Administration Protocol

I. Purpose

The purpose of the Food Behavior Checklist (FBC) is to collect information about dietary and physical activity behaviors from adult SNAP-Ed participants using a visually enhanced and tested survey instrument. Beginning in FFY22, all SIAs and LIAs are required to use the FBC to evaluate adult nutrition education programming in settings where they are delivering **four or more sessions** of series-based direct education over **at least four weeks**.

The FBC pre/post is the recommended evaluation tool for the following adult nutrition education series most commonly delivered by UCCE teams:

- Eating Smart Being Active
- Eat Healthy Be Active Community Workshops
- Eat Smart, Live Strong
- MyPlate for My Family
- Food Smarts
- UCCE Connects to You!

II. Who Should Administer

We recommend that **only UCCE staff** who (1) attend the FBC webinar (or watch the recording) and (2) read the FBC administration protocol collect pre/post surveys. The State Office will review these procedures annually with UCCE staff input. In some cases, site liaisons or extenders might also help administer the FBC when they are trained to do so. Please reach out to the State Office (SO) evaluation team if you have this type of scenario.

III. When to Administer

Pre: Administer the pre-survey at the beginning of the first direct education class before any series-based lessons and activities have begun.

Post: Administer the post-survey immediately following your last direct education lesson or within two weeks of completing your series-based lessons and activities.

General guidelines:

- To the extent possible, both pre and post surveys should be administered on the same day, at the same time, in the same way, with the same staff. For example, if the pre-survey is administered by an educator Tuesday in the evening, the same educator should administer the post-survey in the evening on a Tuesday **(if possible)**.

IV. Materials Needed

For **in-person** administration of the paper survey:

- Surveys - **printed in color**, on white paper – with demographic half sheet attached
- Extra copy of the survey for your reference,
- Pencils - one per adult participant plus extras (if needed),
- ID code instructions – to support adult participants in creating their unique ID#, and
- Survey administration protocol.

For **online** administration:
- PDF copy of survey – for your easy reference during online survey administration,
- PowerPoint slides that include the:
  - Links to the FBC pre-survey or post-survey in PEARS – to share with adult participants virtually, and
  - ID code instructions – to support adult participants in creating their unique ID#.

V. Unique ID Code

Adult participants will fill in their unique ID code (ID#) at the top of the first survey page using the appropriate table below. This will allow you (or for online surveys the State Office) to match adult participant's pre-survey with their corresponding post-survey. **Please make sure adult participants understand how to fill in their ID# and take time to answer any questions**. Ensure that each survey has the ID# completed as you collect them. UCCE teams can review online survey data including the ID#s in PEARS for completeness.

PAPER SURVEY

ENGLISH

First letter of your **FIRST** name	First letter of your **LAST** name	Birth **MONTH**	Birth **DAY**
A-Z	A-Z	01-12	01-31
☐	☐	☐ ☐	☐ ☐

ONLINE SURVEY

Create your own 6-digit ID# by entering the:

1. first letter of your FIRST name ("M" for Maria Rodriguez-Herrera),

2. first letter of your LAST name ("R" for Maria Rodriguez-Herrera),

3. 2-digit number for your birth MONTH ("01" for January), and

4. 2-digit number for your birth DAY ("03" for the 3rd day).

In this example, the 6-digit ID# is "MR0103".

MAKE SURE THE 6-DIGIT ID# YOU ENTER BEFORE THE PROGRAM MATCHES THE ONE YOU ENTER AFTER THE PROGRAM, SO WE CAN MATCH YOUR SURVEYS. *

VI. Before You Begin

- For **in-person** administration of the paper survey, UCCE staff can fill in the date, and mark pre or post on the surveys to reduce respondent burden.
- For **online** administration, before you begin, make sure to create the direct education Program Activity in PEARS, attach the **FBC** survey as both a pre-survey and post-survey, and generate the relevant online survey links to share with adult participants. If you anticipate a multilingual class, make sure to attach all relevant surveys (when available). The survey is available in English, Spanish, and Chinese.
  - Please ask participants to complete their pre- and post-surveys in the **same language** to ensure the survey ID#s can be matched in PEARS.

- o See the Online Surveys Tip Sheet for step-by-step instructions.
- Identify the best ID code instructions to use. Step-by-step ID code instructions for in-person and online survey administration are available on the Adult Evaluation Tools webpage.
- Please take time to review the FBC Instruction Guide before administering the survey so you can answer participant questions.
- Maintain a neutral tone and confidentiality.
- Let participants know there are no "right" or "wrong" answers. We conduct the survey to collect information to help us improve our program and are grateful for their willingness to help us by completing the survey.

VII. Collect and Review Surveys

When collecting the paper surveys (and pencils, if needed) during **in-person** administration, take a few minutes to confirm that:
- the ID#s were completed and
- all survey questions were answered.

__Note:__ Double check that all pages and questions were completed. Adult participants are especially likely to leave the questions blank on the last page. Also, if printed double-sided, make sure respondents completed the back side of each page.

For **online** administration, UCCE teams can review online survey data in PEARS for completeness. A specific focus of review is to make sure that the pre and post survey ID#s are complete and match at pre and post. If not, you may be able to follow-up with adult participants to confirm the ID#s. If you are able to follow-up with adult participants and identify the missing ID#s, please send any updates that need to be made to **online** surveys in PEARS to Angie Keihner (akeihner@ucdavis.edu) at the State Office.

Lastly, please thank adult participants for completing the survey which helps us to improve our program.

VIII. PEARS Data Entry (paper surveys only)

For **in-person** administration of paper surveys, please wait to enter the FBC data into PEARS until you have administered both the pre and post survey. Once data collection is complete, please match your pre and post surveys using the unique ID code and **only enter matched pre/post paper surveys** into PEARS. This reduces the staff time and effort required for data entry.