

Food and Health Questionnaire for Adults

Administration Protocol

Pre and Post Survey (Versions 120 and 121)

Planning & Preparation

- The surveys are in Scantron® (bubble sheet) format and can accept **pen (blue or black ink only) or number 2 pencil**.
- Bring pens and pencils with you for respondents.
- Be sure barcodes are placed on surveys before administration. Barcode instructions and templates can be found in the Partner Portal Evaluation section.

When to Administer

- This survey is only for adults 18 years and older.
- Pre- and post-surveys should coincide with the schedule of your direct education.
- Plan on up to 20 minutes at the beginning of the first session and 20 minutes during the last session to administer surveys.

Matched Pairs

- To the greatest extent possible, the goal is to collect pre- and post-surveys from the same participants. This isn't always doable, but we ask that you do your best to collect matching pre- and post-surveys from the same individuals whenever possible. Matched surveys allow us to reduce the variability in the data and make more precise comparisons with fewer subjects.
- Demographic data is collected on both the pre- and post-surveys, which is how we match pre-and post-surveys to the same participant. This way participants' names aren't collected, to help ensure their privacy. So, it's very important for the demographic data to be completed accurately so the matching process can occur.

Administration

- To ensure data collection is not jeopardized it's important to administer surveys consistently to all groups and to remain neutral in presenting the survey and answering any questions that arise.
- If multiple people will be administering surveys, they should all be trained on appropriate and consistent administration.
- We can't assume participants can read it on their own, so please read items and responses aloud to the group.
- When you administer the survey, do not prompt by telling them what the words or phrases mean (you can do that after).
- Tell participants to select the best answer for them, but that they can leave the answer blank if they don't know which response to choose.
- Have a copy of the survey available for yourself to be able to read questions and answer options from.

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Introduction

- You should include an introduction for respondents before handing out surveys. The introduction is brief and conveys a neutral perspective. An abbreviated introduction is also included at the top of the survey.
- Text in italics can be read aloud.

The following questions ask you about how often you usually eat or drink certain items. Please make sure to read every question carefully and fill in only one response per question, unless otherwise noted. There are no right or wrong answers so please answer all of the questions as honestly and accurately as you can. Your answers are voluntary and will be kept private.

Fill in the ovals completely using a blue or black ink pen or a no. 2 pencil and do not scribble or make any other marks on the survey. Please do not bend or fold the survey. Remember to fill out both pages of the survey. I will now read all questions and answers on the survey out loud. Please let me know if you need help or have a question.

- Front page: *The first question is...*
- Then read the responses: *The first answer is...*
- *The other answer choices are...*
- Follow this procedure for all items on this page.
- Back page:
 - **Post Survey only:** *On this page of the survey, we have four questions about your physical and mental health.*
 - Read the first question (#7): *The first question is...*
 - Then read the responses: *The first answer is...*
 - *The other answer choices are...*
 - Read the second question (#8): *The next question is... For this question you will fill in the number of days. If the number of days is 9 or fewer days, you would pencil in a 0 in the left column and the number of days in the right column. If the number of days is 10 days or more, for example, 15 days, you would pencil in a 1 in the left column and a 5 in the right column.*
 - Follow this procedure for questions #9 and #10.
- Demographic questions: *For each of these questions, please fill in or circle the answer that you identify with.*
- *For age, fill in the circles for your age.*
- *For example, if you are 34, you would pencil in a 3 in the left column and 4 in the column on the right. Give time to complete age.*
- *For birthday, it is the month and day of the month (not year) you were born.*
- *Thank you for taking the time to complete this survey.*

Returning Completed Surveys

Collect surveys and mail to the Michigan Fitness Foundation with a cover sheet for scanning.

The image shows two pages of a questionnaire. The top page is titled 'Food Questionnaire for Adults - Pre-Survey' and the bottom page is 'Food Questionnaire for Adults - Post-Survey'. Both pages have a header with the Michigan Fitness Foundation logo and a 'COPY' watermark. The Pre-Survey page includes a 'Demographic Information' section with questions about age, birthday, and gender. The Post-Survey page includes four questions about eating and drinking habits, with question #8 requiring a numerical response in two columns.