

# Adult Questionnaire Webinar Part 2: Data Entry

Monday, February 1<sup>st</sup>, 2021



**UNIVERSITY OF CALIFORNIA**  
Agriculture and Natural Resources

# Agenda

- Recap of Part 1
- About Qualtrics
- Adult Questionnaire Coding Sheet
- Distributing Surveys
- Exporting Data
- Roles and Responsibilities
- What's Next?

# Overview of Part 1

- Purpose of Data Collection
- 5-Year Plan Priorities
- Overview of the Adult Questionnaire
- When to use the Adult Questionnaire
- Hands-on Practice in Qualtrics
- [View the Recording](#)

Password: Aug2020!



# About Qualtrics

qualtrics<sup>XM</sup>

- [Qualtrics.com](https://qualtrics.com)
- Qualtrics is a web-based survey tool used to create, administer, store, and analyze survey data.
- ANR staff and academics use [Qualtrics](https://qualtrics.com) for needs assessments, research and program evaluation.
- Nutrition Supervisors, Managers, and Advisors need to request a Qualtrics account.



# About Qualtrics

- April 2020, National EFNEP administered a *COVID-19 Survey* to learn more about data collection.
- 39 States/U.S. territories participated
- Q.13. What technology are you using to capture survey questions?
  - Only **19** responses
    - **42%** indicated Educators were collecting data in Qualtrics
    - **15%** indicated Educators were collecting data by phone

# Qualtrics in California EFNEP

- In California, EFNEP is using Qualtrics surveys as an option to collect:

✓ About Me

✓ Adult Questionnaire

✓ Food Tracker - *coming soon!*

✓ About My Class

EFNEP Expanded Food and Nutrition Education Program  
**About Me**

Date: \_\_\_\_\_ Phone: | | - | | |  
Name: \_\_\_\_\_ Email: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Female  Male Age: \_\_\_\_\_

Programs?  Y  N  
Nursing?  Y  N  
Hispanic?  Y  N

Check one or more.  
 Native American  
 Asian  
 Black  
 Pacific Islander  
 White

Programs you and your family use.  
 School meals  
 Subsidized reservation foods  
 Food Stamp  
 Other  
 CalFresh (Food stamps, SNAP)  
 CalWORKS (TANF)  
 Emergency food (pantry, food bank, commodity)  
 WIC

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EFNEP Expanded Food and Nutrition Education Program  
**Adult Questionnaire**

Name: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Please mark the response that **best** describes how you **usually** do things.

1. How many **times a day** do you eat fruit?  
Examples of fruits are apples, bananas, oranges, grapes, pears, melon and berries. Include fresh, frozen, dried, or canned fruit. Do not include juice.  
 I rarely eat fruit  
 Less than 1 time a day (a couple times a week)  
 1 time a day  
 2 times a day  
 3 or more times a day

2. How many **times a day** do you eat vegetables?  
Examples of vegetables are green salad, corn, green beans, carrots, potatoes, greens, and squash. Include fresh, canned, and frozen vegetables. Do not count french fries, potato chips, or rice.  
 I rarely eat vegetables  
 Less than 1 time a day (a couple times a week)  
 1 time a day  
 2 times a day  
 3 or more times a day

3. How many different kinds of vegetables do you usually eat a day?  
 I rarely eat vegetables  
 1 kind a day  
 2 kinds a day  
 3 kinds a day  
 4 or more kinds a day

4. How many **times a day** do you drink milk or soy milk?  
Do not count almond or coconut milk, or milk with cereal.  
 I do not drink milk  
 I rarely drink milk  
 1 time a day  
 2 times a day  
 3 or more times a day

5. Over the last week, **how many days** did you eat red and orange vegetables?  
Examples of red or orange vegetables are tomatoes, red peppers, carrots, sweet potatoes, winter squash, and pumpkins.  
 I did not eat red or orange vegetables  
 1 day a week  
 2 days a week  
 3 days a week  
 4 days a week  
 5 days a week  
 6-7 days a week

Turn page over for more

EFNEP Expanded Food and Nutrition Education Program  
**Food Tracker**  
What I ate yesterday  
DO NOT COPY

Name: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

EFNEP Expanded Food and Nutrition Education Program  
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# Distributing Surveys to Participants

Qualtrics has six distribution options:

1. Anonymous Link

2. Emails

3. Personal Links

4. Social Media

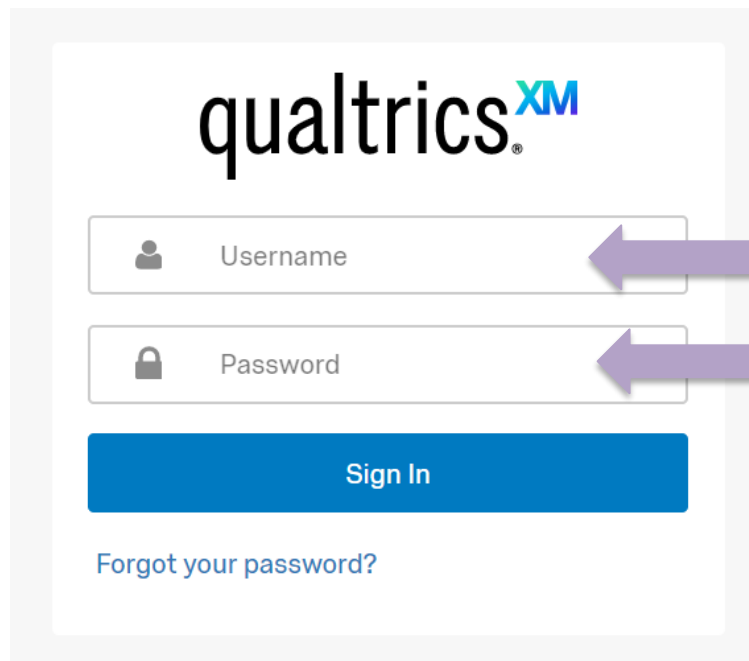
5. Offline App

6. QR Code

# Distributing Surveys to Participants

Steps to distribute a survey:

1. Log into [Qualtrics](#)



The image shows a screenshot of the Qualtrics XM login interface. At the top, the logo "qualtrics<sup>XM</sup>" is displayed. Below the logo are two input fields: "Username" with a person icon and "Password" with a lock icon. Two purple arrows point from the right towards these fields. Below the input fields is a blue "Sign In" button. At the bottom of the form, there is a link that says "Forgot your password?".

# Distributing Surveys to Participants

> Project name ▾

Search projects...

Create new project

Type	Project name ↑	Last modified	Status	Creation date	Responses
★  Survey	Project Name	Jan 25, 2021	● Active	Aug 12, 2020	<ul style="list-style-type: none"><li>Close</li><li>Collaborate</li><li>Reveal in folder</li><li>Rename project</li><li>Copy project</li><li>Edit survey</li><li>Preview survey</li><li>Translate survey</li><li>Distribute survey</li><li>Data &amp; Analysis</li><li>View reports</li></ul>
★  Survey	Project Name	Dec 4, 2020	● Active	Aug 12, 2020	
★  Survey	Project Name	Dec 11, 2020	● Active	Dec 8, 2020	
★  Survey	Project Name	Jan 8, 2021	● Active	Dec 9, 2020	
★  Survey	Project Name	Jan 25, 2021	● Active	Aug 26, 2020	
★  Survey	Project Name	Jan 25, 2021	● Active	Aug 26, 2020	
★  Survey	Project Name	Dec 4, 2020	● Active	Aug 12, 2020	
★  Survey	Project Name	Dec 4, 2020	● Active	Aug 26, 2020	

# Distributing Surveys to Participants

Pause Response Collection

+ Distribute Survey

Distribution Summary

- Anonymous Link
- Emails
- Personal Links
- Social Media
- Offline App
- QR Code

Recent Responses



# Distributing Surveys to Participants

How do you want to distribute your survey?



Email



Web



Social



Mobile



Online Panel

Send with Qualtrics

 Compose Email

Use your own email system

 Get a single reusable link

 Generate a trackable link for each contact

Cancel

# Distributing Surveys to Participants

How do you want to distribute your survey?



Email



Web



Social



Mobile



Online  
Panel

Embed your survey link on a website



Use Anonymous Link

Target specific customers on your website or app



Create Website Feedback Intercepts

Cancel

# Distributing Surveys to Participants

How do you want to distribute your survey?



Email



Web



Social



Mobile



Online  
Panel

Post your survey to a variety of social networks



Use Social Media

Cancel

# Distributing Surveys to Participants

How do you want to distribute your survey?



Email



Web



Social




Mobile




Online Panel


Send your survey to mobile phones using SMS

 Text Message

Take the survey without an internet connection

 Use the Offline App

Scan a printed QR Code with your mobile phone

 Use a QR Code

Collect feedback from your customers in your mobile app using the App SDK

 Mobile App SDK

Cancel



# Distributing Surveys to Participants

- Currently, EFNEP counties are using **anonymous links** provided by the State Office.
- Educators should work with their supervisor to determine the best way to distribute surveys to participants.

# Data Requirements

All participant data collected in Qualtrics must be entered into WebNEERS.



# Adult Questionnaire Coding Handout



ENTRY  EXIT

NAME	DATE
------	------

## Adult Questionnaire

Please mark the response that **best** describes how you **usually** do things.

Survey coding is written in red. All responses correspond to a number on the WebNEERS survey entry screen. If no response is selected, or more than one response is selected, enter a minus (-) sign to indicate "no response."

1. How many **times a day** do you eat fruit?

Examples of fruits are apples, bananas, oranges, grapes, raisins, melon and berries. Include fresh, frozen, dried, or canned fruit. *Do not include juice.*

- 1  I rarely eat fruit
- 2  Less than 1 time a day (a couple times a week)
- 3  1 time a day
- 4  2 times a day
- 5  3 times a day
- 6  4 or more times a day

2. How many **times a day** do you eat vegetables?

Examples of vegetables are green salad, corn, green beans, carrots, potatoes, greens, and squash. Include fresh, canned, and frozen vegetables. *Do not count french fries, potato chips, or rice.*

- 1  I rarely eat vegetables
- 2  Less than 1 time a day (a couple times a week)
- 3  1 time a day
- 4  2 times a day
- 5  3 times a day
- 6  4 or more times a day

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

- 1  I rarely eat vegetables
- 2  1 kind a day
- 3  2 kinds a day
- 4  3 kinds a day
- 5  4 or more kinds a day

4. How many **times a day** do you drink milk or soymilk?

*Do not count almond or coconut milk, or milk with cereal.*

- 1  I do not drink milk
- 2  I rarely drink milk
- 3  1 time a day
- 4  2 times a day
- 5  3 or more times a day

5. Over the last week, **how many days** did you eat red and orange vegetables?

Examples of red or orange vegetables are tomatoes, red peppers, carrots, sweet potatoes, winter squash, and pumpkin.

- 1  I did not eat red or orange vegetables
- 2  1 day a week
- 3  2 days a week
- 4  3 days a week
- 5  4 days a week
- 6  5 days a week
- 7  6-7 days a week

Turn page over for more →  
May 2020

EFNEP Adult Evaluation Survey Questionnaire Coding Scoring Handout is now available.

California EFNEP Website →  
For Staff → [Adult EFNEP Resources](#)



# Adult Questionnaire Coding Handout

- Coding is giving an answer a number value.
- Coding sheets are helpful when WebNEERS text for data entry do not match text on the Adult Questionnaire.

## Adult Questionnaire

1. How many **times a day** do you eat fruit?

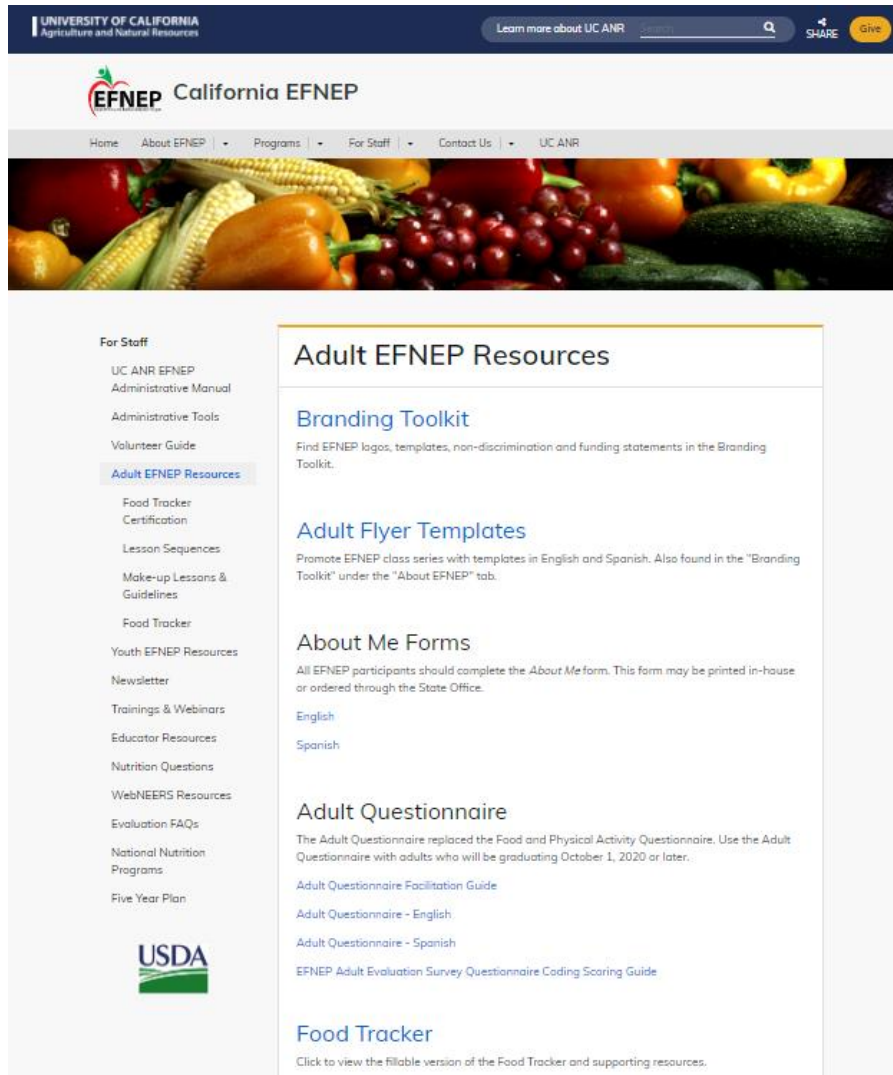
Examples of fruits are apples, bananas, oranges, grapes, raisins, melon and berries. Include fresh, frozen, dried, or canned fruit. *Do not include juice.*

- 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

## WebNEERS

Question	Response	N/A	1	2	3	4	5	6
1. Eat fruit more often each day	-	Please enter a value from 1 to 6						

# Adult Questionnaire Coding Handout



The screenshot shows the California EFNEP website. At the top, there is a dark blue header with the University of California Agriculture and Natural Resources logo and a search bar. Below the header is a navigation menu with links for Home, About EFNEP, Programs, For Staff, Contact Us, and UC ANR. A large image of fresh vegetables is displayed below the navigation. The main content area is titled 'Adult EFNEP Resources' and features several sections: 'Branding Toolkit', 'Adult Flyer Templates', 'About Me Forms', 'Adult Questionnaire', and 'Food Tracker'. A sidebar on the left lists various resources for staff, with 'Adult EFNEP Resources' highlighted. The USDA logo is visible in the bottom left corner.

UNIVERSITY OF CALIFORNIA  
Agriculture and Natural Resources

Learn more about UC ANR

California EFNEP

Home | About EFNEP | Programs | For Staff | Contact Us | UC ANR

**For Staff**

- UC ANR EFNEP Administrative Manual
- Administrative Tools
- Volunteer Guide
- Adult EFNEP Resources**
- Food Tracker Certification
- Lesson Sequences
- Make-up Lessons & Guidelines
- Food Tracker
- Youth EFNEP Resources
- Newsletter
- Trainings & Webinars
- Educator Resources
- Nutrition Questions
- WebNEERS Resources
- Evaluation FAQs
- National Nutrition Programs
- Five Year Plan

**Adult EFNEP Resources**

**Branding Toolkit**  
Find EFNEP logos, templates, non-discrimination and funding statements in the Branding Toolkit.

**Adult Flyer Templates**  
Promote EFNEP class series with templates in English and Spanish. Also found in the "Branding Toolkit" under the "About EFNEP" tab.

**About Me Forms**  
All EFNEP participants should complete the *About Me* form. This form may be printed in-house or ordered through the State Office.  
[English](#)  
[Spanish](#)

**Adult Questionnaire**  
The Adult Questionnaire replaced the Food and Physical Activity Questionnaire. Use the Adult Questionnaire with adults who will be graduating October 1, 2020 or later.  
[Adult Questionnaire Facilitation Guide](#)  
[Adult Questionnaire - English](#)  
[Adult Questionnaire - Spanish](#)  
[EFNEP Adult Evaluation Survey Questionnaire Coding Scoring Guide](#)

**Food Tracker**  
Click to view the fillable version of the Food Tracker and supporting resources.

USDA

California EFNEP Website →  
For Staff → [Adult EFNEP Resources](#)



UNIVERSITY OF CALIFORNIA  
Agriculture and Natural Resources



For Staff

UC ANR EFNEP  
Administrative Manual

Administrative Tools

Volunteer Guide

**Adult EFNEP Resources**

Food Tracker  
Certification

Lesson Sequences

Make-up Lessons &  
Guidelines

Food Tracker

Youth EFNEP Resources

Newsletter

Trainings & Webinars

Educator Resources

Nutrition Questions

WebNEERS Resources

Evaluation FAQs

National Nutrition  
Programs

Five Year Plan



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Adult Questionnaire Facilitation Guide

Adult Questionnaire - English

Adult Questionnaire - Spanish

EFNEP Adult Evaluation Survey Questionnaire Coding Scoring Guide

### Food Tracker

Click to view the fillable version of the Food Tracker and supporting resources.

# Adult EFNEP Questionnaire Facilitation Guide REVISED

EXPANDED FOOD AND NUTRITION EDUCATION PROGRAM  
JUNE 2020 REVISION

Developed by: Karen Barale, Washington State University  
Reviewers: Catalina Aragón, Washington State University; Debra Palmer-Cawson, Rutgers University; Brigit McDermott, Katie McGinn, Colorado State University; Kate Yonka, University of Idaho

Revised by: Karen Barale, Washington State University and Melissa Casey, University of Washington  
Reviewers: Susan Baker, Brigit McDermott, Colorado State University; Kate Yonka, University of Idaho; Karen Frank, University of Tennessee; Catalina Aragón, Washington State University

Portions adapted with permission from:

Baker, S., & McGinn, K. (2017). *Being Smart + Being Active: Paperwork Booklet*. Colorado State University Extension EFNEP, Colorado State University. Copyright 2017. <https://www.ext.colostate.edu/pubs/efnep/being-smart-being-active-booklet.pdf>  
Townsend ML, Gonthavara C, Smith D, Donohue S. *EFNEP Checklist Instruction Guide*. Cherrillo. Version 3 For FY 2013-14. October 2013.



For Staff

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[Adult Questionnaire - Spanish](#)

[EFNEP Adult Evaluation Survey Questionnaire Coding Scoring Guide](#)

### Food Tracker

Click to view the fillable version of the Food Tracker and supporting resources.



NAME:

DATE:

## Adult Questionnaire

Please mark the response that **best** describes how you **usually** do things.

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Examples of **fruits** are apples, bananas, oranges, grapes, raisins, melon and berries. Include fresh, frozen, dried, or canned fruit. Do not include juice.

- I rarely eat fruit
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- 1 time a day
- 2 times a day
- 3 times a day
- 4 or more times a day

2. How many **times a day** do you eat vegetables?

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- 2 times a day
- 3 times a day
- 4 or more times a day

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

- I rarely eat vegetables
- 1 kind a day
- 2 kinds a day
- 3 kinds a day
- 4 or more kinds a day

4. How many **times a day** do you drink milk or soy milk?

Do not count almond or coconut milk, or milk with cereal.

- I do not drink milk
- I rarely drink milk
- 1 time a day
- 2 times a day
- 3 or more times a day

5. Over the last week, **how many days** did you eat red and orange vegetables?

Examples of **red or orange vegetables** are tomatoes, red peppers, carrots, sweet potatoes, winter squash, and pumpkin.

- I did not eat red or orange vegetables
- 1 day a week
- 2 days a week
- 3 days a week
- 4 days a week
- 5 days a week
- 6-7 days a week

Turn page over for more 

May 2020





For Staff

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[Adult Questionnaire - English](#)

[Adult Questionnaire - Spanish](#)

[EFNEP Adult Evaluation Survey Questionnaire Coding Scoring Guide](#)

### Food Tracker

Click to view the fillable version of the Food Tracker and supporting resources.



NAME

DATE

## Adult Questionnaire

Please mark the response that **best** describes how you **usually** do things.  
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- 1. How many times a day do you eat fruit?**  
Examples of fruits are apples, bananas, oranges, grapes, raisins, melon and berries. Include fresh, frozen, dried, or canned fruit. Do not include juice.
  - 1  I rarely eat fruit
  - 2  Less than 1 time a day (a couple times a week)
  - 3  1 time a day
  - 4  2 times a day
  - 5  3 times a day
  - 6  4 or more times a day
- 2. How many times a day do you eat vegetables?**  
Examples of vegetables are green salad, corn, green beans, carrots, potatoes, greens, and squash. Include fresh, canned, and frozen vegetables. Do not count French fries, potato chips, or rice.
  - 1  I rarely eat vegetables
  - 2  Less than 1 time a day (a couple times a week)
  - 3  1 time a day
  - 4  2 times a day
  - 5  3 times a day
  - 6  4 or more times a day
- 3. How many different kinds of vegetables do you usually eat a day?**
  - 1  I rarely eat vegetables
  - 2  1 kind a day
  - 3  2 kinds a day
  - 4  3 kinds a day
  - 5  4 or more kinds a day
- 4. How many times a day do you drink milk or soy milk?**  
Do not count almond or coconut milk, or milk with cereal.
  - 1  I do not drink milk
  - 2  I rarely drink milk
  - 3  1 time a day
  - 4  2 times a day
  - 5  3 or more times a day
- 5. Over the last week, how many days did you eat red and orange vegetables?**  
Examples of red or orange vegetables are tomatoes, red peppers, carrots, sweet potatoes, winter squash, and pumpkin.
  - 1  I did not eat red or orange vegetables
  - 2  1 day a week
  - 3  2 days a week
  - 4  3 days a week
  - 5  4 days a week
  - 6  5 days a week
  - 7  6-7 days a week

Turn page over for more 



# Exporting Data









- Two options for viewing reports
  1. PDF Report
  2. Numeric Value Report



# Exporting Data: PDF Report

1. Log into Qualtrics
2. View “Data & Analysis”

Type	Project name ↑	Last modified	Status	Creation date	Responses	⚙️
★  Survey	Entry Adult Questionnaire_Spanish v.3 - 8.21.20 Fresno	Sep 24, 2020	● Active	Aug 26, 2020		⋮
★  Survey	Exit Adult Questionnaire_Spanish v.3 - 8.21.20 - Fresno	Sep 24, 2020	● Active	Aug 26, 2020		⋮
★  Survey	Entry Adult Questionnaire_English v.2 - 8.10.20	Sep 24, 2020	● Active	Aug 12, 2020		⋮
★  Survey	Exit Adult Questionnaire_English v.2 -8.10.20	Sep 24, 2020	● Active	Aug 12, 2020		⋮
★  Survey	Fresno - Tell Us About Your Experience	Aug 12, 2020	● Active	Aug 12, 2020		⋮
★  Survey	Tell Us About Your Experience - Spanish - Fresno	Aug 26, 2020	● Active	Aug 26, 2020		⋮

1 of 1

Close

Collaborate

Rename project

Copy project

Edit survey

Preview survey

Translate survey

Distribute survey

**Data & Analysis**

View reports

Delete project

# Exporting Data: PDF Report

3. Click “Actions”

4. Click “Export to PDF”

The screenshot displays a data management interface. At the top, there are three buttons: 'Export & Import' (with a download icon), 'Edit' (with a pencil icon), and 'Tools' (with a wrench icon). Below these is a table with a header row containing 'Q61 - ¿Es usted hispano/latino?' and 'Actions'. The table has three rows, each with a 'Sí' button in the first column and a dropdown arrow in the second column. The dropdown arrow in the second row is circled in red, and its menu is open, showing the following options: 'View Response', 'Delete Response', 'Retake Response', 'Retake as New Response', and 'Export to PDF'. The 'Export to PDF' option is highlighted with a blue background.

# Exporting Data: PDF Report

5. Enter a File Name

6. Click “Export”

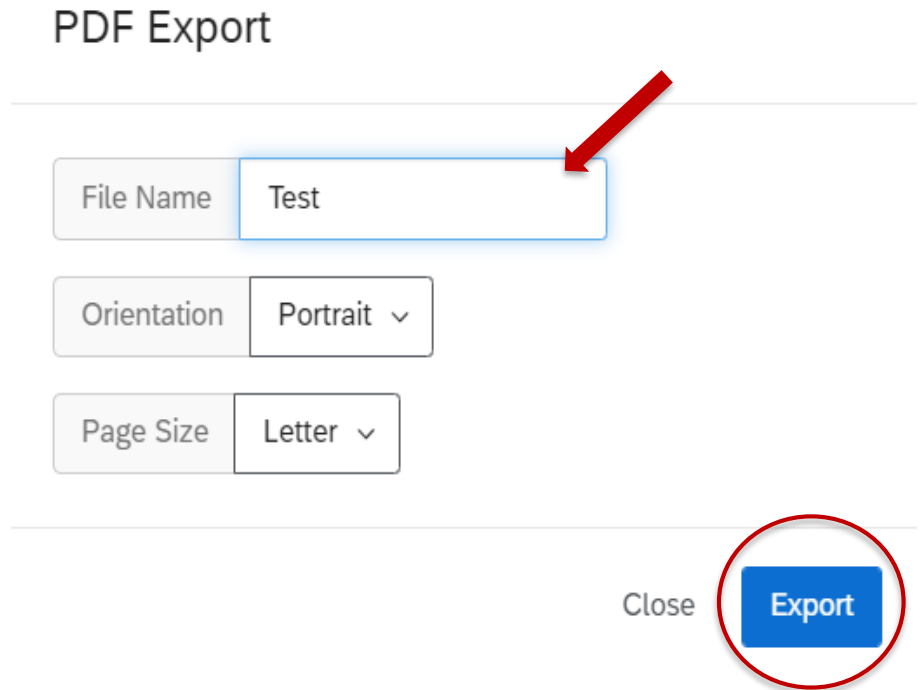
PDF Export

---

File Name	<input type="text" value="Test"/>
Orientation	Portrait ▾
Page Size	Letter ▾

---

Close



# Exporting Data: PDF Report

## 7. Use the **PDF report** and the **Adult Questionnaire Coding Handout** to assign numeric values to each participant response.

### Q50. Adult Questionnaire

For the next questions, please mark the response that **best** describes how you **usually** do things. There are no right or wrong answers. Usually, the first answer you think is the best.

#### Q5. 1. How many times a day do you eat fruit?

Examples of **fruits** are apples, bananas, oranges, grapes, raisins, melon and berries. Include fresh, frozen, dried, or canned fruit. **Do not include juice.**

- 1 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

#### Q6. 2. How many times a day do you eat vegetables?

Examples of **vegetables** are green salad, corn, green beans, carrots, potatoes, greens, and squash. Include fresh, canned, and frozen vegetables. **Do not count french fries, potato chips, or rice.**

- 1 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



NAME  DATE

### Adult Questionnaire

Please mark the response that **best** describes how you **usually** do things.

Survey coding is written in red. All responses correspond to a number on the WebNEERS survey entry screen. If no response is selected, or more than one response is selected, enter a minus (-) sign to indicate "no response."

#### 1. How many **times a day** do you eat fruit?

Examples of fruits are apples, bananas, oranges, grapes, raisins, melon and berries. Include fresh, frozen, dried, or canned fruit. **Do not include juice.**

- 1  1 rarely eat fruit
- 2  Less than 1 time a day (a couple times a week)
- 3  1 time a day
- 4  2 times a day
- 5  3 times a day
- 6  4 or more times a day

#### 2. How many **times a day** do you eat vegetables?

Examples of vegetables are green salad, corn, green beans, carrots, potatoes, greens, and squash. Include fresh, canned, and frozen vegetables. **Do not count french fries, potato chips, or rice.**

- 1  1 rarely eat vegetables
- 2  Less than 1 time a day (a couple times a week)
- 3  1 time a day
- 4  2 times a day
- 5  3 times a day
- 6  4 or more times a day

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

- 1  1 rarely eat vegetables
- 2  1 kind a day
- 3  2 kinds a day
- 4  3 kinds a day
- 5  4 or more kinds a day

#### 4. How many **times a day** do you drink milk or soymilk?

**Do not count almond or coconut milk, or milk with cereal.**

- 1  1 do not drink milk
- 2  1 rarely drink milk
- 3  1 time a day
- 4  2 times a day
- 5  3 or more times a day

#### 5. Over the last week, **how many days** did you eat red and orange vegetables?


Examples of red or orange vegetables are tomatoes, red peppers, carrots, sweet potatoes, winter squash, and pumpkin.

- 1  1 did not eat red or orange vegetables
- 2  1 day a week
- 3  2 days a week
- 4  3 days a week
- 5  4 days a week
- 6  5 days a week
- 7  6-7 days a week

Turn page over for more →

# Exporting Data: PDF Report

## 8. Enter the numeric values into WebNEERS



NAME  DATE

ENTRY  EXIT

### Adult Questionnaire

Please mark the response that **best** describes how you **usually** do things.

Survey coding is written in red. All responses correspond to a number on the WebNEERS survey entryscreen. If no response is selected, or more than one response is selected, enter a minus (-) sign to indicate "no response."

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

1 I rarely eat fruit  
 2 Less than 1 time a day (a couple times a week)  
 3 1 time a day  
 4 **2 times a day**  
 5 **3 times a day**  
 6 4 or more times a day

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

1 I rarely eat vegetables  
 2 Less than 1 time a day (a couple times a week)  
 3 1 time a day  
 4 2 times a day  
 5 3 times a day  
 6 4 or more times a day

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

1 I rarely eat vegetables  
 2 1 kind a day  
 3 2 kinds a day  
 4 3 kinds a day  
 5 4 or more kinds a day

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

1 I do not drink milk  
 2 I rarely drink milk  
 3 1 time a day  
 4 2 times a day  
 5 3 or more times a day

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

1 I did not eat red or orange vegetables  
 2 1 day a week  
 3 2 days a week  
 4 3 days a week  
 5 4 days a week  
 6 5 days a week  
 7 6-7 days a week

Turn page over for more →

May 2020

Questionnaire Date

Questionnaire Type


### Adult Evaluation Survey

Question	Response	N/R	1	2	3	4	5	6	7
1. Eat fruit more often each day	<input type="text" value="5"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Eat vegetables more often each day	<input type="text" value="-"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. How many different kinds of vegetables do you usually eat in a day?	<input type="text" value="-"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. How many times a day do you drink milk or soymilk?	<input type="text" value="-"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. Eat red and orange vegetables more often each week	<input type="text" value="-"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. Eat dark green vegetables more often each week	<input type="text" value="-"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. Over the last week, how many days did you eat beans and peas?	<input type="text" value="-"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



# Exporting Data: Numeric Value Report

1. Log into Qualtrics
2. View “Data & Analysis”

Type	Project name ↑	Last modified	Status	Creation date	Responses	⚙
★  Survey	Entry Adult Questionnaire_Spanish v.3 - 8.21.20 Fresno	Sep 24, 2020	● Active	Aug 26, 2020		⋮
★  Survey	Exit Adult Questionnaire_Spanish v.3 - 8.21.20 - Fresno	Sep 24, 2020	● Active	Aug 26, 2020		⋮
★  Survey	Entry Adult Questionnaire_English v.2 - 8.10.20	Sep 24, 2020	● Active	Aug 12, 2020		⋮
★  Survey	Exit Adult Questionnaire_English v.2 -8.10.20	Sep 24, 2020	● Active	Aug 12, 2020		⋮
★  Survey	Fresno - Tell Us About Your Experience	Aug 12, 2020	● Active	Aug 12, 2020		⋮
★  Survey	Tell Us About Your Experience - Spanish - Fresno	Aug 26, 2020	● Active	Aug 26, 2020		⋮

1 of 1

Close

Collaborate

Rename project

Copy project

Edit survey

Preview survey

Translate survey

Distribute survey

**Data & Analysis**

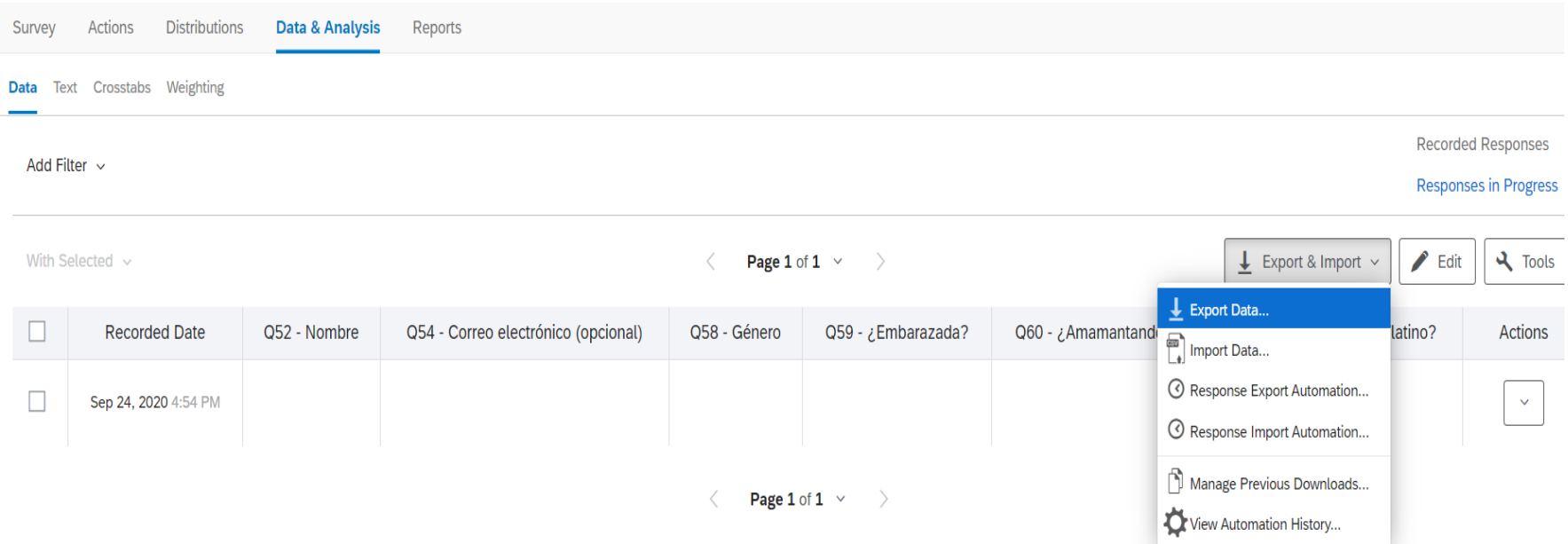
View reports

Delete project

# Exporting Data: Numeric Value Report

3. Click “ Export & Import”

4. Click “ Export Data...”



The screenshot shows a survey data analysis interface. At the top, there are tabs for 'Survey', 'Actions', 'Distributions', 'Data & Analysis' (which is selected), and 'Reports'. Below these, there are sub-tabs for 'Data', 'Text', 'Crosstabs', and 'Weighting'. The main area displays a table of survey data with columns for 'Recorded Date', 'Q52 - Nombre', 'Q54 - Correo electrónico (opcional)', 'Q58 - Género', 'Q59 - ¿Embarazada?', and 'Q60 - ¿Amamantando?'. A dropdown menu is open over the 'Export & Import' button, showing options: 'Export Data...', 'Import Data...', 'Response Export Automation...', 'Response Import Automation...', 'Manage Previous Downloads...', and 'View Automation History...'. The 'Export Data...' option is highlighted in blue. The table shows one row of data recorded on Sep 24, 2020 at 4:54 PM.

	Recorded Date	Q52 - Nombre	Q54 - Correo electrónico (opcional)	Q58 - Género	Q59 - ¿Embarazada?	Q60 - ¿Amamantando?	Actions
<input type="checkbox"/>	Sep 24, 2020 4:54 PM						<input type="checkbox"/>

# Exporting Data: Numeric Value Report

5. Select “Excel” or “Google Drive”

6. Select “Use numeric values”

7. Click “download”

Download a data table

[Use the legacy exporter](#)

CSV	TSV	<b>Excel</b>	XML	SPSS	Google Drive	User-submitted files
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Excel

Export your data as an XLSX file - an Excel-compatible format. If you have a very large number of responses, use TSV instead.

[Learn more](#)

Download all fields

Use numeric values

Use choice text

[More options](#)

[Close](#)

[Download](#)

# Exporting Data: Numeric Value Report

## 8. Format the excel spreadsheet

## 9. The numeric values correspond to the Adult Questionnaire Coding Scoring Handout

1. How many times a day do you eat fruit? <i>Examples of fruits are apples, bananas, oranges, grapes, raisins, melon and berries. Include fresh, frozen, dried, or canned fruit. Do not include juice.</i>	2. How many times a day do you eat vegetables? <i>Examples of vegetables are green salad, corn, green beans, carrots, potatoes, greens, and squash. Include fresh, canned, and frozen vegetables. Do not count french fries, potato chips, or rice.</i>	3. How many different kinds of vegetables do you usually eat a day?	4. How many times a day do you drink milk or soymilk? <i>Do not count almond or coconut milk, or milk with cereal.</i>
3	1	1	2
4	2	2	3
3	3	1	2
3	2	2	4
3	2	3	3
2	2	3	2
4	3	4	1
3	3	3	3
5	3	4	3
2	2	2	3

# Exporting Data: Numeric Value Report

## 10. Enter numeric values into WebNEERS

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

3

ena

Questionnaire Date  
00/00/0000

Questionnaire Type  
Exit

Adult Evaluation Survey

Question	Response	N/R	1	2	3	4	5	6	7
1 . Eat fruit more often each day	3	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
2 . Eat vegetables more often each day	-	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
3 . How many different kinds of vegetables do you usually eat in a day?	-	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
4 . How many times a day do you drink milk or soymilk?	-	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
5 . Eat red and orange vegetables more often each week	-	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6 . Eat dark green vegetables more often each week	-	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

# Roles and Responsibilities: Data

- Nutrition Supervisors/Managers are responsible for data management, providing reports to Educators, ensuring legibility of reports, monitoring data for completeness, adhering to and monitoring the sampling plan, and ensuring all data in Qualtrics is entered into WebNEERS.
- Nutrition Educators are responsible for enrolling all groups and 1:1 classes into the sampling plan, data collection, and data entry.
- Administrative staff can assist the Nutrition Supervisor with data management, data entry and other duties provided in their scope of work that relate to data.
- Advisors provide academic oversight.
- State Office is responsible for technical support.

*This is not an exhaustive list\**



# Subgroups and Filters: Data

## New and Continuing Federal and Institute Level Subgroups/Filters for FY2020-2021

Type	Name	Description	Youth or Adult
Federal	Temporary Remote Education	Temporary remote education due to shelter-in-place/COVID-19.	Adult and Youth
Federal	Online Data Collection	Use of online data collection such as Qualtrics, Google Forms, or other online data collection tools	Adult and Youth
Federal	EFNEP	EFNEP Programming	Adult
Institut a	100% At-Home 1:1	One-on-one check-in with enrolled participants via phone or video chat.	Adult
Institut a	100% At-Home Zoom Check-in	Check-in with enrolled participants as a group via Zoom	Adult
Institut a	100% At Home Zoom Class	Group teaching via Zoom	Adult
Institut a	3. EatFresh.org Mini-Course Series for EFNEP	EatFresh.org Mini-Course Series for EFNEP <i>(Training coming in Spring 2021)</i>	Adult
Institut a	4. ESBA Presentation Format	ESBA Presentation Format (PowerPoint)	Adult
Institut a	5a. Mode of Instruction: Zoom	The "Mode of Instruction" is the manner in which a class series is delivered. Select if the Educator conducts lessons on Zoom	Adult
Institut a	5b. Mode of Instruction: Telephone	The "Mode of Instruction" is the manner in which a class series is delivered. Select if the Educator conducts lessons on the telephone	Adult
Institut a	5c. Mode of Instruction: Hybrid - Telephone and Zoom	The "Mode of Instruction" is the manner in which a class series is delivered. Select if the Educator conducts one or more lessons on Zoom AND one or more lessons by telephone in the <u>same</u> series	Adult
Institut a	6. <u>Google/Zoom</u> for text messaging and reminders	Select if the Educator utilized <u>Google/Zoom</u> for text messaging and class reminders	Adult

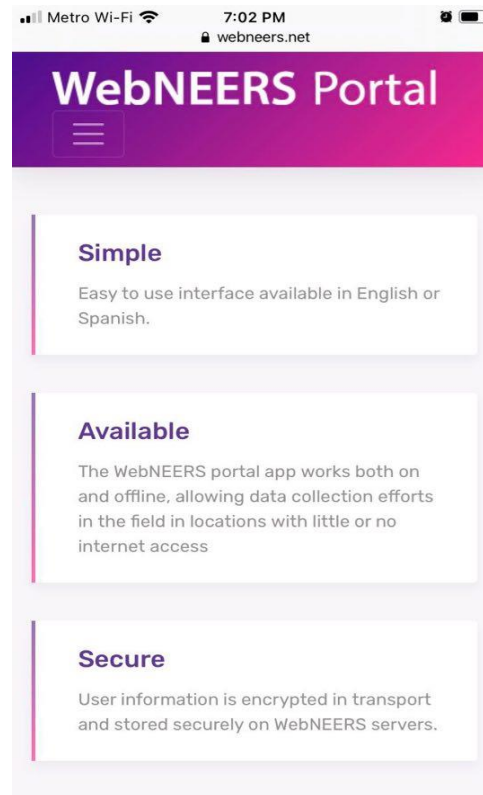
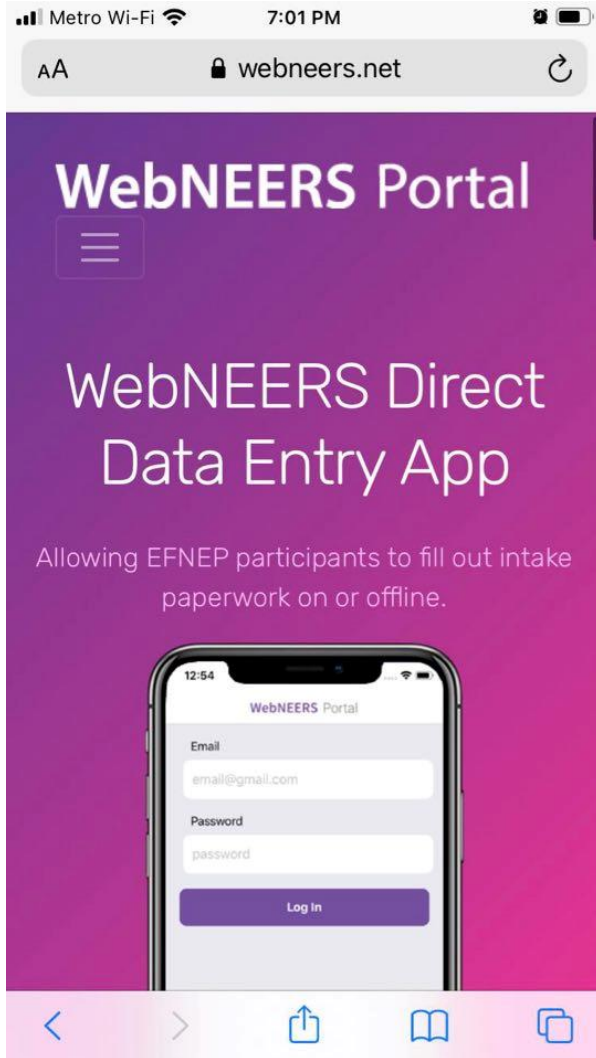
**Please note:** There are several new and continuing subgroups at the federal and institute level.

When enrolling adults, please select all that apply.

[View the list of new and continuing subgroups](#)

It's important that we have accurate, and reliable data.

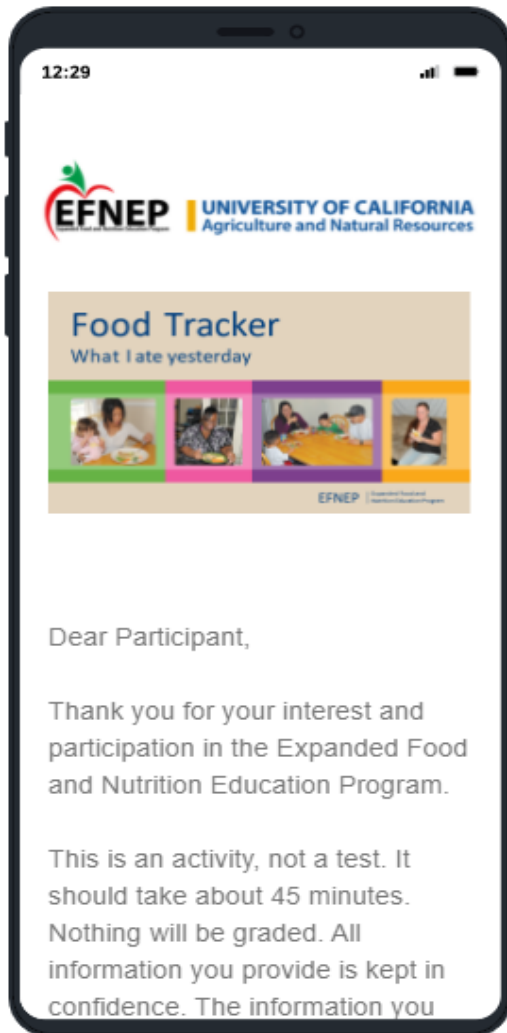
# What's Next?



- WebNEERS Direct Data Entry App
- In beta testing phase



# What's Next?



- *Food Tracker: What I ate Yesterday* will be available in Qualtrics
- Enrollment and Evaluation Survey
- Counties should begin to receive access the week of 2/1 and 2/8
- PowerPoint slides, fillable PDF and word formats are available on the [CA EFNEP Website](#)

# Thank You

If you have questions about information covered in this call please contact the State Office.

Shyra Murrey  
([smmurrey@ucanr.edu](mailto:smmurrey@ucanr.edu))



**UNIVERSITY OF CALIFORNIA**  
Agriculture and Natural Resources

# Next Call

April 5<sup>th</sup>, 2021

9:00 AM – 10:00 AM



**UNIVERSITY OF CALIFORNIA**  
Agriculture and Natural Resources