



Program Review Checklist

Review site for:

- Non-discrimination statements on materials
- No disparaging comments (e.g., sugary drinks, fast food)
- Branding on materials

Questions to ask extenders (teachers):

- How often do you fill out the Program Activity Tracking Form? Teacher/Extender Enrollment Form?
- What is the process for filling out and/or submitting the Program Activity Tracking Forms to the UCCE Educator?
- Frequency of engagement with UCCE Educator?

AREAS OF EXCELLENCE/MODELS OF BEST PRACTICES

Program Success, PSE delivery (Gardens, PA, SML, SHC, Youth Engagement), IWP progression on 3 yr. timeline, cooperation/coordination with other agencies, etc.

CHALLENGES

i.e., Duplication of services, coordination with other agencies, PSE integration...

- If duplication of services exists, how is it addressed?

COLLABORATION

Discuss and comment on engagement in communication with other SNAP-funded programs and community organizations in your county, including meeting and collaboration with community partners.

- | | |
|---|---|
| <input type="checkbox"/> CNAP / _____ # meetings | <input type="checkbox"/> Community Based Organizations |
| <input type="checkbox"/> County Welfare Office | <input type="checkbox"/> UCCE partners (EFNEP, Master Gardeners, 4-H) |
| <input type="checkbox"/> Local SNAP-Ed partners (LHD, CCC, Aging) | <input type="checkbox"/> Other: |
| <input type="checkbox"/> Other FNS programs | |

EVALUATION

1. How frequently do you conduct evaluations (e.g., how often do you give out pre/posttests)?
2. SMART Objectives:
 - Do you know where to access them?
 - Yes No
 - Do you know how to apply them?
 - Yes No
3. Do Community Educators or trained extenders conduct nutrition education evaluations based on the identified curriculum series? Yes No
4. Are you using the evaluation feedback (from curricula) and/or evaluation and program summary results provided by the State Office to improve your program? If so, in what way?



Evaluation Feedback (from curricula e.g., pre/post tests etc.):

Program Feedback (PEARS quarterly data reviews/site visit reviews):

- 5. Provide comments on any challenges in evaluation you are experiencing.
- 6. Do you regularly collect qualitative feedback/assessments? How?

BRANDING

- 1. Does material presented to the public have CalFresh Healthy Living, UC branding? (see *branded templates on CalFresh Healthy Living, UC website- Administrative > [Communication Resources](#)*)
 Yes No
- 2. Do you have and use nametags, aprons and tablecloths at sites regularly?
 Yes No
- 3. Do you reference CalFresh Healthy Living Brand Guidelines and CalFresh Healthy Living, UC + UCCE in Communication Resources on the CFHL, UC website?
 Yes No

TRAINING/ GUIDANCE/ LEADERSHIP (For Program Managers/ Advisors)

- 1. Frequency of staff meetings:
- 2. Frequency of accompanying educators in the field (shadowing):
- 3. How can the CalFresh Healthy Living, UC State Office provide assistance or be more supportive of counties?

WEB BASED RESOURCES

- 1. Do staff access CalFresh Healthy Living, UC website information regularly:
 Yes No
- 2. What is accessed on website:
- 3. Suggested improvements/any assistance needed:

STAFFING

PERFORMANCE (For Program Managers/Advisors)

- 1. Do you have a new employee orientation checklist/manual?
 Yes No
- 2. Is the Advisor part of the orientation/training?
 Yes No



COMPETENCY (EDUCATOR'S SKILL-BASED DELIVERY OF NUTRITION EDUCATION)

1. Is staff skill level appropriate for the lessons being delivered? (Bilingual, culturally appropriate, if needed, etc.)
 Yes No
2. Does staff regularly follow food safety protocols?
 Yes No

TRAINING (OPPORTUNITIES FOR PROFESSIONAL DEVELOPMENT)

Discuss number /frequency of staff attending:

State level training and/or meeting

- | | |
|---|--|
| <input type="checkbox"/> Statewide Training Conference | <input type="checkbox"/> Skill and Competency Training |
| <input type="checkbox"/> Town Halls | <input type="checkbox"/> Evaluation Workshops |
| <input type="checkbox"/> Webinars | <input type="checkbox"/> Other (pre-approved in Plan or by State Office, e.g.,
Childhood Obesity Conference, CCLHDN, Rethink Your Drink) |
| <input type="checkbox"/> ServSafe Food Safety Training & Cert. | |
| <input type="checkbox"/> Regional Meetings and Trainings | |

Local level trainings and/or meetings

- Staff Meetings** (agendas and handouts, topics addressed)
- New educator shadows a "senior" educator** (induction program)

COMMUNICATION & COORDINATION

1. How do you ensure quality delivery of nutrition education with your extenders?
2. How do you ensure sustainability at sites?
3. How are you sharing accomplishments with the state office and your county partners?
4. Have you written a success story this year?
 Yes No

Please reference the [Expectations and Deliverables document](#) for number of stories annually required.

5. Have you coordinated at least one local media and public relations effort that supports CalFresh Healthy Living, UC goals and programmatic priorities?
 Yes No

EDUCATIONAL MATERIALS, CURRICULUM & REINFORCEMENTS

1. Are the curricula and lesson materials used from the [SNAP Ed Integrated Curriculum list](#)?
 Yes No
2. Are the curricula and lesson materials appropriate for the audience (e.g. age, literacy level and culturally appropriate)?
 Yes No
3. Are materials in compliance with the [SNAP-Ed Guidance](#)?
 Yes No
4. Do materials developed using SNAP-Ed funds include the [SNAP-Ed funding statement](#)?
 Yes No
5. Is curriculum fidelity being addressed?
 Yes No
6. Have materials your program has developed been checked for ADA compliance?
 Yes No



CIVIL RIGHTS AND EEO COMPLIANCE

1. Are non-discrimination statements –equal opportunity employer, civil rights - on materials?
 Yes No
2. Is the USDA “And Justice for All” poster displayed in classrooms or areas where SNAP-Ed services are provided?
 Yes No

PROGRAM PLANNING AND IMPLEMENTATION

1. Is a hard copy or electronic version of the [SNAP-Ed Guidance](#) and [Program Directives](#) accessible?
 Yes No
2. Is a hard copy or electronic version of the current fiscal year’s [Plan](#) and [Budget](#) accessible?
 Yes No
3. Discuss the County [SNAPshot](#) progress and challenges; review progress to meet [Expectations and Deliverables](#).
4. Discuss the schedule of events planned for the year – what is the planning process, recruitment (for adult, family-centered, youth programs), etc.
5. How are you considering the target audience in all educational activities planned (e.g. cultural, literacy, income needs of audience, easy access to training, language(s) of materials presented, etc.)?
6. How is UCCE coordinating with other local implementing agencies to deliver programs at a site that enhance services provided to program participants?
7. Discuss efforts to build comprehensive programming in your county – wellness policy, garden activity, PA, environmental supports – stencils & murals, SLM. Highlight and share lessons learned.

With CalFresh Healthy Living, UC Staff:

- a. Have County Advisor/Program Supervisor discussed the [SNAPshot](#) and IWP Blueprint with CalFresh Healthy Living, UC staff
- b. Have you reviewed PSE definitions and resources (e.g. IWP resources, state/county plan, evaluation framework) with CalFresh Healthy Living, UC staff, assessed their understanding of PSE’s and application opportunities
- c. Have you identified additional training needs/support for staff
- d. Have you identified partnering opportunities



With County Partners:

- e. **Review the IWP:** discuss key LIA and community level partners integration efforts
 - how effective is the coordinated work
 - what can be done to fill in gaps in service, reach, or capabilities
- f. Discuss working with the community culture, traditions, capabilities to develop a healthy lifestyle orientation that includes PSE initiatives
- g. Have LIA's coordinated collective resources and facilitated ongoing communication

Could this county be referred to the Peer Exchange Program in SNAP-Ed for mentoring or to receive assistance with challenges?

Apply via the [Peer Exchange Program Application](#)

Want to learn more?

Visit our [Peer Exchange Program Website](#) or contact Michael.Beccarelli@cdph.ca.gov