Creating Unique ID Codes for UC CalFresh Pre/Post Surveys

UC CalFresh uses several pre/post surveys for program evaluation. As an alternative to collecting participant names on these surveys, we require county programs to use unique participant ID codes. This is especially important for our youth evaluations and required by our Institutional Review Board (IRB) protocol. ID codes use a combination of unique participant information to keep the data provided confidential. Some UC CalFresh county programs already have a method for creating unique ID codes. For others, we have outlined below a standard approach that can be used.

Instructions

Before completing the pre/post surveys, please help participants fill in their unique ID code at the top of the first page. This will allow you to match a participants' pre survey with their corresponding post survey as well as the class sign-in sheet. The unique ID code includes:

- First letter of the participant's FIRST name
- First letter of the participant's LAST name
  Note: For participants with multiple last names, use the first letter of the participants' first last name.
- Birth MONTH (2-digits: 01, 04, 11)
- Birth DAY (2-digits: 02, 09, 16, 29)

Participants will enter this information using the table below. Please make sure participants understand how to fill in the ID codes and take time to answer any questions. Otherwise, the ID codes may be entered differently during the pre and post surveys, making them unmatchable.

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

SPANISH

Primera letra de su nombre	Primera letra de su apellido	Mes de su nacimiento	Día de su nacimiento
A-Z	A-Z	01-12	01-31

When collecting the surveys, take a few minutes to confirm that the ID codes were completed. If not, follow-up with participants to fill them in. This will help maximize the number of matched surveys you achieve.

If you have any questions about creating unique ID codes, please contact Angie Keihner (akeihner@ucdavis.edu) or Barbara MkNelly (bmknelly@ucdavis.edu).