



Program Review Checklist

Instructions: This checklist is a guide to focus discussions during State Office Site Visit debrief meetings, it does not need to be filled out for Site Visits. It can also be used as a programmatic overview for Advisors/Supervisors and may be reviewed in sections during county staff meetings to facilitate compliance and continuous quality improvement discussions.

Basic Overview

- Updated Funding & Non-Discrimination Statement on website, resources and materials
- AJFA poster visible to participants during lessons/activities/garden enhanced learning
- No disparaging comments (e.g., sugary drinks, fast food)
- CFHL branding on materials
- Annual training requirements are being met by all staff

AREAS OF EXCELLENCE/MODELS OF BEST PRACTICES

Program Success, PSE delivery (Gardens, PA, SML, SHC, Youth Engagement), IWP progression on 3 yr. timeline, cooperation/coordination with other agencies, etc.

CHALLENGES

i.e., Duplication of services, coordination with other agencies, PSE integration...

- *If duplication of services exists, how is it addressed?*

COLLABORATION

Discuss and comment on engagement in communication with other SNAP-funded programs and community organizations in your county, including meeting and collaboration with community partners.

- | | |
|--|--|
| <input type="checkbox"/> CNAP / _____# meetings | <input type="checkbox"/> Community Based Organizations |
| <input type="checkbox"/> County Welfare Office | <input type="checkbox"/> UCCE partners (EFNEP, Master Gardeners, 4-H) |
| <input type="checkbox"/> Local SNAP-Ed partners (LHD, CCC, Aging) | <input type="checkbox"/> Other, can include local coalitions: |
| <input type="checkbox"/> Other FNS programs | |

EVALUATION

1. CFHL, UC Recommended Evaluation Tools and SMART Objectives: ([Evaluation](#) webpage)
 - a. Do you know where to access them? **Yes** **No**
 - b. Do you know how to apply them? **Yes** **No**
2. Do Community Educators or trained extenders administer evaluation tools based on the delivery approach and identified curriculum? **Yes** **No**

3. Are you aware that for adult **nutrition education** series with 4+ lessons delivered over at least 4 weeks all LIAs are required to administer the FBC+PA pre/post survey? **Yes** **No**
4. What, if any, pre-post surveys does your team collect?
5. What, if any, PSE assessments does your team collect?
6. Are you using the direct education and/or PSE assessment evaluation results and PEARS program summaries provided by the State Office to improve your program? **Yes** **No**
If "**Yes**", in what ways?
 - a. Direct Education and/or PSE Assessment Evaluation Results (e.g., surveys, SLAQs, etc.):
 - b. PEARS Program Summaries (Quarterly data/site visit reviews):
7. Provide comments on any challenges in evaluation you are experiencing.
8. Can you share any approaches your team uses to solicit community voice and/or partner feedback to improve programming?

BRANDING

1. Does material presented to the public have updated CalFresh Healthy Living, UC branding? (see branded templates on CalFresh Healthy Living, UC website: Administrative > [Communication Resources](#))
 Yes **No**
2. Are materials in compliance with the [CalFresh Healthy Living Branding Checklist](#)?
 Yes **No**
3. Do you reference CalFresh Healthy Living Brand Guidelines and CalFresh Healthy Living, UC + UCCE in [Communication Resources](#) on the CFHL, UC website?
 Yes **No**
4. Do you have and use branded nametags, aprons and tablecloths at sites regularly?
 Yes **No**

TRAINING/GUIDANCE/LEADERSHIP (FOR PROGRAM MANAGERS/ADVISORS)

1. Frequency of staff meetings:
2. Frequency of accompanying educators in the field (shadowing):
3. What is your process for tracking staff completion of [annual required trainings](#)?

4. How can the CalFresh Healthy Living, UC State Office provide assistance or guidance needed by your local program?

WEB BASED RESOURCES

1. Do staff access the [CalFresh Healthy Living, UC website](#) for information regularly?
 Yes No
2. What is accessed on the website:
3. Suggested improvements/any assistance needed:
4. Do you orient new staff to the CFHL, UC website? Are new staff directed to the resources on the [Onboarding New Staff](#) web page?
 Yes No

STAFFING

ONBOARDING (FOR PROGRAM MANAGERS/ADVISORS)

Do you use the [CFHL, UC Onboarding Checklist](#)? Yes No

Have you added county-specific procedures to the Onboarding Checklist? Yes No

COMPETENCY (EDUCATOR'S SKILL-BASED DELIVERY OF NUTRITION AND/OR PHYSICAL ACTIVITY EDUCATION)

1. Is staff skill level appropriate for the lessons being delivered? (Bilingual, culturally appropriate, if needed, etc.)
 Yes No
2. Does staff regularly follow food safety protocols?
 Yes No

TRAINING (OPPORTUNITIES FOR PROFESSIONAL DEVELOPMENT)

Discuss number/frequency of staff attending:

State level trainings and/or meetings

- | | |
|--|--|
| <input type="checkbox"/> Town Halls | <input type="checkbox"/> Evaluation Workshops |
| <input type="checkbox"/> Webinars | <input type="checkbox"/> Other (pre-approved in Plan or by State Office, e.g., Childhood Obesity Conference, CCLHDN, Rethink Your Drink) |
| <input type="checkbox"/> ServSafe Food Safety Training & Cert. | |
| <input type="checkbox"/> Regional Meetings and Trainings | |
| <input type="checkbox"/> Skill and Competency Training | |

Local level trainings and/or meetings

- Staff Meetings** (*agendas and handouts, topics addressed*)
- New educator shadows a "senior" educator** (*induction program*)

COMMUNICATION & COORDINATION

1. How do you ensure quality delivery of nutrition education with your extenders?
2. How do you ensure sustainability at sites?
3. How are you communicating/sharing accomplishments with the state office and your county partners?
4. Have you written a success story this year? **Yes** **No**
Please reference the Expectations and Deliverables document for the number of stories annually required.
5. Have you coordinated at least one local media and public relations effort that supports CalFresh Healthy Living, UC goals and programmatic priorities? **Yes** **No**
6. Are staff familiar with participant confidentiality requirements? (photo releases, no full names or recordings with written permission) **Yes** **No**
7. Have you coordinated with any Tribes or Tribal Entities this year? Do you communicate regularly and receive approvals with key tribal members prior to engaging in PSE interventions and lesson delivery? **Yes** **No**

EDUCATIONAL MATERIALS, CURRICULUM & REINFORCEMENTS

1. Are the curricula and lesson materials used from the [SNAP-Ed Integrated Curriculum list](#)?
 Yes **No**
2. Are the curricula and lesson materials appropriate for the audience (e.g. age, literacy level and culturally appropriate)?
 Yes **No**
3. Are curriculum modifications made during lesson delivery in compliance with the [CFHL Curriculum Modification Guidance Table](#)?
 Yes **No**
4. Do materials developed using SNAP-Ed funds include the most recent [SNAP-Ed funding statement and NDS](#)?
 Yes **No**
5. Is curriculum fidelity being addressed? If yes, describe how you maintain curriculum fidelity.
 Yes **No**
6. Have materials developed by your program been checked for [ADA compliance](#)?
 Yes **No**

CIVIL RIGHTS AND EEO COMPLIANCE

Are FFY 2022 updated [non-discrimination statement](#) on materials? (Short statement: *This institution is an equal opportunity provider.* [FNS Nondiscrimination Statement.](#))

Note: NDS is not needed if: not funded by SNAP-Ed; only contains content that provides general information (menus, recipes, calendars); has no SNAP or SNAP-Ed program info or application/-eligibility info.

1. Is the latest version of the NDS on participant facing materials? If no, explain.
 Yes No
2. Is the latest version of the "And Justice for All" poster displayed in a visible area of classrooms or areas where SNAP-Ed services are provided?
 Yes No
3. Have all staff completed the Civil Rights Training this FFY?
 Yes No

PROGRAM PLANNING AND IMPLEMENTATION

1. Is a hard copy or electronic version of the [SNAP-Ed Guidance](#) and [Program Directives](#) accessible?
 Yes No
2. Are staff familiar with the SNAP-Ed Guidance? Describe your process for assisting staff in understanding the guidance.
 Yes No
3. Is a hard copy or electronic version of the current fiscal year's Plan and Budget accessible?
 Yes No
4. Discuss the County [SNAPshot](#) progress and challenges; review progress to meet [Expectations and Deliverables](#).
5. Discuss the schedule of events planned for the year – what is the planning process, recruitment (for adult, family-centered, youth programs), etc.
6. How are you considering the target audience in all educational activities planned (e.g. cultural, literacy, logistical access, language(s) of materials presented, etc.)?
7. How is UCCE coordinating with other local implementing agencies to deliver programs at a site that enhances services provided to program participants?
8. Discuss efforts to build comprehensive programming in your county – wellness policy, garden activity, PA, environmental supports – stencils & murals, SLM. Highlight and share lessons learned with the State Office through ANB, PEARS Success Stories, and other opportunities.

Could this county be referred to the CFHL Statewide Training Peer Exchange Program for mentoring or to receive assistance with challenges?

Please see <https://cfhlstatewidetraining.org/resource/calfresh-healthy-living-peer-exchange>.