

SNAP-Ed at Michigan Fitness Foundation Evaluation Assurances
Subrecipients
Fiscal Year 2025 (October 1, 2024 – September 30, 2025)

Evaluation is an important and required component in SNAP-Ed. SNAP-Ed at MFF evaluation tools include process and outcome evaluations for all policy, systems, and environmental change (PSE) strategies and direct education (DE) interventions.

All organizations and initiatives funded through SNAP-Ed at Michigan Fitness Foundation (MFF) use surveys to collect information from participants to help identify behavior changes and understand the value of the program from the participant perspective. The evaluation tools used measure individual behavior change related to food choices and physical activity (outcome evaluation). Program evaluation surveys are also used with youth and adult program participants to understand the value and appropriateness of the interventions offered (process evaluation). Tools have been carefully selected considering nutrition educator and participant respondent burden, ability of the tool to collect information needed, and validity and reliability of the instruments.

MFF evaluation team, in partnership with subrecipient grantees, also identifies evaluation approaches (quantitative and/or qualitative) and data collection methods most appropriate for capturing planned policy, systems, and environmental (PSE) changes.

Results across local SNAP-Ed programs are combined to assess the effectiveness of statewide SNAP-Ed programming to increase fruit and vegetable consumption and physical activity behaviors, improve supports for those healthy behaviors, and identify program enjoyment, interest, cultural appropriateness of foods, and intended behavior changes. Evaluation results provide a framework to package and share findings with key stakeholders (e.g., USDA, MDHHS, etc.) to tell the story of SNAP-Ed impact in Michigan.

Read each item below and respond to the statements by checking the boxes.

1. Policy, Systems and Environmental Change Outcomes

All organizations must collect evaluation data for policy, systems, and environmental change initiatives, highlighting the SNAP-Ed contribution to those PSE processes and outcomes. Evaluation allows users to identify the need for PSE change and/or to track such changes implemented to achieve planned PSE changes to improve nutrition and physical activity access and supports. Outcome evaluations align with the indicators and outcome measures in the [SNAP-Ed Evaluation Framework Interpretive Guide](#).

Required Indicators

Every organization must assess and report on the following indicators for PSE, as aligned with your approved program:

- *At least one of: ST5. Readiness and Need, ST6. Champions, ST7. Organizational Partnerships*
- *MT5. Nutrition Supports and, as applicable, MT6. Physical Activity and/or Reduced Sedentary Behavior Supports*

In addition, every organization must assess and report on the following SNAP-Ed indicators, if the following conditions apply:

- *ST8: Multi-Sector Partnerships and Planning: reporting SNAP-Ed contributions* is required if you have implemented SNAP-Ed programming for **at least two (2) full program (fiscal) years**.
- *LT5: Nutrition Supports Implementation and/or LT6: Physical Activity Supports Implementation* is required if you have adopted SNAP-Ed MT5 Nutrition Supports and/or MT6 Physical Activity/Reduce Sedentary Behavior Supports PSE change(s) **within the last three (3) program years**.

This institution is an equal opportunity provider.

NOTE: Reporting on other PSE indicators related to specific programming might be required as determined by your MFF evaluator.

All data for indicators ST5, ST6, ST7, ST8, MT5, MT6, LT5, and LT6 must be entered into the Map to Healthy Living Update Portal to report progress on those indicators (as appropriate) per the quarterly PSE reporting schedule determined by MFF.

Have you reviewed and do you understand the requirement for PSE outcome evaluation as described above?

☐ Yes

☐ No

2. Direct Education Behavior Change Outcomes

All subrecipient grantees must collect direct education outcome evaluation data for behavior change using the SNAP-Ed at MFF evaluation tools identified by their MFF evaluation specialist. In Fiscal Year (FY) 2025, all SNAP-Ed at MFF subrecipient grantees will receive a Survey Guide that identifies surveys to use with which program participants (by age) and timeframe for evaluation activities, such as when surveys need to be administered (pre/post or post only), related to each direct education intervention being implemented.

Subrecipients must tell their MFF evaluator when changes in interventions occur so that the Survey Guide can be updated and remain current.

Outcome surveys required to be used align with the indicators and outcome measures included in the [SNAP-Ed Evaluation Framework Interpretive Guide](#). Outcome evaluation provides information to identify effectiveness of the intervention completed by participants.

These surveys need to be ordered by the subrecipient from the MFF SNAP-Ed Portal. It is mandatory that the Survey Guide be closely followed.

Organizations should not create additional surveys/evaluations on their own. If there is a need for additional surveys, the subrecipient grantee should contact their assigned MFF evaluation specialist for support.

Fruit and Vegetable Consumption

All surveys for youth in grades 6 and higher and adults assess recent (1-4 weeks) fruit and vegetable intake and have been drawn from nationally validated tools for use with a wide range of populations. The surveys need to be administered before and/or after program implementation. For pre-post surveys, demographic information (middle initial; day and month of birth, gender, age, etc.) is used to match pre and post surveys for individuals.

- Organizations that serve child participants in PreK-2nd grade are responsible to collect information from a sample of parents, following the guidelines provided by their evaluator.
- Organizations that serve child participants in 3rd-5th grades will use a post/retrospective-prequestionnaire with participants (i.e., That's Me: My Choices).
- Organizations that serve adolescent participants in 6th-12th grade (age 12-18) will use the 9-item dietary assessment based on the National Youth Risk Behavior Survey (YRBS) developed by the Centers for Disease Control and Prevention¹ (i.e., Fruit and Vegetable Screener for Youth).

¹ Youth Risk Behavior Surveillance System (YRBSS). (2011). Centers for Disease Control and Prevention, www.cdc.gov/yrbss.

- Organizations that serve adults (18 years and older) with direct education will use a 6-10 item (6 pre and 10 post) questionnaire adapted from the Food & Physical Activity Questionnaire and Health-Related Quality of Life Measures^{2,3} (i.e., Food and Health Questionnaire for Adults).

Physical Activity

Physical activity (PA) surveys will be administered before and/or after the period of active program intervention and, if it is a pre-post tool, will request demographic information and other non-identifiable items (e.g., middle initial, day, and month of birth) so that surveys can be matched by individual.

- Organizations that serve adolescent participants in 4th-12th grade (ages 9 – 18) will use a screener that is comprised of a combination of questions from the Physical Activity Questionnaire for Older Children (PAQ-C)⁴ and Youth Risk Behavior Survey (YRBS)⁵ (i.e., Physical Activity Screener for Youth).

Number of Surveys Required

All participants are expected to complete either the outcome survey (That's Me: My Choices, Fruit and Veggie Screener for Youth, or the Adult Food and Health Questionnaire) or the Program Evaluation Survey. Organizations that have collected more than 500 of any survey will be allowed to sample rather than provide more than 500 surveys. Your MFF evaluator will provide guidance.

Required Indicators

Every organization must address, measure, and report on the following indicator for DE:

- MT1. Healthy Eating

Optional: Other important indicators are MT2. Food Resource Management; MT3. Physical Activity and Reduced Sedentary Behavior; as well as additional indicators relevant to your programming.

Have you reviewed and do you understand the requirement for DE outcome evaluation as described above?

☐ Yes

☐ No

3. Process Evaluation

All organizations must collect process evaluation information for both policy, systems, and environmental change initiatives and direct education. Process evaluation for direct education includes the Nutrition Educator Log and the Program Evaluation for Adults or Program Evaluation for Youth.

Process evaluation for PSE change initiatives include quarterly reports entered in the Map to Healthy Living Update Portal. Process evaluation helps to ensure fidelity (that an evidence-based intervention is delivered as designed and thus likely to result in the expected outcomes) and will be included in your evaluation plan developed in collaboration with your assigned MFF evaluator.

Have you reviewed and do you understand the requirement for process evaluation as described above?

☐ Yes

☐ No

4. Reach Information

² Murray, E., Auld, G., Baker, S., Barale, K., Franck, K., Khan, T., Palmer-Keenan, D., & Walsh, J. 2017. Methodology for Developing a New EFNEP Food and Physical Activity Behaviors Questionnaire. *J Nutr Educ Behav*, 49, 777-783.

³ Health Related Quality of Life (HRQOL). 2016. Centers for Disease Control and Prevention. <https://www.cdc.gov/hrqol/methods.htm>

⁴ Kowalski, K., Crocker, P., & Donen, R. (2004 August). The Physical Activity Questionnaire for Older Children (PAQ-C) and Adolescents (PAQ-A) Manual. College of Kinesiology, University of Saskatchewan.

⁵ Centers for Disease Control and Prevention. (2013). Youth Risk Behavior Survey. Available at: www.cdc.gov/yrbss.

All organizations must collect reach information as required by USDA and report it at the end of the program year using forms provided by MFF. Reach information for direct education includes: the total number of unduplicated participants, ethnicity, race, gender, age, mode of delivery, number of series and sessions per series. Reach information for PSE includes: the estimated number of people likely to be impacted by an adopted PSE change.

Do you agree to create and follow a plan to collect required data?

☐ **Yes**

☐ **No**

Signature of Authorized Organization Representative

Date

Print Name

Title

Signature of Program Lead

Date

Print Name

Title