

# That's Me: My Choices

## Online Administration Protocol

### Post-only survey

#### Planning & Preparation

- The survey is formatted online and can be taken on a phone, tablet, or computer.
- Test the link before you need to use them in programming.
- If there are technical issues, please contact your MFF program manager/evaluator.

#### When to Administer

- This should only be used with youth in grades 3 through 5. For summer programs, youth should have completed 3rd grade.
- Schedule 20 minutes during the last session to have participants complete surveys. It's important to provide time within the session to get better completion rates.
- Send the link to participants at the beginning of the allotted in-session time in an E-mail or through the virtual platform, like a chat or message function.

#### Administration

- To ensure that data collection is not jeopardized it is important to administer surveys consistently 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 on appropriate and consistent administration.
- We cannot assume participants can read the screener 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.
- 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.
- They will be able to move forward with the survey if they have an unanswered question by using the forward arrows after each question.
- Have a copy of the survey available for yourself to be able to read questions and answer options from.

#### Introduction & Instructions

- You should include an introduction when you send out the link. The introduction is brief and conveys a neutral perspective. An abbreviated introduction is also included at the beginning of the online survey.
- Text in italics below can be read aloud.
- Some word choices might be more appropriate when providing the survey in school settings or community settings, so feel free to adapt appropriately. For instance, referring to the child's class or group and whether you refer to when they started the nutrition lessons, at the beginning of the school year, at the beginning of XX summer camp, and so on.

*Now we're going to do an activity about foods and what you eat. **Please click the link I just sent to open the survey.** You should see an instructions page. We use your answers to make the program better for other kids. 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.*

*I will now read all questions and answers on the survey out loud; follow along on your screen. Please let me know if you need help or have a question.*

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Please click the blue button with the arrow to get to the first question.

- Think back before your class started the nutrition lessons. First, you're going to choose the best answer for how much you did each thing listed **before** the lessons. Then you'll choose the best answer for how much you do that thing now that you've **finished** the lessons.
- On the left, the top item says, "Before nutrition lessons, I ate healthy foods".
- The first answer option is "most or all of the time;" the second answer option in the middle is "sometimes;" and the third answer option is "a little or none of the time."
- Select the answer that is most correct for how often you ate healthy foods **before** we started these nutrition lessons.
- Underneath that, the second row says "Now, I eat healthy foods."
- In this row, select the answer that is most correct for how often you eat healthy foods **now**.
- When you are finished answering this question, click on the blue arrow at the bottom of the screen.
- [Follow this procedure for all items about eating and drinking, through #13.]
- Question 14 asks if it was easy or hard to remember back to before the lessons.
- If you thought it was easy, click "easy"; if you thought it was hard, click "hard".
- When you are finished answering this question, click on the blue arrow at the bottom of the screen.
- Now it's time to tell us about yourself.
- You can choose to describe yourself as a boy or a girl or there are answer options for "not listed" and "prefer not to answer."
- For your age, choose from a drop-down of 5 to 18 years old.
- For your grade, choose from a drop-down of 2nd through 12th grade.
- When you have finished answering the last question on this page, click on the blue arrow at the bottom of the screen.
- Thank you for taking the time to complete this survey. Once you see the screen that says, "Thanks for taking this survey!" You may exit your browser.

### Returning Completed Surveys

Participants' survey responses are automatically recorded through Qualtrics® XM and sent to MFF. No further action is needed to submit.