



EATING SMART

BEING ACTIVE

Eating Smart • Being Active Paperwork Booklet

Instructions

Who should use this booklet?

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

This booklet 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 booklet to help participants complete required forms. If your program does not use the EFNEP paperwork, you do not need this booklet.

Note: If you come across participants that struggle with reading and/or writing, be sensitive to their situation. Don't force them to complete the form during class if they don't want to. Discreetly offer to complete the form with them after class.

How to use this booklet

The instructions in the lesson plans for Lessons 1, 2, and 9 indicate when to use this booklet and the accompanying forms, visuals, and materials. Be sure the visuals are clearly displayed where participants can see them.

Complete the Entry form in *Lesson 1: Welcome to Eating Smart • Being Active*. Complete the 24-Hour Dietary Recall (referred to as the Entry Recall) in *Lesson 2: Get Moving*.

In *Lesson 9: Celebrate! Eat Smart & Be Active*, complete the 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 while pointing to each question on the visuals. 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 write their responses on the form(s).

Completing the paperwork in Lessons 1 and 9

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

Materials needed:

- Entry form if doing Lesson 1 OR Exit form if doing Lesson 9 (both can be found at www.eatingsmartbeingactive.com ► *For Program Leaders* ► *Paperwork* ► *Forms*)
- Paperwork visuals with Entry form if doing Lesson 1 or Paperwork visuals with Exit form if doing Lesson 9 (both can be purchased at www.eatingsmartbeingactive.com ► *Order Materials*)

Paperwork for Lesson 1

Note: Skip to page 6 if teaching Lesson 9.

Confidentiality

Pass out the Entry form for your program.

Explain the purpose and confidentiality of the paperwork.

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.

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



Entry Form
Page 1 Visual

Entry form page 1

Have participants complete all of the information as you walk them through every question and the answer choices. Be sure to point to the questions on the visuals as you walk participants through the paperwork.

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

- **Age** – please write in your age.
- **Female/Male** – please check female or male.
- **Pregnant/Breastfeeding** – if you are female, please indicate yes or no next to both pregnant and breastfeeding.
- **Where do you live?**

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

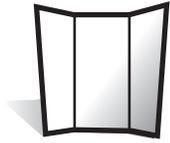
Note: If you don't know which best describes the cities, towns, and rural areas in your county, check with your supervisor.

- **Highest grade completed** – if you didn't graduate from high school or get a GED, write in the highest grade you completed. If you did graduate from high school or completed a GED, mark your highest level of education.
- **Monthly household cash income** – please indicate 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.
- **Ethnicity** – please mark the ethnicity you most closely identify with: Hispanic/Latino or Not Hispanic/Not Latino. Please choose only one.
- **Race** – please check the race or races you most closely identify with. Mark all races you identify with.

- o *American Indian or Alaskan Native*
- o *Asian*
- o *Black or African American*
- o *Native Hawaiian or other Pacific Islander*
- o *White*
- ***Household Members*** – *list the first name of everyone who lives with you. Next to the person’s name, list their age in years. If a household member is under one year of age, write their age in months, and please write “months” next to the number.*
- ***Programs that you and your family participate in*** – *check all programs that you and your family participate in.*
 - o *Free or reduced school lunch or breakfast*
 - o *Food Distribution on Indian Reservations (FDIR)*
 - o *SNAP (formerly food stamps)*
 - o *Head Start*
 - o *TANF*
 - o *TEFAP (Commodities)*
 - o *WIC*
 - o *Other*

If you check Other, please write the name of that assistance program on the line provided.

- *For Educator’s use only – leave this section blank.*



**Exit Form
Page 1 Visual**

**Paperwork for Lesson 9
Exit form page 1**

Note: Skip to page 7 if teaching Lesson 1.

Pass out the Exit form for your program.

As with the Entry form, the information you provide on this form will be kept confidential.

This form will help me see what changes you’ve made since our first lesson. There are no right or wrong answers. Please answer each question as we read through them together.

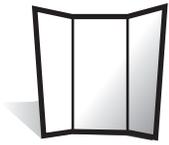
Have participants complete all of the information as you walk them through every question and the answer choices. Be sure to point to the questions on the visuals as you walk participants through the paperwork.

- **Contact information** – please include your first and last name, street number and name, your city and zip code, your phone number, and your email address if you have one.
- **Programs that you and your family participate in** – check all programs that you and your family participate in.
 - o Free or reduced school lunch or breakfast
 - o Food Distribution on Indian Reservations (FDIR)

- o SNAP (formerly food stamps)
- o Head Start
- o TANF
- o TEFAP (Commodities)
- o WIC
- o Other

If you check Other, please write the name of that assistance program on the line provided.

- ***Pregnant/Breastfeeding*** – if you are female, please indicate yes or no next to both pregnant and breastfeeding.
- ***Do you take nutritional supplements?*** – this includes vitamins, minerals, herbs, and things like protein powder. Please answer yes or no.
- ***How much money did you spend on food last month (money plus SNAP)?*** – remember SNAP is the new name for Food Stamps.
- ***How much moderate physical activity do you get on an average day?*** – less than 30 minutes, 30 to 60 minutes, more than 60 minutes. Remember that moderate activity means that you are somewhere between 3 and 6 on the intensity scale we talked about earlier in the Get Moving! lesson.
- ***For Educator's use only*** – leave this section blank.



Entry or Exit
Forms Pages 2,
3, and 4 Visuals

Entry and Exit forms pages 2, 3, and 4

Walk participants through each of the Food & Physical Activity Questionnaire questions and the response options.

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

Next we are going to go through several questions about your food and physical activity behaviors.

Please follow along as I read the questions. Do not skip ahead. Occasionally, a question won't apply to you. If that is the case, you may skip answering that question; otherwise, please answer all of the questions by checking the box for one of the answer choices.

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.

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 of 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.

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.

* Possible Participant Questions are from the Food and Physical Activity Questionnaire Facilitation Protocol developed by Karen Barale at Washington State University.

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.

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

Possible Participant Questions for #3.*

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

4. *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.

Possible Participant Questions for #4.*

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.

5. *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.

Possible Participant Questions for #5.*

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 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.

6. *How often do you drink fruit punch, fruit drinks, sweet tea, or sports drinks?*

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.

Possible Participant Questions for #6.*

Q: Does juice count?

A: Count if it is not labeled as 100% juice. Juice drink should be counted.

Q: I drink sweet tea made with sugar substitute. Does that count?

A: No

Q: I drink iced tea without sweetener. Does that count?

A: No

Q: I purchase sweetened iced tea. Does that count?

A: Yes

Q: I drink lemonade. Does that count?

A: Yes

7. *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.

Possible Participant Questions for #7.*

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.

8. *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.

Possible Participant Questions for #8.*

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.

9. *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.

Possible Participant Questions for #9.*

Q: Do these changes count?

- Taking the stairs instead of the elevator
- Using a push mower

A: Yes

10. *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.

Possible Participant Questions for #10.*

Q: I use hand sanitizer. Does that count?

A: No

11. *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.

Possible Participant Questions for #11.*

Q: I wipe the items with a towel. Does that count?

A: No

12. *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.

Possible Participant Questions for #12.*

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.

13. *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.

Possible Participant Questions for #13.*

Q: Does the pop-up thermometer in the Thanksgiving turkey count?

A: No

14. *In the past month, how often did you eat less than you wanted so there was more food for your family?*

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.

Possible Participant Questions for #14.*

Q: I skip dinner because I am trying to lose weight. Does that count?

A: No

Q: What if I ate less so my boyfriend could have more? Does that count?

A: Yes

15. *In the past month, how often did you not have enough money or another way to get enough food for your family (such as SNAP, WIC, or a food pantry)?*

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.

Possible Participant Questions for #15.*

Q: My mother gives me food so that we don't run out. What do I choose?

A: Check never.

16. *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.

Possible Participant Questions for #16.*

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

A: Yes

17. *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.

Possible Participant Questions for #17.*

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.

18. *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.

Possible Participant Questions for #18.*

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

19. *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.

Possible Participant Questions for #19.*

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

20. *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.

Possible Participant Questions for #20.*

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).

If your program uses only the 20 core questions, please stop here. Otherwise, continue on with the following questions as appropriate for your program.

If doing Lesson 1 and only the 20 questions, collect the Entry forms. Complete the gray boxes on page 1 of the Entry forms. If your program requires the completion of any other paperwork (such as

* Possible Participant Questions are from the Food and Physical Activity Questionnaire Facilitation Protocol developed by Karen Barale at Washington State University.

photo release forms or physical activity waivers), do this now, and collect them. Turn to page 31 for directions on turning in paperwork.

If doing Lesson 9 and only the 20 questions, move on to the 24-Hour Dietary Recall. Instructions and script for completing the 24-Hour Dietary Recall start on page 23 of this booklet.

21. *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.

22. *Over the last week, **how many days** did you eat beans and peas? Some examples are pinto beans, black beans, navy beans, chili beans, refried beans, pork and beans, bean soup, barbeque beans, chickpeas, split peas, and black-eyed peas. Please include any 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.

23. ***How many times a day** do you drink milk or soy milk? **Do not include almond or coconut milk or milk that you have 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.

24. 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.

25. 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.

26. How often do you drink energy drinks?

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.

27. **How many days a week** do you eat meals prepared outside of your home? Please include fast food, restaurants, ready-to-eat food from grocery stores, and food from gas stations or corner stores.

Please choose from: I rarely eat meals prepared outside of my 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.

28. 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.

29. *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.

30. *How often do you use 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.

31. *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.

32. *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.

If doing Lesson 1, stop here and collect the Entry forms. Complete the gray boxes on page 1. If your program requires the completion of any other paperwork (such as photo release forms or physical activity waivers), do this now, and collect them. Turn to page 31 for directions on turning in paperwork.

If doing Lesson 9, move on to the 24-Hour Dietary Recall on page 5 of the Exit form.

Completing the paperwork in Lessons 2 and 9

24-Hour 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.

Note: The 24-Hour Dietary Recall process in this booklet is based on the 5-Step Multiple Pass Method outlined in the Oklahoma State University Extension training.

Materials needed:

- Entry Recall form if doing Lesson 2 OR Exit form if doing Lesson 9 (both can be found at www.eatingsmartbeingactive.com ► *For Program Leaders* ► *Paperwork* ► *Forms*)
- 24-Hour Dietary Recall visual for either Lesson 2 or Lesson 9 (can be found for purchase at www.eatingsmartbeingactive.com ► *Order Materials*)
- 24-Hour Dietary Recall Kit (list and materials can be found at www.eatingsmartbeingactive.com ► *Resources for Implementation* ► *Activity*)



24-Hour Dietary Recall Visual

If teaching Lesson 2, give each participant an Entry Recall form. If teaching lesson 9, skip to page 25 and lead participants in completing the 24-Hour Dietary Recall on page 5 of the Exit Form.

- **Contact information** – please include your first and last name, street number and name, your city and zip code, a good phone number to reach you at, and your email address if you have one. This will help me match this form with the form you filled out in our previous lesson.
- **Do you take nutritional supplements?** – this includes vitamins, minerals, herbs, and things like protein powder. Please answer yes or no.
- **How much money did you spend on food last month (money plus SNAP)?** – remember SNAP is the new name for Food Stamps.
- **How much moderate physical activity do you get on an average day?** – less than 30 minutes, 30 to 60 minutes, more than 60 minutes. Remember that moderate activity means that you are somewhere between 3 and 6 on the intensity scale we talked about earlier in the lesson.
- **For Educator’s use only** – leave this section blank.

Walk participants through the 24-Hour Dietary Recall using the following 5-step, multiple-pass method.

I want to find out more about the foods you eat. The next questions will ask you about the foods and drinks you had yesterday. You can see that I have put some props out on the table.

Point to the recall kit materials set up before class.

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

Step 1: The Quick list

First, write down everything you remember eating yesterday, starting with what you ate and drank after you woke up yesterday and working through the day – breakfast, mid-morning snack, lunch, afternoon snack, dinner, after dinner snack – until you went to bed last night.

Note: Many participants ask if they should include water on their recall form. Water does not get entered into WebNEERS under the recall, so it is not necessary to list water on the recall form.

This is just a list of all the foods and drinks you had, not the amounts.

Step 2: Forgotten foods

After the participants have completed the quick list of all the foods and drinks they had yesterday, read the Forgotten Foods Script. Pause at least 10 seconds after each question to allow participants to think.

This is an important step to make sure all the foods that were eaten get recorded.

There are some foods people tend to forget that they ate. I am going to ask you a series of questions about commonly forgotten foods. If I mention a food or drink that you had yesterday but forgot to write down, write it down now.

- 1. Did you have any crackers, breads, rolls, or tortillas you may have forgotten about?*
- 2. How about any hot or cold cereals?*
- 3. Do you remember adding cheese as a topping on vegetables or on a sandwich?*
- 4. Did you have any chips, candy, nuts, or seeds?*
- 5. How about any fruit eaten with meals or as a snack?*
- 6. What about coffee, tea, soft drinks, or juices?*
- 7. Did you have any beer, wine, cocktails, or any other alcoholic drinks that you may have forgotten?*

Note: Wait 10 seconds after reading each question to read the next question.

Step 3: Time and occasion

Review the list of possible time and occasions when participants may have eaten foods they forgot about. Give participants time after each question to think about their answer and to add any foods to their list.

Sometimes we eat at times other than typical meal and snack times, and we may not always remember these foods. Think back to yesterday, and try to remember if you ate or drank anything during these common activities. Write down any foods you think of that you may have forgotten.

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!*

Note: Wait 10 seconds after reading each question to read the next question.

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?*

Step 4: Details

Have participants add details to their recalls. Step 4a includes food brands, condiments added, and finding out about all ingredients in mixed dishes. Below are examples of questions you can ask to get more details. You are not limited to these questions.

Next, let's add some details about the foods on your list.

- **Step 4 (a) – What was in that food?**
 - o *How was the food item prepared (fried, roasted, baked, broiled, steamed, etc.)? Write how the food was prepared next to the food item.*
 - o *Name the brand of food items or restaurant names. If you ate a packaged food product, add the brand name. If you ate at a restaurant, add the name of the restaurant.*
 - o *What type of bread (white, wheat, whole wheat, multi-grain, etc.)? Write down the type of bread.*

Note: Wait 10 seconds after reading each question to read the next question.

- o *If you ate rice, was it brown, white, or wild?*
- o *What type of crackers (saltines, whole wheat, etc.)?*
- o *What type of milk (skim, 1%, 2%, whole, rice milk, almond milk, soy milk, etc.)?*
- o *What cut of meat (chicken breast, leg, thigh, ground beef, sirloin, etc.)?*
- o *What kind of cereal (corn flakes, bran flakes, Cheerios™, Fruit Loops™, etc.)?*
- o *What toppings or condiments did you put on the food? (salad dressings; gravy on mashed potatoes; butter, sour cream, or bacon on a baked potato; butter/jam on toast; cream/sugar in coffee; ketchup on French fries; mustard/mayo on sandwiches; etc.)?*

- **Step 4 (b) – How much?**

For Step 4b, use your 24-Hour Dietary Recall Kit. Have participants add details of how much of each food they ate.

Now, let's add the amount of each food that you ate.

- *How much of each food on your list did you eat? Using the props on the table, determine how much of each food you ate.*

Note: Wait 10 seconds after reading each question to read the next question.

Pour out the amount that looks right on the

right size plate or bowl. Then, measure with measuring cups and spoons.

- o The loose, dry beans can be used to help you estimate the amount of foods such as cold cereal and vegetables.*
- o The uncooked rice can be used to help you estimate the amounts of foods such as mashed potatoes and oatmeal.*
- o The tennis ball is about the size of a medium piece of fruit.*
- o The deck of cards is about the same size as 3 ounces of meat.*
- o The different sizes of cups and plates can be used to match your dishes.*
- o The netted bags of beans represent the following amounts:*
 - ◆ ¼ cup*
 - ◆ ½ cup*
 - ◆ 1 cup*

Use the netted bags to determine the approximate amounts of foods you ate.

- o 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 pie slice shapes can represent slices of pie, cake, or pizza.*

Step 5: Final probe

Now, please review your list of foods, and add anything you may have missed. Review the details you have added to be sure they are correct.

Collect the Entry Recall forms or Exit forms, check for completeness, and put them in a safe place until you get back to the office.

Diet recall summaries

Some programs provide participants with a diet recall summary once the 24-Hour Dietary Recalls have been entered into the EFNEP reporting system, WebNEERS. If your program does provide these to participants, explain that here. If not, please skip this section.

Once these lists of foods get entered into our program reporting system, a summary of what you ate will be generated. I will bring those to our next class so that you can see how what you reported eating on this recall compares to the recommendations of how much to eat.

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

Turning in paperwork

If you enter paperwork into WebNEERS yourself, skip this section. Do data entry soon after class, and follow your program's protocols for filing paperwork.

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.

If you turn your paperwork into someone else for data entry, follow these steps:

1) Review paperwork for completeness. Make any notes of unanswered questions (for example, if someone didn't complete a question about their children because they don't have children, make a note next to that question that the participant doesn't have children). Doing this will help the person entering the data know that the question was intentionally skipped.

2) Complete the gray box on each participant's Entry form, Entry Recall form, or Exit form.

3) Make copies of each Entry form, Entry Recall form, or Exit form for your records and file in a safe place.

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

5) Entry forms and Entry Recall forms

Mail the original Entry forms, Entry Recall forms, and 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 is complete. Keep the attendance form somewhere safe but accessible as you will most likely need to use it during each class.

Note: Remember to keep paperwork secure and confidential. Do not leave it lying out on a desk or a copy machine. File originals and copies in a safe, secure location.

Exit forms

Mail the original Exit forms and the original class attendance or registration form to the office where your program's data entry occurs.

- 6) 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 Paperwork Booklet.*



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