

EFNEP District Program Review

An assessment of EFNEP counties within a district.

A. Rationale

The reason for conducting an EFNEP District Program Review is to:

1. Take a critical look at the collective strengths and productivity on which the district is built. The following criteria will be used as a basis for discussion on county program success and development.
 - a. Program outreach
 - b. Program impact results
 - c. Collaborative relationships supporting program efforts
 - d. County provisions for space, technical, and office needs
 - e. County level funding support for the program
2. Take a look at all counties within the district in an effort to determine if highest need counties are served by EFNEP.
3. Recognize that EFNEP is an integral part of the County Extension Plan to reach limited resource families and youth with nutrition education.
4. Renew commitment to EFNEP mission and guidelines among District EFNEP Team.
5. Identify possible areas for program growth to include expansion of program into new counties and creating new linkages with agencies serving limited resource populations.

B. Criteria Used for Review

1. Collective strengths and productivity of the district.

The team looks at the collective strengths and productivity on which the unit can build including, potential expansion to additional counties with high need. A part of the review will include looking at unit demographic information to assure that EFNEP resources are serving the most needy populations within the unit. Counties within the unit will be encouraged to develop and reflect the goals identified as a part of the program review process in their county

plan of work. Healthy weight and chronic disease prevention must be included as a high need within the county plan of work. The review process should be positive and motivating for all. Data used to make this determination will include the following:

- a. Program outreach
 - i. Percentage of population served
 - ii. Comparison of families/youth/pregnant teens participating in county/unit program to state established program targets
 - iii. Comparison of potential audience with enrolled participants
- b. Program impact results
 - i. County/Unit behavior change achieved in comparison to state targets
 - ii. Success stories shared by participants
- c. Collaborative relationships supporting program efforts
 - i. Number of participants with county agencies serving limited resource populations
 - ii. Quality of partnerships (recurring cycle of participants, sharing funding, etc.)
 - iii. Representation of partnering agencies on Extension Advisory
 - iv. Interdisciplinary programming within Cooperative Extension to serve multiple needs of EFNEP participants
- d. County provisions for space, technical, and office needs
 - i. Office space for EFNEP staff is comparable to all Extension staff and includes a desk, file space, supply storage space and computer
 - ii. EFNEP staff are supported by a designated secretary
 - iii. Access to state vehicle

- e. County level funding support for the program
 - i. Match funding for salary and benefits
 - ii. Supply funding for food demonstrations, program promotion and basic supplies
 - iii. General office supplies
 - iv. Support for professional development training through Association (as provided to other staff members in the county) and other approved trainings not offered through EFNEP
- 2. Take a look at all counties within the district in an effort to determine if highest need counties are served by EFNEP.
 - a. Review limited resource data for each county in the Extension District.
 - i. Percentage of population who are limited resource
 - ii. Number of families with young children who are limited resource
 - iii. Number of school-age children who receive free and/or reduced-price lunch
 - iv. Number/rate of pregnant teens
 - v. Percentage of population who are overweight, obese or at-risk of becoming overweight
 - vi. Percentage of population with other chronic diseases associated with nutrition
 - vii. Compare need revealed in data to current program. Prioritize program need for the Extension District.
 - b. In counties where there is high need but the population data doesn't support placing a full position of one EFNEP component in the county, consideration will be given as follows:
 - i. Multi-county responsibilities
 - ii. Dual or multi-component positions within one county (i.e., Adult/4-H EFNEP or 4-H EFNEP/Pregnant Teen, etc.)

- iii. Dedicating a percentage of time of non-EFNEP program assistant positions to EFNEP programming
 - iv. Other innovative approaches to EFNEP programming
- 3. Recognize that EFNEP is an integral part of the County Extension Plan to reach limited resource families and youth with nutrition education.
 - a. In selecting major objectives that meet the needs of the county, the county must include Healthy Eating, Physical Activity and Chronic Disease Reduction as an identified need.
 - i. EFNEP is listed as one of the strategies for addressing this objective within the limited resource family and/or youth population.
 - ii. Funding for EFNEP is included in needs reflected in county budget.
 - iii. EFNEP is to be included in county programming that targets limited resource audiences as appropriate in accordance with federal EFNEP policy.
 - iv. EFNEP should connect participants to other Extension opportunities.
- 4. Renew commitment to EFNEP mission and guidelines among District EFNEP Team.
 - a. Entire team (DED, RCs, CEDs, FCS, 4-H, EA, and PAs) demonstrate an understanding of EFNEP's mission and guidelines. EFNEP policies are followed within the District.
 - i. Each member of the District EFNEP team fulfills their obligation to the program as designated in the *Matrix of EFNEP Roles and Responsibilities*.
 - ii. EFNEP PA time is not abused for activities outside of EFNEP programming, however EFNEP PAs are a part of the county team and an integral part of fulfilling the mission of Cooperative Extension.
- 5. Identify possible areas for program growth to include expansion of program into new counties and creating new linkages with agencies serving limited resource populations.

- a. Yearly review of EFNEP locations, population/need data, and possible areas for program expansion and/or growth is completed within the EFNEP District.
 - i. District EFNEP Team addresses needs for program expansion and growth by seeking additional funds through local and grant funding opportunities.
 - ii. District EFNEP Team addresses identified needs by implementing innovative strategies for program outreach.
 - iii. District EFNEP Team seeks to establish collaborative local agency relationships that jointly fund program expansion.
 - iv. District EFNEP Team seeks to engage new and untapped organizations, agencies or groups that serve limited resource families and youth in expanding EFNEP to underserved populations within the individual counties.
 - v. Collaborating agencies:
 - 1. clearly articulate EFNEP's role in meeting their agency's mission and goals;
 - 2. the contribution EFNEP makes addressing the common goal of improving overall health, nutrition and reducing the risk of chronic disease;
 - 3. EFNEP's uniqueness that distinguishes it from existing programs; and
 - 4. the importance of working together.
 - vi. Agency leaders become EFNEP Champions within the county.

C. Procedure

1. Program Review

EFNEP Units will be reviewed on a rotating schedule established by the State EFNEP Team. Each EFNEP district is reviewed once every six years. Dates are mutually agreed upon and scheduled by the review team involved. Participating Cooperative Extension staff may include:

- a. State Associate Program Leaders for FCS and 4-H;
- b. District Extension Director;
- c. Regional Coordinator;
- d. County Extension Directors;
- e. District EFNEP Extension Associate;
- f. 4-H Agent;
- g. FCS Agent responsible for nutrition; and
- h. Extension EFNEP Program Assistants.
- i. Other agents providing subject-matter support (human development, family resource management, horticulture, etc.) as appropriate should also be included.

Additionally, key representatives from partnering agencies and appropriate county government involvement will add to the total program review and provide the opportunity to strengthen these relationships. The District Program Review is designed to be an in-depth review of progress in meeting the district goals.

The Program Review will be structured for completion within a 2½-day time frame. The District EA will be responsible for establishing and coordinating the scheduled activities for the review. Activities included as a part of the Program Review will include:

- a. Interviews with:
 - i. EA
 - ii. DED
 - iii. Regional Coordinator
 - iv. CEDs
 - v. FCS Agents
 - vi. 4-H Agents
 - vii. EFNEP PAs

viii. Agency Representatives

- b. Report of District Progress for the 6-year period including:
 - i. Counties with EFNEP
 - ii. PAs
 - iii. Program components
 - iv. Outreach
 - v. Impacts
 - vi. Partnerships
- c. Site visits to on-going EFNEP classes are encouraged by both district and state team members
- d. Participation by State Program Leaders (NCSU and NC A & T University) is requested and scheduled well in advance.

2. Site Visits

In addition to conducting one District Program Review per year, the State EFNEP Coordinators will participate in two additional district site visits. The purpose of the site visit is to discuss program growth, expansion and district needs with the District EA, DED, CEDs and others wishing to participate in the visit. During the visit, the coordinating team may engage in attending on-going EFNEP classes, unit meetings, participate in monthly conferences and/or other activities within the unit. The schedule for District Site Visits is as follows:

- a. South Central District 2011
- b. West Central District 2011
- c. West District 2012
- d. Northeast District 2012
- e. Southeast District 2013
- f. North Central District 2013

After the first rotation, the site visit schedule will begin again in the same order.

D. Review Team

The EFNEP Program Review team shall consist of the following members:

1. District Extension Director(s)
2. Regional Program Coordinator(s)
3. Associate State Program Leaders
4. EFNEP Coordinator
5. 4-H EFNEP Coordinator
6. Nutrition Programs Outreach Coordinator
7. EFNEP Extension Associate (from district with following year review)
8. Extension Assistant, Training

Review Team Member Functions:

1. The District Extension Director and Regional Program Coordinator will preside during the EFNEP overview presentation and the exit conference. These Administrative Heads for the Unit will be fully engaged in the total review process including the review of data collected prior to the review, participation in county interviews, visits with collaborating agencies and volunteers and the development of the final written review and exit conference.
2. The Unit EFNEP Extension Associate will coordinate with the EFNEP Data Analyst to compile county data in all counties within the unit, both EFNEP and non-EFNEP. The analyst will compare and study data in regards to county need, outreach, and impact. Upon completion, the findings will be shared with the District Extension Director, the Regional Program Coordinator, the State EFNEP Coordinators and the Unit EFNEP Extension Associate; three months prior to the review. The State EFNEP Review Team will conduct interviews; pre-evaluate county reports and present findings to the District Extension Director and the Regional Program Coordinator in preparation for the exit conference. The team will also provide leadership to the development and submission of a written report to the counties within the unit within one month of the EFNEP review.

E. Schedule for District Program Reviews

Program reviews will rotate in the following manner:

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| 1. North Central District | 2011 |
| 2. South Central District | 2012 |
| 3. West Central District | 2013 |
| 4. West District | 2014 |
| 5. Northeast District | 2015 |
| 6. Southeast District | 2016 |

After the first rotation, the program review schedule will begin again in the same order.