

Washington State SNAP-Ed Program—Curriculum, Training, & Website Team

Site Visit Process—Updated June 19th 2019

Overview

The Curriculum, Training, and Website (CTW) Team will make visits to sites that deliver direct education to SNAP eligible adults and children.

Our purpose in making site visits is to observe lessons taught and compare the lesson to curriculum as it is written. We do not expect all lessons will be delivered exactly as written. We know there are challenges and we want to better understand how the curriculum works in the various settings it is delivered. We strive to support educators in effectively teaching lessons in order to improve program outcomes.

We have developed tools to help us do our work and to also help educators and their supervisors in planning and delivering curriculum. For each curriculum used in the Washington State SNAP-Ed program, there is a Curriculum Overview that includes core objectives, theoretical framework, number of lessons, suggestions for making adjustments with fidelity and more. The overview is intended to help in the decision-making process about curriculum selection as well as information to consider when delivering lessons.

In addition to the overview for each curriculum, there is a Lesson Assessment Tool for each lesson. This tool will be used by the CTW Team during site visits. It is also a tool for educators and supervisors to use when planning, delivering, and observing lessons. The Lesson Assessment Tool guides the user through each lesson and provides space to document changes and adaptations made to the lesson.

The CTW Team will use the tool to collect data about how the lessons are taught in relation to how they are written. Information collected at the site visit will be entered in a data base designed to look at overall fidelity of the various curriculum and to identify strengths and challenges of the curriculum and determine training needs.

We encourage educators to use the Lesson Assessment Tool as a guide to the planning and teaching of their lessons.

Documents created for Curriculum Fidelity (overviews and assessment tools) can be found here: <https://wasnap-ed.org/curriculum/>

Teaching Calendars:

Your CTW Team has the responsibility of making site visits to sub-contractors across the state. We need your teaching schedules to coordinate our travel plans. SNAP-Ed educators

doing direct education are asked to send their teaching calendars to the CTW Team on a quarterly basis. Teaching calendars can be easily submitted here:

<https://wasnap-ed.org/curriculum/submit-teaching-calendar/>

The following is a description of what to expect before, during and after a member of the CTW team visits a site.

Before a Site Visit:

Prior to a site visit the CTW Team will contact the local provider to coordinate the site, date, and time they would like to observe in a classroom. We will confirm the schedule and lesson to be taught the day of observation with the supervisor and IA. (i.e. Lesson 4 of ESBA or Lesson 2 of CHFFF). We recommend the supervisor share the tool with their educator prior to the visit. It will be the same tool used by the CTW Team during their class observation.

During a Site Visit:

The day of the observation we will arrive to the site at least 15 minutes before the start of the lesson. The CTW Team member will follow the organization's requirement for signing in, as is often required for schools. Please let the organization know that a visitor is coming. *It is helpful, especially with groups of young children, if the educator can give a very brief introduction as to who the guest in the classroom is.* Our purpose is to observe and take notes. We will be as unobtrusive as possible. Once the lesson is over, we will briefly share with the educator what we observed if time allows.

After a Site Visit:

A follow up email about the site visit will be sent to the supervisor for the site and the IA. The CTW Team will strive to highlight the strengths observed and note challenges encountered during the lesson.

Information gathered during the visit will be entered into the CTW Team database and summarized for the annual state-wide report. The CTW Team will work with the statewide SNAP-Ed Evaluation Team to compare fidelity outcomes with state impact data. This information will help us identify the strengths and challenges of approved curricula.