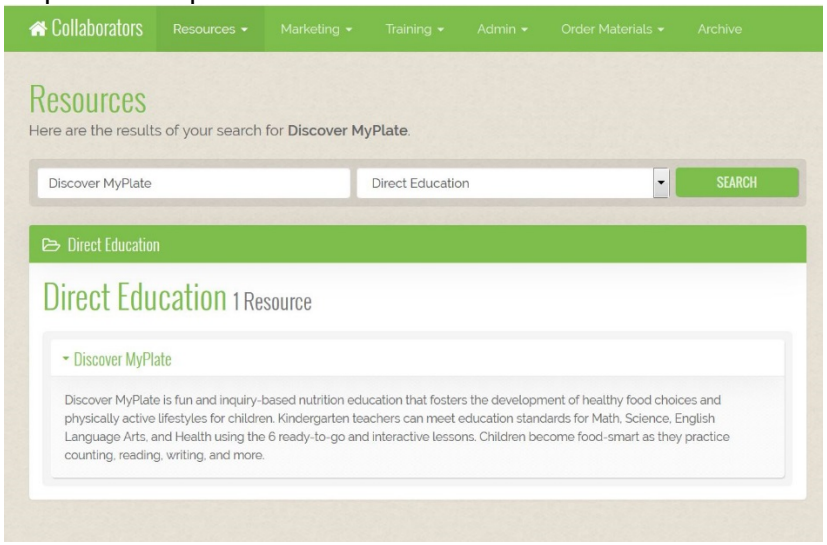
AzNN Evaluation Committee Meeting Minutes
FINAL: 10/20/2016

AGENDA ITEM	DETAILS/DISCUSSION	ACTION ITEMS
Welcome	**Roll Call** **UA AzNN Evaluation**: Laurel Jacobs, Theresa LeGros, Bete Jones, Kay Orzech **AzNN**: Stephanie Martinez, Amanda White **UANN Apache/Navajo**: Margine Bawden **UANN Maricopa**: Sally Cassady, Traci Armstrong Florian **UANN Pinal**: Lori Lieder **UANN Pima**: Lauren McCullough **UANN Yavapai**: Hope Wilson **City of Tempe:** Absent **Maricopa Health Department**: Julie Scholer **Mohave Health Department**: Absent **Navajo County Health Department**: Absent **Yuma Health Department**: Absent **Coconino Health Department**: Absent **Coconino Co Public Health Services District**: Theresa Kulpinski	
• **Invitation: Q&A session with PE teacher re: CSPAP (Theresa)**	• Friday, 11/4, from 3:00-4:00pm, iLinc panel discussion during the School Health Subcommittee meeting. • Learn from Amy Corner, guest panelist and Marana PE teacher about her efforts to implement CSPAP and how SNAP-Ed can successfully approach PE teachers. • Come with questions for Amy. If you have questions in advance, email to Theresa and/or Ryan by EOD Monday 10/24. • Anyone working in Strategy 10 or 12 is invited to attend. iLinc information will follow in the biweekly.	• Julie will email her team's questions to Theresa by EOD Monday 10/24.
• **Introduction to PARA: the Physical Activity Resource**	• What is PARA? o One-page assessment the Evaluation Team will be using in FY17 and FY19 to collect data on physical activity resources. o For use in **Active Living, Strategy 7**. o PARA asks SNAP-Ed staff [in collaboration with community members, if there is community interest] to choose physical activity resources (could	• Evaluation Team Training in February 2017

Assessment (Kay)	be parks, community centers, trails) in their community and assess them on three levels: ▪ Features– is there a baseball field? Play equipment? A sidewalk or trail? Bike racks? Onsite features are rated as poor, mediocre, or good. ▪ Amenities –are there bathrooms? Benches? Shaded picnic tables? Onsite amenities are rated as poor, mediocre, or good. ▪ Incivilities –is there litter, broken glass, and dog refuse. Onsite incivilities are rated as a little, some, or a lot. • Evaluation Team Training: February 2017 o Will include visuals so contractors understand how to rate the Features, Amenities and Incivilities. • What will Evaluation Team do with this data that you collect? o Assign a score for each resource/site you assess. o Provide recommendations on making at least one improvement at the site by 2019, and how to take action to support that improvement – publicize it, pursue staff training, connect the change in to DE at the site. • PARA can be used to assess trails – feature will be a trail, then record signage, amenities, incivilities associated with the trail.	
Reminders (All)	• DE Education Training/Lesson Observations/DE Schedules (Theresa) o AzNN is planning a DE Training for early 2017. Preliminary work in training design includes trainer's observation of SNAP-Ed DE lessons throughout Arizona. o Please share your DE lesson schedule for classes taking place between now and the end of November with AzNN so they can coordinate lessons for the trainer to observe. o Lessons can include any curriculum with any audience. o Email Ryan with lesson schedules. • Thursday,11/17; 10:00-11:00am: Evaluation Training on National Healthy Schools Awards Checklist (NHSAC); webinar platform (Theresa) o Registration information coming in biweekly. • Embedded Evaluation Information on EatWellBeWell website (Kay) o Information about Embedded Evaluations *will be* located in the brief information about each DE Resource on the EatWellBeWell site (not in the Obesity Prevention Resource Guide (PDF version)).	• AzNN FY17 Subcommittee Membership Recruitment Survey: click here to complete by 10/28.

- Please be sure to search for curricula you are using to ensure you know if 1) it has an embedded evaluation and 2) if that embedded evaluation is required or optional.



- Until this information is posted online, here is a list of DE curricula with embedded evaluations that are required or optional.

Curriculum with Embedded Evaluations	Use of evaluation component
Cooking Matters for Chefs and Kids	Optional
Discover MyPlate	Required
Eat Healthy, Be Active	Required
Eat Smart, Live Strong	Required
Eat Together, Eat Better	Required
Exercise Your Options	Required
Heathy Choices Healthy Me (1st)	Optional
Heathy Choices Healthy Me (2nd)	Optional
Kid Quest	Optional
Media Smart Youth	Optional
Nutrition Pathfinders (4th)	Optional
Nutrition Pathfinders (5th)	Optional
Nutrition to Grow On	Required
Shaping Up My Choices	Optional
We Can! Energize Families	Required

	o Embedded evaluations allow you to assess learning done at beginning and end of a series. *They will not be collected by the Evaluation Team*. However, we want to support you in using the embedded evaluations as they are intended. • FY16 Evaluation Submissions Closed (Kay) o The Evaluation Team is not accepting anymore FY16 materials. o SARTs and SARNs due Oct 28. • Update: Fidelity/Modification Lesson Observation Checklist (Laurel) o This checklist is a deliverable for the external contractor who is developing the DE Boot Camp Workshop and will likely be available in December 2016. • AzNN FY17 Subcommittee Membership Recruitment Survey (Laurel) o The AzNN is recruiting for participation for the FY17 Subcommittees. A survey link was included in the last biweekly. Please complete this survey to indicate which subcommittee(s) you would like to join. **Current members are asked to complete the survey to confirm ongoing participation**. Subcommittee membership is not limited by agency and is open to any interested participants. Please complete the survey by 10/28/16.	
Debrief (Laurel): Summer Food Service Program Checklist	• Who is participating in this strategy (4)? Maricopa County, Coconino County, Pima County, UANN Apache/Navajo, UANN Maricopa, UANN Pinal. • Which types of sites were you focused on? UANN Pinal – school based. UANN Pima – school based, community centers. Maricopa County – school sites and native health and WIC clinics. UANN Maricopa – focused on hubs, depended on the area, focused on Chandler and promoted it in the overall community – grocery stores and laundry mats, supported it at the school sites. Central West Valley – community sites and schools. • Anything that surprised you/was unexpected about implementing/promoting SFSP this year? UANN Apache/Navajo – because of a forest fire in Show Low/Pinetop/Lakeside, were not able to do as much in Navajo county as planned.	

Maricopa County/UANN Maricopa/UANN Pima –Some sites did not want to be promoted because they were not prepared to receive more kids and serve more meals. Some sites were disconnected from the bigger picture. This happened in West Valley and South Phoenix.

- Was that discovered when you approached the site, or after the fact when you were promoting the site?
  - All - when they approached the sites.
  - Pima –Schools interpreted SFSP as a continuation as the NSL program and seemed confused we wanted to promote their sites. School sites with school programming were closed to the idea. Community centers and faith based organizations were more welcoming.
  - UANN Maricopa – No sites it in Central and West Valley wanted to be promoted.
  - Coconino – approached food service in schools to do food testing, but they were skeptical, went in twice at each site, head of food service director was present to check out the presentation and was positive. Didn't ask permission to promote it, but just did it. Promoted in the community.
  - ADE is aware of what sites are interested and which are not.

- What, if anything, would you be interested in seeing **more of** within the checklist in terms of things that you were doing that were not documented by the checklist?
  UANN Pinal – educators that were working with the SFSP found the checklist easy to work with and did not come back with questions or doubts.

- Was promoting challenging?
  UANN Pima – found they were not fitting within the checklist very well, especially towards the end. They used the magnets, bookmarks and items provided by AzNN as promotion efforts – not tailored to the site. Because of timing issues and not having a Food Systems Coordinator, they were not able to identify sites in time to deliver tailored promotional materials. AzNN materials came after the school year ended – not ideal, site schedule was not finalized until June. In FY17 they plan to start earlier and be better prepared.

	• What, if anything, do you feel is **less applicable** to your work or is not as usable about the checklist? UANN Maricopa –most Chandler schools were under construction, which affected the attendance numbers. They were much lower than in previous years. There was no place in the checklist to record external factors or to describe barriers or challenges related to a particular site. • Might it be useful to have a section to have barriers/challenges in checklist or in SARN? UANN Pinal – will record their comments in the SARN because follows how they document challenges. UANN Pima – recommend doing the narrative on checklist so all SFSP information is stored in one place and then can just copy to the SARN. UANN Maricopa and Coconino agree this is a good idea. • General Feedback/Comments? UANN Pima – it was helpful to see all the ideas about media promotion and can now plan better for next summer. • SFSP Checklist is not required for use by the Evaluation Team in FY17, but will be required to use again in FY18. The checklist is a Qualtrics survey and could be duplicated for optional use by contractors in FY17. There would be no analysis by the Evaluation Team until FY18, but it could be used (in paper or online format) to internally assess your own progress from FY16-FY17. o Would either a paper or online version of the checklist be useful or do you prefer to do your own evaluation effort in FY17? UANN Pima – will definitely be doing the checklist again to keep track of efforts. Paper is okay. UANN Pinal – will do it again because have additional educators that may be reaching other sites – want to keep track. Maricopa – will do it again, but would be good to revisit in Feb. • Participant question: Is data on SFSP attendance available from ADE? Yes, received 2015 data and preliminary 2016 data which will be finalized in November for 2016. The Evaluation Team will return available information back as part of SFSP reports. From a data point of view, with respect to AzNN's evaluation component, FY16 is considered the baseline for contractor efforts. For the purpose of SNAP Ed, 2016, not 2015, is Year 1 and any changes in participation data that might be seen over a 2 year period will be from 2016 –	

	2018. In the short term, we expect to see an increase in SFSP supports over time from FY16-FY18. • Contact Laurel directly with additional thoughts/questions.	
Next Meeting (Laurel)	• November 17, 2016, 1:00pm-2:00pm; unless subcommittee members are notified by email of a cancellation.	