



## Organization

### Survey Guide Contents

#### 1) Survey Protocols

...list the steps to follow to administer surveys your program will use. Following the protocol is critical for consistency across educators when collecting survey data. **Make sure educators review the protocol before administering a survey.**

#### 2) Survey Overview Table

...lists interventions identified in your Program Summary Details Workbook. One or more surveys are listed for each intervention along with the target grade/age group and the timeframe for administering them. If you plan to use an online survey, a link is included.

#### 3) QR Code Images for Survey Links

...appear after the Survey Planning Chart as a method to provide access to the survey for your participants.

#### 4) Survey Planning Chart

...is related to the Survey Overview Table and included for your reference. This flowchart shows which surveys are meant for each age group.

If any of your planned interventions are not listed (or if you add one), contact your MFF Program Manager (CIPs) or MFF Evaluator (subrecipients) so your Survey Guide can be updated.

### Helpful information:

- Visit the [Partner Portal](#) under [Evaluation](#) often to use important evaluation resources such as translated versions of surveys, fidelity logs for some interventions, and training videos for educators and program leads.
- Check your current supply of **Scantron® surveys. Need more?** If you are a subrecipient, complete the [survey order form](#). CIP organizations should contact their MFF Program Manager for survey order information. Make sure to place survey orders at least 2-3 weeks before you need them.
- Download the newest [Barcode Generator](#) and use the Scantron® survey [barcoding instructions](#) to include a barcode for each intervention.
- Verify that nutrition educators have the Scantron® and online [survey protocols](#). Links to protocols are also included on the first page of this guide.
- **Test online survey links. Do not** select or enter any responses while testing survey links. This ensures that ‘test data’ is not included in final reports.
- **If you do not think your outcome survey for an intervention will be completed by at least 20 participants, use the Program Evaluation survey only.**

### Contact your MFF Program Manager (CIPs) or your MFF Evaluator (Subrecipients) if:

- ...you have questions about which survey to use, who to use it with, or when to use it.
- ...interventions are added or removed from your program.
- ...survey link(s) or QR codes do not work.
- ...you have fewer than 20 **total** participants in any intervention.

## Survey Protocols

**REQUIRED:** Educators need to read through the survey protocol before administering a survey. Click the appropriate survey protocol link in the table below to view and/or download the protocol.

Survey Protocol - Scantron	Survey Protocol - Online
<a href="#"><u>Adult Food and Health Questionnaire</u></a>	<a href="#"><u>Adult Food and Health Questionnaire</u></a>
<a href="#"><u>Program Evaluation (Adults)</u></a>	<a href="#"><u>Program Evaluation (Adults)</u></a>
<a href="#"><u>Program Evaluation (Youth)</u></a>	<a href="#"><u>Program Evaluation (Youth)</u></a>
<a href="#"><u>That's Me: My Choices</u></a>	<a href="#"><u>That's Me: My Choices</u></a>
<a href="#"><u>Youth Fruit &amp; Vegetable Screener</u></a>	<a href="#"><u>Youth Fruit &amp; Vegetable Screener</u></a>
<a href="#"><u>Youth Physical Activity Screener</u></a>	<a href="#"><u>Youth Physical Activity Screener</u></a>

## Survey Overview Table

The surveys listed below are required to be used as indicated.

DE Intervention	Age Group	Survey Name	Timing	Survey Link (online survey)
Example Intervention	Ages 11-13 (Grades 6-8)	Youth Fruit & Vegetable Screener - Pre-Survey	pre	<i>Organization's customized survey link</i>
		Youth Fruit & Vegetable Screener - Post-Survey	post	<i>Organization's customized survey link</i>
		Program Evaluation (Youth) - Note: if using Scantron®, use form #128.	post only	<i>Organization's customized survey link</i>

DE Intervention	Survey Name	Survey Link (online survey)	QR Code
Example Intervention	Youth Fruit & Vegetable Screener - Pre-Survey	<i>Organization's customized survey link</i>	<i>Organization's customized survey QR code</i>
Example Intervention	Youth Fruit & Vegetable Screener - Post-Survey	<i>Organization's customized survey link</i>	<i>Organization's customized survey QR code</i>
Example Intervention	Program Evaluation (Youth) - Note: if using Scantron®, use form #128.	<i>Organization's customized survey link</i>	<i>Organization's customized survey QR code</i>

# FY25 Statewide Direct Education Evaluation Survey Planning Chart

Identify your direct education age group(s) across the top of the chart. The surveys needed for each age group are listed in their respective column. All surveys have paper (Scantron®) and online versions. Online survey links are listed in your organization's Direct Education Survey Guide (SG).

