POMP 5 NUTRITION QUESTIONNAIRES
DATA COLLECTION PROCEDURES
April 15, 2004

1.0 Overview of the Design for the Nutrition Surveys

Grantees may choose to collect nutrition data from either home delivered or congregate meals clients. For clients in both programs, the nutrition survey materials include a core module, an extended core module, and a satisfaction module. The extended core module contains all the questions in the core module plus questions about nutritional intake. Each module comes in two versions: a form for administering the questionnaire over the telephone and a self administration form.

Preparing for Data Collection

This section describes the survey instruments and technical assistance materials.

2.1 Survey Instruments

The nutrition questionnaires are posted on the POMP 5 website (www.POMP5.net), and include the following:

Home Delivered Meals Survey Instruments

- Core (versions for telephone and self administration)
- Extended core (includes nutritional intake questions; versions for telephone and self administration)
- Satisfaction (versions for telephone and self administration; optional module)

Congregate Meals Survey Instruments

- Core (versions for telephone and self administration)
- Extended core (includes nutritional intake questions; versions for telephone and self administration)
- Satisfaction (versions for telephone and self-administration, optional module)

Additional Instruments

- Demographics
- Physical Functioning (optional module)
- Social Functioning (optional module)
- Emotional Well-being (optional module)

2.2 Technical Assistance Materials

The POMP 5 website contains technical assistance materials to assist grantees with sampling and data collection. The following technical assistance materials are on the project website.

- Sample Size Calculator
- Instructions for Sampling and Data Collection
- Sample Tracking Form[1]
- Sampling Procedures Report[1]
- Data entry utilities

2.0 Sample Selection

2.1 Criteria for Inclusion in the Sample

To be eligible for inclusion in the study, all clients must meet the following criteria:

- Active clients (e.g., received services for a minimum of three months)
- Cognitively intact
- 60 years of age and older
- Receiving nutrition services funded under Title III of the Older Americans Act

3.2 Instructions for Sampling

It is important for you to follow the steps below for sample selection.

1. Master Client List: Generate a master list of active clients (e.g., delete persons no longer receiving nutrition services) for the geographic area (or other factors) you wish to sample. The area may be a state, AAA, or a provider. (It is also possible to stratify the sample on additional factors.) The area chosen will determine your ability to generalize the results of the survey. For instance, if you draw a random sample of clients from one AAA, the results can only be generalized to that specific AAA and not to any other area. Please note two separate master client lists are compiled for congregate and home delivered meals clients.

2. Sample Size: To determine the appropriate sample size, install the sample size calculator (located on the POMP 5 website) on your hard drive. The instructions for installing the calculator are also on the POMP 5 website. The population size is the total number of clients in the program. When using the sample size calculator, please enter 50% in the response rate box. This will ensure that an adequate sample size is achieved.

[1] Must accompany data sent to Westat

3. Sample List: Once the sample size has been determined, use a simple sampling rate method to select the clients to be included in your drawn sample (e.g., the initial list of clients in your sample before interviewing them). Calculate the sampling rate by dividing the population (i.e., number of people on your master client list) by the sample size, then select every *n*th caller on the master client list to be included in your sample. For example, if the entire population is 1000 and the sample size is 351, the sampling rate is 1000/351 or every 3rd client. It is best to avoid choosing the 1st person on the list, so choose a random number between 1 and the sampling rate (in this example 3) to begin sampling. Please use the Sample Tracking Form to record the result code for all clients in the drawn sample. Westat will need this form and the Sampling Procedures Report with the data.

Some agencies may want a stratified sample. If you need technical assistance, please contact Beth Rabinovich at 301-315-5965.

4.0 Information Needed for Weighting

Whenever possible, we plan to adjust for nonresponse bias and sampling bias. The adjustment for nonresponse bias deals with clients in the drawn sample who were not locatable, refused to participate, or weren't home when called by an interviewer. Weighting the sample allows you to generalize your results to everyone in the program, not just to the sample.

4.1 Information Needed for Nonresponse Adjustment

To apply a nonresponse adjustment and weighting techniques to the sample, specific information is needed. First, we need the result code for each person in the drawn sample. The **Sample Tracking Form** has a column for the result of your attempt to reach clients. Whenever possible, please collect the following information for all clients in the **drawn sample**:

- Age
- Sex

4.2 Information Needed for Weighting to the Population

The **Sample Procedures Report** asks for the information necessary for weighting the sample to the total population of your nutrition program. The following information is needed for weighting:

- The total number of clients on the **master client list**
- Sample size for the drawn and competed samples.

5.0 Training Data Collectors

5.1 Telephone Administration of the Survey Instruments

Please train telephone interviewers to read the introductory script and questions verbatim. This will ensure consistency in survey administration across interviewers and grantees. In addition, instruct interviewers to do the following:

- For open-ended questions, please enter the clients' answers verbatim. Make sure that another person can read them.
- Complete all information in the office box.
- Be sure to administer the demographics questionnaire and the optional modules when applicable. After the client has been successfully contacted and has completed the questionnaire, be sure to record this in the Sample Tracking Form as "C" for complete.
- Record the result code on the **Sample Tracking Form** (for all clients in the drawn sample (even those who were not locatable or refused to be in the survey).

5.2 Self-Administration of the Survey Instruments

Please instruct staff to do the following:

- Complete the office box for every client at the time of the administration of the survey instruments.
- Be sure that clients circle their response options neatly
- Complete the **Sample Tracking Form** for all clients in the drawn sample (even those who were not locatable or refused to be in the survey)

6.0 Training Data Entry Staff

The nutrition data entry utility contains separate data entry screens for the core (short and extended) and the satisfaction module. It also includes data entry screens for the optional modules (e.g., demographics, physical functioning, social functioning and emotional well-being). A client ID must be entered on each module. The client ID is used to link each client's data from the core module and the optional modules.