

Instructions for Completing CNEP Adult Forms

- NEAs should complete forms by interviewing individual learners. NEAs should guide group participants through the completion of forms, being sensitive to issues such as low literacy. It is not appropriate, with group or individual learners, for NEAs to hand out forms and ask participants to complete them on their own.
- NEAs should complete the area of the forms marked ***“For CNEP Educator’s Use Only”***.
- File and process forms as instructed by Area Coordinator.

Adult Enrollment/Exit (FS-A101)

Address	Enter participant’s complete physical (street) address (no P.O. Box numbers) including zip code.
Email	Participants should be encouraged to provide their email address.
Ethnicity/Race	All participants, including Hispanics, must indicate a race.
Money	<ul style="list-style-type: none"> • Enter total income for all persons, including non-family members, in the household for the previous month. • Include wages, salaries, social security, welfare, insurance payments, pensions and cash support from others. • Do not include the value of SNAP (Food Stamps), WIC, or other supplemental food program benefits. • Participants who don’t have any income should enter “0”; this should be entered as “0” in WebNEERS. • Participants who don’t know or want to provide this info should leave this area blank. If the field is blank, Administrative Assistants should enter “N/S” in WebNEERS.
Children	Indicate age in years, not months. Children under the age of 1 year should be written as “0”.
For CNEP Educator’s Use Only Box	
Lesson Type	<p>Indicate the lesson type where the participant receives the majority of their lessons.</p> <ul style="list-style-type: none"> • <u>Group Enrollment</u> A group is defined as 2-15 participants who meet together for nutrition lessons and operate separately with respect to food purchasing and preparation decisions. Members of a group, who do not meet CNEP enrollment criteria, may participate in the nutrition lessons enrolled as a “guest” participant. • <u>Individual Enrollment</u> When two individuals live in the same household and share resources, enroll the one who makes the majority of the decisions about food purchases and preparation. The other household member may participate in the nutrition lessons enrolled as a “guest” participant.
Group Size	Indicate the number of participants attending the group lesson on the day of enrollment.
Subgroups	Mark the subgroups that apply; Alternative Ed, Clinic Referral, Residential facility

# of Lessons, Sessions, and Contacts	Refer to Lesson/Session/Hours Defined info at end of this document.
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Adult Exit Form

For CNEP Educator's Use Only box	Starting with the FY15 program year, indicate if the participant participated in at least one food demonstration or experience. <i>Unit Administrative Assistants, are to mark the "food experience" subgroup if this has been marked.</i>
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What Do You Eat? (food recall FS-A102)

Money Spent on Food	<p>Include all money members of the household spent on food the previous month. It is to include the value of WIC, SNAP, groceries, and money spent on food eaten away from home. Participants living in a residential facility, where food is provided, often make small food purchases. The NEAs should work with these participants to include these purchase amounts in the money spent on food.</p> <ul style="list-style-type: none"> • If a participant is in a facility where all their food is provided, and they don't spend any money on food, the participant is to put "\$0" on the recall form and the Administrative Assistant is to enter "0" in WebNEERS. • Participants who don't know or want to provide the amount should leave this area blank. If blank, Administrative Assistant should enter "N/S" in WebNEERS.
Activity Level	This is to include physical activity throughout the day....regardless of the purpose. There is no distinction if the activity is to improve health or because of other circumstances, such as they don't have a car.

CNEP Survey (FS-A103)

As with all forms, the NEAs should gather information from individual learners by interviewing the participant. NEAs should lead members of a group through the survey one question at a time. NEAs should read the Survey Script, as it is written, with both individual and group participants.

10) My children eat breakfast.	Leave blank if they do not have children under the age of 19 living in the home. When blank, Administrative Assistants will enter "0" (equates to N/A) in WebNEERS.
17) I am physically active for at least 30 minutes throughout the day.	This is to include physical activity throughout the day....regardless of the purpose. There is no distinction if the activity is to improve health or because of other circumstances, such as they don't have a car.

Instructions for Completing CNEP Youth Forms

- Ask the teacher/leader to complete the entry form (Teacher/Leader).
- Teachers/Leaders should be encouraged to provide an accurate estimation of ethnicity and race if it is not available.
- The Teacher/Leader form gathers information on CNEP volunteers. If a group has more than one volunteer, provide another form and ask them to complete only the top section.
- File and process forms as instructed by Area Coordinator.

CNEP Youth Group Entry Form (NEA)

Group ID	Provided by Administrative Assistant.
Mailing Name	Official name of school or group
Teacher Email	Teacher or Group Leader email. CNEP does not sell or distribute this information.
Was this a one-time lesson?	Mark "yes" if this group will only have one lesson. <i>Administrative Assistants can use this information to know if the start and end date of the group will be the same.</i>
Subgroups	Write the county where the lessons took place. Other subgroups may be added later.
Lessons, Sessions and Hours	Refer to Lesson/Session/Hours Defined info at end of this document.

CNEP Youth Group Entry Form (Teacher/Leader)

NEA School/Group	NEAs are to complete this section before handing form to teachers/leaders.
Teacher/Agency/Leader demographics	This information will be used to enter teacher/agency leader as a volunteer. Do not enter the volunteer as an "additional leader" or "support leader role" in WebNEERS unless they equally share teaching responsibilities with the NEA.
Are you a CNEP participant?	<i>Administrative Assistants, this will indicate a possible volunteer role. We will assume that all youth group volunteers have the additional role of "Educational Support".</i>
Youth by Race/Ethnicity	Ask teacher/leader to provide an accurate estimate if demographics are not available in this format.

Youth Group Exit and Pre/Post Cover Sheet

Administrative Assistance: Subgroups are located in the Entry & Exit Data tab of each youth group. Mark the "Evaluated" subgroup if pre/post surveys have been submitted and the "Food Experience" subgroup if the NEA has indicated this.

NEAs: This form is self-explanatory. Use this form with all youth groups that have more than one lesson. NEAs are responsible for matching pre/post evaluations. NEAs should not create a match that doesn't exist, even if they think the pre/post belong together. It is OK that some pre/post will not be matched. Both matched and unmatched pre/post should be submitted with this form.

Lesson/Session/Hours Defined

These definitions apply to both adult and youth participants.

All are cumulative. When you enter these numbers on the enrollment or exit forms they should reflect the total up to that point in time. This also applies when updating numbers for quarterly reports.

Lesson

- A lesson is a learning experience that covers one nutrition topic for at least 30 minutes. Lessons can only be reported as whole numbers; you cannot report lessons as fractions, example 6 ½ lessons (because you can't teach ½ a lessons!). A review of the food recall/survey may be counted as a lesson if it is in-depth with questions and interaction between participants and NEAs.
- NEAs may work with participants for longer blocks of time, i.e. 2-3 hours. They may cover 2 or more topics during this block of time. Each topic covered may be considered a lesson if it is covered in-depth, with opportunity for discussion and/or activities.

Session

- Sessions are the number of meetings NEAs have with participants or groups to provide lessons. Sessions can only be reported as whole numbers.
- There may be times that you meet with participants but no lessons are taught, such as recruitment or getting to know the teacher or group leader. This is not a session.

Hours

- Length of time spent providing lessons during sessions. Hours can be reported by ½ hour increments.