

## Submitting Your Intervention to the Toolkit Webinar

### Q&A Responses

Prepared on November 19, 2021

1. Can you share an example answer to questions related to equity?
  - a. Yes, we recommend reviewing the submission for Eagle Adventure as an example of an existing Toolkit intervention that addressed equity in their responses (click [here](#)). Please note this intervention was submitted using the previous version of the FNS 886 form; the form does not align exactly with the current version, but the spirit of many questions remains the same.
2. Is there any way to make these forms available in different languages to reach a larger audience?
  - a. Currently the submission form is only available in English as the review process is conducted in English; however, if you would like assistance completing the form in English from another language, please contact us at [snapedtoolkit@unc.edu](mailto:snapedtoolkit@unc.edu). We will try to provide support to the best of our ability.
3. Does timeframe of previous academic evaluations matter when presenting evidence? Is there a point at which timeframe may be counted against you? For example, 5+ years ago.
  - a. When reviewing the supporting documentation in the effectiveness section, reviewers will consider a variety of factors (e.g., integration of feedback from target audience and community partners, evidence using appropriate evaluation methods for documenting the extent of achievement of intended outcomes, support for addressing multiple levels of the Evaluation Framework). There is no criterion around the timeframe of when this supporting documentation needs to be completed; however, what is provided by developers must be relevant and consistent with the current intervention's effectiveness and impact on intended outcomes. Additionally, what is submitted must also be current with 2020 – 2025 Dietary Guidelines for Americans.
4. What has been the impact of having the programs added to your Toolkit site? Any evidence of the value of adding the programs to the list? Specific examples? Who is benefiting from this? How?
  - a. SNAP-Ed Implementing Agencies are required to use evidence-based interventions in their annual plans. The Toolkit provides a searchable database of diverse evidence-based interventions to help Implementing Agencies with program planning and delivery. Since interventions in the Toolkit have already been thoroughly vetted through a peer-review process, they will not need additional review for approval when selected for SNAP-Ed program plan proposal – unless there are modifications.

There has not been a formal evaluation of the extent to which interventions in the Toolkit as currently used, but these questions raise interesting ideas for future inquiry.

5. In terms of determining where it fits in the evidence base (e.g., emerging, practice-tested, research-tested), do you need any specific documentation - say, of practice or research tested - to corroborate what an organization chooses?
  - a. Yes. For example, research-tested interventions must have at least one peer-reviewed manuscript or external evaluation report that documents significant effects of the intervention on individual behaviors, food/physical activity environments, or obesity prevention practices/policies. For a practice-tested intervention, you will want to include evaluation reports/documentation with sufficient detail (e.g., description of measures and analytic methods used) that shows positive effects of the intervention on individual behaviors, food/physical activity environments, or obesity prevention practices/policies.

6. Is information about each dimension of the RE-AIM framework required? What if adoption at the setting level is N/A because the intervention was directed at the individual level?
  - a. It is recommended that you work to provide information on each dimension of the RE-AIM framework. In the case of an intervention directed at the individual level, we would encourage you to think about who is responsible for identifying the individuals to participate in the intervention. Is this person employed within an organization that allows them to reach the SNAP-Ed target audience? Who is responsible for ensuring that the individuals complete the intervention? Answering these questions can help you to identify the individual/organization/setting responsible for delivering the intervention and thus help you to complete the adoption section of the submission form.
7. One of the questions on the application is about methods used and data collected to ensure the intervention was implemented with fidelity. If the intervention is added to the Toolkit, is this type of data something SNAP-Ed would collect?
  - a. SNAP-Ed primarily collects outcome data for direct nutrition education (see the Individual-level indicators in the [Evaluation Framework](#)). While process evaluations are not required for SNAP-Ed Implementing Agencies who are using evidence-based interventions found in the SNAP-Ed Toolkit, it is helpful to provide these materials (e.g., process evaluation instruments) to help local Implementing Agencies ensure they are implementing the intervention with fidelity and collect feedback that may be helpful for process improvement. Intervention fidelity is monitored at State and FNS management evaluation reviews.
8. What is the average time burden to submit a single application?
  - a. The intervention developers who piloted the revised FNS 886 form in FY 2021 spent an average of six hours completing and submitting their interventions for review. The range was 4.5 to 9 hours.