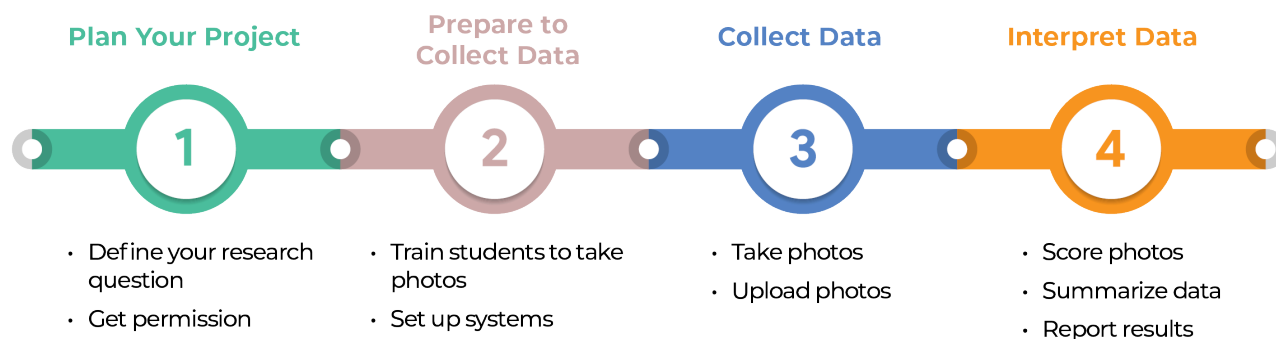


## Photo-Evidence Tool Process Overview

Welcome to AQWA, the Assessing Quality of Water Access Photo Evidence Tool!

This document provides an overview of how to use the Photo Evidence Tool from start to finish.



### 1. Plan Your Project

- Define Your Research Question
  - **Choose Schools** – What information is useful for you and your group? Identify the information your group is interested in and choose schools appropriately. You might photograph all the schools in your district, or a sample, etc.
  - **Choose Water Sources** – The tool works for a wide a variety of drinking water sources. **Your group must choose** which types of water sources are most appropriate for your project goals. For example, you may plan only to include water sources required by the Child Nutrition Act, in the places where meals are served. Or you may plan to include every drinking water source on campus – or some other agreed-upon subset of drinking water sources. Whatever water sources you are photographing, make sure your data collection team is in agreement, and then make sure each water source is correctly mapped and labeled accordingly.
- Get Permission from Appropriate School Officials
  - Be sure to allow time to get permission from the school district or principal.

### 2. Prepare to Collect Data

- Train Citizen Scientists to Take Photos
  - **Instructional Video** – The 4-minute video demonstrates what the photo-taking process will be like in real time. This video can also be shown as a refresher before your team heads out to take the photos.
  - **Training Webinar** – The webinar talks through the photo-taking process step by step. It is a verbal explanation of the protocol document and gives more detail on the process. Be sure to provide copies of the protocol to follow along while watching the webinar.
- Set up Systems
  - **Assign School Codes** – Each school should have a unique code to be used on source information cards, source labels, and the file names for the photos. An acronym or abbreviation works best.
  - **Prepare to Label Accurately** – Many of the protocol how-to's are about how to label photos correctly. Maps, source information cards, source labels, photo type cards, and the file names for the photos must all be accurately labeled. Accurate labeling at each step will ensure that later you will be able to tell which water source is which.

- **Create a Shared Drive** – This could be done through Google Drive, Dropbox, or any other platform that works best for you and your group. You need a place where the photos can be uploaded or stored in an organized way. Create folders for each school with the school name and school code, and each school district, if applicable.
  - **Prepare Data Collection Kits** – Take some time before heading out to ensure each team has the necessary supplies for the project, which are listed both on the Protocol and the Summary Checklist. It might be handy to store these in a ready-to-go tote or bag.
  - **Determine Your Plan** – Divide students into teams of at least 2 to map and photograph the agreed-upon drinking water sources. You may choose to map on one day and photograph on another. The way you choose to divide the work is up to you.
3. Collect Data
- Take Photos
    - Make sure each team of students has their data collection kit when they visit the schools. Photographing at each school should take about 10 minutes per water source. Allow time for transportation!
  - Upload and Label Photos
    - **Label Accurately** - Once they have taken their photos, students can upload them to the appropriate school's folder. Make sure students are able to access the shared drive where the photos are stored. Uploading the photos can be done over wi-fi at a later date if needed. Ensure files are named according to the instructions in the protocol.
4. Interpret Data
- Score Photos
    - Scoring is what gives the photos meaning. You will be scoring each water source's cleanliness, access, and flow, as well as noting if cups are provided and if promotional signs are displayed.
    - Set up a Google Form using the link provided in the Data Entry and Scoring Instructions to score each water source and spout.
    - Photos should be scored using consistent standards. If students are scoring photos, we recommend they work together in pairs. If staff or other adults are scoring the photos, they can work alone.
  - Summarize Data
    - Once your photos have been scored, the data can be summarized using the provided Excel workbook. We have included tables to summarize water source location, obstructions/physical access, presence of cups and promotional signs and posters, as well as water spout-specific wear, water flow, and cleanliness.
    - Use the scoring instructions provided to export data from your Google Form and add it to the workbook to generate summary statistics.
  - Report Results
    - The type of report that you generate, and what you include in it, will vary depending on to whom your group plans to report results. This final step is best determined by your discretion and that of the group you are working with.

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