



## Memo

To: Nutrition Advisors and Program Supervisors

From: Barbara McKnelly and Angie Keihner

CC: David Ginsburg, Tammy McMurdo, Michele Byrnes, Andra Nicoli, MaryAnn Mills, Jennifer Quigley

Date: 12/13/15

Subject: New Consent Procedures for Youth Evaluation

The Institutional Review Board (IRB) requires that UC CalFresh implement a new consenting procedure for the youth evaluations. The following consent process will be followed with teachers, students, and parents prior to administering any evaluation instruments.

### **Consent Page**

The consent page provides a one page description of the UC CalFresh program, the purpose of the youth evaluation, and the voluntary nature of participation. In case participants have questions, the IRB also requires that we include contact information for David Ginsburg (Principal Investigator), the UC Office of Research, and local contact information for the UC CalFresh county educator. NOTE: To complete the consent page, each county program needs to insert the contact information for the appropriate UC CalFresh county educator or County Program Supervisor.

### **Consent Procedure**

In order to secure consent to participate in the youth evaluation, teachers and parents will be asked to read the consent page before completing the evaluation tools. For students, the consent page should be read aloud to the class prior to the survey administration. Only the individuals who fill out the evaluation surveys need to receive the consent page. For example, teachers fill out the Teacher Observation Tool (TOT), so the teacher consent page would be used with the TOT. The parent and student consent pages are not necessary for this evaluation survey.

Instead of collecting a written consent form, consent to participate in the youth evaluation is assumed to have been provided if a participant completes the evaluation survey. For surveys completed multiple times by teachers, the consent page only needs to be provided once. For example, if a teacher provides multiple taste tests in their classroom, the teacher would only need to review the teacher consent page at the first taste test. For pre/post surveys, the consent page will be added to both the pre- and post-survey to ensure that all participating students and parents receive the consent. This ensures that any students



absent for the pre-survey administration would still receive the consent page during the post-survey data collection. The participant consent page (in English and Spanish for parents and students) will be added as a cover page to the youth evaluation tools posted on the UC CalFresh website in December 2015.

### **Frequently Used Youth Evaluation Tools: Teacher Observation Tool and Youth Teacher Tasting Tool**

The two evaluation tools most frequently used in the UC CalFresh youth evaluation are the Teacher Observation Tool (TOT) and the Youth Teacher Tasting Tool (TTT). For these tools, the teacher consent page has been added as a cover page and the updated versions are posted on the UC CalFresh Website. Please find the TOT with the consent cover page attached as an example.

### **FFY 2016 Consent Distribution: TOT and TTT**

#### For newly distributed evaluation tools

- ✓ Step 1: When distributing evaluation tools to teachers, ensure that the tools include the consent page with the appropriate county educator contact information inserted.
- ✓ Step 2: Please direct teachers to review the consent page.
- ✓ Step 3: Instead of collecting written consent forms, consent is assumed to have been provided by teachers if they choose to complete and return the evaluation tools.

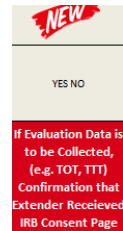
For evaluation tools already distributed: You may have already distributed evaluation instruments in teacher packets or at teacher trainings at the beginning of the school year. In these cases, please select one of the methods below to provide the consent page to teachers as you begin collecting these evaluation tools. Before distributing the consent page, please add the appropriate county educator or County Program Supervisor contact information. Some options for distributing the consent page include:

- 1) By email: Send the consent page in the body of an email and request a confirmation from teachers that they read the email, such as "Please reply 'Yes' if you read this email."
- 2) By phone: You can read the consent to teachers and document their consent verbally over the phone.
- 3) In person: Educators visiting classrooms can distribute the consent page in person to participating teachers.

Regardless of the option selected, you will need to begin documenting that teachers received the consent page (i.e., cover page of survey, by email, a follow-up phone call, in person visit, etc.). You will be asked to confirm whether teachers received the consent page and how it was provided when entering youth evaluation data into the online data entry portal (shown below). If teachers complete the online data entry, they should select the response option that best describes whether and how they received the consent page.

* Teacher received the consent page	▲ ▼	<input type="radio"/> Did not receive <input type="radio"/> Yes, as cover page on survey <input type="radio"/> Yes, by other means (i.e., email, phone in-person, other)
-------------------------------------	-----	--

We recognize that youth evaluation tools already collected and entered into the portal will not have the approved youth evaluation consent (i.e. Did not confirm). Our goal is to work with the counties to incorporate the new youth evaluation consenting procedures by the beginning of 2016. However, we appreciate that it will take some time to transition to this new procedure. In addition to the online data entry portal, the Reporting Tools Workbook (RTW) also includes a column to indicate if extenders who completed evaluations were provided with consent forms (displayed here to the left →).



### Other Youth Evaluation Tools

Several county programs are using program or curricula specific youth evaluation instruments that will also need the teacher, parent, or student consent added as a cover page. These youth evaluation tools and the required consent forms are summarized below.

- Teacher Consent
  - AgVentures Training Survey
  - Educator Survey
- Parent Consent
  - AgVenture Farmer’s Market Day–Parent Pre/Post Survey
  - In-home Preschool Program–Parent Pre/Post Survey
- Student Consent
  - Eating Healthy from Farm to Fork pre/post
  - Eat Fit retrospective survey and pre/post
  - My Hunger Attack Habits pre/post
  - Nutrition to Grow on Nutrition Survey (pre/post)
  - AgVentures Farmers Market Day for 3rd Graders pre/post
  - AgVentures Farmers Market Day for 4th Graders pre/post
  - Healthalicious survey
  - High School Nutrition and Physical Activity Survey pre/post
  - Youth Nutrition and Physical Activity Survey pre/post

If your county will be using one or more of these youth evaluation tools in FFY 2016, please contact the UC CalFresh State Office evaluation staff Barbara MKNelly ([bmknelly@ucdavis.edu](mailto:bmknelly@ucdavis.edu)) or Angie Keihner ([akeihner@ucdavis.edu](mailto:akeihner@ucdavis.edu)) to discuss the best consent distribution approaches. In particular, for younger students who are not yet easy readers (<4th grade), we would like to collaborate with programs to develop and test the best consenting approaches. We are also interested in working with programs to develop a Frequently Asked Questions (FAQ) document for use with students, especially if programs find that questions are raised about the consent form.



For counties interested in reviewing and discussing these procedures, we plan to spend time addressing the new consent process during the upcoming Regional Evaluation Trainings planned for February, 2016. Please see the [training calendar](#) on the UC CalFresh website.

We appreciate your commitment to youth evaluation and look forward to working with you to implement the new consenting procedures. Thank you in advance for your attention to this new evaluation requirement.

If you have any questions, please do not hesitate to contact either of us.

Best Wishes,

Barbara McKnelly and Angie Keihner