

FFY 25 CalFresh Healthy Living Adult Survey Administration Protocol

I. Purpose

The purpose of the *CalFresh Healthy Living Adult Survey* is to collect information about dietary, physical activity, and food resource management-related behaviors from adults receiving CalFresh Healthy Living (CFHL) direct education using a simple and tested online survey instrument. This survey can be used in settings with adult direct education, and during times of in-person or virtual instruction.

II. When to Administer

- The survey should be administered **before** any direct education occurs (pre-test), then **again** after direct education is complete (post-test).
- The survey can be administered any day of the week.
- The survey can be administered in person or virtually.

III. Who Should Administer

- A CalFresh Healthy Living staff or their designee, which may include:
 - Subcontracted educators or data collectors,
 - College-level or higher-level interns,
 - Volunteers from partner agencies.

IV. Materials Needed

1. **Online survey:** The survey is hosted online in Survey123. There is a single link/QR code to be used for both pre- and post-tests. The (FFY 25 link) can be found below and in the [Survey Administration Materials Checklist](#).

Pre-test and Post-test QR Code and Link



<https://arcg.is/0yyvD1>

2. **Survey administration protocol**
3. **Online capable device** (e.g. smartphone, tablet, or computer)
4. **PEARS Program Activity ID: *PEARS Program Activity ID* is a required question on the survey, and participants cannot move past that question until it is completed.** Prior to the day of pre-test, you will need to be sure the PEARs Program Activity (direct education) is entered into PEARs, even if the entry cannot be completed entirely. After entering the Program Activity, you will need to record the Program Activity ID, and bring that ID on the pre- and post-test day to provide to program participants. The PEARs Program Activity ID

can be found on the Program Activity summary page (see image at right). **All lessons in a series should be entered as a single Program Activity, with one Program Activity ID.**

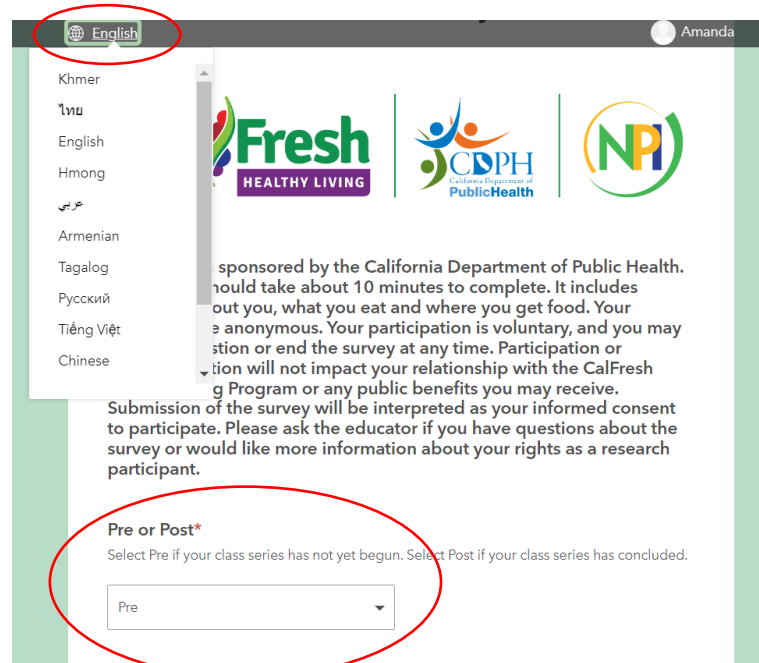
Created	08/30/2021 1:41 p.m.
Modified	08/30/2021 2:12 p.m.
PEARS Program Activity ID	340329

Collaborators

5. [CalFresh Healthy Living Adult Survey Administration Materials Checklist](#)

V. Survey Languages

- In addition to English and Spanish, the survey is currently available in Arabic, Armenian, Chinese, Farsi, Hmong, Khmer, Russian, Somali, Tagalog, Thai, and Vietnamese.
- Participants can choose a language themselves by clicking the globe on the upper left screen (see image at right).

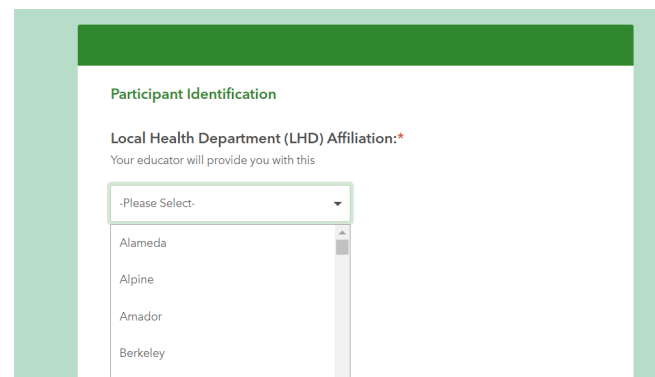


VI. Selection of Pre or Post

- There is a single survey link for pre and post.
- As a result, participants must select the correct survey time point themselves (see image at right).
- The educator should instruct participants on which survey time point to select.
- **Pre or Post a required question on the survey, and participants cannot move past that question until it is completed.**

VII. LHD Affiliation

- To expedite LHD requests for data throughout the year, we must collect the LHD each participant is affiliated with.
- All LHDs are included in a drop-down list for the participant to choose from (see image at right).
- The educator should instruct participants on which LHD (county or city name) to select.
- **LHD Affiliation is a required question on the survey, and participants cannot move past that question until it is completed.**



VIII. Unique ID Assignment

- Adults craft their own unique identifiers comprised of their responses to four questions:
 - First initial (Question 1),

- Last initial (Question 2)
- 2-digit birth MONTH (Question 3)
- 2-digit birth DAY (Question 4)
- To eliminate data entry errors, participants can choose the correct responses from a drop-down list (see image at right).
- **For participants with multiple last names, they should use the first letter of their first last name.**
- **The four questions that comprise the unique identifier are required questions on the survey, and participants cannot move past that section until it is completed.**
- In the dataset, this 6-character ID is concatenated with PEARS Program Activity ID to create a truly unique ID.

The image shows a portion of a survey form with four dropdown menus. The first two are for name initials, and the last two are for birth date. Each dropdown menu currently displays '-Please Select-'.

First letter of your first name:*

-Please Select-

First letter of your last name:*

For participants with multiple last names, use the first letter of your first last name

-Please Select-

Birth MONTH (2-digits: 01, 04, 11):*

-Please Select-

Birth DAY (2-digits: 02, 09, 16, 29):*

-Please Select-

IX. Survey Instrument

- Questions 1-8 are validated questions taken directly from the [Food Behavior Checklist](#).
- Questions 9-11 are validated questions taken directly from [EFNEP's Adult Evaluation Survey](#).
- Questions 12-14 were created by Nutrition Policy Institute to help guide CFHL intervention.
- The final three questions are basic demographics (age range, sex, race/ethnicity).
 - If participants are unsure what race/ethnicity to select, you can assist by providing **additional examples for each category**:
 1. American Indian or Alaska Native (North, Central, or South American Origin)
 2. Asian (Chinese, Korean, Vietnamese, Filipino, Cambodian, Indian, Thai, etc.)
 3. Hispanic or Latino (Mexican, Cuban, Puerto Rican, South or Central American)
 4. Black or Africa American (Origins in any of the Black racial groups of Africa)
 5. Native Hawaiian or other Pacific Islander (Guamanian, Samoan, etc.)
 6. Middle Eastern or North African (Lebanese, Iranian, Egyptian, Israeli, etc.)
 7. White (European)

X. Additional Help

- Short (1-5 minute) training modules on various survey administration topics can be found on the website, under [Training Modules](#):
 - [Locating PEARS Program Activity IDs](#)
 - [Selecting Survey Language](#)
 - [Assigning Participant IDs](#)

XI. Paper Surveys

- Though online surveying is recommended, we understand there are situations and audiences where use of the online survey is less advantageous. For this reason, [paper surveys](#) in all languages are available on the website.
- **All paper surveys should be entered into the same online Survey123 link you would use if you were surveying participants online. Surveys should never be entered into PEARS.**