

Chapter 6: Management and Quality Control

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The implementation of strong management and quality control at every step during the development and execution of the CSFII/DHKS 1994–96 was a primary objective. This chapter provides an overview of the quality control features incorporated into the operations of the survey.

Management Structure and Reporting Requirements

ARS staff oversaw the management of all CSFII/DHKS 1994–96 operations. Staff included nutritionists, survey methodologists, statisticians, food specialists, and the contract officer's representative or project manager. The staff evaluated all survey methods and revised procedures as appropriate, monitored the survey contract, reviewed the data provided by the contractor, and prepared the data for public release.

Westat was required to assemble a group of key personnel and maintain their involvement throughout the course of the survey. The responsibilities of these personnel were to develop the sample design and survey materials, including questionnaires, manuals, and promotional materials; hire and train interviewers to collect data; conduct and monitor field operations; and process and transmit the data to ARS. All plans and materials were reviewed and approved by ARS.

The survey contract called for frequent communication between ARS and Westat staff. Regular meetings began shortly after the contract was awarded. These included an orientation meeting for the introduction of staff, review of the roles of both parties, review of survey procedures and requirements, identification of communication channels, and discussion of the transfer procedures for survey materials. At quarterly meetings, ARS and Westat staff discussed data collection progress, data-processing status, and activities for the next quarter. Additional meetings were held as needed and covered specific issues such as data processing efficiency, revisions to the Food Instruction Booklet, and development of survey weights.

ARS monitored survey progress through regular reports. The contract required monthly progress reports, daily field monitoring and data-processing status reports, weekly tracking reports of field status and data processing, annual survey operation reports, and a final operations report covering survey development and 3 years of data collection.

The monthly reports provided a summary of significant survey activities during the calendar month and status of those activities. The activities included hiring and training personnel, materials' development, data collection, data preparations, and weekly delivery of data. Sample yield information, which was the basis for response rate calculations, was also included in the monthly report. Detailed tables provided counts of sampled dwelling units (DU's), numbers of occupied DU's, eligible and ineligible households, numbers of sampled persons identified, and numbers of sampled persons participating. The yield information was provided for the current quarter as well as cumulatively.

The daily field-monitoring and forms-processing reports provided a snapshot of data collection and processing activities. The current status of contact with each sampled DU was captured. This information allowed supervisors to monitor the productivity of the interviewers. The status of questionnaire processing allowed monitoring of coder productivity. Weekly tracking reports provided information on the field status and processing status for each questionnaire type, coder error rates, cumulative questionnaire response rates by primary sampling unit and by interviewer, and running totals of intake interviews conducted by day of week. The annual survey operations report included a discussion of the execution of the sample design; summaries of the data collection activities, such as data-tracking systems, field and coding staff performance, and interviewer debriefings; response results; and weighting and variance estimation procedures. The inclusion of daily and weekly reports was a significant change in survey monitoring, allowing ARS staff the opportunity to assess the status of survey operations on a daily basis.

Materials Development

ARS and Westat staff worked collaboratively in preparing materials for the pilot study, including the questionnaires, measurement aids, and Food Instruction Booklet (see chapter 4); publicity materials; and instructional manuals and training programs for field supervisors, interviewers, and coders. ARS and Westat staff used the results of the pilot study to revise the survey questionnaires and related materials for the main survey. Instructional manuals and training programs for field supervisors, interviewers, and coders were also revised to reflect information obtained from the pilot study.

Interviewers used publicity materials to describe the survey to respondents, establish the legitimacy of the survey, gain respondent cooperation, and answer respondent questions. The publicity materials included a brochure, flyers, and a factbook. Along with the introductory letter described in chapter 4, a colorful brochure (see appendix A) was mailed to households 1 week in advance of the

interviewer's initial contact. The brochure included general information about the survey, uses of the survey data, and results from an earlier USDA food consumption survey. The flyers were designed to further encourage the participation of adults and teens (see appendix A). The factbook contained news articles reporting past survey findings, press releases announcing the survey, and factsheets listing uses of the data. A photo identification badge was used by interviewers to establish their legitimacy.

A trainer's guide containing scripted lectures, role plays, and exercises was developed by Westat to train field supervisors, senior interviewers, and interviewers. It was further refined during supervisor/senior interviewer training. An interviewer manual provided question-by-question instructions for administering survey questionnaires, including responses for anticipated questions from respondents. The manual assisted interviewers during training and in the field by serving as a key source of reference information for interview procedures. Any information provided to interviewers during training was included in the manual. Interviewers were also given detailed instructions for entering and transmitting data to the home office about interviewer production and field results (see "Field Management" below).

Manuals were developed for food intake and nonintake coding. The food intake coding manual included instructions for coding the food intake and diet and health-related questions from the day-1 and day-2 intake questionnaires. The nonintake manual provided instructions for coding the screener, household, and DHKS questionnaires. In addition, coders were given guidelines for handling infrequent or unusual responses. The content of the manuals and guidelines are discussed later in this chapter.

Training

For data collection, Westat recruited and trained 5 regional supervisors, 5 senior interviewers, and 90 interviewers (10 of whom were bilingual). Senior interviewers were available to travel to all locations within a region to convert nonresponse cases and observe interviewers at work. Westat also recruited and trained 14 coders. All field and coding staff received in-person training monitored by ARS.

Supervisor and senior interviewer training

Supervisors and senior interviewers attended an 8-day training session. The first 6 days covered topics that would be presented in interviewer training. The last 2 days were devoted to supervisory responsibilities, including assigning work to interviewers, monitoring field progress, conducting validation interviews and interviewer observations, and reviewing taped interviews. Supervisors were also taught a standardized procedure designed to address nonresponse conversion. ARS staff met with the contractor to evaluate the training at the end of each day. Minor changes were made to the materials to reflect what had been learned from supervisor training prior to the interviewer training.

Interviewer training

Field interviewers were trained in a 7-day session (see the abbreviated interviewer training agenda at the end of the chapter). Bilingual interviewers received an additional day of training on the use of Spanish language questionnaires and materials.

Prior to training, interviewers were required to complete a home-study assignment based on field procedures in the interviewer manual and the Food Instruction Booklet. These exercises were submitted to their supervisors for review and feedback on the first day of training.

The training was conducted by Westat in five groups or communities with each of the five supervisors serving as the principal instructor for the interviewers in their region. This arrangement maximized trainee participation and provided ample opportunity for supervisory staff to observe and evaluate trainee performance. To ensure standardization of information presented to interviewers, each supervisor used the trainer's guide, which included all lecture scripts, role plays, and written exercises.

Training scripts and exercises were designed to provide increasingly complex situations that the interviewers were likely to encounter. Throughout training, extensive hands-on experience was provided with the questionnaires, the Food Instruction Booklet, and the measuring guides. Trainees were given the opportunity to interview respondents who were recruited for the training session.

After returning home, interviewers were required to complete a practice interview with a neighbor or family member and a scripted telephone interview with their supervisor or senior interviewer. After supervisory review of the practice

interview and successful completion of the mock interview, supervisors authorized the interviewers to begin work.

Ongoing training included the use of periodic quizzes. These quizzes were developed and administered by supervisors over the telephone. The quizzes were used to assess the interviewer's understanding of complex areas of the questionnaires that were common sources of error. The supervisor provided retraining on the questions that the interviewer answered incorrectly.

Ninety interviewers were trained during the first session in January 1994. An additional 44 interviewers were trained later in 1994, 1995, and 1996 to replace those who quit or were released. During the course of the survey, 15 to 20 percent of the interviewers terminated their employment. The contractor was required to submit to ARS quarterly reports that contained the exit interviews of all interviewers who left. The exit interviews were reviewed by ARS as a means of monitoring changes in the field staff.

At the end of each of the first 2 survey years, the field staff was brought together to receive 1-day refresher training. This training focused on refinements to the materials for the next survey year, as well as on areas of survey administration needing improvement. Interviewers were collectively debriefed following retraining.

Food coder training

Food coders began their training by attending 5 days of field supervisor training, which included an introduction to the survey, training on the day-1 and day-2 intake questionnaires, and sessions on the nonintake documents (screener, household, and DHKS questionnaires). In addition, coders were required to complete the interviewer home-study assignment before attending coder-specific training. Coder training continued with a 9-day training session that focused on Survey Net, the computer-assisted food coding system cooperatively developed by ARS with the University of Texas-Houston School of Public Health (see chapter 7). The coders were also trained to complete the three-stage quality review of intake questionnaires (see the "Data Processing" section below) and to code the nonfood questions on the intake questionnaires.

The materials used in coder training included general instructions for reviewing and coding food intake questions. These instructions included procedures for the three-stage quality review of intakes and for Survey Net coding. The coders were also given ARS food-coding guidelines and numerous coder aids, such as laminated copies of combination code descriptions and eating-occasion codes.

During Survey Net training, lectures, demonstrations, a tutorial, and exercises were used to introduce material. The training approach was designed to provide extensive hands-on practice. Coders were trained to code food intake data using the various features of Survey Net, including the food term search to identify proper food codes, recipe modification feature, and a copy feature for copying the same food within or across intakes.

Food coders were subsequently trained to manually code the diet and health-related questions on the intake questionnaire. Codebooks provided the file layouts, variable names and values, special notes to coders, and logics used in machine editing. Manual coding included correcting interviewer errors, marking fields to be skipped, entering codes for "don't know" and "refused" responses, and translating marginal notes into codes.

Before completion of training, coders were required to use Survey Net to code a final test set of three intakes provided by ARS. Coders had to achieve less than a 5 percent error rate on each intake for certification to code intake questionnaires. With experience, food coders achieved error rates that averaged to 0.4 percent, well below the rate allowed at initial certification. Error rates varied little among coders.

Food coders periodically received refresher training on Survey Net and the intake review. Survey Net retraining included searching for foods, entering quantities, and modifying recipes. Intake review retraining emphasized strategies for improving the efficiency and effectiveness of the review.

Nonintake coder training

Four of the 14 food coders were initially trained in a 4-day session to code and machine edit the nonintake documents (screener, household, and DHKS questionnaires). Four new nonintake coders were later trained so that food coders could exclusively code intakes.

The nonintake training materials included general instructions for reviewing and coding nonintake questions for each nonintake document and training exercise. The manual contained an introduction to nonintake data collection, the data flow, the general edit, and coding conventions. Training exercises were scripted to incorporate examples of many of the data problems the coders could encounter. ARS staff monitored all training sessions and provided feedback on the quality of coders' work throughout the survey.

Field Management

Strict management controls were required for data collection. Supervisors conducted weekly telephone conferences with interviewers to discuss field performance, using interviewer production and response rate information obtained through Westat's automated Field Management System (FMS). Supervisors and field interviewers used FMS-loaded laptop computers for quick e-mail communication and transmission of FMS information about each sample DU and each sample person (SP). FMS data were transmitted to the home office once a week. The FMS also allowed supervisors to produce specialized reports to determine whether survey procedures were being followed.

Field management efforts also included a systematic three-phase approach to handling nonresponse conversion. In phase 1, interviewers made the required number of attempts to complete the interviews. In phase 2, supervisors determined whether the interviewer should make further attempts to complete the interviews or transfer the case to another local interviewer who handled unsuccessful interviews. In phase 3, supervisors assessed whether further action was needed by a senior interviewer to complete the interview.

Several procedures were used to monitor interviewers on the quality of their performance and the data they collected. These included taped interviews, in-person observations, validation of interviews, and the three-stage quality review. Each interviewer audiotaped three interviews during the survey year--one intake and two DHKS interviews. (Also, 12 household interviews were taped.) The supervisor selected the cases to be taped, and interviews secured respondent permission in advance of taping. Tapes were mailed to supervisors who evaluated the dynamics of the interviewer-respondent interaction and the administration of the questionnaires. Interviewers received feedback on their performance and retraining if problems were found.

Both ARS and Westat conducted in-person observations of interviewers at work. During the first year, the objective was to evaluate interviewer performance and assess the survey instruments in actual field conditions. During the following 2 years, observations focused on the performance of new interviewers.

Validation interviews were conducted to verify that an interview had been done at the assigned address according to survey procedures. The original interview process was not replicated but simply confirmed. Supervisors and senior interviewers validated at least 10 percent of all selected DU's. DU's included households with sample persons, ineligible households, and units reported as vacant. Most of the validations were conducted by telephone. Those DU's

without a telephone, or where there were no reported numbers, were validated in person.

Several methods were used to facilitate communication between the home office and field staff, and provide retraining, if appropriate. E-mail was used to address issues related to data clarification and SP selection errors, provide information regarding respondent inquiries or concerns from the survey toll-free line, or respond to requests for refusal conversion letters. Field staff memos provided additional information on questions raised from training and interviewer diaries. An interviewer newsletter issued three times each year, called "Food for Thought," answered questions on different situations encountered in the field and on procedures, questionnaire items, and the Food Instruction Booklet. Interviewer anecdotes were also included.

All interviewers were collectively debriefed and retrained each year. Interviewers completed a questionnaire at the end of each year about their experiences with the survey materials and procedures. Results from the questionnaire provided the basis for an in-person debriefing, held in conjunction with refresher training. The questionnaire results and summarized discussions from the debriefing were included in the annual survey operations report.

Data Processing

Data collected in the field were to be processed and delivered to ARS within 30 days of receipt at Westat's home office. This requirement allowed for early identification and resolution of any problems in data collection or processing.

Data processing began when completed questionnaires arrived at Westat's home office and were registered in an automated forms-tracking system. The forms-tracking system was developed to monitor the progress of all survey documents through every step of data processing by recording when and by whom each task was completed.

Nonintake data processing

The flow of nonintake data and the steps involved in processing are presented in figure 1. At receipt, nonintake documents were given a general edit and a check for acceptability based on meeting minimum criteria. The minimum criteria were established by ARS to ensure a minimum level of acceptable data from each questionnaire (see minimum criteria at the end of the chapter). The document was then either entered into the forms-tracking system if it met the minimum criteria or

held for problem resolution if it did not meet the minimum criteria. Failure to pass the general edit or meet the minimum criteria generated procedures to retrieve missing data from the interviewer, the original respondent, or another knowledgeable respondent within the household.

Documents were then prepared for data entry. Nonintake coders assigned numeric codes for “don’t know,” “refused,” and other handwritten responses, zero-filled dollar amount fields, and corrected any interviewer errors. Ten percent of the manual coding of nonintake documents was verified by having a second coder visually review the coding and identify and correct any errors.

Nonintake data were keyed with programs developed by Westat using a data entry system of hardware and software. Data entry was 100 percent verified through independent entry by a different operator. A Westat computer program called COED was used to machine edit the data. This process verified that keyed data were within the acceptable ranges for a particular variable and that skip patterns had been followed. Acceptable error rates were specified by ARS to be no more than 3 percent of data points coded. Actual error rates achieved were less than 1 percent on average across all nonintake documents.

Intake data processing

Processing of the day-1 and day-2 intake questionnaires involved quality review, data entry, verification, adjudication, and machine editing. The flow of intake data and steps involved in processing are outlined in figure 2.

The quality review of intakes consisted of three stages: the minimum criteria review, a food description and amount review, and a review of the intake for the most common interviewer errors. An automated system was designed to facilitate the review and to provide interviewers with timely feedback on the quality of the intake data. Information from each stage of the review was entered into the computer and a summary page was generated for each intake questionnaire.

During the first stage, coders were required to verify that each intake questionnaire had met the minimum criteria for acceptability within 2 days of a questionnaire’s receipt by the contractor. If an intake questionnaire failed to meet the minimum criteria, data retrieval was conducted to obtain the information from the interviewer or the respondent. In 1994 and 1995, approximately 230 intake questionnaires did not meet minimum criteria when they were reviewed at Westat. By using data retrieval procedures, all but 17 of these intakes met the minimum criteria.

During the second stage of review, a comparison was made between each reported food description and the relevant food probes listed in the Food Instruction Booklet. The coder noted any foods where required probes were not asked by the interviewer.

The third stage of the review consisted of a check for general interviewer errors, such as an eating occasion left blank or illegible handwriting. The results of this general edit, along with those from the other two stages were entered into the computer and printed summaries were generated and forwarded to the field supervisors for feedback to interviewers.

Next, the intake documents were coded using Survey Net, which provided computer-assisted access to USDA's Food Coding Database and its component parts, including food and gram-weight descriptions and the recipe file (see chapter 7). ARS updated Survey Net periodically during the study to add system enhancements and to incorporate new food information into the database.

Ten percent of intakes were verified by having a second coder independently re-enter the intake information into Survey Net. The two entries were compared using adjudication reports developed by Westat. In adjudication, the supervisory staff reviewed a report comparing the two sets of Survey Net entries, corrected entries if necessary, and tabulated the number of coder errors. Coders were then given feedback and instruction, if necessary, on any problem areas found.

Data Transmission

Westat transmitted data in electronic and paper form to USDA on a weekly basis. For each delivery, ARS verified receipt of paper documents against an electronic list. The weekly receipt and review of data facilitated early detection and resolution of any problems in the delivery itself or in the quality of the data.

Final Processing

Review and editing

After the data were received, ARS staff took a series of steps in preparation for public release. First, the food intake data coded in Survey Net underwent final processing and review. All entries in each intake questionnaire requiring review or resolution by ARS were highlighted in Survey Net's food summary screens. Entries requiring review or resolution included all unknowns (those foods or food quantities that could not be coded by Westat coders), newly created recipe modifications, and notepad entries that consisted of questions from the coders and explanations of coding decisions by the coding supervisors.

The food and nutrient intake data from the intake questionnaires, along with the data from the screener, household, and DHKS questionnaires were also reviewed for reasonableness, completeness, and logic. For example, extremely large quantities of foods were verified, intakes with five or fewer food items reported were reviewed for completeness, and illogical entries such as a 12:30 a.m. school lunch were resolved.

In addition to these steps, ARS visually reviewed a random sample of 10 percent of intakes for accuracy in coding and data entry and listened to audiotaped interviews to monitor interviewer performance. Feedback was provided to Westat on all reviewed documents on a continual basis.

Benefits of the review process

The review process served several purposes. It gave feedback to Westat on the conduct of the survey and the performance of the field and coding staff. It contributed to the development of data review guidelines, as well as the updating of procedures related to food code selection and modification of the Food Instruction Booklet, questionnaires, and other survey materials, as needed during the course of the survey. Information obtained through the review process will be used in planning and developing methodological improvements for future surveys.

External evaluation of review procedures

A formal review of inhouse data processing for the CSFII/DHKS 1994–96 was held in November 1994. The goal of the session was to evaluate the data-processing and review system and identify any adjustments that would facilitate release of high-quality survey data in a more timely manner.

The review panel consisted of nutritionists, an epidemiologist, and survey specialists representing the Bureau of the Census (two reviewers); the National Heart, Lung and Blood Institute; the University of Maryland; and the ARS National Program Staff. The panelists were asked to focus their review on the efficiency of data processing and preparation, use of limited staff, the establishment of acceptable error levels in the data, procedures for contractor feedback, and use of automation in data processing. Recommendations from the review were incorporated by ARS to assure efficient and effective data review and editing, while ensuring that the quality of the data was maintained.

Figure 1. Data flow and processing of nonintake data

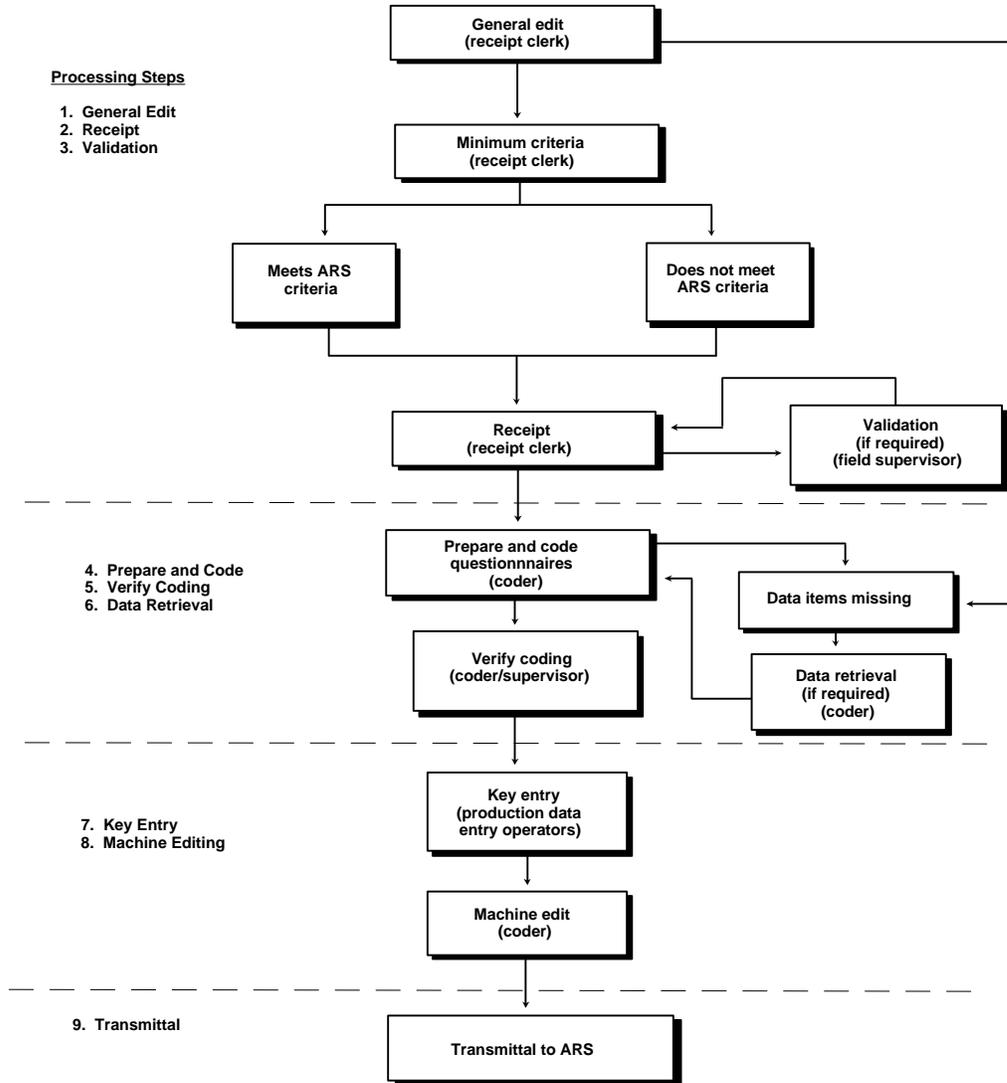
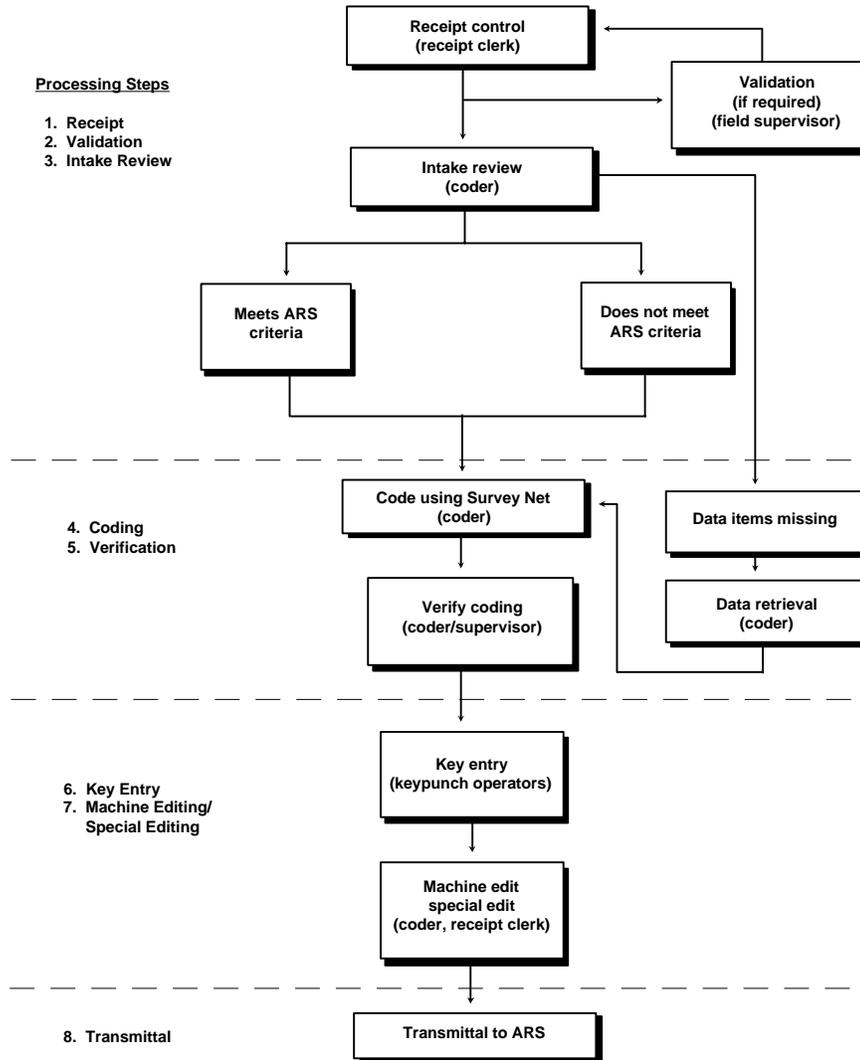


Figure 2. Data flow and processing of intake data



Abbreviated Interviewer Training Agenda

Pretraining

General Interviewing Techniques. Any interviewer new to Westat will be required to go through this session.

Day 1

- 1. Introduction to What We Eat in America.** Introduction and welcome from ARS and Westat staff, including basic explanation of study.
- 2. Introduction to Training.** Introduction to training staff and trainees. Brief overview of the week's agenda.
- 3. Receiving Assignments and Beginning the Interview.** Overview of materials, listing process, and sample design. Also includes introduction at the door, answering questions, and using publicity materials.
- 4. Overview of the Interviewing Process.** Introduction to the different questionnaires that will be used. Discussion of the basic contacting rules and timings for conducting the various types of questionnaires.
- 5. Introduction to the Household Folder and Administering the Screener.** Using the household folder, including description of sections, recording screener results, and recording sample-person identifying information. Conducting the screener, including identifying the respondent, determining household members, and selecting sample persons.
- 6. Quality Control of Listing.** Discussion of the missed structure and missed dwelling unit procedure including documentation.
- 7. Demonstration of the Individual Intake Questionnaire.** Overview of the process for conducting the intake.
- 8. Introduction to the Day-1 Intake, Food Instruction Booklet, and Measuring Guides.** Introduction to all necessary materials, introduction to the respondent and the flow of the intake, including the quick list.

Day 2

- 9. Day-1 Intake Scripts.** A variety of scripts using the day-1 intake. These scripts will build in complexity and focus on bringing out various specifications (such as recording combinations).

Day 3

10. **Day-1 Intake Script and Missing-Meal Data Retrieval.** Script focusing on retrieval, including a 30-minute session for missing-meal data retrieval.
11. **Role Plays.** Trainees will complete two role plays of the day-1 intake. One of these will be scripted and the other will be a real interview of their partner. Trainees will be required to edit these questionnaires and turn them in at the end of the day.
12. **Overview of Paid Respondent Practice.** Description of process for the afternoon, including grouping trainees.
13. **Paid Respondent Practice.** Trainees will interview paid respondents using the day-1 intake questionnaire. This session will include a variety of respondents (that is, different ages, and so forth) to expose the trainees to a wide range of problems. Trainees will be required to edit these questionnaires and turn them in at the end of the day.

Day 4

14. **Answers to Questions from the Previous Day (including comments from ARS observation)**
15. **Recording Contact Attempts.** Overview of the process of entering results into the field management system, including discussion of the result codes, and practice making simple entries. As an exercise, trainees will be required to enter the status of each role play and paid respondent interview from the previous day.
16. **Day-2 Intake Scripts.** Script using the day-2 intake.
17. **Wrap-Up Exercise for the Intake.** Exercise to pull together all of the concepts and specifications relating to the intake and related materials. This session includes time for the trainees to complete and review the exercise.
18. **The Household Questionnaire.** Conducting the household questionnaire, including identifying the respondent.
19. **Editing the Individual Intake.** Exercise to practice recognizing problems with the intake.

Day 5

20. **Administering the Screener, Part 2.** Discussion of the more complex procedures and specifications for the screener, including the use of neighbor information. Introduction to different types (result codes) of completed screeners.
21. **The Household Questionnaire, Part 2.** Scheduling considerations for conducting the household questionnaire, answering respondent questions, and determining specifications for the questionnaire.
22. **Administering the DHKS.** Selecting the respondent and scheduling the interview, answering respondent questions, telephone procedures, and determining specifications for the questionnaire.
23. **Putting It All Together.** Practice doing interviews in simulated real-life setting. Working in small groups, trainees will go in front of the room to play role of interviewer (using all materials, such as measuring guides).

Day 6

24. **Recording Contact Attempts, Contact Problems and Procedures, and Avoiding Refusals.** A variety of exercises focusing on contact problems and procedures using the household folder and field management system. These exercises will build in complexity and focus on bringing out various procedures (both documentation of situation and handling the respondent). Will also include backup procedures and using e-mail.
25. **Transmitting Field Management System Data to Your Supervisor and Role Plays.** During role plays, trainees will be pulled to learn procedures for transmitting data, including a practice. When not in this session, trainees will complete a scripted role play that will include each questionnaire type. Trainees will be required to edit these questionnaires and turn them in at the end of the day.

Day 7

26. **Market Checks.** Discussion of procedures for conducting a market check and completing the form.
27. **Data Uses.** ARS presentation to further explain use of the data.
28. **Final Review of the Questionnaire - Review of Paid Respondent and Role Play Experiences.** Answer questions that still need clarification and review experience from paid respondent and role play interviews. Answer any outstanding questions from the floor.

29. **Quality Control and Administrative Procedures.** Discussion of all procedures, including receiving feedback from the supervisors on data quality (using previous presentation material as an example).
30. **Explanation of Practice Interviews.** Description of procedures for completing additional practice interviews and of the process for supervisor evaluation of them.

Criteria for Acceptable Questionnaires

Minimum criteria are defined for acceptability of completed questionnaires for determining response rates and for inclusion in the CSFII data set for analysis. These criteria do not address every facet of document review nor do they exempt the need for each appropriate question to be answered. All collected data will be processed; however, only acceptable data will be considered for analysis. The criteria for each of the survey questionnaires are listed below. Question numbers and column labels in parenthesis refer to the question or column on the CSFII 1991 survey questionnaires. The question number or column label may be different for CSFII 1994–96.

For acceptable screener information

1. Results of screening attempts must be documented. Date and time of day for each attempt must be recorded on the questionnaire.
2. Sample descriptive data must be recorded--segment identification and housing unit identifiers.

For participating households

3. Income screener information (if necessary) must be recorded.
4. Information on household composition (if necessary) must be recorded.

For an acceptable household questionnaire

1. Sample descriptive data must be recorded--segment identification and housing unit identifiers.
2. Date of interview and day of week of interview must be recorded on the document.
3. Household composition grid (columns A, B, C, and D) must be completed. These columns represent the first name or other suitable designation of the individual, the relationship to head of household, the age (or date of birth), and the sex of each household member.
4. The question relating to the number of people in the household (question 8) must be answered.

For an acceptable individual intake questionnaire

1. Sample descriptive data must be recorded--segment identification and housing unit identifiers.
2. First name or other suitable designation of the individual and person identification number must be recorded on the intake document.
3. Age in years or date of birth must be recorded.
4. Date of intake and day of week of interview must be recorded on the document.
5. No missing meals are indicated.
6. A food name (question 4) is reported, but a food description (question 5) is missing for 25 percent or fewer foods each day.
7. A food name (question 4) and a food description (question 5) are reported, but a food amount (question 6) is missing for 15 percent or fewer foods each day.

For an acceptable Diet Health Knowledge Survey questionnaire

1. Sample descriptive data must be recorded--segment identification and housing unit identifiers.
2. First name of individual or other suitable designation must be recorded on the questionnaire.
3. Results of contact attempts must be documented. Date and time of day for each attempt, including the interview date and time, must be documented on the questionnaire.