Instructions.

UNITED STATES DEPARTMENT OF AGRICULTURE
Food and Nutrition Service
SNAP-ED TOOLKIT INTERVENTION SUBMISSION FORM

This submission form will be used in the review of your intervention. All items marked with an asterisk (*) are **required**. Make sure to check **all** relevant categories for each field. Responses must fit within the space provided. Guidance is provided regarding what should be addressed for questions which are answered in narrative format.

You may not be able to complete all of the optional questions if your intervention is considered an emerging intervention. This does not mean it will be excluded from consideration for the SNAP-Ed Toolkit.

Up to 10 documents may be attached to provide additional information. Attached documents should be summary and/or evaluation-oriented publications or reports.

Section I. **INTERVENTION NAME, CONTACT INFORMATION, AND COST**

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1. Strategy/Intervention/Program name (brand):*

2. Developer(s)/Author(s) and credentials:*

3. Developer(s)/Author(s) organization(s):

4. Contact name:*

5. Contact email:*

6. Contact phone (xxx-xxx-xxxx):*

7. Funding source(s):*

8. Organization/Intervention Website (URL):

9. Publication/Revision year:*

10. Are the intervention and evaluation materials available at no cost?*

○ Yes

○ No

11. If there is a cost for materials, please describe:

12. Is this material available to order?*

○ Yes

○ No

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Section II. **SECTION II: INTERVENTION OVERVIEW**

13. Provide a brief overview of the intervention in paragraph form that describes how it works, how it addresses PSE change, social marketing, and/or direct education, and other key features (maximum 3,000 characters).*

For example: The [intervention name, acronym] is a [intervention type] designed to [intervention objective(s)].

Include additional intervention details, such as basic information on how it works, how it addresses SNAP-Ed outcomes (including PSE), and other important features critical to successful implementation.

Consider adding the following details for each appropriate intervention approach:

- Direct Education: Number of sessions, length of each session, age of participants, preferred settings, etc.
- PSE Change: Description of PSE change, targeted settings, key stakeholders to engage, training and/or technical assistance provided, etc.
- Social Marketing: Channels used (e.g. mass media, social media), message(s) promoted, targeted segment of the SNAP-Ed eligible audience, target behavior(s) addressed, etc.

14a. Check **all** relevant categories for Intervention Approach(es)/Type(s).*

☐ Direct Education

☐ Policy, Systems, and Environmental (PSE) Change

☐ Social Marketing

14b. Check **all** relevant categories for Target Behavior(s).*

☐ Breastfeeding

☐ Healthy Eating

☐ Physical Activity and Reducing Screen Time

☐ Food Insecurity/Food Assistance

☐ Other:

15. Please select the evidence-based approach that best describes your intervention:*

○ Emerging: based on underlying theory or logic with potential for obesity prevention but has not yet been formally evaluated

○ Practice-tested: positive effects on individual behaviors, food/physical activity environments, or policies shown

○ Research-tested: significant effects on individual behaviors, food/physical activity environments, or policies shown with findings published in peer-reviewed literature or

16. For your evidence-based approach, please indicate the supporting evidence which you are providing to support your intervention.*

CDC.gov provides information about types of evaluation. Check **all** relevant types of evaluation:

☐ Case study
☐ Cost analysis
☐ Cost-effectiveness evaluation
☐ Economic evaluation
☐ Evaluability assessment
☐ Evaluation report
☐ Formative research (such as audience testing)
☐ Impact evaluation
☐ Logic model

☐ Needs Assessment
☐ Objectives-based evaluation
☐ Outcome evaluation
☐ Peer-reviewed publication(s)
☐ Pilot testing results
☐ Program monitoring
☐ Process evaluation
☐ Support research for theoretical framework
☐ Other (please describe):

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17. Primary Intervention Objectives*

Objective 1	
Objective 2	
Objective 3	
Objective 4	
Objective 5	

Add Objectives. Click here to add additional Primary Intervention Objectives.

☐ Add Objective

18.
Describe the intervention materials available (maximum 500 characters):*

Provide a summary of the available intervention materials. It could be helpful here to reference the appendices and/or to include a bulleted list of intervention materials with corresponding links to more information.

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Section III.

We have used the RE-AIM framework to facilitate the review and discussion of interventions. To learn more about RE-AIM, please visit http://re-aim.org/.

Additional resources to help you understand RE-AIM can be found online at http://web1.sph.emory.edu/DTTAC/planningFundamentals/docs/Mod5-7REAIMFramework.pdf.

SECTION III: REACH

19. Check **all** relevant categories for languages:*

☐ Cambodian   ☐ Korean
☐ Chinese   ☐ Lao
☐ Creole   ☐ Russian
☐ English   ☐ Spanish
☐ French   ☐ Vietnamese
☐ Hmong   ☐ Other: _____

20. Check **all** relevant categories for target audience(s).

20a.
Ethnicity*

☐ Hispanic/Latino

☐ Non-Hispanic/Latino

*20b. Race**

☐ American Indian or Alaskan Native   ☐ Native Hawaiian or Other Pacific Islander
☐ Asian   ☐ White
☐ Black or African American

*20c. Other**

☐ Preschool (<5 years old)   ☐ Homeless/Food Pantry Clients   ☐ Adults
☐ Elementary School   ☐ Pregnant/Breastfeeding Women   ☐ Older Adults
☐ Middle School   ☐ Parents/Mothers/Fathers   ☐ Other: _____
☐ High School

21. Describe how the intervention reaches the intended population or SNAP-Ed Audience Segment (maximum 1,000 characters):*

How does the intervention specifically address the needs of the target audience? Explain what steps were taken during development to ensure it is appropriate for the audience it serves and the setting in which it is intended to be held.

Section IV. **SECTION IV: EFFECTIVENESS**: To help you understand the outcomes of interest for SNAP-Ed, please review SNAP-Ed Evaluation Framework. For detailed information about indicators, please visit the interactive SNAP-Ed Toolkit.

22. Describe any target audience or community partner involvement in the **development** of your intervention (500 character limit):*

Explain what partners were involved and how they contributed to the development of your intervention.

23. Were instruments used in developing, testing, and evaluating this intervention with educators, intervention participants, and/or stakeholders to assess the **acceptability** (how well it serves the target audience and fits into the intended setting) of the intervention?*

☐ Yes

○ No

24. Which instruments were used in developing, testing, and evaluating this intervention to assess the effectiveness of the intervention? (500 character limit)*

25. What intended outcomes were achieved and to what extent (this includes health, behaviors, environmental, policy/practice outcomes)?*

For the Outcome/Indicator field, select an indicator from the SNAP-Ed Evaluation Framework (e.g., MT5: Nutrition Supports). If there is no relevant indicator, provide specifics when describing the outcome/indicator. For the Outcome Measure(s) Addressed field, select the measure from the SNAP-Ed Evaluation Framework (e.g., MT5b: Total number of policy changes). If there is no relevant outcome measure, provides specifics when describing the outcome measure. Describe how the outcome was achieved in the Extent Achieved field and what instruments were used to measure the outcome in the How Outcome was Measured field. Additional guidance for completing this section is provided in the SNAP-Ed Toolkit: Effectiveness examples.

	Outcome	SNAP-Ed Evaluation Framework Indicator and Measure (if applicable)	Extent Achieved	How Outcome was Measured
Outcome 1				
Outcome 2				
Outcome 3				
Outcome 4				
Outcome 5				

Add Outcomes. Click here to add additional outcomes.

26. Please describe what **unintended/unexpected** outcomes occurred and to what extent (1,000 character limit).

In addition to unintended benefits, describe any challenges, lessons learned, or recommendations that may be useful to future users of this intervention.

27. Please describe the evidence findings included in your submission (2,000 character limit):*

Please include links to online materials, if available. Include examples showing change in behavior, environmental settings, sectors of influence, or population results, as appropriate. Attaching supporting documents which substantiate evidentiary claims and referencing the appendices here is highly recommended.

28. Are evaluation materials for others implementing the intervention to use provided for your intervention?*

O Yes

O No

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Section V. **SECTION V: ADOPTION**

29. Check **all** relevant primary intended setting(s).*

☐ Community   ☐ Healthcare

☐ Early childcare & education   ☐ Indian Tribal Organizations

☐ Faith-based   ☐ Schools

☐ Farmers markets   ☐ USDA program sites (not National School
                                        Lunch Program)

☐ Food retail   ☐ Worksites

                                     Other (please describe):
☐ Food pantries   ☐ _____

☐ Gardens

30. Describe the primary setting(s) the intervention was designed for and degree of adoption (500 character limit):*

Include settings not listed above. If available, indicate the number and proportion of eligible sites/settings/partners that completed the intervention and the number and proportion of the target audience that was reached. These may be estimates. If available, explain how sites were able to continue the intervention without assistance.

31. Briefly describe how partners/settings selected above contributed to the success of the intervention (1,000 character limit):*

Describe resources provided (volunteers, physical space, technical services, etc.) and how they were used.

32. Check **all** relevant potential intervention partners/settings.*

- ☐ Agricultural organizations (includes farmers markets)
- ☐ Chefs/culinary professionals
- ☐ City/regional planning
- ☐ Early child care & education facilities
- ☐ Faith-based groups
- ☐ Food banks/pantries
- ☐ Food retail

- ☐ Government programs
- ☐ Healthcare
- ☐ Indian Tribal Organizations
- ☐ Labor/workforce development
- ☐ Media/advertising groups
- ☐ Nonprofits

- ☐ Parks and recreation
- ☐ Restaurants
- ☐ Schools (colleges, universities, vocational)
- ☐ Schools (K-12)
- ☐ Worksites
- ☐ Other (please specify):
  [   ]

33. Has the intervention been implemented in the past with a low-income audience?*

○ Yes

○ No

34. Describe any examples where partners/settings expressed an unsolicited interest in participating in the intervention, and the factors that contributed to their interest (1,000 character limit):

Describe the type of partners/settings and the intervention role of interest, such as referring clients, acting as a setting, or receiving or providing resources. Explain what reasons the group provided for their interest in participating in the intervention, and how this facilitated your intervention's effectiveness, if applicable.

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Section VI. **SECTION VI: IMPLEMENTATION**

35. Describe the main intervention components (i.e., critical features of the intervention's intent and design that should be kept intact when the intervention is implemented) (1,000 character limit):*

[Intervention acronym] includes [main intervention components]. These intervention components provide [specific aims or goals of the components]. Describe which components are core components and which may be modified or omitted. Include additional sentences that help describe how these components address the target behavior(s), any basic steps required to implement the intervention and a timeline for implementation, points of coordination among partners or settings for delivery, and ongoing tracking and evaluation points.

36. Are staff/partner/volunteer training materials available for your intervention?*

○ Yes

○ No

37. Describe methods used and data collected to ensure the intervention was implemented with fidelity (500 character limit):*

Include materials that define the steps to plan implementation, role delineation and resource allocation; feedback systems to monitor operations, consumer response, and partner/setting acceptance; benchmarks to track progress; and the resource commitments, both in-house and through new resource acquisition. Include budget estimates for implementation and oversight. It is highly recommended that any of the materials listed above are included as intervention material attachments.

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Section VII. **SECTION VII: MAINTENANCE**

38. How long has this intervention been implemented in the field?*

39. Has this intervention been adopted independently by partners/in settings not directly supported by SNAP-Ed?*

O Yes

O No

40. Describe the ongoing resources needed to maintain the quality of this intervention (1,000 character limit):*

Describe resources such as physical materials, staff FTE's and ongoing training, and costs associated with tracking and evaluation.

41. Describe any adaptations or modifications made to your intervention over time (1,000 character limit):

If applicable, explain how process evaluation was used to inform adaptations and modifications. Please include adaptation in different settings or communities than those for which it was originally intended. Modifications may be made to move interventions from pilot projects to full scale, or to make adaptations to changes in conditions such as partner/setting interest, policy priorities, updated standards, personnel changes, economic conditions, etc. Describe any steps taken or modifications to the intervention to address these issues.

42. What effect, if any, have the modifications described above changed the adoption, implementation, or outcomes achieved by the intervention? (500 character limit)

If applicable, describe changes to number or type of sites, how implementation was improved, and what outcomes were achieved and to what extent.

43. Describe partnerships or diversified funding mechanisms which may address the concerns above (500 character limit):

Describe any efforts that have successfully addressed sustainability such as demonstrating return on investment, social enterprise, partnership with non-profit or private partners, or successfully awarded grant funding.

IA. SECTION VIII: INTERVENTION ATTACHMENTS

Please attach and list below **up to 5** (Appendix A - E) intervention materials (such as training manuals or sample lessons) and/or evaluation tools (such as environmental assessments or participant surveys).

Please name files with short (<150 characters), descriptive names, including the appendix letter. For example, Appendix A_Training Manual.

If possible, reference the attachments (e.g. As shown in Appendix A,...) throughout your submission form to help reviewers quickly find the appropriate information.

IA1. Appendix A (Max 100 MB)

Drop files or click here to upload

IA2. Appendix B (Max 100 MB)

Drop files or click here to upload

IA3. Appendix C (Max 100 MB)

Drop files or click here to upload

IA4. Appendix D (Max 100 MB)

Drop files or click here to upload

IA5. Appendix E (Max 100 MB)

Drop files or click here to upload

EA. **SECTION IX: EVALUATION ATTACHMENTS**

Please attach and list below **up to 5 supporting documents (Appendix F - J)** that are summary and/or evaluation-oriented publications or reports.

Please name files with short (<150 characters), descriptive names, including the appendix letter. For example, Appendix F_FY19 Eval Report.

If possible, reference the attachments (e.g. As shown in Appendix F,...) throughout your submission form to help reviewers quickly find the appropriate information.

EA1. Appendix F (Max 100 MB)

Drop files or click here to upload

EA2. Appendix G (Max 100 MB)

Drop files or click here to upload

EA3. Appendix H (Max 100 MB)

Drop files or click here to upload

EA4. Appendix I (Max 100 MB)

Drop files or click here to upload

EA5. Appendix J (Max 100 MB)

Drop files or click here to upload

EA6. **NOTE: This is the last page of the submission form. If you click "Submit" below, you will not be able to return to your application to make any changes. If you are not ready to submit, please do not advance from this page. You can still move backwards to other sections. Thank you!**

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