

Check which food record:

Entry

Exit

No

Activity Level: Less than 30 min.

30-60 minutes

More than 60 min.

SERVING ABBREVIATIONS:

Tablespoon	= TBSP
Cup	= c
Teaspoon	= tsp
Pound	= lb
Ounce	= oz
Slice	= sl

[illegible]

ENTRY

Expanded Food and Nutrition Education Program Behavior Checklist

This is not a test. There are no wrong answers.
These are questions about the ways you plan and fix food.

1. Name: _____

2. Today's Date: _____

Circle the response that best describes how you usually do things.

1) How often do you plan meals ahead of time?	Never	Seldom	Sometimes	Most of the time	Almost always
2) How often do you compare prices before you buy food?	Never	Seldom	Sometimes	Most of the time	Almost always
3) How often do you run out of food before the end of the month?	Never	Seldom	Sometimes	Most of the time	Almost always
4) How often do you shop with a grocery list?	Never	Seldom	Sometimes	Most of the time	Almost always
5) This question is about meat and dairy foods. How often do you let these foods sit out for more than two hours?	Never	Seldom	Sometimes	Most of the time	Almost always
6) How often do you thaw frozen foods at room temperature?	Never	Seldom	Sometimes	Most of the time	Almost always
7) When deciding what to feed your family, how often do you think about healthy food choices?	Never	Seldom	Sometimes	Most of the time	Almost always
8) How often have you prepared foods without adding salt?	Never	Seldom	Sometimes	Most of the time	Almost always
9) How often do you use the "Nutrition Facts" on the food label to make food choices?	Never	Seldom	Sometimes	Most of the time	Almost always
10) How often do your children eat something in the morning within 2 hours of waking up?	Never	Seldom	Sometimes	Most of the time	Almost always

EXIT

Expanded Food and Nutrition Education Program Behavior Checklist

This is not a test. There are no wrong answers.
These are questions about the ways you plan and fix food.

1. Name: _____

2. Today's Date: _____

Circle the response that best describes how you usually do things.

1) How often do you plan meals ahead of time?	Never	Seldom	Sometimes	Most of the time	Almost always
2) How often do you compare prices before you buy food?	Never	Seldom	Sometimes	Most of the time	Almost always
3) How often do you run out of food before the end of the month?	Never	Seldom	Sometimes	Most of the time	Almost always
4) How often do you shop with a grocery list?	Never	Seldom	Sometimes	Most of the time	Almost always
5) This question is about meat and dairy foods. How often do you let these foods sit out for more than two hours?	Never	Seldom	Sometimes	Most of the time	Almost always
6) How often do you thaw frozen foods at room temperature?	Never	Seldom	Sometimes	Most of the time	Almost always
7) When deciding what to feed your family, how often do you think about healthy food choices?	Never	Seldom	Sometimes	Most of the time	Almost always
8) How often have you prepared foods without adding salt?	Never	Seldom	Sometimes	Most of the time	Almost always
9) How often do you use the "Nutrition Facts" on the food label to make food choices?	Never	Seldom	Sometimes	Most of the time	Almost always
10) How often do your children eat something in the morning within 2 hours of waking up?	Never	Seldom	Sometimes	Most of the time	Almost always

ENTRY

Expanded Food and Nutrition Education Program Adult Entry Form

Thank you for attending this EFNEP Nutrition Education Series.

1. Educator's Name: _____
2. Today's Date: _____
3. Name: _____
4. Address: _____
City State Zip: _____
5. Phone: _____
6. Email: _____
7. Age: _____
8. Gender: ☐ MALE ☐ FEMALE
9. Are you pregnant? ☐ YES ☐ NO
10. Are you breastfeeding? ☐ YES ☐ NO
11. Are you Hispanic or Latino? ☐ YES ☐ NO
12. Race: Check ALL of the races that apply to you.
☐ White
☐ Black or African American
☐ American Indian or Alaskan Native
☐ Asian
☐ Hawaiian or Pacific Islander
13. Other description/subcategory (such as nationality): _____
14. Highest Grade Completed: _____

ENTRY

15. Residence:

- ☐ Farm
- ☐ Towns under 10,000 & rural non-farm
- ☐ Towns and Cities 10,000 to 50,000
- ☐ Suburbs of Cities over 50,000
- ☐ Central Cities over 50,000

16. What Public Assistance do you currently receive? Check all that apply:

- ☐ Child Nutrition
- ☐ FDPIR
- ☐ SNAP
- ☐ Head Start
- ☐ Other
- ☐ TANF
- ☐ TEFAP – Commodity
- ☐ WIC/CSPF

17. What is your household income per month? \$ _____

18. Please write the first name and age of your children.

_____	Age: _____
_____	Age: _____
_____	Age: _____
_____	Age: _____
_____	Age: _____

19. Number of other adults in the house (don't count yourself): _____

Official Use Only	
Lesson Type:	<input type="checkbox"/> Group <input type="checkbox"/> Individual <input type="checkbox"/> Both
Subgroups:	<input type="checkbox"/> EFNEP <input type="checkbox"/> ESWIC <input type="checkbox"/> SNAP-Ed <input type="checkbox"/> Team Nutrition <input type="checkbox"/> Sample
Other Subgroups:	_____
County/Unit:	_____ Family ID: _____
Notes:	

EXIT

Expanded Food and Nutrition Education Program

Thank you for attending this EFNEP Nutrition Education Series.

1. Date: _____
2. Name: _____
3. What Public Assistance do you currently receive? Check all that apply:
 - ☐ Child Nutrition
 - ☐ FDPIR
 - ☐ SNAP
 - ☐ Head Start
 - ☐ Other
 - ☐ TANF
 - ☐ TEFAP – Commodity
 - ☐ WIC/CSPF

Official Use Only

PA Name: _____

County/Unit: _____ Family ID: _____

Exit Reason:

- ☐ Educational Objectives Met
- ☐ Returned to School
- ☐ Took a Job
- ☐ Family Concerns
- ☐ Staff Vacancy
- ☐ Moved
- ☐ Lost Interest
- ☐ Other
- ☐ Other Obligations
- ☐ Lost Contact with Client

Number of: Lessons: _____ Sessions: _____ Hours: _____

ENTRY

Expanded Food and Nutrition Education Program

Food Recall at Entry

1. Name: _____
2. Today's Date: _____
3. Are you pregnant? ___ YES ___ NO
4. Are you breastfeeding? ___ YES ___ NO
5. Do you take nutritional supplements? ___ YES ___ NO
6. How much money did you spend on food last month (include SNAP and WIC)? _____
7. In addition to your regular daily activities, how much time do you spend doing physical activity?

 ___ Less than 30 minutes each day
 ___ 30 to 60 minutes each day
 ___ More than 60 minutes each day
8. Meal or Snack Type Serving Abbreviations
 1 = Morning 4 = Afternoon Tablespoon = TBSP Pound = lb
 2 = Mid-morning 5 = Evening Cup = c Ounce = oz
 3 = Noon 6 = Late Evening Teaspoon = tsp Slice = sl
9. Write down everything you had to eat and drink. Please give as much detail as possible.
 Only put one food per line.

[illegible]

ENTRY

[illegible]

Meal or Snack Type

1 = Morning

2 = Mid-morning

3 = Noon

4 = Afternoon

5 = Evening

6 = Late Evening

Serving Abbreviations

Tablespoon = TBSP

Cup = c

Teaspoon = tsp

Pound = lb

Ounce = oz

Slice = sl

EXIT

Expanded Food and Nutrition Education Program

Food Recall at Exit

1. Name: _____
2. Today's Date: _____
3. Are you pregnant? ___ YES ___ NO
4. Are you breastfeeding? ___ YES ___ NO
5. Do you take nutritional supplements? ___ YES ___ NO
6. How much money did you spend on food last month (include SNAP and WIC)? _____
7. In addition to your regular daily activities, how much time do you spend doing physical activity?
- ___ Less than 30 minutes each day
- ___ 30 to 60 minutes each day
- ___ More than 60 minutes each day
8. Meal or Snack Type Serving Abbreviations
- | | | | |
|-----------------|------------------|-------------------|------------|
| 1 = Morning | 4 = Afternoon | Tablespoon = TBSP | Pound = lb |
| 2 = Mid-morning | 5 = Evening | Cup = c | Ounce = oz |
| 3 = Noon | 6 = Late Evening | Teaspoon = tsp | Slice = sl |
9. Write down everything you had to eat and drink. Please give as much detail as possible. Only put one food per line.

[illegible]

EXIT

[illegible]

Meal or Snack Type

1 = Morning

2 = Mid-morning

3 = Noon

4 = Afternoon

5 = Evening

6 = Late Evening

Serving Abbreviations

Tablespoon = TBSP

Cup = c

Teaspoon = tsp

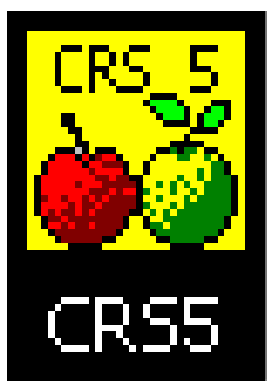
Pound = lb

Ounce = oz

Slice = sl

CRS5 Users Manual

March 2008



Developed by the NEERS5 Training Committee

In Cooperation with the University of Georgia and CSREES, USDA

Developed by the NEERS5 Training Committee in Cooperation with the University of Georgia and the United States Department of Agriculture (USDA) Cooperative State Research, Education and Extension Service (CSREES)

The committee would like to make special note of the contribution of several individuals. Tiffany Williams served as primary author of the manual, Gail Hanula and Heather Danis provided overall leadership to the project, and Stephanie Blake served as the primary contact from CSREES.

In addition, we would like to make a special acknowledgement, in memoriam, to the work of Earl Merrill of Acorn Data Systems. Without Earl, NEERS would not have been possible. We are all thankful for his years of hard work and dedication to the development of software that allows us to capture the impact of such important nutrition education programs.

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Introduction

About the Nutrition Education Evaluation and Reporting System (NEERS)

NEERS is software developed to capture the positive impacts of the Expanded Food and Nutrition Education Program (EFNEP) and other nutrition education programs, such as Food Stamp Nutrition Education (FSNE). The system provides a variety of reports that are useful for management purposes, provides diagnostic assessments of participant needs, and exports summary data for State and National assessment of program impact. NEERS is used in over 800 locations throughout the 50 states and 6 U.S. territories. NEERS is an update and expansion of the original software, the EFNEP Evaluation/Reporting System (ERS), developed in 1993.

About EFNEP

The USDA CSREES' Expanded Food and Nutrition Education Program (EFNEP) is a unique program designed to reach limited resource audiences--especially youth and families with young children. EFNEP operates in all 50 states and in American Samoa, Guam, Micronesia, Northern Marianas, Puerto Rico, and the Virgin Islands. Extension professionals train and supervise paraprofessionals (peer educators) and volunteers who teach food and nutrition information and skills to limited resources families and youth.

The objectives of EFNEP are to assist limited resources families and youth in acquiring the knowledge, skills, attitudes, and changed behaviors necessary for nutritionally sound diets, and to contribute to their personal development and the improvement of the total family diet and nutritional well being.

About FSNE

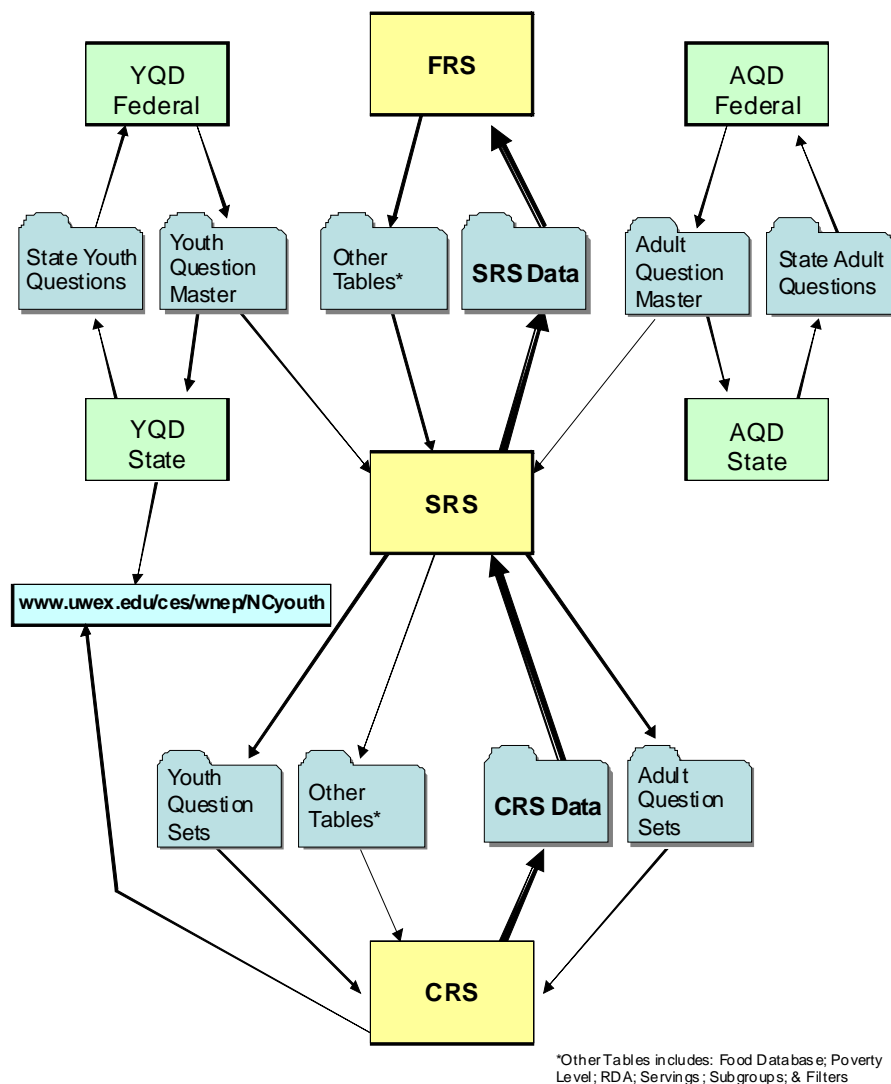
Food Stamp Nutrition Education (FSNE) is a federal/state partnership that supports nutrition education for persons eligible for food stamps. State agencies that choose to conduct nutrition education through their Food Stamp Program are eligible to be reimbursed for up to one half of their FSNE costs by the USDA Food and Nutrition Service (FNS). State and local funding comes primarily from land-grant institutions which contract with state food stamp agencies to deliver FSNE. They reach intended audiences by coordinating with state and local partners and with other contractors. Other contractors are state public health departments, food banks, tribal programs and local health organizations.

The goal of FSNE through the Land-Grant University System is to provide educational programs and conduct social marketing campaigns that increase the likelihood that people eligible for food stamps will make healthy food choices within a limited budget and choose physically active lifestyles consistent with the Dietary Guidelines for Americans and Food Guidance System (MyPyramid.gov).

The design of NEERS consists of separate software sub-systems for the County (Unit), State, and Federal levels. They are denoted as follows:

Each CRS accumulates data about individuals and exports that raw data (minus the personally identifiable information) to the SRS. The SRS accumulates the CRS data from the counties, prepares state reports and exports the accumulated data to FRS. The FRS, in turn, prepares nationwide reports. Also, there is a flow of data from FRS to SRS, and from SRS to CRS. Figure 1 shows the flow of data between these three systems. As of March, 2008, the CRS and SRS subsystems have been completed.

NEERS5 Data Flow Chart



Description of This Manual

This manual describes Version 5.03 of CRS, dated 1/31/07. Included is information on the use of the system and the system's capabilities. It also includes instructions on converting from ERS to NEERS.

NEERS makes use of on-screen text to assist the user. This manual and the on-screen text are designed to complement each other. Although this manual concentrates on the operation and use of the software, some information about strategies that may be used to correctly prepare data for the system is included.

Key System Features

NEERS is a database that stores information in the form of records about the program participants, their family structure and their dietary preferences. The system is structured to collect data about adult participants, about youth group members, and about staff assignments, and hours. The information can be added to and modified throughout the report period. The major components and features are summarized in Table 1.

Table 1 NEERS Component Features

Component or Feature	Highlights
ADULTS	Maintain and report gender, age, income, residence, aid from public assistance programs and other information about the adult participants.
NUTRITION	Information on the actual nutrient content of the diets and how well the diets meet national dietary recommendations.
BEHAVIOR CHECKLISTS	Evaluates the impact of nutrition education on participants during enrollment. Assesses improvement in the areas of food resource management, nutrition practices and food handling and safety.
STAFF	Maintains the data about the professionals, paraprofessionals, and volunteers who deliver the program.
YOUTH	Maintains demographic information and provides reports on the youth groups.
INTERAGENCY COOPERATION	Records data addressing interagency cooperation with two major food assistance programs, coalitions and agreements, and captures data on source and amount of outside funds.
TABLES	Maintains the race/ethnicity categories, recommended dietary allowances, minimum recommended servings, and poverty level tables used by the system.
SYSTEM ADMINISTRATION	Maintains DataDB, identifies system and reporting period; and manages security.
DATA INTERCHANGE	Exports accumulated data for transmittal to the State. These exports include information about adults, youth, staff, diet, behavior checklist, and interagency cooperation. No personally identifiable information is transmitted. Imports information from the state for use at the county level. These imports include behavior checklist question sets, state adult subgroups, state public assistance programs and foods database.

Changes That Have Occurred Since ERS4

- Identifies the state and land-grant institution submitting the report (for EFNEP only),
- Verifies addresses and creates mapping coordinates (while protecting participant identity) for future use in illustrating the program's reach and impact (for EFNEP only),
- Captures data on race and ethnicity using the new, mandatory requirements from the Office of Management and Budget,
- Provides an option to expand the existing subgroup codes to an unlimited number, with text names instead of two-letter codes,
- Provides a new foods database and participant impact reports matching the MyPyramid food groupings and quantities consumed chart, as well as physical activity measures,
- Provides enrollment data for youth groups to match new National 4-H Headquarters requirements,
- Provides a trial version of youth impact instruments with sample question sets,
- Enhances reporting capabilities,
- Provides more functions/information per screen and larger field sizes (e.g. names, addresses),
- Provides the option to use default adult profiles (address, lesson type, subgroups),
- Provides the option to use state-defined public assistance,
- Increases file security through the use of digital certificates, and
- No longer contains the perinatal module, nor does it capture data on individual youth.

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Introduction: Getting Started in CRS5

1.1. How to Use This Manual

This manual is best viewed in color because there are numerous references that are color coded.

- This manual refers to databases as “DB” or “DBs”.
- The screens in this manual will be referred to by their titles. The titles can be found by looking in the top left corner next to the CRS5 icon.
 - Example 1 - This screen would be referred to as the “Adult Switchboard” screen.












- Example 2 - This screen would be referred to as the “View/Edit Adult” screen.



- Throughout the manual “New Features” will be highlighted in red boxes.
- Throughout the manual “Tips” will be highlighted in purple boxes.

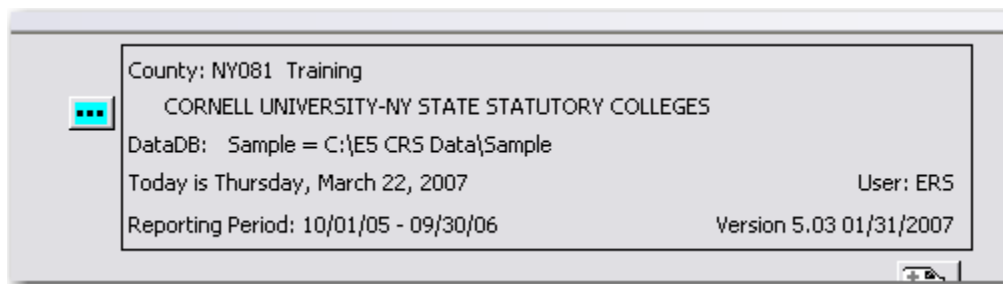
1.1.1 Graphical Command Buttons

- The following buttons are used in CRS5 and are referred to throughout this manual.

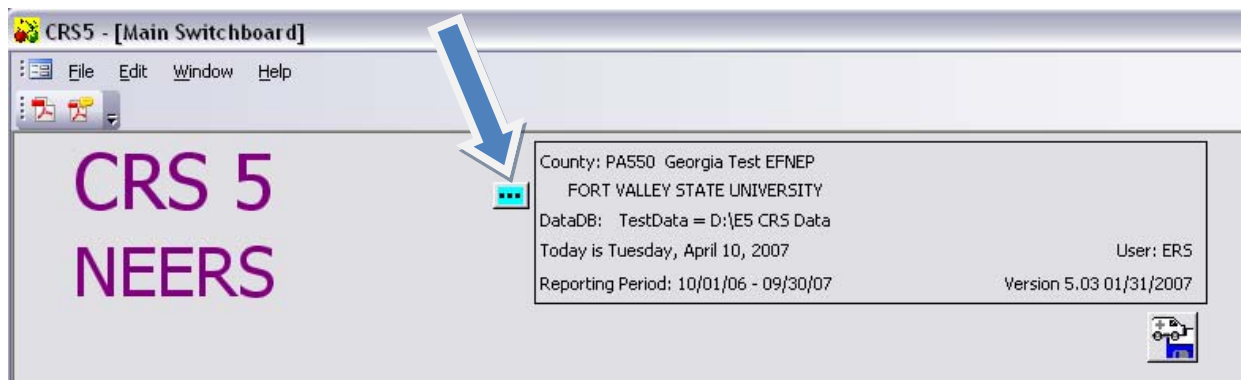
	Explode	The Blue explode button is used to bring up another screen that allows the user to edit the information in a record.
	Jump	Accesses or “jumps” to the recall and behavior checklist data for the individual selected.
	Delete	Deletes the record from the database.
	Printer	Print or preview a report for the current record.
	Print	Prints the requested report on the default printer.
	Calendar	Enables the use of a calendar popup to select the date for the date field located to the immediate left of the button.
	Print Preview	Displays the report on the screen. Press F1 while previewing a report for the zoom and navigation keys available to move about the report.
	Sort	Sorts data in ascending and descending order (click on button to sort in opposite direction).
	Exit (Exit Door)	Closes the current screen and returns to the previous one. On most screens, pressing the Esc key will activate the Exit Door button. When this button is present, this is the preferred method of closing out a screen or going back to the previous screen.

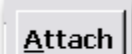
1.2. Important Features in CRS5

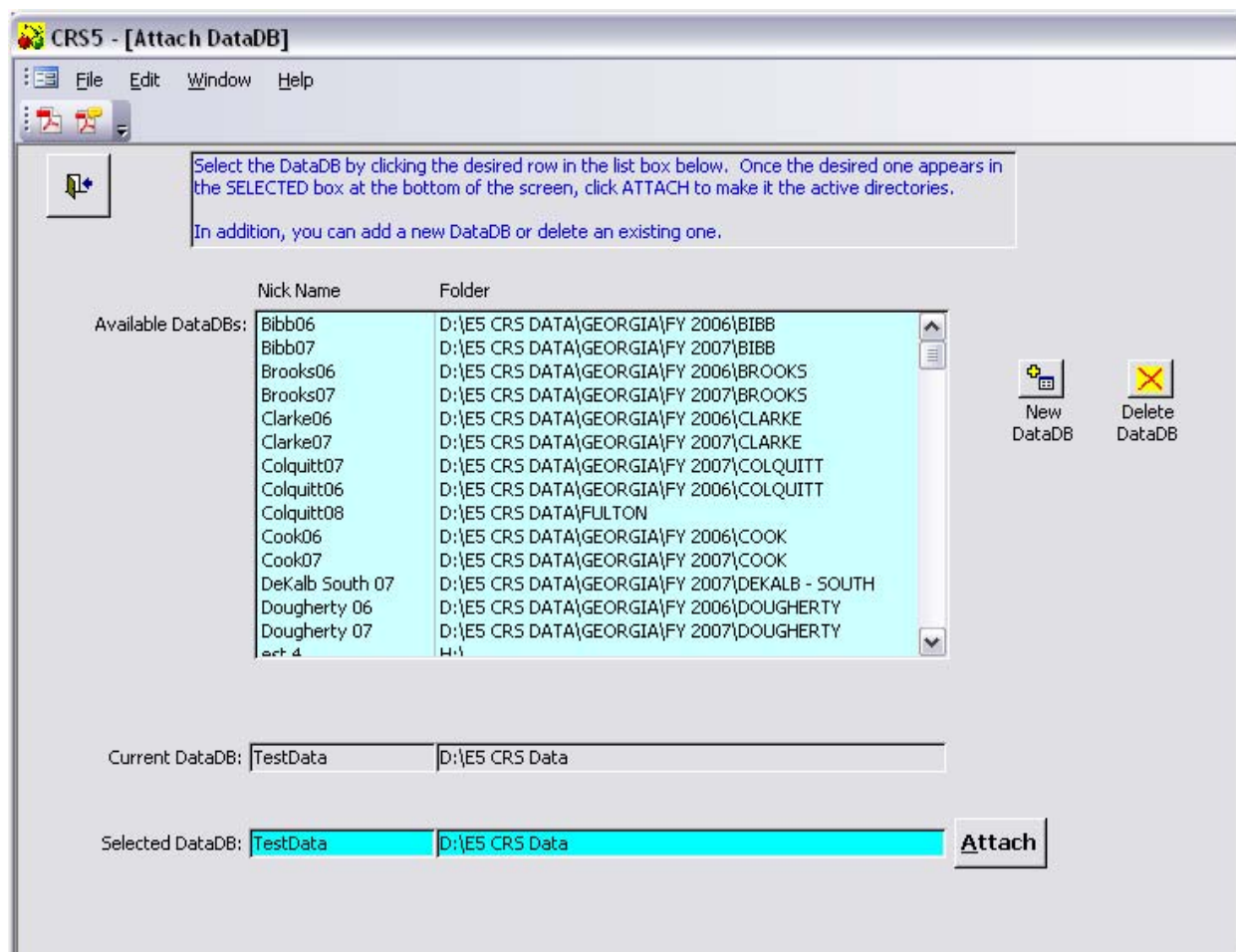
- **The Windows Environment**
 - **The minimum requirements for NEERS5 are:**
 - Windows XP/2000
 - 32-bit CPU
 - Access 2003 Runtime (this is installed automatically with CRS5)
 - 800x600 screen resolution
 - While hints for each operating system may be provided, the User Manual's focus is for Windows XP.
 - CRS5 is not compatible with Windows Vista.
 - If you have Microsoft Office installed on your computer, be sure that all the current updates have been applied. To check for Microsoft Office updates visit [Microsoft Office Online](#).
 - **Currently CRS5 does not run on Macs with OS X or Leopard. If you are using a Mac with an Intel processor and Windows XP, CRS5 should install and run as normal.**
- The Information Box found on the Main Switchboard contains very important information about CRS5. Use this box to confirm:
 - Unit information.
 - The correct DB is attached.
 - Reporting Period.
 - The most current version of CRS5 is running.



- Use the BLUE Explode Button on the Main Switchboard to quickly change Data DBs
 - From the Main Switchboard you can change DBs by clicking on the **BLUE explode** button next to the information box.



- You are taken to the “Attach DataDB” screen where you can select a new DB and attach it.
- This screen shows you the DBs that are available on your computer.
- The current DB that is attached in CRS5 appears at the bottom of the screen as well as the DB that you are selecting to attach.
- To change DBs highlight the DataDB you wish to attach and click 



- Enter Information into fields with YELLOW Backgrounds (which are required). Fields with WHITE backgrounds are optional.
 - Fields with gray boxes are locked and cannot be edited.
 - The **Save** button will become functional once all yellow required fields are entered.

CRS5 - [New Adult]

ID: 3522 PP: V00727 BAREFOOT, LINDA 10-Apr-2007

First-Last Name: [Yellow Background] Required fields have yellow background.

Address: [White Background] Address not verified.

City-State-ZIP: [Yellow Background]

County: [White Background] FIPS Code: [White Background]

Cong. District: [White Background] MSA: [White Background] Lat-Long: [White Background]

Phone: [White Background] Ext: [White Background]

Age: [White Background] Age not given.

Gender: Female [White Background] is Pregnant [White Background] is Nursing [White Background]

Residence: [Yellow Background]

Highest Grade: Not Supplied [White Background]

Household Income: [White Background] N/S per month (N/S=not supplied)

Lesson Type: [Yellow Background]

Race: American Indian or Alaskan Native [Yellow Background]

Race/Ethnic Subcategory (Optional): [None] [White Background]

Number of Lessons: [0] [White Background]

Number of Contacts: [0] [White Background]

Program Status: Active [White Background]

Entry Date: 22-Jan-2007 [White Background]

Entry Recall: [White Background]

Exit Recall: [White Background]

Entry Checklist: [White Background]

Exit Checklist: [White Background]

Subgroups:

- F:EFNEPTST
- F:ESWIC
- F:FSNE
- F:FSNEP
- F:SAMPLE
- F:TeamNutrition
- S:4HDOT
- S:BasicEFNEP
- S:ClientsAged65+
- S:ClientW/ChronicDisease
- S:FoodSmart
- S:GardeningProject
- S:MomsHelper
- S:Teen+Pregn/Breastfeedi
- S:TestGroup
- S:TodaysMom

Public Assistance at Entry:

- F:Child Nutrition
- F:FDPPIR
- F:Food Stamps
- F:Head Start
- F:Other
- F:TANF
- F:TEFAP - Commodity
- F:WIC/CSFP

Children:


- Ages 0-5: 0
- Ages 6-13: 0
- Ages 14-19: 0

Others in Household: 0

Household Total: 1

Remarks:

Save Cancel

- Always use the BACK DOOR Icon  to navigate out of screens.
- Use the **TAB** key to ease data entry.
 - Place the cursor in the first field on the screen.
 - Hit **TAB** to go to the next field.
 - Hold down the **SHIFT** key and press **TAB** to go back to a field.

- Multiple items may be selected in boxes with BLUE backgrounds (e.g., race, subgroups, and public assistance).
 - Click on an item once to select it.
 - Click on an item a second time to unselect it.
 - Click on as many items as needed.

▼ BERRY, CAROLYN ▼ 10-Apr-2007

Required fields have yellow background.

ss not verified.

Not Provided ▼


American Indian or Alaskan Native
Asian
Black or African American
Native Hawaiian or Other Pacific Islander
White
Not Provided

Race/Ethnic Subcategory (Optional)
[None] ▼

Number of Lessons: 0

Public Assistance at Entry

F:Child Nutrition
F:FDPIR
F:Food Stamps
F:Head Start
F:Other
F:TANF
F:TEFAP - Commodity
F:WIC/CSFP

- Use the A/Z icon to Sort Columns
 - Any **CRS5 - [View/Edit]** screen in any module can be sorted in multiple ways.
 - This adult screen can be sorted by ID, Name, City, Staff, or Program Status even though the A/Z icon  initially appears only beside ID.
 - Click on the name of the column heading once to bring up the A/Z icon and sort the list in ascending order; click twice to sort in descending order.

This screen is sorted by ID in ascending order.

CRS5 - [View/Edit Adults]

File Edit Window Help

Locate Adult ID: Staff Filter: <ALL> Add Adult

Adult Filter: <ALL>

ID	Name	City	Staff	Program Status			
2620	THOMAS, LaTONYA	CHESAPEAKE VA	DORIA MITCHELL	Ed. objectives met	...		
2625	SMITH, MICHELLE B	CHESAPEAKE VA	DORIA MITCHELL	Ed. objectives met	...		
2682	LENA, MICHELE	CHESAPEAKE VA	IRIS BUFKA	Ed. objectives met	...		
2686	ROOK, REBECCA	CHESAPEAKE VA	IRIS BUFKA	Ed. objectives met	...		
2709	ROBERTSON, SHARAL	CHESAPEAKE VA	DORIA MITCHELL	Ed. objectives met	...		
2720	DANIELS, JESSICA	CHESAPEAKE VA	IRIS BUFKA	Ed. objectives met	...		
2722	ROMAN, JANNETTE	Chesapeake VA	IRIS BUFKA	Ed. objectives met	...		
2782	GATLIN, LaTASHA	CHESAPEAKE VA	IRIS BUFKA	Ed. objectives met	...		
2840	BYRANT, PAULINE	CHESAPEAKE VA	IRIS BUFKA	Ed. objectives met	...		
2845	VIDALLON, REBECCA	CHESAPEAKE VA	IRIS BUFKA	Ed. objectives met	...		
2871	DAVIS, LYNN	CHESAPEAKE VA	WILHELMENI JONES	Ed. objectives met	...		
2904	ROBINETTE, AMITY	CHESAPEAKE VA	IRIS BUFKA	Ed. objectives met	...		
2918	WHITE, LeQUISHA	Suffolk VA	IRIS BUFKA	Ed. objectives met	...		
2927	GAUTHIER, BARBARA	CHESAPEAKE VA	IRIS BUFKA	Ed. objectives met	...		
2961	WILLIAMS, LaTOYIA	CHESAPEAKE VA	IRIS BUFKA	Ed. objectives met	...		
2981	HILTON, LINDSEY	CHESAPEAKE VA	IRIS BUFKA	Ed. objectives met	...		
3005	EDWARDS, STEPHANIE	CHESAPEAKE VA	IRIS BUFKA	Ed. objectives met	...		
3040	ROBBINS, SONYA	CHESAPEAKE VA	IRIS BUFKA	Ed. objectives met	...		

This screen is sorted by Staff in descending order.

CRS5 - [View/Edit Adults]

File Edit Window Help

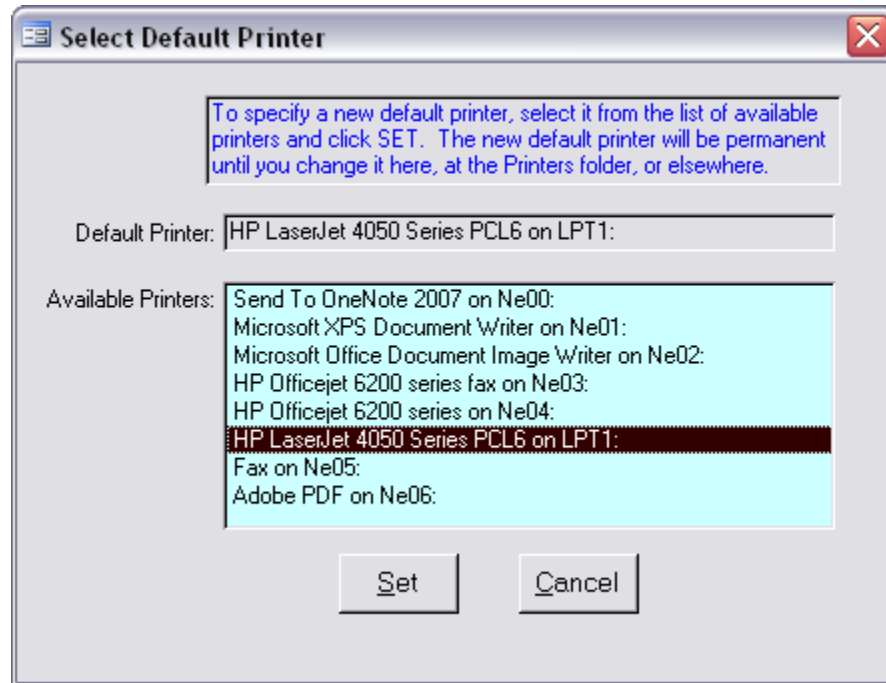
Staff Filter: <ALL> Add Adult

Adult Filter: <ALL>

ID	Name	City	Staff	Program Status			
3498	MARHANKA, CHRISTINA	CHESAPEAKE VA	IRIS BUFKA	Active	...		
3499	CORWILE, ERICA L	CHESAPEAKE VA	IRIS BUFKA	Active	...		
3500	COLTRANE, KAREN	CHESAPEAKE VA	IRIS BUFKA	Active	...		
3501	EHRHART, ERICA	Chesapeake VA	IRIS BUFKA	Active	...		
3509	WILLIFORD, DEBI	CHESAPEAKE VA	IRIS BUFKA	Active	...		
3510	MUHAMMETRY, MARJETA	CHESAPEAKE VA	IRIS BUFKA	Active	...		
3511	NEAL, TAMMY	CHESAPEAKE VA	IRIS BUFKA	Active	...		
3512	FRAGOSO, SHIRLEY	CHESAPEAKE VA	IRIS BUFKA	Active	...		
3513	JACKSON, STEPHANIE	VIRGINIA BEACH VA	IRIS BUFKA	Active	...		
3514	PURCHAS, BRITTANY M	CHESAPEAKE VA	IRIS BUFKA	Active	...		
3515	VI, Uga	Athens GA	IRIS BUFKA	Active	...		
3516	User, Crs5 Test	Athens GA	IRIS BUFKA	Active	...		
2620	THOMAS, LaTONYA	CHESAPEAKE VA	DORIA MITCHELL	Ed. objectives met	...		
2625	SMITH, MICHELLE B	CHESAPEAKE VA	DORIA MITCHELL	Ed. objectives met	...		
2709	ROBERTSON, SHARAL	CHESAPEAKE VA	DORIA MITCHELL	Ed. objectives met	...		
3145	PRESCOTT, CARMEN	CHESAPEAKE VA	DORIA MITCHELL	Ed. objectives met	...		
3166	JEFFERSON, SHIRLEY	CHESAPEAKE VA	DORIA MITCHELL	Ed. objectives met	...		
3232	KNIGHT, MICHELLE	Chesapeake VA	DORIA MITCHELL	Ed. objectives met	...		
3233	GREGORY, RHONDA	CHESAPEAKE VA	DORIA MITCHELL	Ed. objectives met	...		
3234	POND, CHARICA	Chesapeake VA	DORIA MITCHELL	Ed. objectives met	...		

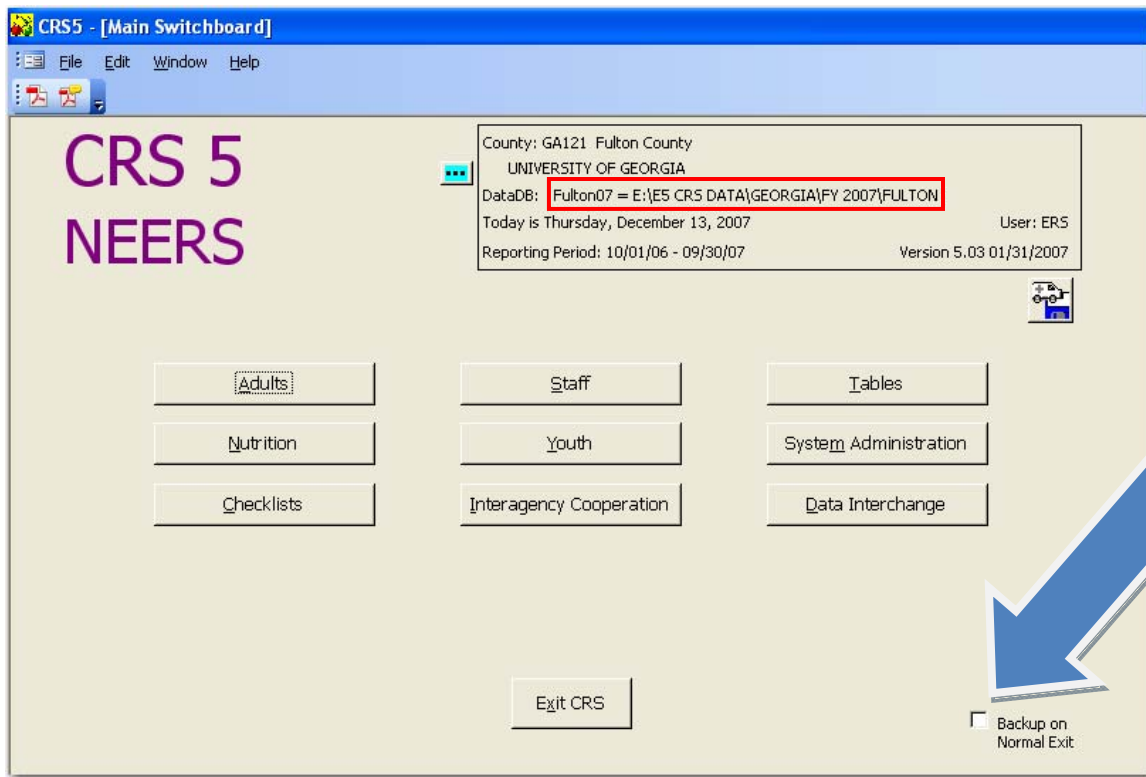
- **Printers and Paper**

- All reports are designed for printing on 8½ x 11 inch paper. Most reports have portrait orientation although a few have landscape orientation.
- All reports are directed to the Windows default printer. You may select a new default printer with the Default Printer menu item under File on the Menu Bar (ALT-F).

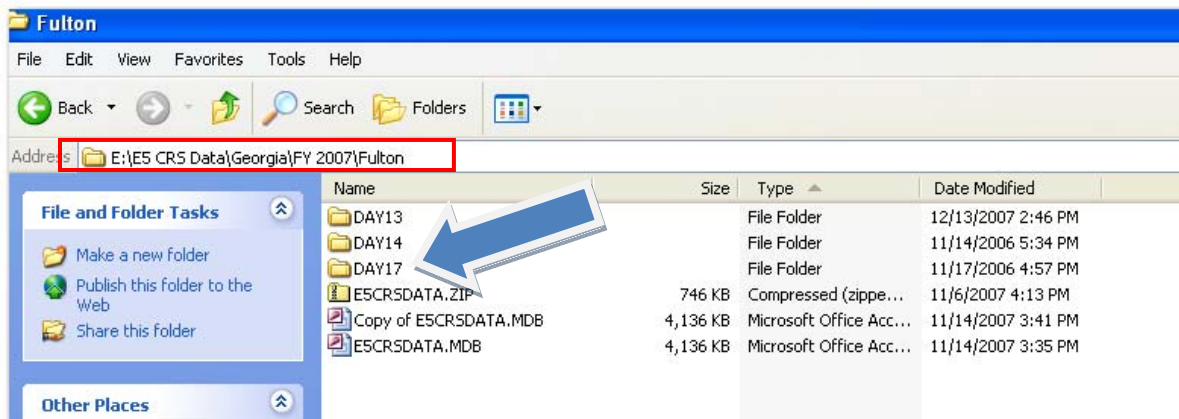
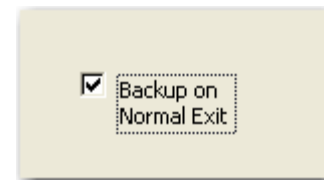


- **Backup on Normal Exit**

- On the Main Switchboard there is a checkbox available to have CRS5 perform an automatic backup of the Database to which it is currently attached.








- By checking this box and clicking Exit CRS the system creates a backup .ZIP File in the folder of the current database.
- This .ZIP file is located in the folder of the Database and is inside a folder that corresponds to the date on which the backup was made.



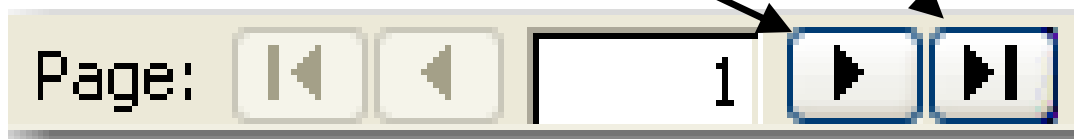
1.3 Summary Screens



- Always click  to exit a report screen.
- Click the printer icon  to print the report.
- Click the “W” icon  to send this report to a file (.rtf) that can be opened in Microsoft Word. Clicking on this icon will send the report to a new Word document that can be edited and saved. Please note that not all graphics are compatible with Word, such as the MyPyramid icon from the One Day Recall Summary.
- Click the “email/paperclip” icon  to e-mail the report to someone as a snapshot attachment. This is set up to use your default e-mail client to send the e-mail (i.e., Outlook, Outlook Express, Thunderbird, etc.) This icon will not function properly if you are using a web based client to view your e-mail (e.g., Yahoo, Hotmail, your university’s webmail, etc.).
- Click the “magnifying glass”  or the drop down menu to zoom in and out of the document and to change the view.
- Use the arrows on the bottom left of the screen to scroll through the pages of the report.

- One page forward

Last page



1.4 Initial Data Entry Sequence

If you are starting with a new, empty database, be sure you have downloaded the latest software update (see Section 2.2). Begin by entering data in the following order:

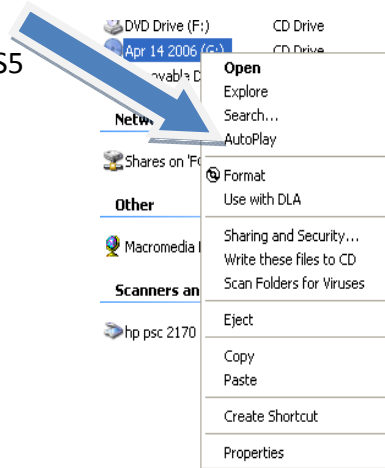
- **System Configuration** (see Section 3.5)
 - Enter the Unit ID, unit name, institution and the reporting period.
 - **Imports from State** (see Section 13)
 - Use the Data Interchange Screen to import state files. Your state may provide you with some or all of the following imports:
 - Question Sets (CKQSET40.MDB)
 - Subgroups and Filters (SUBGRP40.MDB) – Until SRS5 is released this file will appear as StateSubgroups.xls
 - Public Assistance – Until SRS5 is released this file will appear as StatePublicAssistance.xls.
- **Staff** (see Section 4)
 - Use the Staff Switchboard to add professional, paraprofessional and volunteer staff.
 - Staff must be added before adults and youth groups can be entered.
 - Add volunteers.
 - Volunteers who work with Youth must be added before the Youth Groups they work with can be entered.
 - Volunteers who only work with Adult participants can be added at any time.
 - Enter staff hours: The number of hours each staff member spent with adults and with youth must be entered before the year-end data is sent to Washington. Check with your State EFNEP Coordinator if you have questions about the method of collecting this data in your state.
- **Adults** (see Section 5)
 - Set up subgroups, filters, and group profiles.
 - Use the Adult Switchboard to add adults.
 - After an adult has been added, Food Recall data (see Section 6) and Behavior Checklist data (see Section 7) can be entered.
- **Youth** (see Section 8)
 - Use the Youth Switchboard to add youth groups.
- **Interagency Cooperation** (see Section 9)
 - Use the Interagency Cooperation Screen to enter WIC and Food Stamp Offices in each county, the number served, agreements, coalitions, grant dollars, contribution dollars, and other dollars.

Installation and Updates for CRS5

2.1 CRS5 Installation from a CD

Insert your CRS5 Installation CD into a CD-ROM drive on your computer.

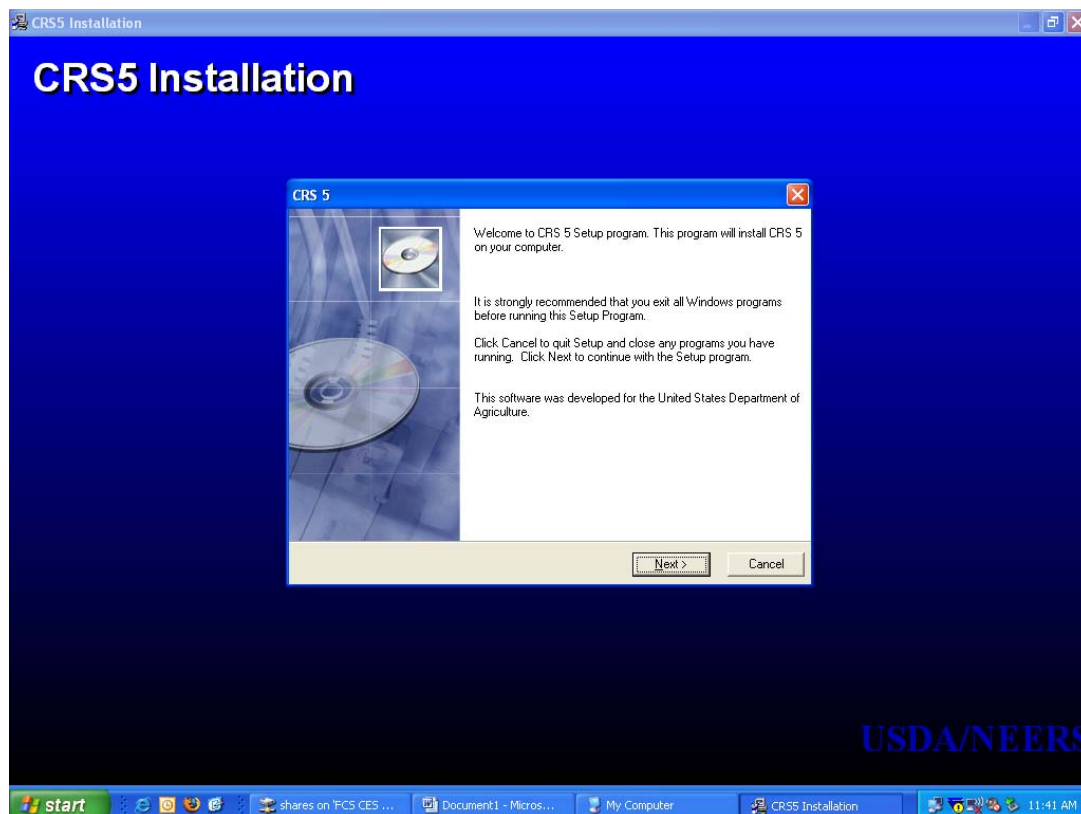
- It has an autoplay feature. If it does not start running automatically, open “My Computer” from your desktop.
- Right Click on the CD drive that contains the CRS5 Installation and click on Autoplay.



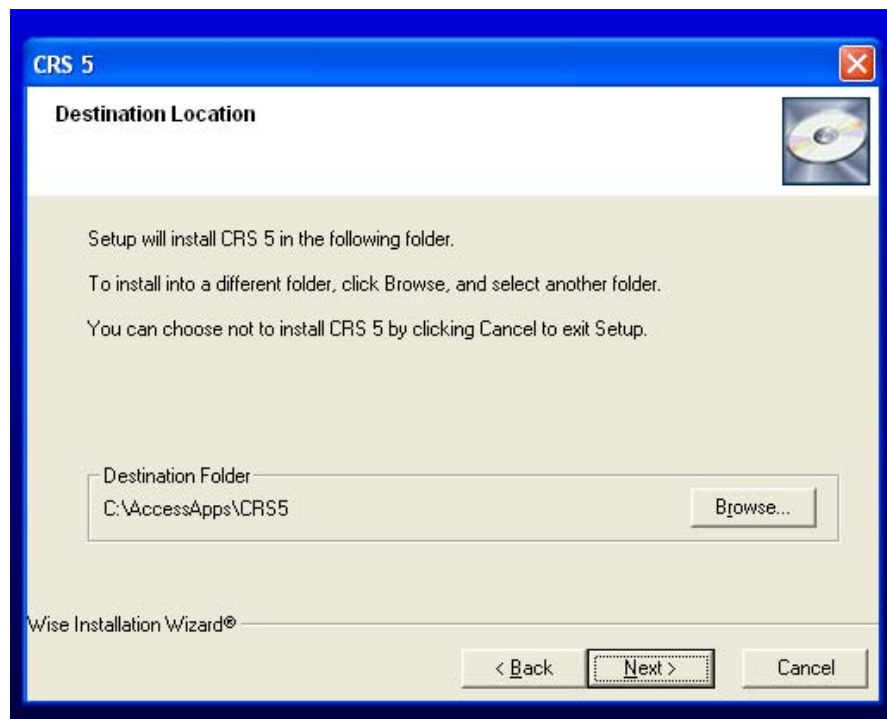
Once CRS has started running you will see the CRS5 Installation Screen.

Follow all steps for installation using the Default Folders that are suggested during installation.

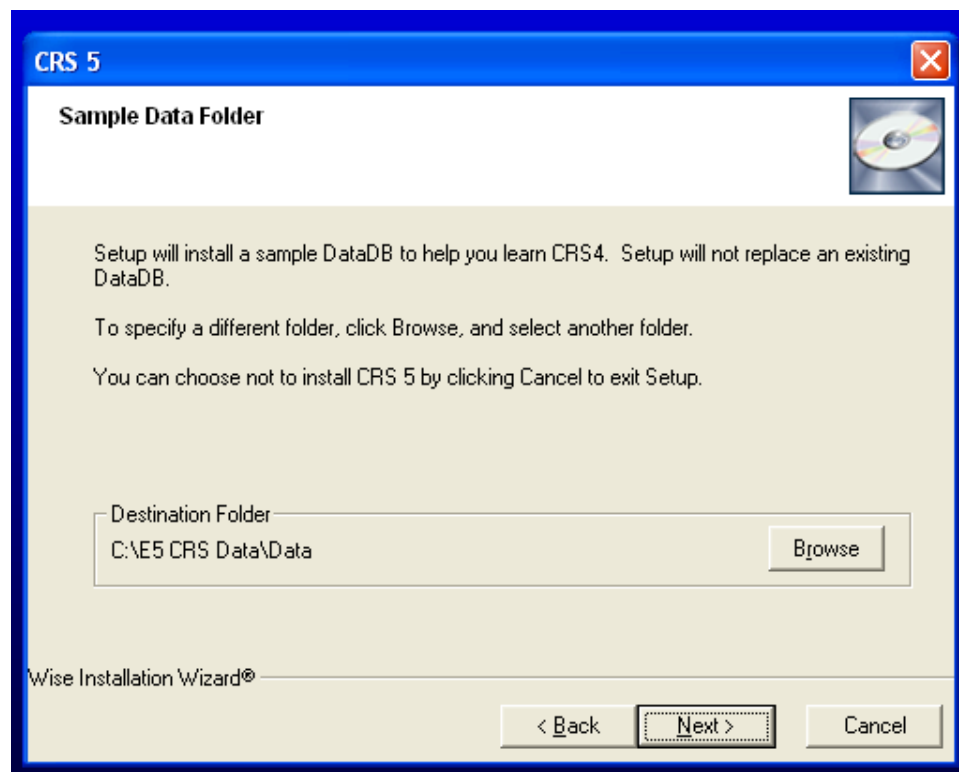
- Click Next

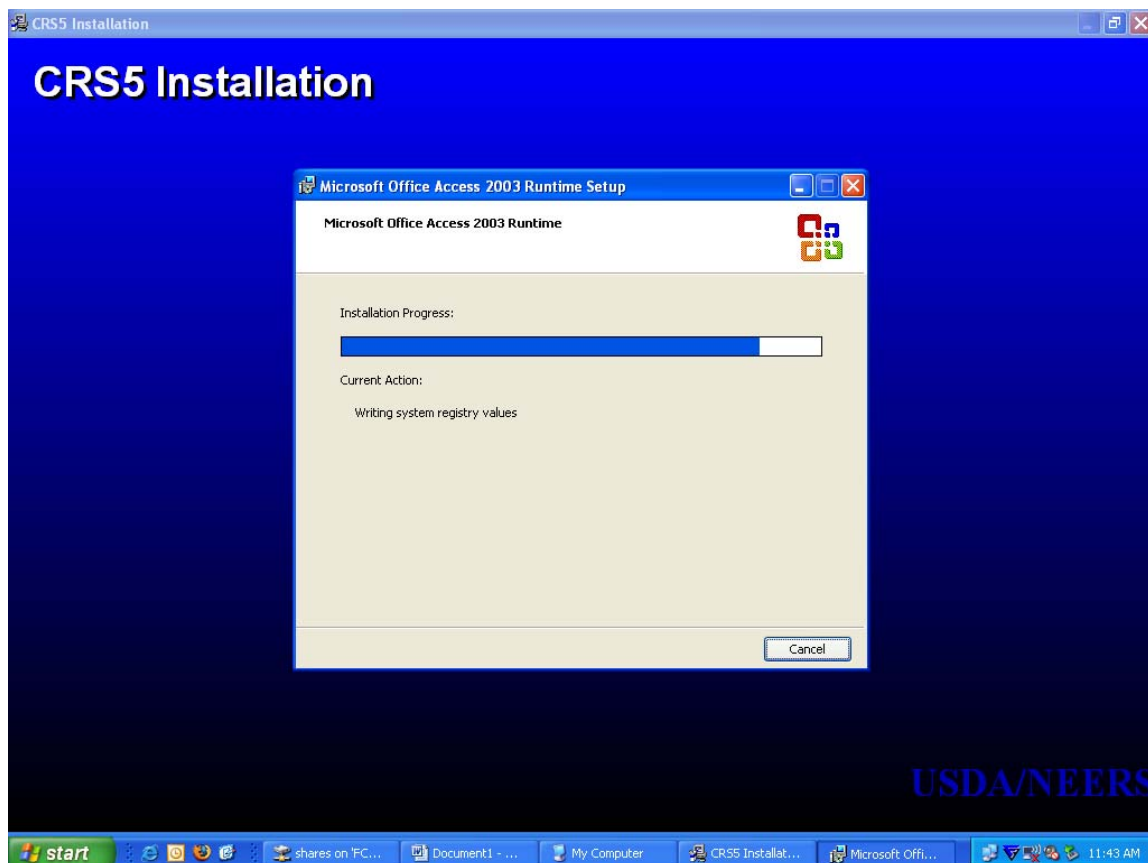
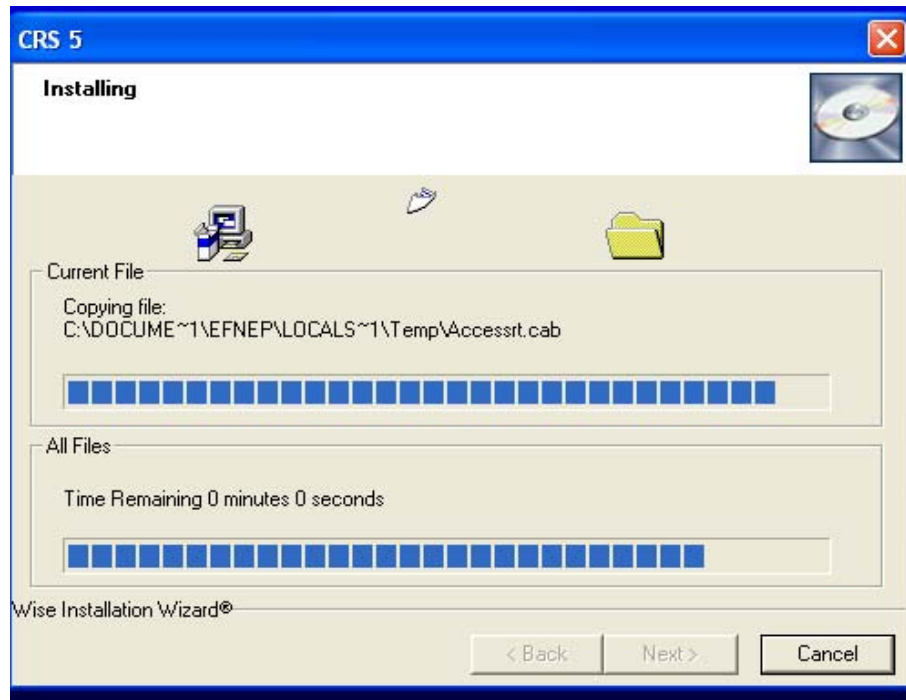


- Click **NEXT**

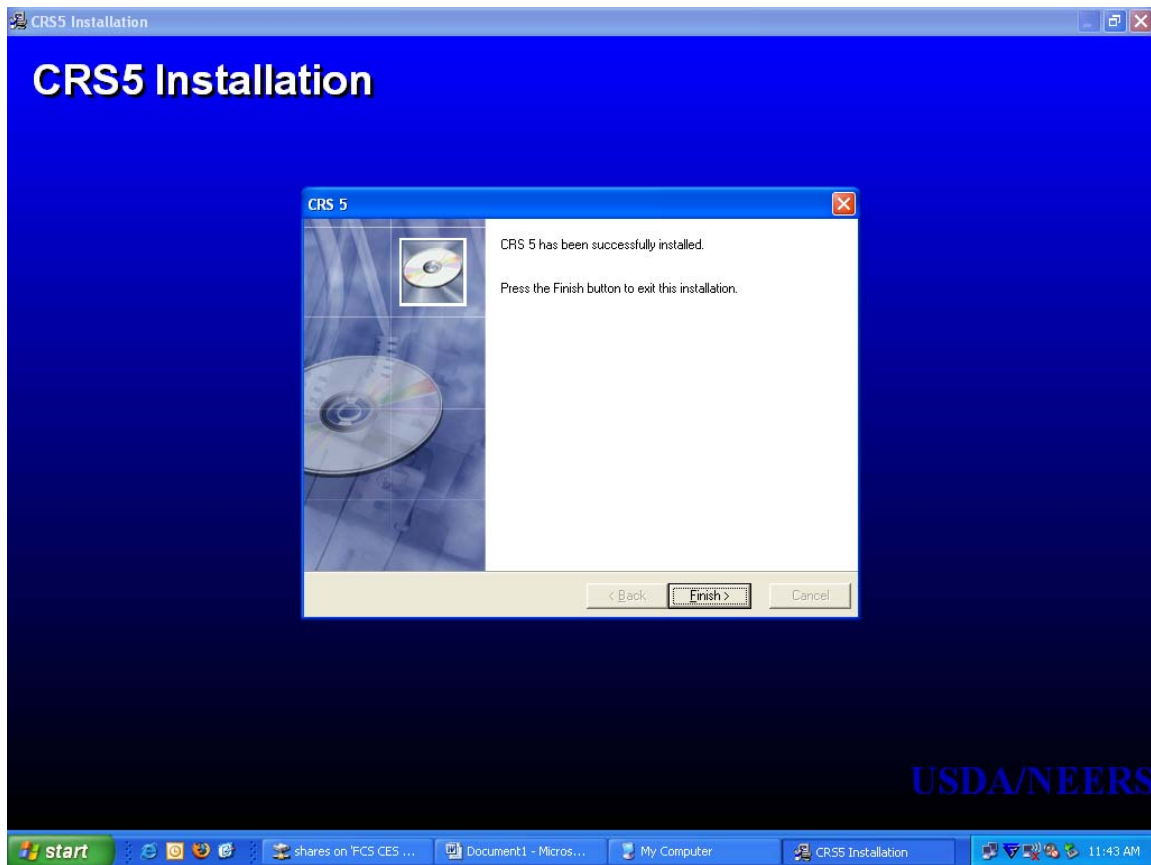


- Click **NEXT**





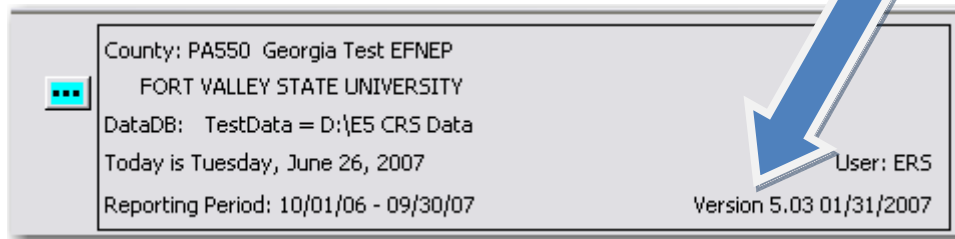
- Click **FINISH**



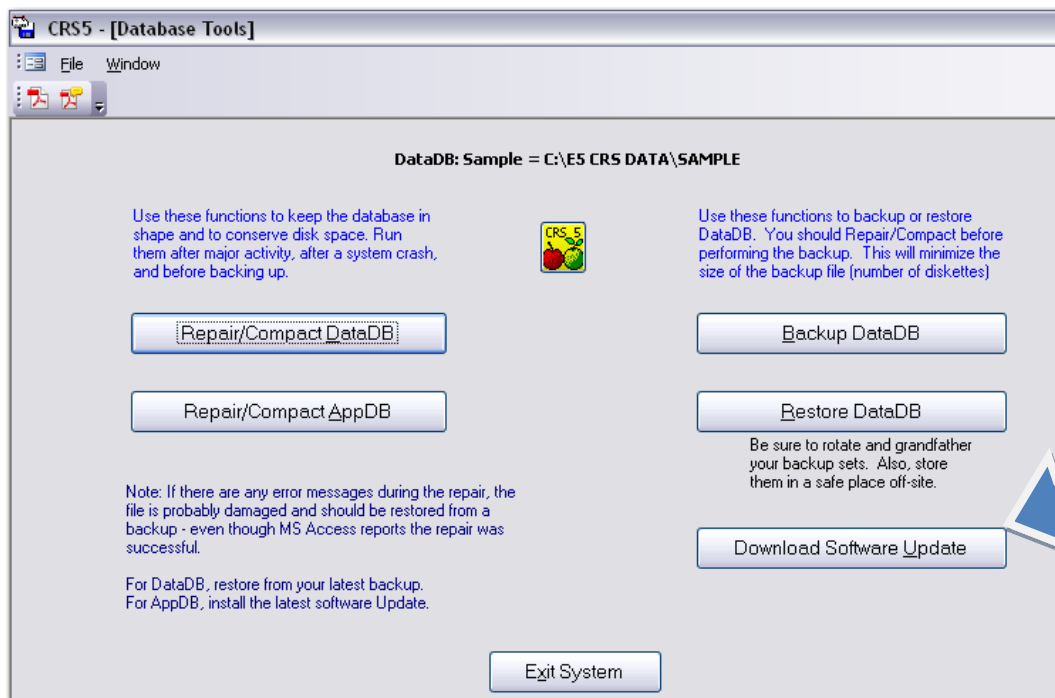
2.2 Updating CRS5

These directions only apply if you have completed initial updates to CRS5. If you are running a version earlier than 5.02 dated 01/19/2007 go straight to section 2.2.1

To check the version of CRS5 currently running on the computer check the information box on the Main Switchboard.



- From the Main Switchboard click on the **CRS5 Tools** icon.
- On the Database Tools screen click **Download Software Update**



- The download update screen will appear. The host name and other information should appear automatically. If it does not appear correctly type to corresponding information into the boxes.
- Make sure the Host Name, Optional Subfolder, User Name, and Password have been updated as follows so you can download the update from the CSREES FTP site. If the information is not changed, you will not be able to download the most recent update.

Host Name: neers5.csrees.usda.gov

Subfolder: neers_software

Update File Name: crsupdate.exe

User Name: neers5

Password*: neers512345

* Password is subject to routine change. The Password change will be sent to EFNEP Coordinators.

FTP or File Transfer Protocol
is used to transfer data from one computer to another over the Internet, or through a network.

Download Update

This function downloads the Software Update from the software FTP site.

After the update program has been downloaded, you will be given the option to install it. If you select no, you will need to remember where it is and open it manually.

The Update File Name and Password are required. They are usually Case Sensitive.

Host Name: neers5.csrees.usda.gov

Optional Subfolder: neers_software

User Name: neers5

Update File Name: crsupdate.exe

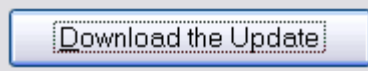
Password: [masked]

☒ Remember Password

Download the Update

Close

- Click

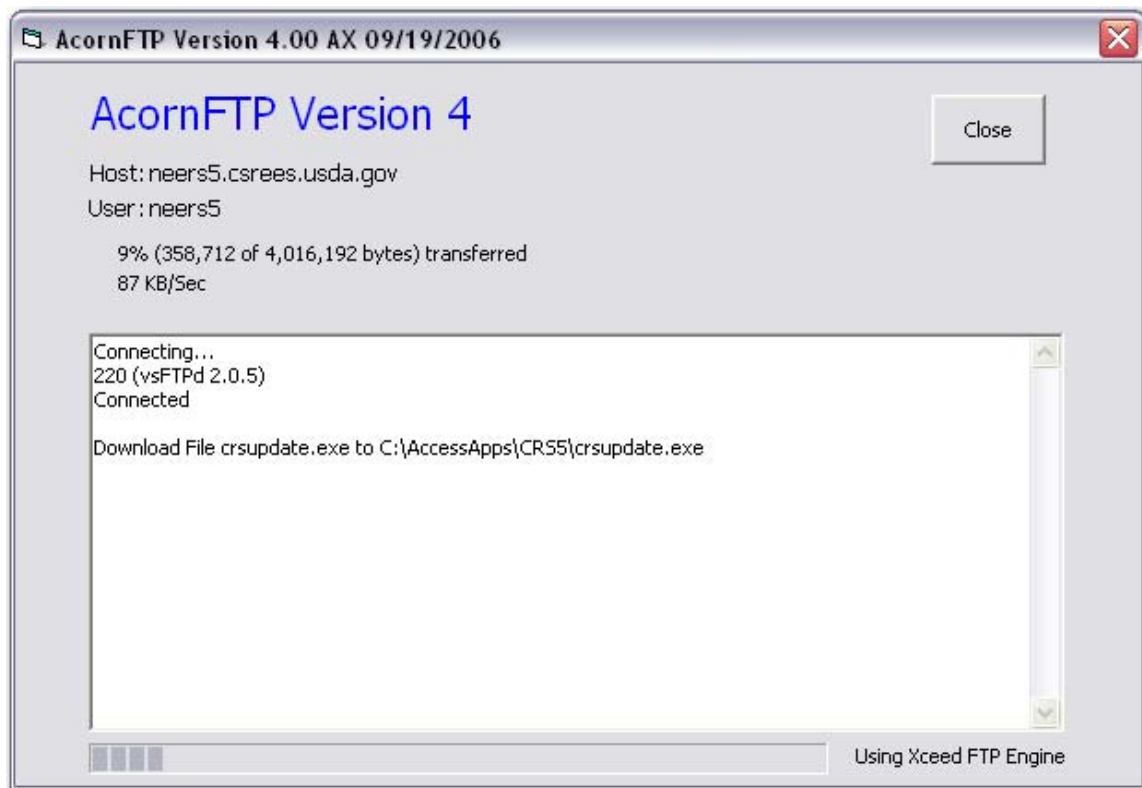


- If your firewall blocks this download you may need assistance from your IT staff. Alternatively, you may be able to download the crsupdate.exe file by clicking the following link or copying it to the address box of your browser:

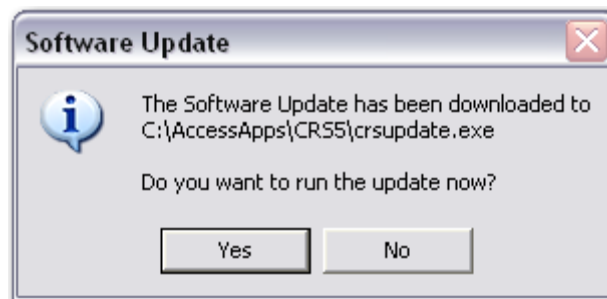
<ftp://neers5:neers512345@neers5.csrees.usda.gov>.

This method will require you to save the file to your hard drive and import it into the software through the browse or Windows Explorer functions within NEERS5 (see section 2.2.1).

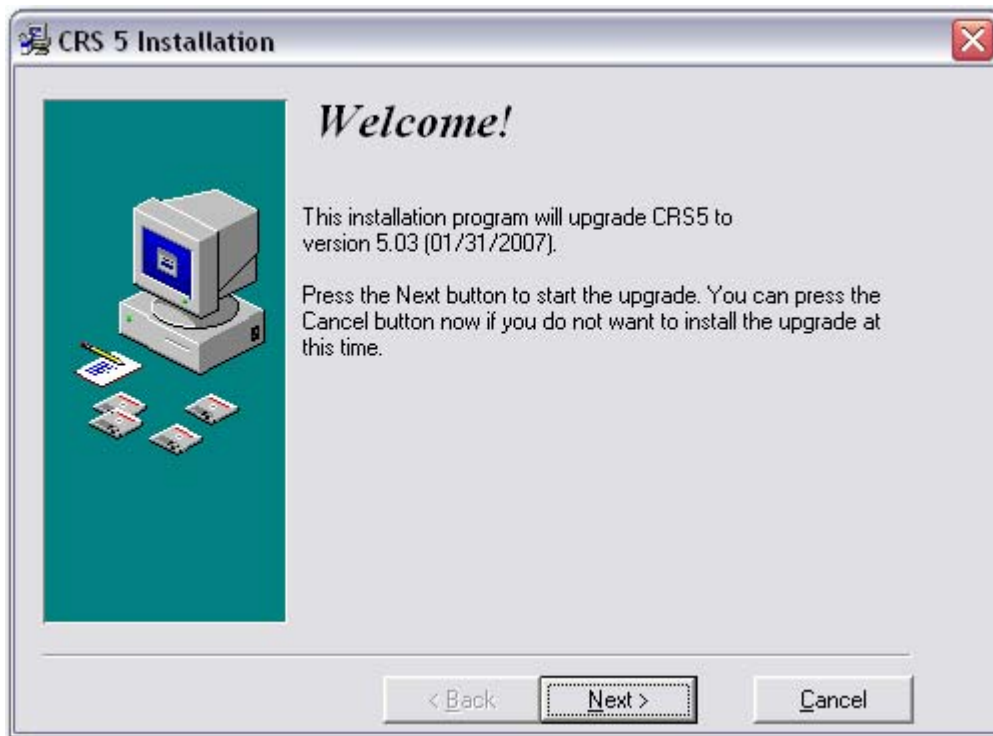
The following screen shows the progress of your download.



- Click **Yes** to proceed with the update.



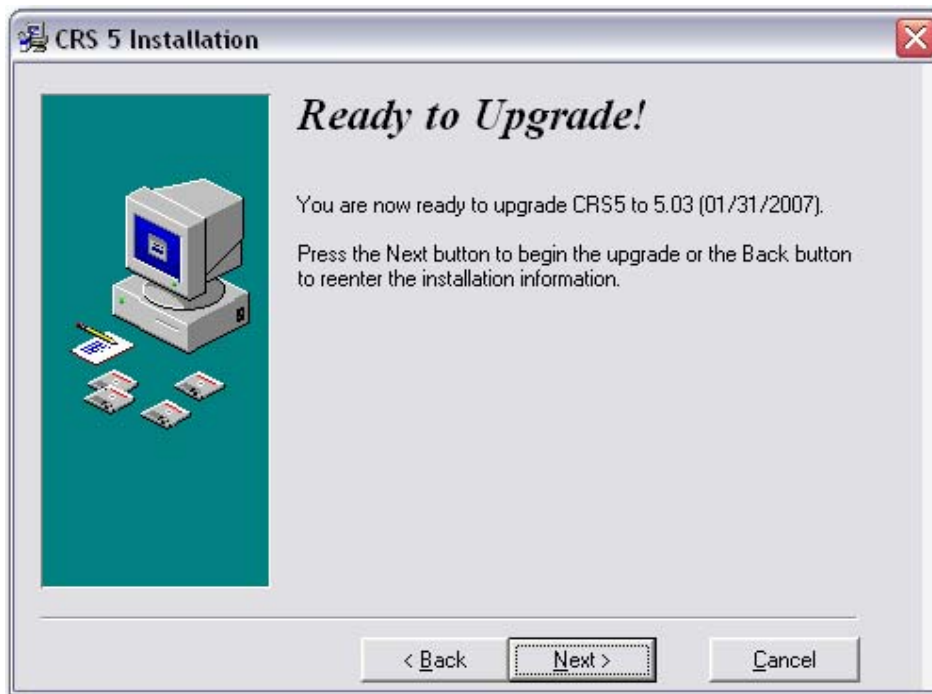
- Click **Next**



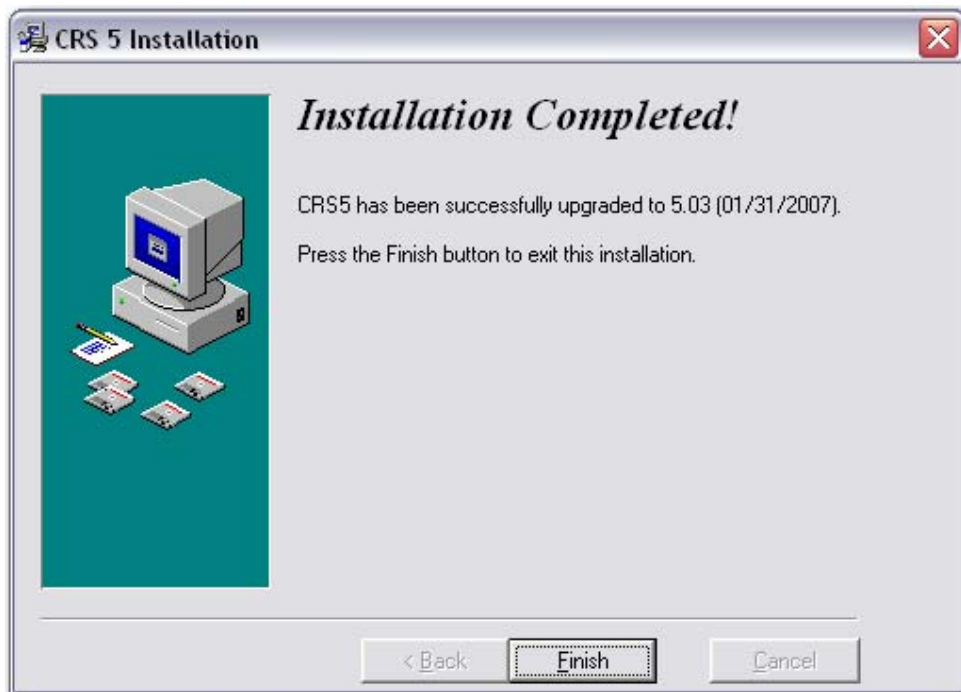
- Click **Next**



- Click **Next**



- Click **Finish**



- This will complete the Upgrade process and CRS5 will close. You must log into CRS5 again to begin using the updated version of this program. Be sure to check the Information Box (section 1.2) on the Main Switchboard to confirm the version you are running.

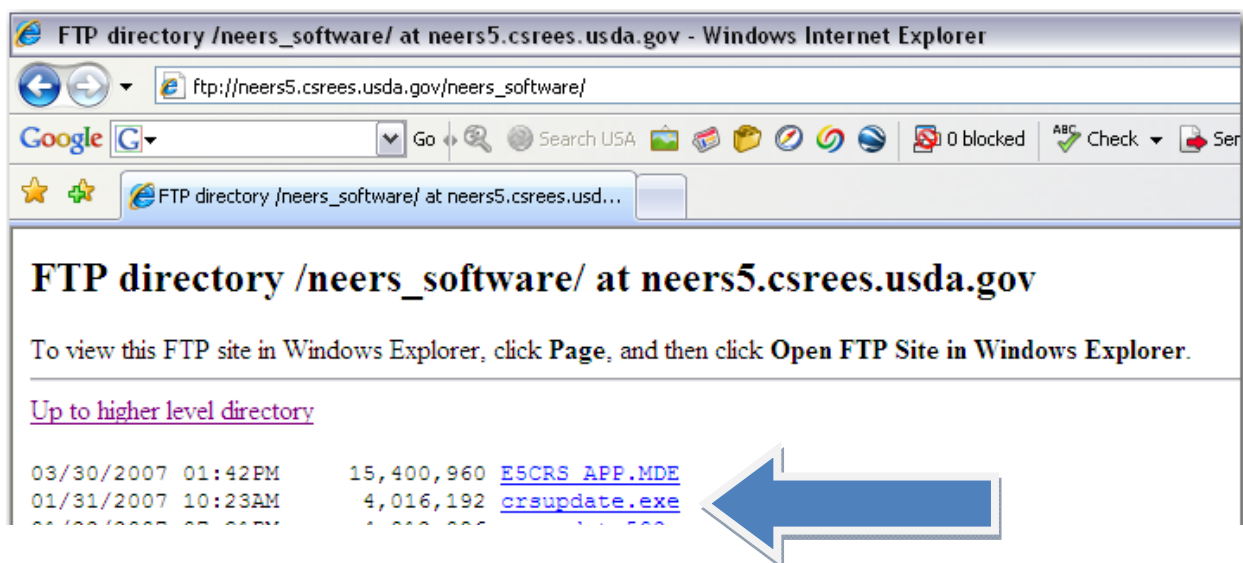
2.2.1 Updating Versions 5.00 – 5.01

If version 5.00 – 5.01 is installed you will need to click on the following link or copy and paste it into your browser: <ftp://neers5:neers512345@neers5.csrees.usda.gov>. This will require you to save the file to your hard drive and import it into the software through the browse or Windows Explorer function or to follow the instructions below to run the update. Please note the FTP site may look different on your computer.

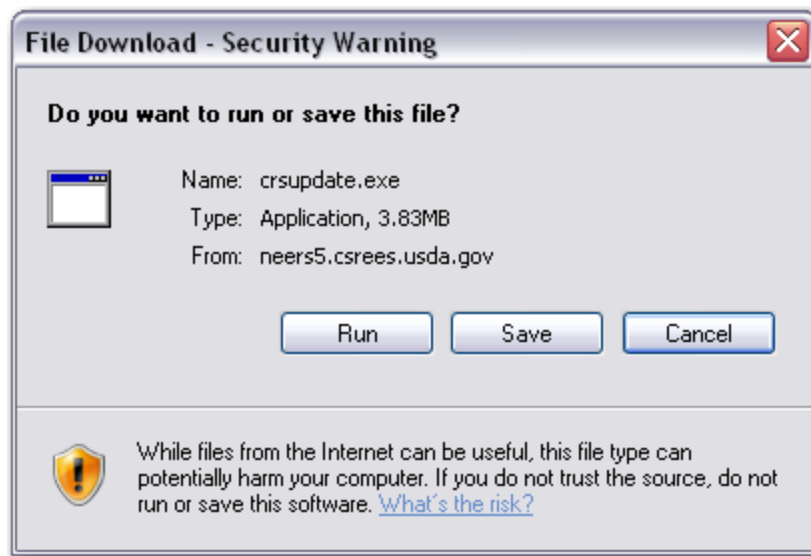
- Open <ftp://neers5:neers512345@neers5.csrees.usda.gov> and click on neers software



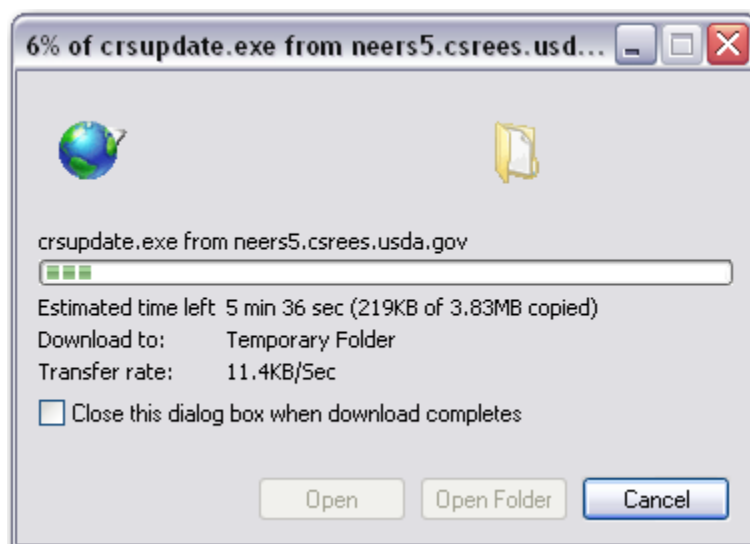
- Click on crsupdate.exe



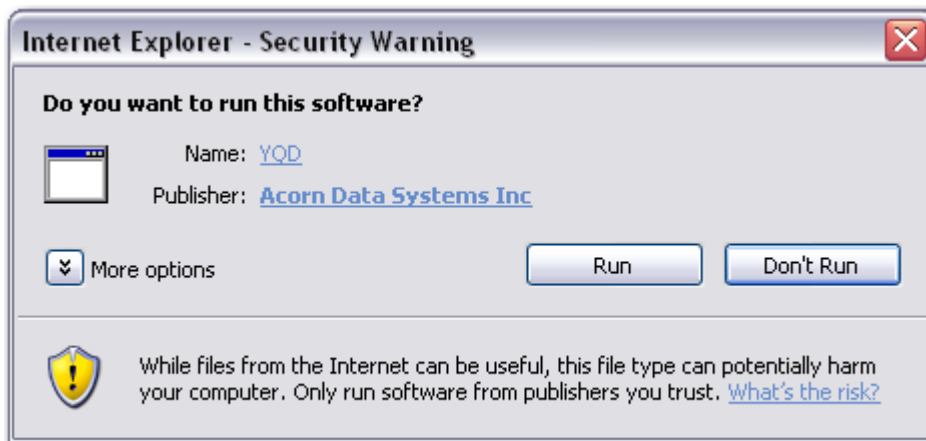
- Click **Run** to open this file.



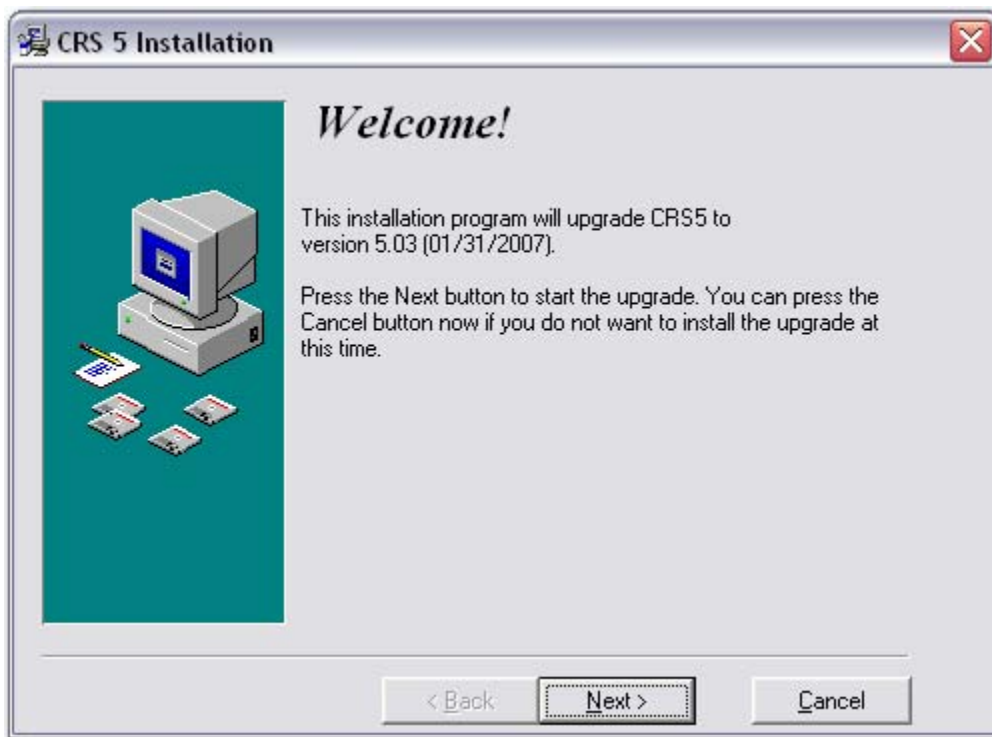
- Clicking Run will bring up the following window to show the progress of the download.



- When the file is finished downloading click **Run**



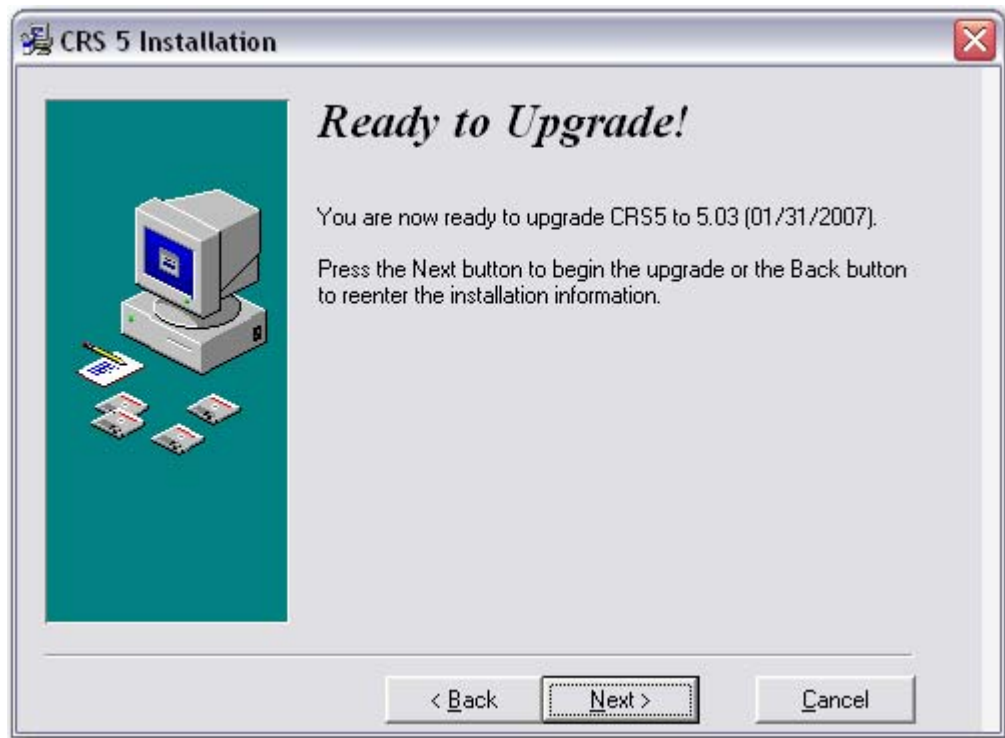
- Click **Next**



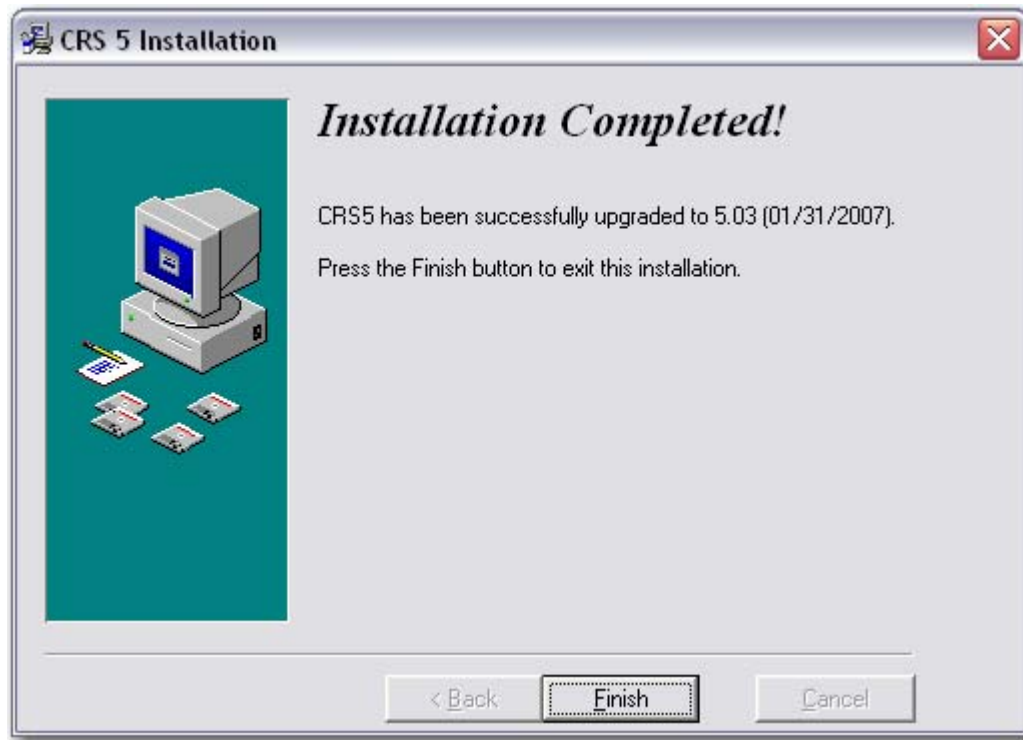
- Click **Next**



- Click **Next**



- Click **Finish**



- Log into CRS5 to begin using the updated version of this program. Check the Information Box (section 1.2) on the Main Switchboard to confirm which version you are running.
- **Once CRS5 has been updated to at least version 5.02 follow the directions in section 2.2 for all future updates.**

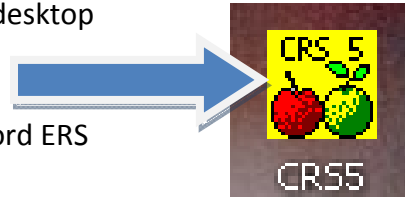
System Administration

3.1 First Time Log – In

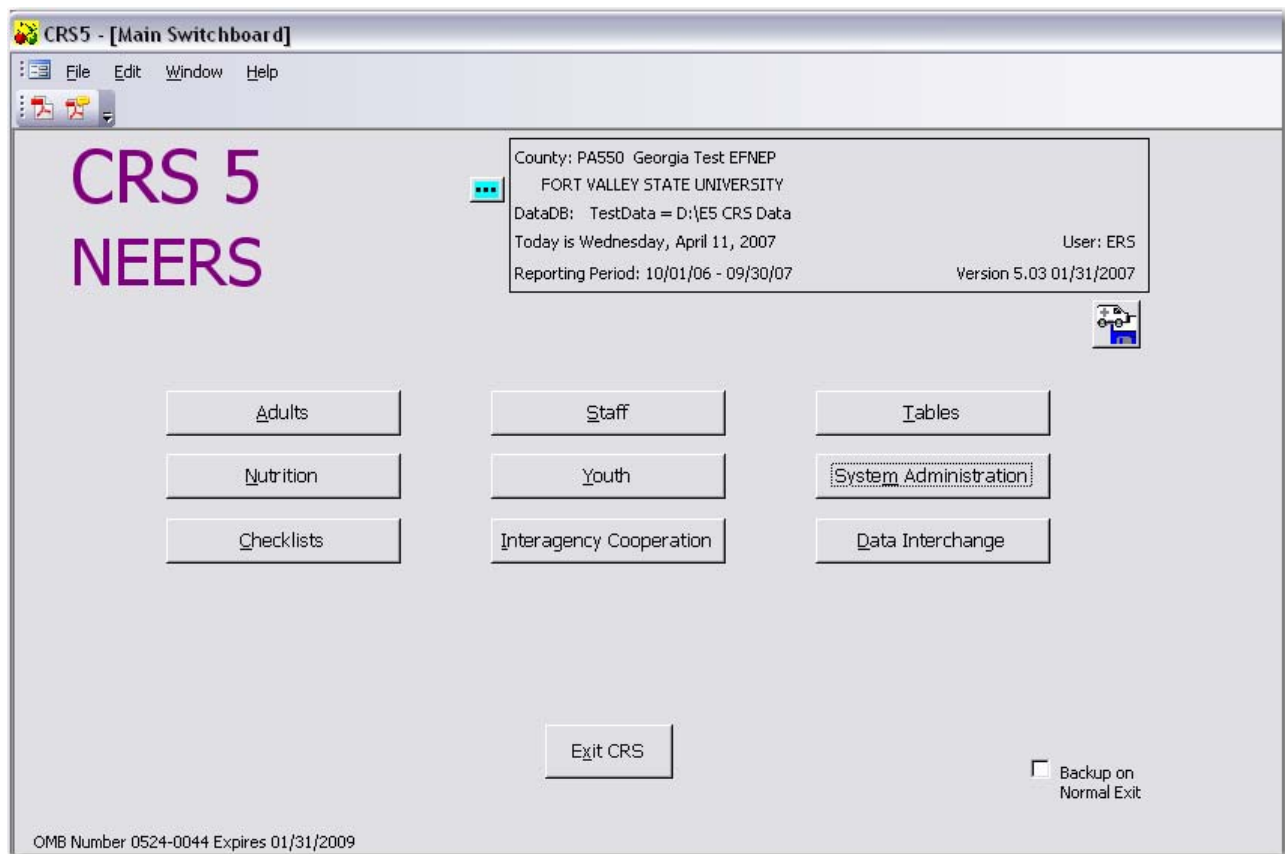
After you have successfully completed the installation of CRS5, you can LOG IN.

To open the CRS5 Program:

- Double click on the CRS5 shortcut on your desktop
- Double click on the CRS5 icon.
 - The icon will look like this
- Enter the name ERS and the default Password ERS
 - The Password is case sensitive



You should now be logged-in to the CRS Program on the Main Switchboard



3.2 Creating New Users

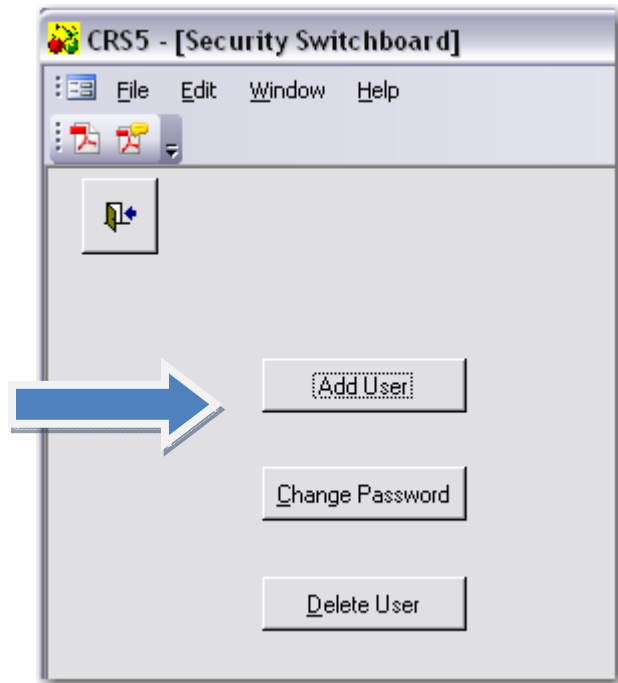
Directions for Entering New Users

From the Main Switchboard Click on:

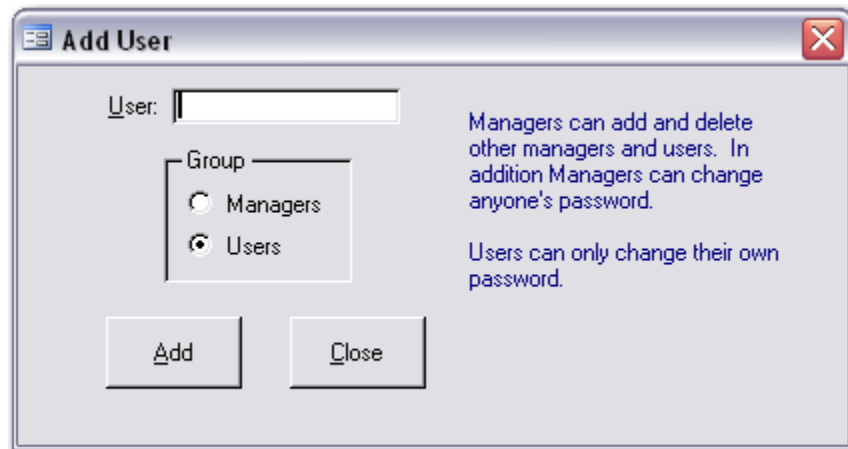
- System Administration
- Security Functions

This opens the Security Switchboard.

- Click on **Add User**



- Type a User Name in the box
- Select the appropriate group for this user (Manager or User)
- Click **Add**

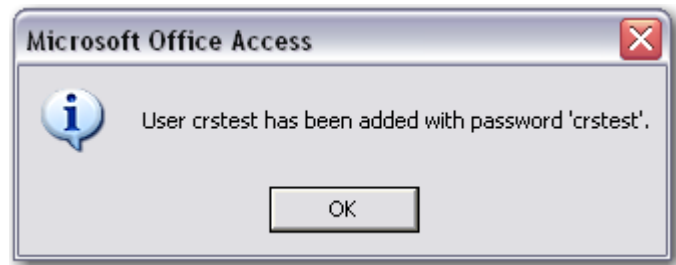


NEW Terminology in CRS5: The new terms Managers and Users are equivalent to Executive Level and Data Entry Level from ERS4.

- **MANAGERS** have total access to change the passwords of any users without knowledge of their old passwords. Managers can also add and delete users.
- **USERS** only have access to change their own password.

You will be prompted with a message which says “User ____ has been added with password ____” (the password will be the same as the user name but in all lower case letters). This is the default password*.

- Click **OK**



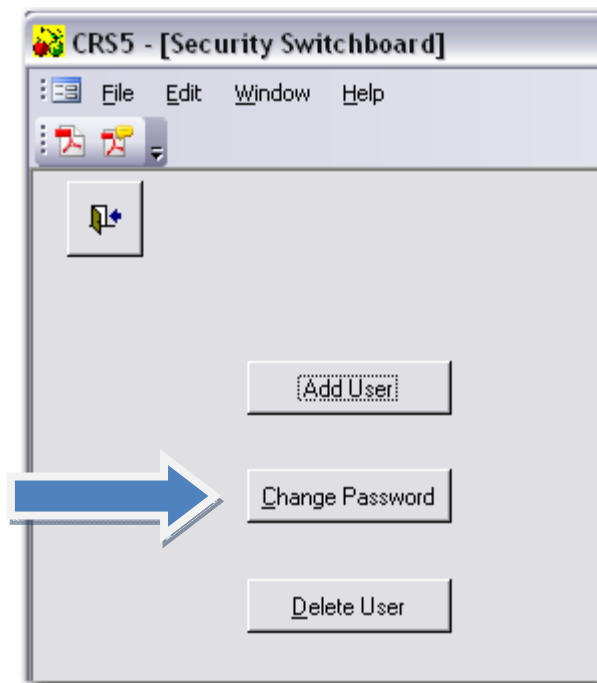
**It is recommended you change the password to something more secure since it is merely repeating your user name.*

- Click **OK** – This message simply tells you the user has been added to the selected group. In this case User crstest was added to the “Managers” Group



3.2.1 Changing Passwords

From the Security Switchboard click on **Change Password**



Type in a New Password and Confirm

- Click on **Save Changed Password**
- Click **OK**

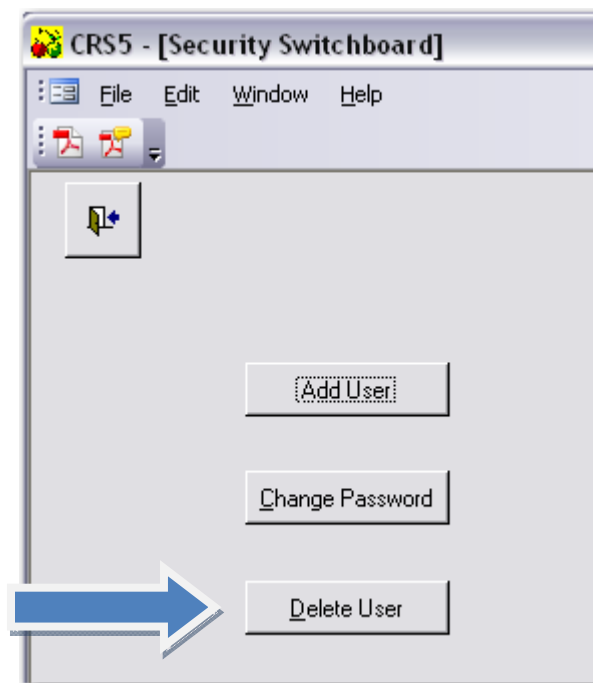


3.3 Deleting Users

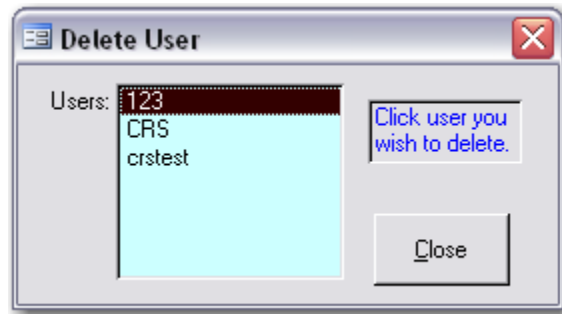
- To delete a user in CRS5 click on Administration switchboard.
- Click on **Delete User**



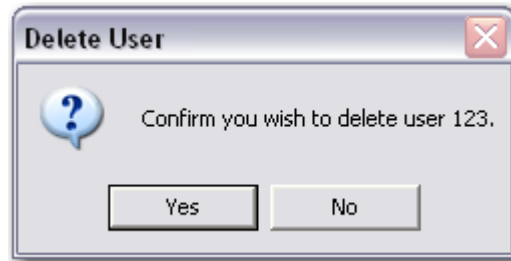
from the System

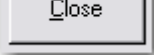


- Highlight the user you wish to delete.



- Confirm that you wish to delete this user by clicking **Yes**.

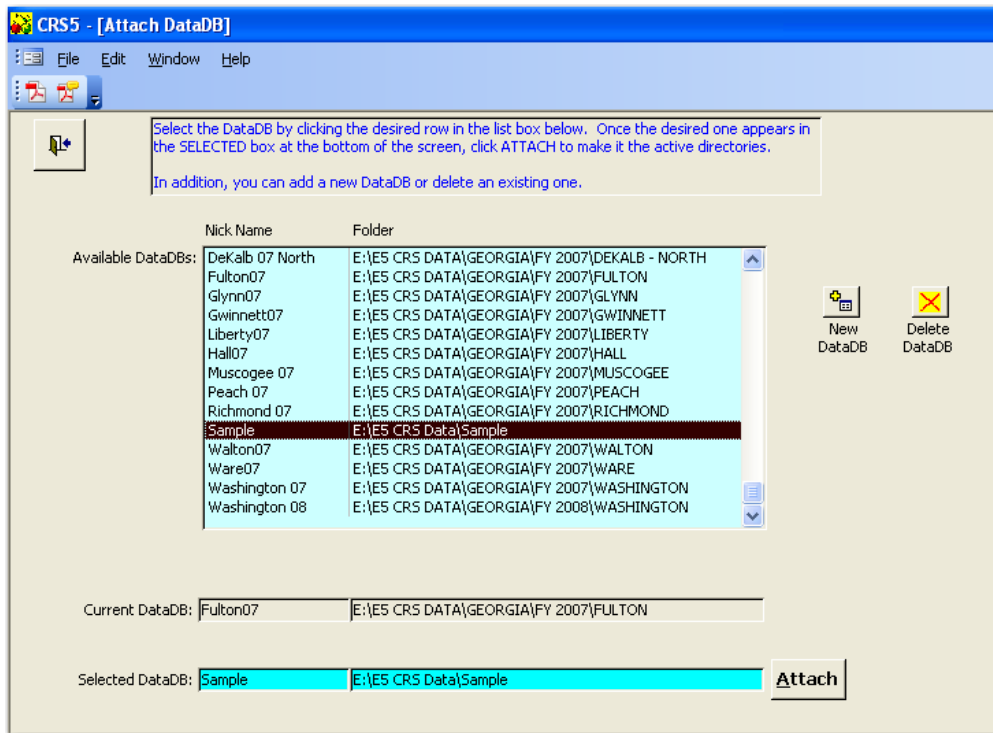


- Click to  to return to the Security Switchboard and then click the Back door return to the System Administration Switchboard.
- Use the Backdoor icon to return to the Main Switchboard.

3.4 Data DBs

CRS5 comes loaded with sample fictional data. You may use this data to navigate through the software and test the various features. In order to begin using the software to enter your county data you will need to create a new database.

The initial installation of CRS5 (Chapter 2.1) will create a sample DataDB:



Database Name Location (Path)

The Sample DataDB Data can be found at C:\E5 CRS DATA\SAMPLE. Other DataDBs should be placed in their own subfolders in the same location (C:\E5 CRS Data).

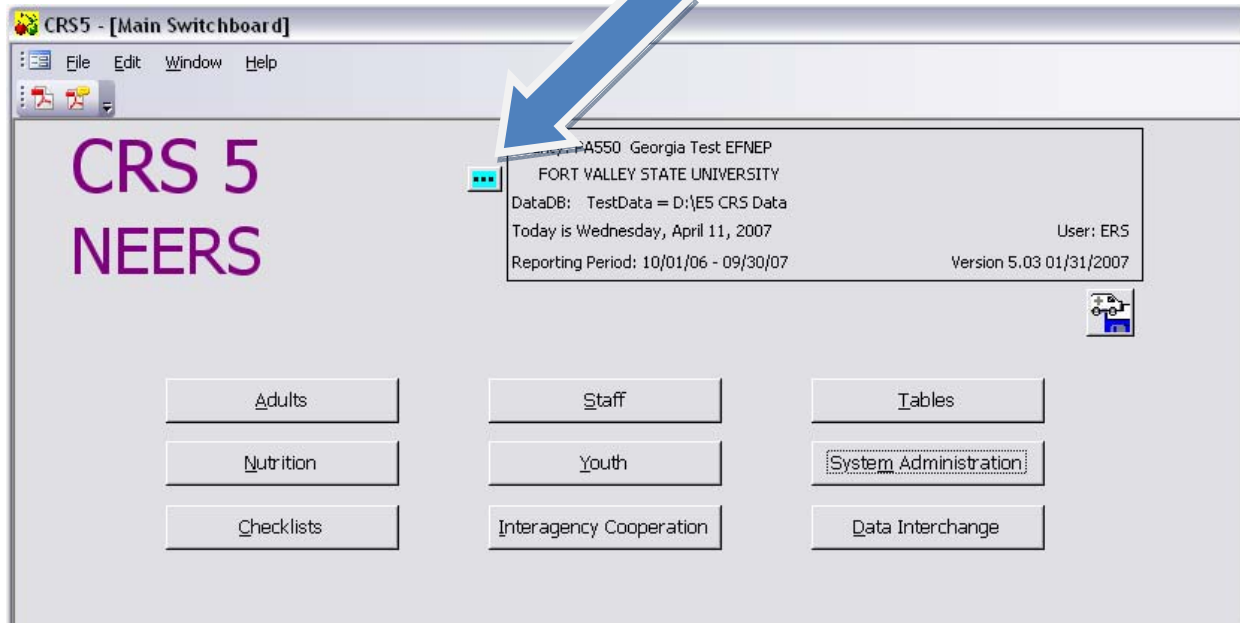
Some tips to remember:

- Separate DataDBs should be maintained for each reporting period or fiscal year. See Section 3.6 - **Start New Reporting Period**.
- Sometimes more than one DataDB may be needed for the same year, for example, if you are maintaining data for two different units on the same computer. You may also want to create a separate DataDB for training.
- This function is used to specify the location of the Data Database (DataDB) If you have more than one set of data, use this function to switch to the Database you want to use. Use the shortcut from the Main Switchboard (section 3.4.1) or go to **System Administration** and click on **DataDB**.

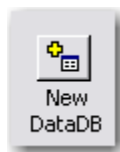
3.4.1 Creating a New Database

From the Main Switchboard click on the **BLUE EXPLODE** button next to the information box. You are now on the Attach DB screen.

- You can also access the Attach DB screen by clicking on System Administration and then clicking on DataDB

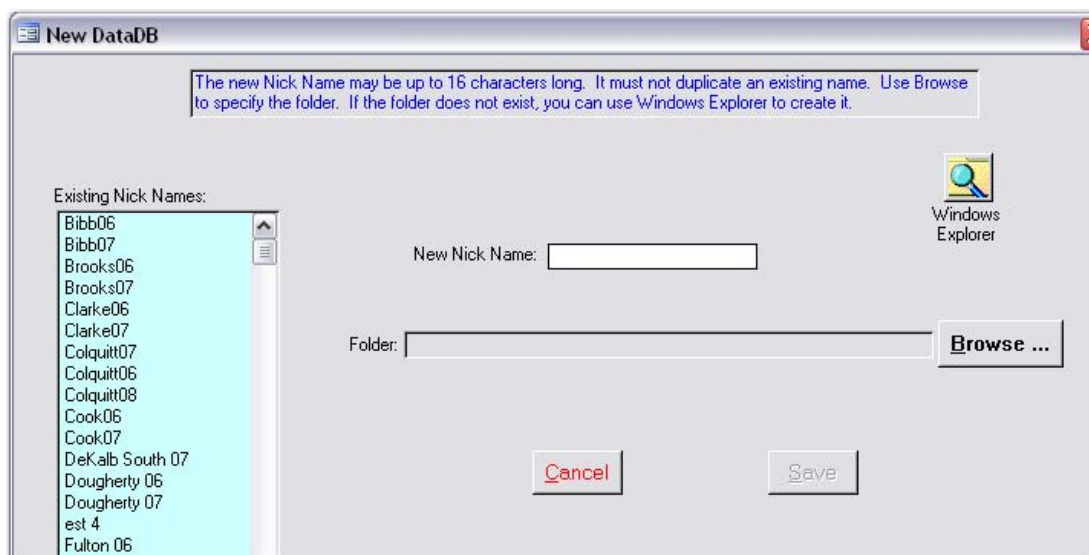


- Click the



button.

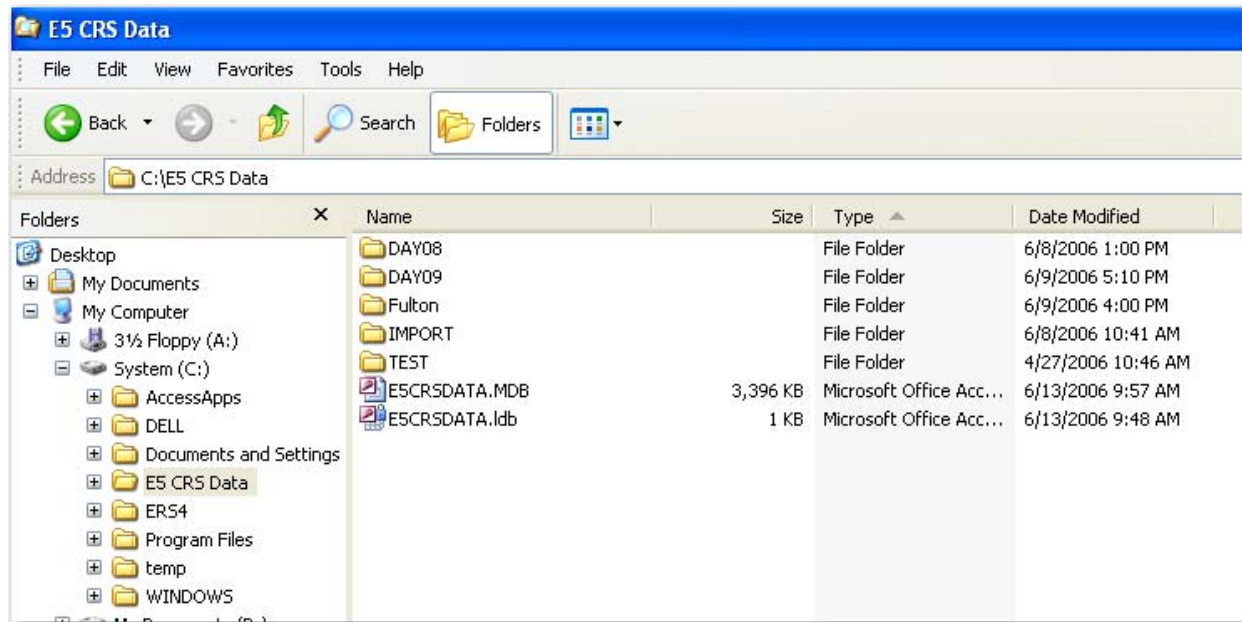
- Create a New Nick Name for this Database (maximum 16 characters).



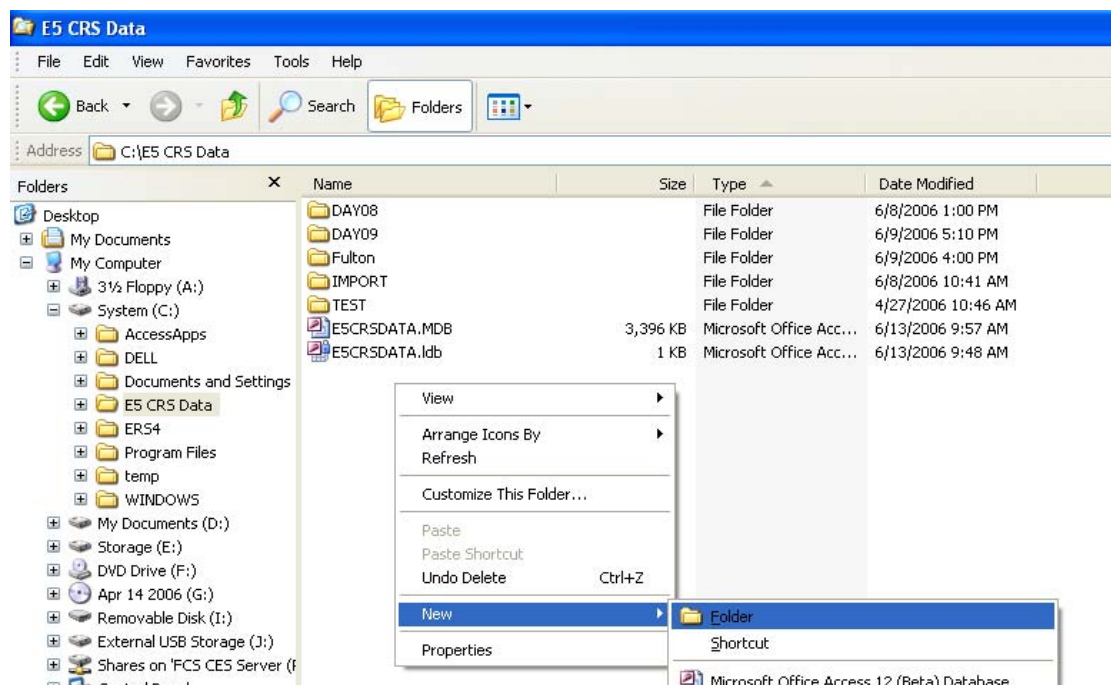
- Click on



- Locate the C:/E5 CRS Data folder and double click to open it.

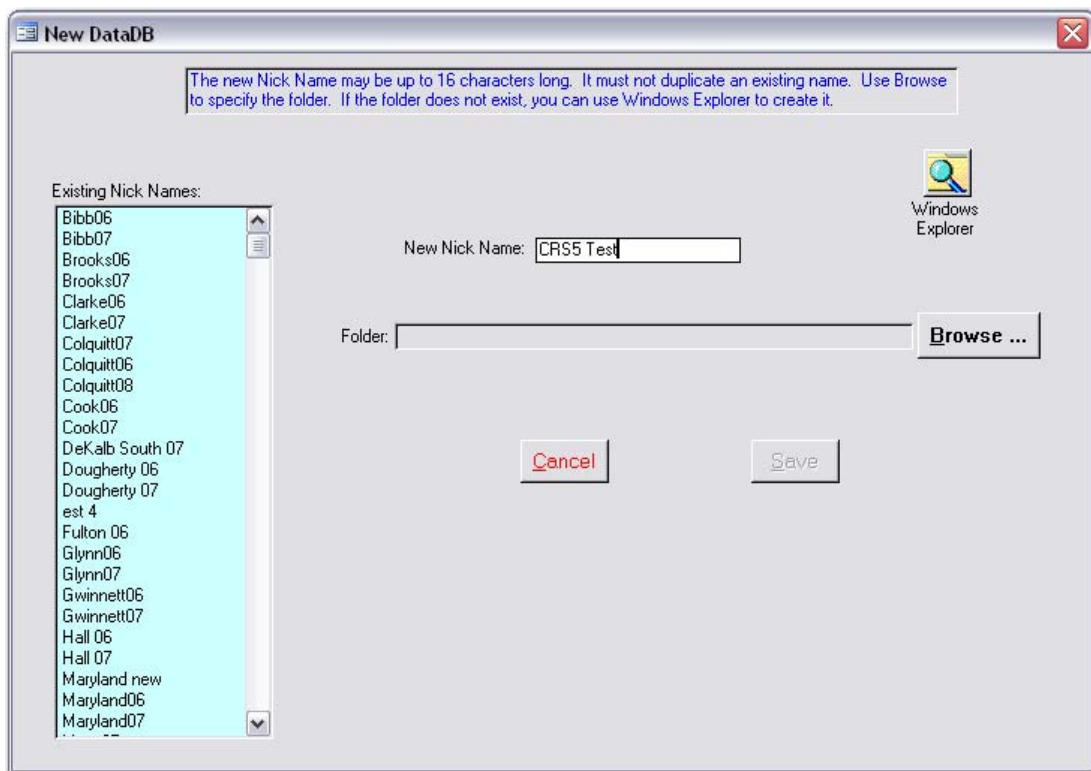


- Right click in the white space and select New and then Folder.

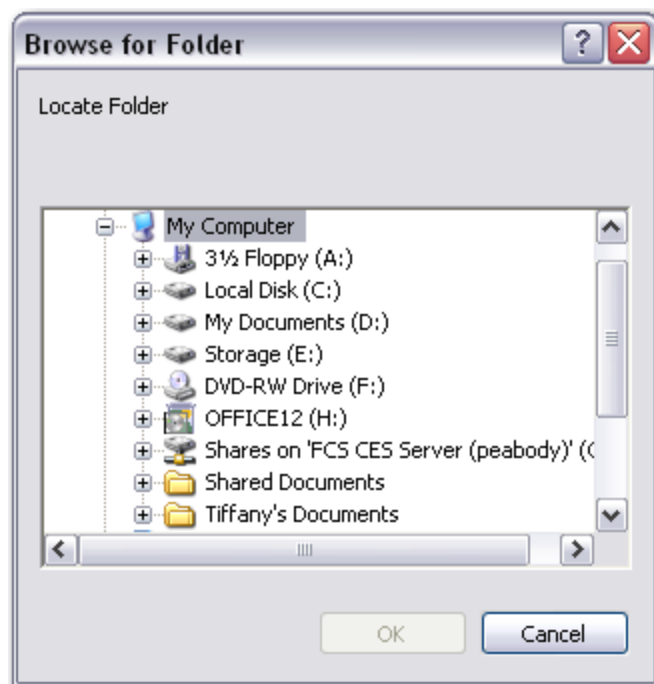


- Name your folder with the appropriate unit name and year. This will help you keep your folders organized as you change years and create multiple units.
- Close the Windows Explorer Window and return to CRS5.

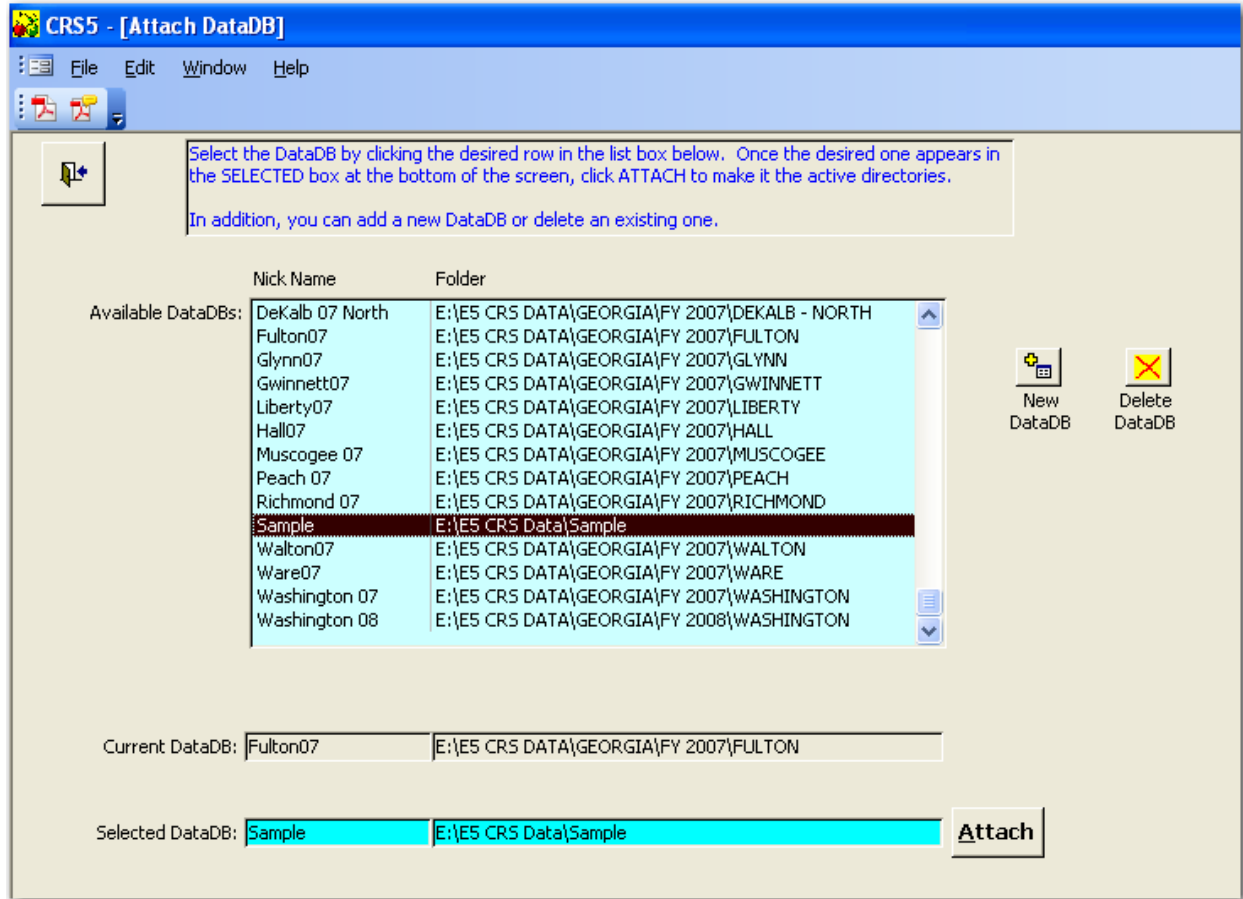
- Click

Browse ...

- Double click on the **C:/E5 CRS Data folder** and highlight the folder you created for your new Database by double clicking on it.
- Click **OK**
- Click **Save** - this will return you to the Attach DataDB screen.



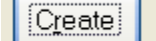
- Highlight your new Database in the list of Available DataDBs. You should now see your new database listed at the bottom of the screen under Selected DataDB.

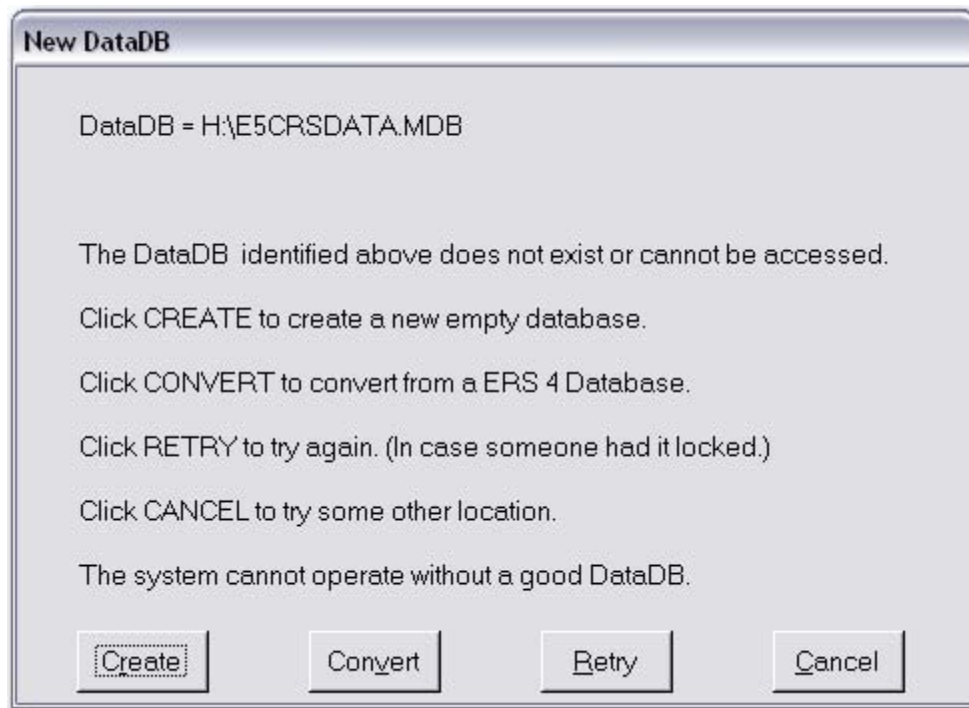


- Click



Database attachment allows you to quickly and easily switch between multiple data sets. See Section 3.4.2 for instructions.

- Click  to create a new empty database.

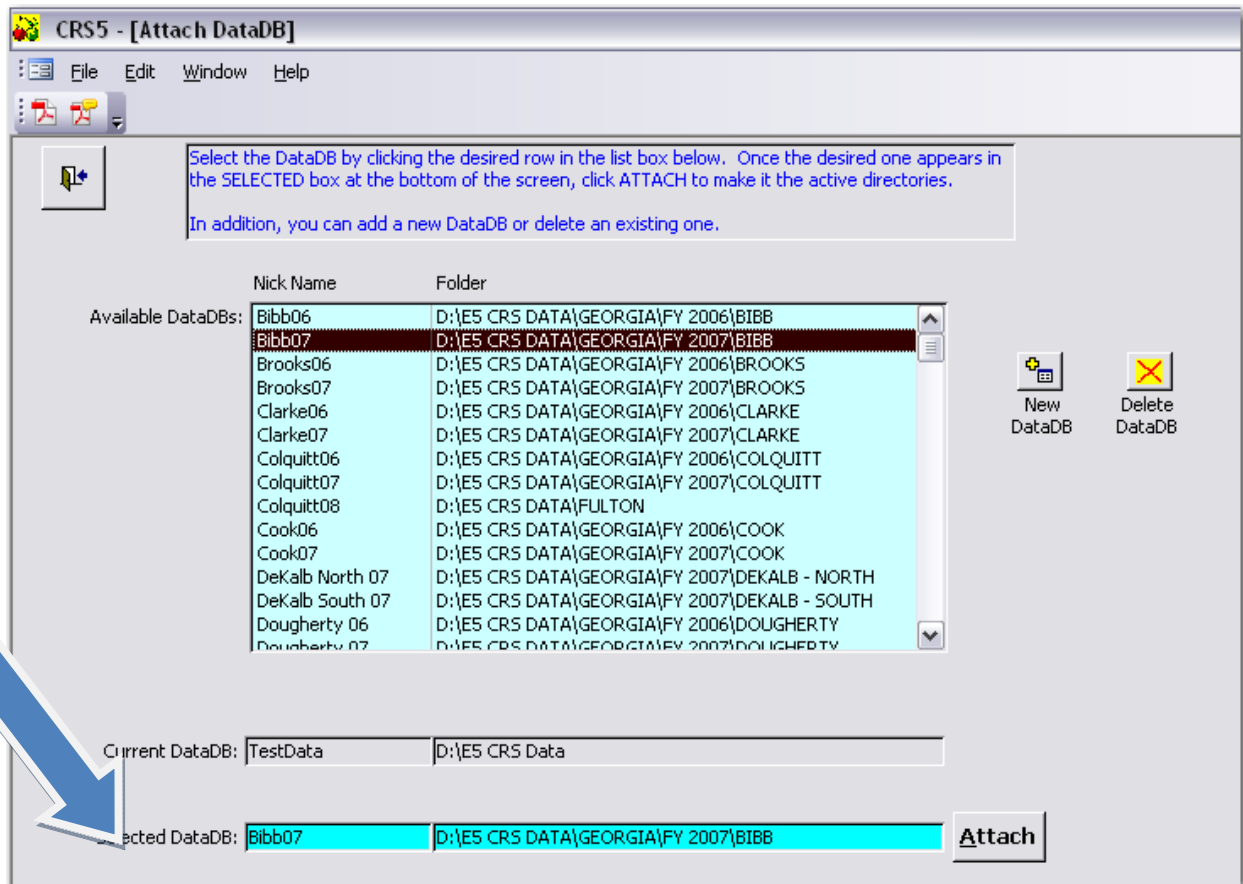


- After the database has been created, the system will automatically take you to the System Configuration screen so you may enter the required system information.

3.4.2 Attaching an Existing DataDB

The Attach DataDB Screen shows all available databases. This gives you the ability to store and access multiple databases.

- From the Main Switchboard click **System Administration**
- Click **DataDB**
- Highlight the Database of interest in the list of Available DataDBs. You should now see your new database listed at the bottom of the screen under Selected DataDB.



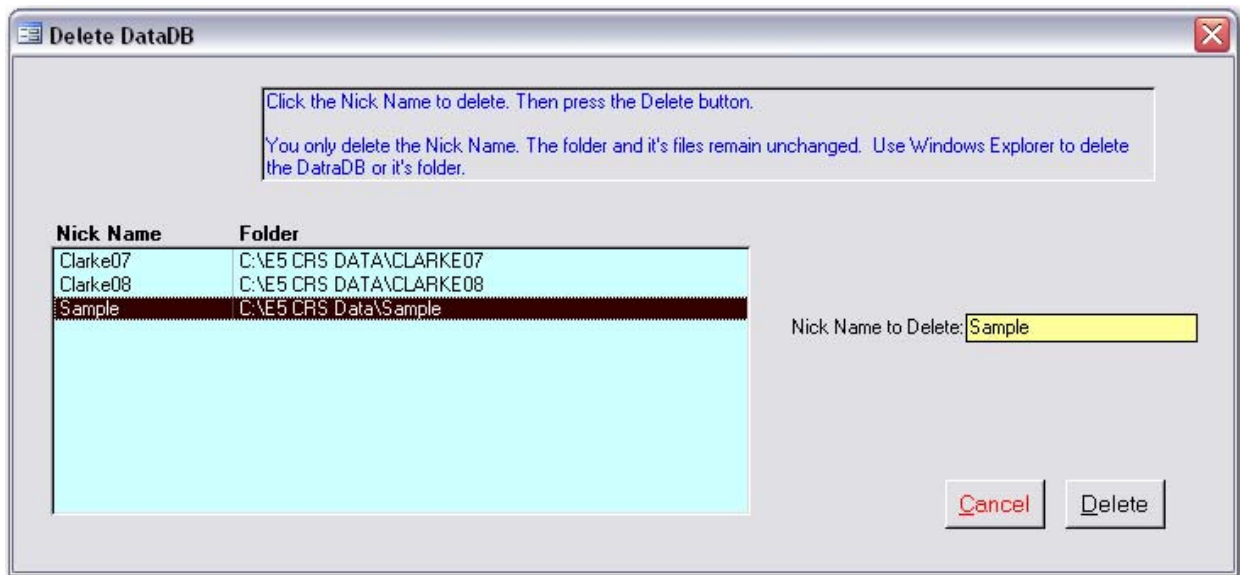
- Click **Attach**
- After the database has been attached, the system will automatically take you to the Main Switchboard.
- Confirm the correct database is attached by verifying the details listed in Information Box at the top of the Main Switchboard.

3.4.3 Deleting an Existing DataDB

- From the Main Switchboard click System Administration
- Click **DataDB**
- Click



- Highlight which DataDB to be deleted. The nick name will appear in the yellow box on the right.



- Click **Delete**
- CRS5 will return to the Attach DataDB screen and the DB that was just deleted will no longer be listed under available DataDB's

Note: Deleting the DataDB from the screen does not delete the DataDB from the hard drive. This step simply removes the DataDB from the list of Available DB's. To delete the DataDB from the hard drive, use Windows Explorer to locate the file and delete it.

3.5 System Configuration

The System Configuration screen can be found by clicking on the button from the Main Switchboard.

System Administration

And then clicking on

System Configuration

All fields, except the Sub Unit, are required.

System Level: **County**

State: **GA**

Unit ID: **059**

Sub Unit:

Program: **EFNEP** | EFNEP, alone or with other programs | If the Program is EFNEP, you must identify your state's institution. If your institution is not on the list, use one of the three Temporary institutions at the end of the list.

FSNE | FSNE, with no EFNEP

OTHER | Other than EFNEP and FSNE

Institution: **UNIVERSITY OF GEORGIA**

Unit Name: **Clarke County**

Period Begin: **01-Oct-2006**

Period End: **30-Sep-2007**

Poverty Level Table: **48 Contiguous States and DC**

Alaska

Hawaii

Default Nutrition Method: **Computerized Analysis**

Food Group Intake

External Analysis

Save Cancel

The Unit ID is your three digit county FIPS code, or other code as may be assigned you by your State. Use the FIPS Code Lookup to find your FIPS code.

FIPS Code Lookup: <http://www.itl.nist.gov/fipspubs/co-codes/states.htm>

The Sub Unit is used to distinguish between multiple units in a county.

Use the contiguous-states-and-D.C. guidelines if you are in Puerto Rico, the U.S. Virgin Islands, American Samoa, Guam, the Republic of the Marshall Islands, the Federated States of Micronesia, the Commonwealth of the Northern Mariana Islands, or Palau.

The System Configuration screen requires you to enter important information such as your state, unit id, program, institution and reporting period. It also sets some operational switches.

- Select your state from the drop down menu

State: **GA**

- Enter the Unit ID and Sub Unit ID.

Unit ID: **059**

FIPS Code Lookup: <http://www.itl.nist.gov/fipspubs/co-codes/states.htm>

Sub Unit:

The Sub Unit is used to distinguish between multiple units in a county.

- The Unit ID should be the 3 digit Federal Information Processing Standard (FIPS) code that corresponds with the county you are in. FIPS ID codes can be found at <http://www.itl.nist.gov/fipspubs/co-codes/states.htm>.
- The Sub-unit code may be used to distinguish between different computers or different sites within the county.



- Choose the program your database represents by clicking on one of the three choices: EFNEP, FSNE, or OTHER.

Program:	EFNEP	EFNEP, alone or with other programs	If the Program is EFNEP, you must identify your state's institution. If your institution is not on the list, use one of the three Temporary institutions at the end of the list.
	FSNE	FSNE, with no EFNEP	
	OTHER	Other than EFNEP and FSNE	

- If EFNEP is selected, indicate your Institution from the drop down menu. This is necessary to identify your institution when the EFNEP data is sent to USDA CSREES at the end of the fiscal year. The institution box will not appear if you select FSNE or Other since this data is not aggregated at the Federal level. If "Other" is selected there will be an opportunity to change the name from EFNEP or FSNE to the appropriate program. "Other" should not be selected if programming is for EFNEP or FSNE.
- Enter the county name in the "Unit Name" box

Unit Name:

- Enter the correct Reporting Period Begin and Period End Dates.

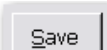
Period Begin: 
 Period End: 

- The Reporting Period is used to specify the time period for the dataset. In most cases the fiscal year is used as the reporting period. Begin and End dates are sometimes used to cross check other dates that are entered (e.g., entry and exit dates of adult participants). These dates also become the default date ranges for previewing reports and exporting data.
- Choose which Poverty Level Table you will be using by clicking on one of the three choices: 48 Contiguous States and DC, Alaska, or Hawaii.

Poverty Level Table:	48 Contiguous States and DC	Use the contiguous-states-and-D.C. guidelines if you are in Puerto Rico, the U.S. Virgin Islands, American Samoa, Guam, the Republic of the Marshall Islands, the Federated States of Micronesia, the Commonwealth of the Northern Mariana Islands, or Palau.
	Alaska	
	Hawaii	

- Select the Default Nutrition Method you wish to use to compute the nutrition information for your county. Choose either Computerized Analysis or Food Group Intake. Do not choose External Analysis. The External Analysis method was created for the conversion process from ERS4 to CRS5 and should not be used as a Default Nutrition Method.

Default Nutrition Method:

- When the first recall for an adult is entered, the system will prompt for the method you wish to use for that individual, with the default highlighted. You may choose to use the default or to select another choice.
- After entering all required information correctly, click 

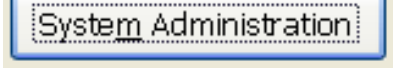

- Use the Back Door

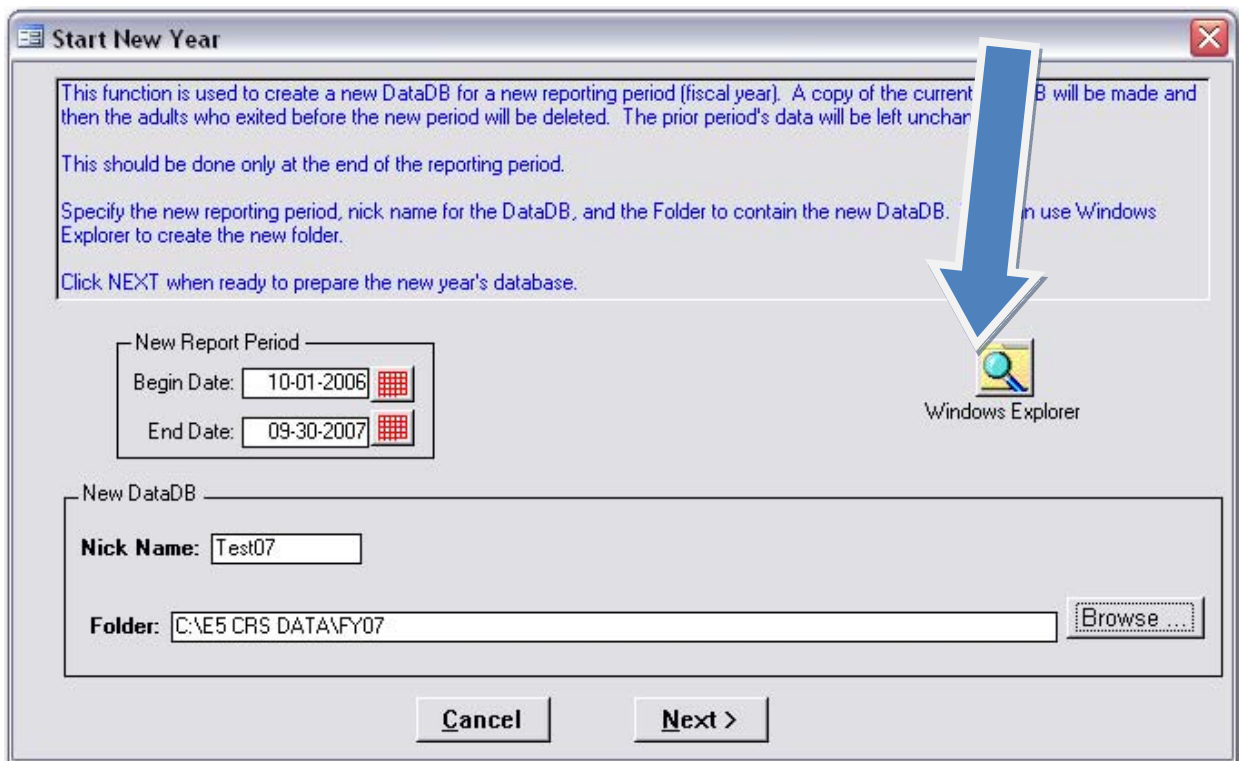


to return to the Main Switchboard

3.6 Starting a New Reporting Period

This function is used to create a new DataDB for a new reporting period (fiscal year). A copy of the current DataDB will be made and then the adults who exited before the new period will be deleted. The prior period's data will be left unchanged. This should be done only at the end of a reporting period. Using this feature is the desired practice for beginning a new year as opposed to just creating a new DataDB. This function carries over appropriate information into the next DataDB such as staff information and system configuration. Only exited adults and youth groups with an ending date will be purged from the new reporting period.

- On the “Main Switchboard” screen click on 
- Next click on 
- Verify the accuracy of the dates for the new reporting period.
 - In this case the Reporting Period begins 10.1.06 and ends 9.30.07.
- Create a nickname for your new DB. You should select something that you are able to easily identify such as Colquitt07 (county name and year).
- Use Windows Explorer to create a new folder (see section 3.4).



Start New Year

This function is used to create a new DataDB for a new reporting period (fiscal year). A copy of the current DataDB will be made and then the adults who exited before the new period will be deleted. The prior period's data will be left unchanged. This should be done only at the end of the reporting period.

Specify the new reporting period, nick name for the DataDB, and the Folder to contain the new DataDB. Use Windows Explorer to create the new folder.

Click NEXT when ready to prepare the new year's database.

New Report Period

Begin Date: 10-01-2006

End Date: 09-30-2007

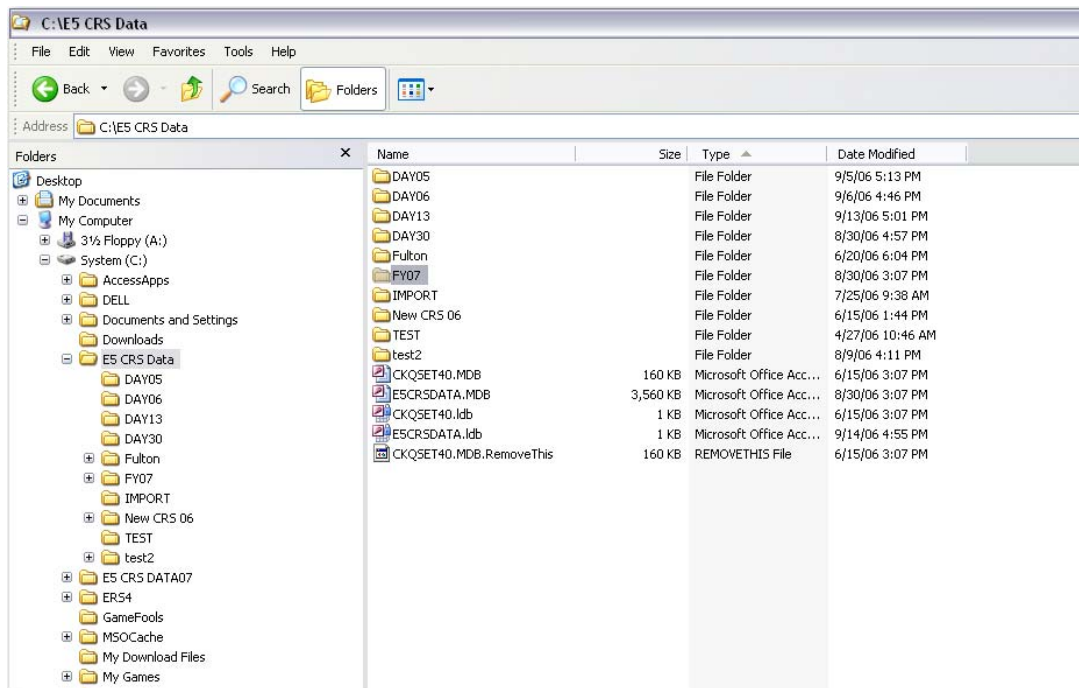
New DataDB

Nick Name: Test07

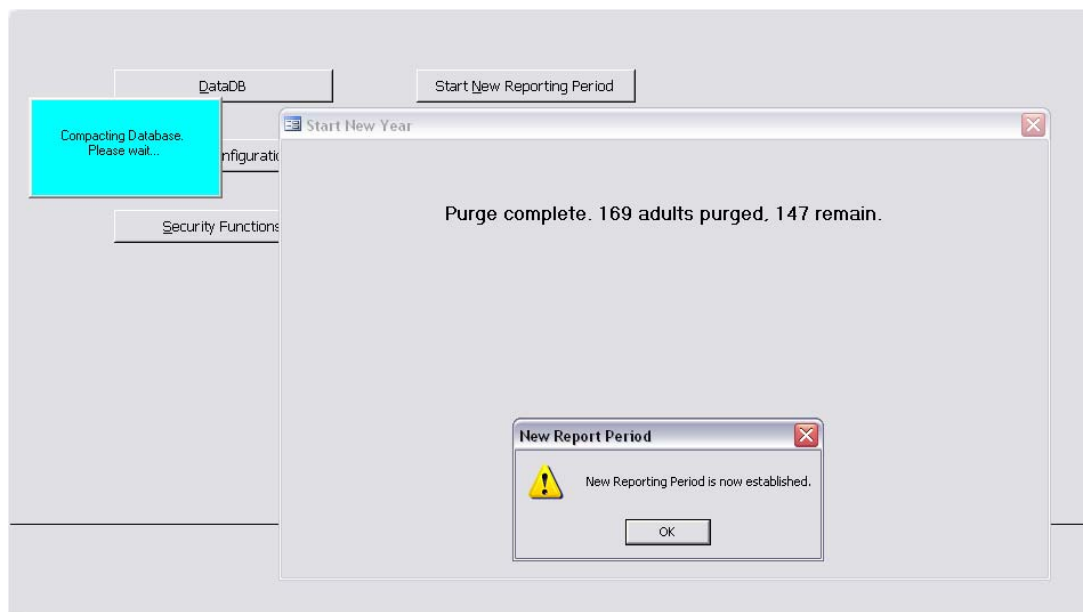
Folder: C:\E5 CRS DATA\FY07 Browse ...

Cancel Next >

- Note that the new folders should all be created within the E5 CRS Data folder located on your C:/ drive.



- Close Windows Explorer and return to CRS5.
- Locate the folder you just created using the browse feature.
- Click **Next** to purge all individuals and youth groups that no longer have active status. All others will carry forward into the new reporting period.
- Click **OK**

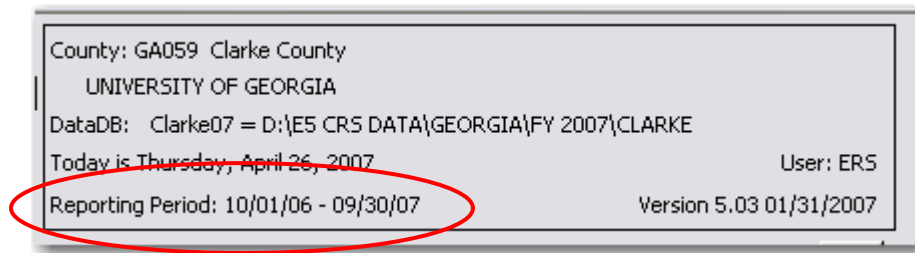


- Use the Back Door



to return to the main Switchboard.

- Verify the dates of the reporting period for the new database by checking the information box at the top of the Main Switchboard.



- You are now attached to the new database and you can begin entering data for continuing clients and new clients for the new reporting period.

When you start a new reporting period the data in the DataDB from the prior period are left unchanged. When needed you are able to switch back and forth between databases to view previous year's data, prepare end of year reports and export the summary data to your State office.

3.7 Update History

- From the Main Switchboard click System Administration
- Click



A PDF will appear in a new window that summarizes the most recent updates to CRS5 for the most recent version of CRS5. If the PDF does not open the document can be viewed at http://www.csrees.usda.gov/nea/food/efnep/pdf/update_history.pdf.

CRS5 Update History

- **CRS5 Changes in Version 5.03 Dated 01/31/2007**
 - 1) **Entering New Recalls** – The problem of not being able to enter the recall date for a new recall has been fixed.
 - 2) **Diet/Checklist Refresh Adult Messages** – You no longer receive warning messages about missing entry/exit recalls when using the new buttons on the Nutrition and Behavior Checklist switchboards to refresh the Adult information.
- **CRS5 Changes in Version 5.02 Dated 01/19/2007**
 - 1) **System Configuration Programs** – System Configuration Edit has been modified to provide for selection of one of three programs: EFNEP, FSNE, or Other. When Other is selected, one can enter a name for the program – this should not be selected if the user is EFNEP or FSNE.
 - 2) **Zip/FTP** – New software for ZIP and FTP functions has been added. Backup on Normal Exit now flows better.

The Staff Switchboard

4.1 Accessing Professionals, Paraprofessionals, & Volunteers

About the Staff Component

There are three classifications of staff members in NEERS5: Professional, Paraprofessional, and Volunteer. All staff that provide nutrition education to adults or youth should be entered.

Entry of adult records requires designation of the assigned staff member and entry of youth groups requires identification of the group's leaders. Thus, entry of the staff members should be one of the first tasks with a new database. Additionally staff that are no longer active should be deleted.

In most cases, when asked to select a staff member, either a professional, paraprofessional or volunteer may be selected. When that is not the case, the drop down box or browse screen will be limited to valid choices.

Staff IDs

Staff ID numbers begin with a prefix which identifies the staff classification:

Professionals	A00000 through A99999
Paraprofessionals	P00000 through P99999
	(P00000 is a special case*)
Volunteers	V00000 through V99999

*Paraprofessional ID P00000

ID P00000 has a special use. It is a place holder for a staff member who performs a professional or paraprofessional role, but is not to be counted in summary reports. Its purpose is to provide a placeholder paraprofessional to assign to volunteers who are NOT assigned to a professional or paraprofessional. Any other use of P00000 should be avoided.

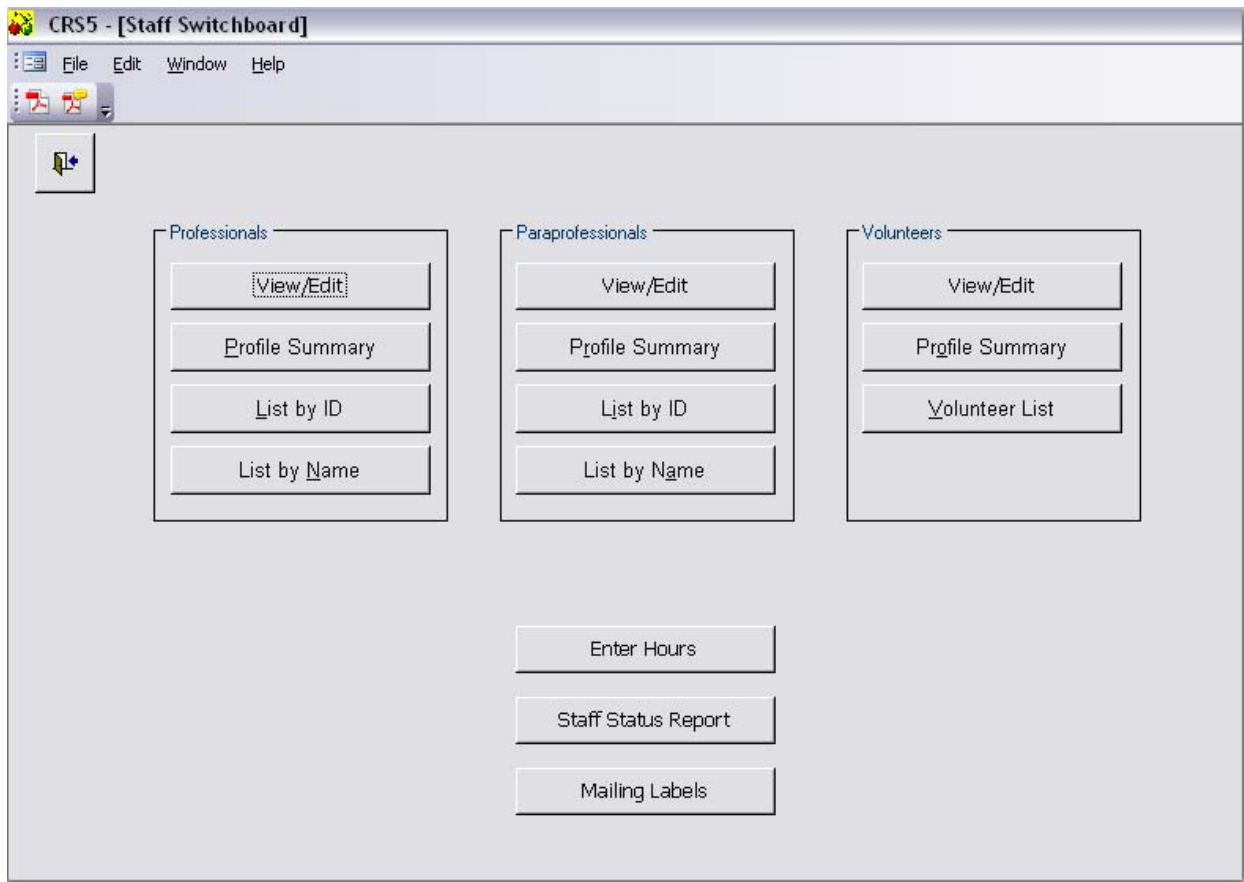
IDs A00000 and V00000 are normal IDs and are counted on their respective summary report.

Staff Switchboard

The Staff switchboard is used to access, edit and view Staff related information.

Separate screens exist to maintain the professional, paraprofessional, and volunteer data.

- From the “Main Switchboard” click on the **STAFF** button.
- Follow instructions in Section 4.2.1 and 4.3.1 to enter all personnel who are working with your nutrition education program.



4.2. Professional and Paraprofessional Staff

4.2.1 Entering Professional and Paraprofessional Staff

- From the Staff Switchboard:
 - Click **“View/Edit”**
 - Click **Add**

Add Professional

Enter ID of new professional and click NEXT or press <Enter>.

Click DONE when through adding.

ID of new professional:

Done **Next**

- Assign an ID number for the staff person or use the default
- Click **Next**
- Complete required **YELLOW** fields and enter other data as needed in your state. (NOTE: The “Annual Hours Spent with Adults and Youth by Program” box is typically completed at the end of the fiscal year. It is discussed in Section 4.4.)
- Click **Save** at the bottom of the screen. Note the Save button will not be activated until all required fields are complete.
- Click **Next** to enter another staff member in this category; Click **Done** to return to the View/Edit Professionals Screen.

CRS5 - [New Professional]

File Edit Window Help

ID: A00001 **Required fields have yellow background.** 09-Apr-2007

First-Last Name:

Address:

City-State-Zip: GA

Phone: Ext:

Gender: Female

Ethnicity:

Race:


Program	Adults	Youth
EFNEP	0	0
FSNE	0	0
State Project	0	0
Other	0	0
Total	0	0
Adult + Youth	0	

Save **Cancel**

4.2.2 Editing Existing Staff Members

Note: Staff may be added at any time. However, Staff should only be deleted at the beginning of a new reporting period when they will not have any adults, youth groups, or volunteers associated with their name during that fiscal year.

- From the Staff Switchboard click on

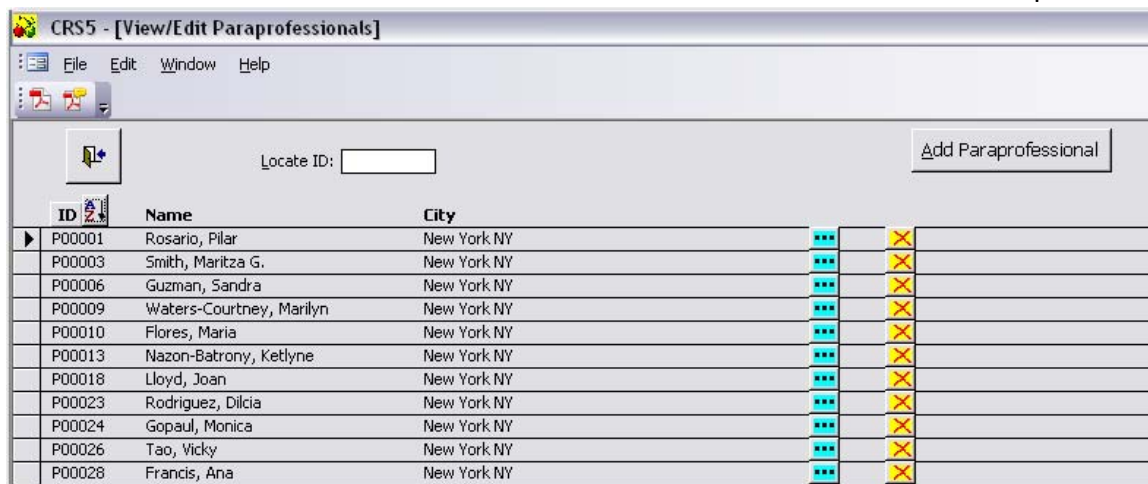


- Click the **Yellow X** button to delete a staff member or volunteer who is no longer active.

Note: If you receive an error message that you are not able to delete a staff member or volunteer because they are still associated with a youth group you may need to manually delete the youth group and then delete the staff person. You should only delete a youth group after you have started a new reporting period and if the group ended in the previous year.

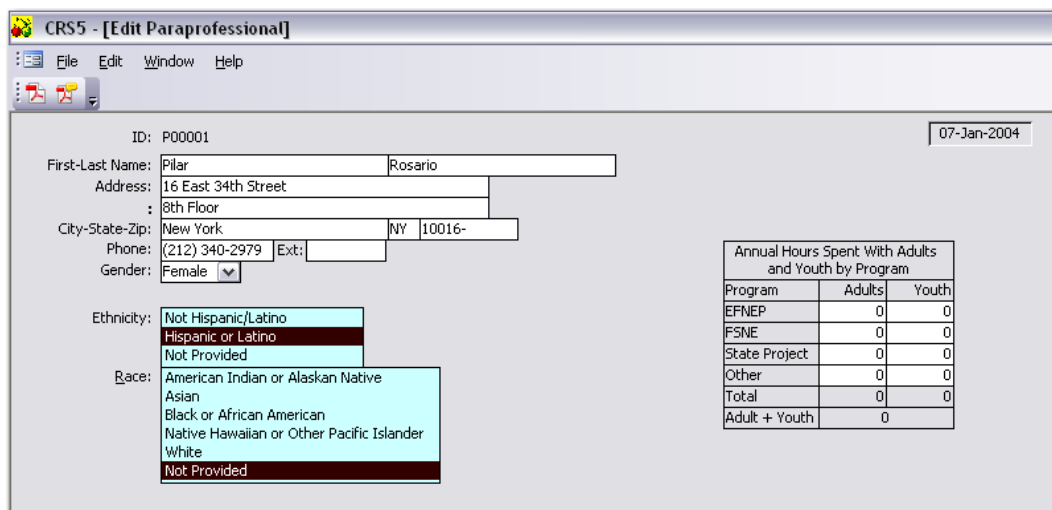
If the staff member is still assigned to an adult, it will say "1 or more adults are assigned to this individual. To identify Active Families assigned to this staff member, go to Adult Switchboard, PP List of Families.

- Click on the **Blue Explode** button next to the staff member or volunteer you wish to edit. From the Edit screen all information can be edited and hours updated as well.



ID	Name	City
P00001	Rosario, Pilar	New York NY
P00003	Smith, Maritza G.	New York NY
P00006	Guzman, Sandra	New York NY
P00009	Waters-Courtney, Marilyn	New York NY
P00010	Flores, Maria	New York NY
P00013	Nazon-Batrony, Ketylyne	New York NY
P00018	Lloyd, Joan	New York NY
P00023	Rodriguez, Dilcia	New York NY
P00024	Gopaul, Monica	New York NY
P00026	Tao, Vicky	New York NY
P00028	Francis, Ana	New York NY

- Click **Save** to save the changes and return to the Staff Switchboard.
- Click **Cancel** to return to the Staff Switchboard without saving any changes.



ID: P00001 07-Jan-2004

First-Last Name: Pilar Rosario

Address: 16 East 34th Street
8th Floor

City-State-Zip: New York NY 10016-

Phone: (212) 340-2979 Ext:

Gender: Female

Ethnicity: Not Hispanic/Latino
Hispanic or Latino
Not Provided

Race: American Indian or Alaskan Native
Asian
Black or African American
Native Hawaiian or Other Pacific Islander
White
Not Provided

Program	Adults	Youth
EFNEP	0	0
FSNE	0	0
State Project	0	0
Other	0	0
Total	0	0
Adult + Youth	0	

4.2.3 Profile Summary

Profile Summary generates a one page report that aggregates the FTE, gender, and race/ethnicity characteristics for Professionals, Paraprofessionals, or Volunteers.

- From the Staff Switchboard click Profile Summary for Professional, Paraprofessional or Volunteer.
- Select to Preview or Print the report. A sample report is below.

Summary of Paraprofessional Profiles

County: PA550 Georgia Test EFNEP

Reporting Period: 10/01/06 - 09/30/07

1) Total Number of Paraprofessionals: 3

2) Full Time Equivalents Spent on Adults and Youth by Program

Program	Adults	Youth
EFNEP	2.0	1.0
FSNE	0.0	0.0
State Project	0.0	0.0
Other	0.0	0.0
Total	2.0	1.0
TOTAL FTE	3.0	

FTE will not show up on the summary report if total hours for Adults, Youth or Total FTE are less than or equal to 92 hours. It is important to verify that hours have been entered correctly - refer to **Section 4.4 - Enter Hours.**

3) Gender and Racial/Ethnic Characteristics

Race	Ethnicity	Female		Male		Total	
		Number	Percent	Number	Percent	Number	Percent
All Races	Total:	3	100%	0	0%	3	100%
	Hispanic/Latino:	0	0%	0	0%	0	0%
	Not Hispanic/Latino:	3	100%	0	0%	3	100%
White	Total:	1	33%	0	0%	1	33%
	Hispanic/Latino:	0	0%	0	0%	0	0%
	Not Hispanic/Latino:	1	33%	0	0%	1	33%
Black	Total:	2	67%	0	0%	2	67%
	Hispanic/Latino:	0	0%	0	0%	0	0%
	Not Hispanic/Latino:	2	67%	0	0%	2	67%
AI or AN	Total:	0	0%	0	0%	0	0%
	Hispanic/Latino:	0	0%	0	0%	0	0%
	Not Hispanic/Latino:	0	0%	0	0%	0	0%
Asian	Total:	0	0%	0	0%	0	0%
	Hispanic/Latino:	0	0%	0	0%	0	0%
	Not Hispanic/Latino:	0	0%	0	0%	0	0%
NH or OPI	Total:	0	0%	0	0%	0	0%
	Hispanic/Latino:	0	0%	0	0%	0	0%
	Not Hispanic/Latino:	0	0%	0	0%	0	0%
Not Provided	Total:	0	0%	0	0%	0	0%
	Hispanic/Latino:	0	0%	0	0%	0	0%

4.2.4 List by ID

List by ID generates a detailed report of professionals or paraprofessionals. The list is sorted by the ID number assigned to the staff person within CRS5 and includes staff name, address, phone number, gender, race/ethnicity and hours spent with adults and youth.

- From the Staff Switchboard click List by ID for either Professional or Paraprofessional.
- Select to Preview or Print the report. A sample report is below.

List of Paraprofessionals						Reporting Period: 10/01/06 - 09/30/07				
County: PAS50 Georgia Test EFNEP						Hours Spent on Adults and Youth by Program				
ID	Name	Address	Phone	Gender	Race/Ethnic		ERNEP	FSNEP	State Project	Other
P00001	BURKA, IRIS	414 FAIRE CHASE CHESAPEAKE VA 23322-7512	7575 474050	F	White	Adult	2080	0	0	0
						Youth	0	0	0	0
P00004	MITCHELL, DORIA	1020 HORNE AVENUE PORTSMOUTH VA 23701	8044871881	F	Black	Adult	1040	0	0	0
						Youth	1040	0	0	0
P00005	JONES, WILHELMENI	504 WALKER AVENUE NORFOLK VA 23523	7575 457315	F	Black	Adult	1040	0	0	0
						Youth	1040	0	0	0
Total: 3						Adult	4160	0	0	0
						Youth	2080	0	0	0

4.2.5 List by Name

List by Name generates a detailed report of professionals or paraprofessionals. The list is sorted by last name and includes staff name, address, phone number, gender, race/ethnicity, and hours spent with adults and youth.

- From the Staff Switchboard click List by Name for either Professional or Paraprofessional.
- Select to preview or Print the report. A sample report is below.

List of Paraprofessionals						Reporting Period: 10/01/06 - 09/30/07				
County: PAS50 Georgia Test EFNEP						Hours Spent on Adults and Youth by Program				
Name	ID	Address	Phone	Gender	Race/Ethnic		ERNEP	FSNEP	State Project	Other
BURKA, IRIS	P00001	414 FAIRE CHASE CHESAPEAKE VA 23322-7512	7575 474050	F	White	Adult	2080	0	0	0
						Youth	0	0	0	0
JONES, WILHELMENI	P00005	504 WALKER AVENUE NORFOLK VA 23523	7575 457315	F	Black	Adult	1040	0	0	0
						Youth	1040	0	0	0
MITCHELL, DORIA	P00004	1020 HORNE AVENUE PORTSMOUTH VA 23701	8044871881	F	Black	Adult	1040	0	0	0
						Youth	1040	0	0	0
Total: 3						Adult	4160	0	0	0
						Youth	2080	0	0	0

4.3. Volunteers

4.3.1 Entering Volunteer Staff

From the Staff Switchboard:

- Click **“View/Edit”**
- Click **Add Volunteer**
- Assign an ID number for the staff person or use the default number.
- Click **Next**
- Complete required **YELLOW** fields and enter other data as needed in your state. Note: Age Code refers to the age of the volunteer, with the options of Adult or Youth.
- Make sure that you assign the correct Professional or Paraprofessional to the Volunteer. The program defaults to the first Paraprofessional on the list. Click the arrow to change the name of the Paraprofessional.
- Designate the Volunteer’s roles by checking the appropriate boxes.
- Annual Hours Spent with Adults and Youth by Program are typically entered at the end of the fiscal year. See Section 4.4.
- If you are not entering hours, place a “1” in the Adults Column and/or the Youth Column to indicate the assignment of the Volunteer. This “1” functions as a placeholder only for the purpose of identifying the individual as Adult and/or Youth Volunteer on the List of Volunteers.
- Click **Save** at the bottom of the screen. Note the Save button will not be activated until all required fields are complete.

CRS5 - [New Volunteer]

ID: V00736 Required fields have yellow background. 09-Apr-2007

First-Last Name: [Field]

Address: [Field]

City-State-Zip: [Field] PA

Phone: [Field] Ext: [Field]

Gender: Female [Dropdown] Age Code: Adult [Dropdown]

Ethnicity: [Dropdown]

Race: [Dropdown]

Paraprofessional: P00005 [Dropdown] JONES, WILHELMENI

Volunteer Roles

Is current/former EFNEP Participant: ☐

Performs Instructional Role: ☐

Performs Advisory Committee Role: ☐

Performs Educational Support Role: ☐

Performs Support Service Role: ☐

Performs as Middle Manager: ☐

Annual Hours Spent With Adults and Youth by Program

Program	Adults	Youth
EFNEP	0	0
FSNE	0	0
State Project	0	0
Other	0	0
Total	0	0
Adult + Youth	0	

Save Cancel

4.3.2 Volunteer List

The Volunteer List option generates a detailed report of volunteers. The Volunteer List screen gives the different options for preparing volunteer summary reports. The Volunteer List can be filtered by a specific Paraprofessional or for the entire unit and sorted by Volunteer ID or by Volunteer Last Name.

The Volunteer List includes name, address, phone number, gender, age (adult or youth), race/ethnicity, and hours spent working with adults and youth.

- From the Staff Switchboard click Volunteer List
- Select to view by a specific Paraprofessional (For a PP) or as an Entire Unit
- Choose to sort by Volunteer ID or by Volunteer Last Name
- Choose to view by:
 - All Volunteers
 - Volunteers who work with Youth
 - Volunteers who work with Adults

Hours worked with Youth must be one (1) or more for the volunteer to be included in Volunteers who work with Youth. Likewise, hours worked with adults must be one (1) or more for the volunteer to be included in Volunteers who work with Adults.

- Click **NEXT**

- Select to **Preview** or **Print** the report. A sample report of All Volunteers for the entire unit is below.

List of Volunteers							Reporting Period: 10/01/06 - 09/30/07			
County: PA550 Georgia Test ERNEP							All Volunteers			
							Hours Spent on Adults and Youth by Program			
ID	Name	Address	Phone	Gender	Age	Race/Ethnic	ERNEP	FSNEP	State Project	Other
V00724	RAY, ANNETTA	B M WILLIAMS PRIMARY SCHOOL 1100 BATTLEFIELD BLVD N CHESAPEAKE VA 23322		F	A	White	Adult Youth	0 6	0 0	0 0
V00725	SAPP, JUNE	B M WILLIAMS PRIMARY SCHOOL 1100 BATTLEFIELD BLVD NORTH CHESAPEAKE VA 23322	7575470238	F	A	White	Adult Youth	0 6	0 0	0 0
V00726	FREEMAN, BARRY	CHESAPEAKE REDEVELOPMENT HOU 1468 SOUTH MILITARY HIGHWAY CHESAPEAKE VA 23325	7572336906	F	A	Black	Adult Youth	0 6	0 0	0 0
V00727	BAREFOOT, LINDA	DEPT OF AGRIL MUNICIPAL CTR 2449 PRINCESS ANNE ROAD VIRGINIA BEACH VA 23456-9077	7574274769	F	A	White	Adult Youth	2 0	0 0	0 0
V00728	OVERTON, BETTY	1331 MacDONALD ROAD CHESAPEAKE VA 23324	7572336724	F	A	Black	Adult Youth	0 6	0 0	0 0
V00729	HOOKS, GLADYS	1331 MacDONALD ROAD CHESAPEAKE VA 23325	7572336724	F	A	Black	Adult Youth	0 6	0 0	0 0
V00730	BEHNICH, BOBBI	806 MCCOYINGBRO COURT	7574219008	F	A	White	Adult	1	0	0

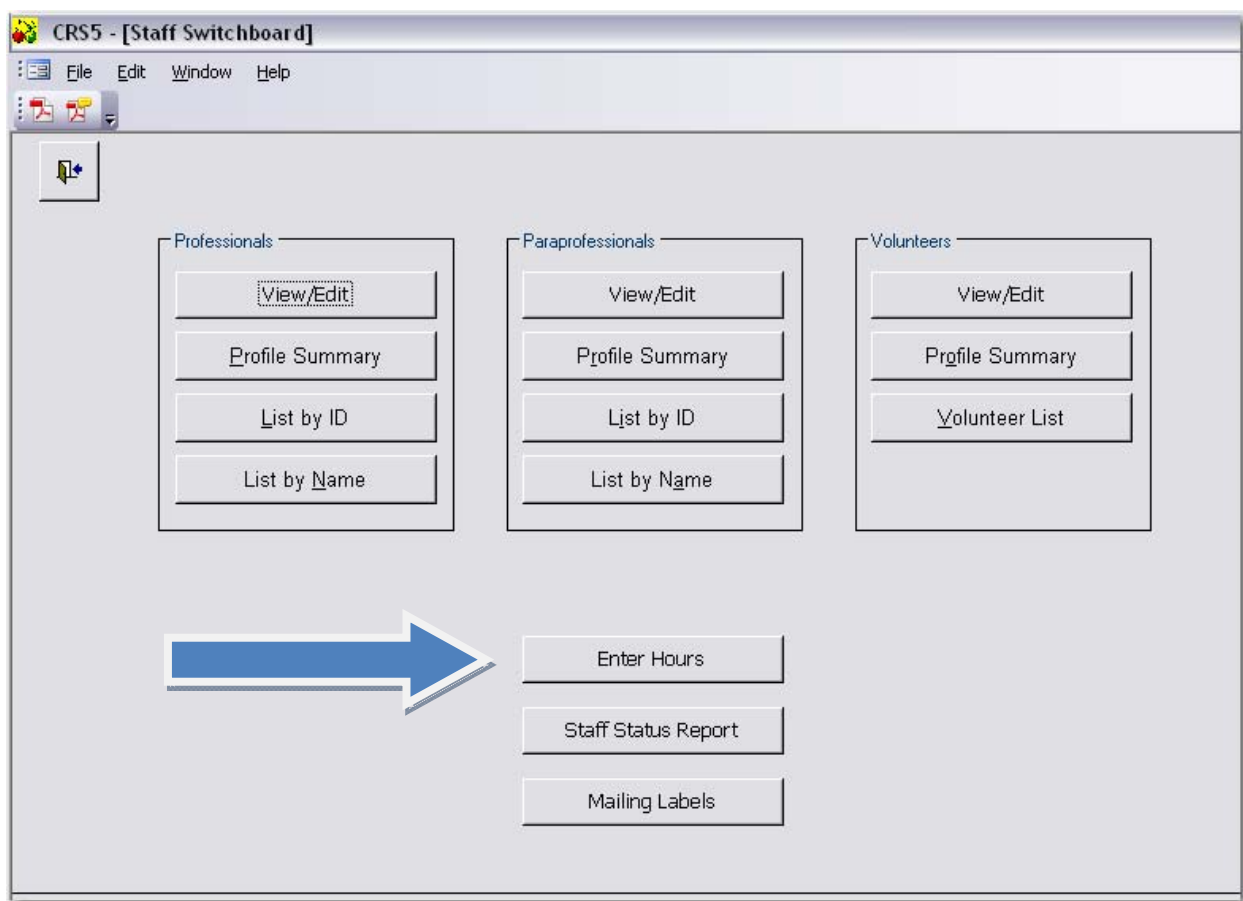
4.4. Entering Hours

Annual hours are usually entered at the end of the reporting period just before preparation of the final reports. Estimated hours may be entered earlier for use on interim reports. If no hours are reported when a volunteer is initially entered, one (1) placeholder hour in the youth or adults category should be entered to indicate whether the volunteer is working with youth or adults.

Staff hours are used to calculate the total Full Time equivalent (FTE) commitment to the program. Accuracy and completeness are essential. Leave, training and other paid time should be pro-rated to the appropriate category to assure a true FTE count. Hours should be reviewed prior to preparing the Export Summary Reports at the end of the year. Hours may be entered in the professional, paraprofessional, and volunteer edit screens or with the special Enter Hours screens on the Staff Switchboard.

TIP: For quicker data entry of staff hours **TAB** between fields. The software will add the totals. Tabs go down columns and then across

- From the Staff Switchboard click the **“Enter Hours” Button**



- Click on the **BLUE explode** button to enter hours for each individual.

CRS5 - [Enter Staff Hours]

File Edit Window Help

Locate ID: Staff Type: <ALL>

ID	Name	City	Adult Hrs	Youth Hrs	Total Hrs	
P00001	BUFKA, IRIS	CHESAPEAKE VA	2080	0	2080	***
P00004	MITCHELL, DORIA	PORTSMOUTH VA	1040	1040	2080	***
P00005	JONES, WILHELMENI	NORFOLK VA	1040	1040	2080	***
V00014	AMES, GLENDA	CHESAPEAKE VA	0	10	10	***
V00086	McDERMOTTE, SUSAN	CHESAPEAKE VA	0	12	12	***
V00177	JONES, DEE	CHESAPEAKE VA	193	0	193	***
V00357	BLAKE, CONNIE	CHESAPEAKE VA	0	20	20	***
V00379	SWAIN, VALARIE	CHESAPEAKE VA	0	6	6	***
V00457	BERRY, CAROLYN	CHESAPEAKE VA	6	12	18	***
V00467	LAMB, MONICA	CHESAPEAKE VA	8	0	8	***
V00474	ADAMS, JENNIVER	CHESAPEAKE VA	6	0	6	***
V00512	BURKHALTER, KAREN	CHESAPEAKE VA	4	6	10	***
V00533	WILLIAMS, SABRINA	CHESAPEAKE VA	4	6	10	***
V00564	BROWN, JANET	CHESAPEAKE VA	0	6	6	***
V00565	DISHROOM, MARY	CHESAPEAKE VA	0	6	6	***
V00566	DOSS, DALE	CHESAPEAKE VA	0	6	6	***
V00571	O'NEAL, FLOYD	CHESAPEAKE VA	0	10	10	***
V00574	GILBERT, MARCI	CHESAPEAKE VA	2	10	12	***
V00575	HUGHES, ADRIAN	CHESAPEAKE VA	0	10	10	***
V00581	HUGHES, WANDA	CHESAPEAKE VA	0	6	6	***
V00602	DOWN, CYNTHIA	CHESAPEAKE VA	3	6	9	***
V00621	SAWYER, SHARON	CHESAPEAKE VA	0	6	6	***
V00628	HINES, CONSTANCE	CHESAPEAKE VA	0	6	6	***

TIP: Note -- you can filter by Staff Type at the top. This allows you to view only one group of staff at a time.

- Staff that have hours totaling above 2080 will be designated with three red stars as indicated below. This is a reminder to show that this staff member has an error and the hours must be edited.

CRS5 - [Enter Staff Hours]

File Edit Window Help

Locate ID: Staff Type: <ALL>

ID	Name	City	Adult Hrs	Youth Hrs	Total Hrs	
A00001	Parker-Duncanson, Carol	New York NY	228	91	319	***
A00008	O'Neill, Jennifer	New York NY	455	182	637	***
P00001	Rosario, Pilar	New York NY	0	0	0	***
P00003	Smith, Maritza G.	New York NY	1820	1900	3720	***
P00006	Guzman, Sandra	New York NY	1092	364	1456	***

- Revisit this section at the end of the reporting year to update hours spent with Adults and Youth. ***If you have the Auto Advance feature enabled, you will proceed to the next person in the staff table.*** (The Auto Advance feature is explained on the next page)
- Click **SAVE**
- Back out to the Main Switchboard

The screenshot shows the 'Enter Hours' form for staff member BUFKA, IRIS. The form includes fields for ID (P00001) and Date (21-Aug-2003). A table titled 'Annual Hours Spent With Adults and Youth by Program' is present, with columns for Program, Adults, and Youth. The table shows 2080 hours for Adults and 0 for Youth across various programs, with a total of 2080. A warning message states: 'Warning: One FTE is 2080 hours. Total hours exceeds 2080.' A checkbox for 'Auto Advance to Next Individual After Save' is visible, along with 'Save' and 'Cancel' buttons. Annotations include a red box about FTE warnings, a yellow box with the warning text, a blue arrow pointing to the checkbox, and a purple box with a tip about data entry and a check for the checkbox.

Enter Hours

ID: P00001 21-Aug-2003

Name: BUFKA, IRIS

Annual Hours Spent With Adults and Youth by Program

Program	Adults	Youth
EFNEP	2080	0
FSNE	0	0
State Project	0	0
Other	0	0
Total	2080	0
Adult + Youth	2080	

Warning: One FTE is 2080 hours. Total hours exceeds 2080.

☐ Auto Advance to Next Individual After Save

Save **Cancel**

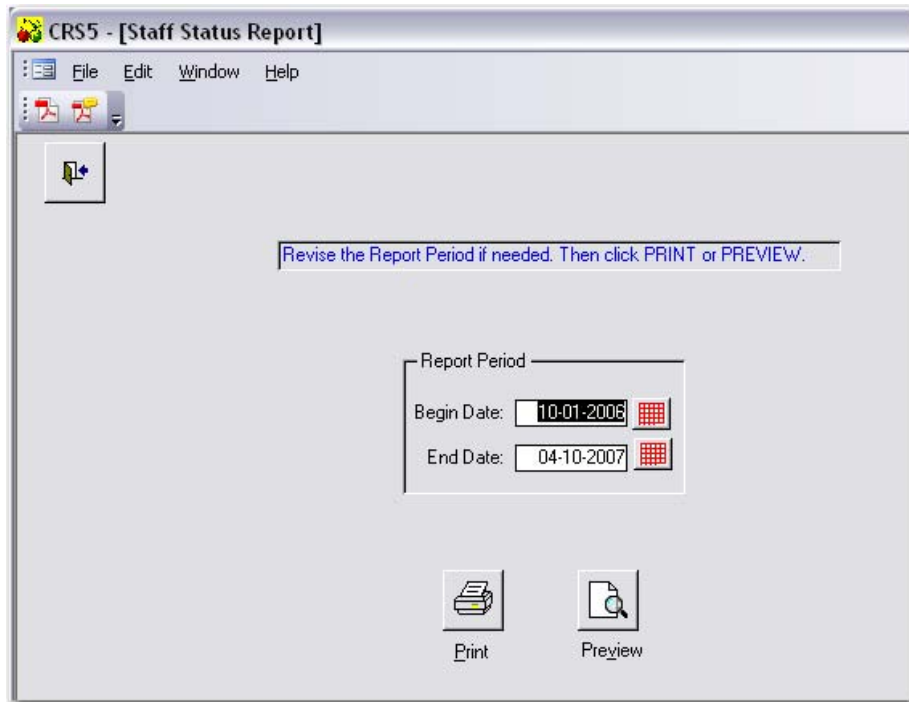
TIP: For quicker data entry of staff hours **TAB** between fields. The software will add the totals. Tabs go down columns and then across

Check this box to continue entering hours for all staff in the table without having to leave this screen.

4.5 Staff Status Report

The Staff Status Report provides information on the number of adults who entered or exited the program by their assigned staff member. The Staff Status report can help manage professionals, paraprofessionals and volunteers who are working with Adults.

- From the Staff Switchboard click the “Staff Status Report” Button
- Choose the appropriate dates for the report.



- Select to **Print** or **Preview** the report. A sample report is below.

Staff Status Report					
County: P A550 Georgia Test EFNEP			Reporting Period: 10/01/06 - 04/10/07		
ID	Name	Exited with Objectives		New Enrolls	Current Families
		Met	NotMet		
P00001	BUFKA, IRIS	0	0	0	72
P00004	MITCHELL, DORIA	0	0	0	37
P00005	JONES, WILHELMENI	0	0	0	38
V00474	ADAMS, JENNIVER	0	0	1	1
Total Staff: 4		Adults:	0	0	1 148

See section 14.23 for a full example of the Staff Status Report

4.6 Mailing Labels

Mailing labels may be prepared for any combination of the three staff classifications. For example, you may prepare labels for professionals, or for professionals and paraprofessionals combined.

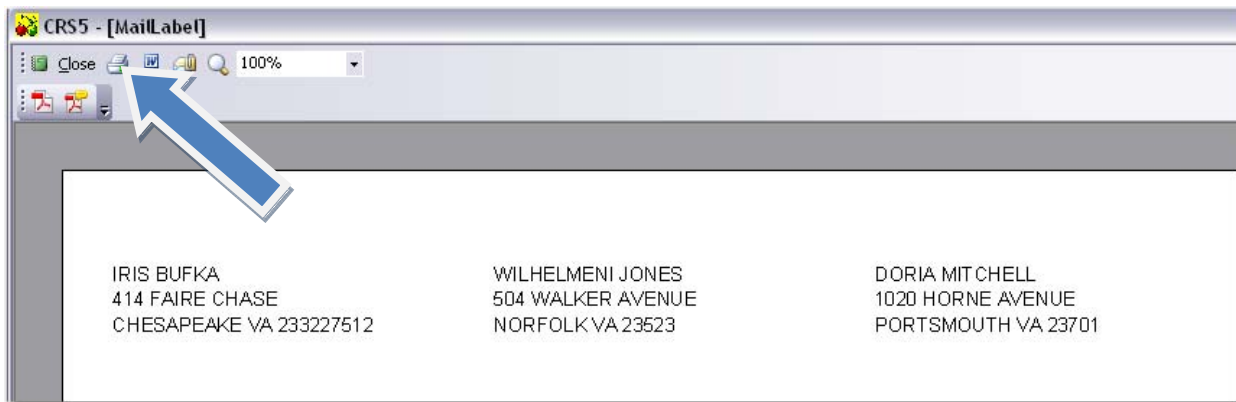
- From the Staff Switchboard click the **“Mailing Labels” Button**
- Select the appropriate Staff Type (you may choose one or more)
 - If printing Volunteer Labels, select the appropriate Staff Filter
- Click **Next**

- Choose to:
 - Print on a label type of Avery 5160 or 5164.
 - Sort by zip code or last name
 - Print in a Font Size of 8, 10 or 12.

Avery #	Dimensions	Across
5160	1" x 2 5/8"	3
5164	3 1/3" x 4"	2

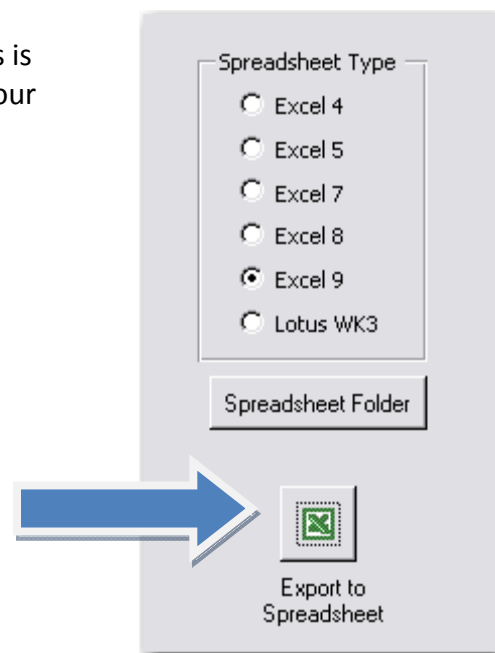
- Click **Preview** to review your labels.

- Make sure your labels are loaded into the printer and click the Printer icon to print your labels.

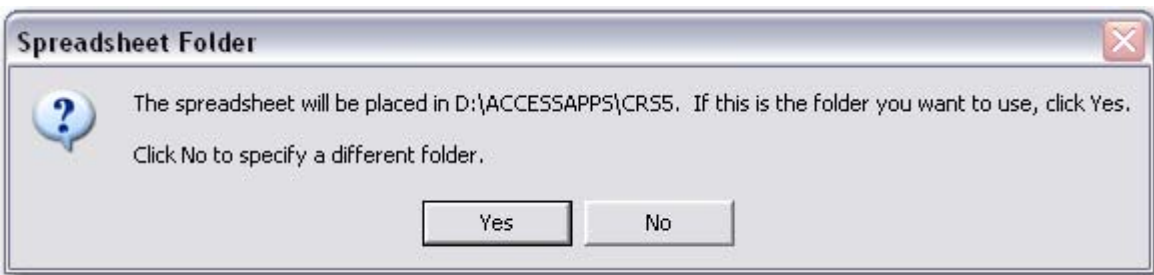


Mailing labels may be exported to an Excel spreadsheet.

- Choose to sort by zip code or last name
- Choose appropriate Spreadsheet Type – This is based on the version of Excel you have on your computer.
- Click **Export** to Spreadsheet



- Click **No** to Browse for a new folder.






- Click **Spreadsheet Folder** to specify a folder other than the default folder

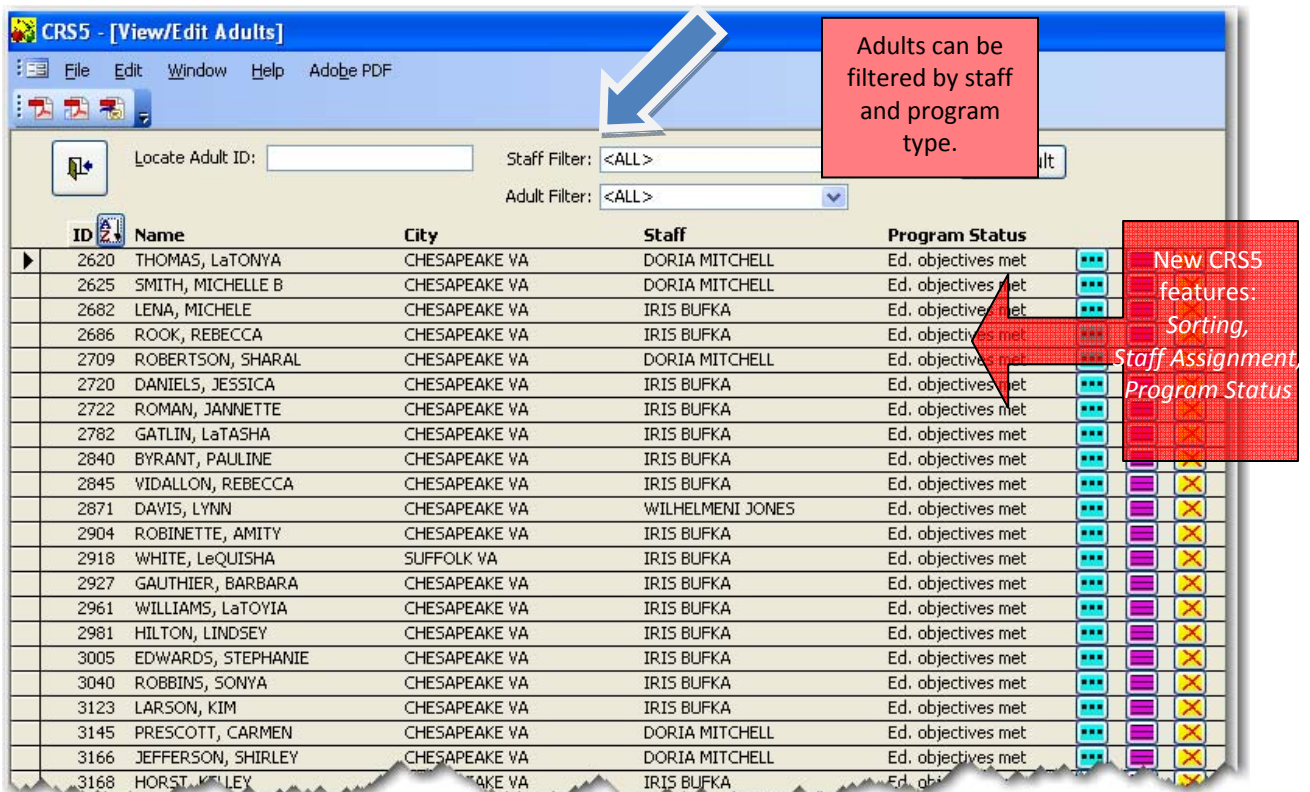
The labels will appear in Excel similar to this format. The spacing may need to be adjusted to view all text.

	A	B	C	D	E	F
1	Line1	Line2	Line3	Line4	sortZIP	SortName
2	IRIS BUFKA	414 FAIRE CHASE		CHESAPEAKE VA 233227512	233227512	BUFKA, IRIS
3	WILHELMENI JONES	504 WALKER AVENUE		NORFOLK VA 23523	23523	JONES, WILHELMENI
4	DORIA MITCHELL	1020 HORNE AVENUE		PORTSMOUTH VA 23701	23701	MITCHELL, DORIA

The Adult Switchboard

5.1. Viewing or Editing Information for Existing Participants

- From the Main Switchboard, click on **Adults**.
- Click on **View/Edit Adults** to obtain a list of participants.
 - This screen provides specific information about each participant, including the staff member to whom each is assigned and program status.
 - The list of existing participants can be sorted by ID, Name, City, Staff, or Program Status. Click on the column header once to bring up the A/Z icon and sort the list in ascending order; click twice to sort in a descending order.
 - Individual participants can be located by typing in the number in the Locate Adult ID box.
- Edit information on an existing Adult by clicking the **BLUE explode** button . This will take you directly to the individual record.
- Jump directly to diet recalls or behavior checklists and edit information on an existing adult by clicking the **PURPLE jump** button .
- Delete an existing adult by clicking the **Yellow X** . Note: This button should be used rarely and with caution. Generally only adults entered in error are deleted.



CRS5 - [View/Edit Adults]

File Edit Window Help Adobe PDF

Locate Adult ID: Staff Filter: <ALL> Adult Filter: <ALL>

ID	Name	City	Staff	Program Status
2620	THOMAS, LaTONYA	CHESAPEAKE VA	DORIA MITCHELL	Ed. objectives met
2625	SMITH, MICHELLE B	CHESAPEAKE VA	DORIA MITCHELL	Ed. objectives met
2682	LENA, MICHELE	CHESAPEAKE VA	IRIS BUFKA	Ed. objectives met
2686	ROOK, REBECCA	CHESAPEAKE VA	IRIS BUFKA	Ed. objectives met
2709	ROBERTSON, SHARAL	CHESAPEAKE VA	DORIA MITCHELL	Ed. objectives met
2720	DANIELS, JESSICA	CHESAPEAKE VA	IRIS BUFKA	Ed. objectives met
2722	ROMAN, JANNETTE	CHESAPEAKE VA	IRIS BUFKA	Ed. objectives met
2782	GATLIN, LaTASHA	CHESAPEAKE VA	IRIS BUFKA	Ed. objectives met
2840	BYRANT, PAULINE	CHESAPEAKE VA	IRIS BUFKA	Ed. objectives met
2845	VIDALLON, REBECCA	CHESAPEAKE VA	IRIS BUFKA	Ed. objectives met
2871	DAVIS, LYNN	CHESAPEAKE VA	WILHELMENI JONES	Ed. objectives met
2904	ROBINETTE, AMITY	CHESAPEAKE VA	IRIS BUFKA	Ed. objectives met
2918	WHITE, LeQUISHA	SUFFOLK VA	IRIS BUFKA	Ed. objectives met
2927	GAUTHIER, BARBARA	CHESAPEAKE VA	IRIS BUFKA	Ed. objectives met
2961	WILLIAMS, LaTOYIA	CHESAPEAKE VA	IRIS BUFKA	Ed. objectives met
2981	HILTON, LINDSEY	CHESAPEAKE VA	IRIS BUFKA	Ed. objectives met
3005	EDWARDS, STEPHANIE	CHESAPEAKE VA	IRIS BUFKA	Ed. objectives met
3040	ROBBINS, SONYA	CHESAPEAKE VA	IRIS BUFKA	Ed. objectives met
3123	LARSON, KIM	CHESAPEAKE VA	IRIS BUFKA	Ed. objectives met
3145	PRESCOTT, CARMEN	CHESAPEAKE VA	DORIA MITCHELL	Ed. objectives met
3166	JEFFERSON, SHIRLEY	CHESAPEAKE VA	DORIA MITCHELL	Ed. objectives met
3168	HORST, KELLY	CHESAPEAKE VA	IRIS BUFKA	Ed. objectives met

Adults can be filtered by staff and program type.

New CRS5 features: Sorting, Staff Assignment, Program Status

5.2. Default Profiles

Default profiles can be utilized for large groups that will have similar information such as city, state, zip, residence type, lesson type, and/or subgroup.

Default profiles are meant to save time entering data that may be identical on individual records. Once a Default Profile is created it is available to any user of the database. You can choose to enter some or all of the information in the profile depending on your needs. For example, if you have a large number of EFNEP participants in Athens, Georgia you may want to enter a profile for the city – Athens and the state - Georgia but leave the zip code blank because Athens has many different zip codes. You could also choose to enter “Residence Type” since Athens is a central city of over 50,000, and to enter EFNEP as the Subgroup for this profile. You might name it Athens EFNEP.

To set up a Default Profile:

- Go to the Adult Switchboard to access the Defaults for New Adults screen. You may also access this screen by clicking **View/Edit Profiles** from the Add Adult screen.
- Click **Add Profile** on the left.
- Enter the Name for the profile you are creating. (32 characters max)
 - You can choose to enter info in any or all of the following fields:

The screenshot shows a software window titled "CRS5 - [Defaults for New Adults]". It has a menu bar with "File", "Edit", "Window", and "Help". Below the menu bar, there are instructions: "Default Profiles supply the default or initial values for new adults. You may have any number of profiles.", "The City, State, and Zip fields may be blank.", and "You may select none, or any number of Subgroups." The main area contains a "Default Profiles" list on the left, a "Selected Profile:" dropdown on the right, and input fields for "C-S-Z:", "Residence:", "Lesson Type:", and "Subgroups:". A blue arrow points to the "Add Profile" button at the bottom left of the "Default Profiles" list. At the bottom of the window are "Save", "Save and Close", and "Close" buttons.

- Enter the City, State, Zip (C-S-Z), residence type, lesson type, AND/OR subgroup.
- Click **Save** to save this Default Profile. Save and Close when finished entering Default Profiles.

Each time you enter an adult, the list of default profiles will appear and you can select the one profile you wish to use. The list appears alphabetically.

5.3. Adding New Adults

- From the Main Switchboard, click on **Adults**.
- From the Adult Screen, click on **View/Edit Adults**.
- Click **Add Adult** on the right side of the screen to add a new adult to the database.
- Choose the appropriate staff member from drop down menu. Each adult must be associated with a staff member. If a staff member is not listed, click “Done” to close the Add Adult screen and back out to the Staff Switchboard to enter the staff member (see Section 4).
- Choose a Default Profile if appropriate (see Section 5.2).
- Click **Add** to open the New Adult Screen. A screen shot will be discussed in detail below.

CRS5 - [Add Adult]

File Edit Window Help

Select the ID range for the Adult ID to be added and select the paraprofessional assigned to the adult. You may change the suggested ID as long as it does not duplicate an existing one. Use the Default Profile to supply defaults for the new adult. Click ADD to add the adult. Click DONE when all adults have been added.

Adult ID Ranges

<ALL>	1	99999
-------	---	-------

View/Edit ID Ranges

Default Profiles

Selected ID Range: <ALL> 1 - 99999

IDs Available in Range: 99567

PP: P00028 Francis, Ana

ID of new adult: 14947

Add Done

New CRS5 feature –
Create Default profiles to ease data entry of adults (see Section 5.5)

New Adult Screen

CRS5 - [New Adult]

ID: 14947 PP: P00028 Francis, Ana 20-Apr-2007

First-Last Name: Address: City-State-ZIP: County: FIPS Code: Cong. District: MSA: Lat-Long: Ext: Ethnicity: Race: American Indian or Alaskan Native Asian Black or African American Native Hawaiian or Other Pacific Islander White Not Provided Race/Ethnic Subcategory (Optional) [None] Number of Lessons: 0 Number of Contacts: 0 Program Status: Active Entry Date: Entry Recall: Exit Recall: Entry Checklist: Exit Checklist: Save Cancel

Required fields have yellow background. Address not verified.

Public Assistance at Entry
F: Child Nutrition
F: FDPIR
F: Food Stamps
F: Head Start
F: Other
F: TANF
F: TEFAP - Commodity
F: WIC/CSFP

TIPS
1. Hitting the TAB key after finishing in each field will take you to the next field.
2. Fields with YELLOW backgrounds are required fields. You will not be able to save a record until all yellow fields are completed.

Age not given.

Gender: Female is Pregnant is Nursing

Highest Grade: Not Supplied

Household Income: N/S per month (N/S=not supplied)

Lesson Type:

Children: Ages 0-5: 0 Ages 6-13: 0 Ages 14-19: 0 Others in Household: 0 Household Total: 1

Remarks:

Subgroups
F: EFNEP
F: ESWIC
F: FSNE
F: Sample
F: Team Nutrition
C: Bridge
C: OASIS

Existing Participant Screen

CRS5 - [Edit Adult]

ID: 14533 PP: P00026 Tao, Vicky 01-Nov-2005

First-Last Name: Candice Morgan Address: 755 113th Street City-State-ZIP: Forest Hills NY 11372- County: FIPS Code: Cong. District: MSA: Lat-Long: Ext: Ethnicity: Not Hispanic/Latino Race: American Indian or Alaskan Native Asian Black or African American Native Hawaiian or Other Pacific Islander White Not Provided Race/Ethnic Subcategory (Optional) Chinese Number of Lessons: 8 Number of Contacts: 8 Program Status: Ed. objectives met Entry Date: 13-Oct-2005 Exit Date: 18-Dec-2005 Entry Recall: 10/13/05 Exit Recall: 12/18/05 Entry Checklist: 10/13/05 Exit Checklist: 12/18/05 Save Cancel Save and Print Adult Record

Address not verified. Verify Address

Public Assistance at Entry
F: Child Nutrition
F: FDPIR
F: Food Stamps
F: Head Start
F: Other
F: TANF
F: TEFAP - Commodity
F: WIC/CSFP

Public Assistance at Exit (Due to staff help)
F: Child Nutrition
F: FDPIR
F: Food Stamps
F: Head Start
F: Other
F: TANF
F: TEFAP - Commodity
F: WIC/CSFP

Age: 46 Gender: Female is Pregnant is Nursing

Residence: Central cities over 50,000

Highest Grade: Graduated 2-year College

Household Income: 250 per month (N/S=not supplied)

Lesson Type: Group

Children: Ages 0-5: 0 Ages 6-13: 0 Ages 14-19: 2 Others in Household: 3 Household Total: 6

Remarks:
ERS4 RaceCode=5-02
(718) 268-9867

Subgroups
F: EFNEP
F: ESWIC
F: FSNE
F: Sample
F: Team Nutrition
C: Bridge
C: OASIS

- Enter name and address of participant.

ID: 14947	PP: P00010	Flore
First-Last Name:		
Address:		
:		
City-State-ZIP:		

Address not verified

The County, FIPS Code, Cong. District, MSA – Metropolitan Statistical Area, and Lat-Long – Latitude-Longitude information is unavailable until the address is verified. Gray boxes cannot be edited. Once the address is verified CRS5 will enter the appropriate information into these boxes. Address Verification is optional. See Section 5.5 for information on Address Verification.

County:		FIPS Code:	
Cong. District:	MSA:	Lat-Long:	

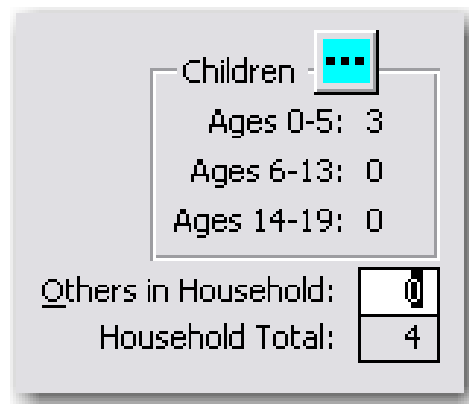
- Continue entering information - phone number, age, and gender.
 - In the adult record enter pregnant or nursing if she is pregnant or nursing at any time during enrollment in the program. For recalls, enter pregnant or nursing only if she is pregnant or nursing at the time of the recall.
- For Residence, the codes to choose from include:
 - Farm
 - Towns under 10,000 and rural non-farm
 - Towns and cities 10,000 – 50,000 and their suburbs
 - Suburbs of cities over 50,000
 - Central cities over 50,000
- For Highest Grade, the choices are:
 - Grade 6 or Less
 - Grade 7
 - Grade 8
 - Grade 9
 - Grade 10
 - Grade 11
 - Grade 12 or GED
 - Some College
 - Graduated 2 year College
 - Graduated College
 - Post Graduate


Phone:		Ext:	
Age:	0	Age not given.	
Gender:	Female	<input type="checkbox"/> is Pregnant	<input type="checkbox"/> is Nursing
Residence:			
Highest Grade:	Not Supplied		
Household income:	N/S per month (N/S=not supplied)		
Lesson Type:			

- Lesson Type choices include:
 - Group
 - Individual
 - Both Group and Individual
 - Other

*Note: If lesson type changes over the course of enrollment, it can be edited at exit.

- To enter the # of children and ages of children click the **BLUE explode** button



Children 

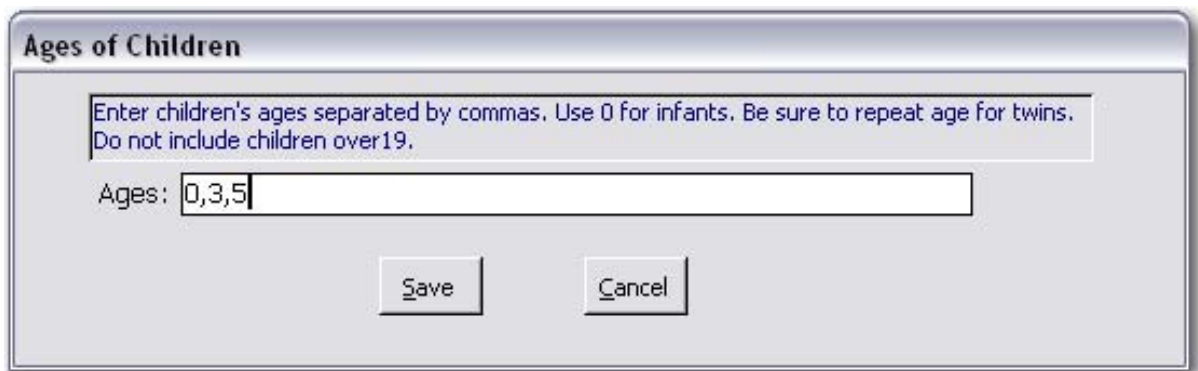
Ages 0-5:	3
Ages 6-13:	0
Ages 14-19:	0

Others in Household:

Household Total:

Enter children's ages, separated by commas. Use 0 for infants. Repeat ages for twins. Do not include children over 19 in this box. If children over age 19 are living at home, please include them under "others in household"

- Click **Save** when you are done or **Cancel** to return to the Adult Switchboard.



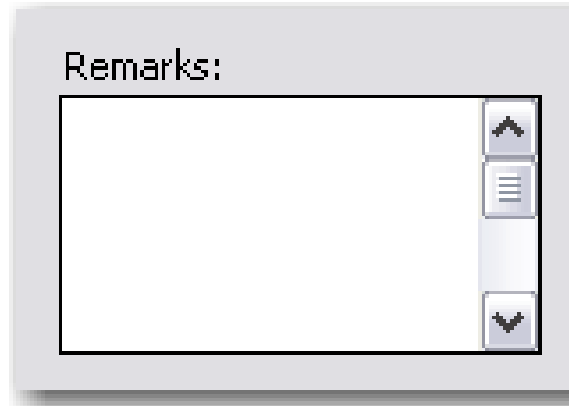
Ages of Children

Enter children's ages separated by commas. Use 0 for infants. Be sure to repeat age for twins. Do not include children over 19.

Ages:

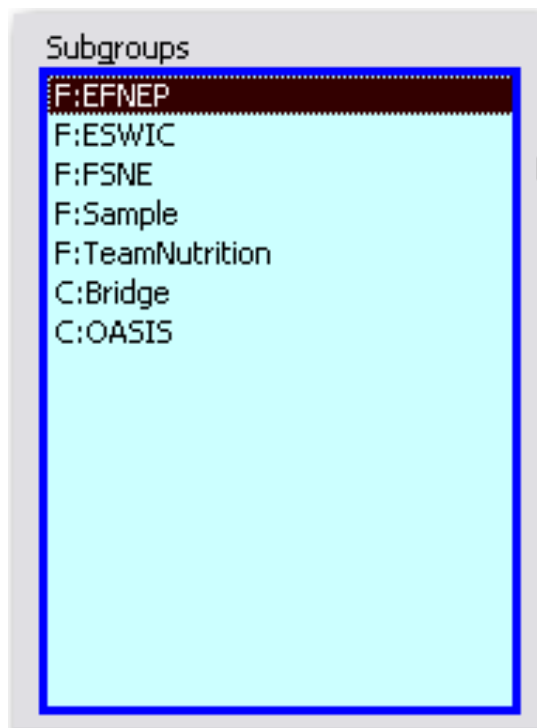
- Enter Others in Household. Total # of people in the Household will be automatically calculated by CRS5.
- *EXAMPLE: Mary has 4 children – a 6 month old baby, 2 year old twins and a 6 year old. To enter her children, click on the blue explode button and enter: 0, 2, 2, 6. The screen will show: Ages 0-5: 3, Ages 6-13: 1, Ages 14-19: 0. She is married, so you would enter "1" beside "Others in Household." The calculation of Household Total will automatically include Mary as the participant, so Household Total: 6.*

- Use the Remarks box to leave notes about a participant or reminders that are needed. This is a text box for the use of staff only. Items or details left in this box are not aggregated into reports. Information in this box should be limited to necessary notes for staff and supervisors. The remarks will only print if you click the **Save and Print Adult Record** button.

A screenshot of a software window titled "Remarks:". It contains a large, empty rectangular text area. To the right of the text area is a vertical stack of three buttons: a top button with an upward-pointing arrow, a middle button with three horizontal lines, and a bottom button with a downward-pointing arrow.

- If you previously created and used the Default Profiles for Adults there is no need to select subgroups again unless there are additional subgroups or changes are needed.
- If no Default Profile was created choose the appropriate Subgroups. At least one Federal Subgroup (F) must be selected. The program selected under System Configuration will be selected as the default Federal Subgroup (see Section 3.5). You may change or add additional subgroups as needed. You may also select appropriate State Level (S) and County Level (C) subgroups as needed (see Section 5.6.1 for details on importing State Level Subgroups and Section 5.6.2 for

details on creating County Level Subgroups). More than one subgroup can be selected at a time. To deselect a subgroup click on it again to remove the highlight from that choice.

A screenshot of a software window titled "Subgroups". It displays a list of subgroups within a light blue rectangular area. The subgroups are: F:EFNEP (highlighted with a dark red background), F:ESWIC, F:FSNE, F:Sample, F:TeamNutrition, C:Bridge, and C:OASIS.

See Section 5.6 for more in depth information about entering, creating, and importing subgroups.

The race codes have changed in CRS5 due to changes to the Federal Standards on data collection for race and ethnicity. Detailed information on this can be found through the [Office of Management and Budget \(OMB\)](#), the [Federal Register \(Federal Register, 62 FR 58781 - 58790\)](#), and the [U.S. Census Bureau](#) websites.

- Enter the Ethnicity of the adult. Choices include:
 - Not Hispanic/Latino
 - Hispanic/Latino
 - Not provided
- Enter Race. Multiple races may be selected.
- Collecting additional information on Race/Ethnic Subcategories is optional. Subcategory information is not transmitted to the Federal Office.


The screenshot shows a form with three fields. The first field, labeled 'Ethnicity:', is a dropdown menu with a yellow background. The second field, labeled 'Race:', is a multi-select dropdown menu with a yellow background, showing a list of race categories: 'American Indian or Alaskan Native', 'Asian', 'Black or African American', 'Native Hawaiian or Other Pacific Islander', 'White', and 'Not Provided'. To the left of this list is a small square button with a downward arrow. The third field, labeled 'Race/Ethnic Subcategory (Optional)', is a dropdown menu with a white background, currently showing '[None]'.


- If appropriate, select the Public Assistance being received by the participant at the time of enrollment.

The screenshot shows a form with a single field labeled 'Public Assistance at Entry'. This field is a multi-select dropdown menu with a light blue background, showing a list of public assistance programs: 'F:Child Nutrition', 'F:FDPIR', 'F:Food Stamps', 'F:Head Start', 'F:Other', 'F:TANF', 'F:TEFAP - Commodity', and 'F:WIC/CSFP'.

- The Number of Lessons and Number of Contacts should be filled in when the participant is exited from the program. See Section 5.3.
- Program Status should be set to Active until the participant is exited from the program.
- Enter the date the participant ENROLLED in the program.

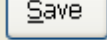
Number of Lessons: 0
Number of Contacts: 0
Program Status: Active
Entry Date: [Yellow box with calendar icon]

- Use **PURPLE Jump** button  to jump to the Diet Recall or Behavior Checklist Screens. See Section 6.1 for more details on entering Diet Recalls and Section 7.2 for more information on entering Behavior Checklists.

Entry Recall: [Box]
Exit Recall: [Box]
Entry Checklist: [Box]
Exit Checklist: [Box]

1

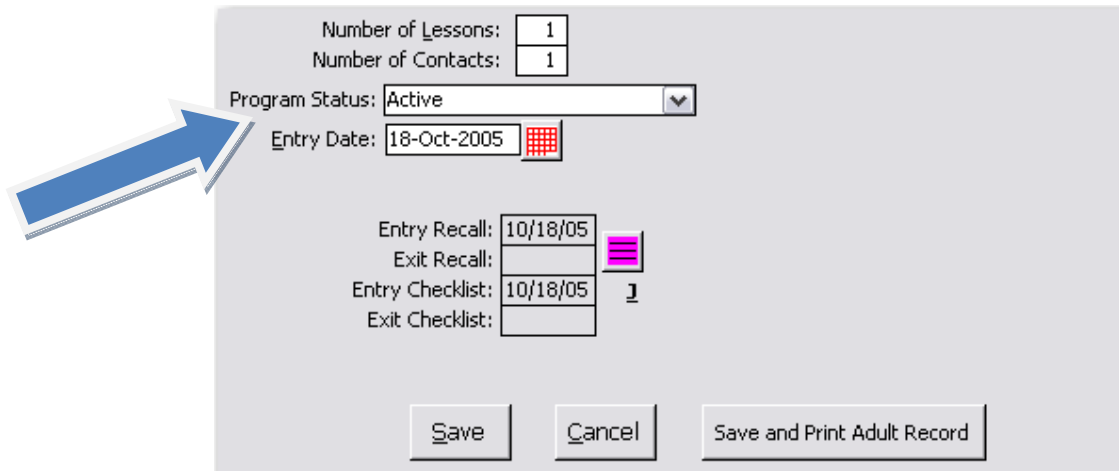
The following screen is a sample of a completed Adult record. Note there are no longer any **YELLOW** fields because all required information has been entered. Because the record is complete the Save and Save and Print Adult Record buttons are active and the record may be saved.

The screenshot shows the 'CRS5 - [Edit Adult]' window. The record is for Candice Morgan, ID 14533, PP: P00026, dated 01-Nov-2005. The address is 755 113th Street, Forest Hills, NY 11372. The phone is (718) 268-0171. The age is 46, female, not pregnant, not nursing. The residence is 'Central cities over 50,000'. The highest grade is 'Graduated 2-year College'. The household income is 250 per month. The lesson type is 'Group'. The race is 'Asian'. The ethnicity is 'Not Hispanic/Latino'. The race/ethnic subcategory is 'Chinese'. The number of lessons and contacts is 8. The program status is 'Ed. objectives met'. The entry date is 13-Oct-2005 and the exit date is 18-Dec-2005. The entry recall is 10/13/05 and the exit recall is 12/18/05. The entry checklist is 10/13/05 and the exit checklist is 12/18/05. The subgroups are F:EFNEP, F:ESWIC, F:FSNE, F:Sample, F:TeamNutrition, C:Bridge, and C:OASIS. The children are 0 for ages 0-5, 0 for ages 6-13, and 2 for ages 14-19. The others in the household are 3, and the household total is 6. The remarks are 'ERS4 RaceCode=5-02 (718) 268-9867'. The public assistance at entry and exit are listed on the right. The 'Save', 'Cancel', and 'Save and Print Adult Record' buttons are at the bottom.

- Click  to save the Adult Record and return to the Add Adult screen where you can Add another Adult or click Done and return to View/Edit Adults.

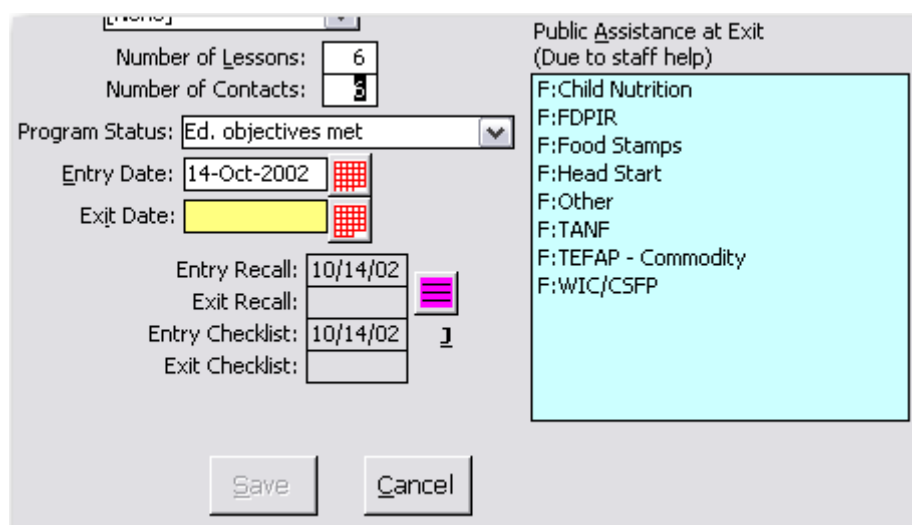
5.4 EXITING ADULTS

To update and exit an existing adult, click on the View/Edit Adults button on the Adult Switchboard to go to the View/Edit Adults screen. Click on the **BLUE explode** button to bring up the edit screen for that adult.



Number of Lessons: 1
 Number of Contacts: 1
 Program Status: Active
 Entry Date: 18-Oct-2005
 Entry Recall: 10/18/05
 Exit Recall:
 Entry Checklist: 10/18/05
 Exit Checklist:
 Save Cancel Save and Print Adult Record

- Click the **Program Status drop down menu** to change the status of the adult. Select the appropriate reason for exiting the program from the list.
- If the participant completes the EFNEP series (graduates), click **“Educational Objectives Met.”**
- If the participant did not complete the program, select the appropriate reason. Choices include:
 - Returned to school
 - Took a job
 - Family concerns
 - Staff vacancy
 - Moved
 - Lost interest
 - Other
 - Other obligations
 - Lost contact with participant



Number of Lessons: 6
 Number of Contacts: 3
 Program Status: Ed. objectives met
 Entry Date: 14-Oct-2002
 Exit Date:
 Entry Recall: 10/14/02
 Exit Recall:
 Entry Checklist: 10/14/02
 Exit Checklist:
 Save Cancel


Public Assistance at Exit
 (Due to staff help)

- F:Child Nutrition
- F:FDPIR
- F:Food Stamps
- F:Head Start
- F:Other
- F:TANF
- F:TEFAP - Commodity
- F:WIC/CSFP

- New fields will appear after selecting an exit reason. Enter the exit date for the adult. This date determines the reporting period for inclusion in the Adult Summary report and other reports in CRS5. You must enter an exit date in order to be able to save the adult record for completion, graduation or other exits.

Entry Date: 14-Oct-2002

Exit Date:

- Verify that the adult who has met educational objectives has both entry and exit recalls and checklists. Use **PURPLE jump** button  to jump to and edit the recall and checklist data for the adult.

Entry Recall: 10/14/02

Exit Recall:

Entry Checklist: 10/14/02

Exit Checklist:

- Where appropriate, enter public assistance the adult is receiving as a result of a referral or suggestion from EFNEP personnel.

Note: You will not be able to select a choice that was already selected under Public Assistance at Entry.

Public Assistance at Entry

- F:Child Nutrition
- F:FDPIR
- F:Food Stamps
- F:Head Start
- F:Other
- F:TANF
- F:TEFAP - Commodity
- F:WIC/CSFP**

Public Assistance at Exit
(Due to staff help)

- F:Child Nutrition
- F:FDPIR
- F:Food Stamps
- F:Head Start
- F:Other
- F:TANF
- F:TEFAP - Commodity
- F:WIC/CSFP

- Update the Number of Lessons and Number of Contacts. This is particularly important when you are exiting an adult who completed educational objectives from the program. If the lessons are listed as 0, the word ZERO will appear in red beside the box to draw attention to this omission.

Number of Lessons:	<input type="text" value="0"/>	ZERO
Number of Contacts:	<input type="text" value="0"/>	ZERO

- Enter data in the Number of Contacts box to reflect the # of times you have contact with a participant. For instance you may have met with a participant or group 5 times, but taught 10 lessons (2 lessons per visit). Contacts would be 5 and number of lessons would be 10.

Note - when participants are converted from ERS4 to CRS5 the Number of Contacts are set to equal the number of lessons. These values can be updated manually if they are not correct.

Number of Lessons:	<input type="text" value="6"/>
Number of Contacts:	<input type="text" value="5"/>

- Click **Save** to record this new updated data for the adult.

5.4.1 Deleting Adults

As a rule, adult data should be retained for end of year reporting. The Start New Reporting Period function described in Section 3.6 will automatically delete exited adults from the new period's data and carry forward only participants continuing in the program. Manual deletion of adults, other than those entered by mistake, should be avoided whenever possible as it may distort your end of year reports. It is expected that not all participants will meet the educational objectives. When a participant is deleted, the ID# is permanently deleted and will not be available for use again.

5.5. Address Verification

**When you enter a city, state, and zip code you have the option to VERIFY ADDRESS.
To verify addresses you must be connected to the internet.**

- Click the **“Verify Address” button**.
 - Clicking the Address Verification Button allows you to instantly verify the address entered and to ensure standard and correct addresses. An internet connection is required to use this feature.
 - This data will be used in SRS to create filtered reports and can also be used to create GIS maps in the future.
 - If only the city and state are listed, “General Delivery” will appear in the address line.
 - Verifying the address is OPTIONAL and if you choose not to verify addresses, it will not prevent you from saving the records and moving on with your data.

Using the address verification function has no security concerns. The actual data you are entering into CRS5 is not being transferred or stored anywhere. A data string is sent via a secure https: server (not a website) and is 'bounced' against a USPS dataset. This allows CRS5 to instantly verify the address entered and to have standard and correct addresses.

Before Verification

CRS5 - [Edit Adult]

ID: 2722 PP: P00001 BUFKA, I

First-Last Name: JANNETTE ROMAN

Address: 701 MEADOWLARK STREET

City-State-ZIP: CHESAPEAKE VA 23322-

County: FIPS Code:

Cong. District: MSA: Lat-Long: Ext: Ethnicity: Not Hispanic/La

Phone: (757) 421-4721 Race: American India

Address not verified. Verify Address

After Verification

CRS5 - [Edit Adult]

ID: 2722 PP: P00001 BUFKA, IRIS

First-Last Name: JANNETTE ROMAN

Address: 701 Meadowlark St

City-State-ZIP: Chesapeake VA 23322-4114

County: Chesapeake City FIPS Code: 51550

Cong. District: 04 MSA: 5720 Lat-Long: 36.570 -76.248 Ethnicity: Not Hispanic/Latin

Phone: (757) 421-4721 Ext: Race: American Indian or Alaskan Native Asian


Age: 25

Address was verified on 20-Jun-2006. Unlock Address

To change an address after it has been verified, click on “Unlock Address”

5.5.1. Batch Address Verification

From the Adult Switchboard click on

A rectangular button with a light gray background and a thin black border. The text "Verify Addresses" is centered in a black, sans-serif font.

This is a batch verification feature.

- Click on **Verify Addresses** to verify any addresses that were not previously verified when they were entered.



5.6. SUBGROUPS

The term Subgroup is used to denote a category of adult participants in the database. Each adult must be assigned to at least one Federal (F) subgroup. EFNEP participants must be assigned to EFNEP in order for the data to be captured at the Federal level.

In order to be able to filter up information about a group of adult participants who have received EFNEP lessons together at one site, you must create a subgroup, filter, and a profile for that group. After this is done the subgroup can be selected as part of the group profile to ease data entry of adults. Then the filter is available for use on any of the adult report screens to see only the data for that group.

States and counties may create their own subgroup codes if desired. State (S) and county (C) level subgroup codes do not transmit to the Federal level.

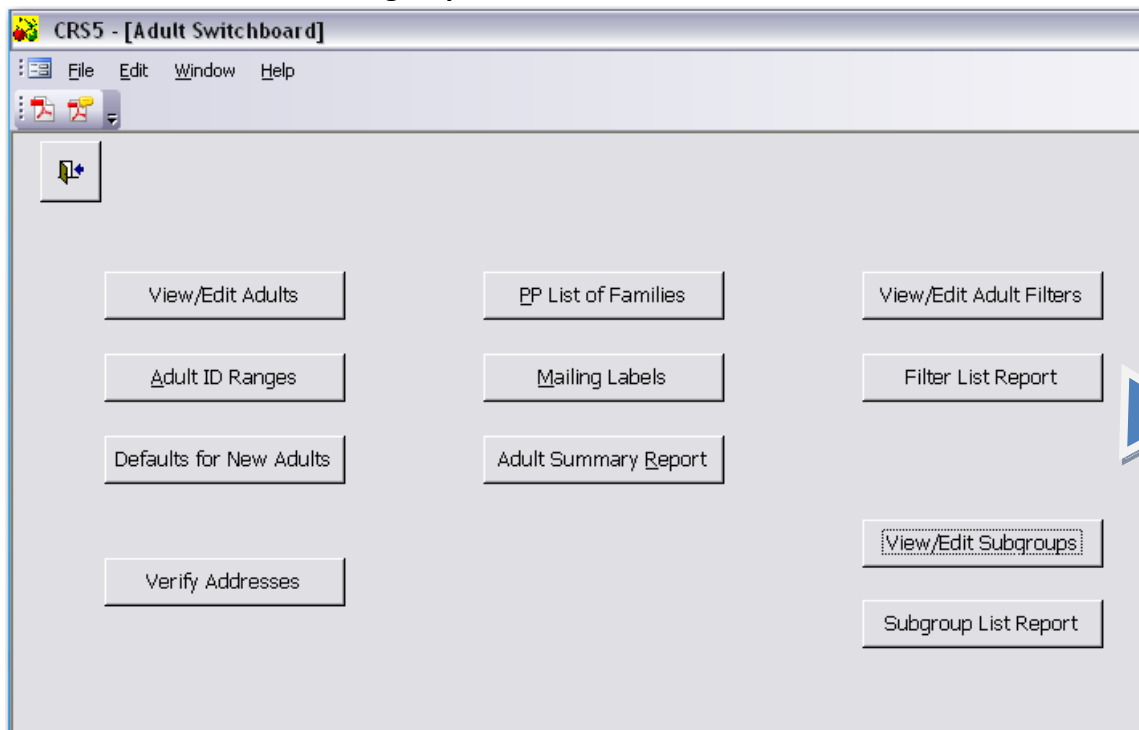
5.6.1 Importing State Level Subgroups


See Data Interchange section 11.2

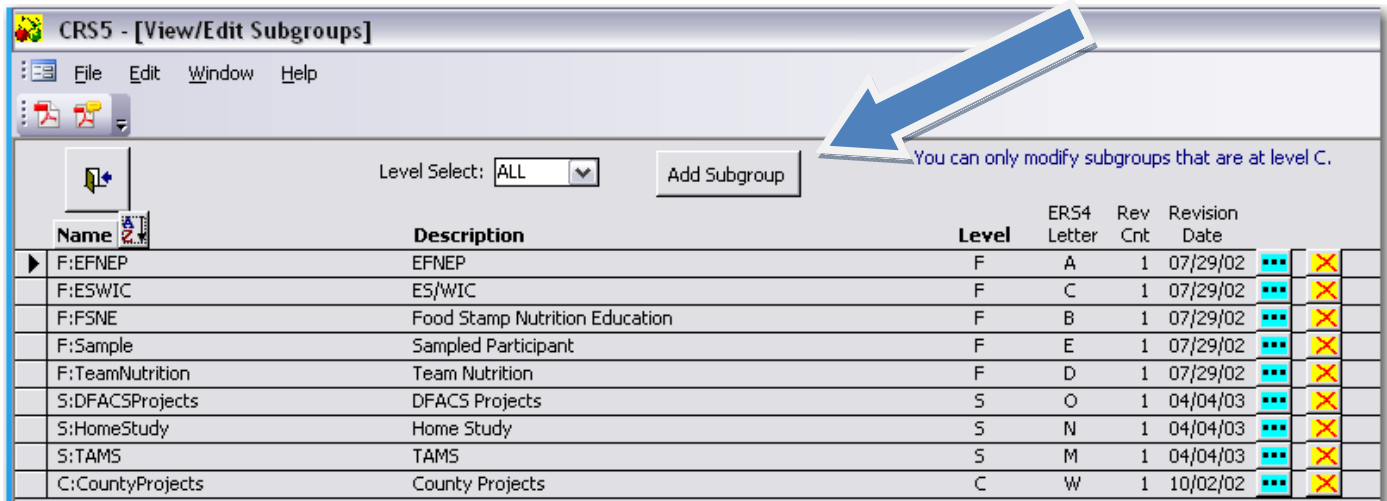
5.6.2 County Level Subgroups

The Subgroup section is located on the Adult Switchboard.

- From the Main Switchboard click on **Adults**. The Subgroup section appears at the bottom right.
- Click on the **View/Edit Subgroups** button



- The View/Edit Subgroups screen shows all of the Federal (F) and State (S) Subgroups that are installed in CRS5 as well as County (C) level Subgroups that have been created.
- County level users only have the ability to modify and delete County (C) level Subgroups.
- A description of each Subgroup may be viewed by clicking the **BLUE explode** button 
- Create a new Subgroup by clicking on the **Add Subgroup** button.



The Yellow X on the right side of the screen is used to delete a County Subgroup. If you delete a Subgroup from the list, it will no longer be available for use. However, it will not be deleted from the adult records it was listed in.

- Create a name for your new Subgroup and click **NEXT**

CRS5 - [New Subgroup]

File Edit Window Help

Enter the new subgroup name and click NEXT.

Existing Subgroups

- C:CountyProjects
- F:EFNEP
- F:ESWIC
- F:FSNE
- F:Sample
- F:TeamNutrition
- S:DFACSProjects
- S:HomeStudy
- S:TAMS

Subgroups names may include letters, numbers and/or special characters.

New Subgroup's Name:

Next >

Done

- Enter a description for the new subgroup and click **SAVE**

Edit Subgroup

04/05/07

Rev Count: 0

Name: C:TestSubgroup

Description: New

Save Cancel

- Click **Done**.



- Click the **Backdoor** twice to return to the Main Switchboard.

5.7. Filters

Subgroup Filters allow you to select (filter) adult participants based on specific criteria. Almost all adult-based reports, including the Adult Summary, the Diet Summary, and the Behavior Checklist Summary can be prepared using the Adult Filters. Each level of the NEERS5 system, Federal (F), State (S), and County (C) may create its own subgroup codes and filters.

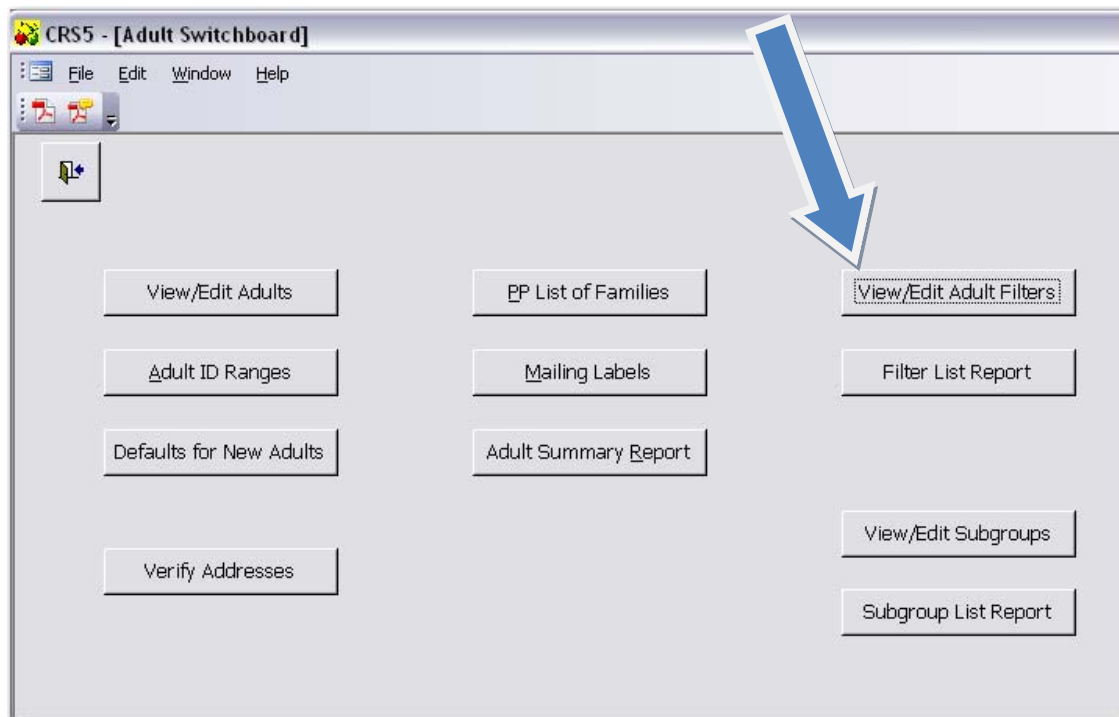
5.7.1 Importing State Filters

Currently there is no way to import state level filters; filters must be created at the county level.


5.7.2 Creating County Filters

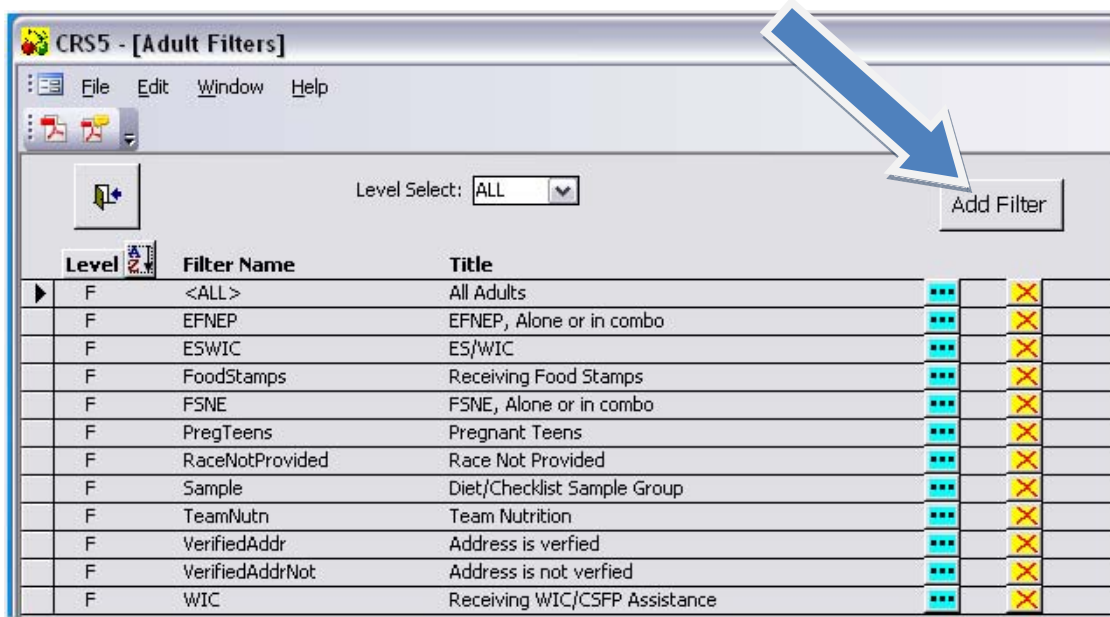
The filter section is located under the Adult Switchboard.

- From the Main Switchboard click on **ADULTS** - the Filter section appears at the top right.
- Click on **View/Edit Adult Filters**

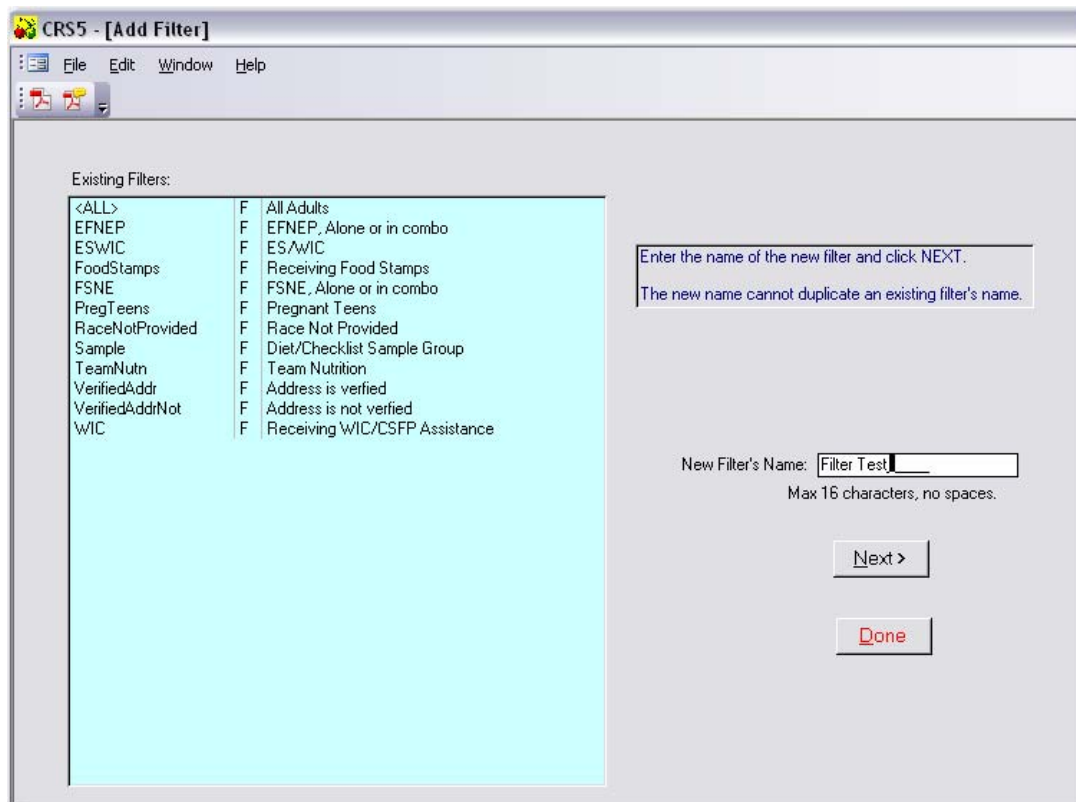


The subgroup filter allows you to create subsets of the adult data using logical expressions. This is useful for viewing summary reports. When the filter is used, only adults who meet the filter criteria are included in the report. The default filter **<ALL>** may be used to include all adults. Subgroup filters are designated Federal (F), State (S), or County (C), depending on who prepared the filter. County users cannot revise or delete State or Federal filters. County level filters are not exported to SRS.

- The Adult Filters screen shows all of the Federal Filters that are installed in CRS5.
 - County level users have the ability to modify and delete County (C) level filters.
 - Details of each filter may be viewed by clicking the **BLUE explode** button .
- Click **Add Filter** to create a new County level filter.



- Enter a name for the new filter in the **New Filter's Name** box



- Click **Next**. This opens the Build Filter Screen
 - The Build Filter Screen gives numerous options for creating very specific filters.
 - *Note: If you wish to create Filters based on county subgroups you must create the Subgroups first! See Section 5.6.
- Give the Filter a detailed description in the Title box so it can be easily identified by other users.
- Follow the steps in Sections 5.7.2.1 – 5.7.2.3 to build a new Filter.
 - Filters can be built around one or any combination of the Filter Areas: Demographics (see Section 5.7.2.1), Subgroups (see Section 5.7.2.2), Public Assistance (see Section 5.7.2.3), or Manual Revise (see section 5.7.2.4).

CRS5 - [Build Filter]

File Edit Window Help

Click a Filter Area button to revise that filter area. Use Manual Revise to modify the standard filter expression.

Mar 30, 2007
Rev Count: 0

Filter Name: **FilterTest**
Title:

Filter Area

Demographics
Demographics Filter Expression

Subgroups
Subgroup Filter Expression

Public Assistance
Public Assistance Expression

Manual Revise
Full Filter Expression

Undo Manual Revisions

Test Filter Cancel Save

5.7.2.1 Demographic Filter

- From the Build Filter screen click on **Demographics**
- Select or enter information on this screen to build a filter based on specific information such as age, entry and exit dates, # of lessons, income level, and/or poverty level (e.g., a filter for a race subcode can be used to generate summary reports for a population of interest). This is only if a unique filter for specific demographic information. It is not necessary to complete this step if all that is needed is to group a section of adult participants under a group filter. See section 5.7.2.2. to complete the necessary steps for creating a group filter.
- Click **Save** to finish building this filter. This will return you to the Build Filter Screen.

CRS5 - [Edit Participant Demographics Filter]

File Edit Window Help

Filter Name: **FilterTest** Specify the demographic criteria to select the adults for this filter. Reset to Defaults

Age Between and

Sex

Pregnancy

Breastfeeding

Monthly Income Between and (\$US)
 Monthly Income Not Specified ☐

Poverty Level Between and %

Number of Children Between and
 Children Ages Between and

Program Status:

Race:

Race AND/OR Option

Ethnicity

Race/Ethnic Subcategory

Residence

Highest Grade

Lesson Type

Months in Program Between and

Entry Date Between
 and

Exit Date Between
 and

Address Verification

Save Cancel

- Click **Save** again to complete the filter process or click **Test Filter** to test the results for the filter that was just created.

CRS5 - [Build Filter]

File Edit Window Help

Click a Filter Area button to revise that filter area. Use Manual Revise to modify the standard filter expression.

Apr 05, 2007
Rev Count: 0

Filter Name: **Test**

Title:

Filter Area

Demographics Filter Expression
PgmStatus(<Took a job>, <Moved>) AND LessonType(<Group>)

Subgroup Filter Expression

Public Assistance Expression

Full Filter Expression
PgmStatus(<Took a job>, <Moved>) AND LessonType(<Group>)

Test Filter Cancel Save

TIP: A useful CRS year-end filter would be one that selected a Program Status of Educational Objectives Met and Number of Lessons between 0 and 0 (no lessons entered) or between 0 and 6- or whatever the state's minimum criteria might be. This would allow units to identify Paraprofessionals who need to update the number of lessons for their graduates or perhaps those participants who need their status updated because they did not meet minimum requirements. This will increase the accuracy of the data and the summary reports.

5.7.2.2 Subgroup Filter

- From the Build Filter screen click on **Subgroups**
- Select one or more subgroups from each column as needed. In most cases, this will be the only step needed for creating a group filter.
 - To filter data for ONE subgroup, highlight that group in column A and click **Save**.
 - To manipulate data for multiple subgroups or multiple exceptions follow these guidelines:
 - Column A - Participant must be in at least one of the selected subgroups – in either X or Y (OR)
 - Column B - Participant must be in ALL of the selected subgroups – in both X and Y (AND)
 - Column C - Participant is NOT in ALL of the selected subgroups – in neither X nor Y (NOR)
 - Column D - Participant is NOT in at least one of the selected subgroups – not in both X and Y – i.e., Either Not in X or Not in Y (NAND)
- To finish building the Subgroup Filter click **Save**. This will return you to the Build Filter Screen.

CRS5 - [Subgroup Filter]

File Edit Insert Records Window Help Adobe PDF

A - Participant must be in at least one of the selected subgroups (OR)
 B - Participant must be in ALL of the selected subgroups (AND)
 C - Participant is NOT in ALL of the selected subgroups (NOR)
 D - Participant is NOT in at least one of the selected subgroups (NAND)

Result will be in form
 (A or B) and (C or D)

Filter Name: **SubgroupFilter**

A	B	C	D
In at least One	In All	Not in ALL	Not in at least One
F:EFNEP F:ESWIC F:FSNE F:Sample F:TeamNutrition S:Church S:Community/senior cente S:Eat Healthy, Stay Fit S:Food pantry/soup kitch S:Food Stamp Tool Kit S:Great Beginnings S:Headstart (w/parents) S:Home S:Homeless shelter S:Other location S:Public housing S:Salvation Army S:Spanish language	F:EFNEP F:ESWIC F:FSNE F:Sample F:TeamNutrition S:Church S:Community/senior cente S:Eat Healthy, Stay Fit S:Food pantry/soup kitch S:Food Stamp Tool Kit S:Great Beginnings S:Headstart (w/parents) S:Home S:Homeless shelter S:Other location S:Public housing S:Salvation Army S:Spanish language	F:EFNEP F:ESWIC F:FSNE F:Sample F:TeamNutrition S:Church S:Community/senior cente S:Eat Healthy, Stay Fit S:Food pantry/soup kitch S:Food Stamp Tool Kit S:Great Beginnings S:Headstart (w/parents) S:Home S:Homeless shelter S:Other location S:Public housing S:Salvation Army S:Spanish language	F:EFNEP F:ESWIC F:FSNE F:Sample F:TeamNutrition S:Church S:Community/senior cente S:Eat Healthy, Stay Fit S:Food pantry/soup kitch S:Food Stamp Tool Kit S:Great Beginnings S:Headstart (w/parents) S:Home S:Homeless shelter S:Other location S:Public housing S:Salvation Army S:Spanish language
X or Y	X and Y	Not (X or Y) = Not X and Not Y	Not (X and Y) = Not X or Not Y

Save Cancel

- Click **Save** again to complete the filter process or click **Test Filter** to test the results for the filter that was just created.

5.7.2.3 Public Assistance Filter

- From the Build Filter screen click on **Public Assistance**
- Select one or more Public Assistance types from each column as needed.
 - To filter data for ONE type of Public Assistance, highlight that group in column A and click **Save**
 - To manipulate data for multiple types of Public Assistance or multiple exceptions follow these guidelines:
 - Column A - Participant must be in at least one of the selected Public Assistances – in either X or Y (OR)
 - Column B - Participant must be in ALL of the selected Public Assistances – in both X and Y (AND)
 - Column C - Participant is NOT in ALL of the selected Public Assistances – in neither X nor Y (NOR)
 - Column D - Participant is NOT in at least one of the Public Assistances – not in both X and Y – i.e., Either Not in X or Not in Y (NAND)
 - To finish building the Public Assistance filter click **Save**. This will return you to the Build Filter Screen.

CRS5 - [Public Assistance Filter]

File Edit Insert Records Window Help Adobe PDF

A - Participant must be in at least one of the selected Public Assistances (OR)
 B - Participant must be in ALL of the selected Public Assistances (AND)
 C - Participant is NOT in ALL of the selected Public Assistances (NOR)
 D - Participant is NOT in at least one of the selected Public Assistances (NAND)

Result will be in form
 (A or B) and (C or D)

Filter Name: **Test**

A	B	C	D
In at least One	In All	Not in ALL	Not in at least One
F:Child Nutrition	F:Child Nutrition	F:Child Nutrition	F:Child Nutrition
F:FDPIR	F:FDPIR	F:FDPIR	F:FDPIR
F:Food Stamps	F:Food Stamps	F:Food Stamps	F:Food Stamps
F:Head Start	F:Head Start	F:Head Start	F:Head Start
F:Other	F:Other	F:Other	F:Other
F:TANF	F:TANF	F:TANF	F:TANF
F:TEFAP - Commodity	F:TEFAP - Commodity	F:TEFAP - Commodity	F:TEFAP - Commodity
F:WIC/CSFP	F:WIC/CSFP	F:WIC/CSFP	F:WIC/CSFP
S:Food pantry/soup kitchen	S:Food pantry/soup kitchen	S:Food pantry/soup kitchen	S:Food pantry/soup kitchen
S:Heat/Electric assistance	S:Heat/Electric assistance	S:Heat/Electric assistance	S:Heat/Electric assistance
S:Medicaid	S:Medicaid	S:Medicaid	S:Medicaid
S:Public housing/Section 8	S:Public housing/Section 8	S:Public housing/Section 8	S:Public housing/Section 8
S:SSI	S:SSI	S:SSI	S:SSI
S:Town Welfare	S:Town Welfare	S:Town Welfare	S:Town Welfare

X or Y X and Y Not (X or Y) = Not X and Not Y Not (X and Y) = Not X or Not Y

Save Cancel

- Click **Save** again to complete the filter process or click **Test Filter** to test the results for the filter that was just created.
- Click **Done**.



- Click the **Backdoor** to return to the Adult Switchboard.

5.7.2.4 Manual Revise – Building a Filter

- From the Build Filter screen click on **Manual Revise**.

Click a Filter Area button to revise that filter area. Use Manual Revise to modify the standard filter expression.

Dec 14, 2007
Rev Count: 0

Filter Name: **TestManual**
Title:

Filter Area:

Demographics

Subgroups

Public Assistance

Man. Revise

Undo Manual Revisions

Test Filter Cancel Save

- From the Manual Filter Revision screen a previously built filter can be modified. This should only be used if the building expressions is a familiar process for the user.
- Click Save.**

Be sure to balance parentheses and to correctly spell all words.

Save Cancel

5.8. Paraprofessional (PP) List of Families

Paraprofessional List of Families is a function which allows you to filter and view adults by paraprofessional or a group of adults using a group filter in one of two report formats: List of Families or Detail list.

- Click on **PP List of Families** from the Adult Switchboard
- Choose which options to view the report.
- From the Paraprofessional's List of Families screen choose:
 - The Subgroup Filters – you may filter your data to view all adults, only those from one subgroup, or those from several subgroups; *Note: You will only be able to filter by county level subgroups if you create a county level filter and the county level subgroup has been selected within the adult record (see Section 5.6.2.) Under PP selection, select Entire Unit if you are using a county group filter.*
 - Begin and End Dates – you may view adults for specific periods of time or for the entire reporting period (the reporting period will default to what was entered during system configuration – see Section 3.5);
 - Program Status - you may view all adults (active and exited) or Active Only;
 - Sort – you may sort the list of adults by ID or by Last Name;
 - Format – you may format your report as a List of Families (provides only basic contact information - one line per adult) or as a Detail List (provides detailed information on the adults - four lines per adult). If sorting by ID, you have the option of hiding the name, address and phone number of participants.
- Click **Next**

CRS5 - [Paraprofessional's List of Families]

Specify which adults are to be included. Click the Filter to be used, and adjust report period if necessary. Then select the report format and click NEXT to prepare report.

Subgroup Filters:	
<ALL>	F All Adults
EFNEP	F EFNEP, Alone or in combo
ESWIC	F ES/WIC
FoodStamps	F Receiving Food Stamps
FSNE	F FSNE, Alone or in combo
PregTeens	F Pregnant Teens
RaceNotProvided	F Race Not Provided
Sample	F Diet/Checklist Sample Group
TeamNutn	F Team Nutrition
VerifiedAddr	F Address is verified
VerifiedAddrNot	F Address is not verified
WIC	F Receiving WIC/CSFP Assistance

Report Period

Begin Date: 10-01-2005

End Date: 09-30-2006

PP Selection

By PP

Entire Unit

Program Status

All

Active Only

Sort

By ID

By Name

Format

List of Families

Detail List

Selected Filter: <ALL>

Next >>

Hide Name, Address, Phone option is available on Detail List with ID sort.

- Click the **Printer** icon or the **Preview** icon next to the Paraprofessional Report you wish to view. You may also select to **Print All**.

CRS5 - [Report by Staff]

File Edit Window Help

Locate Staff ID:

Print All

Staff ID	Name	City	#Adults		
P00003	Smith, Maritza G.	New York NY	68		
P00006	Guzman, Sandra	New York NY	36		
P00009	Waters-Courtney, Marilyn	New York NY	103		
P00013	Nazon-Batrony, Ketyne	New York NY	28		
P00023	Rodriguez, Dilcia	New York NY	68		
P00024	Gopaul, Monica	New York NY	51		
P00026	Tao, Vicky	New York NY	27		
P00028	Francis, Ana	New York NY	51		

Example of List of Families Report –See 14.2 PP List of Families for an example of a full report.

***** OFFICIAL USE ONLY *****

List of Families for P00003 - Smith, Maritza G.

County: NY081 Training Reporting Period: 10/01/05 - 09/30/06
Filter: <ALL> All Participants

ID	Name	Address (Line 1)	Phone	Entry	Exit	Status
14671	Whitten, Mary	25-57 McIntosh Street	(718) 396-0209	10/19/05		Active
14672	Brothers, Gwendolyn	25-12 Gilmore Street	(347) 400-0199	10/19/05		Active
14673	Wood, Susan	25-50 99th Street	(718) 334-0381	10/19/05		Active
14674	Brunnet, Billie Jo	31-28 101st Street	(718) 639-0430	10/19/05		Active
14675	Greene, Danielle	25-06 East Elmhurst	(718) 476-0161	10/19/05		Active
14676	Foster, Andrea	27-37 Butler Street	(718) 507-0141	10/19/05		Active
14677	Fowler, Candace	90-36 149th Street	(718) 523-0116	10/19/05		Active
14678	Bowman, Tammy	24-32 Humphery Street	(718) 651-0119	10/19/05		Active
14855	Robinson, Melissa	31-34 101st Steet	(718) 803-0169	10/11/05		Active
14856	Chaney, Crystal	33-34 101th Avenue		10/11/05		Active
14857	Roebuck, Crissy	37-43 94th Street	(718) 644-0282	10/11/05	12/08/05	Ed. objectives met
14858	Long, Rikki	97-07 41 Avenue	(718) 335-0107	10/11/05	12/08/05	Ed. objectives met
14859	Armstrong, Nicole	94-22 41st Avenue	(718) 565-0246	10/11/05	12/08/05	Ed. objectives met
14860	Nelson, Katherine	108-63 51st Avenue	(718) 592-0133	10/11/05	12/08/05	Ed. objectives met

Example of Detail List of Families - See 14.3 Detailed PP List of Families for an example of a full report.

Detail list with names included

Note that reports are marked “Official Use Only”. Please be sure to keep participants’ personal information confidential. Records should be stored only in secure locations.

***** OFFICIAL USE ONLY *****

Detail List of Families for P00003 - Smith, Maritza G.

County: NY081 Training

Filter: <ALL>

Reporting Period: 10/01/05 - 09/30/06

All Participants

ID	Name/Address/Phone	Gender	Age	Preg	BF	Hi Grade	Income Month	Res	Lessons Type	#	Contacts	Entry Recall	Exit Recall	Entry CkList	Exit CkList	Family Total	Entry	Exit	Status
14671	Whitten, Mary 25-57 McIntosh Street E Elmhurst NY 11369 718-396-0209	F	47	-	-	12	2850	5	Group	1	1	10/19/05		10/19/05		3	10/19/05		Active
																Child Age(s): 6			
14672	Brothers, Gwendolyn 25-12 Gilmore Street E. Elmhurst NY 11369 347-400-0199	F	30	-	-	12	750	5	Group	1	1	10/19/05		10/19/05		5	10/19/05		Active
																Child Age(s): 5,10,14			
14673	Wood, Susan 25-50 99th Street East Elmhurst NY 11369	F	43	-	-	12	2350	5	Group	1	1	10/19/05		10/19/05		4	10/19/05		Active
																Child Age(s): 5			

Detail List with names omitted

Detail List of Families for P00003 - Smith, Maritza G.

County: NY081 Training
Filter: <ALL>

Reporting Period: 10/01/05 - 09/30/06
All Participants

ID	Name/Address/Phone	Gender	Age	Preg	BF	Hi Grade	Income Month	Res	Lessons Type	#	Contacts	Entry Recall	Exit Recall	Entry CkList	Exit CkList	Family Total	Entry	Exit	Status
14671		F	47	-	-	12	2850	5	Group	1	1	10/19/05		10/19/05		3	10/19/05		Active
						</													

- Click the **Printer** icon to print the current report or click **Close** to return to Report by Staff screen.



5.9. Mailing Labels

This function prepares participant mailing labels. An option screen allows you to define the report period, the subgroup filter, other selection criteria, and the sort. Also, the names and addresses may be exported to an Excel spreadsheet or dBase file.

- Click on **Mailing Labels** from the Adult Switchboard.
- From the Adult Mailing Labels screen choose:
 - The Subgroup Filters – you may filter your data to view all adults, only those from one subgroup, or those from several subgroups; *Note: You will only be able to filter by county level subgroups if you create a county level filter (see Section 5.6.2).*
 - Begin and End Dates – you may view adults for specific periods of time or for the entire reporting period (the reporting period will default to what was entered during system configuration – see Section 3.5);
 - Adult Selection – you may view all adults in the unit or you may view them by the paraprofessional they are assigned to; and
 - Program Status - you may view all adults (active and exited) or only graduates.
- Click **Next**

CRS5 - [Adult Mailing Labels]

File Edit Window Help

Specify which adults are to be included. Click the Subgroup Filter to be used, and adjust report period if necessary. Then click NEXT to prepare report.

Subgroup Filters:

<ALL>	F	All Adults
EFNEP	F	EFNEP, Alone or in combo
ESWIC	F	ES/WIC
FoodStamps	F	Receiving Food Stamps
FSNE	F	FSNE, Alone or in combo
PregTeens	F	Pregnant Teens
RaceNotProvided	F	Race Not Provided
Sample	F	Diet/Checklist Sample Group
TeamNutn	F	Team Nutrition
VerifiedAddr	F	Address is verified
VerifiedAddrNot	F	Address is not verified
WIC	F	Receiving WIC/CSFP Assistance

Report Period

Begin Date: 10-01-2005

End Date: 09-30-2006

Adult Selection

Entire Unit

For a PP

Program Status

All

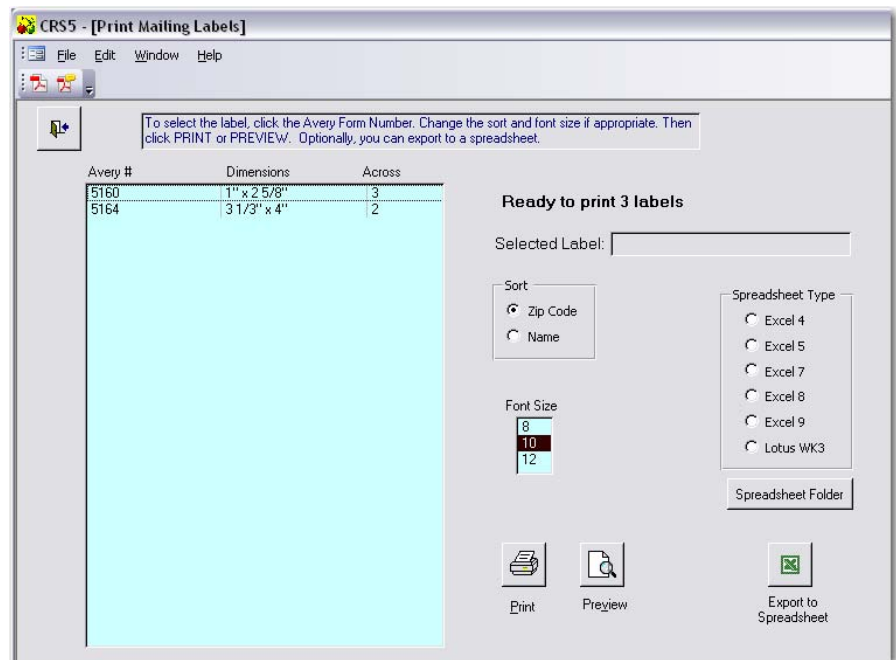
Grads Only

Active Only

Selected Filter: <ALL>

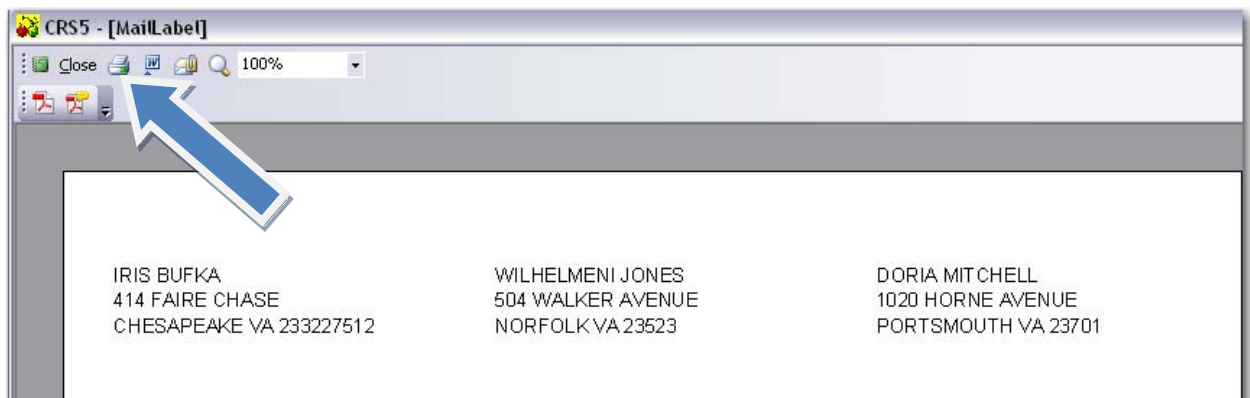
Next

- To Print Labels, Select whether you would like to:
 - Print on a label type of Avery 5160 or 5164
 - Sort by zip code or last name
 - Print in a Font Size of 8, 10 or 12

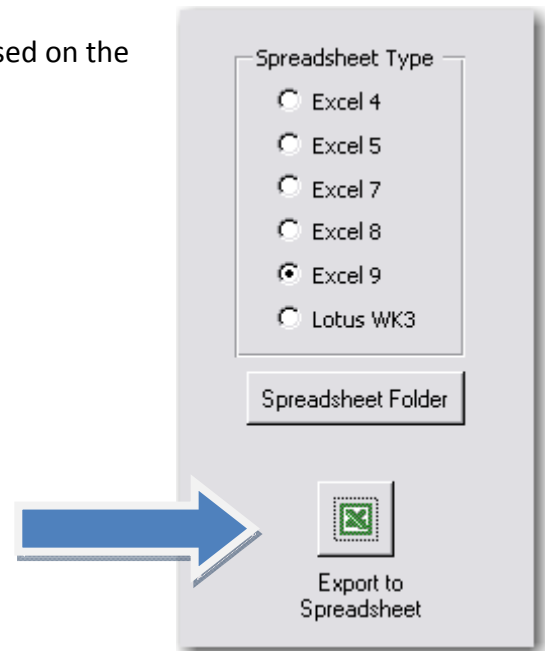


- Click **Preview** to review your labels.

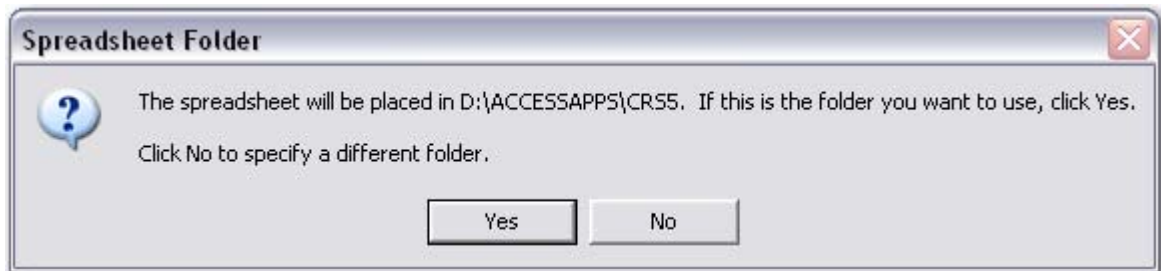
- Make sure your labels are loaded into the printer before clicking the Printer icon to print your labels.



- To Export Mailing labels to an Excel spreadsheet, select whether you would like to sort by zip code or last name
- Choose appropriate Spreadsheet Type – This is based on the version of Excel you have on your computer.
- Click the **Export to Spreadsheet** button



- Click **No** if you wish to browse for a different folder in which to save your spreadsheet.



- Click the **Spreadsheet Folder** button to specify a folder other than the default folder

The labels will appear in Excel similar to this format. The spacing will likely need to be adjusted to view all text.

Line1	Line2	Line4	sortZIP	SortName
Ronaldia Turner	32 East Broadway	New York NY 10002	10002	Turner, Ronaldia
Fabian Merchan	201 W 82 Street	New York NY 10024	10024	Merchan, Fabian
Jemael Diaz	240 Nagle Avenue	New York NY 10030	10030	Diaz, Jemael
Dana Nance	619 West 144th Street	New York NY 10031	10031	Nance, Dana
Osniel Rivera	1185 Morris Avenue	Bronx NY 10456	10456	Rivera, Osniel
Teri Smith	2315 Crestor Avenue	Bronx NY 10468	10468	Smith, Teri

5.10. Adult Summary Reports

- From the Adult Switchboard click on **Adult Summary Report**.
- From the Adult Summary Report screen choose:
 - The Subgroup Filters – you may view all adults, only those from one subgroup, or those from several subgroups; *Note: You will only be able to filter by county level subgroups if you create a county level filter and the county level subgroup has been selected within the adult record (see Section 5.7.2);*
 - Begin and End Dates – you may view adults for specific periods of time or for the entire reporting period (the reporting period will default to what was entered during system configuration – see Section 3.5);
 - Adult Selection – you may view all adults in the unit or you may view them by the paraprofessional they are assigned to or by zip code; and
 - Program Status - you may view all adults (active and exited) or only graduates.
- Click **Next**

CRS5 - [Adult Summary Report]

File Edit Window Help

Specify which adults are to be included. Click the Subgroup Filter to be used, and adjust report period if necessary. Then click NEXT to prepare report.

Subgroup Filters:

<ALL>	F	All Adults
EFNEP	F	EFNEP, Alone or in combo
ESWIC	F	ES/WIC
FoodStamps	F	Receiving Food Stamps
FSNE	F	FSNE, Alone or in combo
PregTeens	F	Pregnant Teens
RaceNotProvided	F	Race Not Provided
Sample	F	Diet/Checklist Sample Group
TeamNutn	F	Team Nutrition
VerifiedAddr	F	Address is verified
VerifiedAddrNot	F	Address is not verified
WIC	F	Receiving WIC/CSFP Assistance

Report Period

Begin Date: 10-01-2005

End Date: 09-30-2006

Adult Selection

Entire Unit

For a PP

ZIP Code

Program Status

All

Grads Only

Selected Filter: <ALL>

Next

- Choose **Print** or **Preview**

Print/Preview Report

Print Preview

Cancel

This is an example of an Adult Summary Report, which is approximately six pages in length.
See section 14.1 Adult Summary Report for an example of a full report.

Adult Summary Report

County: NY081 Training
Filter: <ALL>

Reporting Period: 10/01/05 - 09/30/06
<ALL Participants>

1) Number of Program Families

a) Total number of program families: 432
b) Number of new families enrolled this reporting period: 432 (100%)
c) Number of persons in program families: 1715

2) Distribution of household children

Number of Children	Number of Families	Percent
0	67	16%
1	126	29%
2	154	36%
3	63	15%
4	16	4%
5	4	1%
6+	2	0%
Total	432	100%

3) Distribution of ages of children

Age Range	Number of Children	Percent
Under 1	25	3%
1 - 5	267	37%
6 - 8	135	19%
9 - 12	161	22%
13 - 15	81	11%
16 - 19	51	7%
Total	720	100%

- Click the **Printer** icon to print the current report or click **Close** to return to Report by Staff screen.
- The reports can also be exported to Microsoft Word by clicking on the W icon. Use this process to add county or state specific headers. Once in Word, it can be treated as any other word document.



The Nutrition Switchboard

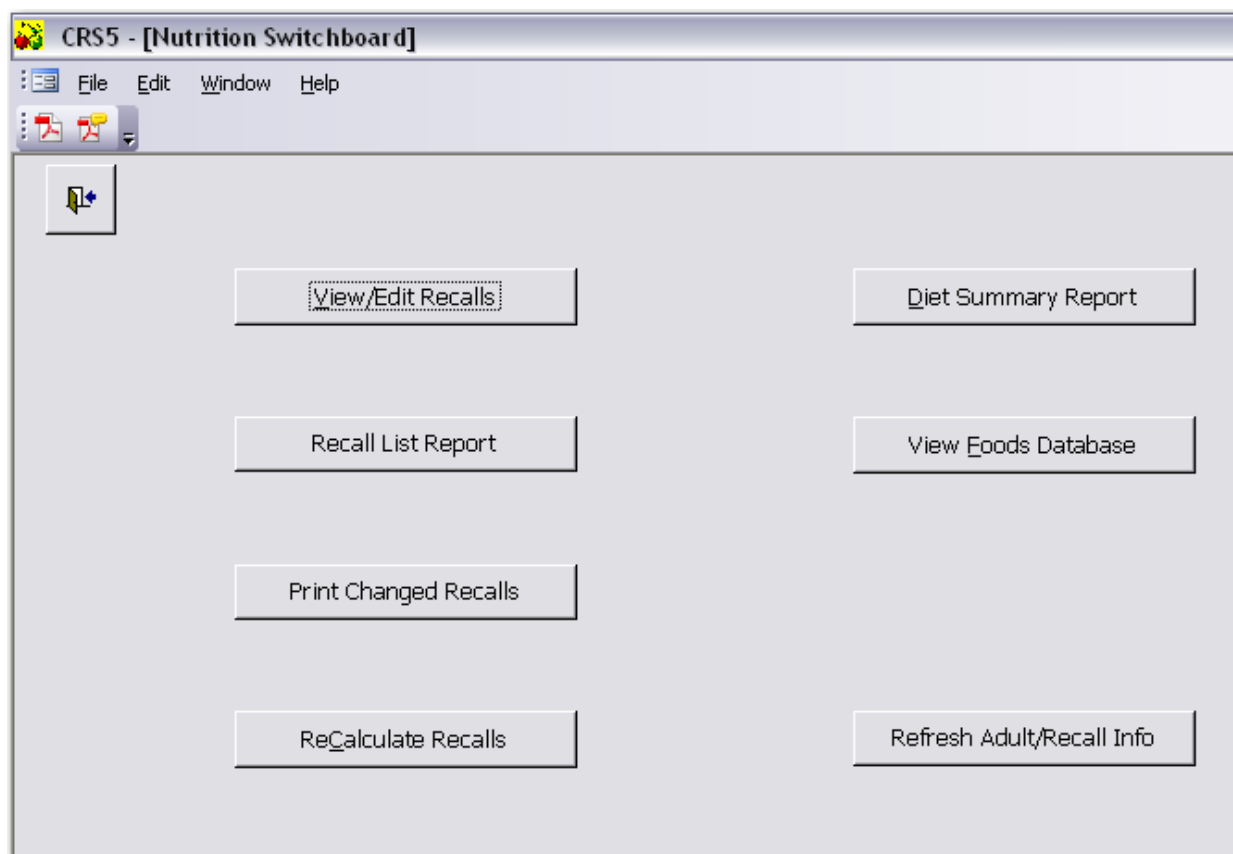
The Nutrition Switchboard is your gateway to dietary intake information in CRS5. From the Nutrition Switchboard you can add, review, edit and summarize 24 hour diet recalls. The 24 hour diet recall is one of two primary instruments used to measure the impact of adult EFNEP participants. The second instrument, the Behavior Checklist, is discussed in Section 7. The Diet Recall can start with any meal pattern and continue for a 24 hour period.

For information about Diet Recall Conversion from ERS4 to CRS5 see section **13.3 Converting ERS4 Recalls in CRS5**

Sample forms for collecting information needed to complete the food recall screen are available on the EFNEP Coordinators' website hosted by Purdue University, www.efnep.org (24 hour diet recall forms).

The foods database used for computerized analysis of food recalls in CRS5 is the same database used with MyPyramid.gov. Foods in the database can be viewed from this switchboard (Section 6.5)

Each of the buttons on the Nutrition Switchboard will be discussed in detail in this section.



6.1. View/Edit Recalls

From the Nutrition Switchboard, clicking on the **View/Edit Recalls** button takes you to the Adult Recall screen, which is the most commonly used screen on the Nutrition Switchboard.

- Click on the **Blue Explode** button to go to the Recalls screen for an individual participant.

CRS5 - [Adult Recalls]

File Edit Window Help

Locate Adult ID: Staff Filter: <ALL>

C=Computerized
F=Food Group
E=External

ID	Name	City	Staff	Program Status	# Recalls	R	M	
14515	Williams, Donzella	Jamaica NY	P00009	Active	1	E	...	1E4
14516	Smith, N	Jamaica NY	P00009	Active	1	E	...	1E4
14517	Elrod, Mary	Brooklyn NY	P00009	Active	1	E	...	1E4
14518	Bruno, LaGuenia M.	S. Ozone Park NY	P00009	Active	1	E	...	1E4
14519	Garrett, Queen	Jamaica NY	P00009	Active	1	E	...	1E4
14520	Byers, Lita	Woodside NY	P00009	Active	1	E	...	1E4
14521	Hamilton, Rose	Jamaica NY	P00009	Active	1	E	...	1E4
14522	Holland, Patti	RichmondHill NY	P00009	Active	1	E	...	1E4
14523	Byars, Christie	Flushing NY	P00009	Active	1	E	...	1E4
14524	Smith, Kristy	Queens NY	P00009	Active	1	E	...	1E4
14525	Caldwell, Lisa	S. Ozone Park NY	P00009	Active	1	E	...	1E4
14526	Gossett, Peggy	Queens NY	P00009	Active	1	E	...	1E4
14527	Watkins, Brennetta	Far Rockaway NY	P00009	Active	1	E	...	1E4
14528	Skeens, Shirell	Far Rockaway NY	P00009	Active	1	E	...	1E4

- On the Recalls screen there are several actions that can be taken.
 - Add Recall
 - Edit Existing Recall
 - Printing Reports
 - Freeze Recalls
 - Converting ERS4 Recalls

CRS5 - [Recalls]

File Edit Window Help

Recalls for: 14515 - Williams, Donzella

PP: P00009 - Waters-Courtney, Marilyn

Date	Pregnant	Nursing	Exit	#Meals	HEI	Method	
18-Oct-2005	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	0.0	E	...

Record: 1 of 1

C=Computerized
F=Food Group
E=External

6.1.1 Adding a Recall

- From the Recalls screen,
- Click **Add Recall**

The screenshot shows the 'CRS5 - [Recalls]' window. At the top, it displays 'Recalls for: 14515 - Williams, Donzella' and 'PP: P00009 - Waters-Courtney, Marilyn'. On the right side, there are two buttons: 'Convert ERS4 Recall' and 'Add Recall'. A large blue arrow points to the 'Add Recall' button. Below these buttons is a table with columns: Date, Pregnant, Nursing, Exit, #Meals, HEI, and Method. The table is currently empty. At the bottom left, there is a 'Record:' field with navigation buttons. At the bottom right, there is a legend: 'C=Computerized', 'F=Food Group', and 'E=External'. At the very bottom, there are 'Save' and 'Cancel' buttons.

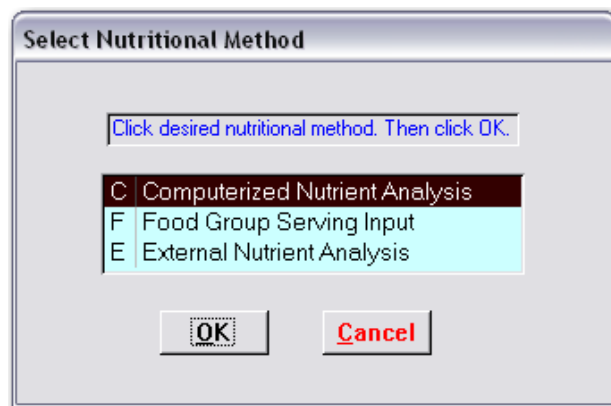
- The Default Nutritional Method will be requested.
 - When you are adding the first recall for an adult, the screen shown below will prompt you for the nutritional method to be used. All subsequent recalls for that individual must use the same method.

The screenshot shows a dialog box titled 'Select Nutritional Method'. It contains a text box with the instruction 'Click desired nutritional method. Then click OK.' Below this is a list box with three options: 'C Computerized Nutrient Analysis', 'F Food Group Serving Input', and 'E External Nutrient Analysis'. The 'C' option is currently selected. At the bottom of the dialog box are 'OK' and 'Cancel' buttons.

6.1.1.1. Computerized Nutrient Analysis

The most commonly used method of nutrient analysis by State EFNEP programs is the Computerized Nutrient Analysis. With this method, all foods in the 24 hour recall are entered and the analysis is done automatically in CRS5 using the foods database used on MyPyramid.gov.

- Highlight **Computerized Nutrient Analysis** from the Select Nutritional Method screen
- Click **OK**
- *For more information about the Food Group Serving Input see section 6.1.7.*
- *For more information about the External Nutrient Analysis see section 13.3. This process will only be used during the conversion from ERS4 to CRS5.*



- Start by entering the date for the recall.
 - Answer the other questions relating to pregnancy and nutritional supplements. *In the adult record enter pregnant or nursing if she is pregnant or nursing at any time during enrollment in the program. For recalls, enter pregnant or nursing only if she is pregnant or nursing at the time of the recall.*
 - The Activity Level question is new in CRS5. The choices are the same as those on the MyPyramid.gov website, are all “per day” and include:
 - Not provided
 - <30 minutes
 - 30-60 minutes
 - >60 minutes

- To add foods from the 24 hour diet recall, Click on **View/Edit Food Items**
 - If the View/Edit Food Items button is not available on your screen skip to section 13.3.1.

CRS5 - [New Recall]

Recall Date: 18-Oct-2005 PP: P00009 Waters-Courtney, Marilyn
14515 - Williams, Donzella

Age: 17 Gender: Female Is Pregnant: ☐ Is Nursing: ☐ Taking Nutritional Supplements: ☐
Amount spent on food last month: N/A Entry Date: 18-Oct-2005 Exit Interview: ☐
Number of Meals: 0

Food Group Amounts

Fruits (cup):	0.0
Vegetables (cup):	0.0
Grains (oz eq):	0.0
Meat & Beans (oz eq):	0.0
Milk (cup):	0.0

Healthy Eating Index

Fruit:	0.0
Vegetable:	0.0
Grains:	0.0
Meat & Beans:	0.0
Milk:	0.0
Total Fat:	0.0
Saturated Fat:	0.0
Sodium:	0.0
Cholesterol:	0.0
Variety:	0.0
Total HEI:	0.0

Nutrients

Alcohol	0.0 gm
Calcium	0.0 mg
Carbohydrate	0.0 gm
Cholesterol	0.0 mg
Food Energy	0.0 kcal
Iron	0.0 mg
Protein	0.0 gm
Saturated Fat	0.0 gm
Sodium	0.0 mg
Total Dietary Fiber	0.0 gm
Total Fat	0.0 gm
Vitamin A (RE)	0.0 RE
Vitamin B-6	0.0 mg
Vitamin C	0.0 mg
Vitamin E	0.0 ATE

Activity Level

Not Provided
Less than 30 min.
30-60 minutes
More than 60 min.

View/Edit Food Items

Save Cancel

Record: 1 of 1

- From the Meal Items screen click on **Add Food Item**

CRS5 - [Meal Items]

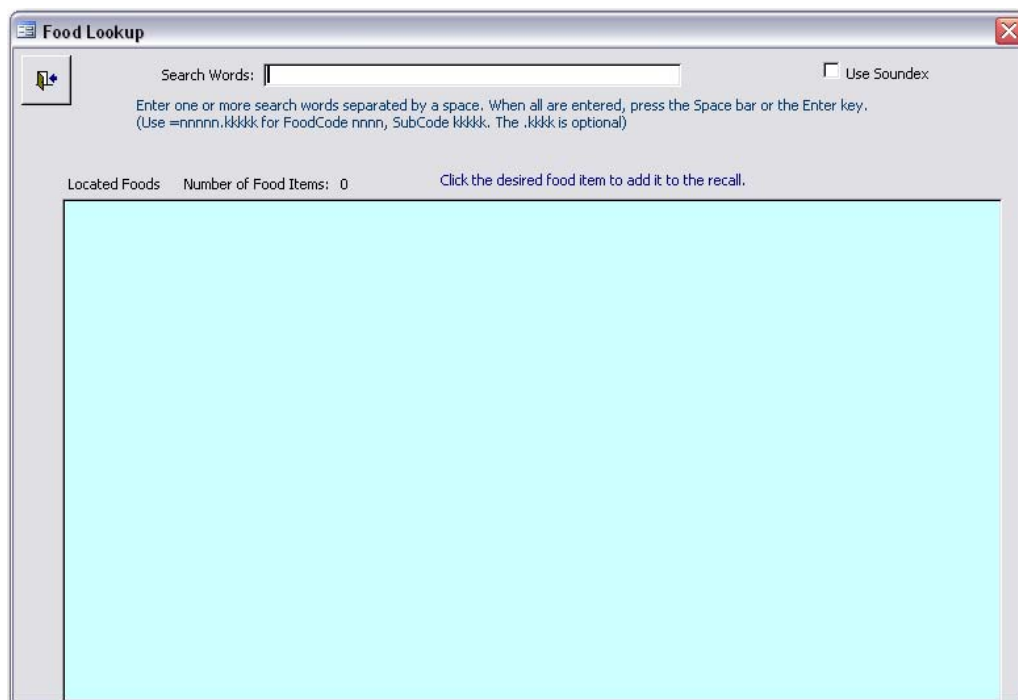
Meal Items for: 14515 - Williams, Donzella
Recall Date: 18-Oct-05

Add Food Item

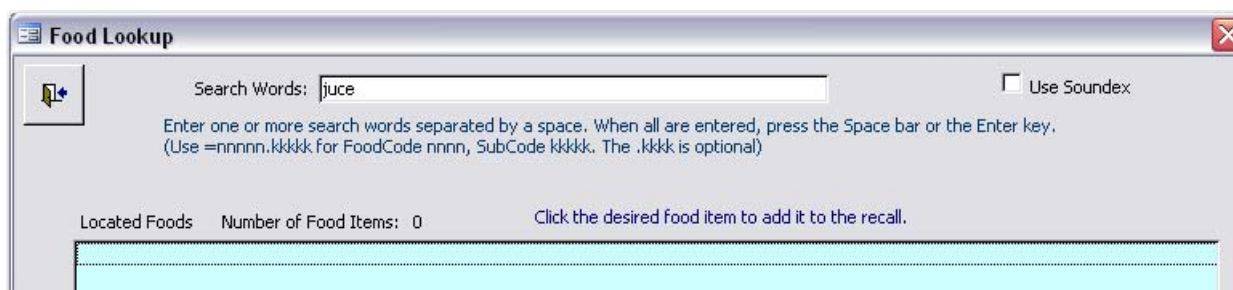
Meal	Description	Qty	Unit
------	-------------	-----	------

Record: 1 of 1

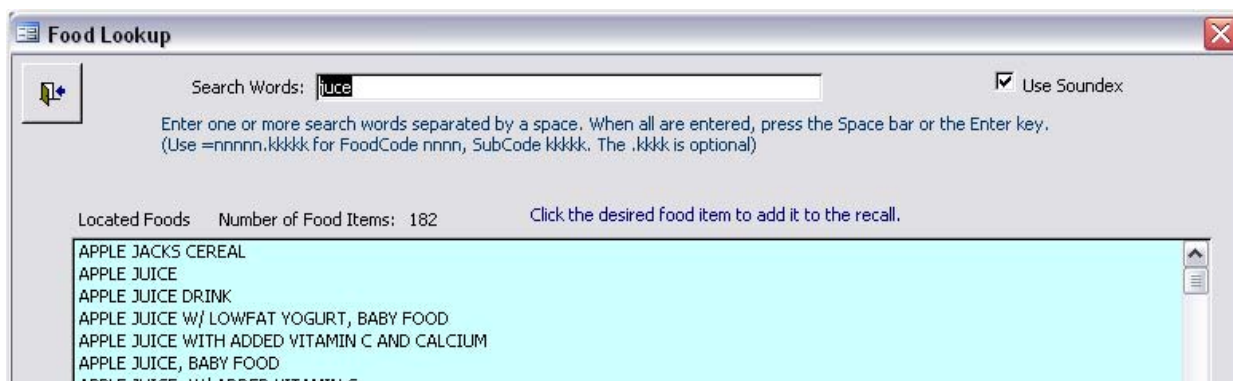
- The Food Lookup screen is used to search for individual food items from the foods database.
 - Type the food item you are looking for in the **Search Words** box and press enter. It is best to start with fairly general words, such as milk rather than 2% milk.



- Check the “Use Soundex” box in the upper right corner to help find foods when they are misspelled.

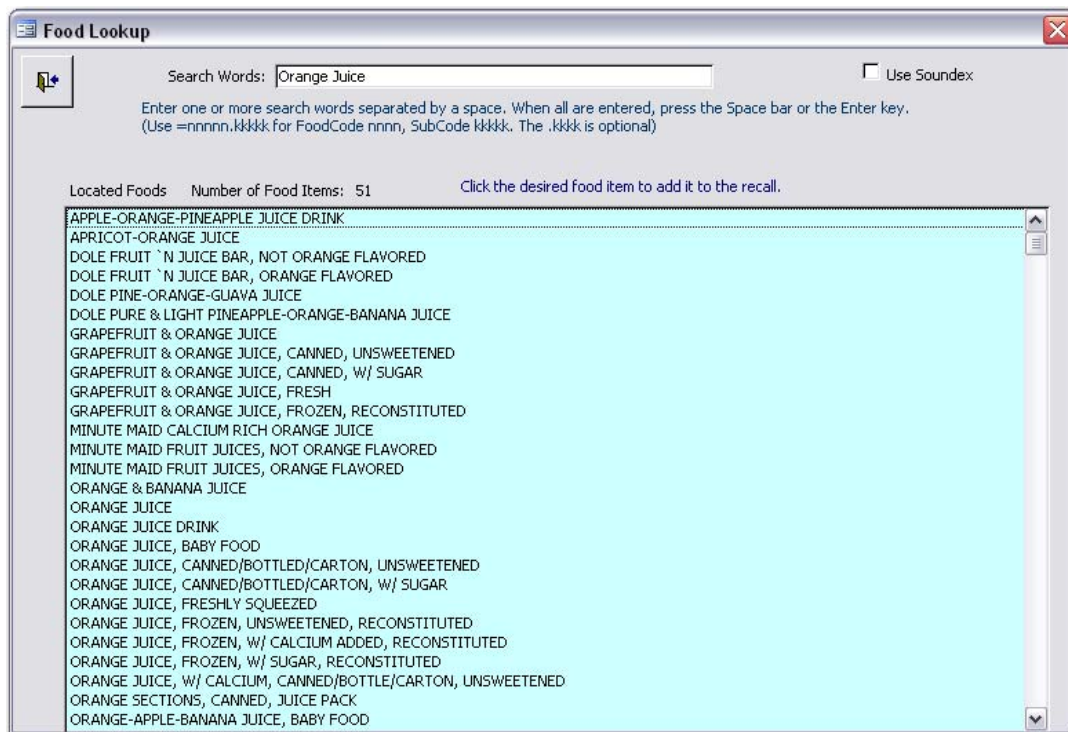


Example: juce typed in without the Soundex button check reveals zero results.



Example: juce typed in with the Soundex button checked reveals 182 results.


- Typing in Orange Juice shows the following results:

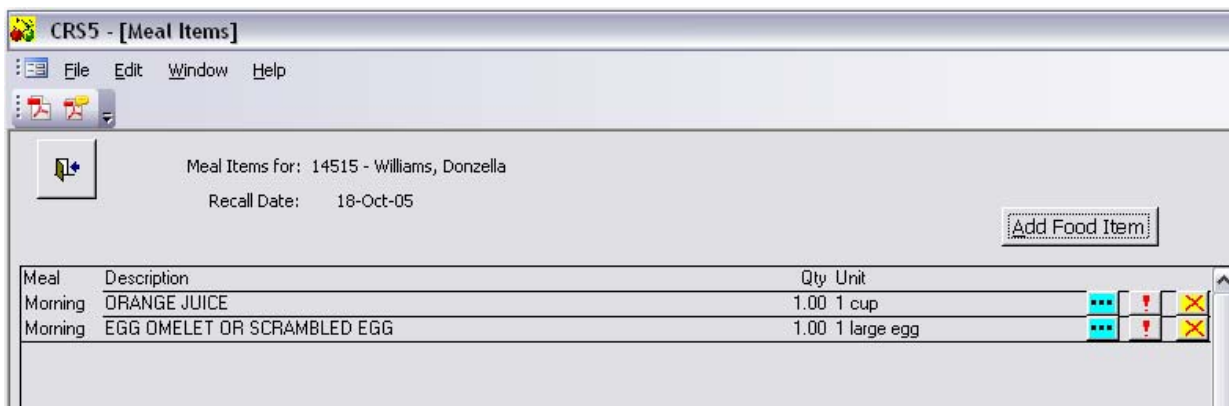


- Click on the choice that best represents the food item on the participant's food recall.
- The Food Quantity screen appears that gives options for Meal Type, Portion Size, and Number of Portions.
 - Click on the corresponding **Meal Type**
 - Hit Tab to go to **Portion Size** and select the appropriate portion measurement
 - Hit Tab to go to **Number of Portions**
 - **Enter Number of Portions and hit Enter in order for the Save button to be activated.**
 - Click **Save** to save this item and return to the Food Look-up Screen.

The screenshot shows a window titled "Food Quantity". At the top left is a "<< Back" button. Below it is the text "Select the Meal Type and Portion Size. Then enter the number of portions." and "Description: ORANGE JUICE". There are three main sections: "Meal Type" with a list of options (Morning meal or snack, Midmorning meal or snack, Noontime meal or snack, Afternoon meal or snack, Evening meal or snack, Late evening meal or snack), "Portion Size" with a list of options (1 cup, 1 fl oz, Don't Know), and "Number of Portions" with a text input field containing the number "1". At the bottom right is a "Save" button.

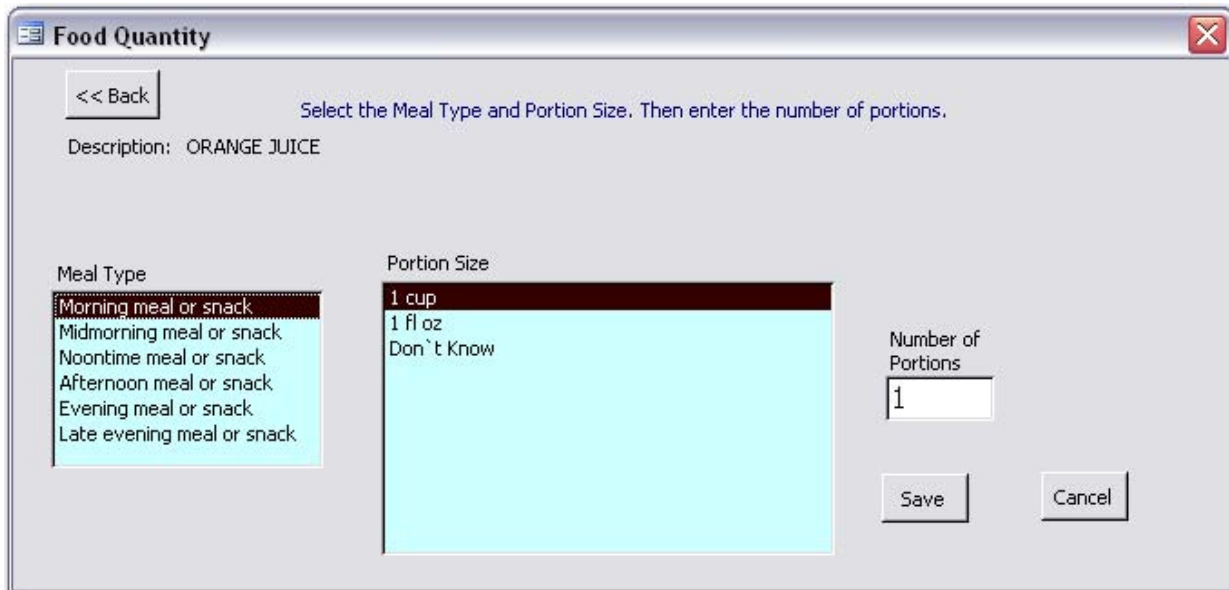
If the portion size is undetermined highlight Don't Know on the Food Quantity screen. When "don't know," is entered as the portion size. The value that is used is listed for "don't know" for each food and it is generally a standard portion size. For example, for a pork chop it is 85 grams, or 3 oz. For plums, it is 1 medium plum. For cake, it is one piece. For any food, click on the exclamation point and go to the bottom of the list for information on each portion size, and the values are there.

- From the Food Lookup screen continue to enter and search for foods from the participants diet recall. After entering all of the food items click the **Back Door** To return to the Meal Items screen.
- From the Meal Items screen you can view all of the foods that have been entered. There are three functions on this page.
 - Edit Food Items
 - View Food Item Details
 - Delete Food Item
- Click the **Blue Explode** button to enter the Food Quantity screen again to edit Meal Types, Portion Sizes, Number or Number of Portions.
- Click the **Exclamation Mark** to  View Food Item Details, including nutrient values per 100 grams of the particular food. The number of grams in some common measures is listed on the left side of the screen. The number of Food Group servings per 100 grams is also listed.



Meal	Description	Qty	Unit
Morning	ORANGE JUICE	1.00	1 cup
Morning	EGG OMELET OR SCRAMBLED EGG	1.00	1 large egg

Blue Explode: Food Quantity Screen



<< Back

Select the Meal Type and Portion Size. Then enter the number of portions.

Description: ORANGE JUICE

Meal Type: Morning meal or snack

Portion Size: 1 cup

Number of Portions: 1

Save Cancel

Exclamation Point: Food Item Details

CRS5 - [View Food Item]

Food Code: 61210000 Subcode: 0

ORANGE JUICE

Gram Weights and Measures

Gram Wgt	Measure Description
249	1 cup
31.1	1 fl oz
187	Don't Know

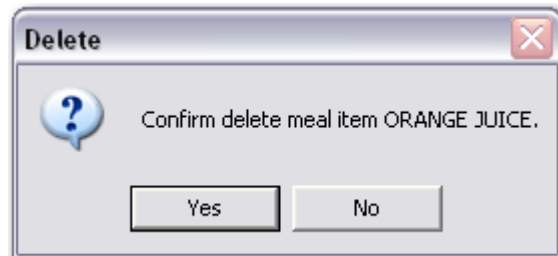
Food Pyramid (Serving Values per 100 Gram Weight)

Serving	Pyramid Description
0.536	Total number of fruit servings

Nutrients (Values per 100 Gram Weight)

Nutrient	Value
Calcium	11 mg
Carbohydrate	10.9 gm
Folate	44 mcg
Food Energy	45 kcols
Iron	0.1 mg
Linoleic 18:2	0.009 gm
Linolenic 18:3	0.003 gm
Magnesium	10 mg
Monounsaturated Fat	0.011 gm
Niacin	0.206 mg
Phosphorus	16 mg
Polyunsaturated Fat	0.011 gm
Potassium	192 mg
Protein	0.68 gm
Riboflavin	0.017 mg
Saturated Fat	0.006 gm
Sodium	2 mg
Thiamin	0.08 mg
Total Dietary Fiber	0.2 gm
Total Fat	0.06 gm
Vitamin A (RE)	5 RE
Vitamin B-6	0.046 mg
Vitamin C	39.4 mg
Vitamin E	0.2 ATE
Zinc	0.05 mg

- Click the **Yellow X** to delete a Food Item that was entered by mistake. This action cannot be undone.



- Click **Yes** to confirm the deletion or No to cancel this action.

- When finished on the Food Items screen click the **Back Door** to return to the New Recall screen.
 - CRS5 has made the calculations to reflect the foods that were just entered.
 - Click **Save** to save this recall and return to the Recalls screen.
- The Food Group Amounts, Healthy Eating Index, and Nutrient values are updated to reflect the food items entered for that particular recall.

Age: 24 Gender: Female Is Pregnant: ☐ Is Nursing: ☐ Taking Nutritional Supplements: ☐

Amount spent on food last month: \$201 Entry Date: 01-Apr-2006 Exit Interview: ☐

Number of Meals: 6 Exit Date: 18-Apr-2006

Activity Level
 Not Provided
 Less than 30 min.
 30-60 minutes
 More than 60 min.

Food Group Amounts

Fruits (cup):	0.6
Vegetables (cup):	0.4
Grains (oz eq):	17.7
Meat & Beans (oz eq):	4.5
Milk (cup):	0.4

Healthy Eating Index

Fruit:	3.0
Vegetable:	1.5
Grains:	10.0
Meat & Beans:	8.2
Milk:	1.3
Total Fat:	7.2
Saturated Fat:	8.5
Sodium:	0.0
Cholesterol:	10.0
Variety:	10.0
Total HEI	59.7

Nutrients

▶ Alcohol	0.0 gm
Calcium	796.4 mg
Carbohydrate	301.4 gm
Cholesterol	157.0 mg
Food Energy	2,321.6 kcal
Iron	18.8 mg
Protein	82.0 gm
Saturated Fat	27.7 gm
Sodium	5,066.2 mg
Total Dietary Fiber	17.0 gm
Total Fat	88.1 gm
Vitamin A (RE)	155.6 RE
Vitamin B-6	1.2 mg
Vitamin C	11.2 mg
Vitamin E	5.7 ATE

Record: 1 of 1

View/Edit Food Items

Save Cancel

6.1.2 Editing Existing Recalls

- To edit an existing recall click the **Blue Explode** button beside the participant's name on the Recalls screen.

CRS5 - [Recalls]

Recalls for: 14515 - Williams, Donzella

PP: P00009 - Waters-Courtney, Marilyn

Convert ERS4 Recall

Add Recall

Date	Pregnant	Nursing	Exit	#Meals	HEI	Method
18-Oct-2005	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	48.2	C

Record: 1 of 1

C=Computerized
F=Food Group
E=External

Save Cancel

- Click **View/Edit Food Items**.

CRS5 - [New Recall]

Recall Date: 18-Oct-2005

PP: P00009 Waters-Courtney, Marilyn

14515 - Williams, Donzella

Age: 17 Gender: Female Is Pregnant: ☐ Is Nursing: ☐ Taking Nutritional Supplements: ☐

Amount spent on food last month: N/A Entry Date: 18-Oct-2005 Exit Interview: ☐

Exit Date:

Number of Meals: 1

Food Group Amounts

Fruits (cup):	1.0
Vegetables (cup):	0.0
Grains (oz eq):	0.0
Meat & Beans (oz eq):	1.0
Milk (cup):	0.1

Healthy Eating Index

Fruit:	6.7
Vegetable:	0.0
Grains:	0.0
Meat & Beans:	2.0
Milk:	0.3
Total Fat:	9.2
Saturated Fat:	10.0
Sodium:	10.0
Cholesterol:	10.0
Variety:	0.0
Total HEI:	48.2

Nutrients

Alcohol	0.0 gm
Calcium	72.0 mg
Carbohydrate	28.3 gm
Cholesterol	213.3 mg
Food Energy	210.0 kcal
Iron	1.2 mg
Protein	8.5 gm
Saturated Fat	2.1 gm
Sodium	252.4 mg
Total Dietary Fiber	0.5 gm
Total Fat	7.3 gm
Vitamin A (RE)	109.2 RE
Vitamin B-6	0.2 mg
Vitamin C	98.1 mg
Vitamin E	1.1 ATE

Activity Level

Not Provided
Less than 30 min.
30-60 minutes
More than 60 min.

View/Edit Food Items

Recall has changed

Save Cancel

Record: 1 of 1

- Click the **Blue Explode** button to make changes for that particular food.
- Click the Exclamation Point to view Food Item Details.
- Click the **Yellow X** to delete a food.

CRS5 - [Meal Items]

Meal Items for: 14516 - Smith, N
Recall Date: 18-Oct-05

Add Food Item

Meal	Description	Qty	Unit			
MidMorn	APPLE-PEAR JUICE	8.00	1 fl oz	...	!	X
Noon	PIZZA, CHEESE	1.00	1 miniature pizza (5 dia)	...	!	X
Afternoon	HAMBURGER HELPER LASAGNE	1.00	1 cup	...	!	X

6.1.3 Printing Individual Nutrition Reports

- Click the **Printer** icon to view and print reports related to a participant's recall.

From the Recalls Screen you may want to preview an individual report or recall summary.

- The **Participant Diagnostic Report** is not available at this time.
- The **Food Recall Review** lists all foods entered for the food recall. It is not available if your reports were converted using the External Analysis Method (E). If you convert recalls or enter new recalls in CRS5 this feature will work for you.

Print Report

Select the report type then click PRINT or PREVIEW

Report Type

Participant Diagnostic Report

Food Recall Review

One Day Recall Summary

The Participant Diagnostic Report is not available.

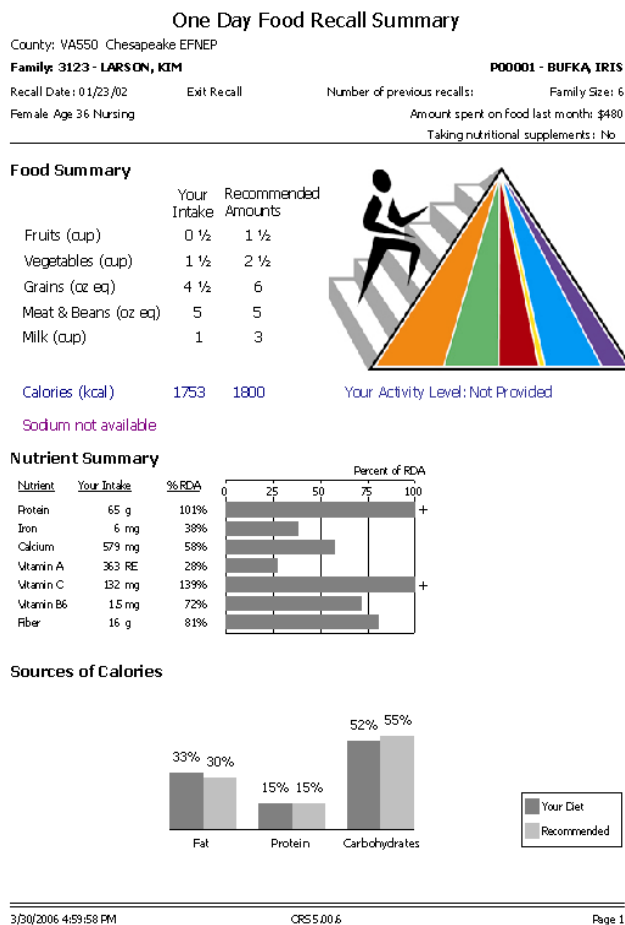
☐ Omit Participant Name

Print Preview

Cancel

- The **One Day Recall Summary** is intended for use by the participant. Please note the example found below.

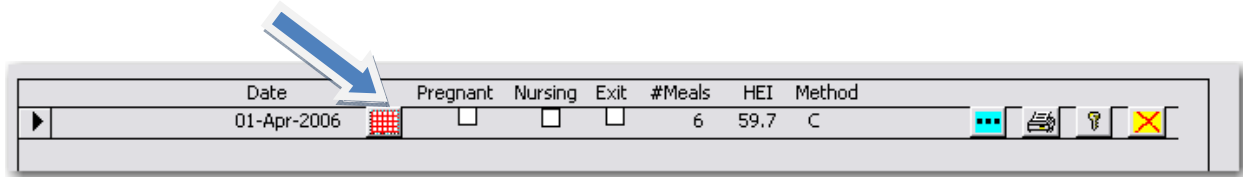
See section 14.11 for a full example of the One Day Recall Summary.



Food group data may be inconsistent if recalls were not converted from ERS4 to CRS5 (i.e., some of the data will appear in servings). This will likely only be an issue in FY2007. See section 13.3 for information about converting ERS4 recalls.

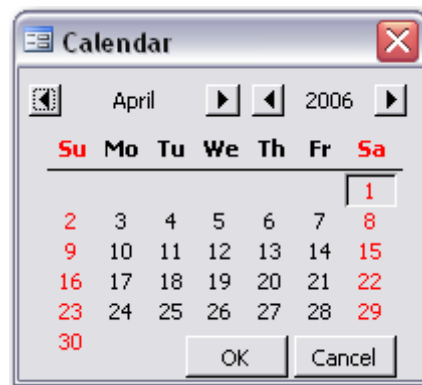
6.1.4 Changing the Date of a Recall

- To change the date of a recall click on the red calendar icon.




Date	Pregnant	Nursing	Exit	#Meals	HEI	Method
01-Apr-2006	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6	59.7	C

- Adjust the date as necessary from the Calendar window.
- Click OK.

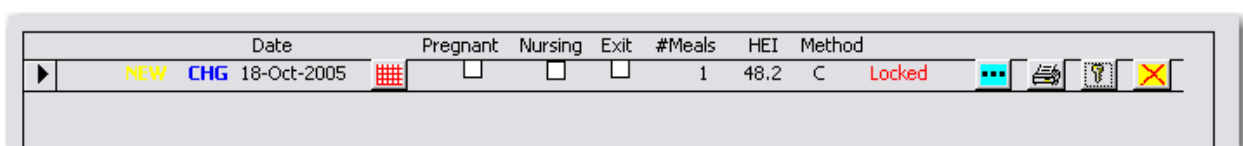


6.1.5 Locking Food Recalls

- The Key icon  is used to lock a food recall. Locking prevents changes after the recall has been entered.
- Press the **Key** to lock the recall.

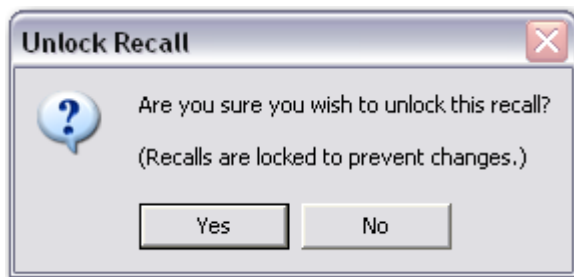


- Press **OK** to confirm the locking of this recall.
- Locked** now appears on this Recall.



Date	Pregnant	Nursing	Exit	#Meals	HEI	Method
NEW CHG 18-Oct-2005	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	48.2	C Locked

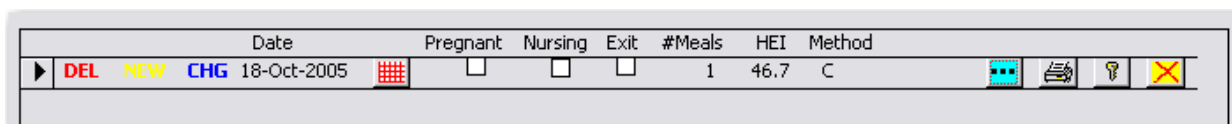
- Press the **Key** again to unlock the recall.



- Click **Yes** to unlock the recall or **No** to keep the recall locked.

6.1.6 Deleting Food Recalls

- Press the **Yellow X** to delete the recall entirely.
- **DEL** appears on the Recall record. After you click Save the recall will be deleted and disappear. Deleting a recall cannot be undone.

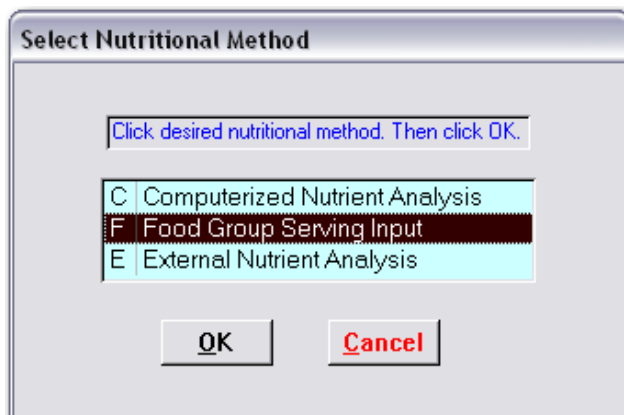


- Click **Save** to save the deletion and return to the Adult Recalls screen.
- Click **Cancel** if you do not wish to delete the recall.

6.1.7 Food Group Serving Input

If you are planning to analyze 24 hour recalls by a method other than the computer analysis on CRS5 and will be entering Food Group amounts, click "Food Group Serving Input" as the nutritional method.

- Highlight Food **Group Serving Input** and click **OK**.
 - Note: When you are adding the first recall for an adult, the screen shown below will prompt you for the nutritional method to be used. All subsequent recalls for that individual must use the same method.
- Click **OK**.



- Enter the recall date.
- Check if participant is Pregnant, Nursing, or Taking Nutritional Supplements.
- Enter amount of money spent on food last month.
- Select Activity Level.
- Enter Number of Meals participant ate that day from the 24 hour recall (0-6).
- Enter Food Group Amounts from 24 hour recall analysis.
- Food group amounts are rounded to one decimal place. If the amount you are entering is less than 1.0, you will need to type a 0 first. For example .8 cups of fruit should be entered as 0.8. Amounts correspond to the 2005 MyPyramid, with cups for Fruits, Vegetables and Milk, and ounce equivalents (oz. eq.) for Grains and Meat & Beans.
- Enter Food Energy consumed (kcal).
- Click **Save** to save the Food Group Serving Input.

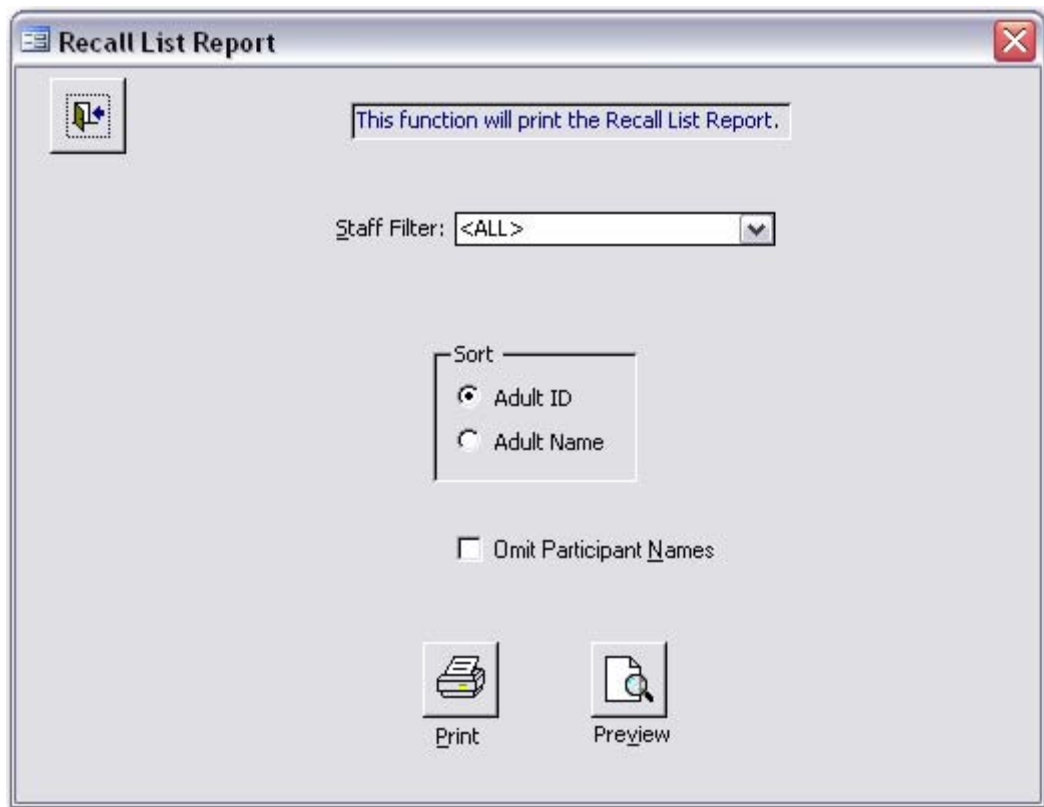
The screenshot shows the 'CRS5 - [New Recall]' window. The form includes the following fields and sections:

- Recall Date:** 18-Oct-2005
- PP:** P00009 Waters-Courtney, Marilyn
- 14515 - Williams, Donzella**
- Age:** 17 **Gender:** Female **Is Pregnant:** ☐ **Is Nursing:** ☐ **Taking Nutritional Supplements:** ☐
- Amount spent on food last month:** N/A **Entry Date:** 18-Oct-2005 **Exit Interview:** ☐
- Exit Date:**
- Activity Level:** Not Provided, Less than 30 min., 30-60 minutes, More than 60 min.
- Number of Meals:** 0 (dropdown menu with options 0-6)
- Food Group Amounts:**
 - Fruits (cup): 0.0
 - Vegetables (cup): 0.0
 - Grains (oz eq): 0.0
 - Meat & Beans (oz eq): 0.0
 - Milk (cup): 0.0
- Nutrients:**
 - Food Energy: 0.0 kcal
- Record:** 1 of 1
- Buttons:** Save, Cancel
- Footer:** Use CTRL-TAB to tab out of Nutrients

6.2. Recall List Report

The Recall List Report provides a listing of Food Group Amounts and Calories for each participant. It is anticipated that Healthy Eating Index (HEI) information will be added at a later date. Participant names can be omitted from this report if desired.

- From the Nutrition Switchboard click on **Recall List Report**
- Choose the Staff Filter desired and then the sort option preferred.
- Click **Print** or **Preview**

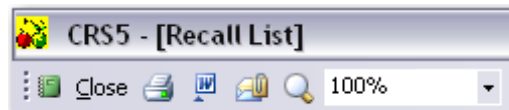


- This is a sample of the Recall List report that will be generated.

Recall List										P00003 - Smith, Maritza G.									
County: NY081 Training										Reporting Period: 10/01/05 - 09/30/06									
Date	Pregnant Nursng	# Itms	Actvy	KCALS	Food Group Amounts					Healthy Eating Index									
					Fruit	Veg	Grain	Meat	Milk	Fruit	Veg	Grain	Meat	Milk	TotFat	SatFat	Sodium	Chol	Variety
14671 - Whitten, Mary Female Age 47																			
10/19/05		???		897	0.0	1.0	6.0	6.5	0.0										
14672 - Brothers, Gwendolyn Female Age 30																			
10/19/05		???		1310	0.9	2.0	4.0	7.0	0.0										
14673 - Wood, Susan Female Age 43																			
10/19/05		???		1203	0.0	2.0	4.0	11.0	0.8										
14674 - Brunnet, Billie Jo Female Age 45																			
10/19/05		???		1664	1.0	2.0	6.8	1.5	1.0										
14675 - Greene, Danielle Female Age 37																			
10/19/05		???		2195	0.0	1.0	10.3	12.4	0.0										

See section 14.13 for a full example of a Recall List Report

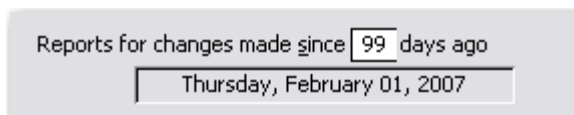
- Click **Close** or **Print** to exit from this report.



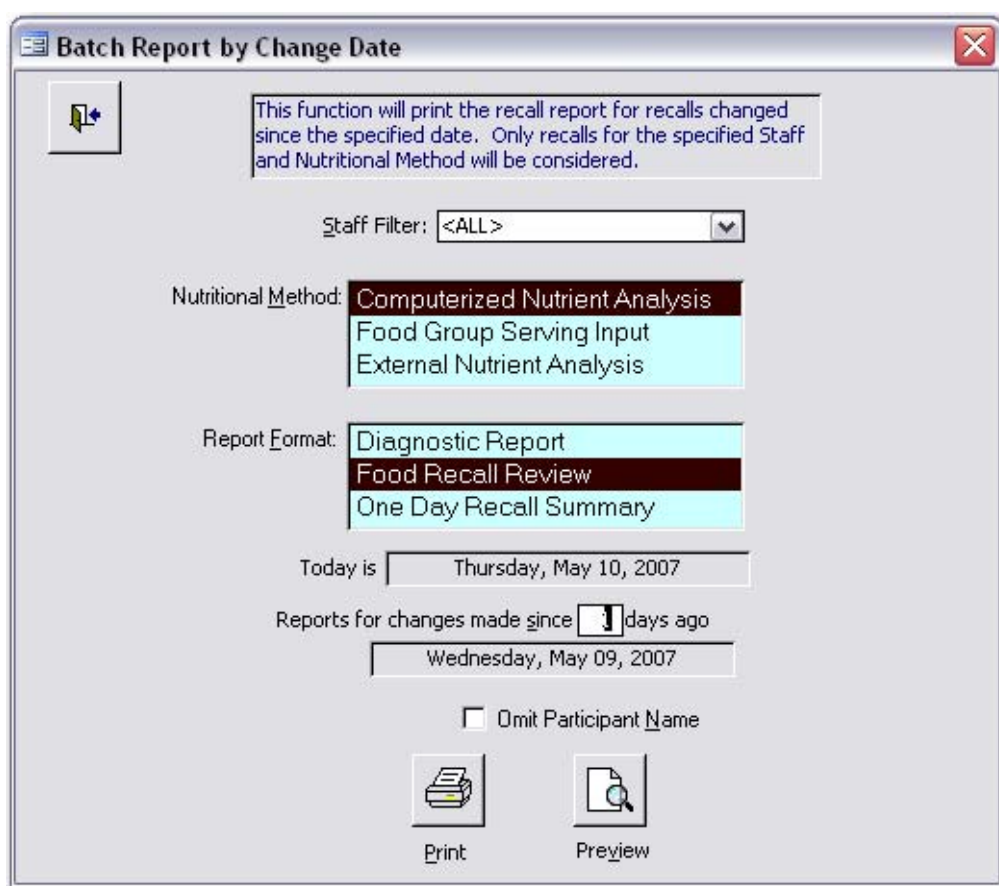
6.3. Print Changed Recalls

This button enables you to print all food recalls that have been changed since a specified date (1-99 days ago).

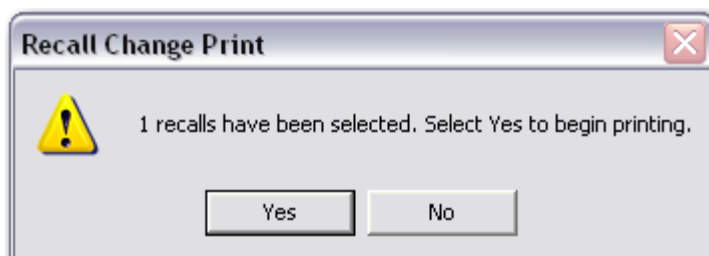
- From the Nutrition Switchboard click on **Print Changed Recalls**
- Choose the appropriate Staff Filter, Nutritional Method, and Report Format. (Diagnostic Report is not currently available)



- Specify the number of days to go back to look for changes (99 maximum).
- Check the box to **Omit Participant Name** for privacy reasons if desired. Participants will then be identified only by number. Click **Print** or **Preview**



- Click **Yes** to view the reports

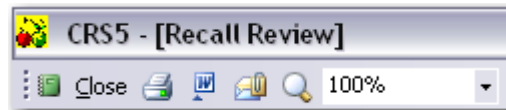


- A sample report appears below

Participant Food Recall Review				
County: NY081 Training				
Family: 14516 - Smith, N			P00009 - Waters-Courtney, Marilyn	
Recall Date: 10/18/2005		No previous recalls		Family Size: 1 Amount spent on food last month: \$200
Female Age 17		Taking nutritional supplements: No		Activity Level: Less than 30 min.
Qty	Unit	Grams	Calories	Food Description
<i>Noontime meal or snack</i>				
1.00	1 miniature pizza (5 dia)	84.0	218	PIZZA, CHEESE
1 meals or snacks		Total Calories:	218	

See section 14.12 for a full example of a Participant Food Recall Review

- Click **Close** or **Print** to exit from this report.



6.4. Diet Summary Report

This function is used to prepare the Diet Summary report. An option screen allows you to define the report period, the subgroup filter, other selection criteria, such as staff and Zip code.

Note that adults must have exited the program (with or without objectives met) and have both an Entry and an Exit recall to be included in this report.

This function provides reports and graphs on dietary improvement of participants for designated report periods. You may select the entire database or by staff member or by ZIP code. You may also choose a subgroup filter. ***In order to be included on the report, adults must have exited the program (with or without objectives met) and have completed both an entry and exit recall. The exit date must fall within the report period.***

- From the Nutrition Switchboard click on **Diet Summary Report**
- Choose the format by using the Subgroup Filter options, the correct Report Period, and Adult Selection.
- Click **Next**

CRS5 - [Diet Summary Report]

File Edit Window Help

Specify which adults are to be included. Click the Subgroup Filter to be used, and adjust report period if necessary. Then click NEXT to prepare report.

Subgroup Filters:

<ALL>	F	All Adults
CountyTest	C	
EFNEP	F	EFNEP, Alone or in combo
ESWIC	F	ES/WIC
FoodStamps	F	Receiving Food Stamps
FSNE	F	FSNE, Alone or in combo
PregTeens	F	Pregnant Teens
RaceNotProvided	F	Race Not Provided
Sample	F	Diet/Checklist Sample Group
TeamNuth	F	Team Nutrition
VerifiedAddr	F	Address is verified
VerifiedAddrNot	F	Address is not verified
WIC	F	Receiving WIC/CSFP Assistance

Report Period

Begin Date: 10-01-2005

End Date: 09-30-2006

Adult Selection

Entire Unit

For a PP

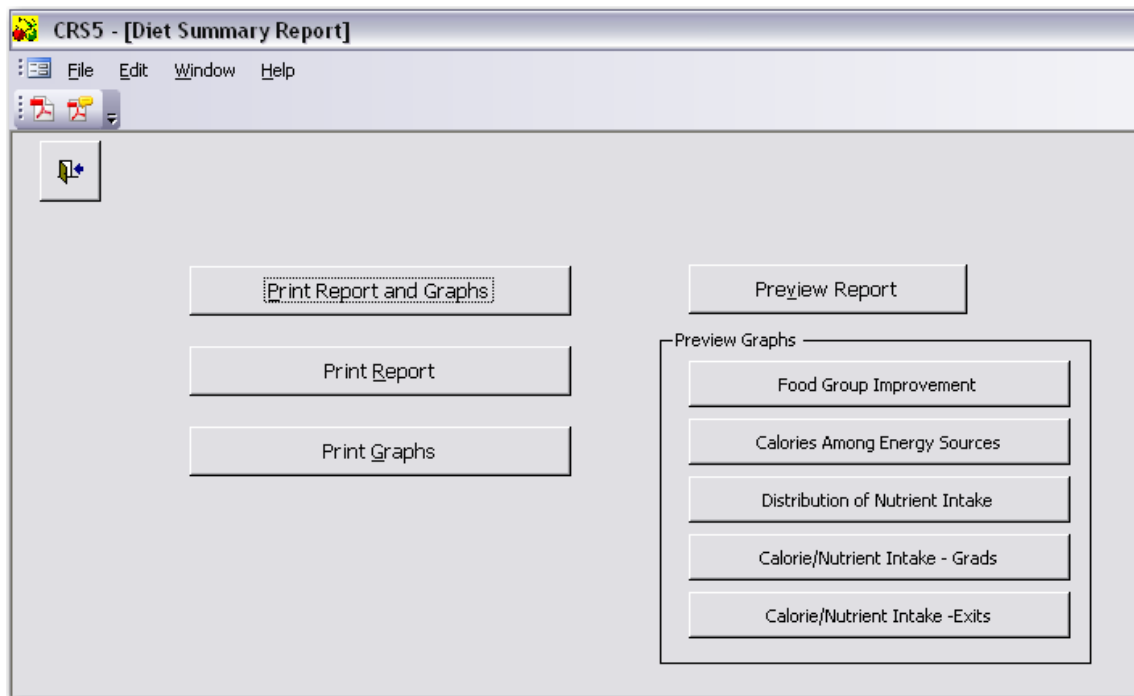
ZIP Code

Selected Filter: <ALL>

Next >>

Food group data may be inconsistent if recalls were not converted from ERS4 to CRS5 (i.e., some of the data will appear in servings). This will likely only be an issue in FY2007. See section 13.3 for information about converting ERS4 recalls.

- The Diet Summary Report screen provides many options for printing or previewing the Diet Summary Report and the numerous supporting graphs for the data.
- Choose to Print Report and Graphs or to **Print Report** and **Print Graphs** separately (this prints all five graphs at one time).
- Choose to **Preview Report** or **Preview** each of the graphs separately.

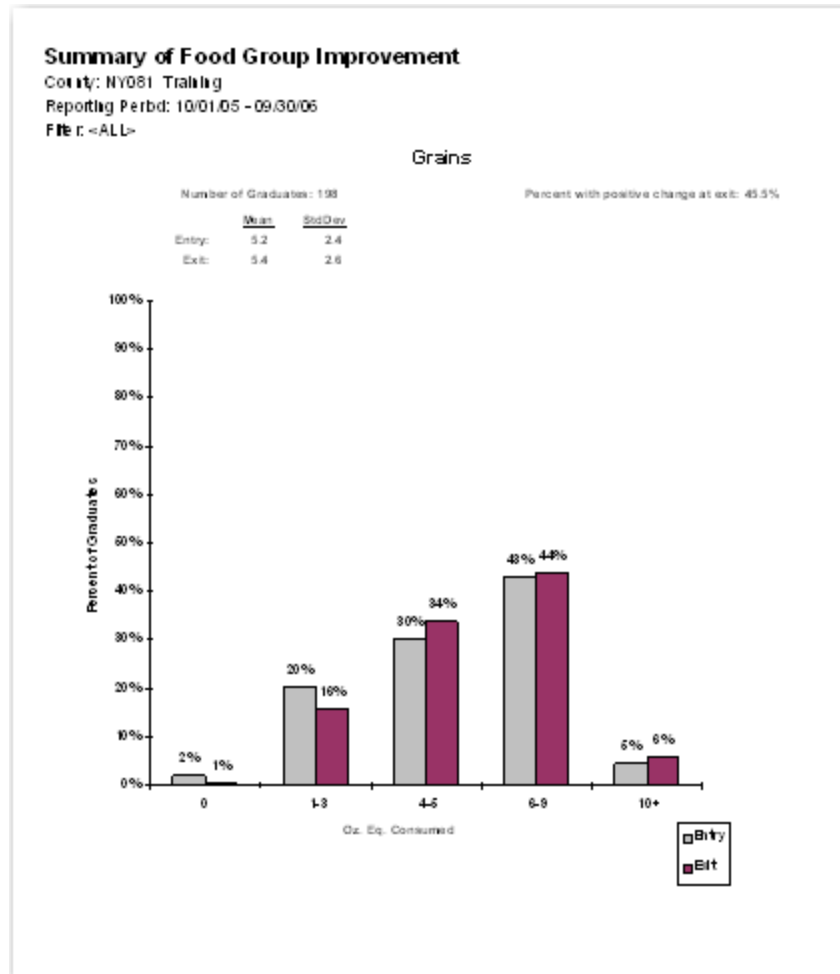


The preview of the Diet Summary report

DIET SUMMARY REPORT					
County: NY081 Training					
Reporting Period: 10/01/05 - 09/30/0					
Filter: <ALL>					
I. SUMMARY OF DIETARY IMPROVEMENT				198 graduates	
				Entry	Exit
<hr/>					
A. Mean, standard deviation, and percent of graduates eating a specific quantity of each food group					
1. Grains:		Mean ± StD	5.2	±2.4	5.4 ±2.6
0 oz eq			2.0%		0.5%
1-3 oz eq			20.2%		15.7%
4-5 oz eq			30.3%		33.8%
6-9 oz eq			42.9%		43.9%
10+ oz eq			4.5%		6.1%
Percent with positive change at exit					45.5%
2. Fruits:		Mean ± StD	0.8	±0.8	1.0 ±0.8

See section 14.5 for a full example of the Diet Summary Report.

- A preview of one of the Food Group Improvement graphs.



These graphs do not currently export to Word.

See section 14.6 - 14.10 for a full example of the Diet Summary Graphs.

- Click **Close** or **Print** to exit out from the report or graphs.



6.5. View Foods Database

The Foods Database contains the nutrition information and food group serving information for all foods in the database. The Foods Database is the same database used by USDA on the MyPyramid.gov website.

There are over 5,000 foods to choose from in the foods database. Past users of ERS4 may have printed out the list of foods (Food Dictionaries) and coded foods on 24 hour recalls to speed data entry. Because the number of foods in the new database is so large and the coding system complex, with 8 digit codes and subcodes, coding foods may no longer be practical as a method of saving time. The improved search function enables foods to be entered directly from the handwritten food recalls with ease.

A list of foods in the database is available on the efneep.org website. However, please note that it is approximately 600 pages long.

From the Nutrition Switchboard click on **View Foods Database**

- The foods in the database appear on this screen. The foods can be sorted by code or alphabetically by clicking the header columns to sort in ascending or descending order. The following screen shows the foods listed in alphabetical order.
- Click on the **Blue Explode** button to go to the View Food Item screen, shown below.

Code/Subcode	Food Name	
57320500 0	100 % NATURAL CEREAL W/ OATS, HONEY & RAISINS, QUAKER	...
91715300 0	100 GRAND BAR (\$100,000 BAR)	...
57318000 0	100% BRAN CEREAL	...
57320000 0	100% NATURAL CEREAL W/ APPLES & CINNAMON, QUAKER	...
57321000 0	100% NATURAL CEREAL W/ RAISINS & DATES, QUAKER	...
57319000 0	100% NATURAL CEREAL, PLAIN, QUAKER	...
57321500 0	100% NATURAL WHOLEGRAIN CEREAL W/ RAISINS, LOWFAT, QUAKER	...
41601130 0	15-BEAN SOUP	...
91726420 0	3 MUSKETEERS CANDY BAR	...
57207000 0	40% BRAN FLAKES CEREAL	...
57210100 0	40+ BRAN FLAKES CEREAL	...
92511250 0	5-ALIVE BEVERAGE	...
92410510 1900993	7-UP	...
53420300 0	AIR-FILLED FRITTER, W/O SYRUP, PUERTO RICAN STYLE	...
93301010 0	ALEXANDER	...
75100500 0	ALFALFA SPROUTS, RAW	...
14650160 0	ALFREDO SAUCE	...
75200600 0	ALGAE, DRIED (SPIRULINA)	...

- Note that the Food Item Details includes nutrient values per 100 grams of the particular food. The number of grams in some common measures is listed on the left side of the screen. The number of Food Group servings per 100 grams is also listed.

6.6. Recalculate Recalls

See ERS4 to CRS5 Conversion Section 13.5

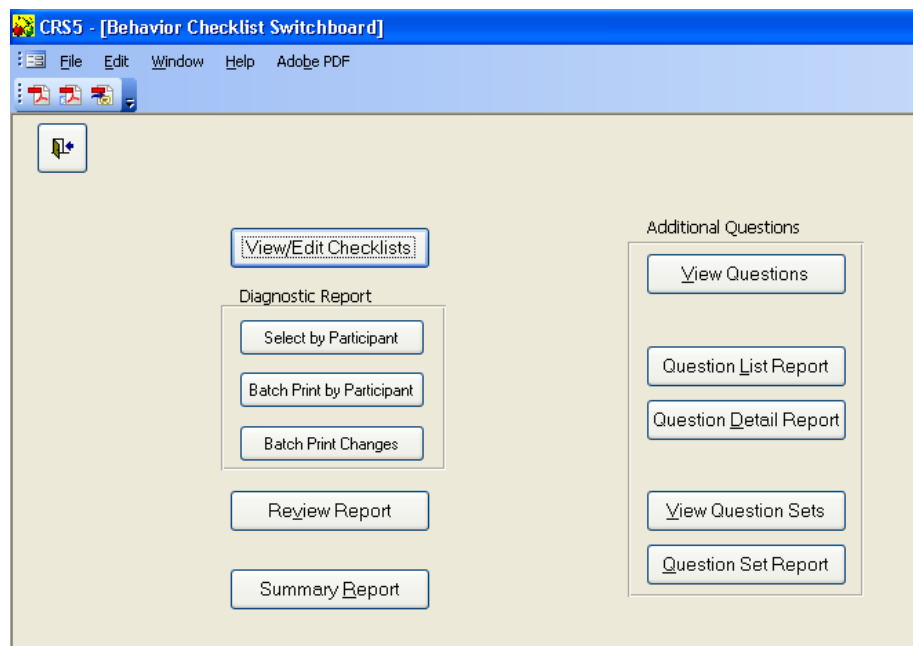
6.7. Refresh Adult/Recall Info

See ERS4 to CRS5 Conversion Section 13.4

Checklist Switchboard

7.1. View/Edit Checklists

- From the Checklist Switchboard you can access the checklists for clients.
- Go to the Main Switchboard and click **CHECKLISTS**.
- Click on **View/Edit Checklists**



The Adult Checklist screen looks similar to the Adult screen. You can sort by any of the column headers by clicking on them. The unique column on this screen is the “# of Checklists” which appears so that you can immediately identify who may be missing behavior checklists. You can sort the list by this category by clicking directly on it, once for ascending order or twice for descending order. Participants who complete educational objectives (graduates) should have two checklists, one at entry and one at exit.

ID	Name	City	Staff	Program Status	# CkLists	
2620	THOMAS, LaTONYA	CHESAPEAKE VA	P00004	Ed. objectives met	2	...
2625	SMITH, MICHELLE B	CHESAPEAKE VA	P00004	Ed. objectives met	2	...
2682	LENA, MICHELE	CHESAPEAKE VA	P00001	Ed. objectives met	2	...
2686	ROOK, REBECCA	CHESAPEAKE VA	P00001	Ed. objectives met	2	...
2709	ROBERTSON, SHARAL	CHESAPEAKE VA	P00004	Ed. objectives met	2	...
2720	DANIELS, JESSICA	CHESAPEAKE VA	P00001	Ed. objectives met	2	...
2722	ROMAN, JANNETTE	CHESAPEAKE VA	P00001	Ed. objectives met	2	...
2782	GATLIN, LaTASHA	CHESAPEAKE VA	P00001	Ed. objectives met	2	...
2840	BYRANT, PAULINE	CHESAPEAKE VA	P00001	Ed. objectives met	2	...
2845	VIDALLON, REBECCA	CHESAPEAKE VA	P00001	Ed. objectives met	2	...
2874	DANIEL, LYNN	CHESAPEAKE VA	P00001	Ed. objectives met	2	...

7.2. Entering Checklists

The Behavior Checklist component provides an assessment of EFNEP's impact on participants' food practices during enrollment. Data will be collected from the EFNEP Checklist (sometimes called the Survey) given to participants, and then entered into the system. Two surveys are required: One at entry and one at exit. The improvement of participants' practices is summarized in three different areas which illustrates the number of practices improved in Food Resource Management, Nutrition Practices, and Food Handling and Safety. Use of the checklist component is optional. However, if data is entered, all fields and responses to questions must be supplied. In addition to the base questions, States may elect to incorporate additional questions from a master database of questions (see Section 7.3). Sample checklist forms are available at www.efnep.org

CHECKLISTS will migrate from ERS4 unchanged. They will appear as they did before and you can continue to enter the data as you were doing in ERS4.

- Enter the date of the survey.
- Indicate if this is an Entry Survey (if it is an entry survey there is nothing to check), an Exit Survey (upon program completion) or an Interview (survey conducted part way through the EFNEP series or following completion of the program).

There are two ways to enter data on the checklist:

- Click on the **response check box** under the numbers to enter the checklist data or
- OR**
- Type in the numbers and tab between questions. Check marks will automatically appear in the response categories.
- Click **SAVE** when you are finished

CRS5 - [Edit Checklist]

Participant: 14515 - Williams, Donzella PP: P00009 - Waters-Courtney, Marilyn 10/24/2005

Survey Date: 18-Oct-2005 Exit Survey: ☐ Interview: ☐ Set ID: ERIB

Base Questions Additional Questions

Question	N/A	0	1	2	3	4	5
1. Plan meals ahead	5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Compare prices before buying food	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Run out of food before the end of the month	4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Shop with a grocery list	5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. Let foods sit out for more than two hours	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Thaw frozen foods at room temperature	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Think about healthy food choices	5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8. Prepare foods without adding salt	2	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Use "Nutrition Facts" on the food label to make food choices	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Children eat within 2 hours of waking up	5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Save Cancel

The base Behavior Checklist Questions are the 10 questions that apply to all adults. The figure above shows the screen for entry of responses to the base questions.

- Click **SAVE** again and you will return to the Adult Checklist Screen

CRS5 - [Checklist]

Checklists for: 14515 - Williams, Donzella

PP: P00009 Add Survey Change Survey Date

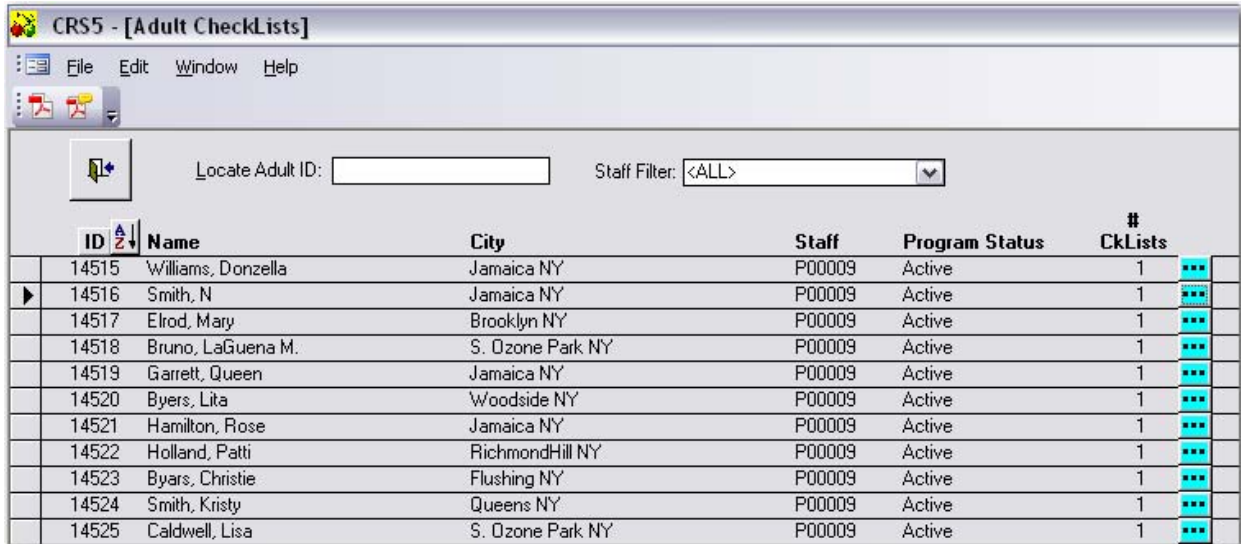
Date	Exit	Interview
18-Oct-2005	<input type="checkbox"/>	<input type="checkbox"/>

Record: 1 of 1

Set ID of additional questions: ERIB Remove Additional Questions

Save Cancel

- From the ADULT CHECKLISTS screen you can “BACK DOOR” out twice to the Behavior Checklist Switchboard



CRS5 - [Adult CheckLists]

File Edit Window Help

Locate Adult ID: Staff Filter: <ALL>

ID	Name	City	Staff	Program Status	# CkLists
14515	Williams, Donzella	Jamaica NY	P00009	Active	1
14516	Smith, N	Jamaica NY	P00009	Active	1
14517	Elrod, Mary	Brooklyn NY	P00009	Active	1
14518	Bruno, LaGuena M.	S. Ozone Park NY	P00009	Active	1
14519	Garrett, Queen	Jamaica NY	P00009	Active	1
14520	Byers, Lita	Woodside NY	P00009	Active	1
14521	Hamilton, Rose	Jamaica NY	P00009	Active	1
14522	Holland, Patti	Richmond Hill NY	P00009	Active	1
14523	Byars, Christie	Flushing NY	P00009	Active	1
14524	Smith, Kristy	Queens NY	P00009	Active	1
14525	Caldwell, Lisa	S. Ozone Park NY	P00009	Active	1

7.3 Additional Question Sets

The Additional Behavior Checklist Questions are questions that may be asked of participants in addition to the Base Behavior Checklist Questions. States will have the option of submitting questions to the Federal level for inclusion in the Adult Question Database (AQD). States can include one or more of the optional questions or question sets from the AQD and export them to local units. The Behavior Checklist Summary Report includes the results of the responses to the base questions and any additional questions that have been added.

Note: The AQD is not currently available.

Behavior Checklist Question Switchboard in SRS4

The Behavior Checklist Questions Switchboard provides functions for viewing and printing both the additional questions and the sets of additional questions. It also provides for importing and exporting new question sets.

See Data Interchange section 11.1 on creating questions sets in SRS4 and importing them into CRS5.

7.3.1. Utilizing Additional Checklist Question Sets

In order to utilize this imported Question Set you must go into an individual record and enable this feature. Use the following directions as a guide to insure that you have imported the questions sets you wish to use.

- From the Main Switchboard click **Checklists**
- Then click **View/Edit Checklists**
- Click on the **BLUE Explode** button to open an individual's Checklist.
- Click on **Add Additional Questions**

CRS5 - [Checklist]

File Edit Window Help Adobe PDF

Checklists for: 2620 - THOMAS, LaTONYA

PP: P00004

Add Survey Change Survey Date

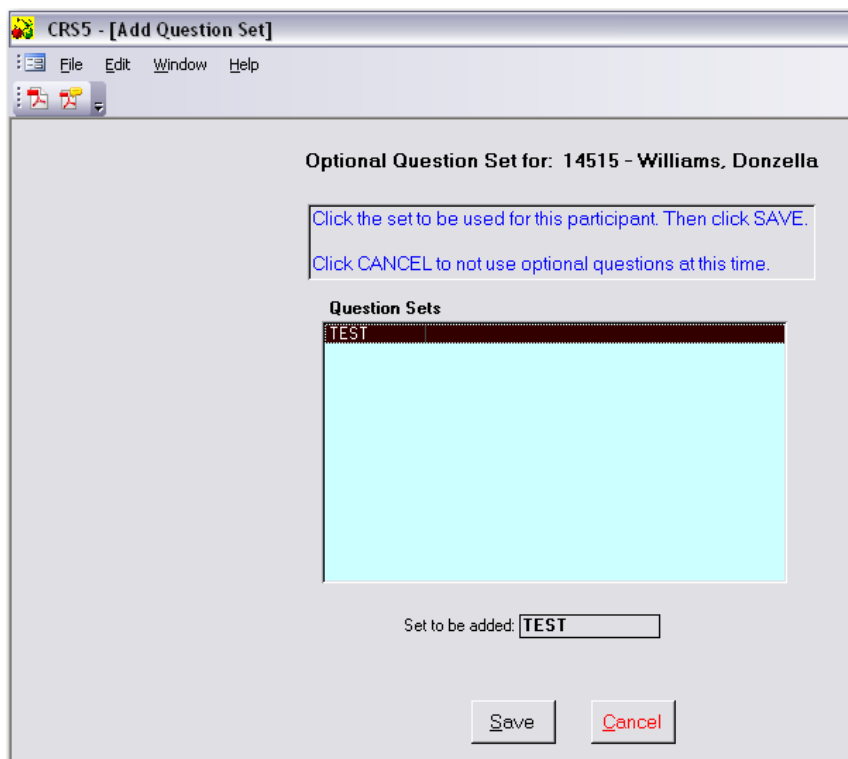
Date	Exit	Interview
04-May-1999	<input type="checkbox"/>	<input type="checkbox"/>
04-May-2000	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Record: 1 of 2

Add Additional Questions

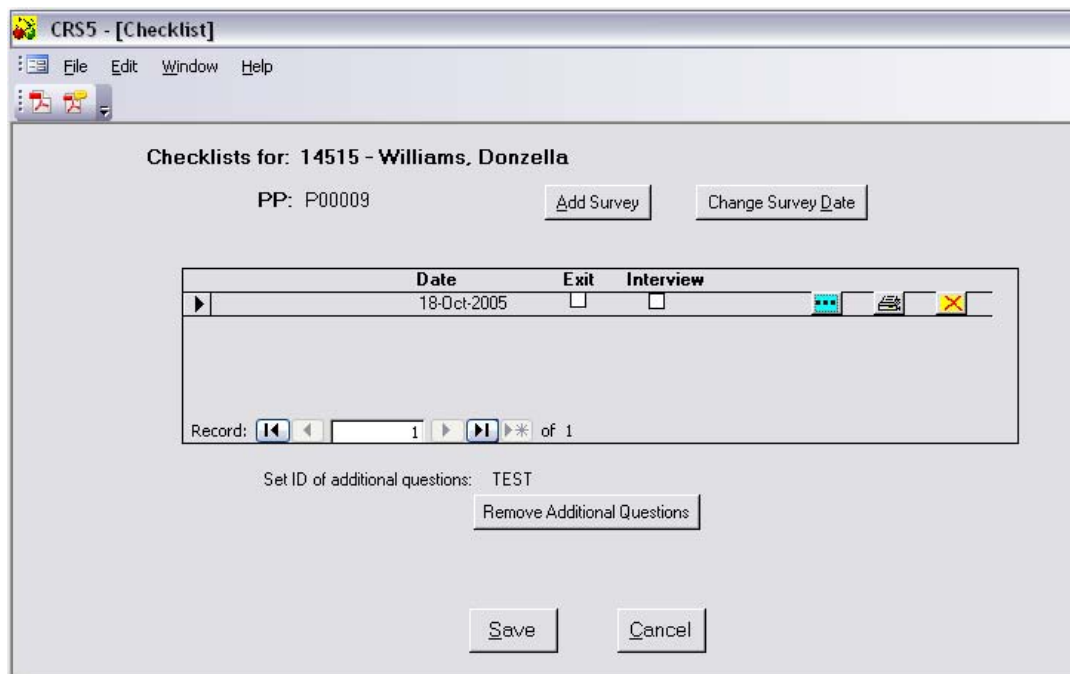
Save Cancel

- Highlight the Question Set that you previously imported and click



This step has to be done on an individual basis, but once you have added the question to each adult you only have to do it once. There is no need to repeat this step when the exit recall is entered. The questions will already be attached to the adult at that point.

- You are now back at the individual screen. Notice that the button now says “Remove Additional Questions”
- Click on the **BLUE Explode** button



- This screen reflects the 10 base checklist questions.
- Notice the tab that says Additional Questions.

CRS5 - [Edit Checklist]

Participant: 14515 - Williams, Donzella PP: P00009 - Waters-Courtney, Marilyn 5/16/2007

Survey Date: 18-Oct-2005 Exit Survey: ☐ Interview: ☐ Set ID: TEST

Base Questions Additional Questions

Question	N/A 0	1	2	3	4	5
1. Plan meals ahead	5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Compare prices before buying food	3	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Run out of food before the end of the month	4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Shop with a grocery list	5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. Let foods sit out for more than two hours	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Thaw frozen foods at room temperature	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Think about healthy food choices	5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8. Prepare foods without adding salt	2	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Use "Nutrition Facts" on the food label to make food choices	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Children eat within 2 hours of waking up	5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Save Cancel

- Click on the **Additional Questions Tab** and you should see the question set that you previously imported.
- Now you can enter the appropriate responses to the questions.

Save

- Click

CRS5 - [Edit Checklist]

Participant: 14515 - Williams, Donzella PP: P00009 - Waters-Courtney, Marilyn 5/16/2007

Survey Date: 18-Oct-2005 Exit Survey: ☐ Interview: ☐ Set ID: TEST

Base Questions Additional Questions

Question	N/A 0	Yes 1	No 2	3	4	5
1. Read food labels for fat content	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Cut size of children's meals	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Family's food and nutrition needs being met	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Do you serve more than one kind of fruit	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Do you serve more than one kind of vegetable	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Save Cancel



- Backdoor out twice to the Main Switchboard.

7.3.2. View Questions

- From the Behavior Checklist Switchboard click on **View Questions**
- This screen shows all of the questions that currently exist in the Additional Question Database.
- The questions can be sorted by the column headers.
- Click the **Blue Explode** button to view the question details
- Click the **Printer icon** to print or preview the question detail report.

CRS5 - [View Additional Questions]

File Edit Window Help

Locate ID:

ID	Type	Prime Area	2nd Area	Question		
001	5	NP		Read labels for salt/sodium content	...	
002	5	NP		Read food labels for fat content	...	
003	L	SE	FR	Cut size of children's meals	...	
004	4	NP		Family's food and nutrition needs being met	...	
005	5	NP		Do you serve more than one kind of fruit	...	
006	5	NP		Do you serve more than one kind of vegetable	...	
008	4	ON		Family's other needs being met.	...	
009	L	NP		Effect of what you eat on your health	...	
010	L	KN	NP	Are you familiar with the Food Guide Pyramid	...	
011	5	NP		Do you trim the fat from meat before cooking	...	
012	5	NP		Eating foods at table without adding salt	...	
013	L	FR	NP	Do you make main dishes from scratch?	...	
015	N	NP		Serve bacon, sausage, or other fatty meats	...	
016	5	FS		Do you wash utensils and surfaces	...	
017	L	FS		Wash hands before eating	...	
018	5	NP		Do you eat low-fat foods	...	
027	L	FR		Do you use coupons when you shop?	...	
028	N	FR	NP	Check grocery stores sales ads	...	

- Question Detail View screen

CRS5 - [Question View]

File Edit Window Help

2/5/1998 1:21:12 PM

Question ID: 001 Type: 5-Choice

Primary Area: NP Secondary Area:

Question: Read labels for salt/sodium content

Title: Labels-salt

Aid: 1=Never; 2=Seldom; 3=Sometimes; 4=Most Times; 5=Always

User Text: In the last month, how often did you read food labels to select foods with less salt or sodium?

Response list: 12345

Scores: 12345

Good Score: 5 Acceptable Score: 4

Good Message: You are reading food labels for good nutrition. This can help you make healthy food choices.

Acceptable Message: Reading food labels can help you make healthy food choices.

Learn About Message: Reading food labels

- Question Detail Report preview

Behavior Checklist - Question Detail Report

County: NY081 Training Reporting Period: 10/01/05 - 09/30/06

Question ID: 001 S/N: 3075104739 Last Revision: 2/5/98 1:21:12 PM

Type: 5-Choice Primary Area: NP Secondary Area:

Question: Read labels for salt/sodium content

Aid Message: 1=Never; 2=Seldom; 3=Sometimes; 4=Most Times; 5=Always

Title: Labels-salt

User Text: In the last month, how often did you read food labels to select foods with less salt or sodium?

Response list: 12345

Scores: 12345 Good Score: 5 Acceptable Score: 4

Good Message: You are reading food labels for good nutrition. This can help you make healthy food choices.

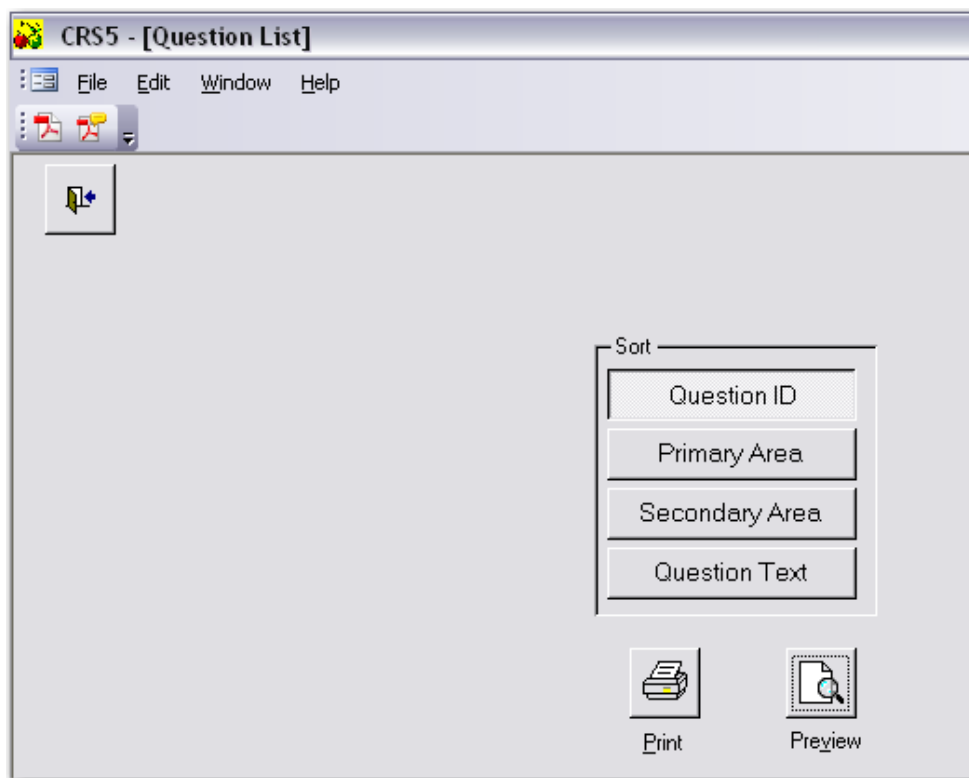
Acceptable Message: Reading food labels can help you make healthy food choices.

Learn About Message: Reading food labels

See section 14.19 for a full example of the Question Detail Report.

7.3.3. Question List Report

- Choose the preferred Sort option
- Click **Print** or **Preview**



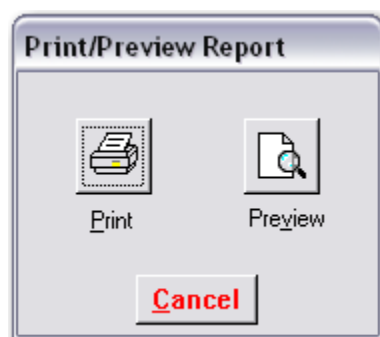
- Preview of the Behavior Checklist – Question List, sorted by Question ID.
 - This report is about three pages long.

Behavior Checklist - Question List				
County: NY081 Training			Reporting Period: 10/01/05 - 09/30/06	
[by question ID]				
ID	Question Text	Type	Primary Area	Secondary Area
001	Read labels for salt/sodium content	5	NP	
002	Read food labels for fat content	5	NP	
003	Cut size of children's meals	L	SE	FR
004	Family's food and nutrition needs being met	4	NP	
005	Do you serve more than one kind of fruit	5	NP	
006	Do you serve more than one kind of vegetable	5	NP	
008	Family's other needs being met.	4	ON	
009	Effect of what you eat on your health	L	NP	
010	Are you familiar with the Food Guide Pyramid	L	KN	NP
011	Do you trim the fat from meat before cooking	5	NP	
012	Eating foods at table without adding salt	5	NP	
013	Do you make main dishes from scratch?	L	FR	NP
015	Serve bacon, sausage, or other fatty meats	N	NP	
016	Do you wash utensils and surfaces	5	FS	
017	Wash hands before eating	L	FS	
018	Do you eat low fat foods	5	NP	

See section 14.18 for a full example of the Question List report.

7.3.4. Question Detail Report

- From the Behavior Checklist Switchboard click on Question Detail Report
- Click **Print** or **Preview**



- This is a preview of the Behavior Checklist – Question Detail Report
 - This report is about 43 pages long.

Behavior Checklist - Question Detail Report		
County: NY081 Training	Reporting Period: 10/01/05 - 09/30/06	
Question ID: 001	S/N: 3075104739	Last Revision: 2/5/98 1:21:12 PM
Type: 5-Choice	Primary Area: NP	Secondary Area:
Question: Read labels for salt/sodium content		
Aid Message: 1=Never; 2=Seldom; 3=Sometimes; 4=Most Times; 5=Always		
Title: Labels-salt		
User Text: In the last month, how often did you read food labels to select foods with less salt or sodium?		
Response list: 12345		
Scores: 12345	Good Score: 5	Acceptable Score: 4
Good Message: You are reading food labels for good nutrition. This can help you make healthy food choices.		
Acceptable Message: Reading food labels can help you make healthy food choices.		
Learn About Message: Reading food labels		
Question ID: 002	S/N: 3075105019	Last Revision: 2/5/98 1:42:37 PM
Type: 5-Choice	Primary Area: NP	Secondary Area:

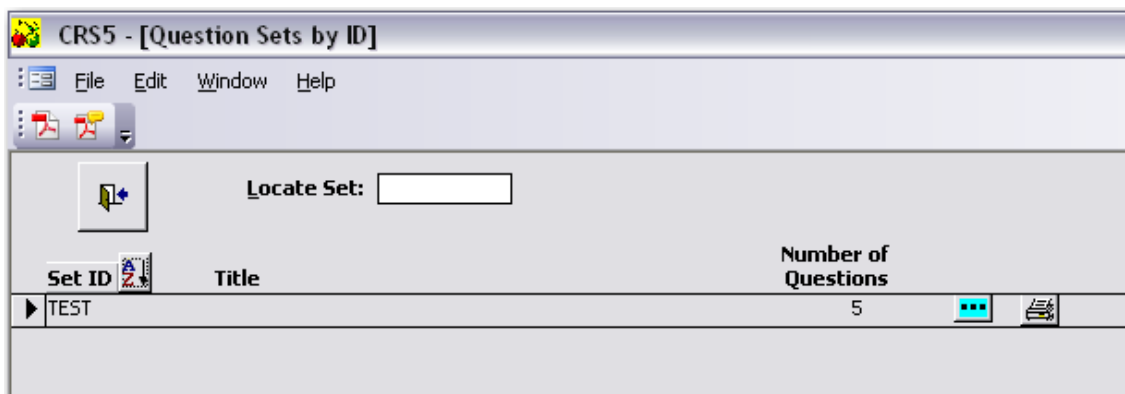
See section 14.19 for a full example of the Question Detail Report.

- Click **Close** or **Print** to exit out of this report.



7.3.5. View Question Sets

- From the Behavior Checklist Switchboard click on **View Question Sets**
- This screen shows the question sets that were previously imported from SRS4.
- Click the **Blue Explode button** to view the questions that were imported and the details for each question.
- Click the **printer icon** to Print or Preview the Question Set report.



- This is a preview of the Question Set Report.
- This report is also available directly from the Behavior Checklist Switchboard by clicking on Question Set Report.

Behavior Checklist - Question Set Report

County: NY081 Training
Reporting Period: 10/01/05 - 09/30/06

Set ID: TEST
Last Revision: 5/16/07 3:39:31 PM

Title:

Description:

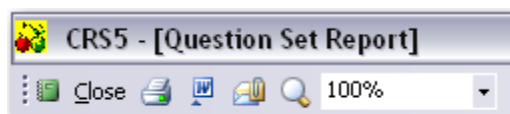
Questions in Set:

Seq	ID	Question Title	Type	Primary Area	Secondary Area
1	002	Labels-Fat	5	NP	
2	003	Cut Meals	L	SE	FR
3	004	Food needs met	4	NP	
4	005	Serve more fruit	5	NP	
5	006	Serve vegetables	5	NP	

5 questions

See section 14.20 for a full example of the Question Set Report.

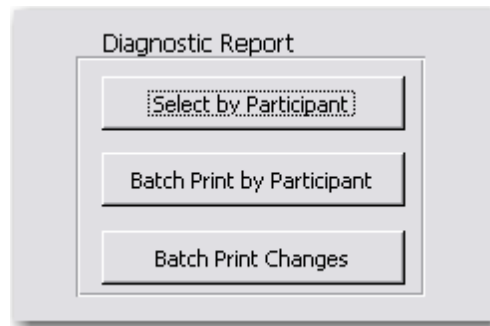
- Click **Close** or **Print** to exit out of this report.



7.4 Diagnostic Reports

7.4.1 Diagnostic Reports by Participant

- From the Behavior Checklist Switchboard there are several options for viewing Behavior Checklist diagnostic reports.
- Click **Select by Participant**



- Click on the **Blue Explode** button for the participant to be viewed.

CRS5 - [Checklist Diagnostic Reports by Adult]

File Edit Window Help

Locate Adult ID: Staff Filter: <ALL>

ID	Name	City	Staff	CkLists	
14515	Williams, Donzella	Jamaica NY	P00009	1	...
14516	Smith, N	Jamaica NY	P00009	1	...
14517	Elrod, Mary	Brooklyn NY	P00009	1	...
14518	Bruno, LaGuena M.	S. Ozone Park NY	P00009	1	...
14519	Garrett, Queen	Jamaica NY	P00009	1	...
14520	Byers, Lita	Woodside NY	P00009	1	...
14521	Hamilton, Rose	Jamaica NY	P00009	1	...
14522	Holland, Patti	Richmond Hill NY	P00009	1	...
14523	Byars, Christie	Flushing NY	P00009	1	...
14524	Smith, Kristy	Queens NY	P00009	1	...
14525	Caldwell, Lisa	S. Ozone Park NY	P00009	1	...
14526	Gossett, Peggy	Queens NY	P00009	1	...
14527	Watkins, Brennetta	Far Rockaway NY	P00009	1	...

- Click the **printer icon** to print or preview the report.

- Choose to **Print** or **Preview** the report. Check to Omit Participant Name if that information is not needed. This step is to insure the confidentiality of individual data.

- This is a preview of the Diagnostic Report by Participant:

EFNEP Survey Diagnostic Report
County: NY081 Training

Family: 14515 - Williams, Donzella **Staff: P00009 - Waters-Courtney, Marily**

Survey Date: 10/18/05 Entry Survey Interview: No

Your EFNEP Survey shows:

- You are planning meals ahead of time. This can save you time and money.
- You think about healthy food choices for your family at least sometimes. This can help keep your family healthy.
- You are doing a great job of handling food safely.
- Your children are eating something within 2 hours of waking up at least half of the time. This gives them energy and helps them think better, too.
- You shop with a grocery list most of the time. This helps you buy just what you need, and you don't forget food items.

You may want to learn more about the following

- Reducing salt and sodium
- Reading food labels
- Preparing economical meals and food budget management

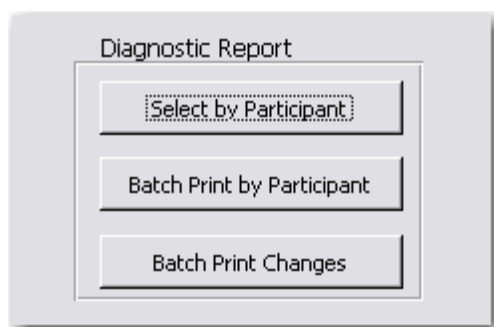
See section 14.17 for a full example of the EFNEP Survey Diagnostic Report

- Click **Close** or **Print** to exit out of the report.

7.4.2. Batch Print by Participant

Batch printing by participant is helpful if you wish to print Diagnostic Reports for multiple participants, for example, all members of a group.

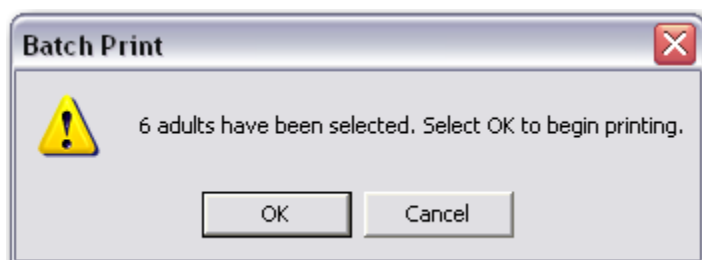
- From the Behavior Checklist Switchboard click **Batch Print by Participant**



- Check the boxes on the right side of the screen for the reports that need to be printed. Or choose Select All to print all of the reports.
- Click **Print Selected Reports**

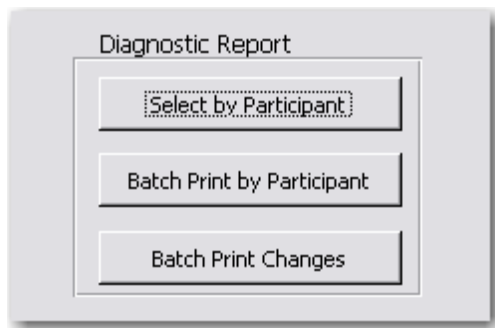
ID	Name	City	Staff	CkLists	Select
14515	Williams, Donzella	Jamaica NY	P00009	1	<input checked="" type="checkbox"/>
14516	Smith, N	Jamaica NY	P00009	1	<input checked="" type="checkbox"/>
14517	Elrod, Mary	Brooklyn NY	P00009	1	<input checked="" type="checkbox"/>
14518	Bruno, LaGuena M.	S. Ozone Park NY	P00009	1	<input type="checkbox"/>
14519	Garrett, Queen	Jamaica NY	P00009	1	<input checked="" type="checkbox"/>
14520	Byers, Lita	Woodside NY	P00009	1	<input type="checkbox"/>
14521	Hamilton, Rose	Jamaica NY	P00009	1	<input checked="" type="checkbox"/>
14522	Holland, Patti	RichmondHill NY	P00009	1	<input type="checkbox"/>
14523	Byars, Christie	Flushing NY	P00009	1	<input type="checkbox"/>
14524	Smith, Kristy	Queens NY	P00009	1	<input checked="" type="checkbox"/>

- Click **OK** to confirm the printing of the reports



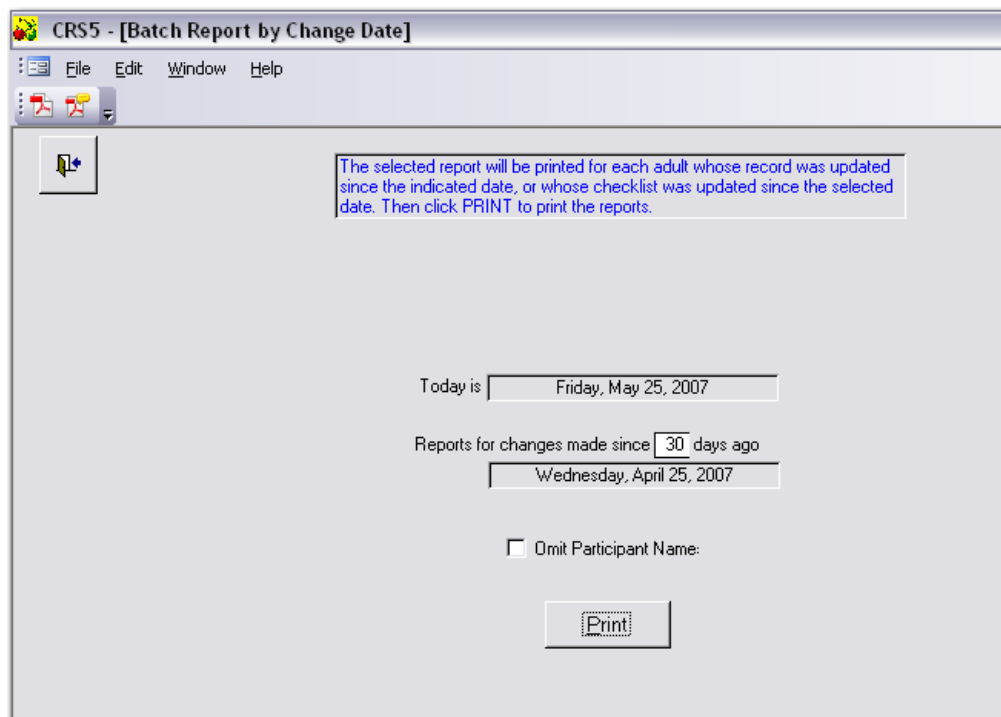
7.4.3 Batch Print Changes

- From the Behavior Checklist Switchboard click on **Batch Print Changes**

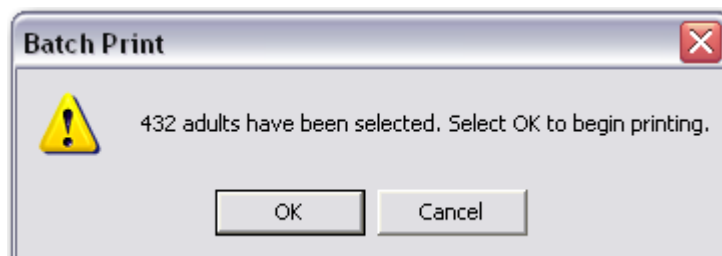


Batch Print Changes is a feature that is used to print reports that have changed recently or going back to a certain date based on your input into CRS5.

- This screen shows today's date. The other date will be determined by the number of days you want to go back to look for changes (1-99). If you wanted to print reports that have changed in the last month enter 30 days.
- Click **Print**



- Click **OK** to confirm and begin printing the reports.



7.5. Review Report

- From the Behavior Checklist Switchboard click **Review Report**.
- This screen provides options for viewing the report. Choose if you would like to sort the report by Staff members or if you would like to view only the base questions or only the additional questions. Click to Omit Participant Names to ensure confidentiality.
- Click **Next**

CRS5 - [Checklist Review Report]

File Edit Window Help

Specify which adults are to be included, which questions, and the report sort. Then click NEXT to prepare report.

Adult Selection

Entire Unit

By Staff

Questions Selection

Base Questions

Additional Questions

Sort

ID

Name

☐ Omit Participant Names

Next >

- Click **Print or Preview** to view the report.

Print/Preview Report

Print

Preview

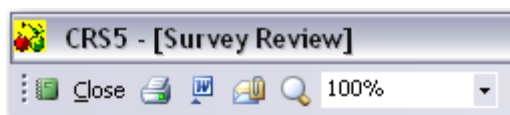
Cancel

- This is a preview of the Behavior Checklist Survey Review

Behavior Checklist Review											
County: NY081 Training						Reporting Period: 10/01/05 - 09/30/06					
ID		Questions									
		1	2	3	4	5	6	7	8	9	10
14515	Entry	5	3	4	5	1	1	5	2	1	5
14516	Entry	-	1	4	1	2	2	1	1	1	1
14517	Entry	5	1	1	1	3	5	1	5	1	1
14518	Entry	1	1	1	2	4	4	1	5	1	-

See section 14.21 for a full example of a Behavior Checklist Review Report

- Click **close** or **print** to exit out of this report.



7.6. Summary Report

- From the Behavior Checklist Switchboard click on Summary Report
- Choose the format by using the Subgroup Filter options, the correct Report Period, and Adult Selection.
- You can also choose to view a summary for the entire unit or view participants for a particular Paraprofessional or a specific Zip Code.
- Click **Next**

CRS5 - [Behavior Checklist Summary Report]

File Edit Window Help

Specify which adults are to be included. Click the Subgroup Filter to be used, and adjust report period if necessary. Then click NEXT to prepare report.

Subgroup Filters:

<ALL>	F	All Adults
CountyTest	C	
EFNEP	F	EFNEP, Alone or in combo
ESWIC	F	ES/WIC
FoodStamps	F	Receiving Food Stamps
FSNE	F	FSNE, Alone or in combo
PregTeens	F	Pregnant Teens
RaceNotProvided	F	Race Not Provided
Sample	F	Diet/Checklist Sample Group
TeamNutn	F	Team Nutrition
VerifiedAddr	F	Address is verified
VerifiedAddrNot	F	Address is not verified
WIC	F	Receiving WIC/CSFP Assistance

Report Period

Begin Date: 10-01-2005

End Date: 09-30-2006

Adult Selection

Entire Unit

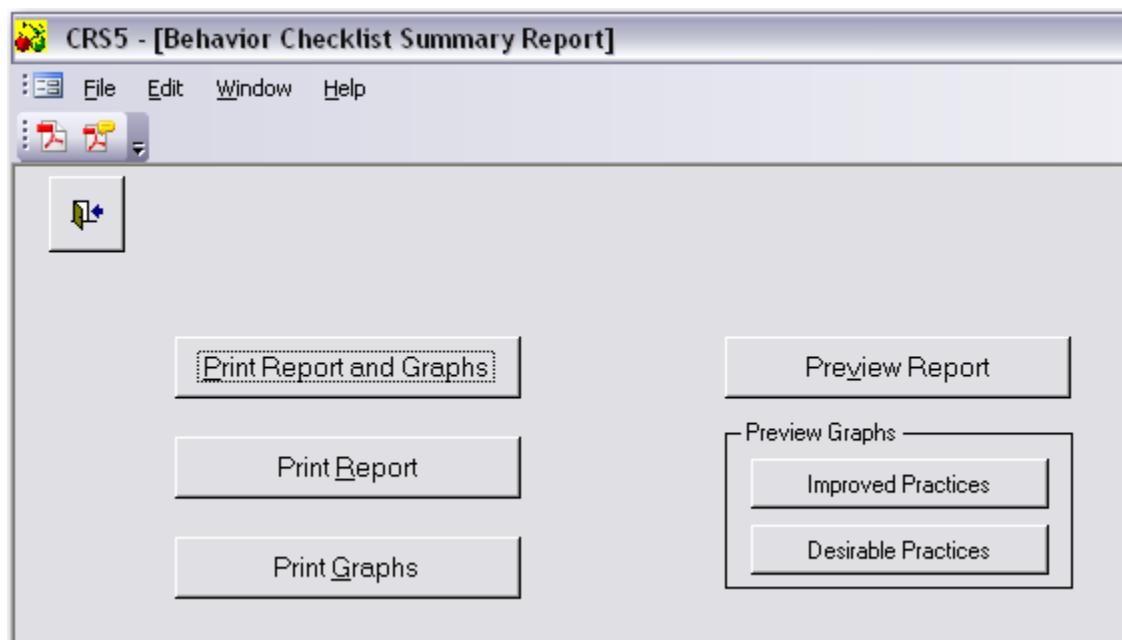
For a PP

ZIP Code

Selected Filter: <ALL>

Next >>

- The Behavior Checklist Summary Report screen provides many options for printing or previewing the Checklist Summary Report and the numerous supporting graphs for the data.
- Choose to Print Report and Graphs .
- Choose to Preview Report or Preview each of the graphs separately.



- The preview of the Behavior Checklist Summary report

BEHAVIOR CHECKLIST SUMMARY REPORT

County: NY081 Training
Filter: <ALL>

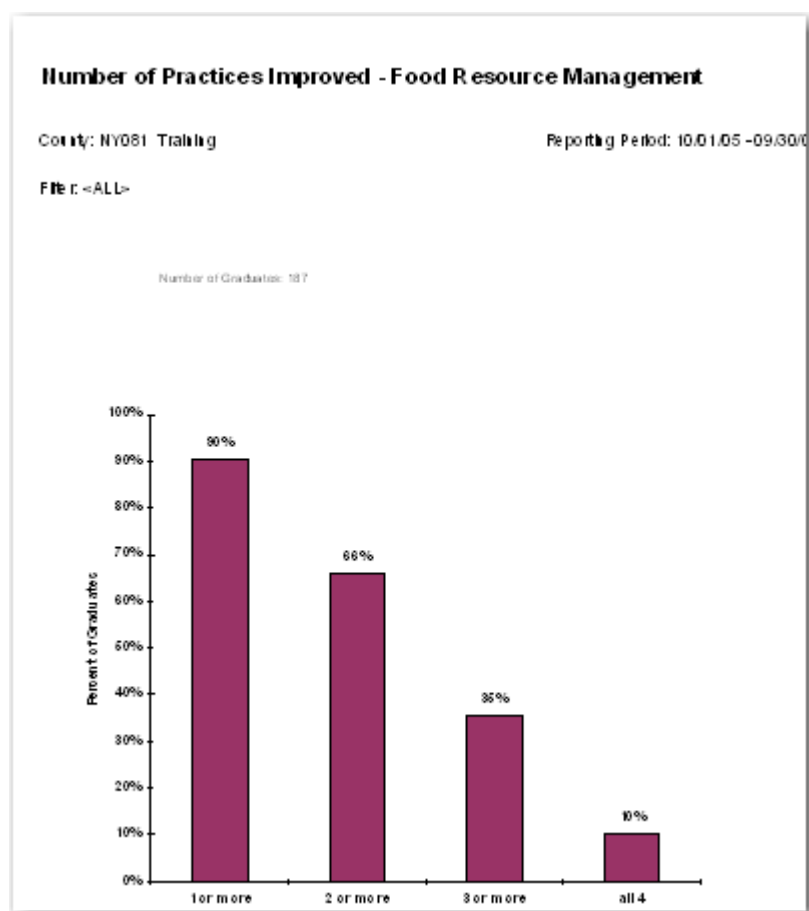
Reporting Period: 10/01/05 - 09/30/06

I. Distribution of Responses

Question		Number of Participants		No Response		Do Not Do		Seldom		Sometimes		Most of the Time		Almost Always	
		Nbr	Pct	Nbr	Pct	Nbr	Pct	Nbr	Pct	Nbr	Pct	Nbr	Pct	Nbr	Pct
1 Plan Meals	Entry	197		2	1%	37	19%	32	16%	21	11%	8	4%	97	49%
	Exit	197		2	1%	8	4%	18	9%	10	5%	30	15%	129	65%
2 Compare Prices	Entry	197		0	0%	24	12%	27	14%	37	19%	61	31%	48	24%
	Exit	197		2	1%	5	3%	6	3%	24	12%	62	31%	98	50%
3 Out of Food	Entry	197		3	2%	80	41%	32	16%	62	31%	13	7%	7	4%
	Exit	197		0	0%	121	61%	45	23%	22	11%	4	2%	5	3%
4 Use Grocery List	Entry	197		1	1%	38	19%	42	21%	36	18%	44	22%	36	18%
	Exit	197		0	0%	12	6%	13	7%	25	13%	60	30%	87	44%
5 Foods Sit Out	Entry	197		2	1%	93	47%	43	22%	30	15%	24	12%	5	3%
	Exit	197		0	0%	155	79%	24	12%	9	5%	5	3%	4	2%

See section 14.14 for a full example of the Behavior Checklist Summary report.

- A preview of one of the Food Group Improvement graphs.



The graphs do not currently export properly into Microsoft Word.

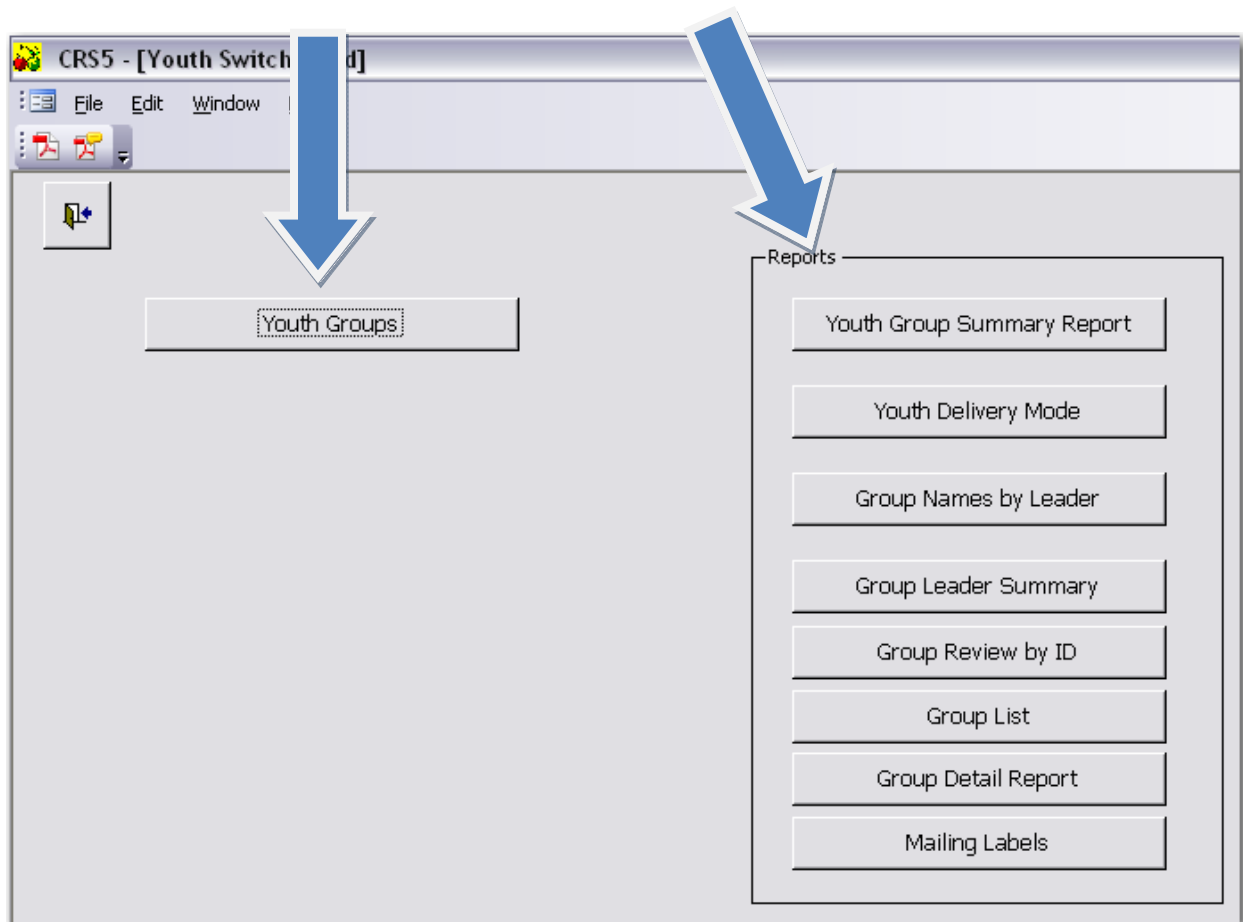
See section 14.15 -14.16 for a full example of the Behavior Checklist Summary report graphs.

- Click **Close** or **Print** to exit out from the report or graphs.



The Youth Switchboard

Most of the information used for Youth Groups in CRS5 is the same as in ERS4; however there have been a few format changes. These changes will be identified throughout the instructions. A major change which is still in the developmental stages for NEERS5 is Youth Evaluation. The Youth Impact Indicators which were used in ERS4 will continue to be used in NEERS5 at least until the Youth Question Database (YQD) and accompanying instructions for use have been thoroughly field tested. Instructions for using the Practice Sets are included at the end of this section. Additional information on the YQD will be provided as it becomes available.



8.2. Youth Groups

- From the Main Switchboard click on the **YOUTH** button
- Click **YOUTH GROUPS**

8.2.1 Adding a Youth Group

- To add a new group click

Add Youth Group

CRS5 - [Youth Groups by ID]

File Edit Window Help

Locate ID: Add Youth Group

ID	Enroll Type	Program	Delivery	Leader	Group Name	# Youth			
1	Group	A	J	Guzman, Sandra	I.S. 204	14	...	✖	
2	Group	A	J	Guzman, Sandra	I.S. 204	14	...	✖	
3	Group	A	J	Guzman, Sandra	P.S. 86	23	...	✖	
4	Group	A	J	Guzman, Sandra	P.S. 86	18	...	✖	
5	Group	A	E	Parker-Duncanson, Carol	_New	6	...	✖	

This screen has several new features. You can sort the columns by column heading. Also, program type and delivery method are given on this screen. The leader is referred to by name and the number of youth in each group is listed on this screen.

- A default ID number will appear. This can be changed if desired.
- Click **Add Youth Group**

Add Youth Group

Then enter the ID of new Youth Group and click Add Youth Group.
Click Close when through adding.

ID of new youth group

Add Youth Group

Close

- Enter a specific name in the Group Name box at the top of the form. This is the name that will be used on all Youth Group reports and mailing labels.
- Choose EFNEP or FSNE next to Program to specify which program is responsible for the nutrition education being delivered.

This is the New Youth Group screen that will appear when you begin adding new groups.

CRS5 - [New Youth Group]

File Edit Window Help

Group Enrollment 25-May-2007

Group ID: 6 Group Name:

Program: EFNEP

Delivery: 4-H Club Membership

Name:

Address: Address not verified.

City-State-ZIP:

County: FIPS Code:

Cong. District: Lat-Long:

Phone: Ext:

Start: 01-Oct-2005 End: 30-Sep-2006

Number of Meetings: Contact Hours:

Leaders:

Each group must have at least one leader.

Remarks:

Impact Indicators

Indicator	Applies	Percent
Eat Variety:	<input type="checkbox"/>	0.0%
Knowledge:	<input type="checkbox"/>	0.0%
Select Food:	<input type="checkbox"/>	0.0%
Practices:	<input type="checkbox"/>	0.0%

Question Sets (Not yet implemented, use for practice only)

Set Name

Youth by Gender

Females:
Males:
Total Youth:

Youth by Residence

Farm:
< 10,000 & Rural:
10,000 - 50,000:
Suburbs > 50,000:
Cities > 50,000:

Youth by Ethnicity

Hispanic or Latino:
Not Hispanic/Latino:
Not Given:

Youth by Race

AI or AN:
Asian:
Black:
NH or OPI:
White:
Mixed Race:
Not Given:

Youth by Grade

P-2Yr:
P-3Yr:
P-4Yr:
K:
Gr 1:
Gr 2:
Gr 3:
Gr 4:
Gr 5:
Gr 6:
Gr 7:
Gr 8:
Gr 9:
Gr 10:
Gr 11:
Gr 12:
Special:

Race/Ethnic Subcategory

- Choose the appropriate Delivery Mode for the program. Definitions follow:

****A 4-H Youth Participant is defined as:** Any youth taking part in programs provided as a result of action by extension personnel (professional, paraprofessional, and volunteer). This includes youth participating in programs conducted through 1862, 1890, and 1994 land-grant universities, **EFNEP**, urban gardening, and other programs that may not actually use the 4-H name and emblem with participants.

See: http://www.csrees.usda.gov/nea/food/efnep/neers5/pdfs/youth_delivery.pdf

Youth Delivery Mode	Definition
E – 4-H Club Membership	A 4-H Club is an organized group of youth, led by an adult, with a planned program that is carried on throughout all or most of the year. Clubs may meet in any location and typically have elected officers and a set of rules approved by the membership to govern the club, or for very young groups, other developmentally appropriate structures and operating processes. This may include organized community clubs, during- or after-school clubs, or military clubs.
F – 4-H Special Interest/Short Term Programs	Groups of youth meeting for a specific learning experience that involves direct teaching by extension staff or trained volunteers, including teachers. Program is not part of school curriculum. Multiple-day meetings, for example on college campuses, should be reported as short-term programs.
I – 4-H Camping programs	Youth taking part in an Extension-planned educational experience of group living in the out-of-doors. Day camping consists of multiple-day programs, with youth returning home each evening. Overnight camping includes being away from home at least one night (resident, primitive, or travel camping).
J – School Enrichment Programs	Groups of youth receiving a sequence of learning experiences in cooperation with school officials during school hours to support the school curriculum. Involves direct teaching by extension staff or trained volunteers, including teachers.
L – After School Programs using 4-H curricula/staff training	After-School educational programs offered to youth outside of school hours, usually in a school or other community center. The after-school program must be supported by Extension by training the after-school staff, infusing 4-H curricula into the program, and/or other significant support such as conducting needs assessments, evaluations, and/or resource development. The primary purpose of the program is to provide care, developmental and educational experiences for children and youth while parents are working or unavailable.
M – Instructional TV/Video/Web Program	Youth offered learning experiences through Extension via broadcast or closed circuit television, including satellite transmission, or videotape replays of such series. May also include instruction delivered by internet.

- Enter the Name, Address, City, State and ZIP for the group. The Name field may be omitted if you wish as it is not used on any reports or on the mailing labels. The name at the top of the form is the official name of the group. City, State, and ZIP are the only required fields in the section.

Group Enrollment

Group ID: 6 Group Name:

Program: EFNEP

Delivery: 4-H Club Membership

Name:

Address: Address not verified.

:

City-State-ZIP:

- If you wish to use the address verification feature, you can obtain information on Congressional Districts and Metropolitan Statistical Areas (MSA). For more information on Address Verification, see Section 5.5.
 - The computer with the CRS5 software must have **INTERNET ACCESS** for the **VERIFY ADDRESS** option to work.
 - **If you choose not to verify the address you will still be allowed to save your data and move forward.**
- Enter the phone number for the group if applicable.



County:				FIPS Code:		
Cong. District:	MSA:		Lat-Long:			
Phone:				Ext:		

- Enter the Start and End dates for the group. The dates should fall within the current reporting period.
- Enter the number of meetings with the group. Please note that this information can be edited/updated during the year or at the end of the reporting year.
- Enter the number of contact hours for the group. These numbers may not match for every group. For example, you may meet with a group 12 times a year for 2 hours at a time, so number of meetings would be 12 and contact hours would be 24.

Start:	01-Oct-2005		Number of Meetings:	0
End:	30-Sep-2006		Contact Hours:	0

If data is migrated from ERS4 the default setting is for Number of Meetings and Contact Hours to match and that the user can update this information as needed.

- Listing at least one Youth Leader is required in CRS5.
- To add leaders click on the **BLUE explode** button above the Blue leader box.

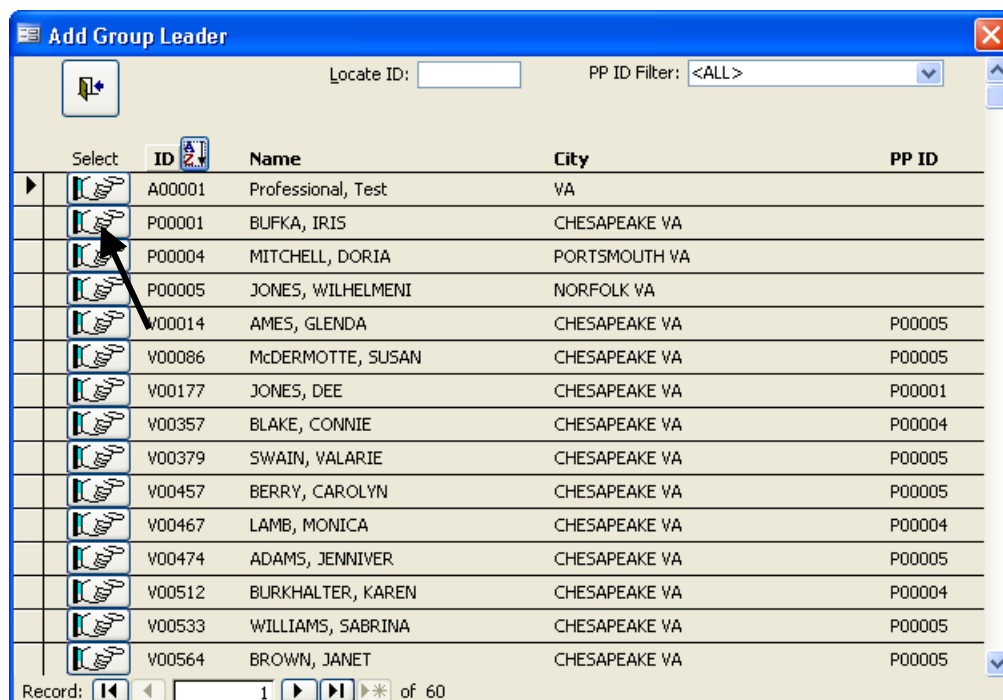
Leaders:	
	
Each group must have at least one leader.	

- The “Youth Group Leaders” box appears.
- Click **ADD LEADER** to choose a leader from the staff database.



CHANGE RANK - You can click these arrows to change the rank or order of the leaders for this group.

- The “Add Group Leader” dialogue box appears which consists of a list of staff and volunteers
 - The person listed with the rank of 1 is considered the Primary Leader for this youth group. All other leaders are listed as Secondary Leaders.
 - Use the Backdoor to go out of the Add Group Leader screen and click **Close** to exit the Youth Group Leaders box when completed and you will return to the New Youth Group screen.
- Click the **hand icon** to add this leader to the youth group. You can only choose one leader at a time. If you have to choose multiple leaders you will need to repeat the above steps starting at the Youth Group Leaders Screen.



- On the right side of the Youth Group screen demographic information for youth group participants can be entered. Categories include Gender, Youth in Other 4-H, Residence, Ethnicity, Race, and Grade. Note that the totals for each category (except Youth in Other 4-H) must be equal or you will receive an error message (orange box) and you will not be able to save the information until the error is corrected.
 - Start by clicking inside the box next to Females. If you start here you can tab through all of the information in order.

Totals by Gender, Residence, Ethnicity, Race, and Grade do not match. Also, check Other 4H and Race/Ethnic Subcategory.

Youth by Gender		Number of Youth in Other 4H	
Females:	12		10
Males:	13		
Total Youth:	25		

Youth by Residence		Youth by Grade	
Urban:	0	P-2Yr:	0
< 10,000 & Rural:	0	P-3Yr:	0
10,000 - 50,000:	25	P-4Yr:	0
Suburbs > 50,000:	0	K:	0
Cities > 50,000:	0	Gr 1:	0
		Gr 2:	0
		Gr 3:	0
		Gr 4:	0
		Gr 5:	0
		Gr 6:	15
		Gr 7:	10
		Gr 8:	0
		Gr 9:	0
		Gr 10:	0
		Gr 11:	0
		Gr 12:	0
		Special:	0

Youth by Ethnicity		Youth by Race	
Hispanic or Latino:	10	AI or AN:	0
Not Hispanic/Latino:	15	Asian:	0
Not Given:	0	Black:	15
		NH or OPI:	0
		White:	10
		Mixed Race:	0
		Not Given:	0

Race/Ethnic Subcategory
☐ No Race/Ethnic Subcategories.

- When entering Youth by Race, the following codes are used:
 - AI or AN American Indian or Alaska Native
 - NH or OPI Native Hawaiian or Other Pacific Islander
- Please note that there is a category for Mixed Race on the Youth Group Screen, which does not appear on the Adult screen.
- Race/Ethnic Subcategories are not required at the Federal level, nor is this information transmitted to the Federal level. If your state utilizes Race/Ethnic Subcategories click on the **BLUE explode** button to enter the additional race information concerning Subcategories. This information is in addition to what you have already reported in the boxes above this section. Note that the use of Race/Ethnic Subcategories must be in compliance with your state regulations and requirements. For more information, contact your State EFNEP office.
 - The "Special" age category should be used for participants in a special educational program due to mental or physical handicaps. Participants who are not in a grade due to participating in an alternative educational system or having dropped out of school should be marked as the grade that corresponds to their age.

8.2.2 Youth Impact Indicators

The impact of nutrition education programs for youth can be reported under one or more of the Impact Indicators for each youth group. Depending on the concepts taught, all indicators may not apply to each group. For those that apply, enter the percent of youth in the group who met the criteria of the indicator.

The impact is reported as a percentage for each indicator. For example, if a pre and post test on nutrition is given and 20 of 25 4-Hers improve their scores on the post test, you would check the Knowledge indicator and enter 80% ($20/25 = .80$, $.80 \times 100 = 80\%$).

The sentence on the Youth Group Summary Report for each indicator follows (your youth group data would be inserted):

6) Impact Indicators:

As a result of participating in EFNEP:

0% of 0 youth from 0 groups now eat a variety of foods,

0% of 0 youth from 0 groups increased knowledge of the essentials of human nutrition,

0% of 0 youth from 0 groups increased their ability to select low-cost, nutritious foods, and

0% of 0 youth from 0 groups improved practices in food preparation and safety.

For evaluation instruments which can be used to measure the impact of youth nutrition education programs, see Youth Evaluation on the www.efnep.org website for a link to the University of Wisconsin, where this information is being compiled. The Youth Question Database is in the field testing phase. For a preview, please see the next section.

8.3 Youth Question Database Practice Sets

PLEASE NOTE THAT ANY INFORMATION ENTERED IN THE YQD DEMONSTRATION/PRACTICE SECTION OF THIS RELEASE OF CRS5 WILL NOT BE USED FOR EVALUATION AND REPORTING PURPOSES.

This section is for your information only.

The Youth Question Database (YQD) is a new evaluation component which will be added to NEERS5/CRS5 in the future. It is in the development/testing stage and more information will be forthcoming. A demonstration/practice section is included in this release of CRS5 as a preview.

Demonstration Instructions with Fictitious Data for Practice:

From a Youth Group screen, click on the **ARROW** button next to the column, "Set Name."

CRS5 - [Edit Youth Group]

Group ID: 223 Group Name: MacDONALD MANOR HEADSTART

Program: A EFNEP

Delivery: F 4-H Special Interest / Short-Term Programs

Name: MacDONALD MANOR HEADSTART

Address: 1331 MACDONALD ROAD Address not verified.

City-State-ZIP: CHESAPEAKE VA 23325 Verify Address

County: FIPS Code:

Cong. District: MSA: Lat-Long:

Phone: (757) 233-6724 Ext: Start: 06-Oct-2002 End: 30-May-2003 Early Date

Number of Meetings: 6 Contact Hours: 6

Leaders: P00005 - JONES, WILHELMENI
V00729 - HOOKS, GLADYS
V00728 - OVERTON, BETTY

Impact Indicators

Indicator	Applies	Percent
Eat Variety:	<input checked="" type="checkbox"/>	55.0 %
Knowledge:	<input checked="" type="checkbox"/>	98.0 %
Select Food:	<input checked="" type="checkbox"/>	48.0 %
Practices:	<input checked="" type="checkbox"/>	73.7 %

Question Sets (Not yet implemented, use for practice only)

Set Name

Remarks: ER54 Initiative=A
ER54 DeliveryMode=B

Buttons: Save Cancel Save and Print Group Record

Demographic Data:

Youth by Gender

Females:	5
Males:	5
Total Youth:	10

Number of Youth in Other 4H

	0
--	---

Youth by Residence

Farm:	0
< 10,000 & Rural:	0
10,000 - 50,000:	0
Suburbs > 50,000:	10
Cities > 50,000:	0

Youth by Ethnicity

Hispanic or Latino:	0
Not Hispanic/Latino:	10
Not Given:	0

Youth by Race

AI or AN:	0
Asian:	0
Black:	10
NH or OPI:	0
White:	0
Mixed Race:	0
Not Given:	0

Youth by Grade

P-2Yr:	0
P-3Yr:	0
P-4Yr:	3
K:	7
Gr 1:	0
Gr 2:	0
Gr 3:	0
Gr 4:	0
Gr 5:	0
Gr 6:	0
Gr 7:	0
Gr 8:	0
Gr 9:	0
Gr 10:	0
Gr 11:	0
Gr 12:	0
Special:	0

Race/Ethnic Subcategory

No Race/Ethnic Subcategories.

Question Sets are listed for the purpose of practicing with fictitious data.

In the complete YQD when it is released, states may, at their discretion, choose to develop their own Question Sets (for use in their counties) of evaluation questions selected from the entire collection of evaluation tools that will be in the YQD.

- For this practice, click on the set of practice questions entitled, Professor Popcorn.
- Give the set a name that fits your needs. In this example, this Question Set will be part of the evaluation for our nutrition education program called Better Health. We will type in “BetterHealth” as the name for this Question Set (12 characters max).
- Click **Save**

Each group can have any number of Question Sets. The same set may be used multiple times. Use the Set Name to uniquely identify each set for this group.

Question Sets by:

Food Safety
Professor Popcorn

Click the set to add to this group, give it a name. Then click Save.

6 questions in Set
Set Title: Professor Popcorn

Max 12 characters
Set Name: BetterHealth

Save Cancel

Notice that the set name, “BetterHealth” now appears in the Question Sets box. From this point, you can add sample evaluation data by clicking on the **BLUE explode** button beside the BetterHealth Question Set and then beside each question used in the evaluation.

Question Sets (Not yet implemented, use for practice only)

	Set Name	
▶	NEW BetterHealth	▶* [Blue Explode] [Red X]

- Click on the **BLUE explode** button for Question 1, “When do I wash my hands? “

CRS5 - [Test Questions]

File Edit Window Help Adobe PDF

Set Name: BetterHealth
Set Title: Professor Popcorn
Set Description: Professor Popcorn Test

Seq	Question ID	Series	Grade	Lesson/Question	Before	After
1	IN.0001	Professor Popcorn	P-4Yr	Lesson One - Exploring the Food Pyramid with Professor Popcorn	TBD	...
			Gr 2	When do I wash my hands?	TBD	...
2	IN.0002	Professor Popcorn	P-2Yr	Lesson One - Exploring the Food Pyramid with Professor Popcorn	TBD	...
			Gr 6	I wash my hands...	TBD	...
3	IN.0003	Professor Popcorn	P-4Yr	Lesson 2 - Exploring the Food Pyramid with Professor Popcorn	TBD	...
			Gr 2	Circle foods from the grain group	TBD	...
4	IN.0004	Professor Popcorn	Gr 3	Lesson Five - Exploring the Food Pyramid with Professor Popcorn	TBD	...
			Gr 6	How I handle spoiled food	TBD	...
5	IN.0005	Professor Popcorn	P-4Yr	Lesson 3 - Exploring the Food Pyramid with Professor Popcorn	TBD	...
			Gr 2	Circle foods from the Vegetable Group	TBD	...
6	IN.0006	Professor Popcorn	Gr 3	Lesson 3 - Exploring the Food Pyramid with Professor Popcorn	TBD	...
			Gr 6	Variety of fruit daily	TBD	...

- Enter date of Pretest and response information for this question on the Pretest.
- Note that you will be entering summary data from a group of youth who answered this question—in other words, enter the total number of responses for each possible answer category. Percentages are not used.

Out of the number of youth who were asked the question, complete the information in the appropriate columns. The column heads will vary depending upon the response choices for each question. The number of non-responses will be calculated based on the total number of youth who were asked the question minus the responses in the preceding columns.

Example:

Responses to Question

For each column, enter the number of youth who responded with that answer.

Question ID: IN.0001
Series: Professor Popcorn
Lesson: Lesson One - Exploring the Food Pyramid with Professor Popcorn
Question: When do I wash my hands?

Date of Responses	Number of youth who answered all 3 correct	Number of youth who answered 2 of 3 correct	Number of youth who answered 1 of 3 correct	Number of youth with no correct answers	Number of non-responses	Total number of participants asked the question
Before: 06/16/06	0	10	15	2	3	30
After:	0	0	0	0	0	0

Save Cancel

Date of Responses Before: 6/16/06.

Number of youth who answered all 3 correct: 0

Number of youth who answered 2 of 3 correct: 10

Number of youth who answered 1 of 3 correct: 15

Number of youth with no correct answers: 3

Number of non-responses: This will be calculated for you after you enter total number of participants asked the question.

Total number of participants asked the question: 30*

*Note that this may not be the total number of youth in the group.

Notice that the number of non-responses is now filled in, n=3

For this example enter post test information as follows:

Responses to Question

For each column, enter the number of youth who responded with that answer.

Question ID: IN.0001
 Series: Professor Popcorn
 Lesson: Lesson One - Exploring the Food Pyramid with Professor Popcorn
 Question: When do I wash my hands?

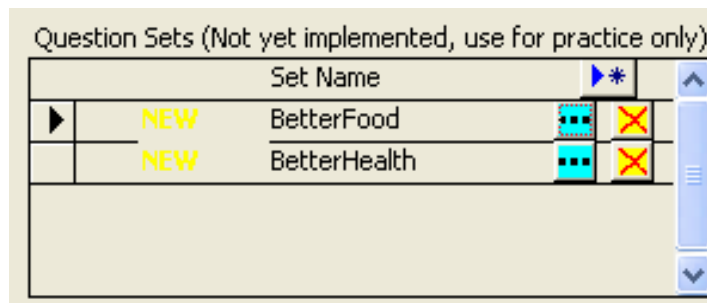
Date of Responses	Number of youth who answered all 3 correct	Number of youth who answered 2 of 3 correct	Number of youth who answered 1 of 3 correct	Number of youth with no correct answers	Number of non-responses	Total number of participants asked the question
Before: 06/16/06	0	10	15	2	3	30
After: 07/06/06	8	11	7	1	1	28

Save Cancel

Date of post-test (after): July 6, 2006

- Number of youth who answered all 3 correct: 8
- Number of youth who answered 2 of 3 correct: 11
- Number of youth who answered 1 of 3 correct: 7
- Number of youth with no correct answers: 1
- Number of non-responses: This will be calculated for you after you enter total number of participants asked the question.
- Total number of participants asked the question: 28*
- *Note that this may not be the total number of youth in the group nor will it necessarily be the same as the number who took the pre-test.
- Notice that the number of non-responses is now filled in, n=1.
- Click **Save** to return to the Test Questions screen to enter data for additional questions.
- If you are finished entering question data click the Backdoor to go out to the Edit Youth Group screen.

- In this practice example, we will be using a question from the Food Safety data set in addition to Professor Popcorn.
- Click on the **arrow** under “Question Sets.”
- Highlight **Food Safety**.
- Name this question set “BetterFood.”
- Click **Save**
- Click the **Blue Explode** button beside Better Food.



- Click the **Blue explode** button beside Question 1, “It’s time for a snack. What kind of snack do you like the best?”

CRS5 - [Test Questions]

File Edit Window Help Adobe PDF

Set Name: BetterFood
Set Title: Food Safety
Set Description: About Food Safety

Seq	Question ID	Series	Grade	Lesson/Question	Before	After
▶ 1	WI.0030	WI	K	Snack choices	TBD	...
			Gr 6	It's time for a snack. What kind of snack do you like the be	TBD	...
2	WI.0031	WI	K	Healthy snack choices	TBD	...
			Gr 6	We should make a healthy snack. Which would be a healthy sna	TBD	...
3	WI.0032	WI	K	Healthy drink choices	TBD	...
			Gr 6	Let's have a healthy drink. Which of these is a healthy drin	TBD	...
4	WI.0033	WI	K	How to wash hands properly	TBD	...
			Gr 6	When you wash your hands, what do you do?	TBD	...
5	WI.0034	WI	K	Healthy fast food lunch choices	TBD	...
			Gr 6	Let's have a healthy fast food lunch. Which of these is the	TBD	...

Complete the date of the pre-test (before) – June 16, 2006.

Notice that these response choices are set up differently from the Professor Popcorn set. The number of responses to Choice A was 3, B = 2, C = 11 and the total number of youth who were asked the question was 28. Notice that “12” is filled in under number who didn’t respond.

Responses to Question

For each column, enter the number of youth who responded with that answer.

Question ID: WI.0030
 Series: WI
 Lesson: Snack choices
 Question: It's time for a snack. What kind of snack do you like the be

Date of Responses	Number of Participants Answering 'A'	Number of Participants Answering 'B'	Number of Participants Answering 'C'	Number of non-responses	Total number of participants asked the question
Before: 06/16/06	3	2	11	12	28
After:	0	0	0	0	0

Save **Cancel**

- Click **Save** and complete responses to additional questions for practice if desired.
- When you are finished entering test data:
- Click **Save**
- **Backdoor** out to the Edit Youth Group screen
- Click **Save** and return to the Youth switchboard.

Information on how to submit your evaluation tools for review is available on the [Youth Evaluation Website](http://www.uwex.edu/ces/wnep/ncyouth/) hosted by the University of Wisconsin Extension - <http://www.uwex.edu/ces/wnep/ncyouth/>
 States are encouraged to submit tools as soon as possible.

8.4 Youth Reports

A description of each Youth Report follows. When you click on each report, a similar screen will appear as follows. You will be asked to choose the name of the program (all, EFNEP or FSNE) and the reporting period. You can choose to print or preview each report.

CRS5 - [Youth Group Summary Report]

File Edit Window Help

You may select a specific program.
Adjust report period if necessary. Then click PRINT or PREVIEW.

Program Name: <ALL>
EFNEP
FSNE

Report Period

Begin Date: 10-01-2006

End Date: 06-19-2007

Print Preview

8.4.1 Youth Group Summary Report

The Youth Group Summary Report summarizes the total number of youth groups, total number of youth, number participating in other 4-H programs, grade distribution, residence race, ethnicity and impact indicator information.

From the Youth Switchboard click on

Youth Group Summary Report

- Choose the Program Name to view and the dates for the Report Period and click Print or Preview to view the report.

Summary of Youth Group Profiles

County: PA550 Georgia Test EFNEP
 <ALL> Reporting Period: 10/01/03 - 06/19/07

1) Number of youth groups reporting:
 2 Groups

2) Total number of youth:

	Number	Percent
Male:	10	40%
Female:	15	60%
Total	25	100%

3) Number participating in other 4-H programs:
 0 Youth

4) Grade Distribution:

a. Grade

Grade	Number	Percent
P-2Yr:	8	32%
P-3Yr:	7	28%
P-4Yr:	0	0%
K:	5	20%
Gr 1:	0	0%
Gr 2:	5	20%
Gr 3:	0	0%
Gr 4:	0	0%
Gr 5:	0	0%
Gr 6:	0	0%

b. Grade Category

Age	Number	Percent
Pre-K:	15	60%
K - 2:	10	40%
3 - 5:	0	0%
6 - 8:	0	0%
9 - 12:	0	0%
Total	25	100%

See section 14.24 for a full example of a Youth Group Profile Summary Report

- Click the **printer** or **Close** to exit out of this report.



8.4.2 Youth Delivery Mode

This report summarizes by delivery mode the number of groups, number of meetings, contacts, and demographic information on participants.

From the Youth Switchboard click on

Youth Delivery Mode

- Choose the Program Name to view and the dates for the Report Period and click Print or Preview to view the report.

Youth Delivery Mode Report

County: PA550 Georgia Test EFNEP

<ALL> Reporting Period: 10/01/02 - 06/19/07

1) Delivery Modes:

<u>Mode</u>	<u>Description</u>
E	4-H Club Membership
F	4-H Special Interest / Short-Term Programs
I	4-H Camping Programs
J	School Enrichment Programs
L	After-School Programs Using 4-H Curricula / Staff Training
M	Instructional TV/Video/ Web Programs

2) GRID:

	<u>E</u>	<u>F</u>	<u>I</u>	<u>J</u>	<u>L</u>	<u>M</u>	<u>Total</u>
Number of groups	1	18	0	3	2	0	24
Number of meetings	6	63	0	15	9	0	93
Contact Hours	7	73	0	18	9	0	107
Gender							
Males	1	473	0	48	32	0	554
Females	8	451	0	82	30	0	571
Total	9	924	0	130	62	0	1125
Ethnicity							
Hispanic/Latino	0	19	0	3	1	0	23
Not Hispanic/Latino	9	905	0	127	61	0	1102
Not Given	0	0	0	0	0	0	0
Total	9	924	0	130	62	0	1125

See section 14.25 for a full example of a Youth Delivery Mode Report

- Click the **printer** or **Close** to exit out of this report.

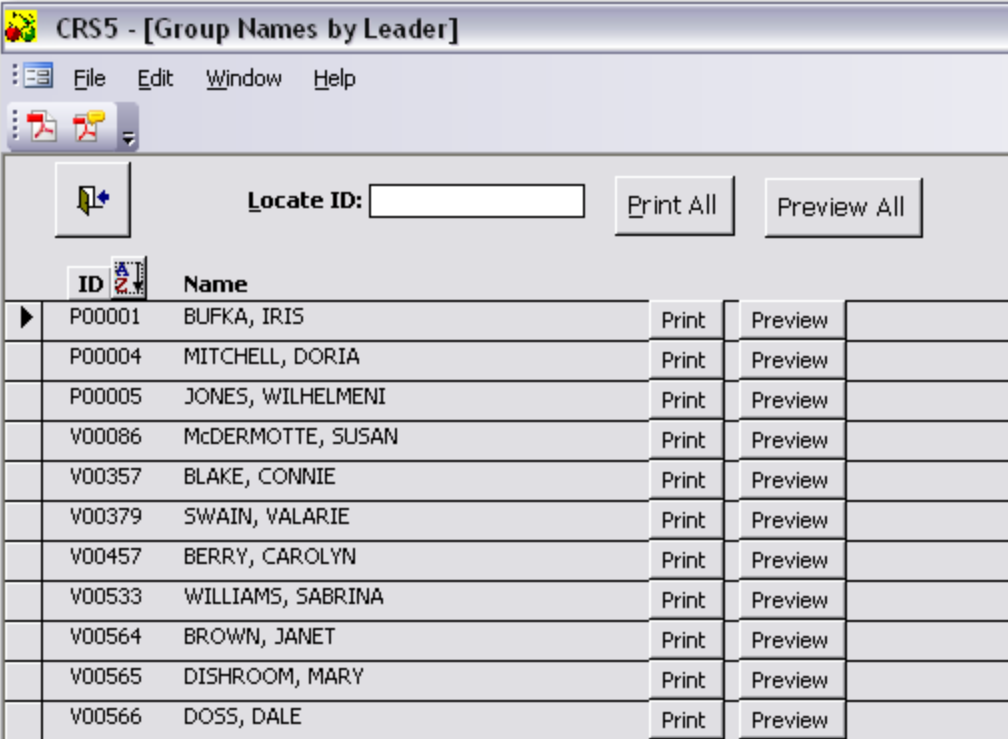


8.4.3 Group Names by Leader

From the Youth Switchboard click on

Group Names by Leader

- Choose the dates for the Report Period and click **Next**
- Choose the reports you want to view based on the leaders of the groups.
- Click **Print** or **Preview** next to the persons reports you wish to view.



ID	Name	Print	Preview
P00001	BUFKA, IRIS	Print	Preview
P00004	MITCHELL, DORIA	Print	Preview
P00005	JONES, WILHELMENI	Print	Preview
V00086	McDERMOTTE, SUSAN	Print	Preview
V00357	BLAKE, CONNIE	Print	Preview
V00379	SWAIN, VALARIE	Print	Preview
V00457	BERRY, CAROLYN	Print	Preview
V00533	WILLIAMS, SABRINA	Print	Preview
V00564	BROWN, JANET	Print	Preview
V00565	DISHROOM, MARY	Print	Preview
V00566	DOSS, DALE	Print	Preview

This is a preview of the Groups for P00005. This report shows the groups for which the Paraprofessional is in the role of Primary Leader and those for which she is in a Support Leader Role (none). The leader with the rank of 1 is considered the Primary Leader of each group (See Section 8.2.1 for more information on Ranking).

Group Names by Leader Report

County: PA550 Georgia Test EFNEP

Reporting Period: 10/01/02 - 10/01/02

P00005 - JONES, WILHELMENI

Primary Leader Role

<u>Group ID</u>	<u>Group Name</u>
223	MacDONALD MANOR HEADSTART
224	B M WILLIAMS PRIMARY SCHOOL - DAVENPOT
225	ETHEL JONES HEADSTART
226	CARVER HEADSTART
227	CRESTWOOD INTERMEDIATE AFTERSCHOOL
228	TRUITT INTERMEDIATE SCHOOL
234	CALVARY EVANGELICAL BAPTIST CHURCH
235	CHESAPEAKE REDEVELOPMENT & HOUSING
236	THURGOOD MARSHALL USDA SUMMER PROGRAM
237	CARVER USDA SUMMER PROGRAM SCHOOL
238	SOUTH NORFOLK RECREATION CENTER
239	INDIAN RIVER COMMUNITY CENTER
240	RIVER CREST COMMUNITY CENTER
245	Test2

Total: 14

Support Leader Role

[None]

See section 14.26 for a full example of a Youth Group Names by Leader Report

- Click the **printer** or **Close** to exit out of this report.



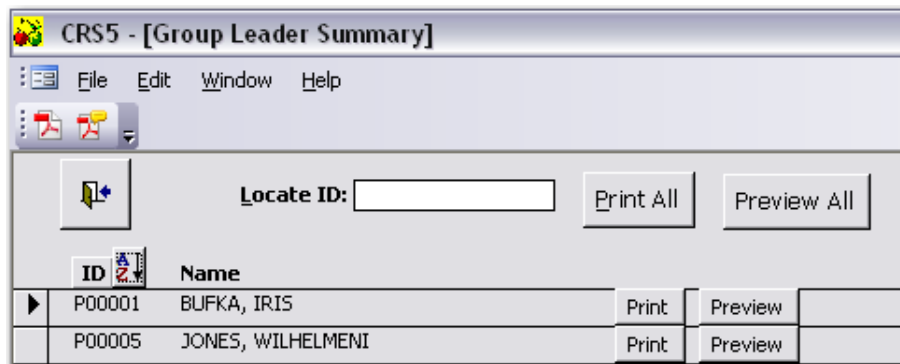
8.4.4 Group Leader Summary

The previous report, Group Names by Leader, lists the names of each youth group the leader works with, but with no additional details on each group. The Group Leader Summary Report lists the Group ID# instead of the Group Name, and includes details on each group, such as enrollment type, number of youth, number of meetings and contacts, delivery mode and beginning and ending dates.

Group Leader Summary

From the Youth Switchboard click on

- Choose the dates for the Report Period and click **Next**
- Choose the reports you want to view based on the leaders of the groups.
- Click **Print** or **Preview** next to the persons reports you wish to view.



This report shows the numerical summaries for the groups that are attached to P0005, Paraprofessional Wilhelmeni Jones.

Group Leader Summary

County: PA550 Georgia Test EFNEP

Reporting Period: 10/01/03 - 10/01/03

P00005 - JONES, WILHELMENI

Primary Leader Role

Enroll ID	Type	# Youth	# Meetings	Contact Hours	Delivery Mode	Begin	End	Leader #1
245	Group	10	0	0	A	10/01/05	09/29/06	P00005
Totals								
1 Groups		10	0	0				

Support Leader Role

[None]

Grand Totals

1 Groups	10	0	0					
-----------------	-----------	----------	----------	--	--	--	--	--

See section 14.27 for a full example of a Youth Group Profile Summary Report

- Click the **printer** or **Close** to exit out of this report.



8.4.5 Group Review by ID

The Youth Group Review Report shows the numerical data for youth groups by ID numbers. It includes number of youth, number of meetings, contact hours, beginning and end dates and primary leader.

From the Youth Switchboard click on

Group Review by ID

- Choose to **Print** or **Preview** the report

Youth Group Review									
County: PA550 Georgia Test EFNEP					Reporting Period: 10/01/06 - 09/30/07				
ID	Enroll Type	# Youth	# Meetings	Contact Hours	Program	Delivery Mode	Begin	End	Leader #1
222	Group	20	6	6	A	J	03/06/03	05/08/03	P 00004
245	Group	10	0	0	A	A	10/01/05	09/29/06	P 00005
230	Group	46	3	3	A	F	07/17/03	08/05/03	P 00004
226	Group	54	6	6	A	J	12/03/02	05/30/03	P 00005
225	Group	18	6	6	A	F	10/08/02	05/30/03	P 00005
238	Group	52	3	3	A	F	06/30/03	07/22/03	P 00005
224	Group	79	3	6	A	F	05/07/03	06/03/03	P 00005
221	Group	54	6	10	A	F	12/06/02	04/10/03	P 00004
237	Group	51	3	3	A	F	07/07/03	07/30/03	P 00005
227	Group	38	3	6	A	F	03/06/03	05/30/03	P 00005
233	Group	100	3	3	A	F	07/09/03	07/22/03	P 00004
236	Group	34	3	3	A	F	07/14/03	08/14/03	P 00005
243	Group	76	3	3	A	F	07/07/03	07/30/03	P 00004
235	Group	34	3	3	A	F	06/20/03	08/01/03	P 00005
228	Group	56	3	6	A	J	06/30/03	07/08/03	P 00005
219	Group	26	6	6	A	L	04/24/03	05/24/03	P 00004
241	Group	94	3	3	A	F	07/01/03	08/07/03	P 00004
220	Group	9	6	7	A	E	10/16/02	04/09/03	P 00004
234	Group	36	3	3	A	F	07/09/03	07/23/03	P 00005
244	Group	15	0	0	A	A	10/01/05	09/29/06	P 00001
223	Group	10	6	6	A	F	10/06/02	05/30/03	P 00005
239	Group	62	3	3	A	F	07/17/03	08/05/03	P 00005
240	Group	60	3	3	A	F	07/01/03	07/29/03	P 00005
229	Group	36	3	3	A	L	04/08/03	05/20/03	P 00004
232	Group	68	3	3	A	F	07/03/03	07/15/03	P 00004
231	Group	12	3	3	A	F	07/24/03	08/07/03	P 00004
Totals									
26 Groups		1150	93	107					

See section 14.30 for a full example of a Youth Group Profile Summary Report

- Click the **printer** or **Close** to exit out of this report.



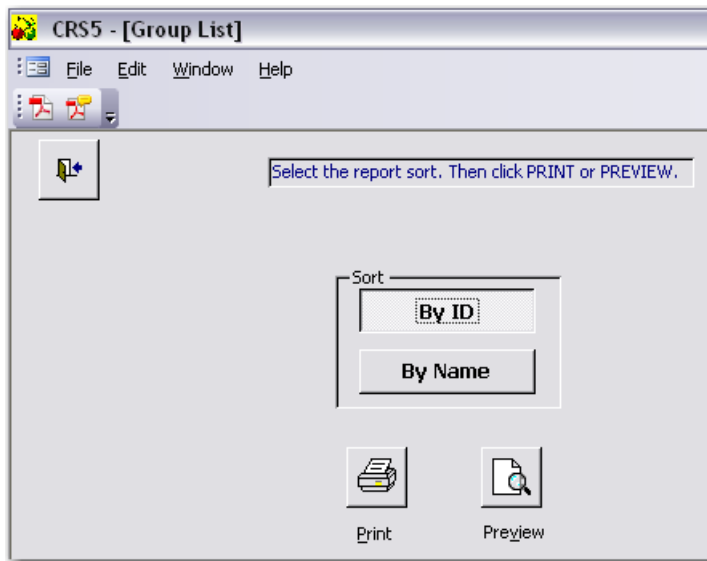
8.4.6 Group List

The Youth Group List is a list of all youth groups which have been entered into CRS5 for the reporting period indicated. It includes name, phone, address and all leaders. You can choose for the groups to be arranged in order by ID number or alphabetically by Group Name. Note that only the Group Name from the top of the Youth Group Screen is used.

From the Youth Switchboard click on

Group List

- Choose to Sort the report by ID or by Name and click **Print** or **Preview** to view the report.



- This is a preview of the Youth Group List report that is a more detailed summary report of youth groups that shows the address of the group and the leaders assigned to that group.

Youth Group List		
County: PA550 Georgia Test EFNEP		
Reporting Period: 10/01/06 - 09/30/07		
ID	Name and Phone	Address
219	EARLY ADVENTURES CENTER (757) 487-8841	4110 AIRLINE BOULEVARD CHESAPEAKE VA 23321
220	DEEP CREEK MORNING DOVE 4-H CLUB (757) 485-7400	2901 MARGARET BOOKER DRIVE CHESAPEAKE VA 23323
221	CAMELOT AFTERSCHOOL PROGRAM (757) 485-7400	948 KING ARTHUR DRIVE CHESAPEAKE VA 23323
222	SOUTHWESTERN ELEMENTARY SCHOOL (757) 449-7665	4110 AIRLINE BOULEVARD CHESAPEAKE VA 23323
223	MacDONALD MANOR HEADSTART (757) 233-6724	1331 MACDONALD ROAD CHESAPEAKE VA 23325
224	B M WILLIAMS PRIMARY SCHOOL - DAVENPORT	1100 BATTLEFIELD BLVD N CHESAPEAKE VA 23322
225	ETHEL JONES HEADSTART	115 LIBERTY STREET
		Leaders
		P00004 - MITCHELL, DORIA V00717 - STRICKLAND, KATHE V00719 - BURROUGH, PAMEL V00720 - RAZOR, MARTHA
		P00004 - MITCHELL, DORIA V00357 - BLAKE, CONNIE
		P00004 - MITCHELL, DORIA V00659 - PIMENTA, ALVIN
		P00004 - MITCHELL, DORIA V00672 - McCOY, L
		P00005 - JONES, WILHELMENI V00729 - HOOKS, GLADYS V00728 - OVERTON, BETTY
		P00005 - JONES, WILHELMENI V00722 - DAVENPORT, CLAUD V00724 - RAY, ANNETTA V00725 - SAPP, JUNE
		P00005 - JONES, WILHELMENI

See section 14.29 for a full example of a Youth Group Profile Summary Report

- Click the **Printer** or **Close** to exit out of this report.



8.4.7 Group Detail Report

The Youth Group Detail Report reports all information from the Youth Group Screen for individual youth groups.

From the Youth Switchboard click on

Group Detail Report

- Choose the reports you want to view.
- Click **Print** or **Preview** next to the persons reports you wish to view.

CRS5 - [Youth Groups by ID]							
File Edit Window Help							
<div> </div> <div> Locate ID: <input type="text"/> <div>Print All</div> <div>Preview All</div> </div>							
Group ID	Program	Delivery Mode	Leader	Name			
▶ 222	A	J	P00004	SOUTHWESTERN ELEMENTARY SCHOOL	Print	Preview	
245	A	A	P00005	Test2	Print	Preview	
230	A	F	P00004	SOUTHWESTERN USDA PROGRAM	Print	Preview	
226	A	J	P00005	CARVER HEADSTART	Print	Preview	
225	A	F	P00005	ETHEL JONES HEADSTART	Print	Preview	
238	A	F	P00005	SOUTH NORFOLK RECREATION CENTER	Print	Preview	
224	A	F	P00005	B M WILLIAMS PRIMARY SCHOOL - DAVENPOT	Print	Preview	
221	A	F	P00004	CAMELOT AFTERSCHOOL PROGRAM	Print	Preview	
237	A	F	P00005	CARVER USDA SUMMER PROGRAM SCHOOL	Print	Preview	
227	A	F	P00005	CRESTWOOD INTERMEDIATE AFTERSCHOOL	Print	Preview	
233	A	F	P00004	DEEP CREEK COMMUNITY CENTER	Print	Preview	

This is a preview of the Youth Group Detail report that shows the data for each group that was previously entered.

Youth Group Detail

County: PA550 Georgia Test EFNEP Reporting Period: 10/01/06 - 09/30/07

Group: **222 - SOUTHWESTERN ELEMENTARY SCHOOL**

Address: 4110 AIRLINE BOULEVARD [Group Enrollment]
 CHESAPEAKE VA 23323

Phone: (757) 449-7665 Ext:

Program: A

Leaders: P00004 - MITCHELL, DORIA Delivery: J - School Enrichment Programs
 V00672 - MCCOY, L

Number of Meetings: 6
 Contact Hours: 6

Start Date: 06-Mar-03
 End Date: 08-May-03 Number participating in other 4-H programs: 0

Gender:			Youth by Ethnicity		Youth by Residence	
	Number	Percent				
Females	7	35%	Hispanic or Latino:	0	Farm:	0
Males	13	65%	Not Hispanic/Latino:	20	< 10,000 & Rural:	0
Total	20	100%	Not Given:	0	10,000 - 50,000:	0

Youth by Race		Youth by Grade	
AI or AN:	0	P-2 Yr:	0
Asian:	0	P-3 Yr:	0
Black:	17	P-4 Yr:	0
NH or OPI:	0	K:	0
White:	3	Gr 1:	0
Mixed Race:	0	Gr 2:	19
Not Given:	0	Gr 3:	0
		Gr 4:	1
		Gr 5:	0
		Gr 6:	0
		Gr 7:	0
		Gr 8:	0
		Gr 9:	0
		Gr 10:	0
		Gr 11:	0
		Gr 12:	0
		Special:	0

Race/Ethnic Subcategory
 No Race/Ethnic Subcategories.

Impact Indicators

Indicator	Applies	Percent
Eat Variety:	<input type="checkbox"/>	0.0 %
Knowledge:	<input type="checkbox"/>	0.0 %
Select Food:	<input type="checkbox"/>	0.0 %
Practices:	<input type="checkbox"/>	0.0 %

Question Sets

[None]

See section 14.28 for a full example of a Youth Group Detail Report

- Click the **printer** or **Close** to exit out of this report.



8.4.8 Mailing Labels

From the Youth Switchboard click on

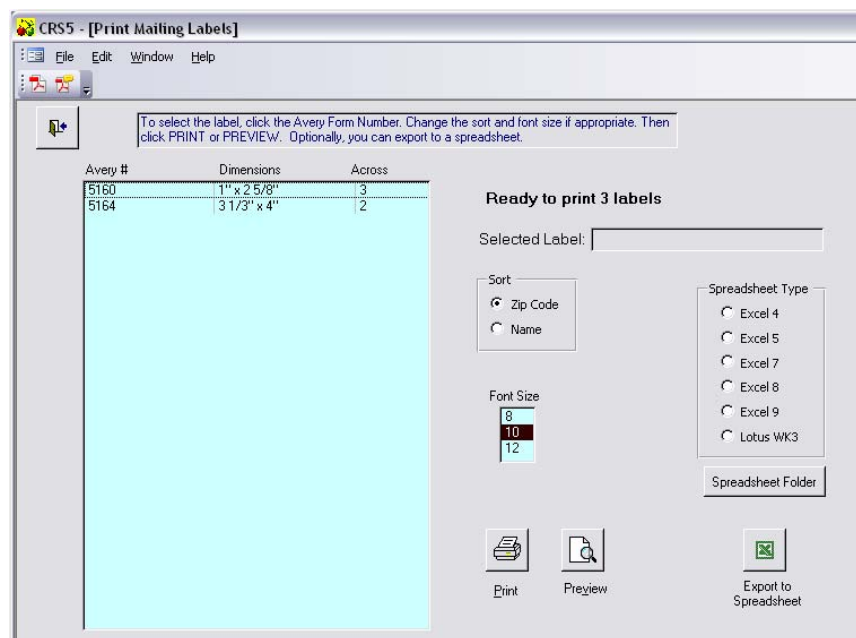


- Choose to print labels for youth group addresses or the addresses of the youth group leaders.

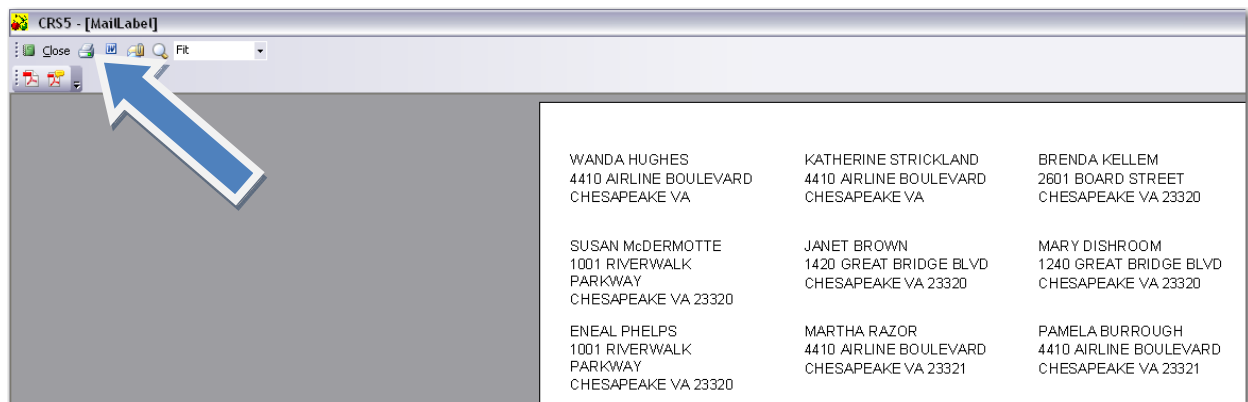


- Choose to:
 - Print on a label type of Avery 5160 or 5164.
 - Sort by zip code or last name
 - Print in a Font Size of 8, 10 or 12.

- Click **Preview** to review your labels.

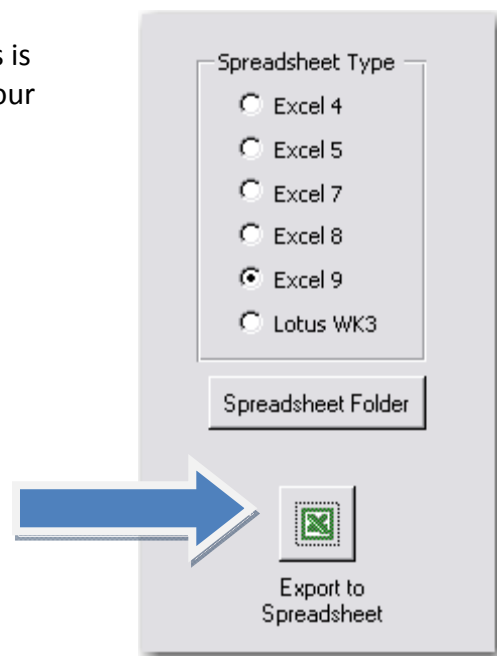


- Make sure your labels are loaded into the printer and click the Printer icon to print your labels.

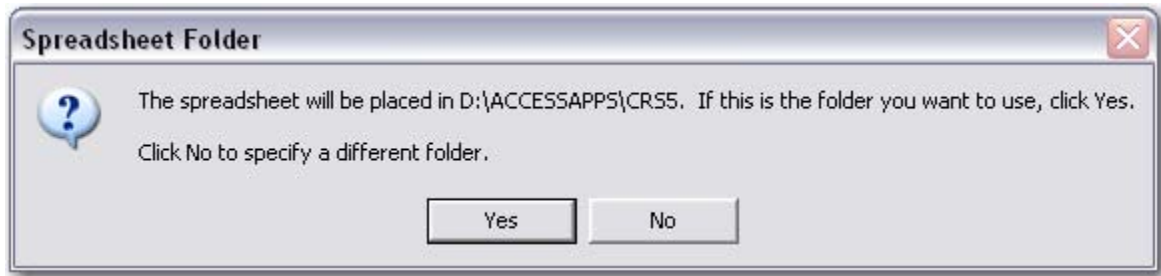


Mailing labels may be exported to an Excel spreadsheet.

- Choose to sort by zip code or last name
- Choose appropriate Spreadsheet Type – This is based on the version of Excel you have on your computer.
- Click **Export to Spreadsheet**



- Click **No** to Browse for a new folder.



- Click **Spreadsheet Folder** to specify a folder other than the default folder

The labels will appear in Excel similar to this format. The spacing may need to be adjusted to view all text.

	A	B	C	D	E	F
1	Line1	Line2	Line3	Line4	sortZIP	SortName
2	IRIS BUFKA	414 FAIRE CHASE		CHESAPEAKE VA 233227512	233227512	BUFKA, IRIS
3	WILHELMENI JONES	504 WALKER AVENUE		NORFOLK VA 23523	23523	JONES, WILHELMENI
4	DORIA MITCHELL	1020 HORNE AVENUE		PORTSMOUTH VA 23701	23701	MITCHELL, DORIA

Interagency Cooperation

From the Main Switchboard click

Interagency Cooperation

- Each unit should enter the total number of WIC and Food Stamp Offices that are located in each county unit and the number of each of these offices served. Enter any Grant or Contribution dollars or dollars from Other sources that have been contributed within the last reporting period. Fill in the source of funds in the right column.
- An Interagency Cooperation report can be printed or previewed from this screen.
- Click **Save** when finished to return to the Main Switchboard.

Edit Interagency Cooperation

Fiscal Year Ending: 29-Sep-2006

WIC Offices:

WIC Offices Served:

Food Stamp Offices:

Food Stamp Offices Served:

Agreements:

Coalitions:

Grant Dollars:

Contribution Dollars:

Other Dollars:

Source of Funds

Definitions of previous fields:

- **WIC offices:** The total number of WIC offices or clinic sites which exist within the county served by EFNEP (do not count separate satellite sites which are only open 1-2 times per month unless it is reasonable to work with them).
- **WIC Offices Served:** The number of WIC offices actually served by EFNEP in the county. "Served" means some active working relationship, either a cross-referral system, on site classes, or some other specific involvement. This number cannot be higher than the number of WIC offices above.
- **Food Stamp Offices:** The total number of Food Stamp offices which exist within the geographic areas served by EFNEP.
- **Food Stamp Offices Served:** The total number of Food Stamp offices actually served by EFNEP. "Served" means some active working relationship, either a cross-referral system or some other specific involvement. This number cannot be higher than the number of Food Stamp offices above.
- **Agreements:** Enter the number of formal, but not necessarily written, agreements entered into by EFNEP. A formal agreement refers to an agreement between EFNEP and a specific local agency that also serves the EFNEP audience for the purpose of obtaining referrals to EFNEP, recruiting, or teaching the EFNEP curriculum at the agency. As part of such agreements, EFNEP may refer participants or members of recruitment audiences to local agencies by means of a brochure identifying services that may meet their needs and for which they are likely to be eligible.
- **Coalitions:** Enter the number of coalitions entered into by EFNEP. A coalition refers to several agencies or organizations joining together for a common purpose, and may involve sharing resources, expertise, or training. An example would be representatives from WIC, Food Stamps, EFNEP and other agencies serving on a task force with the common goal of reducing hunger or promoting good nutrition.
- **Grant Dollars:** Enter the actual dollars received by EFNEP in grants (i.e. Smart Start dollars, Kate B. Reynolds, Duke Endowment, etc.)
- **Contribution Dollars:** Enter the total of the actual dollars plus estimated dollar value of contributions (i.e. goods and services, food supplies, other food items etc. by groups outside of Extension). Such as funds (\$) or dollar amount for food supplies provided by agencies for EFNEP.
- **Other Dollars:** Enter the actual dollars received by EFNEP from other sources: County government (check with CED to secure this information). Amount of funds provided by your county for the EFNEP Program (such as: food supplies, teaching materials, paper, copies, offices supplies, printing, etc)
- **Source of funds:** Describe the sources of the grant, contribution and other funds (i.e. Smart Start, Kate B. Reynolds, County, WIC, Grant, Work First etc.)

This is a preview of the Interagency Cooperation Report.

Interagency Cooperation	
County: NY081 Training	Reporting Period: 10/01/05 - 09/30/06

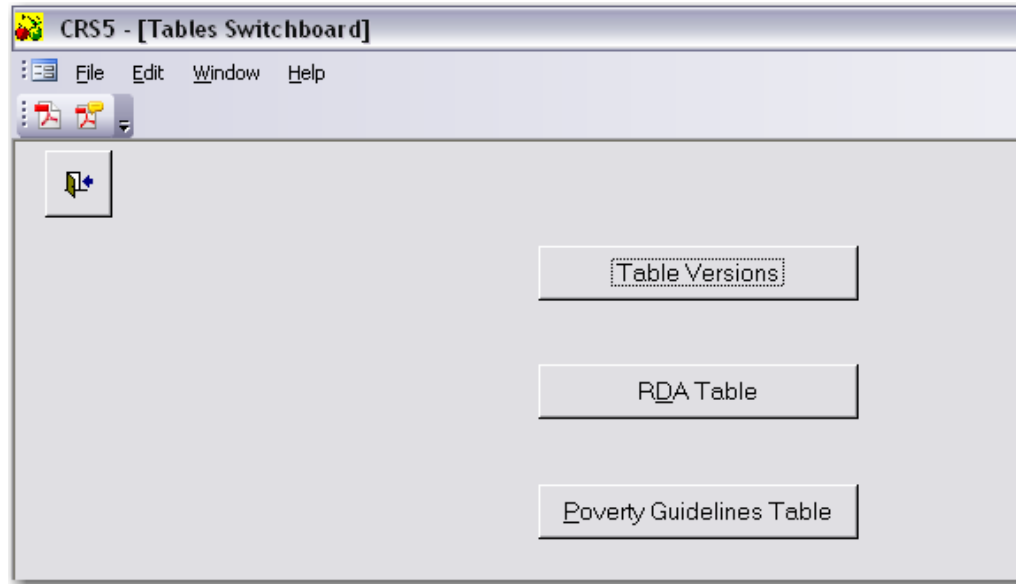
Fiscal Year Ending: 30-SEP-2006	
Number of WIC Offices:	0
Number of WIC Offices Served:	0
Number of Food Stamp Offices:	0
Number of Food Stamp Offices Served:	0
Number of Agreements:	0
Number of Coalitions:	0
<u>Source of Funds</u>	
Grant Dollars:	\$0
Contribution Dollars:	\$0
Other Dollars:	\$0

For a full version of this report see section 14.31 Interagency Cooperation Report in the Appendix.

Tables Switchboard

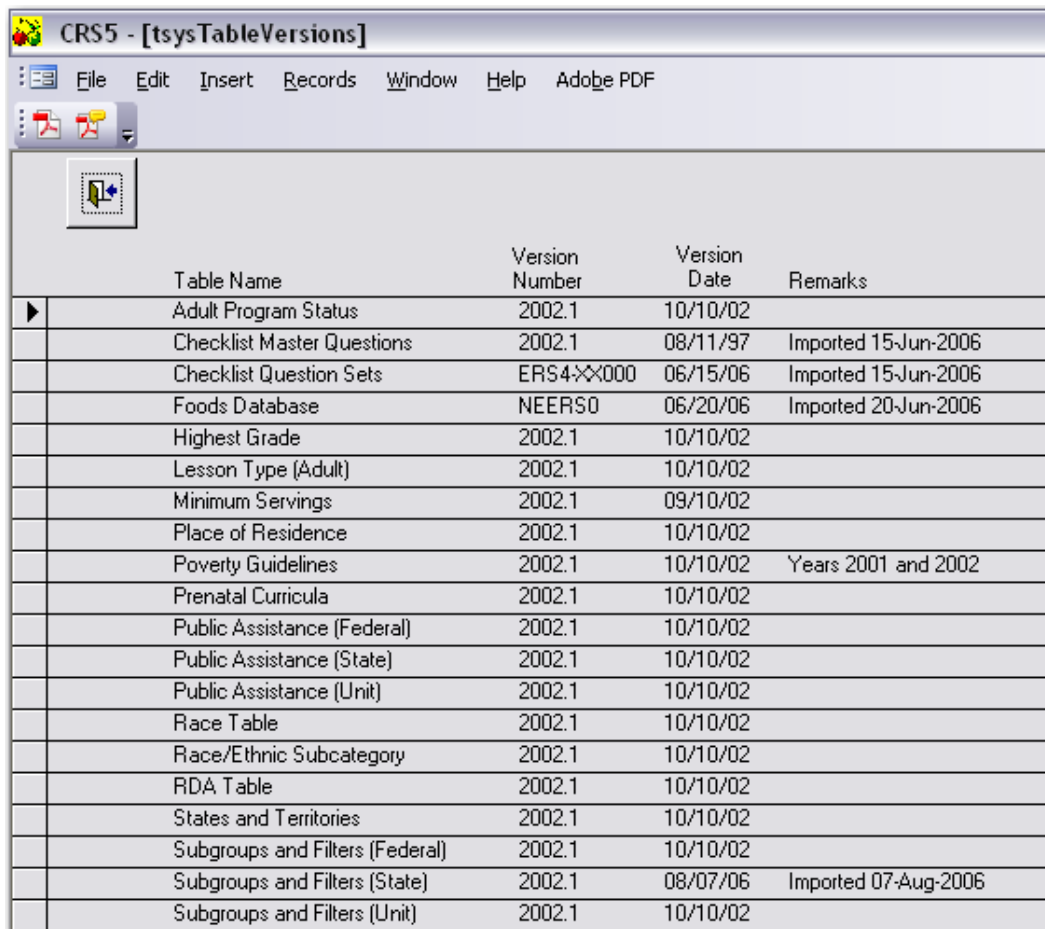
From the Main Switchboard click

Tables



10.1 Table Versions

- Click **Table Versions** to view a list of all of the tables in CRS5 to note the version number, date and remarks about that table.



The screenshot shows a window titled "CRS5 - [tsysTableVersions]". It has a menu bar with "File", "Edit", "Insert", "Records", "Window", "Help", and "Adobe PDF". Below the menu bar is a toolbar with icons for file operations. The main area contains a table with the following columns: "Table Name", "Version Number", "Version Date", and "Remarks".

Table Name	Version Number	Version Date	Remarks
Adult Program Status	2002.1	10/10/02	
Checklist Master Questions	2002.1	08/11/97	Imported 15-Jun-2006
Checklist Question Sets	ERS4-XX000	06/15/06	Imported 15-Jun-2006
Foods Database	NEERS0	06/20/06	Imported 20-Jun-2006
Highest Grade	2002.1	10/10/02	
Lesson Type (Adult)	2002.1	10/10/02	
Minimum Servings	2002.1	09/10/02	
Place of Residence	2002.1	10/10/02	
Poverty Guidelines	2002.1	10/10/02	Years 2001 and 2002
Prenatal Curricula	2002.1	10/10/02	
Public Assistance (Federal)	2002.1	10/10/02	
Public Assistance (State)	2002.1	10/10/02	
Public Assistance (Unit)	2002.1	10/10/02	
Race Table	2002.1	10/10/02	
Race/Ethnic Subcategory	2002.1	10/10/02	
RDA Table	2002.1	10/10/02	
States and Territories	2002.1	10/10/02	
Subgroups and Filters (Federal)	2002.1	10/10/02	
Subgroups and Filters (State)	2002.1	08/07/06	Imported 07-Aug-2006
Subgroups and Filters (Unit)	2002.1	10/10/02	

- Click the **Back Door** to return to the Tables Switchboard.

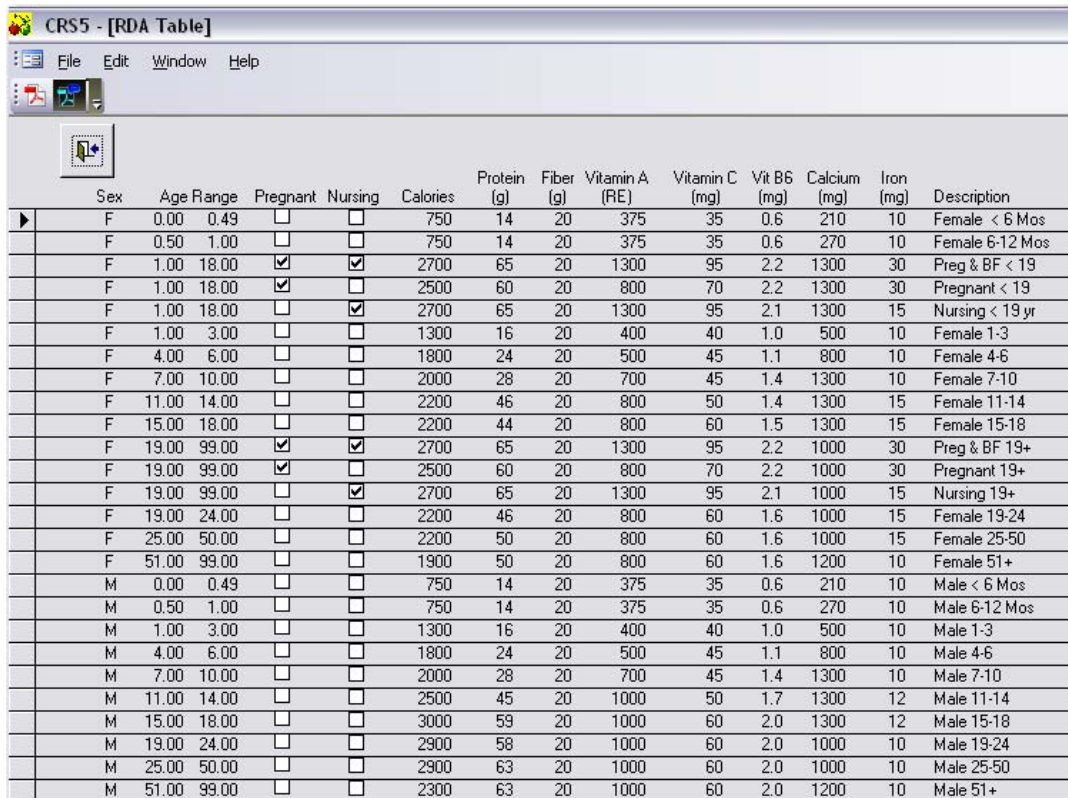
10.2 RDA Table

The RDA table provides the Recommended Dietary Allowances of nutrients recommended by the Food and Nutrition Board of the National Research Council, National Academy of Sciences. Only those nutrients of interest to the EFNEP nutrition system are included.

The data fields in the RDA table are described in table below

Description	A descriptive name for the entry, e.g. Male 11-14
Lower Age	The lower age of the age range.
Upper Age	The upper age of the age range
Sex	Gender for this entry (male or female).
Pregnant	If this entry is for a pregnant female.
Nursing	If this entry is for a nursing female.
Calories	Minimum recommended calories.
Protein (g)	Recommended number of grams of protein.
Fiber (g)	Recommended number of grams of fiber.
Calcium (mg)	Recommended number of milligrams of calcium.
Iron (mg)	Recommended number of milligrams of iron.
Vitamin A (RE)	Recommended number of Res of vitamin A.
Vitamin C (mg)	Recommended number of milligrams of vitamin C.
Vitamin B6 (mg)	Recommended number of milligrams of vitamin B6.

- Click **RDA Table** from the Tables Switchboard.



Sex	Age Range	Pregnant	Nursing	Calories	Protein (g)	Fiber (g)	Vitamin A (RE)	Vitamin C (mg)	Vit B6 (mg)	Calcium (mg)	Iron (mg)	Description
F	0.00 0.49	<input type="checkbox"/>	<input type="checkbox"/>	750	14	20	375	35	0.6	210	10	Female < 6 Mos
F	0.50 1.00	<input type="checkbox"/>	<input type="checkbox"/>	750	14	20	375	35	0.6	270	10	Female 6-12 Mos
F	1.00 18.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2700	65	20	1300	95	2.2	1300	30	Preg & BF < 19
F	1.00 18.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2500	60	20	800	70	2.2	1300	30	Pregnant < 19
F	1.00 18.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	2700	65	20	1300	95	2.1	1300	15	Nursing < 19 yr
F	1.00 3.00	<input type="checkbox"/>	<input type="checkbox"/>	1300	16	20	400	40	1.0	500	10	Female 1-3
F	4.00 6.00	<input type="checkbox"/>	<input type="checkbox"/>	1800	24	20	500	45	1.1	800	10	Female 4-6
F	7.00 10.00	<input type="checkbox"/>	<input type="checkbox"/>	2000	28	20	700	45	1.4	1300	10	Female 7-10
F	11.00 14.00	<input type="checkbox"/>	<input type="checkbox"/>	2200	46	20	800	50	1.4	1300	15	Female 11-14
F	15.00 18.00	<input type="checkbox"/>	<input type="checkbox"/>	2200	44	20	800	60	1.5	1300	15	Female 15-18
F	19.00 99.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2700	65	20	1300	95	2.2	1000	30	Preg & BF 19+
F	19.00 99.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2500	60	20	800	70	2.2	1000	30	Pregnant 19+
F	19.00 99.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	2700	65	20	1300	95	2.1	1000	15	Nursing 19+
F	19.00 24.00	<input type="checkbox"/>	<input type="checkbox"/>	2200	46	20	800	60	1.6	1000	15	Female 19-24
F	25.00 50.00	<input type="checkbox"/>	<input type="checkbox"/>	2200	50	20	800	60	1.6	1000	15	Female 25-50
F	51.00 99.00	<input type="checkbox"/>	<input type="checkbox"/>	1900	50	20	800	60	1.6	1200	10	Female 51+
M	0.00 0.49	<input type="checkbox"/>	<input type="checkbox"/>	750	14	20	375	35	0.6	210	10	Male < 6 Mos
M	0.50 1.00	<input type="checkbox"/>	<input type="checkbox"/>	750	14	20	375	35	0.6	270	10	Male 6-12 Mos
M	1.00 3.00	<input type="checkbox"/>	<input type="checkbox"/>	1300	16	20	400	40	1.0	500	10	Male 1-3
M	4.00 6.00	<input type="checkbox"/>	<input type="checkbox"/>	1800	24	20	500	45	1.1	800	10	Male 4-6
M	7.00 10.00	<input type="checkbox"/>	<input type="checkbox"/>	2000	28	20	700	45	1.4	1300	10	Male 7-10
M	11.00 14.00	<input type="checkbox"/>	<input type="checkbox"/>	2500	45	20	1000	50	1.7	1300	12	Male 11-14
M	15.00 18.00	<input type="checkbox"/>	<input type="checkbox"/>	3000	59	20	1000	60	2.0	1300	12	Male 15-18
M	19.00 24.00	<input type="checkbox"/>	<input type="checkbox"/>	2900	58	20	1000	60	2.0	1000	10	Male 19-24
M	25.00 50.00	<input type="checkbox"/>	<input type="checkbox"/>	2900	63	20	1000	60	2.0	1000	10	Male 25-50
M	51.00 99.00	<input type="checkbox"/>	<input type="checkbox"/>	2300	63	20	1000	60	2.0	1200	10	Male 51+

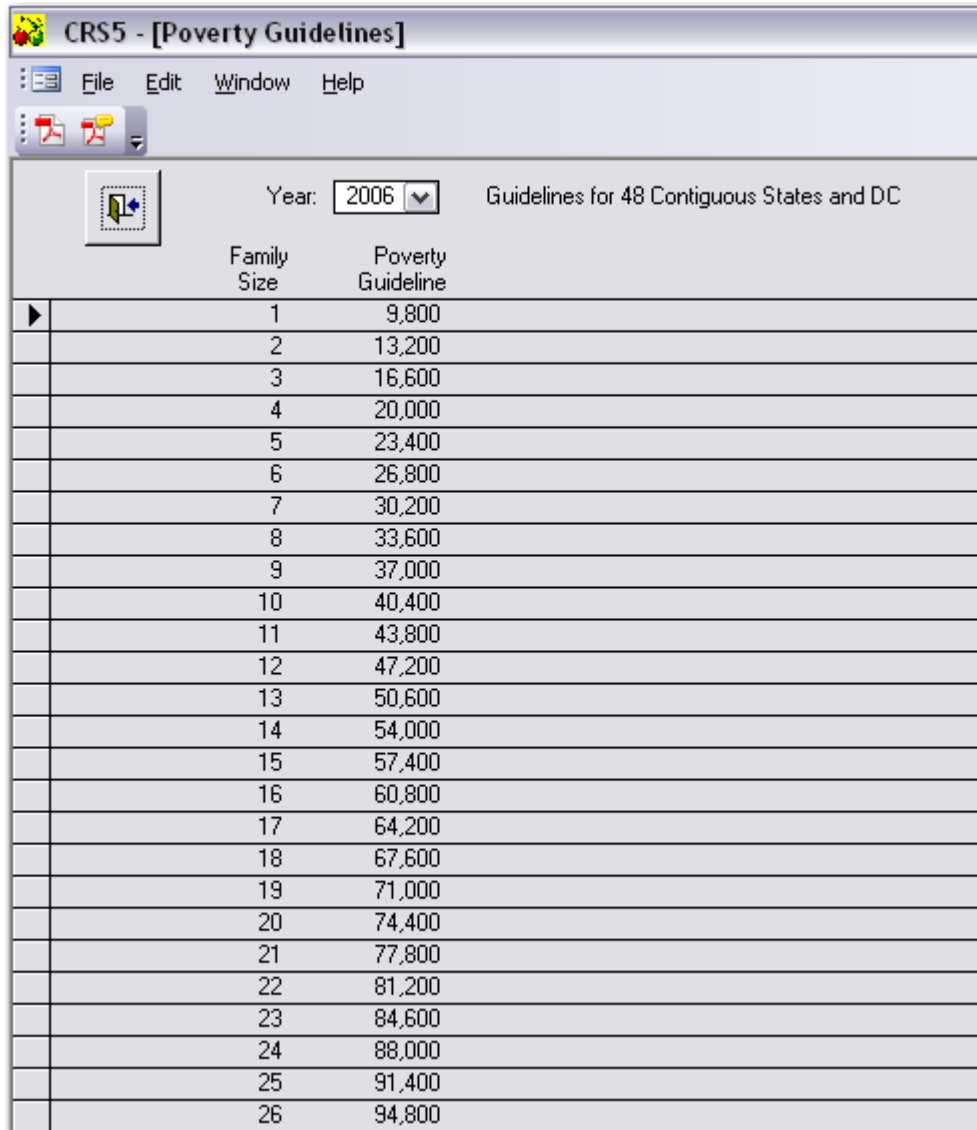
- Click the **Back Door** icon the exit this screen and return to the Tables Switchboard.

10.3 Poverty Guidelines Table

- From the Tables Switchboard click

Poverty Guidelines Table

- Choose the year based on when the reporting period began.



CRS5 - [Poverty Guidelines]

File Edit Window Help

Year: 2006 Guidelines for 48 Contiguous States and DC

	Family Size	Poverty Guideline
▶	1	9,800
	2	13,200
	3	16,600
	4	20,000
	5	23,400
	6	26,800
	7	30,200
	8	33,600
	9	37,000
	10	40,400
	11	43,800
	12	47,200
	13	50,600
	14	54,000
	15	57,400
	16	60,800
	17	64,200
	18	67,600
	19	71,000
	20	74,400
	21	77,800
	22	81,200
	23	84,600
	24	88,000
	25	91,400
	26	94,800

The Data Interchange in CRS will be reconfigured when SRS5 is finished. SRS5 will prepare the poverty table and export that data to CRS5. Eventually this will mean that states will receive a poverty guidelines table from USDA CSREES and the states will export it to the counties (SRS5 to CRS5). This is different from ERS4 when everyone was responsible for updating their own table manually. This process is to ensure more accuracy and that everyone is using the same table.

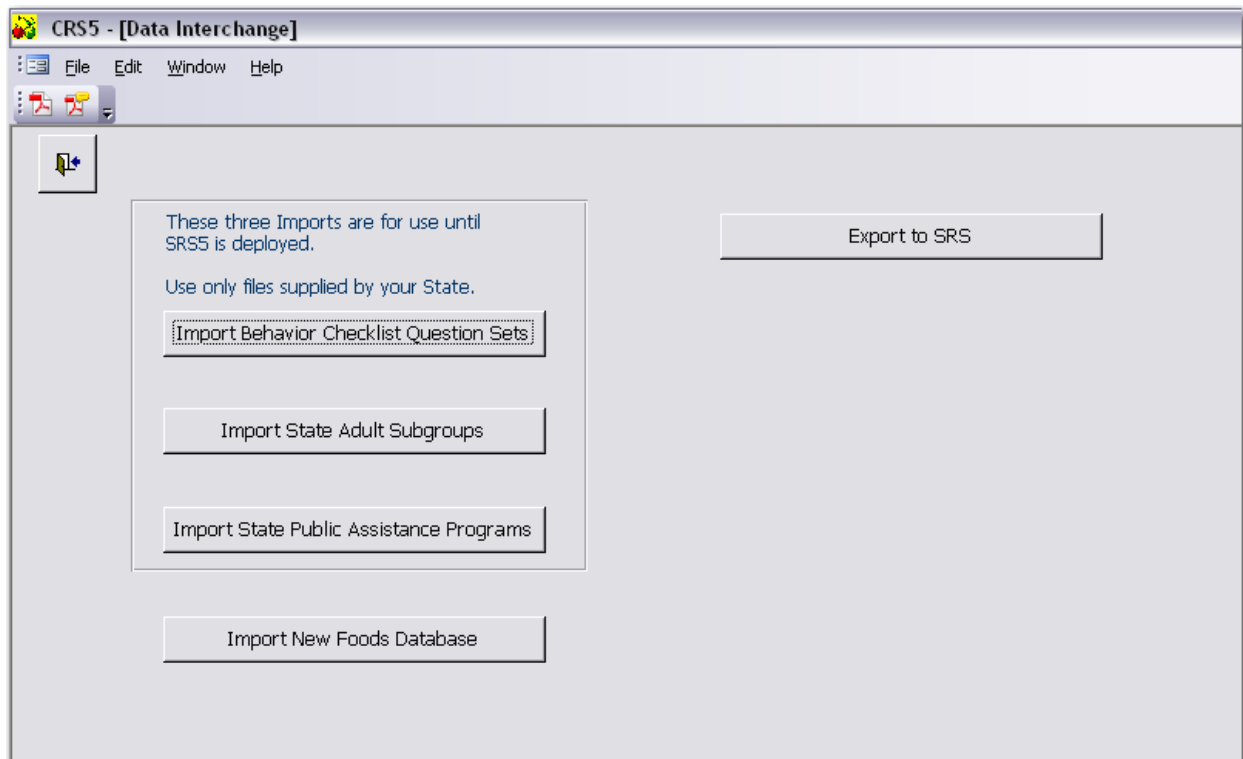
- Click the **Back Door** icon to exit this screen and return to the Tables Switchboard.

Data Interchange

From the Main Switchboard click

Data Interchange

This screen gives the options to import files created at the state level such as Additional Behavior Checklist Question Sets, State Subgroups, and State Public Assistance Programs. County level users cannot create these files; the files must come from the state office and be delivered in a secure manner via e-mail, removable storage, or an FTP site. When the Foods Database is updated at the national level, it is imported through the Data Interchange switchboard. There is also a function for exporting county level data to SRS5.



11.1 Import Behavior Checklist Question Sets

Additional Behavior Checklist Question Sets must be created using the State level software, SRS. The file is then sent to county level users. County level users can visit the Data Interchange section in CRS5 to import the file of additional Question Sets

Sections 11.1.1 and 11.1.2 are for use in the state office only.

11.1.1 Creating Question Sets from SRS4

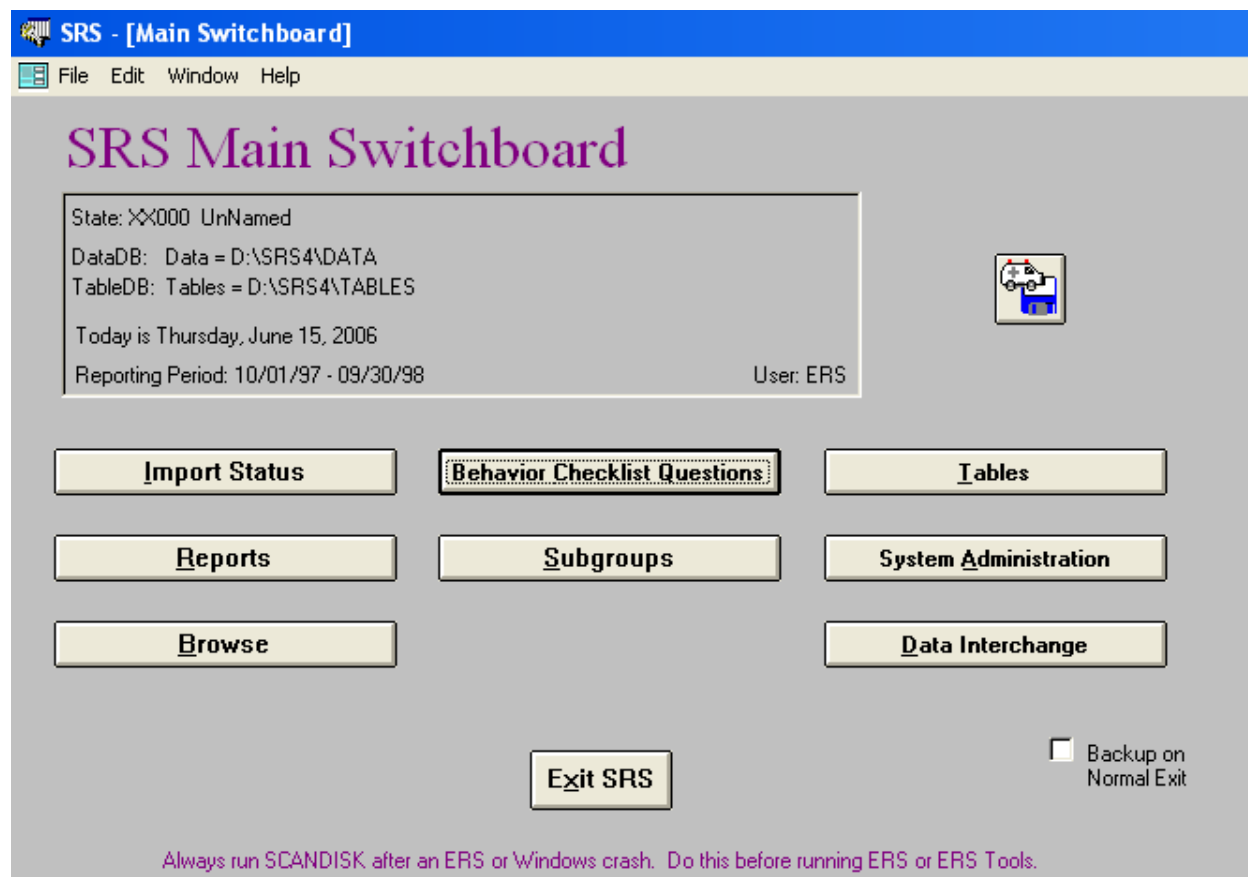
States will only need to complete this step if they are currently using additional question sets in ERS4 or if they or wish to use additional question sets.

SRS4 is necessary to create the additional question sets and export them.

If a state or institution wishes to use additional questions and does not have a copy of SRS4 installed on their computer it is recommended that they work with a partner institution to create question sets and export them or to contact the CRS5 Help Desk at crs-help@lyris.csrees.usda.gov for further assistance.

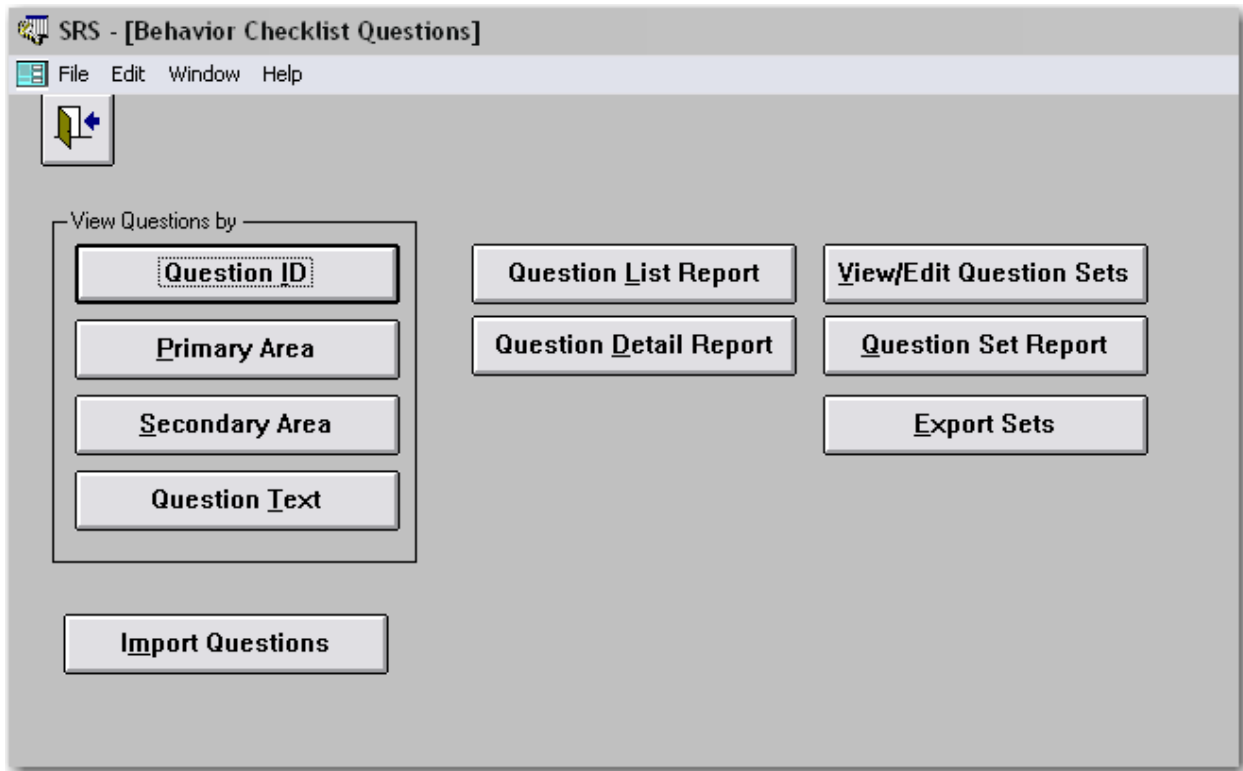
- Log into SRS4.
- From the Main Switchboard click

Behavior Checklist Questions

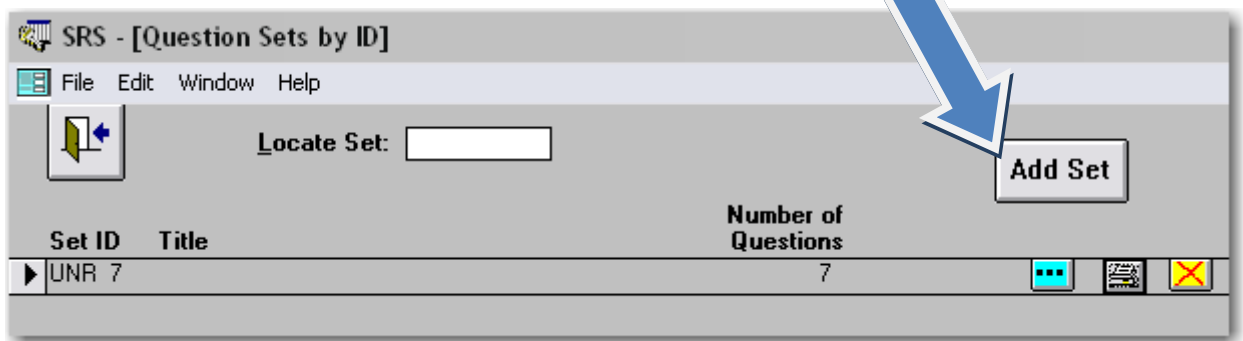


- To create a new question set click on

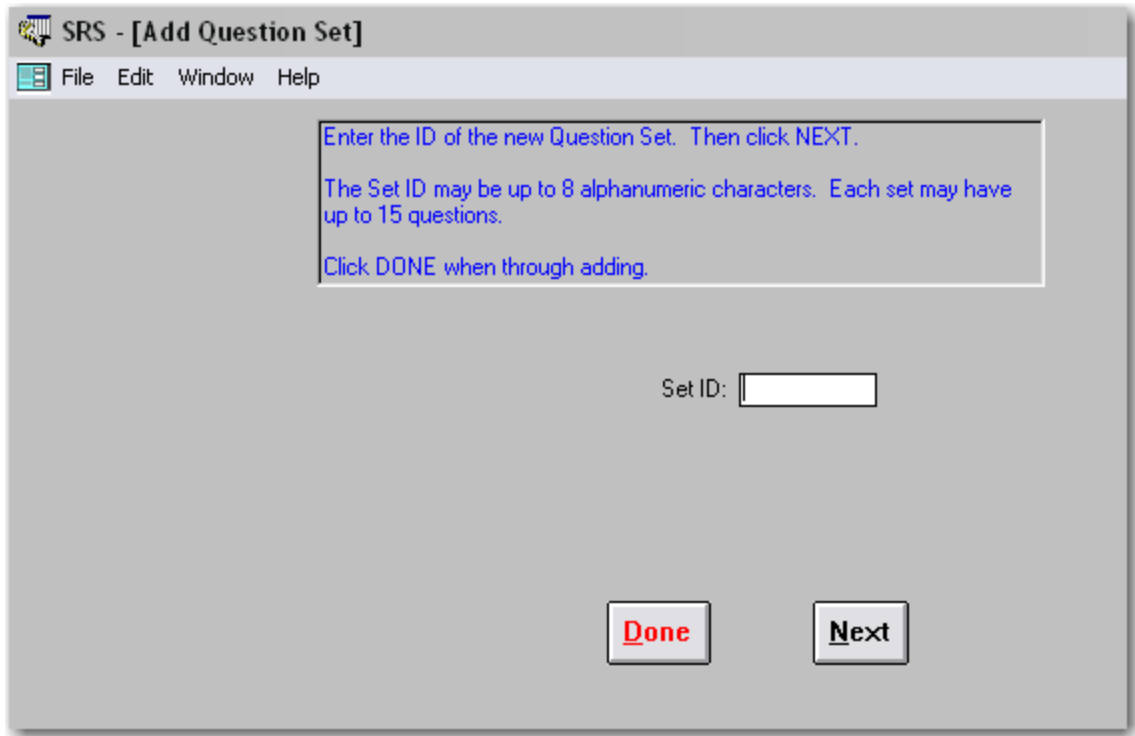
View/Edit Question Sets



- Click **Add Set**.



- Assign the set an ID number and click **Next**.



SRS - [Add Question Set]

File Edit Window Help

Enter the ID of the new Question Set. Then click NEXT.

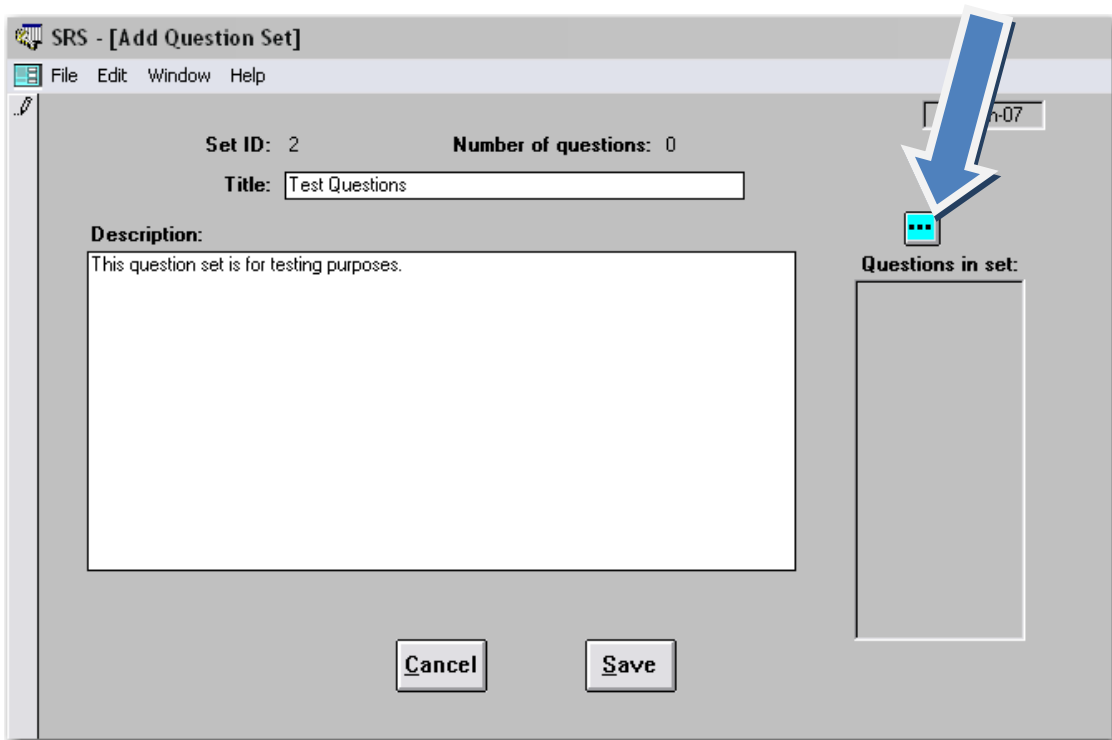
The Set ID may be up to 8 alphanumeric characters. Each set may have up to 15 questions.

Click DONE when through adding.

Set ID:

Done Next

- Give the question set a title and description if necessary.
- Click the **Blue Explode** button



SRS - [Add Question Set]

File Edit Window Help

Set ID: 2 Number of questions: 0

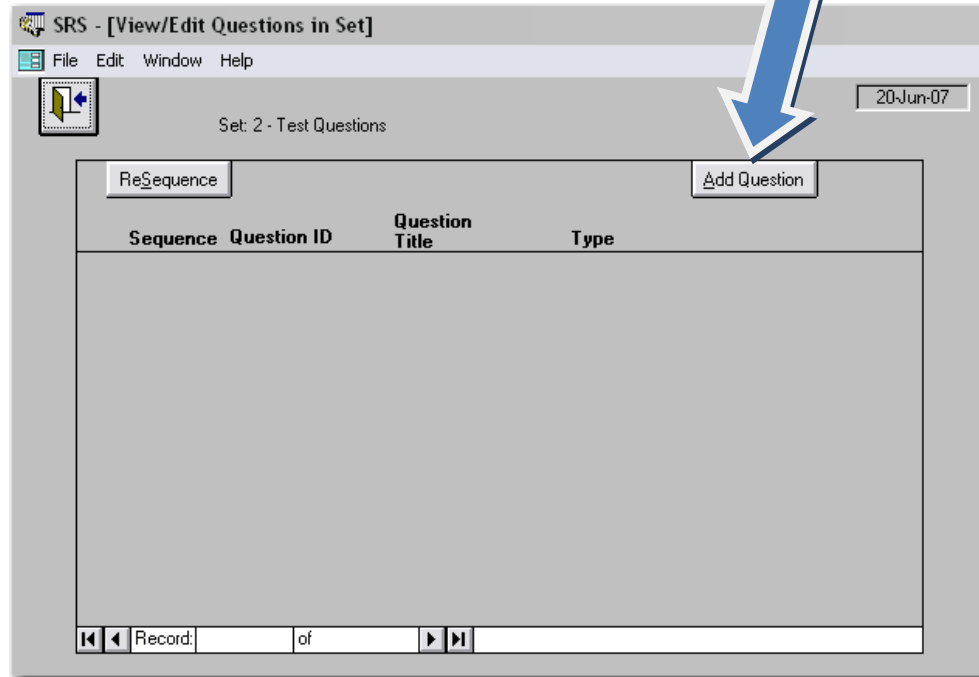
Title: Test Questions

Description: This question set is for testing purposes.

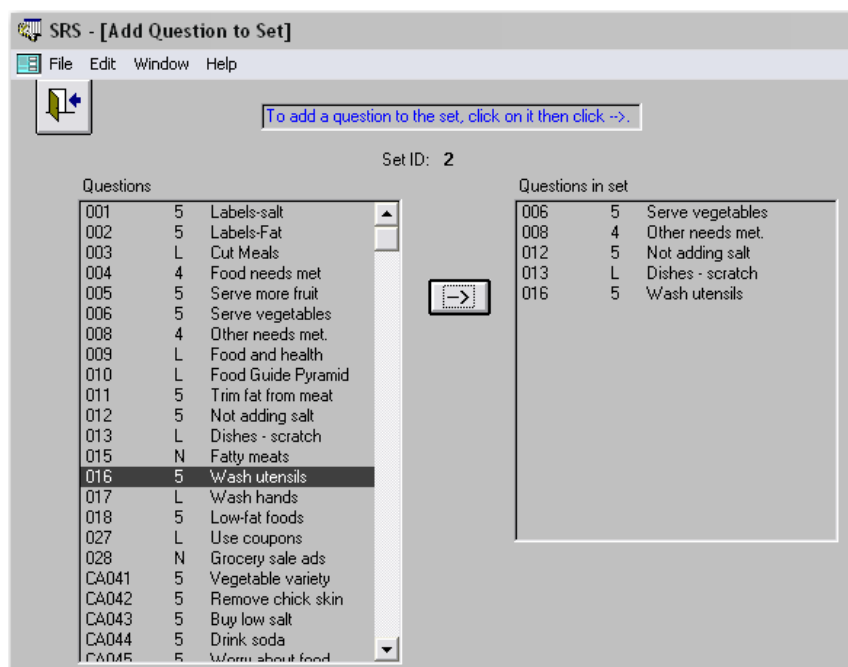
Questions in set:

Cancel Save

- Click **Add Question**.



- Highlight the Question that you wish to export and click on the top arrow to move the question into the box on the right.
 - If there are no questions loaded into SRS4 the Master Behavior Checklist Question database can be downloaded at <http://www.csrees.usda.gov/nea/food/efnep/ers/download-behavior-questions.html>
 - Save this file to the hard drive and import it using the "Import Questions" button on the Behavior Checklist Questions Screen.
- Click the **Back Door** icon to return to the View/Edit Questions in Set screen.



- The View/Edit Questions in Set screen is used to reorder the questions if necessary, view the question details, or delete the question if there is an error.
 - To Resequence the questions type the new number for that question in the Sequence box on the left. Then click **ReSequence**.
 - To view the question details click the **Blue Explode** button.
 - To delete a question click the **Yellow X**.
- Click the **Back Door** to return to the Add Question Set screen.

SRS - [View/Edit Questions in Set]

File Edit Window Help

20-Jun-07

Set: 2 - Test Questions

ReSequence Add Question

Sequence	Question ID	Question Title	Type			
1	006	Serve vegetables	5	...		X
2	008	Other needs met.	4	...		X
3	012	Not adding salt	5	...		X
4	013	Dishes - scratch	L	...		X
5	016	Wash utensils	5	...		X

Record: 1 of 5

- The questions that were added will appear in the box on the right, Questions in Set.
- Click **Save**.

SRS - [Add Question Set]

File Edit Window Help

20-Jun-07

Set ID: 2 Number of questions: 5

Title: Test Questions

Description:

This question set is for testing purposes.

Enter any notes that may be needed in this Description box, such as reminders, years this set is used, or which program the question sets are used for.

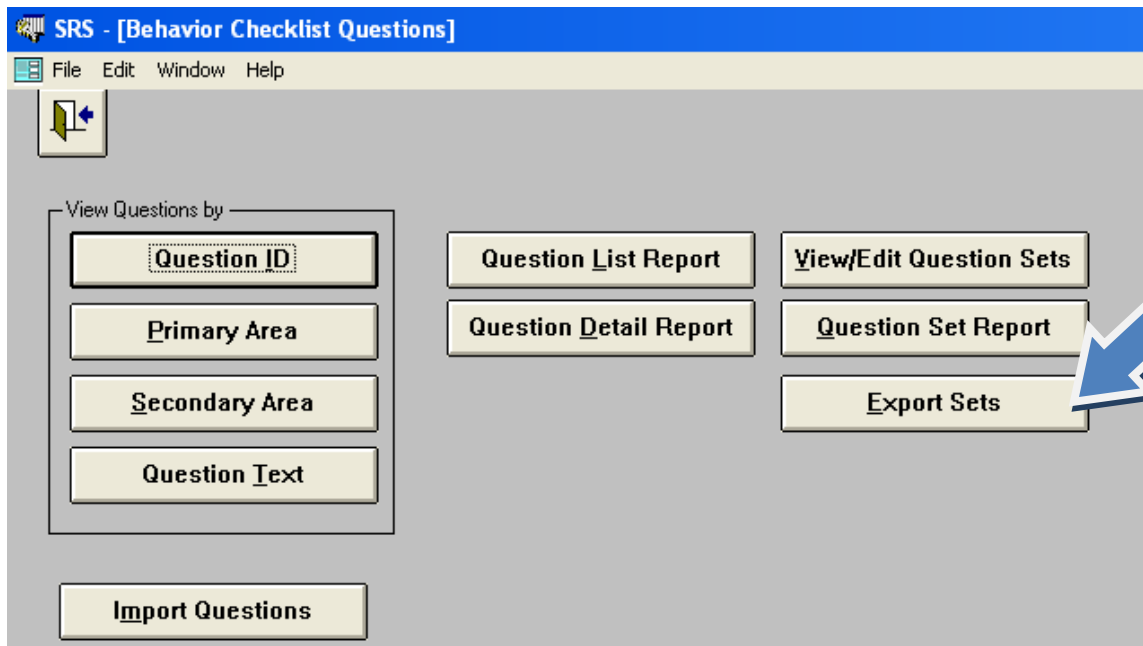
Questions in set:


006
008
012
013
016

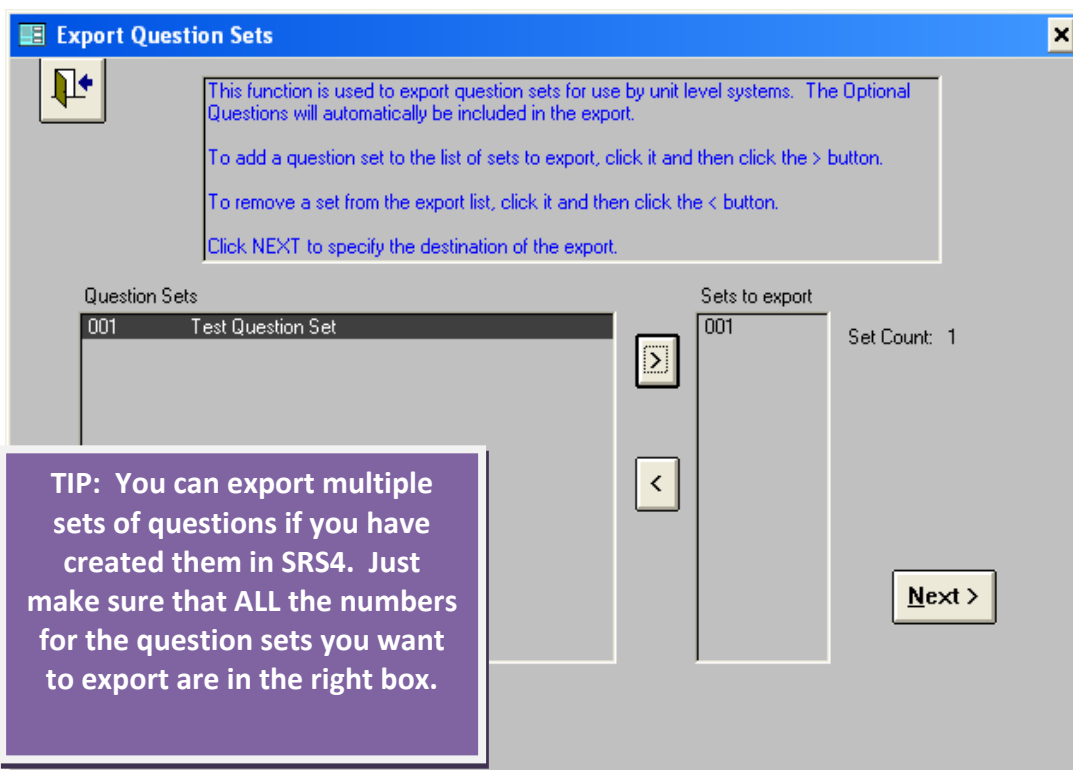
Cancel Save

11.1.2 Exporting Question Sets from SRS4

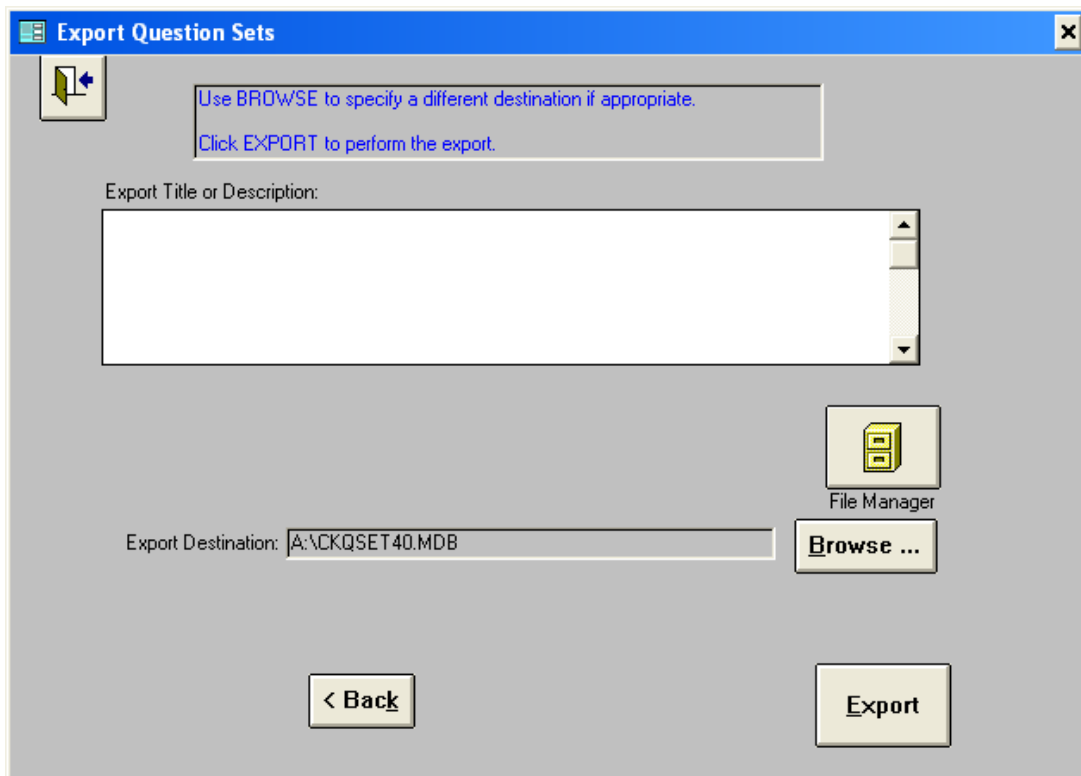
- Click on **Export Sets**



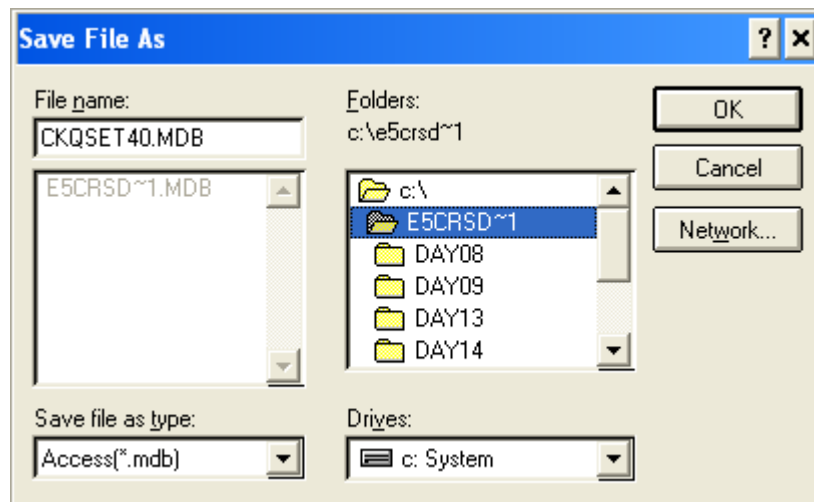
- Highlight the Question Set that you wish to export and click on the top arrow  to move the question set into the box on the right. When the number of the question set is in the Sets to Export box, click **Next**.
 - Multiple Question sets can be exported at one time if necessary.



- Now choose a location to save the .MDB file.
- Click **Browse**



- You can save this file to the C:/E5 CRS Data folder since much of your other data will be there as well.
- Click **OK**



- Click




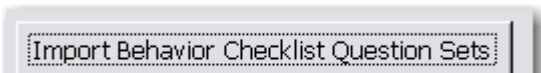
- Click **OK**




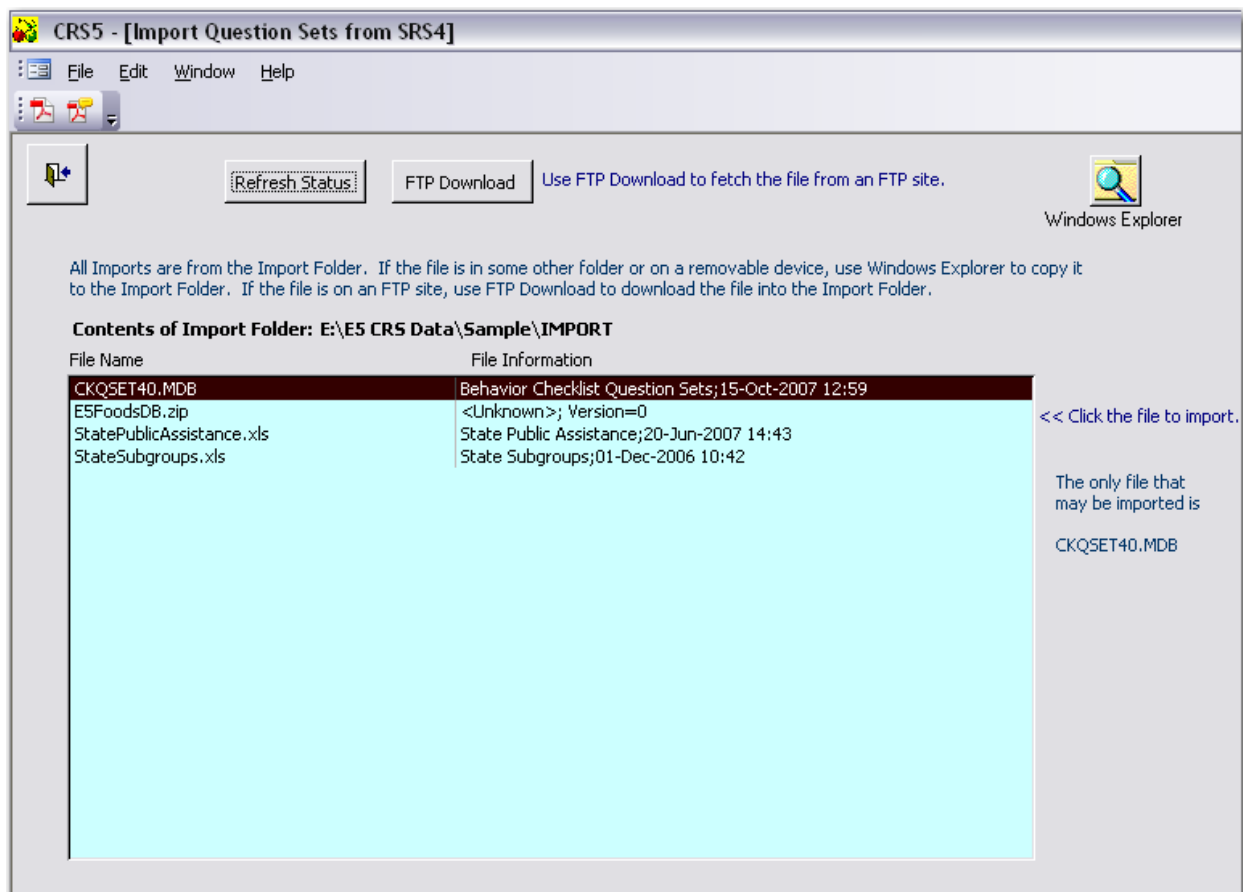
- Backdoor out twice to the Main Switchboard and Exit SRS4.

11.1.3. Importing Checklist Questions into CRS5

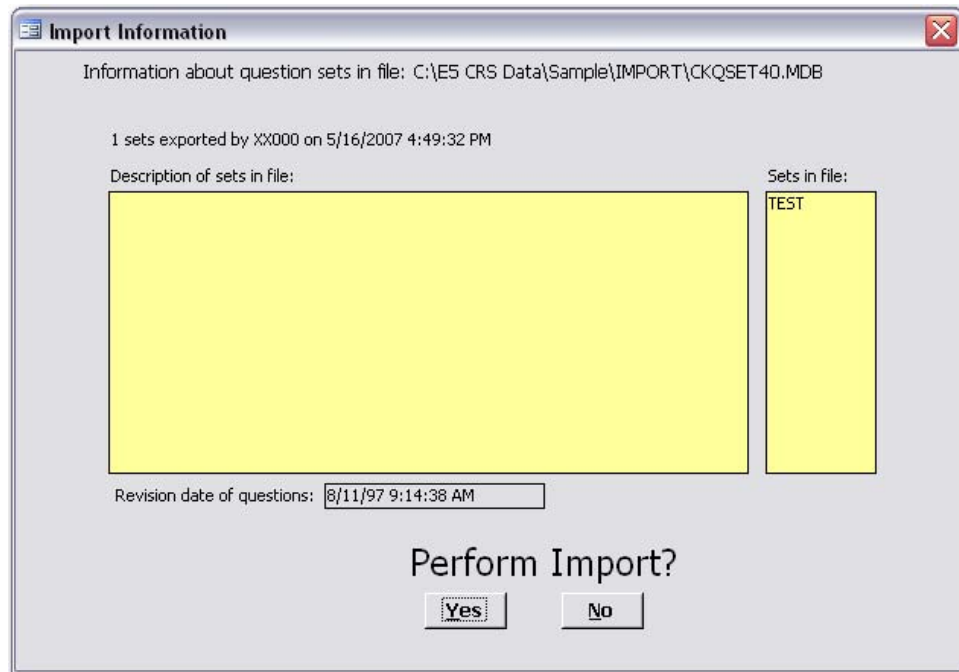
There are three options for sending these Checklist Questions to the county level.

- Upload this **CKQSET40.MDB** file to your university FTP site that county users may access within CRS5 with a username and password that you have provided them. This option will automatically place this file in the correct location.
- This file can be e-mailed to the counties and then they must save it on their hard drive in the appropriate folder. You CANNOT e-mail an .MDB file. Numerous e-mail participants (Microsoft Outlook, Mozilla Thunderbird, Eudora, etc.) will block access to an .MDB attachment. You must change the file extension. Example:
CKQSET40.MDB.RemoveThis (See section 13.1.3 for instructions on renaming files).
- The third option is to send these question sets on removable media such as a floppy disk, CD, or flash drive. If this method is used, it is not necessary to rename the file extension.
 - The following bullets should be followed by the unit for files that are sent by e-mail or removable media.
 - The following steps will create the folder where your imports need to be saved. (If you have already imported Subgroups or Public Assistance your IMPORT folder already exists and you can skip to step E.)
 - Log into CRS5 and attach the DB into which you want to import the Question Sets.
 - Click 
 - Click 

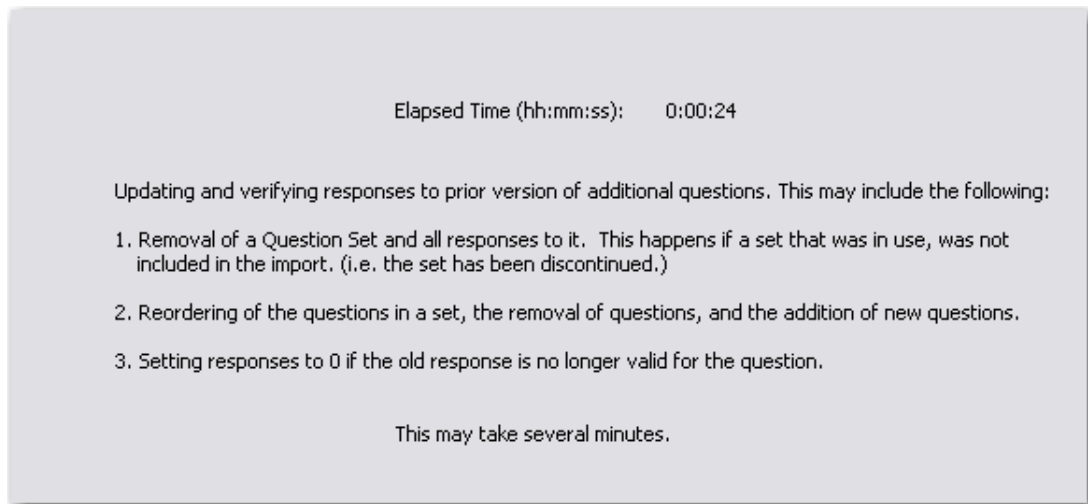
- Go back to the e-mail or removable media with the CKQSET40.MDB.RemoveThis or CKQSET40.MDB file and save it to the appropriate folder. C:/E5 CRS Data/*UnitName*/IMPORT
- When you save this file to the hard drive, simply delete the **.RemoveThis** (if applicable) from the file extension and save the file to the folder C:/E5 CRS Data/*Unit Name*/IMPORT
 - Each unit will have to have its own IMPORT folder.
- Go back to CRS5 and click  and you should see the file show up in the blue box.
- Click on the **CKQSET40.MDB file name** to perform the import



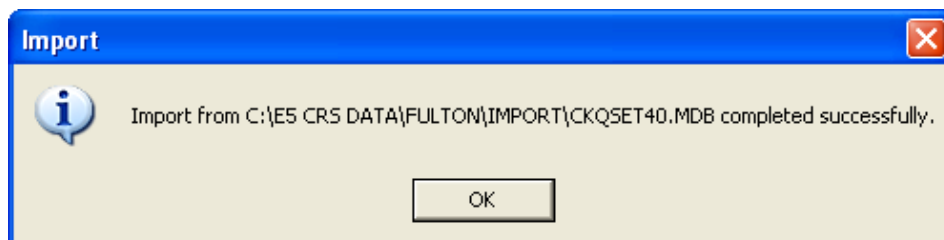
- Click **YES**



- The following screen appears while the import is occurring



- Click **OK**



- Backdoor out to the Main Switchboard.

11.2 Import State Adult Subgroups

Sections 11.2.1 and 11.2.2 are for the state office

The Subgroups feature permits storing adults involved in a variety of programs, initiatives, or projects in the same database. Each subgroup is identified by a Subgroup Code. The term “subgroup” is used to denote some category of adult participants in the database. Each level of the NEERS5 system, Federal (F), State (S), and County (C) may create its own subgroup codes. Each adult must be assigned to at least one Federal (F) subgroup.

From the Data Interchange switchboard click

A rectangular button with a light gray background and a thin black border. The text "Import State Adult Subgroups" is centered in a dark gray font.

11.2.1 Creating State Subgroups

- The first and most important step in creating a state level subgroup at the state office is to create a spreadsheet in Microsoft Excel that can be imported into CRS5.
- Your spreadsheet should have three columns and as many rows as needed for your state level subgroups. NOTE that the spreadsheet must be formatted EXACTLY as below with the first row providing THESE EXACT COLUMN NAMES. However, the names of the subgroups are strictly up to the State or county.

Example:

State	SubgroupName	SubgroupDescription
GA	EFNEP	EFNEP
GA	FSNE	Food Stamp Nutrition Education Program
GA	WIC	ES/WIC
GA	Team Nutrition	Team Nutrition
GA	Disability	Disability program
GA	Supercupboard	Supercupboard program
GA	EFABS	Eating For A Better Start
GA	Welfare Reform	Welfare Reform program
	Spreadsheet must be formatted as above with the first row providing the column names.	
	State: Two letter state abbreviation as used in CRS5	
	SubgroupName: Name of Subgroup (max of 24 characters)	
	SubgroupDescription: Brief description of subgroup (max 50 characters)	

11.2.2. Exporting State Subgroups

There are three options for sending these subgroups to the county level.

1. Upload this **StateSubgroups.xls** file to your university FTP site that county users may access within CRS5 with a username and password that has been set up at the state level. This option will automatically place this file in the correct location.

2. This file can be e-mailed to the counties. They can then save it on their hard drive in the appropriate folder C:/E5 CRS Data/*UnitName*/IMPORT.

3. The third option is to send these subgroups on removable media such as a floppy disk, CD, or flash drive.

- Log into CRS5 and attach the DB that needs the State Subgroups.

- Click



- Click



- This step creates the folder where your imports need to be saved.
- Go back to the e-mail or the removable media with the file **StateSubgroups.xls** and save it to the appropriate folder. C:/E5 CRS Data/*UnitName*/IMPORT
- Each unit will have to have its own IMPORT folder.

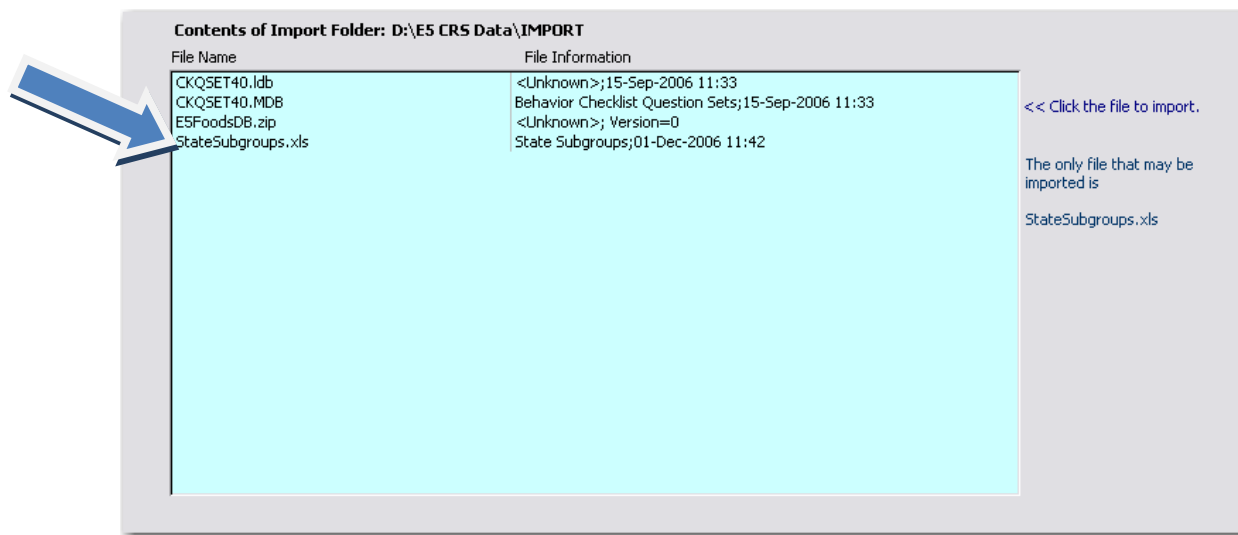
11.2.3 Importing State Subgroups

- Return to CRS5 and click

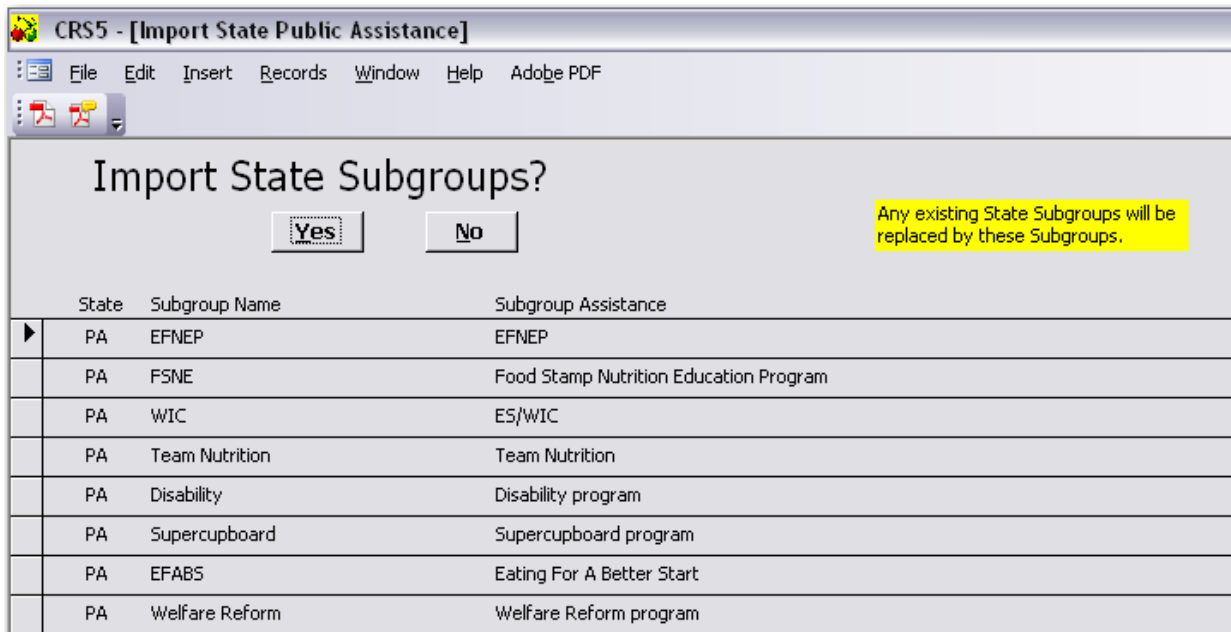


and you should see the file show up in the blue box.

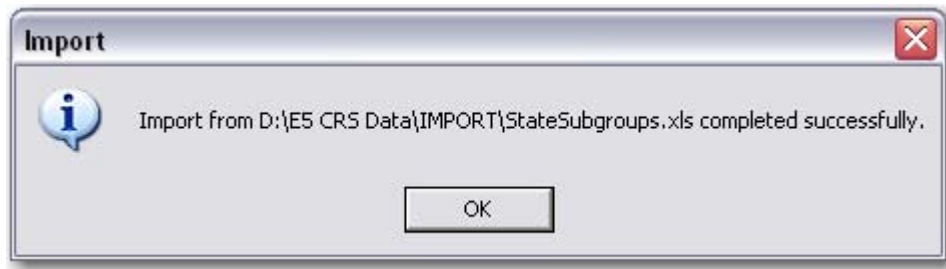
- Click on the **file name** to perform the import



- Click **Yes**



- Click **OK**



- Click the **Backdoor** out to the Main Switchboard.

11.3 Import State Public Assistance Programs

Sections 11.3.1 and 11.3.2 are for the state office.

11.3.1 Creating State Public Assistance Programs

- The first and most important step in creating State Public Assistance Programs at the state office is to create a spreadsheet in Microsoft Excel that can be imported into CRS5.
- Your spreadsheet should have three columns and as many rows as needed for your state level subgroups. NOTE that the spreadsheet must be formatted as below with the first row providing THESE EXACT COLUMN NAMES.

Example:

State	ProgramName	FoodAssistance
GA	PeachCare	NO
GA		
	Spreadsheet must be formatted as above with the first row providing the column names.	
	State: Two letter state abbreviation used in CRS5	
	ProgramName: Name of Public Assistance (max of 47 characters)	
	FoodAssistance: Enter YES if this program provides food assistance. Anything other than YES is assumed to be NO.	

11.3.2. Exporting State Public Assistance Programs

There are three options for sending these programs to the county level.

- Upload this **StatePublicAssistance.xls** file to your university FTP site that county users may access within CRS5 with a username and password that you have provided them. This option will automatically place this file in the correct location.
- This file can be e-mailed to the counties and then they must save it on their hard drive in the appropriate folder.
- The third option is to send these public assistance groups on removable media such as a floppy disk, CD, or flash drive.

- Log into CRS5 and attach the DB that that needs the State Public Assistance groups.

- Click

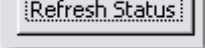


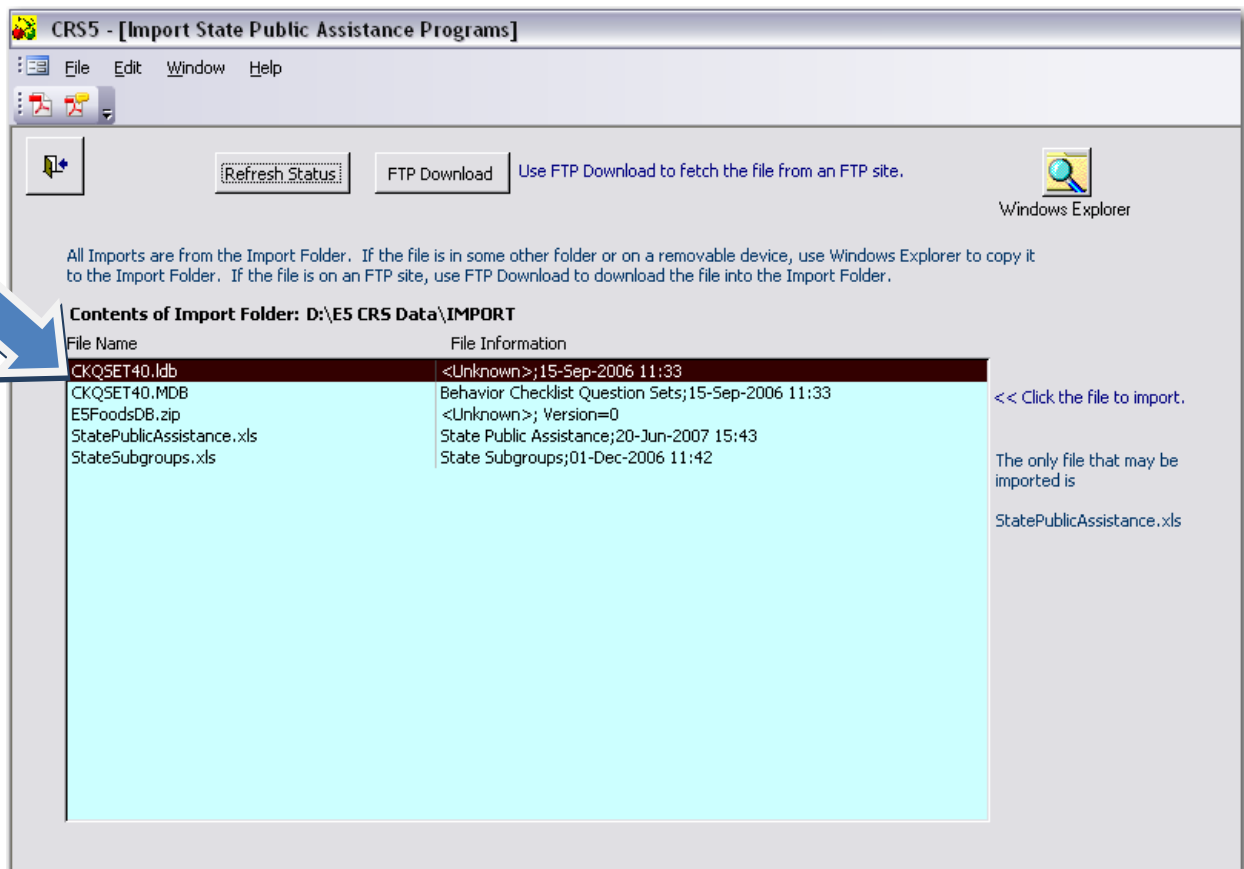
- Click



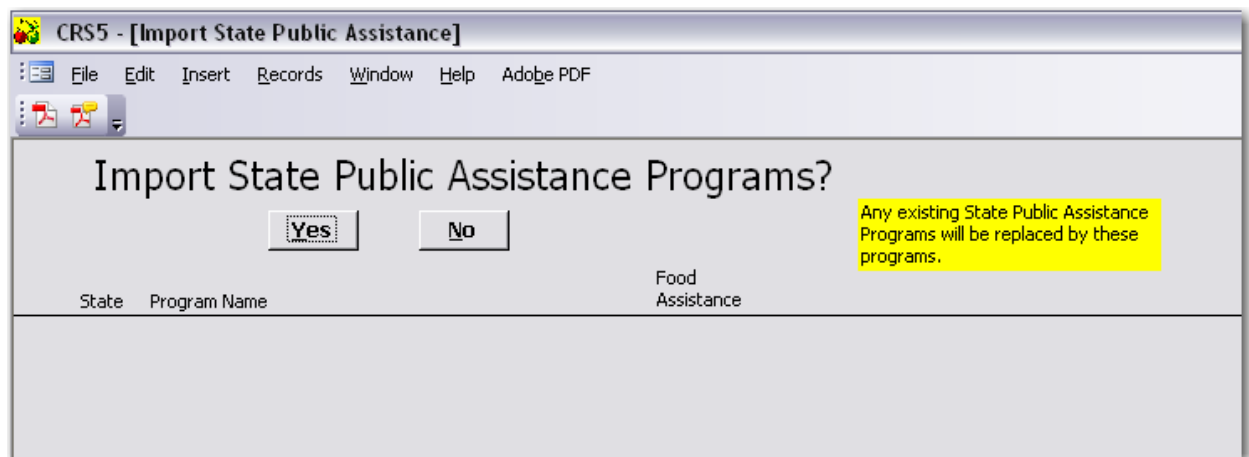
- This step simply creates the folder where your imports need to be saved.
- Go back to the e-mail with the attached **StatePublicAssistance.xls** file and save it to the appropriate folder. C:/E5 CRS Data/*UnitName*/IMPORT
- Each unit will have to have its own IMPORT folder.

11.3.3 Importing State Groups

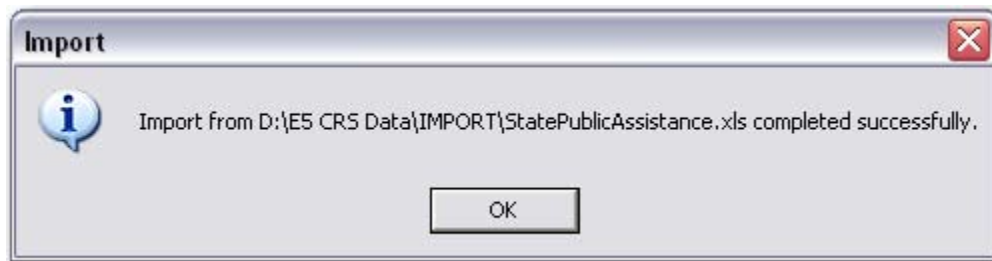
- CRS5 and click  and you should see the file show up in the blue box.
- Click on the **file name** to perform the import



- Click **Yes**



- Click **OK**



- Click the **Backdoor** out to the Main Switchboard.
- If you create your public assistance groups and save it to a removable media disk (CD, flash drive, floppy disk) the file must be saved onto the computer's hard drive in the correct folder. You can follow the e-mail directions from above (section 11.3.2 number 3) to go through the same process of saving and importing your subgroup list.

11.4 Importing New Foods Database

At times there will be updates and additions made to the CRS5 foods database. This file must come from the state or federal level. Do not attempt to manipulate the foods database at the county level. At this time counties do not have the ability to add individual food items. This process must begin at the federal level.

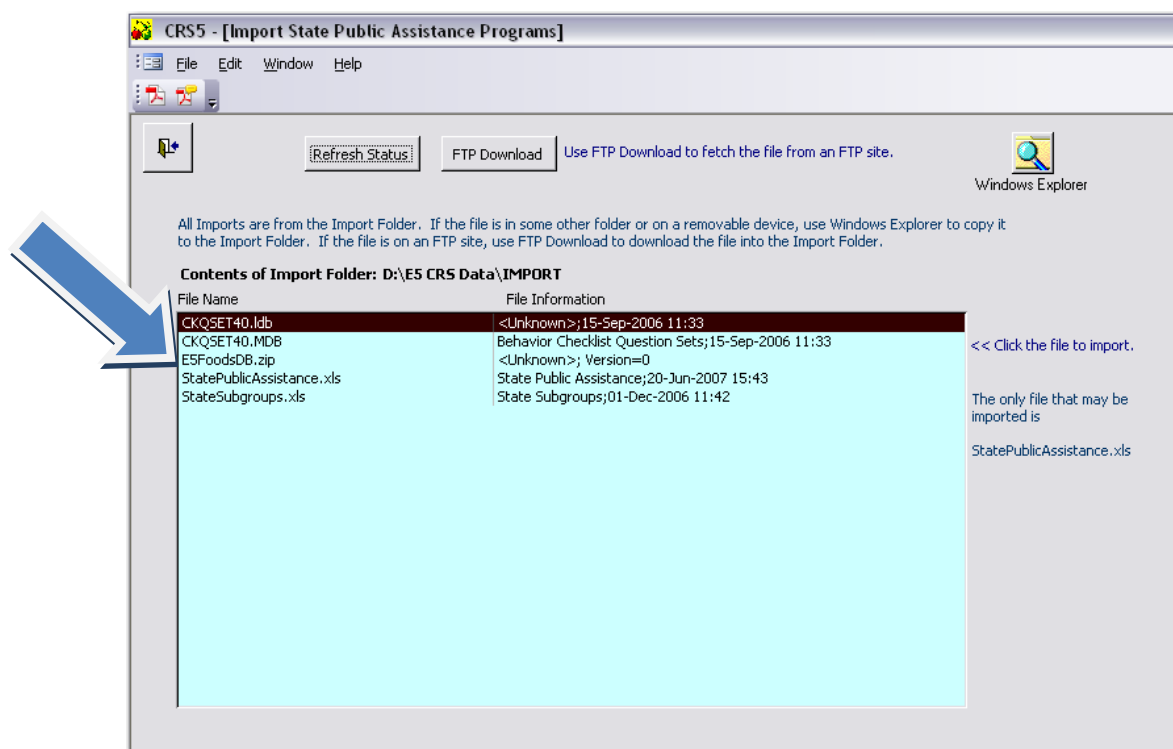
11.4.1 Exporting Foods Database

1. Upload this **E5FoodsDB.zip** file to your university FTP site that county users may access within CRS5 with a username and password that you have provided them. This option will automatically place this file in the correct location.
2. This file can be e-mailed to the counties and then they must save it on their hard drive in the appropriate folder. Note that the .zip extension will have to change and be renamed in order to go through most e-mail systems.
3. The third option is to deploy this DB on removable media such as a floppy disk, CD, or flash drive.

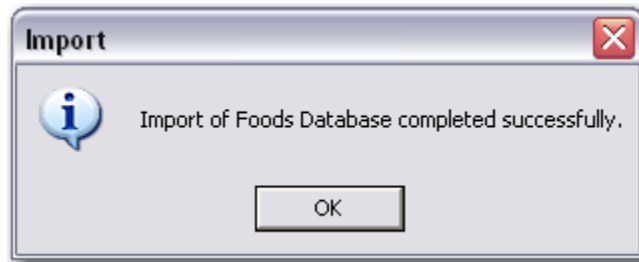
11.4.2 Importing Foods Database

- From the Data Interchange switchboard click
- Click **Refresh** and you should see the file E5FoodsDB.ZIP show up in the blue box.
- Click on the **file name** to perform the import

Import New Foods Database



- Click **OK**

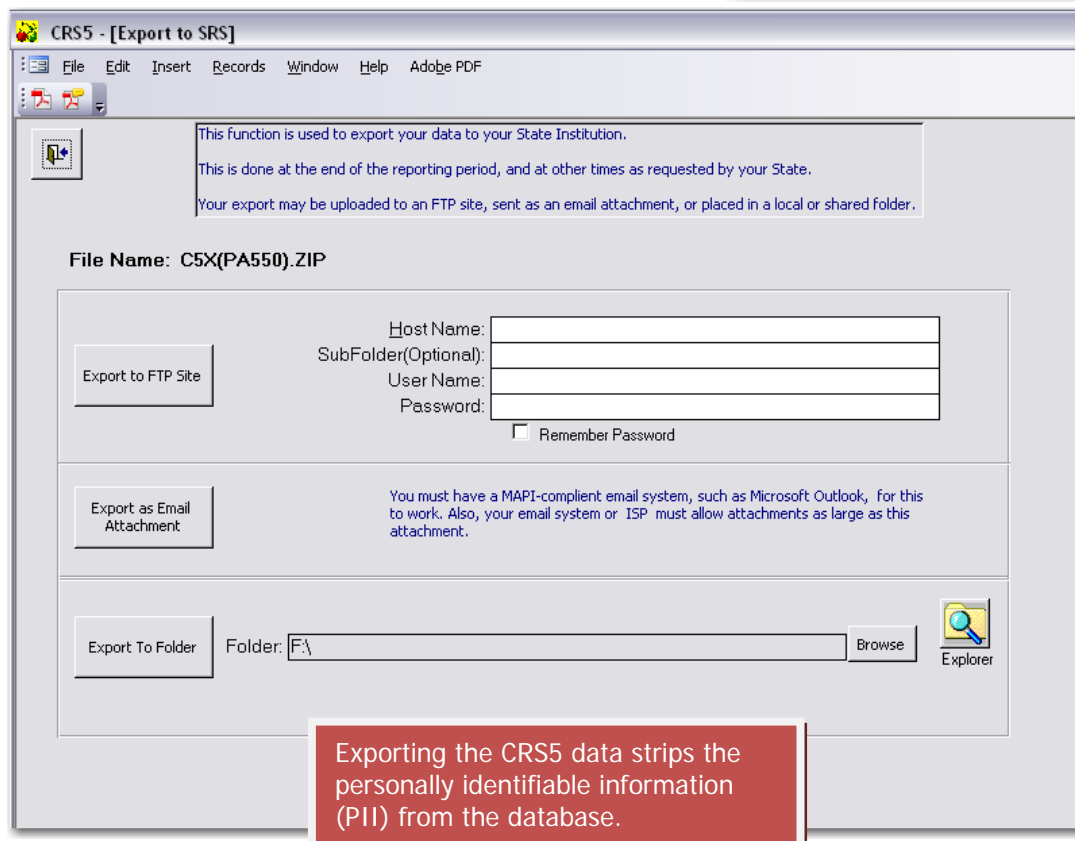
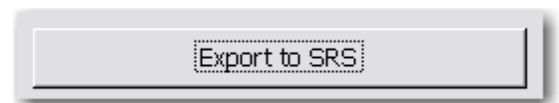


- Click the **Backdoor** out to the Main Switchboard.
- If the foods database is on a removable media disk (CD, flash drive, floppy disk) the file must be saved onto the computer's hard drive in the correct folder. You can follow the e-mail directions from above to go through the same process of saving and importing your subgroup list.

11.5. Export to SRS5

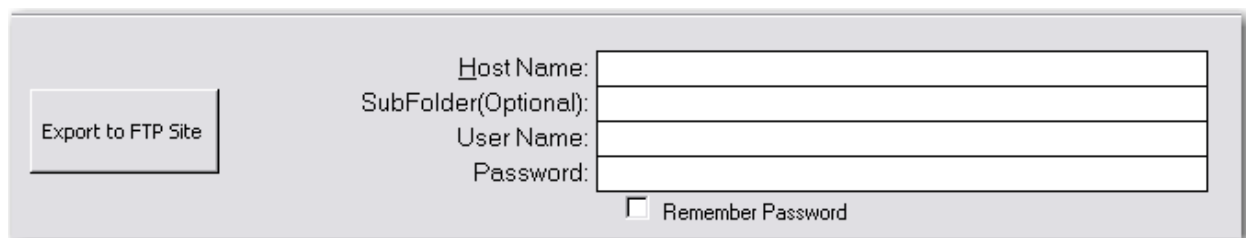
Exporting CRS5 data to SRS5 is required for end of year reports and perhaps at other times as specified by your state office.

- From the Data Interchange Switchboard click



11.5.1 Export to FTP Site

- If your state uses an FTP site to transfer files, the following information will be supplied by your state office. Enter the Host Name, SubFolder, User Name and Password
- Click Export to FTP Site and the file will be transferred.

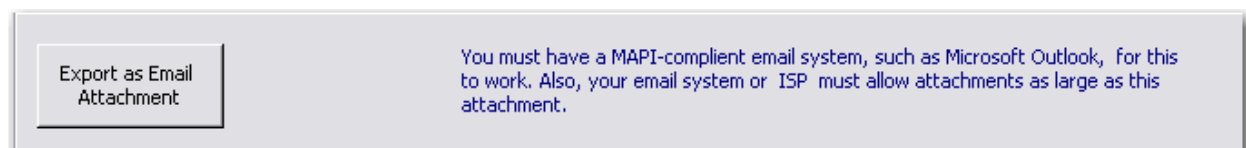


A dialog box titled "Export to FTP Site" with a button labeled "Export to FTP Site". To the right of the button are four text input fields labeled "Host Name:", "SubFolder(Optional):", "User Name:", and "Password:". Below the "Password:" field is a checkbox labeled "Remember Password".

11.5.2 Export as Email Attachment

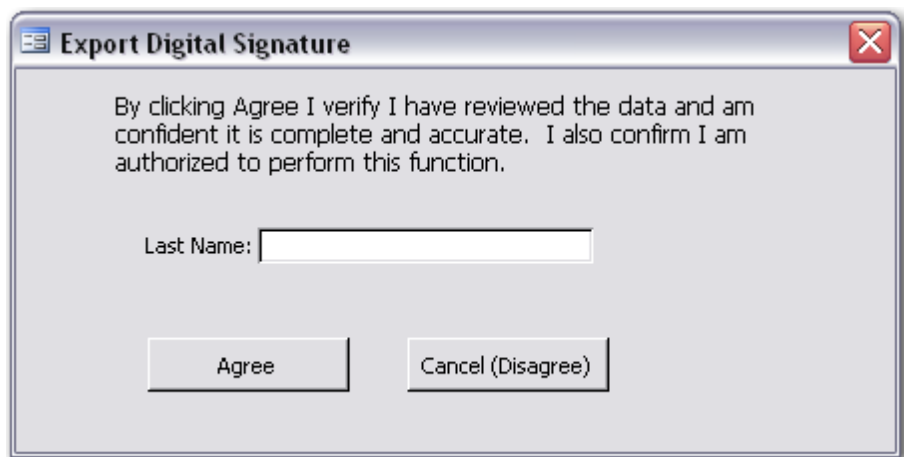
If you use a MAPI-Compliant e-mail system such as Microsoft Outlook you can use this option to mail your database as an attachment.

- Click **Export** as Email Attachment



A dialog box titled "Export as Email Attachment" with a button labeled "Export as Email Attachment". To the right of the button is a text box containing the message: "You must have a MAPI-compliant email system, such as Microsoft Outlook, for this to work. Also, your email system or ISP must allow attachments as large as this attachment."

- Enter the Last Name of the person submitting the data and click **Agree**.



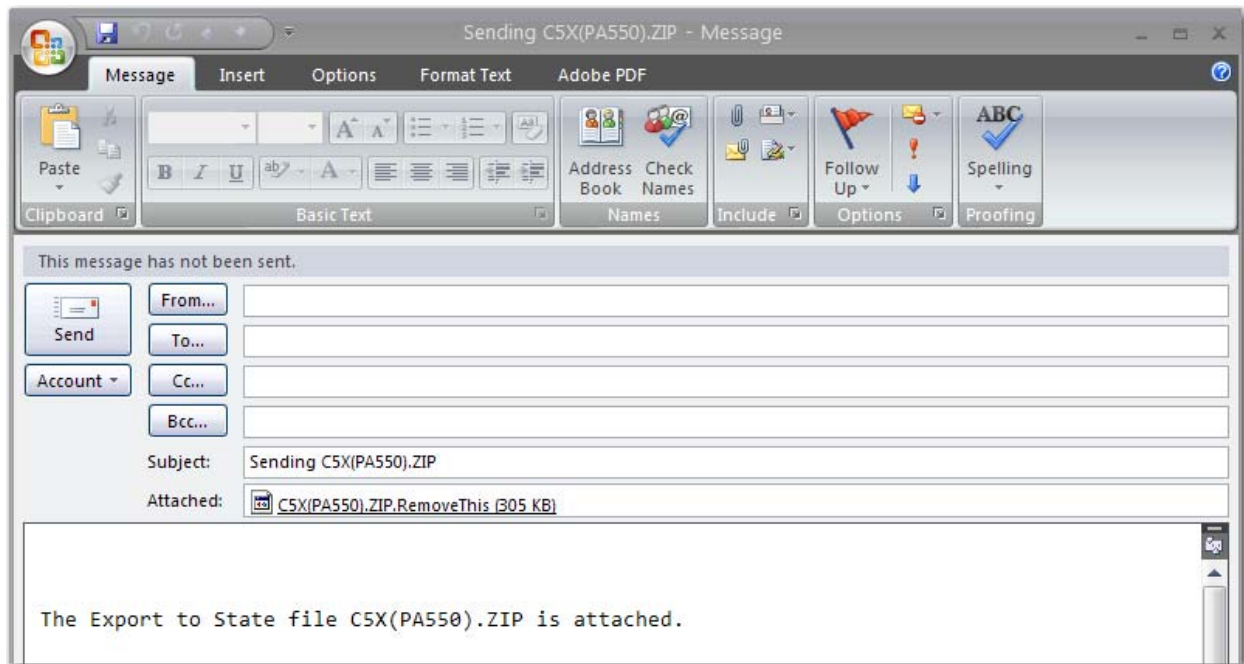
A dialog box titled "Export Digital Signature" with a close button (X) in the top right corner. The text inside reads: "By clicking Agree I verify I have reviewed the data and am confident it is complete and accurate. I also confirm I am authorized to perform this function." Below the text is a text input field labeled "Last Name:". At the bottom are two buttons: "Agree" and "Cancel (Disagree)".

- CRS5 will compact the Database and prepare it as a .ZIP file. The following progress meter will appear.



A progress bar titled "Zip Progress". The bar is divided into 10 segments, with the first 8 segments filled with a dark gray color, indicating approximately 80% completion.

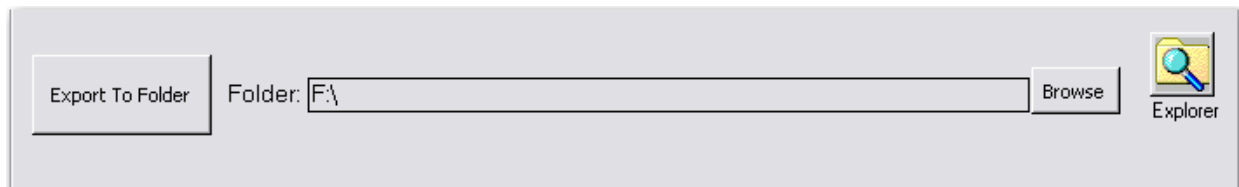
- If your e-mail program is configured properly the file will pop up in a new e-mail message.
- Enter the destination address and click **Send**.



Notice that the file name has been changed. It is now **CX5 (State & Unit ID).zip.removethis**. The portion in parentheses represents the State and the Unit ID number of the database that is being e-mailed.

11.5.3 Export to Folder

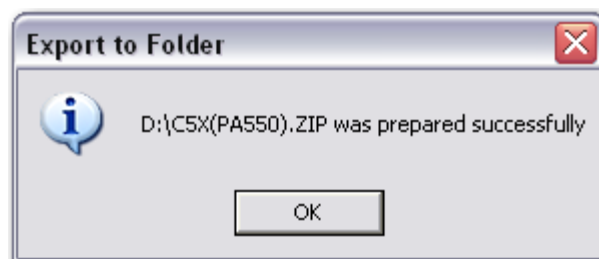
- In order to export this file to another location on the hard drive or removable media click Explorer to create a new folder or click Browse to find the folder's location.
- Click **Export to Folder**.



- Enter the Last Name of the person submitting the data and click **Agree**.



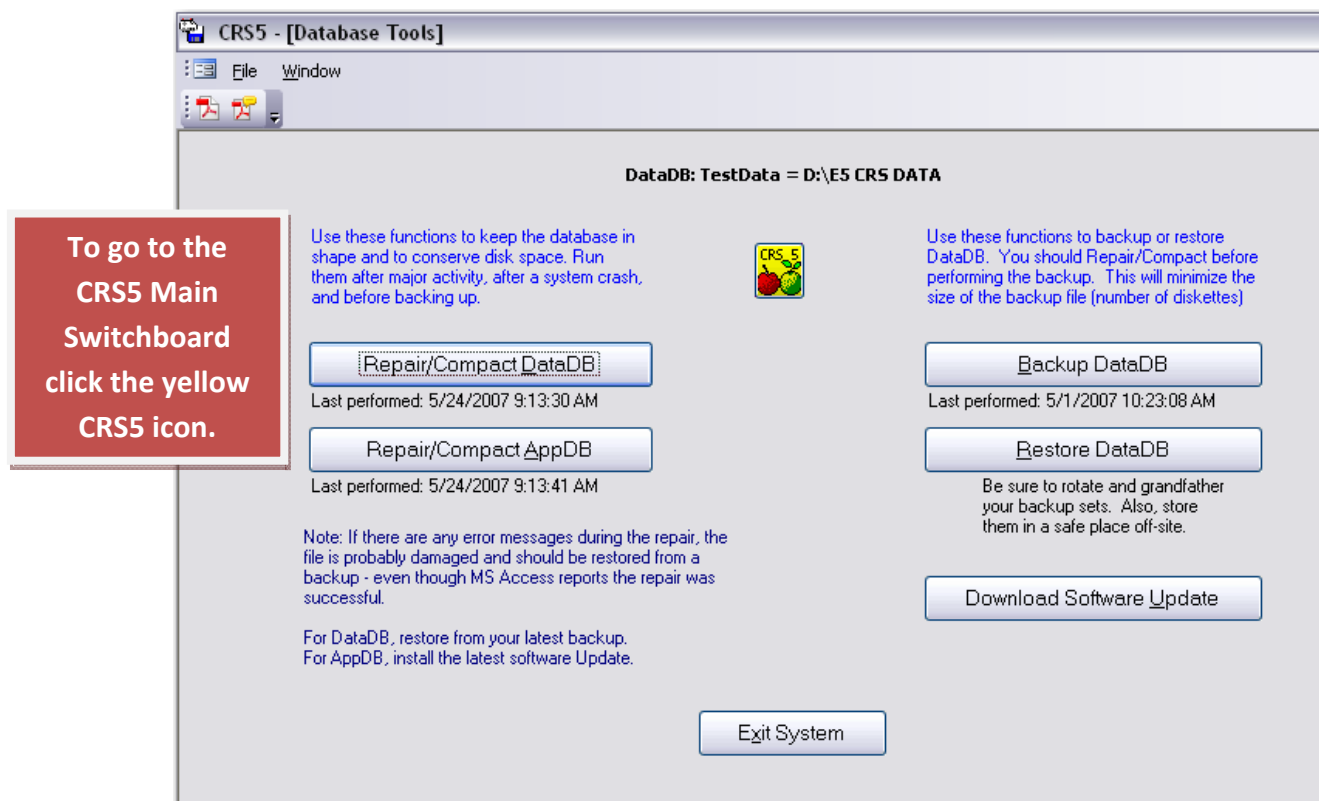
- Click **OK**



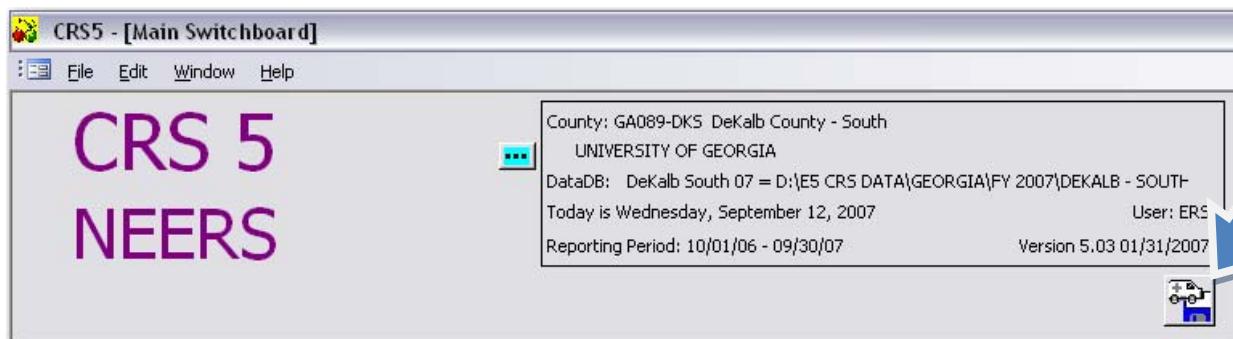
- Click the **Back Door** icon to go back to the Data Interchange Switchboard.

CRS5 Tools

CRS5 Tools is a part of CRS5 that helps to manage the database in various ways, including Repairing and Compacting the Database, Backing up the Database, Restoring the Database and Downloading Software Updates.



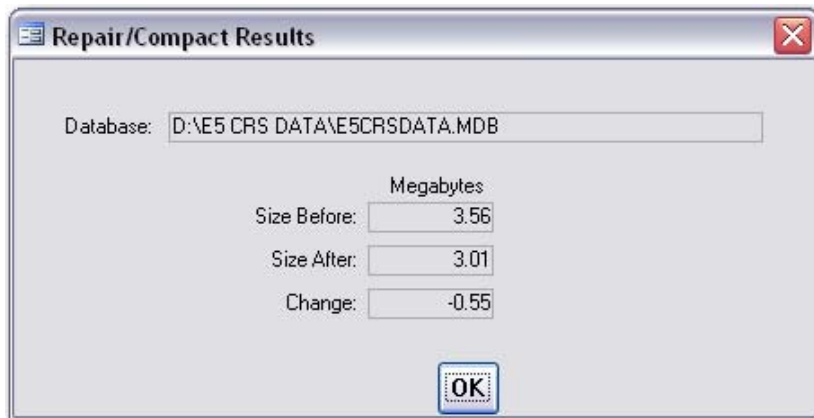
Note that CRS5 Tools can be accessed from the program file folder on the Start Menu or from the Main CRS5 Switchboard. To access CRS5 Tools, click on CRS5 from the Desktop of your computer. Instead of clicking on the CRS5 file, scroll down to CRS5 Tools. The same password you established in CRS5 will be used to log on to CRS5 Tools. Or you can log in to CRS5 and from the Main Switchboard click on the Ambulance icon on the right side of the screen.



12.1. Repair/Compact DataDB

To ensure optimal performance, you should compact and repair your Microsoft Access files on a regular basis. Also, if a serious problem occurs while you are working in an Access file and Access attempts to recover it, you might receive a message that the repair operation was cancelled and you should compact and repair the file.

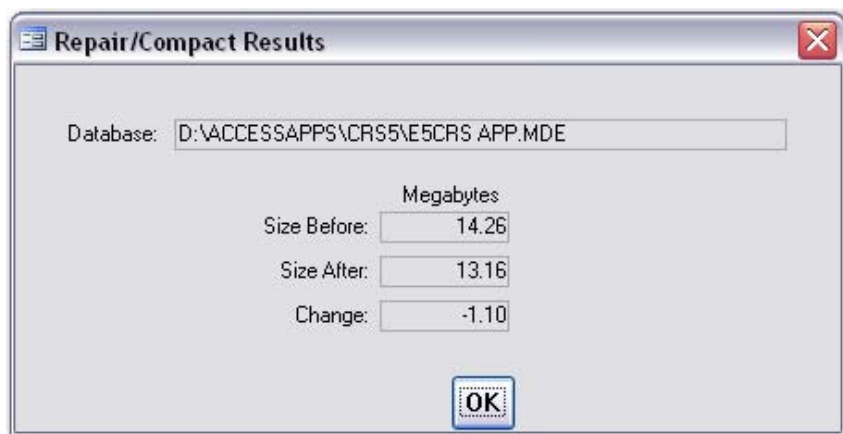
- From the Database Tools Screen click **Repair/Compact DataDB**.
- If sound is enabled on your computer, you will hear a short series of beeps sound while the repair/compact takes place.
- Click **OK** to return to the Database Tools screen.



12.2. Repair/Compact AppDB

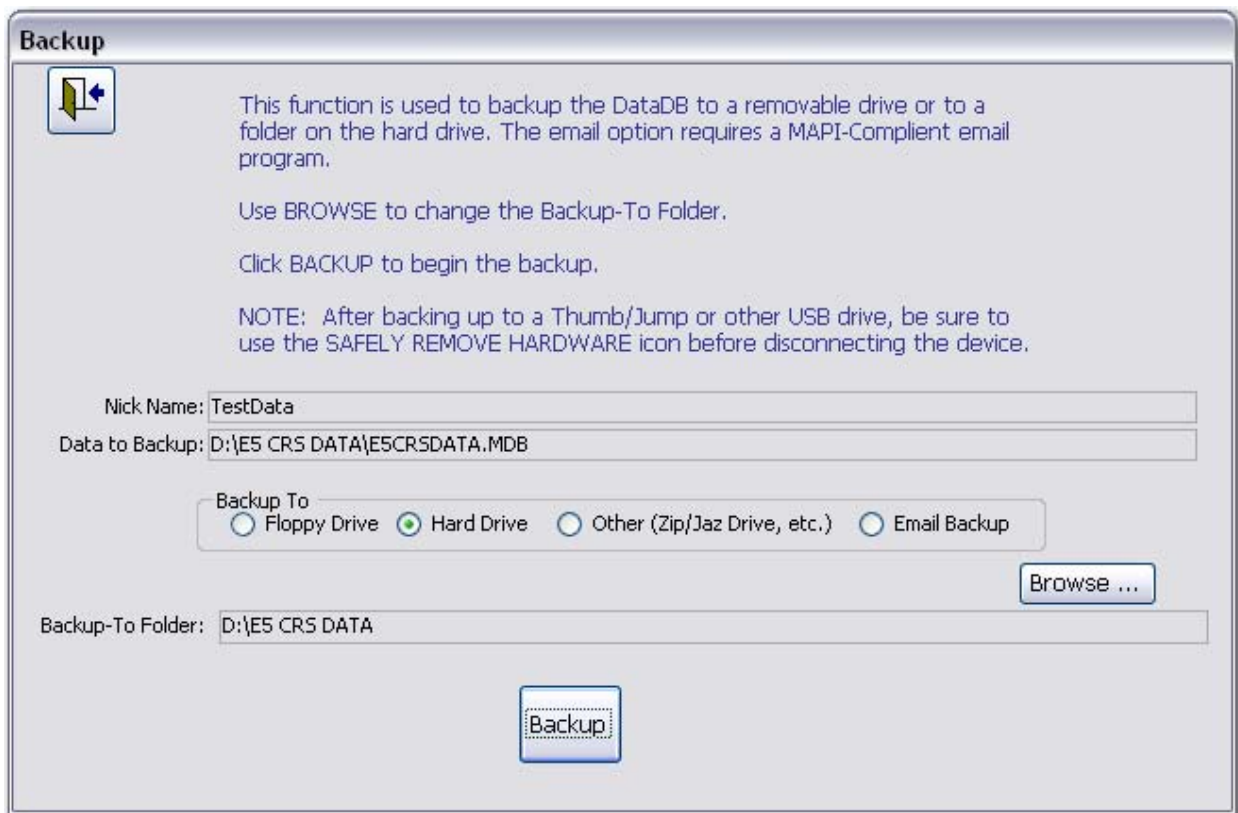
From the Database Tools screen click **Repair/Compact AppDB**.

- If sound is enabled on your computer, you will hear a short series of beeps sound while the repair/compact takes place.
- Click **OK** to return to the Database Tools screen.



12.3. Backup DataDB

- From the Database Tools screen click **Backup DataDB**.
- This screen provides four options for backing up the database.
- The database can be backed up to a floppy disk, hard drive, other removable media, or e-mail.



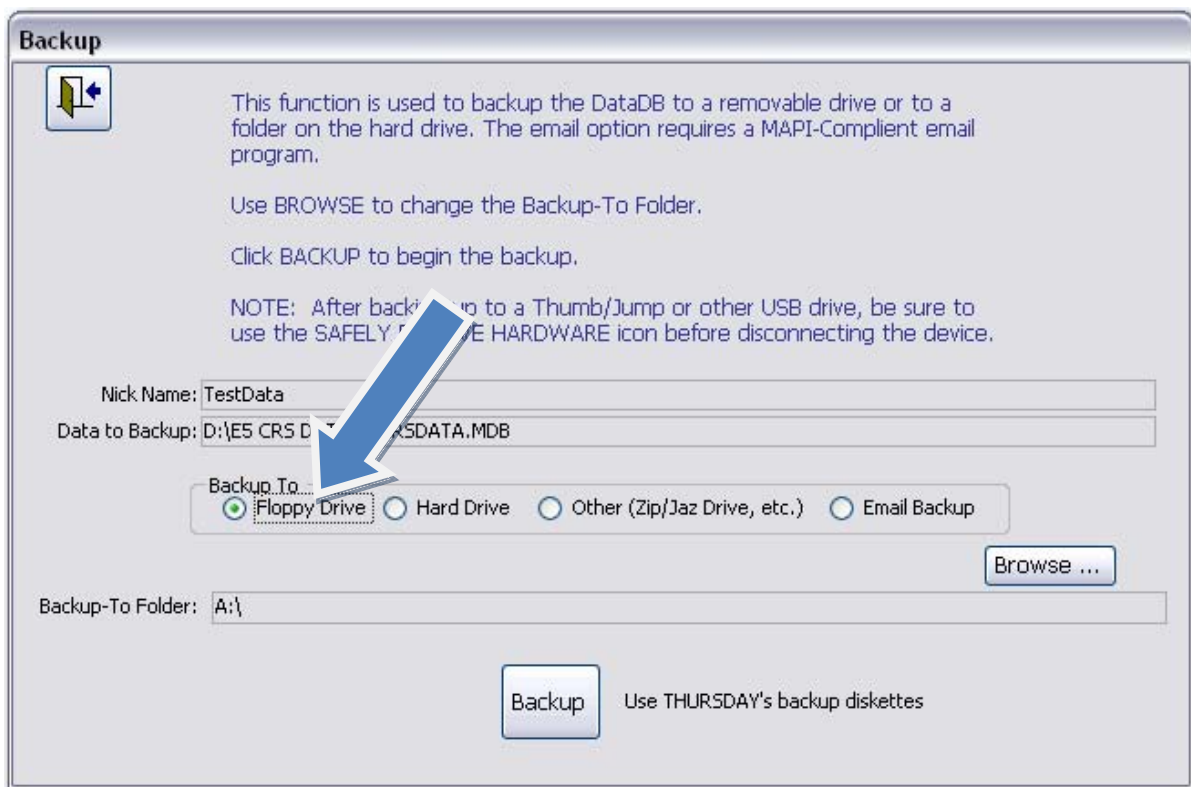
The screenshot shows a Windows-style dialog box titled "Backup". It contains the following elements:

- Icon:** A small icon of a floppy disk with a blue arrow pointing to it.
- Text:**
 - "This function is used to backup the DataDB to a removable drive or to a folder on the hard drive. The email option requires a MAPI-Compliant email program."
 - "Use BROWSE to change the Backup-To Folder."
 - "Click BACKUP to begin the backup."
 - "NOTE: After backing up to a Thumb/Jump or other USB drive, be sure to use the SAFELY REMOVE HARDWARE icon before disconnecting the device."
- Form Fields:**
 - "Nick Name:" followed by a text box containing "TestData".
 - "Data to Backup:" followed by a text box containing "D:\E5 CRS DATA\E5CRSDATA.MDB".
- Backup To Section:**
 - Label "Backup To" above four radio buttons: "Floppy Drive", "Hard Drive" (which is selected), "Other (Zip/Jaz Drive, etc.)", and "Email Backup".
 - A "Browse ..." button to the right of the radio buttons.
- Backup-To Folder:** A text box containing "D:\E5 CRS DATA".
- Buttons:** A large "Backup" button with a dotted border at the bottom center.

- The Nick Name and Data to Backup should reflect the database that is currently attached. If another database needs to be backed up, return to the Main Switchboard and change the database from there (Section 3.4.2.)
- Choose which method of backup is desired.

12.3.1 Floppy Disk

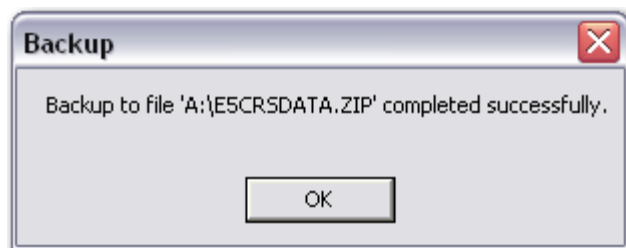
- Click **Floppy Drive**
- Click **Backup**



- A progress meter will show the progress of the creation of the .ZIP file



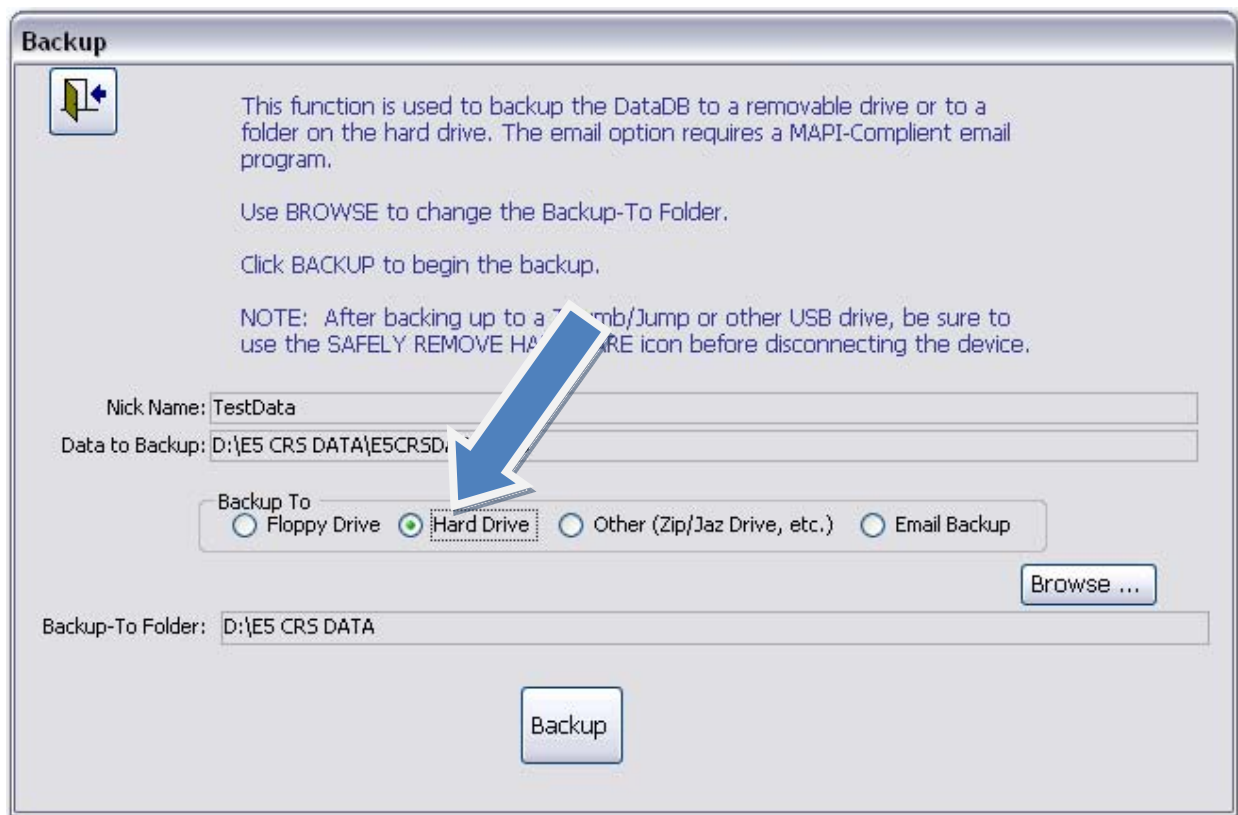
- Click **OK** to return to the Backup menu.



- Use the **Back Door** to return to the Database Tools screen.

12.3.2. Hard Drive

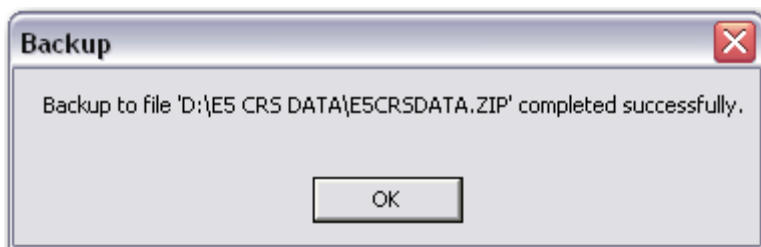
- Click **Hard Drive**
- Click **Browse** to back this up to a folder different from the one specified, if necessary.
 - *CRS5 will create a .ZIP file and back it up in the same folder where the current E5CRSDATA.MDB file is stored.*
- Click **Backup**



- A progress meter will show the progress of the creation of the .ZIP file



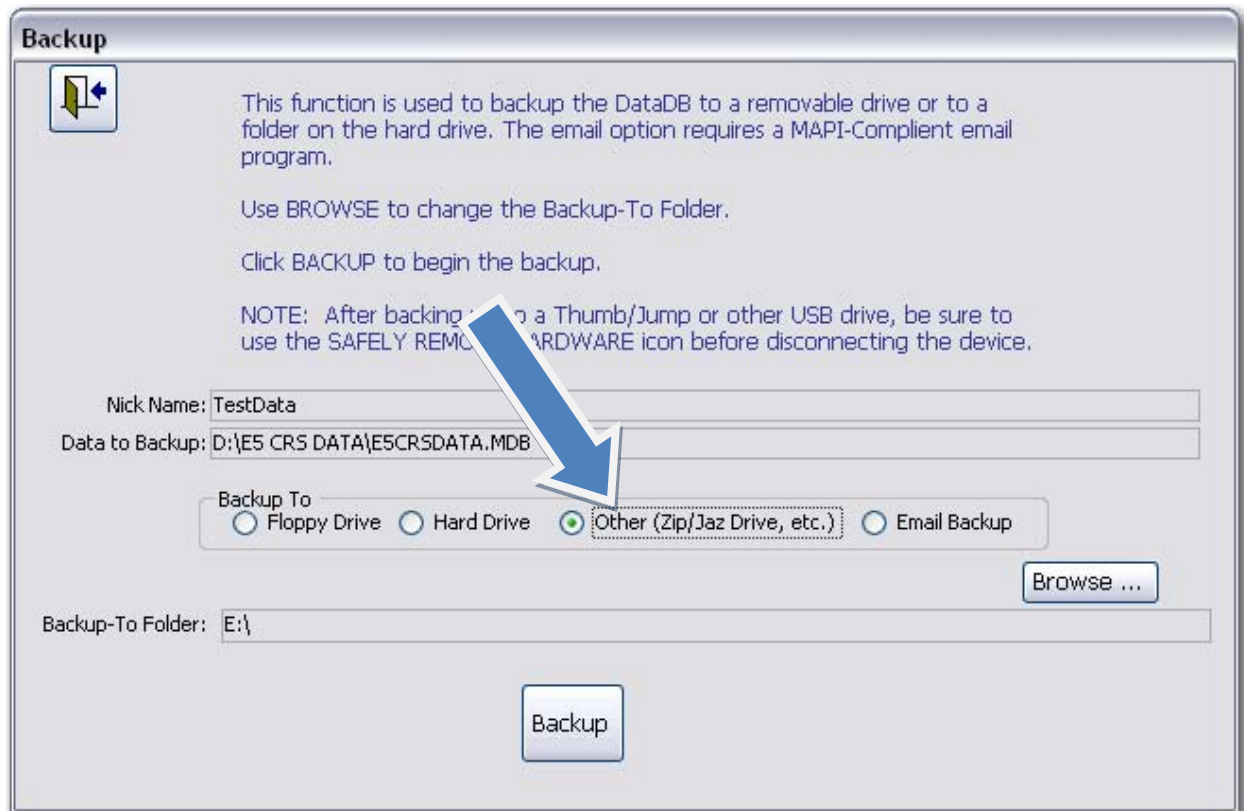
- Click **OK** to return to the Backup menu.



- Use the **Back Door** to return to the Database Tools screen.

12.3.3. Other

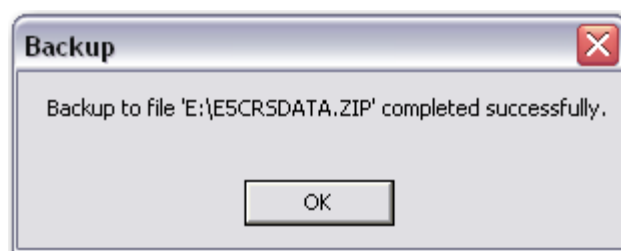
- Click **Other**
- Click **Browse** to locate the removable media where the backup file is going.
- Click **Backup**



- A progress meter will show the progress of the creation of the .ZIP file



- Click **OK** to return to the Backup menu.

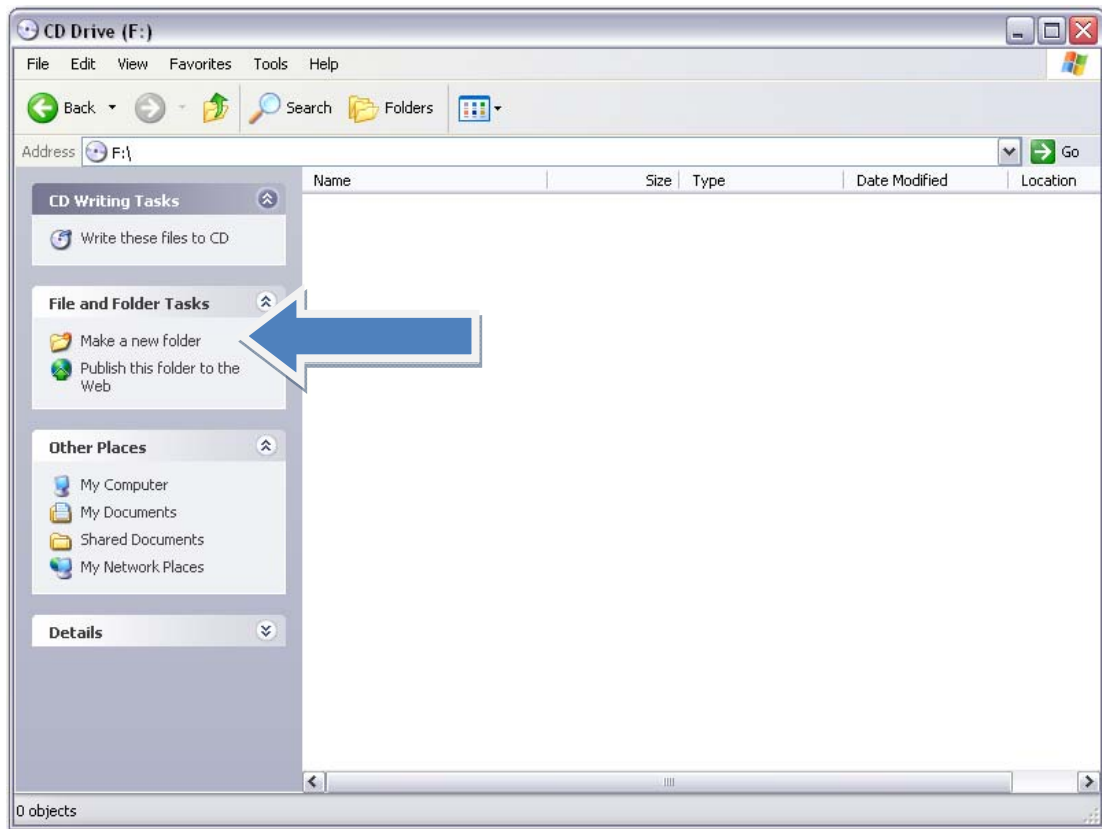


- Use the **Back Door** to return to the Database Tools screen.

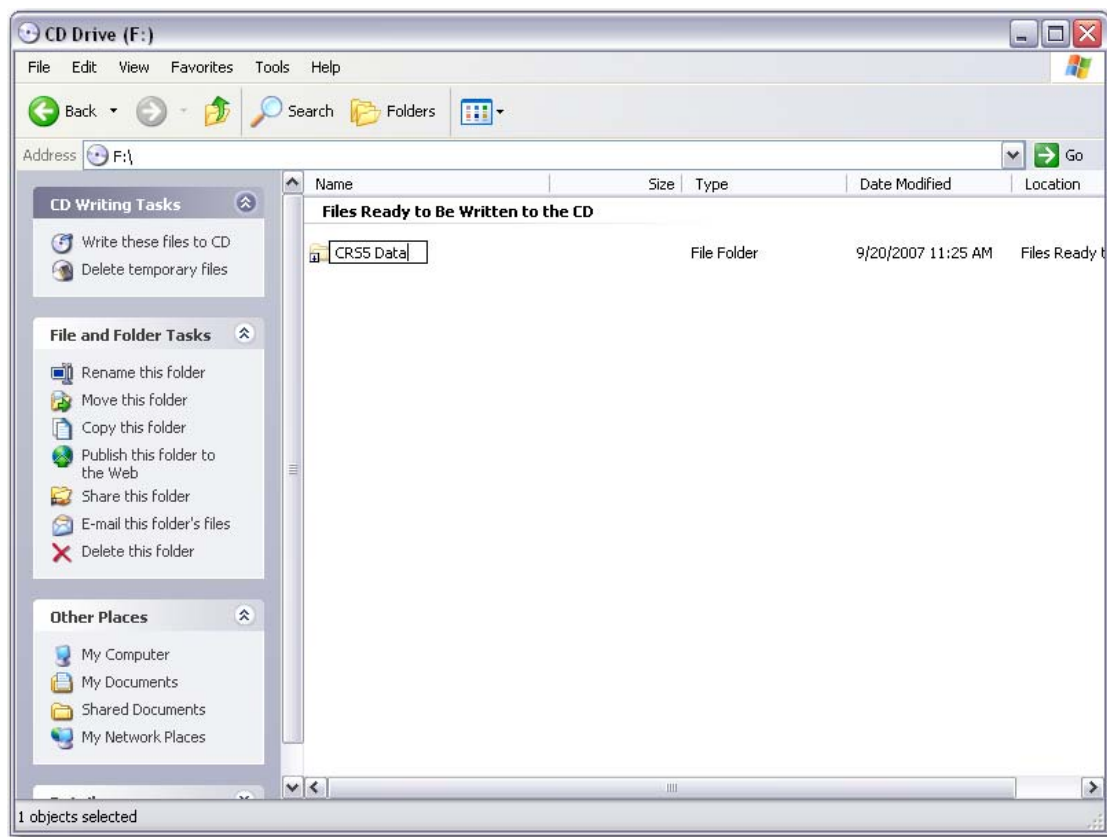
12.3.3.1 – Backing up to a CD

If you are backing the .ZIP file to a CD you will need to perform some additional steps outside of CRS in order to make the CD writable, or able to accept files.

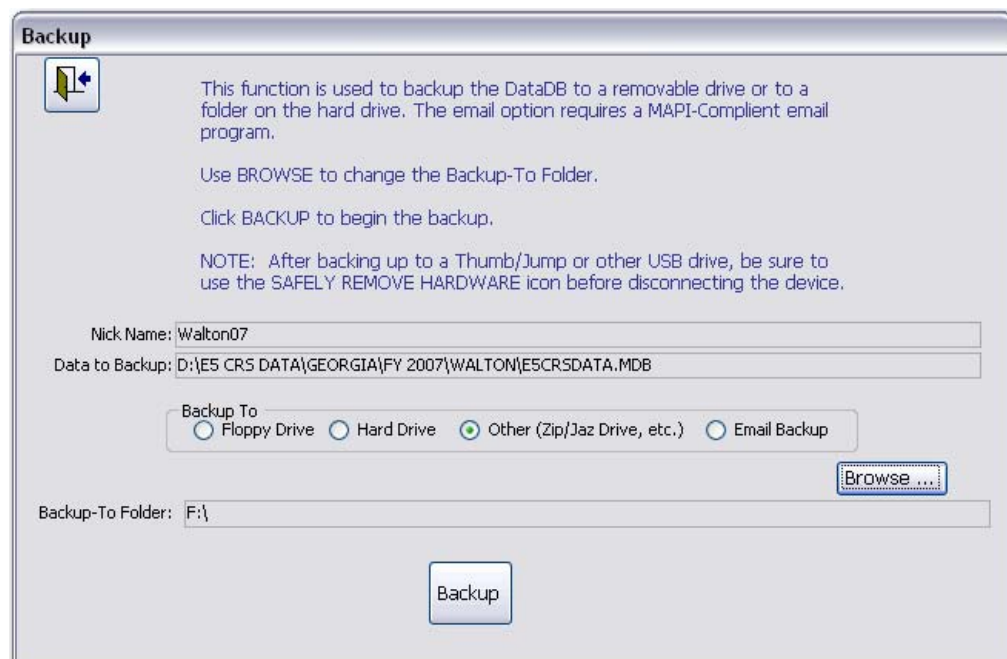
- Insert a blank CD into your CD-RW or DVD-RW drive.
- A similar window should appear.
- Click on **Make a new Folder** on the left side of the screen.



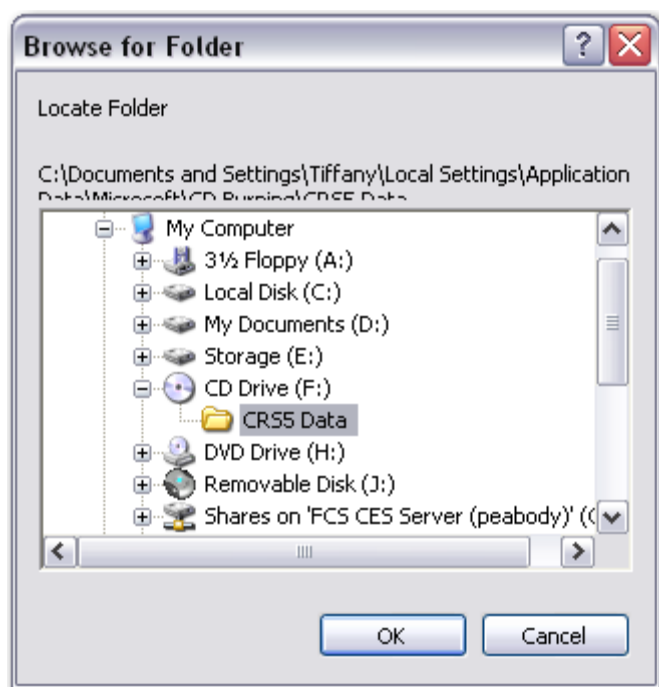
- Name the folder CRS5 Data and hit **Enter**.



- Now go back to CRS5Tools and click **Backup DataDB**
- From the Backup To options choose **Other**
- Click **Browse**

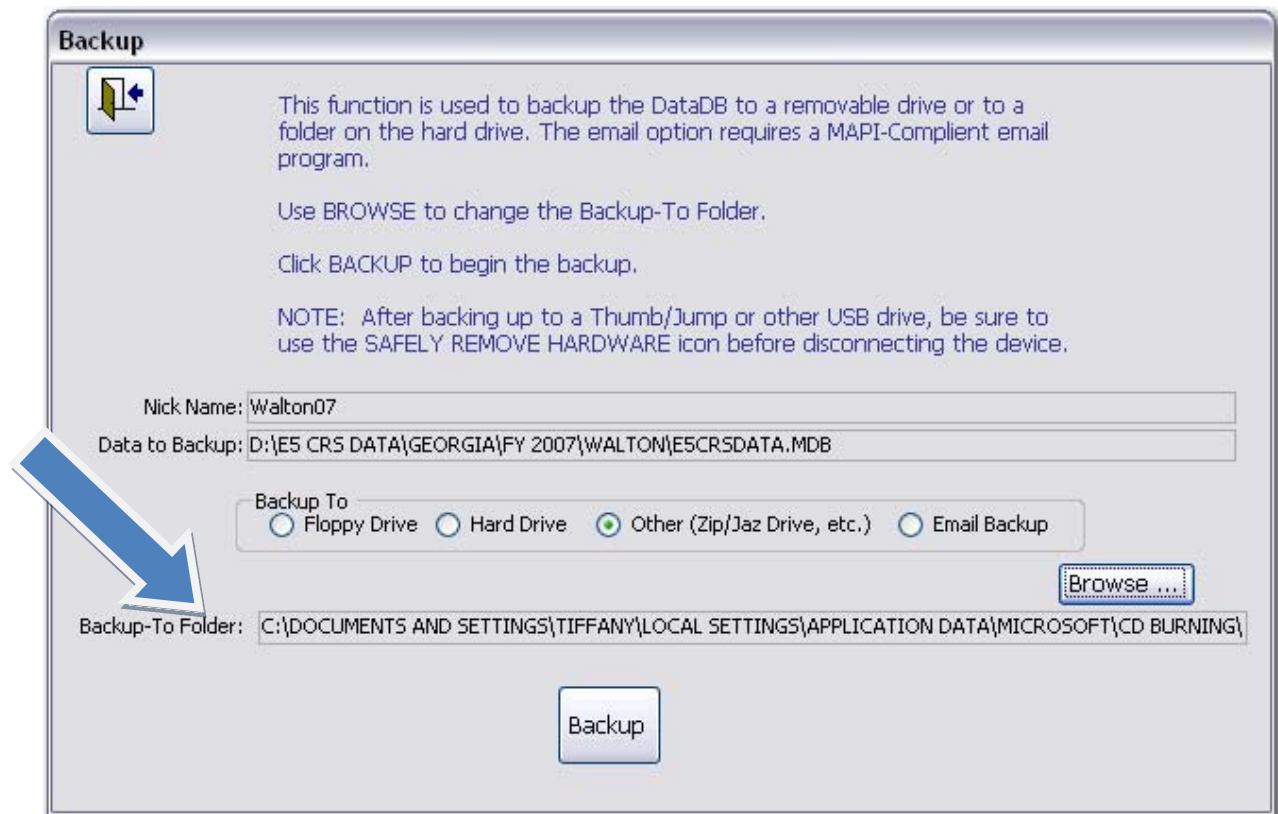


- Locate the CD Drive and double click on it to open the subfolders for that Drive.
- You should see the CRS5 Data folder that you previously created.
- Highlight that CRS5 Data Folder and click **OK**



This will return you to the backup screen and there should be a new folder path in the Backup To Folder box.

- Click **Backup**



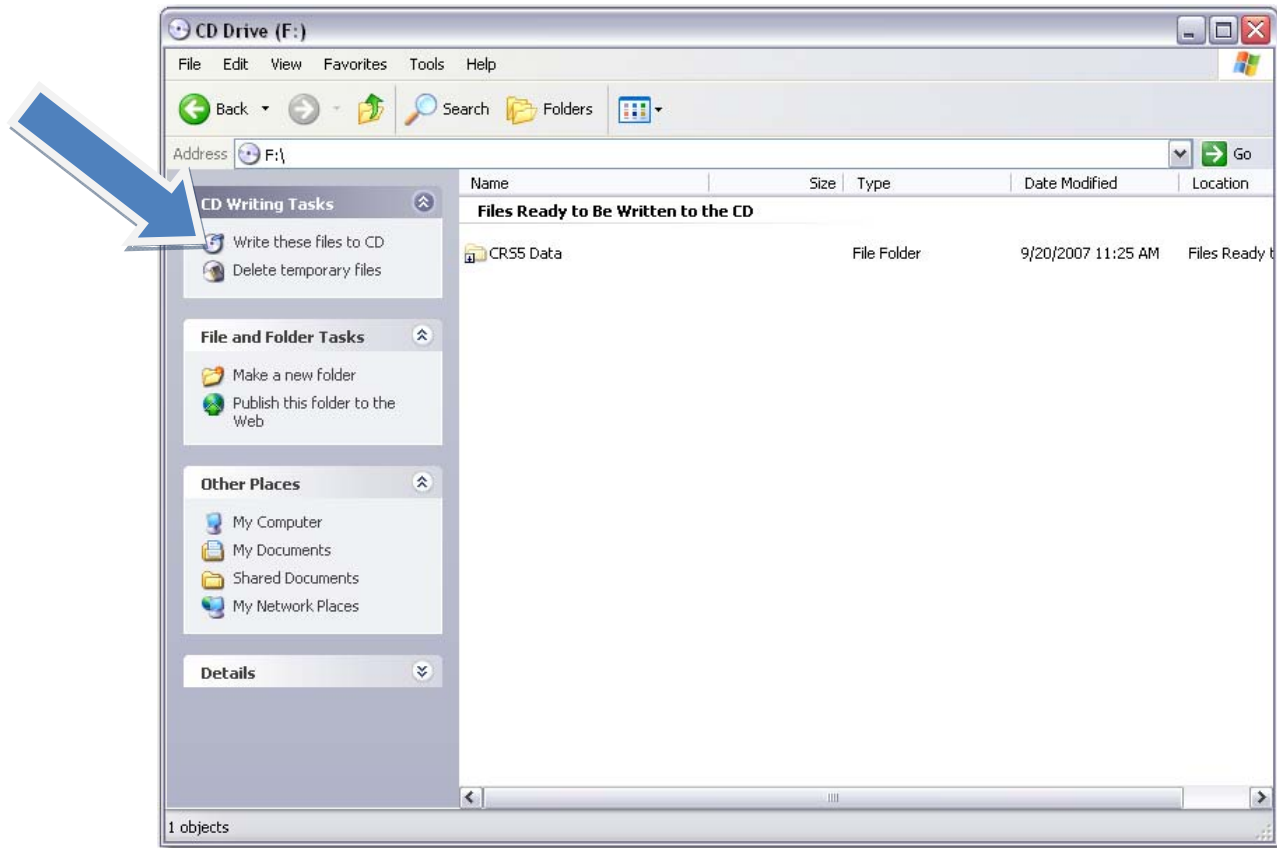
The next screen that appears should give you a completed successfully message.

- Click **OK**



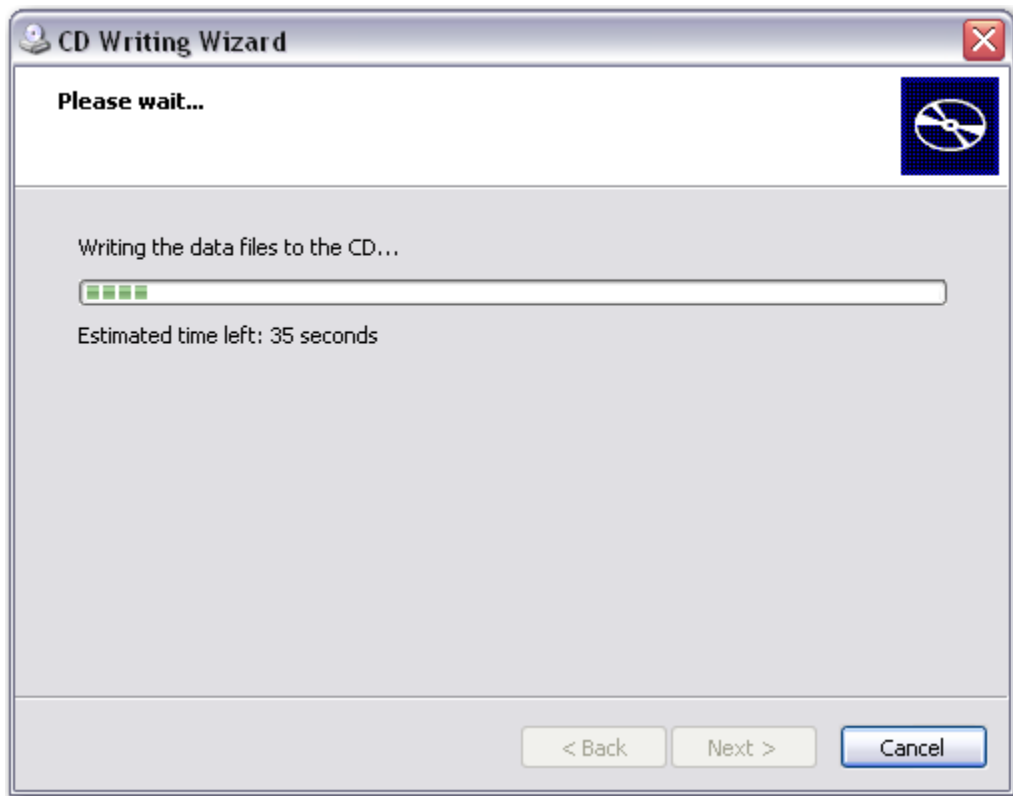
- Click the **Back Door** icon to return to CRS5 Tools.
- Click **Exit System**

- Locate the CD Drive through the My Computer icon on the desktop or Start Menu.
- Click on **Write these files to CD**



- Name the CD and click **Next**

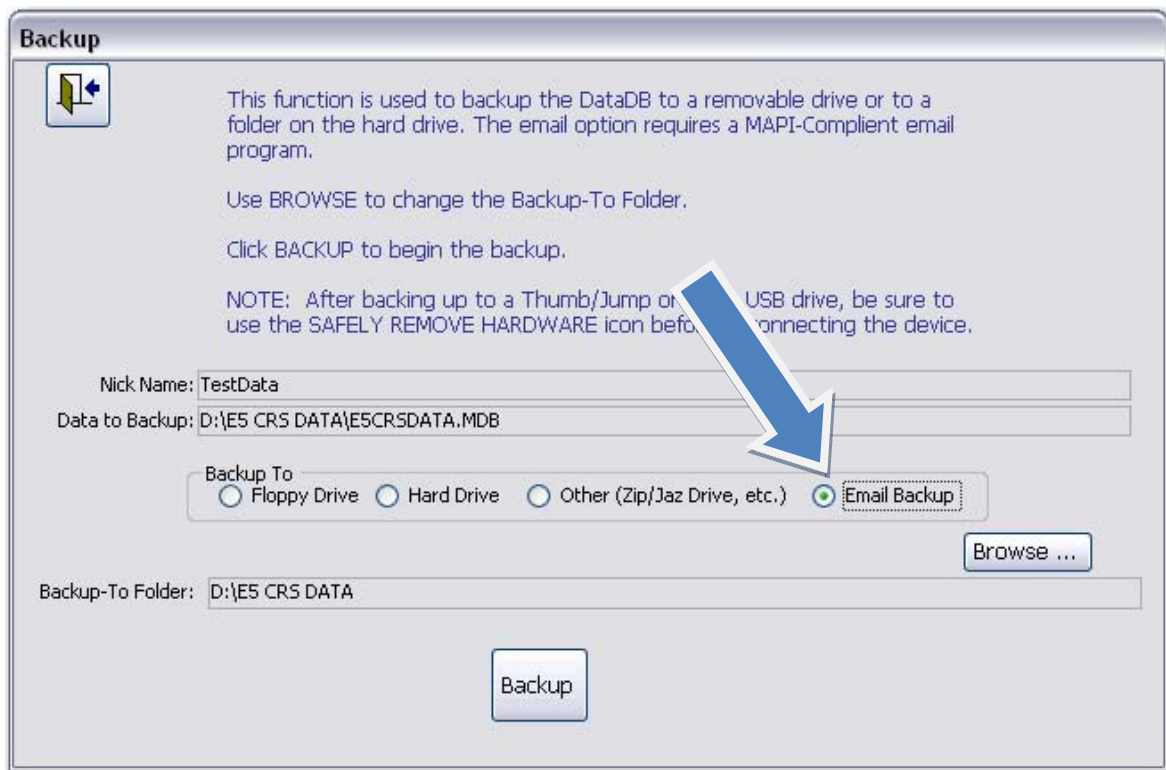




When the CD writing process is finished the drive will eject itself and your CRS5 data is now on that CD.

12.3.4. Email

- Click Email **Backup**
- Click **Backup**



Backup

This function is used to backup the DataDB to a removable drive or to a folder on the hard drive. The email option requires a MAPI-Compliant email program.

Use BROWSE to change the Backup-To Folder.

Click BACKUP to begin the backup.

NOTE: After backing up to a Thumb/Jump or USB drive, be sure to use the SAFELY REMOVE HARDWARE icon before disconnecting the device.

Nick Name: TestData

Data to Backup: D:\E5 CRS DATA\E5CRSDATA.MDB

Backup To

☐ Floppy Drive ☐ Hard Drive ☐ Other (Zip/Jaz Drive, etc.) ☒ Email Backup

Browse ...

Backup-To Folder: D:\E5 CRS DATA

Backup

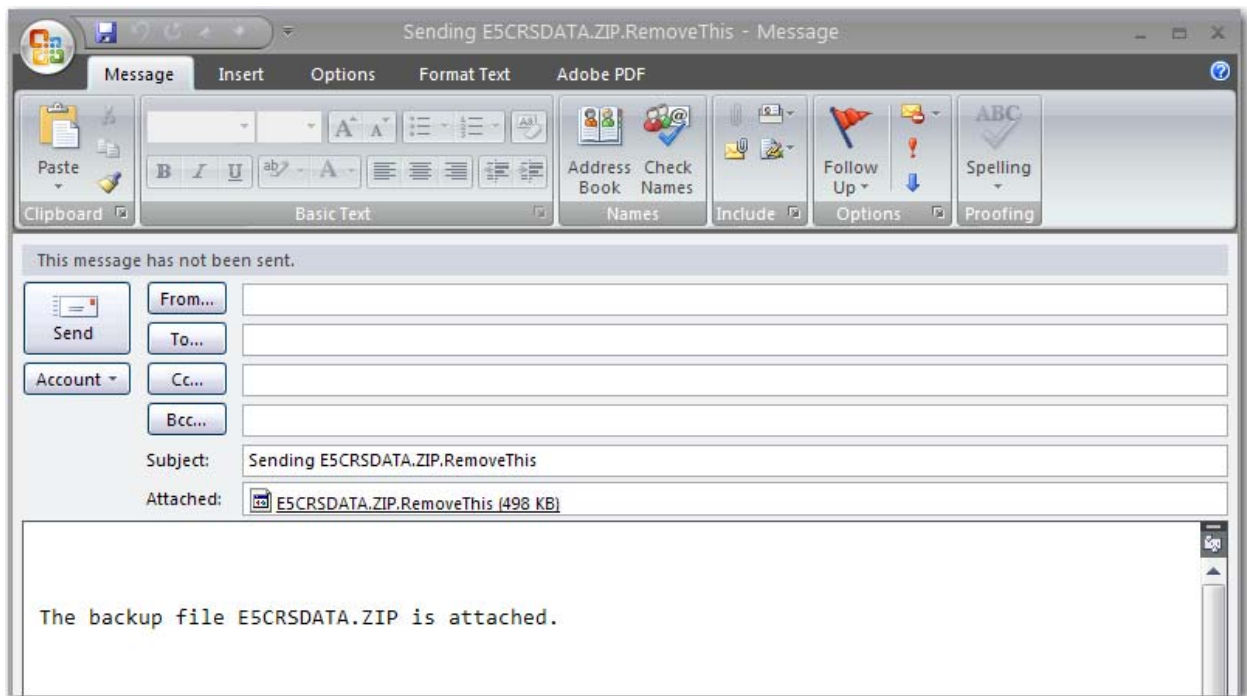
- A progress meter will show the progress of the creation of the .ZIP file



Zip Progress

A progress bar with 10 segments, showing approximately 80% completion.

- If the computer is set to use a MAPI e-mail client, such as Microsoft Outlook, a new email message will appear with the file attached and the file name changed so that the .ZIP file will go through most email systems undetected.
- Enter the email address in the To: box
- Click **Send**

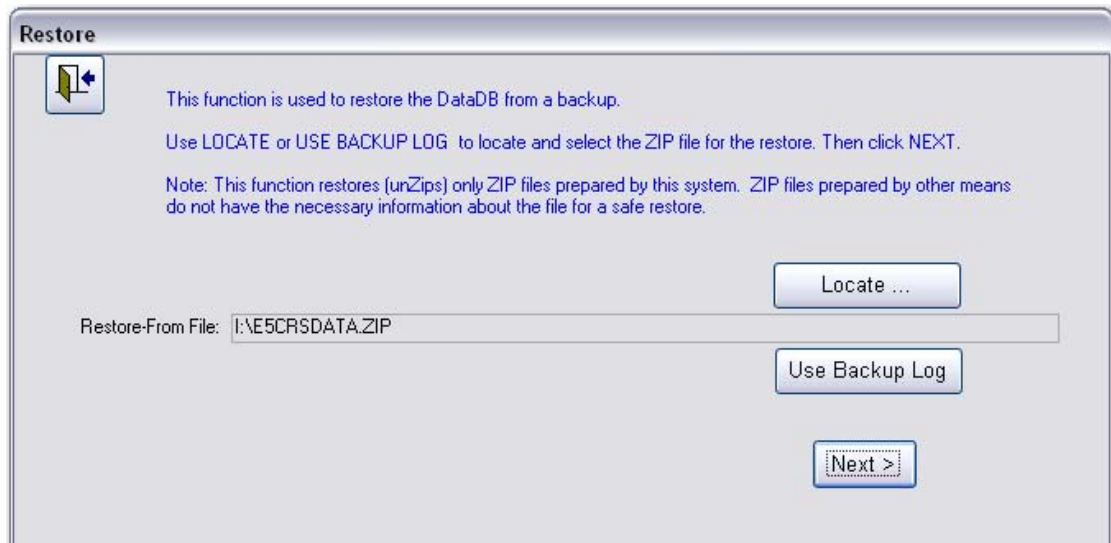


The email backup function does not work with web based mail or other programs that are not set as the default email client on your machine.

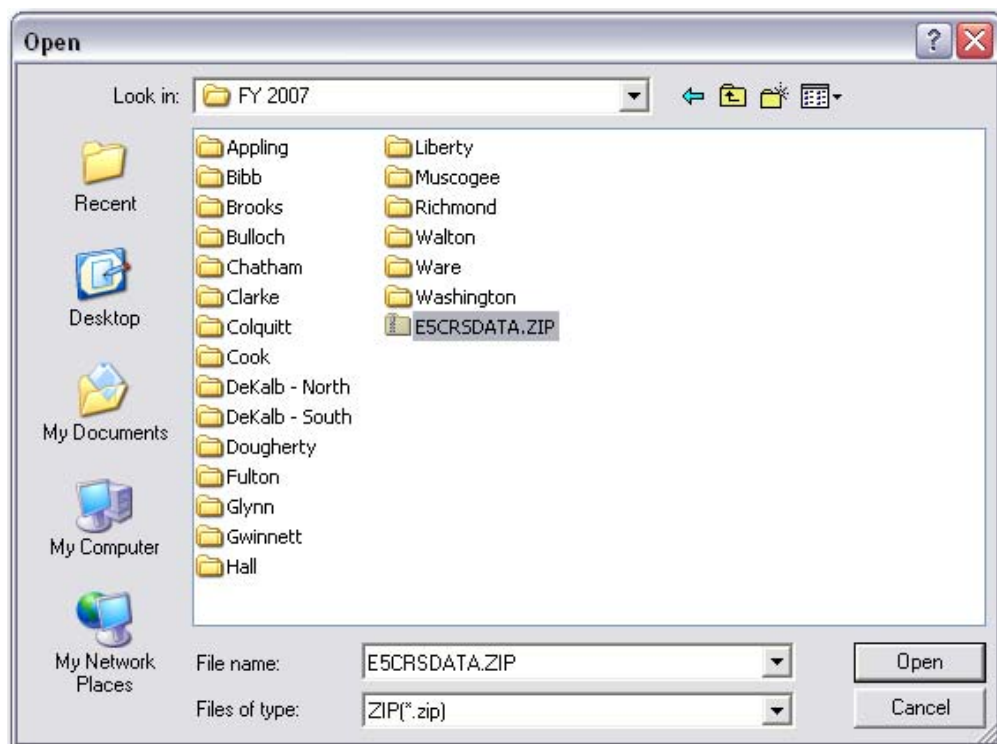
12.4. Restore DataDB

The restore DataDB function is to restore databases from backup files. The backup function creates a .ZIP file and this restore function essentially unzips that file for use in CRS5. The .ZIP files created in CRS5 cannot be opened independently from CRS5 and the Restore function must be used for these files to become accessible.

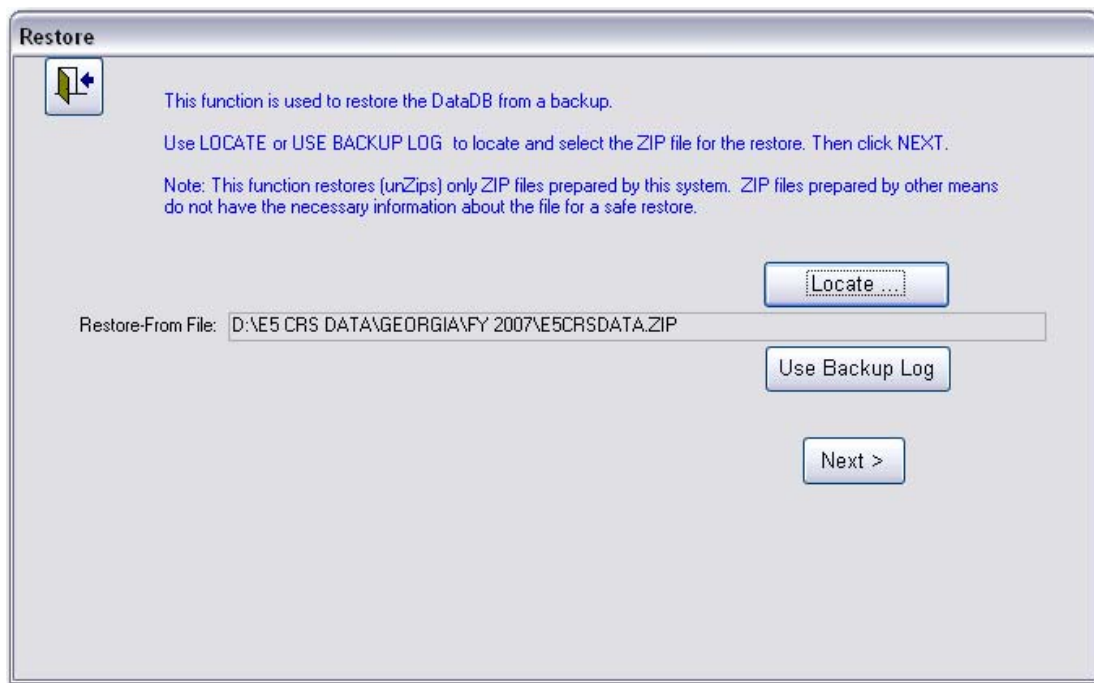
- From the Database Tools screen click **Restore DataDB**
- Click **Locate** to find the .ZIP file that needs to be restored



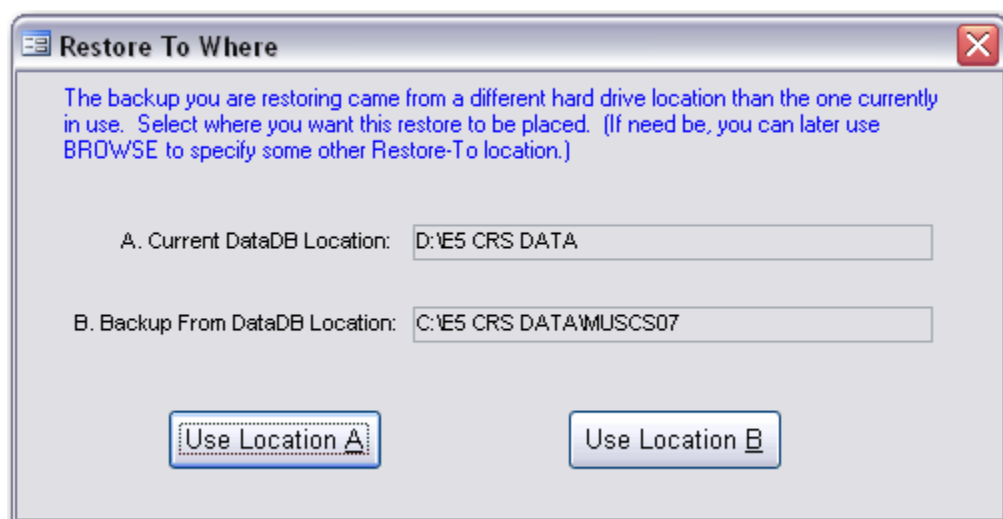
- Highlight the file to be restored.
- Click **Open**



- Click **Next**



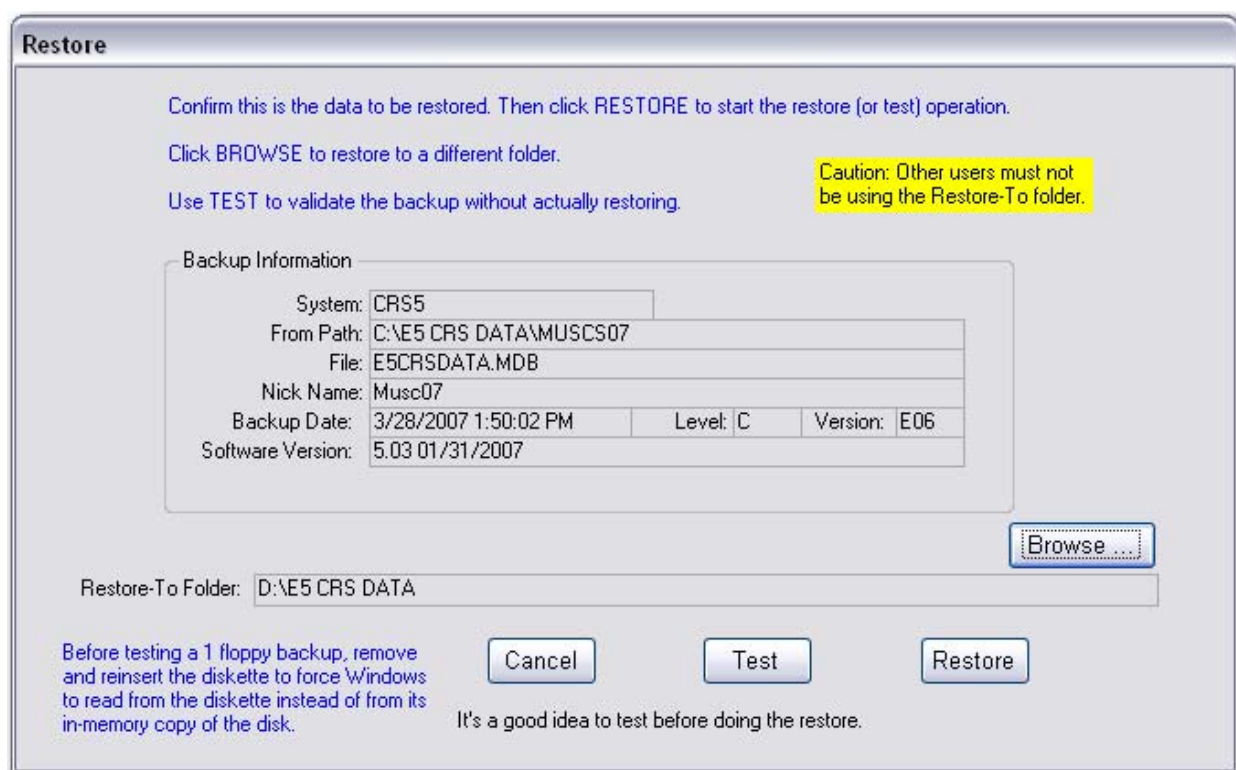
- CRS5 now asks for the location in which to place the restored database. The system indicates that the backup that is being restored was created on a different hard drive than the one currently in use. Choose Location A or Location B.
 - If neither of those locations is correct, choose one and then choose browse from the following screen to choose an alternate location.



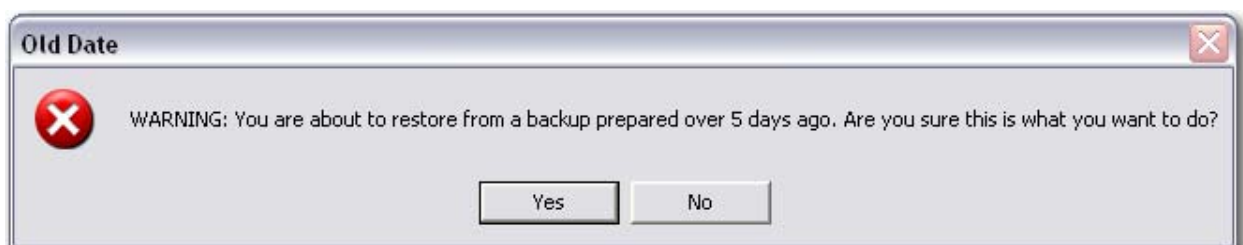
- Click **Browse** to search for another folder destination if necessary.
- Click **Test** to see if the file is valid and functional.
- Click **OK**



- Click **Restore**



- If the backup is an older copy the following warning will appear. Click **YES** to proceed with the restore.



- Click **OK**



- Use the Backdoor to return to the Database Tools screen.

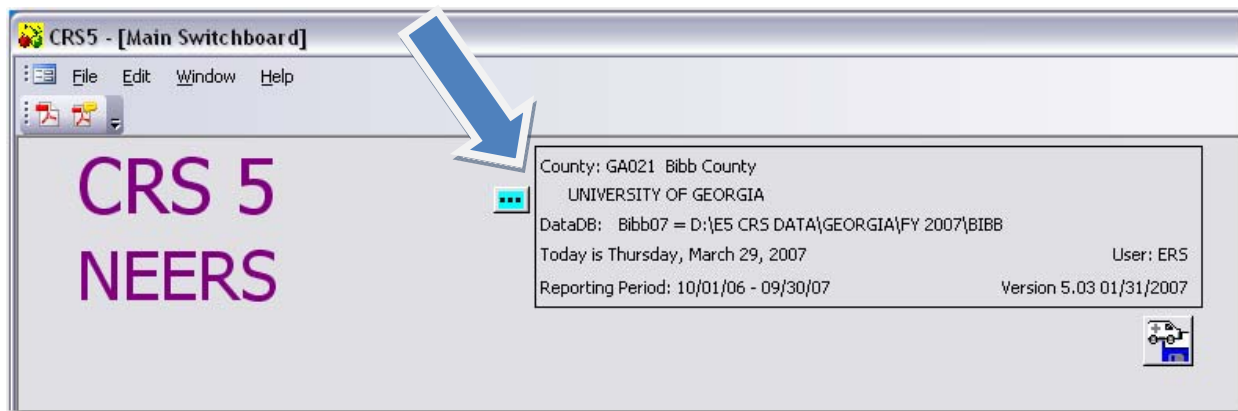
12.5. Download Software Update

See Installation Section 2.2.

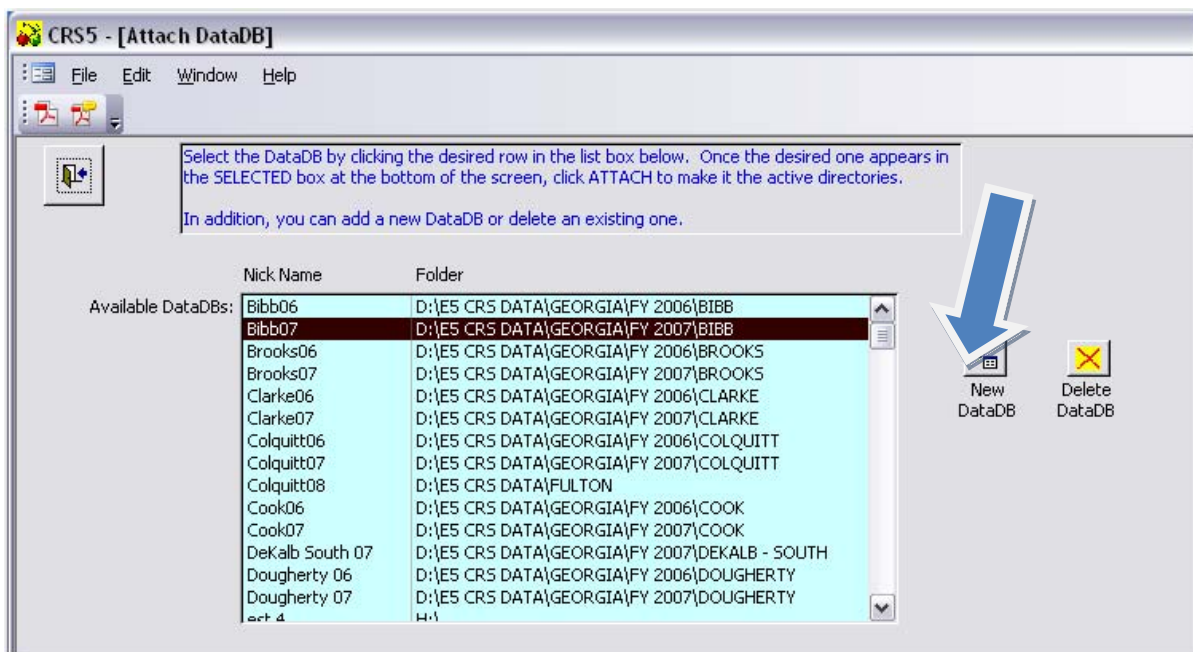
12.6 CRS5 on a Network Drive

Using a CRS5 DB from a Shared Drive or Network

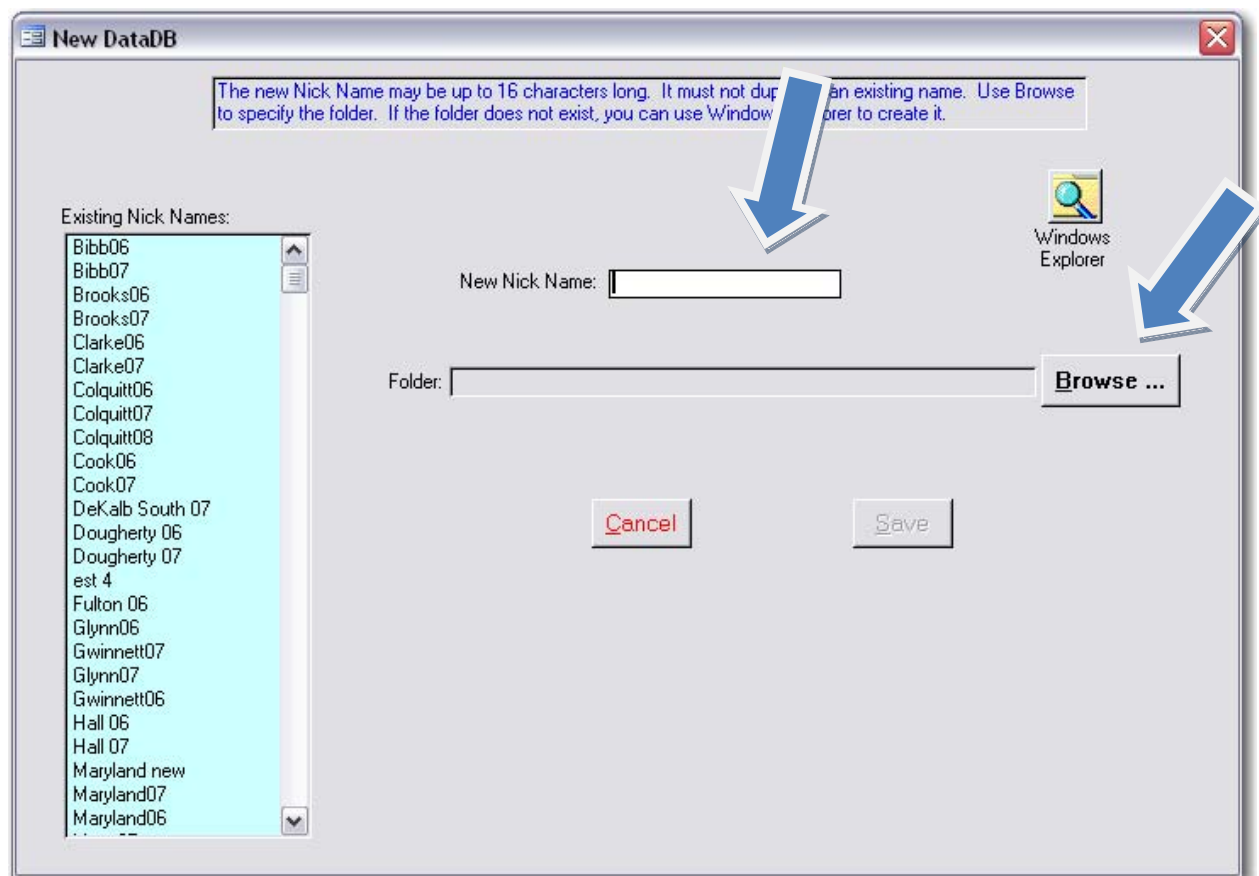
- Each machine that plans to use CRS5 needs to have the program installed locally on the hard drive.
- The CRS5 DB that is currently being used must be moved to the network drive.
- For example, the DB is currently located at C:/E5 CRS Data/county07/E5CRSDATA.MDB
- That .MDB file must be moved to the shared drive in a suggested location like : Q:/CRS5 Data/county07/E5CRSDATA.MDB
- Once the DB has been moved to the network the process is very simple.
- On EACH computer that needs to access the DB follow these steps:
 - Log into CRS5
 - From the Main Switchboard click the Blue Explode button next to the information box.



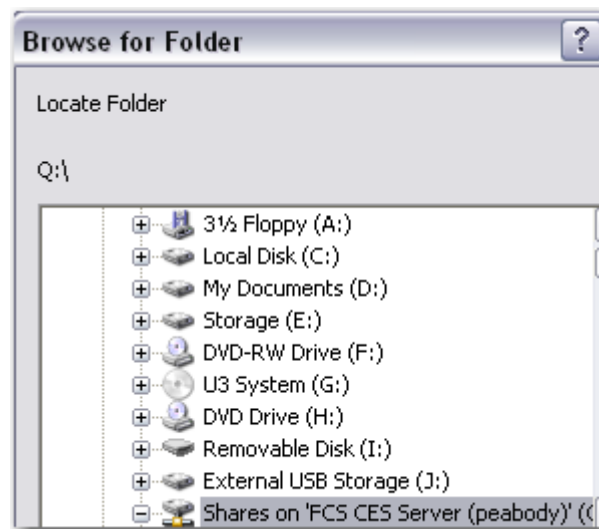
- On the Attach DataDB screen click New DataDB



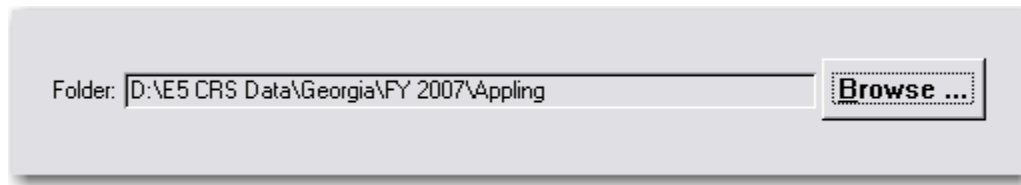
- Give the new DB a New Nick Name and then click **Browse**



- From the Browse for Folder window find the network drive that you placed the DB on earlier. Search for the folder you created and open it up. Then Click **OK**.



- That Path should show up in the Folder line now.



Folder: D:\E5 CRS Data\Georgia\FY 2007\Appling **Browse ...**

- Click **Save**
- The new DB should show up in the light blue box of Available DataDB's. Highlight that DB and click **Attach**.

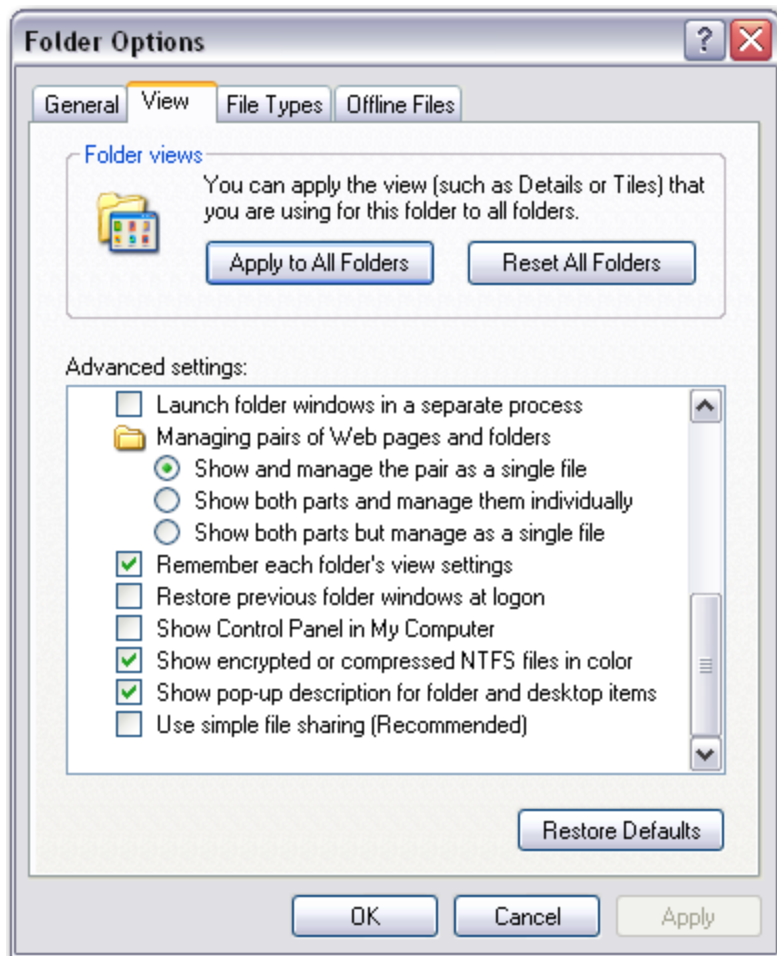
This should take you back to the Main Switchboard. Check the information box to see that all of the correct county information is there and that the reporting period is correct. This completes the process, but it must be repeated on EACH computer that wants to access the DB.

12.7 Limited User Accounts in Windows XP

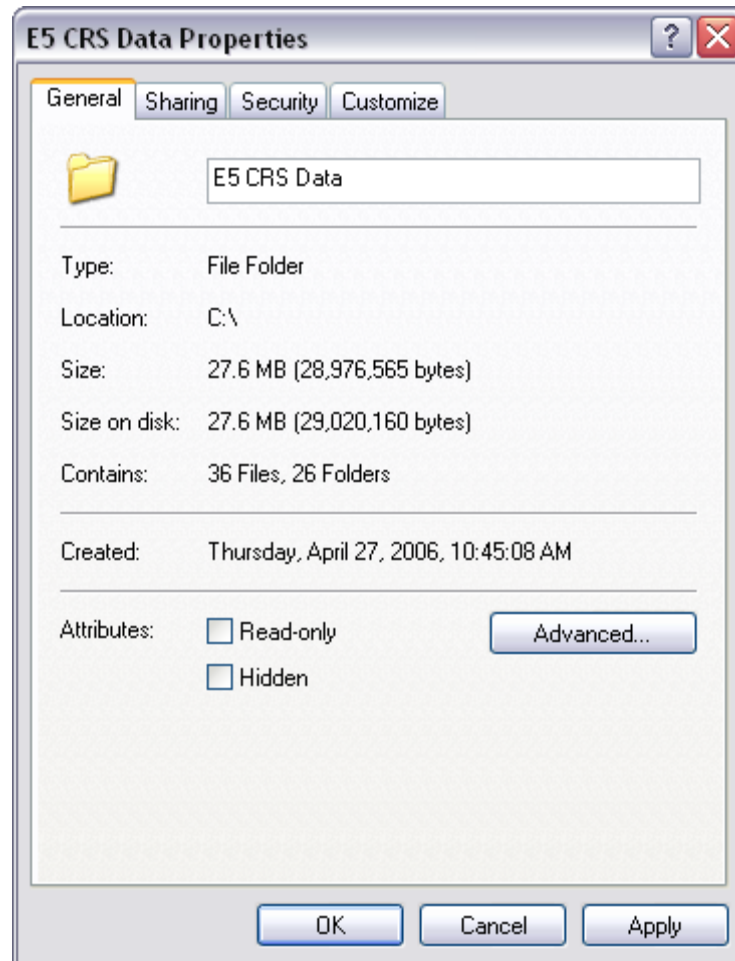
These steps can only be completed if you are logged into Windows XP as an Administrator. Some universities have systems and settings in place that only allow people to be limited users in Windows XP. If this is the case at your university you will need to complete the following steps to gain access the CRS5 and the folders associated with the program to enter data and update the program as needed.

Find the E5 CRS Data folder located on your hard drive or shared drive. In this instance it is located at C:/E5 CRS Data.

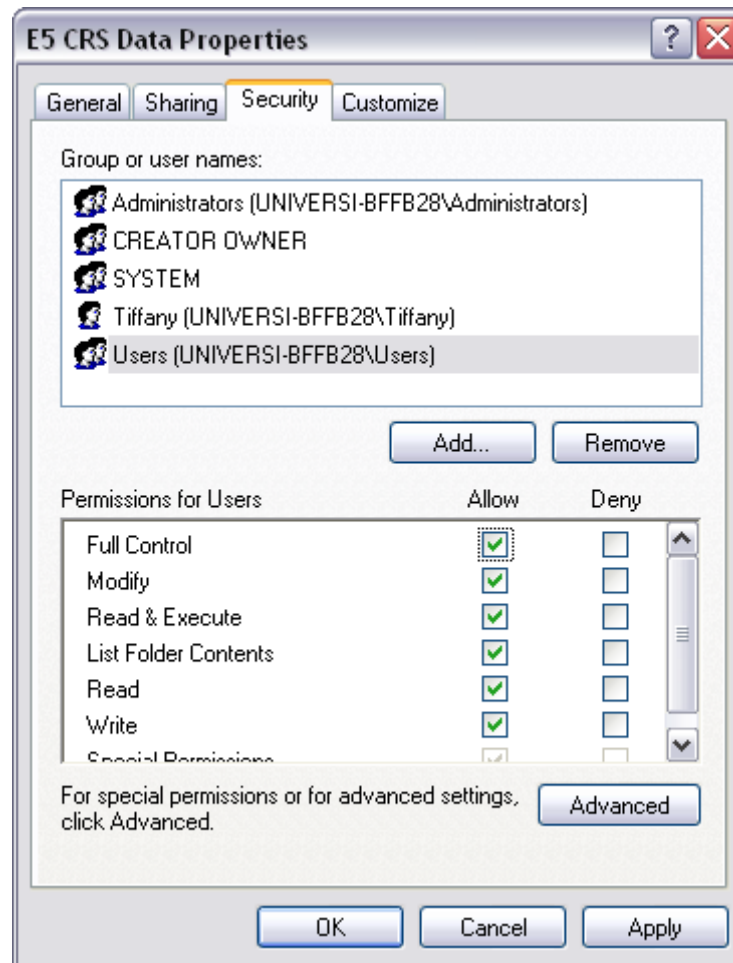
- Find the Tools menu at the top of the screen and click **Folder Options**.
- Click on the **View Tab**
 - In the Advanced Settings box scroll to the bottom of the list until you see “Use simple file sharing (Recommended)”
 - Uncheck this box and click **OK**



- Right click on the **E5 CRS Data folder** and click on **Properties**.



- Click on the **Security** tab
- Click **Users** (which are the limited user accounts in Win XP).
- Under the Allow column check the box for **Full Control**
- Click **OK**



REPEAT THE SAME STEPS FOR THE ACCESS APPS FOLDER LOCATED ON THE C:/ Drive

- Shut down the computer and test this feature by logging into Windows as a limited user and try to log into CRS5. Everything should work now.

The ERS4 to CRS5 conversion occurred for most EFNEP programs during FY2007. The following section is included for complete documentation purposes and for reference that may be needed in the future. However, the ERS4 to CRS5 conversion was a onetime process that is not expected to be repeated each year.

ERS4 to CRS5 Conversion

States may choose one of two options when it comes to converting ERS4 data to CRS5. This is an either/or scenario.

- Option 1 - All county data sent to the state office is converted at the state office and the new CRS5 databases are then sent to the counties.
- Option 2 – All counties do their own database conversions.

Directions for both options follow.

13.1. Option 1: State Level Conversion

1. Back Up County Data in ERS4
2. Renaming your ERSDAT40.ZIP file
3. Send file via e-mail to the state office
4. Install CRS5 at State Level
5. Converting DBs from ERS4 to CRS5
6. Backing up CRS5 DB in CRS Tools
7. Install CRS5 in County
8. County Restoration of .ZIP file *

*While the state data coordinator has the data they can convert each county DB. Then the state data coordinator can e-mail the converted DB back to the county and have them restore the file – which is a familiar process from ERS4.

13.1.1. Back Up County Data in ERS4

Counties should:

- Log into ERS4

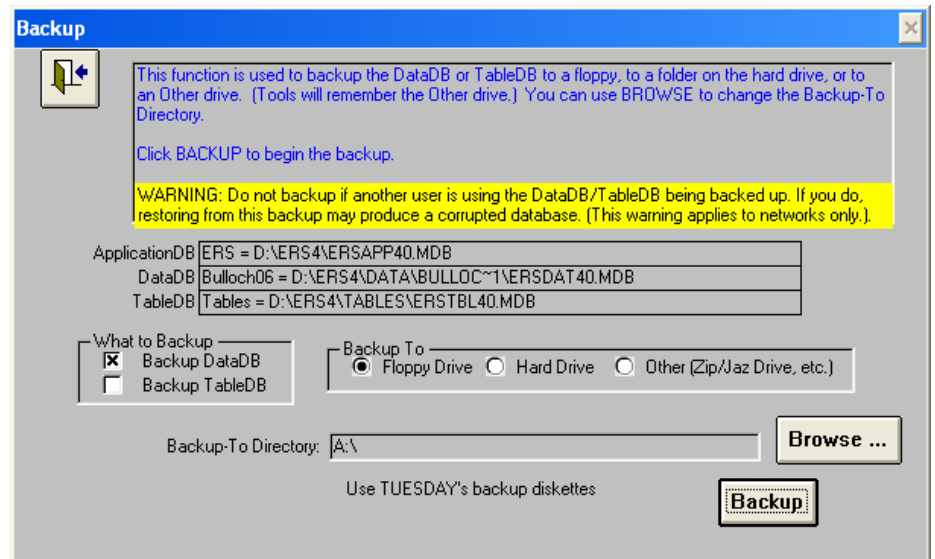


- Go to ERS Tools (the Ambulance Icon to the right of the screen)
- Make sure you are attached to the DB that you want to back up
- Click - **Repair/Compact Data DB**
- "OK"

- Backup

- Insert a Floppy Disk – or you can change the path to save it to your hard drive. If you do this click **browse** and find the folder where you want to back up your file.

- Click - **Backup**
- "Yes" (To delete all files from ROOT directory)
- "OK" (Note: it takes only 1 disk)
- "OK"



- Click on Restore – this is to test the DB that you just backed up – this is optional

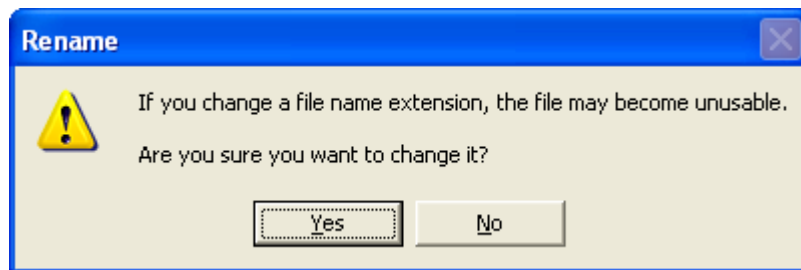
- "Next"
- "Test"
- "OK"
- "Cancel"
- "Back" door (in upper left corner)
- Exit

If you choose to e-mail the file follow the instructions in section 13.1.2. If not, skip to section 13.1.4. Save this file to a floppy disk and send to your state data coordinator or save this file to your hard drive and attach it to an e-mail to your state data coordinator. You do not need to change the .ZIP file extension if you are not e-mailing the file.

13.1.2. Renaming your ERSDAT40.ZIP file

This step may not be needed in all states. Some e-mail systems are rejecting .ZIP files and you may experience problems trying to send .ZIP files through e-mail for backup purposes.

- From the desktop screen on your computer double click on “My Computer”
- Open up the 3 ½ Floppy (A:\)
- RIGHT Click on the ersdat40.zip file and you will see a menu
 - Click on “Rename” towards the bottom of the list
 - Rename the file **ERSDAT40.ZIP.RemoveThis** – (again this is just a suggestion – you can choose any neutral file extension you wish)
 - Next a screen will come up and say “If you change a file name extension, the file may become unstable. Are you sure you want to change it?”
 - Click YES



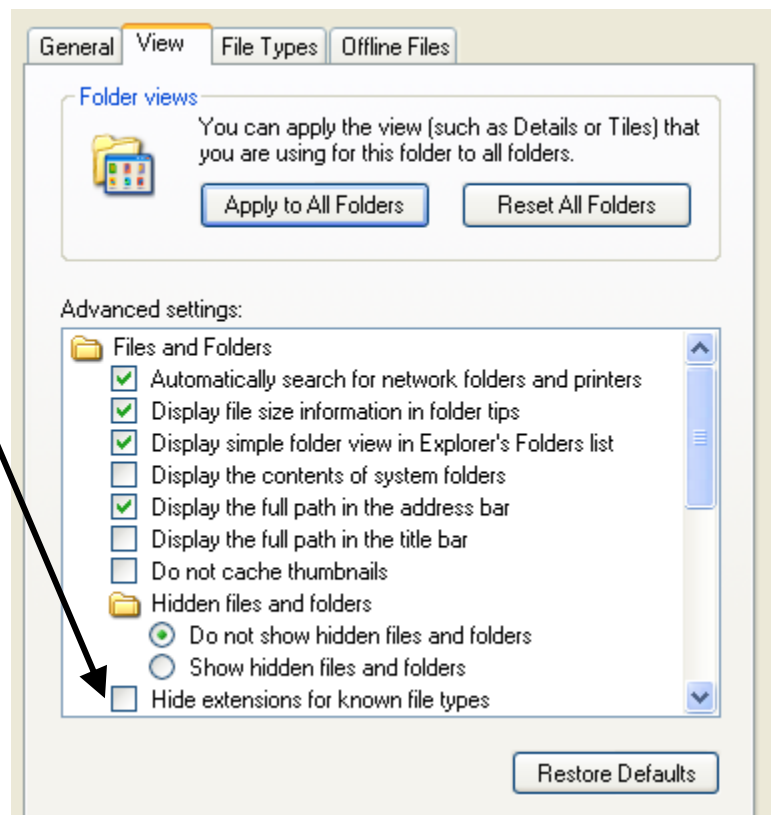
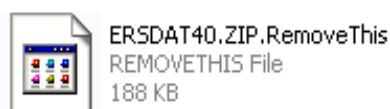
Please make sure that you can see the extensions for known file types. From your My Documents folder go to

- Tools
- Folder options
- View
- Under Advanced Settings make sure the box that reads “Hide Extensions for known file types” is UNCHECKED
- This will help you in the renaming process to make sure that you are changing the correct extension.

A file with the .ZIP extension looks like this



A file renamed with the .ZIP.RemoveThis will look like this



13.1.3. E-mail this file to the state EFNEP data coordinator

- You may now attach this ersdat40.zip.RemoveThis file to an e-mail and send to the appropriate person.
- **Be sure “Ersdat40.ZIP.RemoveThis” comes up under “current attachments”**

13.1.4. Install CRS5 at the State Level

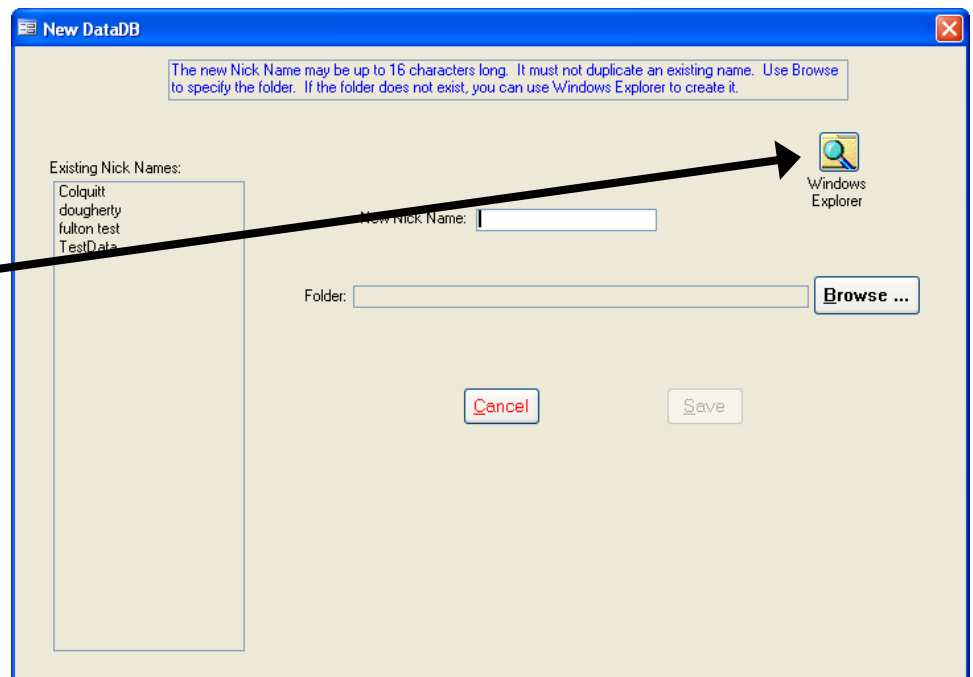
See instructions in section 2 of this manual

13.1.5. Converting DBs from ERS4 to CRS5

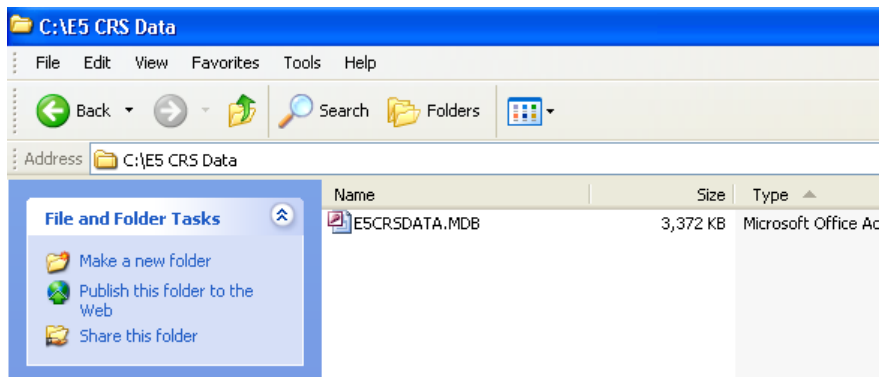
Creating a Folder for conversion

- System Administration
- DataDB
- New DB
- Click on **Windows Explorer**

The Windows Explorer icon in CRS5 works!! You can use this icon to access Windows Explorer outside of CRS5 if you need to add folders or check files locations.

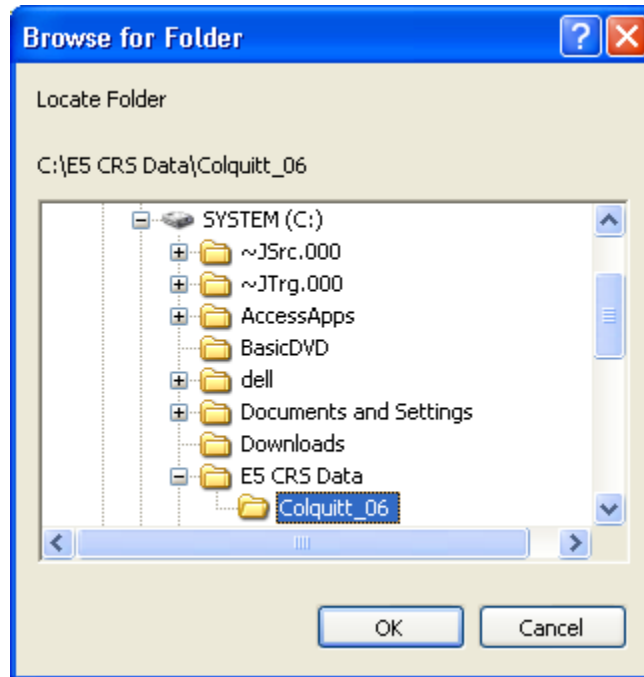


- Windows Explorer will open up in a new window
- Find the location C:\E5 CRS Data and create a new folder. This is the default folder CRS5 created and this is the location you should use to store your DBs. When you are finished making folders you can “X” out or close Windows Explorer

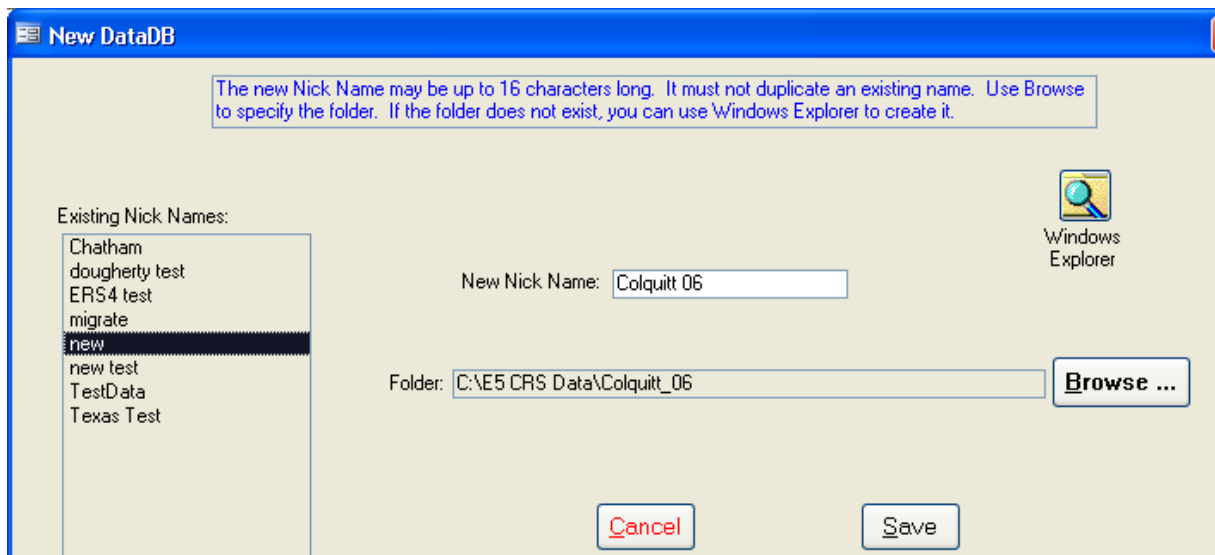


Tip – To make a new folder in Windows Explorer right click in the white space and go to “New”; then Click “Folder” and your new folder will appear and you can give it a proper name.

- Go back to the task bar and maximize CRS5; you should be on the screen where we left off
 - Enter Nick Name
 - Click **Browse**
 - Now locate the folder that you just created – in this case it was C:\E5 CRS Data\Colquitt_06

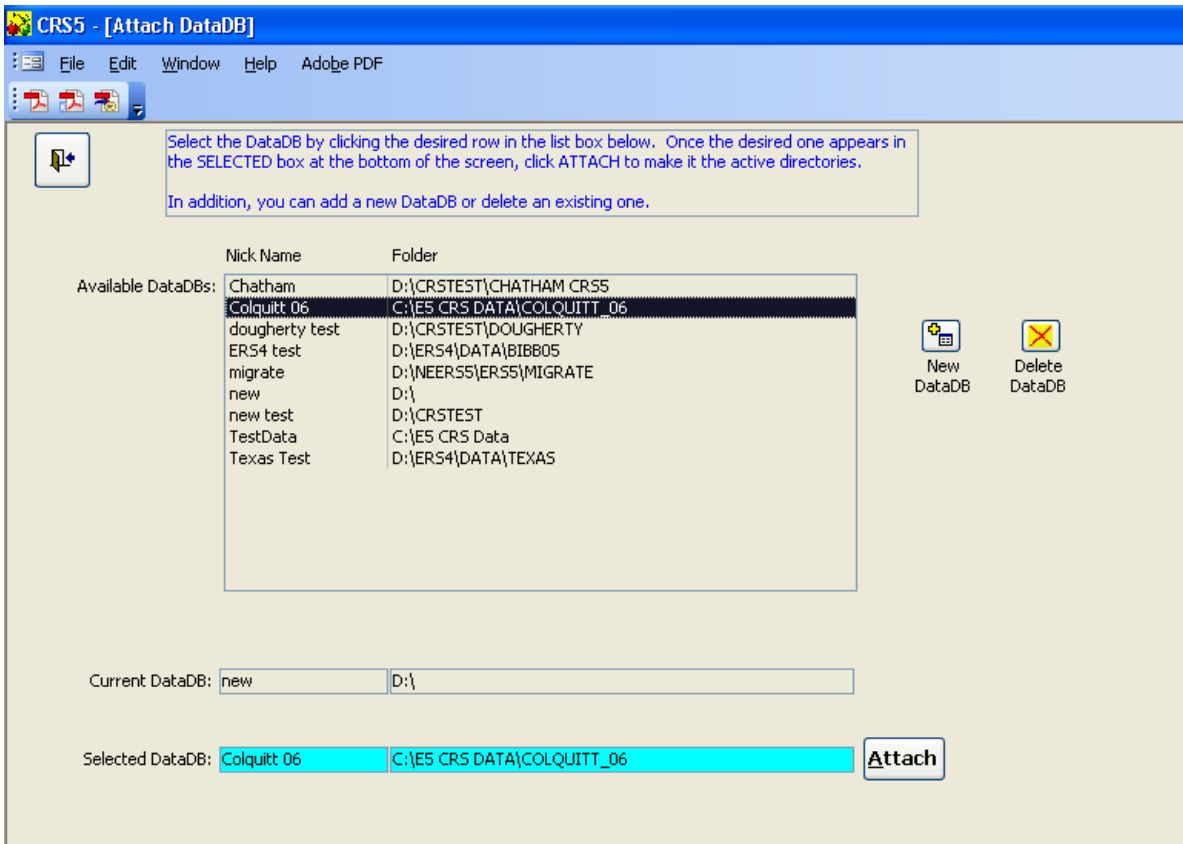


- Click **OK**

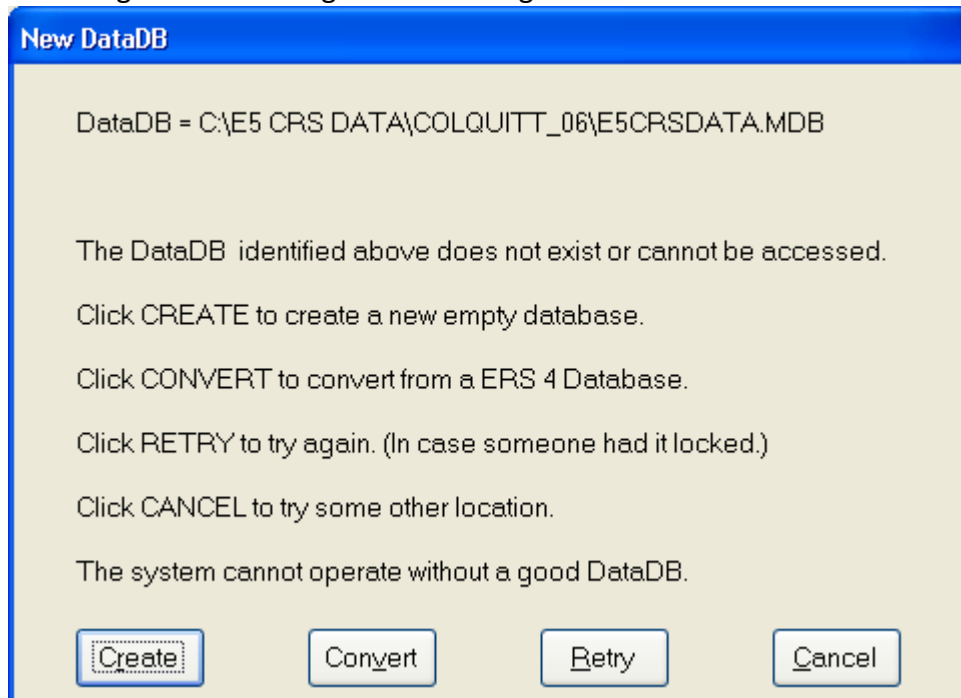


- Click **SAVE**

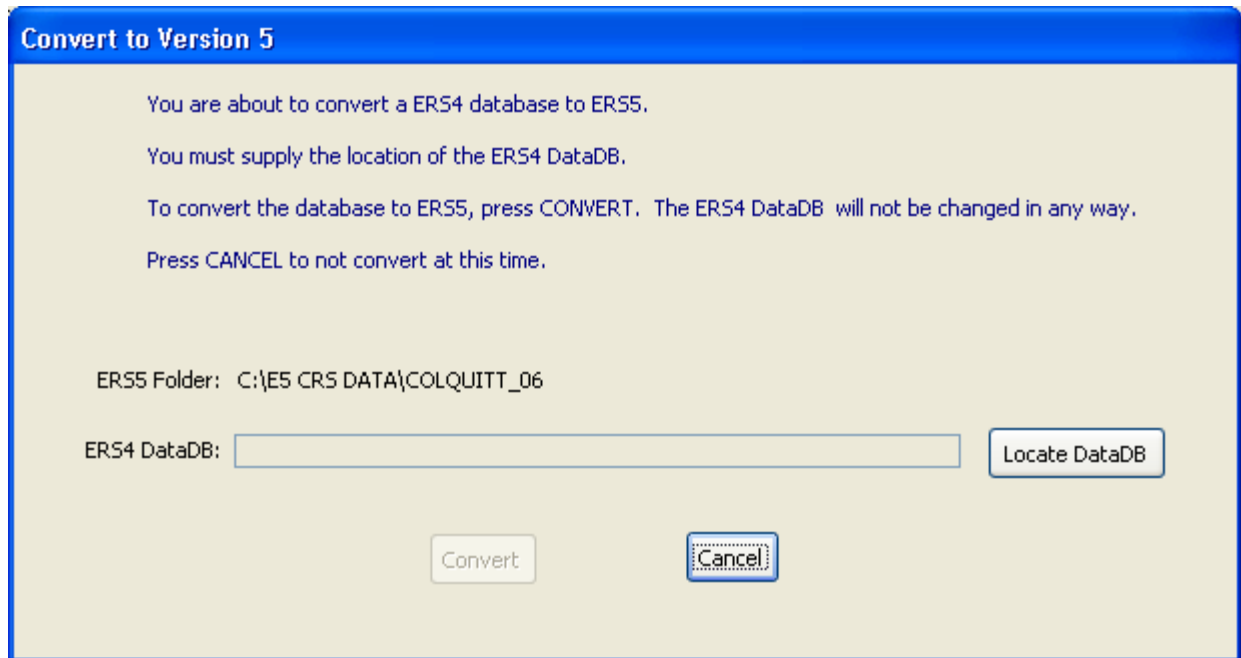
- Now highlight the DB that you just created and click **ATTACH** at the bottom of the screen



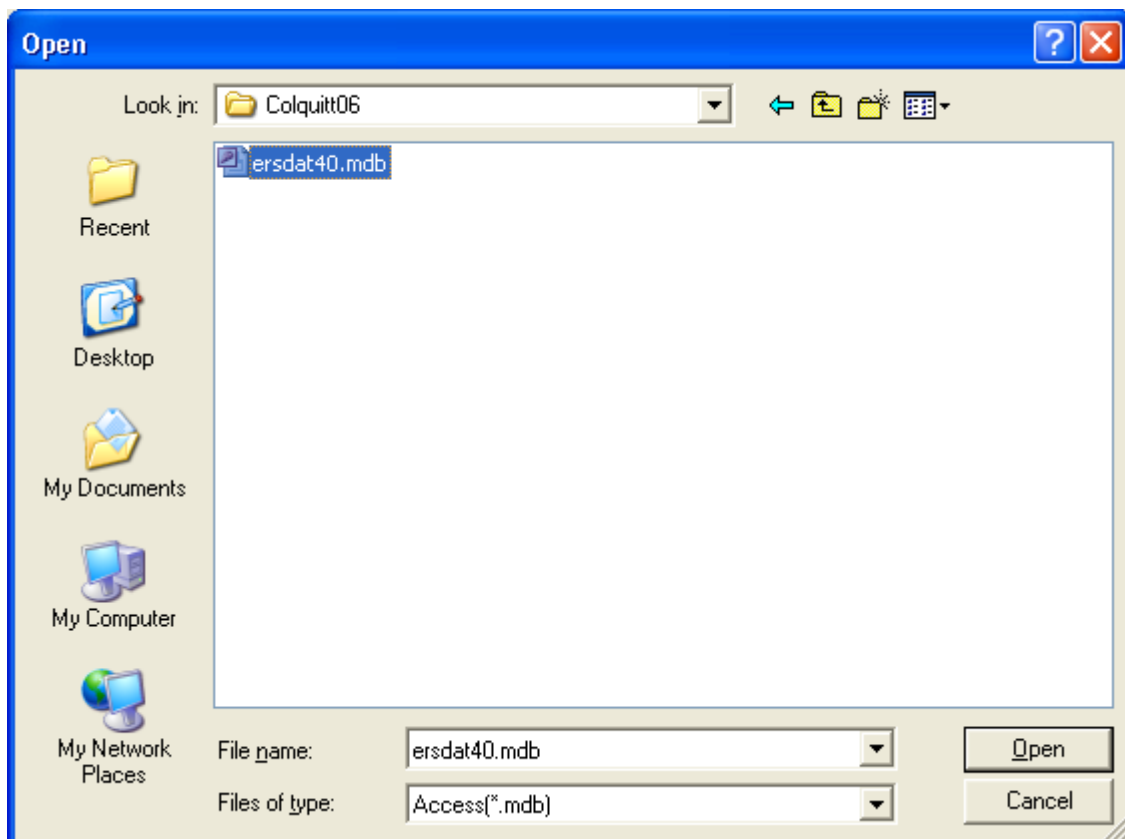
- You will get the following screen message:



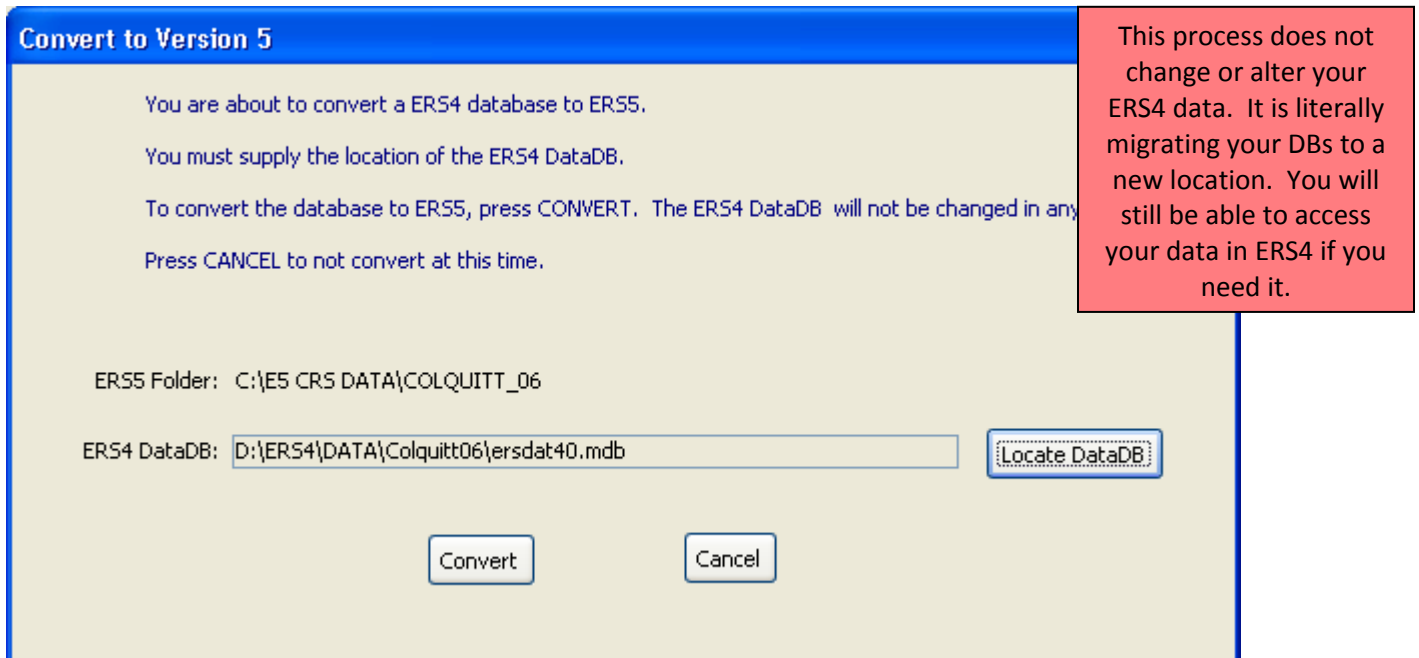
- Click **CONVERT**
- Now click **“Locate DataDb”** to search for the location where your ERS4 files were located



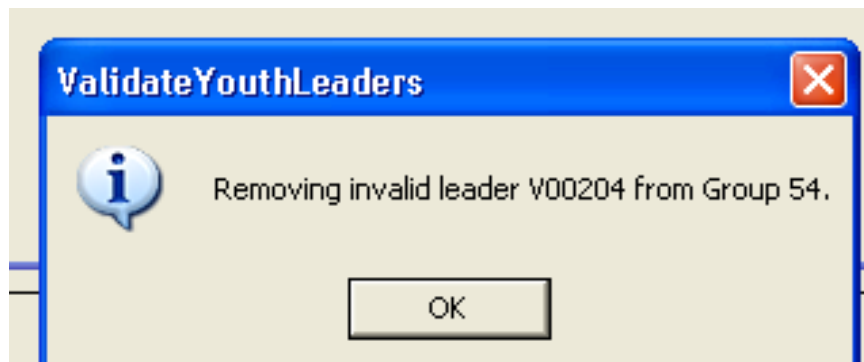
- In this example Colquitt 06 is going to be converted. The next step is to locate the Colquitt 06 data file in ERS4.
- Look for the folder that contains your data. The file needed is **ersdat40.mdb**.



- When you have located the file highlight it and click **OPEN**
- It is very important to make sure that the correct file path shows up on this screen.

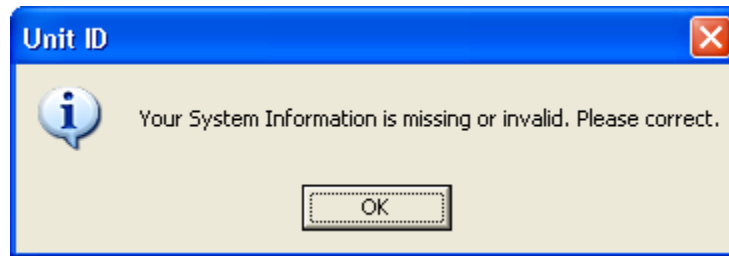


- After you have verified that the ERS4 Data DB is the correct file click **CONVERT**
- While it is converting you may get some messages like:



- This is due to a flaw in ERS4 that allowed deletion of a paraprofessional or volunteer who was the leader of a group. CRS5 cannot have a youth leader who is not in the staff (professional, paraprofessional, volunteer) table. If it encounters a non-existent leader, it is removed from the list of leaders for that group. If you have leaders that are removed during this process they will need to be re-entered in CRS5 once this process is complete.
- Click **OK** and let it continue the process
- When the process is finished it will take you back to the “Main Switchboard”
- You should receive an error telling you that your System Information is missing.

- Click **OK**



- You are missing the Institution name. Highlight your institution from the drop down menu.

A screenshot of the "System Configuration" window. It has a blue title bar with the text "System Configuration" and a series of buttons (S, W, O, R, F, B, C, D, I) and a close button (X). The window contains several fields and a large list box.

- System Level:** County
- State:** VA (dropdown)
- Unit ID:** 550
- Sub Unit:** (empty field)
- System Use:** EFNEP (selected), NON-EFNEP (unselected)
- Institution:** VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIV (highlighted in the dropdown list)
- Unit Name:** UNIVERSITY OF CALIFORNIA-BERKELEY
- Period Begin:** UNIVERSITY OF CALIFORNIA-DAVIS
- Period End:** UNIVERSITY OF CALIFORNIA-RIVERSIDE
- Poverty Level Table:** UNIVERSITY OF CONNECTICUT
- Default Nutrition Method:** UNIVERSITY OF DELAWARE

 The list box contains many university names, including UNIVERSITY OF FLORIDA, UNIVERSITY OF GEORGIA, UNIVERSITY OF GUAM, UNIVERSITY OF HAWAII AT MANOA, UNIVERSITY OF IDAHO, UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN, UNIVERSITY OF KENTUCKY, UNIVERSITY OF MAINE, UNIVERSITY OF MARYLAND-COLLEGE PARK, UNIVERSITY OF MARYLAND-EASTERN SHORE, UNIVERSITY OF MASSACHUSETTS-AMHERST, UNIVERSITY OF MINNESOTA-TWIN CITIES, UNIVERSITY OF MISSOURI-COLUMBIA, UNIVERSITY OF NEBRASKA AT LINCOLN, and UNIVERSITY OF NEVADA-RENO.

The Unit ID is your three digit county FIPS code, or other code as may be assigned you by your State. Use the FIPS Code Lookup to find your FIPS code.

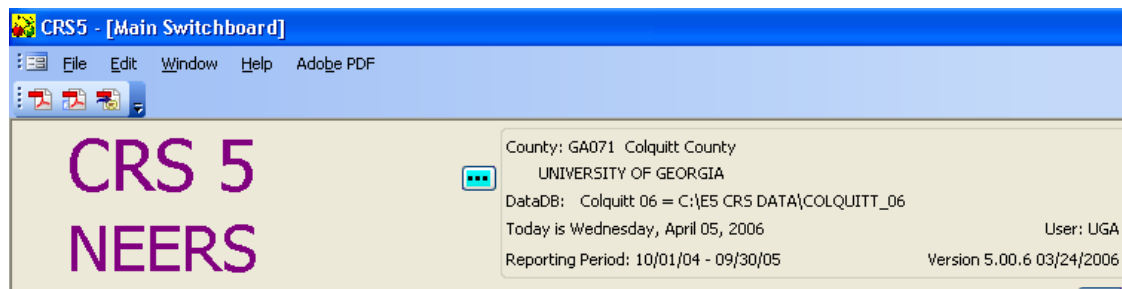
FIPS Code Lookup: <http://www.itl.nist.gov/fipspubs/co-codes/states.htm>

The Sub Unit is used to distinguish between multiple units in a county.

If the System Use is EFNEP, you must identify your state's institution. If your institution is not on the list, use one of the three Temporary institutions at the end of the list.

If you are in Puerto Guam, the Republic of Micronesia, the Marshall Islands, or Palau.

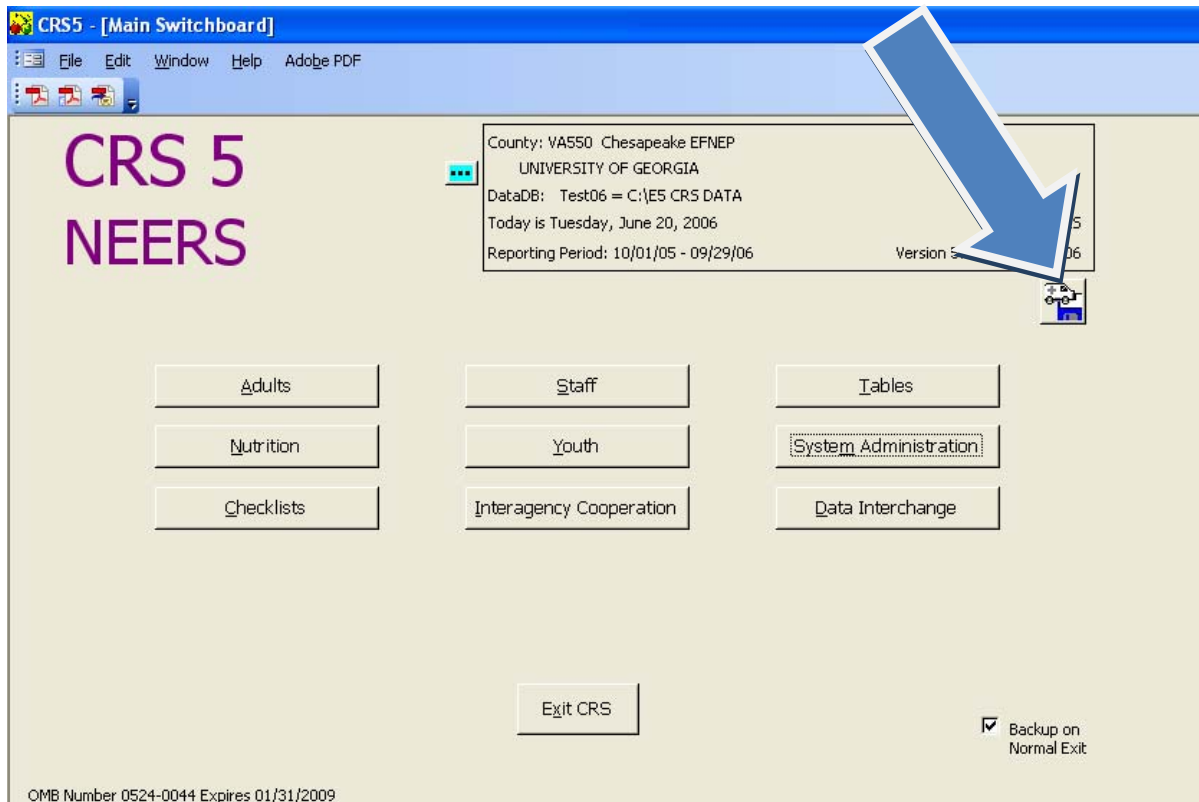
- Verify the other information and click **SAVE**.
- You can now verify which DB you are attached to by looking in the top box



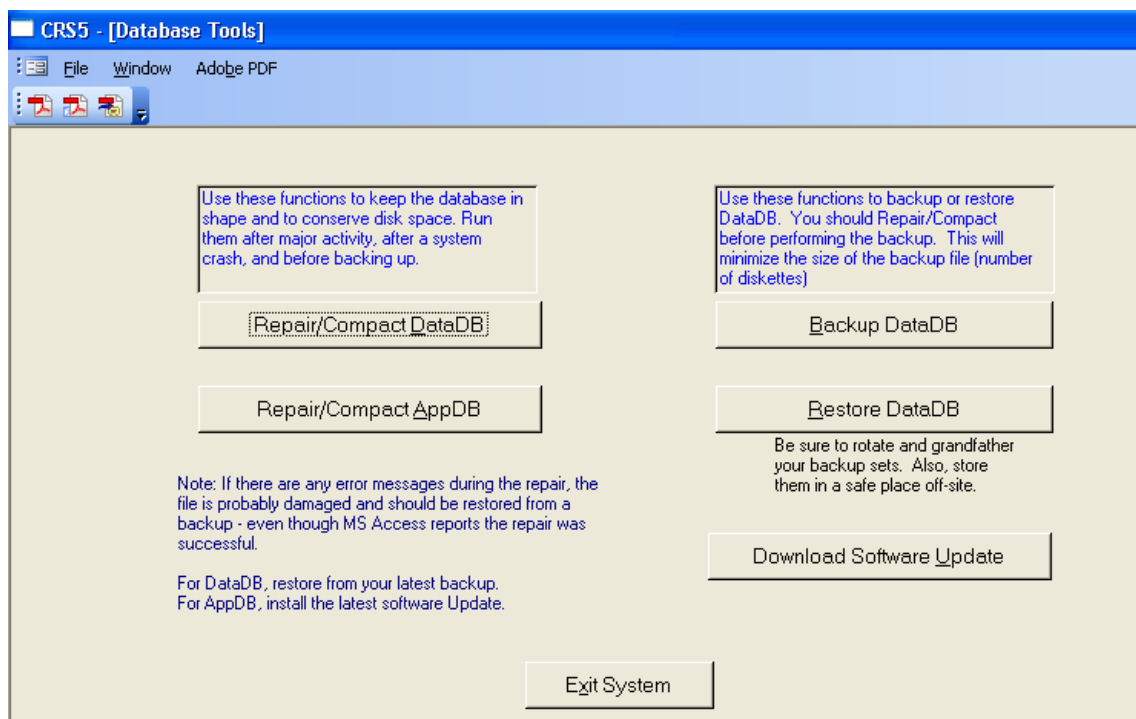
13.1.6. Backing up CRS5 DB in CRS Tools

Once you have successfully converted a DB go to CRS5 tools to back it up.

- Click on the **Ambulance/Disk icon**



- Enter your password, if needed
- Click on **BACKUP DATADB**



- Since this is a .ZIP file you can back it up into the folder where the DB is currently located. This could help you remember where the files are stored.

Backup

This function is used to backup the DataDB to a removable drive or to a folder on the hard drive. The email option requires a MAPI-Compliant email program.

Use BROWSE to change the Backup-To Folder.

Click BACKUP to begin the backup.

NOTE: After backing up to a Thumb/Jump or other USB drive, be sure to use the SAFELY REMOVE HARDWARE icon before disconnecting the device.

Nick Name: Colquitt06

Data to Backup: E:\E5 CRS DATA\GEORGIA\FY 2006\COLQUITT\E5CRSDATA.MDB

Backup To
☐ Floppy Drive ☒ Hard Drive ☐ Other (Zip/Jaz Drive, etc.) ☐ Email Backup

Browse ...

Backup-To Folder: E:\E5 CRS DATA\GEORGIA\FY 2006\COLQUITT

Backup

- After you have chosen the appropriate folder click **BACKUP**
- The next screen message will appear like this
- Click **OK**

Backup

This function is used to backup the DataDB to a removable drive or to a folder on the hard drive. The email option requires a MAPI-Compliant email program.

Use BROWSE to change the Backup-To Folder.

Click BACKUP to begin the backup.

NOTE: After backing up to a Thumb/Jump or other USB drive, be sure to use the SAFELY REMOVE HARDWARE icon before disconnecting the device.

Nick Name: Sample

Data to Backup: E:\E5 CRS DATA\SAMPLE\E5CRSDATA.MDB

Backup To
☐ Floppy Drive ☒ Hard Drive ☐ Other (Zip/Jaz Drive, etc.) ☐ Email Backup

Browse ...

Backup-To Folder: E

Backup

Backup to file 'E:\E5 CRS DATA\SAMPLE\E5CRSDATA.ZIP' completed successfully.

OK

- If you wish to test this backup file go to **RESTORE**
 - Find the appropriate file and click **NEXT**
 - Click **TEST**



- Click **OK**
- **BACK DOOR**

When you are finished backing up all of your county DBs click **EXIT SYSTEM**

E-mail each .zip file to the appropriate county level person.

If you need to rename the zip file see Renaming .ZIP Files in section 12.1.2.

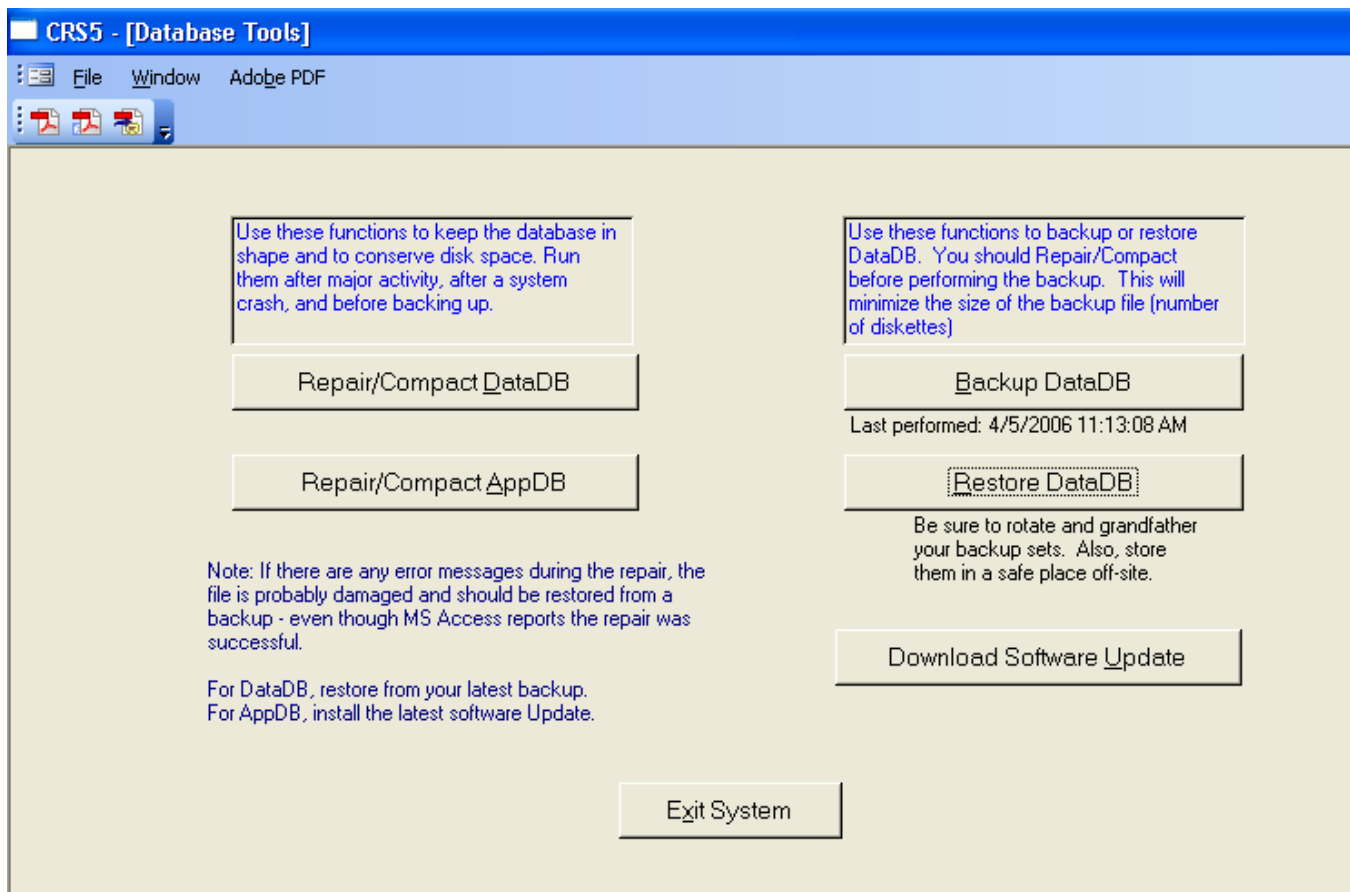
13.1.7. Install CRS5 at the county level

The program CD should be obtained from your state office.

Install the program using previous directions given in section 2 of this manual.


13.1.8. County Restoration of .ZIP File

- Save the .ZIP file that was received via e-mail to the c:\E5 CRS Data folder that was created during CRS5 installation.
 - Counties may need to create folders by years within this folder to help keep data organized (i.e. c:\E5 CRS Data\Colquitt_06 or C:\E5 CRS Data\Colquitt_07)
 - If the .ZIP extension was renamed during e-mail process make sure that when you save the file now you restore it to its original sate.
 - The file should be named **E5CRSDATA.ZIP**
- Log into CRS5
- Go to CRS Tools by clicking the ambulance icon.
- Click **RESTORE DATA DB**



- Choose the correct “Restore-From File” path by clicking **LOCATE**
- Once you have found the correct path where the .ZIP file is stored click **NEXT**

Restore



This function is used to restore the DataDB from a backup.

Use LOCATE or USE BACKUP LOG to locate and select the ZIP file for the restore. Then click NEXT.

Note: This function restores (unZips) only ZIP files prepared by this system. ZIP files prepared by other means do not have the necessary information about the file for a safe restore.

Restore-From File:

Locate ...

Use Backup Log

Next >

- Choose the correct “Restore-To Directory” path by clicking **BROWSE**
- Once this correct path has been chosen click **RESTORE**

Restore

Confirm this is the data to be restored. Then click RESTORE to start the restore (or test) operation.

Click BROWSE to restore to a different directory.

Use TEST to validate the backup without actually restoring.

Caution: Other users must not be using the Restore-To directory.

Backup Information

System:	CRS5		
From Path:	C:\E5 CRS DATA\COLQUITT_06\		
File:	E5CRSDATA.MDB		
Backup Date:	4/5/2006 11:13:07 AM	Level:	C
Version:	D01		
Software Version:	5.00.6 03/24/2006		

Browse ...

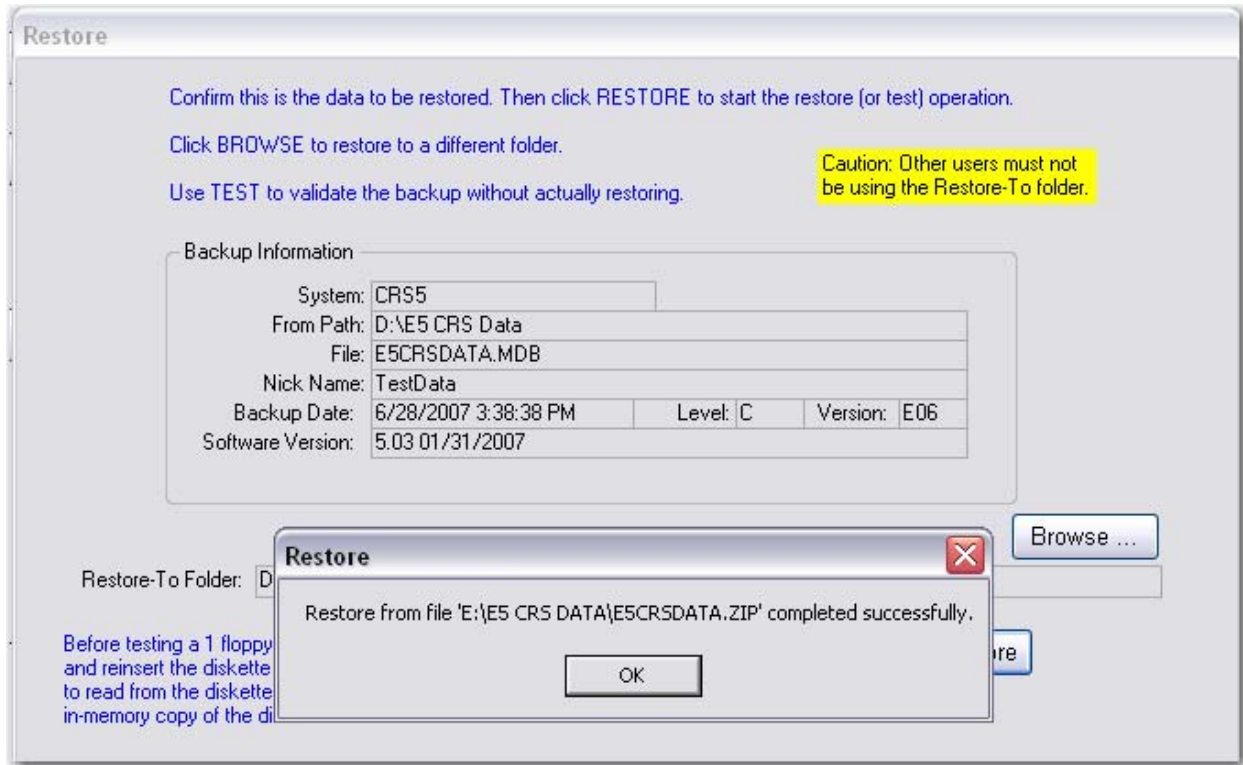
Restore-To Directory:

Before testing a 1 disk backup, remove and reinsert the diskette to force Windows to read from the diskette instead of from its in-memory copy of the disk.

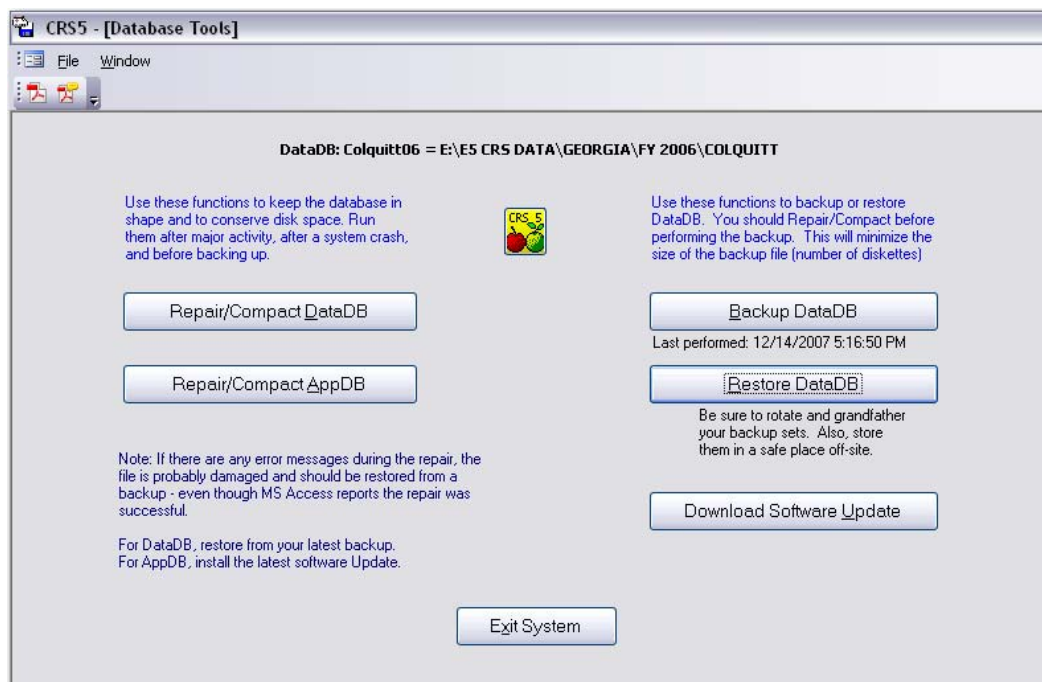
Cancel Test Restore

It's a good idea to test before doing the restore.

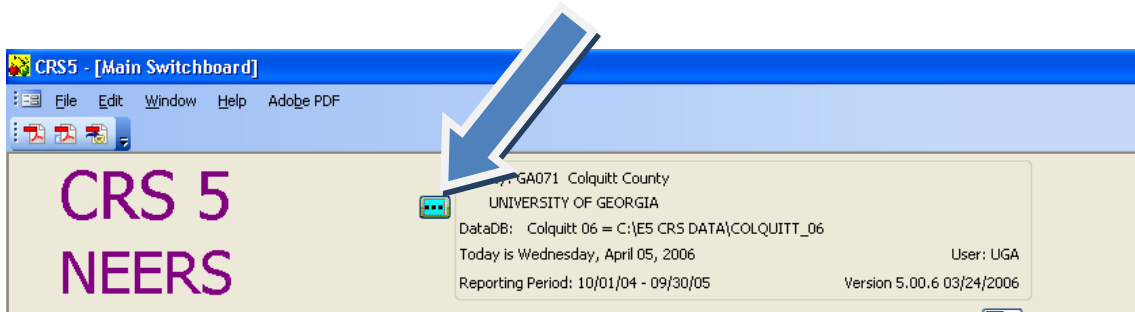
- Click **OK**



- Click the Back Door.
- You are now back on the Database Tools screen (CRS5 Tools).
- Click the **CRS5 icon** in the middle of the screen to return to CRS5.



- Once back into CRS5 click on the **BLUE EXPLODE** button near the top of the screen to go to the DB screen
- Highlight the DB you just restored in CRS5 Tools and click **ATTACH**



Verify the correct information in the top box.

If everything appears correctly the county is now ready to being entering data in CRS5

13.2 Option 2: County Level Conversion

1. Back Up County Data in ERS4
2. Install CRS5 at the County Level
3. Convert DB from ERS4 into CRS5

13.2.1. Back Up County Data in ERS4

Counties should:

- Log into ERS4
- Go to ERS Tools (the Ambulance Icon to the right of the screen)
- Make sure you are attached to the DB that you want to back up
- Click - **Repair/Compact Data DB**
- "OK"

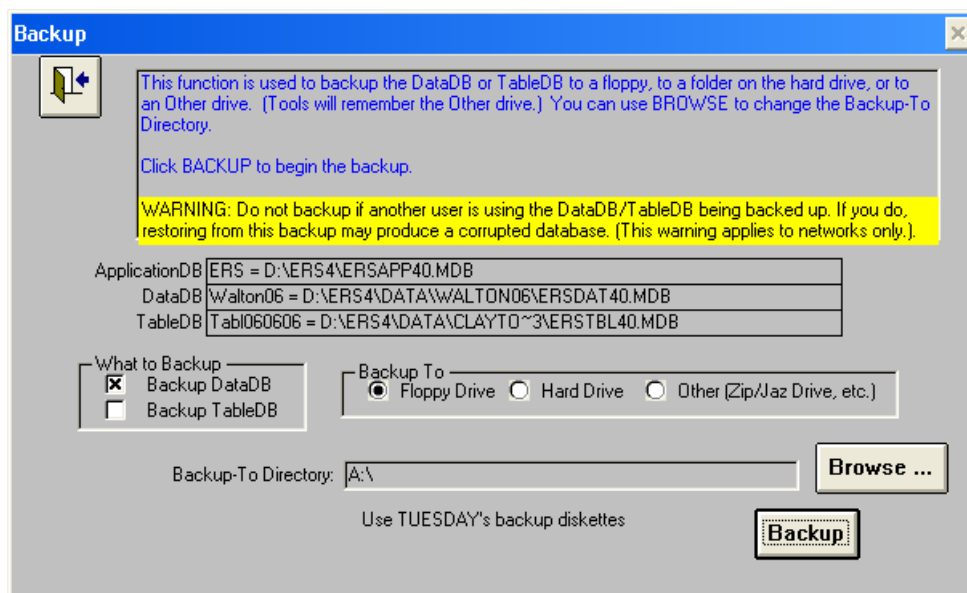
- Backup

- Insert a Floppy Disk – or you can change the path to save it to your hard drive. If you do this click browse and find the folder where you want to back up your file.

- Click - **Backup**
 - "Yes" (To delete all files from ROOT directory)
 - "OK" (Note: it takes only 1 disk)
 - "OK"

- Click on Restore – this is to test the DB that you just backed up – this is optional
- "Next"
- "Test"
- "OK"
- "Cancel"
- "Back" door (in upper left corner)
- Exit

Backing up the ERS4 database is just a precautionary step. Backing up data is always a good practice prior to making any significant changes to the database. This step is just to back up the data for in case something were to happen during the conversion process.



13.2.2. Install CRS5 at the county level

The CRS5 program CD should be obtained from your state office.

Install the program using previous directions given in Section 2 – Installing CRS5 from a CD

13.2.3. Converting DBs from ERS4 to CRS5

Creating a Folder for conversion

- System Administration
- DataDB
- New DB
- Click on **Windows Explorer**

The Windows Explorer icon in CRS5 works!! You can use this icon to access windows explorer outside of CRS5 if you need to add folders or check files locations.

New DataDB

The new Nick Name may be up to 16 characters long. It must not duplicate an existing name. Use Browse to specify the folder. If the folder does not exist, you can use Windows Explorer to create it.

Existing Nick Names:

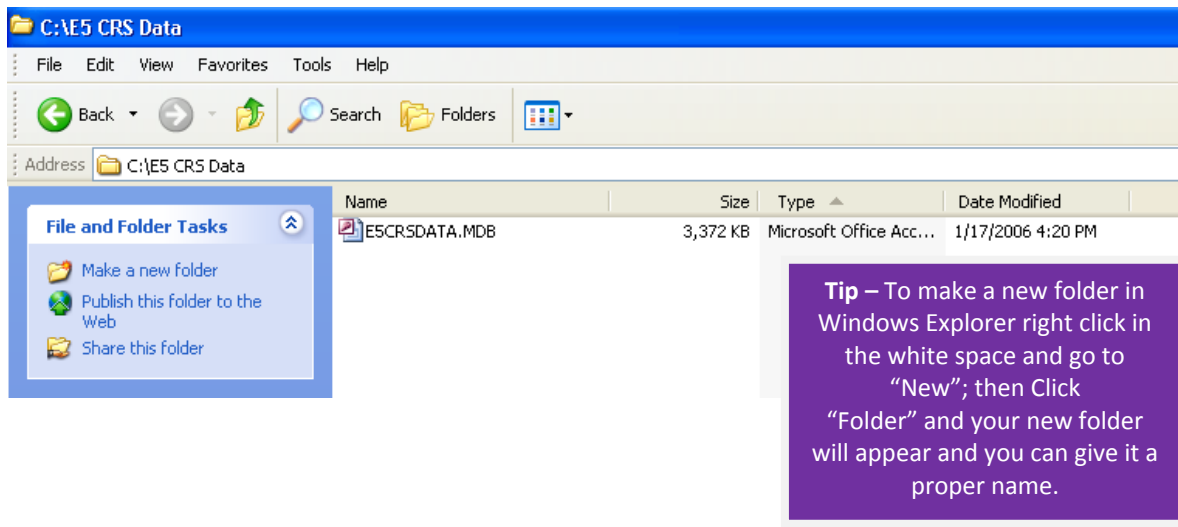
- Chatham
- dougherty test
- ERS4 test
- migrate
- new
- new test
- TestData
- Texas Test

New Nick Name: Colquitt 06

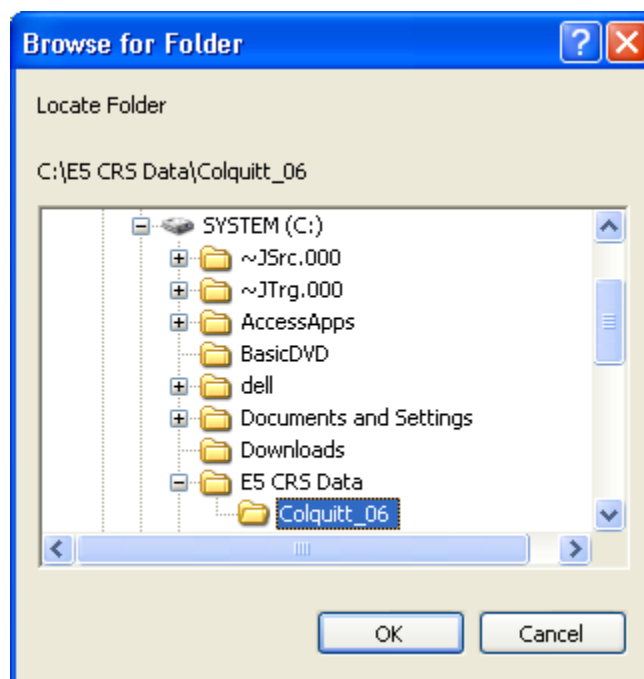
Folder:

Windows Explorer

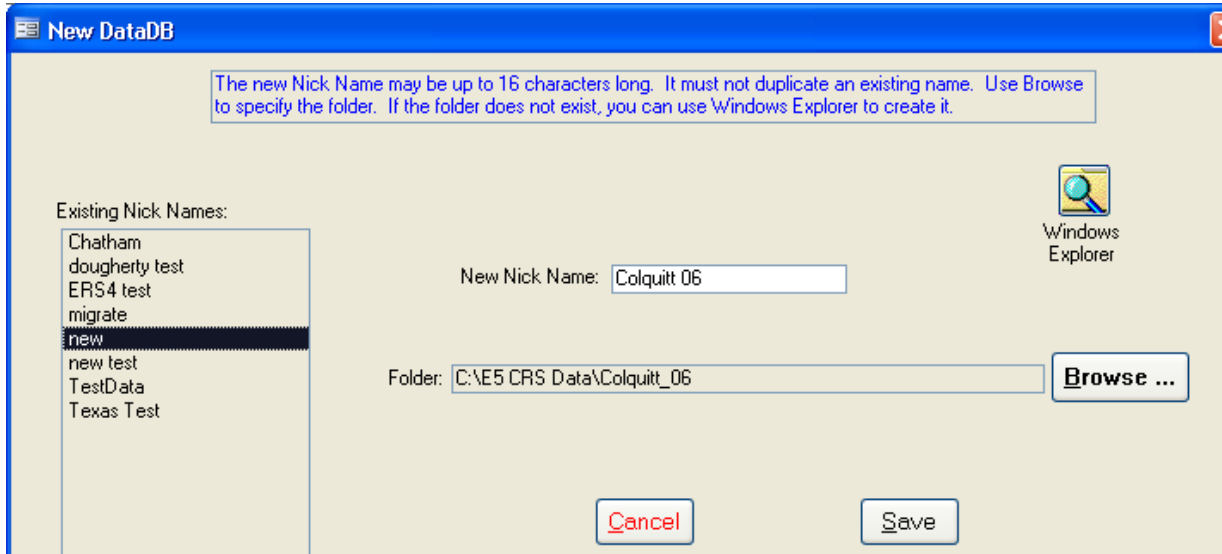
- Windows Explorer will open up in a new window
- Find the location C:\E5 CRS Data and create a new folder. This is the default folder CRS5 created and this is the location you should use to store your DBs. When you are finished making folders you can “X” out or close Windows Explorer



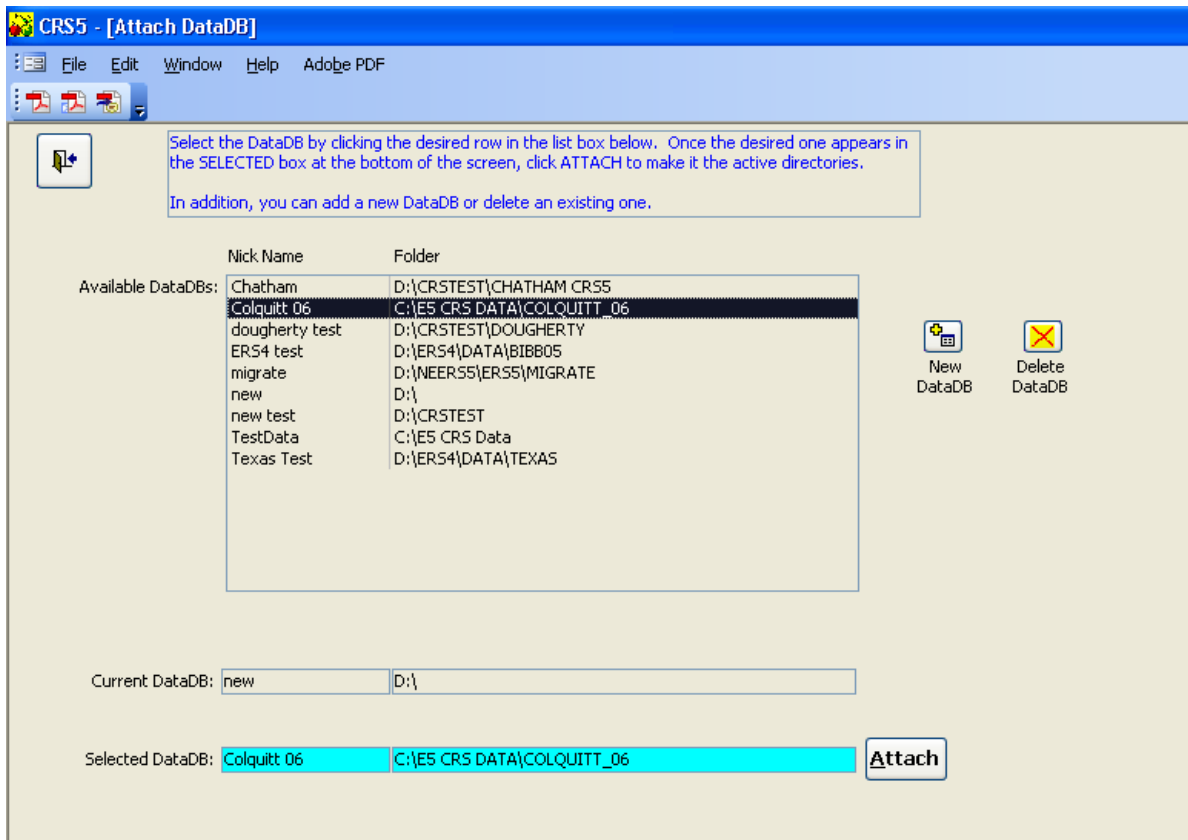
- Go back to your task bar and maximize CRS5; you should be on the screen where we left off
 - Enter Nick Name
 - Click **Browse**
 - Now locate the folder that you just created – in this case it was C:\E5 CRS Data\Colquitt_06



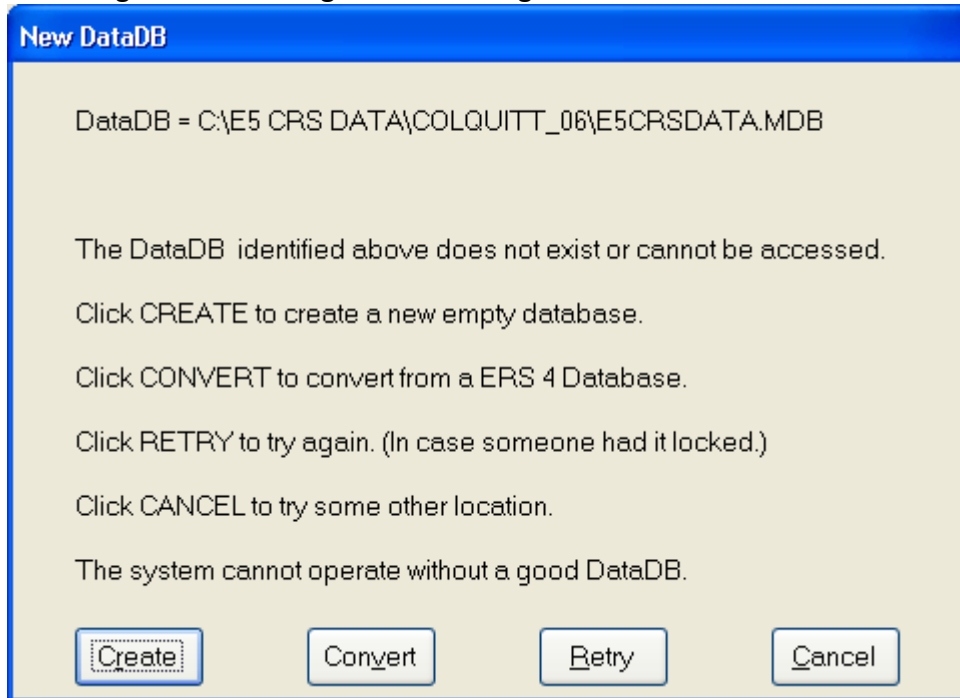
- Click **OK**



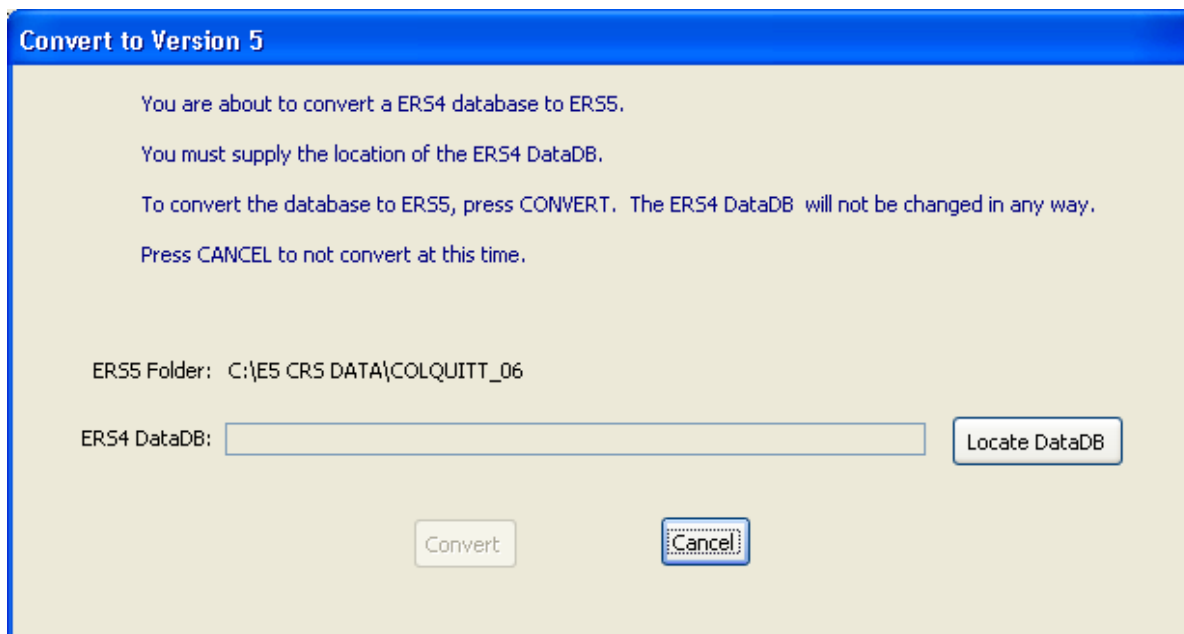
- Click **SAVE**
- Now highlight the DB that you just created and click **ATTACH** at the bottom of the screen



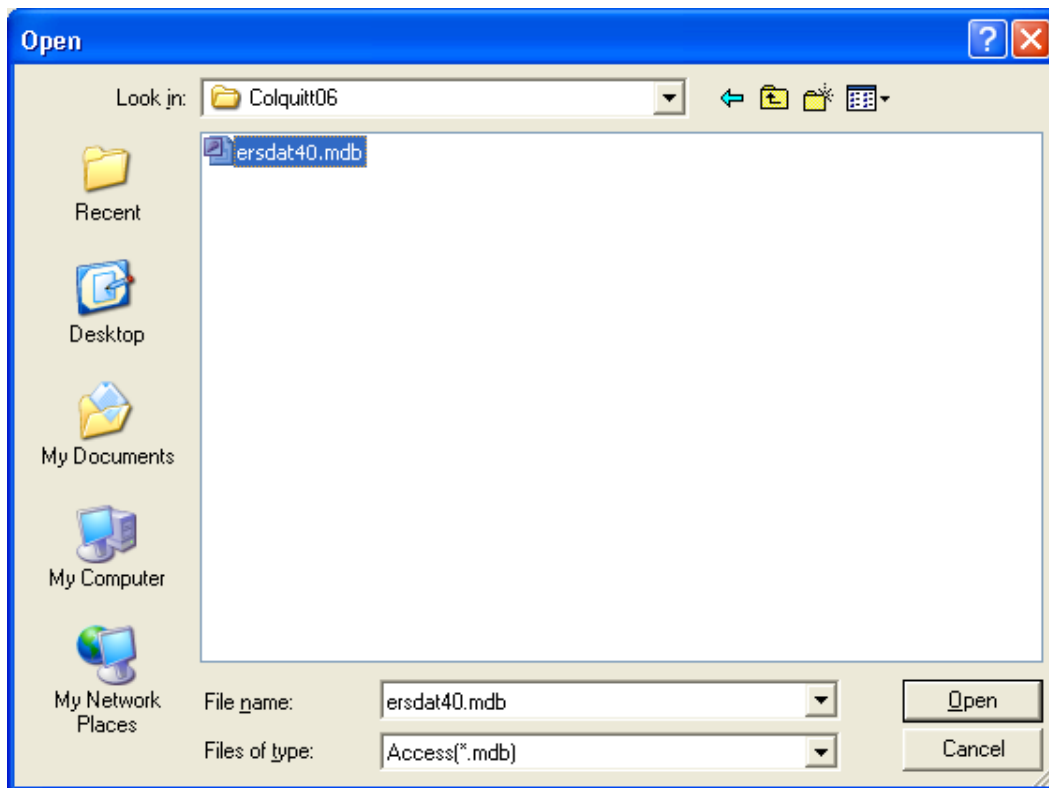
- You will get the following screen message:



- Click **CONVERT**
- Now click **“Locate DataDB”** to search for the location where your ERS4 files were located

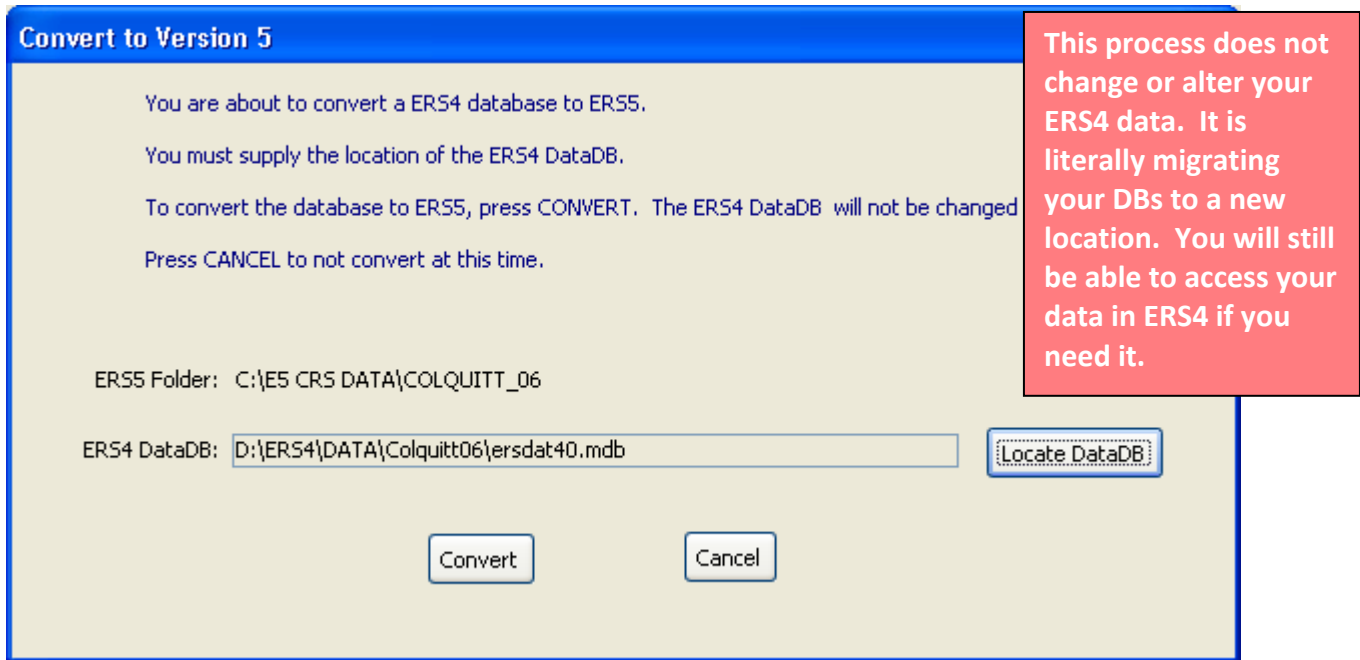


- You are looking for the folder that contains your data. The file you need is **ersdat40.mdb**
- I want to convert Colquitt 06 so I am going to find the file in ERS4 that was the Colquitt 06 data.

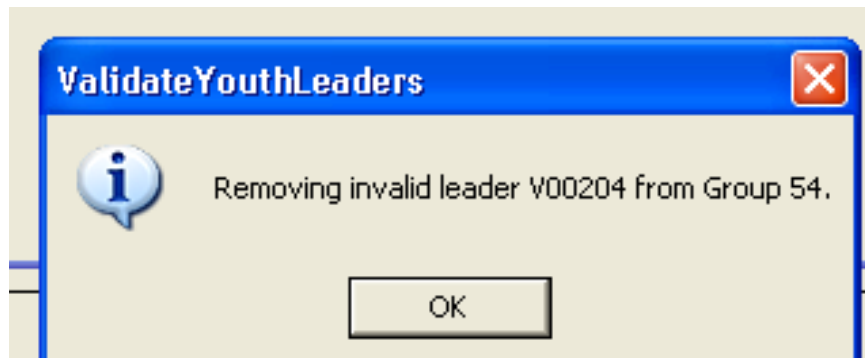


- When you have located the file highlight it and click **OPEN**
- It is very important to make sure that the correct file path shows up on this screen.

- After you have verified that the ERS4 Data DB is the correct file click **CONVERT**

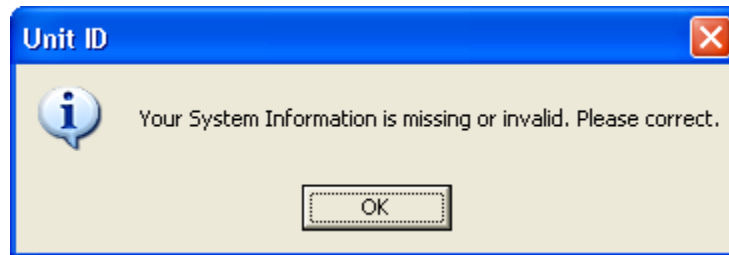


- While it is converting you may get some messages like:



- This is due to a flaw in ERS4 that allowed deletion of a paraprofessional or volunteer who was the leader of a group. CRS5 cannot have a youth leader who is not in the staff (professional, paraprofessional, volunteer) table. If it encounters a non-existent leader, it is removed from the list of leaders for that group. If you have leaders that are removed during this process they will need to be reentered in CRS5 once this process is complete.
- Click **OK** and let it continue the process

- When the process is finished it will take you back to the “Main Switchboard.”
- You should receive an error telling you that your System Information is missing.
 - Click **OK**



- The system is missing the Institution name. Highlight the appropriate institution from the drop down menu.

 A screenshot of the "System Configuration" window. It contains various fields and dropdown menus for setting up the system.

- System Level:** County
- State:** VA (dropdown)
- Unit ID:** 550
- Sub Unit:** (empty field)
- System Use:** EFNEP (selected), NON-EFNEP (option)
- Institution:** VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIV (dropdown)
- Unit Name:** Chesapeake EFNEP
- Period Begin:** 01-Oct-2005
- Period End:** 29-Sep-2006
- Poverty Level Table:** 48 Contiguous States and DC (selected), Alaska, Hawaii (options)
- Default Nutrition Method:** Computerized Analysis (selected), Food Group Intake, External Analysis (options)

 To the right of the fields, there is explanatory text:

- "The Unit ID is your three digit county FIPS code, or other code as may be assigned you by your State. Use the FIPS Code Lookup to find your FIPS code." with a link: <http://www.itl.nist.gov/fipspubs/co-codes/states.htm>
- "The Sub Unit is used to distinguish between multiple units in a county."
- "If the System Use is EFNEP, you must identify your state's institution. If your institution is not on the list, use one of the three Temporary institutions at the end of the list."
- "Use the contiguous-states-and-D.C. guidelines if you are in Puerto Rico, the U.S. Virgin Islands, American Samoa, Guam, the Republic of the Marshall Islands, the Federated States of Micronesia, the Commonwealth of the Northern Mariana Islands, or Palau."

 At the bottom are "Save" and "Cancel" buttons.

- Verify the other information and click **SAVE**.
- Verify which DB you are attached to by looking in the top information box on the Main Switchboard.

 A screenshot of the "CRS5 - [Main Switchboard]" window. It has a menu bar (File, Edit, Window, Help, Adobe PDF) and a toolbar. The main area is divided into two sections:

- Left Section:** Large purple text "CRS 5 NEERS".
- Right Section:** A box containing system information:
 - County: VA550 Chesapeake EFNEP
 - VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIV
 - DataDB: Test06 = C:\ES CRS DATA
 - Today is Tuesday, June 20, 2006
 - Reporting Period: 10/01/05 - 09/29/06
 - User: ERS
 - Version 5.00.8 06/20/2006

13.3 Converting ERS4 Recalls in CRS5

13.3.1 Converting ERS4 Recalls to CRS5

Converting from External Analysis to Computerized Analysis

- This screen shows the individual recalls for a participant.
 - If you have converted your DB from ERS4 your screen will look like the one below.
 - Please note the column titled “Method”
 - If you were using the Computerized Analysis method for Diet Recalls in ERS4 your recalls will convert over into CRS5 automatically. This is referred to as the “External Method” abbreviated E in the “Method” column.
 - If you were using the Food Group Analysis for Diet Recalls in ERS4 then your recalls should convert over into CRS5 using the same method, “Food Group Analysis”, abbreviated F. No additional action is needed on your part.
- If both entry and exit recalls were entered for a participant in ERS4 the recalls do NOT have to be converted manually.
- If only an entry recall was entered for a participant in ERS4, it will be necessary to convert this recall to CRS5 before you can add an exit recall. This is because both entry and exit recalls must be in the same format.

One Day Recall and Diet Summary data will appear in SERVINGS as opposed to cup equivalents in CRS5 for any ERS4 recalls which are not converted. USDA CSREES strongly encourages users to convert all ERS4 recalls prior to preparing CRS5 export files so that data is consistent.

- From an individual RECALL screen, click **CONVERT ERS4 RECALL**

CRS5 - [Recalls]

File Edit Window Help Adobe PDF

Recalls for: 3250 - ELLIS, AMY

PP: P00004 - MITCHELL, DORIA

Convert ERS4 Recall

Add Recall

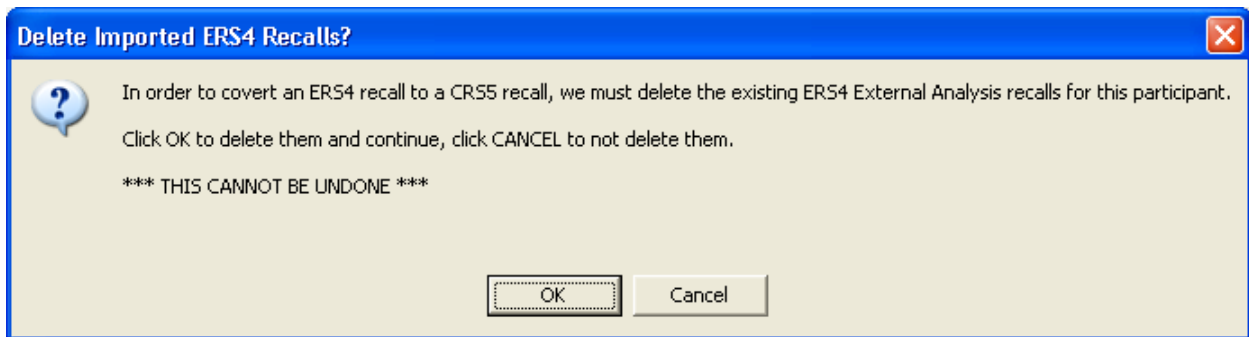
Date	Pregnant	Nursing	Exit	#Meals	HEI	Method
07-Dec-2001	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	0.0	3
04-Dec-2002	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	3	0.0	3

Record: 1 of 2

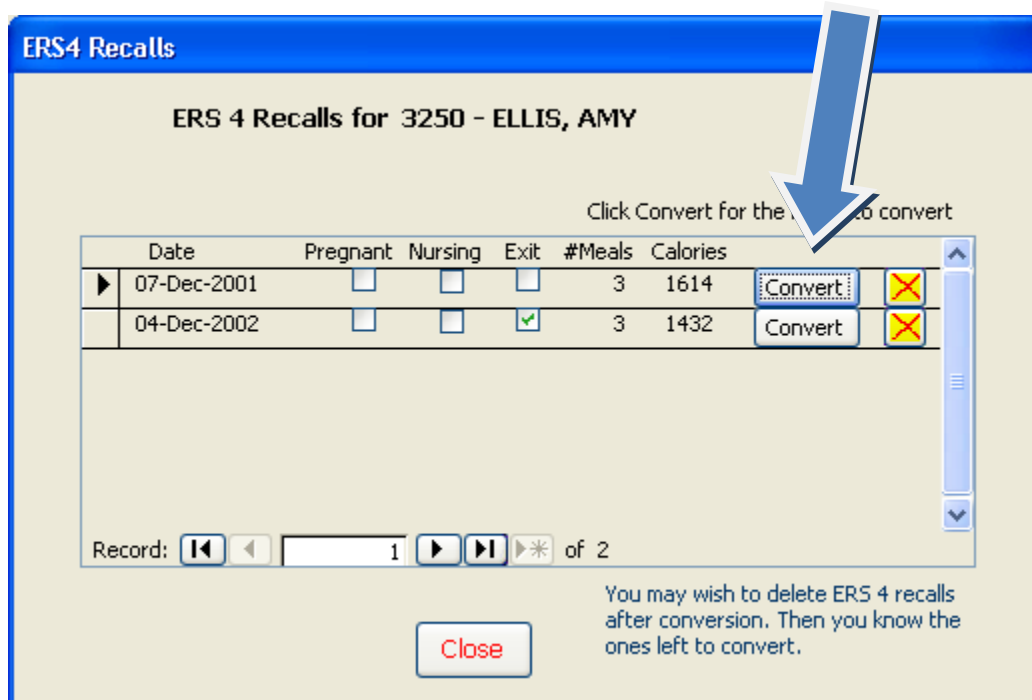
1=Computerized
2=Food Group
3=External

Save Cancel

- Because these recalls were converted into CRS5 using the External Analysis Method (#3) you will see the following screen



- This screen simply means that clicking OK will delete the External Analysis recalls. The ERS4 food items are still there and you can convert them individually. Click **OK** to continue
- This screen shows the existing ERS4 recalls for this individual. Click **CONVERT** for the recall you wish to use.



- You are now looking at the **Edit Recalls – Using Foods Database Screen**
- Everything appears as ZERO because the food items have not been converted. Click **VIEW/EDIT FOOD ITEMS**
- Now click **ADD ERS4 FOOD ITEM**

CRS5 - [Meal Items]

Meal Items for: 3250 - ELLIS, AMY
Recall Date: 07-Dec-01

Add ERS4 Food Item
Add Food Item

Meal	Description	Qty	Unit
------	-------------	-----	------

- Now you will see the screen that shows all of the foods on this recall from ERS4.
- Starting with the first food item, Click **CONVERT**
- The following screen shows you the keywords in CRS5 that closely match your previous food entry in ERS4.

CRS5 - [Convert ERS 4 Food Items to CRS 5]

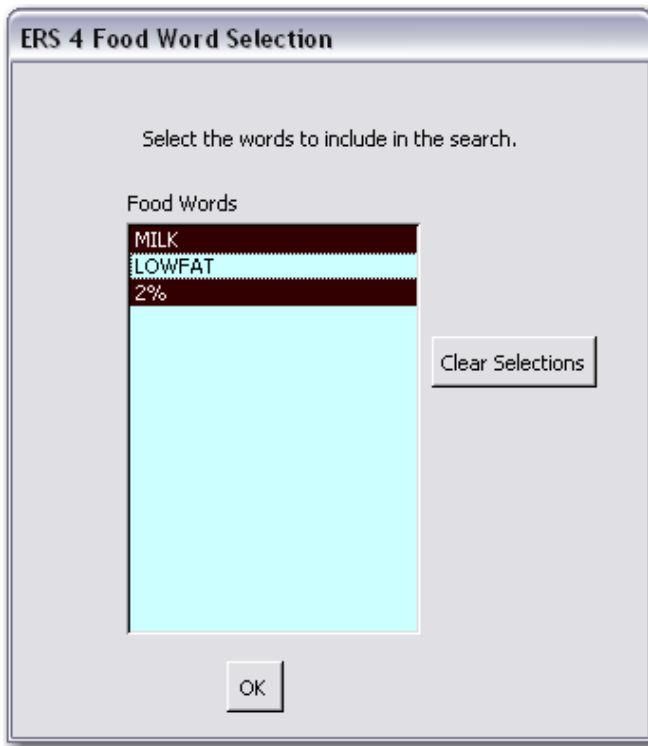
Meal Items for: 3370 - BISSI, TERESA
Recall Date: 14-Oct-02

Meal	Description	Qty	Unit	Description	Convert
Morning	MILK, LOWFAT 2%	4.00	FL OUNCE		Convert
Morning	CEREAL, FRUIT LOOPS	1.00	CUP		Convert
Noon	BEVERAGE, TEA SWEETENED	12.00	FL OUNCE		Convert
Noon	SALAD, LETTUCE W/VEG(NO TOM/CAR)W/O DRES	1.50	CUP		Convert
Noon	CHICKEN, ANY W/O BONE,W/O SKIN,BRLD	3.00	OUNCE		Convert
Evening	CORN, CKD,ANY COLOR	1.00	CUP		Convert
Evening	RICE, WHITE/WILD, CKD	1.50	CUP		Convert

Record: 1 of 7

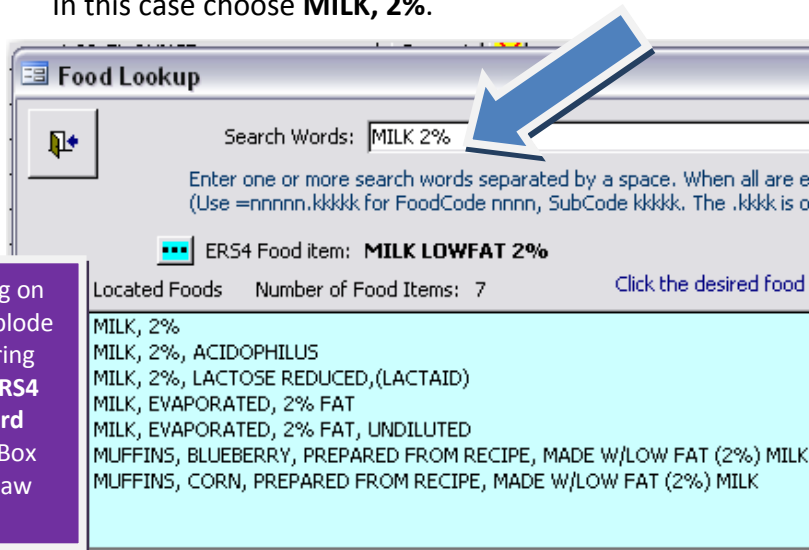
√ - You have converted (or attempted to convert) this food item.

- Highlight the Food Words you wish to use to search the Foods Database and click OK. In this example Milk and 2% were selected.



TIP: Choose the broadest category first. You will get a longer list of possible choices and you will be more likely to find the correct food. If you choose too many key words you may not get any correct matches because the search was too narrow. For example, just choose MILK by highlighting it and clicking OK. There are 182 possible choices. If you choose MILK and 2% there are 7 results. Just remember to choose the broadest category from the keywords and then choose the correct food from the next list that comes up.

- On this screen you can see the corresponding ERS4 Food Item
- If this list is too long you still have the option to type additional key words on this screen to help narrow your search. Simply type another keyword after MILK 2% to narrow down the list.
- Find the food item from the list that is the most accurate match for the ERS4 Food Item. In this case choose **MILK, 2%**.



TIP: Clicking on the Blue explode box will bring back the **ERS4 Food Word Selection Box** that you saw above.

TIP: If you are converting recalls from ERS4 into CRS5 it would be very beneficial to have the actual 24 hour food recall in front of you to help increase accuracy. Since there are thousands more choices of foods in the new database, you may find an item here that more accurately reflects what your participant actually ate. You may not have had that option in ERS4 and were forced to choose the best match available. If the recall were available for this client I would be able to know more specifically what kind of coffee they actually had that morning for

- Once you highlight MILK 2% you are taken to the Food Quantity screen
- On this screen make sure that something is selected in all three areas. The option to save will not appear until something is entered for **Meal Type, Portion Size, and Number of Portions.**
- The Meal Type will default to the corresponding meal that was previously selected in ERS4.
- The previously entered **ERS4 Quantity x Unit** is displayed on this screen for reference. For this example – highlight 1 fl oz. for the portion size because it corresponds to the FL OUNCE unit previously used in ERS4.

Food Quantity

<< Back Select the Meal Type and Portion Size. Then enter the number of portions.

Description: MILK, 2%

ERS4 Qty x Unit: 4 x FL OUNCE

Meal Type

- Morning meal or snack
- Midmorning meal or snack
- Noontime meal or snack
- Afternoon meal or snack
- Evening meal or snack
- Late evening meal or snack

Portion Size

- 1 cup
- 1 fl oz
- 1 school milk carton (1/2 pint)
- Don't Know

Number of Portions: 4

After entering an amount, press the Enter key to activate the Save button.

Save Cancel

- Then use the TAB key to go to NUMBER OF PORTIONS and enter 4 to reflect the 4 FL OZ. from ERS4. Or you could select 1 Cup (8 fl oz) and then enter .5 for Number of Portions.
- After entering the amount, press the **ENTER** key or the **TAB** key to activate the Save button.
- Click **SAVE** to save the record of this food item
- CRS5 returns to the Convert ERS4 Food Items to CRS5 screen.

- Notice the checkmark next to the Milk entry. This means that it has been successfully converted into CRS5.
- You may now follow the preceding steps to convert the rest of the food items on this recall.

Meal Items for: 3370 - BISSI, TERESA
Recall Date: 14-Oct-02

Meal	Description	Qty	Unit Description	Convert
Morning	MILK, LOWFAT 2%	4.00	FL OUNCE	✓
Morning	CEREAL, FRUIT LOOPS	1.00	CUP	Convert
Noon	BEVERAGE, TEA SWEETENED	12.00	FL OUNCE	Convert
Noon	SALAD, LETTUCE W/VEG(NO TOM/CAR)W/O DRES	1.50	CUP	Convert
Noon	CHICKEN, ANY W/O BONE, W/O SKIN, BRD	3.00	OUNCE	Convert
Evening	CORN, CKD, ANY COLOR	1.00	CUP	Convert
Evening	RICE, WHITE/WILD, CKD	1.50	CUP	Convert

- When all of the items have been successfully converted back out of this screen and back out of the Meal Items Screen to return to Edit Recall screen.
- The nutrient information is now available for the foods that have been converted.
- Click **Save**

Recall Date: 14-Oct-2002 PP: P00001 BUFKA, IRIS
3370 - BISSI, TERESA

Age: 20 Gender: Female Is Pregnant: ☐ Is Nursing: ☐ Taking Nutritional Supplements: ☒
Amount spent on food last month: \$350 Entry Date: 14-Oct-2002 Exit Interview: ☐
Number of Meals: 1

Food Group Amounts

Fruits (cup):	0.0
Vegetables (cup):	0.0
Grains (oz eq):	0.0
Meat & Beans (oz eq):	0.0
Milk (cup):	1.0

Healthy Eating Index

Fruit:	0.0
Vegetable:	0.0
Grains:	0.0
Meat & Beans:	0.0
Milk:	3.3
Total Fat:	6.4
Saturated Fat:	0.0
Sodium:	10.0
Cholesterol:	10.0
Variety:	0.0
Total HEI:	29.7

Nutrients

Alcohol	0.0 gm
Calcium	285.5 mg
Carbohydrate	11.4 gm
Cholesterol	19.5 mg
Food Energy	122.0 kcal
Iron	0.1 mg
Protein	8.1 gm
Saturated Fat	3.1 gm
Sodium	100.0 mg
Total Dietary Fiber	0.0 gm
Total Fat	4.8 gm
Vitamin A (RE)	134.2 RE
Vitamin B-6	0.1 mg
Vitamin C	0.5 mg
Vitamin E	0.1 ATE

Activity Level
Not Provided
Less than 30 min.
30-60 minutes
More than 60 min.

View/Edit Food Items
Converting from ERS 4 Recall

Recall has changed

Save Cancel

Record: 1 of 1

- Click **Close**

ERS4 Recalls

ERS 4 Recalls for 3370 - BISSI, TERESA

Click Convert for the Recall to convert

Date	Pregnant	Nursing	Exit	#Meals	Calories	
▶ 14-Oct-2002	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	742	<input type="button" value="Convert"/> <input type="button" value="X"/>

Record: 1 of 1

You may wish to delete ERS 4 recalls after conversion. Then you know the ones left to convert.

- Click **Save** again to exit this Recall screen.

CRS5 - [Recalls]

File Edit Window Help

Recalls for: 3370 - BISSI, TERESA

PP: P00001 - BUFKA, IRIS

Date	Pregnant	Nursing	Exit	#Meals	HEI	Method	
▶ CHG 14-Oct-2002	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	29.7	C	<input type="button" value="⋮"/> <input type="button" value="🖨"/> <input type="button" value="🔑"/> <input type="button" value="X"/>

Record: 1 of 1

C=Computerized
F=Food Group
E=External

- Click the **Back Door** to return to the Nutrition Switchboard.

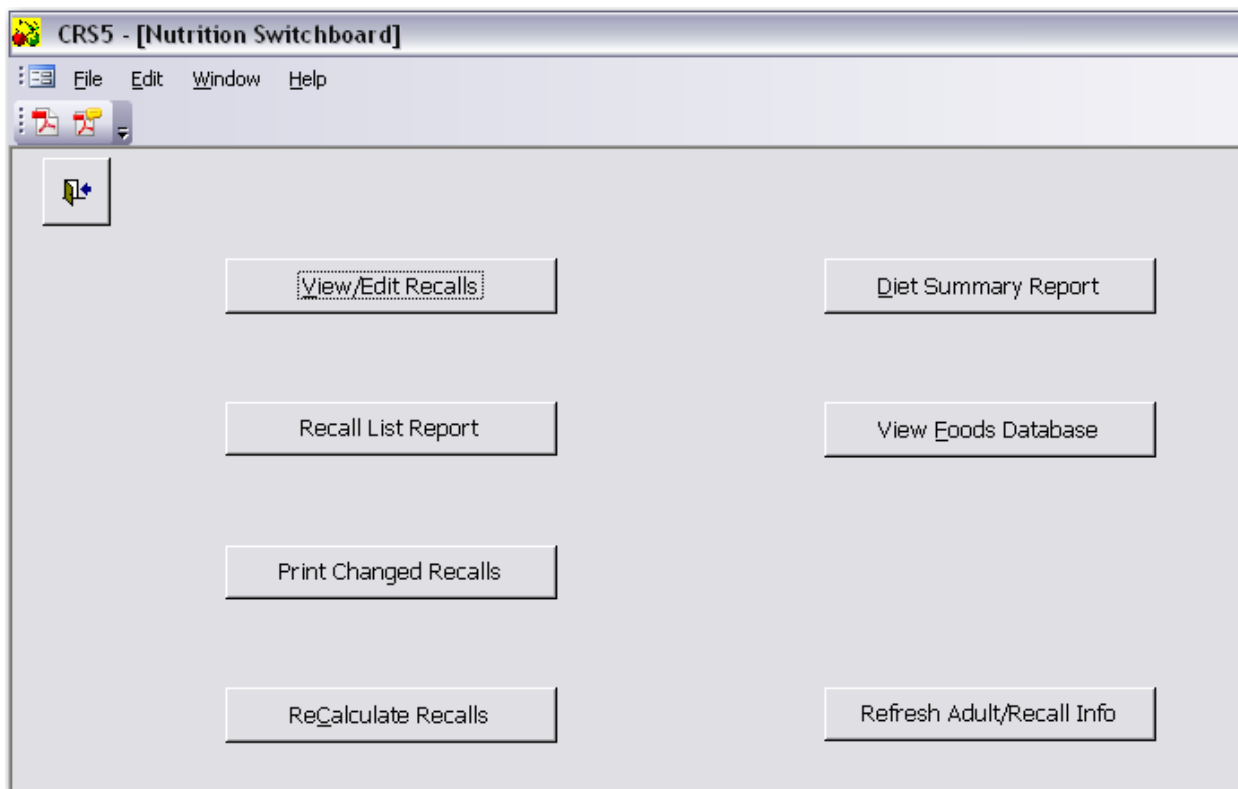
13.4. Refreshing Adult Recalls and Checklists

Some states have encountered problems in CRS5.01 when they attempt to run summary reports for the nutrition and checklist sections. For instance, they may have 4 graduates showing on their screen, but when they run the report it was only picking up 1 or 2 of those graduates.

In the new release of CRS 5.03 there is a fix for this problem.

You will need to run two refreshes that will correct this problem.

- To refresh the Diet Recalls go to the Nutrition Switchboard.

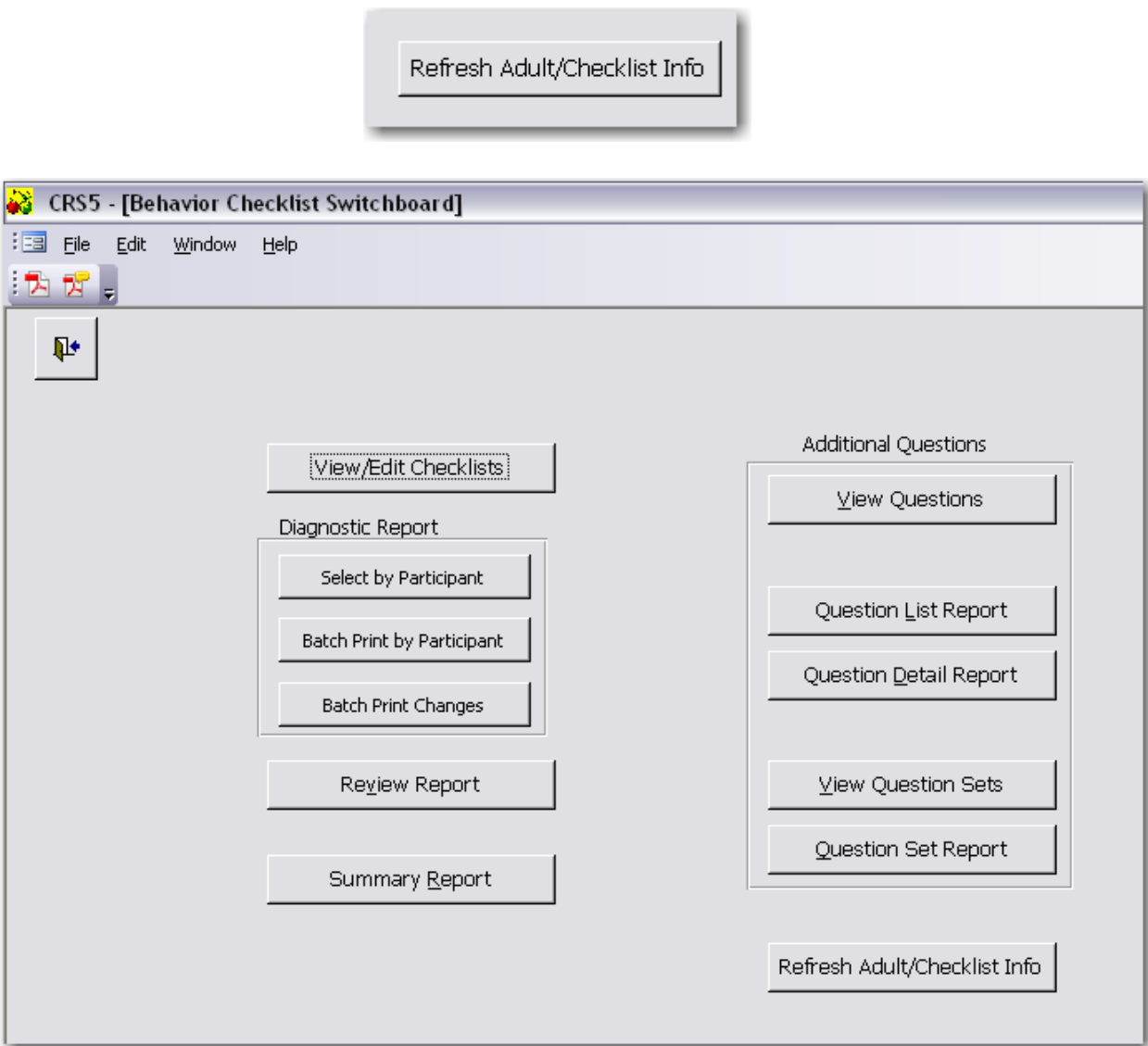


- Click on the **Refresh Adult/Recall Info** button in the bottom right of the screen.



- Once that is done, click the **back door** icon out to the Main Switchboard.
- Click on **Checklists** to go to the Checklist Switchboard.

- Click on the **Refresh Adult/Checklist Info** button in the bottom right side of the screen.

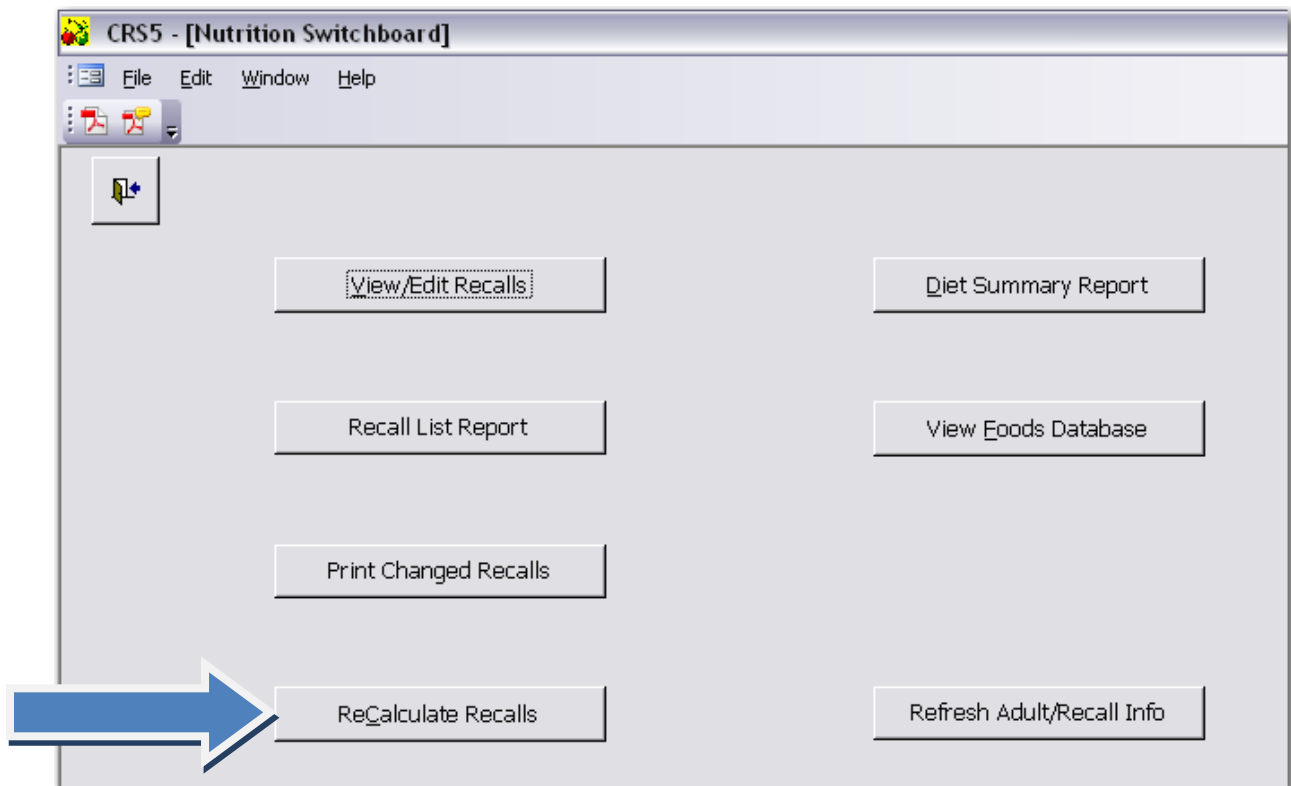


This finishes the refresh process for the Recalls and Checklists. This process only needs to be done once after you have converted your database from ERS4 to CRS5.

13.5. Recalculating Recalls


You only have to recalculate your recalls once. This process should only be done once you have converted your data from ERS4 to CRS5 and if you use the Computerized Analysis method for diet recalls.

- Click on the **Nutrition Button** and go to the Nutrition Switchboard.
- Click on **ReCalculate Recalls** in the bottom left side of the screen.



- Click on **ReCalc**  in the middle of the screen.

Recalculate Recalls



This procedure recalculates the nutrient data for all recalls. Run it after changes have been made to the Foods database.

(Applies only to unfrozen nutritional method 1 recalls.)

This process may take several minutes and may be interrupted by clicking the CANCEL button which will appear after the recalculation begins.

Click RECALC to begin the recalculation.

ReCalc

Elapsed Time:

Remaining:

	Number of Recalls	Different Results	Same Results
Entry:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Exit:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total:	<input type="text"/>	<input type="text"/>	<input type="text"/>

ERS4 Recalls Skipped:

- You will see CRS5 working and there will be a progress meter in the bottom left of the screen.

Recalculating 

- When CRS5 is finished recalculating the Recalls you will see the following information appear on the screen.

	Number of Recalls	Different Results	Same Results
Entry:	43	0	43
Exit:	2	0	2
Total:	45	0	45

Elapsed Time: 0:00:10

Remaining: 0:00:00

ERS4 Recalls Skipped: 0

- Click the **Back Door** on the Recalculate Recalls screen to return to the Nutrition Switchboard.
- Your recalls have now been recalculated and you are finished with this step. Back Door out to the Main Switchboard and log out if you are finished in CRS5.

Adult Summary Report

County: PA550 Georgia Test EFNEP

Filter:<ALL>

Reporting Period: 10/01/06 - 09/12/07

<ALL Participants>

1) Number of Program Families

- a) Total number of program families: 148
b) Number of new families enrolled this reporting period: 1 (1%)
c) Number of persons in program families: 550

2) Distribution of household children

Number of Children	Number of Families	Percent
0	17	11%
1	62	42%
2	39	26%
3	19	13%
4	6	4%
5	3	2%
6+	2	1%
Total	148	100%

Mean: 1.7 Median: 1.0

3) Distribution of ages of children

Age Range	Number of Children	Percent
Under 1	58	23%
1 - 5	124	50%
6 - 8	26	10%
9 - 12	25	10%
13 - 15	9	4%
16 - 19	7	3%
Total	249	100%

4) Distribution of family size

Family Size	Number of Families	Percent
1	10	7%
2	18	12%
3	40	27%
4	47	32%
5	17	11%
6	9	6%
7	2	1%
8+	5	3%
Total	148	100%

Mean: 3.7 Median: 4.0

5) Household income

Percentage of Poverty Level	Number of Families	Percent
<= 50%	57	39%
51 - 75%	40	27%
76 - 100%	17	11%
101 - 125%	12	8%
126 - 150%	9	6%
151 - 185%	3	2%
>= 186%	3	2%
Not specified	7	5%
Total	148	100%

6) Pregnant and nursing

	Number	Percent
(a) Pregnant	21	14%
(b) Nursing	7	5%
(c) Pregnant & Nursing	0	0%
(d) Age < 20 and Pregnant and/or Nursing	6	4%

Note: Total pregnant participants is sum of (a) and (c); and total nursing participants is sum of (b) and (c).

Adult Summary Report

County: PA550 Georgia Test EFNEP
Filter:<ALL>

Reporting Period: 10/01/06 - 09/12/07
<ALL Participants>

7) Gender and age distribution of participants

Age	Female		Male		Total	
	Number	Percent	Number	Percent	Number	Percent
Not given	6	4%	1	1%	7	5%
10 or under	0	0%	0	0%	0	0%
11	0	0%	0	0%	0	0%
12	0	0%	0	0%	0	0%
13	0	0%	0	0%	0	0%
14	0	0%	0	0%	0	0%
15	0	0%	0	0%	0	0%
16	0	0%	0	0%	0	0%
17	6	4%	0	0%	6	4%
18	7	5%	0	0%	7	5%
19	8	5%	0	0%	8	5%
20	13	9%	0	0%	13	9%
21 to 29	78	53%	0	0%	78	53%
30 to 39	25	17%	1	1%	26	18%
40 to 49	2	1%	0	0%	2	1%
50 to 59	0	0%	0	0%	0	0%
60 and over	1	1%	0	0%	1	1%
Total	146	99%	2	1%	148	100%

8) Highest Grade Completed

Highest Grade Completed	Number of Participants	Percent
Not supplied	148	100%
Grade 6 or less	0	0%
Grade 7	0	0%
Grade 8	0	0%
Grade 9	0	0%
Grade 10	0	0%
Grade 11	0	0%
Grade 12 or GED	0	0%
Some College	0	0%
Graduated 2-year College	0	0%
Graduated College	0	0%
Post Graduate	0	0%

Adult Summary Report

County: PA550 Georgia Test EFNEP

Filter:<ALL>

Reporting Period: 10/01/06 - 09/12/07

<ALL Participants>

9) Place of residence

	<u>Families</u>	<u>Percent</u>
Farm	0	0%
Towns under 10,000 and rural non-farm	0	0%
Towns & cities 10,000 to 50,000 & their suburbs	1	1%
Suburbs of cities over 50,000	141	95%
Central cities over 50,000	6	4%
Total	148	100%

10) Status of Participants

	<u>Number</u>	<u>Percent</u>
Completed program	0	0%
Terminated program	0	0%
Continuing in program	148	100%
Total	148	100%

11) Reasons why Participant did not complete program

<u>Exit Reason</u>	<u>Number</u>	<u>Percent</u>
Returned to school	0	0%
Took a job	0	0%
Family concerns	0	0%
Staff vacancy	0	0%
Moved	0	0%
No longer interested	0	0%
Other	0	0%
Other Obligations	0	0%
Lost Contact with Client	0	0%
Total	0	0%

<Graduates Only>

Adult Summary Report

County: PA550 Georgia Test EFNEP

Filter:<ALL>

Reporting Period: 10/01/06 - 09/12/07

<ALL Participants>

12) Months in program

<u>Months in Program</u>	<u>Number</u>	<u>Percent</u>			
0 - 3	0	0%			
4 - 6	0	0%			
7 - 9	1	1%			
10 - 12	0	0%			
13 - 15	0	0%			
16 & up	147	99%			
Total	148	100%			
			Completed	Exit Before Objectives Met	
			Mean	N/A	N/A
			StdDev	N/A	N/A
			Median	N/A	N/A

13) Type of Instruction

	<u>Number</u>	<u>Percent</u>
Group	129	87%
Individual	18	12%
Both Individual & Group	1	1%
Other	0	0%
Total participants taught	148	100%

14) Distribution of Lessons Taught - Completed Program

<u>Number of Lessons</u>	<u>Number of Participants</u>	<u>Percent</u>			
Entry	0	0%			
1 - 6	0	0%			
7 - 12	0	0%			
13 - 18	0	0%			
19+	0	0%			
Total	0	0%			
			Total Lessons	0	Total Contacts 0
			Mean	N/A	
			StdDev	N/A	
			Median	N/A	

15) Distribution of Lessons Taught - Exit Before Completion

<u>Number of Lessons</u>	<u>Number of Participants</u>	<u>Percent</u>			
Entry	0	0%			
1 - 6	0	0%			
7 - 12	0	0%			
13 - 18	0	0%			
19+	0	0%			
Total	0	0%			
			Total Lessons	0	Total Contacts 0
			Mean	N/A	
			StdDev	N/A	
			Median	N/A	

Adult Summary Report

County: PA550 Georgia Test EFNEP

Filter:<ALL>

Reporting Period: 10/01/06 - 09/12/07

<ALL Participants>

16) Gender and race/ethnic characteristics

Race	Ethnicity	Female		Male		Total	
		Number	Percent	Number	Percent	Number	Percent
All Races	Total:	146	99%	2	1%	148	100%
	Hispanic/Latino:	2	1%	0	0%	2	1%
	Not Hispanic/Latino:	141	95%	2	1%	143	97%
White	Total:	59	40%	1	1%	60	41%
	Hispanic/Latino:	0	0%	0	0%	0	0%
	Not Hispanic/Latino:	59	40%	1	1%	60	41%
Black	Total:	77	52%	0	0%	77	52%
	Hispanic/Latino:	0	0%	0	0%	0	0%
	Not Hispanic/Latino:	77	52%	0	0%	77	52%
AI or AN	Total:	2	1%	0	0%	2	1%
	Hispanic/Latino:	0	0%	0	0%	0	0%
	Not Hispanic/Latino:	1	1%	0	0%	1	1%
Asian	Total:	0	0%	0	0%	0	0%
	Hispanic/Latino:	0	0%	0	0%	0	0%
	Not Hispanic/Latino:	0	0%	0	0%	0	0%
NH or OPI	Total:	1	1%	0	0%	1	1%
	Hispanic/Latino:	0	0%	0	0%	0	0%
	Not Hispanic/Latino:	1	1%	0	0%	1	1%
Not Provided	Total:	6	4%	1	1%	7	5%
	Hispanic/Latino:	2	1%	0	0%	2	1%
	Not Hispanic/Latino:	2	1%	1	1%	3	2%
White and Black	Total:	0	0%	0	0%	0	0%
	Hispanic/Latino:	0	0%	0	0%	0	0%
	Not Hispanic/Latino:	0	0%	0	0%	0	0%
White and Asian	Total:	0	0%	0	0%	0	0%
	Hispanic/Latino:	0	0%	0	0%	0	0%
	Not Hispanic/Latino:	0	0%	0	0%	0	0%
White and AI or AN	Total:	0	0%	0	0%	0	0%
	Hispanic/Latino:	0	0%	0	0%	0	0%
	Not Hispanic/Latino:	0	0%	0	0%	0	0%
Balance	Total:	1	1%	0	0%	1	1%
	Hispanic/Latino:	0	0%	0	0%	0	0%
	Not Hispanic/Latino:	1	1%	0	0%	1	1%

AI or AN = American Indian or Alaska Native

NH or OPI = Native Hawaiian or Other Pacific Islander

Sum of Hispanic/Not Hispanic will not equal total if ethnicity was not provided.

Adult Summary Report

County: PA550 Georgia Test EFNEP
Filter:<ALL>

Reporting Period: 10/01/06 - 09/12/07
<ALL Participants>

17) Public Assistance

Program	At Entry		At Exit with EFNEP Aid	
	Number	Percent	Number	Percent
F:Child Nutrition	5	3%	0	0%
F:FDPIR	0	0%	0	0%
F:Food Stamps	28	19%	0	0%
F:Head Start	6	4%	0	0%
F:Other	13	9%	0	0%
F:TANF	6	4%	0	0%
F:TEFAP - Commodity	0	0%	0	0%
F:WIC/CSFP	137	93%	0	0%
One or More Food Assistance Programs	139	94%	0	0%
Enrolled in EFNEP Only	9	6%	9	6%

18) Racial/Ethnic Subcategory

Race/Ethnic Subcategory	Female		Male		Total	
	Number	Percent	Number	Percent	Number	Percent
[None]	146	99%	2	1%	148	100%

19) Subgroups

Subgroup Name	Total	
	Number	Percent
F:ESWIC	2	1%
F:FSNE	1	1%
F:FSNEP	148	100%

Total may add to more than 100% because adults may be in multiple subgroups.

List of Families for P00001 - BUFKA, IRIS

County: PA550 Georgia Test EFNEP

Reporting Period: 10/01/06 - 09/12/07

Filter: <ALL>

All Participants

ID	Name	Address (Line 1)	Phone	Entry	Exit	Status
3370	BISSI, TERESA	1128 VALMIRE DRIVE	(757) 312-8953	10/14/02		Active
3371	LEWIS, LANESHA	610 Pine Valley Run	(757) 549-4184	10/01/02		Active
3372	HARTLEY, DONNA	679 Corby Glen Ave	(757) 547-1753	09/16/02		Active
3377	TURNER, SHEENA	249 INDIAN CREEK ROAD	(757) 421-9114	11/05/02		Active
3390	MAMLEY, THERESA	3533 BERMIES COURT N	(757) 638-9547	11/19/02		Active
3392	JONES, TONJA	5809 DUNKIRK STREET	(757) 483-1534	11/19/02		Active
3393	ELLIS, DAWN	5012 OLD PUGHESVILLE ROAD	(757) 483-1354	11/18/02		Active
3400	WITHROW, JULIE	925 SCENIC BOULEVARD	(757) 410-2369	01/15/03		Active
3401	PRESTON, TERESA	1212 MILL LAKE QUARTER	(757) 549-6491	01/21/03		Active
3402	JONES, NATEASHA	1407 WHITTAMORE ROAD	(757) 482-3515	01/21/03		Active
3403	ROSSER, SAMDRA	437 PARKER ROAD	(757) 482-6445	01/21/03		Active
3404	NORMAN, ANGELA	1807 CARROLLWOOD COMMONS	(757) 424-5052	01/27/03		Active
3405	WOOD, JESSICA	4308 THOMAS LANE	(757) 638-5413	01/27/03		Active
3406	LOMBARDO, AMY	5644 PICADILLY LANE	(757) 638-9025	01/27/03		Active
3407	SHORT, BROOKE	4305 THOMAS LANE	(757) 686-3934	01/27/03		Active
3408	DELAIGLE, ADAM	3800 PUGHESVILLE ROAD	(757) 638-9803	01/27/03		Active
3412	ELLIS, ANGELA	66 ELM AVENUE	(757) 673-7465	02/18/03		Active
3413	WALKER, REBECCA	429 ACORN GROVE LANE	(757) 436-6189	02/25/03		Active
3419	YAEGL, JENNY	575 WATERS ROAD	(757) 560-0791	03/17/03		Active
3420	BAYNOR, JAIME	413 PRINDLE COURT APT 301	(757) 488-5725	03/18/03		Active
3432	COMBO, SHANTRA	3436 MOONTIDE	(757) 686-5496	03/27/03		Active
3433	REDDING, RENATTA	337 Wimbledon Chase Apt C	(757) 312-8973	03/27/03		Active
3434	GREENE, LaSHANDA	2611 MEADOW LANDING	(757) 405-3340	04/07/03		Active
3436	HALL, ROXANNE	4509 BROWNING AVENUE	(757) 638-2178	04/22/03		Active
3437	ABAD, IMELDA	4720 HELENSBURGH DRIVE	(757) 484-5351	04/22/03		Active
3441	PAYNE, CARLA J	321 BELLE RIDGE COURT	(757) 436-6637	05/08/03		Active
3442	McCORT, MICHELLE	101 AMBROSE COURT	(757) 548-3196	05/09/03		Active
3443	HUBBARD, AMY	3533 TOWNE POINT RD #102	(767) 686-0144	05/13/03		Active
3444	ADAMS, HOLLY	400 JESTERS COURT APT 631	(757) 560-7053	05/13/03		Active
3445	BOSWELL, MELISSA	333 WOODBERRY DRIVE	(757) 547-4479	05/13/03		Active
3446	CONGERS, PATRICE	1317 BIRCH RUN S	(757) 436-3812	06/02/03		Active
3447	WHITE, CRYSTAL	3698 OLD SPICE COURT	(757) 638-3457	06/02/03		Active
3448	WADDINGTON, SHAWNA	2225 BRANDY WINE DRIVE	(757) 966-5273	06/02/03		Active
3449	BROWN, TINA	818 PINE VIEW LANE	(757) 549-7455	06/02/03		Active
3450	BUNN, DOMONIC	4248B SCHOONER TRAIL	(757) 465-7412	06/03/03		Active
3451	WILKINSON, VICTORIA	1208 CEDAR MILLS SQUARE	(757) 549-6216	06/03/03		Active
3452	MILLER, CALENTHIA	3547 CLOVER MEADOWS		06/03/03		Active
3453	GUSTER, KATHY	1808 SHELL DRAKE COURT	(757) 543-2258	05/27/03		Active
3454	BURNELL, SHANNON	4012 CHERRYWOOD COURT	(757) 465-5965	05/30/03		Active

List of Families for P00001 - BUFKA, IRIS

County: PA550 Georgia Test EFNEP

Reporting Period: 10/01/06 - 09/12/07

Filter: <ALL>

All Participants

ID	Name	Address (Line 1)	Phone	Entry	Exit	Status
3455	WEBB, TARA	137A CEDAR ROAD	(757) 548-5180	05/19/03		Active
3468	MUNFORD, LAMONICA	3305 PAMPAS LANE APT 202	(757) 228-0326	06/09/03		Active
3469	BENTLEY, MINDY	37256 BOSUM DRIVE	(757) 465-5350	06/09/03		Active
3470	SMITH, TIFFANY	2257 WATERCRESS DRIVE	(757) 233-9140	06/09/03		Active
3471	EVERETT, JASMINE	1220 BASSWOOD COURT	(757) 410-5419	06/17/03		Active
3473	WILSON, TAMEKKA	815 PINE VIEW LANE	(757) 410-4769	07/01/03		Active
3474	JONES, SHARIE	937 SEA BREEZE COURT	(757) 312-8187	07/01/03		Active
3475	BENDER, MANDIE	3801-B SUNNYSIDE	(757) 686-0574	07/01/03		Active
3476	WRIGHT, LEKITA	3900 Coral Maple Ct	(757) 673-3914	06/17/03		Active
3486	PUTT, JENNIFER	310 GALLENWAY TERRACE	(757) 482-7147	07/15/03		Active
3487	DAVIS, ADRIANE	1100 FENTRESS ROAD	(757) 549-2122	07/15/03		Active
3488	ROBERTS, TIMBERLY	449 COBBLEWOOD ARCH	(757) 547-4079	07/15/03		Active
3489	LOWE, DEBORAH	1427 BUTTS STATION ROAD	(757) 410-2598	07/15/03		Active
3490	BRISON, JULIE	4724 Helensburgh Dr	(757) 686-5705	07/15/03		Active
3491	HINES, LOUISA	792 HILLWELL ROAD	(757) 546-2297	07/21/03		Active
3492	PORTER, CRYSTAL	1212 BASSWOOD COURT	(757) 548-0626	07/21/03		Active
3493	NOLF, NONNA	3148 CHURCHLAND BLVD #G1	(757) 652-5429	08/04/03		Active
3494	HARRISON, AMY	700 GREENTREE CIRCLE APT 10	(757) 410-5711	08/04/03		Active
3495	BURKLEY, LAURA	1010 RUE MARSEILLE	(757) 286-5742	08/04/03		Active
3496	BLANCO, SHANNON	2335 MEADOWS LANDING	(757) 673-6586	08/04/03		Active
3497	JOHNSON, LESLIE	5604 WILLOW LAKE BLVD	(757) 488-7710	08/04/03		Active
3498	MARHANKA, CHRISTINA	631 MILL LANDING ROAD	(757) 410-3875	08/05/03		Active
3499	CORWILE, ERICA L	2992 SPRINGFIELD AVENUE	(757) 543-7474	07/16/03		Active
3500	COLTRANE, KAREN	4102 SUE CRESCENT		07/25/03		Active
3501	EHRHART, ERICA	607 Meadowlark St	(757) 421-2965	07/15/03		Active
3509	WILLIFORD, DEBI	1609 HYDENWOOD CRESCENT	(757) 465-1577	08/08/03		Active
3510	MUHAMETRY, MARJETA	110 HORSE RUN DRIVE	(757) 436-6517	08/14/03		Active
3511	NEAL, TAMMY	3732 S MILITARY HWY LOT 11	(757) 967-9161	08/13/03		Active
3512	FRAGOSO, SHIRLEY	1984 S MILITARY LOT 20		08/15/03		Active
3513	JACKSON, STEPHANIE	1116 BURLINGTON ROAD	(757) 495-0798	08/15/03		Active
3514	PURCHAS, BRITTANY M	2537 LAKEWOOD LANE	(757) 488-5730	08/12/03		Active
3515	VI, Uga			01/01/05		Active
3516	User, Crs5 Test			01/01/05		Active

Total: 72

Graduated: 0

Number of Lessons: 0

Continued: 72

Number of Contacts: 0

Detail List of Families for P00001 - BUFKA, IRIS

County: PA550 Georgia Test EFNEP

Reporting Period: 10/01/06 - 09/12/07

Filter: <ALL>

All Participants

ID	Name/Address/Phone	Gender	Age	Preg	BF	Hi Grade	Income /Month	Res	Lessons Type	#	Contacts	Entry Recall	Exit Recall	Entry CkList	Exit CkList	Family Total	Entry	Exit	Status
3405	WOOD, JESSICA 4308 THOMAS LANE CHESAPEAKE VA 23321 757-638-5413	F	18	-	BF	0	100	4	Group	0	0	01/27/03		01/27/03		4	01/27/03		Active
					Race/Ethnic:	White										Child Age(s): 0			
					Subgroups:	F:FSNEP													
					PA at Entry:	F:WIC/CSFP													
					PA at Exit:	<None>													
3406	LOMBARDO, AMY 5644 PICADILLY LANE PORTSMOUTH VA 23703 757-638-9025	F	23	-	-	0	1295	4	Group	0	0	01/27/03		01/27/03		3	01/27/03		Active
					Race/Ethnic:	White										Child Age(s): 1			
					Subgroups:	F:FSNEP													
					PA at Entry:	F:WIC/CSFP													
					PA at Exit:	<None>													
3407	SHORT, BROOKE 4305 THOMAS LANE CHESAPEAKE VA 23321 757-686-3934	F	18	Preg	-	0	100	4	Group	0	0	01/27/03		01/27/03		2	01/27/03		Active
					Race/Ethnic:	Black										Child Age(s):			
					Subgroups:	F:FSNEP													
					PA at Entry:	F:WIC/CSFP													
					PA at Exit:	<None>													
3408	DELAIGLE, ADAM 3800 PUGHESVILLE ROAD CHESAPEAKE VA 23321 757-638-9803	F	30	-	-	0	1600	4	Group	0	0	01/27/03		01/27/03		5	01/27/03		Active
					Race/Ethnic:	White										Child Age(s): 0,2,5			
					Subgroups:	F:FSNEP													
					PA at Entry:	F:WIC/CSFP													
					PA at Exit:	<None>													
3412	ELLIS, ANGELA 66 ELM AVENUE PORTSMOUTH VA 23321 757-673-7465	F	35	-	-	0	2502	4	Group	0	0	02/18/03		02/18/03		7	02/18/03		Active
					Race/Ethnic:	Black										Child Age(s): 1,2,8,16,16			
					Subgroups:	F:FSNEP													
					PA at Entry:	F:WIC/CSFP													
					PA at Exit:	<None>													
3413	WALKER, REBECCA 429 ACORN GROVE LANE CHESAPEAKE VA 23320 757-436-6189	F	21	-	-	0	1516	4	Group	0	0	02/25/03		02/25/03		4	02/25/03		Active
					Race/Ethnic:	Black										Child Age(s): 1,4			
					Subgroups:	F:FSNEP													
					PA at Entry:	F:WIC/CSFP													
					PA at Exit:	<None>													

Detail List of Families for P00001 - BUFKA, IRIS

County: PA550 Georgia Test EFNEP

Reporting Period: 10/01/06 - 09/12/07

Filter: <ALL>

All Participants

ID	Name/Address/Phone	Gender	Age	Preg	BF	Hi Grade	Income /Month	Res	Lessons Type	Contacts #	Entry Recall	Exit Recall	Entry CkList	Exit CkList	Family Total	Entry	Exit	Status
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Total: 72

Graduated: 0

Number of Lessons: 0

Continued: 72

Number of Contacts: 0

Subgroup List

County: PA550 Georgia Test EFNEP

Reporting Period: 10/01/06 - 09/30/07

Name	Level	Title	ERS4 Ltr	Revision Count	Date
C:Test1	C	Test		1	08/07/06
F:EFNEPTTEST	F	Other Programs Besides EFNEP		1	11/21/06
F:ESWIC	F	ES/WIC	C	1	07/29/02
F:FSNE	F	Food Stamp Nutrtrion Education	B	1	07/29/02
F:FSNEP	F	FSNEP	A	1	08/30/06
F:SAMPLE	F	Sampled Participant	E	1	08/30/06
F:TeamNutrition	F	Teaen Nutrition	D	1	07/29/02
S:Disability	S	Disability program		1	06/20/07
S:EFABS	S	Eating For A Better Start		1	06/20/07
S:EFNEP	S	EFNEP		1	06/20/07
S:FSNE	S	Food Stamp Nutrition Education Program		1	06/20/07
S:Supercupboard	S	Supercupboard program		1	06/20/07
S:Team Nutrition	S	Team Nutrition		1	06/20/07
S:Welfare Reform	S	Welfare Reform program		1	06/20/07
S:WIC	S	ES/WIC		1	06/20/07

DIET SUMMARY REPORT

County: GA021 Bibb County

Reporting Period: 10/01/05 - 09/30/06

Filter: <ALL>

I. SUMMARY OF DIETARY IMPROVEMENT

140 graduates

		Entry		Exit	
A. Mean, standard deviation, and percent of graduates eating a specific quantity of each food group					
1. Grains:	Mean ± StD	4.6	±3.0	5.3	±3.8
0 oz eq		3.6%		0.0%	
1-3 oz eq		33.6%		33.6%	
4-5 oz eq		33.6%		30.0%	
6-9 oz eq		21.4%		25.7%	
10+ oz eq		7.9%		10.7%	
Percent with positive change at exit				38.6%	
2. Fruits:	Mean ± StD	0.4	±0.6	0.6	±0.8
0 cups		50.0%		45.0%	
1 cup		32.1%		32.1%	
2 cups		14.3%		18.6%	
3+ cups		3.6%		4.3%	
Percent with positive change at exit				37.1%	
3. Vegetables:	Mean ± StD	1.7	±2.3	1.4	±1.4
0 cups		17.9%		10.0%	
1 cup		39.3%		44.3%	
2 cups		22.9%		28.6%	
3 cups		5.0%		8.6%	
4+ cups		15.0%		8.6%	
Percent with positive change at exit				52.9%	
4. Milk:	Mean ± StD	0.8	±0.9	1.0	±1.1
0 cups		37.9%		31.4%	
1 cup		20.0%		25.0%	
2 cups		31.4%		27.1%	
3+ cups		10.7%		16.4%	
Percent with positive change at exit				43.6%	
5. Meats & Beans:	Mean ± StD	8.1	±5.0	8.2	±5.8
0 oz eq		1.4%		1.4%	
1-2 oz eq		2.9%		2.1%	
3-4 oz eq		14.3%		10.0%	
5-6 oz eq		21.4%		30.7%	
7+ oz eq		60.0%		55.7%	
Percent with positive change at exit				49.3%	

DIET SUMMARY REPORT

County: GA021 Bibb County

Reporting Period: 10/01/05 - 09/30/06

Filter: <ALL>

I. SUMMARY OF DIETARY IMPROVEMENT

140 graduates

		Entry	Exit
6. Percent with positive change in any food group at exit (Grains-Fruits-Vegetables-Milk-Meat&Beans)			95.7%
Positive Change means exit intake was nearer recommended amount for age, sex, and level of physical activity.			
7. Percent with 3 oz grain, 1 cup fruit, 1 cup vegetables, 1.5 cups milk, 3 oz meat/beans food pattern:		3.6%	5.0%
8. Percent with 6 oz grain, 2 cups fruit, 2.5 cups vegetables, 3 cups milk, 5.5 oz meat/beans food pattern:		0.0%	0.7%
B. Mean, standard deviation, and percent of graduates eating a specific quantity of fruits and vegetables combined			
1. Fruits+Vegetables	Mean ± StD	2.1 ±2.3	2.0 ±1.6
0 cups		7.1%	5.7%
1 cups		36.4%	27.1%
2 cups		22.1%	30.7%
3 cups		13.6%	17.9%
4-5 cups		12.1%	12.9%
6+ cups		8.6%	5.7%
C. Percentage of graduates reporting eating a specific number of meals/snacks			
% eating one meal/snack		2.9%	1.4%
% eating two meals/snacks		12.9%	12.9%
% eating three or more meals/snacks		84.3%	85.7%
D. Number and percent of graduates who reported use of diet or nutrient supplements			
Number		29	18
Percent		20.7%	12.9%

DIET SUMMARY REPORT

County: GA021 Bibb County

Reporting Period: 10/01/05 - 09/30/06

Filter: <ALL>

I. SUMMARY OF DIETARY IMPROVEMENT

140 graduates

	Entry		Exit	
E. Money spent on food per person per month				
Number of participants reporting	38		35	
Mean family size \pm StD	5.9	± 3.6	5.5	± 2.8
Mean \pm StD of money spent on food per person per month (\$)	55.8	± 40.7	48.9	± 38.1
Distribution of money spent on food per person per month				
\$50-	60.5%		68.6%	
\$51-\$99	21.1%		11.4%	
\$100-\$124	10.5%		11.4%	
\$125-\$149	5.3%		8.6%	
\$150-\$174	0.0%		0.0%	
\$175+	2.6%		0.0%	
F. Summary of physical activity				
Number of participants reporting	0		0	
Percent with positive change in physical activity			0.0%	
Number and percent reporting a specific amount of exercise				
Less than 30 minutes (Sedentary)	0	0.0%	0	0.0%
30 to 60 minutes (Moderately Active)	0	0.0%	0	0.0%
More than 60 minutes (Active)	0	0.0%	0	0.0%

DIET SUMMARY REPORT

County: GA021 Bibb County

Reporting Period: 10/01/05 - 09/30/06

Filter: <ALL>

II. SUMMARY OF CALORIE/NUTRIENT IMPROVEMENT

140 graduates

	Entry		Exit	
A. Mean caloric intake and percentage of calories				
1. Mean ± StD grams consumed:				
Carbohydrates (grams)	230.7	±197.9	224.4	±139.0
Fats (grams)	92.9	±82.0	83.9	±61.5
Protein (grams)	78.6	±43.5	78.7	±42.1
Alcohol (grams)	0.0	Zero	0.0	Zero
Fiber (grams)	14.5	±15.9	13.0	±10.3
2. Mean ± StD caloric intake: (Calories)				
	2049.6	±1588.1	1949.9	±1138.1
3. Ranges of caloric intake:				
<1200 calories	28.6%		23.6%	
1200-2199 calories	45.0%		47.1%	
>2199 calories	26.4%		29.3%	
4. Percentage of calories				
a. From carbohydrates: Mean ± StD				
	44.2	±10.1	46.7	±11.7
<25%	4.3%		3.6%	
25-49%	63.6%		55.7%	
50-60%	27.1%		29.3%	
>60%	5.0%		11.4%	
b. From fat: Mean ± StD				
	38.8	±8.4	36.3	±9.2
<20%	2.1%		2.9%	
20-29%	12.9%		20.7%	
30-34%	15.0%		17.9%	
35-39%	19.3%		22.1%	
>39%	50.7%		36.4%	
c. From protein: Mean ± StD				
	17.1	±5.4	17.0	±5.0
<5%	0.0%		0.0%	
5-9%	6.4%		5.7%	
10-14%	27.9%		25.0%	
15-19%	36.4%		43.6%	
>19%	29.3%		25.7%	

DIET SUMMARY REPORT

County: GA021 Bibb County

Reporting Period: 10/01/05 - 09/30/06

Filter: <ALL>

II. SUMMARY OF CALORIE/NUTRIENT IMPROVEMENT

140 graduates

	Entry	Exit
5. Dietary fiber intake (grams): Mean \pm StD	14.5 \pm 15.9	13.0 \pm 10.3
<5 grams	16.4%	9.3%
5-15 grams	59.3%	67.1%
16-24 grams	9.3%	12.1%
>24 grams	15.0%	11.4%
6. Sodium intake not available		
B. Mean nutrient intake and percent of RDAs		
1. Protein: Mean NAR	0.93	0.93
<51% RDA	3.6%	2.1%
51-69% RDA	7.9%	10.0%
70-99% RDA	15.0%	10.7%
>99% RDA	73.6%	77.1%
2. Iron: Mean NAR	0.68	0.70
<51% RDA	28.6%	25.0%
51-69% RDA	27.1%	25.0%
70-99% RDA	17.1%	24.3%
>99% RDA	27.1%	25.7%
3. Calcium: Mean NAR	0.49	0.52
<51% RDA	54.3%	52.1%
51-69% RDA	20.7%	22.1%
70-99% RDA	17.9%	14.3%
>99% RDA	7.1%	11.4%
4. Vitamin A: Mean NAR	0.56	0.62
<51% RDA	45.7%	42.1%
51-69% RDA	15.7%	12.1%
70-99% RDA	13.6%	16.4%
>99% RDA	25.0%	29.3%
5. Vitamin C: Mean NAR	0.72	0.75
<51% RDA	30.7%	25.0%
51-69% RDA	10.0%	10.7%
70-99% RDA	15.0%	11.4%
>99% RDA	44.3%	52.9%

DIET SUMMARY REPORT

County: GA021 Bibb County

Reporting Period: 10/01/05 - 09/30/06

Filter: <ALL>

II. SUMMARY OF CALORIE/NUTRIENT IMPROVEMENT

140 graduates

	Entry	Exit
6. Vitamin B6: Mean NAR	0.75	0.77
<51% RDA	19.3%	18.6%
51-69% RDA	19.3%	18.6%
70-99% RDA	25.7%	27.1%
>99% RDA	35.7%	35.7%
7. 6MAR: Mean NAR	0.69	0.72
<51% RDA	18.6%	12.9%
51-69% RDA	32.9%	27.9%
70-99% RDA	45.0%	57.9%
>99% RDA	3.6%	1.4%

Notes:

NAR = Nutrient Adequacy Ratio = Nutrient intake/RDA (limited at 1.0)

6MAR = Sum of NAR values for protein, iron, calcium,
vitamins A, C, and B6 / 6 = Average NAR

DIET SUMMARY REPORT

County: GA021 Bibb County

Reporting Period: 10/01/05 - 09/30/06

Filter: <ALL>

III. DISTRIBUTION OF CALORIE AND NUTRIENT INTAKE

140 graduates

28 exits

		Entry		Exit	
A. Calorie and nutrient intake among Participants					
[Completed Program]					
Number and percent of participants		140	100.0%	140	100.0%
Calories:	Mean % RDA ± StD	91.4	±70.9	87.1	±50.8
Protein:	Mean % RDA ± StD	155.3	±89.0	154.1	±82.7
Iron:	Mean % RDA ± StD	85.0	±56.5	93.1	±102.8
Calcium:	Mean % RDA ± StD	50.5	±31.9	55.3	±33.8
Vitamin A:	Mean % RDA ± StD	97.6	±173.7	100.0	±161.1
Vitamin C:	Mean % RDA ± StD	143.6	±148.0	151.3	±150.8
Vitamin B6:	Mean % RDA ± StD	100.1	±72.9	94.1	±53.8
B. Calorie and nutrient intake among Participants					
[Exited, objectives not met]					
Number and percent of participants		28	0.0%		
Calories:	Mean % RDA ± StD	95.5	±54.8		
Protein:	Mean % RDA ± StD	157.0	±63.6		
Iron:	Mean % RDA ± StD	89.8	±48.3		
Calcium:	Mean % RDA ± StD	66.2	±47.3		
Vitamin A:	Mean % RDA ± StD	102.2	±156.7		
Vitamin C:	Mean % RDA ± StD	190.2	±206.1		
Vitamin B6:	Mean % RDA ± StD	88.0	±53.9		

Summary of Food Group Improvement

County: GA021 Bibb County

Reporting Period: 10/01/05 - 09/30/06

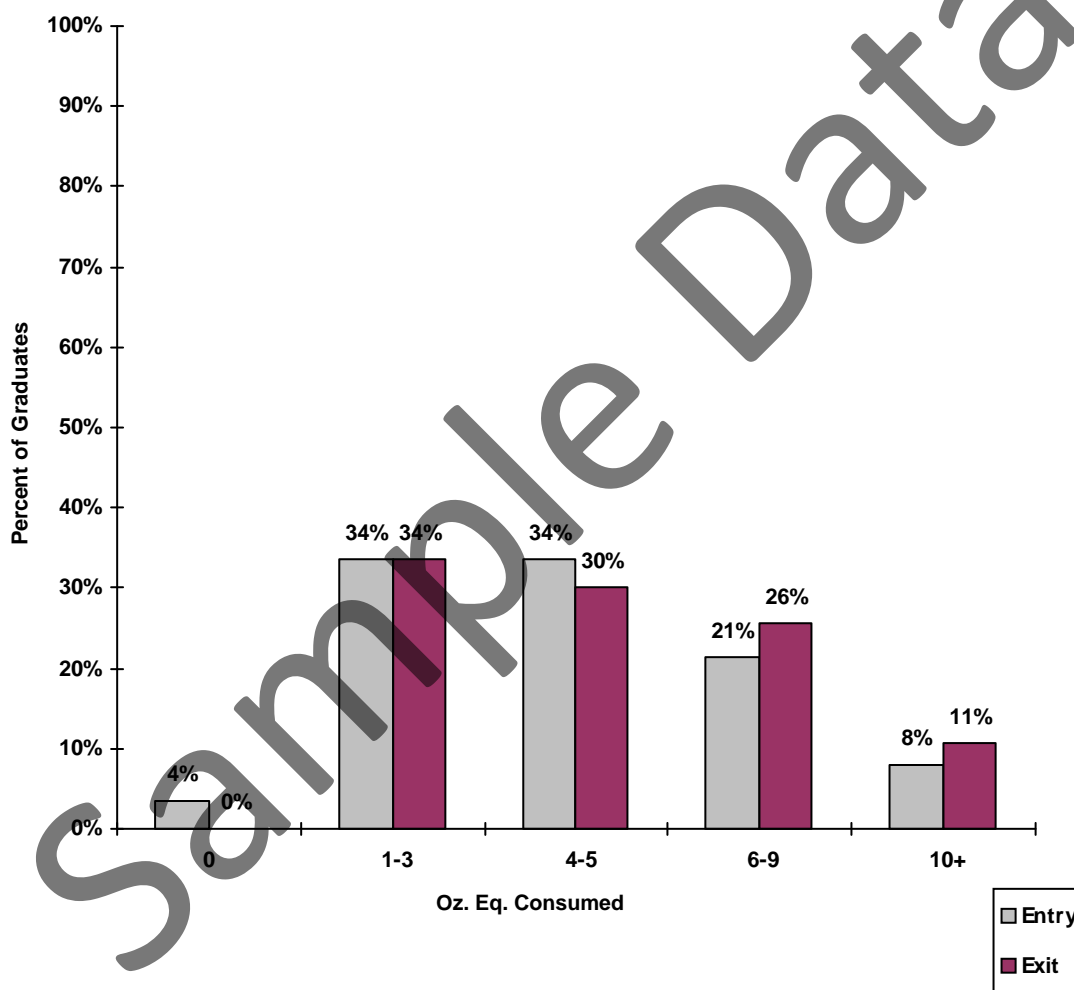
Filter: <ALL>

Grains

Number of Graduates: 140

Percent with positive change at exit: 38.6%

	<u>Mean</u>	<u>StdDev</u>
Entry:	4.6	3.0
Exit:	5.3	3.8



Summary of Food Group Improvement

County: GA021 Bibb County

Reporting Period: 10/01/05 - 09/30/06

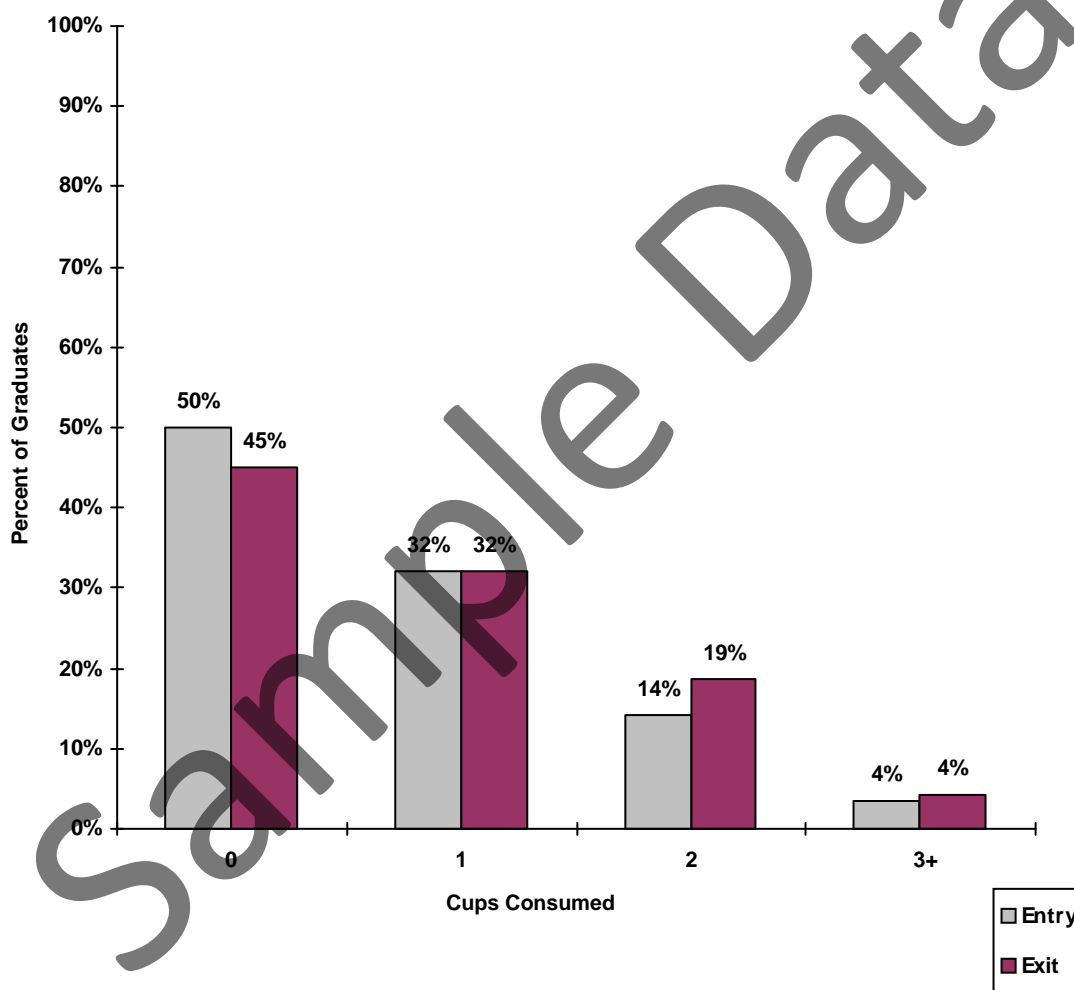
Filter: <ALL>

Fruits

Number of Graduates: 140

Percent with positive change at exit: 37.1%

	<u>Mean</u>	<u>StdDev</u>
Entry:	0.4	0.6
Exit:	0.6	0.8



Summary of Food Group Improvement

County: GA021 Bibb County

Reporting Period: 10/01/05 - 09/30/06

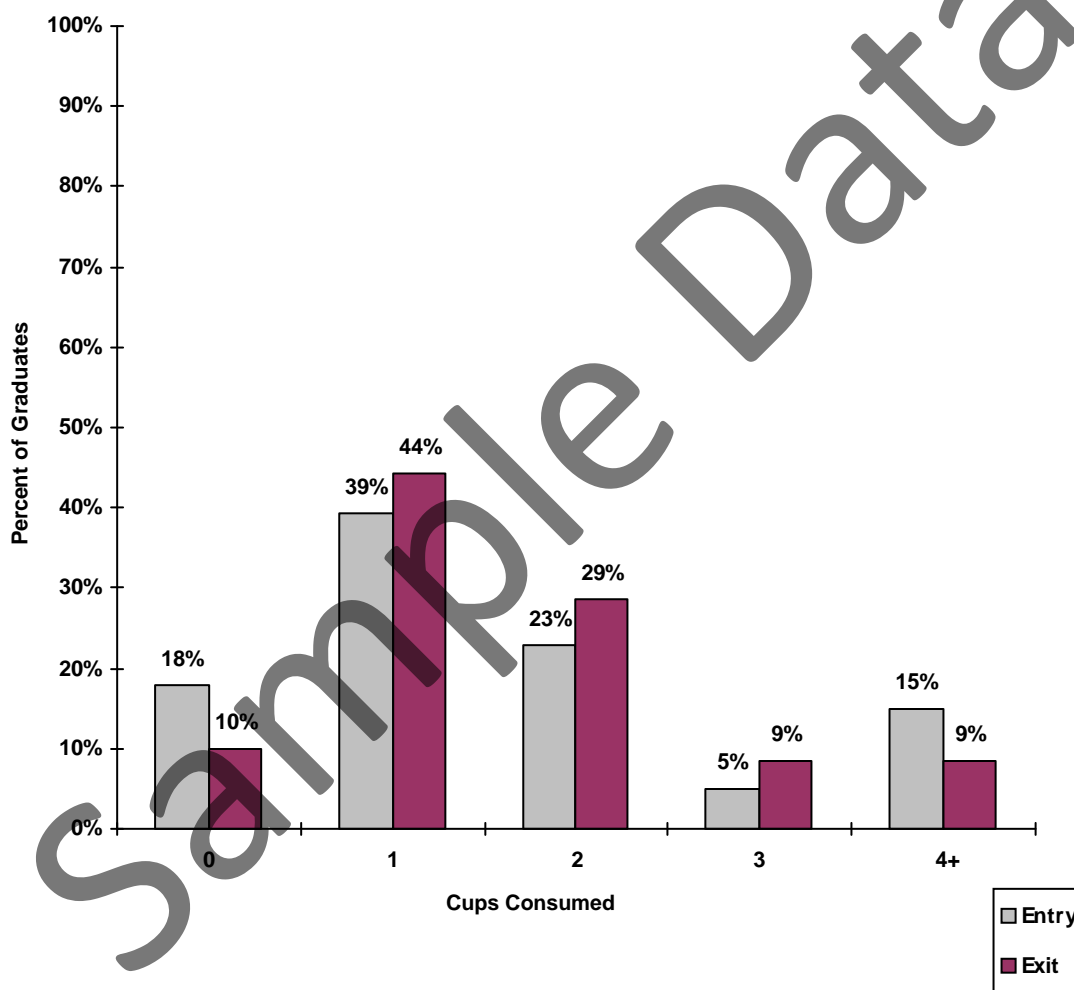
Filter: <ALL>

Vegetables

Number of Graduates: 140

Percent with positive change at exit: 52.9%

	<u>Mean</u>	<u>StdDev</u>
Entry:	1.7	2.3
Exit:	1.4	1.4



Summary of Food Group Improvement

County: GA021 Bibb County

Reporting Period: 10/01/05 - 09/30/06

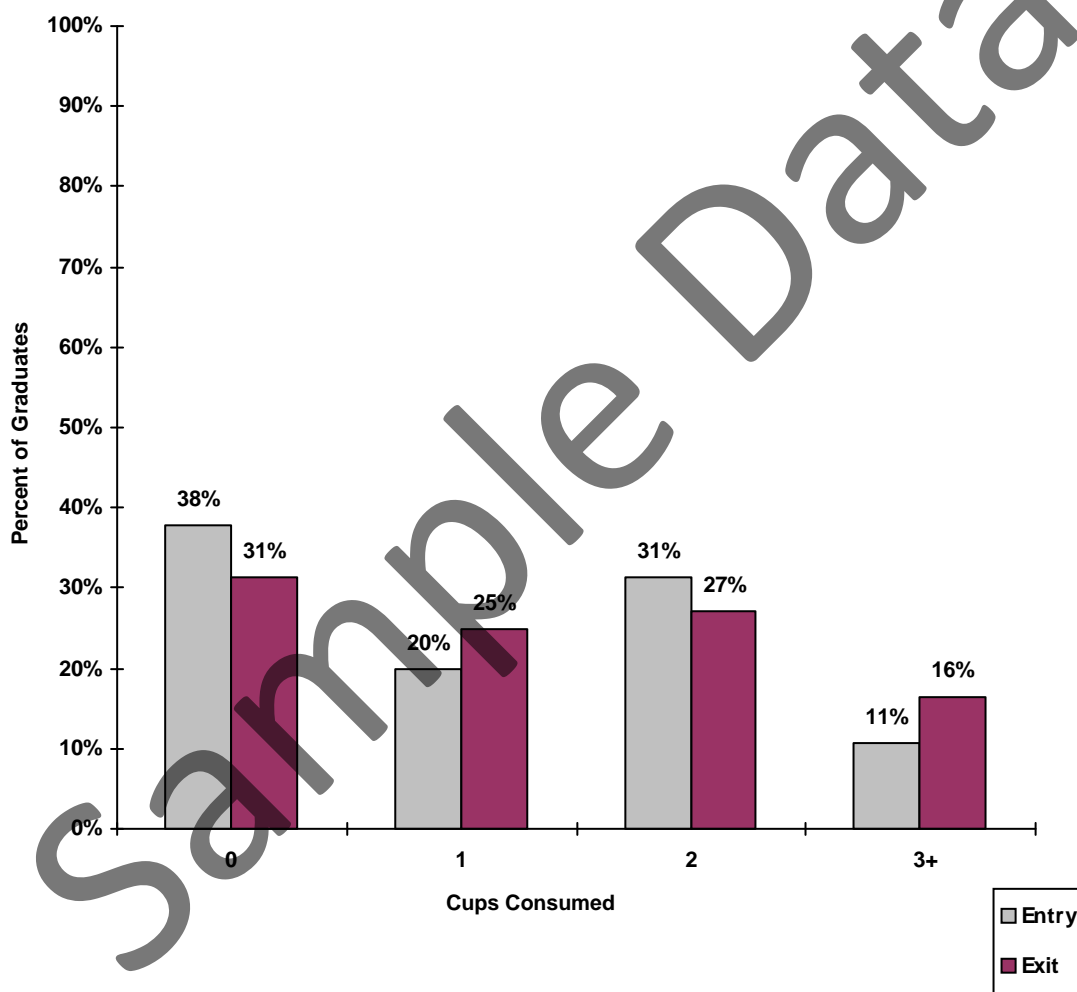
Filter: <ALL>

Milk

Number of Graduates: 140

Percent with positive change at exit: 43.6%

	<u>Mean</u>	<u>StdDev</u>
Entry:	0.8	0.9
Exit:	1.0	1.1



Summary of Food Group Improvement

County: GA021 Bibb County

Reporting Period: 10/01/05 - 09/30/06

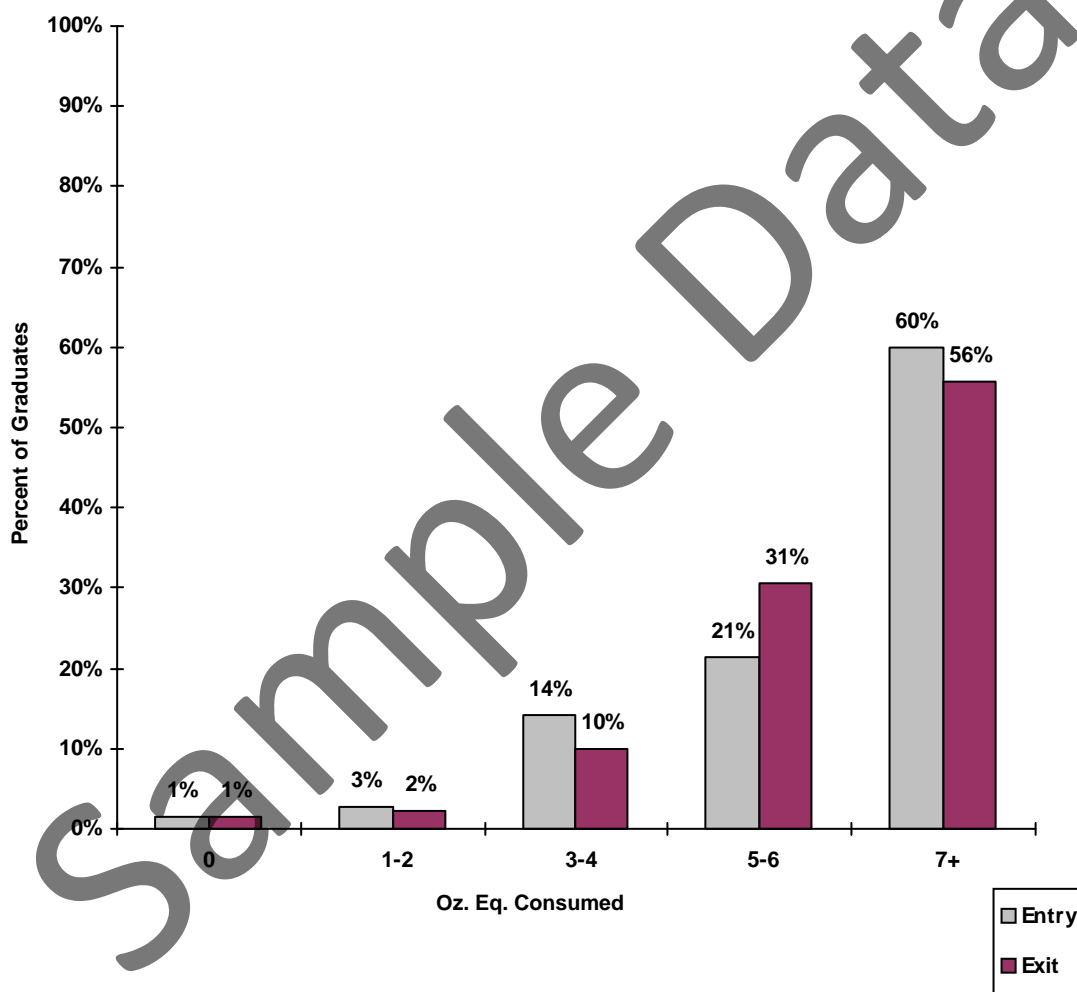
Filter: <ALL>

Meats & Beans

Number of Graduates: 140

Percent with positive change at exit: 49.3%

	<u>Mean</u>	<u>StdDev</u>
Entry:	8.1	5.0
Exit:	8.2	5.8



Summary of Food Group Improvement

County: GA021 Bibb County

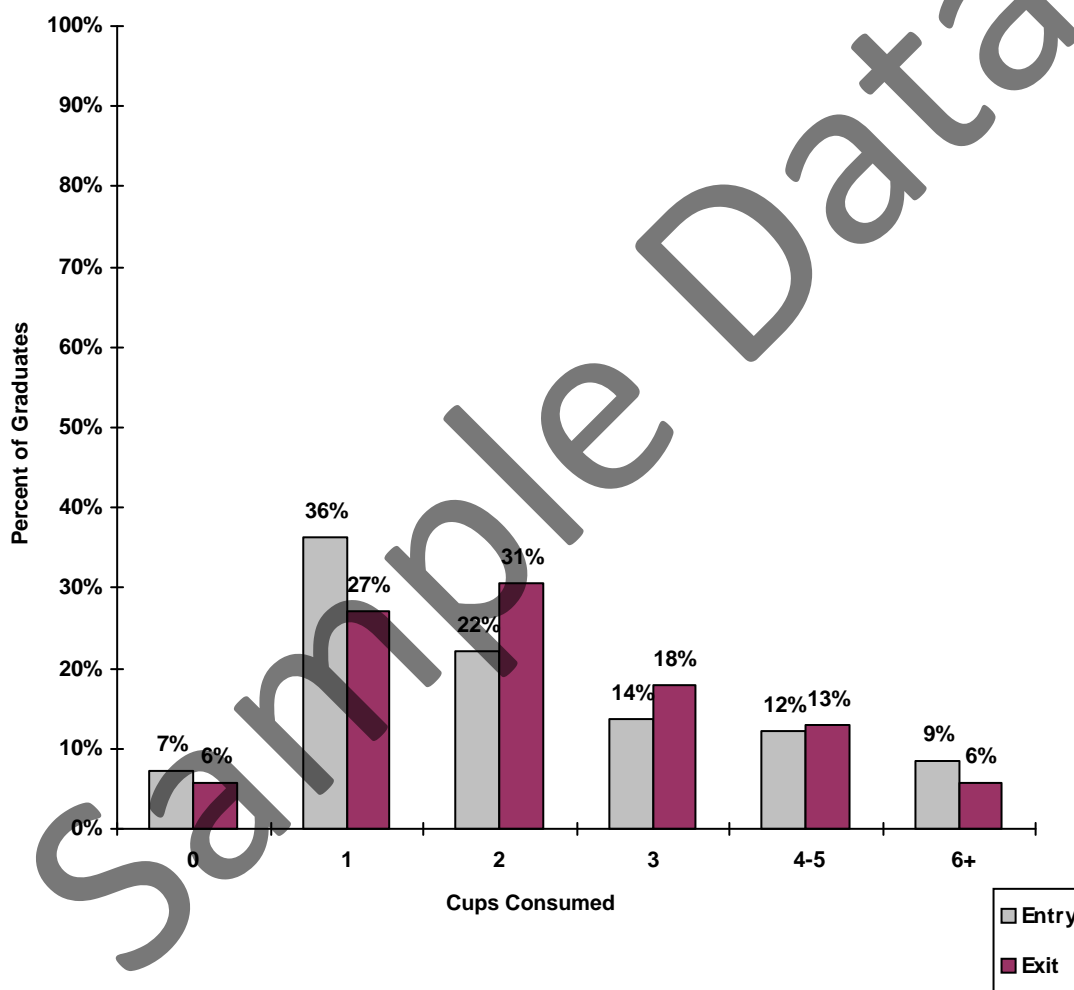
Reporting Period: 10/01/05 - 09/30/06

Filter: <ALL>

Fruits and Vegetables Combined

Number of Graduates: 140

	<u>Mean</u>	<u>StdDev</u>
Entry:	2.1	2.3
Exit:	2.0	1.6



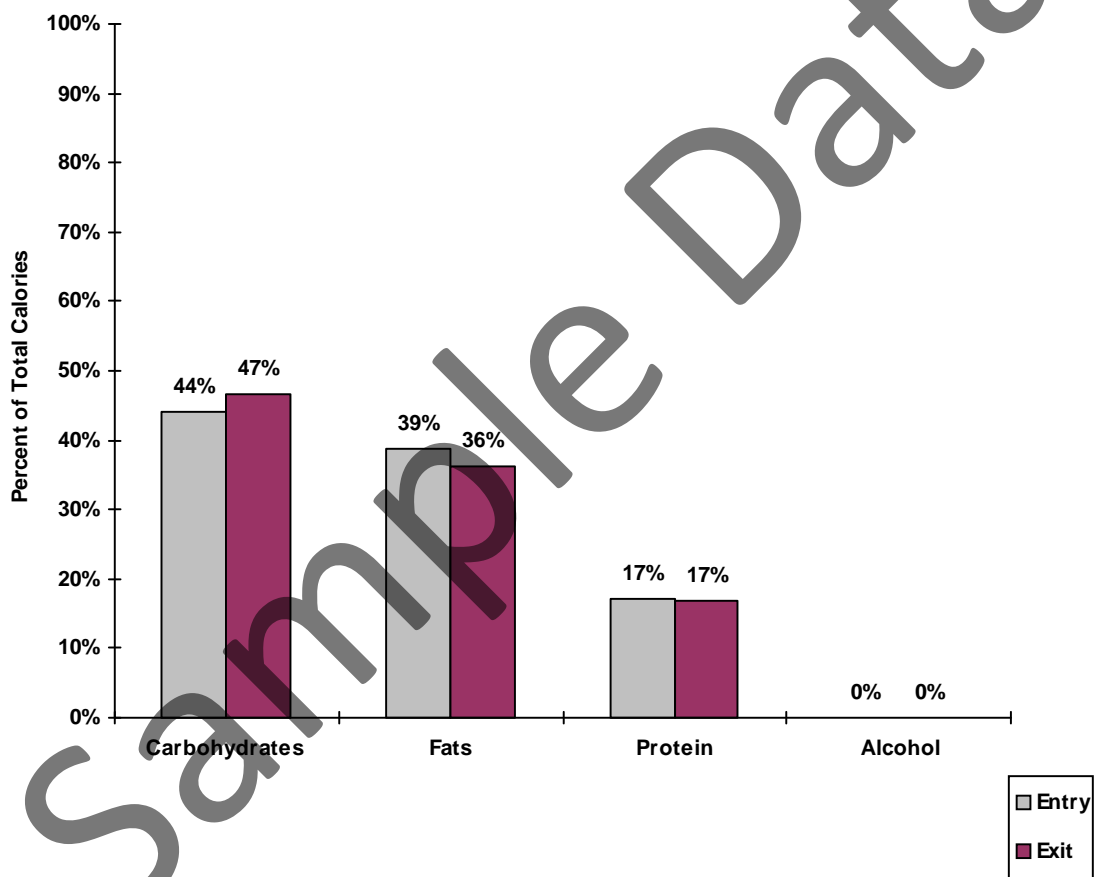
Distribution of Calories Among Energy Sources

County: GA021 Bibb County

Reporting Period: 10/01/05 - 09/30/06

Filter: <ALL>

Number of Graduates: 140



Distribution of Nutrient Intake

County: GA021 Bibb County

Reporting Period: 10/01/05 - 09/30/06

Filter: <ALL>

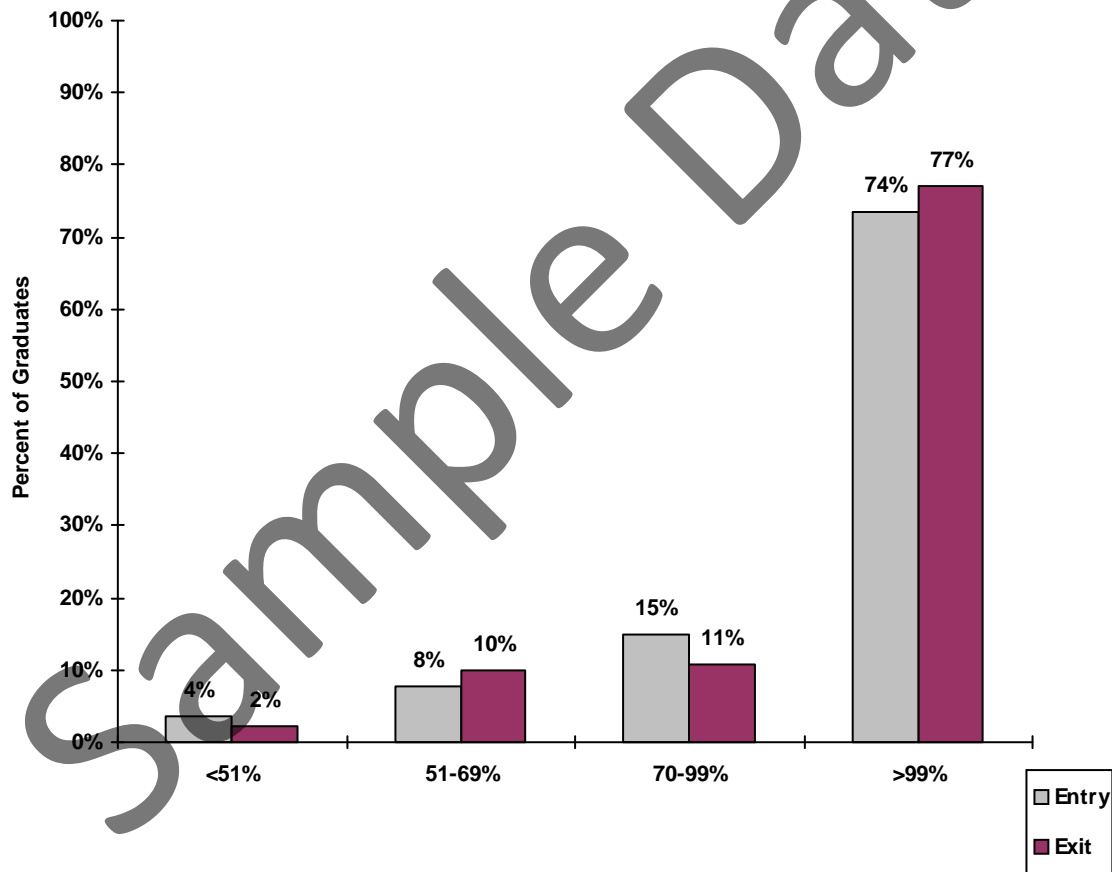
Protein Intake by % RDA

Number of Graduates: 140

Mean NAR

Entry: 0.93

Exit: 0.93



Distribution of Nutrient Intake

County: GA021 Bibb County

Reporting Period: 10/01/05 - 09/30/06

Filter: <ALL>

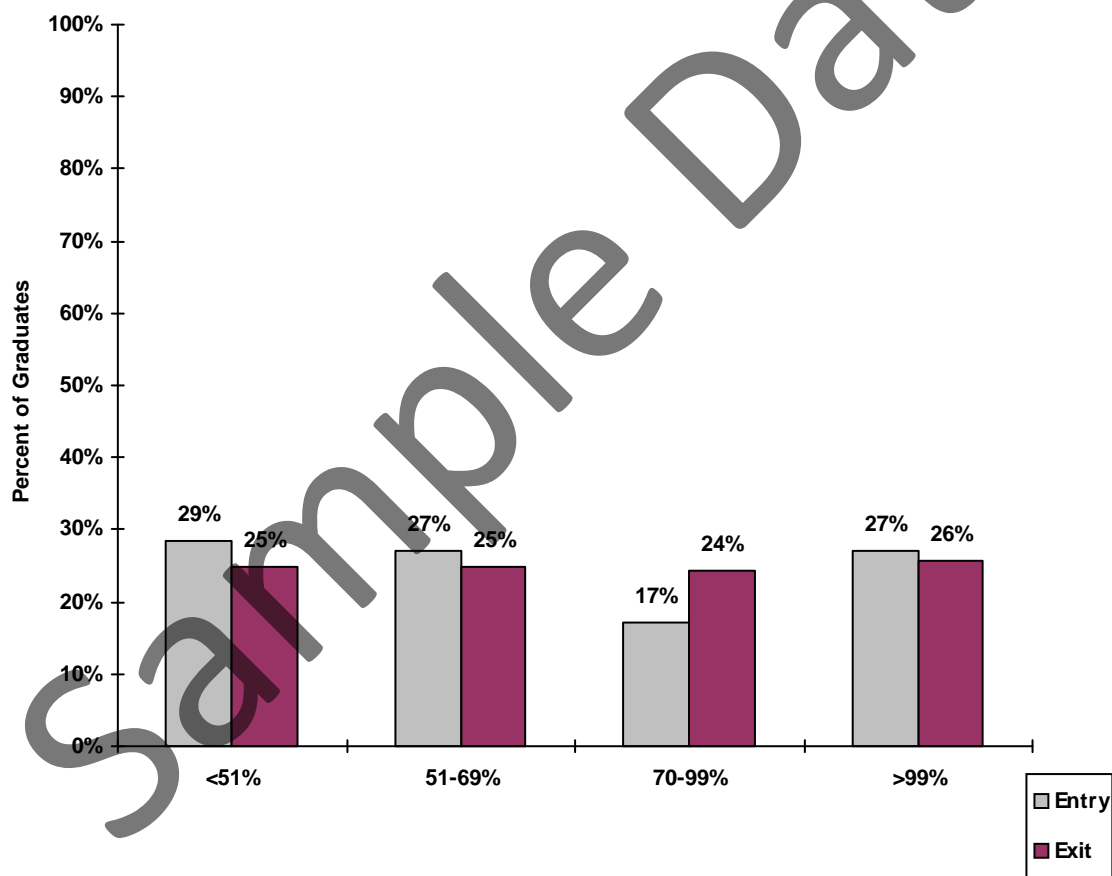
Iron Intake by % RDA

Number of Graduates: 140

Mean NAR

Entry: 0.68

Exit: 0.70



Distribution of Nutrient Intake

County: GA021 Bibb County

Reporting Period: 10/01/05 - 09/30/06

Filter: <ALL>

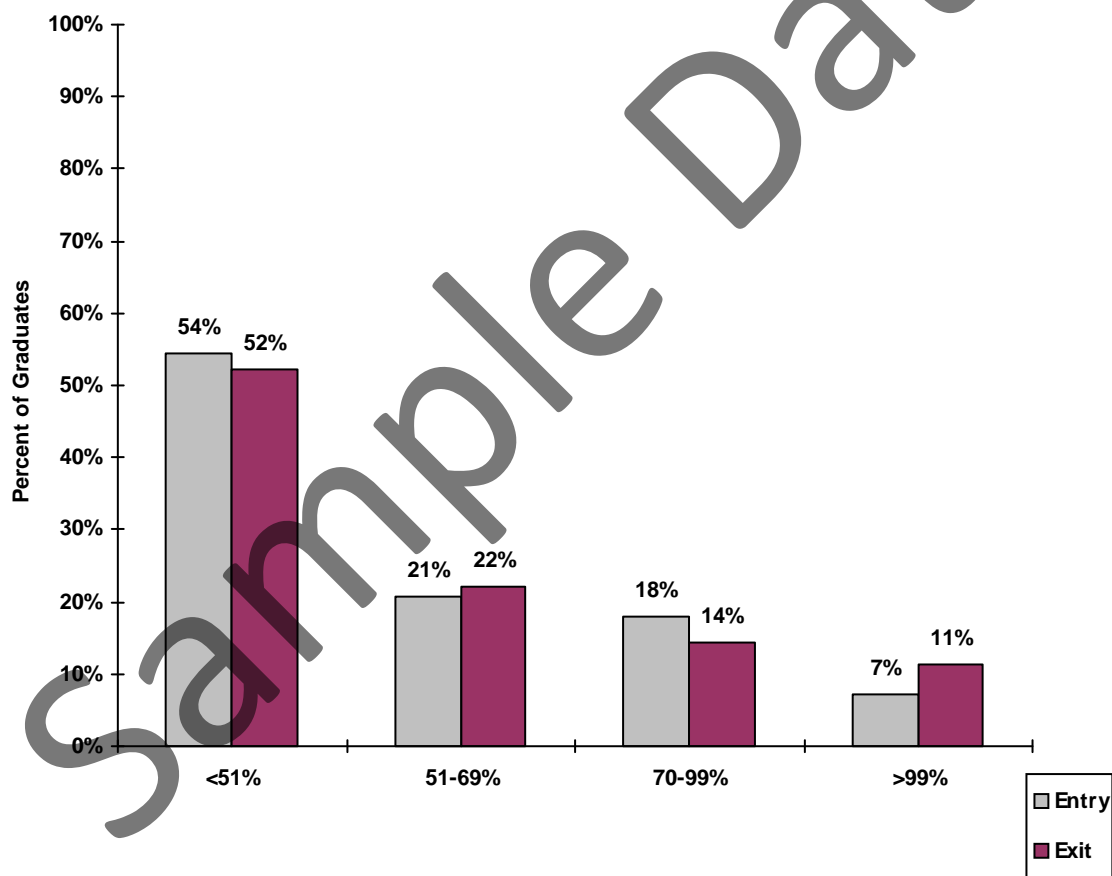
Calcium Intake by % RDA

Number of Graduates: 140

Mean NAR

Entry: 0.49

Exit: 0.52



Distribution of Nutrient Intake

County: GA021 Bibb County

Reporting Period: 10/01/05 - 09/30/06

Filter: <ALL>

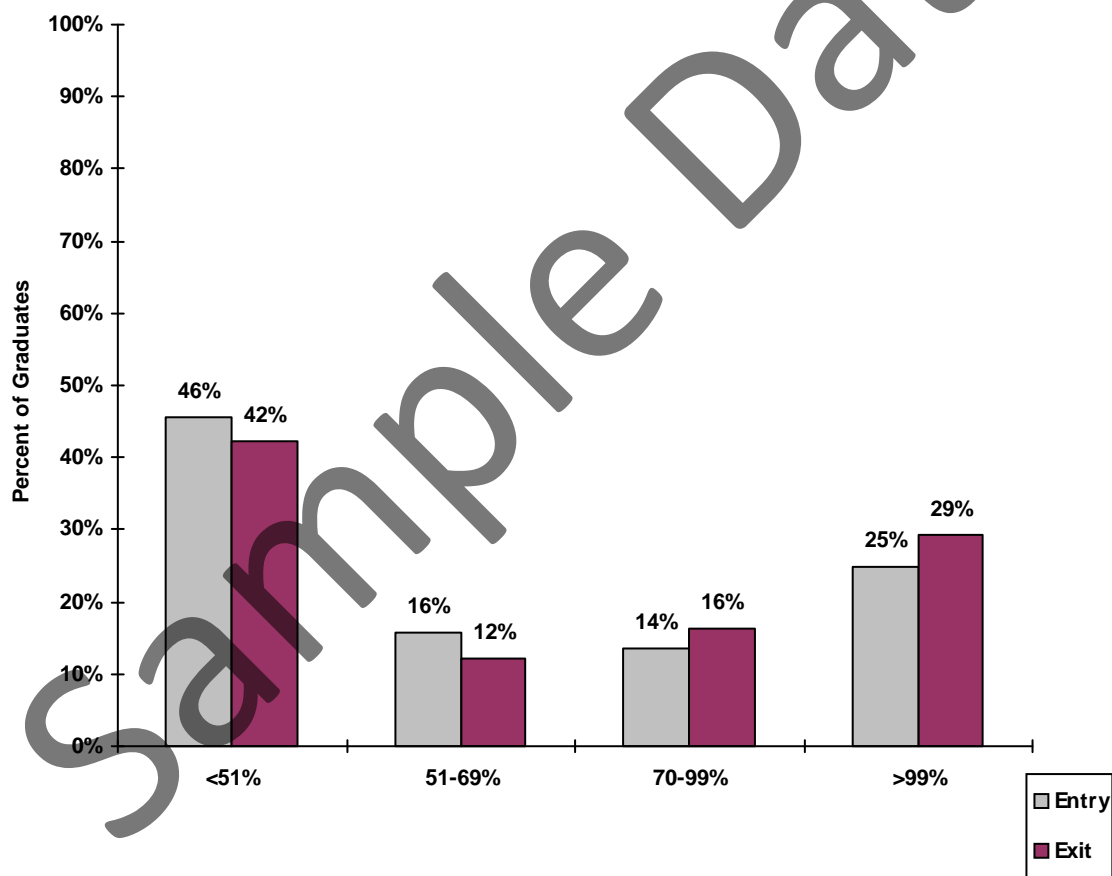
Vitamin A Intake by % RDA

Number of Graduates: 140

Mean NAR

Entry: 0.56

Exit: 0.62



Distribution of Nutrient Intake

County: GA021 Bibb County

Reporting Period: 10/01/05 - 09/30/06

Filter: <ALL>

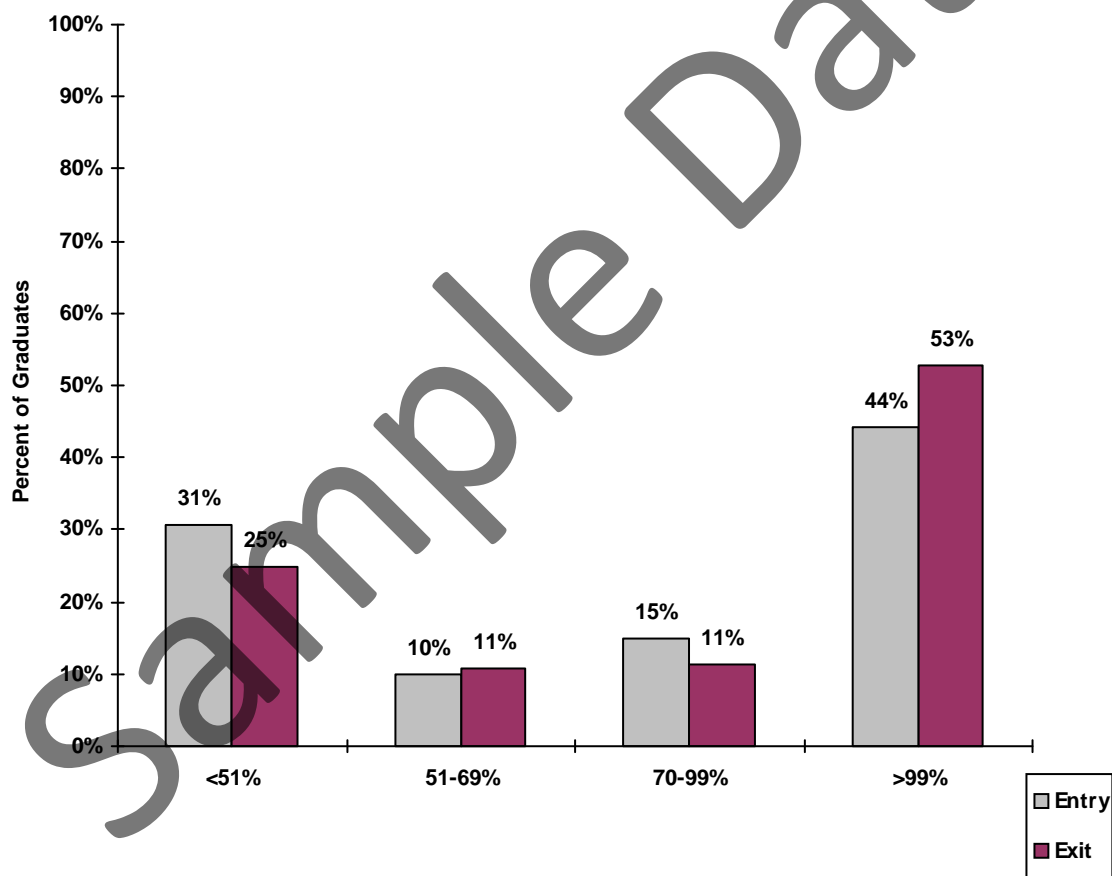
Vitamin C Intake by % RDA

Number of Graduates: 140

Mean NAR

Entry: 0.72

Exit: 0.75



Distribution of Nutrient Intake

County: GA021 Bibb County

Reporting Period: 10/01/05 - 09/30/06

Filter: <ALL>

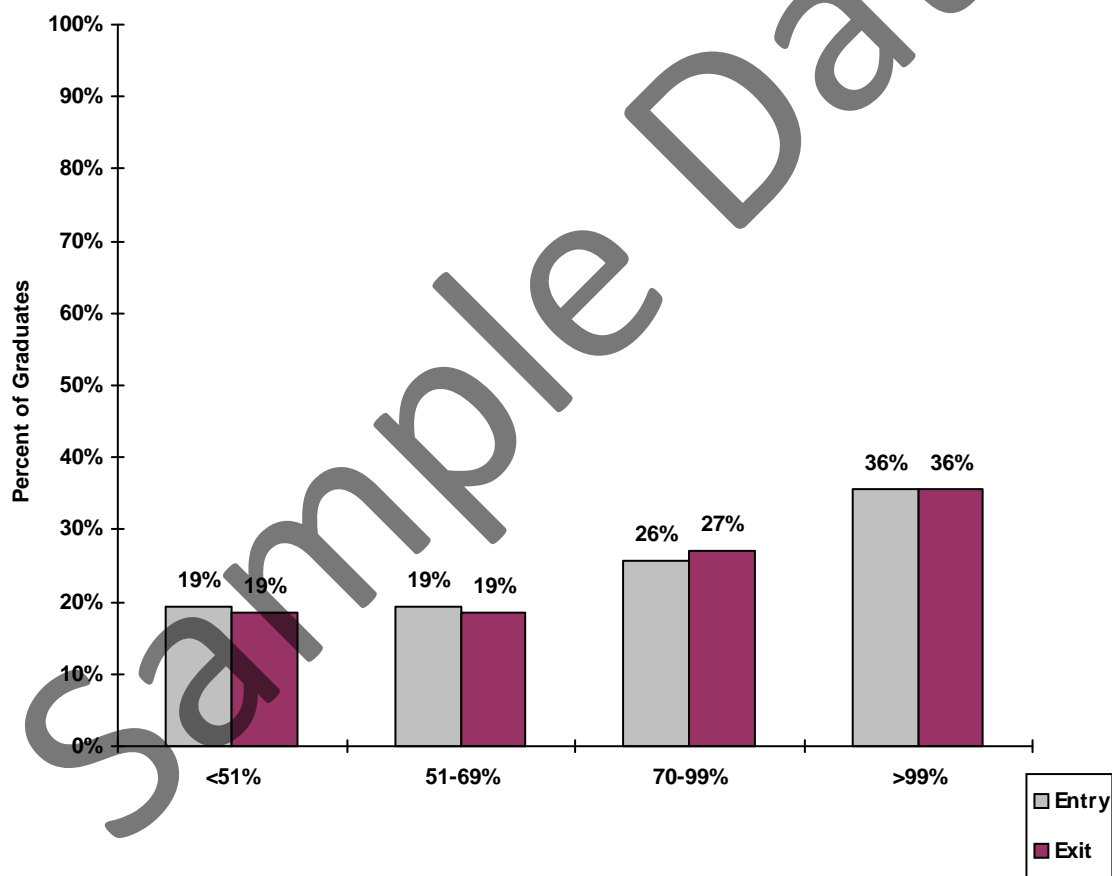
Vitamin B6 Intake by % RDA

Number of Graduates: 140

Mean NAR

Entry: 0.75

Exit: 0.77



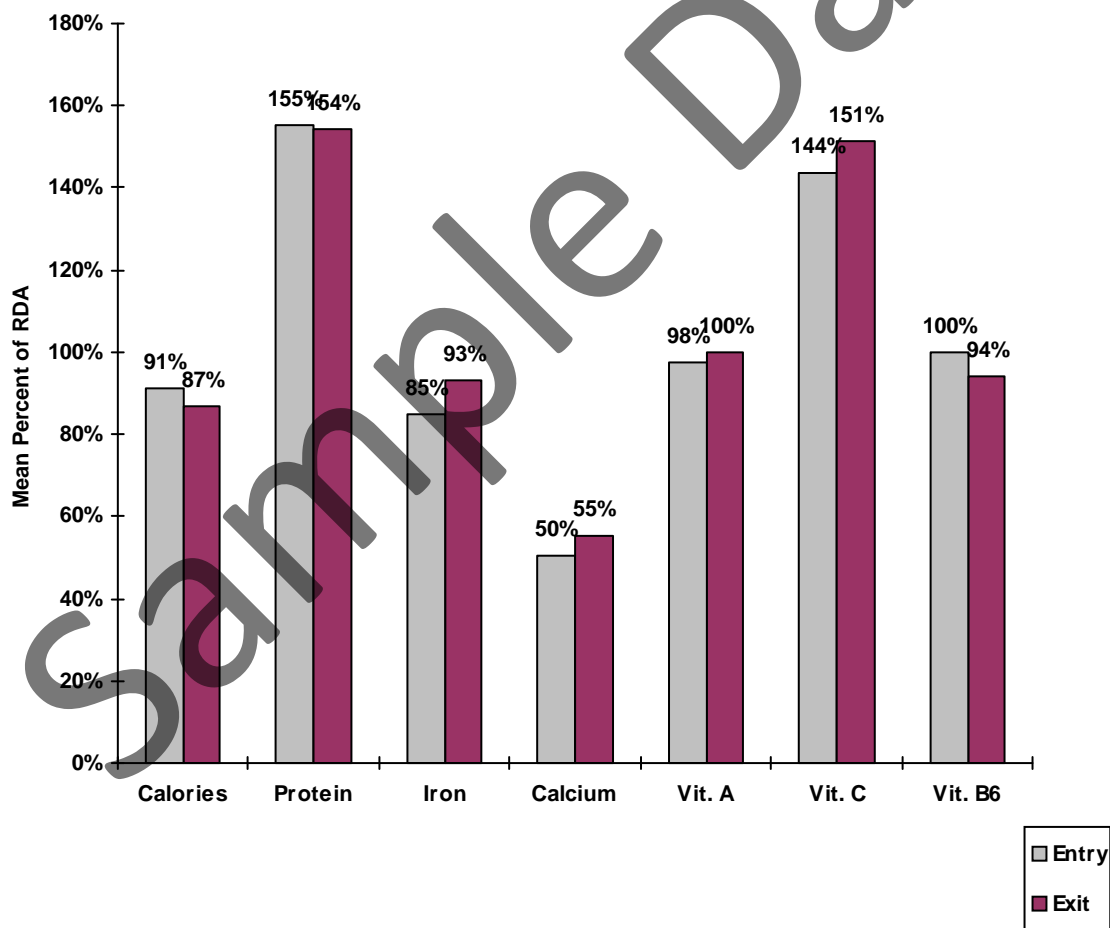
Mean Calorie and Nutrient Intake for Graduated Participants

County: GA021 Bibb County

Reporting Period: 10/01/05 - 09/30/06

Filter: <ALL>

Number of Graduates: 140



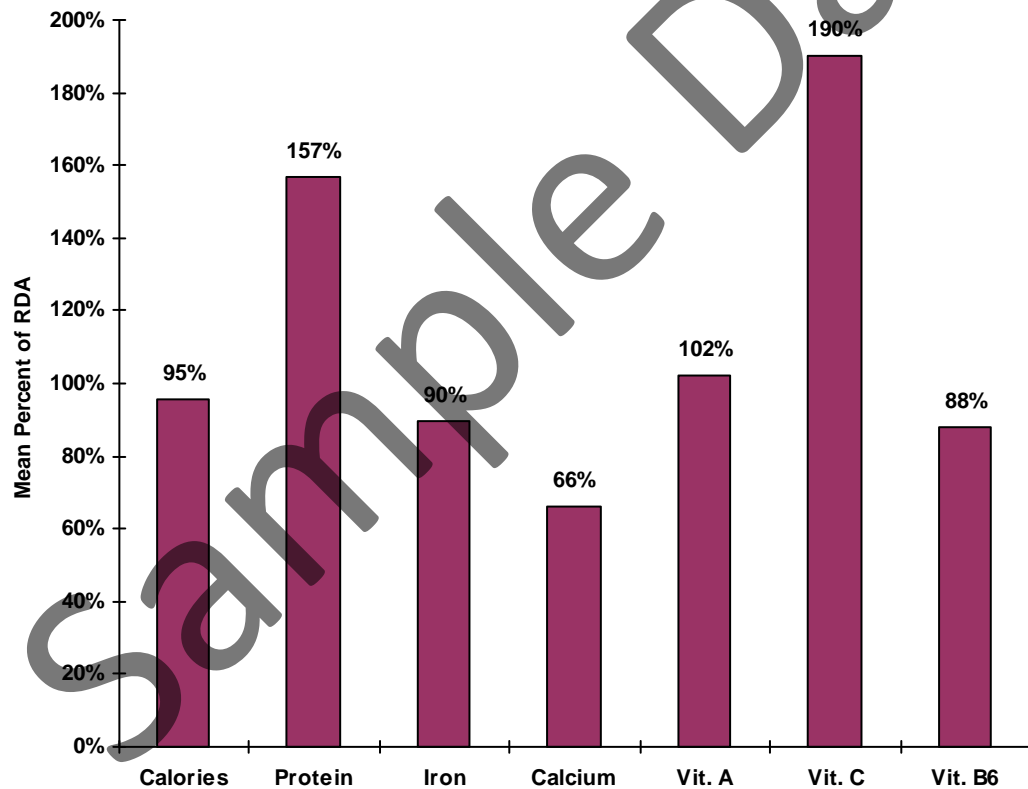
Mean Calorie and Nutrient Intake for Exited Participants

County: GA021 Bibb County

Reporting Period: 10/01/05 - 09/30/06

Filter: <ALL>

Number exited with objectives not met: 28



One Day Food Recall Summary

County: PA550 Georgia Test EFNEP

Family: 2620 - THOMAS, LaTONYA

P00004 - MITCHELL, DORIA

Recall Date: 05/04/00

Exit Recall

Number of previous recalls:

Family Size: 2

Female Age 42

Amount spent on food last month: \$250

Taking nutritional supplements: No

Food Summary

	Your Intake	Recommended Amounts
Fruits (cup)	1	1 ½
Vegetables (cup)	2	2 ½
Grains (oz eq)	7 ½	6
Meat & Beans (oz eq)	9	5
Milk (cup)	2 ½	3



Calories (kcal) 2718 1800

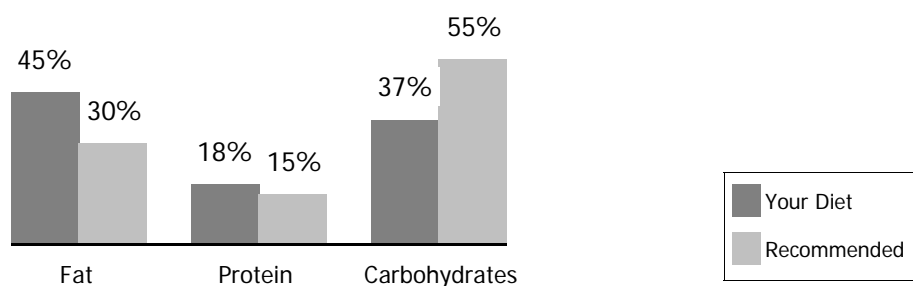
Your Activity Level: Less than 30 min.

Sodium (mg) 3749 < 2300

Nutrient Summary

Nutrient	Your Intake	% RDA	Percent of RDA
Protein	124 g	248%	100
Iron	13 mg	84%	84
Calcium	1090 mg	109%	109
Vitamin A	725 RE	91%	91
Vitamin C	107 mg	179%	179
Vitamin B6	2.2 mg	135%	135
Fiber	12 g	59%	59

Sources of Calories



Participant Food Recall Review

County: PA550 Georgia Test EFNEP

Family: 2620 - THOMAS, LaTONYA

P00004 - MITCHELL, DORIA

Recall Date: 05/04/2000

Exit Recall

1 previous recall

Family Size: 2

Amount spent on food last month: \$250

Female Age 42

Taking nutritional supplements: No

Activity Level: Less than 30 min.

Qty	Unit	Grams	Calories	Food Description
<i>Morning meal or snack</i>				
1.00	1 croissant	42.0	174	CROISSANT, CHEESE
1.00	1 small egg	49.0	77	EGG OMELET OR SCRAMBLED EGG
8.00	1 fl oz	248.8	104	ORANGE JUICE, CANNED/BOTTLED/CARTON, UNSWEETENED
1.00	1 cup (8 fl oz)	245.0	250	YOGURT, FRUIT VARIETY, LOWFAT
<i>Midmorning meal or snack</i>				
4.00	1 cubic inch	69.2	244	BLUE OR ROQUEFORT CHEESE
2.00	1 cup	364.0	834	CHICKEN OR TURKEY SALAD
8.00	1 cracker	32.0	142	CRACKER, 100% WHOLE WHEAT
<i>Evening meal or snack</i>				
1.00	1 medium (2-1/4 to 3 dia)	98.0	90	BAKED POTATO (WHITE POTATO), PEEL NOT EATEN
0.50	1 cup	67.5	14	BEANS, GREEN, CANNED, LOW SODIUM, FAT NOT ADDED
1.00	1 oz boneless cooked	28.4	69	CHICKEN BREAST, BREADED, BAKED/FRIED, W/ SKIN
0.50	1 cup, dry type	70.0	123	STUFFING
12.00	1 fl oz	355.2	71	TEA, LEAF, PRESWEETENED W/ SUGAR
2.00	1 regular slice	52.0	138	WHITE BREAD
<i>Late evening meal or snack</i>				
1.00	1 piece (1/12 of 9" dia)	142.0	388	CHEESECAKE W/ FRUIT
4 meals or snacks		Total Calories:	2,718	

Recall List

P00001 - BUFKA, IRIS

County: PA550 Georgia Test EFNEP

Reporting Period: 10/01/06 - 09/30/07

Pregnant		#	Actvy	KCALS	Food Group Amounts					Healthy Eating Index										
Date	Nursng	Itms			Fruit	Veg	Grain	Meat	Milk	Fruit	Veg	Grain	Meat	Milk	TotFat	SatFat	Sodium	Chol	Variety	Total
2682 - LENA, MICHELE				Female Age 25 Pregnant																
04/20/99	P	10	<30	2423	1.2	2.2	8.8	3.2	2.2	6.0	8.7	10.0	5.9	7.3	10.0	10.0	1.7	10.0	10.0	79.6
03/07/00		Exit 11	<30	1505	0.0	0.1	7.2	0.9	3.3	0.0	0.4	10.0	1.6	10.0	10.0	10.0	10.0	10.0	10.0	72.0
2686 - ROOK, REBECCA				Female Age 19																
04/19/99		7	<30	1727	1.0	0.4	5.9	7.8	1.5	5.0	1.7	9.8	10.0	5.0	7.1	8.3	6.9	6.8	6.0	66.6
06/07/00	P	Exit 10	<30	1685	0.7	1.4	5.5	3.0	2.9	3.5	5.5	9.2	5.4	9.7	6.1	2.3	9.9	10.0	10.0	71.6
2720 - DANIELS, JESSICA				Female Age 23																
06/21/99		3	<30	236	1.0	0.0	1.0	0.0	0.0	5.0	0.0	1.7	0.0	0.0	10.0	10.0	10.0	10.0	0.0	46.7
06/20/00		Exit 1	<30	41	0.5	0.0	0.0	0.0	0.0	2.5	0.0	0.0	0.0	0.0	10.0	10.0	10.0	10.0	0.0	42.5
2722 - ROMAN, JANNETTE				Female Age 25																
06/22/99		???		1185	0.7	0.8	6.1	3.7	1.6											
06/13/00		Exit	???	2486	2.6	1.0	4.0	9.3	6.2											
2782 - GATLIN, LaTASHA				Female Age 20																
08/06/99		???		1418	0.3	1.5	1.0	2.3	1.1											
07/13/00		Exit	???	1598	2.3	1.8	2.0	6.0	0.1											
2840 - BYRANT, PAULINE				Female Age 38																
10/29/99		???		2130	1.2	2.5	5.0	14.0	0.0											
11/15/00		Exit	???	1173	0.5	1.9	3.0	6.0	2.1											
2845 - VIDALLON, REBECCA				Female Age 20 Pregnant																
02/01/00	P	???		1932	0.6	0.5	9.5	7.5	1.7											
02/17/01		Exit	???	1750	1.7	1.0	6.3	4.5	2.8											
2904 - ROBINETTE, AMITY				Female Age 22																
05/16/00		<30		0	5.0	4.0	2.0	1.0	4.0											
2918 - WHITE, LeQUISHA				Female Age 23 Pregnant																
04/13/00	P	19	<30	2855	1.1	2.5	8.3	5.5	3.0	5.5	10.0	10.0	10.0	10.0	4.4	6.4	0.0	10.0	10.0	76.3
04/19/00	P	18	<30	1471	1.7	1.6	3.8	5.1	3.0	8.5	6.6	6.3	9.2	10.0	10.0	10.0	7.5	10.0	10.0	88.1
2927 - GAUTHIER, BARBARA				Female Age 21																
03/21/00		0	<30	0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
02/16/01		Exit 0	<30	0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
2961 - WILLIAMS, LaTOYIA				Female Age 21																
07/19/00		0	<30	0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
08/08/01		Exit 0	<30	0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

Recall List

P00001 - BUFKA, IRIS

County: PA550 Georgia Test EFNEP

Reporting Period: 10/01/06 - 09/30/07

Date	Pregnant	#	Actvy	KCALS	Food Group Amounts					Healthy Eating Index										
	Nursng	Itms			Fruit	Veg	Grain	Meat	Milk	Fruit	Veg	Grain	Meat	Milk	TotFat	SatFat	Sodium	Chol	Variety	Total
2981 - HILTON, LINDSEY				Female Age 19 Pregnant																
07/24/00	P	1	<30	167	0.2	0.0	0.0	0.0	0.3	1.0	0.0	0.0	0.0	1.0	10.0	10.0	10.0	10.0	0.0	42.0
3040 - ROBBINS, SONYA				Female Age 28 Pregnant																
10/02/00	P		???	2244	1.0	1.0	3.3	5.0	7.3											
10/01/01		Exit	???	1805	1.2	0.5	7.3	5.8	1.8											
3123 - LARSON, KIM				Female Age 36 Pregnant																
01/29/01	P	0	<30	0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
01/23/02	N	Exit	0	<30	0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
3168 - HORST, KELLEY				Female Age 22																
01/15/02			???	1073	0.0	1.0	3.6	4.3	0.6											
01/09/03		Exit	???	1356	0.3	2.0	3.5	7.5	1.7											
3225 - BAYS, BARBARA				Female Age 31																
10/08/01			???	1186	0.5	0.8	2.8	17.3	0.6											
10/01/02		Exit	???	1480	0.5	1.8	4.3	6.0	0.1											
3226 - BROWNING, CHERYL				Female Age 23																
10/08/01			???	1633	0.3	0.1	3.3	5.7	2.5											
10/07/02		Exit	???	1372	0.0	3.0	6.0	5.0	1.6											
3227 - AYERS, KATHLEEN				Female Age 27 Nursing																
10/01/01	N		???	1267	0.0	0.0	6.0	4.0	2.1											
10/01/02		Exit	???	1882	0.0	2.5	6.2	6.0	3.0											
3228 - TROTTER, SHORINE				Female Age 21																
10/01/01		0	<30	0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
3229 - RANALLI, TAMMY				Female Age 28																
10/01/01			???	2151	0.5	3.5	7.0	24.0	1.1											
10/01/02		Exit	???	1866	0.5	3.0	5.5	14.4	1.9											
3230 - BRASWELL, TIFFANY				Female Age 21 Pregnant																
10/02/01	P		???	1360	1.2	1.3	2.8	8.9	0.3											
10/01/02		Exit	???	960	1.5	1.0	3.0	4.0	1.8											
3237 - CHRISTOPHER, ANGEL				Female Age 23																
11/06/01			???	2540	0.0	0.0	14.0	22.2	2.0											
11/06/02		Exit	???	1198	0.0	1.1	4.0	10.2	2.0											

Recall List

County: PA550 Georgia Test EFNEP

P00005 - JONES, WILHELMENI

Reporting Period: 10/01/06 - 09/30/07

Date	Pregnant	#	Actvy	KCALS	Food Group Amounts					Healthy Eating Index										
	Nursng	Itms			Fruit	Veg	Grain	Meat	Milk	Fruit	Veg	Grain	Meat	Milk	TotFat	SatFat	Sodium	Chol	Variety	Total
3346 - PERRY, NIYA			Female Age 25																	
06/24/02		???	2032	0.0	1.5	5.0	10.0	0.3												
05/21/03	Exit	???	1801	1.2	0.9	6.3	6.8	2.7												
3347 - TAYLOR, HEDDIE			Female Age 35																	
07/17/02		???	1455	0.5	0.5	5.0	3.0	1.7												
06/10/03	Exit	???	1799	1.5	1.5	6.0	6.0	2.1												
3348 - WILSON, LATONYA			Female Age 32																	
07/17/02		???	1690	1.0	0.5	5.0	9.5	0.0												
06/12/03	Exit	???	1806	2.0	0.9	7.9	6.5	2.8												
3349 - ROBINSON, SELENA			Female Age 31																	
07/17/02		???	1412	0.5	0.5	5.0	4.5	1.0												
06/12/03	Exit	???	1422	1.0	1.0	6.0	9.0	1.0												
3350 - AUSTIN, ANGELENE			Female Age 30																	
07/17/02		???	1659	1.5	0.0	5.5	6.0	1.8												
06/09/03	Exit	???	1465	1.0	0.8	7.0	3.0	2.2												
3351 - MERCER, CRYSTAL			Female Age 33																	
07/17/02		???	1330	0.5	0.4	7.3	6.0	1.0												
06/10/03	Exit	???	1570	2.0	1.0	6.0	9.5	3.4												
3379 - ROSENFELDT, EDNA			Female Age 23																	
11/18/02		???	1746	1.0	0.5	3.8	8.5	1.3												
3380 - ELLICK, LISA			Female Age 31																	
11/18/02		???	2135	0.0	1.4	6.0	6.5	0.7												
3381 - WILLIAMS, SUMMER			Female Age 20																	
11/18/02		???	1653	2.5	1.5	5.3	5.2	0.8												
3382 - PENLAND, SHELLY L			Female Age 26																	
11/18/02		???	1841	0.5	1.0	6.5	6.5	1.5												
3383 - McLAURIN, TAMIKA A			Female Age 26																	
11/18/02		???	582	0.0	1.5	2.0	0.0	0.0												
3384 - FREDRICK, CHANCLA			Female Age 24																	
11/18/02		???	1214	0.0	0.0	1.0	10.5	0.0												

BEHAVIOR CHECKLIST SUMMARY REPORT

County: PA550 Georgia Test EFNEP

Reporting Period: 10/01/01 - 09/12/07

Filter: <ALL>

I. Distribution of Responses

Question		Number of Participants	No Response		Do Not Do		Seldom		Sometimes		Most of the Time		Almost Always	
			Nbr	Pct	Nbr	Pct	Nbr	Pct	Nbr	Pct	Nbr	Pct	Nbr	Pct
1 Plan Meals	Entry	148	0	0%	31	21%	19	13%	50	34%	29	20%	19	13%
	Exit	148	7	5%	7	5%	3	2%	24	16%	69	47%	38	26%
2 Compare Prices	Entry	148	0	0%	5	3%	9	6%	24	16%	36	24%	74	50%
	Exit	148	0	0%	0	0%	1	1%	7	5%	54	36%	86	58%
3 Out of Food	Entry	148	1	1%	56	38%	31	21%	36	24%	15	10%	9	6%
	Exit	148	4	3%	81	55%	29	20%	8	5%	18	12%	8	5%
4 Use Grocery List	Entry	148	0	0%	23	16%	16	11%	42	28%	18	12%	49	33%
	Exit	148	2	1%	5	3%	3	2%	25	17%	38	26%	75	51%
5 Foods Sit Out	Entry	148	0	0%	113	76%	17	11%	11	7%	1	1%	6	4%
	Exit	148	0	0%	144	97%	1	1%	1	1%	1	1%	1	1%
6 Thaw Foods	Entry	148	0	0%	71	48%	5	3%	37	25%	20	14%	15	10%
	Exit	148	0	0%	139	94%	3	2%	3	2%	2	1%	1	1%
7 Healthy Foods	Entry	148	0	0%	1	1%	8	5%	26	18%	65	44%	48	32%
	Exit	148	0	0%	1	1%	0	0%	5	3%	80	54%	62	42%
8 Adding No Salt	Entry	148	0	0%	19	13%	41	28%	37	25%	19	13%	32	22%
	Exit	148	0	0%	1	1%	17	11%	46	31%	50	34%	34	23%
9 Reads Labels	Entry	148	1	1%	28	19%	15	10%	40	27%	35	24%	29	20%
	Exit	148	0	0%	4	3%	4	3%	25	17%	63	43%	52	35%
10 Breakfast	Entry	148	0	0%	2	1%	1	1%	1	1%	7	5%	137	93%
	Exit	148	0	0%	0	0%	0	0%	0	0%	3	2%	145	98%

BEHAVIOR CHECKLIST SUMMARY REPORT

County: PA550 Georgia Test EFNEP

Reporting Period: 10/01/01 - 09/12/07

Filter: <ALL>

II. Behavior Change By Question

Question	Number of Responses	Improved		Unchanged		Decreased	
		Nbr	Pct	Nbr	Pct	Nbr	Pct
1 Plan Meals	141	88	62%	49	35%	4	3%
2 Compare Prices	148	44	30%	92	62%	12	8%
3 Out of Food	143	51	36%	69	48%	23	16%
4 Use Grocery List	146	73	50%	65	45%	8	5%
5 Foods Sit Out	148	33	22%	113	76%	2	1%
6 Thaw Foods	148	74	50%	71	48%	3	2%
7 Healthy Foods	148	48	32%	92	62%	8	5%
8 Adding No Salt	148	72	49%	62	42%	14	9%
9 Reads Labels	147	86	59%	53	36%	8	5%
10 Breakfast	148	10	7%	137	93%	1	1%

Note: The number of responses varies by question due to missing data.

BEHAVIOR CHECKLIST SUMMARY REPORT

County: PA550 Georgia Test EFNEP

Reporting Period: 10/01/01 - 09/12/07

Filter: <ALL>

III. Improvement By Cluster of Behavior

Food resource management practices of EFNEP participants improved as indicated by the following:

- 62% (88 of 141 participants) more often planned meals in advance.
- 30% (44 of 148 participants) more often compared prices when shopping.
- 36% (51 of 143 participants) less often ran out of food before the end of the month.
- 50% (73 of 146 participants) more often used a list for grocery shopping.

Nutrition practices of EFNEP participants improved as indicated by the following:

- 62% (88 of 141 participants) more often planned meals in advance.
- 32% (48 of 148 participants) more often thought about healthy food choices when deciding what to feed their family.
- 49% (72 of 148 participants) more often prepared foods without adding salt.
- 59% (86 of 147 participants) more often used the "Nutrition Facts" on food labels to make food choices.
- 7% (10 of 148 participants) reported that their children ate breakfast more often.

Food safety practices of EFNEP participants improved as indicated by the following:

- 22% (33 of 148 participants) more often followed the recommended practices of not allowing meat and dairy foods to sit out for more than two hours. Furthermore, 22% (32 participants) ALWAYS follow the recommended practice.
- 50% (74 of 148 participants) more often followed the recommended practice of not thawing foods at room temperature. Furthermore, 47% (69 participants) ALWAYS follow the recommended practice.

Note: The number of participants varies by question due to missing data.

BEHAVIOR CHECKLIST SUMMARY REPORT

County: PA550 Georgia Test EFNEP

Reporting Period: 10/01/01 - 09/12/07

Filter: <ALL>

IV. Summary of the Number of Practices Improved Within Clusters of Questions

Food Resource Management Practices:

84% (114 of 135 participants) of participants showed improvement in one or more food resource management practices (i.e. plans meals, compares prices, does not run out of food or uses grocery lists).

59% (79 of 135 participants) of participants showed improvement in two or more food resource management practices (i.e. plans meals, compares prices, does not run out of food or uses grocery lists).

30% (40 of 135 participants) of participants showed improvement in three or more food resource management practices (i.e. plans meals, compares prices, does not run out of food or uses grocery lists).

10% (13 of 135 participants) of participants showed improvement in all 4 food resource management practices (i.e. plans meals, compares prices, does not run out of food and uses grocery lists).

Nutrition Practices:

88% (123 of 140 participants) of participants showed improvement in one or more nutrition practices (i.e. plans meals, makes healthy food choices, prepares foods without adding salt, reads nutrition labels or has children eat breakfast).

69% (97 of 140 participants) of participants showed improvement in two or more nutrition practices (i.e. plans meals, makes healthy food choices, prepares foods without adding salt, reads nutrition labels or has children eat breakfast).

35% (49 of 140 participants) of participants showed improvement in three or more nutrition practices (i.e. plans meals, makes healthy food choices, prepares foods without adding salt, reads nutrition labels or has children eat breakfast).

16% (22 of 140 participants) of participants showed improvement in four or more nutrition practices (i.e. plans meals, makes healthy food choices, prepares foods without adding salt, reads nutrition labels or has children eat breakfast).

1% (1 of 140 participants) of participants showed improvement in all 5 nutrition practices (i.e. plans meals, makes healthy food choices, prepares foods without adding salt, reads nutrition labels and has children eat breakfast).

Food Safety Practices:

53% (78 of 148 participants) of participants showed improvement in one or more of the food safety practices (i.e. thawing and storing foods properly).

20% (29 of 148 participants) of participants showed improvement in both of the food safety practices (i.e. thawing and storing foods properly).

Note: The number of participants varies by cluster due to missing data.

BEHAVIOR CHECKLIST SUMMARY REPORT

County: PA550 Georgia Test EFNEP

Reporting Period: 10/01/01 - 09/12/07

Filter: <ALL>

V. Participants With Acceptable Food-Related Practices Based on the EFNEP Survey

31% (46 of 148 participants) at ENTRY demonstrated acceptable practices of food resource management (i.e. plans meals, compares prices, does not run out of food and uses grocery lists).

61% (90 of 148 participants) at EXIT demonstrated acceptable practices of food resource management (i.e. plans meals, compares prices, does not run out of food and uses grocery lists).

28% (42 of 148 participants) at ENTRY demonstrated acceptable nutrition practices (i.e. plans meals, makes healthy food choices, prepares foods without adding salt, reads nutrition labels and has children eat breakfast).

72% (106 of 148 participants) at EXIT demonstrated acceptable nutrition practices (i.e. plans meals, makes healthy food choices, prepares foods without adding salt, reads nutrition labels and has children eat breakfast).

68% (101 of 148 participants) at ENTRY demonstrated acceptable food safety practices (i.e. thawing and storing foods properly).

97% (143 of 148 participants) at EXIT demonstrated acceptable food safety practices (i.e. thawing and storing foods properly).

16% (24 of 148 participants) at ENTRY achieved acceptable scores in all three categories listed above: food resource management, nutrition practices and food safety.

53% (78 of 148 participants) at EXIT achieved acceptable scores in all three categories listed above: food resource management, nutrition practices and food safety.

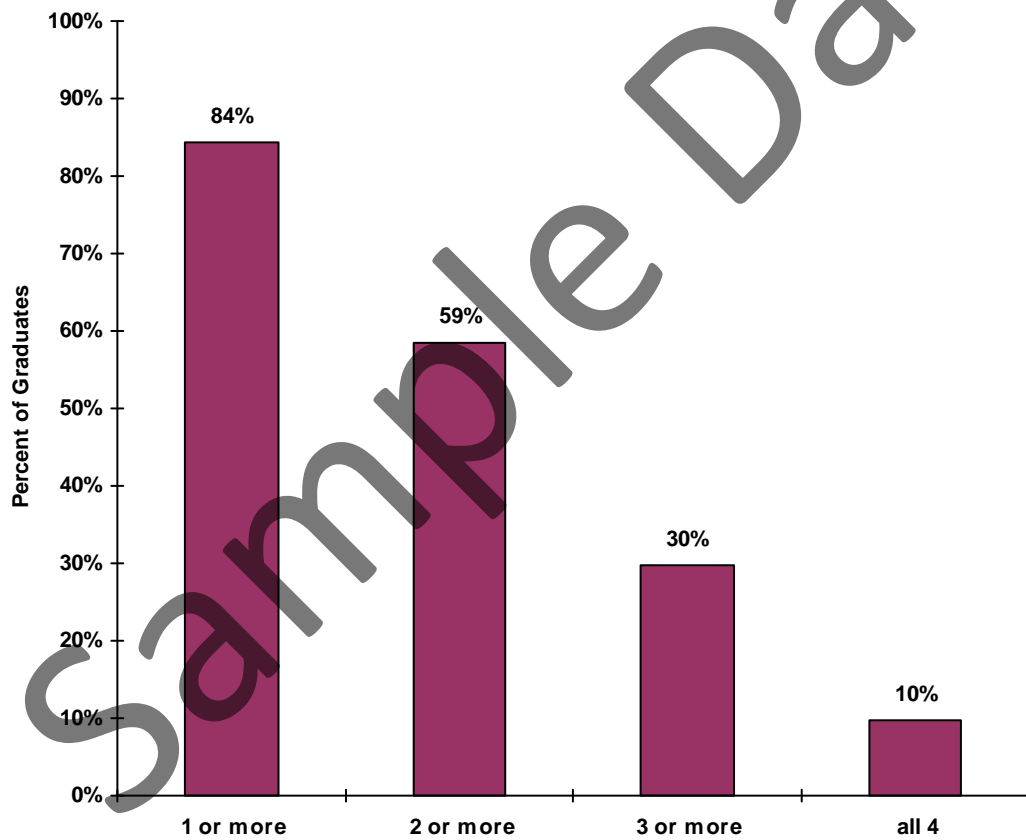
Number of Practices Improved - Food Resource Management

County: PA550 Georgia Test EFNEP

Reporting Period: 10/01/01 - 09/12/07

Filter: <ALL>

Number of Graduates: 135



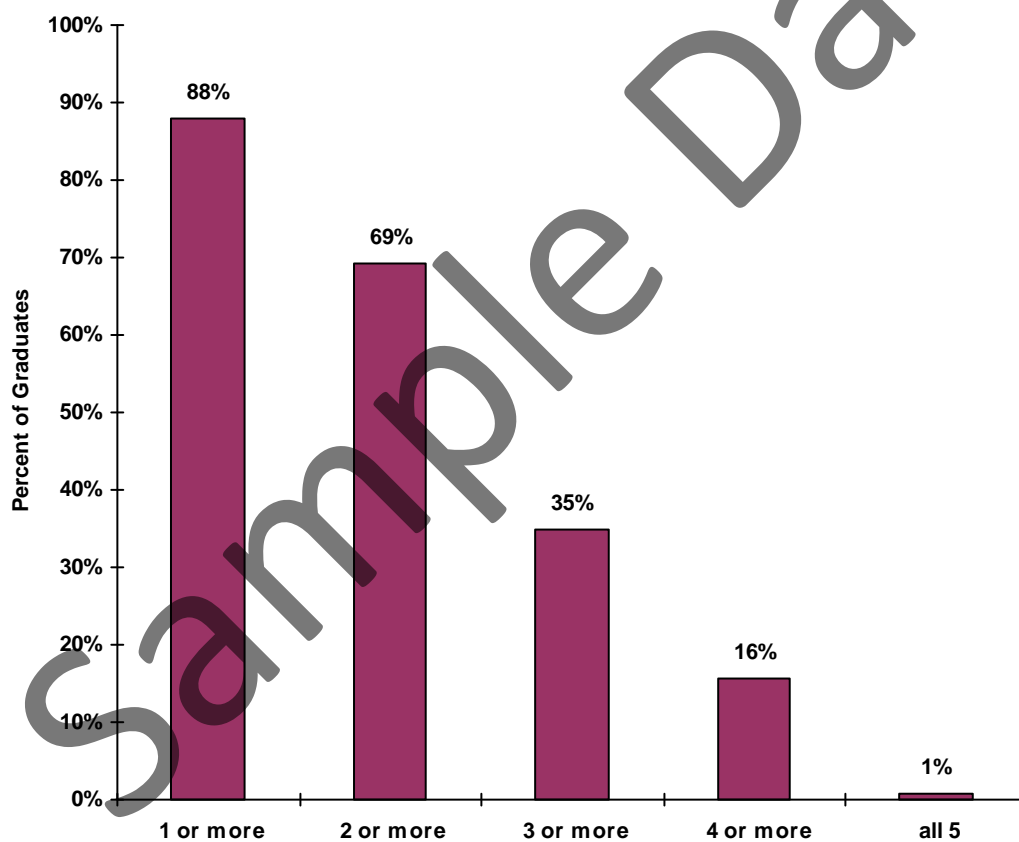
Number of Practices Improved - Nutrition

County: PA550 Georgia Test EFNEP

Reporting Period: 10/01/01 - 09/12/07

Filter: <ALL>

Number of Graduates: 140



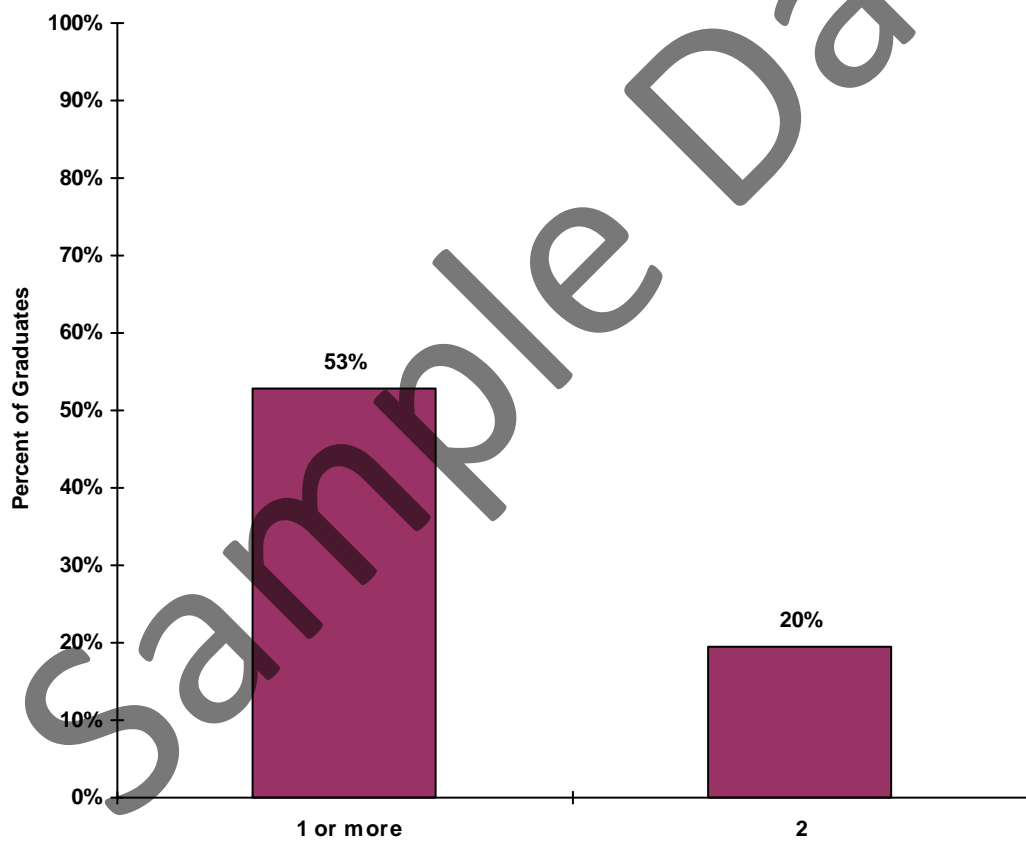
Number of Practices Improved - Food Safety

County: PA550 Georgia Test EFNEP

Reporting Period: 10/01/01 - 09/12/07

Filter: <ALL>

Number of Graduates: 148



Participants with Desirable Practices

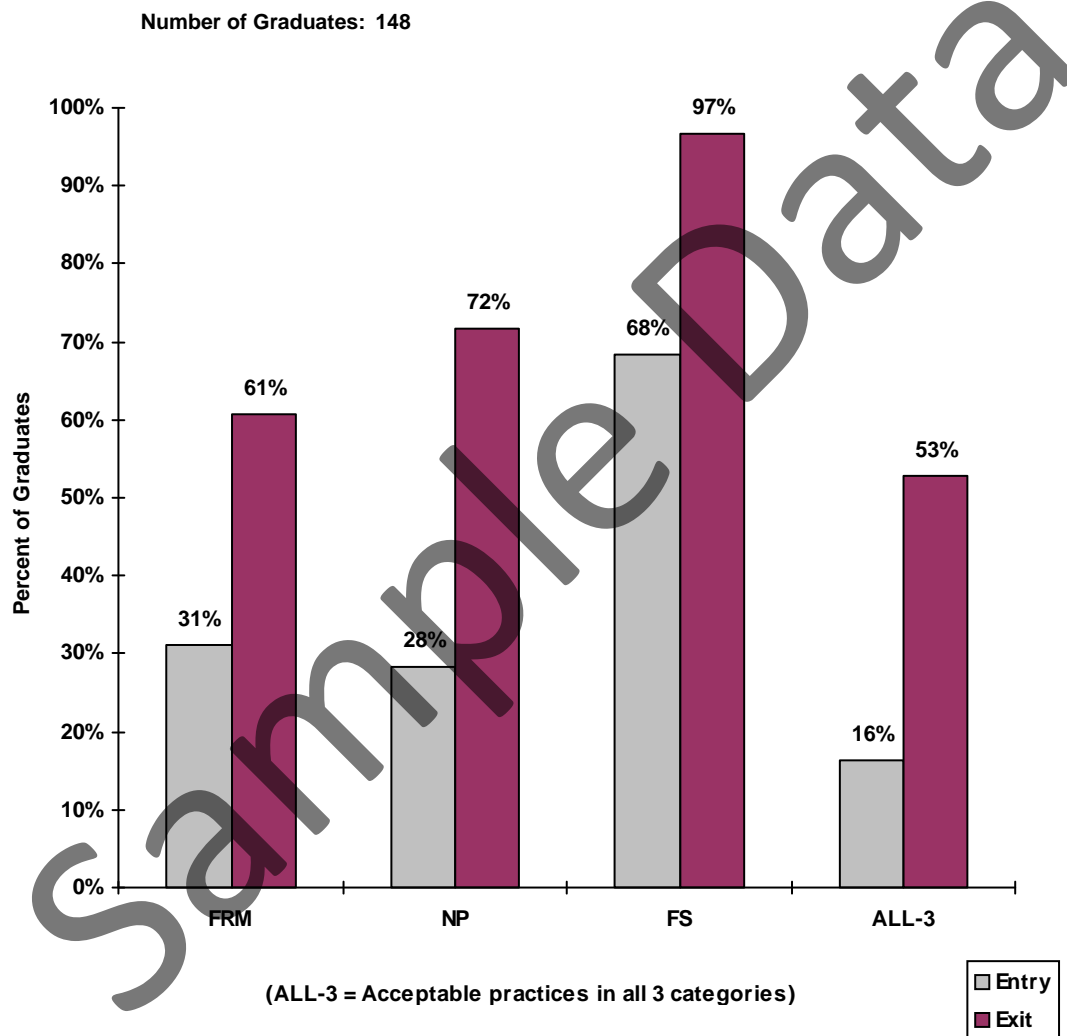
Based on EFNEP Survey

County: PA550 Georgia Test EFNEP

Reporting Period: 10/01/01 - 09/12/07

Filter: <ALL>

Based on entry and exit assessment of Food Resource Management (FRM, 4 indicators), Nutrition Practices (NP, 5 indicators), and Food Safety (FS, 2 indicators)



EFNEP Survey Diagnostic Report

County: PA550 Georgia Test EFNEP

Family: 2620 - THOMAS, LaTONYA

Staff: P00004 - MITCHELL, DORIA

Survey Date: 05/04/00

Exit Survey

Interview: No

Your EFNEP Survey shows:

- o You are comparing prices before you buy food. This can help you get the best buy for your money.
- o You think about healthy food choices for your family at least sometimes. This can help keep your family healthy.
- o You are doing a great job of handling food safely.
- o Cooking without adding salt helps you avoid too much salt or sodium in your diet.
- o You are reading food labels for good nutrition. This can help you make healthy food choices.
- o Your children are eating something within 2 hours of waking up at least half of the time. This gives them energy and helps them think better, too.

You may want to learn more about the following:

- o Preparing economical meals and food budget management

Behavior Checklist - Question List

County: PA550 Georgia Test EFNEP

Reporting Period: 10/01/06 - 09/30/07

[by question ID]

ID	Question Text	Type	Primary Area	Secondary Area
001	Read labels for salt/sodium content	5	NP	
002	Read food labels for fat content	5	NP	
003	Cut size of children's meals	L	SE	FR
004	Family's food and nutrition needs being met	4	NP	
005	Do you serve more than one kind of fruit	5	NP	
006	Do you serve more than one kind of vegetable	5	NP	
008	Family's other needs being met.	4	ON	
009	Effect of what you eat on your health	L	NP	
010	Are you familiar with the Food Guide Pyramid	L	KN	NP
011	Do you trim the fat from meat before cooking	5	NP	
012	Eating foods at table without adding salt	5	NP	
013	Do you make main dishes from scratch?	L	FR	NP
015	Serve bacon, sausage, or other fatty meats	N	NP	
016	Do you wash utensils and surfaces	5	FS	
017	Wash hands before eating	L	FS	
018	Do you eat low-fat foods	5	NP	
027	Do you use coupons when you shop?	L	FR	
028	Check grocery stores sales ads	N	FR	NP
CA041	Eat more than one kind of vegetable	5	NP	
CA042	Take skin off chicken before eating	5	NP	
CA043	Buy packaged food products low in salt	5	NP	
CA044	Drink regular soda everyday	5	NP	
CA045	Worry food will run out	5	SE	FR
CA046	Eat low-fat instead of high fat foods	5	NP	
CA047	Use low-fat, very low-fat or nonfat milk	5	NP	
CA048	Eat more than one kind of fruit each day	5	NP	
CA049	Eat whole wheat bread	5	NP	
CA050	It's too expensive to eat nutritious foods	5	AB	FR
CA051	Eat in a restaurant	N	FR	NP
FNS124	Cut or skip meals due to not enough money	L	SE	FR
FNS125	How often does this happen?	5	SE	FR
FNS132	Eat less than you felt you should	L	SE	FR
FNS135	Hungry but couldn't afford food	L	SE	FR
FNS154	Food did not last and no money to buy more	5	SE	FR
FNS155	Couldn't afford to eat balanced meals	5	SE	FR
FNS157	Children not eating enough	5	SE	FR
IA102	Prepare varied meals	5	NP	

Behavior Checklist - Question List

County: PA550 Georgia Test EFNEP

Reporting Period: 10/01/06 - 09/30/07

[by question ID]

ID	Question Text	Type	Primary Area	Secondary Area
IA103	Children choose how much to eat	5	NP	PA
IA104	Children choose what to eat	5	NP	PA
IA105	Eating meals with family	5	PR	
IA106	Family relationships at mealtime	5	PR	
IA107	Money for food	5	FR	
IA108	Use of community resources	5	FR	
IA109	Frequency of tracking money	5	MM	FR
IA110	Frequency of paying on time	5	MM	
IA111	Frequency of unplanned purchases	5	MM	
LA095	Desirable lifestyle behavior	L	PF	
PA073	Balanced diet includes 6-11 srvngs of grains	L	KN	NP
PA074	Have you thought about buying variety	L	SC	NP
PA075	Do you think you might in 6 months	L	SC	NP
PA076	Do you think you might in 1 month	L	SC	NP
PA077	Do you buy foods from all food groups?	L	SC	NP
PA078	Do you try to buy foods from all food groups	L	SC	NP
PA079	Does what you eat affect your future health	4	LC	
PA080	Taking care of yourself affects health	4	LC	
PA081	To what extent can you prevent sickness?	4	LC	
PA082	Health professionals food suggestions	4	LC	
PA083	More concerned about food now than before	4	LC	
PA084	How do you feel about cooking	4	CA	
PA085	My family doesn't like what I cook.	L	CA	
PA086	Better for my family if I cook from scratch	L	CA	FR
PA087	I cook to please my family.	L	CA	ON
PA088	Hand washing before food preparation.	4	FS	
PA089	How often do you cook from scratch.	4	NP	FR
PA090	Five food groups in the food guide pyramid	L	KN	NP
PA091	I like to try new recipes.	L	CA	
PA092	I don't have time to cook.	L	CA	FR
PA093	I don't have money for groceries.	L	SE	FR
PA094	My family likes it when I prepare new foods	L	CA	FR
WI096	Do you use a written spending plan or budget	5	MM	FR
WI097	Tracking expenses	5	MM	
WI098	Bills that are overdue	5	MM	
WI099	Set aside money for emergencies.	5	MM	
WI100	Set aside money for occasional bills	5	MM	

Behavior Checklist - Question List

County: PA550 Georgia Test EFNEP

Reporting Period: 10/01/06 - 09/30/07

[by question ID]

ID	Question Text	Type	Primary Area	Secondary Area
WI101	Confidence about managing money	5	MM	
WI102	Eat low fat instead of high fat foods.	5	NP	
WI103	Make main dishes from scratch.	5	FR	NP
WI104	Serve more than one vegetable each day.	5	NP	
WI105	Serve more than one fruit each day	5	NP	
WI106	Add salt to food?	5	NP	
WI108	Thaw meat at room temperature	5	FS	
WI109	Eat same food for several days	L	SE	NP
WI110	Can't afford to eat properly	L	SE	NP
WI111	Feed children balanced meal	L	SE	NP
WI112	Have enough to eat.	L	SE	FR

Total: 85 questions

Behavior Checklist - Question Detail Report

County: PA550 Georgia Test EFNEP

Reporting Period: 10/01/06 - 09/30/07

Question ID: 001

S/N: 3075104739

Last Revision: 2/5/1998 1:21:12 PM

Type: 5-Choice

Primary Area: NP

Secondary Area:

Question: Read labels for salt/sodium content

Aid Message: 1=Never; 2=Seldom; 3=Sometimes; 4=Most Times; 5=Always

Title: Labels-salt

User Text: In the last month, how often did you read food labels to select foods with less salt or sodium?

Response list: 12345

Scores: 12345

Good Score: 5

Acceptable Score: 4

Good Message: You are reading food labels for good nutrition. This can help you make healthy food choices.

Acceptable Message: Reading food labels can help you make healthy food choices.

Learn About Message: Reading food labels

Question ID: 002

S/N: 3075105019

Last Revision: 2/5/1998 1:42:37 PM

Type: 5-Choice

Primary Area: NP

Secondary Area:

Question: Read food labels for fat content

Aid Message: 1=Never; 2=Seldom; 3=Sometimes; 4=Most Times; 5=Always

Title: Labels-Fat

User Text: In the past month, how often did you read food labels to select foods with less fat?

Response list: 12345

Scores: 12345

Good Score: 5

Acceptable Score: 4

Good Message: You are reading food labels for good nutrition. This can help you make healthy food choices.

Acceptable Message: Reading food labels can help you make healthy food choices.

Learn About Message: Reading Food Labels

Behavior Checklist - Question Detail Report

County: PA550 Georgia Test EFNEP

Reporting Period: 10/01/06 - 09/30/07

Question ID: 003

S/N: 3075105279

Last Revision: 8/11/1997 9:14:38 AM

Type: Logical

Primary Area: SE

Secondary Area: FR

Question: Cut size of children's meals

Aid Message: (Y)es or (N)o

Title: Cut Meals

User Text: Last month, did you ever have to cut the size of your children's meal because there was not enough money to buy food?

Response list: YN

Scores: 05

Good Score: 5

Acceptable Score: 5

Good Message: You are managing your food budget well

Acceptable Message:

Learn About Message: Preparing economical meals and food budget management

Question ID: 004

S/N: 3075114992

Last Revision: 2/5/1998 1:21:53 PM

Type: 4-Choice

Primary Area: NP

Secondary Area:

Question: Family's food and nutrition needs being met

Aid Message: 1-strongly disagree, 2-disagree, 3-agree, 4-strongly agree

Title: Food needs met

User Text: How much do you agree with this statement? "The food and nutrition needs of my family are being met."

Response list: 1234

Scores: 1234

Good Score: 4

Acceptable Score: 3

Good Message: Great! You are doing a good job of helping to meet your family's needs.

Acceptable Message: Good. You are doing a good job of helping to meet your family's needs.

Learn About Message: Community Resources

Behavior Checklist - Question Detail Report

County: PA550 Georgia Test EFNEP

Reporting Period: 10/01/06 - 09/30/07

Question ID: 005

S/N: 3075115441

Last Revision: 2/2/1998 7:23:28 AM

Type: 5-Choice

Primary Area: NP

Secondary Area:

Question: Do you serve more than one kind of fruit

Aid Message: 1=Never; 2=Seldom; 3=Sometimes; 4=Most Times; 5=Always

Title: Serve more fruit

User Text: Do you serve more than one kind of fruit to your family each day?

Response list: 12345

Scores: 12345

Good Score: 5

Acceptable Score: 4

Good Message: Great! Serving more than one kind of fruit provides variety in your family's meals.

Acceptable Message: Good! It is important to have 2 or 3 servings of fruit each day and different fruits provide different nutrients.

Learn About Message: The Food Guide Pyramid

Question ID: 006

S/N: 3075115713

Last Revision: 2/2/1998 7:24:29 AM

Type: 5-Choice

Primary Area: NP

Secondary Area:

Question: Do you serve more than one kind of vegetable

Aid Message: 1=Never; 2=Seldom; 3=Sometimes; 4=Most Times; 5=Always

Title: Serve vegetables

User Text: Do you serve more than one kind of vegetable to your family each day?

Response list: 12345

Scores: 12345

Good Score: 5

Acceptable Score: 4

Good Message: Great! Serving more than one kind of vegetable to your family each day provides variety in their diet.

Acceptable Message: Good! Eating different kinds of vegetables each day provides different nutrients.

Learn About Message: The Food Guide Pyramid

Behavior Checklist - Question Detail Report

County: PA550 Georgia Test EFNEP

Reporting Period: 10/01/06 - 09/30/07

Question ID: 008

S/N: 3080475999

Last Revision: 8/11/1997 3:51:48 PM

Type: 4-Choice

Primary Area: ON

Secondary Area:

Question: Family's other needs being met.

Aid Message: 1-strongly disagree,2-disagree,3-agree,4-strongly agree

Title: Other needs met.

User Text: Most of the other needs (health,money management, parenting, relationships) of my family are being met.

Response list: 1234

Scores: 1234

Good Score: 4

Acceptable Score: 3

Good Message: Great! You are doing a good job of helping to meet your family's needs.

Acceptable Message: Good. You are doing a good job of helping to meet your family's needs.

Learn About Message: Community resources.

Question ID: 009

S/N: 3075115997

Last Revision: 7/24/1997 7:49:26 AM

Type: Logical

Primary Area: NP

Secondary Area:

Question: Effect of what you eat on your health

Aid Message: (Y)es or (N)o

Title: Food and health

User Text: Do you feel that what you eat will have an effect on your health?

Response list: YN

Scores: 50

Good Score: 5

Acceptable Score: 5

Good Message: You obviously know about the importance of nutrition for good health.

Acceptable Message:

Learn About Message: Importance of good nutrition

Behavior Checklist - Question Detail Report

County: PA550 Georgia Test EFNEP

Reporting Period: 10/01/06 - 09/30/07

Question ID: 010

S/N: 3075116258

Last Revision: 7/24/1997 7:49:57 AM

Type: Logical

Primary Area: KN

Secondary Area: NP

Question: Are you familiar with the Food Guide Pyramid

Aid Message: (Y)es or (N)o

Title: Food Guide Pyramid

User Text: Are you familiar with the Food Guide Pyramid?

Response list: YN

Scores: 50

Good Score: 5

Acceptable Score: 5

Good Message: Great! Being aware of the recommended number of servings of the different food groups can help you plan healthy meals.

Acceptable Message:

Learn About Message: The Food Guide Pyramid

Question ID: 011

S/N: 3075116488

Last Revision: 2/2/1998 7:29:09 AM

Type: 5-Choice

Primary Area: NP

Secondary Area:

Question: Do you trim the fat from meat before cooking

Aid Message: 1=Never; 2=Seldom; 3=Sometimes; 4=Most Times; 5=Always

Title: Trim fat from meat

User Text: How often do you trim fat from meat (such as beef, chicken, or pork) before cooking or eating?

Response list: 12345

Scores: 12345

Good Score: 5

Acceptable Score: 4

Good Message: Great! Trimming the fat from meats and poultry can cut down on your fat and calorie intake.

Acceptable Message: Trimming fat from meats and poultry can cut down on your fat and calorie intake.

Learn About Message: Cutting down on fat in your diet.

Behavior Checklist - Question Detail Report

County: PA550 Georgia Test EFNEP

Reporting Period: 10/01/06 - 09/30/07

Question ID: 012

S/N: 3078892294

Last Revision: 2/2/1998 7:30:16 AM

Type: 5-Choice

Primary Area: NP

Secondary Area:

Question: Eating foods at table without adding salt

Aid Message: 1=Never; 2=Seldom; 3=Sometimes; 4=Most Times; 5=Always

Title: Not adding salt

User Text: How often during the last week have you eaten food without adding salt at the table?

Response list: 12345

Scores: 12345

Good Score: 5

Acceptable Score: 4

Good Message: Great! Not adding salt at the table can reduce your sodium intake.

Acceptable Message: Good. Not adding salt at the table can reduce your sodium intake.

Learn About Message: Preparing foods with seasonings other than salt.

Question ID: 013

S/N: 3075117048

Last Revision: 7/24/1997 7:55:57 AM

Type: Logical

Primary Area: FR

Secondary Area: NP

Question: Do you make main dishes from scratch?

Aid Message: (Y)es or (N)o

Title: Dishes - scratch

User Text: Do you make main dishes from scratch?

Response list: YN

Scores: 50

Good Score: 5

Acceptable Score: 5

Good Message: Great! Preparing meals from scratch can save you money and allows you to control the fat and salt content.

Acceptable Message:

Learn About Message: Saving money and food preparation

Behavior Checklist - Question Detail Report

County: PA550 Georgia Test EFNEP

Reporting Period: 10/01/06 - 09/30/07

Question ID: 015

S/N: 3075117272

Last Revision: 2/9/1998 9:12:19 AM

Type: Numeric

Primary Area: NP

Secondary Area:

Question: Serve bacon, sausage, or other fatty meats

Aid Message: Enter a value between 0 and 42

Title: Fatty meats

User Text: How many times during a two week period do you serve bacon, sausage, or other fatty meats?

Units of question respon: Times

Min. Value: 0

Desired Value: Min. Value

Max. Value: 42

Good Score: 9

Acceptable Score: 7

Good Message: Great! Avoiding fatty meats helps reduce your intake of fat.

Acceptable Message: Good! Avoiding fatty meats helps reduce your intake of fat.

Learn About Message: Reducing your fat intake.

Question ID: 016

S/N: 3075117588

Last Revision: 2/2/1998 7:44:09 AM

Type: 5-Choice

Primary Area: FS

Secondary Area:

Question: Do you wash utensils and surfaces

Aid Message: 1=Never; 2=Seldom; 3=Sometimes; 4=Most Times; 5=Always

Title: Wash utensils

User Text: Do you wash in hot soapy water, utensils and surfaces that have touched raw poultry or meat before using them again?

Response list: 12345

Scores: 12345

Good Score: 5

Acceptable Score: 4

Good Message: Great! Bacteria from raw meat left on utensils and work surfaces can contaminate other foods and cause illness.

Acceptable Message: Good. It is important to prevent contamination of food from bacteria in raw meat.

Learn About Message: Safe ways to prepare foods.

Behavior Checklist - Question Detail Report

County: PA550 Georgia Test EFNEP

Reporting Period: 10/01/06 - 09/30/07

Question ID: 017

S/N: 3075117900

Last Revision: 2/3/1998 9:27:14 AM

Type: Logical

Primary Area: FS

Secondary Area:

Question: Wash hands before eating

Aid Message: (Y)es or (N)o

Title: Wash hands

User Text: Do your family members wash their hands before they eat?

Response list: YN

Scores: 50

Good Score: 5

Acceptable Score: 5

Good Message: Great! Washing hands can help kill germs that can cause illness.

Acceptable Message:

Learn About Message: Handwashing techniques

Question ID: 018

S/N: 3075117901

Last Revision: 3/11/1998 6:14:59 PM

Type: 5-Choice

Primary Area: NP

Secondary Area:

Question: Do you eat low-fat foods

Aid Message: 1=Never; 2=Seldom; 3=Sometimes; 4=Most Times; 5=Always

Title: Low-fat foods

User Text: Do you eat a lower-fat food instead of a regular-fat food?

Response list: 12345

Scores: 12345

Good Score: 5

Acceptable Score: 4

Good Message: Great! Eating lower-fat foods can help you control your weight and maintain good health

Acceptable Message: Good! Eating lower-fat foods can help you control your weight and maintain good health

Learn About Message: The Food Guide Pyramid

Behavior Checklist - Question Detail Report

County: PA550 Georgia Test EFNEP

Reporting Period: 10/01/06 - 09/30/07

Question ID: 027

S/N: 3078300153

Last Revision: 7/24/1997 8:01:10 AM

Type: Logical

Primary Area: FR

Secondary Area:

Question: Do you use coupons when you shop?

Aid Message: (Y)es or (N)o

Title: Use coupons

User Text: Do you use coupons when you shop?

Response list: YN

Scores: 50

Good Score: 5

Acceptable Score: 5

Good Message: Great! Using coupons for food items that you usually purchase is a good way to save money.

Acceptable Message:

Learn About Message: Managing your food budget

Question ID: 028

S/N: 3078300534

Last Revision: 2/2/1998 7:48:07 AM

Type: Numeric

Primary Area: FR

Secondary Area: NP

Question: Check grocery stores sales ads

Aid Message: Enter a value between 0 and 10

Title: Grocery sale ads

User Text: How many times during the month do you check grocery ads to find sales on food items you need?

Units of question response: Times

Min. Value: 0

Desired Value: Max. Value

Max. Value: 10

Good Score: 4

Acceptable Score: 3

Good Message: Great! Keeping track of sales can help you save money.

Acceptable Message: Good! Keeping track of sales can help you save money.

Learn About Message: Managing your food budget

Behavior Checklist - Question Detail Report

County: PA550 Georgia Test EFNEP

Reporting Period: 10/01/06 - 09/30/07

Question ID: CA041

S/N: 3078118993

Last Revision: 2/2/1998 7:49:54 AM

Type: 5-Choice

Primary Area: NP

Secondary Area:

Question: Eat more than one kind of vegetable

Aid Message: 1=Never; 2=Seldom; 3=Sometimes; 4=Most Times; 5=Always

Title: Vegetable variety

User Text: Do you eat more than one kind of vegetable each day?

Response list: 12345

Scores: 12345

Good Score: 5

Acceptable Score: 4

Good Message: Congratulations on eating a variety of vegetables!

Acceptable Message: Keep on trying to eat a variety of vegetables.

Learn About Message: Ways to add different vegetables to your diet.

Question ID: CA042

S/N: 3078119347

Last Revision: 2/2/1998 7:50:47 AM

Type: 5-Choice

Primary Area: NP

Secondary Area:

Question: Take skin off chicken before eating

Aid Message: 1=Never; 2=Seldom; 3=Sometimes; 4=Most Times; 5=Always

Title: Remove chick skin

User Text: Do you take the skin off chicken before eating it?

Response list: 12345

Scores: 12345

Good Score: 5

Acceptable Score: 4

Good Message: You are good at reducing the fat in the chicken you eat!

Acceptable Message: You are trying to reduce your fat intake from chicken. Good job!

Learn About Message: Reducing the fat you get from eating chicken

Behavior Checklist - Question Detail Report

County: PA550 Georgia Test EFNEP

Reporting Period: 10/01/06 - 09/30/07

Question ID: CA043

S/N: 3078119536

Last Revision: 2/2/1998 7:51:47 AM

Type: 5-Choice

Primary Area: NP

Secondary Area:

Question: Buy packaged food products low in salt

Aid Message: 1=Never; 2=Seldom; 3=Sometimes; 4=Most Times; 5=Always

Title: Buy low salt

User Text: Do you buy packaged food products that are low in salt?

Response list: 12345

Scores: 12345

Good Score: 4

Acceptable Score: 3

Good Message: You are good at shopping for products that are low in salt. Keep up the good work!

Acceptable Message: You are trying to shop for products that are low in salt. Keep at it!

Learn About Message: Shopping for foods that are low in salt.

Question ID: CA044

S/N: 3078120056

Last Revision: 2/2/1998 7:52:44 AM

Type: 5-Choice

Primary Area: NP

Secondary Area:

Question: Drink regular soda everyday

Aid Message: 1=Never; 2=Seldom; 3=Sometimes; 4=Most Times; 5=Always

Title: Drink soda

User Text: Do you drink regular soda (soda that is not diet) every day?

Response list: 12345

Scores: 54321

Good Score: 5

Acceptable Score: 4

Good Message: Great job on avoiding empty calories by not drinking soda.

Acceptable Message: Good job trying to avoid empty calories by limiting soda consumption.

Learn About Message: Avoiding empty calories by limiting soda consumption.

Behavior Checklist - Question Detail Report

County: PA550 Georgia Test EFNEP

Reporting Period: 10/01/06 - 09/30/07

Question ID: CA045

S/N: 3078120620

Last Revision: 2/2/1998 7:54:00 AM

Type: 5-Choice

Primary Area: SE

Secondary Area: FR

Question: Worry food will run out

Aid Message: 1=Never; 2= Seldom; 3=Sometimes; 4=Most Times; 5=Always

Title: Worry about food

User Text: Do you worry about whether your food will run out before you can buy more?

Response list: 12345

Scores: 54321

Good Score: 5

Acceptable Score: 5

Good Message: You are managing your food resources well.

Acceptable Message:

Learn About Message: Securing food resources.

Question ID: CA046

S/N: 3078121274

Last Revision: 2/2/1998 7:54:55 AM

Type: 5-Choice

Primary Area: NP

Secondary Area:

Question: Eat low-fat instead of high fat foods

Aid Message: 1=Never; 2=Seldom; 3=Sometimes; 4=Most Times; 5=Always

Title: Eat low-fat

User Text: Do you eat low-fat foods instead of high fat foods?

Response list: 12345

Scores: 12345

Good Score: 4

Acceptable Score: 3

Good Message: You are doing well at choosing low-fat foods. Bravo!

Acceptable Message: You are trying to use more low-fat foods. Bravo!

Learn About Message: Making low-fat food choices.

Behavior Checklist - Question Detail Report

County: PA550 Georgia Test EFNEP

Reporting Period: 10/01/06 - 09/30/07

Question ID: CA047

S/N: 3078121455

Last Revision: 2/2/1998 7:56:02 AM

Type: 5-Choice

Primary Area: NP

Secondary Area:

Question: Use low-fat, very low-fat or nonfat milk

Aid Message: 1=Never; 2=Seldom; 3=Sometimes; 4=Most Times; 5=Always

Title: Lower fat milk

User Text: Do you use low-fat (2%), very low-fat (1%) or nonfat milk?

Response list: 12345

Scores: 12345

Good Score: 5

Acceptable Score: 4

Good Message: Congratulations on choosing lower fat milk.

Acceptable Message: Congratulations on trying to choose lower fat.

Learn About Message: High fat sources in your diet.

Question ID: CA048

S/N: 3078121612

Last Revision: 2/2/1998 7:59:31 AM

Type: 5-Choice

Primary Area: NP

Secondary Area:

Question: Eat more than one kind of fruit each day

Aid Message: 1=Never; 2=Seldom; 3=Sometimes; 4=Most Times; 5=Always

Title: Fruit variety

User Text: Do you eat more than one kind of fruit each day?

Response list: 12345

Scores: 12345

Good Score: 5

Acceptable Score: 4

Good Message: Great job eating a variety of fruits each day!

Acceptable Message: Great job trying to eat a variety of foods each day!

Learn About Message: Increasing the variety of fruits eaten

Behavior Checklist - Question Detail Report

County: PA550 Georgia Test EFNEP

Reporting Period: 10/01/06 - 09/30/07

Question ID: CA049

S/N: 3078121760

Last Revision: 2/2/1998 8:00:10 AM

Type: 5-Choice

Primary Area: NP

Secondary Area:

Question: Eat whole wheat bread

Aid Message: 1=Never; 2=Seldom; 3=Sometimes; 4=Most Times; 5=Always

Title: Whole wheat bread

User Text: When you eat bread, do you eat whole wheat bread?

Response list: 12345

Scores: 12345

Good Score: 4

Acceptable Score: 3

Good Message: Well done! You eat whole grain foods like whole wheat bread.

Acceptable Message: Well done! You try to eat whole grain foods like whole wheat bread.

Learn About Message: Increasing the amount of whole grains you eat.

Question ID: CA050

S/N: 3078121952

Last Revision: 2/2/1998 8:01:19 AM

Type: 5-Choice

Primary Area: AB

Secondary Area: FR

Question: It's too expensive to eat nutritious foods

Aid Message: 1=Never; 2=Seldom; 3=Sometimes; 4=Most Times; 5= Always

Title: Too expensive

User Text: It's too expensive to eat a lot of nutritious foods.

Response list: 12345

Scores: 54321

Good Score: 5

Acceptable Score: 4

Good Message: Great! You know how to select low-cost nutritious foods.

Acceptable Message: Great! You are trying to select low-cost nutritious foods.

Learn About Message: Shopping for nutritious foods.

Behavior Checklist - Question Detail Report

County: PA550 Georgia Test EFNEP

Reporting Period: 10/01/06 - 09/30/07

Question ID: CA051

S/N: 3078298741

Last Revision: 2/2/1998 8:03:48 AM

Type: Numeric

Primary Area: FR

Secondary Area: NP

Question: Eat in a restaurant

Aid Message: Enter a value between 0 and 25

Title: Eat in restaurant

User Text: How many times a week do you eat in a restaurant?

Units of question respon: Times

Min. Value: 0

Desired Value: Min. Value

Max. Value: 25

Good Score: 9

Acceptable Score: 7

Good Message: Nice job! You save money by avoiding buying foods at restaurants.

Acceptable Message: Nice job! You know how to save money by avoiding buying foods at restaurants.

Learn About Message: Ways to save money in food purchases.

Question ID: FNS124

S/N: 3075117902

Last Revision: 2/5/1998 1:43:53 PM

Type: Logical

Primary Area: SE

Secondary Area: FR

Question: Cut or skip meals due to not enough money

Aid Message: Enter (Y)es or (N)o

Title: Cut meals

User Text: In the past year, has any adult in your household ever had their meals cut or had to skip meals due to lack of money?

Response list: YN

Scores: 05

Good Score: 5

Acceptable Score: 5

Good Message: Good! You must be managing your food resources well.

Acceptable Message:

Learn About Message: Preparing economical meals and food budget management

Behavior Checklist - Question Detail Report

County: PA550 Georgia Test EFNEP

Reporting Period: 10/01/06 - 09/30/07

Question ID: FNS125

S/N: 3075117903

Last Revision: 2/20/1998 12:37:33 PM

Type: 5-Choice

Primary Area: SE

Secondary Area: FR

Question: How often does this happen?

Aid Message: 1= Almost Monthly; 3=Several Months; 5=Only 1 or 2 months

Title: Cut Meals

User Text: How often [during the year] did this happen--almost every month, some but not all months, or only 1 or 2 months?

Response list: 12345

Scores: 11113

Good Score: 6

Acceptable Score: 6

Good Message:

Acceptable Message:

Learn About Message: Preparing economical meals, food budget management and community resources

Question ID: FNS132

S/N: 3075117904

Last Revision: 2/2/1998 3:12:07 PM

Type: Logical

Primary Area: SE

Secondary Area: FR

Question: Eat less than you felt you should

Aid Message: Enter (Y)es or (N)o

Title: Out of Food

User Text: In the past 12 months, did you ever eat less than you felt you should because there wasn't enough money to buy food?

Response list: YN

Scores: 05

Good Score: 5

Acceptable Score: 5

Good Message: Good! Food is an important item in your budget.

Acceptable Message:

Learn About Message: Securing food resources

Behavior Checklist - Question Detail Report

County: PA550 Georgia Test EFNEP

Reporting Period: 10/01/06 - 09/30/07

Question ID: FNS135

S/N: 3075117905

Last Revision: 2/5/1998 1:29:35 PM

Type: Logical

Primary Area: SE

Secondary Area: FR

Question: Hungry but couldn't afford food

Aid Message: Enter (Y)es or (N)o

Title: Out of food

User Text: In the last 12 months, were you ever hungry but didn't eat because you couldn't afford enough food?

Response list: YN

Scores: 05

Good Score: 5

Acceptable Score: 5

Good Message: Good! You are managing your food budget well.

Acceptable Message:

Learn About Message: Community resources

Question ID: FNS154

S/N: 3075117906

Last Revision: 2/20/1998 12:53:32 PM

Type: 5-Choice

Primary Area: SE

Secondary Area: FR

Question: Food did not last and no money to buy more

Aid Message: 1=Often True; 3=Sometimes True; 5=Never True (2&4 not valid)

Title: Out of Food

User Text: In the last 12 months, the food that (I/we) bought just didn't last, and (I/we) didn't have money to get more.

Response list: 12345

Scores: 11225

Good Score: 5

Acceptable Score: 5

Good Message: Good! You are managing your food resources well.

Acceptable Message:

Learn About Message: Food budget management

Behavior Checklist - Question Detail Report

County: PA550 Georgia Test EFNEP

Reporting Period: 10/01/06 - 09/30/07

Question ID: FNS155 **S/N:** 3075117907 **Last Revision:** 2/20/1998 12:52:26 PM

Type: 5-Choice

Primary Area: SE

Secondary Area: FR

Question: Couldn't afford to eat balanced meals

Aid Message: 1=Often True; 3=Sometimes True; 5=Never True (2&4 not valid)

Title: Plan

User Text: In the last 12 months, (1/we) couldn't afford to eat balanced meals.

Response list: 12345

Scores: 11225

Good Score: 5

Acceptable Score: 5

Good Message: Good! You are able to stretch your food dollars to feed your family well

Acceptable Message:

Learn About Message: Ask for information to help you stretch your food dollars

Question ID: FNS157 **S/N:** 3075117908 **Last Revision:** 2/20/1998 12:45:21 PM

Type: 5-Choice

Primary Area: SE

Secondary Area: FR

Question: Children not eating enough

Aid Message: 1=often true, 3=sometimes true, 5=never true (2&4 not valid)

Title: Children hungry

User Text: (My/Our child was/The children were) not eating enough because (I/we) just couldn't afford enough food.

Response list: 12345

Scores: 11115

Good Score: 5

Acceptable Score: 4

Good Message: Good, you are helping your family have enough food to eat.

Acceptable Message:

Learn About Message: Stretching your food dollar.

Behavior Checklist - Question Detail Report

County: PA550 Georgia Test EFNEP

Reporting Period: 10/01/06 - 09/30/07

Question ID: IA102

S/N: 3077091302

Last Revision: 2/5/1998 1:31:11 PM

Type: 5-Choice

Primary Area: NP

Secondary Area:

Question: Prepare varied meals

Aid Message: 1=Never; 2=Seldom; 3=Sometimes; 4=Most Times; 5=Always

Title: Variety of foods

User Text: How often do you make meals that include a variety of foods from the food guide pyramid?

Response list: 12345

Scores: 12345

Good Score: 5

Acceptable Score: 4

Good Message: Great job! Eating a variety of foods helps to make sure you get all the nutrients you need to be healthy.

Acceptable Message: Identify ways to include foods from different food groups in your meals. Try a new fruit or vegetable each week!

Learn About Message: Visit with the nutrition teacher about ways to add a wider variety of food groups to your meals.

Question ID: IA103

S/N: 3077091955

Last Revision: 2/2/1998 8:06:23 AM

Type: 5-Choice

Primary Area: NP

Secondary Area: PA

Question: Children choose how much to eat

Aid Message: 1=Never; 2=Seldom; 3=Sometimes; 4=Most Times; 5=Always

Title: Children eating

User Text: How often do you let your children choose how much to eat?

Response list: 12345

Scores: 12345

Good Score: 4

Acceptable Score: 3

Good Message: Continue to offer your children a variety of nutritious food choices. Your child will be able to determine how much.

Acceptable Message: It is the parent's responsibility to provide nutritious food choices; the child's responsibility to decide how much.

Learn About Message: Visit with the nutrition teacher about how much food children need.

Behavior Checklist - Question Detail Report

County: PA550 Georgia Test EFNEP

Reporting Period: 10/01/06 - 09/30/07

Question ID: IA104

S/N: 3078053221

Last Revision: 2/5/1998 1:40:22 PM

Type: 5-Choice

Primary Area: NP

Secondary Area: PA

Question: Children choose what to eat

Aid Message: 1=Never; 2=Seldom; 3=Sometimes; 4=Most Times; 5=Always

Title: Children choose

User Text: How often do you let your children choose whether to eat the foods that are offered?

Response list: 12345

Scores: 12345

Good Score: 3

Acceptable Score: 2

Good Message: It is the parent's responsibility to provide enough and a variety of food, the child what and how much to eat.

Acceptable Message: Try to expand the food choices you provide to your children. Providing choices develops decision making skills.

Learn About Message: Visit with the nutrition teacher about food responsibilities of parents and children.

Question ID: IA105

S/N: 3078053747

Last Revision: 2/2/1998 8:08:50 AM

Type: 5-Choice

Primary Area: PR

Secondary Area:

Question: Eating meals with family

Aid Message: 1=Never; 2=Seldom; 3=Sometimes; 4=Most Times; 5=Always

Title: Family mealtime

User Text: How often do you eat meals or snacks with one or more family members?

Response list: 12345

Scores: 12345

Good Score: 4

Acceptable Score: 3

Good Message: Great! Eating together can strengthen family relationships and serve as a way to pass on family values.

Acceptable Message: Continue to identify times and ways to eat together as a family. Time spent together can strengthen relationships.

Learn About Message: Visit with the nutrition teacher to identify the importance of and ways to create family mealtimes.

Behavior Checklist - Question Detail Report

County: PA550 Georgia Test EFNEP

Reporting Period: 10/01/06 - 09/30/07

Question ID: IA106

S/N: 3078054269

Last Revision: 2/2/1998 8:09:40 AM

Type: 5-Choice

Primary Area: PR

Secondary Area:

Question: Family relationships at mealtime

Aid Message: 1=Never; 2=Seldom; 3=Sometimes; 4=Most Times; 5=Always

Title: Talk at mealtime

User Text: How often do you talk and listen to family members during mealtimes?

Response list: 12345

Scores: 12345

Good Score: 4

Acceptable Score: 3

Good Message: Mealtimes can be a time to share ideas and learn more about each other. Continue to make family mealtimes happen.

Acceptable Message: Identify one or two items you would like to talk about with family members. Use mealtime to discuss these items.

Learn About Message: Visit with the nutrition teacher about how mealtimes can help strengthen family relationships.

Question ID: IA107

S/N: 3078054584

Last Revision: 2/2/1998 8:10:32 AM

Type: 5-Choice

Primary Area: FR

Secondary Area:

Question: Money for food

Aid Message: 1=Never; 2=Seldom; 3=Sometimes; 4=Most Times; 5=Always

Title: Budget money

User Text: How often do you budget enough money for food purchases?

Response list: 12345

Scores: 12345

Good Score: 5

Acceptable Score: 4

Good Message: Good job! Food is an important item in the family budget. Continue to get the most nutrition for your dollar.

Acceptable Message: Review your budget and how money is spent. Identify expenses to increase food dollars and resources.

Learn About Message: Visit with the nutrition teacher about how to budget enough money each month for food.

Behavior Checklist - Question Detail Report

County: PA550 Georgia Test EFNEP

Reporting Period: 10/01/06 - 09/30/07

Question ID: IA108

S/N: 3078054912

Last Revision: 2/2/1998 8:11:21 AM

Type: 5-Choice

Primary Area: FR

Secondary Area:

Question: Use of community resources

Aid Message: 1=Never; 2=Seldom; 3=Sometimes; 4=Most Times; 5=Always

Title: Emergency food

User Text: How often do you use community food resources like a food pantry or soup kitchen?

Response list: 12345

Scores: 12345

Good Score: 4

Acceptable Score: 3

Good Message: Congratulations on identifying resources that can help you feed your family well.

Acceptable Message: Review your budget and how money is spent. Consider food resources in the community to help your overall budget.

Learn About Message: Visit with the nutrition teacher about food resources in the community.

Question ID: IA109

S/N: 3078055311

Last Revision: 2/5/1998 1:40:53 PM

Type: 5-Choice

Primary Area: MM

Secondary Area: FR

Question: Frequency of tracking money

Aid Message: 1=Never; 2=Seldom; 3=Sometimes; 4=Most Times; 5=Always

Title: Tracking money

User Text: How often do you track how your money is spent during the month?

Response list: 12345

Scores: 12345

Good Score: 5

Acceptable Score: 4

Good Message: Congratulations on keeping track of how your money is spent! The more you know, the more control you have.

Acceptable Message: Keeping track of how you spend money gives you the opportunity to decide how you want to spend money.

Learn About Message: Visit with the nutrition teacher about how you can have more control over your money.

Behavior Checklist - Question Detail Report

County: PA550 Georgia Test EFNEP

Reporting Period: 10/01/06 - 09/30/07

Question ID: IA110

S/N: 3078055611

Last Revision: 2/2/1998 8:12:50 AM

Type: 5-Choice

Primary Area: MM

Secondary Area:

Question: Frequency of paying on time

Aid Message: 1=Never; 2=Seldom; 3=Sometimes; 4=Most Times; 5=Always

Title: Pay on time

User Text: How often do you pay bills on time?

Response list: 12345

Scores: 12345

Good Score: 5

Acceptable Score: 4

Good Message: You have worked out a plan that allows you to pay your bills on time.
This will help establish good credit.

Acceptable Message: Review your budget and how you make decisions on paying bills.
Identify what prevents you from paying on time.

Learn About Message: Visit with the nutrition teacher about your budget and strategies for
paying bills on time.

Question ID: IA111

S/N: 3078055890

Last Revision: 2/2/1998 8:13:38 AM

Type: 5-Choice

Primary Area: MM

Secondary Area:

Question: Frequency of unplanned purchases

Aid Message: 1=Never; 2=Seldom; 3=Sometimes; 4=Most Times; 5=Always

Title: Planned purchases

User Text: How often do you spend money on unplanned purchases?

Response list: 12345

Scores: 54321

Good Score: 4

Acceptable Score: 3

Good Message: Planning for purchases helps you have more control over how your
money is spent and helps to pay bills on time.

Acceptable Message: The more often you make a spending plan and stick to it, the more
likely you will have money to meet your family's needs

Learn About Message: Review your current budget and ask yourself how closely you are
following it.

Behavior Checklist - Question Detail Report

County: PA550 Georgia Test EFNEP

Reporting Period: 10/01/06 - 09/30/07

Question ID: LA095

S/N: 3076397568

Last Revision: 2/2/1998 8:15:23 AM

Type: Logical

Primary Area: PF

Secondary Area:

Question: Desirable lifestyle behavior

Aid Message: Choose (T)true (F)alse

Title: Lifestyle

User Text: Do you exercise for a total of 30 minutes each day?

Response list: TF

Scores: 50

Good Score: 5

Acceptable Score: 5

Good Message: Great! You understand the importance of exercise and good health.

Acceptable Message:

Learn About Message: Relationship of exercise and health.

Question ID: PA073

S/N: 3076392810

Last Revision: 7/24/1997 8:18:51 AM

Type: Logical

Primary Area: KN

Secondary Area: NP

Question: Balanced diet includes 6-11 srvngs of grains

Aid Message: Enter (T)true or (F)alse

Title: Servings of grain

User Text: A balanced diet would include 6-11 servings from foods like bread, cereal, noodles, or rice.

Response list: TF

Scores: 50

Good Score: 5

Acceptable Score: 5

Good Message: Yes, a balanced diet should include 6-11 servings from the bread, cereal, rice, and pasta group.

Acceptable Message:

Learn About Message: Balanced diets include 6-11 servings from the grain group.

Behavior Checklist - Question Detail Report

County: PA550 Georgia Test EFNEP

Reporting Period: 10/01/06 - 09/30/07

Question ID: PA074

S/N: 3080458298

Last Revision: 8/11/1997 10:55:05 AM

Type: Logical

Primary Area: SC

Secondary Area: NP

Question: Have you thought about buying variety

Aid Message: (Y)es or (N)o

Title: Think variety

User Text: Have you ever thought about buying more food from all of the different food groups?

Response list: YN

Scores: 50

Good Score: 5

Acceptable Score: 5

Good Message: Good thinking - variety is important

Acceptable Message:

Learn About Message: A variety of foods helps you get the nutrients you need.

Question ID: PA075

S/N: 3080458542

Last Revision: 8/11/1997 10:57:42 AM

Type: Logical

Primary Area: SC

Secondary Area: NP

Question: Do you think you might in 6 months

Aid Message: (Y)es or (N)o

Title: Might start in 6

User Text: Do you think you might start buying more foods from all the different food groups in the next 6 months?

Response list: YN

Scores: 50

Good Score: 5

Acceptable Score: 5

Good Message: Good Idea - Give variety a try.

Acceptable Message:

Learn About Message: A variety of foods helps you get the nutrients you need.

Behavior Checklist - Question Detail Report

County: PA550 Georgia Test EFNEP

Reporting Period: 10/01/06 - 09/30/07

Question ID: PA076

S/N: 3080458678

Last Revision: 8/11/1997 10:59:39 AM

Type: Logical

Primary Area: SC

Secondary Area: NP

Question: Do you think you might in 1 month

Aid Message: (Y)es or (N)o

Title: Might start in 1

User Text: Do you think you might start buying more foods from all the different food groups in the next month?

Response list: YN

Scores: 50

Good Score: 5

Acceptable Score: 5

Good Message: Good for You - You are preparing to increase the variety in your diet.

Acceptable Message:

Learn About Message: A variety of foods helps you get the nutrients you need.

Question ID: PA077

S/N: 3080458811

Last Revision: 8/11/1997 11:12:16 AM

Type: Logical

Primary Area: SC

Secondary Area: NP

Question: Do you buy foods from all food groups?

Aid Message: (Y)es or (N)o

Title: Buying variety

User Text: When you do your grocery shopping now, do you try to buy foods from all the different food groups?

Response list: YN

Scores: 50

Good Score: 5

Acceptable Score: 5

Good Message: You are including a variety of foods in your diet - Good for You!

Acceptable Message:

Learn About Message: A variety of foods helps you get the nutrients you need.

Behavior Checklist - Question Detail Report

County: PA550 Georgia Test EFNEP

Reporting Period: 10/01/06 - 09/30/07

Question ID: PA078

S/N: 3080458948

Last Revision: 8/11/1997 11:04:18 AM

Type: Logical

Primary Area: SC

Secondary Area: NP

Question: Do you try to buy foods from all food groups

Aid Message: (Y)es or (N)o

Title: Buying variety

User Text: Have you been trying to buy foods from all the different food groups for over 6 months?

Response list: YN

Scores: 50

Good Score: 5

Acceptable Score: 5

Good Message: Good for you, keep trying to include a variety of foods in your diet.

Acceptable Message:

Learn About Message: A variety of foods helps you get the nutrients you need.

Question ID: PA079

S/N: 3076394195

Last Revision: 2/20/1998 1:01:27 PM

Type: 4-Choice

Primary Area: LC

Secondary Area:

Question: Does what you eat affect your future health

Aid Message: Enter 1-3(Not very much, Somewhat, Very much) [4 not valid]

Title: Eating and Health

User Text: How much of an affect do you feel what you eat will have on your future health?

Response list: 1234

Scores: 1230

Good Score: 3

Acceptable Score: 2

Good Message: Right, the food choices you make are important for your future health.

Acceptable Message: Yes, the food choices you make are important for your future health.

Learn About Message: The food choices you make are important for future health.

Behavior Checklist - Question Detail Report

County: PA550 Georgia Test EFNEP

Reporting Period: 10/01/06 - 09/30/07

Question ID: PA080

S/N: 3076394468

Last Revision: 2/20/1998 1:02:39 PM

Type: 4-Choice

Primary Area: LC

Secondary Area:

Question: Taking care of yourself affects health

Aid Message: Enter 1-3(Not very much, Somewhat, Very much)[4 not valid]

Title: Care of yourself

User Text: To what extent do you feel your health depends on how you take care of yourself?

Response list: 1234

Scores: 1230

Good Score: 3

Acceptable Score: 2

Good Message: Taking care of yourself is an important part of your overall health.

Acceptable Message:

Learn About Message: How caring for yourself affects your health.

Question ID: PA081

S/N: 3076394651

Last Revision: 2/20/1998 1:03:38 PM

Type: 4-Choice

Primary Area: LC

Secondary Area:

Question: To what extent can you prevent sickness?

Aid Message: Enter 1-3(Not very much, Somewhat, Very much) [4 not valid]

Title: Prevent illness

User Text: Some people feel that if they are going to be sick,they will be.How much do you feel it is possible to prevent sickness?

Response list: 1234

Scores: 1230

Good Score: 3

Acceptable Score: 2

Good Message: Good nutrition helps to prevent many illnesses.

Acceptable Message:

Learn About Message: The relationship between nutrition and health.

Behavior Checklist - Question Detail Report

County: PA550 Georgia Test EFNEP

Reporting Period: 10/01/06 - 09/30/07

Question ID: PA082

S/N: 3076394893

Last Revision: 2/20/1998 1:04:45 PM

Type: 4-Choice

Primary Area: LC

Secondary Area:

Question: Health professionals food suggestions

Aid Message: Enter 1-3(Not very much, Somewhat, Very much) [4 not valid]

Title: Food suggestions

User Text: If qualified health professionals recommend eating certain foods, how likely are you to try them?

Response list: 1234

Scores: 1230

Good Score: 3

Acceptable Score: 2

Good Message: Health professionals are good sources of nutrition information.

Acceptable Message:

Learn About Message: Where you can get good nutrition information.

Question ID: PA083

S/N: 3076395107

Last Revision: 2/20/1998 1:05:32 PM

Type: 4-Choice

Primary Area: LC

Secondary Area:

Question: More concerned about food now than before

Aid Message: Enter 1-3(Not very much, Somewhat, Very much) [4 not valid]

Title: Concern about food

User Text: How much more are you concerned about what you eat than you used to be?

Response list: 1234

Scores: 1230

Good Score: 3

Acceptable Score: 2

Good Message: It is important to think about the food choices you make.

Acceptable Message:

Learn About Message: How nutrition affects health.

Behavior Checklist - Question Detail Report

County: PA550 Georgia Test EFNEP

Reporting Period: 10/01/06 - 09/30/07

Question ID: PA084

S/N: 3076395279

Last Revision: 2/5/1998 1:48:44 PM

Type: 4-Choice

Primary Area: CA

Secondary Area:

Question: How do you feel about cooking

Aid Message: Enter 1(Don't like it), 2(Don't mind it), 3(like to cook)

Title: Cooking attitude

User Text: How do you feel about cooking?

Response list: 1234

Scores: 1233

Good Score: 3

Acceptable Score: 2

Good Message: Great! Maybe you want to help others learn to cook.

Acceptable Message: Cooking can be fun and can help you feed your family well.

Learn About Message: Cooking can be fun and help you feed your family well.

Question ID: PA085

S/N: 3076395825

Last Revision: 7/24/1997 8:30:23 AM

Type: Logical

Primary Area: CA

Secondary Area:

Question: My family doesn't like what I cook.

Aid Message: (T)rue or (F)alse

Title: Family acceptance

User Text: My family doesn't like what I cook.

Response list: TF

Scores: 05

Good Score: 5

Acceptable Score: 5

Good Message: Great! New recipes may help even more.

Acceptable Message:

Learn About Message: New recipes may help you cook foods your family will like.

Behavior Checklist - Question Detail Report

County: PA550 Georgia Test EFNEP

Reporting Period: 10/01/06 - 09/30/07

Question ID: PA086

S/N: 3076395972

Last Revision: 7/24/1997 8:31:49 AM

Type: Logical

Primary Area: CA

Secondary Area: FR

Question: Better for my family if I cook from scratch

Aid Message: (T)rue or (F)alse

Title: Better if scratch

User Text: It's better for my family if I cook from scratch.

Response list: TF

Scores: 50

Good Score: 5

Acceptable Score: 5

Good Message: Good. Cooking from scratch can save you money and be healthier for you, too.

Acceptable Message:

Learn About Message: Cooking from scratch can save money and be healthier, too.

Question ID: PA087

S/N: 3076396161

Last Revision: 7/24/1997 8:32:54 AM

Type: Logical

Primary Area: CA

Secondary Area: ON

Question: I cook to please my family.

Aid Message: (T)rue or (F)alse

Title: Cook to please

User Text: I cook to please my family.

Response list: TF

Scores: 50

Good Score: 5

Acceptable Score: 5

Good Message: Great! Family mealtimes are important.

Acceptable Message:

Learn About Message: Learning new cooking skills may please your family.

Behavior Checklist - Question Detail Report

County: PA550 Georgia Test EFNEP

Reporting Period: 10/01/06 - 09/30/07

Question ID: PA088

S/N: 3076396327

Last Revision: 6/25/1997 10:35:51 AM

Type: 4-Choice

Primary Area: FS

Secondary Area:

Question: Hand washing before food preparation.

Aid Message: Enter 1-4(Almost never, Sometimes, Most, Almost always)

Title: Hand washing

User Text: How often do you wash your hands in warm soapy water before preparing food?

Response list: 1234

Scores: 1234

Good Score: 4

Acceptable Score: 4

Good Message: Great! Glad you know that hand washing is really important.

Acceptable Message:

Learn About Message: Hand washing can help prevent food poisoning.

Question ID: PA089

S/N: 3076396566

Last Revision: 7/24/1997 8:33:25 AM

Type: 4-Choice

Primary Area: NP

Secondary Area: FR

Question: How often do you cook from scratch.

Aid Message: Enter 1-4(Almost never, Sometimes, Most, Almost always)

Title: Cook from scratch

User Text: How often do you prepare dishes from scratch?

Response list: 1234

Scores: 1234

Good Score: 4

Acceptable Score: 3

Good Message: Cooking from scratch can save money and be healthier, too.

Acceptable Message:

Learn About Message: Cooking from scratch can save money and be healthier, too.

Behavior Checklist - Question Detail Report

County: PA550 Georgia Test EFNEP

Reporting Period: 10/01/06 - 09/30/07

Question ID: PA090

S/N: 3076396746

Last Revision: 8/11/1997 11:42:07 AM

Type: Logical

Primary Area: KN

Secondary Area: NP

Question: Five food groups in the food guide pyramid

Aid Message: (T)rue or (F)alse

Title: Pyramid

User Text: There are five different food groups in the food guide pyramid.

Response list: TF

Scores: 50

Good Score: 5

Acceptable Score: 5

Good Message: Good. The food guide pyramid can help you in making healthful food choices.

Acceptable Message:

Learn About Message: The five food groups in the food guide pyramid.

Question ID: PA091

S/N: 3076396919

Last Revision: 7/24/1997 8:35:31 AM

Type: Logical

Primary Area: CA

Secondary Area:

Question: I like to try new recipes.

Aid Message: (T)rue or (F)alse

Title: Trying new recipes

User Text: I like to try new recipes.

Response list: TF

Scores: 50

Good Score: 5

Acceptable Score: 5

Good Message: Great! Trying new recipes can be fun.

Acceptable Message:

Learn About Message: Trying new recipes can be fun.

Behavior Checklist - Question Detail Report

County: PA550 Georgia Test EFNEP

Reporting Period: 10/01/06 - 09/30/07

Question ID: PA092

S/N: 3076397038

Last Revision: 8/11/1997 11:43:56 AM

Type: Logical

Primary Area: CA

Secondary Area: FR

Question: I don't have time to cook.

Aid Message: (T)rue or (F)alse

Title: Time to cook

User Text: I don't have time to cook.

Response list: TF

Scores: 05

Good Score: 5

Acceptable Score: 5

Good Message: Great! Planning menus ahead of time help save both time and money.

Acceptable Message:

Learn About Message: Planning menus can help you save time.

Question ID: PA093

S/N: 3076397188

Last Revision: 2/5/1998 1:49:19 PM

Type: Logical

Primary Area: SE

Secondary Area: FR

Question: I don't have money for groceries.

Aid Message: (T)rue or (F)alse

Title: Grocery money

User Text: I don't have money for groceries.

Response list: TF

Scores: 05

Good Score: 5

Acceptable Score: 5

Good Message: Planning meals ahead of time and smart shopping habits can help you stretch your food dollar.

Acceptable Message:

Learn About Message: Planning ahead and smart shopping can help stretch food dollars.

Behavior Checklist - Question Detail Report

County: PA550 Georgia Test EFNEP

Reporting Period: 10/01/06 - 09/30/07

Question ID: PA094

S/N: 3076397368

Last Revision: 7/24/1997 8:38:34 AM

Type: Logical

Primary Area: CA

Secondary Area: FR

Question: My family likes it when I prepare new foods

Aid Message: (T)rue or (F)alse

Title: New foods

User Text: My family likes it when I buy or prepare new foods.

Response list: TF

Scores: 50

Good Score: 5

Acceptable Score: 5

Good Message: Remember, new foods may need to be introduced many times before they are accepted.

Acceptable Message:

Learn About Message: Ask your family what new food they want to try.

Question ID: WI096

S/N: 3080472498

Last Revision: 2/5/1998 1:49:40 PM

Type: 5-Choice

Primary Area: MM

Secondary Area: FR

Question: Do you use a written spending plan or budget

Aid Message: 1=Never; 2=Seldom; 3=Sometimes; 4=Most Times; 5=Always

Title: Spending plan

User Text: How often do you use a written spending plan or budget?

Response list: 12345

Scores: 12345

Good Score: 5

Acceptable Score: 4

Good Message: Good, using a spending plan is a first step to controlling your money in order to have healthy food available.

Acceptable Message: Using a spending plan will help you direct where your money goes in order to have healthy food available.

Learn About Message: Ask for more information on developing a spending plan.

Behavior Checklist - Question Detail Report

County: PA550 Georgia Test EFNEP

Reporting Period: 10/01/06 - 09/30/07

Question ID: WI097

S/N: 3076398063

Last Revision: 2/2/1998 8:29:03 AM

Type: 5-Choice

Primary Area: MM

Secondary Area:

Question: Tracking expenses

Aid Message: 1=Never; 2=Seldom; 3=Sometimes; 4=Most Times; 5=Always

Title: Tracking expenses

User Text: How often do you keep track of some or all of your expenses?

Response list: 12345

Scores: 12345

Good Score: 4

Acceptable Score: 3

Good Message: Good, using a system for tracking your expenses helps you stay within your plan in order to have healthy food available.

Acceptable Message: Using a system to track your expenses will help you stay with a plan in order to have healthy food available.

Learn About Message: Ask for more information about tracking expenses.

Question ID: WI098

S/N: 3076398321

Last Revision: 2/2/1998 8:29:50 AM

Type: 5-Choice

Primary Area: MM

Secondary Area:

Question: Bills that are overdue

Aid Message: 1=Never; 2=Seldom; 3=Sometimes; 4=Most Times; 5=Always

Title: Bills overdue

User Text: How often do you have bills that are overdue?

Response list: 12345

Scores: 54321

Good Score: 4

Acceptable Score: 3

Good Message: Good, keeping bills paid is important for your financial and food security.

Acceptable Message: Keeping bills paid is important for your financial and food security.

Learn About Message: Ask for more information about ways to track when bills are due.

Behavior Checklist - Question Detail Report

County: PA550 Georgia Test EFNEP

Reporting Period: 10/01/06 - 09/30/07

Question ID: WI099

S/N: 3076398557

Last Revision: 2/2/1998 8:30:33 AM

Type: 5-Choice

Primary Area: MM

Secondary Area:

Question: Set aside money for emergencies.

Aid Message: 1=Never; 2=Seldom; 3=Sometimes; 4=Most Times; 5=Always

Title: Emergency money

User Text: How often do you set aside money for emergencies?

Response list: 12345

Scores: 12345

Good Score: 4

Acceptable Score: 3

Good Message: Good, making a plan for emergencies help keep your budget more stable so that you can have healthy food available.

Acceptable Message: Setting aside money for emergencies helps you keep your budget more stable so that you have healthy food available.

Learn About Message: Ask for more information on planning for emergencies.

Question ID: WI100

S/N: 3075119356

Last Revision: 2/2/1998 8:31:18 AM

Type: 5-Choice

Primary Area: MM

Secondary Area:

Question: Set aside money for occasional bills

Aid Message: 1=Never; 2=Seldom; 3=Sometimes; 4=Most Times; 5=Always

Title: Occasional bills

User Text: How often do you set aside money for occasional bills?(car license,ins.,water bill)

Response list: 12345

Scores: 12345

Good Score: 4

Acceptable Score: 3

Good Message: Good, by setting aside money for occasional bills, you keep your budget more stable & you can make healthy food choices.

Acceptable Message: Try setting aside some money for occasional bills so that you can provide sufficient and healthy food for your family.

Learn About Message: Ask for more information planning for occasional bills.

Behavior Checklist - Question Detail Report

County: PA550 Georgia Test EFNEP

Reporting Period: 10/01/06 - 09/30/07

Question ID: WI101

S/N: 3075119791

Last Revision: 2/2/1998 8:32:09 AM

Type: 5-Choice

Primary Area: MM

Secondary Area:

Question: Confidence about managing money

Aid Message: 1=Never; 2=Seldom; 3=Sometimes; 4=Most Times; 5=Always

Title: Money confidence

User Text: How often do you feel confident about managing your money to make healthy food available in your home?

Response list: 12345

Scores: 12345

Good Score: 4

Acceptable Score: 3

Good Message: Good, you're managing your money instead of it managing you. You'll be more likely to have healthy food for your family.

Acceptable Message: Good, you're managing your money instead of it managing you. You'll be more likely to have healthy food for your family.

Learn About Message: Ask for more information about family resource management.

Question ID: WI102

S/N: 3080473269

Last Revision: 2/2/1998 8:33:00 AM

Type: 5-Choice

Primary Area: NP

Secondary Area:

Question: Eat low fat instead of high fat foods.

Aid Message: 1=Never; 2=Seldom; 3=Sometimes; 4=Most Times; 5=Always

Title: Low fat choices

User Text: How often do you eat low fat foods instead of high fat foods?

Response list: 12345

Scores: 12345

Good Score: 4

Acceptable Score: 3

Good Message: Good, choosing low fat foods instead of high fat foods is a step toward good health.

Acceptable Message: Choosing low fat foods instead of high fat foods can help reduce dietary fat intake.

Learn About Message: Ask for more information on choosing low fat foods.

Behavior Checklist - Question Detail Report

County: PA550 Georgia Test EFNEP

Reporting Period: 10/01/06 - 09/30/07

Question ID: WI103

S/N: 3080473478

Last Revision: 2/2/1998 8:33:47 AM

Type: 5-Choice

Primary Area: FR

Secondary Area: NP

Question: Make main dishes from scratch.

Aid Message: 1=Never; 2=Seldom; 3=Sometimes; 4=Most Times; 5=Always

Title: Homemade main dish

User Text: How often do you make main dishes from scratch?

Response list: 12345

Scores: 12345

Good Score: 4

Acceptable Score: 3

Good Message: Good, fixing main dishes from scratch is economical and allows you to control the amounts of fat and salt.

Acceptable Message: Fixing main dishes from scratch is economical and allows you to control the amounts of fat and salt.

Learn About Message: Ask for more information about fixing main dishes from scratch.

Question ID: WI104

S/N: 3080473686

Last Revision: 2/2/1998 8:34:30 AM

Type: 5-Choice

Primary Area: NP

Secondary Area:

Question: Serve more than one vegetable each day.

Aid Message: 1=Never; 2=Seldom; 3=Sometimes; 4=Most Times; 5=Always

Title: Vegetables each day

User Text: How often do you serve more than one kind of vegetable to your family each day?

Response list: 12345

Scores: 12345

Good Score: 4

Acceptable Score: 3

Good Message: Good, vegetables are good sources of many vitamins and fiber; most persons should eat 3 serving of vegetables each day.

Acceptable Message: Vegetables are important for good health; try to eat 3 servings of vegetables each day.

Learn About Message: Ask for more information about ways to serve vegetables to your family.

Behavior Checklist - Question Detail Report

County: PA550 Georgia Test EFNEP

Reporting Period: 10/01/06 - 09/30/07

Question ID: WI105

S/N: 3080473946

Last Revision: 2/2/1998 8:35:08 AM

Type: 5-Choice

Primary Area: NP

Secondary Area:

Question: Serve more than one fruit each day

Aid Message: 1=Never; 2=Seldom; 3=Sometimes; 4=Most Times; 5=Always

Title: Fruits each day

User Text: How often do you serve more than one kind of fruit to your family each day?

Response list: 12345

Scores: 12345

Good Score: 4

Acceptable Score: 3

Good Message: Good, fruits are good sources of many vitamins and fiber; most persons should eat 2 servings of fruit each day.

Acceptable Message: Fruits are important for good health; try to eat 2 servings of fruit each day.

Learn About Message: Ask for more information about ways to serve fruit to your family.

Question ID: WI106

S/N: 3080474116

Last Revision: 2/2/1998 8:35:49 AM

Type: 5-Choice

Primary Area: NP

Secondary Area:

Question: Add salt to food?

Aid Message: 1=Never; 2=Seldom; 3=Sometimes; 4=Most Times; 5=Always

Title: Salt on food

User Text: How often do you add salt to your food?

Response list: 12345

Scores: 54321

Good Score: 4

Acceptable Score: 3

Good Message: Good, by not adding salt to your food you may be decreasing your risk of high blood pressure.

Acceptable Message: Try decreasing the amount of salt you add to your food a little at a time.

Learn About Message: Ask for more information about seasoning your food without salt.

Behavior Checklist - Question Detail Report

County: PA550 Georgia Test EFNEP

Reporting Period: 10/01/06 - 09/30/07

Question ID: WI108

S/N: 3080474542

Last Revision: 2/2/1998 8:37:48 AM

Type: 5-Choice

Primary Area: FS

Secondary Area:

Question: Thaw meat at room temperature

Aid Message: 1=Never; 2=Seldom; 3=Sometimes; 4=Most Times; 5=Always

Title: Thawing meat

User Text: How often do you thaw frozen meat at room temperature?

Response list: 12345

Scores: 54321

Good Score: 5

Acceptable Score: 5

Good Message: Good, perishable foods like meat, poultry and fish should never be left at room temperature for more than 2 hours.

Acceptable Message: Perishable foods like meat, poultry and fish should never be left out at room temperature for more than 2 hours.

Learn About Message: Ask for more information about thawing and handling food safely.

Question ID: WI109

S/N: 3080474801

Last Revision: 2/5/1998 1:51:12 PM

Type: Logical

Primary Area: SE

Secondary Area: NP

Question: Eat same food for several days

Aid Message: Enter (Y)es or (N)o

Title: Poor food variety

User Text: We sometimes eat the same thing for several days because we only have a few kinds of food and don't have money for more.

Response list: YN

Scores: 05

Good Score: 5

Acceptable Score: 5

Good Message: Good, you are able to stretch your food dollars and use available foods to feed your family.

Acceptable Message:

Learn About Message: Ask for information to help you stretch your food dollars.

Behavior Checklist - Question Detail Report

County: PA550 Georgia Test EFNEP

Reporting Period: 10/01/06 - 09/30/07

Question ID: WI110

S/N: 3080475006

Last Revision: 2/5/1998 1:51:37 PM

Type: Logical

Primary Area: SE

Secondary Area: NP

Question: Can't afford to eat properly

Aid Message: Enter (Y)es or (N)o

Title: Can't afford food.

User Text: I sometimes can't afford to eat properly.

Response list: YN

Scores: 05

Good Score: 5

Acceptable Score: 5

Good Message: Good, you are able to stretch your food dollars so you can eat a good diet.

Acceptable Message:

Learn About Message: Ask for information to help you stretch your food dollars.

Question ID: WI111

S/N: 3080475231

Last Revision: 2/5/1998 1:51:49 PM

Type: Logical

Primary Area: SE

Secondary Area: NP

Question: Feed children balanced meal

Aid Message: Enter (Y)es or (N)o

Title: Feed children well

User Text: I sometimes can't afford to feed my child(ren) a balanced meal.

Response list: YN

Scores: 05

Good Score: 5

Acceptable Score: 5

Good Message: Good, you are able to stretch your food dollars to feed your child(ren) well.

Acceptable Message:

Learn About Message: Ask for information to help you stretch your food dollars.

Behavior Checklist - Question Detail Report

County: PA550 Georgia Test EFNEP

Reporting Period: 10/01/06 - 09/30/07

Question ID: WI112

S/N: 3080475438

Last Revision: 2/5/1998 1:52:03 PM

Type: Logical

Primary Area: SE

Secondary Area: FR

Question: Have enough to eat.

Aid Message: Enter (Y)es or (N)o

Title: Enough to eat

User Text: People in my family sometimes or often don't have enough to eat.

Response list: YN

Scores: 05

Good Score: 5

Acceptable Score: 5

Good Message: Good, your family is usually getting enough to eat.

Acceptable Message:

Learn About Message: Ask for information on ways to get more food for your family.

Behavior Checklist - Question Set Report

County: PA550 Georgia Test EFNEP

Reporting Period: 10/01/06 - 09/30/07

Set ID: 001

Last Revision: 6/15/2006 1:41:07 PM

Title: Test Question Set

Description:

Questions in Set:

Seq	ID	Question Title	Type	Primary Area	Secondary Area
1	001	Labels-salt	5	NP	
2	002	Labels-Fat	5	NP	
3	003	Cut Meals	L	SE	FR
4	004	Food needs met	4	NP	
5	005	Serve more fruit	5	NP	
6	028	Grocery sale ads	N	FR	NP

6 questions

Behavior Checklist - Question Set Report

County: PA550 Georgia Test EFNEP

Reporting Period: 10/01/06 - 09/30/07

Set ID: 002

Last Revision: 6/15/2006 3:55:00 PM

Title: test set 2

Description:

Questions in Set:

Seq	ID	Question Title	Type	Primary Area	Secondary Area
1	017	Wash hands	L	FS	
2	CA043	Buy low salt	5	NP	
3	010	Food Guide Pyramid	L	KN	NP
4	PA091	Trying new recipes	L	CA	
5	PA085	Family acceptance	L	CA	
6	PA079	Eating and Health	4	LC	

6 questions

Behavior Checklist Review

County: PA550 Georgia Test EFNEP

Reporting Period: 10/01/06 - 09/30/07

ID	Name		Questions									
			1	2	3	4	5	6	7	8	9	10
2620	THOMAS, LaTONYA	Entry	2	3	3	3	1	1	2	3	2	3
		Exit	3	4	3	3	1	1	4	3	3	5
		Improvement	1	1	0	0	0	0	2	0	1	2
2625	SMITH, MICHELLE B	Entry	3	4	2	2	3	5	-	1	1	-
		Exit	3	4	1	3	3	1	5	2	4	5
		Improvement	0	0	1	1	0	4		1	3	
2682	LENA, MICHELE	Entry	5	5	3	4	1	1	4	4	3	4
		Exit	5	5	2	4	1	1	4	4	4	5
		Improvement	0	0	1	0	0	0	0	0	1	1
2686	ROOK, REBECCA	Entry	3	1	1	1	1	1	3	3	1	5
		Exit	3	4	1	4	1	1	4	4	3	5
		Improvement	0	3	0	3	0	0	1	1	2	0
2709	ROBERTSON, SHARAL	Entry	3	4	2	3	1	2	3	3	2	5
		Exit	4	5	2	4	1	2	4	4	3	5
		Improvement	1	1	0	1	0	0	1	1	1	0
2720	DANIELS, JESSICA	Entry	3	5	2	5	3	1	4	4	4	5
		Exit	5	5	1	5	1	1	5	3	5	5
		Improvement	2	0	1	0	2	0	1	-1	1	0
2722	ROMAN, JANNETTE	Entry	3	4	2	5	2	1	3	5	5	3
		Exit	5	4	2	5	1	1	5	3	3	5
		Improvement	2	0	0	0	1	0	2	-2	-2	2
2782	GATLIN, LaTASHA	Entry	1	5	2	5	1	1	3	1	3	5
		Exit	4	4	1	1	1	1	4	1	3	5
		Improvement	3	-1	1	-4	0	0	1	0	0	0
2840	BYRANT, PAULINE	Entry	3	5	1	5	1	1	5	5	4	5
		Exit	4	5	1	5	1	1	5	5	4	5
		Improvement	1	0	0	0	0	0	0	0	0	0
2845	VIDALLON, REBECCA	Entry	3	5	1	5	1	1	5	2	3	5
		Exit	4	5	1	5	1	1	5	4	4	5
		Improvement	1	0	0	0	0	0	0	2	1	0
2871	DAVIS, LYNN	Entry	2	4	1	3	1	3	2	3	4	1
		Exit	4	5	1	5	1	1	4	4	4	5
		Improvement	2	1	0	2	0	2	2	1	0	4
2904	ROBINETTE, AMITY	Entry	4	5	5	2	1	1	5	3	2	5
		Exit	4	5	5	-	1	1	5	4	3	5
		Improvement	0	0	0		0	0	0	1	1	0
2918	WHITE, LeQUISHA	Entry	3	5	1	5	1	1	3	1	1	5
		Exit	3	3	1	5	1	1	4	1	1	4
		Improvement	0	-2	0	0	0	0	1	0	0	-1
2927	GAUTHIER, BARBARA	Entry	3	5	3	5	2	2	3	1	5	5
		Exit	4	5	1	5	1	1	4	3	5	5
		Improvement	1	0	2	0	1	1	1	2	0	0
2961	WILLIAMS, LaTOYIA	Entry	3	3	1	3	1	1	3	3	1	5
		Exit	4	4	1	4	1	1	4	4	2	5
		Improvement	1	1	0	1	0	0	1	1	1	0

Behavior Checklist Review

County: PA550 Georgia Test EFNEP

Reporting Period: 10/01/06 - 09/30/07

ID	Name		Questions									
			1	2	3	4	5	6	7	8	9	10
2981	HILTON, LINDSEY	Entry	5	3	1	5	1	1	5	2	3	5
		Exit	5	4	1	5	1	1	5	4	4	5
		Improvement	0	1	0	0	0	0	0	2	1	0
3005	EDWARDS, STEPHANIE	Entry	4	5	1	5	1	1	4	3	3	5
		Exit	4	5	1	5	1	1	4	4	5	5
		Improvement	0	0	0	0	0	0	0	1	2	0
3040	ROBBINS, SONYA	Entry	3	5	1	5	1	1	5	1	5	5
		Exit	5	5	1	5	1	1	5	4	5	5
		Improvement	2	0	0	0	0	0	0	3	0	0
3123	LARSON, KIM	Entry	3	5	3	5	3	3	4	3	3	5
		Exit	4	5	2	5	1	1	4	3	4	5
		Improvement	1	0	1	0	2	2	0	0	1	0
3145	PRESCOTT, CARMEN	Entry	1	1	2	1	3	4	3	1	3	5
		Exit	3	4	2	3	1	1	4	2	2	5
		Improvement	2	3	0	2	2	3	1	1	-1	0
3166	JEFFERSON, SHIRLEY	Entry	1	4	2	4	3	5	4	4	4	5
		Exit	4	5	1	4	1	1	5	4	4	5
		Improvement	3	1	1	0	2	4	1	0	0	0
3168	HORST, KELLEY	Entry	5	5	5	5	1	1	4	5	5	5
		Exit	5	5	-	5	1	1	4	5	5	5
		Improvement	0	0		0	0	0	0	0	0	0
3225	BAYS, BARBARA	Entry	1	5	1	5	1	1	1	1	1	1
		Exit	1	5	1	5	1	1	5	5	4	5
		Improvement	0	0	0	0	0	0	4	4	3	4
3226	BROWNING, CHERYL	Entry	5	5	1	5	1	1	4	3	3	5
		Exit	5	5	1	5	1	1	4	3	4	5
		Improvement	0	0	0	0	0	0	0	0	1	0
3227	AYERS, KATHLEEN	Entry	4	5	2	5	1	1	5	3	1	5
		Exit	2	4	2	5	1	1	5	5	4	5
		Improvement	-2	-1	0	0	0	0	0	2	3	0
3228	TROTTER, SHORINE	Entry	5	4	1	5	1	1	4	1	1	5
		Exit	5	4	1	5	1	1	4	3	4	5
		Improvement	0	0	0	0	0	0	0	2	3	0
3229	RANALLI, TAMMY	Entry	4	5	4	5	1	1	3	2	2	5
3230	BRASWELL, TIFFANY	Entry	3	5	1	5	1	1	5	3	3	5
		Exit	3	5	1	5	1	1	5	5	5	5
		Improvement	0	0	0	0	0	0	0	2	2	0
3232	KNIGHT, MICHELLE	Entry	2	3	4	1	2	5	2	2	3	5
		Exit	3	3	4	1	2	3	5	2	3	5
		Improvement	1	0	0	0	0	2	3	0	0	0
3233	GREGORY, RHONDA	Entry	1	2	3	2	3	5	3	2	1	5
		Exit	3	2	4	3	1	1	4	4	4	5
		Improvement	2	0	-1	1	2	4	1	2	3	0

Behavior Checklist Review

County: PA550 Georgia Test EFNEP

Reporting Period: 10/01/06 - 09/30/07

ID	Name		Questions									
			1	2	3	4	5	6	7	8	9	10
3505	COWELL, TIFFANY	Entry	3	4	3	2	1	3	4	5	3	5
3506	FARNHAM, AMANDA	Entry	3	4	3	2	1	4	4	3	1	5
3507	FAULKS, ANGELA	Entry	1	4	4	1	2	4	5	4	4	5
3508	KEYES, TIFFANY	Entry	2	4	3	2	1	4	4	4	3	5
3509	WILLIFORD, DEBI	Entry	5	5	1	3	1	1	5	3	3	5
3510	MUHAMETRY, MARJETA	Entry	1	5	1	1	1	1	5	3	5	5
3511	NEAL, TAMMY	Entry	5	5	3	5	1	1	5	3	5	5
3512	FRAGOSO, SHIRLEY	Entry	3	3	1	2	3	3	4	4	3	5
3513	JACKSON, STEPHANIE	Entry	5	4	1	5	1	1	4	2	5	5
3514	PURCHAS, BRITTANY M	Entry	5	3	2	1	1	4	5	3	1	5

Totals: 310 Adults, 310 Entry, 165 Exit

Summary of Paraprofessional Profiles

County: PA550 Georgia Test EFNEP

Reporting Period: 10/01/06 - 09/30/07

1) Total Number of Paraprofessionals: 3

2) Full Time Equivalents Spent on Adults and Youth by Program

Program	Adults	Youth
EFNEP	2.0	1.0
FSNE	0.0	0.0
State Project	0.0	0.0
Other	0.0	0.0
Total	2.0	1.0
TOTAL FTE	3.0	

3) Gender and Racial/Ethnic Characteristics

Race	Ethnicity	Female		Male		Total	
		Number	Percent	Number	Percent	Number	Percent
All Races	Total:	3	100%	0	0%	3	100%
	Hispanic/Latino:	0	0%	0	0%	0	0%
	Not Hispanic/Latino:	3	100%	0	0%	3	100%
White	Total:	1	33%	0	0%	1	33%
	Hispanic/Latino:	0	0%	0	0%	0	0%
	Not Hispanic/Latino:	1	33%	0	0%	1	33%
Black	Total:	2	67%	0	0%	2	67%
	Hispanic/Latino:	0	0%	0	0%	0	0%
	Not Hispanic/Latino:	2	67%	0	0%	2	67%
AI or AN	Total:	0	0%	0	0%	0	0%
	Hispanic/Latino:	0	0%	0	0%	0	0%
	Not Hispanic/Latino:	0	0%	0	0%	0	0%
Asian	Total:	0	0%	0	0%	0	0%
	Hispanic/Latino:	0	0%	0	0%	0	0%
	Not Hispanic/Latino:	0	0%	0	0%	0	0%
NH or OPI	Total:	0	0%	0	0%	0	0%
	Hispanic/Latino:	0	0%	0	0%	0	0%
	Not Hispanic/Latino:	0	0%	0	0%	0	0%
Not Provided	Total:	0	0%	0	0%	0	0%
	Hispanic/Latino:	0	0%	0	0%	0	0%
White and Black	Total:	0	0%	0	0%	0	0%
	Hispanic/Latino:	0	0%	0	0%	0	0%
White and Asian	Total:	0	0%	0	0%	0	0%
	Hispanic/Latino:	0	0%	0	0%	0	0%
White and AI or AN	Total:	0	0%	0	0%	0	0%
	Hispanic/Latino:	0	0%	0	0%	0	0%
Balance	Total:	0	0%	0	0%	0	0%
	Hispanic/Latino:	0	0%	0	0%	0	0%

AI or AN = American Indian or Alaska Native

NH or OPI = Native Hawaiian or Other Pacific Islander

Sum of Hispanic/Not Hispanic will not equal total if ethnicity was not provided.

Staff Status Report

County: PA550 Georgia Test EFNEP

Reporting Period: 10/01/01 - 09/12/03

ID	Name	Exited with Objectives		New Enrolls	Current Families
		Met	NotMet		
P00001	BUFKA, IRIS	76	4	148	70
P00004	MITCHELL, DORIA	37	0	70	35
P00005	JONES, WILHELMENI	35	0	71	36
Total Staff: 3		Adults:	148	4	289
					141

Summary of Youth Group Profiles

County: PA550 Georgia Test EFNEP

<ALL>

Reporting Period: 10/01/02 - 09/12/07

1) Number of youth groups reporting:

26 Groups

2) Total number of youth:

	<u>Number</u>	<u>Percent</u>
Male:	564	49%
Female:	586	51%
Total	1150	100%

3) Number participating in other 4-H programs:

79 Youth

4) Grade Distribution:

a. Grade			b. Grade Category		
<u>Grade</u>	<u>Number</u>	<u>Percent</u>	<u>Age</u>	<u>Number</u>	<u>Percent</u>
P-2Yr:	8	1%	Pre-K:	110	10%
P-3Yr:	22	2%	K - 2:	496	43%
P-4Yr:	80	7%	3 - 5:	437	38%
K:	169	15%	6 - 8:	106	9%
Gr 1:	127	11%	9 - 12:	1	0%
Gr 2:	200	17%	Total	1150	100%
Gr 3:	159	14%			
Gr 4:	132	11%			
Gr 5:	146	13%			
Gr 6:	78	7%			
Gr 7:	20	2%			
Gr 8:	8	1%			
Gr 9:	0	0%			
Gr 10:	1	0%			
Gr 11:	0	0%			
Gr 12:	0	0%			
Special:	0	0%			
Total	1150	100%			

Summary of Youth Group Profiles

County: PA550 Georgia Test EFNEP

<ALL>

Reporting Period: 10/01/02 - 09/12/07

5) Place of residence:

	<u>Number</u>	<u>Percent</u>
Farm	10	1%
Towns under 10,000 and rural non-farm	10	1%
Towns & cities 10,000 to 50,000 & their suburbs	5	0%
Suburbs of cities over 50,000	1125	98%
Central cities over 50,000	0	0%
Total	1150	100%

6) Impact Indicators:

As a result of participating in EFNEP:

55% of 382 youth from 10 groups now eat a variety of foods,

98% of 382 youth from 10 groups increased knowledge of the essentials of human nutrition,

48% of 382 youth from 10 groups increased their ability to select low-cost, nutritious foods, and

74% of 382 youth from 10 groups improved practices in food preparation and safety.

7) Racial/ethnic characteristics:

a. Ethnicity

	<u>Number</u>	<u>Percent</u>
Hispanic or Latino:	33	3%
Not Hispanic/Latino:	1112	97%
Not Given:	5	0%

b. Race

	<u>Number</u>	<u>Percent</u>
AI or AN:	18	2%
Asian:	12	1%
Black:	827	72%
NH or OPI:	2	0%
White:	261	23%
Mixed Race:	0	0%
Not Given:	30	3%

Key to Race designations:
AI = American Indian
AN = Alaskan Native
NH = Native Hawaiian
OPI = Other Pacific Islander
Mixed Race = More than 1 race

Youth Delivery Mode Report

County: PA550 Georgia Test EFNEP

<ALL>

Reporting Period: 10/01/02 - 09/12/07

1) Delivery Modes:

Mode	Description
E	4-H Club Membership
F	4-H Special Interest / Short-Term Programs
I	4-H Camping Programs
J	School Enrichment Programs
L	After-School Programs Using 4-H Curricula / Staff Training
M	Instructional TV/Video/ Web Programs

2) GRID:

	<u>E</u>	<u>F</u>	<u>I</u>	<u>J</u>	<u>L</u>	<u>M</u>	<u>Total</u>
Number of groups	1	18	0	3	2	0	24
Number of meetings	6	63	0	15	9	0	93
Contact Hours	7	73	0	18	9	0	107
Gender							
Males	1	473	0	48	32	0	554
Females	8	451	0	82	30	0	571
Total	9	924	0	130	62	0	1125
Ethnicity							
Hispanic/Latino	0	19	0	3	1	0	23
Not Hispanic/Latino	9	905	0	127	61	0	1102
Not Given	0	0	0	0	0	0	0
Total	9	924	0	130	62	0	1125
Race							
AI or AN	0	13	0	0	0	0	13
Asian	0	0	0	0	0	0	0
Black	9	664	0	94	54	0	821
NH or OPI	0	0	0	0	0	0	0
White	0	221	0	33	7	0	261
Mixed Race *	0	0	0	0	0	0	0
Not Given	0	26	0	3	1	0	30
Total *	9	924	0	130	62	0	1125

* - Total does not include any duplicate counting of Mixed Race

Key to Race designations:

AI = American Indian

AN = Alaskan Native

NH = Native Hawaiian

OPI = Other Pacific Islander

Mixed Race = More than 1 race

Group Names by Leader Report

County: PA550 Georgia Test EFNEP

Reporting Period: 11/01/02 - 11/01/02

P00001 - BUFKA, IRIS

Primary Leader Role

<u>Group ID</u>	<u>Group Name</u>
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244	test1
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Total: 1

Support Leader Role

[None]

Sample Data

Group Leader Summary

County: PA550 Georgia Test EFNEP

Reporting Period: 10/01/02 - 10/01/02

P00001 - BUFKA, IRIS

Primary Leader Role

ID	Enroll Type	# Youth	# Meetings	Contact Hours	Delivery Mode	Begin	End	Leader #1
244	Group	15	0	0	A	10/01/05	09/29/06	P00001

Totals

1 Groups	15	0	0
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Support Leader Role

[None]

Grand Totals

1 Groups	15	0	0
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Youth Group Detail

County: PA550 Georgia Test EFNEP

Reporting Period: 10/01/06 - 09/30/07

Group: **222 - SOUTHWESTERN ELEMENTARY SCHOOL**

Address: 4110 AIRLINE BOULEVARD
CHESAPEAKE VA 23323

[Group Enrollment]

Phone: (757) 449-7665 Ext:

Program: A

Leaders: P00004 - MITCHELL, DORIA
V00672 - McCOY, L

Delivery: J - School Enrichment Programs

Number of Meetings: 6

Contact Hours: 6

Start Date: 06-Mar-03

End Date: 08-May-03

Number participating in other 4-H programs: 0

Gender:	Number	Percent
Females	7	35%
Males	13	65%
Total	20	100%

Youth by Ethnicity	
Hispanic or Latino:	0
Not Hispanic/Latino:	20
Not Given:	0

Youth by Residence	
Farm:	0
< 10,000 & Rural:	0
10,000 - 50,000:	0
Suburbs > 50,000:	20
Cities > 50,000:	0

Youth by Race	
AI or AN:	0
Asian:	0
Black:	17
NH or OPI:	0
White:	3
Mixed Race:	0
Not Given:	0

Youth by Grade	
P-2Yr:	0
P-3Yr:	0
P-4Yr:	0
K:	0
Gr 1:	0
Gr 2:	19
Gr 3:	0
Gr 4:	1
Gr 5:	0
Gr 6:	0
Gr 7:	0
Gr 8:	0
Gr 9:	0
Gr 10:	0
Gr 11:	0
Gr 12:	0
Special:	0

Race/Ethnic Subcategory
No Race/Ethnic Subcategories.

Impact Indicators

Indicator	Applies	Percent
Eat Variety:	<input checked="" type="checkbox"/>	0.0 %
Knowledge:	<input type="checkbox"/>	0.0 %
Select Food:	<input type="checkbox"/>	0.0 %
Practices:	<input type="checkbox"/>	0.0 %

Question Sets

[None]

Youth Group List

County: PA550 Georgia Test EFNEP

Reporting Period: 10/01/06 - 09/30/07

ID	Name and Phone	Address	Leaders
219	EARLY ADVENTURES CENTER	4110 AIRLINE BOULEVARD CHESAPEAKE VA 23321	P00004 - MITCHELL, DORIA V00717 - STRICKLAND, KATHE V00719 - BURROUGH, PAMEL V00720 - RAZOR, MARTHA
220	DEEP CREEK MORNING DOVE 4-H CLUB (757) 487-8841	2901 MARGARET BOOKER DRIVE CHESAPEAKE VA 23323	P00004 - MITCHELL, DORIA V00357 - BLAKE, CONNIE
221	CAMELOT AFTERSCHOOL PROGRAM (757) 485-7400	948 KING ARTHUR DRIVE CHESAPEAKE VA 23323	P00004 - MITCHELL, DORIA V00659 - PIMENTA, ALVIN
222	SOUTHWESTERN ELEMENTARY SCHOOL (757) 449-7665	4110 AIRLINE BOULEVARD CHESAPEAKE VA 23323	P00004 - MITCHELL, DORIA V00672 - McCOY, L
223	MacDONALD MANOR HEADSTART (757) 233-6724	1331 MACDONALD ROAD CHESAPEAKE VA 23325	P00005 - JONES, WILHELMENI V00729 - HOOKS, GLADYS V00728 - OVERTON, BETTY
224	B M WILLIAMS PRIMARY SCHOOL - DAVENPOT	1100 BATTLEFIELD BLVD N CHESAPEAKE VA 23322	P00005 - JONES, WILHELMENI V00722 - DAVENPORT, CLAUD V00724 - RAY, ANNETTA V00725 - SAPP, JUNE
225	ETHEL JONES HEADSTART (757) 545-1361	115 LIBERTY STREET CHESAPEAKE VA 23324	P00005 - JONES, WILHELMENI V00379 - SWAIN, VALARIE V00533 - WILLIAMS, SABRINA
226	CARVER HEADSTART (757) 494-7505	2601 BROAD STREET CHESAPEAKE VA 23324	P00005 - JONES, WILHELMENI V00658 - KELLEM, BRENDA V00628 - HINES, CONSTANCE
227	CRESTWOOD INTERMEDIATE AFTERSCHOOL (757) 494-7565	1240 GREAT BRIDGE BLVD CHESAPEAKE VA 23320	P00005 - JONES, WILHELMENI V00564 - BROWN, JANET
228	TRUITT INTERMEDIATE SCHOOL (757) 494-8014	1100 HOLLY AVENUE CHESAPEAKE VA 23324	P00005 - JONES, WILHELMENI V00565 - DISHROOM, MARY

Youth Group List

County: PA550 Georgia Test EFNEP

Reporting Period: 10/01/06 - 09/30/07

ID	Name and Phone	Address	Leaders
229	CAVALIER MANOR HEAD START (757) 484-1375	2441 CAVALIER BOULEVARD CHESAPEAKE VA 23323	P00004 - MITCHELL, DORIA V00733 - WYCHE, MRS V00732 - TORAIN, MRS. V00731 - CHAPMAN, MRS.
230	SOUTHWESTERN USDA PROGRAM (757) 494-7665	4110 AIRLINE BOULEVARD CHESAPEAKE VA 23323	P00004 - MITCHELL, DORIA V00581 - HUGHES, WANDA
231	CAMELOT TEEN PROGRAM (757) 485-7400	948 KING ARTHUR DRIVE CHESAPEAKE VA 23323	P00004 - MITCHELL, DORIA V00660 - VANN, MARK
232	CAMELOT SUMMER USDA (757) 485-7400	948 KING ARTHUR DRIVE CHESAPEAKE VA 23323	P00004 - MITCHELL, DORIA V00659 - PIMENTA, ALVIN
233	DEEP CREEK COMMUNITY CENTER (757) 487-8841	2901 MARGARET BOOKER DRIVE CHESAPEAKE VA 23323	P00004 - MITCHELL, DORIA V00357 - BLAKE, CONNIE
234	CALVARY EVANGELICAL BAPTIST CHURCH (757) 485-3658	205 GUST LANE CHESAPEAKE VA 23323	P00005 - JONES, WILHELMENI V00457 - BERRY, CAROLYN
235	CHESAPEAKE REDEVELOPMENT & HOUSING (757) 233-6728	3001 WELCOME ROAD CHESAPEAKE VA 23325	P00005 - JONES, WILHELMENI V00726 - FREEMAN, BARRY
236	THURGOOD MARSHALL USDA SUMMER PROGRAM (757) 494-7515	2706 BORDER ROAD CHESAPEAKE VA 23324	P00005 - JONES, WILHELMENI V00533 - WILLIAMS, SABRINA
237	CARVER USDA SUMMER PROGRAM SCHOOL	2601 BROAD STREET CHESAPEAKE VA 23324	P00005 - JONES, WILHELMENI V00566 - DOSS, DALE
238	SOUTH NORFOLK RECREATION CENTER (757) 543-5121	1217 GODWIN AVENUE CHESAPEAKE VA 23324	P00005 - JONES, WILHELMENI V00574 - GILBERT, MARCI
239	INDIAN RIVER COMMUNITY CENTER (757) 424-4238	2250 OLD GREENBRIER ROAD CHESAPEAKE VA 23325	P00005 - JONES, WILHELMENI V00575 - HUGHES, ADRIAN V00571 - O'NEAL, FLOYD

Youth Group List

County: PA550 Georgia Test EFNEP

Reporting Period: 10/01/06 - 09/30/07

ID	Name and Phone	Address	Leaders
240	RIVER CREST COMMUNITY CENTER (757) 436-3100	1001 RIVERWALK PARKWAY CHESAPEAKE VA 23320	P00005 - JONES, WILHELMENI V00633 - PHELPS, ENEAL V00086 - McDERMOTTE, SUSA
241	WESTERN BRANCH COMMUNITY CENTER (757) 465-0211	4437 PORTSMOUTH BOULEVARD CHESAPEAKE VA 23321	P00004 - MITCHELL, DORIA
243	GREAT BRIDGE COMMUNITY CENTER (757) 382-6292	212 HOLT DRIVE CHESAPEAKE VA 23322	P00004 - MITCHELL, DORIA V00702 - SANTOS, TEDDY V00677 - COPELAND, CHONIT
244	test1	athens GA 31419	P00001 - BUFKA, IRIS
245	Test2	Athens GA 30602	P00005 - JONES, WILHELMENI

Total: 26

Youth Group Review

County: PA550 Georgia Test EFNEP

Reporting Period: 10/01/06 - 09/30/07

ID	Enroll Type	# Youth	# Meetings	Contact Hours	Program	Delivery Mode	Begin	End	Leader #1
222	Group	20	6	6	A	J	03/06/03	05/08/03	P00004
245	Group	10	0	0	A	A	10/01/05	09/29/06	P00005
230	Group	46	3	3	A	F	07/17/03	08/05/03	P00004
226	Group	54	6	6	A	J	12/03/02	05/30/03	P00005
225	Group	18	6	6	A	F	10/08/02	05/30/03	P00005
238	Group	52	3	3	A	F	06/30/03	07/22/03	P00005
224	Group	79	3	6	A	F	05/07/03	06/03/03	P00005
221	Group	54	6	10	A	F	12/06/02	04/10/03	P00004
237	Group	51	3	3	A	F	07/07/03	07/30/03	P00005
227	Group	38	3	6	A	F	03/06/03	05/30/03	P00005
233	Group	100	3	3	A	F	07/09/03	07/22/03	P00004
236	Group	34	3	3	A	F	07/14/03	08/14/03	P00005
243	Group	76	3	3	A	F	07/07/03	07/30/03	P00004
235	Group	34	3	3	A	F	06/20/03	08/01/03	P00005
228	Group	56	3	6	A	J	06/30/03	07/08/03	P00005
219	Group	26	6	6	A	L	04/24/03	05/24/03	P00004
241	Group	94	3	3	A	F	07/01/03	08/07/03	P00004
220	Group	9	6	7	A	E	10/16/02	04/09/03	P00004
234	Group	36	3	3	A	F	07/09/03	07/23/03	P00005
244	Group	15	0	0	A	A	10/01/05	09/29/06	P00001
223	Group	10	6	6	A	F	10/06/02	05/30/03	P00005
239	Group	62	3	3	A	F	07/17/03	08/05/03	P00005
240	Group	60	3	3	A	F	07/01/03	07/29/03	P00005
229	Group	36	3	3	A	L	04/08/03	05/20/03	P00004
232	Group	68	3	3	A	F	07/03/03	07/15/03	P00004
231	Group	12	3	3	A	F	07/24/03	08/07/03	P00004

Totals

26 Groups	1150	93	107
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Interagency Cooperation

County: NY081 Training

Reporting Period: 10/01/05 - 09/30/06

Fiscal Year Ending: 30-SEP-2006

Number of WIC Offices:	0
Number of WIC Offices Served:	0
Number of Food Stamp Offices:	0
Number of Food Stamp Offices Served:	0
Number of Agreements:	0
Number of Coalitions:	0

Source of Funds

Grant Dollars:	\$0
Contribution Dollars:	\$0
Other Dollars:	\$0

EFNEP Client Enrollment Form



Today's Date: _____

Name: _____

Street Address: _____

City: _____

Zip Code: _____ Phone Number: _____

Age: _____ Sex: _____ Female _____ Male _____

Maternal & Child:

Are you pregnant? Yes _____ No _____

Are you nursing? Yes _____ No _____

Where Do You Live?

Farm

Towns Under 10,000 & Rural Non-Farm

Towns & Cities 10,000-50,000

Suburbs of Cities over 50,000

Central Cities over 50,000

How many children are living with you? _____

Age: _____

Age: _____

Age: _____

Age: _____

Age: _____

Education:

_____ Last Grade Completed (please specify)

GED

High School Diploma

Some College

2 Year College

4 Year College

Other

How many other adults live with you?
(do not count yourself) _____

Do you consider yourself Hispanic/Latino?

Yes

No

Check which you or your children receive:

Child Nutrition (Free School Lunch)

FDPIR

Food Stamps

Head Start

TANF

Temporary Emergency Foods/

Commodity Foods

WIC

Which race category do you identify with?
(check all that apply)

American Indian or Alaskan Native

Asian

Black or African American

Native Hawaiian or Other Pacific Islander

White

Please list your income: _____/month

For Office Use Only

Extension Staff Member: _____

Date Entered: _____

Type of Instruction:

Group

Individual

Group Name : _____

Subgroups: _____

EFNEP Exit Interview



Today's Date: _____

Name: _____

Street Address: _____

City: _____

Zip Code: _____ Phone Number: _____

Do you consider yourself Hispanic/Latino? Yes No

What is your reason for leaving the program?

Graduated/completed the program

Returned to school

Took a job

Family concerns

EFNEP Staff vacancy

Moved

Lost interest

Other: _____

Other obligation

Lost contact

As a result of participating in EFNEP are you now receiving any of the following? (check all that apply)

Child Nutrition/Free School Lunch

FDPIR

Food Stamps

Head Start

TANF

Temporary Emergency Foods/Commodity Foods

WIC

For Office Use Only:

Extension Staff Member: _____

Lesson Type: Individual

Group

Number of Lessons Completed: _____

Completed Exit Diet Recall: _____

Completed Exit Survey: _____

Number of Contacts: _____

Check which food record:

Entry

Exit

No

Activity Level: Less than 30 min.

30-60 minutes

More than 60 min.

Tablespoon	= Tbsp
Cup	= c
Teaspoon	= tsp
Pound	= lb
Ounce	= oz
Slice	= sl

Consumed. Describe in detail. List one food per line.

Consumed. Describe in detail. List one food per line.

EFNEP Eating Right Survey



Name: _____

Date: _____

This is a survey about ways you plan and fix foods for your family. As you read each question, think about the recent past. This is not a test! There are not any wrong answers.

For these questions, think about how you usually do things. Please put a check in the box that best answers each question.	Not Applicable 0	Do Not Do 1	Seldom 2	Sometimes 3	Most of the Time 4	Almost Always 5
1. How often do you plan meals ahead of time?						
2. How often do you compare prices before you buy food?						
3. How often do you run out of food before the end of the month?						
4. How often do you shop with a grocery list?						
5. This question is about meat and dairy foods. How often do you let these foods sit out for more than two hours?						
6. How often do you thaw frozen foods at room temperature?						
7. When deciding what to feed your family, how often do you think about healthy food choices?						
8. How often have you prepared foods without adding salt?						
9. How often do you use the "Nutrition Facts" on the food label to make food choices?						
10. How often do your children eat something in the morning within two hours of waking up?						

For Office Use Only:

Extension Staff Member: _____

Client ID #: _____

Check Type of Recall:

Entry

Exit

4-H EFNEP Group Enrollment Form



1. Group Name: _____

2. Program: EFNEP FSNE

3. Delivery Mode (circle one):

- E 4-H Club Membership
- F 4-H Special Interest/Short-Term Programs
- I 4-H Camping Programs
- J School enrichment Programs
- L After School Programs Using 4-H Curricula/Staff Training
- M Instructional TV/Video/Web Programs

4. Street Address: _____

5. City: _____

6. State: _____

7. Zip Code: _____ - _____

8. Area Code & Telephone: (____) _____ - _____

9. Program Start Date: ____/____/____

Program End Date: ____/____/____

10. Number of Meetings: _____

Number of Contact Hours: _____

11. Leaders: _____

12. Number of Youth By Gender: _____ Females _____ Males

13. Number of Youth in other 4-H programs: _____

14. Number of Youth by place of residence:

- ____ Farm
- ____ Towns with population under 10,000 and rural non-farm
- ____ Towns and cities with population 10,000-49,999 and their suburbs
- ____ Suburbs of cities with population over 50,000
- ____ Central cities with population over 50,000

15. Number of Youth by Ethnicity and Race:

- American Indian/Alaskan Native
- Asian
- Black/African American
- Native Hawaiian/other Pacific Islander
- White
- Mixed Race
- Not Given
- Total

Non-Hispanic	Hispanic
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

16. Number of youth by grade:

____ P-2Yr ____ K ____ Gr. 3 ____ Gr. 6 ____ Gr. 9 ____ Gr. 12
 ____ P-3Yr ____ Gr. 1 ____ Gr. 4 ____ Gr. 7 ____ Gr. 10 ____ Special
 ____ P-4Yr ____ Gr. 2 ____ Gr. 5 ____ Gr. 8 ____ Gr. 11 AGE TOTAL: ____

Insert State EEO Statement Here

Volunteer Registration

Expanded Food and Nutrition Education Program



1. Name _____
2. Street _____
City _____ ZIP _____
3. Telephone _____

4. Sex: Female
Male

5. Age 18 years or over: Yes
No

6. Do you consider yourself Hispanic/Latino? Yes
No

7. Which race category do you identify with? (check all that apply)
American Indian or Alaskan Native
Asian
Black or African American
Native Hawaiian or other Pacific Islander
White

8. Have you been or are you now an EFNEP participant? Yes
No

For Office Use Only:

10. Volunteer ID: _____
11. EFNEP Educator ID#: _____ Name: _____

12. Volunteer Role: Check all that apply (definitions below)

Instructional Role Advisory Committee Role
Educational Service Role Support Service Role
Middle Manager

13. _____ Annual Hours Spent with Youth
_____ Annual Hours Spent with Adults

Volunteer Role Definitions:

Instructional: Teaches food and nutrition and related subject matter to EFNEP adults or youth; gives demonstrations; helps program families make most use of food stamps or other resources; assists experienced volunteer, paraprofessional or professional with food demonstration or in-service training for volunteers or paraprofessionals; helps homemakers with language barriers; visits graduated participants to encourage them to continue learning about food and nutrition, and to become involved in other Extension programs.

Advisory Committee: Serves on EFNEP Advisory committee or Family & Consumer Sciences or 4-H Program Committee.

Educational Service: Provides clerical help (including preparation of teaching materials, visuals, etc.); recruits; organizes; provides publicity and public relations.

Support Service: Provides baby-sitting, transportation, meeting place, refreshments, equipment, clothing, housekeeping arrangements, emergency food, or financial help.

Middle Manager: Unpaid service to or leadership of other volunteers by a youth or adult.

Insert State EEO Statement Here

Getting Ready to Use NEERS5 in EFNEP Counties

Adapted from Beverly Phillips, Wisconsin EFNEP Coordinator

Abbreviations:

ERS4 - Evaluation & Reporting System version 4 (used through FY06)

NEERS5 - Nutrition Education Evaluation & Reporting System version 5 (starting FY07)

CRS5 - County Reporting System version 5 = County-level section of NEERS5

SRS5 - State Reporting System version 5 = State-level section of NEERS5

1. Print off a copy of the Quick Start guide from
http://www.csrees.usda.gov/nea/food/efnep/pdf/quick_start.pdf
2. Insert CD into computer and follow instructions on the Quick Start Guide to install CRS5 software on to your computer hard drive from the CD.
3. Click on the short-cut to CRS5 icon and select CRS5 Manual. This is the Transition Manual. Print at least one copy on a color printer.
4. Update CRS5 software.
 - a. Go to CRS Tools and select the Download Software Update button to download and install the update. You will need to supply the following information if it is not already on the download screen:

Host Name:	ftp.acorndata.com
User Name:	crs5
Update File Name:	crsupdate.exe
Password:	NEERS
 - b. Note the password is in upper case and all other entries are in lower case.
 - c. Your firewall may block this download. If so, you may need assistance from your IT staff. You may be able to download the file by clicking the following link or copying it to the address box of your browser:
<ftp://crs5:NEERS@ftp.acorndata.com/crsupdate.exe>
 - d. After downloading, you may want to verify that crs5update.exe is digitally signed by Acorn Data Systems, the developer of the CRS5 software.
5. Assign new passwords for CRS5 users (see page 17 in Transition Manual)
6. Explore CRS5.

- The new software includes a database of sample participants (enrollment information, 24-hour recalls and Behavior Checklists, educator names, etc).
 - Practice entering new imaginary participants into the CRS5 sample database.
7. Make sure that all of your enrollment and exit forms, 24-hour recall and Behavior Checklist forms are up-to-date and compatible with CRS5, so you are ready to start collecting data correctly on the first day of your new reporting period.
 8. In early October, 2006: Submit year-end FY06 data to state EFNEP office using ERS4 software.
 9. After FY06 year-end data is submitted successfully to the state office, convert ERS4 data to CRS5 following the steps starting on page 37 of the Transition Manual (Note: you have already completed step 3—Installing CRS5).
 - a. After you convert your FY06 data from ERS4 to CRS5 you will need to start a new reporting period in CRS5 to begin entering your FY07 data. This will give you access to your FY06 data and your new FY07 data in CRS5.
 - i. From the Main Switchboard click on System Administration. Click Start New Reporting Period.
 - ii. Use Windows Explorer from this window to create the appropriate folder for your FY07 data.
 - iii. Go back to CRS5 and Browse to find the folder you just created.
 - iv. Click Next. The system will then purge the clients who are not continuing from FY06 and tell you how many you have continuing into FY07.
 - v. Click OK and return to the Main Switchboard.
 10. Convert 24-Hour Food Recalls. For participants who are continuing into FY07, follow instructions starting on page 76. It is essential to convert Entry recalls so they will be compatible with the Exit recall to be entered later.
 11. For states using additional behavior checklist questions import the Additional Behavior Checklist question set received from the state office. States may also decide to require you to import additional state Public Assistance Programs.
 12. Start using CRS5:
 - For all new participants enrolled on or after the first day of your new reporting period.
 - To complete the records of all participants who were started during FY06 but who will be graduated or discontinued during FY07.

(This information sent December 13, 2005 from the NEERS 5 Coordinating Committee)

Dear EFNEP Coordinators,

A great deal has been happening in regard to the new reporting system for EFNEP, NEERS5 (Nutrition Education Evaluation Reporting System). The NEERS5 Coordinating Committee, made up of Wells Willis (USDA CSREES), Barbara Sutherland (CA), Susan Baker (CO), Linda Drake (CT), Gail Hanula (GA), Peggy Martin (IA), Donna Vandergraff (IN), Lorelei Jones (NC), Heather Danis (VT) and Bev Phillips (WI), is committed to keeping you informed and would like to provide the following update in a Question/Answer format. Please let us know if you have additional questions or concerns. In addition, the NEERS5 website will continue to be updated. The URL for this website is: <http://www.nifa.usda.gov/nea/food/efnep/neers5/neers5.html>

Q1. What is the target date for the release of NEERS5?

A1. NEERS5 will not be released in December. The earliest it will be released is January, 2006. There has been a recent change in the National 4-H reporting system and efforts are being made to insure that the systems are compatible.

Q2. How much difficulty will we have transitioning from ERS4 to NEERS5?

A2. Feedback from pilot testers of NEERS5 is that the system is very user friendly and if you are familiar with ERS4, the transition will be very smooth.

Q3. What should I be doing now to prepare for NEERS5?

A3. Revise forms:

1) Enrollment – Collect ethnicity data separate from race. See the race code requirements document on the NEERS5 website [see link above] and download the appropriate race code files from the ERS4 website: <http://www.nifa.usda.gov/nea/food/efnep/ers/installation-upgrades.html>

These codes will enable the data to transfer easily from ERS4 to NEERS5.

2) Diet recall – NEERS5 will incorporate recommendations from MyPyramid, which are based on level of physical activity, age and gender. You may want to start now in getting an estimate of physical activity from clients when they fill out the food recall information (both pre and post). The levels of activity to select from on NEERS5 will be the same as on the MyPyramid.gov website: less than 30 minutes most days, 30-60 minutes most days, or more than 60 minutes most days.

- 3) Perinatal Forms – The “Perinatal” module will be omitted from NEERS5 due to concerns about collecting sensitive data. This information will no longer be collected in the NEERS5 system. Very few states used this section, and its development had not been enhanced since its first release. States who need this data will need to find alternative strategies to support their efforts.

Q4. How will the expanded foods database affect the diet recalls already entered into the ERS4 system for continuing clients?

A4. The food recalls from ERS4 will be transferred into NEERS5. However, the foods databases are different. The Healthy Eating Index database, which contains over 7000 foods, is being used in NEERS5. The conversion process for the food recalls which is built into NEERS5 at the present time is not difficult to use, but it is somewhat time-consuming. Strategies for helping with the transition between ERS4 and NEERS5 in this area are being investigated.

Q5. Will anything be different about the behavior checklists?

A5. This section is essentially the same. The Behavior Checklist data will transfer with no problems.

Q6. What will the Youth Evaluation Section look like?

A6. The Youth Evaluation database has been incorporated into NEERS5. The Youth Evaluation Committee continues to meet and is actively soliciting youth evaluation tools to be included in the database. What EFNEP Coordinators might not be aware of is that the four youth evaluation indicators which are currently in ERS4 will NOT be included in NEERS5. It is important that the tools you are currently using in evaluating EFNEP programs for youth be submitted for inclusion so you can report against them directly in NEERS5. Please submit these tools to Beverly Phillips, WI for inclusion in the WI database as soon as possible. (beverly.phillips@ces.uwex.edu)

The NEERS5 website has an extensive section on youth evaluation, including the outcomes, core areas and impact indicators; a link to the WI site; guidelines for using the Youth-Nutrition Education Evaluation and Reporting System (Y-NEERS) and other important information. Please take the time to check out these references and then send in your evaluation tools.

Q8. Will training be provided?

A8. Wells indicated at the EFNEP Coordinators' meeting in July that training for NEERS5 will be very important and a plan will be developed for this. As a follow-up, a training committee was formed. It is made up of a group who volunteered for this assignment, and includes the following individuals with Heather Danis (VT) serving as Chair: Heli Roy, LA; Karen Martin, MI, Susan Stephenson-Martin, NJ, Audrey Liddil, ID, Janice

Smiley, OR; Jamie Dolahite, NY, Lorelei Jones, NC, Barbara Sutherland, CA and Gail Hanula, GA. This group is sending out a survey to determine the method by which you prefer to receive training. It should be noted that a hands-on training will not be feasible due to budget constraints. Watch for the survey soon.

Q9. What will the new output reports look like?

A9. A committee has been formed to evaluate and make recommendations on the output reports and diet analysis. This group of volunteers includes Lorelei Jones (NC) and Peggy Martin (IA) (co-chairs), Karen Martin (MI), Easter Tucker (AR), and Margaret LaShore (MI), Joyce Greving, (IA), Kristin Taylor, (IA) and Susan Martin (NJ). Further details will be communicated as soon as they are finalized.

EFNEP Eating Right Survey



Name: _____

Date: _____

This is a survey about ways you plan and fix foods for your family. As you read each question, think about the recent past. This is not a test! There are not any wrong answers.

For these questions, think about how you usually do things. Please put a check in the box that best answers each question.	Not Applicable 0	Do Not Do 1	Seldom 2	Sometimes 3	Most of the Time 4	Almost Always 5
1. How often do you plan meals ahead of time?						
2. How often do you compare prices before you buy food?						
3. How often do you run out of food before the end of the month?						
4. How often do you shop with a grocery list?						
5. This question is about meat and dairy foods. How often do you let these foods sit out for more than two hours?						
6. How often do you thaw frozen foods at room temperature?						
7. When deciding what to feed your family, how often do you think about healthy food choices?						
8. How often have you prepared foods without adding salt?						
9. How often do you use the "Nutrition Facts" on the food label to make food choices?						
10. How often do your children eat something in the morning within two hours of waking up?						

For Office Use Only:

Extension Staff Member: _____

Client ID #: _____

Check Type of Recall:

Entry

Exit

EFNEP Client Enrollment Form



Today's Date: _____

Name: _____

Street Address: _____

City: _____

Zip Code: _____ Phone Number: _____

Age: _____ Sex: ☐ Female ☐ Male

Maternal & Child:

Are you pregnant? Yes ☐ No ☐

Are you nursing? Yes ☐ No ☐

Where Do You Live?

Farm ☐

Towns Under 10,000 & Rural Non-Farm ☐

Towns & Cities 10,000-50,000 ☐

Suburbs of Cities over 50,000 ☐

Central Cities over 50,000 ☐

How many children are living with you? _____

Age: _____

Age: _____

Age: _____

Age: _____

Age: _____

Education:

_____ Last Grade Completed (please specify)

GED ☐

High School Diploma ☐

Some College ☐

2 Year College ☐

4 Year College ☐

Other ☐

How many other adults live with you?
(do not count yourself) _____

Do you consider yourself Hispanic/Latino?

Yes ☐

No ☐

Check which you or your children receive:

Child Nutrition (Free School Lunch) ☐

FDPIR ☐

Food Stamps ☐

Head Start ☐

TANF ☐

Temporary Emergency Foods/
Commodity Foods ☐

WIC ☐

Which race category do you identify with?
(check all that apply)

American Indian or Alaskan Native ☐

Asian ☐

Black or African American ☐

Native Hawaiian or Other Pacific Islander ☐

White ☐

Please list your income: _____/month

For Office Use Only

Extension Staff Member: _____

Date Entered: _____

Type of Instruction:

Group ☐

Individual ☐

Group Name : _____

Subgroups: _____

EFNEP Exit Interview



Today's Date: _____

Name: _____

Street Address: _____

City: _____

Zip Code: _____ Phone Number: _____

Do you consider yourself Hispanic/Latino? Yes No

What is your reason for leaving the program?

Graduated/completed the program

Returned to school

Took a job

Family concerns

EFNEP Staff vacancy

Moved

Lost interest

Other: _____

Other obligation

Lost contact

As a result of participating in EFNEP are you now receiving any of the following? (check all that apply)

Child Nutrition/Free School Lunch

FDPIR

Food Stamps

Head Start

TANF

Temporary Emergency Foods/Commodity Foods

WIC

For Office Use Only:

Extension Staff Member: _____

Lesson Type: Individual

 Group

Number of Lessons Completed: _____

Completed Exit Diet Recall: _____

Completed Exit Survey: _____

Number of Contacts: _____

From: Blake, Stephanie [mailto:sblake@CSREES.USDA.GOV]
Sent: Thursday, July 13, 2006 3:54 PM
To: efnepcord
Cc: Tiffany Williams
Subject: [efnepcord] NEERS5 - It's coming! And a few additional notes.

Hello Everyone –

I am very happy to report that the NEERS5 CRS5 county level software was mailed out to everyone this past Monday, July 10th! If you have not received your shipment already, you should receive it very soon. Please let me know if for some reason the CDs do not get to you. Also, as I work to update my system, it would be helpful if you could check your mailing label and let me know if you notice any errors. I plan to update the EFNEP contact information sheet and redistribute soon.

As we begin to make this exciting transition there are a few things that you should be aware of:

- The NEERS5 website has been updated and includes the Quick Start Guide, Transition Manual (the full manual is being developed and tested for release later this year) and Frequently Asked Questions. This site will continue to be updated so please try to check back regularly. <http://www.nifa.usda.gov/neers5>
- Because SRS5, the state level software, will not be released until later this year there are a few temporary items that you need to be aware of:

CRS5 has an interim Data Interchange module for importing the behavior checklist question sets, state-level Adult Subgroups and state-level Public Assistance programs. When SRS is released later this year it will have capabilities to create standard import files for county use. The Data Interchange screen provides:

- 1. Importing Behavior Checklist Question Sets from SRS4. The file name is CKQSET40.MDB.** - Existing SRS4 Behavior checklist questions and question sets should be used for now. Improvements in this area are under development and will be discussed during the SNE.
- 2. Importing State-level Adult Subgroups using an Excel spreadsheet.** (see page 60 of Transition Manual)
- 3. Importing State-level Public Assistance programs using an Excel spreadsheet.** (see page 66 of Transition Manual)

Sample subgroup and public assistance spreadsheets are attached to this email so that you can begin preparing spreadsheets for your state. You may modify the attached spreadsheets or create new ones for your state, but the files must be named "StateSubgroup.xls" and "StatePublicAssistance.xls" respectively in order for CRS5 to recognize the file and import it properly. When you have completed these import files, it is recommended that you send them directly to your counties for their use. Detailed instructions on how counties import the files are included in the [Transition Manual](#) on pages 60 & 66 (see above).

- If you need help during this transition please send an email to Tiffany Williams at tiffanyw@uga.edu or crs-help@nifa.usda.gov. We will be happy to assist you and will get back to you as quickly as possible.

STAFF/VOLUNTEER

Expanded Food and Nutrition Education Program

1. Name: _____
2. Educator's Name: _____
3. Address: _____
City State Zip: _____
4. Phone: _____
5. Email: _____
6. Gender: _____ MALE _____ FEMALE
7. Are you Hispanic or Latino? _____ YES _____ NO
6. Race: Check ALL of the races that apply to you.
____ White
____ Black or African American
____ American Indian or Alaskan Native
____ Asian
____ Hawaiian or Pacific Islander
7. Are you 18 years old or older? _____ YES _____ NO
8. Are you a current or former EFNEP participant? _____ Yes _____ No

Official Use Only

Role: _____ Professional _____ Paraprofessional _____ Volunteer
____ Instructional _____ Advisory Committee _____ Educational Support
____ Support Service _____ Middle Manager

Number of Hours: Adult _____ Youth _____

State	SubgroupName	SubgroupDescription
NY	MomsHelper	Mom's Helper
NY	BasicEFNEP	Basic EFNEP
NY	FoodSmart	Food \$mart
NY	TodaysMom	Today's Mom
NY	4HDOT	4H DOT
NY	TestGroup	Test
NY	Teen+Pregn/Breastfeeding	Teen+Pregn/Breastfeeding
NY	ClientsAged65+	Clients Aged 65+
NY	GardeningProject	Gardening Project
NY	ClientW/ChronicDisease	Client W/Chronic Disease

Spreadsheet must be formatted as above with the first row providing the column names.

State: Two letter state abbreviation.

SubgroupName: Name of Subgroup (max of 24 characters)

SubgroupDescription: Brief description of subgroup (max 50 characters)

State	ProgramName	FoodAssistance
NY	Emergency Feeding Sites or Soup Kitchens	YES
NY	Senior Dining Sites	YES
ny	Applying for Food Stamps	
NY	Social Security Disability	
NY	Supplemental Security Income	
NY	Food Pantries	YES
NY	Medicaid/Medicare	
NY	Child Health Plus	

Spreadsheet must be formatted as above with the first row providing the column names.

State: Two letter state abbreviation.

ProgramName: Name of Public Assistance (max of 47 characters)

FoodAssistance: Enter YES if this program provides food assistance. Any thing other than YES is assumed to be NO.