SNAP HAPPY SURVEY TRAINING PART 3: Quality Assurance 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 the quality assurance process.
- Understand the steps in the quality assurance process.
- Know where to ask questions and find resources.
Agenda

- Purpose of quality assurance
- Quality assurance (QA) process
  - Steps for local implementing agencies
  - Steps for IAs or data entry staff
  - Steps for the evaluation team
- Logistics
- Resources
Purpose of quality assurance

- Accuracy
  - Full picture of SNAP-Ed in Washington

- Opportunity to learn about additional needs
  - Trainings
  - Guidance
  - Process revisions
Quality assurance process: Overview

Local Implementing Agency (LIA)
- Replace names with ID numbers
- Complete QA cover sheet

IAs/Data Entry Staff
- Enter data into PEARs*
- All data from every 5th program activity*
- Send surveys and QA cover sheet to evaluation team

Evaluation Team
- Compare paper surveys and PEARS entries

*Sometimes LIAs enter their own data and would therefore mail the data.
Quality assurance process: LIA steps

- Replaces participant names with ID numbers.
  - See SNAP-Happy training part 2.
- Fill out QA cover sheet.
  - Cover sheet form on SNAP-Ed website.
    - evaluation webpage → forms section
Quality Assurance Process Cover Sheet

The evaluation team will use this cover sheet for their quality assurance process. The cover sheet will help the evaluation team link classroom surveys to their corresponding PEARs Program Activity entry. Attach one coversheet for each class series (PEARs Program Activity).

Local agencies or IAs may add additional notes or comments at the end of this form, if necessary.

Region: Click here to enter text.
Local Agency Name: Click here to enter text.
Contact Person: Click here to enter text.
Person responsible for data entry: Click here to enter text.
Program Activity Name (as entered in PEARs): Click here to enter text.
PEARs Program Activity ID (5 digits): Click here to enter text.
Site Name: Click here to enter text.
Curriculum Name: Click here to enter text.
Class Series Start Date: Click here to enter text.
Class Series End Date: Click here to enter text.
Additional Comments: Click here to enter text.

EVERY field needs to be filled out, please.
Quality assurance process: LIA steps

PEARS Program Activities Summary page for the intervention:

Created By: Toi Sennhauser
Last Modified By: Toi Sennhauser
Created: 09/15/2021 8:59 p.m.
Modified: 09/15/2021 9:46 p.m.

PEARS.Program.Activity ID: 343768
Quality assurance process: IA/Data Entry staff steps

- Enters data into PEARs

- Pulls **all** paper surveys from **every 5th program activity**; e.g. 1st, 6th, 11th, ...
  - Not every 5th survey of one program activity. 😊

- Sends QA cover sheet and surveys to evaluation team.
  - Finer details about “sending” in Logistics part of this training.
Quality assurance process: Evaluation team steps

- Compares data entries in PEARLS to the paper surveys sent in.
Logistics

How does one send this in?
- IAs get pre-addressed mailing envelopes from the evaluation team.
- Additional envelopes available per request.
- If LIAs enter their own data, LIA, ask your IA to forward the envelopes to you.

How many surveys per envelope?
- Add **one class worth** of surveys; not multiple classes worth.
- Add **both pre- and post-surveys** for one class into one envelope.
Anything else needed in that envelope?

Each envelope should include:
- 1x completed QA cover sheet.
- All pre- and post-surveys for one class with ID numbers.
- If an adult class, all demographic cards with ID numbers.

Can I send them once a quarter or year?

- Please send them as soon as data entry was completed.
- Sending in early allows us to catch any potential mistakes early, not long after they’ve been made.
Resources

WA SNAP-Ed website – Evaluation page

- General Guidance section
  - Direct Education Survey Guidance

- Forms section
  - Data Entry Quality Assurance Process Cover Sheet

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!
Washington State Department of Health is committed to providing customers with forms and publications in appropriate alternate formats. Requests can be made by calling 800-525-0127 or by email at civil.rights@doh.wa.gov. TTY users dial 711.
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Email: program.intake@usda.gov.

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