Administration Essentials Guide

Who should administer the survey?

1. **Preferred:** A CalFresh Healthy Living staff or their designee, which may include local health department or subcontracted staff;
2. Classroom or special subject teacher (trained on administration protocol).

When do I administer the survey?

The pre-test should always be administered **before any intervention begins**.

Pre-tests should be administered within approximately 6 weeks of the first day of school and post-tests within 6 weeks of the last day of school, regardless of when the direct education component of the intervention is expected to be delivered.

The survey should only be administered on a day after students have attended school. It should only be administered Tuesday-Friday, **and never on a Monday**. For weeks with a school holiday/teacher workday, the survey should not be administered the day after the school holiday/teacher workday. The PE questions require students to have been in school the previous week. Do not administer the survey the week after a long holiday (e.g., winter or spring break) or other school closure. The online survey links will be inoperable on Mondays and the day after common state/federal holidays. Keep this in mind when scheduling online administration and paper survey data entry.

What do I need to administer the survey?

1. Survey Instrument: Online (recommended) via custom site links (pre and post) OR paper
2. Survey administration protocol and this survey administration essentials guide
3. Student ID number assignments (see optional Student Unique ID Organizer)
4. Parent Opt Out Forms: Sent home at least two weeks prior to pre-testing
5. Chromebooks/computer or pencils

How do I assign ID numbers?

1. Assign students in Classroom 1 at Site 1 IDs 100-130, for example
    a. Assign students in Classroom 2 at Site 1 IDs 200-230
    b. Assign students in Classroom 3 at Site 1 IDs 300-330, and so forth
2. Assign students in Classroom 1 at Site 2 ID 100-130
    a. Assign students in Classroom 2 at Site 2 IDs 200-230
    b. Assign students in Classroom 3 at Site 2 IDs 300-330, and so forth
3. Repeat as needed for all schools
4. (Recommended) Record all ID assignments in one spreadsheet, i.e., Student Unique ID Organizer

Other tips:

- The site-specific survey links include data that will auto-populate survey questions. If you do not distribute the link as provided, that data will not populate the survey and your data will be unidentifiable and unmatchable. You may use a URL shortener like TinyURL. If you choose to do this, please test your links before use to ensure all data are auto-populating.
- Be sure to use the correct survey link. There will be separate pre- and post-test links for each school. The pre and post links will not be operable at the same time, so if you receive a survey closure message when clicking on a link, check that 1) it is an eligible day to survey, and 2) you are using the correct link. The survey is closed weekly from 4pm Friday to 4pm Monday.
- All students in a school must have a unique ID, i.e., **no repeated IDs within a single school site**.
- You must keep track of student IDs so that each student uses the same ID at pre- and post-test. Per our Institutional Review Board, NPI evaluators cannot collect student identifiers (e.g., names or school ID numbers), which is why you must assign them IDs. We recommend using the method described earlier, as other methods, e.g., the last 3 digits of a school-assigned student ID, are often not unique.
- The survey can be read aloud question-by-question or students can complete it on their own, at their own pace. Choose the option that works best for your classroom of students.
- The full administration protocol includes detailed examples for each question, e.g., how to classify each race/ethnicity, additional vegetable examples to be included in student responses, etc.
- Gather and log opt out data (parent/student) on the day of pre- and post-testing. It will be much easier than trying to go back and recall the data later.
- When distributing the Parent Opt Out Form, try to avoid sending it home with other forms that require a signature, e.g., the first few days of the school year. The form should only be signed and returned if a parent/guardian wants to opt their child *out* of the survey, and if sent home with papers that require a signature, it can be returned erroneously.
- The IOE website has all the materials you need to survey students and complete IOE. Reach out to amlinares@ucanr.edu for more resources.