

Program Evaluation

Reviewing Data

For each adult that participates in the program, PAs have the participant complete entry and exit demographics, food behavior checklists, and 24 hour food recalls. The PAs code sample food recalls. PAs also complete Volunteer Enrollment sheets for each Volunteer that works with the program.

The Supervisor is responsible for reviewing these reports before they are submitted to the State Office for entry. Once the State Office enters these packets, a disk is sent back to the county office. Supervisors should review this information and submit any errors or corrections to the state office.

Interagency Report

At the end of each fiscal year, the Supervisor completes an Interagency Report. This reports keeps us informed about your collaboration with other agencies to run and fund the program.

End of Year Reports

Adult Units

Toward the end of August each year, all participant packets, Interagency Reports, and Volunteer Summaries are due to the State Office. Once everything is entered, a final disk will be sent to the counties for review and correction.

Youth Units

In mid-September of each year, Youth Units must submit their completed ERS data to the State Office. This includes all youth data, interagency reports, staff reports, and volunteer summaries. All data must be complete and correct.