

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 4th and higher**. You can use this survey in schools or other settings where **two or more sessions** of series based direct education are **delivered in person or 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. In rare cases (such as COVID-19 restrictions) where CFHL, UCCE staff are unable to visit sites in-person or collect surveys virtually, they can review the administration protocol and student consent procedure with extenders and work with them to administer the survey. 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

For **online** administration:

- 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 PEARS.
 - Entire text of the CFHL-UC youth consent memo (REQUIRED by IRB).
 - Slide showing the two open-ended questions from the What Did You Learn? survey to display while students respond.

For **in-person** administration of the paper survey:

- Single copy of survey cover page with survey administration instructions,
- Copies of student survey and consent cover page with the UCCE local contact information added (see VI. Student Consent) for whole class – printed front and back, in color, on white paper,
- Extra copy of the survey and consent cover page for your reference to read aloud,
- Pencils - one per student plus extras (if needed), and
- Survey administration protocol.

V. Before You Begin

- See WDYL survey and support materials posted on the [Youth Evaluation Tools](#) webpage.
- Review consent page, add local UCCE contact, and create PDF to share with students. If using hard copy surveys, add local UCCE contact before printing.
- Create a Program Activity in PEARS for your direct education, so you have the PEARS Program Activity ID to add to the cover page for classes where hard copy surveys will be administered **in-person**.
 - ***Note:** If you are collecting surveys from a 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.”*
- For **in-person** administration, UCCE staff should fill in the date, site name, county, and PEARS Program Activity ID on the cover page and keep this cover page together with the student surveys collected in each class.
- For **online** administration, attach the WDYL survey to your Program Activity in PEARS and generate the relevant online survey link to share with students.
- For **online** administration, please also download and edit the survey administration PowerPoint (PPT) slides to:
 - Add the UCCE local contact information (slides 1 and 5) and
 - Insert the WDYL survey link from PEARS into the notes section (slide 2).
- Practice administration with colleagues to become familiar with the protocol/PPT. **Note:** When practicing, create a “TEST” Program Activity in PEARS. Please remember to delete the “TEST” Program Activity when you are done practicing administration.

VI. Student Consent

ENGLISH VERSION

Dear Student,

Hello! We are CalFresh Healthy Living, University of California (UC). 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



What Did You Learn? Qualitative Retrospective Survey

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 CalFresh Healthy Living, UC educator:

[Redacted]

Phone number:

[Redacted]

You may also contact our CalFresh Healthy Living, UC State Director:
Kamaljeet Khaira, University of California at Davis, 1632 DaVinci Court, Room #31, Davis CA 95618 (530) 752-0555

If you have any concerns or complaints about our CalFresh Healthy Living, UC 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.

California's CalFresh Healthy Living, with funding from the United States Department of Agriculture's Supplemental Nutrition Assistance Program – USDA SNAP, produced this material. These institutions are equal opportunity providers and employers. For important nutrition information, visit www.CalFreshHealthyLiving.org.

SPANISH VERSION

Estimado estudiante,

¡Hola! Somos CalFresh Healthy Living, University of California (UC). Nuestro programa enseña a los jóvenes acerca de comer saludablemente y hábitos de actividad física.

Nuestra meta es ayudar a los estudiantes a mantenerse sanos. Nuestro programa está financiado por el USDA. Este programa es gratis para su escuela o la comunidad.

Para saber si nuestras lecciones dan los resultados esperados, te pedimos que llenes esta encuesta. Sin embargo, llenar esta encuesta es totalmente voluntario.

La palabra *voluntario* quiere decir que puedes aceptar o rechazar llenar la encuesta. Tú decides. También puedes saltarte las preguntas que no quieras responder. Pero esperamos que respondas todas las preguntas. Cualquier información acerca de ti será confidencial.

No compartimos tu nombre o número de identificación (id).

Si tienes alguna pregunta sobre la encuesta, ¡solo tienes que preguntarnos!



What Did You Learn? Qualitative Retrospective Survey

Nombre de tu educador local de CalFresh Healthy Living, UC:

[Redacted]

Número de teléfono:

[Redacted]

También puedes contactar a nuestro director de CalFresh Healthy Living, UC: Kamaljeet Khaira, Universidad de California en Davis, 1632 DaVinci Court, Room #31, Davis CA 95618, (530) 752-0555

Si tienes alguna preocupación o reclamo sobre nuestra evaluación de CalFresh HealthyLiving, UC, puedes comunicarte con el Comité Institucional de Revisión de Protocolos (IRB), Universidad de California en Davis, (916) 703-9151, 8 am a 5pm, lunes a viernes puedes escribir una carta y enviarla a Institutional Review Board, CTSC Bldg., Suite 1400, Rm. 1429, 2921 Stockton Blvd., Sacramento, California 95817.

CalFresh Healthy Living de California, con fondos del Programa de Asistencia para Nutrición Suplemental (SNAP) del Departamento de Agricultura de los Estados Unidos (USDA), produjo este material. Estas instituciones son proveedores y empleadores que ofrecen oportunidades equitativas. Para obtener información nutricional importante, visite www.CalFreshHealthyLiving.org.