

Food and Health Questionnaire for Adults

Scantron Administration Protocol

Pre and Post Survey (Versions 120 and 121)

Planning & Preparation

- The surveys are in Scantron® (bubble sheet) format and can accept pen (blue or black ink only) or number 2 pencil.
- Bring pens and pencils with you for respondents.
- Be sure barcodes are placed on surveys before administration. Barcode instructions and templates can be found in the Partner Portal Evaluation section.

When to Administer

- This survey is only for adults ages 18 and older.
- Pre- and post-surveys should coincide with the schedule of your direct education.
- Plan on up to 20 minutes at the beginning of the first session and 20 minutes during the last session to administer surveys.

Matched Pairs

- To the greatest extent possible, the goal is to collect pre- and post-surveys from the same participants. This isn't always possible, but we ask that you do your best to collect matching pre- and post-surveys from the same individuals whenever possible. Matched surveys allow us to assess change from pre to post surveys.
- Demographic data is collected on both the pre- and post-surveys, which is how we match pre-and post-surveys to the same participant. This way participants' names are not collected, to help ensure their privacy. So, it's very important for the demographic data to be completed accurately so the matching process can occur.

Administration

- It's important to administer surveys consistently to all groups and to remain neutral in presenting the survey and answering any questions that arise.
- If multiple people will be administering surveys, they should all be trained in appropriate and consistent administration.
- We can't assume participants can read it on their own, so please read items and responses aloud to the group.
- When you administer the survey, do not prompt by telling them what the words or phrases mean (you can do that after).
- Tell participants to select the best answer for them, but that they can leave the answer blank if they don't know which response to choose.
- Have a copy of the survey available for yourself to be able to read questions and answer options from.

Introduction

- You should include an introduction for respondents before handing out surveys. The introduction is brief and conveys a neutral perspective. An abbreviated introduction is also included at the top of the survey.
- Text in italics can be read aloud.

The following questions ask you about how often you usually eat or drink certain items. Please make sure to read every question carefully and fill in only one response per question, unless otherwise noted. There are no right or wrong answers so please answer all of the questions as honestly and accurately as you can. Your answers are voluntary and will be kept private.

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Fill in the ovals completely using a blue or black ink pen or a no. 2 pencil and do not scribble or make any other marks on the survey. Please do not bend or fold the survey. Remember to fill out both pages of the survey. I will now read all questions and answers on the survey out loud. Please let me know if you need help or have a question.

Front page:

1. The first question is...
2. Then read the responses: The first answer is...
3. The other answer choices are...
4. Follow this procedure for all items on this page.

[Pre survey, skip to instruction #11. Post Survey, continue here.]

Back page:

5. On this page of the survey, we have four questions about your physical and mental health.
6. Read the first question (#7): The first question is...
7. Then read the responses: The first answer is...
8. The other answer choices are...
9. Read the second question (#8): The next question is... For this question you will fill in the number of days. If the number of days is 9 or fewer days, you would pencil in a 0 in the left column and the number of days in the right column. If the number of days is 10 days or more, for example, 15 days, you would pencil in a 1 in the left column and a 5 in the right column.
10. Follow this procedure for questions #9 and #10.
11. For each of these questions, please fill in or circle the answer that you identify with.
12. For age, fill in the circles for your age. For example, if you are 34, you would pencil in a 3 in the left column and 4 in the column on the right. Give time to complete age.
13. For birthday, it is the month and day of the month (not year) you were born.
14. You can skip the middle initial question if you do not have one. If you have more than one middle name, please select the first initial of your first middle name.
15. Thank you for taking the time to complete this survey.

Returning Completed Surveys

Collect surveys and mail to the Michigan Fitness Foundation with a cover sheet for scanning.