

Appendix B7.
SFA Director
In-Depth Interview
Observational Instrument

Section 3: Communication Materials¹

[NOTE: Q17 THROUGH Q28 WILL LOOP UNTIL NO MORE UNIQUE DATA ARE AVAILABLE.]

Instructions: After the in-depth SFA director interview has concluded, ask the interviewee if they have had communication regarding sodium in school meals with any of the following types of individuals: (1) food suppliers; (2) school staff (e.g., cafeteria personnel, principals, teachers); (3) parents and/or the public; and/or (4) other community-based stakeholders. If the interviewee notes that they have had communication with any of these types of individuals, ask if you may have a copy of any such correspondence. If they provide you with hard copies, thank them. If they inform you that you may not have copies, ask them if you may see them. In the event that you are permitted to see them, but cannot take copies with you, ask for permission to take photographs of these items and complete Q17 through Q28 on site (where applicable). Please ensure that any correspondence that is shared does not include any personal information or opinions of the sender. For detailed instructions on the use of this instrument, please see training manual.

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is XXXX-XXXX. The time required to complete this information collection is estimated to average 20 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

C. Communication with Food Suppliers

€ Not Applicable

Q17. Letters, emails, etc. with Food Suppliers

€ Not available

€ Available, but not observed

Number Observed	Brief Description	Photo Number/Copy (Y/N)
_____		_____

Q18. Other Communication with Food Suppliers

€ Not available

€ Available, but not observed

Number Observed	Brief Description	Photo Number/Copy (Y/N)
_____		_____

¹ The section numbers and question numbers were preserved from the School Administrator Observational Instrument.

D. Communication with School Staff	€ Not Applicable
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Q19. Letters to/from School Staff

€ Not available

€ Available, but not observed

Number Observed	Brief Description	Photo Number/Copy (Y/N)
_____		_____

Q20. Meetings, Workshops, Webinars, and Other Communication with School Staff

€ Not available

€ Available, but not observed

Number Observed	Brief Description	Photo Number/Copy (Y/N)
_____		_____

E. Communication with Parents and/or the Public	€ Not Applicable
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Q21. Letters to/from Parents and/or the Public

€ Not available

☑ Available, but not observed

Number Observed	Brief Description	Photo Number/Copy (Y/N)
_____		_____

Q22. Documentation of Presentations to Parents and/or the Public

€ Not available

☑ Available, but not observed

Number Observed	Brief Description	Photo Number/Copy (Y/N)
_____		_____

Q23. News Articles for the Public

€ Not available

☑ Available, but not observed

Number Observed	Brief Description	Photo Number/Copy (Y/N)
_____		_____

Q24. Other Communication with Parents and/or the Public

€ Not available

☑ Available, but not observed

Number Observed	Brief Description	Photo Number/Copy (Y/N)
_____		_____

F. Communication with Community-Based Stakeholders		
€ Not Applicable		
Q25. Letters to Community-Based Stakeholders		
€ Not available		
€ Available, but not observed		
Number Observed	Brief Description	Photo Number/Copy (Y/N)
_____		_____
Q26. Meeting Agendas and/or Notes		
€ Not available		
€ Available, but not observed		
Number Observed	Brief Description	Photo Number/Copy (Y/N)
_____		_____
Q27. Other Communication with Community-Based Stakeholders		
€ Not available		
€ Available, but not observed		
Number Observed	Brief Description	Photo Number/Copy (Y/N)
_____		_____

Q28. Additional Comments/Observations