



Memorandum

#11-142

TO: WIC Regional Directors
WIC Local Agency Directors

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

DATE: October 28, 2011

SUBJECT: *Client New Lesson Evaluation Surveys*

Client New Lesson Evaluation Surveys are now available. These Scantron surveys will be mailed out with an Instructor Guide (copy included) in the next couple of weeks. In order to assist the State Agency with developing lessons to help meet your client's needs, please ask 30 clients to complete an evaluation form for each new lesson that is used.

The *Client New Lesson Evaluation Survey* will take about 5 minutes to complete. This survey should be used in place of any pre-existing client lesson evaluations currently being used. Each new class client lesson plan will be dated with a 3-month evaluation time frame. Once the evaluation period for the new class has ended or you have collected 30 surveys, there is no need to send back any more surveys.

The following new lessons are available for evaluation through January 31, 2012.

BF-000-23, CCNE A Mother's Guide to Breastfeeding
CF-000-26, CCNE Great Tips for Feeding Kids
CF-000-27, CCNE Help Your Child Have a Healthy Weight
CF-000-28, CCNE Picky Eaters, Making Peace with Food
CH-000-23, CCNE Zobey's Barn Dance Party
DH-000-07, CCNE Healthy Children, Healthy Smiles
FE-000-08, CCNE Shop Smart and Save
GN-000-24, CCNE Cooking with WIC Approved Foods
GN-000-25, CCNE Healthy Media Diet
GN-000-26, CCNE Texas Chili Cook-Off
GN-000-27, CCNE Whole Grains, Whole Nutrition
GN-000-28, CCNE How Sweet is Your Drink?
NR-000-18, CCNE Building Strong Blood
PN-000-09, CCNE Postpartum Grab Bag

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 3-month 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.