Eating and Activity Tool for Students
IOE Survey Administration Essentials

Who should administer the survey?

1. CalFresh Healthy Living educator, or
2. Classroom or special subject teacher, or
3. College or higher-level intern or volunteer from the LHD/subcontractor or partner agency

When do I administer the survey?

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

**Tier 3+ LHDs:** As in FFY 20-22, 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 direct education is expected to be delivered.

**Tiers 1 & 2 LHDs:** Pre-tests should be administered before the start of any intervention (direct education and/or PSE), and post-tests after completion of all intervention activities. This may be full school year (i.e. if there is full-year PSE intervention) or it may be before and after direct education if that is the only intervention activity.

The survey must be conducted on a day after students have attended school. It should only be conducted Tuesday-Friday, **AND NEVER ON A MONDAY.** For weeks with a school holiday/teacher workday, the survey should never be conducted the day after the school holiday/teacher workday. Do not administer the survey the week after a long holiday (i.e. winter or spring break) or school closure. The survey links will be closed/inoperable on Mondays and the day after school holidays. Keep this in mind when scheduling online administration or paper survey data entry.

What do I need to administer the survey?

1. Survey Instrument: Online (recommended) via custom site link OR paper
2. Survey administration protocol and/or this Survey Administration Essentials One-pager
3. Student ID number assignments
4. Chromebooks/computer (recommended) 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 school sites
4. Record ID assignments for all sites/classrooms in one spreadsheet

Any other tips?

- Do not truncate online survey links. Custom links include data that will autopopulate in the survey. If you do not use the link as provided, that data will not populate the survey and your data will be lost.
- Multiple classrooms within a school/site cannot use the same IDs. All students in a school/site MUST have a unique ID.
- Be sure to guide students when they are asked to select survey time point (Pre or Post). If the correct time point is not selected, data cannot be matched and will not be usable.
- The survey can be read aloud question-by-question or students can complete on their own, at their own pace. Choose the option that is works best for your audience.
- **Tier 3+ LHDs:** Gather attrition data (class attendance and opt outs) on the day of pre/post-testing. It will be much easier than trying to go back and gather the data at a later date.
- Visit the website (https://ucanr.edu/sites/ioe/) or email amlinares@ucanr.edu for more resources.