

## Instructions for Administering the Napa County Food Program Survey

Thank you for assisting us with administering the Napa County Food Program Survey! The aim of this survey is to learn more about the barriers food-insecure individuals encounter that prevent them from accessing food assistance services in Napa County. Our aim is to survey the following priority populations: 1) elderly, 2) Hispanic/Latino, 3) families with youth, 4) residents of low-income neighborhoods, and 5) homeless individuals.

### 1. Target Goal # and Survey Language Options

Your site has been given a target goal of collecting \_\_\_\_ surveys. This packet includes hard copies of the surveys in the following languages:

\_\_\_\_\_ English \_\_\_\_\_ Spanish \_\_\_\_\_ Tagalog

Please make these surveys available to participants so that they can complete the survey in their preferred language.

You may need to administer the surveys over multiple days/events in order to reach your target goal. If you aren't able to complete your target goal of surveys, that's okay – we appreciate your efforts!

### 2. Materials Needed

- Surveys (enclosed in this packet)
- Blue or black ink pens (preferably ball-point)
- Clipboards or a writing surface
- [Red] Collection Folder for completed surveys (enclosed in this packet)

### 3. Planning for the Surveys

- Plan ahead and pick a date or event when you know a group of participants will be available and have time to complete the survey (5 minutes). Try to ensure that the opportunity to complete the survey will be available to a diverse group of individuals in the priority populations (elderly, Hispanic/Latino, families with youth, residents of low-income neighborhoods, and/or homeless).
- If you choose to administer the surveys when individuals are receiving services (e.g., meals), consider asking them to complete the survey after they have received services. **Ensure that participants know that the survey is voluntary and is not a requirement in order to receive services.**
- Have a point person available to answer questions about the survey and to collect completed surveys.

### 4. Survey Administration

We recommend using one of the following methods for administering the surveys:

**Method A:** If your target goal # of surveys is greater than or equal to the number of participants available to complete the survey:

Make the survey available to everyone. Consider asking people to complete the survey as they arrive or before they leave, or making an announcement to the group with instructions for completing the survey.

**Method B:** If your target goal # of surveys is less than the number of participants available to complete the survey:

Invite every 5<sup>th</sup> participant to complete a survey. For example, this could be every 5<sup>th</sup> person that arrives to receive services. This will help to ensure that all participants have a fair chance of being selected to complete the survey, and will also help include a diverse sample (for example, clients who arrive early may differ from clients who arrive late).

Important Instructions:

- Ensure that participants have privacy when completing the surveys.
- Ensure that a staff member or volunteer is available to answer questions and collect back the completed surveys.
- Do not look at participants' answers when you collect back the surveys.
- Ensure that all completed surveys are placed in the [Red] Collection Folder.

## 5. Next Steps

Once you have collected your target goal # of surveys OR once the deadline for collecting surveys has been reached ([Insert Date]), contact Jennifer Palmer with Napa County Health and Human Services at (707) 299-1975 or [Jennifer.Palmer@countyofnapa.org](mailto:Jennifer.Palmer@countyofnapa.org) to arrange for the surveys to be picked up. Thank you again for your participation!

For more information, please review the survey administration training video:  
<http://s-r-g.org/napa-county-food-study/>

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SITE: