

Washington State SNAP-Ed Program--Curriculum Fidelity Team

Site Visit Process--FFY2017

Overview

The Curriculum Fidelity (CF) Team will make visits to sites that deliver direct education to SNAP eligible adults and children. During FFY2017 our focus will be on the following eight curriculum: Eat Smart, Be Active (ESBA); Plan, Shop, Save Cook (PSSC); Choose Health, Food, Fun & Fitness (CHFFF); Kids in the Kitchen; Growing Health Habits; Cooking Matters in our Community; Cooking Matters in the Pantry and Pick a Better Snack and Act. These are the top eight curriculum reported being used in the state program for the current fiscal year.

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 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 CF 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.

During the current fiscal year the CF 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 into a data base designed to look at

overall fidelity of the various curriculum and to identify strengths and challenges of the curriculum.

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

Document created for Curriculum Fidelity (overviews and assessment tools) can be accessed at <http://extension.wsu.edu/curriculum-fidelity/>.

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

Before a Site Visit:

Prior to a site visit the CF Team will contact the IA and Supervisor for the site and let them know 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. (i.e. Lesson 4 of ESBA or Lesson 2 of CHFFF). The Lesson Assessment Tool for the class to be observed will be sent to the IA and supervisor. We recommend the supervisor share the tool with their educator prior to the visit. It will be the same tool used by the CF 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 CF 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.

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 CF 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 CF database and summarized for the annual state-wide report. This information will help us identify the strengths and challenges of approved curricula.