



Administration Protocol

I. Purpose

The purpose of the *Eating and Activity Tool for Students (EATS)* is to collect information about dietary and physical activity behaviors from youth, grades 4 through 12 using a simple and tested survey instrument. This survey can be used in schools, after school, and other youth settings.

II. When to Administer

- The survey is intended to capture student eating and physical activity behaviors on a *regular school day*. Because questions ask about *yesterday*, **the survey must be done on a day following a regular school day, i.e., Tuesday through Friday.**
- **The survey should never be given on a day following a holiday, e.g., not on a Tuesday after a Monday holiday. It should also not be given the week after a full week break from school, e.g., after winter or spring break.**
- The online survey will be closed the days mentioned above. Please plan accordingly.
- The survey can be administered at any time during the day, but to the extent possible, both pre and post surveys should be administered at the same time, in the same way, with the same staff.

III. Who Should Administer

Any of the following staff may administer the survey:

- A classroom or special subject teacher (e.g., health, science, P.E.);
- Other designated staff person from your agency; or
- A site CalFresh Healthy Living coordinator or their designee, which may include subcontracted data collectors, college-level or higher-level interns or volunteers from partner agencies.

IV. Materials Needed

- Parent Opt Out Forms, sent to parents two weeks prior to pre-testing (see part V).
- Surveys, either:

Recommended method:

- **Online survey:** Site-specific links obtained by completing your Planning Worksheet and returning to: amlinares@ucanr.edu
 - Each school will be assigned **TWO** unique links, one for pre-test and one for post-test.

Or:

- **Paper survey:** Available on the IOE website (<https://ucanr.edu/sites/ioe/>), printed in color, on white paper.
 - Paper surveys are to be entered into the site-specific links mentioned above.

- Survey Administration Protocol and Survey Administration Essentials Guide
- Students' unique ID numbers (see part VI), ready to distribute.
- Chromebooks or other online-ready device, and/or pencils.

V. Parent Opt Out Form

- **Use of the Parent Opt Out Form is required.**
- The Parent Opt Out Form is one of two places we obtain consent to survey. Additionally, prior to beginning the survey, students are informed they can opt out of taking the survey at any time.
- The Parent Opt Out Form is available in multiple languages, and can be sent out in paper form or electronically via a parent communicator app, e.g., Parent Square.
- The form should be sent out no less than two weeks prior to pre-testing, and only needs to be sent out once, before pre-testing.
- **The form only needs to be returned by students/parents who wish to opt their students out of taking the survey.**

VI. Unique ID Assignment

- Unique IDs must be 3-digits and cannot start with a zero (i.e., 001, 010).
- **Do not duplicate ID assignments within a single site.**
- **Recommendation:** Assign Classroom 1 at Site 1 IDs starting at 100. Assign each additional classroom at that site numbers starting with 200, 300, 400, and so forth. You can repeat this process at Site 2, 3, 4, and so forth.

VII. Survey Administration Protocol

- Instructions for the survey administrator are in plain type.
- Instructions to be read aloud to the students are in ***bold italic type***.
- While it is not required that you follow this script, be sure to review the content of this protocol beforehand and address each salient point.

(read aloud) Good morning (or afternoon as appropriate). My name is (name) and we are from (insert agency name). Today I would like you to complete a survey. This is a survey about what kids your age eat and drink, and how active you are. No one in your class, or your friends, or anyone at home will see your answers. Taking part in this survey is up to you. Your choice about taking part will not affect your grades or your ability to take part in any activities. Let's complete the first page of the survey together. Does anyone have any questions before we begin?

Pass out the student surveys and pencils or Chromebooks/online-ready devices. If online, share the survey link and ask students to click on it.

Read aloud the pre-survey student letter to the class. Take note of any students expressing they wish to opt out of taking the survey. Once those students (if any) have been documented, move forward with identification.

(aloud) Please fill in your identification number (ID). You can also pre-label or attach stickers to paper copies, or email each student their ID for online administration. **Next, write today's date.** It is _____. **Let's get started. Wherever you see a bubble (circle), choose the ONE best answer for the question. Wherever you see a box (square), choose all the answers that are true for you. This is not a test, and there are no right or wrong answers. Remember, your answers will be kept private.**

Now let's read through the first part of the survey together.

Question 1: Select your age (wait for students to finish)

Question 2: Select your grade. For this class, you would bubble in _____ (if class is a single grade, provide the answer)

Question 3: Select whether you are a male, female, non-binary, or a gender not listed here. It's ok if you don't want to answer this question. In that case, bubble in "don't want to answer". (wait for students to finish)

Question 4: (read Race/Ethnicity question as is) "How do you describe yourself? Choose all the boxes that best describe you.

Next there are questions about what you ate or drank yesterday.

But first, Question 5 asks: Did you attend school yesterday? (All/most students should have attended school yesterday if protocol is followed, i.e., no surveying on Monday or day after a school holiday). **Yesterday was (name of day). Bubble in yes if you were here yesterday, or no if you were absent.**

Now think about what you ate and what you drank yesterday. Please count only what you ate or drank yesterday, even if it was not a normal day for you. (Optional) **On the board up here, I've written some places to help you remember where you were yesterday, the names of different meals, and what was served for school breakfast and lunch. Question 6 and 7 are asking about only about school lunch and breakfast. If you did not receive and eat the breakfast and/or lunch provided by the school, then select "I did not eat the school breakfast/lunch."** Complete these two questions now.

Questions 8-21 ask about specific foods and beverages you ate or drank yesterday. Let's do an example to see how to answer this type of question. We're going to look at Question 8 together.

Yesterday, did you eat any starchy vegetables? Examples of starchy vegetables include potatoes, corn, and peas. Suppose you had a scoop of corn as part of school lunch and roasted potatoes as a side dish with dinner. Which circle would you bubble in? (Wait for responses.) **You ate corn 1 time at lunch, and potatoes 1 time at dinner, so you ate starchy vegetables a total of 2 times yesterday. You would bubble in the circle for "Yes, I ate one of these foods 2**

times yesterday". Remember, when you answer this question on your survey, you will consider only the vegetables you ate yesterday.

Are there any questions about the instructions I've just explained? (If students ask questions about specific survey questions, help clarify the questions for the students, but do not provide answers.) ***If you have a question while you are taking the survey, please raise your hand and someone will help you. Remember, the pictures and food/drinks in the example boxes are examples only and do not necessarily include all the possible foods or drinks that should be included in your answer. What you ate or drank may have looked different. Please stop after you finish Question 21 so the group can catch up.***

Once the class has caught up at Question 22:

The next questions are about your physical activity. When we ask about physical activity, this includes sports or dance that make you sweat or make your legs feel tired, or games that make you breathe hard, like tag, skipping, running, climbing, and others. At school, think about the time you spent playing sports, physically active games, playing actively with friends, or other activities that got your body moving. Also, walking counts as physical activity, but only if you did it for more than 10 minutes at a time. Let's look at Question 22 together.

Question 22: Last week, on which days were you physically active for a total of at least 60 minutes (or 1 hour) per day? Add up all the time you spent in any kind of physical activity that increased your heart rate and made you breathe hard some of the time. Examples: basketball, soccer, running or jogging, fast dancing, swimming laps, tennis, fast bicycling, or similar aerobic activities. Choose either Yes or No for each day of the week. (wait for students to finish)

Let's move on to Question 23: Last week, on which days did you attend school? Choose either Yes or No for each day of the week.

The last two questions ask about any physical activity classes like PE that you had during school last week. Do not include activities outside of school like dance class, sports leagues, or martial arts.

That's it, we are done with the survey! Great job and thank you!

VIII. Question-specific Troubleshooting

Question 4 (Race/Ethnicity): If students are unsure what race/ethnicity to select, you can assist by providing additional examples for each category, as show below:

American Indian or Alaska Native (North, Central, or South American Origin)

Asian (Chinese, Korean, Vietnamese, Filipino, Cambodian, Indian, Thai, etc.)

Black or Africa American (Origins in any of the Black racial groups of Africa)

Hispanic or Latino (Mexican, Cuban, Puerto Rican, South or Central American)

Native Hawaiian or other Pacific Islander (Guamanian, Samoan, etc.)
White (European, Middle Eastern, North African)

Questions 6 (School Breakfast) and 7 (School Lunch): These questions are only referring to the breakfast and lunch provided by the school, and not food children bring from home or obtain through other means.

Question 8 (Starchy vegetables): Do not include any type of fried potatoes (e.g. French fries, hash browns) or sweet potatoes (yams). Sweet potatoes (yams) should be reported with Question 9 (orange vegetables).

Question 10 (Salad made with lettuce and green vegetables): If there are other leafy greens consumed that are not listed, have the student include them; however, do not include most other green vegetables besides broccoli and green beans (include them in Question 11, see examples).

Question 11 (Other vegetables): This question collects frequency of consumption of all other vegetables not included in the previous categories. Include green vegetables not listed in Question 10 here.

Question 12 (Beans): It does not matter how the beans were prepared (e.g. refried, containing lard, with pork). Instruct students to include all kinds of beans, except green beans.

Question 14 (Juice): 100% juice refers to beverages that are pure fruit juice with no added sugar or anything else.

Question 15 (Diet soda): Include sodas with diet, zero, or zero sugar in the name, along with any other sodas that contain 0 calories and/or use a sugar substitute instead of sugar.

Question 16 (Fruit drinks): Include any fruit-flavored drinks that are not 100% juice. If they have fruit juice added, but are not 100% juice, include them here. Also include fruit-flavored waters that contain added sugar. Also include regular, sweetened sports drinks. Do not include those with 0 calories and/or a sugar substitute.

Question 18 (Energy drinks): In addition to those found in cans, also include energy “shots”. Younger children may not know what energy drinks are. If a student does not know what an energy drink is and he/she does not recognize the photo, then instruct him/her to mark that they didn’t drink any.

Question 19 (Coffee and tea with sugar): Include all blended and non-blended coffee and tea drinks. Include sweetened tea like boba/bubble tea. Also include sweetened bottled coffee and tea drinks.

Question 20: (Flavored milk): This question does not include regular, full-fat, 2%, 1%, or non-fat unflavored (i.e. white) milk. It does include any milk or milk-containing (dairy or non-dairy) beverage that is flavored (i.e. sugar added).

Question 22 (Total physical activity): Students should add up their total daily physical activity. The 60 minutes does not need to be performed at one time during the day, but rather, can be a total of physical activity performed throughout the day. This includes both time active while at school and at home/away from school.

IX. Additional Administration Suggestions

- Reading the survey aloud may cut down on chatter among the students and keep the students who read a little slower on task. Students who are faster may wish to complete the questions on their own. Assess your audience to decide which method is best.
 - If you read aloud, you may want to walk around room as you do to minimize chatter and help keep the students focused on the survey.
- Explain that the pictures on the survey are examples only. They are **not** supposed to complete the questions based only on foods shown in the pictures.
- Maintain a neutral tone and confidentiality.
- You can help students recall what they ate on the previous day by doing the following:

Helping Kids Recall Yesterday's Intake:

Write yesterday's day of the week and date on a board in front of the classroom. To help them recall what they did yesterday, where they may have been, what meals they ate, and when they ate or drank, you can write prompts as shown below. **Using the school breakfast and lunch menu, you can also write on the board what was served yesterday.**

School?

Home?

At a friend's or relative's house?

A fast food restaurant?

Another restaurant?

Somewhere else?

Breakfast?

Lunch?

Dinner?

Snack?

X. After survey is complete

The online survey will remind students to complete each question if left unanswered when completing a section. If using the paper survey, check to make sure all answers are filled in completely. Be sure to reassure students that you are not checking their answers for accuracy, but making sure all of the questions were answered.