AzNN Evaluation Subcommittee Meeting Minutes

DATE: Thursday, October 15, 2015   **LOCATIONS: Phoenix, Tucson or by call-in**

PRESENT:

UA AzNN Evaluation Team	**Laurel Jacobs**
	Theresa LeGros
	Kay Orzech
ADHS AzNN Team	**Jillian Papa**
	Stephanie Martinez
	Amanda White
MCPHSD	**Patty Russell (Kid Zone)**
UANN	**Margine Bawden**
	Vanessa Farrell
	Lauren McCullough
	Dan McDonald

Agenda Item	Details
Welcome to new members and leads	Welcome to: • **the newest member of the UA AzNN Evaluation Team, Dr. Kay Orzech** • **Amanda White, AzNN Epidemiologist** • **Sara Horner from the MCPHD as the AzNN Evaluation Subcommittee Co-Lead** • **Dan McDonald from the UANN Garden Kitchen in Pima County as a new Subcommittee member**
FY15 Updates and Wrap Up	The AzNN reminded all FY15 contractors to please complete: • **SOPRAC survey sent out with the latest AzNN biweekly update** • **all final FY15 reports ASAP** The AzNN is awaiting the arrival of a new ScanTron machine to complete scanning FY15 youth surveys. This may affect reporting deadlines associated with the FY15 youth evaluation. Stay tuned for progress updates.
Evaluation Questions re: Serving Up MyPlate Training	Q: Will there be opportunities in FY16 to provide experiential feedback regarding the curriculum and its evaluation? A: Yes, there are multiple venues for this feedback. Feedback regarding experiences implementing the curriculum can be brought to the Direct Education Subcommittee. Feedback regarding experiences with youth surveys can be brought to the Evaluation Subcommittee. Contractors can use the Semi-Annual Report Narrative to provide feedback on any of these topics, and the Evaluation Team will host an

	end-of-year debrief session for youth survey proctors.
Questions re: Customized Evaluation Frameworks	Q: Does the UANN Pima County framework combine the Garden Kitchen and CHAPS units? A: Yes. The frameworks provided are customized for each contractor and, where applicable, each county as the smallest unit addressed. These frameworks only include the strategies addressed by each county and, in some cases, also eliminate tracks that contractors are not working in within a strategy. Lauren McCullough will provide more specific, by-unit evaluation guidance for the UANN that is beyond the scope of the AzNN.
General Timelines and Expectations re: FY16 Evaluation Training	The latest AzNN biweekly update included the FY16 training and meeting schedule as an attachment. The Semi-Annual Report Narrative (SARN) training took place during Policies and Procedures Training, so the calendar does not include SARN. Those who were not able to attend P&P can soon access the SARN training presentation via the AzNN website, and it will be sent as an attachment with the next biweekly update. FY17 trainings will likely become available next summer. Q: How will evaluation results and recommendations be communicated to contractors? A: Written, end-of-year contractor reports will provide contractors with comprehensive evaluation results, interpretations, and recommendations (as appropriate). In addition, more detailed results and recommendations may be provided for specific evaluation efforts, e.g., completing GO NAPP SAC assessments provides contractors with immediate feedback on site-specific ECE PSEs. Trainings for each evaluation effort will provide more information about whether and how specific evaluation efforts may provide additional information beyond the end-of-year reports.
Updates	• The revised AzNN Youth Survey is expected to be available for order in late October. • IRB approval for the FY16 evaluation framework is pending. • Once **both** the Youth Survey and IRB approval are secured, contractors may begin proctoring youth surveys; meanwhile, please ensure that all potential proctors are trained. • Required training for the Semi-Annual Report Table (SART) is scheduled for October 22, 2015, from 10-11:30am. To attend, please respond to the registration link that will be sent from the AzNN later today. • New in FY16 - AzNN Evaluation Subcommittee Meeting Minutes will be emailed after each meeting.
Next Meeting	Thursday, 11/19/15, at 1pm