

## Administration Protocol

### I. Purpose

The purpose of the What Did You Learn? qualitative retrospective survey is to collect information about any changes in dietary and physical activity knowledge and behaviors from students in **grades 4<sup>th</sup> and higher**. You can use this survey in schools or other settings where **two or more sessions** of series based direct education are delivered **virtually** using approved CalFresh Healthy Living (CFHL) curricula.

### II. Who Should Administer

CFHL-UCCE staff who have delivered all or part of the curricula should administer the What Did You Learn? Survey. Currently, this survey is not intended to be used by extenders. The State Office will review these procedures annually with UCCE staff input.

### III. When to Administer

The What Did You Learn? qualitative retrospective survey should be administered to an entire class immediately following series-based delivery after all of the planned lessons have been completed. When possible, administer the survey immediately after the conclusion of the last class in the series. If that is not possible, administer the survey as soon as possible after concluding the series, but not more than two weeks after its completion.

### IV. Materials Needed

- PDF copy of the student consent page to read aloud and provide to students with the UCCE local contact information added (see VI. Student Consent).
- Electronic or printed copy of this administration protocol.
- Electronic copy of survey administration [PowerPoint \(PPT\) slides](#) that include:
  - Link to the [What Did You Learn?](#) survey in Qualtrics.
    - *Note: Advisors/Supervisors can review the survey data collected in Qualtrics (see [Data Review Tip Sheet](#)).*
  - Entire text of the CFHL-UC youth consent memo (REQUIRED by IRB).
  - Responses to the required survey questions (PEARS Program Activity ID, County, and School/Site Name) – for students to enter on their survey.
  - Slide showing the two open-ended questions from the What Did You Learn? survey to display while students respond.

### V. Before You Begin

- Review consent page, add local UCCE contact, and create PDF to share with students.
- Create a Program Activity in PEARS for your direct education, so you have the PEARS Program Activity ID on hand to share with students.
  - *Note: If you are collecting surveys from mixed group of students with more than one PEARS Program Activity, you can select a single Program Activity ID to provide for all of these students to simplify data collection. Please just add the following note in the PEARS General Information Comments section: “The WDYL*



*survey was collected from a mixed group of students with more than one PEARS Program Activity. These students received the same classes/activities. To streamline data collection, we provided students with the PEARS Program Activity ID XXXXXX, but the data are also for the following IDs: XXXXXX, XXXXXX, etc.”*

- Download and edit the survey administration [PowerPoint \(PPT\) slides](#) to:
  - Add the UCCE local contact information (slides 1 and 5) and
  - Insert the PEARS Program Activity ID, County, and School/Site Name (slide 5).
- Practice administration with colleagues to become familiar with the protocol/PPT. Note: When practicing, instruct participants to enter “TEST” for the school name.

## VI. Student Consent

Dear Student,

Hello! We are the University of California CalFresh Program (UC CalFresh). Our program teaches young people about healthy eating and physical activity habits. Our goal is to help students stay healthy. Our program is funded by USDA. The program is free to your school or community.

To find out how well our lessons work, we ask that you complete this survey. However, completing the survey is totally voluntary. Voluntary means you can agree or not agree to complete it. It is up to you. You may also skip questions you do not want to answer. But, we hope that you will answer all of them. Any information about who you are will be kept secret. We will not share your name or id number.

If you have any questions about the survey, just ask us!

**Name of your local UC CalFresh educator:** \_\_\_\_\_

**Phone number:** \_\_\_\_\_

You may also contact our UC CalFresh State Director:

Kamaljeet Khaira, University of California at Davis, One Shields Ave, Davis CA 95616  
(530) 752-0555

If you have any concerns or complaints about our UC CalFresh Nutrition evaluation, you may also contact the Institutional Review Board, University of California at Davis at (916) 703-9151, from 8:00 a.m. to 5:00 p.m., Monday through Friday, or by writing to the Institutional Review Board, CTSC Bldg., Suite 1400, Rm. 1429, 2921 Stockton Blvd., Sacramento, California 95817.

*This material was produced by the University of California CalFresh Nutrition Education Program with funding from USDA SNAP, known in California as CalFresh (formerly food stamps). These institutions are equal opportunity providers and employers. CalFresh provides assistance to low-income households and can help buy nutritious foods for better health. For CalFresh information, call 1-877-847-3663.*