Administration Protocol

I. Purpose

The purpose of the Intent to Change surveys (ITCs) is to collect information about **adult participants'** current practices and future intentions related to a single health behavior. The ITC health behavior topics relate to healthy eating, food resource management, and physical activity. You can use these surveys in settings where a **single session or workshop** is delivered to adults using approved CalFresh Healthy Living (CFHL) curricula. If delivering **single sessions/workshops** or a series-based education over fewer than 4 weeks, **use ITCs** to assess short-term outcomes immediately following the single session.

While ITCs are not designed to measure change in participants' behaviors, the ITCs do provide useful information about participants' current behaviors and their readiness to change. Examining the intention responses for just those participants not currently practicing the promoted or desirable behavior is especially valuable for identifying potential for improvement. Additionally, asking participants to reflect upon and report their intentions regarding a specific behavior can help to "nudge" or encourage participants to take action. Finally, responses to the open-ended question provide insight into the aspects of the workshop participants found most valuable to allow for further program strengthening. Participant observations and quotes are also useful for program materials and reports.

II. Who Should Administer

CFHL-UCCE staff who have delivered the single session or workshop and read this administration protocol should administer the ITC(s). In some cases, trained site liaisons or teachers might also help administer the ITC(s). The State Office will review these procedures annually with UCCE staff input.

III. When to Administer

The ITCs should be administered immediately following the single session or workshop delivery after all the planned activities have been completed.

IV. Materials Needed

- Single copy of the adult demographic card, ITC(s), and administration protocol – for your easy reference,
- Copies of the adult demographic card for all participants plus extras – printed on the front side of a half page (if desired),
- Copies of ITC(s) for all participants plus extras – printed on the back side of a half page (if desired), and
- Pencils/Pens - one per participant plus extras (if needed)

V. Before You Begin

- You will find 12 ITC surveys focusing on different healthy eating, physical activity and food resource management topics posted on the Adult Evaluation Tools webpage. ITCs are designed to evaluate single sessions or workshops.

- To identify which ITCs are most relevant for the lesson(s) you plan to deliver, please reference the **Recommended Evaluation Tools and SMART Objectives** file posted on the Evaluation webpage. See Tables 3-12 in the appendix which lists the relevant ITCs for each lesson with a curriculum specific table included for all the common CFHL, UC approved adult curricula. Please choose the question(s) that best apply to your single session/workshop.
- There are two administration options:
  - Each half-page ITC survey can be printed as a **hard copy** two to a sheet and double-sided with the Demographics Data Cards on the back.
  - Alternatively, the ITC survey(s) can be **collected online** in PEARS using the public survey link or QR code during in-person or distance learning.
- Review and select the appropriate Adult Demographic Card(s) and ITC survey(s) (available in **English** and **Spanish**) on the Adult Evaluation Tools webpage.
- Create a Program Activity in PEARS to report the direct education.
- Attach the relevant ITC survey(s) to your Program Activity in PEARS – either for data entry of paper/hard copy surveys or to generate the public survey link to share with participants so you can collect surveys online.
- If you plan to collect ITCs using the public survey link, please make time to **practice administration** with colleagues to become familiar with the online survey administration process before survey administration with participants. Note: When practicing, create a “**TEST**” Program Activity in PEARS. Please remember to delete the “**TEST**” Program Activity when you are done practicing survey administration.
- **Let participants know there are no "right" or "wrong" answers and surveys are confidential.** We conduct the survey to collect information to help us improve our program and are grateful for their willingness to help us by completing the survey.

VI. Survey Accessibility

Please support participants to ensure all adults in your class who want to participate in the evaluation have the resources they need to successfully complete the survey. For example, you could say “**Please let me know how I can best support you.**” You can administer the survey as a hard copy or online via a public survey link. Feel free to read the survey questions aloud to participants if the survey font is too small or not easy for participants to read. Feel free to reach out to the State Office Evaluation Team to discuss alternative interactive data collection approaches, if you think they may work better for your class participants.

The State Office will review survey accessibility feedback annually with UCCE staff input. Please contact the State Office Evaluation Team if additional adaptations to the tool, data collection approaches, and/or survey translations are needed.

This material was funded by USDA’s Supplemental Nutrition Assistance Program - SNAP. This institution is an equal opportunity provider. For important nutrition information, visit www.CalFreshHealthyLiving.org.