Site-level Assessment Questionnaire (SLAQ) and LHD Activity Checklist (LAC)

Main Contact: EvaluateSNAPEd@ucanr.edu   Link to SLAQs and LACs: https://ucanr.edu/sites/SLAQ/SLAQ_Questionnaire

Project Manager: Janice Kao (jankao@ucanr.edu)

Other Staff on Project: Carolyn Rider (cdrider@ucanr.edu), Amanda Linares (amlinares@ucanr.edu), Evaluation TA Team (evaluateSNAPEd@ucanr.edu)

Activities	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
SLAQ Administration												
Collect completed SLAQs from school, OST, ECE, retail within the same timeframe <u>once a year</u> (unless an alternate situation has been agreed upon)												
Sites/programs operatingon school year cycle	X	X	X							X	X	X
Non-school-based sites	X	X	X	X	X	X	X	X	X	X	X	X
Enter and submit completed SLAQs into Survey 123 and receive scores	X	X	X	X	X	X	X	X	X	X	X	X
Use SLAQ results and scores to plan your activities. Action plan available here: https://ucanr.edu/sites/slaq/Resources/	X	X	X	X	X	X	X	X	X	X	X	X
LHD Activity Checklist (LAC) Completion												
Enter and submit the SLAQ - LHD Activity Checklist (LAC) into Survey 123 once CFHL activities are complete and before end of federal fiscal year	X	X	X							X	X	X
SLAQ Reporting												
Annually report on SLAQ results in the PEARS PSE module, in the Needs Assessments section. Job aid available here: https://www.cdss.ca.gov/Portals/9/CAFSP/CalFresh/PEARS/PEARS-PSE-NeedsAssessments-JobAid.pdf	X	X	X							X	X	X

Evaluation Activity Timeline: SLAQs, rev Feb 2023

School District - Organizational Assessment Questionnaire (OAQ) and LHD Activity Checklist (LAC)

Main Contact: EvaluateSNAPEd@ucanr.edu
Project Manager: Janice Kao (jankao@ucanr.edu, 510-987-0613)
Other Staff on Project: Carolyn Rider (cdrider@ucanr.edu)

Activities	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
Assessment Administration												
Collect completed OAQs from school districts within the same timeframe annually (unless an alternate situation has been agreed upon). Ensure that WellSAT scores are included on completed OAQ.	X	X	X							X	X	X
Enter and submit completed OAQs, including WellSAT scores, into Survey 123 and receive scores	X	X	X							X	X	X
Use OAQ results and scores to plan your activities	X	X	X	X	X	X	X	X	X	X	X	X
OAQ LAC Completion												
Enter and submit the OAQ - LHD Activity Checklist (LAC) into Survey 123 once CFHL activities are complete and before end of federal fiscal year	X	X	X							X	X	X
OAQ Reporting												
Annually report on OAQ results in the PEARS PSE module, in the Needs Assessments section. Job aid available here: https://www.cdss.ca.gov/Portals/9/CAFSP/CalFresh/PEARS/PEARS-PSE-NeedsAssessments-JobAid.pdf	X	X	X							X	X	X

Program Evaluation and Reporting System (PEARS)

Project Manager: Carolyn Rider (cdrider@ucanr.edu, carolyn.rider@cdph.ca.gov)
Main Point of Contact: EvaluateSNAPEd@ucanr.edu
Other Staff on Project: Janice Kao (jankao@ucanr.edu), Evan Talmage (etalmage@ucanr.edu), Nicole Vital (nvital@ucanr.edu)

Activities	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept
Training and Technical Assistance												
Attend PEARS training as offered by KSU, CDSS, or NPI.	X	X	X	X	X	X	X	X	X	X	X	X
Stay informed about PEARS reporting updates via monthly newsletter.	X	X	X	X	X	X	X	X	X	X	X	X
Data Entry												
Enter all activities targeting SNAP-Ed audience into PEARS PSE, Program Activities, and Indirect Activities module as they are completed.	X	X	X	X	X	X	X	X	X	X	X	X
Enter partnership and coalition data into the appropriate modules.	X	X	X	X	X	X	X	X	X	X	X	X
Create at least one PSE-related Success Story by the end of the year.	X	X	X	X	X	X	X	X	X	X	X	X
Annually report on SLAQ results in the PEARS PSE module, in the Needs Assessments section. Job aid available here: https://ucanr.edu/sites/CDPH_PEARS/Tools_Resources/	X	X	X									
Data Quality Assurance *We recommend monthly reviews by LHD managers. In addition, LHD managers and staff should review issues flagged by NPI quarterly, in the months marked with bold Xs.*												
Periodically review data entered by staff and contractors under your supervision.	**X**	X	X	**X**	X	X	**X**	X	X	**X**	X	**X**
Respond, as needed, to QA/QC emails sent by state reviewers by making appropriate revisions to data in PEARS.	**X**	X	X	**X**	X	X	**X**	X	X	**X**	X	**X**
Finalize data entry and quality assurance and mark all entries complete (for prior reporting year)	**X**											

Adult Direct Education Evaluation

Project Manager/Main Point of Contact: Amanda Linares (amlinares@ucanr.edu, 916-200-5188)

Activities	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Planning														
Attend Data Collection training (annually)		X												
Enter Program Activity into PEARS **before** administering Pre-test Survey			X	X	X	X	X	X	X	X	X	X	X	
Pretesting, Intervention Implementation, Post-testing														
Administer the CalFresh Healthy Living Adult **Pre-test Survey** before delivering a direct education series of four or more sessions			X	X	X	X	X	X	X	X	X	X	X	
Administer direct education series of four or more sessions over at least four weeks.			X	X	X	X	X	X	X	X	X	X	X	
Administer the CalFresh Healthy Living Adult **Post-test Survey** after delivering a direct education series of four or more sessions			X	X	X	X	X	X	X	X	X	X	X	
Data Entry														
If online CalFresh Healthy Living Adult surveys were used, there will be no data entry; if paper surveys were used, pre/post-tests should be entered into Survey123 by **Aug 31st.**			X	X	X	X	X	X	X	X	X	X	X	
End of Year (August 31st) Deliverables														
To Amanda: 1) Confirm receipt of pre/post-tests in Survey123													X	

Impact Outcome Evaluation (IOE)

Project Manager/Main Point of Contact: Amanda Linares (amlinares@ucanr.edu, 916-200-5188)

Activities	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
Planning												
Engage intervention site(s); any school or school-based afterschool serving 4th-12th grades	X	X								X	X	X
Attend EATS administration training	X											X
Provide Amanda with a completed Planning Worksheet to receive customized EATS online survey links for each site	X	X	X									X
Prior to Pre-testing												
Send home Parent Opt Out Forms 2 weeks prior to pre-testing	X	X	X									
Pre-testing												
Administer EATS with at least 2 classrooms of students per site (goal = 30 matched pre/post-tests)	X	X	X									
Intervention Implementation												
Conduct intervention		X	X	X	X	X	X	X	X			
Post-testing												
Administer EATS to all students who received the pre-test									X	X	X	
Data Entry												
If EATS online was used, there will be no data entry; if paper surveys were used, pre/post-tests should be entered into the site-specific survey links	X	X	X	X	X	X	X	X	X	X	X	
End of Year (June 30th) Deliverables												
To Amanda: 1) Pre/post tests entered online 2) Planning Workshseet with updates and attrition data											X	