p>[Leader or Assistant]</p> <p>Hand out form, “Behavior Checklist” to the clients in the class.</p>

<p>[Leader]</p> <p>“We are going to go through the questions together. I will read the questions out loud and give you a moment to mark your response on the form. Think about what you currently do in the home and how often you do the question asked. There are 5 answer choices for each question. I will use the first question as an example to explain the answer choices.”</p>	
<p>Questions 1-4: Planning and Shopping for Foods</p>	
<p>What to Say:</p>	<p>What to Do:</p>
<p>[Leader]</p> <p>“The first four questions are about the way you plan and shop for foods. Please let me know if you have left your glasses at home and need me to help you.</p> <p>The first question at the top asks: How often do you plan meals ahead of time?</p> <p>Circle Never if you do not plan meals ahead of time. This happens 0% of the time.</p> <p>Circle Seldom or Rarely if you plan meals about 25% of the time or about twice a week.</p> <p>Circle Sometimes if you plan meals half of the time or 50%. You might plan meals every other day.</p> <p>Circle Most of the time if you plan meals about 75% of the time or about 5 times a week.</p> <p>Circle Almost Always if you plan meals just about every day or close to 100% of the time.</p> <p>What questions do you have?”</p> <p><i>Read questions 1- 4 out loud.</i></p>	<p>[Leader or Assistant]</p> <p>Help clients fill out the first four questions.</p> <p>Refer to the section of the poster that you are describing.</p> <p>Refer to the section of the poster that you are describing.</p> <p>Meals consist of breakfast, lunch, and dinner.</p> <p>Continue reading each of the questions in this section, giving them time to choose their answer before reading the next one.</p> <p>Question 3 refers to running out of food because not having enough money to buy more.</p>
<p>Questions 5-9: Choosing and Preparing Foods</p>	

What to Say:	What to Do:
<p>[Leader]</p> <p>“Great! Now that everyone is done with those questions, let’s look at the table at the bottom of the page. This section is about choosing and preparing foods. There are no right or wrong answers.”</p> <p><i>Read questions 5-9 out loud.</i></p>	<p>[Leader or Assistant]</p> <p>Refer to the section of the poster that you are describing.</p> <p>Read each of the questions in this section, giving them time to choose their answer before reading the next one.</p> <p>Question 6: does not refer to thawing in the sink with running water</p> <p>Question 9: hold up laminated card of Nutrition Facts Panel</p>
Question 10: Breakfast	
What to Say:	What to Do:
<p>[Leader]</p> <p>“For question 10, answer this question for yourself if you do not have children.” <i>Read out loud.</i></p>	<p>[Leader or Assistant]</p> <p>Refer to the section of the poster that you are describing.</p>
Questions 11-15: Food Patterns	
What to Say:	What to Do:
<p>[Leader]</p> <p>“Great! The next section contains questions that ask you about your food patterns.”</p> <p><i>Read questions 11-15 out loud.</i></p>	<p>[Leader or Assistant]</p> <p>Refer to the section of the poster that you are describing.</p> <p>Read each of the questions in this section, giving them time to choose their answer before reading the next one.</p> <p>Question 11: 100% fruit juice counts as fruit.</p>
Questions 16-18: Food Safety	
What to Say:	What to Do:
<p>[Leader]</p> <p>“We’re almost done. The next three questions ask you to think about how you usually do things as you are preparing foods.”</p> <p><i>Read questions 16-18 out loud.</i></p>	<p>[Leader or Assistant]</p> <p>Refer to the section of the poster that you are describing.</p> <p>Continue reading each of the questions in this section, giving them time to choose their answer before reading the next one.</p>

Question 19: Physical Activity	
What to Say:	What to Do:
<p>[Leader]</p> <p>“The next question is about the frequency of your physical activity.”</p> <p><i>Read question out loud.</i></p>	<p>[Leader or Assistant]</p> <p>Refer to the section of the poster that you are describing.</p> <p>Circulate around the room and assist clients.</p>
Questions 20-21: Food Security	
What to Say:	What to Do:
<p>[Leader]</p> <p>“Finally, the last two questions ask you about whether or not you were able to afford the food you needed in the last month. Please select “yes” or “no” for each question.”</p> <p><i>Read questions 20 and 21 out loud.</i></p> <p>“Once you have handed your forms in to me, we will start the rest of our session.”</p>	<p>[Leader or Assistant]</p> <p>Circulate around the room.</p> <p>Spot check recalls for completeness.</p> <p>Collect forms. Proceed to 24-hour recall script.</p>