

**EFNEP – SNAP-Ed MONTHLY\*/YEAR END REPORT – REVIEW OF DATA**

<b><u>ITEM</u></b>	<b><u>DEFINITION</u></b>	<b><u>CONSIDER</u></b>	<b><u>LOCATION IN CRS REPORT</u></b>	<b><u>CRS 5.03 ENTRY</u></b>
Families Served*	<ul style="list-style-type: none"> <li>Total Number of Adult Participants</li> </ul>		<ul style="list-style-type: none"> <li>Adult Summary Report – Page 1; #1 a)</li> </ul>	
Persons In Program Families	<ul style="list-style-type: none"> <li>Total Household Members in Program Families (includes Adult Participants)</li> </ul>	<ul style="list-style-type: none"> <li>EFNEP: Number should be high due to the emphasis to serve family units with children.</li> </ul>	<ul style="list-style-type: none"> <li>Adult Summary Report – Page 1; #1 c)</li> </ul>	
Distribution of household children*	<ul style="list-style-type: none"> <li>Number of Families with the Number of Children (0-6+) in the household</li> </ul>	<ul style="list-style-type: none"> <li>EFNEP: The Number of Families with Number of children = 0 should be low. The percent needs to be as low as possible and may not exceed 50%.</li> </ul>	<ul style="list-style-type: none"> <li>Adult Summary Report – Page 1; #2</li> </ul>	
Distribution of family size*	<ul style="list-style-type: none"> <li>Number of Families with number of people (1-8+) in the household</li> </ul>	<ul style="list-style-type: none"> <li>EFNEP: The Number of Families with Family Size = 1 should be low.</li> </ul>	<ul style="list-style-type: none"> <li>Adult Summary Report – Page 1; #4</li> </ul>	
Household Income*	<ul style="list-style-type: none"> <li>Percentage of Poverty Level</li> </ul>	<ul style="list-style-type: none"> <li>High <math>\leq</math> 50% due to serving low income populations.</li> </ul>	<ul style="list-style-type: none"> <li>Adult Summary Report – Page 1; #5</li> </ul>	
Pregnant*	As stated	<ul style="list-style-type: none"> <li>EFNEP: Priority to serve this target population.</li> </ul>	<ul style="list-style-type: none"> <li>Adult Summary Report – Page 1; #6(a)</li> </ul>	
Nursing*	As stated	<ul style="list-style-type: none"> <li>EFNEP: Priority to serve this target population.</li> </ul>	<ul style="list-style-type: none"> <li>Adult Summary Report – Page 1; #6(b)</li> </ul>	
Pregnant and Nursing*	As stated	<ul style="list-style-type: none"> <li>EFNEP: Priority to serve this target population.</li> </ul>	<ul style="list-style-type: none"> <li>Adult Summary Report – Page 1; #6(c)</li> </ul>	
Seniors *	<ul style="list-style-type: none"> <li>60 and over</li> </ul>	<ul style="list-style-type: none"> <li>EFNEP: Should be low</li> <li>SNAP-Ed: Can be moderate to high</li> </ul>	<ul style="list-style-type: none"> <li>Adult Summary Report – Page 2; #7 – last item</li> </ul>	

**EFNEP – SNAP-Ed MONTHLY\*/YEAR END REPORT – REVIEW OF DATA**

<b><u>ITEM</u></b>	<b><u>DEFINITION</u></b>	<b><u>CONSIDER</u></b>	<b><u>LOCATION IN CRS REPORT</u></b>	<b><u>CRS 5.03 ENTRY</u></b>
Graduates*	<ul style="list-style-type: none"> <li>Number of Adult Participants (Families Served) that had an Entry Diet Recall and an Exit Diet Recall and an Entry Behavioral Checklist and an Exit Behavioral Checklist</li> </ul>	<ul style="list-style-type: none"> <li>Completion of minimum 6 lessons (or Learn at Homes) during a minimum of 6 week time period</li> </ul>	<ul style="list-style-type: none"> <li>Diet Summary Report – Page 1; I. Summary of Dietary Improvement</li> </ul>	<ul style="list-style-type: none"> <li>Program Status – Educational Objectives Met</li> </ul>
Graduation Rate (%)	<ul style="list-style-type: none"> <li>Number of Graduates divided by Number of Adult Participants (Families Served)</li> </ul>	<ul style="list-style-type: none"> <li>Target: <math>\geq 50\%</math></li> <li>For SNAP-Ed: Low – Can be low. Due to 2 - 4 week programs, i.e. Work First; Work Force (participants do not have Exit Diet Recall and are not considered formally graduated)</li> </ul>		<ul style="list-style-type: none"> <li>Program Status – Educational Objectives Met</li> </ul>
Exits	<ul style="list-style-type: none"> <li>Number of Adult Participants (Families Served) that had an Entry Diet Recall and Entry Behavioral Checklist; did <b><u>not</u></b> have Exit Diet Recall ; and may or may not have an Exit Behavioral Checklist</li> </ul>	<ul style="list-style-type: none"> <li>The Adult Participants could be terminated or Completed (see below)</li> </ul>	<ul style="list-style-type: none"> <li>Diet Summary Report – Page 7; III. Distribution of Calorie and Nutrient Intake</li> </ul>	<ul style="list-style-type: none"> <li>For Termination: Complete Drop Form (dated 4-12-07) and enter reason in CRS:               <ol style="list-style-type: none"> <li>Returned to School</li> <li>Took a Job</li> <li>Family Concerns</li> <li>Staff Vacancy</li> <li>Moved</li> <li>Lost Interest</li> <li>Other (Do <b><u>not</u></b> use)</li> <li>Other Obligations</li> <li>Lost Contact with Client</li> </ol> </li> </ul>

**EFNEP – SNAP-Ed MONTHLY\*/YEAR END REPORT – REVIEW OF DATA**

<b><u>ITEM</u></b>	<b><u>DEFINITION</u></b>	<b><u>CONSIDER</u></b>	<b><u>LOCATION IN CRS REPORT</u></b>	<b><u>CRS 5.03 ENTRY</u></b>
Completed*	<ul style="list-style-type: none"> <li>Number of Adult Participants (Families Served) that had an Entry Diet Recall, Entry Behavioral Checklist and Exit Behavioral Checklist and <b><u>NOT</u></b> Exit Diet Recall</li> </ul>	<ul style="list-style-type: none"> <li>For SNAP-Ed: Can be High - Due to 2 - 4 week programs, i.e. Work First; Work Force (participants do not have Exit Diet Recall and are not considered formally graduated)</li> </ul>	<ul style="list-style-type: none"> <li>Adult Summary Report: Page 3 #10 – Status of Participants</li> </ul>	<ul style="list-style-type: none"> <li>Program Status – Educational Objectives Met</li> </ul>
Completed %	<ul style="list-style-type: none"> <li>Number of Completed divided by Number of Adult Participants (Families Served)</li> </ul>	<ul style="list-style-type: none"> <li>For SNAP-Ed: Can be High - Due to 2 - 4 week programs, i.e. Work First; Work Force (participants do not have Exit Diet Recall and are not considered formally graduated)</li> </ul>		
Terminated	<ul style="list-style-type: none"> <li>Number of Adult Participants (Families Served) that did <b><u>not</u></b> complete an Exit Diet Recall and an Exit Behavioral Checklist</li> </ul>	<ul style="list-style-type: none"> <li>Prefer low</li> </ul>	<ul style="list-style-type: none"> <li>Adult Summary Report: Page 3 #10 – Status of Participants</li> </ul>	<ul style="list-style-type: none"> <li>For Termination: Complete Drop Form (dated 4-12-07) and enter reason in CRS:               <ol style="list-style-type: none"> <li>10. Returned to School</li> <li>11. Took a Job</li> <li>12. Family Concerns</li> <li>13. Staff Vacancy</li> <li>14. Moved</li> <li>15. Lost Interest</li> <li>16. Other (<b><u>Do not</u></b> use)</li> <li>17. Other Obligations</li> <li>18. Lost Contact with Client</li> </ol> </li> </ul>

**EFNEP – SNAP-Ed MONTHLY\*/YEAR END REPORT – REVIEW OF DATA**

<b><u>ITEM</u></b>	<b><u>DEFINITION</u></b>	<b><u>CONSIDER</u></b>	<b><u>LOCATION IN CRS REPORT</u></b>	<b><u>CRS 5.03 ENTRY</u></b>
Continuing	<ul style="list-style-type: none"> <li>• Number of Adult Participants (Families Served) that lessons series ends after 9-30 of FY ending</li> <li>• Number of Adult Participants (Families Served) that remain in system for 12 month period from entry who anticipated to return to the program in the new FY</li> </ul>	<ul style="list-style-type: none"> <li>• Prefer low</li> <li>• For SNAP-Ed: Can be High - Due to Work First; Work Force and anticipated return of participant</li> </ul>	<ul style="list-style-type: none"> <li>• Adult Summary Report: Page 3 #10 – Status of Participants</li> </ul>	<ul style="list-style-type: none"> <li>• Program Status – Active</li> </ul>
Volunteers*	<ul style="list-style-type: none"> <li>• All teachers and teachers’ aides in classroom lessons are taught can be counted as volunteers (additional personnel are included, i.e. nurses, etc.)</li> <li>• Agency Personnel</li> </ul>	<ul style="list-style-type: none"> <li>• Prefer High – specifically SNAP-Ed programs primarily serving youth</li> </ul>	<ul style="list-style-type: none"> <li>• Summary of Volunteer Profiles: Page 1 #1 – Total Number of Volunteers</li> </ul>	
Youth*	<ul style="list-style-type: none"> <li>• Number of Youth Participants</li> </ul>	<ul style="list-style-type: none"> <li>• Prefer High</li> </ul>	<ul style="list-style-type: none"> <li>• Summary of Youth Group Profiles: Page 1 #2 - Total</li> </ul>	
Number of Youth Groups Reporting*	<ul style="list-style-type: none"> <li>• Total Number of Youth Groups</li> </ul>	<ul style="list-style-type: none"> <li>• Prefer High</li> </ul>	<ul style="list-style-type: none"> <li>• Summary of Youth Group Profiles: Page 1 #1 - Total</li> </ul>	
Delivery Modes*	<ul style="list-style-type: none"> <li>• Program delivery in accordance with site program definition/type</li> </ul>	<ul style="list-style-type: none"> <li>• Only use Delivery Modes F; I; J; L</li> </ul>	<ul style="list-style-type: none"> <li>• Youth Delivery Mode Report: Page 1 #2 - Grid</li> </ul>	
Adults per Educator	<ul style="list-style-type: none"> <li>• Number of Adult Participants divided by Total Number of Paraprofessionals and Teaching Professionals FTEs</li> </ul>			

**EFNEP – SNAP-Ed MONTHLY\*/YEAR END REPORT – REVIEW OF DATA**

<b><u>ITEM</u></b>	<b><u>DEFINITION</u></b>	<b><u>CONSIDER</u></b>	<b><u>LOCATION IN CRS REPORT</u></b>	<b><u>CRS 5.03 ENTRY</u></b>
Graduates per Educator	<ul style="list-style-type: none"> <li>Number of Graduates divided by Total Number of Paraprofessionals FTEs and Teaching Professionals FTEs</li> </ul>	<ul style="list-style-type: none"> <li>110 – 130 graduates / 1 FTE / year</li> </ul>		
Youth per Educator	<ul style="list-style-type: none"> <li>Number of Youth divided by Total Number of Paraprofessionals FTEs and Teaching Professionals FTEs</li> </ul>			
Lessons and Standard Deviation	<ul style="list-style-type: none"> <li>Mean (Average) number of lessons taught</li> <li>Standard deviation measures how widely spread the values in a data set are. If many data points are close to the mean, then the standard deviation is small; if many data points are far from the mean, then the standard deviation is large.</li> </ul>	<ul style="list-style-type: none"> <li>EFNEP: Six or more lessons</li> <li>SNAP-Ed: Looking for a range between 4-10</li> </ul>	<ul style="list-style-type: none"> <li>Adult Summary Report: Page 4 #14 – Distribution of Lessons Taught – Completed Program</li> </ul>	<ul style="list-style-type: none"> <li>Number of Lessons</li> </ul>
Number of Lessons and Number of Contacts (Adults)	<ul style="list-style-type: none"> <li><b>Actual</b> number of lessons participant attended</li> <li><b>Actual</b> number of face to face contacts with participant</li> </ul>	<ul style="list-style-type: none"> <li>EFNEP: Lessons = Contacts, unless Learn at Home administered</li> <li>SNAP-Ed: customarily Lessons = Contacts unless two lessons/contact due to Work First (or Learn at Home)</li> </ul>		<ul style="list-style-type: none"> <li>Only enter actual lessons and contacts participant attended; do not enter the anticipated number stated on MOU.</li> </ul>
Number of Meetings and Contact Hours (Youth)	<ul style="list-style-type: none"> <li><b>Actual</b> number of lessons taught to youth group</li> <li><b>Actual</b> number of face to face contact hours with youth</li> </ul>	<ul style="list-style-type: none"> <li>Preschool lessons&gt;meetings due to length of lesson</li> </ul>		<ul style="list-style-type: none"> <li>Only enter actual lessons and meetings performed with youth group participant.</li> </ul>

**EFNEP – SNAP-Ed MONTHLY\*/YEAR END REPORT – REVIEW OF DATA**

<b><u>ITEM</u></b>	<b><u>DEFINITION</u></b>	<b><u>CONSIDER</u></b>	<b><u>LOCATION IN CRS REPORT</u></b>	<b><u>CRS 5.03 ENTRY</u></b>
Public Assistance*	<ul style="list-style-type: none"> <li>Distribution of Adult Participants receiving food stamps at Entry and now receiving after entry in EFNEP or SNAP-Ed.</li> </ul>	<ul style="list-style-type: none"> <li>SNAP-Ed: Food Stamps – at Entry: prefer high number and per cent.</li> </ul>	<ul style="list-style-type: none"> <li>Adult Summary Report: Page 6 #17 Public Assistance – Program: Food Stamps</li> </ul>	<ul style="list-style-type: none"> <li>Public Assistance at Entry / Pubic Assistance at Exit</li> </ul>