SNAP HAPPY SURVEY TRAINING PART 2:
ID Numbers for Paper Surveys

Washington SNAP-Ed Evaluation Training
Federal Fiscal Year 2022

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Learning Objectives

You will be able to:

- Identify the purpose of assigning ID numbers.
- Understand the steps of assigning ID numbers.
- Know where to ask questions and find resources.
Agenda

- Purpose of ID numbers
- Adults and youth outside of schools
  - When and how to assign ID numbers
  - ID number assignment walk-through
- Youth within schools
  - How to request state student ID numbers from schools
  - School-specific FAQ and resources
- Resources recap
Purpose

- Match pre- and post-survey results.
- Match surveys to participant demographics.
  - Safekeep identifying information.
- Enhance data analysis.
- Increase program equity.
Purpose of ID numbers: Equity

Addressing equity in SNAP-Ed programming

- Positive outcomes for all groups?
- Different groups respond differently to SNAP-Ed curricula?
- Demographic factors that impact outcomes?
Adults and youth outside of schools

When to assign ID numbers?

Include ID numbers on these documents:
- SNAP Happy Surveys for Adults
- Demographics Cards (adults only)
- Youth Surveys, if none provided through schools

PAPER surveys only
Adults and youth outside of schools

How to assign ID numbers?

1. Educator obtains a sign-up list or roster for their class.

2. Educator assigns an ID number to each participant.

3. Participants write their names on all surveys and demographic cards.

4. After class, educator replaces names with ID numbers.
   - Write on the survey or card itself, not the cover sheet!
   - Use white-out, sharpie, or cut off that part of paper.

5. Once ID numbers have been assigned and replaced, educator destroys list that matches names and ID numbers.
Adults and youth outside of schools

How to create an ID number?

1. The first 3 digits always stay the same:
   - Your region’s number (1 digit)
   - Your local agency’s number (2 digits)

2. Customize the last 4 digits – “student code”:
   - Assign the first of the last 4 digits to your educators
   - Assign the remaining last 3 digits to participants.

<table>
<thead>
<tr>
<th>Region (1-5)</th>
<th>Local Agency (00-99)</th>
<th>Student code (0000-9999)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Adults and youth outside of schools: Walk-through

The situation

Mr. Carrot is SNAP-Ed educator. He will teach a direct education class to adults at the Salad Bowl Community Center.

How does Mr. Carrot assign SNAP-Ed ID numbers to the participants in his class?
Adults and youth outside of schools: Walk-through

**Step 1**

Mr. Carrot requests the sign-up sheet from Mr. Potato, the coordinator at the community center, or passes around a sign-up sheet on the first day of class.

<table>
<thead>
<tr>
<th>Partner Site</th>
<th>First Name</th>
<th>Last Name</th>
<th>SNAP-Ed ID Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salad Bowl CC</td>
<td>Pinto</td>
<td>Bean</td>
<td></td>
</tr>
<tr>
<td>Salad Bowl CC</td>
<td>Curly</td>
<td>Parsley</td>
<td></td>
</tr>
<tr>
<td>Salad Bowl CC</td>
<td>Kabochna</td>
<td>Squash</td>
<td></td>
</tr>
</tbody>
</table>
Adults and youth outside of schools: Walk-through

**Step 2**

Mr. Carrot checks with the Salad Bowl Extension office about the part of the ID number that always stays the same:

- Region digit = 1
- Local agency digits = 12

<table>
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<th>Last Name</th>
<th>SNAP-Ed ID Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salad Bowl CC</td>
<td>Pinto</td>
<td>Bean</td>
<td><strong>112</strong></td>
</tr>
<tr>
<td>Salad Bowl CC</td>
<td>Curly</td>
<td>Parsley</td>
<td><strong>112</strong></td>
</tr>
<tr>
<td>Salad Bowl CC</td>
<td>Kabocha</td>
<td>Squash</td>
<td><strong>112</strong></td>
</tr>
</tbody>
</table>
Adults and youth outside of schools: Walk-through

**Step 3**

There are three SNAP-Ed Educators at the Salad Bowl Extension. Each educator was assigned their own range of student codes. Mr. Carrot’s student codes are 3000 - 5000

<table>
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<th>SNAP-Ed ID Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salad Bowl CC</td>
<td>Pinto</td>
<td>Bean</td>
<td>1123</td>
</tr>
<tr>
<td>Salad Bowl CC</td>
<td>Curly</td>
<td>Parsley</td>
<td>1123</td>
</tr>
<tr>
<td>Salad Bowl CC</td>
<td>Kabochoha</td>
<td>Squash</td>
<td>1123</td>
</tr>
</tbody>
</table>
Adults and youth outside of schools: Walk-through

Step 4

Because this is the first class that Mr. Carrot is teaching this fiscal year, he starts numbering the remaining three digits at 0. There are 15 participants in this class, so the SNAP-Ed ID numbers for this class will be 1123000 thru 1123015.

<table>
<thead>
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<th>Last Name</th>
<th>SNAP-Ed ID Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salad Bowl CC</td>
<td>Pinto</td>
<td>Bean</td>
<td>1123000</td>
</tr>
<tr>
<td>Salad Bowl CC</td>
<td>Curly</td>
<td>Parsley</td>
<td>1123001</td>
</tr>
<tr>
<td>Salad Bowl CC</td>
<td>Kabocha</td>
<td>Squash</td>
<td>1123002</td>
</tr>
</tbody>
</table>
Adults and youth outside of schools: Walk-through

Completed SNAP-Ed ID number:

<table>
<thead>
<tr>
<th>Partner Site</th>
<th>First Name</th>
<th>Last Name</th>
<th>SNAP-Ed ID Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salad Bowl CC</td>
<td>Pinto</td>
<td>Bean</td>
<td>1123000</td>
</tr>
<tr>
<td>Salad Bowl CC</td>
<td>Curly</td>
<td>Parsley</td>
<td>1123001</td>
</tr>
<tr>
<td>Salad Bowl CC</td>
<td>Kabocha</td>
<td>Squash</td>
<td>1123002</td>
</tr>
</tbody>
</table>

Resources

- Direct Education Survey Guidance
- Evaluation Guidance
Youth within schools: Overview

Different process than for youth outside of schools
- Request state student ID numbers from schools.
- Use state student ID numbers to replace names.
- State student ID numbers \(\rightarrow\) demographic data

Which youth surveys require SNAP-Ed ID numbers?
- Eat Well + Move survey (K-2\textsuperscript{nd} grades)
- SNAP Happy surveys (3\textsuperscript{rd} – 12\textsuperscript{th} grades)
Youth within schools: Equity

SNAP-Ed Programming equity in schools

- Long-term impact for students
- Impact of SNAP-Ed on racial/ethnic groups
- Impact on participants versus non-participants
- Impact in eligible versus non-eligible schools
Youth within schools: Process

Step 1
SNAP-Ed educator requests state student IDs (SSID).
  - Request them from the school or the district.
  - May require an MOU* with the local district.
    ▪ Contact the evaluation team with question.

*MOU = Memorandum of Understanding; a formal agreement between two or more parties

Step 2
Students write their names on the coversheet of the surveys.
  - We recommend you ask for full name (first and last) or ask them to write it “the way you add it to your assignments.”
Youth within schools: Process

Step 3
SNAP-Ed educator replaces student names with SSIDs after students complete surveys.
  o If needed, use white-out, sharpie, or cut off that part of paper.
  o Send completed surveys to the IA for data entry.

Step 4
SNAP-Ed educator destroys the list that matches names and ID numbers.
Youth within schools: Process

**Step 5**
SNAP-Ed IA or data entry person enters survey data into PEARS.
  - State student IDs are entered in place of student names.

**Step 6**
SNAP-Ed evaluation team links the state student IDs with individual level demographic data during analysis.
Youth within schools: Information flow

LIAs
• Student names
• State Student IDs

IAs
• Surveys
• State Student IDs

Evaluation
• State Student IDs
• PEARs data
• Demographic information
Youth within schools: FAQ and Resources

TIPS and THINGS to KNOW

1. **Getting SSIDs:** Sometimes more success if working with district office versus individual school office.

2. **Data privacy:** Demographic data for analysis won’t be able to be linked back to in individual students.

3. **Absolutely unable to get SSIDs?** Educators can use the ID number method for adults and students outside of school.

4. **Resources** on the Evaluation page of the SNAP-Ed Website:
   - **Youth ID Numbers for In-Person Direct Education section**
     - Youth ID Guidance
     - Youth ID Letter and Email Templates (pdf or docx)
     - Youth ID Handout
Resources Recap

WA SNAP-Ed website – Evaluation page

- General Guidance section
  - Direct Education Survey Guidance
  - Evaluation Guidance

- Youth ID Numbers for In-Person Direct Education section
  - Youth ID Guidance
  - Youth ID Letter and Email Templates (pdf or docx)
  - Youth ID Handout

If you still have questions after reviewing this video and the materials listed above, email the evaluation team at SNAPEdEvaluation@doh.wa.gov.

Make sure to cc your IA!

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