

Instructions for conducting FNP evaluation-Teen and Adult-FY 2010

General Instructions:

- Go to the FNP website located at <http://www.humec.ksu.edu/fnp/>
- Under **Evaluation**, click on **Teen and Adult**.
- Look through the **Curricula Specific** forms and select those that fit your delivery needs.
- **Print** the form and duplicate enough for each member of your audience.
- If there are no **Curricula Specific** forms that meet your delivery needs, create your own using **ONLY** those questions provided on the FNP website.
- Click on the **“Do-it-Yourself Survey Form”** template.
- Under **Survey Questions** click on the **Behavioral Objectives** to access individual questions. (You may want to save the survey template and questions to your desktop for easy access. In some versions of WordPerfect you will HAVE to save it to a file in order to open it.)
- **Select** evaluation questions provided under these objectives (one or as many as desired) that are applicable to the lesson that will be taught.
- **Click** on the text box (you will get solid black squares at intervals around the box), using **Copy from the toolbar** (you won't have the copy function by right clicking the mouse) and **paste** it to the **“Do-it-Yourself Survey Form.”**
- Ensure that **all information is at the top of the evaluation sheet**: date, curricula, county, age and gender of participant. Do not include the participant's name.
- **Print** a copy of the newly created form and **duplicate** enough copies for your class or display.
- **DO NOT use the adult evaluations for children in 6th grade or lower. All participants in 7th grade to Elderly are to receive the Adult Evaluation.**
- Evaluations should be collected at each program delivery, EVEN displays.

Requirement for Adult Evaluations Only: USDA requires data be collected on actual Food Stamp Recipients. In order to collect this data without taking names or assigning numbers to individuals we will now require this question to be on All Adult Evaluations: If it is not on your survey please add it!

Which of these food programs do you think you will use in the next 12 months?

(Circle all that apply)

- 1) WIC
- 2) Food Assistance
- 3) School Breakfast
- 4) School Lunch
- 5) TEFAP (Temporary Emergency Food Assistance Program)
- 6) Summer Child Feeding Program

Which of these food programs did you use in the last 12 months? *(Circle all that apply)*

- 1) WIC
- 2) Food Assistance
- 3) School Breakfast
- 4) School Lunch
- 5) TEFAP (Temporary Emergency Food Assistance Program)
- 6) Summer Child Feeding Program

Present the Lesson to the audience:

Updated Feature: Before going out to your programming site-print the update **Program Activity Data Sheet** located on the FNP Website. This is a complete checklist of information needed to complete the **Online Program Activity Sheet (.NET)**.

Post/Pre Evaluations:

- **Administer** the Post/Pre designed evaluations directly after delivering the program.
- **Read** each question and answers orally to your audience.
- Make sure that they understand that **this is a POST then PRE format** to help reduce confusion when completing the evaluation.
- Collect evaluations and thank the audience for their participation.

Completion of the On-line Program Activity Sheet:

- After each lesson **create an On-line Program Activity Sheet (.NET)** and enter client and evaluation data. This is the updated online way of submitting reports (same address new look) to the State FNP office.
- **Access** the activity sheet at: <http://intranet.oznet.ksu.edu/fnprs/>
- In the Center of the page, **click on Program Activity Sheet**.
- Click on **Add Program Activity** and begin entering the information ensuring that all text boxes are completed. You will have **Evaluation data (survey information) only after collecting the POST/PRE-TESTS**. If you have not collected evaluations with your programming bypass this text box. Remember, you are **REQUIRED** to collect evaluation data with programming so please make every effort to do so. Report all programming even if evaluations have not been collected.
- When all information is entered **print a hard copy** for future reference.
- Click on the **Done** button to submit the information to the database where it will be stored.
- **Enter Program Activity Sheets at least quarterly.**