

**AzNN Evaluation Committee Meeting Minutes**

**FINAL: 6/23/2016**

Thursday, 6/23/16, 1:00pm-2:00 pm, SHANTZ 163

AGENDA ITEM	DETAILS/DISCUSSION	ACTION ITEMS
<p><b>Welcome and Roll Call (Laurel)</b></p>	<p><b>Roll Call</b>  <b>UA AzNN Evaluation:</b> Laurel Jacobs, Theresa LeGros, Bete Jones, Vern Hartz  <b>AzNN:</b> Stephanie Martinez, Amanda White  <b>UANN Apache/Navajo/Mohave:</b> Margine Bawden  <b>UANN Maricopa:</b> Sally Cassady  <b>UANN Pinal:</b> Lori Lieder  <b>UANN Pima:</b> Lauren McCullough, Vanessa Farrell  <b>UANN Yavapai:</b> Absent  <b>City of Tempe:</b> Brandon Hernandez  <b>Maricopa Health Department:</b> Julie Scholer  <b>Mohave Health Department:</b> Melissa Palmer  <b>Navajo County Health Department:</b> Cherilyn Yazzie  <b>Yuma Health Department:</b> Absent  <b>Coconino Health Department:</b> Absent</p>	
<p><b>Unit-Level Data Return Plan Summary (Kay/Theresa)</b></p>	<ul style="list-style-type: none"> <li>• Attached to this meeting’s agenda email, you should have found the full Data Return Summary in Excel Format. It lists all the evaluation measures by strategy, and when data will be available to contractors for each measure.</li> <li>• <b>During the week of 6/27, your evaluation liaison will send out a “custom” data return plan</b> that will be specific to your unit.</li> <li>• Next committee meeting will have time to address questions.</li> </ul>	<p>Evaluation Team:</p> <ul style="list-style-type: none"> <li>• During the week of 6/27, will send out a “custom” data return plan to each contractor, specific to their unit.</li> </ul> <p>Contractors:</p> <ul style="list-style-type: none"> <li>• Gather any questions for August meeting.</li> </ul>
<p><b>New SNAP-Ed Evaluation Interpretive Guide (Laurel)</b></p>	<ul style="list-style-type: none"> <li>• The USDA has just released the Interpretive Guide to the National SNAP-Ed Evaluation Framework.</li> <li>• <b>What is it?</b> It is a tool for SNAP-Ed implementing agencies to plan, interpret, and analyze the outcomes of their approaches at individual, environmental settings, and sectors of influence levels (SEM).</li> <li>• <b>Where can you find it?</b> A link will go out in the next bi-weekly, but it is included on</li> </ul>	

	<p>the same landing page at USDA's webpage for the <a href="#">SNAP-Ed Plan Guidance</a>.</p> <ul style="list-style-type: none"> <li>• <b>Why does it matter to SNAP-Ed?</b> The goal of the framework is to produce cumulative results using standardized, evidence-informed methods to share with your agency stakeholders, to help with program improvement, to share with your constituents and to report up the chain to ADHS and USDA.</li> <li>• <b>Why might it matter to your program?</b> Many of you are engaged in or interested in exploring internal evaluation measures for some of the work you do in SNAP-Ed that falls outside of the formal evaluation plan, or are looking to evaluate emerging strategies that are not yet practice or evidence based. In either case, we strongly urge you to utilize the Interpretive Guide as your roadmap to ensure that your selected internal evaluation plan aligns with SNAP-Ed goals and the National Framework. If your internal evaluation is planned using the National Framework and the Interpretive Guide as your roadmaps, you will make your own lives much easier and the tools and guidance are already there for you to determine the assessments and tools that fit with your internal evaluation initiatives.</li> <li>• Theresa and Laurel are co-authors on the guide.</li> <li>• Arizona's SNAP-Ed program is also featured as the first of 13 Practitioner Stories describing how some states have already started using the Interpretive Guide.</li> </ul>	
<p><b>MyPlate for My Family Project Update (Kay/Theresa)</b></p>	<ul style="list-style-type: none"> <li>• MPFMM Project update: All pre and post testing has been completed and Evaluation Team is working on preliminary data analysis and doing follow up with comparison groups and 3 month follow ups.</li> <li>• Kay is <b>finalizing an instructor survey</b> to email out to MPFMM instructors to solicit their feedback about teaching the MPFMM curriculum; this is slated to be sent out before the end of June so we can incorporate these data into our analysis of the MPFMM curriculum. This is only for instructors that participated in the adult evaluation project.</li> </ul>	<p>Evaluation Team to distribute:</p> <ul style="list-style-type: none"> <li>• MPFMM Instructor Survey</li> </ul>
<p><b>Updates (Laurel)</b></p>	<p><b>SFSP Supports Checklist Update</b></p> <ul style="list-style-type: none"> <li>• Just received assurance that SFSP site participation will be collected internally between ADHS, the Evaluation Team, and ADE.</li> <li>• Contractors will not need to collect meal participation numbers.</li> <li>• Goal is to finalize the checklist by 7/1.</li> <li>• Contractors complete the checklist online at the end of summer program efforts with sites.</li> <li>• Accompanying the checklist will be the final versions of 1) the paper checklist, which is a reference only for contractors, and 2) Instructions. These will be posted on the evaluation website along with March's SFSP training that is already on the website under the Trainings menu.</li> <li>• Question from Maricopa HD: Is the evaluation something we do internally or</li> </ul>	<p>Evaluation Team:</p> <ul style="list-style-type: none"> <li>• Finalize SFSP Supports Checklist</li> </ul> <p>Contractors:</p> <ul style="list-style-type: none"> <li>• Create evaluation website login to access SFSP checklist, training, and evaluation materials.</li> <li>• Complete checklist at end of program efforts with sites.</li> </ul>

	<p>something we do with SFSP partners to complete together?          Answer: Depends on support and promotional efforts you have done. In some cases, if working at district level or many sites, might be useful to sit down and fill out together. Depends on depth and breadth. Bottom line – not intended to be official interview with sites, but can be helpful to collect accurate data.</p> <p><b>AzNN Evaluation Team Website Update</b></p> <ul style="list-style-type: none"> <li>• Join the website and create a login if you haven't already!</li> <li>• New blog post featuring coordinating efforts between SNAP-Ed, district, school and food service leadership to implement PSE changes simultaneously supported by DE food sampling.</li> </ul> <p><b>Evaluating Coalitions Update</b></p> <ul style="list-style-type: none"> <li>• Evaluation Team completed training for the Wilder assessment in May.</li> <li>• Contractors have until the end of September (3 months) to complete and deliver assessments from qualifying coalitions and their members.</li> <li>• Evaluation Team is working with contractors now to determine which coalitions qualify for assessment, and how to navigate assessment in counties where there are multiple contractors.</li> <li>• For those of you who also juggle responsibilities in School Health, summer may be an advisable time to check the coalition assessments off your list before programming gets crazy again in August. Going on vacation? You can send the assessment link out to your coalitions before you leave the office and come back from vacation with the assessments done and check it off your evaluation list.</li> </ul> <p><b>USDA Visit</b></p> <ul style="list-style-type: none"> <li>• During the recent USDA visit to AZ, the Evaluation Team highlighted our work in three areas: 1) LWP scoring using WellSAT, 2) the adult DE impact evaluation project, and 3) youth survey validation.</li> <li>• Some feedback we received from the USDA was to: 1) share with them the youth survey and the SFSP supports checklist and 2) consult with other states and interpretive guide authors to continue to strengthen the youth survey.</li> <li>• Andy Naja-Riese commented during the meeting that Arizona is a national leader in evaluation. This is a compliment to everyone on the committee who contributes to moving evaluation forward and refining our efforts for SNAP-Ed.</li> <li>• Another topic that was a theme during the USDA AZ visit was the continuing need for culturally relevant curricula. That need has been heard, it is shared among many states, and it is an effort that the Evaluation Team will support in the coming months and years.</li> </ul>	<p>Contractors:</p> <ul style="list-style-type: none"> <li>• Complete and deliver assessments to Evaluation Team from qualifying coalitions by end of September.</li> </ul> <p>Evaluation Team:</p> <ul style="list-style-type: none"> <li>• Share youth survey and SFSP supports checklist with USDA</li> <li>• Consult with other states and interpretive guide authors to strengthen the youth survey.</li> </ul>
<p><b>School Health Monthly</b></p>	<p>Participants:</p> <ul style="list-style-type: none"> <li>• UANN Apache/Navajo (UANN-A/N)</li> </ul>	

**Evaluation Debrief  
(Theresa)**

- UANN Pinal (UANN-PN)
- UANN Pima (UANN-PM)
- UANN Maricopa (UANN-MA)
- Maricopa HD (MCHD)
- MCHD - Kids Zone (MCHD-KZ)
- Mohave Health Department (MHD)
- Navajo Health Department (NHD)

1. Who is participating in the FY16 evaluation of Local Wellness Policies? *All present (UANN-A/N, UANN-PN, UANN-PM, UANN-MA, MCHD, MCHD-KZ, MHD, NHD)*

A. *If YES*, have you submitted **ALL** LWPs to the Evaluation Team yet?

*Yes: UANN-PN, UANN-PM, UANN-MA, MCHD, MCHD-KZ, MHD*

*No: UANN-A/N, NHD*

B. *If NO*, why not?

*Administrative turnover negatively impacted communication, non-response, and inability of districts to locate their LWPs*

*o UANN-A/N*

*o NHD (also NHD turnover)*

2. For those who have submitted:

A. How did you collect the LWP? (Did you receive it directly from a district or school rep, during a meeting, did you seek it out on a website, etc.?)

*Online through District/School websites: UANN-PN, MHD, UANN-PM, UANN-MA*

B. Was it, or has it been, easy to collect LWPs?

*Yes, generally, but there was often confusion over exact place to locate/exact link on websites: UANN-PN, MHD, UANN-PM*

C. Did you have a conversation with a partner about what you were doing with the LWP? If yes, what was the response? (e.g., were they eager to get feedback? reticent?)

*No: UANN-PM, UANN-MA, MHD, MCHD*

*Informed School/District that they sought LWP: NHD*

*With about ½ of Districts/Schools: UANN-PN, UANN-A/N (Conversations took*

place when there was already active work with the District/School in LWPs, with a few eager for results)

3. When you received scorecards and recommendations:

A. Did they arrive in a timely manner? Yes: all

B. Did you understand the materials that were sent to you? Yes: all

C. Did you find these useful? Why or why not?

Yes: all. MCHD-KZ found the recommendations to be very detailed and decided to use a simplified version to enhance usefulness and feasibility. UANN-PM was already working with the PCHD using the Model Wellness Policy. General agreement that the Model Wellness Policy is a great tool but also text-heavy and most useful for referencing specific sections when working with a District that is less interested in a large-scale LWP overhaul.

D. Did you take any action with the materials?

YES	NO or NOT YET
MHD shared with new HAPI person and School Wellness Committee	MHD barriers include district time and turnover
UANN-PN found it easier to share with smaller schools/districts which had committees set up	UANN-PN find that larger districts (e.g., Casa Grande USD) have no DWC to work with
UANN-MA have provided scorecards and recommendations to many of the districts	
MCHD-KZ shared with the Food Service Director, head of the Wellness Committee (interested in using findings when they are ready to revise the LWP in future)	
	UANN-A/N faces barriers related to district budget cuts, lack of interest in LWP work, and lack of SHACs

			<p>NHD faces barriers related to internal turnover, lack of DWCs, and is also still learning about SHI/SHAC/School Health PSE work</p>	
			<p>UANN-PM faces barrier related to negative perceptions of LWP assessment and seeks to enhance education re: the WellSAT as a useful tool and how LWP improvements affect kids</p>	
	<p>4. In terms of the entire process, do you have any other comments/ feedback/ suggestions for improvement? No suggestions for improvement, UANN-A/N reports a school that is excited to participate and receive feedback.</p>			
<p><b>Next Meeting (Laurel)</b></p>	<p>Thursday, 8/18/16, 1:00 -2:00 pm Agenda Item(s): TBD</p>			