

AZ Health Zone Evaluation Committee Meeting Minutes
FINAL: 5/17/2018

AGENDA ITEM	DETAILS/DISCUSSION	ACTION ITEMS
<p>Welcome (Laurel)</p>	<p>Roll Call AZ Health Zone SET: Laurel Jacobs, Theresa LeGros, Kay Orzech, Greg Goodman, Bete Jones AZ Health Zone SIT: Jessica Davenport, Ryan Lang, Elizabeth Holmes, Therese Neal, Bianca Valenzuela UA Pima: Lauren McCullough Maricopa Health Department: Marina Celaya Coconino Co Public Health Services District: Samantha To, Theresa Kulpinski</p>	
<p>FY19-20 Application (Laurel)</p>	<ul style="list-style-type: none"> • Evidence Base <ul style="list-style-type: none"> ○ Narrative component of the application requires you to describe the evidence base. ○ To accomplish this, you can use research findings in the published literature or findings based on available data sets. You can also use your own program's FFY16-18 evaluation findings including: STORE, SFSP Checklist, Wilder Inventory, PARA, WellSAT 2.0, NHSAC, Go Nap SACC, Youth/Adult survey results, Community Profile Infographics. • Work Plan – Evaluation Column <ul style="list-style-type: none"> ○ Indicators/Evaluation Measures column: leave as is for PSE and DE activities – they are pre-filled. You only need to add any planned internal evaluations. ○ <i>Question: For CATCH or other curriculum with embedded evaluations, do we include the POST test as an internal evaluation? No, because we are familiar with the embedded evaluations that are included in approved curriculum, you do not need to. You can include if it will help you with internal tracking.</i> 	

	<ul style="list-style-type: none"> ○ Some examples of internal evaluations: <ul style="list-style-type: none"> ▪ Farmer’s market survey for preferred days or types of vendors at a new farmer’s market. ▪ Cafeteria survey of middle school students re: lunchtime experience. ▪ Map of a store and interview with store manager. ▪ Any additional information gathered to help make your programs more relevant to the community. ○ Question: What if you have already changed the column to say “Following AZ Health Zone Framework for Strategy 13”? That is okay, but you don’t need to change it. ○ We recognize that as FFY19 and FFY20 rollout, you might think of new internal evaluations - please keep the Evaluation Team apprised of new developments. 	
<p>KAN-Q Post Surveys and the Teacher Walkout (Theresa)</p>	<ul style="list-style-type: none"> ● Proctoring POSTS at schools where you implemented fewer interventions than intended: <ul style="list-style-type: none"> ○ If you did a PRE with a classroom, plan to do the POST, regardless of whether you were able to get into the classroom to complete a DE series or did all the PSE interventions you planned during FY18. ○ Input the interventions into SEEDS and use SEEDS to generate your coversheets for the POST surveys. 	<p>Contact Edith DiSanto with any questions regarding processes in SEEDS.</p>
<p>Reminders</p>	<ul style="list-style-type: none"> ● Schedule a time soon to talk to your coalition about completing the Wilder Inventory (Kay) <ul style="list-style-type: none"> ○ The Evaluation Team has received one Wilder Inventory and we know that several more are coming. If you have a coalition you have been working with and have not approached them yet, please take the time to complete that process so you can turn in your assessment by September 30th. ○ Create your Wilder Coversheet in SEEDS. ○ You can review Phase 2.2 SEEDS Guidance for information on how to create coversheets for all evaluation projects before reaching out to Edith with questions. 	<p>Contact Edith DiSanto with any questions regarding processes in SEEDS.</p>

	<ul style="list-style-type: none"> • Garden Champs update (Kay) <ul style="list-style-type: none"> ○ Thanks to all who participated in the focus group at the Annual Conference. Information from SARNs was also synthesized to inform the project. ○ The Evaluation Team has interviewed six people at four sites in three counties. We are planning more interviews at four sites. At the end of the project, four counties will be represented at three different types of sites – senior/community centers, housing sites, and early childhood centers. • SY 2018-19 KAN-Q Proctor Training (Theresa) <ul style="list-style-type: none"> ○ This training will be for school year 2018-2019. We are using the same protocol as last year. ○ The refresher training will take place Monday, July 16th at 10:00am. ○ The training will focus on FY18 common questions and concerns so we can improve the requirements and clarity of instructions for FY19. ○ Please attend the live session if you can, but the training will also be recorded. 	<p>Please respond to a three-question survey sent by Theresa regarding the KAN-Q Proctor Training. Questions will focus on FY18 experience with protocol, proctoring, and whether you want to share your experiences during the training.</p>
<p>Putting Evaluation to Work Series (Laurel)</p>	<ul style="list-style-type: none"> • Estimating the Impact of PSE Interventions <p><i>This session is intended to assist you in conceptualizing the “big picture” impact of your SNAP-Ed PSE work as you develop FY19-20 work plans. We will discuss the concepts of dose, reach, and strength of PSE interventions, and the role of layering multi-level interventions over time.</i></p>	
<p>Next Meeting</p>	<p>June 21 from 1:00 – 2:00pm</p> <p>July meeting will most likely be cancelled. Confirmation will be sent via email.</p>	