EATING SMART
BEING ACTIVE

Eating Smart • Being Active Direct Data and ASA24 Facilitator's Guide

Instructions

Who should use this guide?

This is a crucial part of the lesson. Great care should be taken to accurately and thoroughly complete the required program paperwork.

This guide is designed to help you walk participants through completing the required EFNEP program paperwork. Many SNAP-Ed programs also use the EFNEP program paperwork. If your program uses the EFNEP paperwork, use this guide to help participants complete required forms. If your program does not use the EFNEP paperwork, you do not need this guide.

How to use this guide

The instructions in the lesson plans for Lessons 1, 2, and 9 indicate when to use this guide and the accompanying forms and materials.

Complete the "Direct Data Entry form" in *Lesson 1: Welcome to Eating Smart • Being Active*. Complete the ASA24 Recall (referred to as the Entry Recall) in *Lesson 2: Get Moving*.

In *Lesson 9: Celebrate! Eat Smart & Be Active*, complete the Direct Data Exit form.

Some participants may have difficulty reading and/or writing. For this reason, it is very important to read each question on the form including the answer choices. This will help participants that

struggle with reading and/or writing follow along on the form.

If you come across a participant that really struggles with reading and/or writing, you can work with them after class to complete the form(s). You can read the form(s) to them and have them answer the questions while you enter their responses in the form(s).

Completing the paperwork in Lessons 1 and 9

Entry form (Lesson 1) and Exit form (Lesson 9)

Materials needed for EFNEP Peer Educators:

- **Direct Data Room Code for Lesson 1 or Lesson 9. If doing Lesson 1, follow the steps in your Direct Data Entry and Exit Step by Step For Educators job aide for instructions on requesting a room code, and where to find the room code for your group.**

Paperwork for Lesson 1

Confidentiality

Explain the purpose and confidentiality of the form.

We are now going to fill out a form that will help me better understand your food and physical activity choices, and how I can best assist you with your eating and physical activity goals. This form also helps to ensure that our program does not discriminate against anyone.

The information that you provide on this form will be kept confidential. Your name, address, phone number, and email will not be given to anyone outside of our program or to any government agency.

There are no wrong answers. Please answer each question as we read through them together.

To get to the form you will need your phones.

Open the text message I sent you earlier today and click the link.

Then click 'Enter Room'.

Click 'Continue' on the Terms of Use box. The information in the Terms of Use is the information I just shared about confidentiality.

Entry form page 1

Have participants complete all of the information as you read each question and the answer choices aloud.

- ***Contact information*** *– please include your first and last name, a good phone number to reach you at, and your email address if you have one.*

  Click 'Next'.

If you need to go back at any point, use the 'Previous' button at the bottom of the screen. Do not use the 'Back' button on your phone. This will cause the form to start over.

- ***Address*** *– please include your street number and name, your city, and zip code.*

  Click 'Next'.

- ***Physical Activity*** *– use the arrow on the right side to open the drop down menu. Choose the response that describes how long you are usually physically active. Please pick:*

  o I prefer not to answer.

  o 30 minutes or less

  o 30 to 60 minutes

  o 60 minutes or more

- ***Age*** *– please type your age.*
- ***Sex*** *– using the arrow on the right side, please select male, female, prefer not to respond, or self identify from the drop down menu.*
- ***Pregnant/Nursing*** *– if appropriate, please check the box that applies to you.*

- ***Supplements*** *– a supplement is any vitamin, mineral, or herbal supplement, including over-the-counter and prescription dietary supplements. Check the box if you are taking any supplements.*

  Click 'Next'.

- ***Ethnicity*** *– please use the drop down menu to select the ethnicity you most closely identify with: Not Hispanic/Not Latino, Hispanic/Latino, or choose Not Provided.*

- ***Race*** *– please check the race or races you most closely identify with. Select all races you identify with.*

  - *American Indian or Alaskan Native*
  - *Asian*
  - *Black or African American*
  - *Native Hawaiian or other Pacific Islander*
  - *White*
  - *I prefer not to say*

  Click 'Next'

- ***Ethnic Group/Nationality*** *– use the drop down menu to select your Ethnic Group/Nationality. If none of the options apply to you, you may skip this question.*

African American
Alaskan
Aleut
American Indian
Caldean
Cambodian
Caribbean
Central African
Central American
Chinese
Creole
Cuban
Dominican
East African
El Salvadorian
Ethiopian
European
Filipino
French Canadian
Haitian
Hawaiian
Hmong
Japanese
Korean
Laotian
Mexican
Micronesian
Middle Eastern
North African
Portuguese
Puerto Rican
Russian
Samoan
South African
South American
Vietnamese
West African

- ***Highest grade completed*** *– use the drop down menu to select the highest grade you completed. If you didn't graduate from high school or get a GED, select the highest grade you completed. If you did graduate from high school or completed a GED, mark your highest level of education.*

- ***Where do you live?***

  Share the appropriate geographic categories for the surrounding areas where participants are likely to live.

  Note: If you don't know which best describes the cities, towns, and rural areas in your county, check with your supervisor.

  Use the drop down menu to select your residence size.

  - o *Farm*
  - o *Towns under 10,000 and rural non-farms*
  - o *Towns and cities 10,000-50,000 and their suburbs*
  - o *Suburbs of cities of over 50,000*
  - o *Central cities over 50,000*

- ***Monthly household cash income*** *– please enter the amount of money coming into your household each month. This includes any earned cash and assistance such as TANF or SNAP. This does not include vouchers, such as WIC.*

- ***Amount spent on food last month*** *– type in how much money you spent on food last month. Please include any SNAP benefits in this number.*

- ***Household Members*** *– list the number of other adults in your home. Do not add yourself as 'other adults' in this number.*

  Click 'Next'.

- ***Number of Children*** *– enter the number of children in your home. If you have children, you will now add the age of each child in your home.*

  Click 'Next'.

- ***Programs that you and your family participate in*** *– check the box next to all programs that you and your family participate in.*

  - o *Free or reduced school lunch or breakfast (Child Nutrition)*
  - o *Food Distribution on Indian Reservations (FDIR)*
  - o *SNAP*
  - o *Head Start*
  - o *TANF*
  - o *TEFAP (Commodities)*
  - o *WIC*
  - o *Other*

  Click 'Next'.

Read each of the Food & Physical Activity Questionnaire questions and the response options out loud. Pause briefly for participants to answer.

Note: Complete this section for both Lesson 1 and Lesson 9.

Next you will answer several questions about your food and physical activity behaviors.

Please follow along as I read the questions. Do not skip ahead. Please answer all of the questions by selecting the bubble in front of the answer choices that best applies to you.

There are no right or wrong answers. Usually, the first answer that comes to mind is the best.

1. *How many **times a day** do you eat fruit? Some examples of fruits are apples, bananas, oranges, grapes, raisins, melon, and berries. Please include all fresh, frozen, dried, or canned fruit. **Do not include juice.***

   Please choose from: I rarely eat fruit, less than 1 time a day (a couple times a week), 1 time a day, 2 times a day, 3 times a day, 4 or more times a day.

   Click 'Next'.

Possible Participant Questions for #1.*

Q: I put fruit in my smoothie. Do I count it?
A: Yes.

Q: I add juice to my smoothie. Do I count that?
A: No, do not count juice. If you add fruit to your smoothie, you can count that.

Q: I had mangos, pineapple, kiwi, tangerines, grapefruit, cherries, apricots, peaches or nectarines. Do I count those?
A: Yes, all fruits count.

Q: What if it was a very small amount – a handful or raisins or ½ a banana in my cereal? A few slices of apple while I was cutting up fruit for my child's snack?
A: Yes, all amounts count.

* Possible participant questions taken with permission from Adult EFNEP Questionnaire Facilitation Guide REVISED, June 2020.

2. *How **many times a day** do you eat vegetables? Some examples of vegetables are green salad, corn, green beans, carrots, potatoes, greens, and squash. Please include all fresh, canned, and frozen vegetables. **Do not include french fries, potato chips, or rice.***

   Please choose from: I rarely eat vegetables, less than 1 time a day (a couple times a week), 1 time a day, 2 times a day, 3 times a day, 4 or more times a day.

   Click 'Next'.

Possible Participant Questions for #2.*

Q: Do I count:

- **Vegetables in soup? Yes**
- **Vegetables in a casserole? Yes**
- **Vegetables in a stir fry? Yes**
- **Celery sticks? Yes**
- **Spinach added to a smoothie? Yes**
- **Salsa or Pico de Gallo? No**
- **Guacamole? No**

Q: Are beans (pinto, black, lentils) counted as a vegetable?
A: Yes, these are counted as a vegetable.

Q: How much do I need to eat for it to count? I had a piece of lettuce and 1 slice of tomato on my fast food burger, would that count? I had a little shredded lettuce and tomato on my taco?
A: Yes, all vegetables count.

* Possible participant questions taken with permission from Adult EFNEP Questionnaire Facilitation Guide REVISED, June 2020.

3. *How many different kinds of vegetables do you usually eat a day?*

   Please choose from: I rarely eat vegetables, 1 kind a day, 2 kinds a day, 3 kinds a day, 4 or more kinds a day.

   Click 'Next'.

Possible Participant Questions for #3.*

Q: What does 'kind of vegetable' mean?
A. In this question, 'kind of vegetable' means each different vegetable. Peas and carrots are two kinds of vegetables.

Q: I buy frozen bags of mixed vegetables with broccoli, cauliflower, carrots, and zucchini. Do these count as different vegetables even if they are mixed together?
A: Yes, all vegetables count. How many kinds will depend on what is in the mix. In this example, there are four different vegetables.

Q: I add spinach and kale to my smoothies. Can I count those?
A: Yes, these count as two kinds of vegetables.

Q: What if I eat 2 different colors of the same vegetable? For example, if I eat red or green bell peppers, does that count as 1 kind of vegetable (bell pepper) or do I count each color of bell pepper separately?
A: This is one kind of vegetable. We are not looking at color.

* Possible participant questions taken with permission from Adult EFNEP Questionnaire Facilitation Guide REVISED, June 2020.

4. *How **many times a day** do you drink milk or soymilk? Do not count almond or coconut milk, or milk with cereal.*

   Please choose from: I do not drink milk, I rarely drink milk, 1 time a day, 2 times a day, 3 or more times a day.

   Click 'Next'.

Possible Participant Questions for #4.*

Q: I put a lot of milk on my cereal. Why shouldn't I count that?
A: There is a question about milk on cereal later in the questionnaire.

Q: I am lactose intolerant and drink lactose-free milk. Does this count as milk?
A: Yes. Lactose-free milk is milk.

Q: I add milk to my coffee. Does this count?
A: Usually the amount of milk added to regular coffee would not be counted. However, if you have a lot of milk (1/2 cup or more), it would be counted.

Q: I add creamer to my coffee. Does this count?
A: No, do not count coffee creamers such as non-dairy creamer, flavored creamers or half and half.

Q: Does rice or oat milk count?
A: No, do not count rice or oat milk.

Q: Do I count milk that I add to a smoothie?
A: Count milk or soy milk. Do not count almond, rice, oat or coconut milk.

Q: Do I count drinkable yogurt like kefir or probiotic drinks?
A: No. Drinkable yogurt like kefir will be counted in a question about yogurt. Do not count probiotic drinks.

* Possible participant questions taken with permission from Adult EFNEP Questionnaire Facilitation Guide REVISED, June 2020.

5. *Over the last week, **how many days** did you eat **red and orange vegetables**? Some examples of red or orange vegetables are tomatoes, red peppers, carrots, sweet potatoes, winter squash, and pumpkin.*

   Please choose from: I did not eat red and orange vegetables, 1 day a week, 2 days a week, 3 days a week, 4 days a week, 5 days a week, 6 or 7 days a week.

   Click 'Next'.

Possible Participant Questions for #5.*

Q: What do you mean by the last week?
A: This is the last 7 days.

Q: Do these vegetables count as red and orange?

- **Acorn squash** — **Yes**
- **Butternut squash** — **Yes**
- **Hubbard squash** — **Yes**
- **Pattypan squash** — **Yes**
- **Yams** — **Yes**
- **Beets** — **Yes**
- **Peppers (Orange or Red Peppers count)**

Q: Do vegetable juices count – Carrot, Tomato or V-8 juice?
A: Yes.

Q: Are radishes a red vegetable?
A: No.

Q: Do red potatoes count?
A: No.

* Possible participant questions taken with permission from Adult EFNEP Questionnaire Facilitation Guide REVISED, June 2020.

6. *Over the last week, **how many days** did you eat **dark green vegetables**? Some examples are broccoli, spinach, dark green lettuce, turnip greens, and mustard greens.*

   Please choose from: I did not eat dark green vegetables, 1 day a week, 2 days a week, 3 days a week, 4 days a week, 5 days a week, 6 or 7 days a week.

   Click 'Next'.

Possible Participant Questions for #6.*

Q: Do these vegetables count as dark green?

- **Romaine lettuce** — **Yes**
- **Iceberg or head lettuce** — **No**
- **Kale, Swiss Chard, Collards** — **Yes**
- **Watercress, Endive, Escarole** — **Yes**
- **Bok Choy** — **Yes**
- **Broccolini, Broccoli Rabe** — **Yes**
- **Cucumber** — **No**
- **Zucchini** — **No**

Q: What about cucumber or zucchini, if I eat the skin?

A: Cucumbers and Zucchini are in the "other" vegetable category in MyPlate, with or without the skin. They do not count.

* Possible participant questions taken with permission from Adult EFNEP Questionnaire Facilitation Guide REVISED, June 2020.

7. *Over the last week, **how many days** did you eat beans and peas? Examples of **beans and peas** include pinto beans, black beans, navy beans, chili beans, refried beans, pork and beans, bean soup, barbeque beans, chickpeas, split peas, and black-eyed peas. Include beans from a can or cooked from dry.*

   Please choose from: I did not eat beans and peas, 1 day a week, 2 days a week, 3 days a week, 4 days a week, 5 days a week, 6 or 7 days a week.

   Click 'Next'.

Possible Participant Questions for #7.*

Q: I had frozen green peas. Does that count?
A: No. The peas in this question start out as dried, such as black-eyed peas, split peas or chickpeas. Green peas are considered in the vegetable group, not in the beans and peas group.

Q: I dipped my vegetables in hummus. Does hummus count as beans and peas since it is made of chickpeas?
A: Yes, count this as a day you ate beans and peas.

Q: I had pinto beans in a casserole. Does this count?
A: Yes. Cooked beans in a casserole (pinto beans, black beans, navy beans, chili beans, chickpeas, split peas, or black-eyed peas) count.

Q: I had some refried beans in my fast food Burrito. Does this count?
A: Yes.

Q: I had a Veggie-Burger made with a Bean Pattie. Does this count?
A: Yes.

Q: I had chili with some beans but mostly meat, do I count that?
A: Yes.

* Possible participant questions taken with permission from Adult EFNEP Questionnaire Facilitation Guide REVISED, June 2020.

8. *Over the last week, **how many days** did you eat yogurt or drink smoothies with yogurt?*

   Please choose from: I did not eat yogurt, 1 day a week, 2 days a week, 3 days a week, 4 days a week, 5 days a week, 6 or 7 days a week.

   Click 'Next'.

Possible Participant Questions for #8.*

Q: A recipe I was baking used yogurt as a substitute for milk. Does this count?
A: No. Yogurt in baked goods does not count. The amount of yogurt eaten in each serving of a baked product is small. You would not count the milk in a baked product as drinking milk.

Q: Does frozen yogurt count?
A: No. Frozen yogurt is not just regular yogurt that's been frozen. It has added sugar, flavoring and other additives. It often does not have the same nutrients as regular yogurt.

Q: Does Greek Yogurt count?
A: Yes, Greek Yogurt counts.

Q: Do I count drinkable yogurts, like kefir, or probiotic drinks?
A: Count drinkable yogurts.

* Possible participant questions taken with permission from Adult EFNEP Questionnaire Facilitation Guide REVISED, June 2020.

9. *Over the last week, **how many days** did you eat cereal with milk?*

   Please choose from: I did not eat cereal with milk, 1 day a week, 2 days a week, 3 days a week, 4 days a week, 5 days a week, 6 or 7 days a week.

   Click 'Next'.

Possible Participant Questions for #9.*

Q: What do you mean by cereal?
A: Cereal can be any boxed, dry cereal like cornflakes or granola or a cooked cereal like oatmeal.

Q: I don't drink the leftover milk in the bowl when I am done eating my cereal. Should I still count the milk?
A: Yes, you should still count the milk you ate with the cereal even if you didn't drink the remaining milk.

Q: I make my oatmeal with milk instead of water. Should I count that?
A: Yes.

Q: I add milk to my oatmeal after it is cooked. Should I count that?
A: Yes.

* Possible participant questions taken with permission from Adult EFNEP Questionnaire Facilitation Guide REVISED, June 2020.

10. *How many **days a week** do you cook dinner (your main meal) at home?*

Please choose from: I rarely cook dinner at home, 1 day a week, 2 days a week, 3 days a week, 4 days a week, 5 days a week, 6 or 7 days a week.

Click 'Next'.

Possible Participant Questions for #10.*

Q: Some nights we have a salad for dinner, which doesn't require cooking - does that count?
A: Yes.

Q: What do you mean by cook?
A: Cook means you are preparing a meal for your family. This could include making a sandwich, heating leftovers or soup or baking a store-bought frozen meal as well as preparing a meal from fresh ingredients.

* Possible participant questions taken with permission from Adult EFNEP Questionnaire Facilitation Guide REVISED, June 2020.

11. *How often do you drink regular sodas (not diet)?*

    Please choose from: never, 1 to 3 times a week, 4 to 6 times a week, 1 time a day, 2 times a day, 3 times a day, 4 or more times a day.

    Click 'Next'.

Possible Participant Questions for #11.*

Q: If I drink 2 sodas at a meal, how do I count that?
A: 2 sodas at one meal count as 1 time.

Q: I drink diet soda. Do I count that?
A: No, do not count diet soda.

Q: What if I only drink soda once a month or less?
A: Choose 'never'.

Q: What about club soda or flavored seltzer water?
A: No, do not count club soda or flavored seltzer water unless the seltzer has sugar added to it.

* Possible participant questions taken with permission from Adult EFNEP Questionnaire Facilitation Guide REVISED, June 2020.

12. *In the past week, **how many days** did you exercise for at least 30 minutes? This includes things like jogging, playing soccer, fitness or dance classes, or exercise videos. **This does not include housework, taking care of your kids, or walking from place to place.** The 30 minutes could be all at once or 10 or more at a time that add up to 30 minutes during a day.*

    Please choose from: 0 days, 1 day, 2 days, 3 days, 4 days, 5 days, 6 days, 7 days.

    Click 'Next'.

Possible Participant Questions for #12.*

Q: Do these exercises count?

- **Walking briskly or fast**
- **Bicycling**
- **General gardening**
- **Heavy yard work**
- **Dancing**
- **Water aerobics**
- **Canoeing**
- **Tennis**
- **Swimming**
- **Shoveling snow**
- **Raking leaves**

A: Yes, all of these exercises count.

* Possible participant questions taken with permission from Adult EFNEP Questionnaire Facilitation Guide REVISED, June 2020.

13. *In the past week, **how many days** did you do workouts to build and strengthen your muscles? This includes things like lifting weights and doing push-ups, sit-ups, or planks.*

    Please choose from: 0 days, 1 day, 2 days, 3 days, 4 days, 5 days, 6 days, 7 days.

    Click 'Next'.

Possible Participant Questions for #13.*

Q: What is a plank?
A: The plank involves maintaining a position similar to a push-up and holding it for one to two minutes.

Q: Do these activities count?
- **Using resistance bands**
- **Pull-ups**
- **Carrying heavy loads**
- **Heavy gardening such as digging or hoeing**

A: Yes, all of these activities count.

* Possible participant questions taken with permission from Adult EFNEP Questionnaire Facilitation Guide REVISED, June 2020.

14. *How often do you make small changes on purpose to be active? This includes things like walking instead of driving, getting off the bus one stop early, doing a few minutes of exercise, and moving around instead of sitting while watching TV.*

    Please choose from: never, rarely (about 20% of the time), sometimes (about 40% of the time), often (about 60% of the time), usually (about 80% of the time), always.

    Click 'Next'.

Possible Participant Questions for 14.*

Q: Do these changes count?
- **Taking the stairs instead of the elevator**
- **Using a push mower**

A: Yes.

15. *How often do you wash your hands with soap and running water before preparing food?*

    Please choose from: never, rarely (about 20% of the time), sometimes (about 40% of the time), often (about 60% of the time), usually (about 80% of the time), always.

    Click 'Next'.

Possible Participant Questions for #15.*

Q: I use hand sanitizer. Does that count?
A: No.

* Possible participant questions taken with permission from Adult EFNEP Questionnaire Facilitation Guide REVISED, June 2020.

16. *After cutting raw meat or seafood, how often do you wash all items and surfaces that came in contact with these foods?*

Please choose from: never, rarely (about 20% of the time), sometimes (about 40% of the time), often (about 60% of the time), usually (about 80% of the time), always.

Click 'Next'.

Possible Participant Questions for #16.*
Q: I wipe the items with a towel. Does that count?
A: No.

* Possible participant questions taken with permission from Adult EFNEP Questionnaire Facilitation Guide REVISED, June 2020.

17. How often do you thaw frozen food on the counter or in the sink at room temperature?

Please choose from: never, rarely (about 20% of the time), sometimes (about 40% of the time), often (about 60% of the time), usually (about 80% of the time), always.

Click 'Next'.

Possible Participant Questions for #17.*

Q: I thaw frozen food in the sink in cold running water. What should I check?
A: If you thaw food in cold running water, answer never.

Q: I always thaw meat, hamburger or chicken in the sink using hot water. What should I check?
A: Check rarely, sometimes, often, usually, always, based on how often you thaw food this way.

Q: I always thaw meat, hamburger or chicken in the sink under cold running water. What should I check?
A: Check never.

* Possible participant questions taken with permission from Adult EFNEP Questionnaire Facilitation Guide REVISED, June 2020.

18. *How often do you use a meat thermometer to see if meat is cooked to a safe temperature?*

Please choose from: never, rarely (about 20% of the time), sometimes (about 40% of the time), often (about 60% of the time), usually (about 80% of the time), always.

Click 'Next'.

Possible Participant Questions for #18.*

Q: Does the pop-up thermometer in the Thanksgiving turkey count?
A: No.

19. *How often do you compare food prices to save money?*

Please choose from: never, rarely (about 20% of the time), sometimes (about 40% of the time), often (about 60% of the time), usually (about 80% of the time), always.

Click 'Next'.

Possible Participant Questions for #19.*

Q: I compare prices but sometimes choose the more expensive items. Does that count?
A: Yes.

Q: Is this just at the grocery store or when I'm purchasing food at a restaurant or convenience store as well?
A: This is when you are purchasing groceries at the grocery store. If you purchase groceries at a convenience store, count that also.

* Possible participant questions taken with permission from Adult EFNEP Questionnaire Facilitation Guide REVISED, June 2020.

20. *How often do you plan your meals before you shop for groceries?*

Please choose from: never, rarely (about 20% of the time), sometimes (about 40% of the time), often (about 60% of the time), usually (about 80% of the time), always.

Click 'Next'.

Possible Participant Questions for #20.*

Q: Can I count planning at the supermarket?
A: No.

Q: Does planning mean I have to be cooking?
A: Most of the time planning would involve cooking but not always.

Q: I don't shop for a week at a time, but I think of what to make for dinner while at work. Does this count?
A: Yes.

* Possible participant questions taken with permission from Adult EFNEP Questionnaire Facilitation Guide REVISED, June 2020.

21. How often do you look in the refrigerator or cupboard to see what you need before you go shopping?

Please choose from: never, rarely (about 20% of the time), sometimes (about 40% of the time), often (about 60% of the time), usually (about 80% of the time), always.

Click 'Next'.

Possible Participant Questions for #21.*

Q: I look in the cupboard all the time. Does that count?
A: Not unless you were looking to see what is "missing" rather than what you have to eat at that moment.

Q: I call my partner/son/daughter and ask him/her to check while I'm at the grocery store. Does that count?
A: No, that is not before going shopping.

Q: Do I need to write down specific items I have or cross them off my grocery list? What if I just take a quick look to determine if I'm running low on items? Does that count?
A: Yes.

* Possible participant questions taken with permission from Adult EFNEP Questionnaire Facilitation Guide REVISED, June 2020.

22. *How often do you make a list before going shopping?*

Please choose from: never, rarely (about 20% of the time), sometimes (about 40% of the time), often (about 60% of the time), usually (about 80% of the time), always.

Click 'Next'.

Possible Participant Questions for #22.*

Q: I think about my list but do not write it on paper. Does that count?
A: If you plan your list in your head, check "never." If you write down your list on paper or have an electronic list with you, check one of the "yes" answers (rarely, sometimes, often, usually, always).

Q: I write my shopping list on the note pad in my phone. Does that count?
A: Yes, that counts if the phone list is with you in the market. Check one of the "yes" answers (rarely, sometimes, often, usually, always).

Q: I make a grocery list and use it in the store but sometimes I do not buy everything on it. Does that count?
A: Yes, that counts. Check one of the "yes" answers (rarely, sometimes, often, usually, always).

* Possible participant questions taken with permission from Adult EFNEP Questionnaire Facilitation Guide REVISED, June 2020.

23. How often do you use food coupons for food purchases?

Please choose from: never, rarely (about 20% of the time), sometimes (about 40% of the time), often (about 60% of the time), usually (about 80% of the time), always.

Click 'Next'.

Possible Participant Questions for #23.*

Q: Can I count digital coupons on the store's app on my smartphone?

A: Yes, count all coupons used. They could be from the store's printed ad, a smartphone app, sent to e-mail or received in your mailbox.

* Possible participant questions taken with permission from Adult EFNEP Questionnaire Facilitation Guide REVISED, June 2020.

24. *How often do you use a written weekly or monthly food spending plan?*

Please choose from: never, rarely (about 20% of the time), sometimes (about 40% of the time), often (about 60% of the time), usually (about 80% of the time), always.

Click 'Next'.

Possible Participant Questions for #24.*

Q: Can I count the budget I make using a smartphone app?
A: Yes, this counts as a written spending plan even if you did not write by hand with a pen and paper.

Q: My food budget is on my EBT card. Does this count?
A: No.

Q: I divide my SNAP benefits by 4 so I know how much I can spend on food each week of the month, does that count? I don't write it down, I just set the money aside. Does this count?
A: No.

* Possible participant questions taken with permission from Adult EFNEP Questionnaire Facilitation Guide REVISED, June 2020.

25. *How often do you budget enough money for food purchases?*

    Please choose from: never, rarely (about 20% of the time), sometimes (about 40% of the time), often (about 60% of the time), usually (about 80% of the time), always.

    Click 'Next'.

Possible Participant Questions for #25.*

Q: When I shop right after I receive my paycheck, I always have enough money for groceries. Sometimes when I shop before the next paycheck, I have to remove items from my list at the store.
A: If there are times that you don't budget enough money for all the food you need, check the "yes" answer that's most appropriate based on how often this happens to you: rarely, sometimes, often, usually, always.

Q: My food budget is on my EBT card. Does this count?
A: No.

Q: Sometimes I don't have enough money left the last week of the month to shop for fresh vegetables, milk or meat but we have enough food on hand (pantry and freezer) to make meals, what should I mark?
A: If there are times that you don't budget enough money for all the food you need, check the "yes" answer that's most appropriate based on how often this happens to you: rarely, sometimes, often, usually, always.

* Possible participant questions taken with permission from Adult EFNEP Questionnaire Facilitation Guide REVISED, June 2020.

26. *How often do you check for sales on foods **before** you shop?*

Please choose from: never, rarely (about 20% of the time), sometimes (about 40% of the time), often (about 60% of the time), usually (about 80% of the time), always.

Click 'Next'.

Possible Participant Questions for #26.*

Q: I buy items that I see on sale when I get to the store. Does this count?

A: No, checking for sales before you shop means that you check for sales before you arrive at the store, usually when you are planning your budget or shopping list.

Q: What if I pick up the store circular as I enter the grocery store and check the sales before I begin shopping? Does that count?

A: Yes.

* Possible participant questions taken with permission from Adult EFNEP Questionnaire Facilitation Guide REVISED, June 2020.

27. *How often do you check for food items on sale **when** you are at the store?*

    Please choose from: never, rarely (about 20% of the time), sometimes (about 40% of the time), often (about 60% of the time), usually (about 80% of the time), always.

    Click 'Next'.

Possible Participant Questions for #27.*

Q: Does it count if I wasn't looking for the item but saw it was on sale and bought it?
A: Yes.

The next section has statements people have made about their food situation. Choose the answer that best fits your food situation over the last 30 days.

28. *The food that I bought just didn't last, and I didn't have money to get more.*

    Please choose from: often true, sometimes true, never true, don't know.

    Click 'Next'.

Possible Participant Questions for #28.*

Q: What if I ran out of food but got more from the food pantry?
A: If you run out of food and cannot buy more, check the answer that's most appropriate based on how often this happens to you: often true, sometimes true, never true or don't know.

Q: Should I count the food I buy with my EBT?
A: Yes.

* Possible participant questions taken with permission from Adult EFNEP Questionnaire Facilitation Guide REVISED, June 2020.

29. *I couldn't afford to eat balanced meals.*

Please choose from: often true, sometimes true, never true, don't know.

Click 'Next'.

Possible Participant Questions for #29.*

Q: What does 'balanced' mean?
A: Balanced meals means that every day, you eat a variety of foods that includes fruits, vegetables, grains, dairy, and protein foods.

Q: What counts as often or sometimes?
A: There aren't any right or wrong answers to this question. Choose the answer that you feel most often describes your situation based on what these words mean to you.

* Possible participant questions taken with permission from Adult EFNEP Questionnaire Facilitation Guide REVISED, June 2020.

30. *Did you ever cut the size of your meals or skip meals because there wasn't enough money for food?*

Please choose from: yes, no, don't know.

Click 'Submit'.

Possible Participant Questions for #30.*

Q: What if I ate less to be sure there was enough for my child?
A: Check 'yes' if you ate less for any reason because there wasn't enough money for food.

Q: I ate less because I am trying to lose weight. Does this count?
A: No.

Q: Does it count if I don't have enough of 1 food group but I use more of another food group. For example, we only had 1 small chicken breast left, so I cut it up small and used it in a casserole with extra noodles and some vegetables.
A: No.

Please show me your phone when the screen displays the word "Success!" This lets me know you have completed the form.

Thank you! You may close out of the browser.

* Possible participant questions taken with permission from Adult EFNEP Questionnaire Facilitation Guide REVISED, June 2020.

If teaching Lesson 1, stop here and collect the Entry forms with the Direct Data Entry link. If your program requires the completion of any other Lesson 1 paperwork (consent forms, physical activity waivers), complete and collect them now. Turn to page 59 for directions on submitting paperwork.

Completing the paperwork in Lessons 2 and 9

ASA24 Dietary Recall

Put the food recall kit out on the table(s) in front of the participants where they can see and touch the items.

Note: Do this section for both Lesson 2 and Lesson 9.

Materials needed:

- ASA24 link and ASA24 Log-in Strips if doing Lesson 2 AND Direct Data Entry link form if doing Lesson 9 (both can be found at efnep.extension.colostate.edu ▶ Staff Resources ▶ For Peer Educators ▶ Direct Data Entry & ASA24 ▶ Educator Name ▶ Group Name ▶Attendance Record and Room Codes OR ASA24 Login Information)
- 24-Hour Dietary Recall Kit (list and materials can be found at efnep.extension.colostate.eduwww.eatingsmartbeingactive.com ▶ *Resources for Implementation* ▶ *Activity Bins* ▶ *Lesson 2: Get Moving!* ▶ *24-Hour Dietary Recall Kit*)

If teaching Lesson 2, text each participant the ASA24 link right before the lesson and give them the login information right before starting the ASA24 form. If teaching lesson 9, lead participants in completing the Direct Data Entry form and the ASA24 Food Recall. You will text them both links and give them a login strip right before starting the ASA24 Food Recall form.

Walk participants through the ASA24 Food Recall.

I want to find out more about the foods you eat. The form we are about to fill out will ask you about the food and drinks you had yesterday.

You can see I have some props out on the table.

These props will help you determine the amounts of foods and drinks you had when we get to that step.

Please follow along and do not work ahead. I will ask you to put your phone down at different times while we fill out this form.

This allows everyone time to finish that section of the form before I give you the next set of instructions.

First, open the link in the text message I sent you before class.

I provided each of you a paper strip with a username and password on it. Type in this information to log in.

Select your preferred language, English or Spanish.

You will be recording everything you ate yesterday between midnight, 12am and 11:59pm, last night.

Click 'Next' on the bottom right side of the screen.

Read through the ASA24 User Orientation on pages 38-40 and at Lesson 2 only.

We will be reading through the five ASA24 User Orientation pages together.

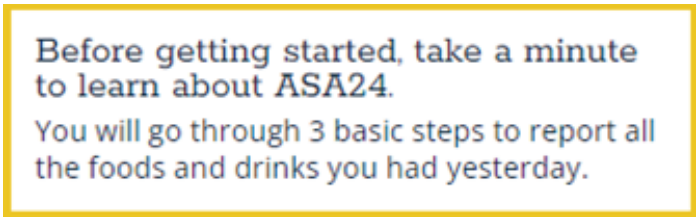
Hold up ASA24 Visual 1: User Orientation.

Starting ASA24

Before we get started, let's take a minute to learn a little bit about ASA24: You will go through 3 basic steps to report all the foods and drinks you had yesterday.

Note: You will only need ASA24 small visuals 1 and 8a in Lesson 2.

Note: Water does not need to be entered in ASA24.



Click 'Next' on the right side of the screen.

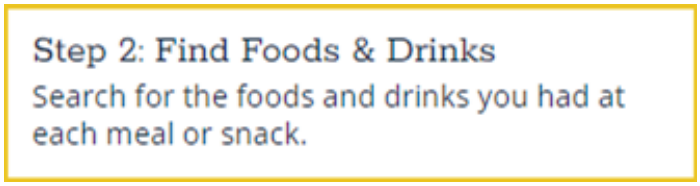
Step 1: Report a Meal or Snack

Examples of meals include breakfast, lunch, and dinner. Also, tell us about snacks and drinks between meals.

Click 'Next' on the right side of the screen.

Step 2: Find Foods and Drinks

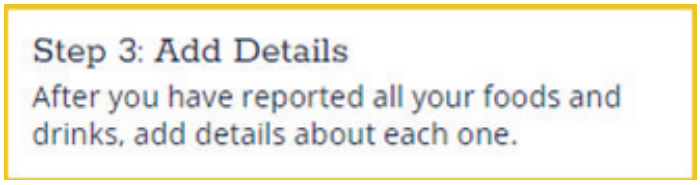
Search for the foods and drinks you had at each meal or snack.



Click 'Next' on the right side of the screen.

Step 3: Add Details

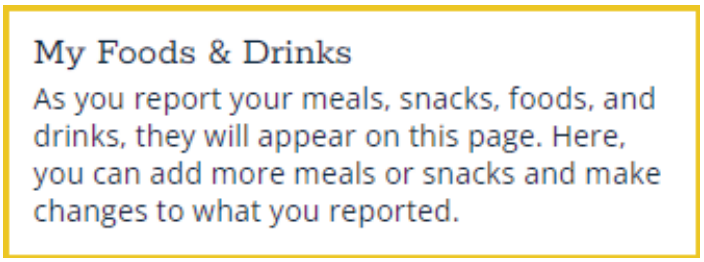
After you have reported all your foods and drinks, you will add details about each one.



Click 'Next' on the right side of the screen.

Step 4: My Foods & Drinks

As you report your meals, snacks, foods and drinks, they will appear on this page. Here, you can add more foods and beverages to meals or snacks and make changes to what you reported.



Click 'Next' on the right side of the screen.

Show ASA24 Visual 2: My Foods & Drinks Welcome.

When you reach this page, click 'Report Meals' on the bottom right side of the screen.

Show ASA24 Visual 3: Report Meals & Snacks.

The Quick List-Report meals and snacks.

This yellow box says "First, enter your meals and snacks. Next, report the foods, drinks and supplements you had yesterday. A supplement is any vitamin, mineral or herbal supplement, including over-the-counter and prescription dietary supplements."

Click 'OK' on the yellow box.

Show ASA24 Visual 4: Select A Meal or Snack.

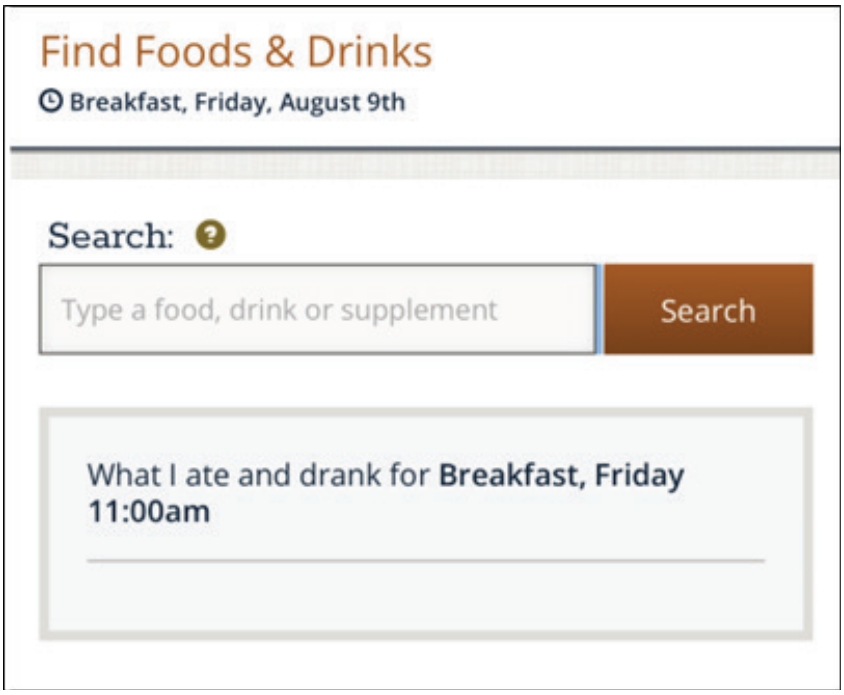
Using the arrow on the right side of the box to open the drop down menu, select the first meal you ate after waking up yesterday:

You will be asked to list what time you ate this meal. Use the arrows above the boxes to change the time.

Then click 'Find Foods' on the bottom right side of the screen.

Hold up ASA24 Visual 5: Find Foods & Drinks. Point to the search bar and search button.

On the next page, use the search bar to type in a food or drink.



Click 'Search'.

Do NOT use the 'add a recipe button'. Enter a general name for the food such as "burrito" rather than "beef and bean burrito." You will add details to your food later.

Then, choose the best match for your food from the list.

Use the search bar to keep adding all the foods you ate to your meal.

Hold up ASA24 Visual 5: Find Foods & Drinks. Point to the 'Finish' button on the bottom of Visual 5.

Note: Tell participants a lot of foods are listed, add a little more detail to the name of that food. For example, turkey sandwich rather than just sandwich.

Once you have entered all the foods and drinks for that one meal, click 'Finish' on the bottom right side of the screen.

Hold up ASA24 Visual 6: My Foods & Drinks. Point to the Report Meal button on the bottom right side of the page.

You are now going to do the same steps you just did to report your next meal.

To add your next meal, click 'Report Meal' on the bottom right side of the screen.

Select the next meal you would like to report, list the time you ate that meal, and type your food in the search bar. Add all foods for that meal using the search bar. Then click 'Finish' when you are done with that meal.

Repeat these steps until you have entered all of your meals, snacks, and drinks for yesterday.

Once you have finished entering all of your meals, please put your phone on the table. I will give you instructions for the next section of the form when everyone is ready to move on.

Allow a few minutes for all participants to complete this section.

Walk around the room to check participants' progress.

Do not move on until all participants have completed this section.

Remind participants to not work ahead.

We are now going to review any gaps between the meals and snacks you listed.

Hold up ASA24 Visual 7: Review Gaps.

Keeping your phones on the table, click 'Next' then listen carefully to the next set of instructions.

Time and Occasion – Review gaps

This yellow box says, "Before adding details, make sure that you have included ALL your meals and snacks. Gaps between the meals and snacks you already listed are in pink."

Pick up your phones and click 'OK' on the yellow box.

Hold up ASA24 Visual 8: Gaps.

Look at the times highlighted in pink between your meals and snacks. Sometimes we eat at times other than typical meal and snack times, and we may not always remember. Think back to yesterday and try

to remember if you ate or drank anything during these common activities.

Now put your phones down for a minute while you think about these examples.

Did you eat anything....

1. *...first thing in the morning?*
2. *...late at night?*
3. *...because you needed to take medicine or because you weren't feeling well (morning sickness, etc.)?*
4. *...while driving?*
5. *...while watching TV?*
6. *...at a desk or while working on a computer?*
7. *...at a school, community, or church event?*
8. *...at a sporting event?*
9. *...while cooking or cleaning up meals for your family? This includes even those little bites you may have eaten!*
10. *...to celebrate (birthday parties, anniversaries, quinceañeras, graduations, baby showers, etc.)?*
11. *...while shopping or running errands?*
12. *...while at a meeting or work-related event?*

Please pick your phones.

If you need to add a meal to your list, click the 'plus sign' in the section highlighted in pink or click 'Report Meal' at the bottom of the screen.

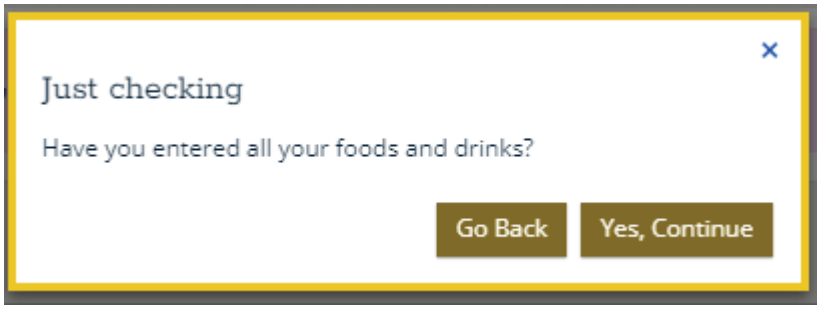
When you have entered all your forgotten foods, click 'Details' at the bottom of the screen and put your phone on the table.

Allow a few minutes for all participants to complete this section.

Walk around the room to check participants' progress.

Do not move on until all participants have completed this section.

Remind participants to not work ahead.



If participants have entered only one meal or food, the 'Just Checking' box will come up. Have participants add any missing meals or foods during the Review-Final Probe portion later in the recall.

Hold up ASA24 Visual 8a: Just Checking.

Just Checking

Once you have clicked the 'Details' button, some of you may see a yellow box that says 'Just Checking'. This yellow box asks "Have you entered all your foods and drinks?"

Click 'Yes, Continue.'

Now, everyone put your phone on the table.

Details

Next, lets add some details about the foods on your list. Please listen carefully to the next set of instructions.

The form will ask you questions about the details about the foods you ate. Such as, "What kind was it?," "How was it cooked?", "If there were any other ingredients prepared with the food?", "Or if anything was added to the food?".

You will then be asked about the amounts of food you ate.

If you need help remembering the amount of food you ate please use the props provided on the table.

Hold up each item from the 24 Hour Dietary Recall kit as you explain it.

- *The uncooked rice can be used to help you estimate the amounts of foods such as mashed potatoes and oatmeal.*
- *The tennis ball is about the size of a medium piece of fruit.*

- *The deck of cards is about the same size as 3 ounces of meat.*
- *The different sizes of cups and plates can be used to match your dishes.*
- *The netted bags of beans represent the following amounts:*

  o *¼ cup*

  o *½ cup*

  o *1 cup*

  Use the netted bags to determine the approximate amounts of foods you ate.
- *The food size models: the square can represent the size of brownies, corn bread, cake, waffles, etc. The circles can represent the size of round items like pancakes and tortillas. The triangle shapes can represent slices of pie, cake, or pizza.*

Note: The form doesn't require salt to be reported.

Show ASA24 Visual 9: Add details to your Croissant. Point to the white box under the brown rectangle.

The form will show you pictures of the food and ask you "How much of the item did you actually eat?" On the screen, you will need to click the white boxes under the brown rectangle to move between pictures of different amounts of the food. Smaller amounts are on the left side. Larger amounts are on the right side. You can also use the props on the table to help you estimate the amount of food you ate.

After you have added all the details to your food, and after you click Next, you will be asked if there was anything added to your food that you haven't already reported. Please click, 'Yes', 'Nothing Added', or 'Don't Know'.

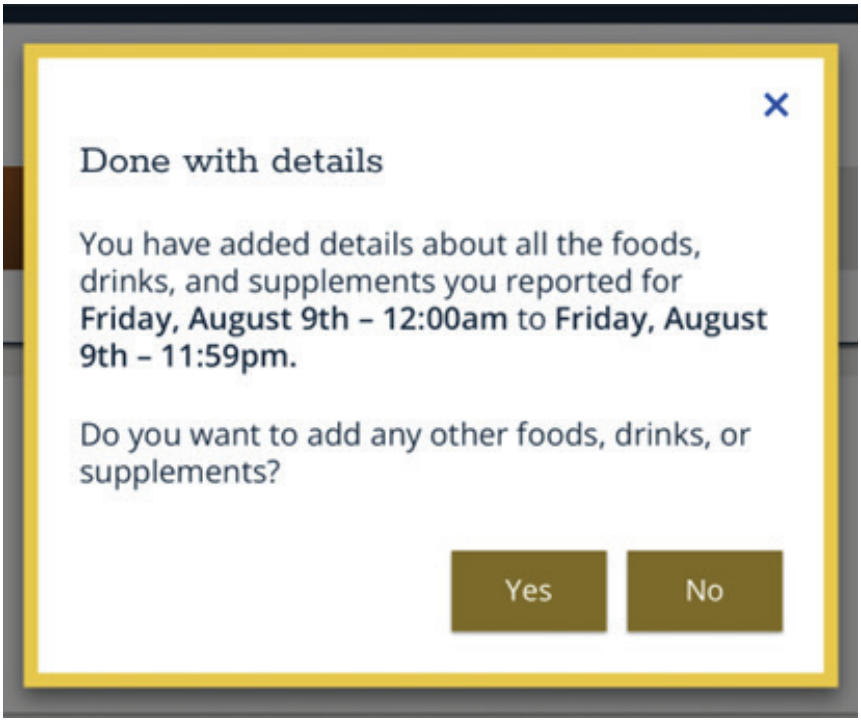
Work on your own and read each question the form asks about your foods. Raise your hand if you need assistance.

Please pick up your phones.

Answer the question about your first food. Then click 'Next'.

- *You will need to click 'Next' after each question.*

Use the props to help you match the amount you ate of any food.



Show ASA24 Visual 10: Done with Details.

Keep adding details to your foods until you see a yellow box that says "Done with Details". Then put your phones down.

Allow a few minutes for participants to fill out the form. Walk around to help as needed.

Do not move on until all participants have completed this section.

Remind participants to not work ahead.

Done with details

This yellow box asks "You have added details about all the foods, drinks, and supplements you reported for yesterday. Do you want to add any other foods, drinks, and supplements?"

The next section of the form is a review of everything you have added.

Pick up your phones and everyone click, 'No'.

Review-Final Probe

Please listen carefully to the next set of instructions.

Once you have entered all your foods, you should see a screen like this one.

Show ASA24 Visual 11: Review.

Point to the 'Show food details' button on the page.

At the top of the screen and next to each food is a 'Show food details' button.

Review all your food details and make sure they are correct.

Please put your phones down, screen up on the table.

Walk around and look at what participants have entered. Ask participants about the amount of food they reported as needed. You will have to ask participants to scroll on their phones to see their foods.

If you need to make changes, click the 'Changes' button at the bottom of the screen and enter any changes.

Hold up ASA24 Visual 12: Snack.

Use the 'plus sign' button to add foods to your meal.

To make changes to a food you already entered, click 'Show food details' to the right of that food, then click the Pencil Icon on the right side of the row.

Then click 'Review'.

You will see the page that has only 'Show food details' next to each food again.

Show ASA24 Visual 13: Review.

Everyone pick up your phones and begin reviewing your food details by clicking 'Show food details'.

When you are done, click 'Next' on the bottom right side of the screen. Then put your phones down.

Allow a few minutes for all participants to complete the section.

Walk around the room to check participants' progress.

Do not move on until all participants have completed this section.

Help as needed.

Remind participants to not work ahead.

Show ASA24 Visual 14: Frequently Forgotten Foods.

We are going to go through the next questions together. Please do not work ahead.

Note: Pause for 2-3 seconds after reading each question.

Frequently Forgotten Foods

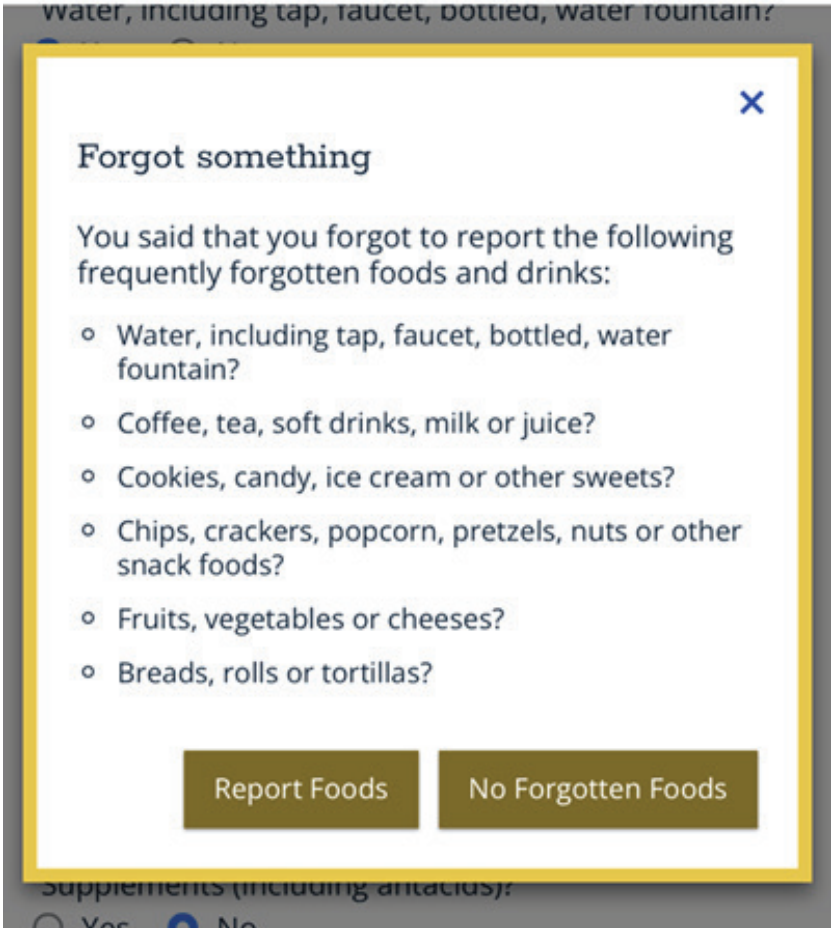
OK, pick up your phones. Now we will answer these questions together.

Read the following questions aloud.

Certain foods and drinks are frequently forgotten. In addition to the foods and drinks you already reported, did you have any:

Water, including tap water, faucet, bottled, water fountain?

Please select 'Yes' or 'No'.



Coffee, tea, soft drinks, milk or juice? Please select 'Yes' or 'No'.

Beer, wine, cocktails, or other drinks? Please select 'Yes' or 'No'.

Cookies, candy, ice cream or other sweets? Please select 'Yes' or 'No'.

Chips, crackers, popcorn, pretzels, nuts, or other snack foods? Please select 'Yes' or 'No'.

Fruits, vegetables or cheese? Please select 'Yes' or 'No'.

Breads, rolls, or tortillas? Please select 'Yes' or 'No'.

Supplements (including antacids)? Please select 'Yes' or 'No'.

Anything else? Please select 'Yes' or 'No'.

Now click 'Next.'

Forgot something

If you selected yes for any question, a yellow box will appear that says "You said that you forgot to report the following frequently forgotten foods and drinks", and then it will list the food you said you forgot.

If you forgot to enter a food, keep working on your phone.

If you are sure you have listed all your foods, click 'No Forgotten Foods'. Then put your phone down.

Click 'Report Foods' for anything you may have forgotten.

Hold up ASA24 Visual 12: Snack.

You will be taken back to the food details page.

Point to the 'Report Meal' button on your visual.

Use the 'Report Meal' button to enter any forgotten meals.

Point to the 'plus sign' on your visual.

Use the 'plus sign' to add any foods you may have forgotten.

Point to the 'Show food details' button on your visual.

Click 'Show food details' to see all your food details.

Point to the pencil icon on your visual.

Use the pencil icon to change any details on foods you have forgotten.

You will follow the same steps you did to enter your meals, when you ate, search for foods, and add details.

Then click 'Review' on the bottom right hand side of the screen.

Hold up ASA24 visual 13: Review.

You will see the food details page again.

Click 'Next' on the bottom right side of the screen.

Point to the 'Next' button on your visual.

Hold up ASA24 Visual 15: Last Chance.

Once you see the 'Last Chance' yellow box please put your phone on the table.

Allow a few minutes for all participants to complete this section.

Walk around the room to check participants' progress.

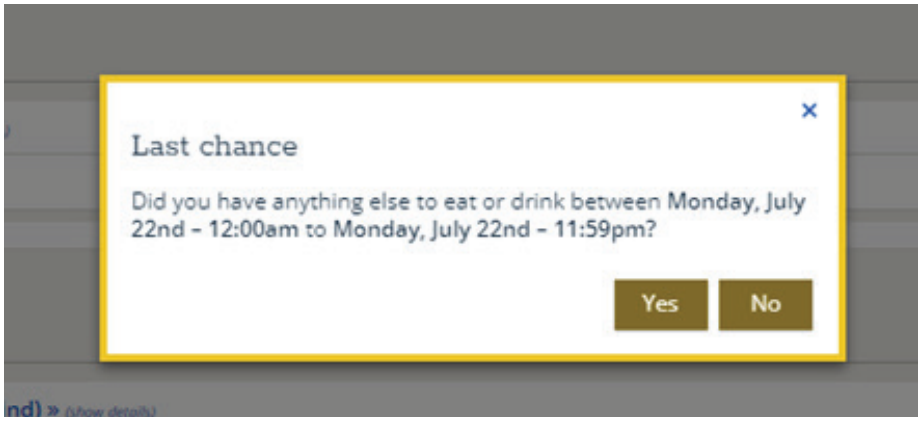
Do not move on until all participants have completed this section.

Help as needed.

Remind participants to not work ahead.

Last Chance

This yellow box asks "Did you have anything else to eat or drink yesterday between 12:00am, midnight-11:59pm, last night?"



Everyone pick up your phones and click 'No'.

The form will ask you, "How usual was the amount you reported?"

Please click the appropriate response: 'Much more than usual', 'Usual', or 'Much less than usual'.

Click 'Next' on the bottom right corner of the screen.

Hold up ASA24 Visual 16: Nutrition Profile.

Nutrition Profile

Please show me your phone when you see this screen.

Be sure to collect all participant login strips before moving forward in the lesson.

Viewing the Nutrition Profile

If you have time in class, and participants want to view their Nutrition Profile, use the following steps.

You will be asked if you would like to view your nutrition profile for the day you reported on.

Note: Encourage participants to view their Nutrition Profile.

If you want to view your profile, click 'Yes'.

If you want to be done, click 'No' to exit the form. Then click 'Yes' in the yellow box. You may now put your phone down.

If you clicked 'Yes', then enter your Age, Sex, and click 'Continue'.

If you are female and are pregnant or are breastfeeding, please check the box next to pregnant or breastfeeding.

Note: The Nutrition Profile Disclaimer gives information on how the nutrition profile is put together, and that the researchers cannot see participant information.

Click 'Continue'

Click 'I Accept' for the Nutrition Profile disclaimer.

You will be able to view information for the calories, food groups, fat, protein, carbohydrates, vitamins, and minerals you ate yesterday.

When you have finished reviewing your Nutrition Profile, click 'Finish' on the bottom right of the page.

You will then need to click 'Yes' in the Yellow Cancel Nutrition Profile box to fully exit the form.

Be sure to collect all participant login strips before moving forward in the lesson.

Back at the Office after Lessons 1, 2, and 9

Turning in Paperwork

1) Review paperwork for completeness. Make sure all Physical Activity waivers and Photo Releases have been signed.

2) If after Lesson 9, complete the Exit gray box form from your Educator Notebook for any participants who terminate lessons for any reason.

3) Make a copy of the class attendance or registration form.

4) Lesson 1 through 8
Mail a copy of the class attendance or registration form to the office where your program's data entry occurs. Hold onto the original attendance or registration form until the class series

Note: If your program has a specific protocol for completing and turning in paperwork that is different from these steps, follow your program's protocol.

is complete. Keep the attendance form somewhere safe but accessible as you will most likely need to use it during each class.

Lesson 9
Mail the original class attendance or registration form to the office where your program's data entry occurs.

5) File all copies in a safe place. This is important if paperwork gets lost in the mail or somehow doesn't get entered into the WebNEERS system. Shred copies at year-end when you are confident that all paperwork has been entered into WebNEERS.

This is the end of the *Eating Smart • Being Active Direct Data and ASA24 Facilitator's Guide*.

COLORADO STATE UNIVERSITY
EXTENSION

These materials are aligned with the Expanded Food and Nutrition Education Program (EFNEP) from the USDA National Institute of Food and Agriculture (NIFA). | Estos materiales están alineados con el Programa Ampliado de Educación Alimentaria y Nutricional (EFNEP) del Instituto Nacional de Alimentación y Agricultura (NIFA) del USDA.