Program Review Checklist

Review site for:
- FFY 2022 Non-Discrimination Statements on website and materials
- No disparaging comments (e.g., sugary drinks, fast food)
- CFHL 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.

☐ **CNAP / _____ # meetings**   ☐ **Community Based Organizations**

☐ **County Welfare Office**   ☐ **UCCE partners** *(EFNEP, Master Gardeners, 4-H)*

☐ **Local SNAP-Ed partners** *(LHD, CCC, Aging)*   ☐ **Other:**

☐ **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. Are staff aware of confidentiality requirements related to participants? (photo release)
4. How can the CalFresh Healthy Living, UC State Office provide assistance or be more supportive of counties?

WEB BASED RESOURCES

1. Do staff access the CalFresh Healthy Living, UC website for 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 (OPPORTUNIITES FOR PROFESSIONAL DEVELOPMENT*)*

Discuss number /frequency of staff attending:

State level training and/or meeting

☐ **Town Halls**
☐ **Webinars**
☐ **ServSafe Food Safety Training & Cert.**
☐ **Regional Meetings and Trainings**

☐ **Skill and Competency Training**
☐ **Evaluation Workshops**
☐ **Other** *(pre-approved in Plan or by State Office, e.g., Childhood Obesity Conference, CCLHDN, Rethink Your Drink)*

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**
6. Are staff familiar with participant confidentiality requirements? (photo releases, no full names or recordings with written permission)

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

Are FFY 2022 updated non-discrimination statement on materials. (short statement: This institution is an equal opportunity provider. **FNS Nondiscrimination Statement.**) Note: NDS is not needed if: not funded by SNAP-Ed; only contains content that provides general information (menus, recipes, calendars); has no SNAP or SNAP-Ed program info or application/eligibility info.

1. An equal opportunity employer - on materials?

☐ **Yes** ☐ **No**

2. Is the USDA FFY 2022 updated "And Justice for All" poster displayed in a visible area of 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:

1. **Review the [IWP](#) (sharepoint access available on CFHL, UC website under Administration>California SNAP-Ed Plan, Reports and Guidance for Supervisors)**

    e. : 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 CASNAP-EdTraining@cdph.ca.gov.