

National Analysts
A Division of Booz•
Allen & Hamilton Inc.

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Continuing Survey of Food Intakes by Individuals, 1989

Interviewer Instruction Manual

Conducted for
United States Department of Agriculture

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I. INTRODUCTION

The United States Department of Agriculture (USDA) is charged by law (National Agricultural Research, Extension and Teaching Policy Act of 1977, Section 1428, 7 U.S.C. 3178) with tracking the dietary status of the American public. This tracking requires collection of food consumption data to measure dietary quality and potential problems. National Analysts is collecting this information in the Continuing Survey of Food Intakes by Individuals (CSFII) sponsored by the Nutrition Monitoring Division (NMD) of USDA's Human Nutrition Information Service (HNIS). National Analysts also conducted the first CSFII in 1985/86 and 1986/87.

The current CSFII will be ongoing for four years -- 1989, 1990, 1991 and 1992.

This study is designed to fulfill two key objectives:

- Provide information about the things Americans eat and drink either at home or away from home
- Identify homemakers' knowledge and opinions about diet, health, food safety and related issues

A portion of these interviews will be conducted in low-income households and the balance in other households regardless of income. All initial interviews will be taken in person. Some follow-up interviews will be done from a central telephone location. The entire project provides information that enables researchers to find out why people with different educational, income, age and family characteristics eat as they do. Moreover, interviews are collected from a variety of households, representing all geographic areas of the United States on every day of the week and every day of the year. Lastly, the survey must be performed in such a way that it can be compared with previous CSFII efforts and other studies conducted by other agencies.

The information which will be collected through personal interviews and computerized telephone interviewing will be used by USDA and various other departments of the government, including the Environmental Protection Agency, the Department

of Health and Human Services, the Food and Drug Administration and others, to make policy decisions about important national programs. Some of the national programs which have been based on findings of past food surveys are the (1) enrichment of baked goods, flour and cereal products; (2) setting up of school lunch, breakfast and milk programs; (3) distribution of surplus foods to needy families; (4) food assistance programs; and (5) policies relating to food production. The survey findings are used by health, welfare and other community workers, as well as home economists and nutritionists, to develop food budgets and other practical nutritional programs for consumers.

CSFII 1989 is being commissioned at this time because many of the factors affecting food consumption patterns have changed in recent years. For example, foods are being cooked and processed differently now and, in fact, many new foods are on the market. There is even greater access to a larger variety of foods, and there has been a greater effort made by governmental agencies to educate the public on nutritional issues. With data collected from this survey, changes with regard to types and quantities of foods consumed can be compared to similar data gathered in earlier surveys and used as guides to forecast future agricultural policies and programs.

It will be exciting for all of us to participate in a survey of this magnitude, both because of the significance of the information being obtained and because of the challenge presented by the proposed design.

II. TASKS OF THE SURVEY

The following section lists the 11 tasks you, as an interviewer for the CSFII 1989, will be required to complete in each sample household. In order, these steps are:

- Step 1: Use your Segment Listing Forms to identify each sample household.
- Step 2: Screen each sample household in person to determine eligibility for the survey.
- Step 3: Give each eligible household a USDA introductory letter and fact sheet. Attempt to conduct an interview immediately.
- Step 4: Conduct a personal household interview with the main meal planner/preparer.
- Step 5: Collect one day's worth of individual food intake data for every member of the sample household (except roomers, boarders and employees) using the Day ONE Intake Record.
- Step 6: Instruct each household member how to complete the Day TWO and THREE Intake Records by completing the record for Day TWO up until the time of the interview. The main meal planner/preparer will report intake for children under 12 years of age. All other family members will report their own food intake.
- Step 7: Leave Day TWO and THREE Individual Intake Records with each member of the sample household to complete. Also, leave measuring utensils and Food Instruction Booklets (FIBs) as aids.
- Step 8: Edit Household Questionnaire and Day ONE Intake Records.
- Step 9: Return to the sample household and pick up and edit Intake Records from each family member; inquire about any missing information from previous Intake Records. Pay household \$2.00 for each completed Day TWO and THREE Intake Record picked up, up to \$20.00 per household.
- Step 10: Review all completed work carefully.
- Step 11: Mail the entire set of interview materials (e.g., Screening Form, Household Questionnaire, Intake Records) to National Analysts immediately.

In some selected households, you will return at a later time to complete a Diet and Health Knowledge Questionnaire with the meal planner/preparer. In other households, this interview will be completed by telephone from a central location.*

You will receive four interviewing assignments during the forthcoming year. Your first assignment will begin in April or May, your second assignment will begin in July or August, your third assignment in October or November and the last (or fourth) assignment will start in January or February 1990. Thus, the CSFII survey will be performed between April 1989 and March 1990, with interviews conducted on every day during that time period.

In each wave of the survey, you will be returning to the same segments, but not to the same households. For your third assignment, you will be revisiting your first-wave segments, and for your fourth assignment, you will be revisiting your second-wave segments.

This manual tells you everything you need to know about interviewing for this survey. Carry this manual with you as you work. Use it as a reference if a question arises. If you cannot find your answer, call your Field Administrator immediately.

*Details of this part of the Continuing Survey are described in another manual.

III. SAMPLING PROCEDURES: IDENTIFYING SAMPLE HOUSEHOLDS

A. Overview

The sampling plan for the CSFII 1989 is known as an area probability sample. It has been constructed with considerable scientific rigor and effort. First, each community was partitioned into small residential areas. A scientific process was used to select a certain number of these areas so that they would not only represent your immediate community, but would be representative of thousands of other communities across the entire continental United States. Once a residential area was included in our sample, we labeled it an area segment.

Second, in each of the area segments, all of the residential buildings, called housing units, or HUs, were identified and recorded on CSFII Segment Listing Forms. Once all of the housing units for each area segment were correctly recorded, National Analysts statisticians used a scientific process to identify certain housing units for the survey.

These selected housing units in these selected area segments make up the sample for CSFII. That means they are the housing units you have been assigned to contact. Since these households represent so many other housing units in the area, no other areas or houses can be used in place of the ones already chosen. We will only pay for interviews with the specific households you have been assigned. NO SUBSTITUTIONS CAN BE MADE.

B. Working the Area Segment

Enough areas and household units have been selected for your entire year of interviewing. The following sections describe how to identify the housing units to interview in the first wave of the survey, when to conduct screenings and how to update the listing sheets, if necessary. Specific instructions for identifying the sample housing units in the remaining waves will accompany each assignment sent to you.

1. Sample materials

Your sample materials will consist of one or more area segments. Each area segment is a small piece of land (e.g., block) with strict borders in which housing units are listed by address and/or description. Each set of materials contains the following four items:

- Segment Sketch: Shows the exact borders of the area segment. Streets, roads, streams and other recognizable landmarks are displayed.
- Segment Map: Shows the location of the area segment (generally colored in red) within the larger area or neighborhood.
- CSFII Segment Listing Form: Sheets on which the address or description of each housing unit is recorded. The housing units selected for you to contact in the first wave of the survey are designated by red "X"s in the Sample Housing Unit column.
- Screening Forms with Labels: Forms with the addresses and Housing Unit numbers of the places where you are to conduct screenings. They match the housing units with the red "X"s in the Sample Housing Unit column.

There are two sets of area segments for this assignment. One set is part of Sample 1 and is printed on buff paper. The other set is part of Sample 2 and printed on white paper. You will work both sets together.

2. Where to screen

A sample CSFII Segment Listing Form is shown on the next page. In the column at the far right labeled "Sample Household," the housing units designated for screening in the first quarter -- April, May and June 1989 -- are marked by "X"s. (In this manual they are black. On the real Listing Forms, "X"s for the first wave will be marked in red.)

You are to attempt a screening (and subsequent interview, in qualifying households) at every HU designated by an "X" and at no other HUs. The example on the next page shows that you would attempt screenings at Housing Units #004, #012 and #020.

CSFII
SEGMENT LISTING FORM

INTERVIEWER NAME: Scott Wilson
DATE LISTED: 1/12/89

SEGMENT #: 45103
POST OFFICE: Anaheim
ZIP CODE: 92803

Housing Unit Number	Address of Description of Housing Unit	Apt. No.	Sample Housing Unit
001	19 E. Crystal View Ave.		
002	17 E. Crystal View Ave.		
003	102 Hearthsides St.		
004	104 ↑ (vacant)		X
005	103 ↓		
006	101 Hearthsides St.		
007	13 E. Crystal View Ave.		
008	827 Hartman St.		
009	829 Hartman St.		
010	828 Hartman St. - apartment on first + second floors		
011	828 Hartman St. 3rd floor apt.		
012	826 ↑		X
013	824 ↓		
014	822 ↓		
015	820 Hartman St.		
016	"(no house number - the 2-story columns on front of 'The Green Columns on Brentwood' house)"		
017	820 Glassell St.	A	
018	820 Glassell St.	B	
019	822 Glassell St.		
020	824 Glassell St.		X

In the example when this segment was listed, Housing Unit #004 was vacant. You still must pay a call on that household now. It is part of the sample and must be contacted. If it is occupied, you are to attempt a screening and an interview if the household is eligible for the study. If the housing unit still is vacant, complete the Household Result of Call Record on page 2 of the Screening Form and return it to our office.

3. When to conduct screenings and how to schedule your work load

There are four separate interviewing assignment periods in this year-long survey. These assignments are to be conducted during the following months:

First: April, May, mid-June 1989

Second: July, August, mid-September 1989

Third: October, November, mid-December 1989

Fourth: January, February, mid-March 1990

You may begin screening and interviewing designated/eligible households for your first assignment as soon as you receive your materials. All screenings at sampled households should be completed no later than the middle of the last month of each data collection time period.

You will find many households cannot be contacted on the first or second try. It is important to get started right away since several tries must be made before a household is considered nonresponsive.

It is important to complete each wave's work in a systematic manner to ensure that you:

- Conduct screenings on all seven days of the week
- Spread the interviews throughout the interviewing period

As you may be aware, households eat differently on different days of the week and during different times of the year. Holidays and special occasions make a difference in the food used in a household. Therefore, you should attempt screenings on as many different days of the week as possible and to spread your interviews throughout each interviewing period. Here is how to do this:

First, when you receive your materials, count the number of sample housing unit addresses you have been given. Second, divide this by the number of weeks in your interviewing period. Attempt to complete an equal number of screenings at the sampled households in each month of the data collection period. Third, at the end of each month, tally up the number of screenings completed on each day of the week and schedule your screenings for the next month, so that an equal number of screenings are completed on each day by the end of the interviewing period.

We recognize that it may be difficult to keep track of your screenings to ensure that they are spread across the days of the week. Therefore, we have prepared four three-month calendars on which to record when you complete a screening. These calendars can be found in Appendix A. Each time you complete a screening, record an asterisk on the calendar (see following example). At the end of each month, add up the number of screenings completed on each day so far. In the next month, attempt to complete screenings on those days which are underrepresented or not represented at all and continue to record your completed screenings on the calendar.

For example, if you were assigned 22 sample housing units for the period April through mid-June (an 11-week period), you would attempt to complete an average of two screenings each week. (If you fall behind in your work, the last two weeks in June would be used to clean up your assignment.)

Suppose, in Month One, the first of your 22 screenings was completed on April 5, the second on April 7 and so on, as shown in the sample calendar. In Month Two, screenings would be attempted on Tuesday, Saturday and Sunday, so as to equalize the number of screenings completed on different days of the week.

FIRST-WAVE SCREENING CALENDAR

SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY

						1
2	3	4	5 *	6	7 *	8
9 *	10	11	12 *	13	14 *	15
16	17 *	18	19 *	20	21	22
23	24	25	26	27 *	28	29
30						

A
P
R
I
L

Monthly Total 1 1 0 3 1 2 0

Remember, the calendar is your guide. If you have to choose between not getting a screening at all and equalizing the day-of-the-week distribution, complete the screening (and interview) whenever you can.

C. Updating the Segment Listing Sheets

It is unlikely, although somewhat possible, that changes in the number of HUs could have taken place between the time the sample areas were listed and the time you attempt a contact. New HUs may have been built, others torn down or destroyed by fire. If this has happened, you will need to update the CSFII Segment Listing Forms at the time you are conducting screenings and interviews.

You need not make a special trip to your segment to update the Segment Listing Forms. You do not need to add or subtract every new or demolished unit in the segment. Use the following procedures to update area segments if you find changes:

- Handling the occasional added housing unit

As you go to each sample housing unit in your area segment, compare the addresses on that street to those on the Segment Listing Form. Add missing or omitted housing units to the Segment Listing Form only if they are located between a sample housing unit and the next housing unit listed on the form. (See Appendix B, "Identifying Sample Housing Units," to determine whether a new or missed unit qualifies as a housing unit.) This means that the address of a

HU appears immediately after the address of an "X" household in the first quarter and before the next listed HU: X▲ X▲ . The triangles show where the new HU must fall, if it is to be added to the Listing Form.

To update the Segment Listing Form, put an asterisk (*) in the left "Housing Unit Number" column exactly where the unlisted housing unit(s) is to be inserted. This should be on a line with a red "X." Then turn to the first blank page in the Segment Listing Form and enter all of the missing units found between the sample housing unit and the next listed unit, one address to a line.

Look at the Segment Listing Form on page 7. Suppose Sample Housing Unit #020 is now really three separate HUs, you would put the "*" on line 020 and record the missing units on the first blank page of the Segment Listing Form. Give the new units the same housing unit number as the sample housing unit, followed by an "A" and "B" so we will know where they fit into the original listing (as shown below).

Example:

Housing Unit Number	Address of Description of Housing Unit	Apt. No.	Sample Housing Unit
018	820 Glassell St.	B	
019	822 Glassell St.		
*020	824 Glassell St.		X

FIRST BLANK PAGE

Housing Unit Number	Address of Description of Housing Unit	Apt. No.	Sample Housing Unit
020 020A	824 Glassell St.	101	
020 020B	824 Glassell St.	102	

When you add new housing units, these also become sample housing units. You are to attempt screenings at up to five added HUs. Use the appropriate Screening Forms and additional labels for this purpose (Screening Form #1 with housing units in Sample #1 and Screening Form #2 in Sample #2). Record the Housing Unit #, followed by A, B, C, etc., and the Segment #, on each label -- one label for each HU you add to the Segment Listing Form. Affix these labels to the proper Screening Forms. If you have any questions, call your Field Administrator before screening at these found units.

If there are more than five HUs missing between a sample housing unit and the next listed one, record all of them, but do not attempt any interviews. Call your Field Administrator immediately and give her this information. She will tell you how to handle the problem.

• Handling the occasional decreases in housing units

The number of HUs in a segment can decrease as well as increase. When an HU burns down, is demolished, gets converted into commercial usage or changes in any other way so that it is no longer fit for residential occupation, then it is no longer eligible to be counted as an HU. If a sample housing unit -- that is, one with a red "X" in this quarter -- changes in this manner, do not make any changes on the Segment Listing Form. Complete the Household Result of Call Record on the Screening Sheet with a Code 12 to indicate this unit is vacant or not a housing unit. If other than sample housing units have changed or disappeared, you are not required to tell us that.

• Handling major changes in housing units

If the area has changed dramatically in any way (e.g., many new houses, a high-rise condominium has been built, all units are now used for commercial purposes), call your Field Administrator immediately. Moreover, if you encounter a situation that you are unsure how to handle, please call your Field Administrator.

IV. SCREENING SAMPLE HOUSEHOLDS AND INDUCTING ELIGIBLE HOUSEHOLDS INTO THE SURVEY

You will ask a set of screening questions at every occupied sample housing unit in your area segments to determine whether or not the household is eligible for interview. If the household qualifies, you will invite the main meal planner/preparer to be interviewed. If the household refuses or cannot be contacted and/or interviewed in the allotted time frame, you will complete the brief set of nonresponse questions attached to the Screening Form. By the end of the screening process, you will have attempted to speak with an adult in every occupied sample household and have completed a screening or nonresponse report for each and every sample housing unit.

A. Identifying and Using Screening Forms

Every sample housing unit must be screened, as well as any added HUs. In the examples on pages 7 and 11 of this manual, you would attempt screenings at Housing Units #004, #012 and #020 and at #020A and #020B, which were added.

Your materials contain two different Screening Forms or Screeners -- #1 and #2. Sample numbers appear in the center on page 1 of the Screener. Note that buff screeners are for Sample #1 and white for Sample #2. You must use buff Screening Forms with buff Segment Listing Forms and white Screening Forms with white Listing Forms.

<u>If Segment #s begin with:</u>		<u>Screening Form #</u>	
1	USE	1 (buff)	All income sample
2	USE	2 (white)	Low-income sample

Screening for Samples #1 and #2 is identical, with one exception: Sample #2 households must meet the household size-and-income criterion. Differences, where they occur, are explained in the question-by-question instructions following.

B. Determining Which Households Are to Be Screened

Every HU with a red "X," as well as any new or added HUs (up to five), must be screened.

C. When and How Many Contacts Should Be Attempted

You should attempt screenings on different days of the week and at different times of the day. In our experience, it is best to divide your day into four parts:

- (1) 9:00 AM to 12:00 Noon
- (2) 12:00 Noon to 3:00 PM
- (3) 3:00 PM to 6:00 PM
- (4) 6:00 PM to 9:00 PM

Make attempts to screen a sample household during different parts of this four-part day. Try additional contacts on different days. Keep in mind that people are creatures of habit, and if they are not home in the morning one day, then they may not be home in the morning most days. Many people who are not home on weekdays will be home on the weekends. Spread your attempts throughout the week; at least one of the contacts you make must be on the weekend.

You are required to make up to eleven contacts to complete screenings for households with telephones; five of these must be made in person. In households without telephones or where no telephone number can be obtained, you must make up to six personal visits in urban areas and up to five personal visits in rural areas. The actual screening and interviewing, however, must be done in person. Thus, you can use your telephone attempts only to set up an appointment for screening or to pick up the Day TWO and THREE Intake Record.

D. Tips for Making Your Contacts Successful

- Know your procedures thoroughly.
- Wear your interviewer badge prominently.

- Plan your visits for screenings with other activities in the same area (e.g., picking up Intake Records); that way, each trip can be more productive.
- If you have difficulty finding the sample household members at home, ask neighbors when is the best time to contact your potential respondents.
- Plan your work schedule to complete your assignment within the specified time for each season assignment, or even ahead of the allotted time.
- Organize your materials so that you have duplicate copies of everything. You never know when you might be successful in finding that hard-to-reach respondent.
- Be mindful of your appearance. Keeping your voice pleasant and appearance businesslike will help to gain the respondent's cooperation and ensure a productive contact.

E. Selecting the Appropriate Screening and Interview Respondent

In this survey, you are permitted to screen any knowledgeable adult member of the household 18 years old or older. However, you must conduct the Household Interview with the main meal planner/preparer, not with just anyone who answers the door. Therefore, the best screening respondent is the person in the household most knowledgeable about meal planning and preparation. That may be a man or woman, a young or old person, someone who is part of the family or someone who is a paid employee, such as a housekeeper.

Since you are required to complete a Household Questionnaire and Day ONE (and partial Day TWO) record immediately after the screening, it is best to attempt to screen for the main meal planner/preparer initially and at a convenient time so that you may simply continue with the same respondent. Only if the main meal planner/preparer is unavailable or reluctant to proceed with the Screening or Household Questionnaire or Intake Record at that time should you set up an appointment to return.

Following are instructions for handling other situations which may arise:

- If meal planning and preparation is a jointly shared responsibility, the household members themselves will identify who should speak for the group.
- If the main meal planner/preparer is away from the household for an extended period of time (e.g., on vacation, in the hospital), find out how long he or she will be away. If the main meal planner/preparer will return some time before the end of your interviewing assignment period, go ahead and conduct the screening with any knowledgeable adult in the household. If the household qualifies for interview, then you should wait until that meal planner/preparer returns to go back to that household for the household interview and intake record.
- If the person who normally plans the meals will be away until after the interviewing period, ask to speak to the person who plans and prepares the meals in his or her absence. Conduct the screening with this person. If the household qualifies for interview, conduct the household interview and intake record(s) with this person. Remember, although any adult can complete the screening, the only eligible interview respondent is the person most knowledgeable about the food consumption patterns of that household.

As mentioned earlier, the focus of this survey is to capture and detail the food intake, during a three-day period, for all members of the sample household. Meal planners/preparers will complete the Household Questionnaire and the Day ONE and partial Day TWO records for themselves and young children under 12 years of age; other household members will complete intake records for themselves.

F. Conducting Screenings and Identifying Eligible Households

To conduct a screening, begin by asking for the meal planner and reading the introduction written on page 1 of the Screening Form. Be sure to give each potential respondent the introductory USDA letter and Facts Sheet (see examples on the following pages). After the introduction, ask the questions as recorded on the form.



United States
Department of
Agriculture

Human Nutrition
Information
Service

Nutrition
Monitoring
Division

Federal Building
Hyattsville, Maryland
20782

Winter 1989

Dear Survey Participant:

Your household is one of a small number in your community specially selected to take part in an important survey for the U.S. Department of Agriculture. The survey will determine what kinds and amounts of foods people eat. It also will help to answer such questions as -- How much do Americans spend on food? Are American diets nutritionally adequate? Are this country's health problems related to how and what people eat?

The Department of Agriculture has asked National Analysts of Philadelphia, Pennsylvania, to conduct this survey. The information from you is extremely important because your household has been chosen in such a way that it represents thousands of other households. All information you give will be held in strictest confidence. The information will be used only for statistical purposes and only in ways that no individual can be identified. While you are not required to answer any question in this voluntary survey, your cooperation is vital to make the results of this survey useful.

A set of stainless steel measuring cups and spoons and a plastic ruler will be used to aid in reporting food and beverage amounts. The Department has authorized National Analysts to give each household these utensils after this interview is completed.

We are counting on your cooperation. If you have any questions, please call National Analysts toll free at 1-800-523-1114 or collect (from Pennsylvania) at 1-215-627-8110.

Thanks for your help and participation.

Sincerely,

Robert L. Rizek
Director

Households eligible for interview are identified through the screening process (see question-by-question instructions for the Screening Forms in Chapter V).

In Sample #1, every private household is eligible for interview. In Sample #2, the household must meet specific income criteria to qualify.

G. Inviting Eligible Households to Participate

As soon as you know that the household is eligible, invite the meal planner/preparer to take part in the survey. The introduction for inviting eligible respondents to participate is found on the front cover of the Screening Form and following Q.S2a. Know this section well so that you don't have to look at it and read it. You will be more successful if you can look respondents in the eye, tell them about the study and make them feel that their part in the survey is important.

To aid you in getting participation with the interview, USDA has prepared a Facts Sheet about the importance of this study and the role the respondent plays in it. You should feel free to draw upon this information to encourage cooperation.

V. SCREENING FORM QUESTION-BY-QUESTION INSTRUCTIONS

The Screening Form serves the following six purposes. It:

- Contains questions for screening households and identifying eligible respondents
- Contains the Household Result of Call Record where the result of each contact to the sample household is recorded
- Provides an initial introduction and an invitation to participate in the survey
- Contains the Intake Result of Call Record for Day ONE and Day TWO and THREE to indicate what records have been obtained for each household member
- Provides questions to explain reasons why a household may refuse to participate
- Acts as a transmittal form for all completed materials

Screening for Samples #1 and #2 is the same with one exception: Sample #2 households must meet the household-size-and-income criterion.

A. Completing the Identifying Information on the Cover

Before beginning the screening interview, attach a label to the Screening Form. This label has the eight-digit segment #, the three-digit HU # and the address of the household where you are to complete a screening. Affix labels with segment numbers beginning with a "1" to the buff #1 Screeners and labels with segment numbers beginning with a "2" to the white #2 Screeners.

When the interview is over, print the screening respondent's full name and telephone #, including the area code, at the top of the first page. Sometimes respondents are not willing to give out their telephone numbers until after you have established yourself. You could do this after the interview is done. Tell respondents you may use the number to confirm your return visit to pick up the intake records and that your supervisor may use it to check your work.

If the respondent does not have a phone, check the appropriate box.

Enter your name and your four-digit ID #. Also record the date the screening is completed.

B. Reading the Introduction

Look the respondent in the eye and recite, in your own words, the introduction on the front page of the Screening Form. If you are forced to read the introduction to the respondent, you will lose eye contact with him/her, and you may find it harder to gain cooperation.

If the respondent hesitates or is uncertain about participating, assure him/her of the confidentiality and importance of the project. Use your ingenuity and skill as an interviewer to elicit cooperation.

Occasionally, a respondent will have questions or will want reassurance about the nature and purpose of the study. Although you will develop your own answers to these questions as you gain experience in the study, here are some common questions and answers which may help you.

Q. How did you get my name?

A. We did not choose your name, rather it was your address that was scientifically chosen to be part of a national study that involves food. Several thousands of households in the United States have been selected to be part of this survey for the United States Department of Agriculture. You are now one of only a handful of people in this community who will be interviewed for this study.

Q. Why are you doing this survey?

A. The United States Department of Agriculture is directed by Congress to conduct surveys of how well we eat. This survey is one of the most important projects of the Department of Agriculture.

Q. What are you going to do with what I tell you?

A. The information you supply, along with information from thousands of other households, may be used to develop new food programs and nutrition policies, such as school meal programs or Recommended Dietary Allowances.

Q. How do I know this survey is legitimate?

A. I will give you a toll-free number to call where you can reach my supervisor. You can ask her any questions you have about me or about the survey.

C. Screening Question Instructions

Q.S1 Include related members of the family and nonrelated household members, such as roommates, friends, boarders and employees, who fit the definition of "regularly live here." Be sure the respondent includes himself/herself in the count. Those living away at school, in the armed forces or in institutions are excluded.

Q.S2 Enter the number of household members in each age category in the boxes provided. If there are no household members in a particular age group, enter "0" in the appropriate box. The total should equal the number in Q.S1.

Q.S2a (In #2 Screening Form ONLY) Households from Sample #2 must meet or fall below certain income requirements. Q.S2a compares household income for the number of people in the household with a specified income limit to determine the household's eligibility for the survey. To make this comparison, do three things as described and shown in the examples following:

- Circle the code for the total number of people in the household as given in Q.S1 (e.g., 10 people in Examples #1 and #2 below).
- Ask Q.S2a and record the answer in the box directly under the circled code number. Make sure the respondent tells you the household's income before taxes and other deductions, but not including food stamps or WIC benefits. This is gross income.
- Compare the household's monthly income as you recorded it with the income limit* listed directly below it.

Example #1

Number of People <small>42-43</small>	1	2	3	4	5	6	7	8	9	10
Monthly Income										\$2640
Income Limit <small>44-47</small>	\$626	\$838	\$1,050	\$1,263	\$1,475	\$1,687	\$1,900	\$2,112	\$2,325	\$2,538
Number of People	11	12	13	14	15	16	17	18	19	20
Monthly Income										
Income Limit	\$2,751	\$2,964	\$3,177	\$3,390	\$3,603	\$3,816	\$4,029	\$4,242	\$4,455	\$4,668

Example #2

Number of People <small>42-43</small>	1	2	3	4	5	6	7	8	9	10
Monthly Income										\$2525
Income Limit <small>44-47</small>	\$626	\$838	\$1,050	\$1,263	\$1,475	\$1,687	\$1,900	\$2,112	\$2,325	\$2,538
Number of People	11	12	13	14	15	16	17	18	19	20
Monthly Income										
Income Limit	\$2,751	\$2,964	\$3,177	\$3,390	\$3,603	\$3,816	\$4,029	\$4,242	\$4,455	\$4,668

*Income limit will be different every year of the study.

If, as in Example #1, the monthly income (\$2,640) is more than the income limit (\$2,538), the household is not eligible for the survey. Thank the respondent, record result of call Code 4 on Household Result of Call Record on page 2 of the Screening Form.

If, as in Example #2, the monthly income (\$2,525) is less than the income limit (\$2,538), then this household is eligible for interview.

If the monthly income equals exactly the income limit, then the household is eligible for interview.

It is preferable to get an exact income figure at the time of screening; however, if respondents do not want to divulge their income, it is permissible to say "Is it under or over \$ _____?" The amount you would indicate is the income limit for the number of people in that particular household.

Record the words "under" or "over" in the box for monthly income and follow the eligibility instructions accordingly.

Q.S3 Asks if the respondent is the main meal planner/preparer. If yes, you continue by inviting participation and beginning the Household Interview. If not, you ask to speak with the main meal planner if he/she is at home; otherwise, make an appointment to return to the house when he/she is there.

D. Result of Call Records: Screening Form and Household Questionnaire

There are two Result of Call Records on this form. The one on page 2 is for reporting the outcome of the screening and interview attempts for the household, and the one on page 3 is for reporting the results of collecting the Individual Intake Records for each family member. Instructions for each are outlined below.

1. Household Result of Call Record

Enter information in this grid each time you attempt to complete a screening or interview contact with a selected household.

- Enter the month and day of the screening contact in the space provided for the date (e.g., 4/10, see example on page 28).
- Enter the time that the visit/call began. Circle Code 1 for morning calls and Code 2 for calls at noon or after.
- Enter the appropriate Result of Call Code for that contact by selecting one code from the codes shown at the bottom of page 2.
- The Result of Call Codes are the same for Sample #1 and Sample #2 with the exception of Code 4, which is not applicable for Sample #1.

The Result of Call Codes are explained below.

<u>Code #</u>	<u>Explanation</u>
1	<u>Interview Completed.</u> (Sample #1) <u>Household Eligible, Interview Completed.</u> (Sample #2) This code applies when you have completed the household interview and any possible Day ONE Intake Records. This code symbolizes a cooperating household with all of the completed documents expected.
2	<u>Screening completed, interview appointment made.</u> (Sample #1) <u>Household eligible, interview appointment made.</u> (Sample #2) Use this code when you have completed the screening, determined that a household

qualifies and have scheduled an appointment for the household interview with the meal planner/preparer.

Do this only if the screening was completed by someone other than the meal planner/preparer or if the meal planner/preparer cannot spare the time to be interviewed at that moment.

3 Screening completed, interview appointment not yet made.
(Sample #1)

Household eligible, interview appointment not yet made.
(Sample #2)

Use this code to indicate you have screened and determined eligibility but cannot continue with the household interview because the main meal planner/preparer is unavailable to set up a time for interview.

4 DO NOT USE. (Sample #1)

Household ineligible, income too high (Q.S2a). (Sample #2)

This code applies only to Sample #2 and is used if the income in Q.S2a is more than the limit for the number of people in the sample household.

5 Screening completed, household refused participation. (Sample #1)

Household eligible, participation refused. (Sample #2)

This code is used when you have completed the screening, spoken with the main meal planner/preparer and that person has refused to participate in the

study. Record the reason for the refusal on the line provided for related information. If some other person in the household refuses and you cannot speak to the meal planner, use this code as well.

NOTE: CODES 6 AND 7 ONLY APPLY TO CALLBACKS FOR MAKING HOUSEHOLD INTERVIEW APPOINTMENTS. ALL SCREENINGS AND INTERVIEWS MUST BE CONDUCTED IN PERSON

6 Telephone busy. (Samples #1 and #2)

Be sure to call again in half an hour since it is likely you will find someone home.

7 Telephone out of order. (Samples #1 and #2)

Check with the telephone operator to see whether she/he can resolve the problem. If the operator cannot help you, call back in a day or so, as service may have been resumed.

8 Screening refused. (Sample #1)

Screening refused before eligibility determined. (Sample #2)

This code is used only when you are unable to conduct a complete screening at a selected household. Be sure to record the reason(s) for refusal on the line provided for related information.

9 Screening appointment made. (Samples #1 and #2)

Use this code if you have contacted the household in person and cannot talk with a knowledgeable adult or the meal planner/preparer, and therefore have made an appointment to return to the household to complete the screening. Record the appointment date and time on the line provided for related information labeled "Record Reasons Here."

- 10 No one home/No answer after ten rings. (Samples #1 and #2)
- Use this code if you visit in person and no one is at home, or if you telephone to set up an appointment and no one answers after ten rings.
- 11 Language barrier. (Samples #1 and #2)
- This code is used when you cannot complete the screening because of a language problem. Be sure to record the language spoken, so we can attempt to complete the screening in this language. Specify the language spoken under the column labeled "Record Reasons Here."
- 12 Vacant/Not a housing unit. (Samples #1 and #2)
- Use this code for a housing unit which is unoccupied (vacant), has been demolished, made unfit for occupancy, turns out to be group quarters or does not meet our definition of a housing unit as specified in Appendix B.
- 13 Other. (Samples #1 and #2)
- This code is used only when all of the other codes do not fit the situation. You must write in an explanation in the space provided, whenever you use this code.

See example of a completed Household Result of Call Record on the next page.

HOUSEHOLD RESULT OF CALL RECORD

49-50 51-54 55-58 59 60-61

CALL #	DATE	TIME	AM	PM	RESULT CODE* (SEE BELOW)	RECORD REASONS HERE
1	4/10/89	10:00	①	2	10	
2	4/10/89	3:00	1	②	9	Appt. for 4/17 at 6:30 PM
3	4/17/89	6:30	1	②	1	
4			1	2		
5			1	2		
6			1	2		
7			1	2		
8			1	2		
9			1	2		
10			1	2		
11			1	2		
12			1	2		

*Household Result of Call Codes

1. Household eligible, interview completed
2. Household eligible, interview appointment made
3. Household eligible, interview appointment not yet made
4. Household ineligible, income too high (Q.S2a)
5. Household eligible, participation refused (RECORD REASONS ABOVE)
6. Telephone busy (CALL AGAIN IN 1/2 HOUR)
7. Telephone out of order
8. Screening refused before eligibility determined (RECORD REASONS ABOVE)
9. Screening appointment made (RECORD DATE/TIME ABOVE)
10. No one home/No answer after 10 rings
11. Language barrier (IDENTIFY LANGUAGE ABOVE)
12. Vacant/Not a housing unit
13. Other (SPECIFY ABOVE)

IF FINAL
RESULT,
ANSWER
NON-
RESPONSE
QUESTIONS
ON PAGE 4

2. Individual Intake Result of Call Record

Complete this grid for each person in the household eligible to complete Intake Records. Record the first name of each person next to his/her line number in the space provided. The names and line numbers of each eligible household member are determined after you have completed the Household Questionnaire and the flap, in particular. The line number from the Household Questionnaire flap should match the Person Line # on the Intake Result of Call. Roomers, boarders and employees will not be entered here.

First, record information about the Day ONE Record for each person. Circle Code 1 if you have a completed Day ONE Intake Record. If you do not have completed records, and do not expect to get them, circle Code 2 and explain by recording such reasons as: refused, ill, on vacation, etc.

After you have returned to pick up the Day TWO and THREE Individual Intake Records, complete the rest of this section by indicating what records you have obtained for each member of the household on your follow-up visit. Occasionally, these records will be only partially completed. The respondent does Day TWO but not Day THREE or only some of Day THREE, for example. In these cases, circle Code 1 and alert us to this problem by writing in "partial."

A completed example of the Intake Result of Call Record appears on page 31.

E. Completing the Nonresponse Questions

For each nonresponsive household (i.e., those for which you have a final household Result of Call Code 5 through 11 or Code 13), complete the nine questions on page 4 as fully as possible. It is important that we have a thorough explanation for each nonresponsive household to determine what our next steps should be.

- Q.1 Please give as full an explanation as possible for why you were unable to complete the screening or were unable to gain cooperation in a household. Such information as "They slammed the door in my face" or "They refuse to be part of government surveys" tells us a great deal about how receptive a household might be to other persuasive attempts we might make.

INDIVIDUAL INTAKE RESULT OF CALL RECORD

PERSON LINE #	PERSON'S FIRST NAME	DAY 1 RECORD (CIRCLE CODE FOR EACH PERSON)		DAY 2 & 3 RECORD (CIRCLE CODE FOR EACH PERSON)	
		OBTAINED	NOT OBTAINED: REASON	OBTAINED	NOT OBTAINED: REASON
01 10~11	Scott	(1) 12	2	(1) 13	2
02 14~15	Lucy	(1) 16	2	1 17	(2) Too busy refused
03 18~19	Betty	(1) 20	2	(1) 21 partial	2 Went out of town on Day 3
04 22~23		1 24	2	1 25	2
05 26~27		1 28	2	1 29	2
06 30~31		1 32	2	1 33	2
07 34~35		1 36	2	1 37	2
08 38~39		1 40	2	1 41	2
09 42~43		1 44	2	1 45	2
10 46~47		1 48	2	1 49	2
11 50~51		1 52	2	1 53	2
12 54~55		1 56	2	1 57	2
13 58~59		1 60	2	1 61	2

Q.2 If the name and/or position in the household is unknown, you may record an explanation such as "woman about 50, name unknown." If you did not/could not speak to anyone once you got to the door, circle Code 1. If you were unable to get into the building or could not get to the specific housing unit, circle Code 2.

Q.3 Any clues or insights you may have about converting this to a responding household should be recorded here. Remember, you were there and we were not.

Q's 4 and 5 We realize you may not know the race or ethnic origin of the sample household. If you are giving us your best guess, please make a note of that fact by recording "guess." Don't leave these questions unanswered. You should ask a neighbor for this information if you really have no idea about race and ethnic origins.

Q's 6 to 9 These last questions are only asked if you could not complete a Screening Form. If you have not seen any of the occupants of the sample household, try to obtain information from a neighbor as to the age of the male or female head and whether there are any children 18 years old or less in the household. As in other questions of this type, don't just leave the questions blank. Record what efforts you have made to secure the needed information.

In Q.9, inspect the surrounding houses as well as the Sample H.U. and give your best judgment as to the financial condition of the Sample Household.

F. Completing the Transmittal Form

The Screening Form also serves as a transmittal folder for documents completed in each household. The transmittal information is to be recorded by you in the box at the bottom of page 3 before shipping completed materials to National Analysts. This section should be completed as follows for a cooperating household:

- Put a check mark in each box to indicate which documents were completed and are being enclosed in the packet. Be sure to record the number of Day ONE and Day TWO and THREE Individual Intake Records enclosed in your packet in the space provided. DO NOT send any work until after you have finished all contacts with the household and have completed the household interview questionnaire and completed/retrieved all Intake Records possible.
- Put all the completed documents inside the Screening Form and mail them to us immediately. All materials from cooperating households should be mailed one to a package as soon as each is completed.

For ineligible households, noncooperating households or vacants, send only the completed Screening Form (with the nonresponse questions on page 4 answered if appropriate). You may bundle several nonresponse screeners together and send them in reasonably sized batches. Do not send nonresponse screeners with completed interviews.

VI. CONDUCTING THE HOUSEHOLD INTERVIEW AND COMPLETING THE INTAKE RECORDS

Below is a brief outline of the procedures you are to follow once the screening has been completed with the main meal planner/preparer.

A. Conducting the Household Interview

1. Sequence of events

If a household is eligible, it will be included in the CSFII sample. What this means is that you will attempt to complete the Household Questionnaire and the Intake Record for Day ONE and part of Day TWO immediately after the screening. Only if the main meal planner/preparer is unavailable or reluctant to proceed at that point would you then set up an appointment to return and continue from where you left off.

The meal planners/preparers are the respondents for the Household Questionnaire, the Day ONE and Days TWO and THREE Intake Records for themselves and young children who are under 12 years of age. Other household members, 12 years of age and over, will complete Intake Records for themselves although the meal planners/preparers may assist. Following is the sequence to be followed:

During the initial visit...

- Administer the Household Questionnaire to the meal planner/preparer.
- Administer the Day ONE Intake Record to the same meal planner/preparer. Probe and record the details of his/her food and beverage consumption for the 24-hour day period prior to the interview.

Use the measuring utensils and Food Instruction Booklet (FIB) to help the respondent report the type and amount of food eaten.

When the Day ONE Intake Record is completed, start to administer the Day TWO Intake Record up to the time of the interview, in the same manner as Day ONE. Teach the respondent to record his/her own intake as you do this.

- Then ask the meal planner/preparer to report intake information for Day ONE and partial Day TWO for each child under 12 years of age.

Again, instruct the respondent in recording intake as you are interviewing.

- Then, ask other family members, 12 years and over, to self-report their own intake for the past 24-hour day plus their intake for the day up to the point of interview.
- As family members report their intake for Day ONE and part of Day TWO Intake Records, you should demonstrate how to record answers, how to use the measuring utensils to estimate the quantities of food consumed, and instruct them in how to use the FIB. Point out how the table of contents allows them to locate the type of food eaten; explain the abbreviations used for standard measurements; point to the illustrations and examples as a guide.
- Encourage the main meal planner/preparer to help other family members in completing their Intake Records, especially those who may not be at home at the time of your visit.
- Instruct family members in the completion of Day TWO and THREE Intake Records. The partially completed records will remain in the household to serve as an example after you leave their home.
- Attempt to answer all the family members' questions before you leave. Leave the measuring utensils and FIB with the household. The time you take in this initial session will be well spent if all of the family members understand how they are to complete the Intake Records.
- Give the family the National Analysts toll-free number to call (1-800-532-1114) if they have questions about recording intake.
- Schedule a time to return to the household to pick up the Day TWO and THREE Intake Records.

When you return for the follow-up visit...

- Review and edit each completed Intake Record. If necessary, help with the completion of records. If, for example, someone did not complete their Intake Record, ask the appropriate questions and record the intake information.
- For every completed booklet (i.e., Day TWO and THREE records combined) you collect from the sample household, you will give a \$2.00 incentive to the household, at the time of pick up. In other words, if you picked up four Intake Records, one for the main meal planner/preparer, one for her spouse, one for her six-year-old son and one for her teenage son, 17 years of age, then you give the respondent \$8.00.
- If a household is missing an Intake Record, which is likely to be completed later, then you should schedule another follow-up visit.
- Tell the main meal planner/preparer that we will be contacting her in several weeks to complete a follow-up questionnaire by phone.

If, however, the household has no telephone, mention that the follow-up will be a personal visit, either by you or another National Analysts interviewer.

- Review all completed materials and then mail to us. All documents collected from a sample household are to be mailed together, not piecemeal.

2. Setting up a comfortable spot for the interview

Since you will be using interviewing forms which open up to a larger form and there are many of them, we suggest that you ask the respondent if you may do the interview at the kitchen or dining room table. Explain that you want to show her/him how to use the measuring utensils to gauge amounts of food eaten.

Most respondents will be ready to begin, since they are curious about the study. If a respondent has questions, answer them as briefly as you can and

begin the interview. The important thing is to get the interview under way as quickly as possible, because it is a lengthy one and because you will want to set a businesslike tone in order to complete it efficiently. Start interviewing with the Household Questionnaire.

B. Completing the Intake Records

After the Household Questionnaire has been completed, you are to identify from the flap persons eligible for Intake Records and administer the Day ONE Intake Records. At this time, you should use the set of stainless steel measuring utensils and plastic ruler. Then, prepare a Day TWO and THREE Intake Record for each person and complete Day TWO up to the time of the interview with the respondent. At the same time, teach respondents the correct recording procedures. Lastly, schedule an appointment to pick up the records.

Following are more detailed procedures for completing these activities relating to the Intake Records.

1. Identifying eligible Intake Record respondents and preparing front covers of Day ONE Intake Records

All household members except roomers, boarders and employees are eligible for Intake Records if they are available for the full three days of recording. At the end of the household interview, a list of household members will have been recorded on the flap page of the Household Questionnaire. Determine who is eligible and copy their names and line numbers onto the front covers of the Day ONE Intake Records. Be careful to correctly transfer the line number which appears next to the family member's name.

2. Completing a Day ONE Intake Record with each eligible household member

Day ONE Intake Records, which correspond to the day before the household interview, are to be completed with each eligible household member. Begin by completing the main meal planner/preparer's Day ONE Intake Record. Then, complete records for each of

the other eligible household members by attempting to speak with each person individually, except children under 12 years of age. Ask the main meal planner to report intake information for any children under this age. Follow the instructions in Chapters IX and X for completing the Day ONE Intake Record.

3. Preparing Day TWO and THREE Intake Records and completing Day TWO up to the time of the interview

Day TWO and THREE Intake Records cover the 48-hour period corresponding to the day of the household interview and the day after the interview. Complete the identifying information on the front cover of this record and enter any foods/beverages consumed up to the time of the household interview. The remainder of Day TWO and all of Day THREE will be completed by the household member himself/herself. Be sure to show household members how to use the measuring utensils and other materials such as the Food Instruction Booklet (see Chapter IX) so that they can successfully complete the records on their own.

4. Scheduling an appointment to retrieve Intake Records

Schedule an appointment to pick up the Intake Records no sooner than two days after you distributed these Intake Records and no more than four days later. That is, if you administered the household interview on a Wednesday, the intake days would be Tuesday (Day ONE), Wednesday (Day TWO) and Thursday (Day THREE). Therefore, you would schedule an appointment to pick up the Intake Records either Friday, Saturday or Sunday.

5. Picking up Intake Records on the scheduled day and inquiring about any missing information from previous intakes

Before returning to the sample household, carefully review and edit Day ONE Intake Records to determine if any information is missing. Use this follow-up visit to the household as an opportunity to correct any deficiencies noted.

Be prompt and courteous when you return to the household to pick up all the Intake Records. Be sure to pick up all Intake Records left with the household as well as the Food Instruction Booklet. Before entering the household to pick up the records, know how many records you are expecting so that you are not going through papers when you get there. Review the Intake Records to make sure that both Days TWO and THREE are completed in their entirety. Address any questions to the main meal planner/preparer at that time.

6. Distributing incentives

When distributing Day TWO and THREE Intake Records, advise the main meal planner that you have been authorized to pay \$2.00 per person for each completed Day ONE and Day TWO and THREE set. You are permitted to pay up to \$20.00 per household, which means that you will be able to pay for up to ten completed Intake Records sets. By set we mean a completed record for Day ONE, TWO and THREE from the same person. When you return for pickup, distribute the incentive after you have reviewed the records and have made all necessary corrections. Be sure to get a signed receipt from the meal planner/preparer after giving her the money.

7. Handling absentee household members

When you are attempting to complete Day ONE, if you cannot speak directly to household members because they are at work or school, ask the meal planner if he/she can report what that household member ate. If "Yes," complete as much of Day ONE and Day TWO as possible with the meal planner. Leave these records for the household member to review and complete. If "No," prepare the records and leave all three days for the respondent to complete.

If a household member is temporarily absent (e.g., traveling), ask the meal planner when this person will return. If the absentee household member will return before your scheduled pickup date, leave records for all three days of intake corresponding to the same three days completed by other household members. If the absentee member is not available to complete records for this entire time period, do not leave any records for that person. Make a note in the Intake Call Report Record that no intake records are available for this person -- Code 2 -- and explain why (e.g., "person traveling all three days," "temporarily in hospital").

VII. HOUSEHOLD QUESTIONNAIRE: QUESTION-BY-QUESTION
INSTRUCTIONS

The Household Questionnaire (that's the one with a picture of a house on it) provides information on family members, household food expenditures, participation in food stamp, school meals and Women, Infants and Children (WIC) programs, and demographics.

This document must be completed for every eligible cooperating household. This is necessary for data analysis, since each individual in the survey must be linked to key demographic variables such as household size, composition and household income.

Assuming that you have a household size/income eligible household in Sample #2 or any sample household in Sample #1, here are some instructions and guidelines as to how the questionnaire is organized.

A. Identifying Data and Introduction

● Time

Record the time the household interview began in the box at the upper right. (Record the time ended when you complete the household interview.)

● Transfer screener information

Record into the shaded box, the following items from the Screening/Call Report Form.

- Segment # (eight digits)
- HU # (three digits)
- Household interview respondent's first name only

● Date

Enter the current month, day and year numerically. Use the key on the following page for months.

01 = January
02 = February
03 = March
04 = April
05 = May
06 = June

07 = July
08 = August
09 = September
10 = October
11 = November
12 = December

● Your identification

Enter your full name (first initial and last name if there are not enough boxes for your full name) and your four-digit ID # in the boxes. This number will be assigned to you by the Field Administrator.

● Introduction

This introduction is only needed if you are unable to complete this questionnaire immediately following the screening or you are beginning with a new respondent. Use the "IF ASKED" section only if you need to reassure a respondent about his/her participation and the study's legitimacy.

B. Food Shopping and Expenditure Patterns

- Q's 1 to 5 Are about customary food shopping patterns.
- Q.1 Let the respondent decide what he/she considers a major food shopping trip.
- Q.2 Let the respondent decide what kind of store applies. She/He must decide what kind of store is most frequently used for major food shopping.
- Q.3 This is the distance from the housing unit where the respondent lives to the store. It is not the distance from where the "shopper" lives to the store if the respondent does not do the shopping.
- Q's 4 to 6 Q.4 is the typical amount spent during a week or month at a grocery store or other general-type food store. It is not the amount for the entire three months. Enter the amount here to the nearest dollar. Then, designate if that amount is per week or per month by circling Code 1 or Code 2. Q.5 is how much of the amount in

Q.4 is spent for nonfood items. This amount must be less than the amount in Q.4. Q.6 is the typical amount spent for food bought at places other than a supermarket or general-type store.

The total of Q.4 and Q.6 should equal about what the household typically spends for food and beverages during the time period designated (either per week or per month).

Q.7 Now that we've established how much was spent on foods brought into the home, this question asks the respondent to think back over the last three months and tell you how much the household spent per week or per month on foods bought and eaten away from home for all family members.

Handle similarly to Q's 4 to 6.

C. Household Composition Questions

Q's 8 to 28 These are questions which establish household composition and demographic information for each household member.

Q.8 This includes the total related family members and nonrelated household members, such as boarders, and employees who fit the description of "regularly live here." Also circle the line # on the flap corresponding to the number recorded in Q.8. This answer should be the same as Q.S1 on the Screening Form.

Q.9 Let the respondent decide whether there is a male head of household and, if so, who he is. If there is difficulty deciding, the male head of household is generally the man who is responsible for the finances of the household. If the household contains all unrelated men, have the respondent choose one as the male head; the others are considered "partners" or "roommates."

- Q's 10 and 11 Record the name of the male head of household on the flap in Col. A. Then, write in "male head" in Col. B and what his current age is in Col. C of the flap. Also, circle "1" in Col. D for "Male."
- Q's 12 and 13 In Q.12 circle a number corresponding to the highest grade of formal schooling attended for the male head. Circle Code 12 if the respondent has a GED (general equivalency diploma). Formal schooling does not include trade or vocational schooling, company training or tutoring unless credit is given which would be accepted at a regular school or college. Then, in Q.13, circle a code corresponding to whether or not the respondent completed that grade or year.
- Q.14 Hand the respondent Card A for reference. Let the respondent tell you the number corresponding to the race of the male head of household and then record the corresponding number in Col. E of the flap.
- Q.15 Let the respondent choose whether there is a female head of household and, if so, who she is. If there is difficulty deciding in households where there is a male head, the female head is usually his wife or partner. For this survey, the female head of household is the woman who other household members think of as being in charge of household matters, that is, the woman of the house.
- If the household contains all unrelated women living together, have the respondent choose one as the female head. The others are considered "partners" or "roommates."
- Q.16 Record the name of the female head of household in Col. A in the flap. Then, write the abbreviation "FH" for female head in part of the space in Col. B.
- Q.17 This question determines the female head of household's relationship to the male head of household who is listed in line #1. Write the relationship in Col. B, along with the FH abbreviation.

Q.18 Establishes the age of the female head of household. Record age in Col. C and circle Code 2 in Col. D for "Female."

Q's 19 and 20 Are exactly like the education questions asked of the male head of household (Q's 12 and 13). Circle the number corresponding to the year of formal schooling attended in Q.19 and then circle a code to indicate whether or not she completed that grade or year in Q.20.

Q.21 Hand respondent Card A for reference. This question determines the race of the female head and you should record the number that applies next to the female head's name, in Col. E of the flap.

When the male and/or female head of household have been established, the rest of the household composition (both related and unrelated members) from oldest to youngest is obtained. Age, sex and relationship to the head of household are asked about each related (Q.22) and unrelated (Q.23) member of the household.

NOTE: If the meal planner does not know the exact age of any household member, write in "DK" for "Don't know." But if the respondent can estimate the age, record that number and write "est" next to it.

Q's 22 and 23 These questions are asked until the number of persons entered equals the total of persons in the household entered in Q.8. As a guide, look at the flap and continue until you come to the number circled in the "Line #" column.

If there is a discrepancy in these totals, you must check further and add, delete or change the total number of persons in the household until the number of individual members adds up to the total given in Q.8. Use Cols. A to D as indicated previously to record the answer to these questions. In Q.22, the answers will specify family relationships (e.g., stepsister, uncle, brother-in-law) while those in Q.23 identify nonfamily relationships (e.g., boarder, roommate).

Q's 24 and 25 Q.24 determines if there is anyone in the household who is of a different race than

the male or female head, and Q.25 determines, for each member, what that race is. Be sure to follow the skip instructions preceding these two questions so that you will not ask these questions unnecessarily.

Q's 26 and
27

These items establish who, if anyone, in the household is of Hispanic origin. By Hispanic origin, we mean Puerto Rican, Cuban, Mexican, Latin American or other Spanish origin. Answers such as Russian, German, Irish and Scottish are non-Hispanic. If you circle Code 1 for "Yes" in Q.26, you must ask Q.27 about each household member separately and circle a code in Col. F opposite each person's name.

Q.28

Indicate who the respondent is by recording his/her line number from the flap of the Household Questionnaire in the space provided in Q.28.

D. Work History

Q's 29 to 32

Gather recent work history for all household members who are 15 years old or older, related and unrelated. These questions are asked sequentially for each member starting with the male and female heads whose names and line #s should be recorded at the top of the columns on page 4. If there is no male head or no female head present, put a slash through the column and continue with the next person's name in the next available column.

Q.29

Give respondent Card B for reference. If it appears that the respondent is having difficulty reading Card B, you may read it aloud. Respondents may have engaged in several of these activities during the last week. Probe to find out which one activity describes what the respondent was doing most of the time last week. Accept only a single response.

Q.30

"Work" includes any full- or part-time work for which money, goods or services were received. Work includes active duty in the armed forces.

Q.31

Determines the total number of hours worked in all jobs last week, including hours worked overtime.

Q.32

Hand respondent Card C. The key word here is "usual." If the respondent has more than one job, have him or her select a code describing the work he or she "usually" does. In addition, if he/she is retired, the "usual" refers to the type of work performed before retirement.

When you have completed Q's 29 to 32 for the male and female heads, then continue with the other household members who are 15 years of age or older (refer to the flap for this information). Record each of their names and their corresponding line number on pages 5 and 6. We have thus provided space for you to ask about four other household members. If you have more than four (which is highly unlikely), use the slip sheets and record the codes for Q's 29 to 32b, following the same protocol.

In each set of questions for the remaining household members 15 years of age and older, you will note that two additional questions must be asked -- Q.32a and Q.32b. These two education questions are similar to the questions already asked of the male and female heads (Q's 12 and 13 and Q's 19 and 20) and should be handled in the same way.

When you have completed this series for all household members, continue with Q.33.

E. Housing Unit Question

Q.33

This establishes housing unit information. This question pertains to the households' primary or usual dwelling. Should you interview a family with two or more homes, this question should be addressed to the main house.

If the dwelling is "Owned outright," use Code 1. That would mean it was bought for cash or the mortgage or other type of debt is paid off. If someone in the household is paying off a mortgage, also circle Code 1.

F. Meal Planning/Preparing

Q's 34 to 36 For each of these questions, you will circle a code number corresponding to what the respondent says. Don't expect, however, for her/him to answer according to the printed categories you see in the questionnaire. You must be prepared to probe if you are unsure how to categorize her/his answers.

Let the respondent determine who plans, shops and prepares the food for that particular household. If you choose Codes 4, 5 and 6, you are to specify who the "Someone else" is (e.g., neighbor).

G. Pregnancy, Breast-Feeding and WIC-Related Questions

Q's 37 to 44b This section deals with women nursing young children and participation in WIC program by women and young children.

If there are no women 12 to 55 years of age listed on the flap, go to the instruction before Q.40 to determine where to resume the questionnaire.

All answers for this section are to be recorded in the grid located on page 8 of the questionnaire. **Be careful to record the information on the correct line.**

Q's 37 and 38 Determine which, if any, women are currently pregnant.

Q.39 This item establishes how many months pregnant these women are.

Q's 40 to 42 This set of questions is asked if there are any children three years old or younger. Again, refer to the flap for the age of children.

Q's 40 and 41 These are asked about each child three years of age or under. Q.41 establishes how long a child was breast-fed.

Q.42 If a child is currently being breast-fed, Q.42 establishes who is breast-feeding that child. Enter the line number of this woman in the appropriate space (i.e., in Col. Q.42) on the line of the child being breast-fed.

Q's 43 to 44b These are questions about participation in the Women, Infants and Children Program (WIC). This program provides milk, formula and some food products to expectant mothers, qualifying mothers, infants and young children.

Q.43 If a person has participated in the WIC program, she will know it. If a respondent does not know about the program, no doubt the answer to Q.43 is "No."

Q.44a This question determines who received WIC benefits. Be sure to circle a code number in Col. Q.44a for each person who is receiving WIC benefits.

Q.44b For each woman or child who is receiving WIC benefits, write in the number of months or years opposite that person's correct line number. Also, be sure to circle a code for either "months" or "years."

H. School Breakfast and Lunch Programs

Q's 45 to 52 These are asked if there are children between the ages of 5 and 18 in the household. Again, check the flap for age information and ask this series of questions for each age-eligible child.

Q.45 The answer is "Yes" if a child regularly attends school during the normal school year. During school vacations, ask about the school term just completed. The answer is "No" if that child is age 5 through 18 but is not in kindergarten through 12th grade or does not regularly attend school when school is in session.

- Q.46 School lunches usually include an entire meal with a beverage that is the same price every day.
- Q.47 This asks for the number of times each child gets a complete school lunch during a usual school week. During school vacations, refer to the school term just completed.
- Q.48 This determines if each child receives these school lunches for free, at a reduced price or if the child pays full price.
- Q's 49 to 51 Ask about complete school breakfasts. The instructions in Q's 46 through 48 apply to these questions as well.
- Q.52 Print the full name or number (e.g., George Washington High School, P.S. 101) of the school each child attends.
- Q.53 This question is only asked if there is a child between 1 and 5 years of age.

I. Household and Financial Questions

- Q.54 Let the respondent decide which category best describes his/her household situation.
- Q.55 and 56 These two questions deal with whether the household operates a farm or ranch. Let the respondent decide this. If the household is not operating a farm or ranch, skip to Q.57; otherwise, let the respondent decide whether sales from this farm equal \$1,000 or more. This is income from any farm the household operates; it need not be land attached to the household's residence.
- Q's 57 and 62 This set of items covers the income available to the household during the calendar month before the interview. Cards D, E and F will be used to assist the respondent in answering these questions.
- Q.57 This question is concerned with the amount of income available to the household during the calendar month

before the interview. If you are interviewing in April, you would ask about March. If you are interviewing in May, you would ask about April. This includes income from any household member, except roomers, boarders and employees. Income from roommates or partners must be reported here.

Q.58

We need to know whether any household member received any income in the last calendar month from any of the sources a to h which are listed on the questionnaire. Since we are interested in the amount of income available to the household in the month before the interview, we want to know about money actually received from these sources, not money owed to the household which has not yet been received. Q.58 asks the respondent to answer "Yes" or "No" for each source of income described on Card D. For each item (a through h), circle the answer code in Col. Q.58. If it appears that the respondent is having difficulty reading Card D, you may read it aloud.

Q.59a

This item asks for the total amount received by all household members (except roomers, boarders and employees) during the last calendar month from each source a through f which applies to the household you are interviewing. Ask Q.59a for each source a through f with a Code 1 -- "Yes" -- in Q.58. Q.59a would be skipped only if all sources a through f are Code 2 -- "No" -- in Q.58. This latter situation is very unlikely. Report only whole dollars here. Ask the respondent to estimate if he/she is somewhat uncertain. He/She can consult with others if they are home or should look through records if they are available.

Q.59b

This question asks for the total amount received by all household members during the last calendar year from sources g and h. These two sources of income are not always received monthly, and respondents often cannot report them on a monthly basis. If money was received from either

or both of these sources in 1988 -- Code 1 in Q.58 -- the yearly total is to be recorded in Col. Q.59b.

Report only whole dollars here. Ask the respondent to estimate if he/she is somewhat uncertain. He/She can consult with others if they are home or look through records if they are available.

Q.60

Here the respondent reports the total income from all sources before income taxes of all household members regardless of age, except roomers, boarders and employees, for all of 1988.

If, during the interview, you determine that the household did not exist as a household during the entire year 1988, circle Code 1 and go on to Q.61. The respondent must volunteer this information; do not ask for it. A household did not exist as a household unit if the male and female heads of household were not living together from January through December of the entire calendar year referenced. This includes people who married or became a household unit during the year and households where the female and male heads of household have changed since that time.

Only if the respondent cannot or will not report the total amount would you hand out Card E and ask the respondent to pick the category of income that fits his/her household.

Q.61

This question is about household assets. These are defined as cash, money in savings or checking accounts, stocks, bonds and other similar non-income monies the household has accumulated to this point in time. Here we want to know if these assets are valued at more than \$5,000.

Q.62

Hand the respondent Card F. This question establishes how much the respondent has in total savings or cash assets at this time. Circle the code

number corresponding to the letter respondent gives you.

J. Food Stamp Program Questions

Q's 63 to 69 These questions concern participation and nonparticipation in the food stamp program. Households participating in the food stamp program are issued food coupons to be used instead of cash, to purchase foods in regular grocery stores and supermarkets. Each coupon has a face value, that is, the amount of money the coupon is worth at the store.

You cannot tell whether a family might have used food stamps just by looking, since even relatively well-off families may have had major expenses or loss of income which made that household eligible for food stamps. Therefore, every household is asked whether or not food stamps were received during any of the past 12 months.

Q.63 This item is asked of everyone. It asks whether any member of the household ever received any government food stamps in any of the past 12 months. It doesn't matter whether the food stamps were for a particular individual or for other household members; what is important is whether or not one or more members of the household received food stamps in any of the 12 months preceding the time of the interview.

Q.64 Ask this to determine if the household is currently receiving food stamps.

Q.65 This item determines if all household members are currently receiving food stamps. By "receiving," we mean authorized to receive food stamps, not necessarily actually going to the food stamp office to pick them up. Sometimes a household will contain several household members of which only some are authorized to receive and use the stamps.

If everyone is receiving food stamps, circle Code 1 for "Yes" and skip to Q.68. If someone is not receiving them, enter Code 2 for "No" and continue.

- Q.66 To establish who in the household is receiving food stamps, record the name and line # from the flap of each household member eligible to receive food stamps at the current time.
- Q.67 This question refers only to the people mentioned in Q.66 who currently receive food stamps. The answer to this question should be the same or smaller than the amount given in Q.57.
- Q.68 To indicate the last time anyone in the household received food stamps, write in the month, day and year numerically (e.g., 04, 10, 89) in the boxes provided.
- Q.69 This determines the total dollar amount of food stamps received on the date specified in Q.68.

K. Final Questions on Surplus Food, and Drinking Water

- Q.70 To establish whether or not the household received any USDA surplus cheese, butter or other foods in the last three months, ask this question.
- Surplus cheese and other foods are given out at various distribution centers which will be known to those respondents who have received such foods.
- Q.71 This item identifies exactly what kinds of surplus food the household has received. Obviously, you may circle more than one code here.
- Q.72 Self-explanatory.
- Q.73 Let the respondent determine the primary source of his/her home's drinking water.

Q.74

Enter the answer to this question by observing the respondent's living quarters. Respondents residing in homes, apartments and condominiums without roomers or boarders should be assigned Code 1. Superintendents, managers and other workers residing in places such as jails, correctional institutions and mental facilities are considered as living in group quarters. Those respondents who rent rooms to roomers or boarders are considered as residing in rooming houses. If you are undecided, use Code 0 and describe the housing situation fully in the space provided.

Time
Ended

Record the time the Household Questionnaire was completed on the upper right of the front cover.

At this point, you have completed the Household Questionnaire. However, the interview is not yet complete. You should make a transition statement explaining what comes next during this session. You may say things such as:

- "Now we come to the part where you use the measuring cups and spoons."

OR

- "The next section called the Individual Intake Record is one we will do together. I will start it and you can finish it."

Before going on to the intake portion of the interview, if anything unusual happened during the session, make note of it in the last column of the Household Questionnaire.

VIII. INDIVIDUAL INTAKE RECORDS -- GENERAL INFORMATION

A. Administration

An Individual Intake Record is to be completed for each household member other than roomers, boarders or employees for each of two time periods: "Day ONE" and "Day TWO and THREE."

The Day ONE Individual Intake Record refers to the 24-hour period preceding the day in which the interview is conducted. The Day TWO and Day THREE Individual Intake Record corresponds to the 24 hours of the day in which the interview is conducted and the 24 hours of the following day.

For example, if the household interview were conducted on Monday, April 24, 1989, the Individual Intake Record for Day ONE would be for Sunday, April 23. The Individual Intake Record for Day TWO and Day THREE would be for Monday, April 24, and Tuesday, April 25.

Each Individual Intake Record is designed to be completed with the aid of the Food Instruction Booklet (FIB), and a set of measuring cups and spoons. The FIB is described below.

B. The Food Instruction Booklet (FIB)

The Food Instruction Booklet (FIB) is an 18-page booklet to be used by you and the respondent in completing the Intake Records. Successfully completing the Individual Intake Record depends largely upon the correct use of the FIB.

To complete the Individual Intake Record, the respondent is asked to give complete descriptions of the foods and beverages he or she consumed on Day ONE and on Day TWO and Day THREE and the actual quantities consumed. These descriptions must be complete and precise in order to be of any value to the study. While you may think there is not much difference between chicken eaten with skin as compared to chicken eaten without skin, there is. In some cases, the difference can be several hundred

calories, not to mention the amount of fat and vitamins/minerals. Therefore, we have developed the FIB to help you and the respondent record many details about the foods and beverages consumed by the respondents.

1. Description of the FIB

The FIB contains questions you will need to ask in order to describe foods eaten and beverages drunk and to quantify the amounts consumed.

The booklet is organized as follows:

- Instruction pages: The first page of the instructions explains how the book must be used, how to describe each food/beverage item and how to determine the amount actually consumed. Read these instructions very carefully.

The second page of the instructions is equally important; these instructions explain how to handle home recipes. For mixtures, soups, stews, casseroles, etc., which are made from a home recipe, try to obtain the following information:

1. What were the ingredients, including liquid (e.g., water, chicken stock)?
 2. How much of each ingredient was used in the recipe (e.g., 2 cups of water)?
 3. What was the total amount the recipe made (e.g., 8 cups of beef stew)?
 4. How much of the recipe did the respondent eat (e.g., 2 cups or 1/4 of the total beef stew -- recipe makes 8 cups)?
- Specific food-category pages: There are 12 food categories or major classes of food included in the FIB. They are:
 - Spreads: salad dressings, mayonnaise, condiments, butter, margarine and jams (pages 1 and 2)

- Snacks: popcorn, pretzels, chips, crackers, nuts and seeds (page 3)
- Sauces, gravies, soups, syrups, sweeteners (pages 4 and 5)
- Sandwiches and salads (pages 5 and 6)
- Pizza, frozen meals and mixtures (pages 6 and 7)
- Meat, poultry and fish (pages 7 and 8)
- Fruits, potatoes, vegetables and pickles (page 9)
- Cheese, dips, eggs and yogurt (pages 10 and 11)
- Candies and desserts (pages 11, 12 and 13)
- Breads, sweet breads, pasta, rice, cereals, pancakes and waffles (pages 13, 14 and 15)
- Beverages and meal replacements (pages 15, 16 and 17)
- Baby foods (page 17)

Each food-category page contains three columns of information, as follows:

- The left column ("Name of Food") identifies particular food/beverage types within that major food category. For example, under candies and desserts, 11 subgroups are specified: (1) breakfast bars, granola bars; (2) cookies, brownies; (3) doughnuts; (4) cakes, cupcakes, snack cakes; (5) cobblers, crisps; (6) pies, tarts, strudels, turnovers; (7) Jell-O, gelatin; (8) pudding, pudding pops; (9) ice cream, ice milk, sherbet, tofutti; (10) ices, fruit bars, sorbets and (11) candies.

- The middle column on each food-category page ("Describe Item By Answering:") contains questions which you must ask and which the respondent must answer to completely and accurately describe the food eaten. For example, if the respondent had cake for dessert, you must ask and he/she must answer questions about name, type, form and brand name to fully complete the description: (1) name of cake (e.g., devil's food), (2) type (e.g., with icing), (3) form (e.g., layer), (4) what brand name it was (e.g., Sara Lee). In addition, if the cake were made from a home recipe, the ingredients would need to be listed.
- The right column on each food-category page ("Report Amount Eaten In:") tells both you and the respondent the preferred ways to report the amount ingested. Following along with our cake example, the respondent should tell you the amount consumed in one of two ways: (1) dimensions or (2) weight.

Dimensions:

- . If the respondent wanted to report the portion of the whole he/she ate and if the devil's food cake were round, then four pieces of information would be required and recorded on the intake record as follows:
 - Diameter of whole (9" diameter)
 - Number of layers (2 layers)
 - Height of cake (3" high)
 - Portion eaten (1/10 eaten)
- . If the devil's food cake were square or rectangular and the respondent wanted to report the portion of the whole eaten, then (1) the dimensions of the whole, (2) the number of layers and (3) the portion eaten would be reported.
- . If the respondent wanted to report the dimensions of a piece, he/she would need to report (1) the shape of the piece, (2) the dimensions and (3) the number of pieces eaten.

Weight:

- . If the respondent ate a piece of cake and could report the weight (ounces, pounds or grams) directly from the package label or from reading a scale, this would be acceptable as well. Be sure to ask what proportion of the whole was eaten.
 - . The important thing to remember is that the amount should only be reported in a measure that is specified for that type of food/beverage. Any food can be reported in grams, ounces or pounds if weight measures are taken directly from the package or read from a scale. That is, only the measures indicated in the FIB or reported from the package as grams, ounces or pounds can be listed to report food or beverage quantities.
- Index: The next-to-last page of the FIB contains an index with the most commonly reported items and the category/page you should go to in the FIB in order to locate the questions to be asked about a particular food/beverage.
 - Ruler and concentric circles: On the last page, there is a ruler and concentric circles of different sizes for estimating the dimensions of foods consumed. The concentric circles can be used to estimate the diameter of certain foods consumed by the respondent (e.g., pancakes or cookies). You can, of course, use the ruler supplied to the respondent to measure length, width or height.

2. When and how to use the FIB

Use the FIB every time you complete an Intake Record. Refer to it yourself and also give one to the respondent so he or she can follow along with you and use it for completing Day TWO and Day THREE records. By

the end of the initial Intake Record, we want the respondent to understand how to describe and quantify foods and beverages and to be able to instruct other household members about its use, if necessary. This will make completion of the Day TWO and Day THREE Individual Intake Records easier and more accurate.

Specifically, the FIB is to be used for Q's 4, 5, 6 and 12 of the Day ONE and Day TWO and Day THREE Intake Records. Q.4 asks for the names of everything the respondent had to eat or drink; Q.5 asks for complete descriptions of the foods or beverages; Q.6 asks for the exact quantities of the foods or beverages. Q.12 asks the same information for any items previously forgotten.

To do this, use the FIB to find the food-category page for each food/beverage reported by the respondent. Go to that page, find that food/beverage in the left column and answer all the questions in the middle column for that food/beverage. Generally, these questions ask for descriptions of the type, preparation, form and brand name of the food/beverage item.

For example, if the "eating or drinking occasion" is breakfast and the respondent had butter (perhaps on toast), you should turn to "spreads" in the FIB in order to provide a complete description of that butter. As you look at the "spreads" pages, you will see that butter happens to be on page 2 following condiments. The questions to be asked about butter are in the middle column, and they concern type, form and brand name. All of these questions must be answered in the column provided for Q.5 on the answer sheet of the Intake Record.

The final step is to report the exact amount of the food/beverage consumed. Refer again to the appropriate food-category page of the FIB -- specifically, the right column. This information is used to answer Q.6. The right column lists the preferable ways by which you and/or the respondent should describe the amount of the food/beverage consumed. As a general rule, you should report the amount only in one of the measures listed in the right column for that particular food/beverage. Remember, if the amount cannot be reported in one of the ways listed in the FIB, the answer can always be reported in ounces, pounds

or other weight measure if the information is taken from the package/container, or is actually weighed. Use the measuring cups and measuring spoons, as necessary, to estimate volume consumption. As a last resort, draw the food, give dimensions and tell us the shape of the food.

For example, the butter mentioned previously may be described according to the FIB in terms of teaspoons, tablespoons, cups, sticks or pats. Pats apply only if the butter was from a restaurant. If the respondent is unable to describe the amount in these terms, report it in weight (ounces or pounds if the information is taken from package/container or if the item is actually weighed) or give the dimensions of the piece of butter. A description such as "a small piece" is not acceptable.

If no measure other than dimensions can be reported, use the ruler to give these dimensions. If the food item is square or rectangular, report the item's length, width and height. If the food item is cylindrical, report its diameter and height. If the food item is a wedge, report its height, width and length.

You and the respondent may refer to labels from cans, packages and wrappers as necessary, reporting on the total weight and the portion of the whole that was consumed (e.g., ate 1/2 of 3 oz. package).

More complete instructions and details about Q's 4, 5 and 6 can be found in the question-by-question instructions (Chapter IX) of this manual. Be sure to read and follow them. Now we leave the FIB for a detailed discussion of measurement methods.

C. Measurement Methods

There are several ways to estimate amounts or quantities of foods/beverages consumed. Three basic approaches are: weight (how heavy/dense something is; how much does it weigh on the scale -- e.g., 2 oz.); volume (how much space something takes up -- e.g., 1 cup, tsp.); and size,

which can be described as relative size (e.g., was the apple small, medium or large) or in terms of physical dimensions (e.g., length, width, height, diameter).

Several important points of information about each of these forms of measurement are given below.

- Weight

- Weight measures should only be used when the weight (in grams, pounds or ounces) is read from a package label or read from a scale.
- Weight measures should never be used for restaurant meals.
- An "ounce" is a unit of measure that can be used for both weight or volume. However, a weight ounce is not the same as a volume ounce or fluid ounce as it is called, and the difference can be substantial in estimating intake.

People can usually estimate fluid ounces (i.e., volume) much more easily than weight ounces. But to avoid any confusion between these units, the following procedure is to be used. When respondents answer Q.6 ("How much of this food/beverage did you actually eat or drink?") by saying "I had ____ ounces," ask the respondent each time:

"DO YOU MEAN WEIGHT OUNCES, LIKE 16 OUNCES IN A POUND, OR FLUID OUNCES, LIKE 8 OUNCES IN A CUP?"

In addition, always write "wt. oz." or "fl. oz." in the quantity column on the answer sheet to indicate that the question was probed.

- When weight measures are used for meats, fish and poultry, the weight alone is not enough. Each weight measure must be accompanied by the following information:
 - . Raw or cooked
 - . With or without bone (or shell)
 - . With or without fat (or skin)

- For several food items, you must indicate if the weight is with or without bone, pits, peels, etc.
- In reporting weight, be sure to report only the amount consumed; do not include the waste left unconsumed. For example, the respondent might report eating about half of 1 lb. of mushrooms. Was this the amount actually eaten or was it the amount before tips and stems were discarded?
- When reporting weight for a cooked food, you must indicate whether weight is for the food in its cooked or raw form. Few people really know how much something weighs after it is cooked; therefore it is best to report raw weight unless a cooked food is actually weighed. The cooked amount is often different from the raw amount.
- Use these notations to record quantities of food/drink consumed:
 - . Pounds = lb.
 - . Weight ounces = wt. oz.
 - . Grams = gm.
 - . Cooked = ck.
 - . Raw = rw.

● Volume

- Common units are:
 - . Cups or portions of cups
 - . Tablespoons, teaspoons or portions of these
 - . Fluid ounces
- As indicated previously, in order to prevent errors when respondents report ounces of food/beverage items consumed, the following probe is to be used in order to distinguish between fluid ounces and weight ounces. That is, when the respondent answers Q.6 ("How much of this food/beverage did you actually eat or drink?") by saying "I had _____ ounces," ask the respondent each time:

"DO YOU MEAN WEIGHT OUNCES, LIKE 16 OUNCES IN A POUND, OR FLUID OUNCES, LIKE 8 OUNCES IN A CUP?"

Record fl. oz. or wt. oz. as appropriate.

- Always indicate level tbsp. or tsp. measures only.
- Always indicate for powdered or condensed products whether item or corresponding quantity is diluted or not, and if diluted, with what (e.g., was the soup made with water or milk, whether commercial or home-prepared?)

Example: 1/4 cup of cocoa. Was this the amount of dry cocoa powder used, or was it the amount of cocoa actually drunk after it was mixed with liquid? Was it mixed with water, with milk or with both water and milk?

- Use these notations:
 - . Cup = C.
 - . Tablespoon = Tbsp.
 - . Teaspoon = Tsp.
 - . Gallon = Gal.
 - . Quart = Qt.
 - . Pint = Pt.
 - . Volume or fluid ounce = Fl. oz.

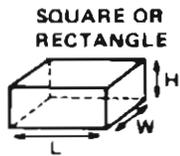
● Relative size

- Relative size is used for food items where actual dimensions are difficult to report (e.g., vegetables, fish, poultry). In these cases, terms such as small, medium and large are used to describe the item's relative size.
- Use these descriptors:
 - . Small
 - . Medium
 - . Large
 - . Extra large
 - . Jumbo
 - . Thin
 - . Thick

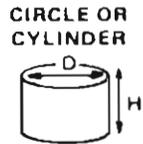
● Size: physical dimensions

- If a food is a regular shape, give its dimensions and name the shape (i.e., 1 rectangle, 2" L x 1" W x 1" H).

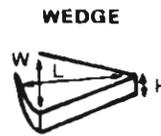
- If a food is an irregular shape, draw item and give dimensions.
- Common units are:



3 DIMENSIONS REQUIRED
 L = LENGTH
 W = WIDTH
 H = HEIGHT



2 DIMENSIONS REQUIRED
 D = DIAMETER
 H = HEIGHT



3 DIMENSIONS REQUIRED
 L = LENGTH
 W = WIDTH
 H = HEIGHT

- Use these notations:

- . Length = (L)
- . Height = (H)
- . Width = (W)
- . Diameter = (D)
- . Inches = (")
- . Feet = (')

Example:

3" x 4" x 1"
 (L) (W) (H)

D. Do's and Don'ts for Recording Individual Intake Records

● General do's

- Let your curiosity take over when getting descriptions of foods not found in the FIB. Begin by asking "What is that?" Follow up by asking more and more questions until you know that you could absolutely recognize each food item listed if it were put in front of you.

Even a simple slice of bread requires a great deal of description in order for coders at National Analysts to fit it into the highly individualized seven-digit food code which indicates its nutritional value. Do remember that an important part of this study is to learn the nutritional value of the food intake of American consumers.

"A slice of bread" at first glance would seem to describe what a person ate with soup. It doesn't! First, it is necessary to know the name and then probe for grain, type, preparation, brand and additions. Was it eaten dry or with butter or margarine or something else on it? If butter or margarine was used, was it regular, diet or whipped? And so on.

Only when all these questions are answered will you know exactly what the respondent meant by "a slice of bread." You can pass the news along to us, and we will know, too, and be able to handle it in a manner that will have some real meaning to USDA.

- Recording amounts is just as important and requires just as many questions. For some foods, this part is simple. For instance, if you have just described "white bread, thin sandwich type, no spread," all that is necessary for the amount is the number of slices.

However, if you are reporting a piece of cake or watermelon, it is not so easy. What does "a medium slice of fresh watermelon" really tell about how much watermelon was eaten? All watermelons are not the same shape to start with -- some are round, some are long. Which kind was this? How was it cut? The only way to find out is to ask.

For example, let us say it was a small, round watermelon, about eight inches in diameter. The respondent was not really hungry, but did want a little piece -- it tastes so good on a hot night. The respondent tells you it was cut in half, then quartered. Picture it -- remember, you want to be able to recognize the piece this person ate. Since he or she only wanted to taste it, the quarter was much too big, so a piece was cut off. How big a piece? (About a third.) No matter how the rest was cut, if the whole watermelon had been divided up this way, there would have been three pieces from each quarter. Since there are 4 quarters to one melon, there would have been 12 pieces of this size. So how much watermelon did our respondent eat at that time? Of course! It was 1/12 of an 8" diameter round watermelon.

A long watermelon could have been divided the same way. Of course, some people cut these differently -- instead of cutting them in half, then quarters, they just slice them. In this case, the amount may be reported as "a slice of a 9" diameter watermelon, 1.5" thick" -- or half a slice (giving the same dimensions).

Remember, you want to know exactly what was eaten and how much was eaten. When you have satisfied your own curiosity on this score, share the news with us. Report it in such a way that we can picture precisely what you and the respondent are picturing.

● Specific do's

- Make no assumptions about the salt content of food/beverage items. Follow the instructions in the FIB and ask whether or not the item is a salted or unsalted variety (e.g., soda crackers).
- Use the word "regular" to describe foods only when the FIB instructs you that it is okay to do so.
- When food items that make up a unit (e.g., sandwich, coffee-cream-sugar) are reported, draw a box or bracket on the answer sheet around all of the items that make up the unit. If the respondent later remembers additional parts of the unit item, write in the addition on the next available line with the note "part of item on Line #____" and circle. See example on page 81.
- When a respondent reports having eaten meats (e.g., turkey, ham, etc.), ask if the meat is a deli or prepackaged type. If the meat was prepackaged or deli meat, refer to "Lunch Meats" on page 8 of the FIB. If the meat was not prepackaged or deli meat, then refer to "Meat" on page 7 of the FIB.
- When homemade mixtures (salads, stews, soups, casseroles) are reported, do not be led astray by "a tuna-noodle casserole." The name of the item does not necessarily give the whole story. Food may be "garnished" differently by different cooks, and some recipes may include vegetables and others may not. Just recording "chicken casserole" or "beef stew" is not enough. All ingredients must be provided on separate lines and as separate amounts. Draw a box or bracket around the total list of ingredients to show they make up one item.

● General don'ts

- Don't assume that others know everything. This is not true. You are the only one who truly has the answers. You are on the scene with the respondent; we are not. We know what to do with the information you supply, but you are the only one who can supply it.
- Don't be hesitant about insulting our intelligence with too much detail. It just is not true that "everybody knows that." So go ahead and insult us with too much. That is so much better than frustrating us by leaving out the one little piece of information we may absolutely need.
- Don't leave contradictory information in the record. For example:

<u>Name</u>	<u>Description</u>	<u>Quantity</u>
Toast	White Bread... Sunbeam	2 thin slices
Butter	Margarine Diet Fleischmann's stick	2 Tsp.

→ Did this respondent eat butter or margarine?

Be sure to cross out the wrong one so there will be no confusion.

E. What Does the Coding Department Do with Food Descriptions?

As we mentioned in the previous section, complete descriptions of each food and beverage are essential because when the questionnaires you and the respondents have completed are sent to National Analysts, our coding personnel must convert each food item into a seven-digit food code using the coding system developed by USDA.

Although the seven-digit food code seems mysterious and the amount of information required to correctly identify a food unnecessarily detailed, there is a very definite pattern established to put each food item into an accurate nutritional category.

For example, if we take a simple food like carrots, we find that they belong, first, in the major food group 7 -- Vegetables.

Under this, there are major subgroups. Carrots are in subgroup 73 -- Deep-Yellow Vegetables.

To find our carrots, we go next to the minor food subgroup and learn that carrots are in their own subgroup labeled 731. Other vegetables in the major subgroup 73 are:

- 732 -- Pumpkin
- 733 -- Squash
- 734 -- Sweet Potatoes
- 735 -- Deep-Yellow Vegetable Soups

To stick with our carrot example, we have the carrot identified in its minor subgroup, 731, but there are carrots, and then there are carrots. In order to learn the nutritional value of a specific carrot, we need more information. Were these carrots eaten raw or cooked? If cooked, how? Were they in butter, cream sauce or cheese sauce?

Once these questions are answered, the last four digits of the food code can be applied to give a complete profile of the carrot we wish to describe.

Examples:

- Carrots, raw, 731-0101
- Carrots, cooked, fat not added, 731-0221
- Carrots, cooked, creamed, 731-0223
- Carrots, cooked with cheese sauce, 731-0225

Obviously, the name "carrot" alone can be placed in a very general group and that group is identified (731), but it does not mean very much to anyone without the information that places it in the exact seven-digit code which distinguishes its nutritional value and ultimately

the value we get by eating it. Thus, there is a great deal of difference in how much nutrient value we get by eating vegetables raw or cooked and whether they were fresh before they were cooked or canned or frozen, etc. As you can see, there are literally hundreds, even thousands, of foods and food products if we really think about it.

F. Some Food Terminology

Terminology can sometimes be a problem. In order to avoid or reduce this problem, explanations of some terms are given below.

- Stalks versus bunches: one piece is a stalk; the whole plant is a bunch.
- Heads versus flowerets/leaves: flowerets or leaves are single items that make up the head (e.g., leaves make up a cabbage head; flowerets make up a head of cauliflower).
- Spears/Stems versus tips: the tips are the top ends, while the spears include the trunk or long part and the tips. Asparagus and broccoli contain tips and spears/stems.
- Juices versus ades and juice drinks/cocktails: Juices are made entirely from one or more fruits or vegetables. Ades and juice drinks/cocktails are not 100% juice and are usually sugar sweetened or artificially sweetened (e.g., Hawaiian Punch, Hi-C, Ocean Spray Cranberry Juice Cocktail).
- Chicken breast: A chicken has only one breast. A serving of chicken breast is usually $1/2$ or $1/4$ of the whole breast.
- 100% whole wheat and wheat bread: Whole wheat bread is labeled 100% whole wheat. The only flour listed is whole wheat. Wheat bread contains whole wheat flour and white or all-purpose wheat flour.
- Types of pickles: A whole pickle is one that has never been sliced, cubed, speared, etc. A spear is a long narrow strip usually $1/4$ or $1/8$ of the pickle cut lengthwise. A slice is a chip or other round section of the pickle.
- Type of peppers: A raw pepper is untreated in any way -- not pickled, cooked, canned or bottled. They may be naturally sweet or hot.

IX. DAY ONE INDIVIDUAL INTAKE RECORD -- QUESTION-BY-QUESTION INSTRUCTIONS

A. Identifying Information and Introduction -- Front Cover

- Record the eight-digit segment # and the three-digit housing unit # in the boxes provided. (Remember, every Intake Record from the same housing unit will have the same segment # and housing unit #.)
- Also record the two-digit line # from the flap page of the Household Questionnaire and your four-digit interviewer ID #.
- Enter the starting time and circle a code for AM or PM. (Return at the end of the Intake Record to record the ending time in the same manner.)
- Record respondent identifying information by indicating:
 - Intake respondent's first name. This is especially important in case numbers get mixed up or confused.
 - The person's date of birth (in month, day and year)
 - The date of the time period for which the Intake Record applies. Enter the date and circle the day of the week to be covered by the Intake Record. For Day ONE Intake Records, you will be collecting food intake information for the calendar day just before the day the interview is administered. For example, if the interview is taken on a Friday, the Intake Record will cover the 24 hours of Thursday. A calendar day is a 24-hour period starting at midnight (12:00 AM) and continuing to 11:59 PM. Midnight is 12:00 AM; noon is 12:00 PM.

- Use the introduction at the bottom of the front cover when you are administering the record to someone other than the meal planner, or if the respondent needs reassurance to complete the Individual Intake Record.

B. Overview

The Intake Record contains 49 questions which can be grouped into four main categories, as follows.

- Q's 1 to 12 ask about the foods and beverages the respondent consumed on Day ONE.
 - Q's 1 to 3 are asked only once for each eating/drinking occasion (e.g., breakfast).
 - Q's 4 to 7 are asked about each food/beverage item reported by the respondent for each occasion.
 - Q's 8 to 11 are asked only to qualifying respondents; these questions also ask about each food/beverage item reported for each occasion.
 - Q.12 is asked after the respondent has recalled all food/beverage items for a given day. The purpose of the question is to determine if any food/beverage items were forgotten. If any were omitted, Q's 1 to 7 are repeated for each new food/beverage item and also Q's 8 to 11, if necessary.
- Q's 13a to 13c and 14a and 14b are asked only once; they refer to the amount of water drunk and whether the food/beverage items reported for Day ONE are different from normal.
- Q's 15 to 43 are asked only once; they refer to health-related diet issues and demographics of the respondent.
- Q's 44 to 49 are to be completed by you based on your judgment and observations; they are questions about the respondent and the interview situation.

C. Question-by-Question Instructions

Introduction Begin the record by saying to your respondent, "Think now about all of the foods and beverages you had after 12:00 AM midnight on (name yesterday's day of the week) and ending at 11:59 PM last night." This introduction will help prompt the respondent to think about what was eaten/drunk during this period -- that is, yesterday.

Q's 1 to 12 These questions pertain specifically to the foods and beverages consumed by the respondent on the calendar day before the interview. Note, however, that Q's 1 to 3 are asked only once for each eating/drinking occasion.

The questions themselves (with the exception of Q.12) are displayed on the left- and right-hand flaps of the Intake Record. The questions and instructions are in larger/bolder typeface than the rest of the Intake Record so that it will be easier for you to read the questions. Also, these flaps are folded and inserted into the record. They must be opened before interviewing can begin.

The answer sheets on pages 2 and 3 of the record are to be used for recording responses to Q's 1 to 12. Additional recording space is also available on pages 4 and 5.

Specific instructions for each of these questions are given below.

Q.1 Record the exact time in the column provided on the answer sheet for Q.1. Do not forget to circle the code for AM or PM.

Q.2 Do not suggest the name for any given eating or drinking occasion. Enter the proper answer code in the column provided

for Q.2 on page 2 of the answer sheet. Do not circle that code within the question on the flap itself. If none of the codes 1 to 7 correspond with the respondent's name for such an occasion, record a Code 0 and enter the name by which such an occasion is known to the respondent in the space provided on the answer sheet (Q.2). A "party" is an example of a name for an "other" eating or drinking occasion. If respondent says "picnic," probe to determine whether this is a picnic lunch or a picnic dinner and report accordingly. Do not use Code 0 for picnic unless you cannot classify it elsewhere.

Q.3

Q.3 asks "With whom did you eat or drink this?" One of four responses is to be recorded on the answer sheet for each food occasion: (1) alone, (2) with other household member(s), (3) with non-household member(s) or (4) with both household and non-household members.

Q's 4, 5, 6a
and 6b

These questions ask for a complete description of the food or beverage, and the quantity actually eaten or drunk by the respondent. Foods left on the plate or not tasted are not included. Only items swallowed or ingested by the respondent count here, including those eaten while preparing meals or cleaning up. Tasting of sauces or vegetables, etc. should be counted.

The information required for each food item is:

- The name (e.g., tuna fish salad, pecan pie)
- The description (e.g., brand name, cooking method if cooked, low-calorie or low-sodium, diluted or undiluted)
- The actual amount consumed

This is where the Food Instruction Booklet (FIB) is used. Be sure to read Chapter VIII of this manual pertaining to the FIB. It outlines the organization of the booklet and describes when and how to use it.

Omission of any items will affect the estimates of the total nutrients consumed by a respondent on any given day. It is, therefore, imperative that you use the FIB to determine what information must be recorded to describe the food or beverage fully and to quantify the amount consumed appropriately.

Q.4

Have the respondent tell you the names of all the foods he/she ate and beverages he/she drank on this occasion. Record these, one item to a line, as the respondent lists them. (Lines on the answer sheets are numbered consecutively, beginning with "101" as the first line.)

Use direct probing to be sure that the respondent has not forgotten any food items. For example, if a beverage such as tea or coffee is reported, be sure to ask about sweeteners or whiteners, and to record this information (if used), one item to a line. If bread is reported but no spread, without suggesting which spread is appropriate, you might ask, "Did you use any kind of spread with the bread?"

Your goal is to help the respondent report everything eaten or drunk (with the exception of plain "tap" water -- mineral or bottled water is to be reported), without leading the respondent to supply answers which he/she thinks you expect from him/her.

Do not let your tone of voice or comments convey your judgment about foods and beverages consumed. Do not, for instance, make comments such as "Is that all you ate?" Be nonjudgmental. The trick is to get the respondent to tell you exactly everything he or she ate and drank.

Q.5

After all the items on a given occasion have been listed, turn to the FIB. Find the appropriate page for each food/beverage item listed and answer all the questions for that item. Refer to

Chapter VIII of this manual for an example of how description-questions should be asked. Every item must be fully described in the spaces provided for Q.5 on the answer sheet.

If you come to a food or beverage which seems strange or has unique items in it, especially any home recipe -- e.g., macaroni and cheese with chicken and asparagus -- be sure to record all the ingredients in the recipe, the amount of each ingredient used and the total quantity made, if known.

Q.6a

If you have not already done so, give the respondent the set of measuring cups, spoons and a ruler to use in answering these questions. It may prove helpful to refer to these if a respondent has trouble estimating the volume of something consumed. (One set of measuring utensils will be left with each household.)

Use the measuring spoons, measuring cups and ruler to assist in judging dimensions. Show respondent how to use these aids to the best advantage. Specifically:

- Ask the respondent to get the glass, cup or mug that was used to serve a beverage. Fill the glass, cup or mug with water to the level indicated by the respondent and then measure the amount by pouring the water into the stainless steel measuring cup.
- Similarly, measure cereal and soup bowls or other containers used to serve foods, as well.
- Turn measuring cups upside down to simulate a mound of food.
- Have the respondent use the cups to help estimate the size of the portion eaten.

- Have the respondent show the dimensions of a food with his/her hands, and use the ruler to measure what is displayed. If necessary, have the respondent draw the size and shape of what was eaten on a piece of paper.

In the FIB, you are instructed how to measure and report items, such as fish, pieces of cake, and so on. Remember that THE AMOUNT TO BE REPORTED IS ONLY THE AMOUNT ACTUALLY EATEN OR DRUNK BY THE RESPONDENT. If you follow the specifications in the FIB, your task will be an easy one. You will not collect too little or too much detail about the foods and beverages. This will make the interview go faster.

Q.6b This question appears only on the Day ONE Intake Record and is to be answered only by you. A response is to be recorded for each item listed in Q's 4 to 6a. The idea is to record one and only one code number in Col. Q.6b for each item. If two measurement devices were used, circle the code which best fits the response.

Q.7 This question identifies the source of each food/beverage. There are three possible categories: (1) eaten at home, (2) brought into your home, but later eaten away from home and (3) never brought into the respondent's home. A source code must be circled for every item in a particular occasion since the sources may not be the same. For example, some foods are often brought from home to eat at work (e.g., sandwich and fruit) -- Code 2; while other foods eaten at the same time may never have been in the respondent's home (e.g., candy bar, soft drink) -- Code 3.

Skip pattern for Q's 8 to 11

The answers to Q.7 guide the skip pattern for Q's 8 to 11. After completing Q.7 for all food/beverage items on a given food occasion, follow the instructions given after Q.7. Specifically:

- If any item is coded 1 or 2 in Q.7, continue to Q.8.
- If all items are coded 3, go to Q.11.

Q.8

This question pertains to the source of home food items, i.e., those with Codes 1 or 2 in Q.7. An answer must be recorded for each of these in Col. Q.8. Most items will be a Code 3 — from some other place (e.g., grocery store, supermarket). A Code 1 ("from fast-food or carryout place") pertains exclusively to those items from McDonald's, Roy Rogers, pizza parlors, Chinese restaurants or other similar establishments. A Code 2 ("Meals on Wheels") is a specific community feeding program. If neither Code 1 nor 2 applies, enter Code 3 ("From some other place").

Skip pattern for Q's 9a to 9c

In order for you to ask this set of food preparation questions to a respondent for a given food occasion, two conditions must be met, as follows:

- The Intake Record is being completed by the main meal planner/preparer (for him/herself or for someone else)
- AND
- One or more items in Q.7 are coded 1 or 2, Q's 9a to 9c are to be asked

Therefore, if the record is not being completed by the main meal planner/preparer, then Q's 9a to 9c are never asked. If the record is being completed by the main meal planner/preparer but all items are Code 3 in Q.7 -- i.e., not brought into the home -- these questions are also skipped.

Q's 9a to 9c

Q's 9a to 9c refer to fats and oils used in preparing foods and beverages. For example, it does not refer to the butter put on toast or baked potatoes at the table, since these items are specified

separately on the record. It does include the fat put into the saucepan to cook eggs or saute meat and the like. Similarly, it refers to the fats or oils used to make cakes, if the food happens to be made from a home recipe, or used to marinate foods before cooking them.

Question 9 has three parts. First, ask Q.9a only once for a given food occasion to determine whether or not any fats or oils were used to prepare the foods/ beverages consumed on that particular occasion. Record either Code 1 or 2 on the first line for that occasion, depending upon the respondent's answer. If Code 2, skip to Q.10. If Code 1, ask Q.9b to determine which items were prepared with fats or oils. Circle a "1" for "Yes" or a "2" for "No" beside each item in Col. Q.9b of the answer sheet to indicate whether fats or oils were used in preparing the item. Then ask Q.9c for each item with a Code 1 in Col. Q.9b.

Q.9c For each appropriate food item, read the response categories to Q.9c slowly and be sure to correctly identify the exact type of fat or oil used. This is especially important because each type is associated with a different nutrient value. Oils such as walnut oil, peanut oil, etc., belong in Code 3, along with Wesson oil, Crisco oil or any other oil if the respondent does not know the type. Any liquid type of fats are to be coded 1, 2 or 3.

Solid forms of these fats are considered shortenings. For example, solid Crisco shortening belongs in Code 10, while liquid Crisco oil belongs in Code 3, as described above.

If the ingredients of a home mixture were not reported individually by the respondent, the fat/oil used in preparation is to be reported for the main ingredient of the mixture.

Items such as PAM, Mazola No-Stick and other no-fat shortenings sprayed on pans as substitutes for "real" fat or oil are not to be reported. If respondents report "fat" in Q.5 when they really mean a no-fat substitute, be sure to correct Q.5 so it is consistent with Q.9.

Q.10

This question refers to any kind of real salt (not salt substitutes) used in preparing foods, such as iodized salt, garlic salt and seasoned salt. Using salt in preparing foods or beverages includes, for example, adding it to foods before and during the cooking/marinating process. Additionally, if items are salted just before they are brought to the table (e.g., vegetables to which salt is sprinkled on top just before they are served), this salt must be reported here. For each food/beverage item, circle 1 in Col. Q.10 on the answer sheet if salt was used in preparation; if no salt was used in preparing the food/beverage item, circle Code 2 in Col. Q.10 on the answer sheet.

Q.11

Q.11 is asked only if the answer to Q.7 is Code 3 -- "Never brought into the respondent's home" -- for any item reported on a given food occasion.

For each item with a Code 3 in Q.7, ask Q.11. If none of the Codes 1 through 9 applies, circle Code 10 for some other type of place.

Code 1 applies to any eating place where waiter or waitress service is available. Even if the respondent does not use the services -- say she helped herself at the buffet or ordered from the takeout counter -- if the place has waiters/waitresses, it qualifies for Code 1.

Code 3 applies to places such as McDonald's, Roy Rogers, etc., where orders are placed at a counter and you take the food yourself and eat it elsewhere, inside or outside. This also includes placing your order at a counter and serving yourself at the salad bar. The establishment has no waiters or waitresses.

Community feeding programs -- Code 6 -- include programs sponsored by churches, civic associations or other organizations.

If Code 7 ("Vending machine") is used, a second number is to be recorded for the location of the vending machine. For example, if the vending machine is located in a store, Code 7-8 would be recorded; if the vending machine is located at school, Code 7-4 would be recorded.

After all food/beverage items for all occasions have been recorded on the answer sheets, draw a line across the answer sheets and then go on to Q.12.

Q.12

This question is to be asked after all food occasions have been reported by the respondent. The question and its answer categories are found on page 6 of the questionnaire. It asks about categories of food which are often forgotten or not reported by respondents. Show respondent Card G, ask about each of the categories and circle a code for "Yes" or "No."

If any Code 1 is circled, go back and ask Q's 1 through 11, as applicable. (Note that for each of these food items, Code 1 in Col. Q.12 on the intake record is to be circled.) You may be surprised how many otherwise forgotten items are added to the Intake Record as a result of this probe question. Very often respondents remember to report the dab of mustard, the mint, or other item they left out.

When you complete Q.12, the time is to be recorded on page 6 of the questionnaire, and either AM or PM is to be circled. An example of a completed 24-hour record is given on the next page.

NOTE: After the last food/beverage item has been recorded for Q.12, be sure to probe for further items. When respondent says, "That's all," record "Nothing else" on the document.

DAY 1 ANSWER SHEET

ANSWER ONCE FOR EACH OCCASION		USE A NEW LINE FOR EACH ITEM. USE FTB AND MEASURING UTENSILS				ANSWER FOR EACH ITEM		ANSWER IF WITH MEAL PLANNER/ PREPARED AND *1* OR *2* IN 0.7				ANSWER ONLY IF *3* IN 0.7		ANSWER ONLY IF *1* IN 0.12	
When	0.1	0.2	0.3	0.4	0.5	0.6a	0.6b	0.7	0.8	0.9		0.10		0.11	0.12
A.P. Time	What Called	With Whom	Line #	Name of Food/Drink	Complete Description	Quantity Consumed	How Estimated	From Home	Source of Home Items	Fat in Preparation	(a) Fat Used	(b) Fat Used	(c) Fat Type	Where Obtained	Added/Changed Item
7:15	12	1	101	ORANGE JUICE	FROM FROZEN COAL, RECONSTITUTED, ADD TO DRESSLING, UNWISHTERED, BUNNIBER BRAND BRAND	6 FL OZ	1	1	3	1	1	1	1		1
11:2			102	HAM AND CHEESE COLESLAW	BOILED HAM WITH MEAT, DELI SLICED	3 THIN SLICES	7	1	1	1	1	1	1		1
11:2			103	CHEESE	AMERICAN, PROCESS, KRAFT SINGLE	1/2 CUP	1	1	1	1	1	1	1		1
11:2			104	E-G-U-S	CHICKEN EGG, BEATEN, ADDED HAM AND CHEESE, 102, 103, PEPPER IN BUTTER	2 LARGE	7	1	1	1	1	1	1		1
11:2			105	COFFEE	INSTANT, DECAF, BLACK, NO ADDITIONAL INGREDIENTS	8 FL OZ	1	1	1	1	1	1	1		1
11:2			106					1	1	1	1	1	1		1
10:10	3	3	107	SALAD LETTUCE	ICEBERG, RAW	2 CUPS RAW	1	1	1	1	1	1	1	ROY ROGERS 3	1
11:2			108	TOMATOES	RED, RAW, SLICED	3 THIN SLICES	7	1	1	1	1	1	1		1
11:2			109	BROCCOLI	RAW	3 FLOUNZES	7	1	1	1	1	1	1		1
11:2			110	BEANS	RED KIDNEY, COOKED	1/2 CUP	1	1	1	1	1	1	1		1
11:2			111	CRAWFISH		3 TBSP	2	1	1	1	1	1	1		1
11:2			112	SALAD DRESSING	D.A. INGREDIENTS, ITALIAN TYPE - NOT LOW CAL	1/4 CUP	1	1	1	1	1	1	1		1
11:2			113	SODA	DIET PEPSI, GAF	12 FL OZ	1	1	1	1	1	1	1		1
11:2			114					1	1	1	1	1	1		1
7:00	5	2	115	BEEF STEAK	WITH BONE, BROILED, NO FAT EATEN, T-BONE, NO ADDITIONS	7 OZS RAW	5	1	3	1	1	1	1		1
11:2			116	POTATO	WHITE, BAKED, PEEL EATEN, NO FAT IN PREP, BUTTER ADDED AT TABLE	1-LARGE	7	1	1	1	1	1	1		1
11:2			117	BUTTER	KARL O-LAKE BRAND, STEAK SAUTED	2 TBSP	2	1	1	1	1	1	1		1
11:2			118	STRING BEANS	GREEN, FRESH, COOKED W/ BROWN GREASE	1 CUP	1	1	1	1	1	1	1		1
11:2			119	TEA	FR. BAG, TEEFEE BRAND, ADDED EQUAL 1 PSI PER CUP	2-CPL	1	1	1	1	1	1	1		1
11:2			120	EQUAL	LOW CAL SWEETENER, POWDERED	2-LARGE	7	1	1	1	1	1	1		1

NOTHING ELSE

Q's 13a-13c Q.13a asks the respondent for an estimate of the number of fluid ounces of water consumed on Day ONE (not including coffee, tea, fruitade and the like), and 13c asks for an estimate of usual water consumption. This should include tap, bottled, mineral and other forms of water. The number is entered on the lines provided. If the respondent reports drinking water on Day ONE, then Q.13b is asked. Otherwise, Q.13b is skipped.

Q's 14a, 14b Q.14a asks whether the amount of food and drink reported was less or more than usual for the particular day of the week. If the respondent's answer is coded 1 (less than usual) or 3 (more than usual), then Q.14b asks for the best reason which accounts for the difference. If Codes 1 to 8 do not apply, probe for any other specific reason and record it in the space for "Some other reason? (DESCRIBE)" (Code 0). An example of some other reason may be that the respondent was fasting. This response should be recorded verbatim, i.e., exactly as the respondent said it, in his or her exact words.

Q's 15 to 43 These questions address health and demographic issues. This information is used to categorize respondents into different groups (e.g., smokers and non-smokers, persons with good to excellent health and those with poor health) and to compare their food consumption patterns.

Q.15 Circle only one code corresponding to the respondent's assessment of the healthfulness of his or her diet at the present time.

Q's 16a and 16b Q.16a asks what type of salt or salt substitute the respondent adds to his/her food at the time of eating. Salt here means regular salt, lite salt or a salt substitute. If Code 1 ("None") is recorded, Q.16b is skipped.

Q.17a The meaning of "special diet" refers to a conscious change in the foods and/or beverages consumed. Either the amount and/or the kinds of items may be different to constitute the special diet.

- Q's 17b and
17c
- Card H is to be shown to the respondent for Q.17b, and multiple responses are allowed. If the first seven codes do not describe the circumstances of the special diet completely, circle the appropriate codes (if any) and then circle Code 0 and explain the special diet.
- For each type of diet mentioned in Q.17b, the respondent must look at Card I and tell you which of these sources directed the respondent to the diet he/she is on.
- Q.18
- Determines whether or not the respondent considers himself/herself to be a vegetarian.
- Q.19
- Determines how extensively dietary supplements are used.
- Q.20
- Determines the type(s) of vitamins used. Remember, more than one code can be circled in Q.20. Each circle represents the type of vitamin or mineral taken.
- Q.21
- This question is asked only if Code 4 is one of the codes circled in Q.20; otherwise, skip to Q.22.
- Q's 22 and
23
- Do not attempt to explain what is meant by "fish oil supplement" or "fiber supplement." If the respondent is taking one of these supplements, he/she will know what it is.
- Q.24
- This question refers to weight without shoes or heavy clothing.
- Q.25
- This question refers to height without shoes.
- Q.26
- Circle only one code corresponding to the respondent's assessment of his or her health at the present time.
- Q's 27 and
28
- These questions are also health-related questions. Notice that Q.28 is to be asked for each health condition listed and that a Code 1 or Code 2 is to be recorded for each.
- Q's 29 and
30
- Are concerned with any problems the respondent may have in biting or chewing food.

Q's 31 and
32

Believe it or not, your television viewing habits also are concerned with your health and well-being. For each of these questions, it is not necessary to read the answer categories. But be sure to note the distinction between the two questions -- Q.31 asks about yesterday, while Q.32 asks about usual number of hours per day.

Q.33

Whether or not the remaining questions in the Intake Record are asked depends upon the age of the respondent:

If the respondent is under 18 years of age, no other questions are asked. That is, the questionnaire is terminated. Notice, however, that you have to complete Q's 44 to 49.

If the respondent is 18 years of age or older, Q's 33 to 43 are asked.

Q.33

Q.33 pertains to the respondent's usual level of physical activity. If for some reason the respondent has been ill or his/her activities have been unusual (e.g., on vacation, unpacking from moving), ask the respondent to think about typical or customary behavior. Note that Q.33 focuses on leisure time, that is, time not spent at a job or doing household chores. For this question, read the answer categories -- underlined words only -- until you come to the question mark, that is, after category 3 -- "light." Read the words in parentheses only if the respondent asks for clarification about what is meant by heavy, moderate or light activity. If a respondent is confined to a wheelchair or bed-ridden, circle Code 4 in Q.33 and skip to Q.35.

Q.34

The answer to this question will help us understand how the respondent sees himself/herself in comparison to others his/her own age and sex.

Q's 35 to
38

These questions focus on prior and current smoking habits. Only cigarettes are of interest. Pipes, cigars and other tobacco forms are not included. Follow the skip patterns, as they keep you from asking unnecessary questions. In Q.38, regularly is to be defined by the respondent. Circle Code 98 if the respondent has never smoked regularly. If less than one year, circle Code "00."

Q's 39 to
43

Determine whether or not the respondent ate one or more fully cooked meat or poultry dishes in the last seven days, and if so, where it was purchased, and how long it was kept before being served.

Follow the skip instructions carefully.

Q's 44 to
49

These questions are to be answered solely by you. For example, Q.48 asks for your assessment of the difficulty that the respondent had in recording amounts of foods/beverages consumed. Do not read these questions to the respondent. They are to be completed on every Day ONE Intake Record by you, even if other family members have helped to complete the rest of the Intake Record.

After completing Q's 44 to 49: Go to the front cover and record the ending time. Then go on to the next household member, if there is one, and repeat the procedure. When all Day ONE Intake Records have been completed, complete the front covers of the Day TWO and Day THREE Intake Records and complete Day TWO up to the time of the interview. Then explain the procedures for respondent self-completion of the records and make an appointment to pick them up. Don't forget to leave a copy of the FIB and the measuring utensils with the household for future use.

X. DAY TWO AND DAY THREE INDIVIDUAL INTAKE RECORD --
QUESTION-BY-QUESTION INSTRUCTIONS

Because the Day ONE and Day TWO and Day THREE Intake Records are very similar, instructions will be noted only for new questions or features of the Day TWO and Day THREE Record that are not included in Day ONE.

● Front cover

- Two calendar days are to be recorded -- one for Day TWO and one for Day THREE. The respondent should be reminded that the food/beverage information to be recorded refers only to these time periods.
- As a reminder to the respondent, the date and time at which the questionnaire is to be returned is to be recorded at the bottom of the front cover.

● Individual questions

- Q's 1 to 12. These questions are identical to the corresponding questions of the Day ONE Intake Record. Only Q.6b, which asked specific information from the interviewer, is omitted.
- Q's 13 to 14. Q's 13a to 13c from the Day ONE Record have been omitted. Therefore, Q.13 of the Day TWO and Day THREE Intake Record corresponds to Q.14a of the Day ONE Record; Q.14 of the Day TWO and Day THREE Record corresponds to Q.14b of the Day ONE Record.
- Q's 15 to 17. These three questions are to be answered for each of 11 specific food/beverage items (e.g., soups made with cream or milk). The three questions are: (1) Did you consume this item during the past three months? (2) How many times did you eat this item, on average, each day, week or month? (3) How much did you eat, on average, each time?
 - . For the first question (Q.15), Code 1 ("Yes") or Code 2 ("No") is marked for each item. Q's 16 and 17 are to be answered only for items with Code 1 in Q.15.

- . For Q.16, the number of times an item was consumed is to be recorded in the box marked day, week or month. That is, only one box is to be marked for each item, although different boxes can be marked for different items.
- . Q.17 (quantity of each item consumed) is to be answered using the measuring utensils. Answers are to be recorded in terms of the number of cups consumed (where 1 cup = 8 fl. oz.).

This is the last question for the respondent to answer.

XI. SPECIAL CONSIDERATIONS FOR 24-HOUR RECORDS

Of all the tasks the interviewer has to do in this study, reporting the 24-hour intake on the Day ONE, TWO and THREE answer sheets is the most unusual and most difficult. You are often faced with choices about how much to report and where to record the information. Following the instructions in Chapters IX and X are critical and using the Food Instruction Booklet is a must. The examples on the following pages are models to use for reporting common situations that you are bound to find in many households:

- Single-line items
- Items with additions either in preparation or at the table
- Home recipes
- Mixtures, both home prepared with known ingredients and prepared elsewhere with and without known inclusions

In some cases there are two or three different methods of recording the same thing. In all cases the first method is the preferred choice. The additional methods are fallback options to use only if the respondent absolutely cannot report the detailed information about ingredients and quantities requested.

DAY 1 ANSWER SHEET

ANSWER ONCE FOR EACH OCCASION

USE A NEW LINE FOR EACH ITEM.
USE FIB AND MEASURING UTENSILS

Q.1		Q.2		Q.3		Q.4		Q.5		Q.6a		Q.6b	
When													
Time	A	P	What Called	With Whom	Line #	Name of Food/Drink	Complete Description	Quantity Consumed	How Estimated				
6:20	1	3	4	2	101	Tuna noodle Casserole	Recipe: 1 1/2 c. tuna, 4 c cooked noodles, 2 c Condensed cream of mushroom soup, 1/2 c shredded carrots 1/4 c Cheddar cheese Made 8 cups	2 c	1				
	1	2			102								
	1	2			103								
	1	2			104								
	1	2			105	salad dressing	Recipe: 1/2 c yogurt 1/2 oil yield=1c	2 Tbsp	2				
	1	2			106								
	1	2			107	Salad: lettuce	Romaine, raw	1 c	1				
	1	2			108	Tomato	Raw, slices	1/2 med tomato	7				
	1	2			109	Red Pepper	Raw, sweet red, chopped	1 Tbsp	2				
	1	2			110	Carrots	Raw, shredded	2 Tbsp	2				
	1	2			111		OR						
	1	2			112	Salad	Romaine, raw, tomato, raw, slices	1 1/2 c	1				
	1	2			113		Red peppers, raw, chopped Carrot, raw, shredded						
	1	2			114		OR						
	1	2			115	Salad	Mixture of lettuce and raw vegetables	1 1/2 c	1				
	1	2			116								
10:45	1	3	6	1	117	Sandwich: Chicken salad	1 whole chicken breast, no skin, 1/4 c celery, chopped + 1 Tbsp mayo yield=1c	1/4 c	1				
	1	2			118	Bread	white, commercial, not toasted, Wonder bread	2 reg. slices	7				
	1	2			119	Sandwich: Chicken salad	Chicken salad, DK ingredients white bread, comm, not toasted, Wonder bread	1	7				
	1	2			120	Sandwich: Chicken salad	Chicken salad	1	7				

Single item from a homemade recipe with known ingredients and quantities

Single item from a homemade recipe with known ingredients and quantities

A Single-item mixture with known ingredients and quantities

B Single-item mixture with known ingredients and unknown quantities

C Single-item mixture, unknown ingredients and quantities

A Single item with known ingredients and quantities

B Single item, unknown ingredients and quantities

C Single item, unknown ingredients and quantities

DAY 1 ANSWER SHEET

ANSWER ONCE FOR EACH OCCASION				USE A NEW LINE FOR EACH ITEM. USE FIB AND MEASURING UTENSILS			
Q.1	Q.2	Q.3	Q.4	Q.5	Q.6a	Q.6b	
When							
Time	A M	P M	What Called	With Whom	Line #	Name of Food/Drink Complete Description	Quantity Consumed How Esti- mated
8:45	1	2	1	1	101	Banana Raw	1/2 small 7
	1	2			102	Oatmeal regular cooking, made with milk, no fat added	1 c cooked 1
	1	2			103	or	
	1	2			104	Oatmeal regular cooking, made with milk, no fat added	1 c cooked 1
	1	2			105	Milk cow's, whole, fluid	3 Tbsp 2
	1	2			106	2nd used to make 104	
12:30	1	2	3	3	107	Tomato soup Dipton's, from dry reconst according to pkg directions	1/2 c 1
	1	2			108	or	
	1	2			109	Tomato soup Dipton's, from dry made with 1/2 oz dry mix plus 3 cups water made 3 1/2 cups	1/2 c 1
	1	2			110		
	1	2			111	pretzel hard	1 rod 7
	1	2			112	mustard DK brand	1 tsp 2
	1	2			113	chicken thigh, with bone, grilled skin eaten	1 med 7
	1	2			114	Bar-B-Q sauce tomato-based, DK brand	3 Tbsp 2
	1	2			115	or	
	1	2			116	Bar-B-Q Chicken thigh, with bone, grilled with Bar-B-Q sauce, skin eaten	1 med 7
	1	2			117	Bar-B-Q sauce tomato-based, DK brand	3 Tbsp 2
	1	2			118	or	
	1	2			119	Bar-B-Q Chicken thigh, with bone, grilled with Bar-B-Q sauce, DK brand, skin eaten	1 med with sauce 7
	1	2			120		

← Single-line item

← Single-line item (no additions)

← Line item with additions at table

← Single-line item, prepared according to package

← Prepared according to own recipe

← Line item with additions at table

← Line item with additions at table

A Line item with known additions in preparation

B Line item with unspecified additions in preparation

XII. PROCEDURES SUMMARY AND REQUIRED MATERIALS

A. Summary of Field Procedures

The chart on page 93 illustrates the steps you take to screen and interview households. Remember, you must attempt to screen each household for which a red "X" appears on the Segment Listing Sheet. A Screening Form must be completed for each sample household assigned to you.

Household interviews should directly follow the screening at each eligible household. First conduct the household interview, then administer Day ONE Intake Records to the main meal planner/preparer and any family members 12 years of age or over who are home at the time. (The meal planner/preparer will answer for those children under 12 years.) Complete Day TWO up to the time of the interview and schedule an appointment to pick up the Day TWO and THREE Intake Records. Before you return, edit Day ONE Records. Lastly, retrieve Day TWO and THREE Intake Records from the household, and address any questions to the main meal planner.

B. Materials For Screenings/Interviews

Use this list as a check each time you go out to screen and interview. Take with you:

1. Screening materials

- Segment sketch, map and Listing Sheet (stapled together)
- Buff and white Screening Forms
- USDA letter
- Facts Sheet

2. Interviewing materials

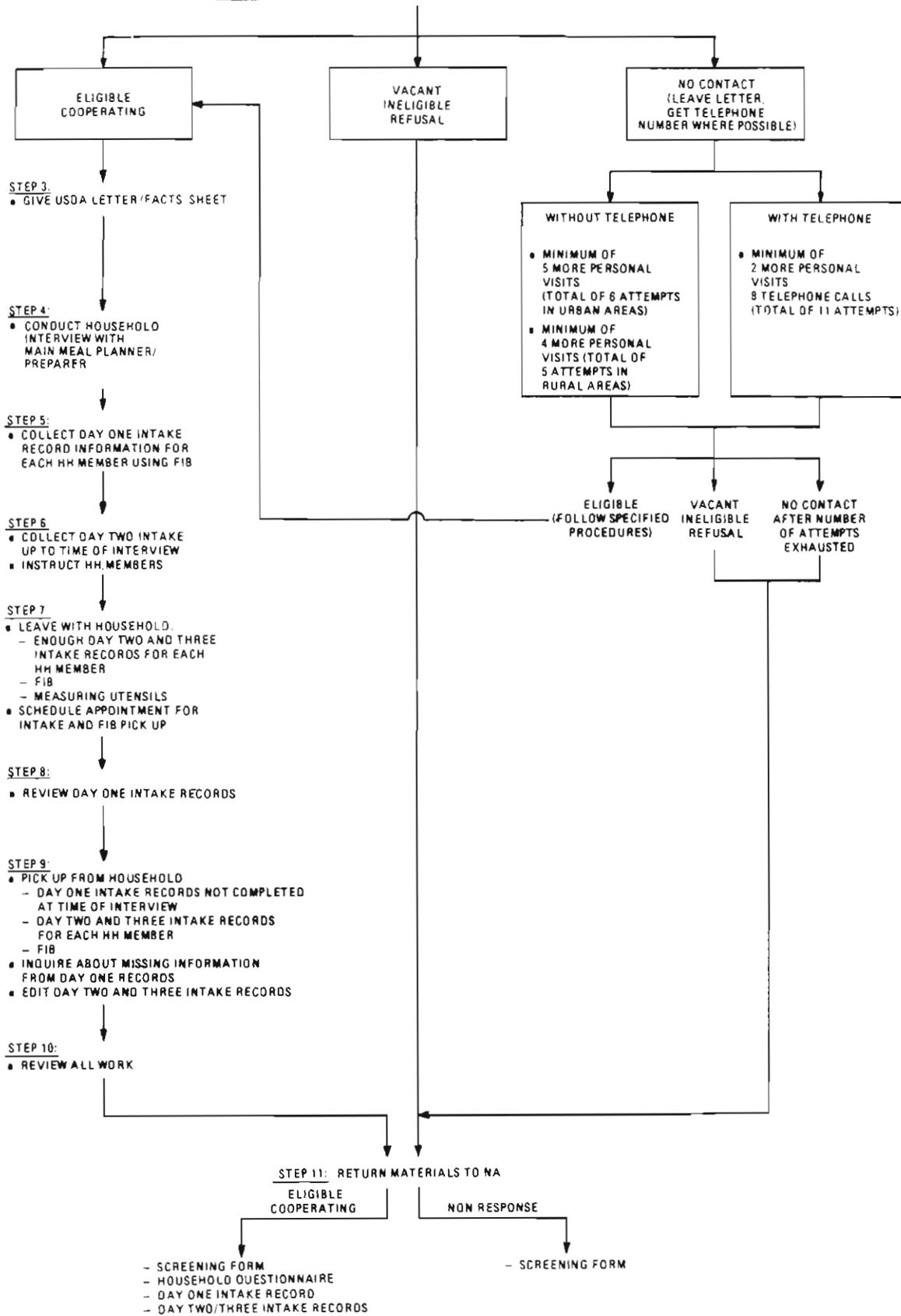
- Household Questionnaire
- Set of show cards A to J

- Day ONE and Day TWO and THREE Individual Intake Records.
- Food Instruction Booklet (FIB) (leave one with each household and pick it up when you return for the Day TWO and THREE Intake Records)
- Set of measuring utensils (leave one set with each household and take an additional set for backup)
- Payment receipts for incentives

Carry your Instruction Manual and ID Card with you at all times.

CSFII 1989 SCREENING/INTERVIEWING PROCEDURES

STEP 1 IDENTIFY SAMPLE HOUSEHOLDS ON LISTING FORMS
 STEP 2 SCREEN SAMPLE HOUSEHOLDS TO DETERMINE ELIGIBILITY



XIII. ON-SITE FIELD EDITING GUIDELINES

At a minimum, the following edit checks must be made before sending material to our office. Follow this checklist to ensure that your work is complete and accurate.

1. Screening Form

- Label with Segment # and HU # are affixed to the front cover.
- Final Result of Call Code for the household is entered (page 2).
- Result of Call Codes for Day ONE and Day TWO and THREE Individual Intakes for each person are recorded (page 3).
- Transmittal Form of all materials being sent to NA is completed (page 3).
- Your name and ID # are recorded.

2. Household Interview

- The segment #, HU # and respondent's first name only have been transferred from the screener on to the shaded area of the cover.
- The date, your name and ID are recorded in the space provided.
- The time started and ended should have been entered on the front cover.

Any household questionnaire editing should have been performed during each section of the interview. If you discover a problem after the interview, plan to get the correct answers when you return to pick up the Day TWO and THREE record or call the respondent back. Any editing should be done in blue pencil.

3. Individual Intake Records

- Respondent's first name, Segment #, HU # and Person Line number and birthdate are entered on Day ONE Intake Record.
- Day of week and date for each day of intake are recorded.
- Time each eating/drinking occasion began, including AM or PM, is clearly written.
- More than two eating/drinking occasions or more than five foods/beverages are recorded on each day's record. If fewer items or occasions, an explanation must be recorded.
- All food/beverage descriptions and quantities are complete on each day's record. (Check FIB to be sure all probes have been answered.)
- Q.7 is answered for every item.
- Q's 9 and 10 are answered if this intake was completed by the main meal planner/preparer, whether it is done for him/herself or for another person.
- Review every question and skip pattern to be certain no errors have been made.

DO A GOOD JOB. WE ARE COUNTING ON YOU. GOOD LUCK!

APPENDICES

APPENDIX A
SCREENING CALENDARS

APPENDICES

FIRST-WAVE SCREENING CALENDAR

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

A
P
R
I
L

Monthly Total _____

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

M
A
Y

Monthly Total _____

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

J
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N
E

Monthly Total _____

SECOND-WAVE SCREENING CALENDAR

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

J
U
L
Y

Monthly Total _____

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

A
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G
U
S
T

Monthly Total _____

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

S
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P
T
E
M
B
E
R

Monthly Total _____

THIRD-WAVE SCREENING CALENDAR

SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

O
C
T
O
B
E
R

Monthly
Total _____

SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY

			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

N
O
V
E
M
B
E
R

Monthly
Total _____

SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY

					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

D
E
C
E
M
B
E
R

Monthly
Total _____

FOURTH-WAVE SCREENING CALENDAR

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

J
A
N
U
A
R
Y

Monthly
Total _____

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

F
E
B
R
U
A
R
Y

Monthly
Total _____

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

M
A
R
C
H

Monthly
Total _____

The majority of Sample Housing Units are single-family houses. However, you should be familiar with all types of housing which are included in the sample. A housing unit is a group of rooms or single room, occupied or intended for occupancy with cooking facilities or separate access to the outside directly or through a common hall.

1. Single-family houses

There should be few problems involved in identifying single-family houses. This does not mean, however, that what appears to be a single-family house is only one Sample HU. Extra apartments in attics or basements, HUs over garages and the like are separate residences and can be eligible for their own interviews.

2. Row houses, town houses, terrace or garden apartment developments

In apartment developments consisting of buildings such as row houses, town houses, village, terrace and garden-type apartments, each HU should be listed on a separate line of the Listing Form. Sometimes these types of houses have two or more apartments in them. Check carefully to be certain no HUs have been overlooked at the time of the original listing.

3. Trailers, trailer courts or parks

If a trailer court or park is nontransient and nonseasonal, each established space is a Housing Unit. Any trailer occupying the space of a Sample HU is eligible to be screened. Trailer parks usually have specified spaces with electric and sewage facilities at definite locations.

If a trailer court or park is transient and/or seasonal, only the manager's or custodian's quarters is considered an HU.

4. HUs in buildings used for nonresidential purposes

Even if a building appears to be strictly commercial, it may contain HUs above or behind shops and stores; the storekeepers may have their living quarters in such places, or extra space may have been converted into apartments. In churches, private schools, etc., there may be living quarters for janitors or maintenance personnel. Occasionally, manufacturing facilities or warehouse structures will contain quarters for watchmen. All such quarters are eligible if they are Sample HUs.

5. Hotels and motels

In general, the living quarters of permanent residents in hotels are considered HUs, and the area for the transient population or overnight customer is not. If your segment includes a hotel or motel:

- The HUs occupied by resident managers or staff are potentially a Sample HU.
- For nontransient or nonseasonal hotels or motels, each unit that meets the HU definition (i.e., has a separate entrance or own cooking facilities) is a potential sample dwelling.

6. Rooming houses

The rule here is to determine the number of boarders and follow the rules below if the Sample HU is a rooming house.

IF

- Householder/Superintendent plus nine or more persons (boarders) unrelated to the person in charge

INTERVIEW

- Interview only householder/superintendent's HU if he/she eats separately from boarders, and his/her quarters meet the definition of an HU

IF

INTERVIEW

- Householder/Super-intendent plus eight or fewer persons (boarders) unrelated to the person in charge

- Do not interview if householder/super-intendent and boarders all eat together. This qualifies as group quarters
- Interview each person as a separate HU if each has own cooking facilities
- Interview rooming house as one household if they all share same cooking facilities

7. Seasonal housing

If you determine that scattered cottages, hunting lodges, migratory labor housing and similar units meet the HU definition, attempt an interview at an occupied Sample HU even if it has been identified on the Listing Form as "seasonal."

8. Indian reservations

All private housing units on Indian reservations are potential Sample HUs.

9. Military installations

We do not include military installations in our sample surveys even though there may be HUs for civilian personnel on military bases. If any of your Sample HUs are on a military base, call your Field Administrator.

10. Institutional Quarters

Do not interview in institutional quarters which are occupied or intended for occupancy by the persons for whom the facility is operated (e.g., hospital patients, prisoners). Do consider eligible for interviewing Sample Housing Units in these institutions for the manager, residential staff, etc.

<u>TYPE OF INSTITUTION</u>	<u>LOOK FOR AND INTERVIEW AT SAMPLE HUS</u>
● YMCAs/Residential clubs	Permanent residents and directors <u>only</u> if they live there
● Missions/Flophouses/ Salvation Army shelters	Superintendents, directors and janitors <u>only</u> if they live there
● Mental/Penal institutions	Superintendents, wardens, guards and attendants <u>only</u> if they live there
● Rest/Nursing homes	Owners or managers <u>only</u> if they live there
● Dormitories/Fraternities/ Sororities	Resident staff <u>only</u> if they live there