

Please stand by for realtime captions. >> Hello, everyone here go sorry about that peer --. Glad you are all here.

Good afternoon, everyone. This is Mallory at the national Institute of Food and agriculture. I appreciate your patience.

Good morning, everyone. For those of you on the phone as well as through the computer, welcome to our training for the food and physical questionnaire. I'm going to go ahead and let Helen give us an introduction over the phone and then we will get right into the content of today's webinar. Thank you.

Hello, this is Helen. Can you hear me?

I can hear you, Helen.

This is a sound check. Are doing things differently [ Indiscernible - low volume ] everyone who was on the call today we look forward to having this training by Mallory as well as I believe Susan Baker will be joining to answer questions specific to the questionnaire itself, more of detailed questions that have come in. I think the main thing I would say is we hope by this webinar you will feel more comfortable moving forward. I know there's always angst when there is change like this but we appreciate the good work you're doing and want you to know we are all in this together and we will just come out on the other side in a good way. Again, thank you for what you're doing. I know everyone involved in the process has worked very hard. We do recognize those of you who are going to be training your staff, there's some anxiousness on your part and we hope by today's conference webinar that you will feel more at ease about the process going forward and definitely if you have questions after the call, be sure to follow up with us and we will be happy to help you. Thank you. Back to you, Mallory.

Thank you, Helen. And thank you so much for joining us today. Coordinator, I really want to start by making it clear how much we appreciate the dedication that you all have to the constant improvement of EFNEP. Your efforts are critical to the success of this national program and we appreciate all that you do for EFNEP. I have a brief introduction. My name is Mallory Koenings. On the interim EFNEP coordinator at the national Institute of [ Indiscernible ] culture. You have heard from Helen Chipman our national [ Indiscernible ] French agile education and also on the line with us today is Susan Baker at Colorado State University. She is representing -- if you were on the phone lines, would you please mute? It will decrease the feedback that we experience.

All of the members and effort they have made for the past several years to bring us to this very exciting time when we get to launch this new evaluation tool. Over the next hour what we are going to be going through together are the processes and logistics for using the new food and activity questionnaire and evaluation. We will go through the section that are impacted by the release of this new food and activity questionnaire. We will address questions that have been sent in by your [ Indiscernible ] and we welcome additional questions that any of

you may have. After allowing time for questions, I will provide a review of the key dates coming up that fall related to EFNEP. Notice that there are a couple -- is that better? Adrian and Jackie? Can you hear me now? All right, wonderful. Thank you very much. What I was saying is that we are going to start off today by going over the processes to use the new food and physical activity questionnaire and specifically we will go through the [ Indiscernible ] that are affected. Then as time remains, we will go through key dates this fall. And this webinar is being recorded and that recording will be posted on the EFNEP website as a reference for everyone later on. We will also be capturing the questions that are posed here today and we will be publishing a frequently asked question document on the same webpage as this recording. As we begin the transition to the new adult questionnaire, we have heard concerns from around the country about when the adult behavior checklist data should be entered into WebNEERS and what it is time to enter new food and physical activity questionnaire data in WebNEERS. What you were looking at here is a timeline. At the bottom of the slide you can see today showing in green here. And then progressing through the start of 2018 fiscal year and then November 1, which is when the 2017 and if your data is reported to the national office. As you move through this time, we ask you between now and November 1 to enter your adult behavior checklist data into WebNEERS. Appear between today and between the date that you submit your 2017 data, you will be able to enter adult behavior checklist information into WebNEERS. When it comes to which evaluation tool we would like you to use during this transition with adult just depends, we ask that between today and October 1, you graduate as many adults as possible using the adult behavior checklist. And then starting October 1, you use the food and physical activity questionnaire with all adult EFNEP participants. You may also start using the food and physical activity questionnaire now. We appreciate it if you prioritize using the food and physical activity questionnaire with the adults that you know will begin to ending from EFNEP -- graduating from EFNEP in 2018. Are connectivity dimmed out there for a moment. It looks like I have everyone back now. If you have any participants who will not graduate by 30 September but perhaps you thought you would be able to graduate them in 2017, please use the food and physical activity questionnaire when they graduate some time and let's say October or November of the new fiscal year. Would like you to do this so that we aren't burdening participants by asking them to complete a checklist as well as a questionnaire. We also do not want you to have to incur any additional printing costs. After your institution has migrated to 2018, you may enter the food and physical activity questionnaire data into WebNEERS. A number of coordinators have expressed concern about finding creative ways to complete enrollment data, diet recall data and food and physical activity questionnaire data in an adult session that may be limited to 30 minute's. This is challenging. It may be best to collect a portion of the enrollment data during the first session and the remainder during the second session. Many institutions have shared that they have been successful collecting diet recall data during the second session. And this decreases the paperwork for nonparticipants. And provide the opportunity for educators to establish relationships with participants and avoid the impression that how about paperwork. We have also heard

concerns about whether physical activity questions on the diet recall can be removed now that we are transitioning to the food and physical activity questionnaire. This is a very good question. The physical activity question on the diet recall is used to determine calorie means of the adult responding. This allows the diet recall report to be tailored to each participant. And because of this, we cannot remove that question from the diet recall and will continue to use it. Many of you are concerned about how EFNEP annual data may be impacted by this transition and to respond to that, what you are looking at here is a graphic depicting which adult evaluation tool will be the basis for adult reporting. You can see that in 2017, the source of adult data be the adult behavior checklist. Tier data will include participants with matched checklist and we know you were making your best effort to have matched checklist and questionnaires for participants and if there are a few incidents which you were unable to match data, we absently understand. All the we ask is that we all do our best during this time of transition. In 2018, the data source for behavior change will be the food and physical activity questionnaire. This change will be made clear in national reports and of course in the tier data. At that time will be establishing new baselines with this new questionnaire from the data that you provide. Several coordinators have expressed concern over whether ocean might impact adult reach. Reach will not be impacted by the change in adult evaluation tools. The number of adult participants in the tier data and in national report come from the number of adults with complete demographic data at each institution.

Taking a closer look at the outcome measures for the national EFNEP data, we will use 2016 as an example. In 2016 the adult physical activity measure came from the adult diet recall. And we reported the % of adults improving one or more behaviors and the food safety data, food resource management data type practice data came from the adult behavior checklist. This reporting will be the same in 2017 and 2018, outcome measures will better align with all of EFNEP core areas. Die quality, physical activity, food safety, food resource management and food security. These data will come from the food and physical activity questionnaire. We will continue to report the % of adults who improve one or more behaviors in these core areas between entry and exit. The source of physical activity outcomes in 2018 is it to be determined. It is important to the integrity of EFNEP that all 76 institutions use the tested 20 items food and physical activity questionnaire in the format provided. Institutions may add university locals and disclosure statements and margins with the questionnaire. We appreciate your cooperation in helping us achieve a successful launch and your patience with these developments of new evaluation tools. We will now go over the sections of WebNEERS that will be updated to include the new questionnaire. Would like to take this opportunity to recognize the efforts of the data team and thank them for working so diligently to test these new screens in WebNEERS and update the WebNEERS manual for you to refer to. WebNEERS stands for web-based nutrition education evaluation and reporting system. The system is used by all EFNEP delivery sites to manage programming and provide reports for participants, universities and national office. Detailed written instruction breezing WebNEERS may be found in the WebNEERS user manual and this manual is located in WebNEERS as well as on the EFNEP

website at the link shown on the slide. Today we are focusing specifically on section 5 specific to section imaging adults. The same functions will be available for the food and physical activity questionnaire as those that you are currently using for the adult behavior checklist. That includes additional institutes specific questions and any questions you added for your institution will remain available after the migration to the food and physical activity questionnaire. To avoid any undue burden on participants, we encourage you to consider if institutes specific questions are still needed. Three most commonly used sections for managing adult evaluations in WebNEERS are the question steps, data entry and generating questionnaire summer reports. We will begin with the questionnaire. When you're logged into WebNEERS under the evaluation section you can select view adult questionnaire sets. Here is where any additional questions that your institution has added and [ Indiscernible ] 20 core questions from the federal level can be seen. This new 20 core questions that will replace the 10 core questions once your institution migrates to 2018 in November. Once you click on view questionnaire, all of the 20 core questions will be displayed. You can be examined a detail of each question by clicking to view that question.

The question view allows you to preview the messages that participants will receive if they give an acceptable response to a question or a response that indicates they should learn more about the behavior. Question view also allows you to see how each response is scored. This information may also be reviewed at the Institute level in the evaluation section by clicking manage adult questionnaire. There are two ways to enter participant questionnaire data in WebNEERS. To begin, look into WebNEERS as a regional user and go to the adult section. Here the first way is by selecting manage adult questionnaires. Then navigate to the adult questionnaire you wish to enter. Click the wrench next to that participants name to edit the adult. Then click add questionnaire. This will bring you to a new screen and the add questionnaire screen allows you to select the date that the questionnaire was completed. Select whether you were entering an entry questionnaire or an exit questionnaire as appropriate. Then entered the adult participants by clicking save at the bottom of the screen.

There are no plans at this time to change participant data entry 28. - 20 team. We appreciate the suggestions provided last near -- year and we are exploring options to create the time spent entering data. In May we [ Indiscernible ] data that recall data are not impacted by the switch to the new questionnaire. Demographic data in diet recall data may be entered into WebNEERS at any time. The third physical activity questionnaire data may be entered into WebNEERS after your institution migrates to FY 18 in November. At that time you will be able to enter food physical activity questionnaire data from the hardcopies we have selected. The second location where you may enter data in WebNEERS from a regional user account is under the adult section by selecting manage adults and navigating to the adult whose questionnaire data you wish to enter. Click on the wrench to edit this at all. All of the adult data will be displayed. Contact info, entry data, recall data and then navigate to the questionnaire tab. From there, select out a questionnaire and this will display the add questionnaire screen where

you may select a date the questionnaire was completed, the entry and exit form of the questionnaire as appropriate and enter the adult participant responses remember to click save at the bottom of the screen. The last section of WebNEERS that will be impacted by the transition to the new questionnaire is the report section. The options for this feature have not changed. Users may select an institution to filter to apply or keep the default setting. The default includes all adults. You may specify at the beginning and end date for the report and reports may be generated for a particular staff member or limited to a specific ZIP Code. Collections have been used, click submit. WebNEERS will bring you to a new screen and once you click on preview new adult questionnaire summary report, a new window will appear containing a PDF of the summary report. We are happy to take questions at this time. I'm first going to invite Susan Baker to provide an overview of the questions that were received to the questionnaire and the facilitation protocol.

Susan?

I have just a future talking points to share with you from the [ Indiscernible - low volume ] that include both the that join forces behavior checklist team and as you know from our reports of our EFNEP coordinators meeting over the last few years, we have been working together towards the development of this tool for a number of years. So thank you for the questions and comments that we have received regarding question sets and facilitation protocol. We can't take time to answer all the questions that we received on the webinar today, but we will provide a written response to all those questions as Mathers said earlier and we are going to send out an FAQ document that will have all the questions we received as well as the responses or answers to them. I will give you some general responses putting those specific questions into categories today so that you don't have to wait to get some of the broader strokes. After the last of the series of webinars, we will finalize that document and Mallory will get it out to everyone and it will also be posted online so everyone can see it. So because there were so many questions, we will be able to go through them all today thanks to everyone who sent them and they're certainly still time for you to ask specific questions if you have them. There were a number of questions that were received that regarded specific word choices in questions. People were asking questions about the choice of a specific word or even suggesting that words be changed in the questions and suggesting what they felt would be better understood word. This is a great opportunity to share with you and give you some reassurance that one-on-one cognitive interviews were conducted with more than 350 EFNEP participants across the country and that is where these words came from. We drafted wording for questions within the five different subcommittees that work on this tool and those five subcommittees reflect the five content areas that we represent on this tool and in our work. We drafted questions, we took them out and interviewed people, ask them to answer the questions and determined if it meant to them what it meant to us and when it didn't we ask them for a better way to say it changed those words over and over. We feel very confident that the words in these questions came from EFNEP participants. In addition, Karen our colleague from Washington state

developed a facilitation protocol that was meant to serve as a resource for our front-line educators. We know our educators get lots of questions about the evaluation tools and this was an attempt to promote consistency with answers for them. And an effort to provide as much information as possible and to help them in answering questions. There are some areas that perhaps provided some confusing information. Some of you have been really good to point that out. These areas are in the midst of being revised right now. An example of that confusion is there was a discussion about a sample question about serving size information for fruits and vegetables in that facilitation protocol. When the question it refers to is talking about frequency of intake, not about serving size. So that information is being revised as well as a few other pieces in that facilitation protocol. We are holding up for leasing that revised version until after these series of webinars is complete in case some additional questions come to life. The concern is these calls are over, that facilitation protocol will get to Mallory. She will get it to you. Soonest Karen finishes her revision she will get it to me. I'm in charged of the Spanish translation. We have already translated it but now we will translate, re-translate those divisions and I will get that Spanish translation to Mallory. You will be receiving both a revised protocol in English and Spanish very soon after these webinars. Let me give you three more general areas of questions or comments we received. There were questions about the literacy level of the questions and some general concerns that perhaps the literacy level was a bit too high. And we will acknowledge that the overall literacy level was close to or up to a seventh grade reading level, but that was largely because of the fruits and vegetables. These terms are the multi-symbolic words that are included in our questions. Then there was concern from a literacy perspective Dave about the type or formatting of the questions based on responses and comments from EFNEP participants. They were determined based on what our EFNEP participants told us during interviews. For example, we've had several people question instead of saying how many or how often or how much, why didn't we use I statements? And I will share with you that we started out with drafted I statements because we thought that would be easier as well and are participants who have come to interviews told is very quick we that they were confused by those I statements, that they would much rather be asked how much or how often so we reworded the questions. We went out and did interviews with new people and there was no confusion. We've had questions about why aren't there pictorial questions? Why aren't there pictures associated with these questions? And the response to that is of course you have to have the questions and questions tested before you can consider adding pictures to the questions. So the multistate team focused on the questions and getting the wording of the questions tested which we are just now finishing. So perhaps if there is interest, another group might take that work on and coordinate that with the national office with these questions that now the wording has been tested for that could be a logical next step. There has been questions about Spanish translation. Have now received the questions in both English and Spanish and as I just said, you will be getting the Spanish facilitation protocol in Spanish. The Spanish translation of the question set will be validated by the multistate team over the course of the next year. That is our next step starting this winter. We will

be hoping and meeting some of the Spanish speakers within our EFNEP family to join the multistate team and assist with that. If that is something you are interested in, please consider joining the team. Before the winter months. For those of you that might be wanting to add your university logos to these documents or might be wanting to have a combined document that combines the demographic data with this, the Colorado State University active curriculum site has these forms on it in that format that are modifiable for you. We are also going to be sending them to the EFNEP.net worksite for you to access if you want to add your university logo. And a last bullet was there were questions about fruit juice not being included in the fruit question. And the response from the people involved in that work were that they did not include fruit juice because they think they are drinking preachers -- juice when often they are consuming juice drinks. And it was the thinking of the people involved that it was more important to capture edible fruit, non-juice fruit intake. I hope that makes sense. Lastly, the last item is there were questions about how long should we anticipate it takes for our staff to collect these 20 questions? And we have done a small amount of testing in a couple of states and in one state, the 20 questions average 14, 15 minutes and in another it was closer to 20 to 25. I think there are some differences in sizes of groups and certainly different numbers of questions asked from one group to the next. So we feel like we don't have a definitive answer for you because the amount of testing that has been done is minimal and the groups and experience of the educators is varied. So think you can take that for what you will come up with minimum testing we have done, that is what we have found.

Thank you very much, Susan. If anyone still has questions about the WebNEERS strains -- screens perhaps or or the questionnaire itself, please feel free to answer those into that question and answer pod that you can see on the bottom right hand of your screen. We are happy to address those at this time. If as we work with the new questionnaire and we come up with new questions, please bring them to our attention on the regional calls and please use each other as resources on these regional calls to see how others may have found a solution to the new situation you are experiencing. I have a question here from California. The question is will the questionnaire be translated into other languages such as Russian, Chinese? Very good question, Larissa. The national office and multistate will not be taking the lead on any of those translations. We absolutely recognize that across the country there are many languages that these resources are needed in for our participants and I know that the north central region also has a need for more materials. So what we are asking is that you work with one another and coordinate your efforts so that one institution perhaps can take the lead on sharing the questionnaire and mom on EFNEP.org and another could provided in Chinese and everyone can share that information with one another and not burden one institution with all of this.

The next question is from Pennsylvania[ Indiscernible ] on August 29. It is asked if we could postpone until the revised facilitation protocol is available? Susan, do you have any guidance from your perspective?

I would say I think that after the final call which is tomorrow if I'm correct, we will be able to get rise protocol out. I do think the Spanish will lag a little bit behind because we will need translators for that, but I think the English one will come very quickly. I wouldn't personally postpone. I think you will have it early next week. But I can't say for certain. That would be my opinion. If you have things set up the questions are there and really the edits we are making to the facilitator guide only involve example questions they might get, not the process they would use. I think you'll be fine in planning your training and as I said, we will group after the last call. I know from conversations with Karen, she is already drafted language to replace these things that have already been found. She is just waiting to finalize so I think it will be very quickly.

Thank you, Susan. The next question that we have is whether or not there is flexibility to adapt the Spanish translations to reflect variations and word choice from different dialects of Spanish?

I will take a stab at this, Mallory, if you would like. This is Susan. I will just say having worked with a translation service to get the words translated for the questions and I worked with them in the Spanish creation, Spanish aspects of our curriculum development as well, so I have had this conversation with them many times when people have questions specific words and translation. What they say to me over and over is that they look across Spanish dialects and they don't seek to find the most popular word in any given dialect. They seek to find a word that will be recognized most across the most dialects. So they want the most Hispanics possible in a group to be able to know what this word is, even if it isn't the word they would choose to describe that thing or person. And they feel strongly that is the important route take.

I don't see any other questions at this time. I'm going to move to a brief review of upcoming deadlines. If you think of another question, please submit it and we will address it on the call. We have made significant progress this month and in July, so I know we are very, very busy and focused on the next deadline in the next [ Indiscernible ] and congratulate your staff on all that we have accomplished this year. We have done amazing work.

Annual updates were submitted in July and are now under review. The calculations for the 2017 budget were finalized and the -- as a result of that, we are now for leasing second and third quarter -- releasing second and third quarter funds for programs. All of those funds have been approved by Helen and Sandra, myself, those of us here working with the EFNEP program and they are now being released more every day by our office of grants and financial management, OG FM is working to release EFNEP funds along funds for many other knee for programs that need to be dispersed this year. You should be receiving those very very soon if you have not already. I do want to mention that some members of the budget offices have reached out to Neff for clarification about some of the language on the notice of award, so we would appreciate it if you all could help them to understand that releasing second and third quarter funds and obligating that money to

your institution now and withholding fourth quarter funds is standard practice. This is very normal. It does not indicate anything has gone wrong. The reason why EFNEP does this is a program is so that budgets and budget justifications are reviewed and approved before fourth quarter funds are released. The national office is already reviewing budgets and budget justifications. We are aware that this is a very important priority and making it a priority of our own and we will get fourth quarter funds released to you very quickly. It is not a concern to see second and third quarter come in on one obligation and then a few months later after budgets and budget justifications have been approved to receive the fourth quarter in a separate application. As Susan mentioned, the final formatted English and Spanish food physical activity questionnaires have been released and the multistate is releasing the data collection guide, that facilitation protocol in both English and Spanish. Really appreciate them taking that on and expanding the resources that they are providing us. It is wonderful that we all have this and the revised English protocol and that Spanish protocol will be shared with you on the EFNEP as soon as it is ready. Now that you have the questionnaire and have participated in this training, feel free to print copies and train your staff with the number of new coordinators that we have in EFNEP now. We appreciate how much you help one another through this process and realize that that partnership, that sense of community is what makes EFNEP the way that it is. The next today is for those 2017 final budgets and budget charts vacations. The submissions are due in WebNEERS on August 28. Please be prompt when you make your submissions and is her fourth quarter funds cannot be released until your budget and budget justification are approved by the national office. I would like to thank 31 universities that as of this morning have already submitted their 2017 budgets and budget justifications. That is wonderful. Thank you so much. The last date shown on this slide is September 8. This is the due date for 2018 proposals for EFNEP funding. So looking forward and looking to the next fiscal year. For the submissions please work with your budget office or your office sponsor programs as appropriate based on the organization or institution to assist them in completing the submission. It is very common that the budget office itself will submit this proposal and they may or may not need some formation from you as coordinators in order to complete that. Moving into the fall, as we have discussed today, September 30 is the last day to use the adult behavior checklist for adults for exiting EFNEP. October 1 will be the date that all universities will be using the paper copies of the food physical activity questionnaire for adults. You are at this time free to use the questionnaire with new adult artists appends as you know will be graduating in FY 18. Our community partnership impact training will be offered on Tuesday, October 10 at 6 PM. Wednesday, October 11 at 2 PM and on Thursday, October 12 at 10 AM Eastern. We will send out registration information for the WebNEERS community partnership impact training as these dates approach. This year as in every year, FY 2017 urine data is due November 1. The national office will take about two weeks to review your data submissions and after all 76 institutions, your and data is approved, we will make fiscal year 2018 available in WebNEERS and at that time humate migrate to 2018 and have access to the food and questionnaire screen to enter your adult EFNEP questionnaire. Please give particular attention to the

accuracy and completeness of your 2017 data before submitting it. Since we only have eight two-week window to complete the review in NIFA and don't want to delay this migration. Any early submissions will be greatly appreciated. We also want to share with you that if you are institution is a snap WebNEERS user that on the snap side, 2018 will be available October 1, so you may migrate on your snap side of WebNEERS to 2018 in October and have available to you those food and physical activity questionnaire screens on the snap ahead side of WebNEERS. I also want to make you aware that I will be on vacation from this Thursday to Labor Day. While I'm away please contact Helen if you have any questions. If you know that you have a pressing question that you wish to discuss with me but before I leave, my office hours remain Wednesdays from 3 PM to 4:30 PM so this Wednesday be a great time if you need to get clarification before 5 September. Please call me at that time and of course, I'm available by e-mail and I will do my best to respond to all questions before I leave on Thursday. With that, I just want to remind everyone that the recording of this training will be available on the EFNEP website as well as the questionnaire as any frequently asked questions. This is the web address, the address shown on the slide here where the recording and that question from all three August webinars will be available after we have completed these trainings. Thank you very much for your time. Helen, do you have any closing comments for us?

I just wondered if there were any final questions. We want to make sure we are hearing from you and that is kind of hard to do in webinar format. We have just a minute. Just watching to see if anyone is typing anything.

Sure, so if you have any questions that we have not addressed in the content today, please enter them in to the Q&A pod in the lower right-hand side of your screen and we will address them.

One other thing I would share is that with Mallery leaving, please be sure to copy me, actually, copy both of us on messages with any questions you may have so we can make sure the two of us we answer this questions. Some of those we could be forwarding on to Sandra who will also be assisting well Mallery is out, but we thought it would be easier to give you a single point of contact to start with. Questions pertaining to the annual update would follow up with Sandra directly on those because she is the one who is the first point of contact on those.

Thank you so much. That is it for me.

Thank you, Helen. I'm not seeing any other questions at this time so thank you all for joining us today. We appreciate you being here and continuing to help each other through this transition and we are here if questions come up along the way. Thank you very much.

[event concluded]