

UC Cooperative Extension UC CalFresh Fresno/Madera Counties Manual

Adult Program

5. Documentation and Evaluation:

Documentation is required to maintain the funding of our program. It shows our progress toward our integrated work plan goals. Our program is required to report on our progress quarterly, and submit an end-of-year report. Proper documentation is important in the event of an audit.

- a. Series (Green, Blue and Yellow folder): Follow the Adult Program Lesson Guide to ensure proper documentation of participants at each session.
 - i. Bundle Adult Family Record Forms in alphabetical order within your folder.
 - ii. Only participants who have participated in 4 or more sessions of nutrition education are considered a GRAD.
 1. Write "G" at the bottom of the Adult Family Record Form.
 - iii. Complete the Adult Education Folder Checklist.
- b. Workshops (Purple and Red folder): Follow the Adult Program Lesson Guide to ensure proper documentation of participants at each workshop session.
 - i. Make copies of sign-in sheets and place in purple folder.
 - ii. Bundle Adult Family Record Forms and Intent to Change forms (ITC) in alphabetical order.
 - iii. Complete number of sessions attended and graduation date on Sign In-sheet.
- c. Mini-workshops/School Events: Use Intent to Change and I'm Interested in Attending Sign In sheet (found in the Adult recruitment section).
 - i. Community events: give a small presentation (Mini-Workshop) to the public and complete the long Intent to Change (ITC). Take half sheet flyers with series information to promote adult classes and contact information in case they want more information. Take any handouts and/or recipes if available.
 - ii. All demographic data must be completed for a participant to count as a "contact."
 - iii. School events - Promote upcoming classes and potentially give small presentation to the parents if time permits. Take flyers and I'm Interested In Attending... Sign-In sheet.
- d. Turning in Paperwork: Once series, workshops or events are complete turn in the paperwork to the appropriate county supervisor. Fresno County folders go to Fresno Supervisor. Madera County folder goes to Madera Supervisor.
 - i. Once a folder is submitted to the supervisor all paperwork will be reviewed for accuracy and completeness.
 - ii. All Adult paper work will be due two weeks from the last class/session or event.
 1. Examples:
 - a. Jobs 2000 Session 4: Friday, June 17, 2016. Paper work due: Friday, July 1st
 - b. Sunshine Day at Roeding Park: Tuesday, July 5, 2016. Paper work due: Tuesday, July 19th

For more information on required documentation and Evaluation go to the online Program Manual here:
http://ucanr.edu/sites/FCManual/Adult/Documentation_and_Evaluation/

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