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Office of Educational Innovation and Evaluation

2012 Family Nutrition Program Annual Update
Kansas State University
October 3, 2012

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KSRE Nutrition Programs Evaluation Decision Tree

Sample After Program Feedback Form
(A non-modifiable instrument in K-PICS)

Sample Adult Pre-Program Survey
(A modifiable instrument in K-PICS)

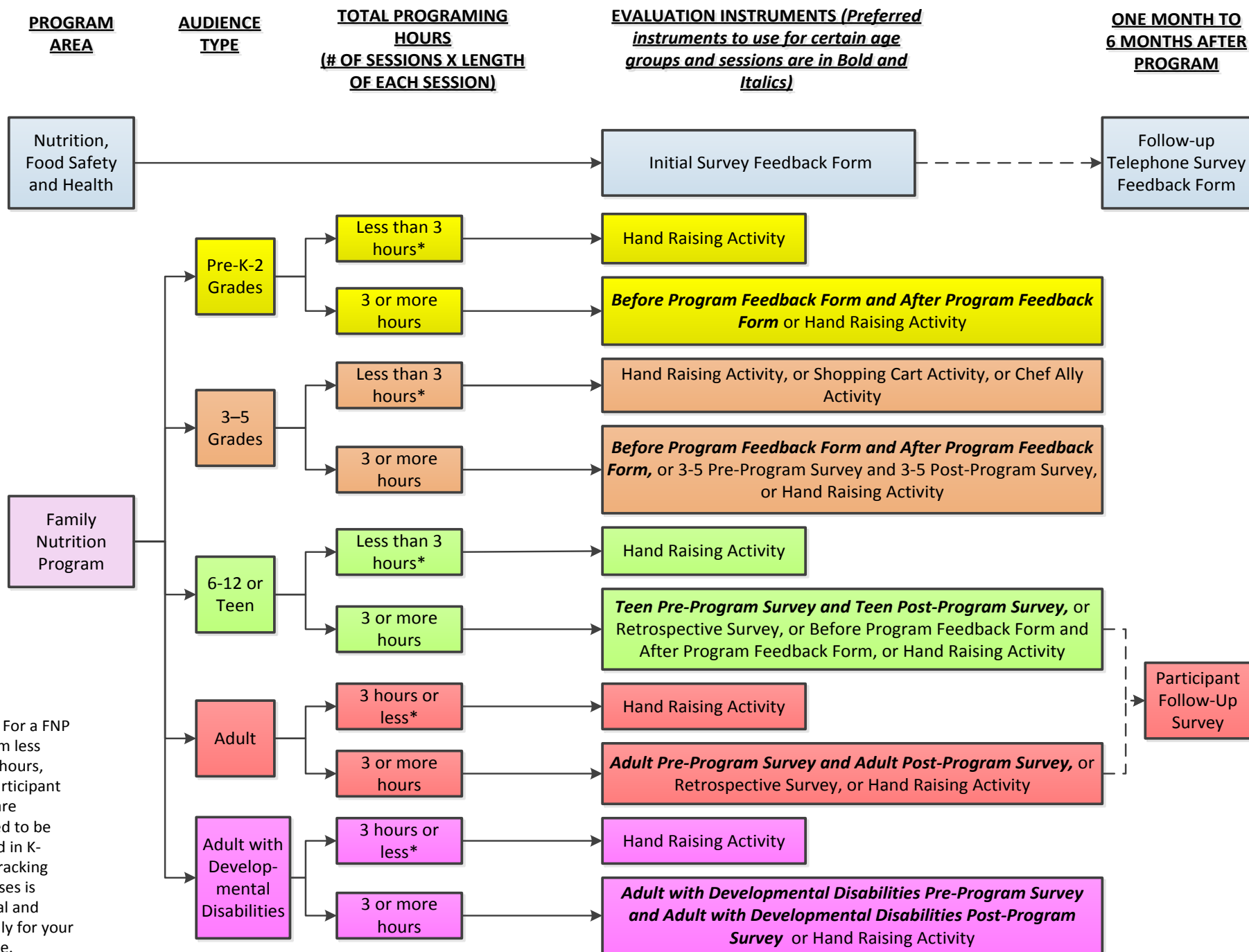**K-PICS Informative Handout**

Family Nutrition Program Scenarios: An Activity

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EVALUATION DECISION TREE - KSRE NUTRITION PROGRAMS

PROGRAM AREA	AUDIENCE TYPE	TOTAL PROGRAMING HOURS (# OF SESSIONS X LENGTH OF EACH SESSION)	EVALUATION INSTRUMENTS (Preferred instruments to use for certain age groups and sessions are in Bold and Italics)	ONE MONTH TO 6 MONTHS AFTER PROGRAM

Nutrition, Food Safety and Health → **Initial Survey Feedback Form** ⇢ **Follow-up Telephone Survey Feedback Form**

Family Nutrition Program

Pre-K-2 Grades
- Less than 3 hours* → Hand Raising Activity
- 3 or more hours → *Before Program Feedback Form and After Program Feedback Form* or Hand Raising Activity

3–5 Grades
- Less than 3 hours* → Hand Raising Activity, or Shopping Cart Activity, or Chef Ally Activity
- 3 or more hours → *Before Program Feedback Form and After Program Feedback Form,* or 3-5 Pre-Program Survey and 3-5 Post-Program Survey, or Hand Raising Activity

6-12 or Teen
- Less than 3 hours* → Hand Raising Activity
- 3 or more hours → *Teen Pre-Program Survey and Teen Post-Program Survey,* or Retrospective Survey, or Before Program Feedback Form and After Program Feedback Form, or Hand Raising Activity

Adult
- 3 hours or less* → Hand Raising Activity
- 3 or more hours → *Adult Pre-Program Survey and Adult Post-Program Survey,* or Retrospective Survey, or Hand Raising Activity

Adult with Developmental Disabilities
- 3 hours or less* → Hand Raising Activity
- 3 or more hours → *Adult with Developmental Disabilities Pre-Program Survey and Adult with Developmental Disabilities Post-Program Survey* or Hand Raising Activity

Participant Follow-Up Survey

*Note: For a FNP program less than 3 hours, only participant totals are required to be entered in K-PICS. Tracking responses is optional and primarily for your own use.

Today's Date: _____ **County/District:** _____

Program Delivery Site: _____ **Primary Curriculum:** _____

Name of person delivering program: _____

Program Start Date: _____ **End Date:** _____ **Total # of Sessions:** _____

Instructions: Please indicate the percentage of your students who you perceive to do the following. Knowledge of these behaviors may be based on your own observations and/or students' comments. A good time to observe students' nutrition behaviors and physical activity may be during their scheduled lunch and recess time.

	Less than 25%	25%-49%	50%-74%	75% or more	Unsure
Consumes fruits and vegetables					
Consumes whole grains (i.e. dark breads, cereals like Cheerios, etc.)					
Consumes low-fat or fat-free dairy products (i.e. milk, cheese, yogurt, etc.)					
Participates in physical activities at school (i.e. physical education class, recess, etc.)					
Participates in physical activities outside of school (i.e. walks to or from school, is involved in intramurals, etc.)					
Washes hands after using the bathroom					
Washes hands before and after handling food items					

What do students say they learned?

What change(s) has a student(s) made in eating habits, attitudes, hygiene or physical activity?

Do you have any requests, suggestions, ideas for improvement, or other comments?

Adapted from: K-State Research and Extension Family Nutrition Program's *Kids a Cookin' and Movin' Teacher Feedback Form.* Located at: http://www.he.k-state.edu/fnp/evaluation/kac_teacher_feedback.pdf

Family Nutrition Program

Program Delivery Site: _____

Date: _____

Adult Pre-Program Survey

Instructions: Help us make our programs better by taking a few minutes to answer the following questions. Your participation is voluntary and you do not have to respond to all questions. The information you share will be kept confidential.

Tell us a little bit about yourself. (Note: Please check all that apply when indicating your race.)

1. Age:

_____

2. Gender:

Male: ☐   **Female:** ☐   **Prefer not to respond:** ☐

3. Race:

☐	American Indian or Alaska Native
☐	Asian
☐	Black or African American
☐	Native Hawaiian or Pacific Islander
☐	White
☐	Prefer not to respond

4. Ethnicity:

Hispanic / Latino: ☐   **Non-Hispanic / Non-Latino:** ☐   **Prefer not to respond:** ☐

5. How often do you...?

		Never	Seldom	Sometimes	Usually	Always
a.	And your family go grocery shopping together.	☐	☐	☐	☐	☐
b.	And your family plan meals together.	☐	☐	☐	☐	☐
c.	And your family prepare meals together.	☐	☐	☐	☐	☐

6. Do you agree or disagree with the following statements?

		Strongly Agree	Agree	Neither Agree or Disagree	Disagree	Strongly Disagree
a.	I know how much I can spend each week on food.	☐	☐	☐	☐	☐
b.	I take lunch and snacks with me when I travel from home.	☐	☐	☐	☐	☐

K-PICS

K·STATE
Research and Extension

The goal of K-PICS is to provide KSRE professionals and K-State Research and Extension as a whole with an efficient method for gathering and utilizing evaluation information for program improvement and impact reporting. Designed to collect data for all program areas, including the Family Nutrition Program, K-PICS is a tool for you to manage and view the impact data you collect from your program participants in a variety of ways.

Early Praise for K-PICS

This is great!! There is a real need for this type of tracking and I applaud your efforts in getting it this far.
  ~ K-State Assistant Professor, K-PICS Pilot Tester

I LOVE the recent activity links on the home page.
  ~ KSRE Agent, K-PICS Pilot Tester

The New Online KSRE Evaluation Data Collection System

The primary purpose of the K-State Research and Extension Program Impacts Collection System, K-PICS, is to be a central repository to gather K-State Research and Extension program and impact data using a user-friendly and streamlined web-based application that is accessible to all K-State Research and Extension professionals. K-PICS allows individuals to enter and track all programs delivered, impact data collected through evaluation instruments, and success stories of KSRE work. This up-to-date data can then be viewed and compiled across programs, program areas, units, and the state.

K-PICS provides you with the ability to:

- **Collect and track overall program details,** such as where and when programs are presented and participant demographics.

- **View overall program data through charts and maps** for a specific delivery person, extension unit, program area, or statewide.

- **Select and modify evaluation instrument templates** (e.g., surveys, feedback forms) developed by each Program Area.

- **Compile and track program impact data** entered by users across the state.

- **Conduct basic statistical analysis** of entered program impact data.

- **Store success stories and related files**, such as news stories and images.

- **Conduct basic qualitative data analysis** of shared success stories through word maps.

- **Export overall program details and impact data** into an Excel spreadsheet.

- **Access to online training and support materials** at any time through video tutorials, a downloadable manual, and Frequently Asked Questions.

- **Receive quick and reliable technical support** provided by OEIE via phone, email, and an online request form.

K-PICS Training

In addition to the online training and support materials that are always accessible in K-PICS, OEIE will be conducting Adobe Connect webinars on how to use K-PICS. If you are interested in attending a webinar, **RSVP to kpics@ksu.edu** to ensure that all trainees can be accommodated.

<u>Webinars through Adobe Connect</u>

⇒ **Tuesday October 23, 10am – 12pm:** With a particular focus on users that will be entering data for more than one user (i.e., office professionals and support staff).

⇒ **Thursday October 25, 2pm – 4pm:** With a particular focus on users that will be delivering programs (i.e., agents and specialists).

Frequently Used K-PICS Terms

- **Delivery Person** – Person(s) who presented at the program and are KSRE professionals.
- **Evaluation Instrument** – Surveys, feedback forms, telephone questionnaires, observation checklists, or other evaluation instruments that the user will use to collect impact data collected from participants and then enter into the system.
- **Impact Data** – All data collected and entered into K-PICS. Includes evaluation instruments, participant responses on instruments, overall program details, participant demographics, and success stories.
- **Instrument Template** – Base version of an instrument that is available in K-PICS for users to modify. Each template will have a level of modification defined by the PFT. Some templates may not be changed, while others may allow adding custom questions or question bank items.
- **Program** – A single session or a set of sessions (program series) where the audience is the same. If the same program is given to different audiences, it should be considered separate programs in K-PICS.
- **Success Story** – A compilation of anecdotal and quantifiable evidence that provides a clear, concise snapshot of the impact the program or program series has had on participants.
- **User** – Anyone using the system to prepare evaluation instruments, enter and manage overall program details and impact data, share and manage success stories, view entered data, etc.
- **Word Map** – Basic qualitative data analysis that calculates frequencies of words in selected success stories and shows common themes and topics. Akin to word clouds or Wordles.

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Family Nutrition Program
October 3, 2012
Update Meeting

Instructions: Please break up into small groups and review these FNP program scenarios. As you think about each program and its audience, try to answer the following questions:

- When to evaluate and how often?
- Which instrument you would use and why?
- What are the advantages and disadvantages of using the instrument you have chosen?

Scenario #1:

You are presenting a four session series to an audience consisting of adult caregivers and their children. Each session will last 1 hour and will take place Saturday mornings at a local childcare center. There will be approximately 10-15 adults and 15-30 children, ages 0-10, present at each session. The program's primary message is how to involve children in the preparation of healthy meals and snacks.

Scenario #2:

You are presenting a ten session series to an audience consisting of eight developmentally disabled adults between the ages of 22 and 68. The program's focus will be healthy eating, food preparation, and food safety. Each session will last 1.5 hours and will include instruction, a cooking segment, and time to eat.

Scenario #3:

Twice a month, September through April, you will present for 30 minutes to a group of 20 kindergarteners. Your program will cover a wide range of topics including hand washing, healthy eating, and the importance of physical activity.

Scenario #4:

Today you will be stopping by the local Senior Center to present a program on food budgeting ideas. Your session will last 45 minutes and you will be presenting to a group of 10-14 senior citizens all over the age of 65.

Scenario #5:

The local job training center has requested a three session series that addresses healthy eating on the go, food budgeting, and the importance of physical activity. Each session will be one hour long and you will be presenting to a group of 8-15 teenagers between the ages of 14 and 19. Unfortunately, not all of the teenagers will be able to attend all three of the sessions.