



Memorandum

#12-012

TO: WIC Regional Directors
WIC Local Agency Directors

FROM: Linda Brumble, Unit Manager
Nutrition Education/Clinic Services Unit
Nutrition Services Section

DATE: February 17, 2012

SUBJECT: Client New Lesson Evaluation Surveys

Client New Lesson Evaluation Surveys are being reprinted and additional Scantron surveys will be mailed to you with an instructor guide (copy included with this memo) in the next two or three weeks. In order to assist the State Agency in developing lessons that best meet your client's needs, please continue to have 30 clients complete an evaluation form for each newly released lesson your agency uses.

This survey takes about 5 minutes to complete and should be used in place of any preexisting client lesson evaluations currently being used. Each new class lesson plan will be dated with a 3-month evaluation time frame. Once the evaluation period for the class has ended or your agency has collected 30 surveys for a new lesson, there is no need to send back any more surveys for that lesson.

If you have any questions, require additional information about the survey, or need additional surveys, please contact Debbie Lehman, Nutrition Education Consultant, at (512) 341-4517 or Debbie.Lehman@dshs.state.tx.us.

Attachment

WIC Client New Lesson Evaluation Survey

Instructor Guide

The Client New Lesson Evaluation Survey:

- Includes both English and Spanish on the same form
- Is two-sided
- Is a scannable form which can be filled out using black or blue pens or #2 pencils
- Should **not** be photocopied
- Should be filled out by about 30 clients per agency during the evaluation period dated on the lesson

Procedure:

1. Hand out the surveys at the end of class.
2. Review the process for filling in the bubbles (*see outline below*).
3. Clients fill out the survey.
4. Collect the surveys at the end of class and place in envelope to mail back to the state office.

Attn: NECS Administrative Assistant
Texas Department of State Health Services
PO Box 149347, Mail Code 1933
Austin, TX 78714-9347

Important! Read this to clients:

Today you are going to fill out a survey about this WIC class. The information will be used to help develop great WIC classes in the future. **Your answers will be kept private and will not affect your WIC benefits.**

FRONT PAGE OF SURVEY

Marking instructions:

- **Use blue or black ink pens or #2 pencils.**
- **Fill in the bubbles completely.** The examples show what we're looking for. Using an "x" or slash will not work so please follow the example closely.

LA Number and Lesson NE Code:

It is very important that these sections are filled out so we know which lesson is being evaluated. As the instructor, you have two options for doing this:

1. *Clients fill out codes.* Tell the clients (or write on a white board) the LOCAL AGENCY NUMBER and LESSON NE CODE and instruct the clients write the numbers in the space provided and fill in the bubbles below the numbers.

OR

2. *You or other agency staff pre-fill the codes.* Please write the numbers in the space provided and fill in the bubbles below the numbers.

BACK PAGE OF SURVEY

- Question 1: Please rate how well these words describe the class. Clients should mark one answer for each line.
- Questions 2 & 3: Clients should mark one answer for each question.
- Question 4: Clients should write their answer in the space provided.
- Question 5: Clients should mark one answer for each line.