

## Ohio SNAP-Ed Data Protocol Youth Programs – FY 2020

### **Target Audience/s:**

Pre-Schools/Head Start programs; Grades K-8 school and after-school programs; Summer Food Service programs

### **Completing Program Log Data for Youth 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 Youth Demographic & Behavior Data:**

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

### **Protocol for Collecting Youth 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. 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 to each participant. Only youth in grades 3-5 or in grades 6-8 should complete a behavior survey. Use Level 1 for grades 3-5 and Level 2 for 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 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 Youth 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. Youth Behavior Data
  - a. Only youth in grades 3-5 or 6-8 will have behavior data to report.
    - i. We do not collect ANY behavior data for ANY Summer Food Service Programming, regardless of the age/s of the participants. (This applies to SFSP programs delivered during June through August.)
  - 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.
3. Youth & Teen Demographic Form

