

# Administration Protocol

## I. Purpose

The purpose of the Healthy, Happy Families (HHF) pre/post survey is to collect information about child feeding practices from adult SNAP-Ed participants who are parents of young children using a tested survey instrument. Please use the HHF survey to evaluate the HHF curriculum in adult education settings when delivering a series over **at least four weeks** of:

- **six or more lessons** or
- a **four-lesson series** which includes **lessons one to three** in combination **with lesson six, seven, or eight**.

## II. Who Should Administer

We recommend that **only UCCE staff** who read the HHF 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 HHF survey 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** (if possible), 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 HHF 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 paper 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<br><b>FIRST</b> name | First letter of your<br><b>LAST</b> name | Birth<br><b>MONTH</b> | Birth<br><b>DAY</b>  |
| A-Z                                       | A-Z                                      | 01-12                 | 01-31                |
| <input type="text"/>                      | <input type="text"/>                     | <input type="text"/>  | <input type="text"/> |

### 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 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 check the box for PRE or POST and fill in the county and site 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 **HHF** 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 and Spanish.
  - 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.
  - 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 [Family-Centered Evaluation Tools](#) webpage.

- 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.

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***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.*

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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](mailto: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 HHF 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.