Evaluation Tools: How to Use

In your enrollment process, we suggest assigning code numbers to each participant. Survey and assessment tools can then be coded to retain participant confidentiality. Depending upon your program and impact assessment needs, you can pick and choose from the following tools. Suggested usage methods are provided.

Pre-program Survey
The Pre-program Survey collects baseline and demographic data on participants. Administer at the beginning of the program.

Physical Activity Habit Inventory
This inventory assesses overall physical activity including walking and other types of movement. It can be administered at the beginning and end of the program, and at 1- and 3-month follow-up times.

Coordinator Tally Sheets
These charts are designed for coordinators to record the baseline data, goals and weekly progress of participants. There are two different charts provided.

Steps Tally Sheets – Record goals and steps. For group distance-based walking programs, calculate miles from the total steps by all walkers in the group.

Steps and Miles Tally Sheet – Record goals and steps, and calculate miles for individual distance-based walking programs.

Mid-way Progress Report
Groups have their own unique qualities. What works with one group may not work with another. The Mid-way Progress Report is designed to be administered in the middle of the program. This brief tool allows participants to provide feedback on how the program is working for them. It gives you an opportunity to adjust the program as needed. We recommend not coding this tool with ID numbers.
Journaling

Journaling can be a beneficial tool for changing health behavior change for some people. The log sheets are a simple form of journaling. Walkers share their progress with you as a form of evaluation.

A creative method for journaling at a worksite is to provide two boxes, each with a small opening. Label one box “before” and one box “after.” Provide small slips of paper. Ask participants to anonymously record how they feel before and after they go for a walk. After some time, retrieve the slips and make a collection of before and after feelings to share with the group. An alternative is to have individuals record their before and after feelings in a personal journal.

Some people benefit from traditional journaling. Writing or drawing in a journal daily can reinforce health behavior improvements. Journals are generally kept private. A question is included in the Post-program Survey to assess usage and benefits of journaling. One resource for participants interested in journaling or other reflective activities is MindWalks: 100 Easy Ways to Relieve Stress, Stay Motivated, and Nourish Your Soul.

Post-program Survey

The Post-program Survey is administered during the last session of the program or as soon afterwards as possible.

Goal Assessment

The Post-program Survey asks participants to record a 1- to 3-month walking goal. We suggest you make a copy of each goal and insert it onto a Goal Assessment sheet. One month following the Post-program Survey, mail the Goal Assessment sheet to each participant along with a self-addressed stamped envelope so they can return it to you. You can repeat this process at three months as well.

Follow Up Survey

The Follow Up Survey is designed to be sent to participants at least one month after the end of the program. You can also send it three months after the program. We suggest including a self-addressed stamped envelope.

"It takes me a little bit to get started [with physical activity], to motivate myself, but once I do that, I feel a whole lot better after I've got it done."  
Female in her 30's
The table below outlines possible usages for the tools provided.

<table>
<thead>
<tr>
<th>Assessment Tool</th>
<th>Start of program</th>
<th>Throughout program</th>
<th>Mid-way in program</th>
<th>End of program</th>
<th>1-month follow up</th>
<th>3-month follow up</th>
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<td>Physical Activity Inventory</td>
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These surveys and questionnaires are shared as program evaluation tools for the WIN Steps pedometer walking program. They are not validated research instruments and are not intended to be used beyond the program evaluation for this curriculum.


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