

6. CONDUCTING THE AUTOMATED 24-HOUR RECALL

This section of the manual contains a general introduction to the automated ISIS Dietary Recall System (IDRS), and detailed step-by-step instructions for conducting the 24-hour dietary recall. The format of this section is arranged so that a description of a screen is either preceded, or followed, by an example. These examples are usually a succession of screens demonstrating the function of that particular aspect of the automated system.

In order to avoid repetition, once a task has been described, it will be referenced later in a less detailed fashion. Each section of this manual builds upon the previous one; if one area is confusing to you, return to that section and review it carefully before going further.

6.1 General Overview of Computer

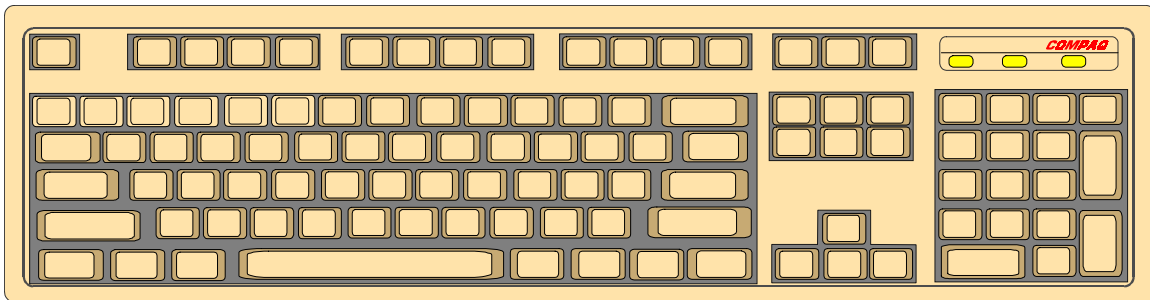
This section will explain the procedures for conducting the dietary interview using the MEC's computer information system. The system operates through computers located in each dietary interview room, which are connected to a network computer located in the MEC. Your computer consists of three components: a monitor, a keyboard, and a mouse. The terminal works through an exchange of messages between the terminal operator (you) and the computer.

Each step in using the computer to conduct the dietary interview will be explained to you: how to turn on the computer and access the program, how to use the keys on the keyboard, and how to conduct the interview. The following diagrams and descriptions have been inserted to give you some insight into the computer and its components. If you do not thoroughly understand a certain key or function, do not be concerned; each will be discussed in much greater detail later in the manual. With practice, the location of the keys on the keyboard, the function of each key, and how everything works together to obtain the necessary data for the 24-hour recall will become clear.

6.1.1 The Keyboard

The keyboard for the terminal is much like an ordinary typewriter; the letters on the keyboard are arranged in the same pattern as those found on a typewriter (Exhibit 6-1). The keyboard has some keys not found on a typewriter, but most of these are not used to conduct the dietary interview. Those that are used will be explained in more detail below.

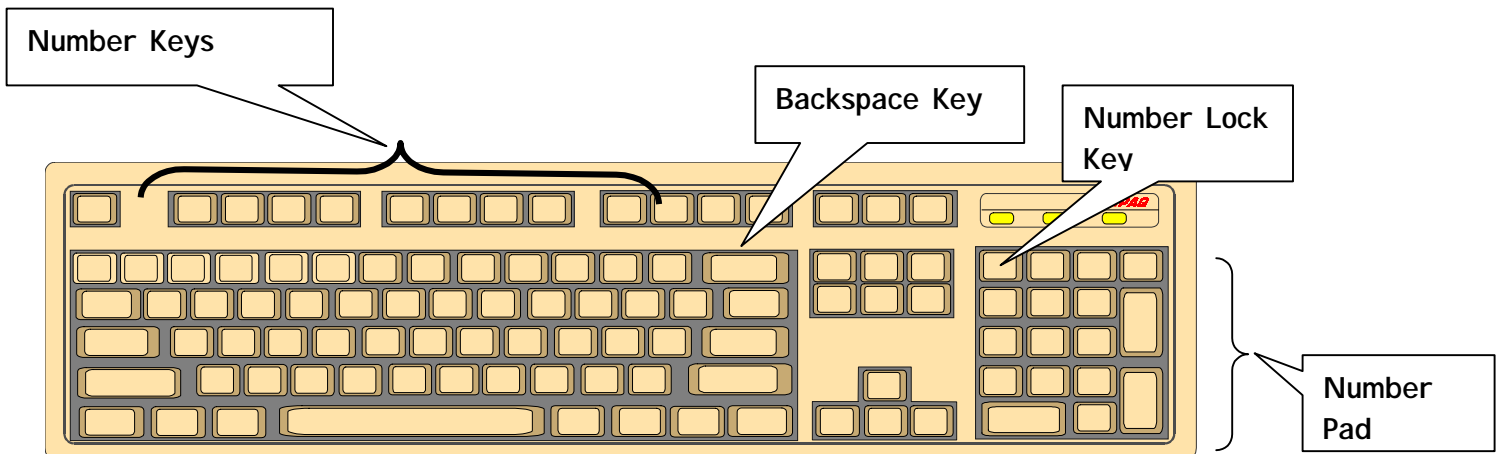
Exhibit 6-1. Keyboard



Backspace and Number Keys. Press the **Backspace** key (Exhibit 6-2) to erase any information that has been typed. The **Backspace** key erases one character to the left of the cursor if depressed and released, or continues to erase if held down.

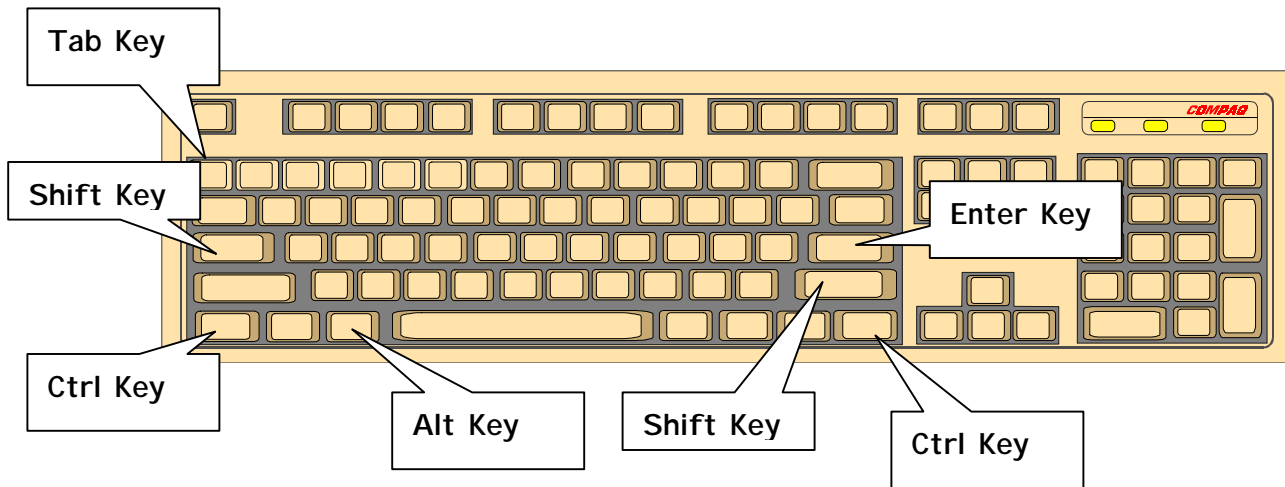
Use the top row of the keyboard or the number pad at the far right of the keyboard to enter numbers (Exhibit 6-2). Before you can use the number pad to enter numbers, you must make sure that the number lock is on. When you depress the **Num Lock** key, which is located above the number 7 on the number pad, a small light above the **Num Lock** key is lit. This must be done each time you turn on the computer.

Exhibit 6-2. Illustration of keyboard with backspace and number keys



Cursor Control Keys. The cursor is a flashing, black, vertical bar that tells you where the information you type will appear. The cursor control keys include the **Tab**, **Shift**, **Alt**, **Ctrl**, and **Enter** keys (Exhibit 6-3). These keys are used alone or in combination with other keys to move the cursor.

Exhibit 6-3. Illustration of keyboard with Tab, Shift, Alt, Ctrl and Enter keys darkened

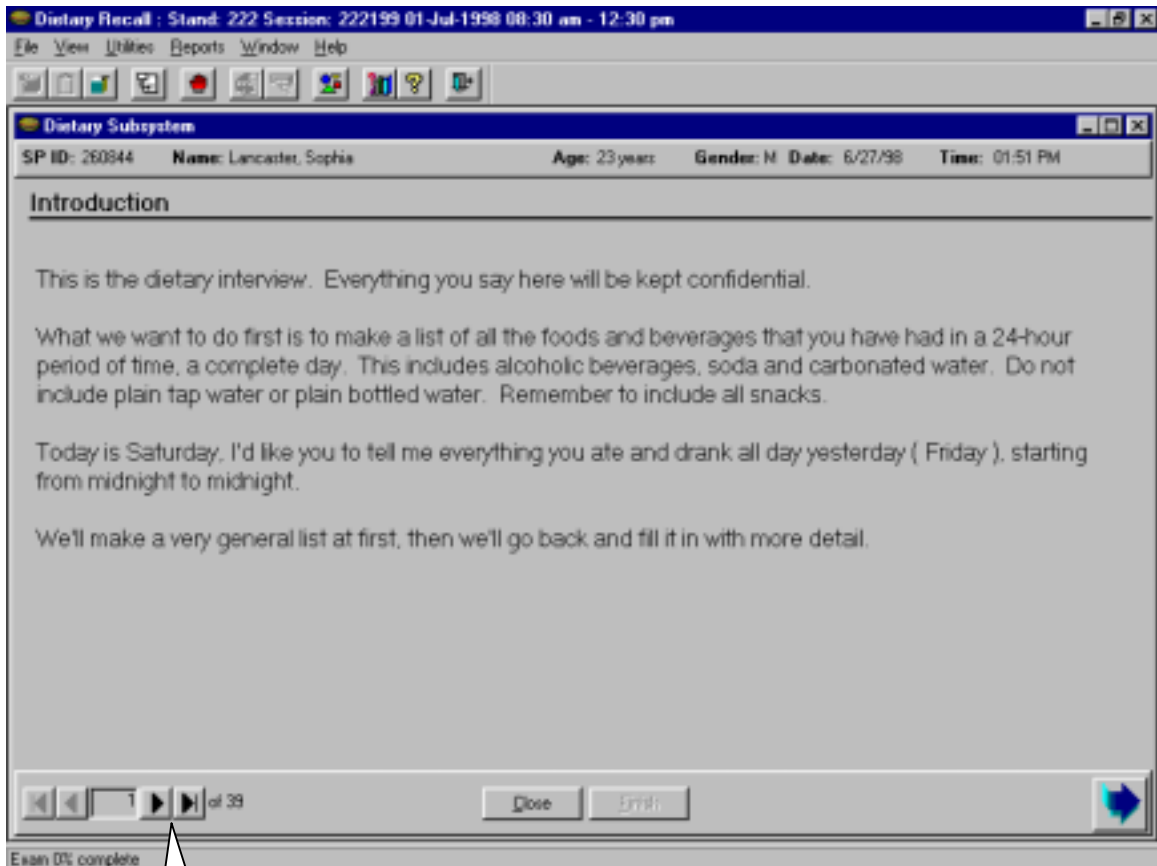


This chart describes the use of the cursor control keys in the IDRS system:

KEY	FUNCTION
Alt + F (First Page)	Press the Alt + F key to go to the <u>F</u> irst page of the record.
Alt + G (Go To)	Press the Alt + G key to go to the <u>G</u> o To Menu that lists all of the data entry screens. You may choose a data entry screen by highlighting it. When you double click or press the Enter key, the selected screen will appear. You can then enter or correct data on this screen.
Alt + L (Last Page)	Press the Alt + L key to go to the <u>L</u> ast page of the record.
Alt + N (Next Page)	Press the Alt + N key to go to the <u>N</u> ext data entry screen.
Alt + P (Prior Page)	Press the Alt + P key to go to the <u>P</u> revious data entry screen.
Alt + Tab	Press the Alt + Tab key to choose the programs that are running in the background. You may need to use this to bring up the Food Probe Screen after you have responded to an error message.
Ctrl + E (English)	Press the Ctrl + E key to change the interview from Spanish to <u>E</u> nglish.
Ctrl + S (Spanish)	Press the Ctrl + S key to change the interview from English to <u>S</u> panish.
Enter	Use the Enter key after each entry in a list to move to the next item. You will use this key to add foods to the Quicklist, to list additions to foods, and to move within fields.
Tab	Use the Tab key to move the cursor from one data entry field to the next on any data entry screen. Depressing this key once will move the cursor forward to the next field. Holding the key down will move the cursor through the data entry fields to the bottom of the page.
Shift + Tab	Press the Shift + Tab keys to move the cursor to previous data entry fields. Depressing the keys once will move the cursor back to the previous field. Holding the keys down will move the cursor through data entry fields to the top of the page.
F2 (Add)	Use F2 to add a food line to the Quicklist and Addition Screens.
F3 (Delete)	Use F3 to delete a Quicklist or addition food. If you have recorded details about the food, the program will verify that you wish to delete the food and all its associated information.
F4 QL Toggle	Use F4 to return to the Quick list from any screen in the interview. Press F4 again to return to the screen you were on.

At the bottom of each screen, there are **VCR** Keys that duplicate some of the functions in the chart. (Exhibit 6-4). In the center there is a rectangle that contains the page number of the current screen. Clicking on the arrow immediately to the left of the number will take the computer back one page (the same as **Alt + P**). Clicking on the arrow to the far left will move you back to the first page of the section (the same as **Alt + F**). Likewise, clicking on the arrow immediately to the right of the number will move you to the next page (the same as **Alt + N**) and clicking on the arrow to the far right will move you to the last page of the section (the same as **Alt + L**).

Exhibit 6-4. Screen showing VCR keys

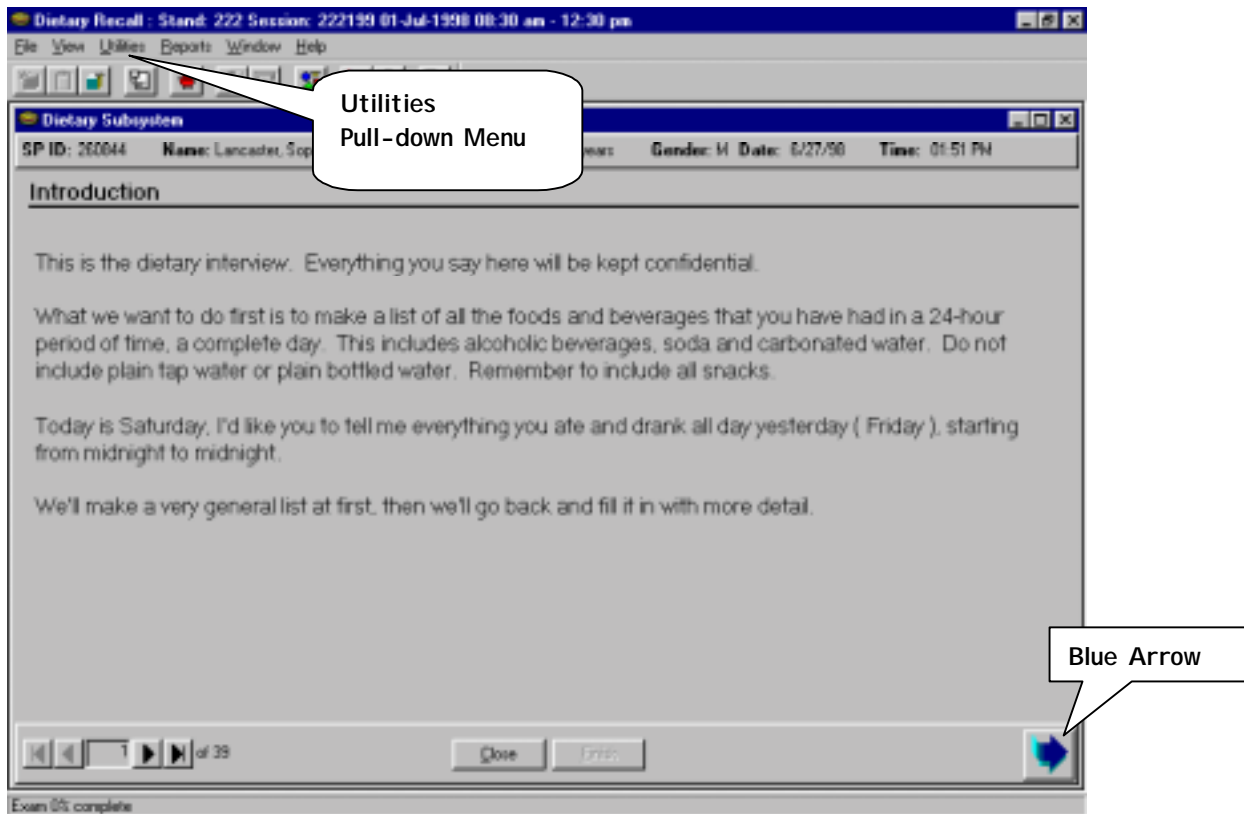


VCR Keys

You can also select these four actions by clicking on the word **View** above the tool bar. A pull-down menu will appear, and you can select an action by double clicking on the desired action.

Another way to advance to the next screen is to left click on the large blue arrow at the bottom right of any screen (Exhibit 6-5)

Exhibit 6-5. Screen showing large blue arrow

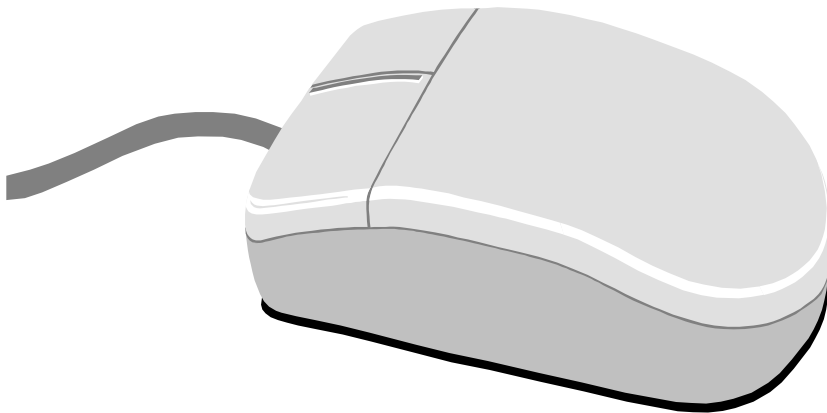


You can change the language of the interview between English and Spanish by pointing to the word Utilities near the top right corner of the screen and clicking. A pull-down menu will appear, and you can select the language by double clicking on the desired language (Exhibit 6-5).

6.1.2 The Mouse

The mouse is attached to the computer by a small cable or 'tail' (Exhibit 6-6). There is a small ball on the underside of the mouse that must roll on a horizontal surface. To get the best traction, the mouse should always run on a mouse pad. You will see that as you move the mouse, an arrow or vertical bar appears on the screen that moves in the same direction as the mouse. In order to type in a location other than where you were typing, or to select an item on the toolbar, push the mouse around until the vertical bar is in the proper location and depress the left mouse button (the one under your index finger) quickly. This is called 'clicking'.

Exhibit 6-6. Mouse



6.1.3 The Computer Screen

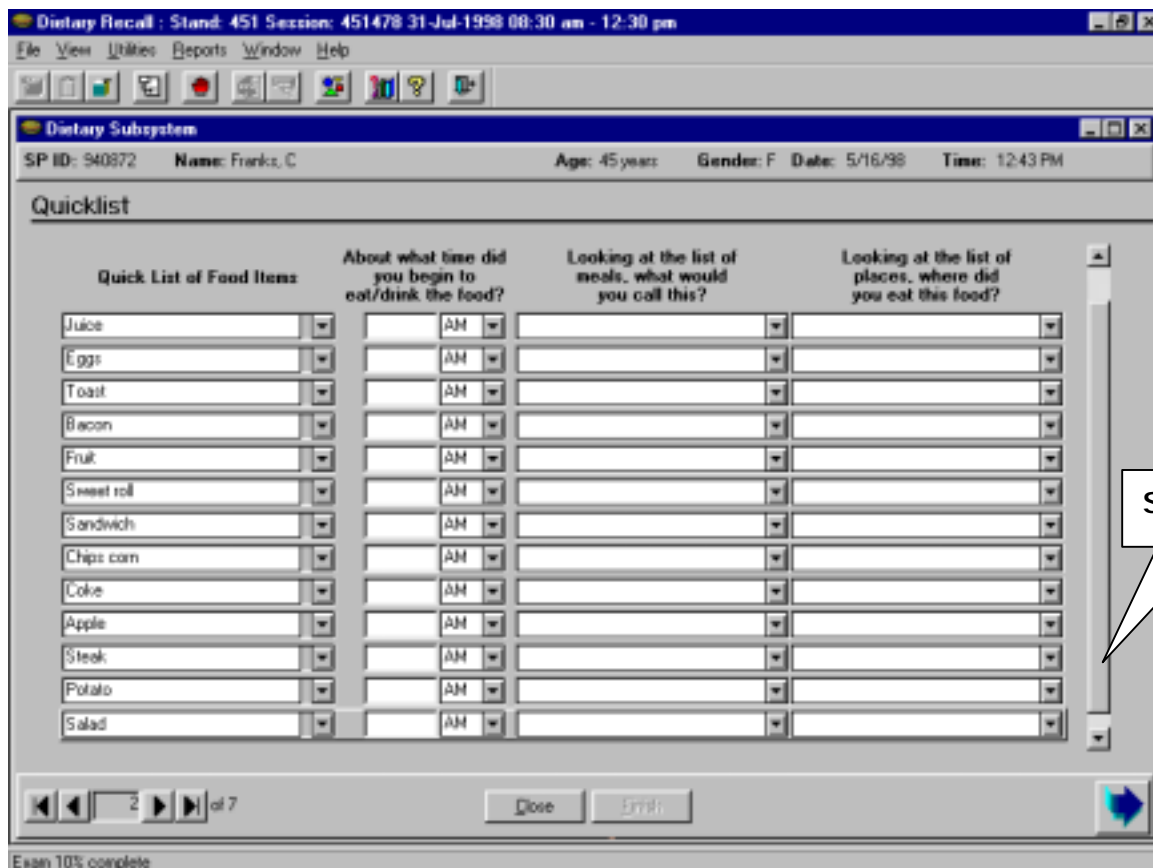
There are several features on the screens that allow you to move within the screen and to see the built-in options and shortcuts. These common screen features are described and illustrated on the following pages.

Data Entry Area: The data entry areas appear as boxes on the data entry screens. These areas represent data fields. Certain data entry areas must be filled before you can advance to the next screen. These will be described in detail below.

Cursor: The cursor is a flashing vertical bar that indicates where you are on the screen and where the next character that you type will appear. The character you type will appear to the left of the bar. You may move the cursor to another field by moving the mouse and clicking in the field. You may also move the cursor from one field to another on the screen by using the **Tab** key. Pressing the **Tab** key advances the cursor to the next field on the screen. Pressing the **Shift + Tab** key will move the cursor back to the previous field on the screen.

Scroll bar: The scroll bar is a shaded strip, which appears to the far right of the screen. There is a scroll arrow at the top and bottom of the scroll bar and a shaded square scroll box on the bar (Exhibit 6-7). Using the scroll bar allows you to move up and down the screen and to see text that is written above or below the text that you can see. You can move up or down the screen one line at a time by placing the cursor on one of the arrows and clicking the left mouse button. You may move several lines by placing the cursor on the arrow and holding the left mouse button down. You may also place the cursor on the scroll box, hold down the left mouse button, and 'drag' the scroll box up or down. The text on the screen will scroll in the specified direction.

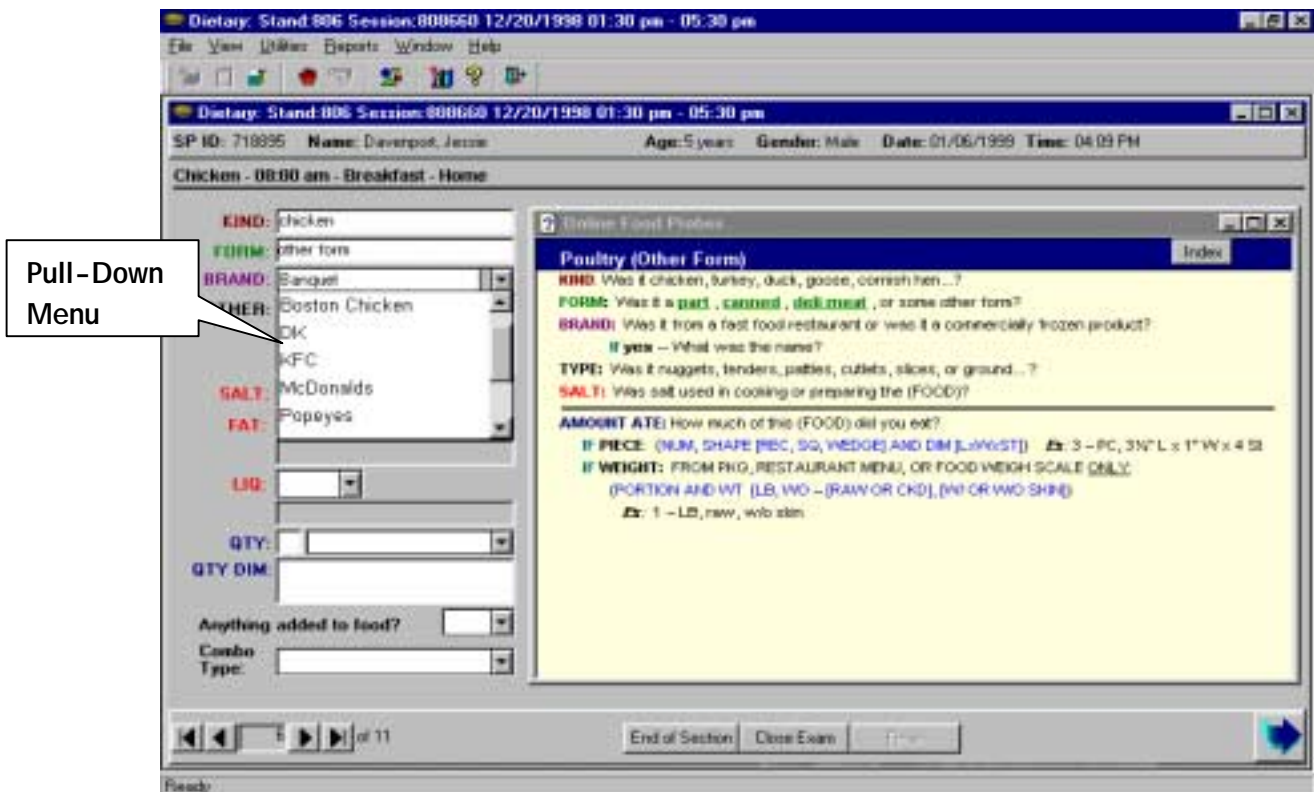
Exhibit 6-7. Quicklist Screen with Scrollbar



Pull-down Menus: Pull-down menus are lists of responses in one field that can be accessed by “pulling down” the menu. (Exhibit 6-8) You can pull-down the entire list by clicking the down arrow to the right of the field. If the pull-down menu is long, a scroll bar will appear on the right, which allows you to scroll through the entire list. You may browse the menu, moving up and down with the scroll button or clicking the arrows, and select one of the descriptions.

It is much quicker to select a response by typing it into the field. As you begin to type a response that exists in the database, words that begin with the letters you have typed will appear in the box. Continue to type until you see the desired response appear in the box. Often, one or two letters are sufficient.

Exhibit 6-8. Food Information Screen with the brand name pull-down menu open



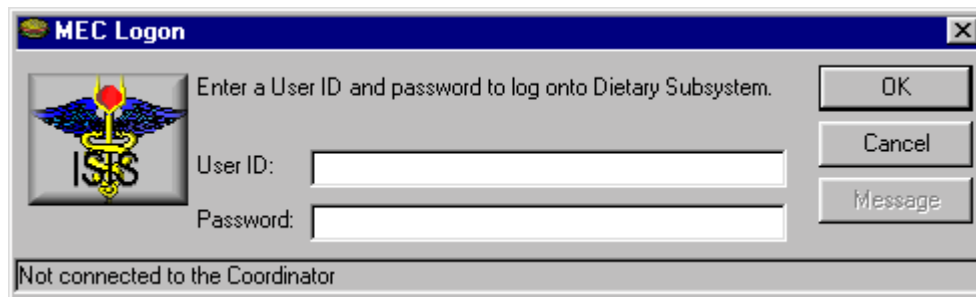
6.2 Introduction to the ISIS Dietary Recall System (IDRS)

The ISIS Dietary Recall System is a personal computer-based system for you as an interviewer to use to capture food intake data at the level of detail required for dietary research studies. It prompts you to enter the descriptions and amounts for each food reported by the SP so that each food can be coded and nutrient values assigned.

6.2.1 Turning Computer On and Accessing the Program

When you turn on the computer you will see an ISIS title screen (Exhibit 6-9). You will be prompted for your USERID (Lastname_F). You will also be asked to enter your password. You will be given the password by the systems coordinator.

Exhibit 6-9. ISIS logon screen



During the session, the MEC coordinator will assign a sample person (SP) to your room. A small rectangular box will appear on your screen indicating that an SP has been assigned. The SP's name will appear in the box along with any message from the coordinator. There is also a space in this box for you to respond to the coordinator if necessary. Simply click "**OK**" (or press **Enter**) to notify the coordinator that you received the message.

A new screen with icons across the top will appear on the screen (Exhibit 6-10). To accept the SP information, you will click on the *New Interview* icon at the top left of the screen, which looks like a closed file box with a yellow ‘star’ on it. A box will open that contains a description of the SP including name, age, gender and date of birth of the respondent (Exhibit 6-11).

When the SP enters the dietary interview room, you will first use the barcode wand to read the barcode on the respondent’s ID bracelet. The area of the bracelet with the barcode must be held flat to be read. If the SP has a small wrist, you can flatten this section of the bracelet by inserting two of your fingers under the bracelet. If the wand cannot read the barcode, type the 6-digit number manually. This will inform the computer that the SP has arrived. You should confirm with the respondent that the name on the screen is correct. Then, using the mouse, move the cursor to the bottom of the screen and click on “OK”.

Exhibit 6-10. Blank Screen



Exhibit 6-11. SP Description Screen

A screenshot of a dialog box titled "SP Login". The dialog box contains the following fields and controls:

- Sample Person ID:** A text box containing "932431".
- Sample Person Name:** A dropdown menu showing "Rodgers".
- Last Name:** A text box containing "Rodgers".
- First Name:** A text box containing "Rita".
- Middle Name:** An empty text box.
- Date of Birth:** A text box containing "10/08/1969".
- Gender:** A dropdown menu showing "Female".
- Age at Interview:** A text box containing "29 years".
- Special Considerations:** An empty text box.
- At the bottom, there are three buttons: "Retrieve", "OK", and "Cancel". The "OK" button is highlighted with a dashed border.

6.2.2 Overview of the Dietary Interview

You will begin the dietary interview by asking the SP (or a proxy) what he/she (the SP) ate and drank on the last full day (midnight to midnight) before the day of the interview. You will make *four* passes through the day's intake. The first pass is the Quicklist pass. You will ask the SP to recall everything consumed the day before the interview, beginning at midnight (12:00 AM) of the morning before the interview and ending at midnight (11:59PM) that evening. You will quickly list on the Quicklist screen all of the foods reported, without interrupting the SP.

The *second* pass is the Time/Occasion/Place pass. This information will also be entered on the Quicklist screen. You will ask the SP the time, meal name and the place each food was eaten, and record it in the appropriate fields. After you enter all the information on this screen you will show the SP a handcard of frequently forgotten foods and ask them whether there are any foods on the list that they haven't mentioned. You will record any remembered foods on the next available line on the Quicklist and then ask the time, occasion, and place for each food.

In the *third* pass you will ask the SP for details about each food. This includes a complete description of each food and the amount eaten. The IDRS will provide specific food probes. If the SP remembers other foods during this process, you will add them by returning to the Quicklist screen.

In the *fourth* pass you will review the reported foods in chronological order. This gives the SP an opportunity to remember more foods and modify foods already reported.

When the 24-hour recall is complete, the program will ask you three questions about the interview. After you answer these questions the dietary recall section of the interview will be complete. The section will automatically be coded as "partially complete" until you have checked and edited the recall for any errors.

The post-recall section of the interview includes a total of eight questions. The number of questions you ask will depend on the age of the SP. When all age-appropriate questions have been answered, the status of the post-dietary recall section will automatically be coded as "complete".

6.2.3 IDRS Screens

The IDRS program will take you through a series of different screens as you progress through the interview. There are 10 different dietary recall screens and 4 or 5 different post-recall screens, depending on the age of the SP. Screen titles appear in the upper left-hand corner. Following is a brief description of each screen. Section 6.3 will describe each screen in detail.

- Introduction screen: This screen is a text screen. It introduces the SP to the 24-hour recall interview. You will ask the respondent to report all the foods he/she ate and drank the day before the interview. Read the text exactly as written.
- Quicklist screen: This screen is a data entry screen. You will enter all the primary foods (i.e., not additions) that the respondent reports on this screen. You will also enter the time the food was eaten, the occasion, and place eaten for each food.
- Forgotten Food List screen: This is a text screen. Read the text exactly as written. If the respondent remembers any foods they have not already mentioned, you will enter the remembered foods on the Quicklist screen and then record the time, the occasion, and the place eaten for each remembered food.
- Dietary Interview Instructions screen: This screen is a text screen. It introduces the measuring aids to the SP. Read the text exactly as written.
- Food Information screen: This screen is a data entry screen. The name of the food and the time and occasion will appear in the upper left corner. On this screen you will record the descriptive and quantity information about each food.
- Additions for Food screen: This is a data entry screen. It will appear when you record “yes” to the additions question on the Food screen. The name of the primary food preceded by “Additions for” will appear in the upper left corner (e.g., “Additions for Coffee”). On this screen you will record all the additions the respondent reports to the primary food.
- Addition Information screen: This screen is a data entry screen. The name of the addition followed by “Addition” will appear in the upper left corner (e.g., Milk Addition). On this screen you will record the descriptive and quantity information about each addition.
- Dietary Recall Review: This screen is a text screen. On this screen you will review the foods reported, including the time eaten, the eating occasion, the quantity reported, and the place eaten for the entire recall.
- Dietary Recall Evaluation: This screen is a data entry screen. On this screen you will answer three interviewer questions, which include the language of the interview, the main respondent for the interview, and the reliability of the interview.

- Dietary Recall Section Status: This screen indicates the status of the dietary recall section of the interview. Initially, the interview status will always be 'partial' and the words 'Needs edit' will appear in the Comments field. This status and comment will remain until you have reviewed the 24-hour recall for spelling errors or missing information. After the recall has been edited to the best of your ability, you will change the status to 'Complete'.
- Post-Dietary Recall - Water: This screen is a data entry screen. On this screen you will record the SP's response to the 'usual' intake question, and two questions about the consumption of plain drinking water.
- Post-Dietary Recall - Shellfish: This screen is a data entry screen. On this screen you will record the type and frequency of shellfish the SP consumed in the past 30 days. Read the question exactly as written.
- Post-Dietary Recall - Fish: This screen is a data entry screen. On this screen you will record the type and frequency of fish the SP consumed in the past 30 days. Read the question exactly as written.
- MEC Interview Questions screen: This screen is a data entry screen. The questions on this screen will be administered to SPs 1 through 11 years old. On this screen you will record the proxy's responses to questions about the SP's health in the past 30 days.
- Post-Dietary Recall Section Status screen: This screen indicates the status of the post-dietary recall section of the interview. This screen will automatically indicate that the section status is complete if all of the questions in this section were answered.

6.2.4 Features Specific to the Quicklist Screen

The Quicklist screen is a grid that contains a series of pull-down menus. The pull down menus include a Quicklist (a list of reported foods), AM/PM, meal name, and place eaten. They are described below.

- Quicklist. The entire Quicklist database may be accessed on this pull-down menu. In addition, you can begin typing any food in the Quicklist database and the name will automatically appear in the field.
- AM/PM: AM or PM will appear in the time field by typing either 'A' or 'P' or by using the pull-down menu.
- Meal Names: Both English and Spanish meal names are on the pull-down menu.
- Place Eaten: The names of places that food may be eaten are on the pull-down menu.

6.2.5 Features Specific to Food Information and Additions Information Screens

Online Food Probes. This screen appears as a box on the side of both the Food Information and Additions Information screens. When a food is entered on the Quicklist screen, the system searches the database for that food name. If the food is found in the database, when the Food Entry screen for that food appears, the appropriate Online Food Probe screen will appear. The probe screens contain the specific food probes that are needed to describe and quantify the reported foods. There are 207 unique food probe screens.

Index Screen. If a Quicklist food is not in the database, an Index screen will appear instead of the probe screen. You can type in the food probe screen name or search the database for the probe screen that best describes the food. You will select a probe screen by highlighting and clicking on it.

Pull-down menus. The Food and Addition screens have several pull-down menus. Items on the menu will appear in the field if you type the first few letters. This is particularly useful if a long word is required, or if you are not sure of the spelling. You may also find a response in the pull-down menu by clicking on the small down arrow on the right side of the field, searching the choices, selecting a word by highlighting, and clicking on your selection. The pull-down menus are described below.

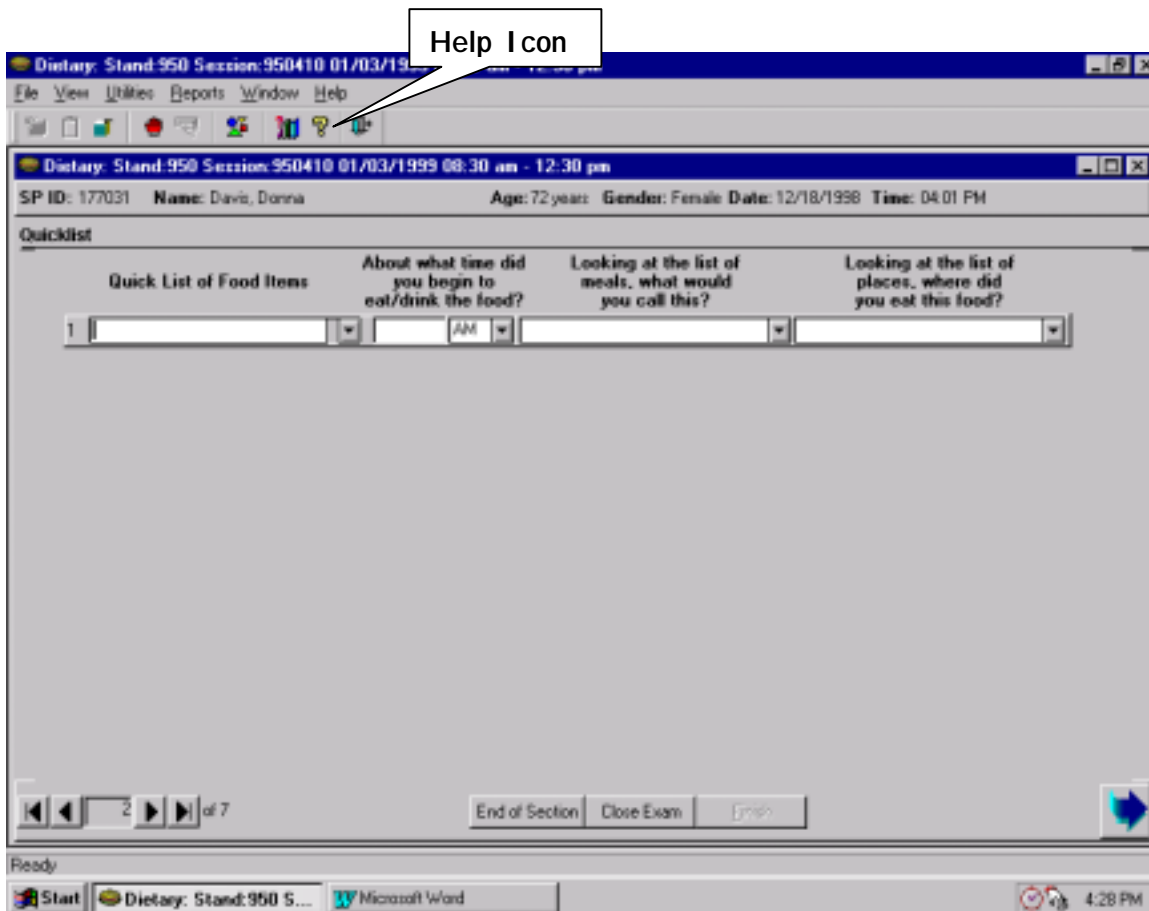
- **Brand Names:** The on-screen probes for many foods ask for the brand name or the name of a chain restaurant. When this is the case, there is a pull-down menu in the brand name field. When you place the cursor in the brand name field and begin to type, the brand name will appear. Or you may click on the down arrow to the right of the field to see the complete list of brand names.
- **Salt:** “Yes”, “No”, and “DK” will appear in the field by typing the first letter of the word.
- **Fat:** “Yes”, “No”, and “DK” will appear in the field by typing the first letter of the word. If you enter “Yes”, a text box will open below in which you will type the type of fat.
- **Liquid:** “Yes”, “No”, and “DK” will appear in the field by typing the first letter of the word. If you enter “Yes”, a text box will open below in which you will type the type of liquid.
- **Quantity Units:** Many quantity units, and all of the measuring aids, appear here in abbreviated form.

- Additions: 'Yes' or 'No' will appear in the time field by typing either 'Y' or 'N'.
- Combination Types: All possible combination types are included.

6.2.6 On-line Help

You may access the Dietary Interview Manual and other ISIS information anytime, by clicking on the Help icon. As shown below, the icon is a question mark located on the far right side of the toolbar. The help file is completely indexed and very user friendly. When you open the file you will be able to search the Index topics using the same type-ahead method as described for the Quicklist.

Exhibit 6-12. Screen Showing Help Icon



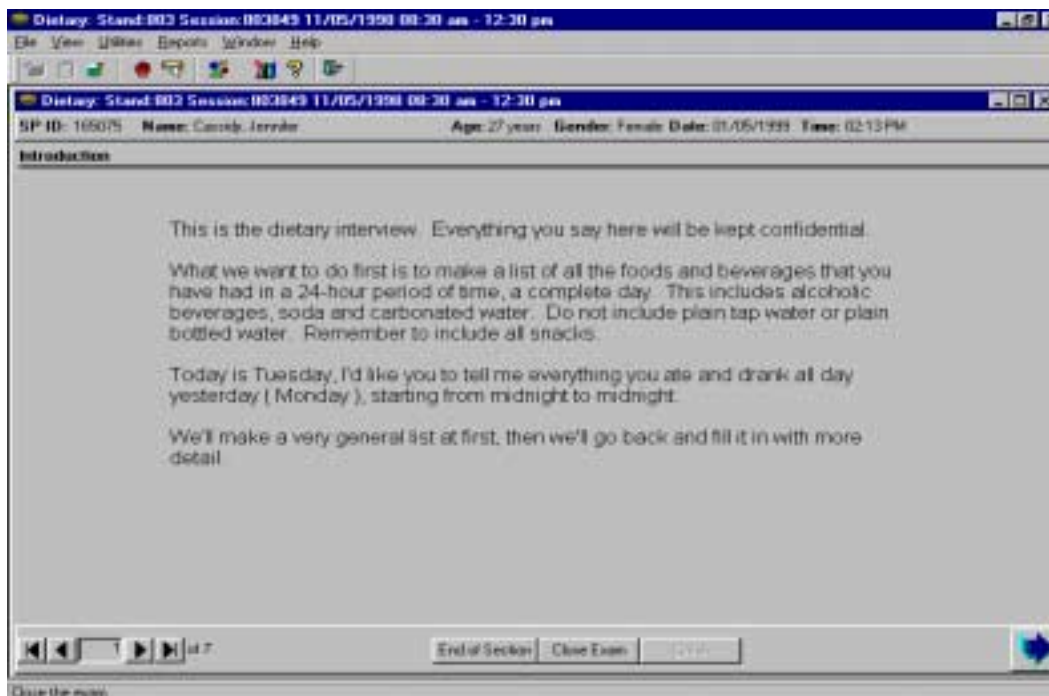
6.3 Conducting the Interview: Step-by-Step

This section will take you through the dietary interview, screen-by-screen. The screens include an Introduction Screen, Quicklist Screen, Forgotten Foods List Screen, Dietary Interview Instruction Screen, Food Screen, Additions Screen, and Review. The SP ID number, name, age, gender, the current date and time will appear across the top of the screen under the toolbar. The title of the screen will appear in the upper left corner of the screen below the SP ID.

6.3.1 Introduction Screen

The Introduction screen initiates the dietary data collection process. This text screen begins by assuring the SP that all information will be kept confidential. The screen also introduces the SP to the 24-hour recall interview. You will ask the respondent to report all the foods he/she ate and drank the day before the interview beginning and ending at midnight. Read the text exactly as written. To move to the next screen either depress **Alt + N** or click on the large blue arrow in the lower right corner.

Exhibit 6-13. Introduction Screen



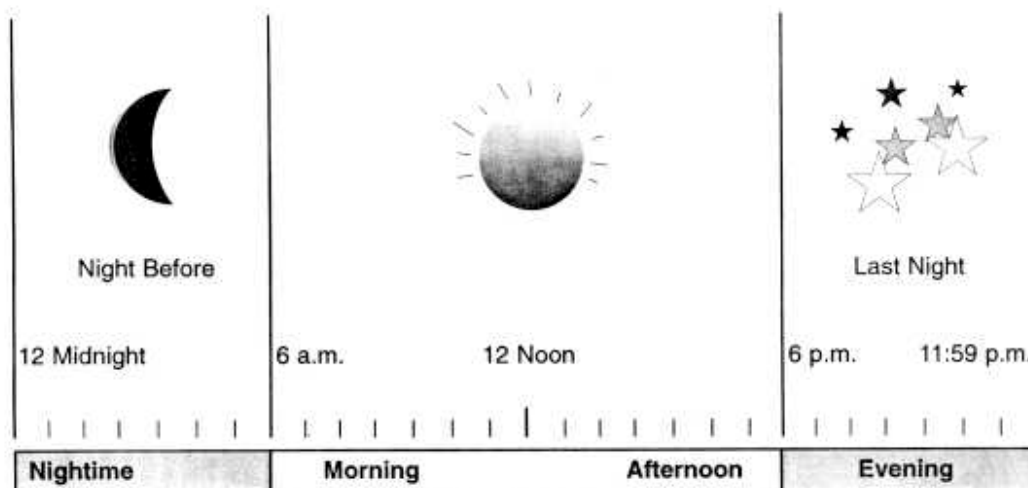
6.3.1.1 Your Introduction to the 24-Hour Recall Interview

You should introduce yourself as the SP enters the room and is seated. Next, enter the SP's ID number by passing the wand over the barcode on the SP's bracelet, and then confirm that the correct name appears on the screen. If the information is incorrect, be sure to notify the Coordinator. Finally, read the Introduction screen exactly as it is written.

In the introduction, you will make three main points while explaining to the respondent the types of information being requested:

1. The respondent must understand that you are interested in everything eaten and drunk during the 24 hours of the previous day, from midnight to midnight. It is important to define the day and time exactly, such as, "Today is Tuesday, I'd like you to tell me everything you ate and drank all day yesterday, starting from Sunday at midnight to midnight last night." The IDRS screen will automatically fill the correct day into the screen. If an SP were to report eating an item at midnight, the exact time frame is 12:00 AM to 11:59 PM. If the respondent does not understand the 24-hour period of time you are referring to, use the **Yesterday's Food Intake** handcard.

Exhibit 6-14. Yesterday's Food Intake Handcard



Yesterday's Food Intake

2. The respondent is to tell you everything eaten or drunk, including snacks, coffee breaks, and alcoholic beverages, at home or away from home. Do not include tap or spring water, but do include carbonated water, such as Perrier, seltzer water, and club soda.
3. This is a very general list, and details will be gathered later.

When the SP is an infant or child under 12 years of age, a proxy or assistant (parent or caregiver) will be asked to respond for the SP. In this case, the introduction will be slightly modified so that you will be speaking to the proxy about the child's intake.

If the respondent is unable to recall what he/she ate in the 24-hour period, use a prompt such as, "Perhaps it will help you to think about what you did on Monday." Be careful, however, not to use probes that suggest specific meals or foods such as, "What did you have for breakfast?" or, "Do you usually have a cup of coffee first?"

It is crucial that the respondent understands what is being asked. This is not a familiar procedure to the respondent and the request to recall what was eaten may seem unusual. Therefore, it is important to explain the procedure carefully and to let the respondent know that you will be patient while they try to recall the information. While it is useful to prompt the respondent in some cases, do not do so before they have time to think about the question.

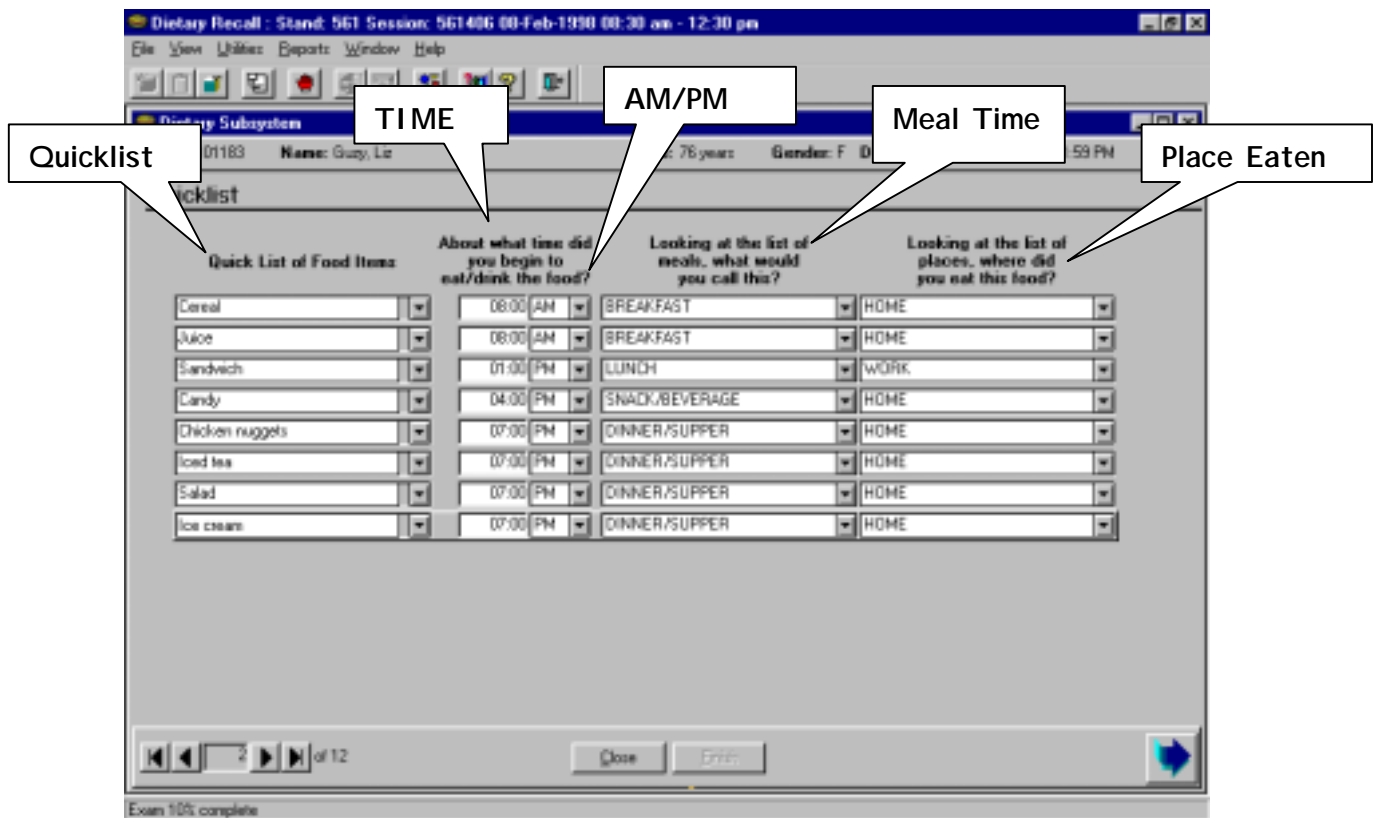
6.3.2 Quicklist Screen

You will use the Quicklist screen to enter all foods and beverages reported by the SP. There are five data fields on this screen: the Quicklist, the time, AM/PM, the name of the meal, and the place where the food was eaten. You will enter the reported information into the first column (the Quicklist) vertically, and into the 2nd, 3rd, 4th, and 5th columns horizontally. That is, all the foods will be entered into the Quicklist first, and then the time, occasion, and place eaten will be filled in for each reported food.

Do not interrupt the SP as he/she reports the foods. SPs generally recall what they ate in the order in which they ate the foods. However, that is not always the case, and it is not essential that the foods be reported in order. You will simply enter the foods as the SP recalls them.

The SP may find it easier to recall what he/she ate by mentioning meals, or eating occasions. For example, the SP may say something such as, “For lunch, at 12:30, I had a hamburger and...”. However, do not enter the eating occasions, time, or place eaten while you are entering foods onto the Quicklist. Instead, wait until all the foods have been reported, and then go back to the first food and systematically go through the list, filling in the rest of the information on the Quicklist screen. If you remember information about a food, confirm it as you go through the field (e.g., “you said you had the coffee for breakfast at 7:00AM?”). However, if you don’t recall the information, you may say something such as “I know you mentioned this, but could you remind me again about what time you began to drink your coffee?”

Exhibit 6-15. Quicklist Screen



6.3.2.1 Use of Key Words to Enter Foods into the Quicklist

The Quicklist field is supported by a database that contains over 1870 commonly reported foods. If you type in a food that is in the database, it will appear as you type the first few letters. For example, if you begin to type “app”, the word “Apple” will appear in the Food Items field, and the background will turn blue, indicating that apple is in the Quicklist database. If the SP reported eating applesauce, simply continue to type the word until “Applesauce” appears. Again, the background will turn blue indicating that applesauce is on the Quicklist database.

You can view the foods in the Quicklist database by clicking on the small arrow to the right of the Food Items field. The food names are in alphabetical order. When you start to type the name of a reported food, the Quicklist database will open at the food closest to what you have already typed. You can move up or down the list by pointing and dragging the scroll button or pressing the Up Arrow and Down Arrow keys on the keyboard. You may select a food from the Quicklist database by clicking on the food name.

The Quicklist database is designed to be interviewer-friendly so that you can enter foods the way the respondent reports them. In addition, to enhance the efficiency of the interview, the list includes a number of name brand foods and ethnic foods. You should become familiar with the names of the foods in the Quicklist database. The complete list of foods can be found in Appendix 1.

It will be easier for you to enter foods as they appear on the Quicklist database if you remember a few rules.

1. **Candy.** Candy can be entered into the Quicklist as either a general term (e.g., chocolate covered raisins) or as a brand name (e.g., Bit-O-Honey).
2. **Cereal.** Cereal can be entered into the Quicklist as either a general term (e.g., Cereal) or as a brand name (e.g., Alpha Bits).
3. **Commercial Bakery products and Cookies.** Commercial bakery products and cookies can be entered into the Quicklist as a general term (e.g., Cookies) or as a brand name product (e.g., GS Samoa). The brand names are abbreviated and are listed below.

Entenmann’s	Ent (e.g., Ent Fat Free Pineapple Crunch Cake)
Girl Scout	GS (e.g., GS Samoa)
Little Debbie	LD (e.g., LD Marshmallow Pie)
Snackwell	SW (e.g., SW Chocolate Sandwich Cookie)

4. **Commercial Frozen Dinners and Entrees.** Commercial frozen dinners and entrees can be entered into the Quicklist as a general term (e.g., frozen dinner) or as a brand name product. The brand names are abbreviated in the Quicklist and are listed below.

Banquet	Banq
Benihana	Beni
Budget Gourmet	BG
Healthy Choice	HC
Lean Cuisine	LC
LeMenu	LM
Stouffer	Stouf
Swanson	Swan
Weight Watchers	WW

The brand name frozen meals are organized by general categories. The categories for most brand names include:

- Beef Dinner,
- Chicken Dinner,
- Turkey Dinner,
- Fish Dinner, and
- Dinner

The **Benihana** brand also includes a Pork Dinner and Shrimp Dinner category; and the **Le Menu** brand includes a Ham Dinner category.

The **Armour** brand is the only brand name that is not abbreviated.

5. **Fast Foods.** Fast foods begin with their brand names, some of which have been abbreviated. The fast food brands that are abbreviated in the Quicklist are listed below.

Arby's	Arby
Burger King	BK
Hardees	Har
Kentucky Fried Chicken	KFC
McDonald's	McD
Pizza Hut	PH
Roy Rogers	RR
Taco Bell	TB
Wendy's	Wen

A few fast food brands have not been abbreviated because they are not often reported and therefore are more recognizable with the full name. They include:

Jack-in-Box
RAX
White Castle

Fast food restaurants that serve sandwiches, salads, and french fries are organized in the Quicklist by category rather than by specific name. The categories are:

- Sandwich/Breakfast Sandwich
- French Fries
- Green Salad
- Other Salad

For example, if a respondent reports a specialty sandwiches such as Burger King's BK Broiler, or McDonald's Chicken Salad, you will enter them as 'BK sandwich' and 'McD other salad', respectively.

6. **Soups, Snack Cakes, Crackers.** The Quicklist does not include specific brand names for the Soup, Snack Cakes, and Crackers categories. Instead, you should enter the food with a more generic description. For example, if a respondent reports Pepperidge Farm Goldfish, simply enter 'Goldfish'; and for a Hostess Twinkie, enter 'Twinkie'.

There are two exceptions to this rule. You can enter the brand names 'Campbells' and 'Hostess' followed by the generic categories (i.e., 'Campbells soup', and 'Hostess snack cake') if the respondent reports it that way.

7. **Ethnic Foods.** During the course of the study you will interview SPs from many ethnic and regional backgrounds. Therefore, it is likely that a SP will report eating a food that is unfamiliar to you. The Quicklist database contains approximately 165 ethnic foods that are listed and defined in Appendix 2. You should become familiar with these foods and how to spell them.

There are three main types of ethnic food categories:

- Mexican dishes
- Asian American dishes
- Thai dishes

The Quicklist has many foods by the ethnic name listed, and for the most part entering them should be as simple as entering what the SP reports. However, do keep in mind that while the ethnic foods listed in the Quicklist are fairly complete, they are not

extensive. The ethnic foods in the Quicklist are based on the review of foods reported in NHANES III.

8. **Primary words versus descriptive words.** Many foods in the Quicklist are made up of primary and descriptive words. For example, the food name ‘potato chips’ includes the primary word ‘chips’ and the descriptor ‘potato’.

For most foods, the descriptor word is listed first, since that is how the food is most commonly reported. Food categories of this sort are listed below.

- Cake (e.g., Carrot cake, White cake)
- Cheese (e.g., American cheese, Swiss cheese)
- Chips (e.g., Potato chips, Corn puffs)
- Cookies (e.g., Peanut butter cookie, Sugar cookie)
- Crackers (e.g., Saltine crackers, Wheat crackers)
- Dressings (e.g., French dressing, Italian dressing)
- Diet sodas (e.g., Diet Coke, Diet Sprite)
- Juices (e.g., Orange juice, Grape juice)
- Milk (e.g., Skim milk, 1% milk)
- Potatoes (e.g., Mashed potatoes, Roast potatoes)
- Salads (e.g., Potato salad, Tossed salad)
- Vegetables (e.g., Green pepper, Green beans)
- Sandwiches (e.g., Ham Sandwich, Tuna Sandwich)
- Sauces (e.g., Tomato sauce, Tartar sauce)
- Soups (e.g., Bean soup, Lobster Bisque)
- Rice (e.g., Brown rice, White rice)

Some food categories list the primary word first, followed by the descriptor, because foods in those categories tend to be more commonly reported in a generic form. For example, a respondent will more typically report eating a ‘bagel’ (the primary word) than a ‘blueberry bagel’. However, if the respondent does report a ‘blueberry bagel’, you can find it in the Quicklist as ‘bagel blueberry’. Notice that the descriptor is not

separated from the primary word by a comma (.). This allows you to type the primary word and descriptor more quickly. Food categories of this sort are listed below.

- Baby food and cereals (e.g., Baby cereal oatmeal, Baby cereal corn)
- Bagels (e.g., Bagel blueberry, Bagel onion)
- Breads (e.g., Bread white, Bread rye)
- Cobblers (e.g., Cobbler cherry, Cobbler peach)
- Crisps (e.g., Crisp apple, Crisp peach)
- Doughnuts (e.g., Doughnut cake, Doughnut chocolate)
- Enchiladas (e.g., Enchilada cheese, Enchilada beef)
- Pies (e.g., Pie apple, Pie blueberry)
- Yogurt (e.g., Yogurt plain, Yogurt Fruit)

9. **Singular foods versus plural foods.** Most of the foods in the Quicklist are listed as a single item (e.g., bagel, cheese, pork chop). However, because some foods are typically eaten in multiples (e.g., nuts, grapes, chips), they are listed in the plural form (they end with an 's'). Those food categories listed in the plural form are presented below.

- Breakfast foods (i.e., Crepes, Flapjacks, Pancakes, Pop Tarts)
- Buns
- Dumplings
- Hispanic Foods (i.e., Empanadas, Carnitas, Gorditas, Sopes, Salchichas)
- Snacks (i.e., Chips, Crackers, Nuts, Pizza bites, Pizza rolls)

Some food categories contain a mixture of singular and plural foods. Those categories are listed below with examples of both forms of foods.

- **Candy**

Singular –Heath Bar, 3 Musketeer
Plural –Jelly beans, M&Ms

- **Poultry**

Singular – Chicken breast, Chicken drumstick
Plural – Chicken nuggets, Chicken tenders

- **Cookies**
Singular – Moon Pie, Oreo
Plural – Keebler Elfin Delights, SnackWells
- **Fruits**
Singular – Melon, Banana
Plural – Grapes, Apricots
- **Fish**
Singular – Shrimp, Lobster, Salmon
Plural – Clams, Mussels, Oysters
- **Meats**
Singular – Bologna, Pork chop, Salami
Plural – Bacon bits, Cold cuts, Spareribs
- **Snack Cakes**
Singular – Banana Flip, Ho Ho
Plural – Junior Cakes, Ring Dings
- **Vegetables**
Singular – Green pepper, Radish
Plural – Carrots, Green beans

10. **Unfamiliar Foods.** If an SP reports an unfamiliar dish, ask them to spell the name of the food so that you can enter it on the Quicklist. If it is in the database, it will appear in the field, with a blue background, as you type the first few letters.

6.3.2.2 Time, Meal Name, and Place Fields

When you have recorded all the foods on the Quicklist, you will go back to the top of the list and ask the time, the occasion, and the place each food was eaten. At this time you will introduce the meal name and place selections, stressing that there are no right or wrong answers.

Move the cursor to the time field for the first food by pointing and clicking the mouse. You can navigate across the fields by using the **Tab** key. Pressing the **Tab** key once will move the cursor one field to the right. Continuing to press the **Tab** key will move the cursor forward to the next field. When

you get to the end of a line, pressing the **Tab** key will move the cursor to the first field (the food field) of the next line. Holding the **Shift + Tab** key down and depressing the **Tab** key will move the cursor back to the previous field. You may also point and click the mouse to move the cursor to the next appropriate field.

You can duplicate the information in the time, meal name, and place fields, to the next line of food by pressing the **Enter** key. This will save time when several foods were eaten at the same meal.

Time Field. The time field is the second column on the Quicklist screen. Read the time probe above the column verbatim: “About what time did you begin to eat/drink the [food]?” Record the time as a three or four digit number. For example, enter “8:00” as “800” (using the number keys at the top of the keyboard or the number pad, never the letter O). It will appear in the time field as 08:00. Do not use military time.

If you do not type three or four digits, an error message will appear on the screen. To remove the error message, point and click on the OK button on the error message. Then move the cursor to the time field and type all three or four digits of the time.

Enter the reported time verbatim. If the SP says he/she ate breakfast at 8:20 a.m. enter the exact time, “820”. If after probing, an SP is unable to report the time a food/beverage was consumed, ask for his/her best estimate of the time. Press the **Tab** key to go to the next field and type the letter “A” or “P” for AM or PM.

If the SP cannot remember the time, code 8:00AM for breakfast; 10:00AM for morning snack; 12:00PM for lunch; 3:00PM for afternoon snack; 6:00PM for dinner; and 9:00PM for evening snack.

Meal Name Field. Press the **Tab** key to move the cursor to the Meal Name column. Read the probe above the column verbatim: “Looking at the list of meals, what would you call this?” Point to the card displayed on the wall, which lists meal names in both English and Spanish. An example is shown below. Read the meal names aloud if necessary. Some SPs may not see well or may have low literacy skills.

Exhibit 6-16. Meal Name Card

LIST OF MEALS	LISTA DE COMIDAS
BREAKFAST	DESAYUNO
BRUNCH	ALMUERZO
LUNCH	COMIDA
DINNER	MERIENDA
SUPPER	CENA
SNACK	ENTRE COMIDAS
BEVERAGE	BOTANA
	BOCADILLA
	TENEMPIE
	BEBIDA

Most meal names are self-explanatory. However, the **Snack or Beverage** and **Other** categories need some explanation.

- **Snack or Beverage.** The “snack or beverage” occasion would include a coffee or beverage break, sipping or tasting a food, or a bottle drunk by a toddler. Sometimes you will encounter an SP who has trouble classifying something like “a few bites” of cake eaten at a party. If, after probing, the SP still is not able to choose a selection, you may use the word “snack”.
- **Other Category.** The “other” category is limited to occasions where the SP was ill on the intake day and is unable to classify the foods and beverages consumed. For example, if the SP sipped ginger ale and soup throughout the intake day, the interviewer would classify the occasion as “other”.

Two occasion options are not listed on the card: **Infant Feeding** and **Extended Consumption**. They will be chosen at the interviewers’ discretion.

- **Infant Feeding.** The “infant feeding” occasion refers to all food consumed by an SP less than one year old.
- **Extended Consumption.** The “extended consumption” category is restricted to those situations where the respondent has consumed multiple servings (or a significant amount) of a food or beverage over a period of time, and cannot provide the specific times at which each serving was consumed. For example, this would include the consumption of a “pot” of coffee throughout the day, a 2-liter bottle of soda or a large bag of potato chips consumed throughout the afternoon, or a six-pack of beer drunk while watching a football game. Record the time when the first serving was consumed. One bottle of milk drunk by a toddler throughout the morning would not be included in this category, nor would a situation where an SP drank one cup of coffee at his/her desk over a period of time. In addition, do not include a dinner party

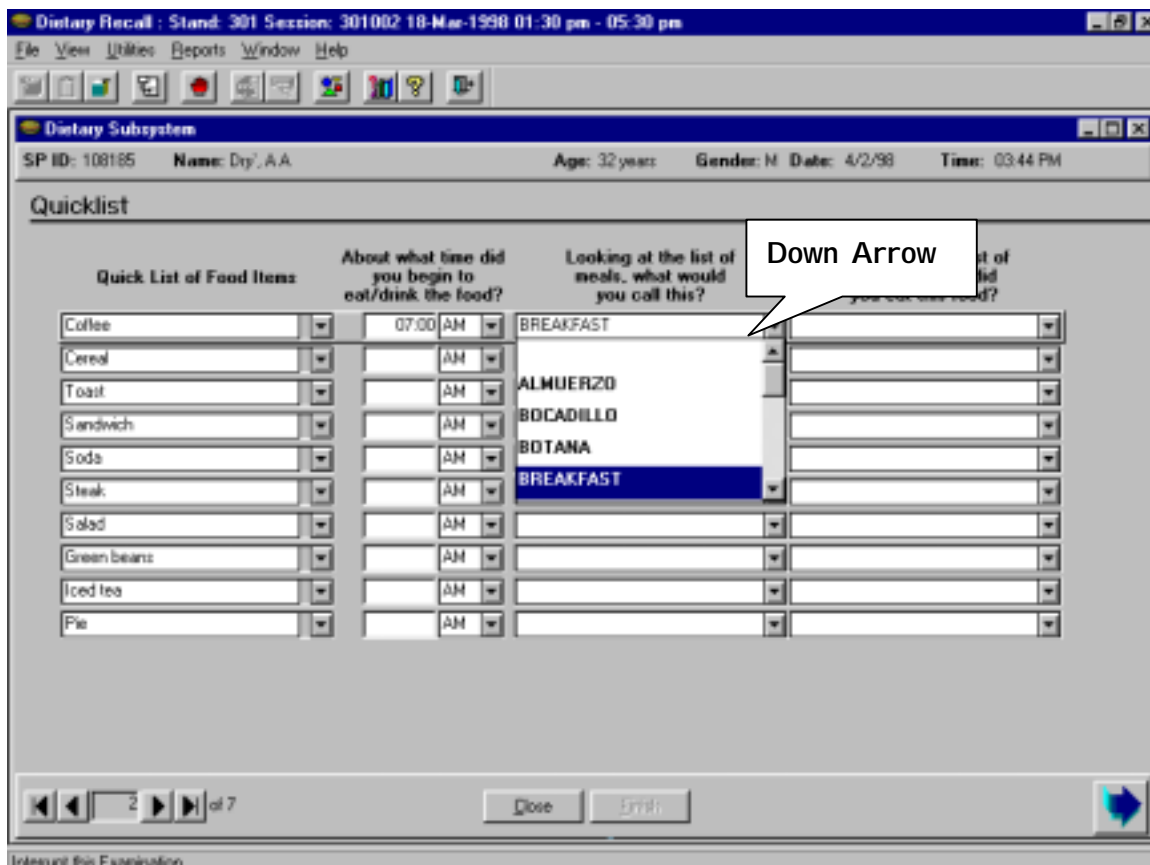
or leisurely dinner where a meal is consumed over an extended period. In the latter three situations, have the respondent select the type of meal using the categories listed on the card. Record the time the SP began consuming the meal or snack.

Allow the SP to call a meal whatever he/she prefers. If the SP calls a meal by a Spanish name, enter the Spanish meal name, do not translate. Allow the respondents to define the meal codes. For example, “lunch” is whatever the SP defines as lunch. However, use some discretion when the respondent is hesitant or unable to select a classification.

If the SP reports the name of an occasion that is not on the list code “Other”. If the SP cannot report the name of the occasion, code “DK”.

To enter the meal name, type in the first letter of the meal name and continue to type the first letter until the appropriate meal name appears. For example, typing in the letter “B” three times will bring up “Breakfast”. You can view the complete list of the meal names by clicking on the down arrow at the right side of the meal name field. Notice that two categories are combined: **Dinner/Supper** and **Snack/Beverage**. Enter “DIN” for either dinner or supper, and “SNA” when the SP reports either a snack or beverage break.

Exhibit 6-17. Meal Name Field



Place Name Field. Press the **Tab** key again to move the cursor to the next column. Read the place probe above the column verbatim: “Looking at the list of places, where did you eat this food?” You will point to the card displayed on the wall, which lists place names in both English and Spanish. The list is shown below.

Exhibit 6-18. Meal Place Card

WHERE EATEN	DÓNDE COMIÓ
HOME	CASA PROPIA
WORK	TRABAJO
SCHOOL	ESCUELA
DAY CARE	GUARDARÍA PARA NIÑOS POR DIA
DAY CAMP	CAMPAMENTO DE DÍA
FAST FOOD	COMIDA RÁPIDA
TAKE OUT	PARA LLEVAR
DELI	DELICATESEN
RESTAURANT	RESTAURANTE
CAFETERIA	CAFETERIA
SELF SERVE BUFFET	BUFFET, AUTO-SERVICIO, STORE
	TIENDA/ALMACÉN
FRIEND'S HOME	CASE DE AMIGO
SOMEONE'S HOME	CASA AJENA
COMMUNITY FEEDING	PROGRAMA DE ALIMENTACIÓN
PROGRAM	COMUNITARIA
CAR/BOAT/PLANE	AUTOMÓVIL/BARCO/AVION
OTHER	OTRO

Read the place names aloud if necessary. Type the first letter of the place name. If there is more than one place name beginning with this letter, continue to press that letter until the place name given by the SP appears in the field. You may see a complete list of the place names by clicking on the down arrow at the right side of the place name field. If you prefer, you can select the place name from the list by clicking on it.

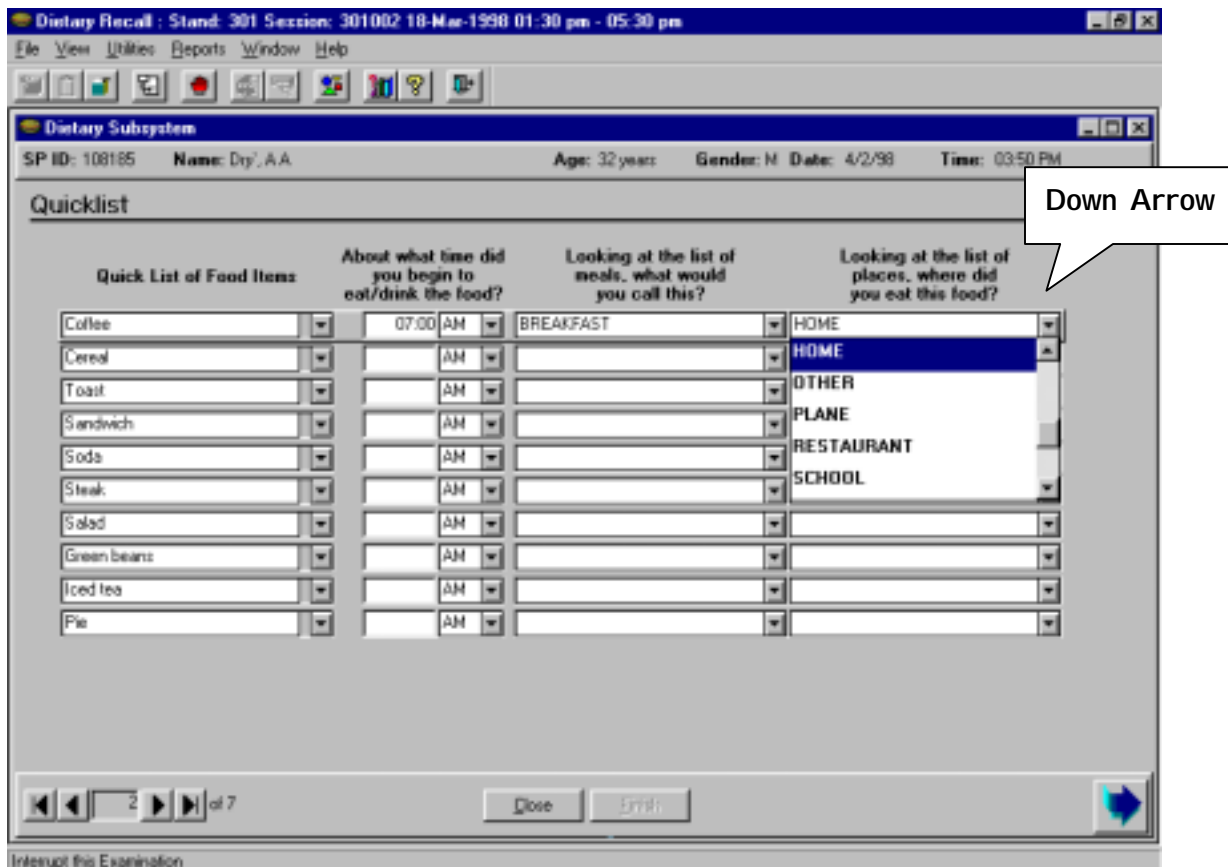
Following are definitions of the place names. Use these definitions if an SP gives you an answer that seems to fall into more than one category, or if the SP is hesitant to choose a category. The definitions are:

- **Home.** Foods/beverages eaten in the home of the SP.

- **Work.** Foods/beverages eaten at the work place. This includes foods eaten at a work-place cafeteria as well as foods eaten at the desk.
- **School.** Foods/beverages eaten at a school or school cafeteria. Include preschool, elementary, junior/senior high school, Adult Education, college/university, etc.
- **Day Care/Day Camp.** Foods/beverages eaten at a licensed Day Care Center, family day care, baby-sitter, or official day camp.
- **Fast Food/Take-Out.** Foods/beverages eaten at a fast food restaurant. Fast food refers to a location where the food is served fairly quickly, usually without waiter service, and may have drive-through windows. The foods/beverages do not have to be purchased there. Include a situation such as bringing lunch from home, buying a soda at McDonald's, and staying to eat lunch there. Also include food establishments in food courts, such as those in malls, unless there is an obvious, more appropriate category, such as deli.
- **Deli.** Foods/beverages eaten at a delicatessen.
- **Restaurant.** Foods/beverages eaten in a restaurant. Restaurants usually have table service. Include coffee shops and dinner houses.
- **Cafeteria/Self-Serve Buffet.** Foods/beverages eaten in a cafeteria. Foods are usually selected from an array of food items: a tray is moved along a metal railing and the customer selects the items he/she wants. On a self-serve buffet, a customer serves him/herself from a buffet.
- **Store.** Foods/beverages eaten in a store, such as a 7-11, department store or grocery store.
- **Friend's/Someone's Home.** Foods/beverages eaten in someone else's home. Do not include foods a child ate at a baby-sitter's house.
- **Community Feeding Program.** Foods/beverages eaten at specially designated locations. These programs are available primarily for senior citizens.
- **Car/boat/plane.** Foods/beverages eaten while using one of these forms of transportation.
- **Other.** Include any other situation not included above, such as eating in a movie theater, in an amusement park, carnival, skating rink, pool, or a similar place.

To enter the place, type in the first letter of the place name and continue to type the first letter until the appropriate place name appears. For example, typing in the letter "H" one time will bring up "Home". You can view the complete list of place names by clicking on the down arrow at the right side of the meal name field. If a respondent cannot report a place where a food was eaten, enter DK.

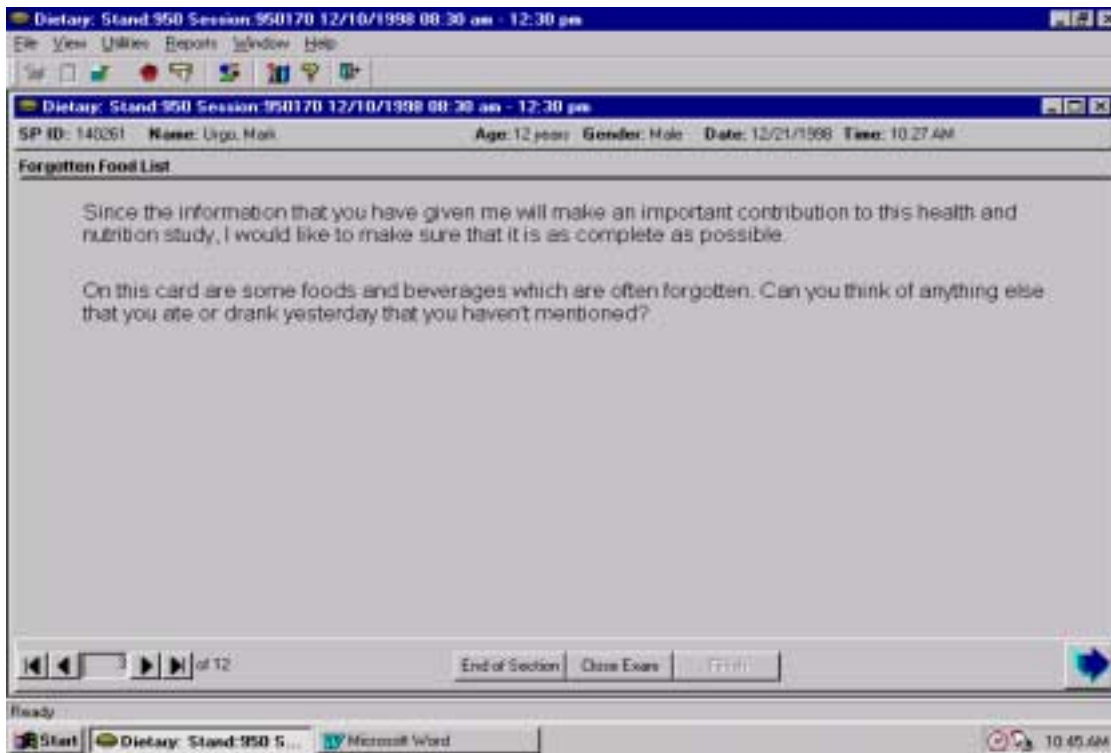
Exhibit 6-19. Meal Place Field



6.3.3 Forgotten Foods List Screen

The Forgotten Foods List Screen is a text screen. The purpose of this screen is to remind the SP of foods that are frequently forgotten during a 24-hour recall.

Exhibit 6-20. Forgotten Foods List Screen



You will read the paragraph to the SP while handing them the laminated handcard. The card lists foods that are frequently forgotten. You may read the list aloud if you think the SP will have difficulty reading the card.

If the SP recalls eating more foods, you will return to the Quicklist Screen by pressing **F4**, and add the new foods to the list. The cursor will be in the Quicklist field for the last food reported. If there are more than 13 foods on the Quicklist, you will not see the last food on the list. However, you will know that the bottom of the Quicklist is not displayed by checking the scroll box at the far right of the screen. If there is a space between the scroll button and the button with the down arrow, there are additional foods on the Quicklist. To get to the bottom of the Quicklist, use the mouse to point to the scroll button. With the pointer on the scroll button, press and hold the left mouse button while you drag the scroll button to the bottom of the scroll bar.

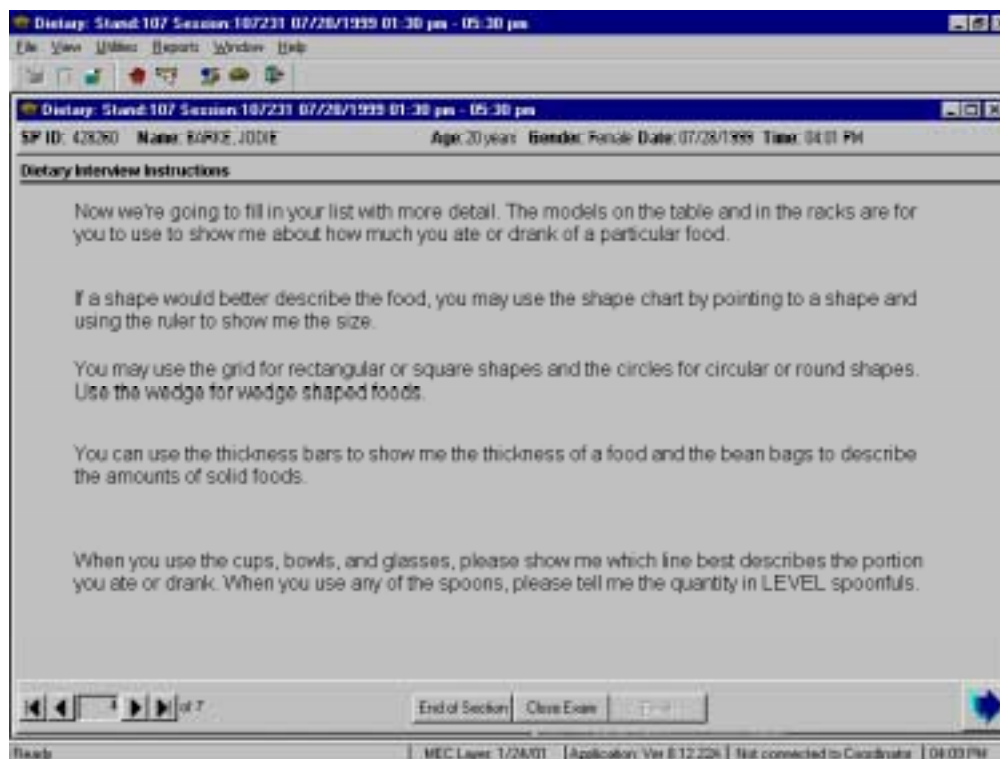
Enter the name of the new food just as you did in the initial recall. The program will automatically enter the time, meal name and place that were recorded on the line above. If this information is not correct, you can change it by pressing the **Tab** key to get to each field. Enter the

correct information by over-writing the information in each field. Then ask the SP if he/she remembers anything else.

6.3.4 Dietary Interview Instructions Screen

The Dietary Interview Instruction screen informs the SP that further details are needed for each of the foods on the Quicklist. It introduces the SP to the cards on the wall that list meal names and places where food may have been eaten. It also identifies the various food models and measuring aids and provides instructions for their use. Read the text exactly as written. If you know or sense that the SP cannot read the cards on the wall, read the choices aloud. You may have to repeat the choices more than once during the interview until the SP remembers them.

Exhibit 6-21. Dietary Interview Instructions Screen



6.3.4.1 Measuring Aids

Each MEC interview room contains a standard set of measuring guides. These tools will be used to determine the volume and dimensions of the food items the SP reports. The tools are not intended to represent any one food, but rather are designed to help respondents estimate portion sizes.

To ensure that data is recorded in a consistent manner, you must be thoroughly familiar with the portion size models and their correct use. Improper entry of food models can result in either overestimation or underestimation of nutrient intake.

When the respondent uses the cups, bowls, and glasses, have them show you the line that best describes the amount they ate. If they use the measuring spoons or the household spoons to describe the amount they ate, make sure they estimate the amount of a level spoonful. Section 6.3.5.1.2 will provide more details on recording amounts of foods using the measurement aids.

The models should be easily accessible in the interview situation and the shape drawing in full view. Not every model can be used for each food; at times you may need to direct the respondent to other models or to use other shapes. General guidelines for using the measuring aids are described below.

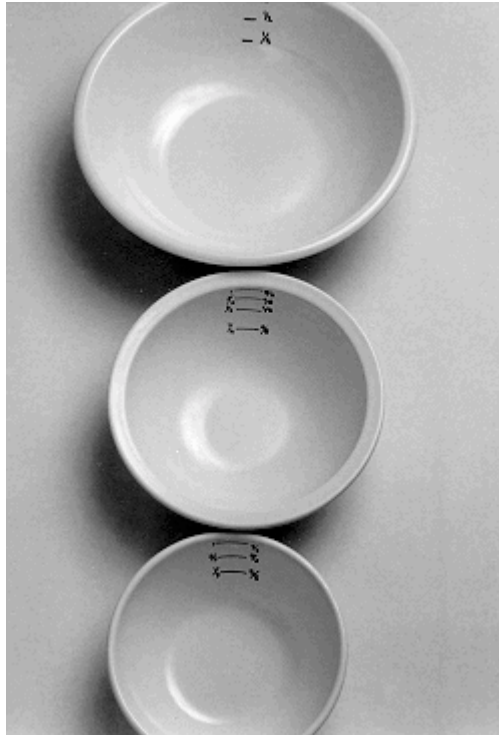
- **Shape chart: (L, W, H, SQ, REC, WEDGE, CYL, CIR)** The shape chart should be in full view of the SP. The use of shapes gives the SP the ability to use two or three dimensions to describe the amount of food eaten. Since there are some foods that are not easily represented by the food models, the shapes also offer the SP another alternative. By looking at the chart, the SP can determine which shape best describes his/her portion. The chart may appear to be a bit intimidating. You can mention that you will show the respondent how to use the chart along with a ruler.
- **Rectangular grid. (L, W)** The rectangular grid should also be in full view of the SP. The SP will use this grid to demonstrate the size of the square or rectangular object by placing his/her hands on the grid to complete the shape.

- **Glasses: (G1, G2, G3, G4, G5, G6)** Use the glasses to estimate the volume of liquids such as beverages. An SP may also choose these models to estimate the portion of solid foods. Make sure that the amounts reported are within the capacity of the model. If the respondent reports an amount that is protruding from the top, ask him/her to estimate using another model.

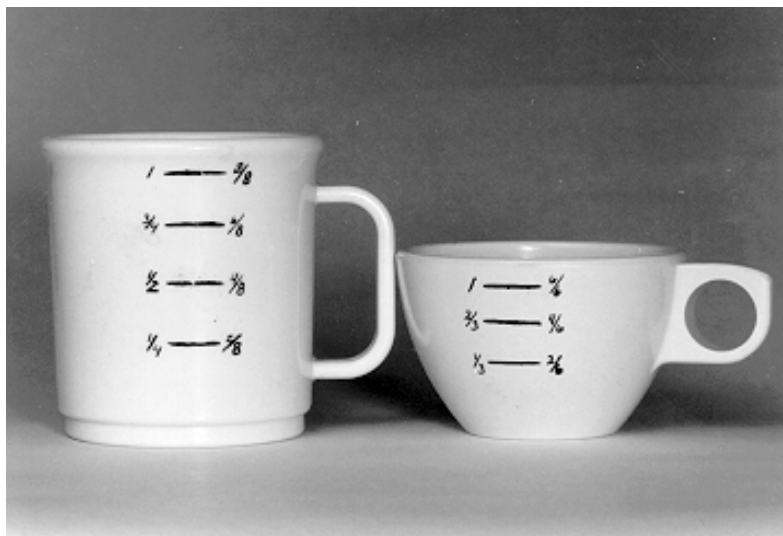


NOTE: Images of measuring guides or aids in this chapter represent the 1998 NHANES Pilot. Some measuring guides or aids may have changed slightly from what is pictured here.

- **Bowls: (B1, B2, B3)** Use the bowls to estimate the volume of amorphous foods such as vegetables, fruits, and popcorn; liquid foods such as soup, and solid foods such as ground meat.



- **Cup: (CUP)** Use the cup to estimate the volume of liquids such as beverages. An SP may also choose this model to estimate the portion of solid foods.
- **Mug: (MUG)** Use the mug to estimate the volume of liquids such as beverages. An SP may also choose this model to estimate the portion of solid foods.



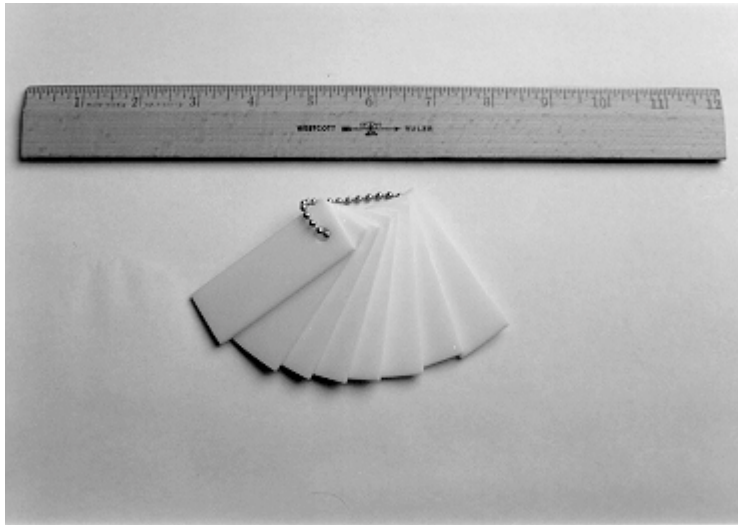
- **Household spoons: (SP1, SP2)** Use the household spoons to estimate the volume of liquid foods such as soup, and solid foods such as baby cereal.
- **Measuring cups: (C)** Use the measuring cups to estimate the volume of liquid, solid, and semi-solid foods. For example, these cups would be used to measure liquids such as juice or milk, solids such as potato salad or corn chips, and semi-solids such as ice cream and pudding.

It is important when quantifying the volume of solid foods, to document the form of the food (e.g., sliced, chopped, shredded). This will be described in detail in Section 6.3.5.2.2.

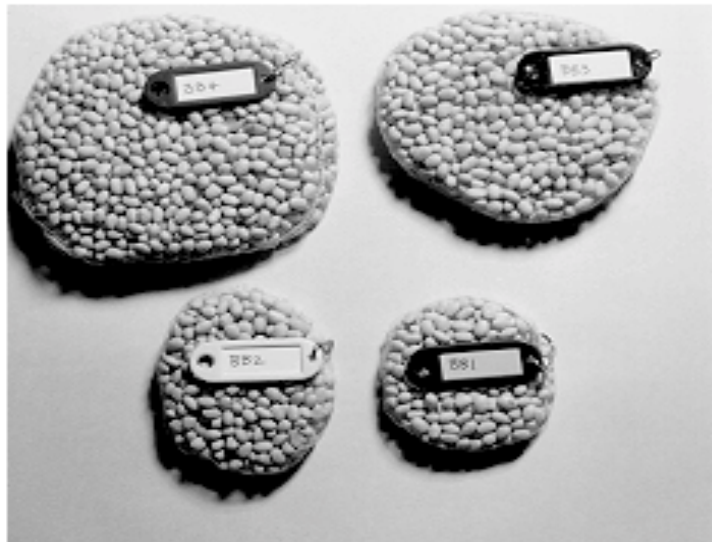
- **Measuring spoons: (TSP, TBSP)** Use the measuring spoons to estimate the capacities of cooking spoons, serving spoons, or household spoons, and to estimate small amounts. Always have the SP estimate these amounts in level spoons.



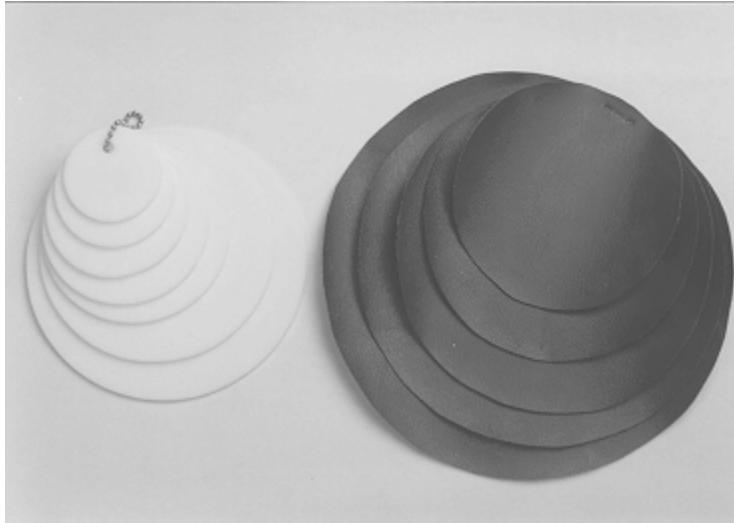
- **Ruler: (L, W, H)** Use the ruler to estimate dimensions in inches. For example, the ruler would be used to estimate the length, width, and height of a piece of cornbread, and the length and width of a piece of meat or poultry (height would be estimated from the thickness sticks).
- **Thickness sticks: (ST)** Use the thickness sticks to estimate the height of solid foods such as meat, poultry, and cheese.



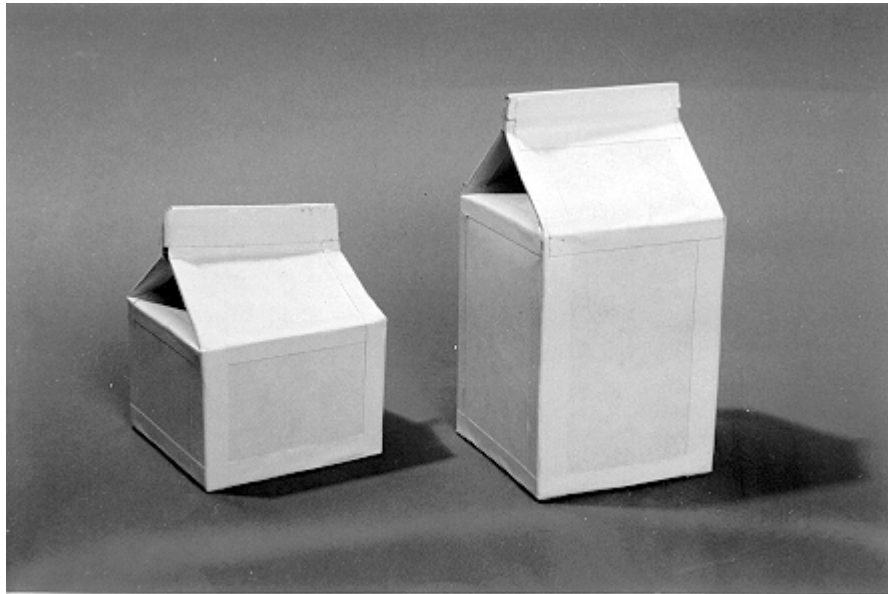
- **Bean bags: (BG1, BG2, BG3, BG4).** Use the bean bags to estimate amorphous foods such as chopped fruit and vegetables, popcorn, mixed dishes, and grain products.



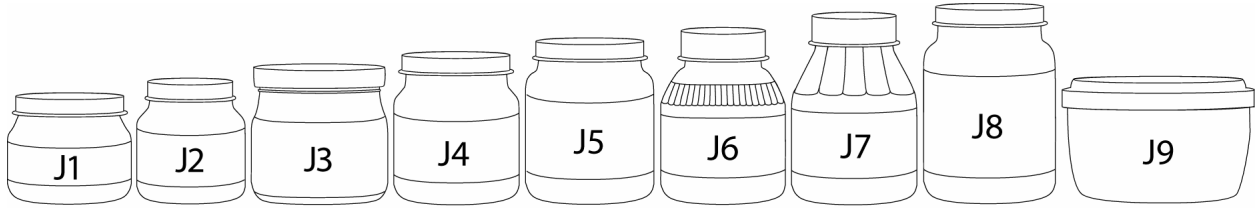
- **Concentric circles: (DIA)** Use the circles to estimate the diameter of round foods such as cookies, pancakes, biscuits, and pies.



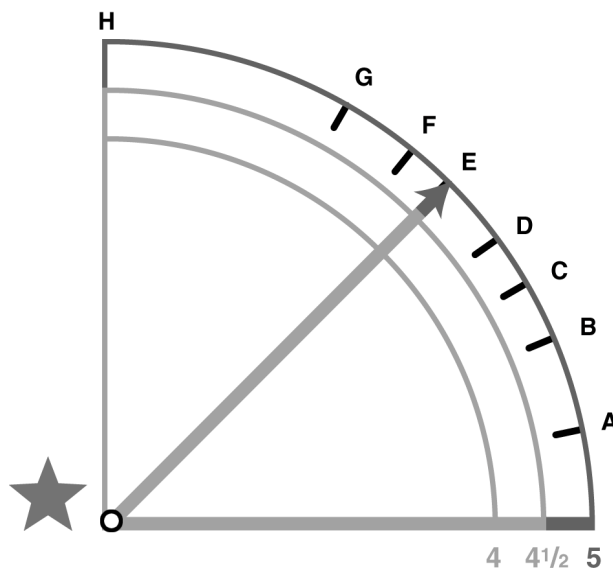
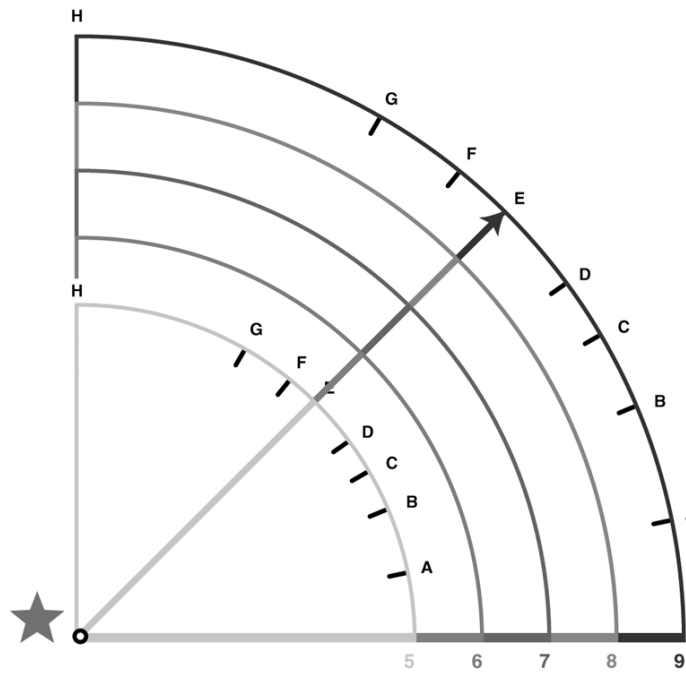
- **Milk cartons: (SCARTON, LCARTON)** Use the milk cartons to estimate the amount of milk or juice consumed.



- **Baby Food jars: (J1 – J9)** A chart containing pictures of 9 different sizes and shapes of baby food jars will be displayed in full view of the SP. Use the shape and size of the baby jars to estimate the amount of baby food consumed.



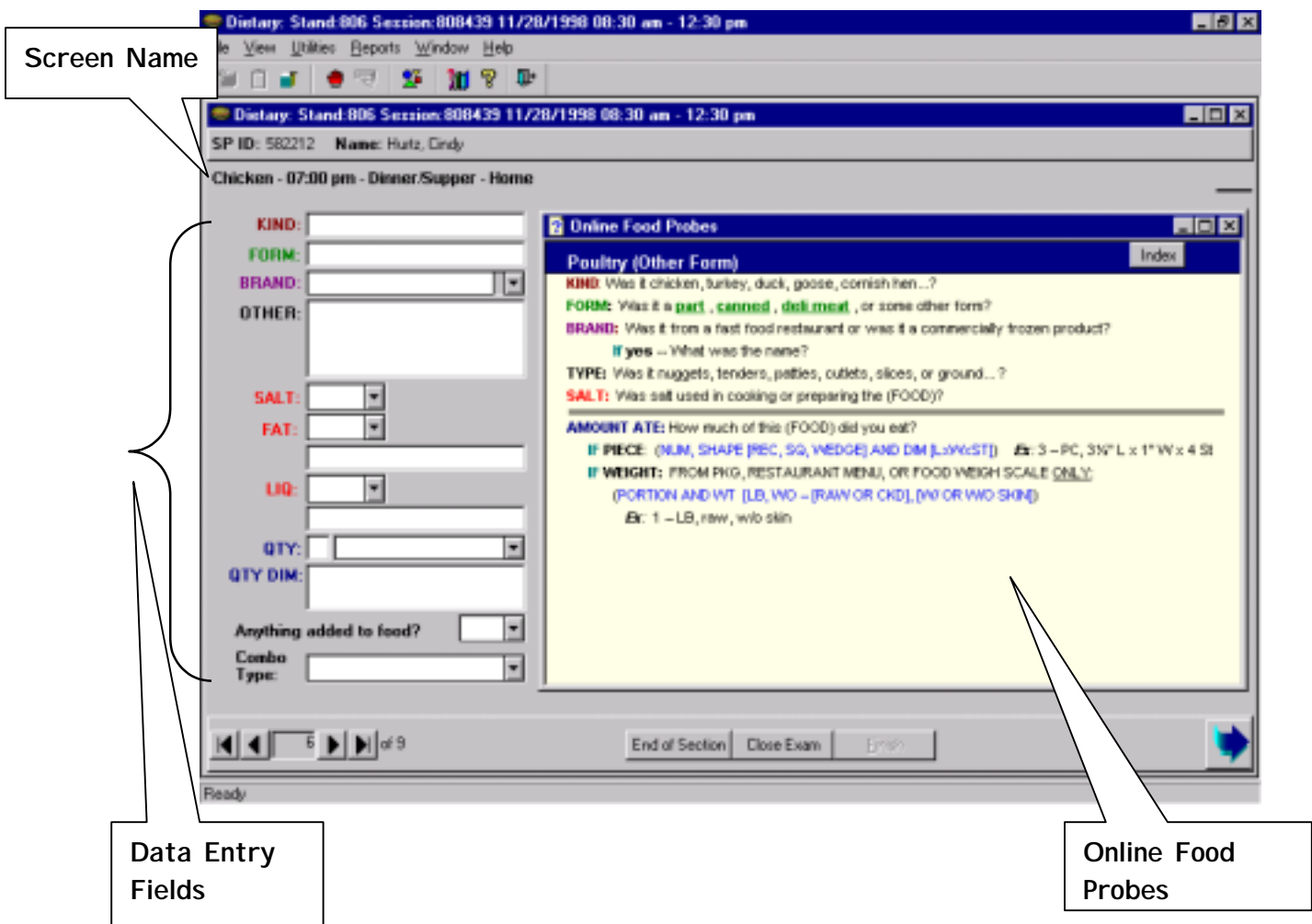
- **Wedges:** Two wedges are displayed in full view of the SP. Each wedge has an overlapping arrow pointer that moves along the arc of the wedge.
- The large wedge is 9 inches in length. Use the numbered increments along the length (radius) of the wedge and move the arrow to the alphabetized segments to estimate the size of wedge shaped foods (e.g., 9"E)
- The small wedge is 5 inches in length. Use the numbered increments along the length (radius) of the wedge and move the arrow to the alphabetized segments to estimate the size of wedge shaped foods (e.g., 5"E)



6.3.5 Food Screen

The Food Screen is the screen you will use to ask the specific questions about the foods the SP reported. A Food Information Screen will be generated for every food reported on the Quicklist. The **screen name** appears on the upper left side of the screen. There are two parts to the Food Screen: the **Online Food Probes**, and the **Data Entry fields**. The food item, time, occasion, and place will be in displayed in the upper left corner of the screen.

Exhibit 6-22. Food Information Screen

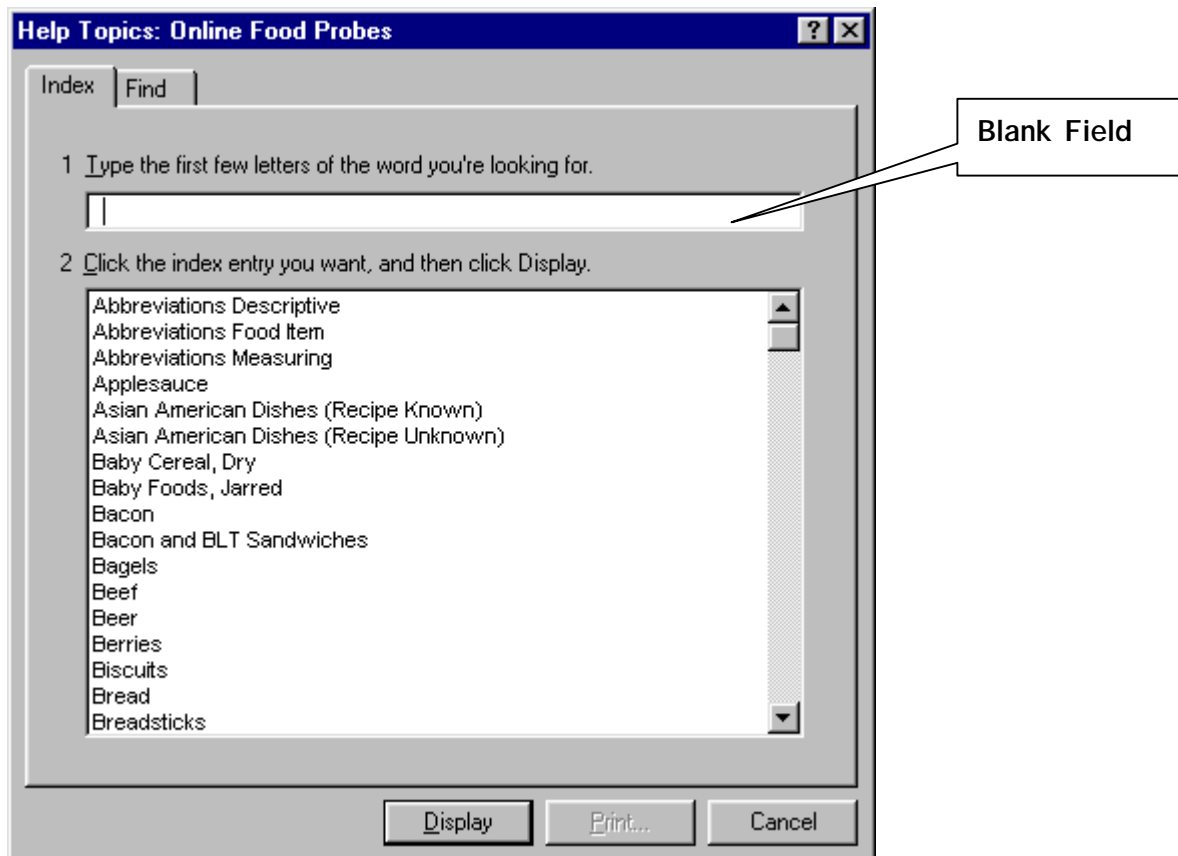


6.3.5.1 Online Food Probe Screens

The Online Food Probe screens contain detailed descriptive and quantity probes about specific foods or groups of foods. There are 204 food probes screens in the IDRS, and every food in the Quicklist database is linked to a screen. For example, *coffee* in the Quicklist is linked to the food probe screen **Coffee Hot & Iced**; and *tuna casserole* is linked to **Mixed Dishes, Home Recipe**.

If a food reported on the Quicklist is not linked to the database, an **Index** screen will appear (Exhibit 6-23). To select the appropriate on-line probes from the Index, you will type the name of the food category, or the food, in the blank field at the top of the Index Screen. As you type, the Index will scroll on the screen, and the word you typed, or the word closest to the spelling of the word you typed, will be highlighted. Select the category by pointing and double clicking on the category you wish to choose. (Note that you do not have to choose the category that is highlighted.) Or you may scroll through the Index by using the scroll button or the arrow at the bottom of the scroll bar. Again, select the category by pointing and double clicking. The on-line food probes for the category you choose will appear on the screen.

Exhibit 6-23. Index Screen



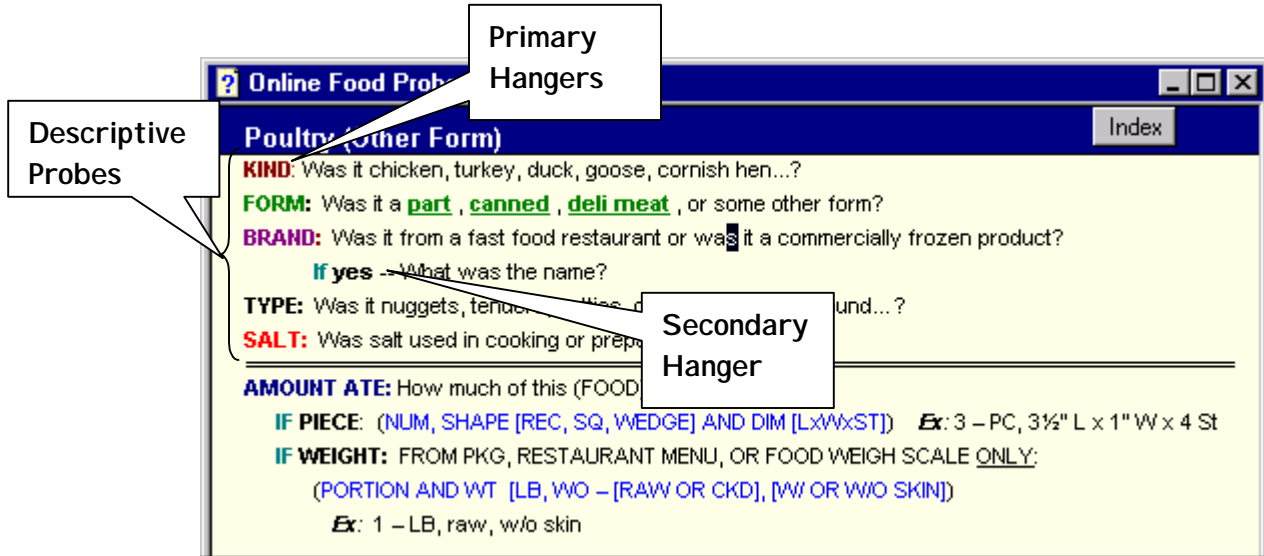
6.3.5.1.1 Descriptive Probes

As shown below, the description probes are above the double line on the Online Food Probe screen.

Hangers. The probes are attached to “hangers” which are always in **bold letters**. The primary hangers are in CAPS and are color-coded with the data entry fields to allow you to quickly identify the correct field to enter the data. The secondary hangers are indented under the primary hangers.

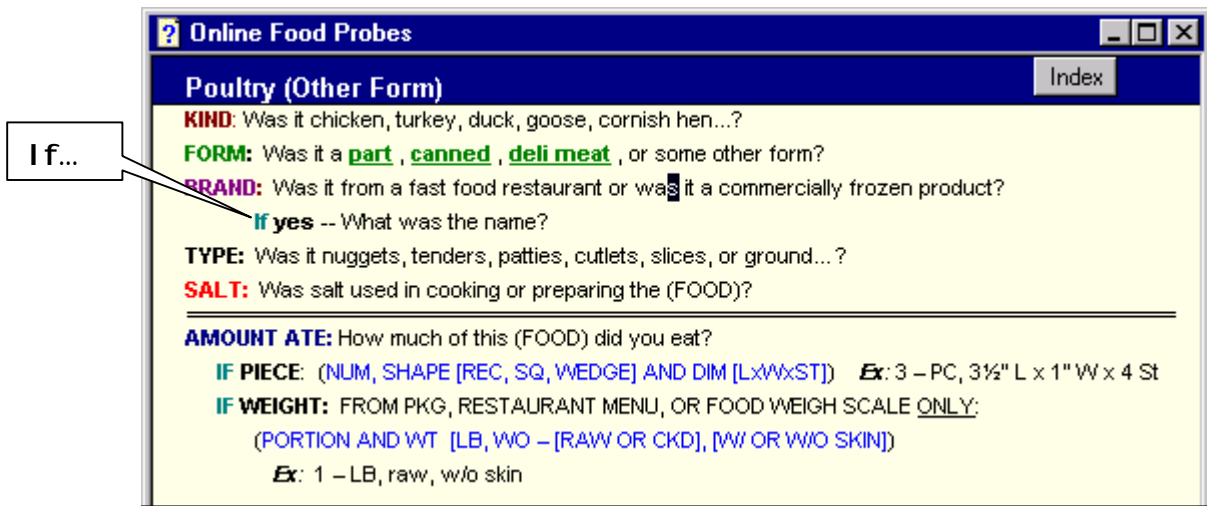
You will begin asking the food probes by starting with the first hanger to the far left on the food probe screen. For most categories this is **KIND**. You then proceed down the screen, asking the probes after both the primary and secondary hangers until you have asked all the probes and recorded the responses. In the example below, you would ask the probes for **KIND, FORM, BRAND, TYPE, AND SALT**. Read the probes exactly as written.

Exhibit 6-24. Descriptive Probes



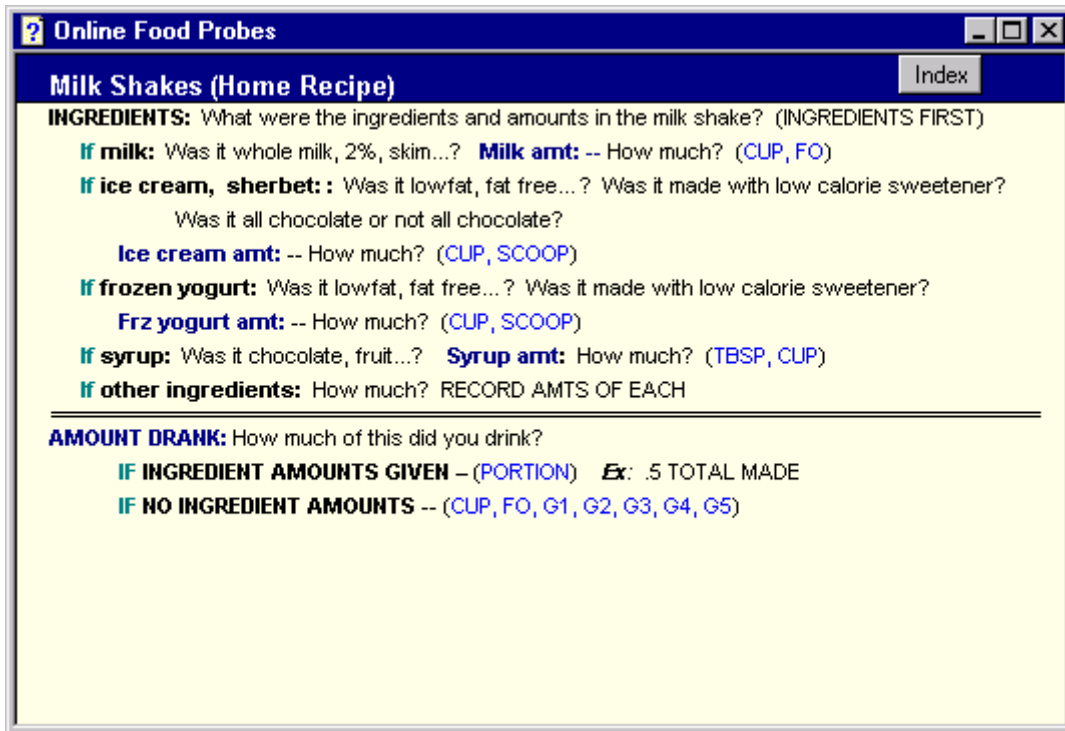
Some hangers (both primary and secondary) are preceded by the word **IF**. These are always decision points and you will ask the probes within the IF series if the previous response sent you there. For example, in the Poultry screen below, if the SP responds “Yes” to the probe after BRAND, you would ask the secondary indented probe after the hanger “**if yes**”: “What was the name?”

Exhibit 6-25. ‘If’ Hangers



Another example of “**IF**” probes is in the milk shake probe screen below. First you will ask the milk shake ingredients. Depending on the ingredients reported, you will ask two or more of the “**IF**” hangers. Other categories that follow this pattern of attaching ingredients to **IF** hangers include: Mixed Drinks, Asian Dishes, Mexican American Dishes, and Thai Dishes.

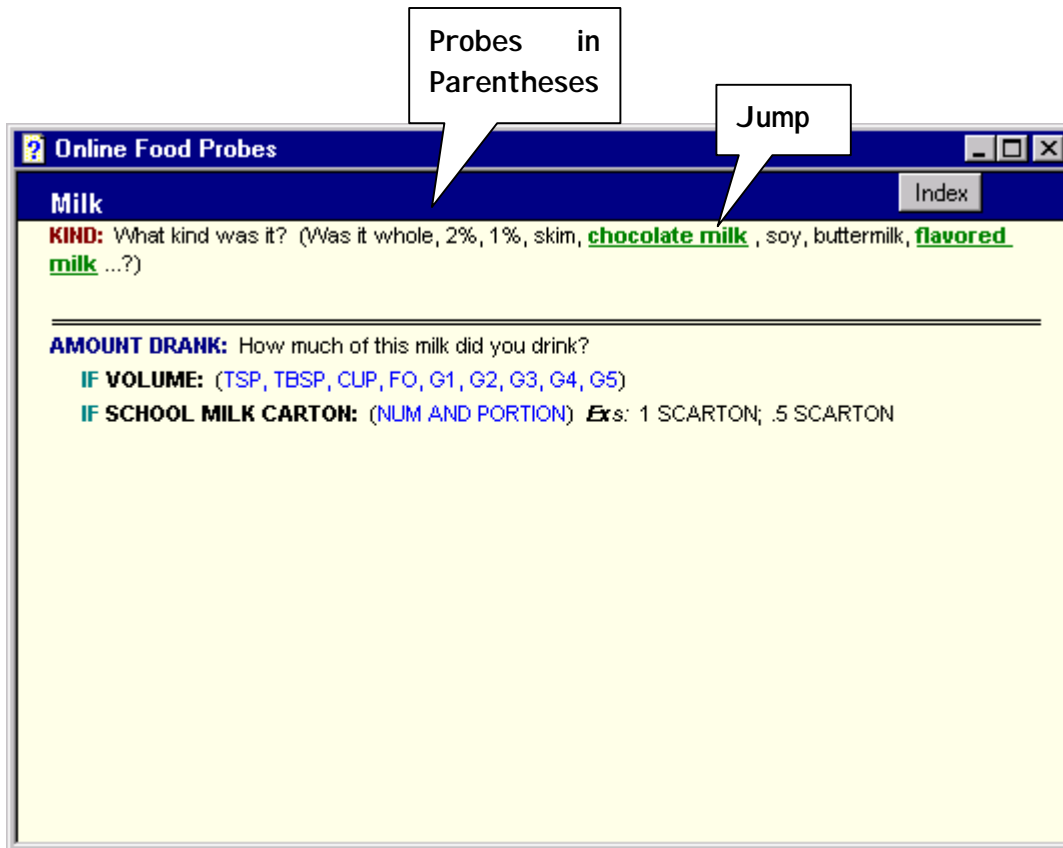
Exhibit 6-26. “If” Hangers for Ingredients



Probes in Parentheses. The **KIND** hanger often has two probes attached to it. As shown below, the second probe is in parentheses and gives the SP examples of the type of response you are looking for. Only read this probe if the SP seems puzzled by the first probe, “What kind was it?”

Jump Text. The probes in parentheses sometime contain words in underlined green text. This is called JUMP TEXT. If you click on the green text, it will take you to another food probe screen. For example, in the Milk screen, if an SP reported *milk* on the Quicklist, but reported *chocolate milk* when you asked the **KIND** probe, you would click on “chocolate milk” to take you to the **Chocolate Milk** food probe screen.

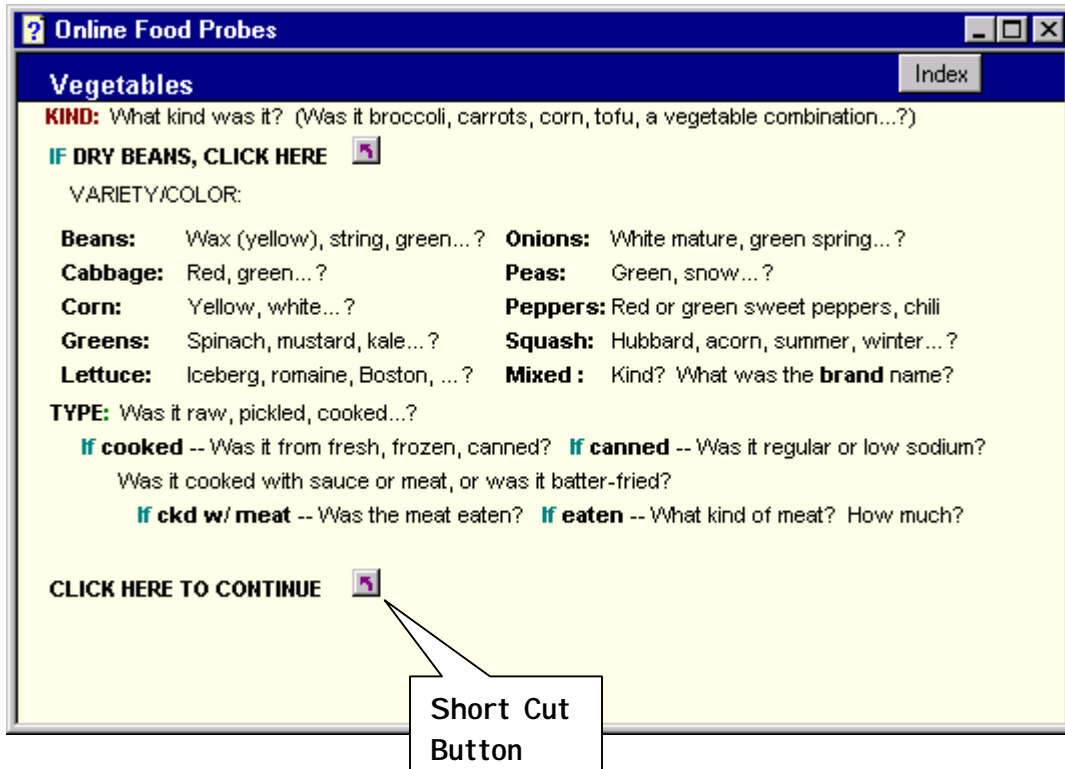
Exhibit 6-27. Jump Text



Or Something Else. Throughout the probes you will find questions with a list of examples followed by "...?". This indicates that you should finish the question with "or something else?" As shown in the example below, the second probe after the **KIND** hanger should be read: "Was it broccoli, carrots, corn, tofu, a vegetable combination, or something else?"

Short Cut Button. Some of the food probe screens like the one below, contain more probes than are shown in the window. At the bottom of the screen in bold caps is the instruction “**CLICK HERE TO CONTINUE**”, followed by a SHORT CUT button. Click on the SHORT CUT button to go to the next screen. Continue in this manner until you get to the last screen that includes the amount probe.

Exhibit 6-28. Short Cut Buttons



Probing for Ingredients. Ingredients are components of foods. A total of 34 food categories probe for ingredients. Some categories also ask for the amounts of the ingredients. The food categories that probe for ingredients and amounts are listed in the table below. If you are probing for ingredients and amounts, always probe the ingredients first and then go back and get the details and amounts for each one.

FOOD CATEGORY	INGREDIENT	AMT
Asian Dishes, Commercial	✓	
Asian Dishes, Home Recipe	✓	✓
Burritos, Commercial	✓	
Burritos, Made by self	✓	✓
Cakes	✓	
Dips	✓	
Enchiladas, Commercial	✓	
Enchiladas, Made by self	✓	✓
Fajitas, Commercial	✓	
Fajitas, Made by self	✓	✓
Frozen Meals, Frozen Main dishes	✓	
Gravy		
Macaroni and Cheese	✓	✓
Mexican American Dishes, Commercial	✓	
Mexican American Dishes, Home Recipe	✓	✓
Milk Shakes	✓	
Mixed Drinks	✓	✓
Mixed Dishes, Casseroles, Stews, Commercial	✓	
Mixed Dishes, Casseroles, Stews, Home Recipe	✓	✓
Salads, Green	✓	✓
Salads, Other	✓	
Sandwiches, Bacon, Sausage, BLT	✓	✓
Sandwiches, Beef, Ham, Pork, Chicken, Turkey, Vegetarian, Other	✓	✓
Sandwiches, Egg, Egg Salad	✓	✓
Sandwiches, Fish, Shellfish	✓	✓
Sandwiches, Grilled Cheese	✓	✓
Sandwiches, Hamburger on Bun	✓	✓
Sandwiches, Hot Dogs	✓	✓
Sandwiches, Peanut Butter or PB and Jelly	✓	✓
Soups	✓	
Tacos, Commercial	✓	
Tacos, Made by self	✓	✓
Thai Dishes, Commercial	✓	
Thai Dishes, Home Recipe	✓	✓

Several of the categories in the list are frequently used and are discussed in more detail below.

Mixed Dishes. There are two Mixed Dish food probe screens: Mixed Dishes, Recipe Known and Mixed Dishes, Recipe Unknown. All mixed dish foods on the Quicklist (e.g., tuna noodle casserole, stuffed peppers, etc.) are linked to the Mixed Dishes, Recipe Known probe screen shown below. The probes in this category sequence across three screens that are linked by the SHORT CUT BUTTON at the bottom of each screen. You will ask the SP the ingredients first, and then go back and get the details and amounts for each ingredient.

If the SP does not know the ingredients in the recipe, you will click on the green **NO** response to take you to the Recipe Unknown category.

Exhibit 6-29-a; 6-29-b. Probing Mixed Dishes

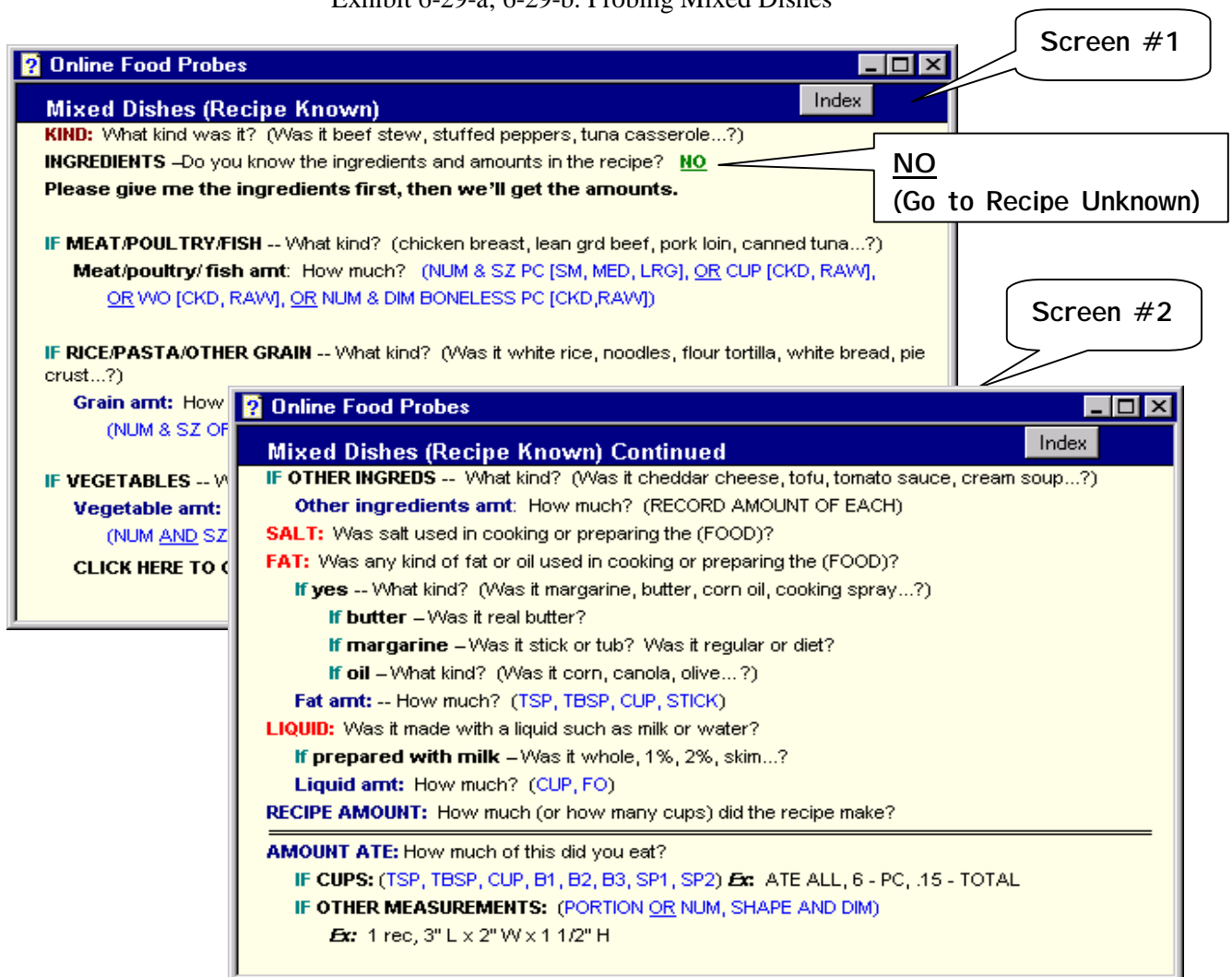
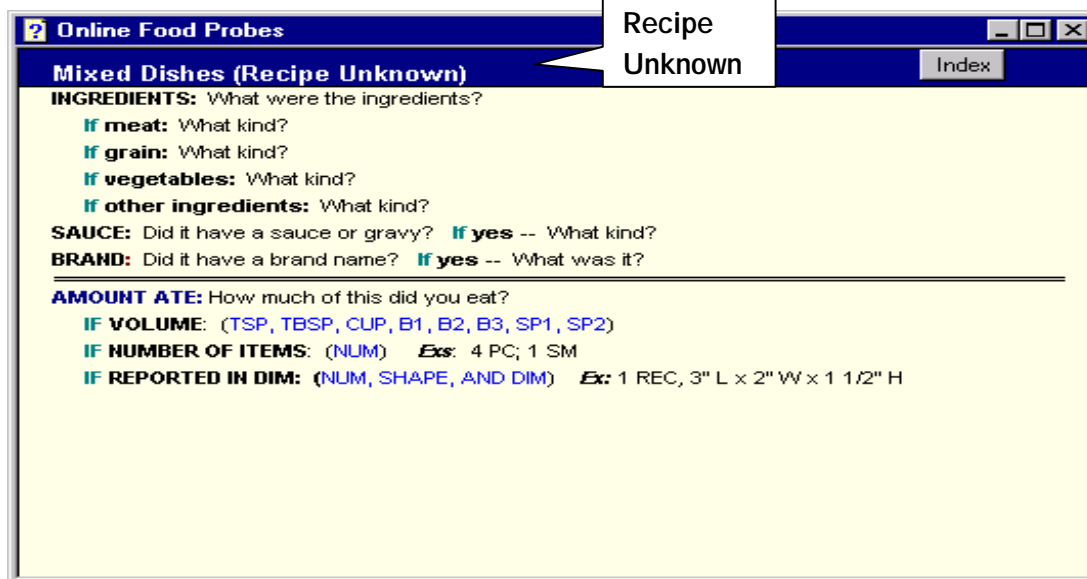
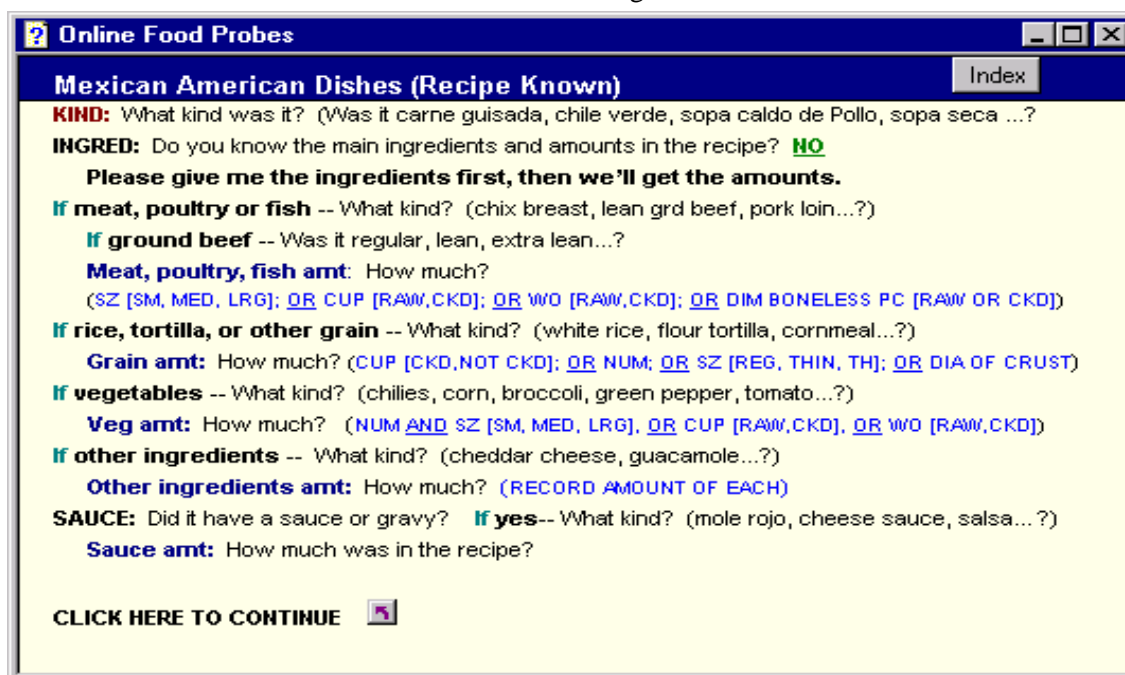


Exhibit 6-29-c Probing Mixed Dishes



Ethnic Dishes. There are three food probe screens designed for ethnic dishes: Mexican American Dishes, Asian Dishes, and Thai Dishes. These screens are similar to the Mixed Dishes probe screen, except that they include foods and ingredients specific to those categories of ethnic dishes. Like the Mixed Dishes category, there are both Known and Unknown Recipe versions of these screens. If the ethnic food is in the Quicklist database, the Known Recipe screen will appear. If the SP cannot report the ingredients, check on the green NO response, which will jump you to the Unknown Recipe screen.

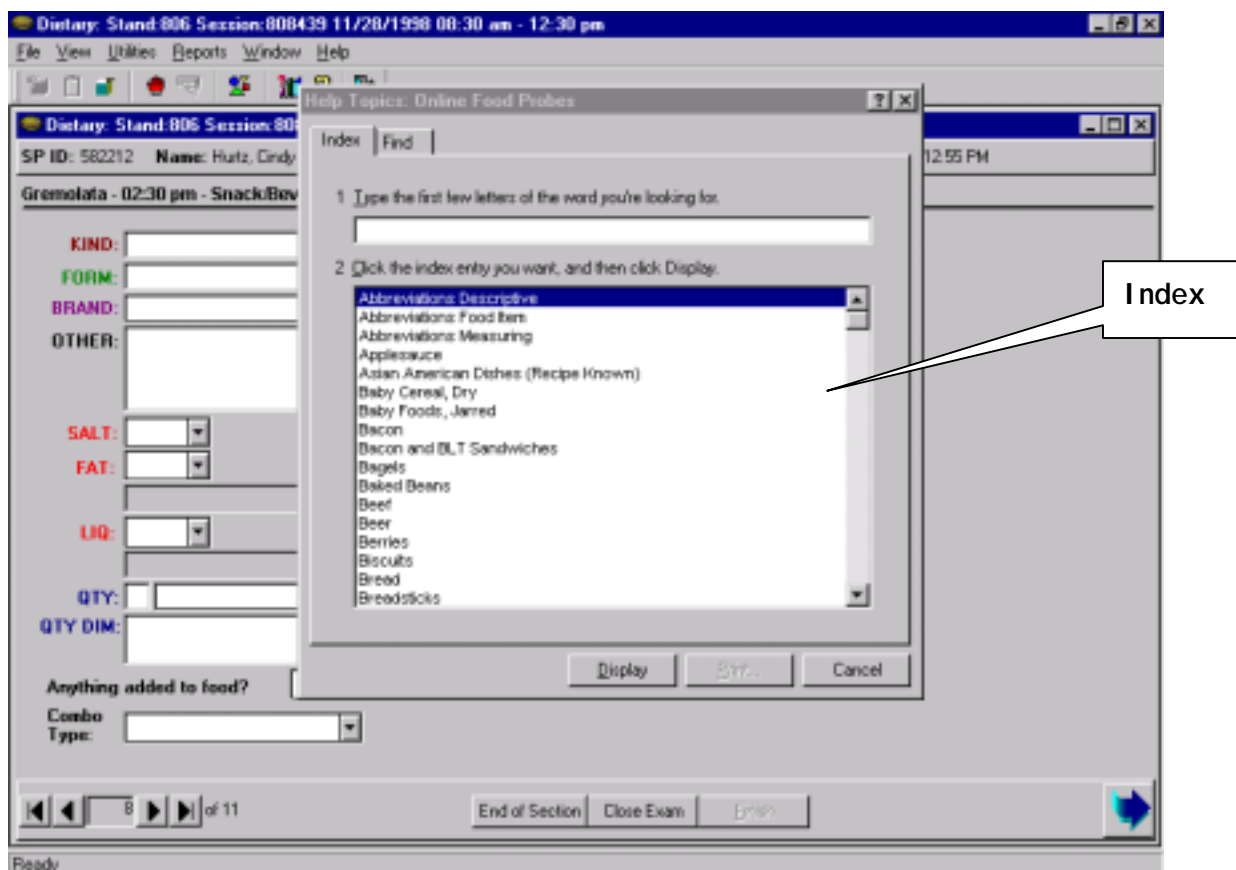
Exhibit 6-30. Probing Ethnic Dishes



If the food is not in the Quicklist database (or you have misspelled the food), the probe screen **Index** will appear when you get to the Food Information Screen for that food. At that time you should ask the SP for a description of the dish to try to determine the appropriate food category. For instance, you might determine the type (e.g., bread, beverage, dessert, mixed dish, vegetable) or the consistency of the food (e.g., soup versus stew) by asking the SP whether s/he used a knife, fork, or spoon to eat the dish.

If none of these categories are appropriate, but the SP has described the food as a mixture, use the Mixed Dishes food probe screen. As described above, choose the appropriate screen depending on whether the recipe is known or unknown.

Exhibit 6-31. Using the On-Line Food Probe Index



Salads. There are two different salad categories: Green Salads and Other Salads. You will collect green salads such as tossed, lettuce, spinach, and Caesar salads in the **Green Salads** category; and other types of salads such as taco salads, coleslaw, fruit, potato, egg, tuna, and macaroni salads in the **Other Salads** category.

As shown below, you will probe for both ingredients and amounts of ingredients in the Green Salads category. In the Other Salads category you will only probe for ingredients. Notice that the Green Salads category allows you to capture salad dressing added to the salad as either a part of the ingredients or as an addition to the salad, depending on how the salad was served to the SP.

Exhibit 6-32. Probing for Salads

The image displays two screenshots of the 'Online Food Probes' application interface. The top screenshot is for the 'Green Salads' category. It includes fields for 'KIND', 'INGREDS', 'SALAD DRESSING', and 'AMOUNT ATE'. A callout box points to the 'INGREDS' field with the text 'Probe for Ingredients and Amounts'. The bottom screenshot is for the 'Other Salads' category. It includes fields for 'KIND', 'INGREDS', 'SALAD DRESSING', and 'AMOUNT ATE'. A callout box points to the 'INGREDS' field with the text 'Probe for Ingredients Only'. Both screenshots show a sidebar with 'AMOUNT ATE' and 'IF INGREDIENT AI' options.

Sandwiches. Sandwiches are one of the most commonly reported foods. There are eighteen different sandwich probe screens.

Fast Food Sandwiches (includes breakfast)	Egg Sandwich, Egg Salad
Bacon, BLT Sandwiches	Egg Sandwich, Hardboiled
Sausage Sandwiches	Fish Sandwich, Salad Mixture
Lunch Meat Sandwiches	Fish Sandwich, Other
Salad Mixture Sandwiches	Grilled Cheese Sandwich
Meat Substitute Sandwiches	Hamburger on Bun
Other Sandwiches, Other Form	Hot Dogs
Egg Sandwich, Fried Egg	Peanut Butter or PB&J Sandwiches
Egg Sandwich, Scrambled/Omelet	Unknown Type Sandwich

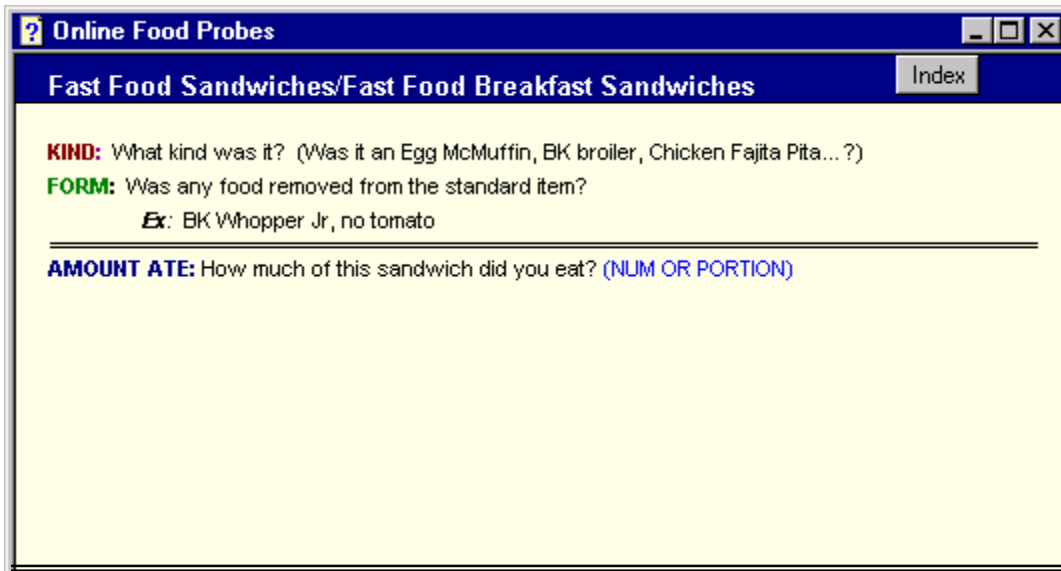
Most of the probes in the sandwich categories are organized in the same manner; that is, they simulate the building of the sandwich. First you probe for the **KIND** of sandwich, next you ask about the **BREAD**, then the **SPREAD**, the **MEAT**, and finally, the **OTHER INGREDIENTS** on the sandwich. The few categories that are set up differently are described below.

Fast Food Sandwiches. When an SP reports a fast food sandwich such as “Big Mac”; type in MCD sandwich to bring up the fast food sandwich probe screen. The fast food places include:

Arbys = Arby	McDonalds = McD
Burger King = BK	Kentucky Fried Chicken = KFC
Hardees = Har	Roy Rogers = RR
Jack-in-the-Box = Jack-in-Box	Rax = Rax
	Wendy’s = Wen

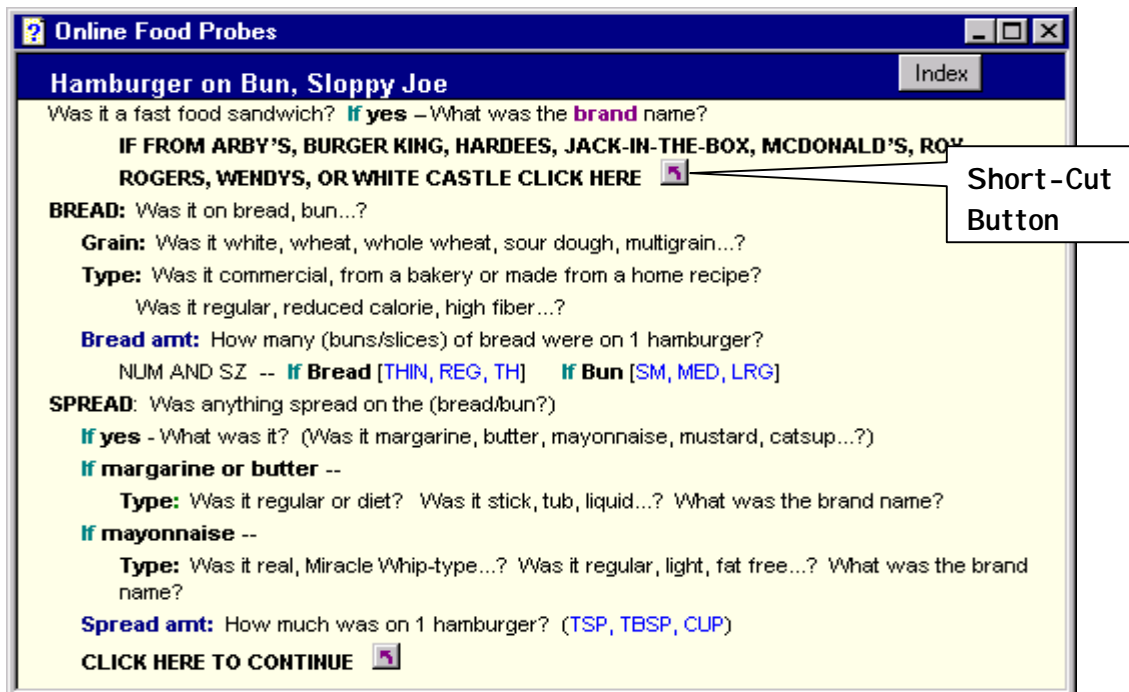
The term “Fast Food Sandwich” is on the Quicklist and is linked to the Fast Food Sandwich category.

Exhibit 6-33. Probing for Fast Food Sandwiches



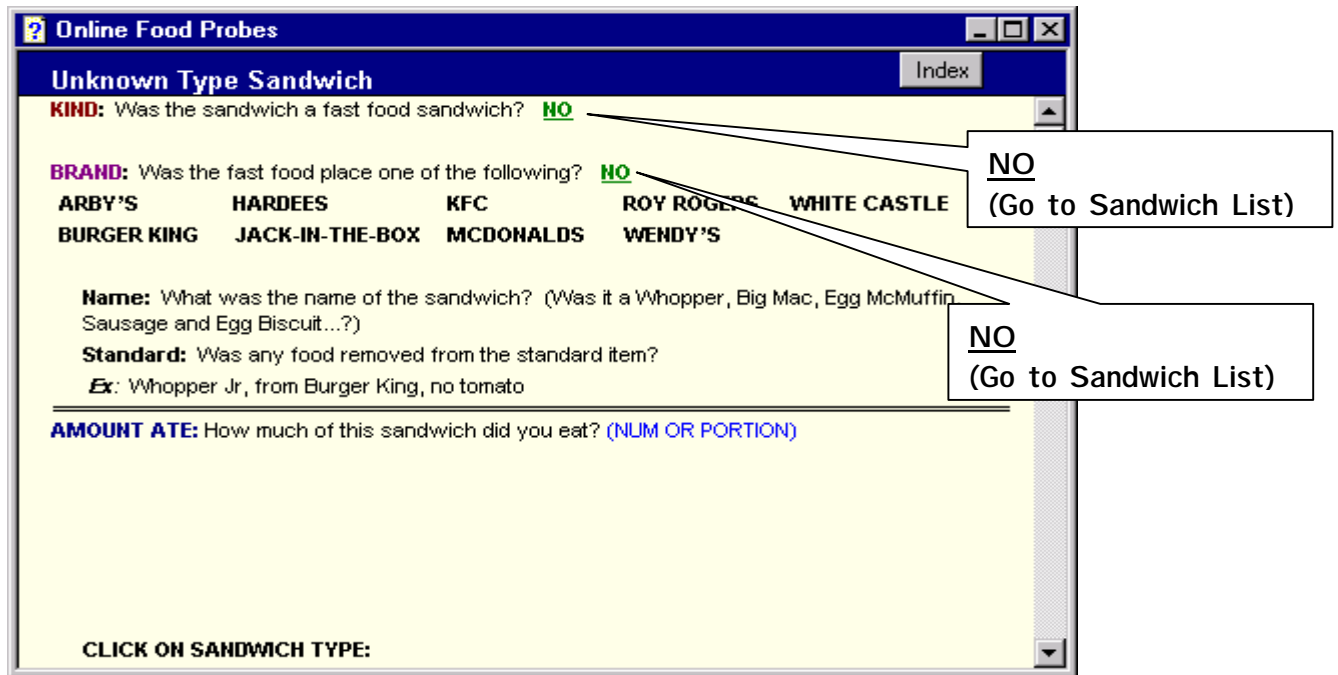
Hamburger. If the SP reports a generic name such as “hamburger”, the Hamburger on Bun probe screen will appear. The first probe you will read is “Was it a fast food sandwich? If the SP responds “Yes” you will ask the brand name. If the reported brand is one of the brand names listed in **bold CAPS** - - click on the SHORT CUT BUTTON and go to fast food sandwiches. If the SP responds “No”, continue on this screen.

Exhibit 6-34. Probing for “Hamburgers”



Unknown Sandwiches. If the SP reports a “sandwich” on the Quicklist, it will be linked to the Unknown Sandwiches category. This category helps you determine whether the sandwich was a fast food sandwich or some other kind of sandwich. Other sandwiches in the Quicklist database that are linked to this category include “chicken sandwich”, “double cheeseburger”, “double cheeseburger with bacon”, and “grilled chicken sandwich”.

Exhibit 6-35. Probing for Unknown Type Sandwich



As you can see above, the first food probe asks the SP whether the sandwich was a fast food sandwich. If the SP answers “Yes”, the next probe asks whether it came from one of the places listed. If **NO**, click on the SHORT CUT BUTTON to go to the list of sandwiches. From that list you can pick the appropriate category.

Exhibit 6-36 Sandwich List

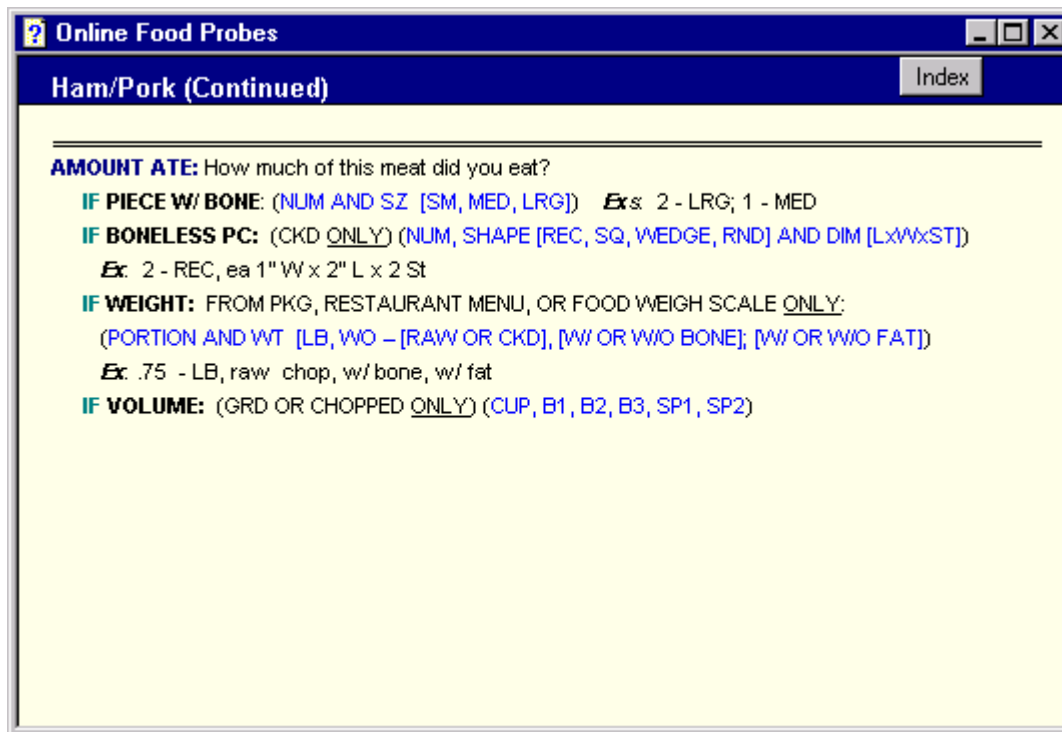


6.3.5.1.2 Quantity Probes

The quantity probes are always listed below the double line and are attached to the **AMOUNT ATE** hanger in CAPS and dark blue text. The first probe is always the same: “How much of this did you eat?” Read the probe exactly as written. Do not accept a range value for quantity. If an SP reports eating 10-20 potato chips, ask: “Can you give me your best estimate of the number of chips you ate?”

The **AMOUNT ATE** probe is usually followed by one or more **IF** hangers. The **IF** hangers tell you the correct units to use depending on how the respondent reported the quantity. For example, in the **Ham/Pork** category below, the SP can report the quantity of ham eaten as a food-specific unit (small, medium, large), dimensions (length, width, thickness sticks), weight (LB, WO), or volume (cup). The units after the hangers in (parentheses in blue text) tell you which units are appropriate to use to record the information.

Exhibit 6-37. Quantity Probes



Quantity Units. The quantity of foods can be reported in one of four ways: as a weight (e.g., weight ounces [WO], pound), as a volume (e.g., fluid ounce [FO], cup, tbsp, tsp), as a food-specific unit (e.g., small, medium, large), or as dimensions. The four types of units are described below.

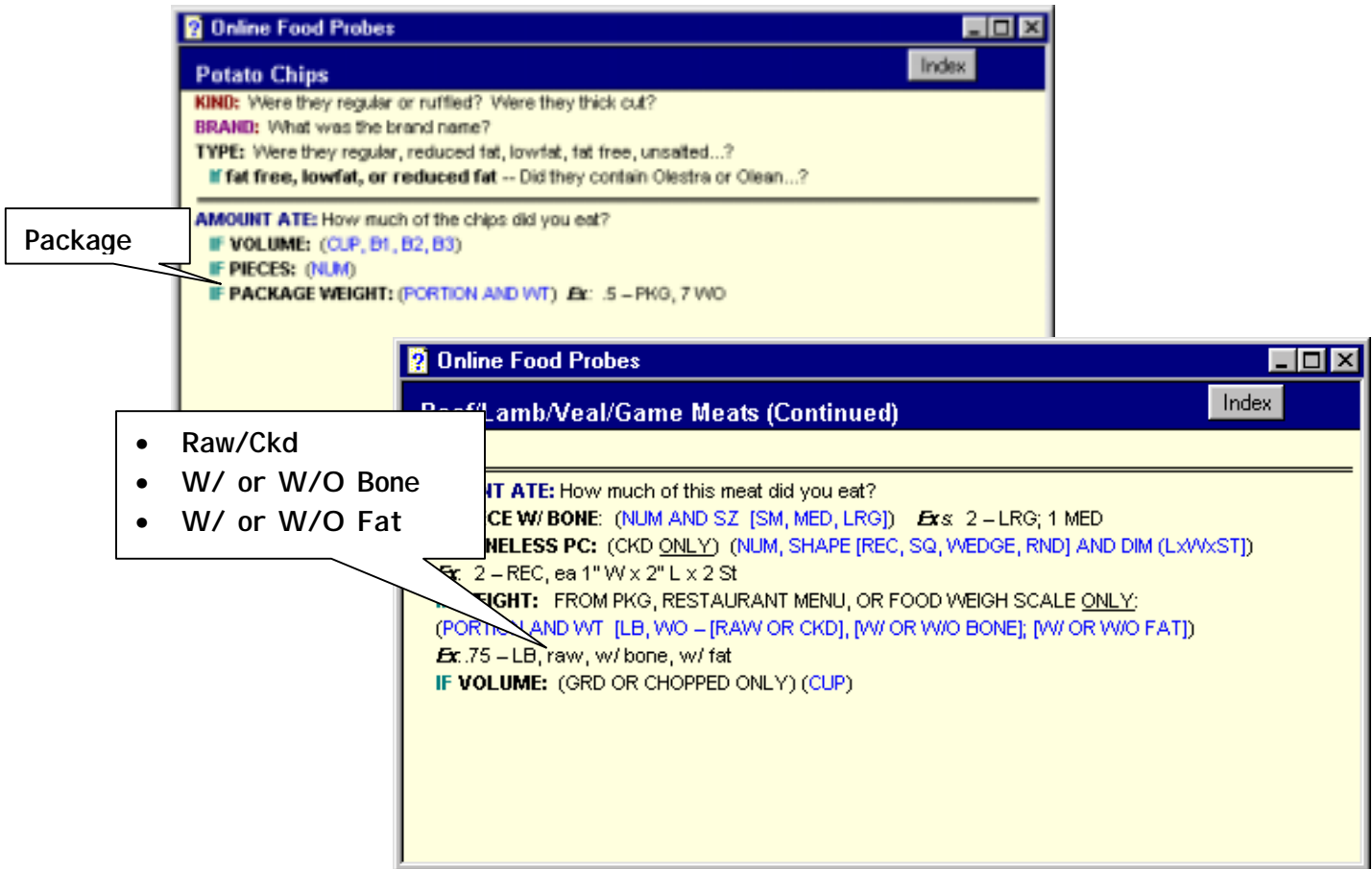
- **WEIGHT.** Weight measures how heavy a food is. That is, how much it weighs on a scale. Weight measures should only be used if the SP weighed a portion of food on a scale, if the weight of the food was specified on a restaurant menu, or the SP specifically knows the weight of a package or can.

In some cases, the weight of a food item must be further distinguished so that an accurate weight can be coded. For example, meat, if reported as a weight, must be further defined as raw or cooked and with/without bone.

Weight Units

LB (Pound)
WO (Weight ounce)
GM (Gram)

Exhibit 6-38. Weight Quantity Units

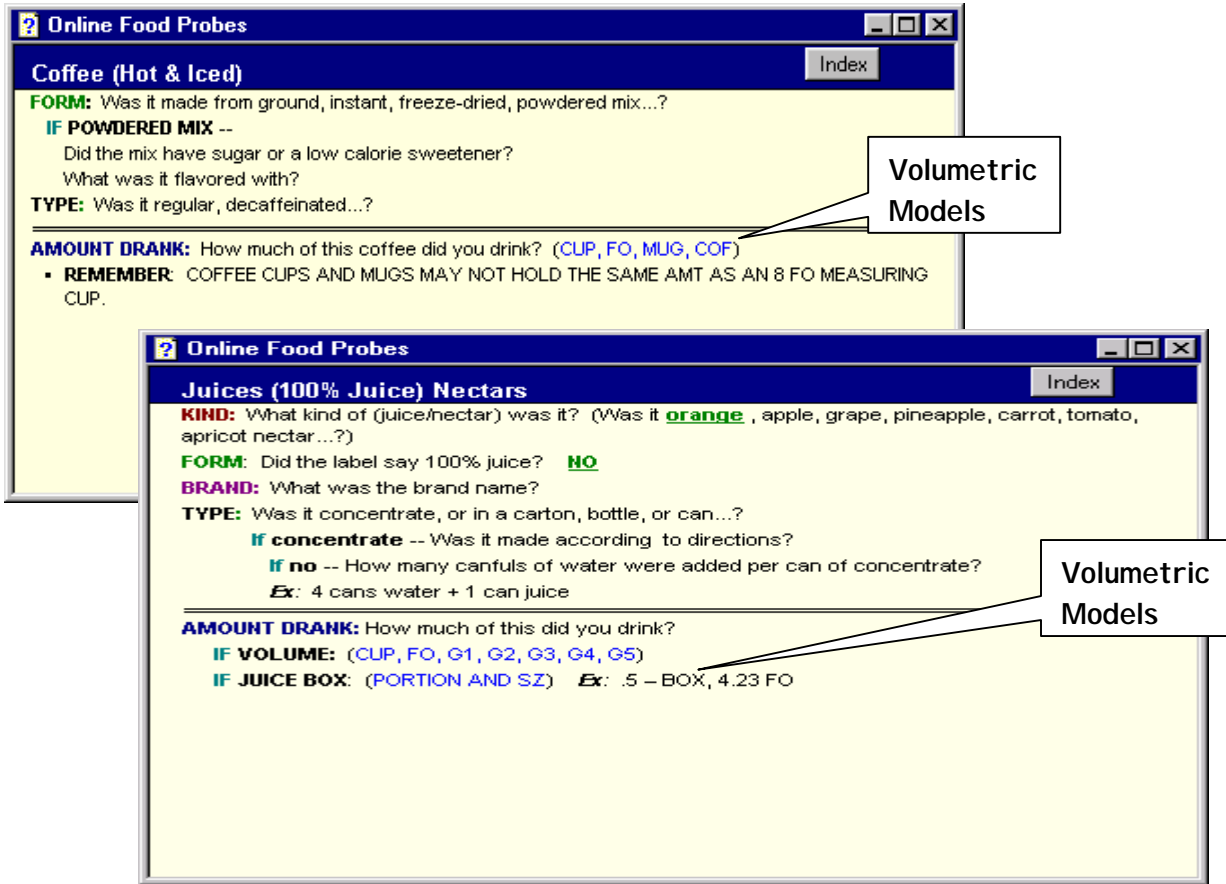


- VOLUME.** Volume measures how much space a food takes up. Common units for volume include cups or fractions of cups; tablespoons, teaspoons or fractions of these spoons; and fluid ounces. Always collect level teaspoon, tablespoon, and cup measures. Do not accept “heaping” measures. Ask for the SP’s best estimate of level measures. If you are uncertain about the SP’s response record a comment so that the coders can resolve it.

The volume of a food can also be reported using one of the food models described in Section 6.3.4.1. The volumetric models are listed below. The volumes listed indicate the amount that the model holds at the “fill” line.

Volume Units	
B1 (Bowl 9FO)	G1 (Glass 4FO)
B2 (Bowl 16FO)	G2 (Glass 8FO)
B3 (Bowl 32FO)	G3 (Glass 11FO)
BG1 (1/4 cup bean bag)	G4 (Glass 15FO)
BG2 (1/2 cup bean bag)	G5 (Glass 28FO)
BG3 (1 cup bean bag)	G6 (Glass 9FO)
BG4 (2 cup bean bag)	SP1 (1 ½ teaspoon)
COF (6FO Coffee cup)	SP2 (1 tablespoon)
MUG (Mug 10FO)	SCARTON (Small Carton)
	LCARTON (Large Carton)

Exhibit 6-39. Reference to Volumetric Models on Online Food Probe Screens



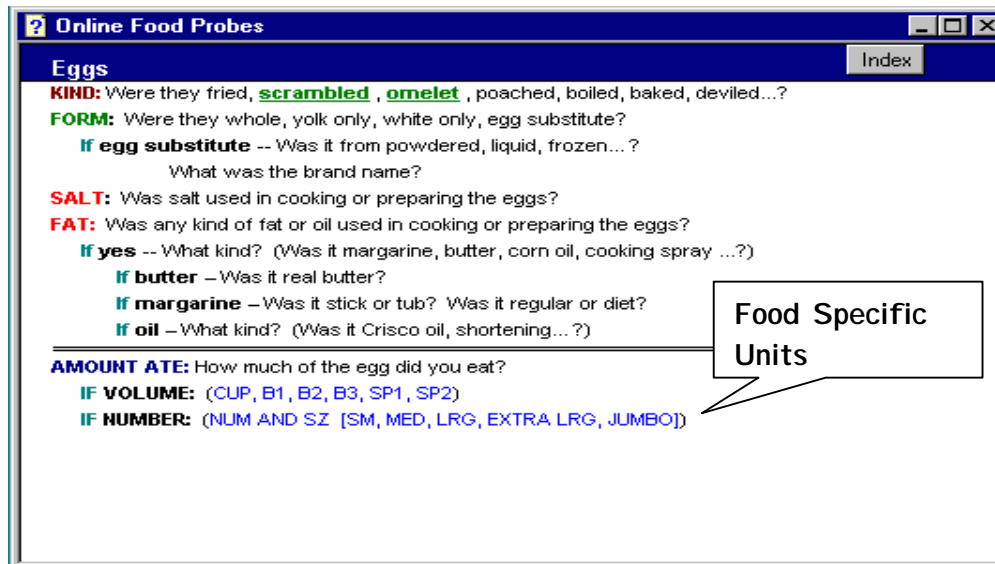
- FOOD-SPECIFIC UNITS.** Some foods can be reported in food-specific units (FSU). Food-specific units are amounts, which do not require specification of a volume or weight unit. Food-specific units include a “slice”, a “medium” size, or “each”. For example, “medium slice” is one of the options for tomato and “small,” “medium” or “large” are options for apple. If more than one of the same food is reported, make sure you get the FSU for each one (e.g., 1 sm apple, ½ lrg apple).

You must read the units in parentheses in blue text after the amount probes to determine whether a food can be reported in food-specific units, and which units are appropriate. When you record the number of pouches, packages, packets, and bags, you must also record the weight of the unit (i.e., 2 pouches, ea .5 WO).

Food Specific Units

ATE ALL	PAT	LRG SL (Large slice)
EA (Each)	PC (Piece)	THICK SL (Thick slice)
BITE SZ (Bite size)	PCH (Pouch)*	THIN SL (Thin slice)
FUN SZ (Fun size)	PKG (Package*)	VERY THIN SL (Very thin slice)
KING SZ (King size)	PKT (Packet)*	SM SCOOP (Small scoop)
SM (Small)	REG (Regular)	MED SCOOP (Medium scoop)
MED (Medium)	SL (Slice)	LRG SCOOP (Large scoop)
LRG (Large)	SM SL (Small slice)	BAG (Bag)
XLRG (Extra large)	MED SL (Medium slice)	
JUMBO (Jumbo)		

Exhibit 6-40. Reference to Food Specific Units on Online Food Probe Screens



- DIMENSIONS.** Dimensions should be used only when specified on the food probe screens. Read the units in **parentheses in blue text** after the amount probes to determine whether a food can be reported in dimensions, and which dimensions are appropriate. Use a ruler, the rectangular grid, the concentric circles, or the wedge chart to determine dimensions.

For example, if an SP reports eating a piece of pie, probe for the shape and dimensions. You should say something like: “What was the shape of the piece? Using the ruler, can you tell me the size of the piece you ate? What was the length? The width? The height?” You may also use the wedge chart for wedge-shaped foods. It will be important that you know how to help the SP use the chart to report the information accurately. Instructions on how to use the chart are detailed in Section 6.3.5.2.2.

Use concentric circles to help an SP report round foods such as pancakes or waffles. For example, if an SP reports eating three pancakes, probe: “Looking at the circles,

can you show me which one is the size of your pancake?” You will enter either “HD”(for hard disc) or “FD” (for floppy disc) followed by the size of the disc. For example, if the SP reported eating 3 pancakes the size of the 2” floppy disc, you would enter “3” in the Quantity field and “HD2” in the Unit field. If the SP reports eating more than one size of the same food, get the dimension for each. You will enter the size of one food in the Quantity and Unit fields and then enter the size of the others in the Qty Dim field.

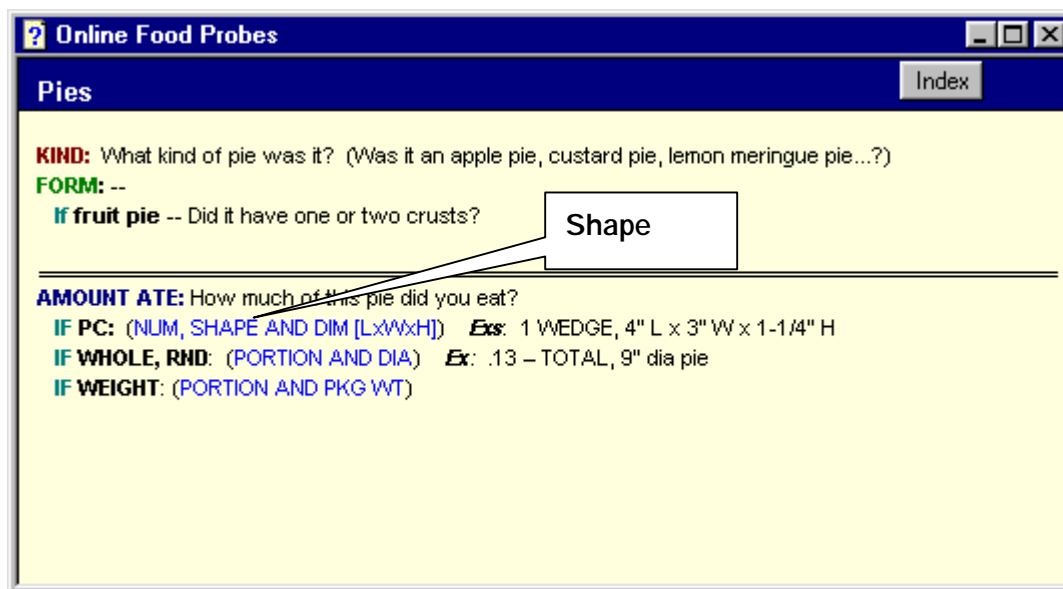
Always ask the shape of the food when you probe for dimensions. Each dietary room will have a “shape” flash card displayed. The use of shapes gives the respondent the ability to use two or three dimensions to describe the amount of food eaten. Since there are some foods that are not easily represented by the food models, the shapes also offer the SP another alternative.

Shapes are only used for foods that can be accurately described by shape. The various shapes are listed below.

Shapes

CIR (Circle)	REC (Rectangle)
CUBE (Cube)	SQ (Square)
CYL (Cylinder)	WEDGE (Wedge)

Exhibit 6-41. Reference to Shapes on Online Food Probe Screens



Only the amount eaten should be reported – not the amount served. Probe carefully when the SP reports sandwiches, chicken parts, and meats such as pork chops. The SP may be so intent on describing the size of the serving to you that s/he forgets that the whole portion wasn't eaten.

Always accept the measurement unit the SP reports if it is on the food probe screen. If it is not on the screen, guide the SP to the first appropriate unit listed after the **AMOUNT ATE** hanger. In exhibit 6-41 above, it would be piece (number, shape, and dimension). If the SP hesitates, guide him/her to other appropriate units of measure on the probe screen. If, despite this, the SP cannot report in the standard units, record in the unit the SP offers. Accept the amount reported, even if it seems unreasonable. Then record a comment with enough information for the coders to resolve it.

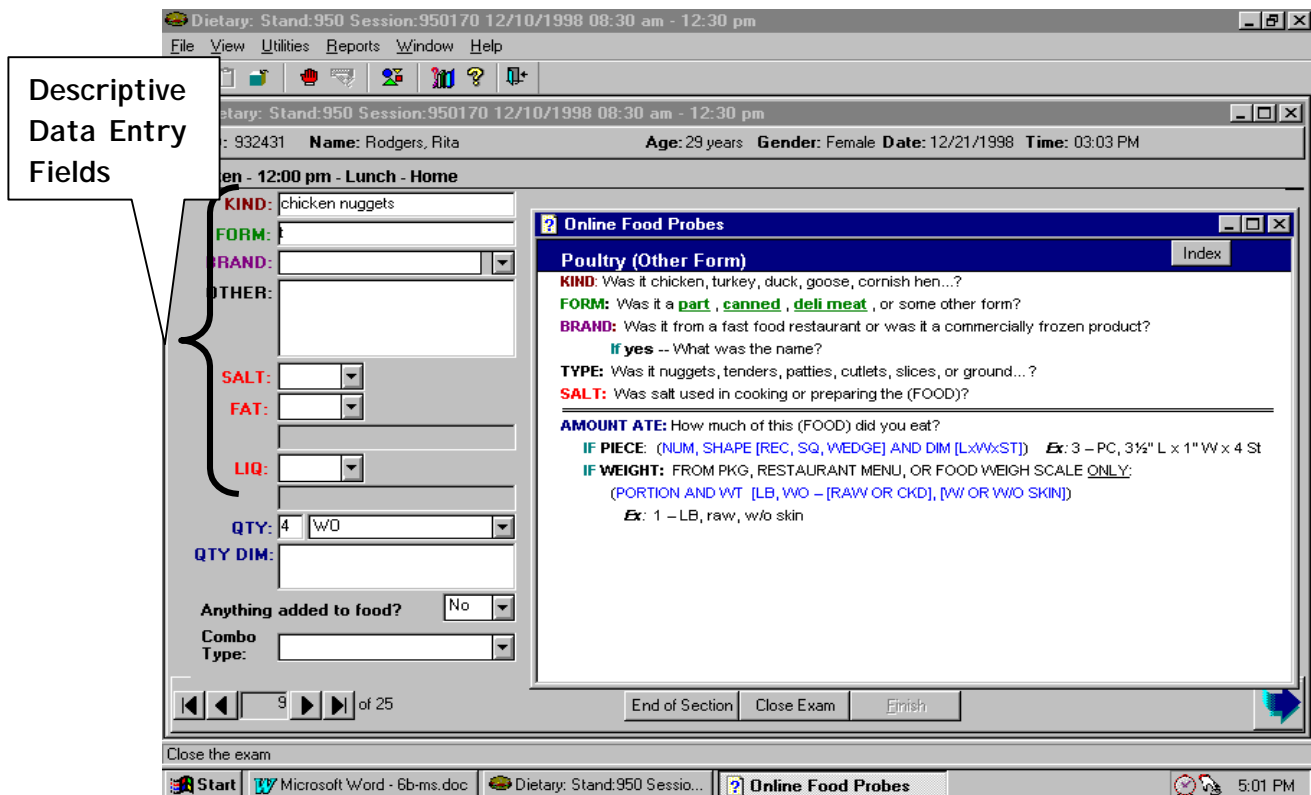
6.3.5.2 Data Entry Fields

You will enter the SP's responses to the probes in the data entry fields on the Food Information screen. There are four types of data entry fields: Descriptive fields, Quantity fields, an Additions field, and a Combination Type field.

6.3.5.2.1 Descriptive Data Entry Fields

The descriptive data entry fields will be used to enter the responses to the descriptive food probes. There are seven descriptive data entry fields: **KIND**, **FORM**, **BRAND**, **OTHER**, **SALT**, **FAT**, and **LIQUID**. The labels on the data entry fields correspond to the primary hangers on the food probe screens. The labels are in CAPS and are also the same color as the hangers in the Online Food Probe screens. This color code will quickly cue you as to where to enter the data. You can use the Tab key or the mouse to move from one data entry field to another. To move to a previous data entry field, use the **Shift + Tab** keys.

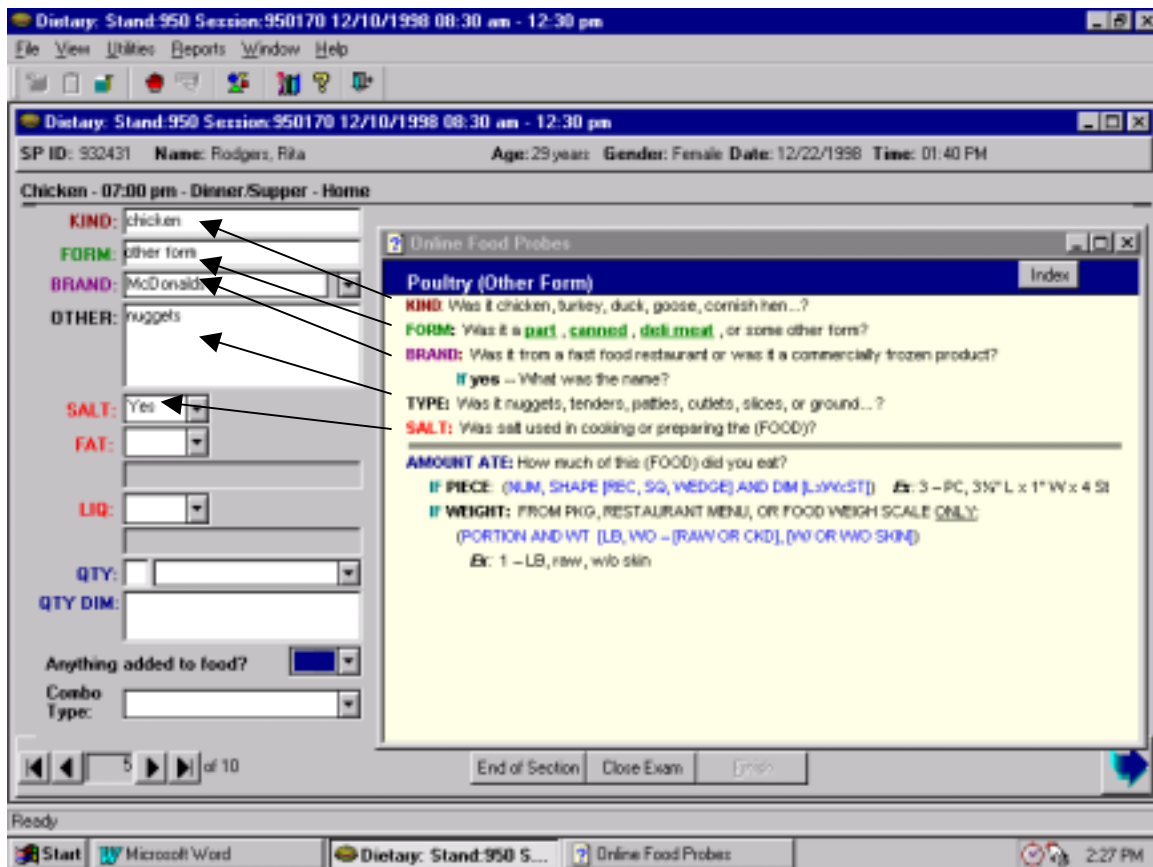
Exhibit 6-42. Descriptive Data Entry Fields on Food Information Screen



6.3.5.2.1.1 How to Record Probe Responses

You will enter the response to a food probe into the descriptive data field that represents that hanger. That is, you will enter the response to the **KIND** probe in the **KIND** data entry field, the response to the **FORM** probe in the **FORM** data entry field, and the response to the **BRAND** probe in the **BRAND** data entry field. The responses to **SALT**, **FAT**, and **LIQUID** will also be recorded in their respective data entry fields. You will record the responses to all other probes in the **OTHER** data entry field.

Exhibit 6-43. How to Record Probe Responses



You must record an answer to every probe asked in the food probe screen. Record either the SP's response, or if the SP does not know the answer, record DK, as shown below.

Exhibit 6-44. How to Record "DK" Responses

The screenshot displays a software window titled "Dietary: Stand:806 Session:808660 12/20/1998 01:30 pm - 05:30 pm". The main window shows patient information: "SP ID: 718895 Name: Davenport, Jessie Age: 5 years Gender: Male Date: 01/06/1999 Time: 04:03 PM" and the current meal: "Chicken - 08:00 am - Breakfast - Home".

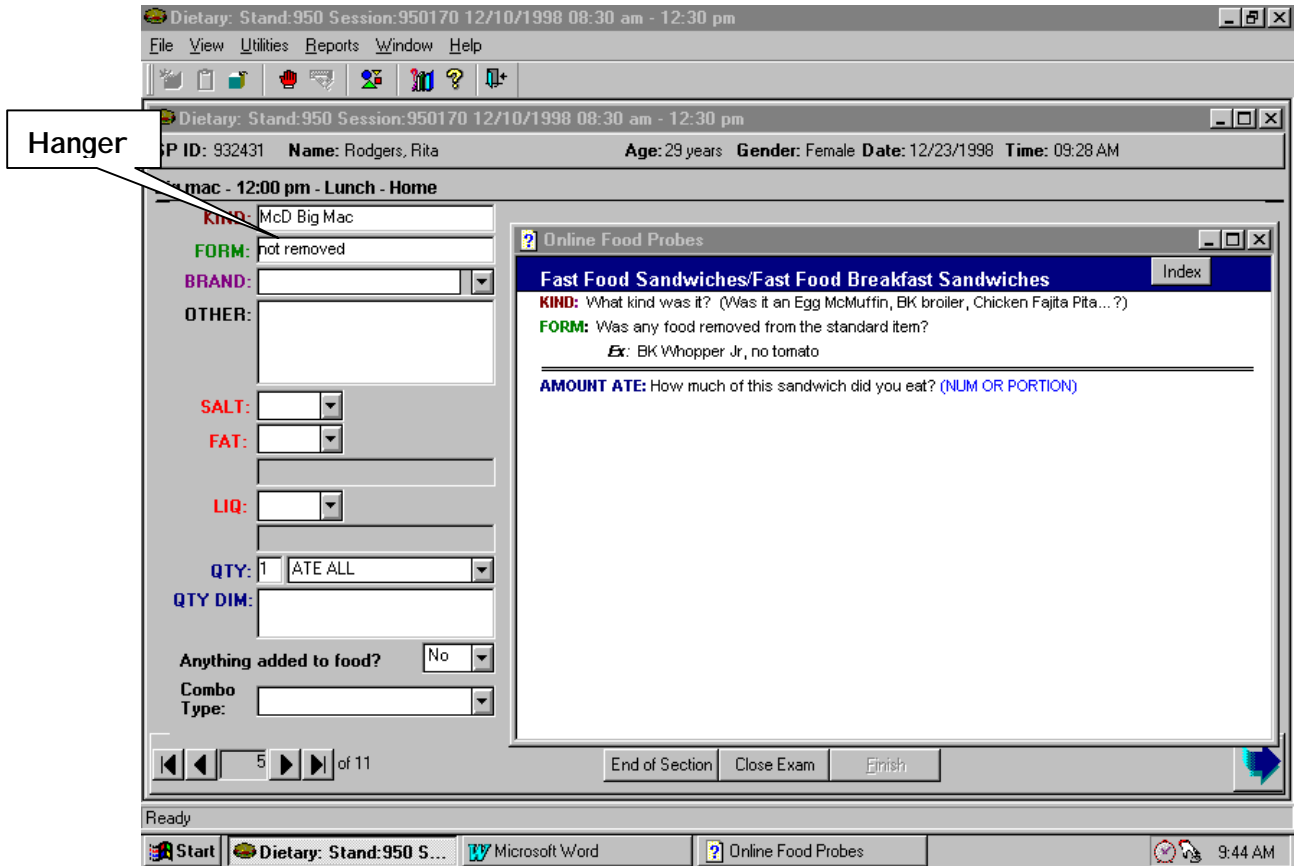
On the left side, there is a form with several fields: "KIND: chicken", "FORM: egg", "BPROCES: Banquet", "OTHER: DK cooking method no skin", "SALT: DK", "FAT:", "LIQ:", "QTY:", "QTY DIM:", "Anything added to food?", "Combo", and "Type:". A callout box with a white background and black border points to the "OTHER" field, containing the text "DK Response".

On the right side, there is a "Poultry (Part)" section with various probes and instructions, including "BRAND:", "TYPE:", "COOKING METHOD:", "SKIN/COATING:", "SALT:", "FAT:", and "AMOUNT ATE:". The "OTHER" field in the form is highlighted in yellow.

At the bottom of the window, there are navigation buttons: "End of Section", "Close Exam", and "Print". A status bar at the very bottom indicates "Go to the Section Status Screen".

Include hanger as response. Sometimes you will need to include the hanger as part of the response to a probe. In certain situations the probe itself will not provide enough information for the coder to accurately code the data. In the fast food example below, the hanger **FORM** was documented with the response “not removed”.

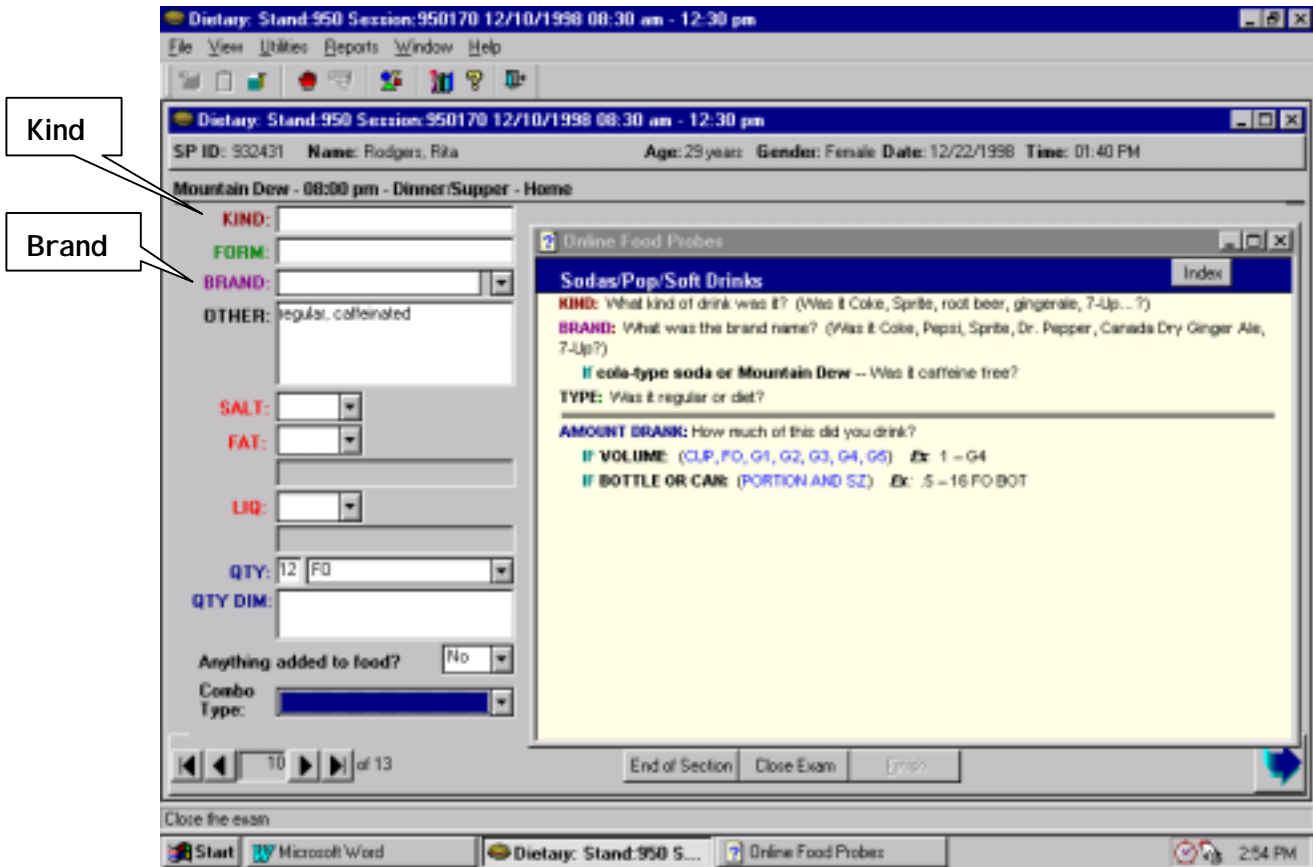
Exhibit 6-45. Including Hangers as Response



Skip Data Fields. If the SP provided the answer on the Quicklist to the **KIND** and/or **BRAND** probe, you may skip those data fields. For example, as shown below, the SP reported *Mountain Dew*. Since this food also describes the **KIND** and **BRAND** probes, no data has been entered in those fields.

Most food probe screens do not contain all five hangers. Fill in ONLY those data fields that correspond to the food probe that is answered. As shown in the example below, because there is no **FORM** hanger in the probe screen, no data has been entered in the FORM field.

Exhibit 6-46. Food Information Screen with Blank Data Fields



Descriptive Abbreviations. You must use standard abbreviations when you record the food information. There are two lists of acceptable descriptive abbreviations that you can call up from the Food Probe Index: Descriptive Abbreviations and Food Item Abbreviations. Refer to these lists when you are editing the intake. Memorizing these abbreviations will make recording the food/beverage descriptions easier.

Exhibit 6-47. Descriptive Abbreviations

The screenshot shows a window titled "Coder Online Food Probes" with a sub-header "Abbreviations, Food Item" and an "Index" button. The table lists various food items and their corresponding abbreviations.

Beverage	bev	Mayonnaise	mayo
Casserole	cass	Mozzarella	mozz
Cereal	cer	Orange juice	oj
Chicken	chix	Peanut butter	pb
Chocolate	choc	Potato	pot
Coffee	coff	Sandwich	sand
Cottage cheese	cot cheese	Spaghetti	spag
Crackers	crax	Vitamin	vit
French fries	Fries	Vegetables	veg
Grapefruit	grpfrt	Water	H2O
Macaroni	mac	Whole wheat	ww
Margarine	marg		

The screenshot shows a window titled "Coder Online Food Probes" with a sub-header "Abbreviations, Descriptive" and an "Index" button. The table lists descriptive terms and their abbreviations.

Additions	adds	Chopped	chpd	Homemade	hm	Ready-to-eat	RTE
American	Am	Commercial	comml	Ingredients	ingred	Reduced	red
Amount	amt	Condensed	cond	Lettuce	let	Regular	reg
Baked	bkd	Coating	coat	Liquid	liq	Rectangular	rec
Barbecue	BBQ	Cooked	ckd	Low calorie	lo cal	Scrambled	scram
Brown/Serve	B/S	Decaffeinated	decaf	McDonalds	McD	Served	svd
Breakfast	bkfst	Directions	dir	Natural	nat	Shredded	shred
Caffeinated	caf	Don't know	dk	Omelet	omel	Slice(s)	sl(s)
Calorie	cal	Dressing	dress	Piece(s)	pc(s)	Square	sq
Concentrate	conc	Extra lean	Xlean	Powdered	pwd	Sweetened	swt
Canned	can	Fast food	FF	Preparation	prep	Tomato	tom
Carbonated	carb	Filling	Fill	Presliced	presl	Uncooked	Unckd
Cheddar	ched	Frozen	frz	Presweet	preswt	With	w/
Cholesterol	chol	Granulated	gran	Processed	proc	Without	w/o
		Ground	grd	Ready-to-drink	RTD		

6.3.5.2.1.2 Brand Names

The brand name data field is linked to a database that contains common brand names specific to certain foods and food groups. If the food probe screen contains a **BRAND** hanger, there will be a database of brand names specific to that food group. For example, if *hot chocolate* is reported on the Quicklist, the database will include the following brand names in alphabetical order: Alba, Carnation, DK (Don't Know), Hershey's, Hills Brothers, Jenny Craig, Nestles, Nutri-System, Ovaltine, and Swiss Miss.

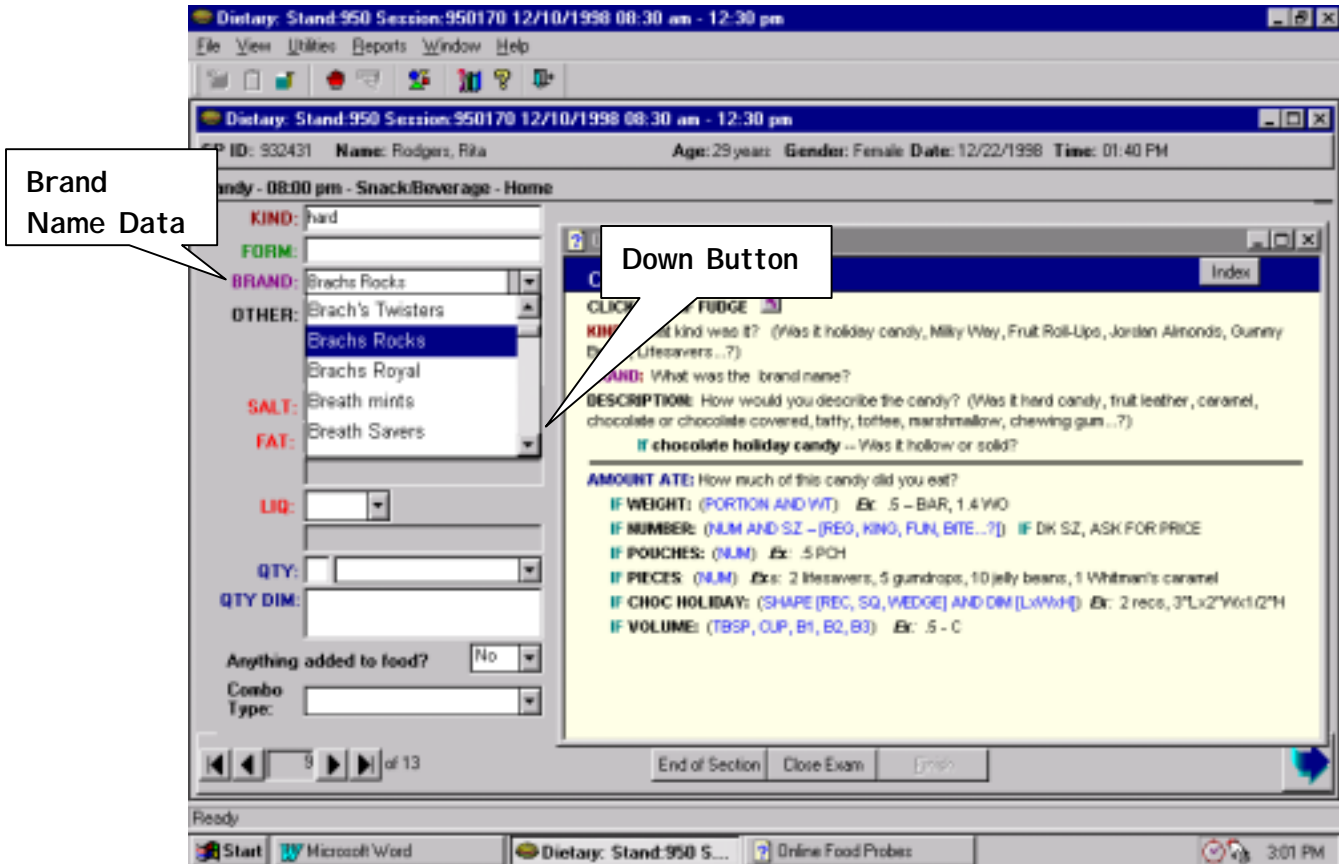
There are three methods you may use to locate the brand name:

1. Type the brand name into the field,
2. Click on the down button to the left of the field, to pop-up a list of the brand names, or
3. Use a combination of both.

For many foods (e.g., hot chocolate) the brand name list is short, so searching the list may be an efficient method of identifying the correct brand name. However, there are a number of food categories that contain a comprehensive list of brand names. Those categories include: Fruit-Flavored Drinks, Soda/Pop/Soft Drinks, Candy, Ready-to-Eat Cereals, Cookies, Frozen Meals/Frozen Main Dishes, and Crackers.

For the foods with long search lists, use the third method to locate the brand. First, begin typing the brand name into the data field. Second, as shown on the candy screen below, click the down button to get the pop-up box. You will see a list of brands that begin with the first few letters you typed in. Scroll up or down to locate the correct brand. Next, click on the brand to highlight it. Finally, tab to the next field.

Exhibit 6-48. Locating Brand Names



6.3.5.2.1.3 Recording Foods with Ingredients

Ingredients and amounts of ingredients are always recorded in the **OTHER** data field. Record each ingredient as the SP reports it. Put one ingredient on each line, then go back and ask the specific probes for each ingredient. Use the **Enter** key to move to the next line within the **OTHER** data field. An example of how to record ingredients is shown below.

Exhibit 6-49. Recording Foods with Ingredients

The screenshot displays the 'Dietary: Stand 950' software interface. The main window shows a patient record for 'Rogers, R2a' and a meal entry for 'shake - 07:00 pm - Dinner/Supper - Home'. The 'OTHER' field contains the text: 'ingred: milk skim - 1 c frz yogurt, lo cal swt, not choc - 1 c'. A callout box with the text 'Record Ingredients' points to this field. An 'Online Food Probes' window is open, showing a list of probes for 'Milk Shakes (Home Recipe)'. The probes include: 'If milk: Was it whole milk, 2%, skim...? Milk amt: -- How much? (CUP, PO)', 'If ice cream, sherbet: Was it lowfat, fat free...? Was it made with low calorie sweetener? Was it all chocolate or not all chocolate? Ice cream amt: -- How much? (CUP, SCOOP)', 'If frozen yogurt: Was it lowfat, fat free...? Was it made with low calorie sweetener? Frz yogurt amt: -- How much? (CUP, SCOOP)', 'If syrup: Was it chocolate, fruit...? Syrup amt: How much? (TBSP, CUP)', and 'If other ingredients: How much? RECORD AMTS OF EACH'. The 'AMOUNT DRANK' section asks 'How much of this did you drink?' and provides options for 'IF INGREDIENT AMOUNTS GIVEN -- (PORTION) Ex: 5 TOTAL MADE' and 'IF NO INGREDIENT AMOUNTS -- (CUP, PO, 01, 02, 03, 04, 05)'. The interface includes a menu bar (File, View, Utilities, Reports, Window, Help), a toolbar, and a taskbar at the bottom showing 'Start', 'Microsoft Word', and 'Dietary: Stand 950 S...'.

Recording Mixed Dishes. If the SP can report the recipe you will collect both the descriptive and the quantity information about the ingredients. Do not record herbs, spices, and other seasonings such as orange or lemon peel.

- First, ask and record the name of each major ingredient;
- Second, ask descriptive and quantity information for each ingredient;
- Third, ask the recipe amount (i.e., the total yield of the recipe).

If the SP CANNOT report the ingredients in the dish, click on the green **NO** to jump to the Mixed Dishes, Recipe Unknown probe screen.

Exhibit 6-50. Recording Mixed Dishes

The screenshot displays a dietary assessment software interface. The main window shows a record for 'Tunanoodle casserole' with fields for 'KIND', 'FORM', 'BRAND', and 'OTHER'. The 'OTHER' field contains 'tuna', 'noodles', 'broccoli', and 'crn mushroom soup'. A callout box labeled '1st: Ingredients' points to this field. Below, the 'QTY' and 'QTY DIM' fields are visible, with a callout box labeled '2nd: Amounts' pointing to them. A third callout box labeled '3rd: Recipe Amount' points to the 'QTY' field. A 'Mixed Dishes (Recipe Known)' dialog box is open, asking 'What kind was it?' and 'Do you know the ingredients and amounts in the recipe?'. A 'Mixed Dishes (Recipe Known) Continued' dialog box is also open, providing instructions for recording amounts and recipe information.

Recording Sandwiches. If the sandwich is a popular fast food sandwich, it requires very little descriptive detail. However, if the sandwich is not from a fast food place, both the ingredients and amounts will be recorded in the descriptive text fields.

Fast Food Sandwiches. The Fast Food Sandwiches category includes sandwiches purchased at the following fast food places: Arby's, Burger King, Hardees, Jack-in-the-Box, Kentucky Fried Chicken, McDonald's, RAX, Roy Rogers, White Castle, and Wendy's. As shown below, if the sandwich is from one of these places, you need only get the name of the sandwich and any changes made to the standard item (deletions or additions). Notice that the response to the probe after **FORM** required a descriptive word for clarity. That is, rather than record "No", you should record "Not removed" or "nothing removed" so the coder will understand what the response refers to.

Exhibit 6-51. Recording Fast Food Sandwiches

The screenshot shows a dietary software interface. The main window title is "Dietary: Stand:950 Session:950170 12/10/1998 08:30 am - 12:30 pm". The menu bar includes File, View, Utilities, Reports, Window, and Help. The main content area displays patient information: "SP ID: 932431 Name: Rodgers, Rita Age: 29 years Gender: Female Date: 12/23/1998 Time: 09:28 AM". Below this, it shows "Big mac - 12:00 pm - Lunch - Home". The form fields are: "KIND: McD Big Mac", "FORM: hot removed", "BRAND: [dropdown]", "OTHER: [text area]", "SALT: [dropdown]", "FAT: [dropdown]", "LIQ: [dropdown]", "QTY: 1 [ATE ALL dropdown]", "QTY DIM: [text area]", "Anything added to food? No [dropdown]", and "Combo Type: [dropdown]". A callout box points to the "FORM" field with the text "Includes Descriptive Word". An "Online Food Probes" window is open, displaying a probe for "Fast Food Sandwiches/Fast Food Breakfast Sandwiches" with a "FORM" field and an "AMOUNT ATE" field. The taskbar at the bottom shows the Start button, "Dietary: Stand:950 S...", "Microsoft Word", "Online Food Probes", and the system clock "9:44 AM".

Sandwiches Other than Fast Food. If the sandwich is not a fast food sandwich from one of the listed fast food restaurants, refer to the appropriate sandwich category and ask the SP each probe. As

the SP reports the ingredients you will record them one after the other in the **OTHER** field, asking the probes specified for each ingredient. You will then go back to each ingredient and record the amount on the same line.

Put each ingredient on its own line, and use as many lines as you need to record the information. Hit the **Enter** key to move to another line in the **OTHER** field. This field contains many hidden lines that will come up as you enter the data. Begin each ingredient by typing the name of the hanger with a colon (e.g., "bread:"). Record the descriptive information about the ingredient after the colon. The example below illustrates the correct way to record the sandwich information.

Exhibit 6-52. Recording Other Sandwiches

The screenshot displays a dietary assessment software interface. At the top, a window title bar reads "Dietary: Stand:950 Session:950170 12/10/1998 08:30 am - 12:30 pm". Below this, a menu bar includes "File", "View", "Utilities", "Reports", "Window", and "Help". A toolbar with various icons is visible. The main window shows patient information: "SP ID: 932431 Name: Rodgers, Rita Age: 29 years Gender: Female Date: 12/23/1998 Time: 09:28 AM". The current entry is "Hamsandwich - 12:00 pm - Lunch - Home".

An "Ingredients" callout box points to the "OTHER" field, which contains the following text: "white bread commercial, regular, 2 sl spread - mayo real reg. Hellmans, 1 tbsp". The "KIND" field is set to "ham" and the "FORM" field is set to "luncheon meat". Other fields include "SALT:", "FAT:", "LIQ:", "QTY: 1", "QTY DIM:", "Anything added to food?" (set to "No"), and "Combo Type:". At the bottom of the main window, there are navigation buttons: "End of Section", "Close Exam", and "Einish".

An "Online Food Probes" window is open, titled "Lunch Meat Sandwiches (Continued)". It contains the following probes:

- MEAT:** What kind of meat was on the sandwich? (Was it beef, ham, pork, chicken, turkey...?)
 - Form:** Was it prepackaged, from a deli counter, canned...?
 - if NOT from deli counter:** What was the brand name?
 - Meat amt:** How much was on 1 sandwich? (NUM AND SZ OF SL [THIN, REG, TH, SHAVED] OR PORTION OF TWO PKG OR CUP)
- OTHER INGREDIENTS:** Was anything else on the sandwich? Anything else?
 - if vegetable:** What kind? (Was it lettuce, tomato, onion...?)
 - Vegetable amt:** How much on 1 sandwich? (NUM AND SZ [SM, MED, LRG] OR VOL)
 - if cheese:** What kind? (Was it American, Velveeta, Swiss...?)
 - if cheddar or American:** Was it natural, processed...?
 - if processed:** Was it regular, reduced fat, lowfat, nonfat...?
 - if other than cheddar or American:** Was it regular, reduced fat, lowfat, nonfat...?
 - Cheese amt:** Was it presliced?
 - if presl:** (NUM)
 - if not presl:** (NUM, SHAPE, AND DIM [LxWxST])
 - if something else:** How much was on 1 sandwich? (RECORD AMOUNTS OF EACH)
 - AMOUNT ATE:** How much of this sandwich did you eat? (NUM OR PORTION)

The taskbar at the bottom shows the Start button, a taskbar with "Dietary: Stand:950 S...", "Microsoft Word", and "Online Food Probes", and a system tray with a clock showing 9:51 AM.

6.3.5.2.1.4 Preparation Fields

There are three data entry fields that will be used to record how food was prepared: **SALT**, **FAT**, and **LIQUID**. These fields require a “yes/no” response. You may enter “Y” or “N” or click on the arrow to the right of the field to pull-down the screen. If you answer “Yes” to the fat and/or liquid probes, you must enter the type of fat or liquid in the comment box.

6.3.5.2.2 Quantity Data Entry Fields

The three quantity data entry fields on the Food Information screen are near the bottom of the screen. As shown on the opposite page, they include **Amount**, **Unit**, and **Dimensions** fields.

Exhibit 6-53. Entering Quantity Data

The screenshot displays a dietary assessment software window titled "Dietary: Stand:950 Session:950170 12/10/1998 08:30 am - 12:30 pm". The main window shows patient information: "SP ID: 932431 Name: Rodgers, Rita Age: 29 years Gender: Female Date: 12/23/1998 Time: 09:28 AM". The current entry is for "Coffee - 12:00 pm - Lunch - Home".

On the left side, there are several data entry fields: "KIND:", "FORM: grd", "BRAND:" (dropdown), "OTHER: reg", "SALT:" (dropdown), "FAT:" (dropdown), "LIQ:" (dropdown), "QTY: 1 C", and "QTY DIM:". Callouts from the text identify these as "Amount" (pointing to QTY), "Units" (pointing to C), and "Dimensions" (pointing to QTY DIM).

Below these fields are "Anything added to food?" (checkbox) and "Combo Type:" (dropdown). At the bottom of the main window are navigation buttons: "End of Section", "Close Exam", and "Finish".

An "Online Food Probes" window is open on the right, titled "Coffee (Hot & Iced)". It contains the following text:
FORM: Was it made from ground, instant, freeze-dried, powdered mix...?
IF POWDERED MIX --
Did the mix have sugar or a low calorie sweetener?
What was it flavored with?
TYPE: Was it regular, decaffeinated...?
AMOUNT DRANK: How much of this coffee did you drink? (CUP, FO, MUG, COF)
REMEMBER: COFFEE CUPS AND MUGS MAY NOT HOLD THE SAME AMT AS AN 8 FO MEASURING CUP.

The Windows taskbar at the bottom shows the Start button, the active window "Dietary: Stand:950 S...", "Microsoft Word", "Online Food Probes", and the system clock "9:57 AM".

6.3.5.2.2.1 Amount Field

The first field is used to enter the **amount eaten**. You can record this information as a whole number (such as 1, 2, or 3), a decimal (such as .5 or .75), or a fraction (such as 1/2 or 1/3). A conversion table to help you convert reported fractions to decimals will be posted in each dietary room. The table is shown below.

Exhibit 6-54. Conversion Table

CONVERSION TABLE FRACTIONS TO DECIMALS			
1/16 =	.06	1/3 =	.33
1/12 =	.08	1/2 =	.50
1/8 =	.12	2/3 =	.67
1/6 =	.17	3/4 =	.75
1/4 =	.25		

6.3.5.2.2.2 Unit Field

The second field is used to enter the **unit**. A database is linked to this field that contains about 85 food units. The complete list is found in Appendix 3. As with the Quicklist database, this is a “type-ahead” design that will eliminate the need to type the entire unit name. When you begin to type in the unit, the program will finish the name for you. For rapid data entry, continuously enter the first letter of the reported unit until you get to the correct unit. For example, if the SP reports the unit as “bite size”, you would enter “B” 5 times to get to “bite size”. Following are some tips to rapid entry.

- **Ate All.** If the SP reports “ate all”, enter the letter “a” for “ate all”.

Exhibit 6-55. Unit Fields

The screenshot shows a dietary assessment software window titled "Dietary: Stand 806 Session: 808660 12/20/1998 01:30 pm - 05:30 pm". The main window displays patient information: "SP ID: 718895 Name: Davenport, Jessie Age: 5 years Gender: Male Date: 01/06/1999 Time: 04:09 PM". The current entry is "Hamburger - 08:00 am - Breakfast - Home".

On the left side, there is a form with the following fields:

- KIND:** hamburger
- FORM:** not removed
- BRAND:** McDonalds
- OTHER:** (empty)
- SALT:** (dropdown)
- FAT:** (dropdown)
- LIQ:** (dropdown)
- QTY:** ATE ALL (highlighted by a callout box labeled "Ate All")
- QTY DIM:** (empty)
- Anything added to food?** No
- Combo Type:** (dropdown)

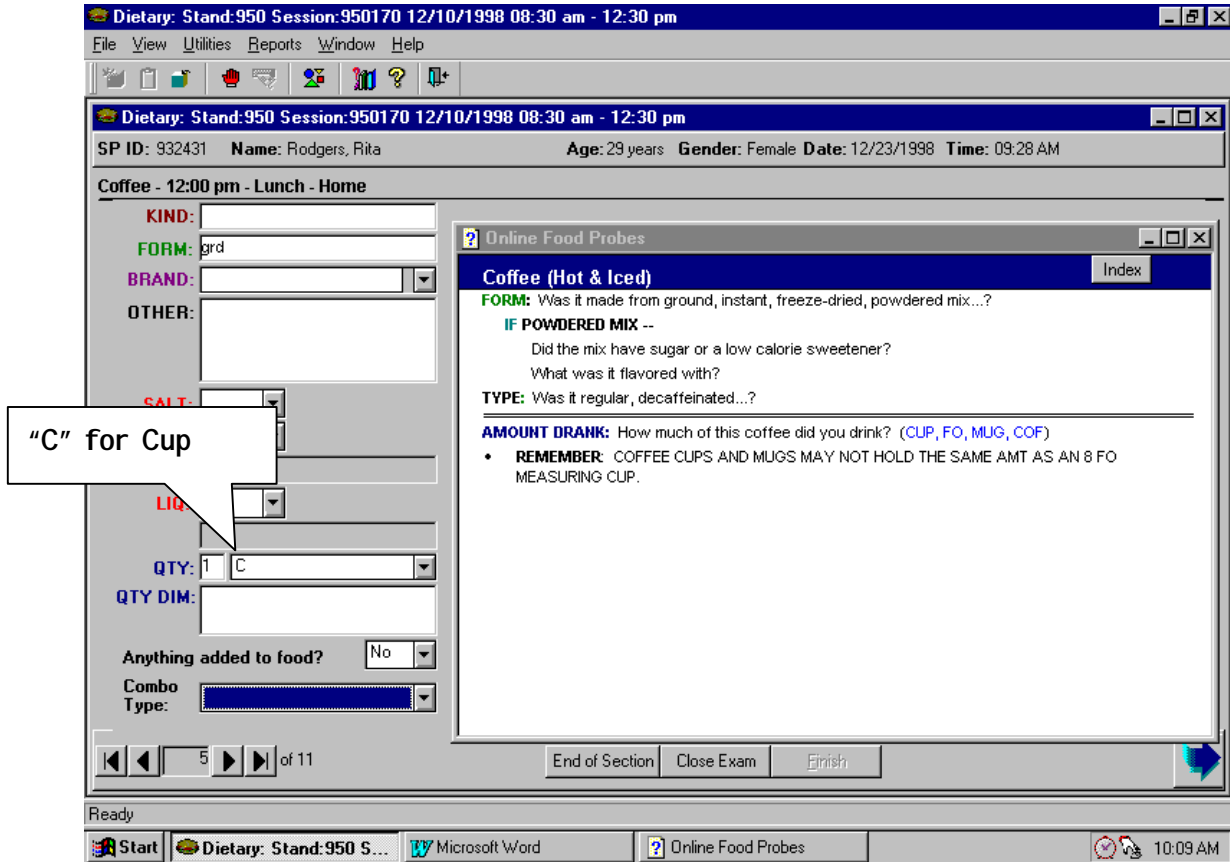
On the right side, there is a window titled "Online Food Probes" for "Hamburger on Bun, Sloppy Joe". It contains a series of questions:

- Was it a fast food sandwich? **If yes** - What was the brand name? **IF FROM ARBY'S, BURGER KING, BARBEES, JACK-IN-THE-BOX, MCDONALD'S, ROY ROGERS, WENDYS, OR WHITE CASTLE CLICK HERE**
- BREAD:** Was it on bread, bun...?
- Grain:** Was it white, wheat, whole wheat, sour dough, multigrain...?
- Type:** Was it commercial, from a bakery or made from a home recipe? Was it regular, reduced calorie, high fiber...?
- Bread amt:** How many (slices/buns) of bread were on 1 sandwich? (4, M AND SZ OF SLICE [THIN, REG, TH] OR BUN [SM, MED, LRG])
- SPREAD:** Was anything spread on the (bread/bun)? **If yes** - What was it? (Was it margarine, butter, mayonnaise, mustard, catsup...?)
- If margarine or butter** - **Type:** Was it regular or diet? Was it stick, tub, liquid...? What was the brand name?
- If mayonnaise** - **Type:** Was it real, Miracle Whip-type...? Was it regular, light, fat free...? What was the brand name?
- Spread amt:** How much was on 1 hamburger? (TSP, TBSP, CUP)
- CLICK HERE TO CONTINUE**

At the bottom of the window, there are navigation buttons: "End of Section", "Close Exam", and "Print". The status bar at the very bottom shows "Ready".

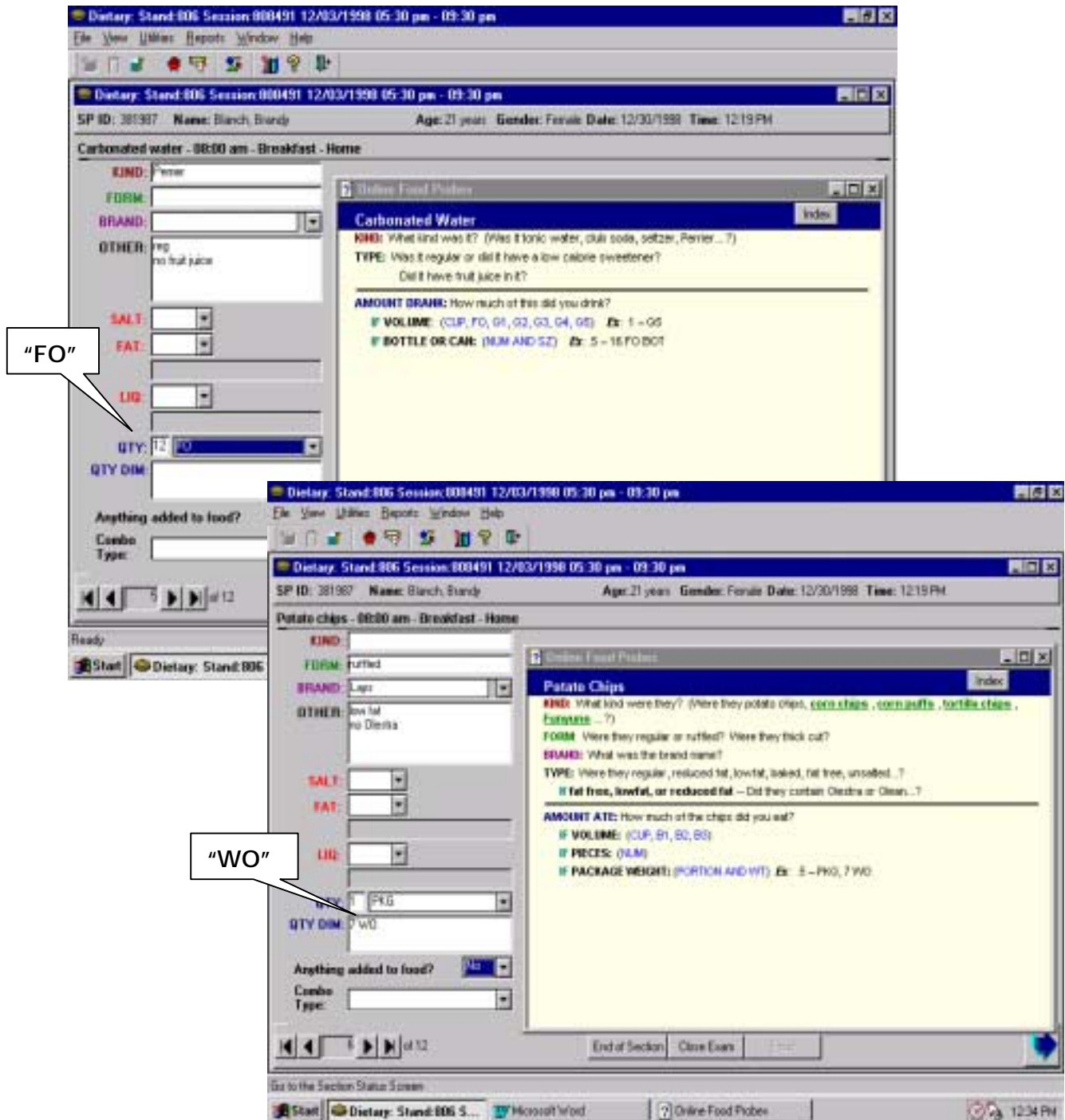
- **Cup.** If the SP reports in “cup” units, enter “c” for cup.

Exhibit 6-56. Recording Cup Measures



- **Ounces.** Enter “FO” for fluid ounce and “WO” for weight ounce

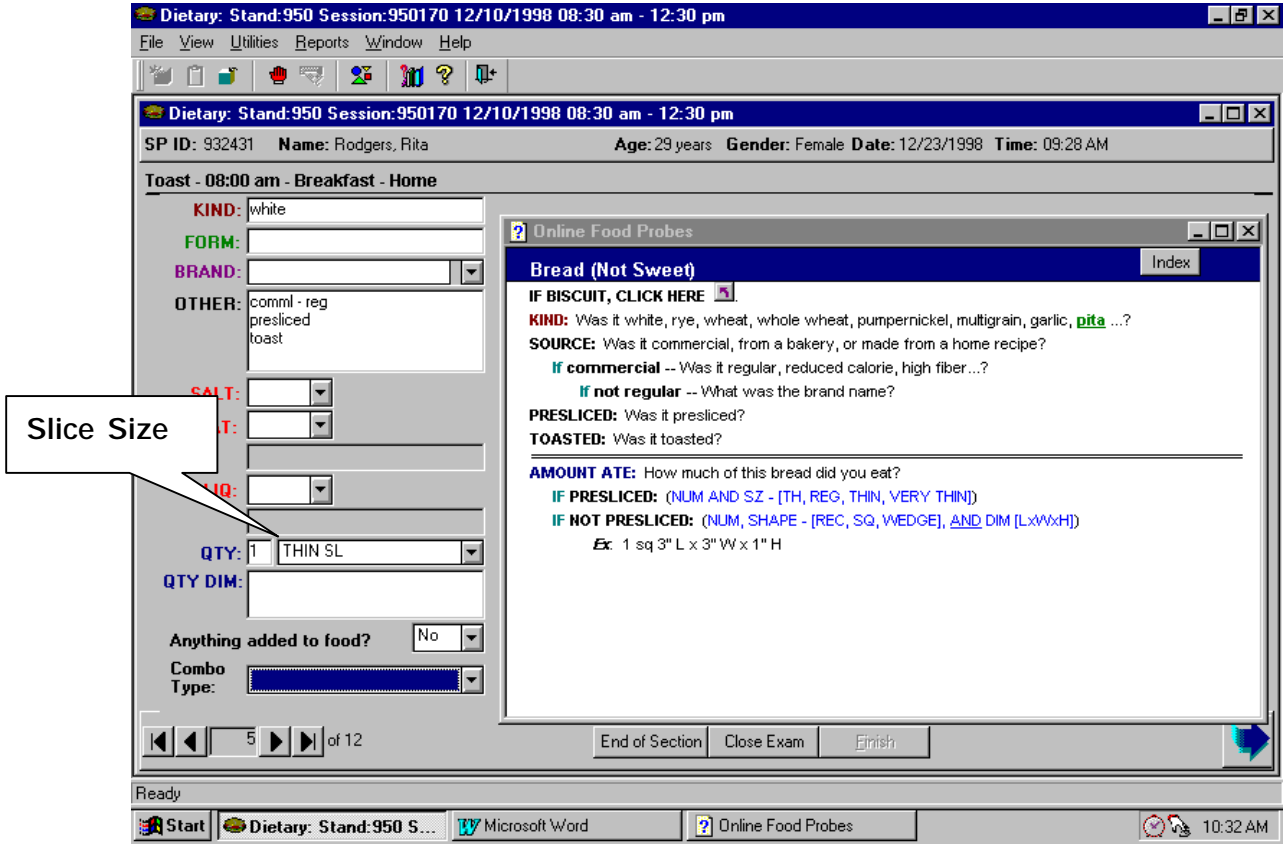
Exhibit 6-57. Recording Fluid Ounces and Weight Ounces



- **Slices.** The database includes different sizes of slices:

- SM SL (small slice)
- MED SL (medium slice)
- LRG SL (large slice)
- THIN SL (thin slice)
- VERY THIN SL (very thin slice)

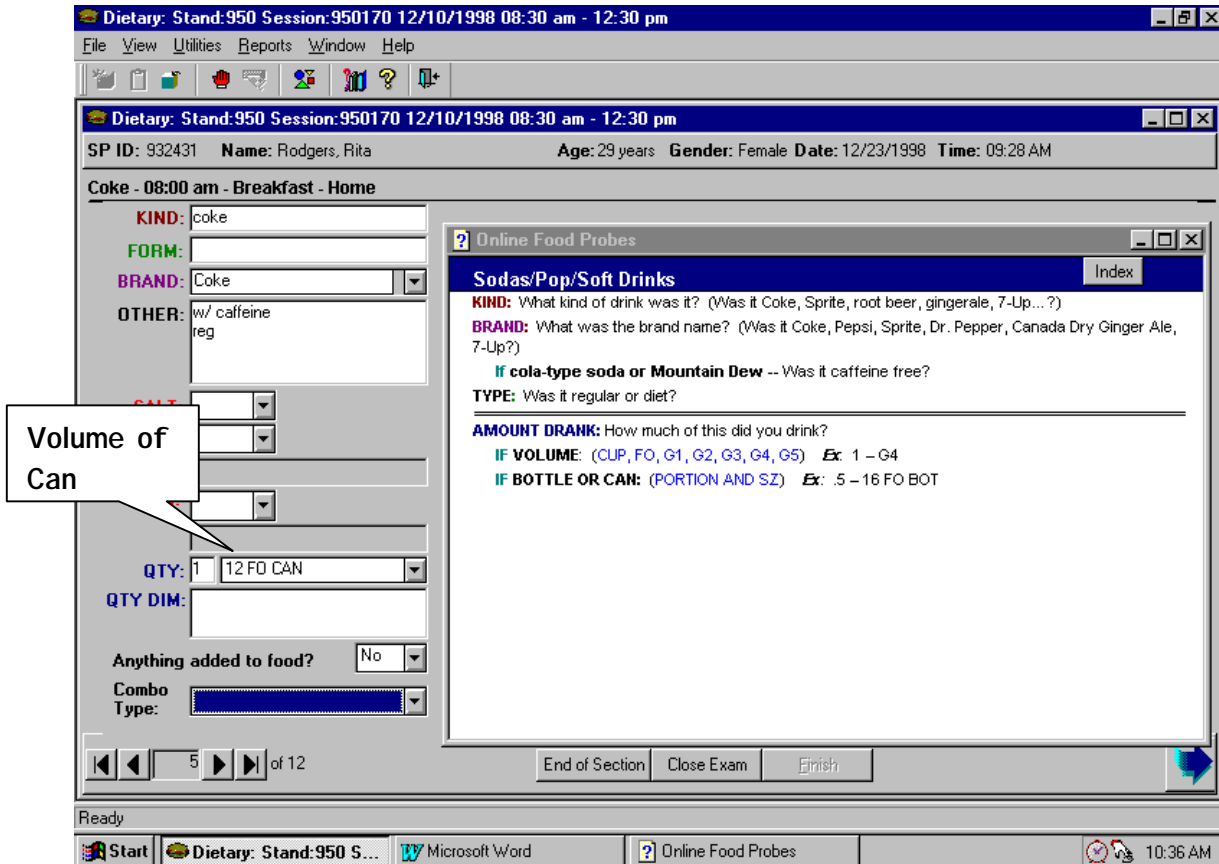
Exhibit 6-58. Recording Slices



- **Cans and Bottles.** The database includes various volumes of cans and bottles:

<u>CANS</u>	<u>BOTTLES</u>
12 FO CAN	12 FO BOT
16 FO CAN	16 FO BOT
	32 FO BOT
	64 FO BOT

Exhibit 6-59. Recording Cans and Bottles



- **Concentric Circles.** The database includes a number of concentric circle food models from 2” to 9” in diameter. Depending on which circle models the SP uses, enter either “HD” for hard disc or “FD” for floppy disc, with the diameter.

Exhibit 6-60. Recording Quantities Using Concentric Circles

The screenshot displays a dietary assessment software window titled "Dietary: Stand 806 Session: 808660 12/20/1998 01:30 pm - 05:30 pm". The main form shows the following data:

- KIND:** blueberry
- FORM:** [empty]
- BRAND:** [empty]
- OTHER:** veg, pec fruit
- QTY:** 2
- QTY DIM:** FD5
- Anything added to food?** No
- Combo Type:** [empty]

A callout box on the left points to the "FD5" entry in the "QTY DIM" field with the text: "FD5 Concentric Circle Model".

An "Online Food Probes" window is open, showing details for "Pancakes, Flapjacks, Crepes":

- KIND:** What kind were they? (Were they buttermilk, buckwheat, whole wheat...?)
- TYPE:** Were they regular, lowfat, fat free...?
- IF PANCAKES/FLAPJACKS:** Did they have fruit in them?
- IF CREPES:** What kind of filling did it have? (Was it chocolate, fruit, ice cream, meat, poultry, fish...? Did it have sauce on top?)
- AMOUNT ATE:** How much of this did you eat?
- IF PIECE:** (NUM AND SZ [SILVER DOLLAR, SM, MED, LR0, XLR0])
- IF DIA:** (NUM AND DIA) #: 3 - 4" DIA.

At the bottom of the window, there are navigation buttons: "End of Section", "Close Exam", and "Print". The status bar at the very bottom shows "Ready".

- Food Models.** The database includes all the food models listed in 6.3.4.1. Every food model is labeled with a unit that is in the database. The food models and associated units are listed below. The volumetric units indicate the volume at the fill line.

B1 (Bowl 9FO)	HD2 (2" dia)
B2 (Bowl 16FO)	HD2.5 (2 1/2" dia)
B3 (Bowl 32FO)	HD3 (3" dia)
BG1 (1/4 cup bean bag)	HD3.5 (3 1/2" dia)
BG2 (1/2 cup bean bag)	HD4 (4" dia)
BG3 (1 cup bean bag)	HD5 (5" dia)
BG4 (2 cup bean bag)	HD6 (6" DIA)
COF (6FO Coffee cup)	J1 (Baby food jar 2.5 WO)
FD5 (5" dia)	J2 (Baby food jar 2.5 WO)
FD6 (6" dia)	J3 (Baby food jar 4 WO)
FD7 (7" dia)	J4 (Baby food jar 4 WO)
FD8 (8" dia)	J5 (Baby food jar 4.5 WO)
FD9 (9" dia)	J6 (Baby food jar 4 FO)
G1 (Glass 4FO)	J7 (Baby food jar 4 FO)
G2 (Glass 8FO)	J8 (Baby food jar 4 WO)
G3 (Glass 11FO)	J9 (Baby food jar 6 WO)
G4 (Glass 15FO)	LCARTON (Large carton)
G5 (Glass 28FO)	SCARTON (Small carton)
G6 (Glass 9FO)	SP1 (1 1/2 teaspoon)
	SP2 (1 tablespoon)

Exhibit 6-61. Recording Food Models

The screenshot shows a software window titled "Dietary: Stand:950 Session:950170 12/10/1998 08:30 am - 12:30 pm". The main form is for "Juice - 08:00 am - Breakfast - Home". The "KIND" is "orange", "FORM" is empty, "BRAND" is "Tropicana", and "OTHER" is "conc no dir - 5 can water + 1 can juice". The "Q:" dropdown is set to "1" and the unit dropdown is set to "G2". A callout box points to "G2" with the text "G2 - Refers to 8FO Glass".

The "Online Food Probes" window is open, showing instructions for "Orange Juice (100%)":

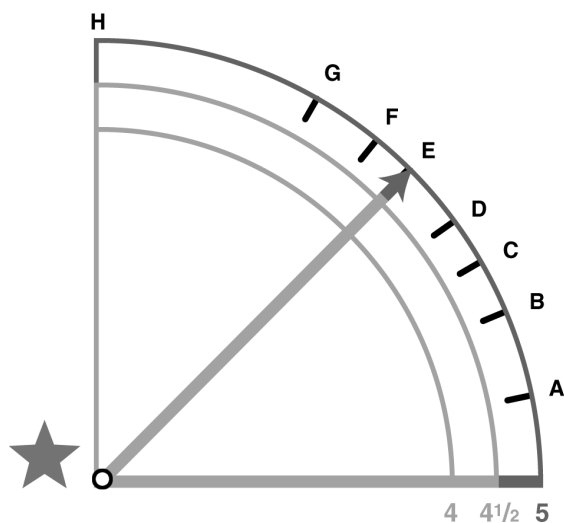
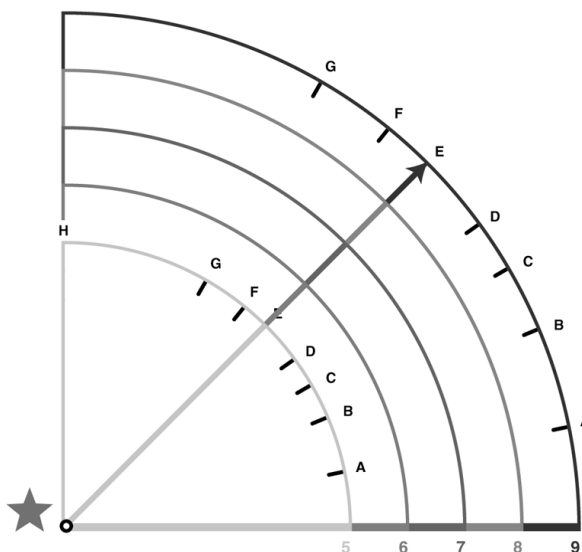
- KIND:** Did the label say 100% juice? **NO**
- if school** -- GO TO **AMOUNT DRANK**.
- BRAND:** What was the brand name?
- TYPE:** Was it freshly squeezed, concentrate, or from a carton, bottle, or can...? (FRESHLY SQUEEZED MEANS SQUEEZED FROM FRESH ORANGES WITHOUT FURTHER PROCESSING.)
- if concentrate** -- Was it made according to directions?
- if no** -- How many canfuls of water were added per can of concentrate? **Ex:** 4 cans water + 1 can juice
- AMOUNT DRANK:** How much of this did you drink?
- IF VOLUME:** (CUP, FO, G1, G2, G3, G4, G5)
- IF SCHOOL ORANGE JUICE CARTON:** (NUM AND PORTION) **Ex:** 1 SCARTON, .5 SCARTON
- IF JUICE BOX:** (PORTION AND SZ) **Ex:** .5 - BOX, 4.23 FO

The taskbar at the bottom shows "Ready", "Start", "Dietary: Stand:950 S...", "Microsoft Word", "Online Food Probes", and the time "10:49 AM".

Wedge Food Model. The wedge food model units are not included in the database. If an SP reports a wedge using the food models, you must collect the length of the piece (1"-9"), and the width (A-H) of the wedge. It is important that you understand how to use the charts so that you can guide the SP.

If the SP reports a piece of cake, pie, pizza, or other wedge-shaped food, direct them to the wedge models. Have them start from the large purple star, and using the numbers at the bottom, tell you the length of the food. Then, with their finger at that number, have them move the arrow up until the space between the arrow and the bottom line looks like the size of the piece they ate. Have them choose the letter that is closest to the point of the arrow.

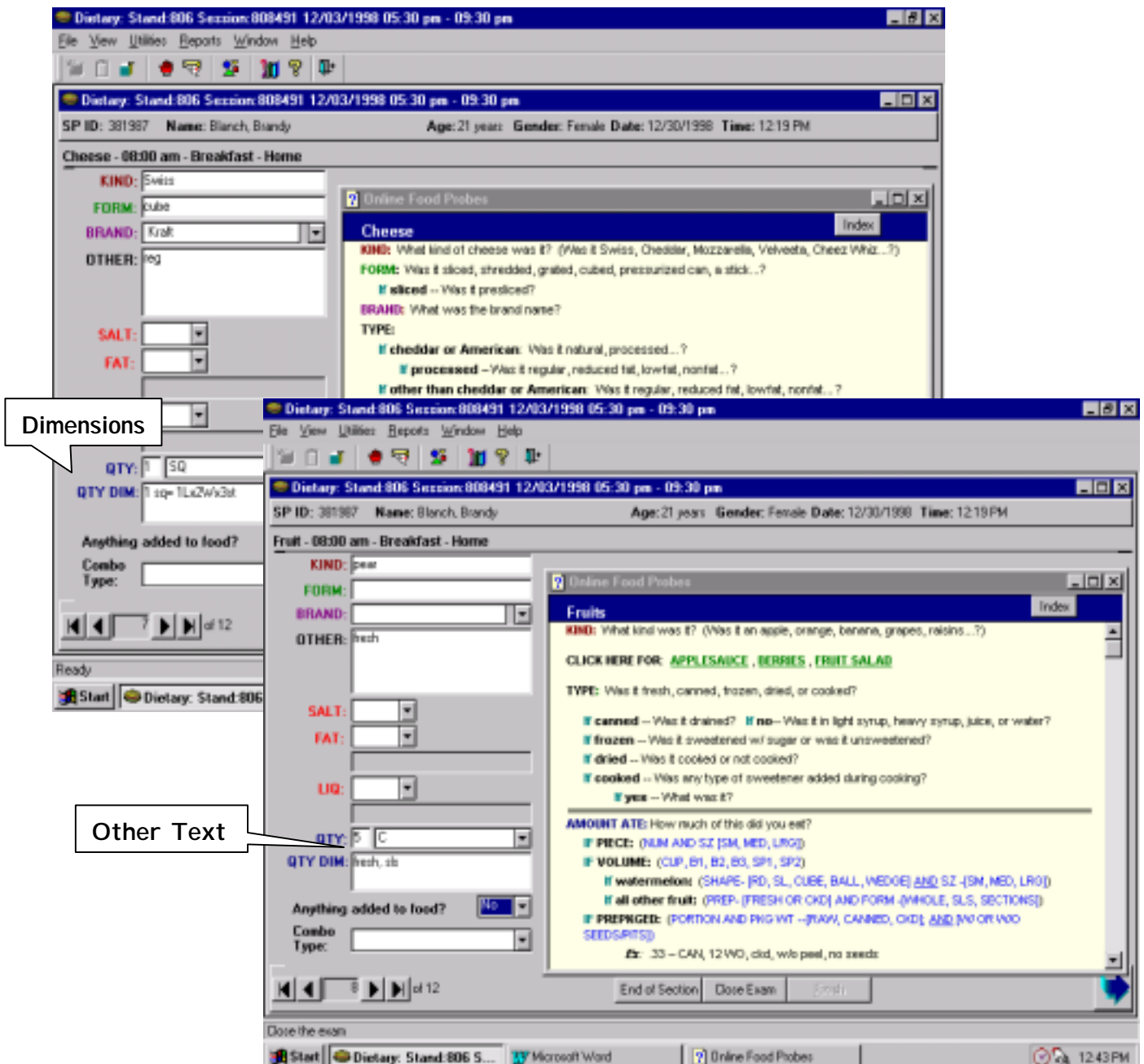
Exhibit 6-62. Wedge Food Model



6.3.5.2.2.3 Dimensions Field

The third quantity field is **dimensions**. As shown below, you will use this field to record the quantity of foods reported in dimensions. You may also use this field to describe quantities that do not fit into the amount and/or units fields.

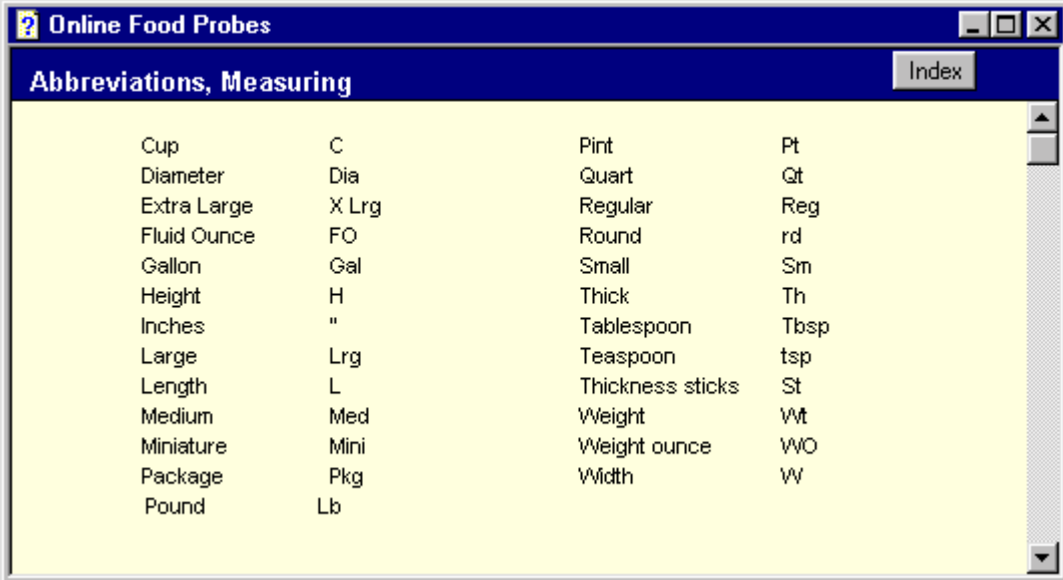
Exhibit 6-63. Recording Dimensions



6.3.5.2.2.4 Measuring Abbreviations

You must use standard abbreviations when you record the food information. You can access a list of acceptable measuring abbreviations from the Food Probe Index. Refer to this list when you are editing the intake. Memorizing the abbreviations will make recording the quantity information easier.

Exhibit 6-64 Measuring Abbreviations



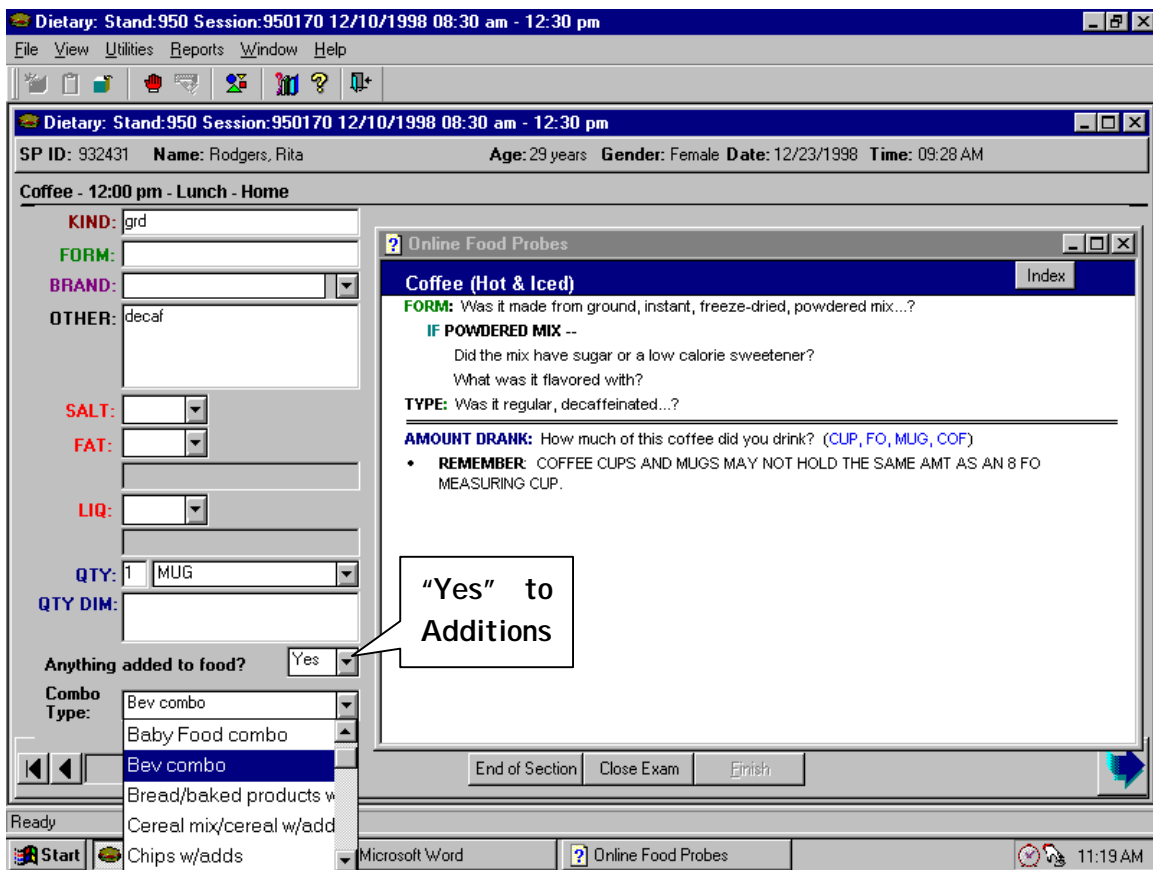
The screenshot shows a software window titled "Online Food Probes" with a sub-header "Abbreviations, Measuring" and an "Index" button. The window contains a list of measuring units and their corresponding abbreviations, organized into two columns.

Cup	C	Pint	Pt
Diameter	Dia	Quart	Qt
Extra Large	X Lrg	Regular	Reg
Fluid Ounce	FO	Round	rd
Gallon	Gal	Small	Sm
Height	H	Thick	Th
Inches	"	Tablespoon	Tbsp
Large	Lrg	Teaspoon	tsp
Length	L	Thickness sticks	St
Medium	Med	Weight	Wt
Miniature	Mini	Weight ounce	WO
Package	Pkg	Width	W
Pound	Lb		

6.3.5.2.3 Additions Field

The Additions field is a “Yes”/”No” field that captures information about whether anything was added to the food the SP reported. You will ask the question “Did you add anything to the food?” and enter either a “Yes” or “No” response. You can enter the response by typing the first letter of the response (“Y” or “N”), or by clicking on the arrow key to access the responses, and then clicking on the correct response.

Exhibit 6-65. Additions Field



6.3.5.2.4 Combination Type Field

The Combination Type field is used to categorize foods that are eaten with other foods. Foods can be combined in two different ways: 1) when a food is *added* to another food after it is prepared, OR 2) when a food is *prepared* with another food(s).

The Combination Types are listed in alphabetical order and include:

Baby food combo*	Grains w/adds
Bev combo*	Meat w/adds
Bread/baked products w/adds	Mixed dish*
Cereal mix/cereal w/adds	Other foods eaten together
Chips w/adds	Poultry w/adds
Crackers w/adds	Salads (greens based)*
Desserts w/adds	Salads (non-greens based)*
Dried beans w/adds	Sandwiches*
Eggs w/adds	Soup combo*
Fish w/adds	Tortilla w/adds
Frozen Meal*	Vegetable combo*
Fruit combo*	

Foods with Additions. All foods that have an *addition* (i.e., “yes” was coded in the Additions field), must be assigned a Combination Type. The Combination Type categories that you will assign to foods with additions are followed by the words “w/adds”. If you coded “Yes” in the Additions field, you **MUST** enter a combination type before leaving the screen. If you try to go to the next screen without entering a combination type, you will get an error message.

Foods combined in Preparation. The categories followed by an asterisk in the list above identify foods that are combined with other foods in *preparation*. These foods include: baby food combinations, beverage combinations, frozen meals, fruit combinations, mixed dishes, salads, sandwiches, soup combinations, and vegetable combinations. The foods may or may not be “Additions Combinations”, but you must always enter a Combination type.

Following is a definition of each Combination Type and examples of combinations in each category.

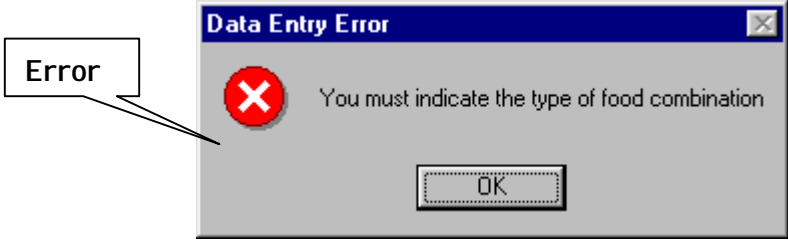
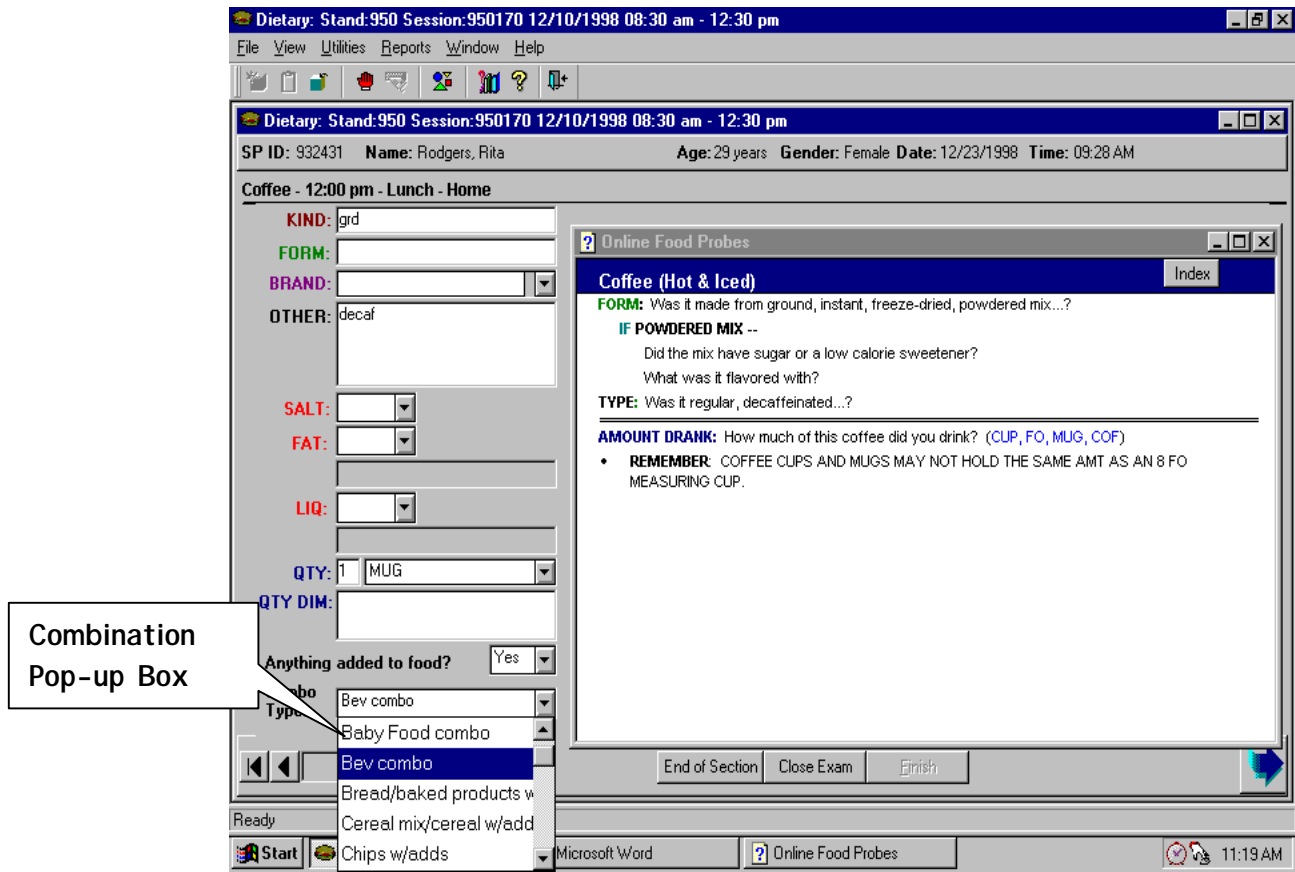
- **Baby Food Combo** – Use this category to code all baby formulas, baby cereals and dried and jarred baby foods that were mixed with something else. Additions to baby formulas might include dry baby cereal. Additions to baby foods might include milk, infant formula, juice, breast milk, yogurt, applesauce or something else.
- **Bev Combo** (Beverage Combination) - Code beverage mixtures and beverages to which the SP reported adding something in this category. For example, beverage mixtures would include a mixed drink, a commercial milkshake, and fruit juice as a mixture of more than one juice. Beverages with additions would include coffee with milk and tea with sugar.
- **Bread/baked products w/ Adds** – Foods coded in this category include all types of loaf breads, buns, roll-type yeast bread, quick breads such as nut bread; pancakes, waffles, French toast, coffee cakes, muffins, and bagels. Do NOT INCLUDE snack foods such as crackers, popcorn and snack chips, breads reported as part of a sandwich, or tortillas in this category. Examples of additions include butter, margarine, jams and jellies, honey, cream cheese, peanut butter, cheese, and meat spreads. Food combinations such as biscuits with gravy and toast with creamed chipped beef are also included in this category.
- **Cereal mix/cereal w/ Adds** – Use this category to code cooked and ready-to-eat cereals to which the respondent reported an addition. The most common example of this type of combination is milk added to cereal. This category also includes mixtures of cereals, such as frosted flakes mixed with bran flakes. Do not include cooked cereals with milk, sugar, or fruit added in preparation.
- **Chips w/ Adds** – This category includes salty snacks such as chips, pretzels, and puffs to which the respondent reported an addition. Some examples include chips and dip, and tortillas and salsa.
- **Crackers w/ Adds** – This category includes all crackers to which the respondent reported an addition. Examples of combinations in this category include crackers and cheese, crackers and dip, and crackers and vegetables.
- **Desserts w/ Adds** – This category includes all types of desserts eaten in combination with other foods. Examples of dessert combinations include cake or pie with ice cream, gelatin or pudding with toppings, a baked apple with cream, ice cream sundaes, and ice cream and fruit. If a respondent reports eating a fresh fruit combination for dessert, code it as a “Dessert” combination. If the respondent does not call the dish or combination “dessert” use your judgment to determine whether it should be coded as a “dessert” or given some other combination code.

- **Dried Beans w/ Adds** – All dried beans with additions are included in this category. Mixtures and beans eaten together are also included in this category. Examples of foods in this category include refried beans with salsa and black-eyed peas with pickle relish.
- **Eggs w/ Adds** – This category includes all egg combinations. Mixtures of eggs as well as additions to eggs are included in this category. Additions include sauces, gravies, and condiments.
- **Fish w/ Adds** – Use this category to code combinations that are primarily fish or shellfish. Mixtures of more than one type of fish should be included in this category. Additions to fish include sauces and condiments.
- **Frozen Meals** – Use this code for all frozen meals
- **Fruit Combo**– Use this combination to code predominately fruit mixtures and fruits with additions. This includes fresh, canned, or cooked fruits with additions. Dessert dishes such as fruit pies, cobblers, and crisps should be included in the “Dessert” category.
- **Grains w/ Adds** – Use this combination category to code rice, pastas, and other grains with additions. Additions to grains might include sauces (e.g., tomato or cream), gravies, and margarine. Combinations in this category generally do not contain meat, poultry, or fish in amounts larger than those used to season the food. Do not include cereals; they should be coded as cereal mix/cereal w/ adds.
- **Meat w/ Adds** – Use this category to code combinations that are primarily meat. Mixtures of more than one type of meat, such as meatloaf, should be included in this category. Additions to meat include sauces, gravies, and condiments.
- **Mixed Dishes** – Use this category to code foods that are reported as recipes and served together as a dish rather than assembled at the table. Include in this category such items as pizza, spaghetti with sauce, beef stroganoff with noodles, beef and broccoli stir-fry, quiche, pot pies, casseroles, and stuffed potatoes.
- **Poultry w/Adds**- Use this category to code combinations of poultry. Additions to poultry include sauces, gravies, and condiments.
- **Salads (greens based)** – Use this category to code green salad combinations. This includes greens-based salads with or without added meat, fish, poultry, or eggs.
- **Salads (non-greens based)** – Use this category to code non-lettuce based salads. Meat salads and mixtures of primarily cold vegetables that are bound with a salad dressing should be included in this category. Examples of salads in this category include potato salad, coleslaw, three bean salad, tuna salad, chicken salad, taco salad, and egg salad. Do NOT include fruit salads; they should be coded as fruit combos.

- **Sandwiches** – Use this category to code any mixture of food that the respondent calls a “sandwich”. This includes mixtures prepared on any type of bread, roll, bun, pita, etc. Examples of sandwiches include hot dogs, hamburger, chopped/shredded meat or poultry mixed with barbecue sauce on a bun, pita wrap sandwiches, and open-faced sandwiches with or without gravy. Include fast food sandwiches in this category.
- **Soup Combo** –Use this category to code any combination of foods the respondent reports as “Soup” or additions to soups. Don’t code a canned soup in this category unless the respondent either reported additional items added to a canned soup base during the preparation, or reported adding something to the soup after it was prepared.
- **Tortilla w/ Adds** – Use this category to code foods made with masa products, sope/gordita shells, or tortillas. Masa products include tamales with additional toppings. Foods that contain sope/gordita shells or tortillas include burritos, fajitas, tacos, tostadas, quesadillas, huevos rancheros, and tortilla wrap sandwiches. Also include tortillas eaten with beans, eggs, salads, or fats. Do NOT INCLUDE nachos and chips eaten with salsa or other dips; these should be coded as “Chips w/ Adds”.
- **Vegetable combo** – Use this category to code mixtures and medleys of vegetables eaten together, as well as vegetables with additions. Additions to vegetables might include butter/margarine, gravy, catsup, and sauces. Raw vegetables eaten with additions such as “veggies” with dip or celery with peanut butter should be coded in this category. Stir-fry vegetable combinations with meat, poultry or fish should be coded as “Mixed Dishes”. Vegetable salads should be coded as “Salads (non-green based).
- **Other foods eaten together** – Use this category to code other combinations of foods, which cannot be classified using the aforementioned codes. For example, “Lunchable”-type prepackaged meals and yogurt mixed with fruit or cereal would be coded in this category.

If you forget to enter a combination type before leaving the screen, you will get an error message, as shown below.

Exhibit 6-66. Combination Types



6.3.6 Food Addition Screens

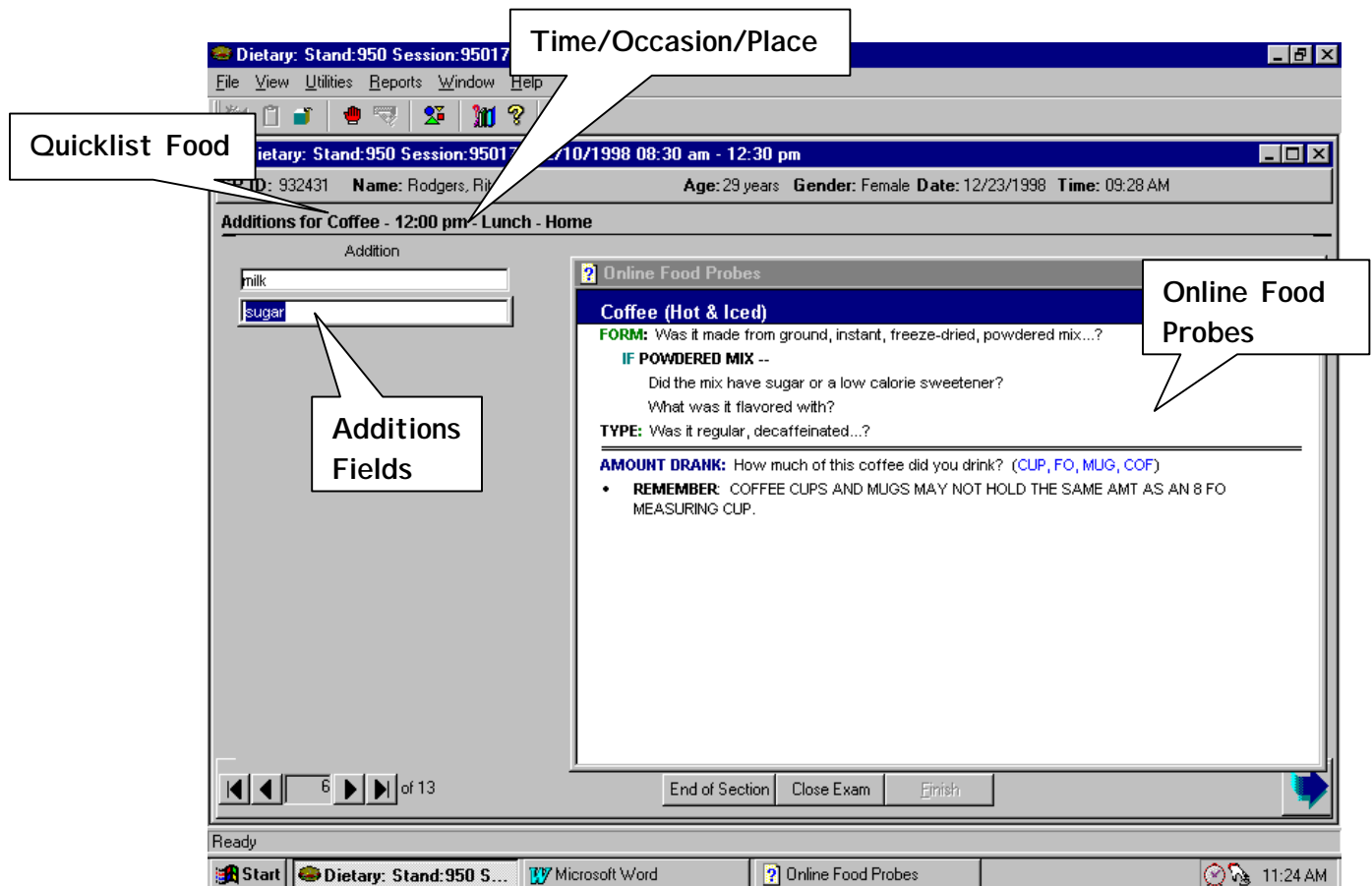
There are two addition screens: the Food Addition Screen and the Addition Information Screen. These screens will be used to record the information about an "Addition" to a food the SP reported on the Quicklist (e.g., sugar added to coffee or milk added to cereal). These screens will be

generated every time you enter 'Yes' to the Additions question (i.e., 'Did you add anything to the food?') on the Food Information Screen.

6.3.6.1 Food Addition Screen

As shown below, there are two parts to the Food Addition screen: the **Online Food Probes** for the original food item (i.e., the food the addition was added to), and a blank field labeled '**Addition**'. The name of the primary food preceded by "Additions for" will appear in the upper left corner as shown below. On this screen you will record all the additions the SP reports to the primary food.

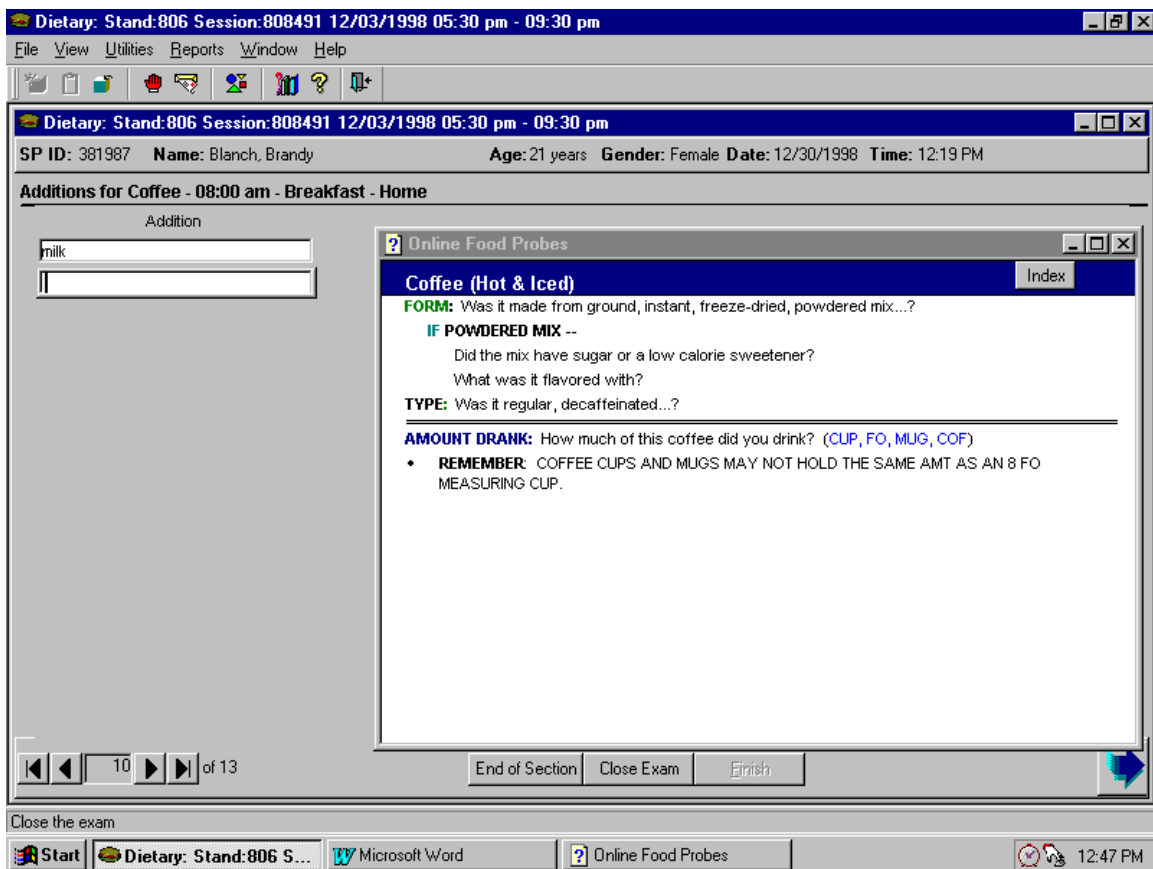
Exhibit 6-67. Food Addition Screen



The cursor will be in the Addition field when the screen appears. As with the Quicklist, the 'Addition field' is supported by a database that will fill the field as you type the first few letters of a food.

If the SP reports more than one addition to the food, press the **Enter** key after entering the first addition and a new line will appear. The cursor will automatically be in the new line. Continue typing in all additions to the food in this manner. After typing in the last addition, go to the next screen by pressing **Alt + N** or clicking on the VCR button or the large arrow in the lower right side of the screen. Do not press the **Enter** key because you will create a blank line. However, you can easily delete the blank line by pressing **F3**.

Exhibit 6-68. Food Addition Screen with More than One Addition

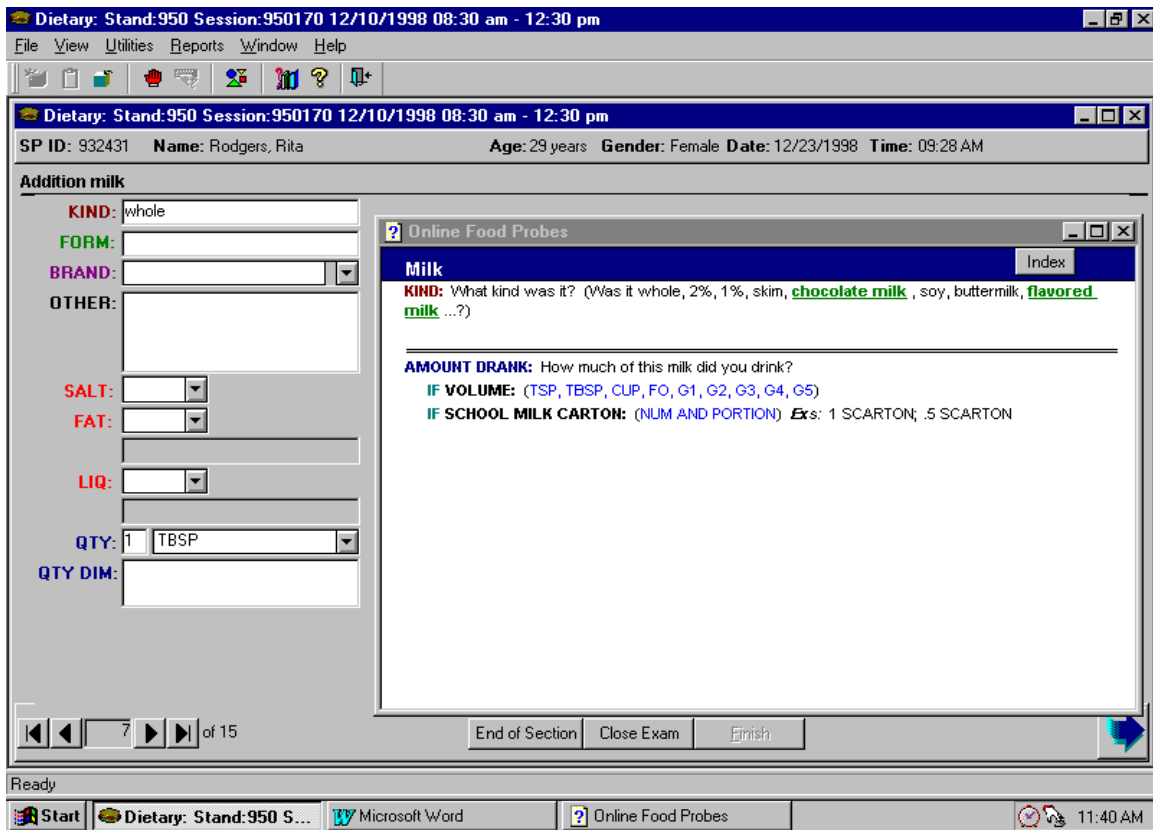


6.3.6.2 Addition Information Screen

An Addition Information Screen will be generated for each addition listed on the Additions for Food Screen. The name of the addition followed by “Addition,” will appear in the upper left corner (e.g., Milk Addition). As with the foods on the Quicklist database, if an added food is linked to the database, the Online Food Probe screen will automatically appear. If the addition is not on the Quicklist database, the Index Screen will appear. You will proceed as described in Section 6.3.5.1 to get the appropriate Online Food Probe screen.

You will follow the same procedures to ask and record the food probes as described in Section 6.3.5.2 (Data Entry Fields). When you have finished recording the first addition, go to the next screen. If the SP reported more than one addition, a second Addition Screen will appear. You will continue in this manner until you have recorded the information for all the additions. The next screen will be a Food Screen for the next food on the Quicklist.

Exhibit 6-69. Addition Information Screen



6.3.7 Recall Review Screen

The Recall Review Screen is the screen you will use to review the entire 24-hour recall. A Recall Review Screen will be generated after all of the Food Information and Addition Information Screens have been completed. Regardless of the order in which the foods were reported, they will be in chronological order on the Recall Review Screen.

As shown below, there are five columns on the Recall Review Screen: TIME, OCCASION, FOOD, QUANTITY, and LOCATION.

Exhibit 6-70. Recall Review Screen

The screenshot shows a window titled "Dietary Recall : Stand: 561 Session: 561406 08-Feb-1998 08:30 am - 12:30 pm". The window contains a table with the following data:

TIME	OCCASION	FOOD	QUANTITY	LOCATION
08:00 am	Breakfast	Cereal	1 Cup	Home
		milk	1 Cup	
		sugar	2 Teaspoon	
08:00 am	Breakfast	Juice	.5 Cup	Home
01:00 pm	Lunch	Sandwich	1 ATE ALL	Work
04:00 pm	Snack/Beverage	Candy		Home
07:00 pm	Dinner/Supper	Chicken nuggets		Home
07:00 pm	Dinner/Supper	Iced tea	1 16oz	Home
07:00 pm	Dinner/Supper	Salad	1 ATE ALL	Home
07:00 pm	Dinner/Supper	Ice cream	1 16oz	Home

Callouts in the image point to the following columns: Time, Occasion, Food, Quantity, and Location.

You will read the list of foods to the SP, confirming that all of the information about each food is correct. You should use the following wording:

Now let's review to see if I have everything. I'd like you to try to remember anything else you ate or drank from midnight yesterday to midnight last night that you haven't already told me about – even small amounts. Include anything you ate in the car, at meetings, or while shopping, cooking or cleaning up.

- Please tell me any foods or drinks as soon as you remember them.
- Did you have anything to eat or drink between midnight yesterday and your (TIME) (OCCASION)? Anything else?
- For (OCCASION) you had (FOODS). Did you have anything else?
- Did you have anything to eat or drink between your (LAST OCCASION) and (NEXT TIME) when you had your (NEXT OCCASION)? Did you have anything else?
- **CONTINUE UNTIL LAST OCCASION.**
- For (LAST OCCASION) you had (FOODS). Did you have anything else?
- Did you have anything else to eat or drink between your (LAST OCCASION) and midnight last night?

You are not required to read aloud the Occasion, Quantity, or Location for each food. However, if there appears to be some confusion, for instance foods reported at the same time might have different meal names, or be eaten at different places, you must take this opportunity to correct any mistakes.

The procedures for adding or changing a food during the recall review are described in Section 6.3.8.

6.3.8 Other Documentation Issues

This section discusses how to add, delete, and change foods and additions to foods; as well as how to document unknown foods.

6.3.8.1 Adding, Deleting, and Changing Foods

Because SPs are not familiar with the process of completing a 24-hour recall, many have difficulty accurately recalling what they ate. This is particularly true of persons who do not eat on a regular schedule, who snack frequently, or who give little thought to their diet. Early in the recall interview, an SP may skip from meal to meal, omit snacks, or report foods that were actually eaten on another day. As the recall proceeds and the SP focuses his/her thoughts, it may be necessary to add, delete, or change foods that were entered on the Quicklist. All additions and deletions must be done on the Quicklist Screen regardless of when the SP tells you about the change. The following sections will give details on how to add, delete or change a food at various stages of the interview.

6.3.8.1.1 During the Quicklist Pass

Adding Foods to the Quicklist. You may add a new food to the Quicklist by creating a blank line of fields at the end of the list. If you do not see the end of the Quicklist, use the scroll bar on the right side of the Quicklist grid. The Food Item field will be blank, but the time, meal name, and place will automatically be copied from the line above. Enter the name of the new food into the Food Item field. If the time, meal name and place are not correct, tab to each field and overwrite any incorrect information. You may continue to enter as many new foods as necessary. Again, the order in which you enter the foods is not important. Simply record the foods, times, meal names, and places as the SP reports them. They will be reordered, by time, on the Recall Review Screen.

Deleting Foods from the Quicklist. Occasionally an SP will report a food on the Quicklist and then recall that it was not eaten that day. To delete a food from the Quicklist, you must put the cursor in the food field that you wish to delete. You may do this by using the mouse or the **Tab** key (or **Shift + Tab** if you are going backwards) to move the cursor. Highlight the name of the food (background is blue) and press the **F3** key.

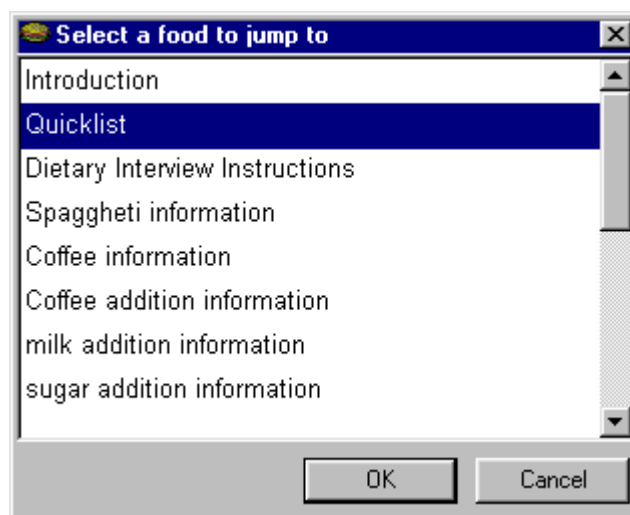
Changing Foods on the Quicklist. During the Quicklist, an SP may realize that he reported one food in place of another. For example, he may have reported a serving of coffee when he actually drank iced tea. You may make this change by moving the cursor to the food field you wish to replace. With the cursor at the beginning of the word, you can overwrite the original food name with the correct food name. Be sure to check with the SP that the time, meal name, and place are correct. If not, tab to the

incorrect items and overwrite with the correct information. Changing the name of the food on the Quicklist Screen will automatically change the name on all subsequent screens.

6.3.8.1.2 During the Details Pass

Adding Foods during the Details Pass. While an SP is giving you the details about a food, he may remember a food that was not reported during the Quicklist pass. When this happens, you should complete the current Food Information Screen and then return to the Quicklist screen and add the newly recalled food. You can return to the Quicklist in one of two ways: by pressing **F4**, or by pressing **Alt + G** and selecting 'Quicklist' from the Go-To Menu.

Exhibit 6-71. Go-To Menu with Quicklist Highlighted



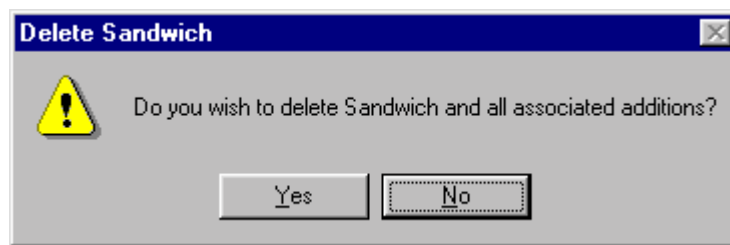
Add the 'new' food to the end of the Quicklist as described in section 6.3.8.1.1 above. The time, meal name, and place from the previous food will automatically fill into this line. If you need to change this information, tab to each field and overwrite with the correct information. After you enter the new food(s), you can return to the next Food Information Screen by pressing **F4** again, or **Alt + G** to open the Go-To Menu.

Deleting Foods during the Details Pass. If you need to delete a food because the SP misreported, you will need to return to the Quicklist screen. However, before you can return to the Quicklist, you must complete the Food Information Screen that you are on. If you try to leave the screen

without entering information into the Additions field, you will get an error message instructing you to ask the Additions question. Click on “OK” to close the message, then enter the correct information into the Additions field.

Then press **F4** (or **Alt + G**) to get back to the Quicklist. Place the cursor in the food field of the food you wish to delete and press **F3**. A dialog box will appear asking if you want to delete this food and all associated additions. Click “YES” to delete the food.

Exhibit 6-72. Dialog Box for Deleting Foods on Quicklist



Changing a Food during the Details Pass. Occasionally, as you are collecting the details of a food on a Food Information Screen, the SP may realize that he/she reported one food in place of another. For example, the SP may have reported a hot dog, when he actually ate a hamburger. You will need to go back to the Quicklist to change the food. Press **F4** to get to the Quicklist, then highlight the food name, and overwrite it with the newly reported food. Finally, go back to the Food Information Screen by pressing **F4** again.

6.3.8.1.3 During the Review

As you review the Recall Review Screen with the SP, it may again be necessary to modify one or more foods on the Quicklist screen. Return to the Quicklist and follow the same procedures for adding, deleting, or changing foods as described above.

6.3.8.2 Adding, Deleting, Changing Additions to Foods

“Add” to a Food with No Additions. During the interview, an SP may remember that he/she added something to a reported food. To record this ‘new’ addition to a food that had no additions

reported, you must go back to the Food Information Screen for the food to which the addition was made. To do this, press **ALT + G**. When the Go-To Menu appears, point and double click on the name of the food to which the addition was made. The Food Information Screen for the food to which the addition was made will appear.

Use the **Tab** key or point and click in the field following the question “Did you add anything to the food?” Change the answer from ‘No’ to ‘Yes’ and indicate a Combo Type. (Section 6.3.5.4.4). Remember, if you forget to indicate a Combo Type, you will get an error message prompting you to enter the information. Then press **Alt + N** or point and click on the blue arrow to get the Food Addition Screen. Type in the name of the addition(s) on the Food Addition screen and then go to the next screen (the Additions Information screen) and enter the details about the addition. Finally, using **Alt + G** to bring up the Go To Menu, select the appropriate screen to continue the interview.

“Add” to a Food with Additions. If the food for which the ‘new’ addition was added already has one or more additions, you must select the Food Addition Screen that already exists for the base food in the Go-To Menu. For example, you may have recorded milk as addition to coffee. If the SP now recalls that sugar was also added, you will select the Coffee Addition Screen from the Go-To Menu. On the Coffee Addition Screen you will enter the new addition by pressing **F2** to create a blank line and typing the name of the ‘new’ addition. Next you must go to the Addition Information Screen for the ‘new’ addition. You can either press **Alt + N** and choose the new addition, or use the blue arrow to move through the completed additions to get the appropriate Addition Information Screen. Complete all fields by following the on-line food probes.

Deleting an Addition to a Food. There may be occasions when an SP reports an addition to a food and later remembers that he did not actually add that item to the food. In this case, you must return to the Food Addition Screen and delete the addition. Select the appropriate Food Addition Screen from the Go-To Menu. When the Food Addition Screen appears, highlight the addition you wish to delete and press **F3**. A dialog box will appear that asks ‘Do you wish to delete (food)?’ Click on ‘YES’ to delete the addition.

Changing an Addition. There may be occasions when an SP reports an addition to a food and later remembers that he did not actually add that item to the food, but added something else instead. In this case, you must return to the Food Addition Screen and delete the reported addition and then

replace it with the remembered food. You will then return to the Go-To Menu, select the Food Addition Information screen for the new addition, and fill in all of the fields as usual.

6.3.8.3 Documenting Unknown Foods

To accommodate those situations where an SP or proxy cannot provide details regarding a specific meal, food, or beverage, but knows that “something” was consumed, three “unknown” entries were developed. These unknowns are entered as food items and serve as placeholders on the Quicklist. You will either replace them with the correct information during data retrieval, or document that the data retrieval attempt was unsuccessful.

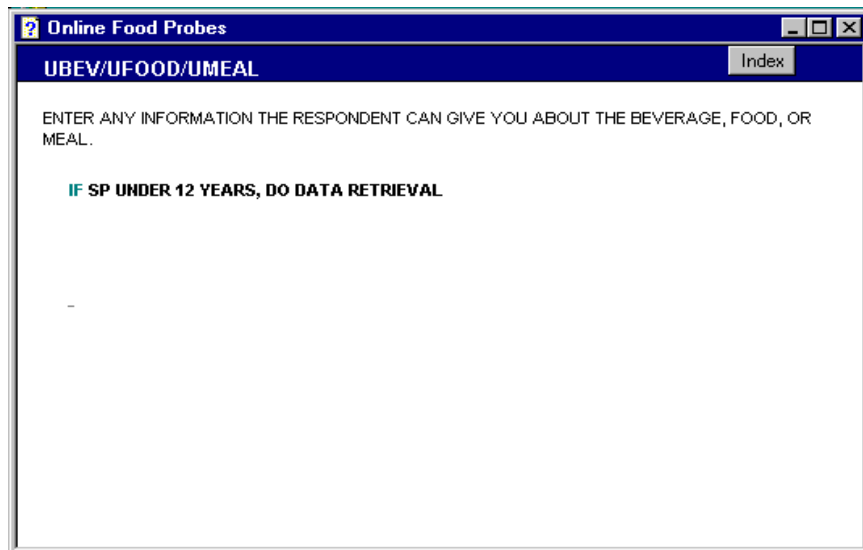
The three unknown entries are:

- **UBEV** - Quicklist entry for unknown beverage
- **UFOOD** - Quicklist entry for unknown food
- **UMEAL** - Quicklist entry for unknown meal

It is anticipated that these unknown entries will be used most frequently for proxy interviews where data retrieval is necessary. For example, a proxy may be aware that the SP received some type of food and beverage at the day care center as a snack, but may not know what was consumed the day of the recall. In this case, enter the time of the snack, the location, and “UFOOD” and “UBEV” as two separate items on the Quicklist. Remember that these entries are used specifically for those occasions in which the respondent reports that the SP ate “something”, but cannot report the type of food or beverage. Do not use these unknown codes when an SP or proxy reports an unknown type of fruit, cracker or slice of bread. In the latter situation, you will enter the food as ‘fruit’, ‘cracker’, or ‘bread’ on the Quicklist and describe the item as completely as possible, following the probes on the Food Information Screen.

When you come to one of these unknown foods during the interview, an on-line food probe screen, shown below, will appear.

Exhibit 6-73. UBEV/UFOOD/UMEAL Food Probe Screen



Online Food Probes

UBEV/UFOOD/UMEAL

ENTER ANY INFORMATION THE RESPONDENT CAN GIVE YOU ABOUT THE BEVERAGE, FOOD, OR MEAL.

IF SP UNDER 12 YEARS, DO DATA RETRIEVAL

Index

If the SP is under 12, say “I will need to contact someone for the details. Can you give me the name and telephone number of someone I might contact? What is the best day and time to reach this person?”

Record this information in the Editing Comments field. Refer to Chapter 7 for details about data retrieval.

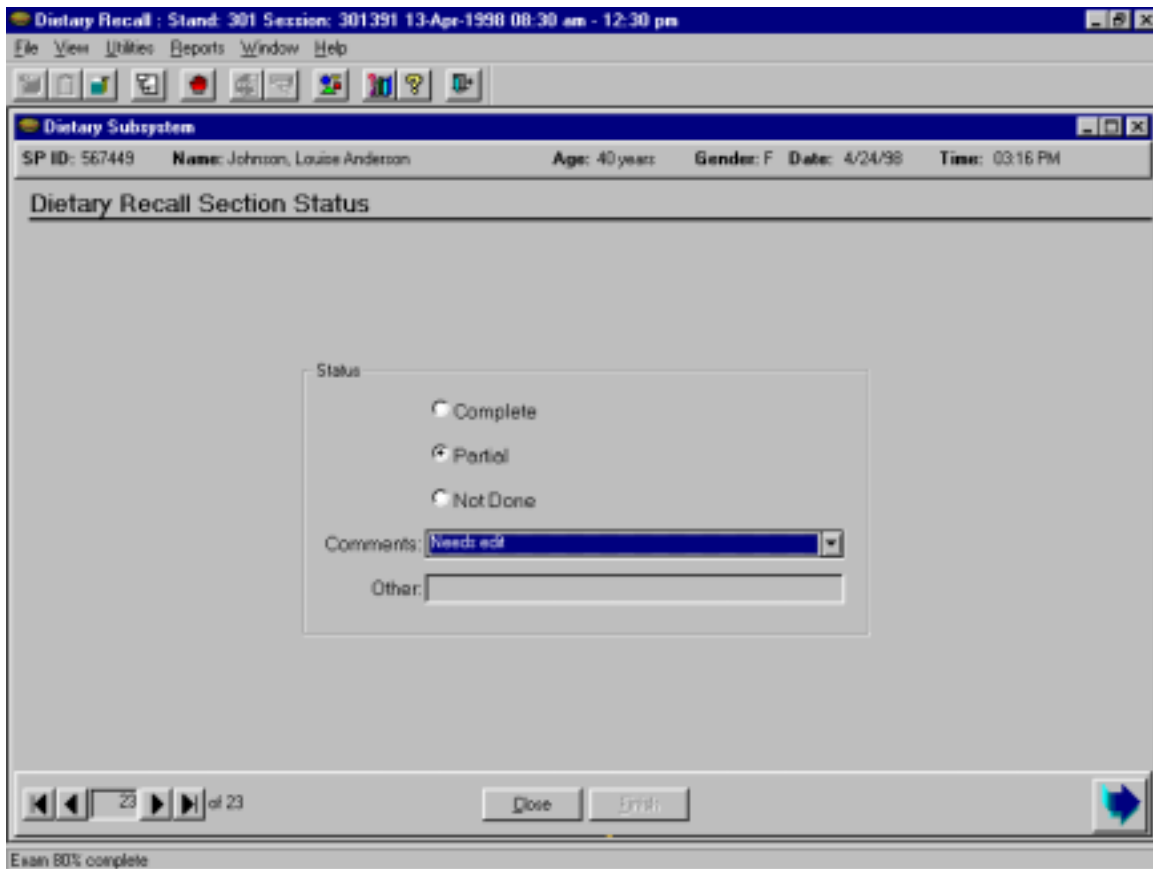
Use the OTHER field to record any information that the SP or proxy gives you about the unknown item. If the respondent is unsure whether the food consumed was a food or beverage, enter “UFOOD” on the Quicklist and note in the OTHER field “Unknown whether food or beverage”.

You must tab to the field following the question “Did you add anything to the food?” and answer “No” before you can leave that screen.

6.3.8.4 Dietary Recall Section Status

This screen indicates the status of the dietary recall section of the interview. When you arrive at this screen, the interview status will indicate “Partial”, and the words “Needs edit” will appear in the Comments field.

Exhibit 6-74. Dietary Recall Section Status Screen



The other choices in the Comments field are:

- | | |
|-----------------------|---------------------------|
| Safety exclusion | Interrupted |
| SP refusal | Proxy no information |
| No time | Missing time periods |
| Physical limitation | Missing meal or food |
| Communication problem | Needs DR (Data Retrieval) |
| Equipment failure | Other, specify |
| SP ill/emergency | |

If you choose “Other, specify,” the “Other” field will open and you must type an appropriate comment.

Exhibit 6-75. Dietary Recall Section Status Screen

The screenshot shows a software window titled "Dietary Recall : Stand: 301 Session: 301391 13-Apr-1998 08:30 am - 12:30 pm". The window has a menu bar with "File", "View", "Utilities", "Reports", "Window", and "Help". Below the menu bar is a toolbar with various icons. The main content area is titled "Dietary Subsystem" and displays patient information: "SP ID: 567449", "Name: Johnson, Louise Anderson", "Age: 40 years", "Gender: F", "Date: 4/24/98", and "Time: 03:20 PM". The section is titled "Dietary Recall Section Status".

Under the "Status" label, there are three radio buttons: "Complete", "Partial" (which is selected), and "Not Done". Below the radio buttons is a "Comments:" label followed by a dropdown menu showing "other, specify". Below the dropdown menu is an "Other:" label followed by a text input field containing "Frequent interruptions; noise from hall".

At the bottom of the window, there is a navigation bar with "Previous", "Next", and "23 of 23" indicators, along with "Close" and "Print" buttons. A small blue arrow icon is visible in the bottom right corner.

This status and comment will remain until you have reviewed the 24-hour recall for spelling errors or missing information. After the recall has been edited to the best of your ability, you will change the status to “Complete” (Section 8.1 details the editing procedures). When you change the status to complete, you will not be able to access the comment box.

6.3.9 Post-Dietary Recall Questions

After you have confirmed the status of the dietary recall, you will continue the interview with a short series of post-recall questions. All respondents will be asked the questions on the first three Post-Dietary Recall screens. The first screen asks the respondent about usual intake and consumption of plain water. The second and third screens ask about consumption of shellfish and fish in the last 30 days. The fourth screen contains three questions that will only be asked to proxies and children 1-11 years old.

6.3.9.1 Post-Dietary Recall - Water

This is a data entry screen with several data fields. There are two different types of questions: usual intake and plain water consumption. You will read the questions to the SP verbatim.

Exhibit 6-76. Post-Dietary Recall – Usual Intake Question

The screenshot shows a software window titled "Dietary: Stand: 107 Session: 107231 07/20/1999 01:30 pm - 05:30 pm". Below the title bar, there is a menu bar with "File", "View", "Tables", "Reports", "Window", and "Help". The main content area is titled "Post-Dietary Recall - Water" and contains the following text and fields:

Was the amount of food you ate yesterday about usual, less than usual, or more than usual?

Reason:

Water

How much plain water did you drink yesterday? Indicate only plain tap water, water from a drinking fountain, water from a water cooler, bottled water, and spring water.

IF RESPONDENT SAYS HE DOESN'T DRINK PLAIN WATER, ENTER '0000'

How much of the plain water you drank was home tap water?

At the bottom of the window, there are navigation buttons: "End of Section", "Close Entry", and a blue arrow button. The status bar at the very bottom reads: "Read: | MEC Layer: 1/24/01 | Application: Ver 8.12.22A | Not connected to Coordinator | 04:01 PM".

The first series of questions ask the SP how the amount of food consumed on the recall day compares with his/her usual consumption for that day of the week. Research has shown that many people eat much differently on weekend days than they do on weekdays. Therefore, it is very important that the SP understands that you are asking him to compare his intake to the usual intake for that day of the week. Also, be sure that the SP understands that you are interested in knowing if the consumption was much more or much less than usual. You may enter the answer to this question by typing “M” for “More than usual,” “U” for “Usual,” or “L” for “Less than usual.” You can also view the options by clicking on the down arrow and select by clicking on the answer you wish to enter into the field.

If you enter “More than usual” or “Less than usual” in the first field, the “Reason” field will open. You will then ask the SP why the consumption was more or less than usual, and type the response verbatim into the open field.

Exhibit 6-77. Usual Intake Question with “Reason” field

The screenshot shows a software window titled "Dietary Recall - Water". At the top, it displays session information: "Dietary: Stand:107 Session:107231 07/28/1999 01:30 pm - 05:30 pm". Below this, a header bar contains: "SP ID: 426260 Name: BARKE, JODIE Age: 20 years Gender: Female Date: 07/28/1999 Time: 04:01 PM". The main content area has the title "Post Dietary Recall - Water" and contains the following text and fields:

Was the amount of food you ate yesterday about usual, less than usual, or more than usual? More than usual

Reason attended a birthday party

Water
How much plain water did you drink yesterday? Indicate only plain tap water, water from a drinking fountain, water from a water cooler, bottled water, and spring water.

IF RESPONDENT SAYS HE DOESN'T DRINK PLAIN WATER, ENTER '0000'

How much of the plain water you drank was home tap water?

At the bottom of the window, there are navigation buttons: "End of Section", "Close Entry", and a blue arrow button. The status bar at the very bottom reads: "Ready | REC Layer: 1/24/01 | Application: Ver 8.12.23A | Not connected to Coordinator | 04:01 PM".

The second series of questions ask about water consumption. The first water question asks about water consumption yesterday. Be sure the SP understands that you are interested only in plain water, and that he/she should not include mineral water in his estimate. You can enter the number unit as a whole number or a decimal. The unit field is supported by a database. You can enter the first letter of the unit reported (e.g., “Q” for “Quart”), or you can choose from the entire list by pointing and clicking on the down arrow. Note that some of the measuring aids, such as G1-G5, are included in the database, because the SP may report his water consumption in this manner.

Exhibit 6-78. Post-Dietary Recall - Water Questions

The screenshot shows a software window titled "Dietary Editing: Stand:107 Session:107231 07/28/1999 01:30 pm - 05:30 pm". Below the title bar, there is a menu bar with "File", "View", "Utilities", "Reports", "Window", and "Help". The main window displays patient information: "SP ID: 287187 Name: ALVAREZ, YULIANA Age: 17 years Gender: Female Date: 07/28/1999 Time: 03:45 PM". The section is titled "Post Dietary Recall - Water".

There are two main questions:

- Question 1: "Was the amount of food you ate yesterday about usual, less than usual, or more than usual?" with a dropdown menu set to "More than usual". Below it, the "Reason" is "attended a birthday party".
- Question 2: "How much plain water did you drink yesterday? Indicate only plain tap water, water from a drinking fountain, water from a water cooler, bottled water, and spring water." This question has two input fields: "3 0.0000" and "Cups". Below these fields are two rows of numbers: "236.0000" and "706.0000" in the first row, and "236.0000" and "472.0000" in the second row.

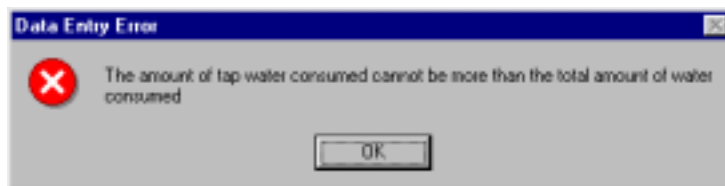
A callout box labeled "Water Questions" points to the water intake fields. Below the second question, there is a note: "IF RESPONDENT SAYS HE DOESNT DRINK PLAIN WATER, ENTER '0000'". Below this note, there is another question: "How much of the plain water you drank was home tap water?" with input fields "2 2.0000" and a dropdown menu set to "Cups".

At the bottom of the window, there are navigation buttons: "End of Section", "Close Exam", and "Exit". The status bar at the very bottom shows "Ready", "MEC Layer: 1/24/01", "Application: Ver 8.12.22A", "Not connected to Coordinator", and "03:45 PM".

As indicated on the screen, if the SP reports that he does not drink any plain water, you must enter "0000" in the first field. Be sure you use the number zero, not the letter O. In that case, the fields for the unit will close, and you will not ask the next question about home tap water.

The second question in this series asks how much of the water the SP drank was home tap water. You can record the SP's response in the same way as you did to the previous question. Note that the response to this question cannot be larger than the first response. If it is, an error message will appear before you leave this screen. If the SP responds in this way, you must probe for a logical response.

Exhibit 6-79. Data Entry Error



For data analysis, the reported amount of water is being converted from fluid ounces to a gram weight. In order to do this the amount of water must be converted to a decimal form. Thus, the water questions have three data entry fields. The first field is where you enter the amount as the SP reports it. This may be either a decimal or a fraction. The middle field is for the conversion of the amount specified to a decimal amount. The last field is where you enter the unit specified. During the interview only the first and last field are enabled. The middle field will automatically fill with a decimal value for most common fractions and for all decimals. However, if the fraction is not one that is programmed to auto fill, then you must convert the fraction to a decimal in the Edit Mode while completing your edits.

As shown in the screen below, in the first water question the fraction 1/2 was converted by the program, and the middle field was auto filled. Yet, for the second water question, 1/7 was not auto filled and must be converted and entered during editing. It remains .0000, until it is changed in Edit.

Exhibit 6-80. Post Dietary Recall – Water (1)

The screenshot shows a software window titled "Dietary: Stored 107 Session: 107231 07/28/1999 01:30 pm - 05:30 pm". The main area is titled "Post Dietary Recall - Water". It contains two questions:

Question 1: "Was the amount of food you ate yesterday about usual, less than usual, or more than usual?" with a dropdown menu set to "More than usual". Below it, "Reason" is "attended a birthday party".

Question 2: "Water: How much plain water did you drink yesterday? Indicate only plain tap water, water from a drinking fountain, water from a water cooler, bottled water, and spring water." The input fields are: "1/2", "5000", and "Cups". Below these, "236.0000" and "118.0000" are displayed.

Question 3: "IF RESPONDENT SAYS HE DOESN'T DRINK PLAIN WATER, ENTER 0000". The input fields are: "1/7", ".0000", and "Cups".

Callout boxes:

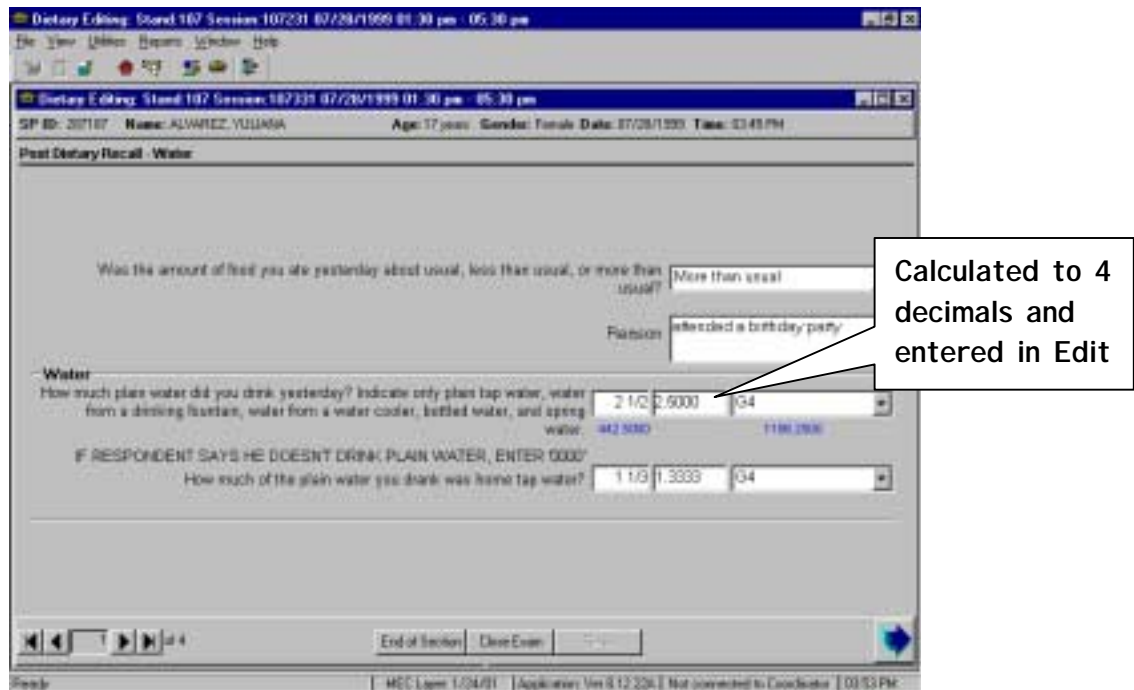
- One box points to the first question's middle field (5000) with the text: "Program auto converted to a decimal and auto filled the field".
- Another box points to the second question's middle field (.0000) with the text: "Needs filled with a decimal in Edit".

At the bottom, there are navigation buttons: "End of Section", "Close Exam", and a status bar showing "MEC Layer: 1/24/01 Application: Ver 8.12.22A Not connected to Coordinator 04:08 PM".

In this next screen the amounts given are whole numbers and fractions. These cannot be converted to decimals by the program and must be done in Edit Mode. Once in Edit, convert the values

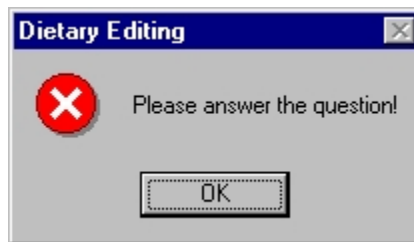
with a calculator, cut the value off at the 4th decimal place and enter the decimal in the middle field. No rounding is necessary.

Exhibit 6-81. Post Dietary Recall Water (2)



In the Edit Mode, if you attempt to move forward to leave the screen without doing any necessary conversions, the program will not allow you to pass and alerts you with this message.

Exhibit 6-82. Dietary Editing



Also, if you attempt to move back to a previous screen, you will see the following message.

Exhibit 6-83. Warning Message



6.3.9.2 Post-Dietary Recall - Shellfish

This screen is a data entry screen. On this screen you will record how often the SP ate shellfish during the past 30 days. Read all the examples to the SP. If the SP reports that he did not eat any shellfish, you will enter “no” in the first field.

If the SP reports eating shellfish, enter “Yes” in the first field and show the SP the handcard. Check each type of shellfish the SP reports eating, and then ask and record the number of times each type was eaten. You may read the responses aloud from the screen if you think the SP might have difficulty reading the handcard. Do not read the response “Refused”.

Exhibit 6-84. Post-Dietary Recall - Shellfish Screen

Dietary: Stand:950 Session:950170 12/10/1998 08:30 am - 12:30 pm

File View Utilities Reports Window Help

Dietary: Stand:950 Session:950170 12/10/1998 08:30 am - 12:30 pm

SP ID: 932431 Name: Rodgers, Rita Age: 29 years Gender: Female Date: 12/23/1998 Time: 09:28 AM

Post Dietary Recall - Shellfish

Please look at this list of shellfish. During the past 30 days did you eat any types of shellfish listed on this card? Include any foods that had shellfish in them such as sandwiches, soups, or salads. Yes

During the past 30 days, which types of shellfish did you eat and how many times did you eat them?

Clams	<input type="checkbox"/>	
Crab	<input checked="" type="checkbox"/>	2
Crayfish (crawfish)	<input type="checkbox"/>	
Lobster	<input type="checkbox"/>	
Mussels	<input type="checkbox"/>	
Oysters	<input type="checkbox"/>	
Scallops	<input checked="" type="checkbox"/>	1
Shrimp	<input type="checkbox"/>	
Other shellfish (for example, octopus, squid)	<input type="checkbox"/>	
Unknown type of shellfish	<input type="checkbox"/>	
Refused	<input type="checkbox"/>	

Number of Times

2 of 4

End of Section Close Exam Finish

Ready

Start Dietary: Stand:950 S... Microsoft Word 12:00 PM

6.3.9.3 Post-Dietary Recall - Fish

Enter the data in the same manner on this screen as you did on the shellfish screen. Be sure the SP understands that he should not include the shellfish he reported on the previous screen.

Exhibit 6-85. Post-Dietary Recall - Fish Screen

Dietary: Stand:950 Session:950170 12/10/1998 08:30 am - 12:30 pm

File View Utilities Reports Window Help

Dietary: Stand:950 Session:950170 12/10/1998 08:30 am - 12:30 pm

SP ID: 932431 Name: Rodgers, Rita Age: 29 years Gender: Female Date: 12/23/1998 Time: 09:28 AM

Post Dietary Recall - Fish

Please look at this list of fish. During the past 30 days did you eat any types of fish listed on this card? Include any foods that had fish in them such as sandwiches, soups, or salads.

During the past 30 days, which types of fish did you eat and how many times did you eat them?

Breaded fish products	<input type="checkbox"/>	<input type="text"/>	Porgy	<input type="checkbox"/>	<input type="text"/>
Tuna-canned or fresh	<input checked="" type="checkbox"/>	<input type="text" value="4"/>	Salmon	<input checked="" type="checkbox"/>	<input type="text" value="3"/>
Bass	<input type="checkbox"/>	<input type="text"/>	Sardines	<input type="checkbox"/>	<input type="text"/>
Catfish	<input type="checkbox"/>	<input type="text"/>	Sea Bass	<input type="checkbox"/>	<input type="text"/>
Cod	<input type="checkbox"/>	<input type="text"/>	Shark	<input type="checkbox"/>	<input type="text"/>
Flatfish	<input type="checkbox"/>	<input type="text"/>	Swordfish	<input checked="" type="checkbox"/>	<input type="text" value="2"/>
Haddock	<input type="checkbox"/>	<input type="text"/>	Trout	<input type="checkbox"/>	<input type="text"/>
Mackerel	<input type="checkbox"/>	<input type="text"/>	Walleye	<input type="checkbox"/>	<input type="text"/>
Perch	<input type="checkbox"/>	<input type="text"/>	Other type of fish	<input type="checkbox"/>	<input type="text"/>
Pike	<input type="checkbox"/>	<input type="text"/>	Unknown type of fish	<input type="checkbox"/>	<input type="text"/>
Pollock	<input type="checkbox"/>	<input type="text"/>	Refused	<input type="checkbox"/>	<input type="text"/>

3 of 4

End of Section Close Exam Finish

Ready

Start Dietary: Stand:950 S... Microsoft Word 12:02 PM

6.3.9.4 Food Security Questions

Starting in Year 2, a screen with food security questions will be included in the Post-Recall section, beginning with Stand 113. This screen is a data entry screen containing seven possible fields. Only SPs with affirmative responses to food security questions that are asked during the household interview will screen into these questions and be asked the MEC Food Security Questions. SPs who are at least 16 years of age will self-report, while a proxy will be necessary to answer these questions for SPs less than age 12. Persons 12 through 15 years of age are ineligible for these questions.

All the food security questions are asked in reference to the last 30 days. As you ask the questions, direct the respondent to the calendar handcard, pointing out the last 30 days, as opposed to the last month. The first question asks if the SP (or Proxy for the SP) ever cut the size of their (or the SP's) meals or skipped meals because there was not enough money for food. If the answer is 'Yes,' there is a follow-on question asking how many days this happened in the last 30 days. The second question asks if the SP ever ate less because there was not enough money for food. The third question asks if the SP was ever hungry but did not eat because they could not afford enough food. The fourth question asks (SPs 16 and older only) if the SP lost weight because there wasn't enough money for food. The fifth question is only asked if the SP answered 'Yes' to one or more of the first 4 questions. If so, the SP is asked if they ever went a whole day without eating because there wasn't enough money for food. If the response is 'Yes,' a follow-on question asks how many times this happened in the last 30 days.

You may enter the answer to each question by typing “Y” for yes, “N” for no, “R” for refused, or “DK” for don’t know. You can also view the options by clicking on the down arrow and select by clicking on the answer you wish to enter into the field.

Exhibit 6-86. Food Security Questions

DIMES Editing: Stand:107 Session:107030 07/08/1999 08:30 am - 12:30 pm

File View Utilities Reports Window Help

DIMES Editing: Stand:107 Session:107030 07/08/1999 08:30 am - 12:30 pm

SP ID: 355256 Name: CLYNE, DAN RYAN Age: 46 years Gender: Male Date: 01/13/2000 Time: 10:22 AM

Food Security Questionnaire

The next questions are about whether you were always able to afford enough food in the last 30 days.

In the last 30 days, did you ever cut the size of your meals or skip meals because there was not enough money for food? Yes

How many days did this happen in the last 30 days? days

In the last 30 days, did you ever eat less than you felt you should because there was not enough money for food?

In the last 30 days, were you ever hungry but did not eat because you could not afford enough food?

In the last 30 days, did you lose weight because you did not have enough money for food?

In the last 30 days, did you ever not eat for a whole day because there was not enough money for food? Yes

How many times did this happen in the last 30 days? days

4 of 5

End of Section Close Exam Finish

Ready Not connected to Coordinator 10:25 AM

6.3.9.5 MEC Interview Questions

This screen is a data entry screen containing three fields, each concerning a different aspect of the SP's health in the 30 days prior to the interview. This screen will only be used for proxies or SPs 1-11 years old. The first question asks whether the SP has had a head or chest cold that started in the past 30 days. The second question regards stomach or intestinal illnesses beginning during the past 30 days. The third question asks if the SP has had the flu, pneumonia, or any ear infections that started in the past 30 days. As you ask the questions, direct the respondent to the calendar handcard, pointing out the last 30 days as opposed to the last month. For example, if you are conducting an interview on February 15, explain that you are asking about the time since January 15, not since the beginning of February. You may enter the answer to each question by typing "Y" for yes, "N" for no, "R" for refused, or "DK" for don't know. You can also view the options by clicking on the down arrow and select by clicking on the answer you wish to enter into the field.

Exhibit 6-87. MEC Interview Questions

The screenshot shows a software window titled "Dietary: Stand:806 Session:808459 11/30/1998 08:30 am - 12:30 pm". The window has a menu bar with "File", "View", "Utilities", "Reports", "Window", and "Help". Below the menu bar is a toolbar with various icons. The main content area displays the following information:

Dietary: Stand:806 Session:808459 11/30/1998 08:30 am - 12:30 pm
SP ID: 546423 Name: Smith, Henry Age: 11 years Gender: Male Date: 01/19/1999 Time: 01:31 PM

MEC Interview Questions

These next questions are about (your/Henry's) recent health during the 30 days outlined on the calendar.

Did (you have/Henry has) a head cold or chest cold that started during those 30 days? No

Did (you have/Henry has) a stomach or intestinal illness with vomiting or diarrhea that started during those 30 days? No

Did (you have/Henry has) flu, pneumonia, or ear infections that started during those 30 days? No

A dropdown menu is open for the third question, showing the following options: Yes, No (highlighted), Refused, and Don't Know.

At the bottom of the window, there is a navigation bar with a left arrow, a right arrow, and the text "4 of 5". To the right of this are three buttons: "End of Section", "Close Exam", and "Finish". A blue arrow icon is located in the bottom right corner of the window.

6.3.9.6 Post-Dietary Recall Section Status

This screen will automatically indicate that the section status is “Complete” if all of the questions in this section were answered. If you had to end the interview before completing any or all screens, the section status will indicate either “Not Done” or “Partial”.

If the screen indicates a “Not Done” or “Partial” status, you must enter a comment before finishing the interview. Comments include:

- | | |
|-----------------------|----------------------|
| Safety exclusion | Equipment failure |
| SP refusal | SP ill/emergency |
| No time | Interrupted |
| Physical limitation | Proxy no information |
| Communication problem | |

To close the interview, press the “Finish” button on the bottom of the screen.

Exhibit 6-88. Post-Dietary Section Status Screen

Dietary Recall: Stand: 301 Session: 301391 13-Apr-1998 08:30 am - 12:30 pm

File View Utilities Reports Window Help

Dietary Subsystem

SP ID: 567449 Name: Johnson, Louise Anderson Age: 40 years Gender: F Date: 4/24/98 Time: 03:45 PM

Post Dietary Recall Section Status

Status

Complete

Partial

Not Done

Comments: [dropdown]

Other: [text input]

Navigation buttons: [back], [forward], [home], [refresh], [stop]

Finish

Save and Exit Post Examination

6.3.10 Dietary Recall Evaluation Screen

The Dietary Recall Evaluation Screen is a data entry screen with three questions for you (the interviewer) to complete. Answer all the questions on this screen before going to the next screen.

Exhibit 6-89. Dietary Recall Evaluation Screen

Dietary Editing: Stand:187 Session:187201 08/02/1999 01:30 pm - 02:30 pm

File View Update Report Help

Dietary Editing: Stand:187 Session:187201 08/02/1999 01:30 pm - 02:30 pm

SP ID: 287167 Name: ALVAREZ, YULIANG Age: 17 years Gender: Female Date: 08/02/1999 Time: 04:32 PM

The SP/Proxy spoke mostly: English

Who was the main respondent for the interview? SP

How reliable was the information? Reliable

Reason:

Save and Close

Ready | MEC Layer: 1/24/91 | Application: Ver 9.12.226 | Not connected to Coordinator | 04:32 PM

The first question asks you what language the SP or proxy spoke. The response categories include “English,” “Spanish,” “English and Spanish,” and “Other.” You can select the appropriate option by typing the first letter of your choice (e.g., “S” for Spanish). For the “English and Spanish” choice, enter “E” two times. You can also click on the down arrow to see the choices, and select one by pointing and clicking.

The second question asks you whether the main respondent was the SP, a proxy (e.g., a parent or grandparent), or a combination of the SP and proxy (e.g., when a parent assists a child). You may select the appropriate option by typing the first letter of your choice, or entering “S” twice for “SP and Proxy.” Or you click on the down arrow to see the choices, and select one by pointing and clicking.

The third question asks you to evaluate the information given by the SP or proxy as “Reliable” or “Not Reliable.” You may make your selection by simply typing “R” for “Reliable” or “N” for “Not Reliable.” If you answer “Not Reliable,” the “Reason” field will open and you must enter the reason for your evaluation.

6.3.11 Suggestions for a Smooth Interview

You have been presented with many rules that must be followed to accurately record and perform the dietary interview. To review the interview from a more practical standpoint, a recall has been created so that you may follow the progression of some of the foods through the listing, description and quantification process. In order to incorporate the suggestions and rules presented, it may be helpful to see and understand the flow of the interview.

On the Quicklist screen below, we have entered an imaginary recall with a female SP. This recall includes a variety of foods and food groups that will be followed through all the stages of the food description and quantification process. These foods were chosen to provide you with suggestions on how to handle the usual and unusual foods, as well as situations that may occur while conducting an interview.

Exhibit 6-90. Quicklist

Dietary Recall : Stand: 301 Session: 301391 13-Apr-1998 08:30 am - 12:30 pm

File View Utilities Reports Window Help

Dietary Subsystem

SP ID: 567449 Name: Johnson, Louise Anderson Age: 40 years Gender: F Date: 4/24/98 Time: 02:02 PM

Quicklist

Quick List of Food Items	About what time did you begin to eat/drink the food?	Looking at the list of meals, what would you call this?	Looking at the list of places, where did you eat this food?
Cookies	07:00 AM	BREAKFAST	HOME
Cereal	08:00 AM	BREAKFAST	HOME
Bagel	08:00 AM	BREAKFAST	HOME
McD Big Mac	12:00 PM	LUNCH	FAST FOOD
Banquet Fried Chicken Dinner	06:00 PM	DINNER/SUPPER	HOME
Cookies	06:00 PM	DINNER/SUPPER	HOME
Chicken casserole	10:00 PM	SNACK/BEVERAGE	HOME

Exam 10% complete

Quicklist. On the first pass through the Quicklist, ask the respondent to simply list the foods eaten. Many SPs offer more information than requested when providing the Quicklist. Try to focus the SP on reporting the foods consumed, not the details. If the SP tells you the brand of a fast food hamburger or frozen dinner, you may be able to enter the food by brand name on the Quick List and avoid having to ask for this information later when completing the Food Information screen.

When the respondent finishes giving the list of foods and beverages, ask, “Anything else?” Add any new foods at the end of the Quicklist.

Next, go back and ask the time, meal name, and place for each food. Read the questions above the columns verbatim, and enter the information into the fields. If the SP recalls a new food during this process, enter the new food at the end of the Quicklist. After you have completed the time, meal name and place for a food, that information will automatically transfer to the new line when you tab to it. If this is not the correct information, tab to the fields you want to change and overwrite the information.

Remember when entering the time on the Quicklist that 12:00 midnight is 12:00 AM and 12:00 noon is 12:00 PM.

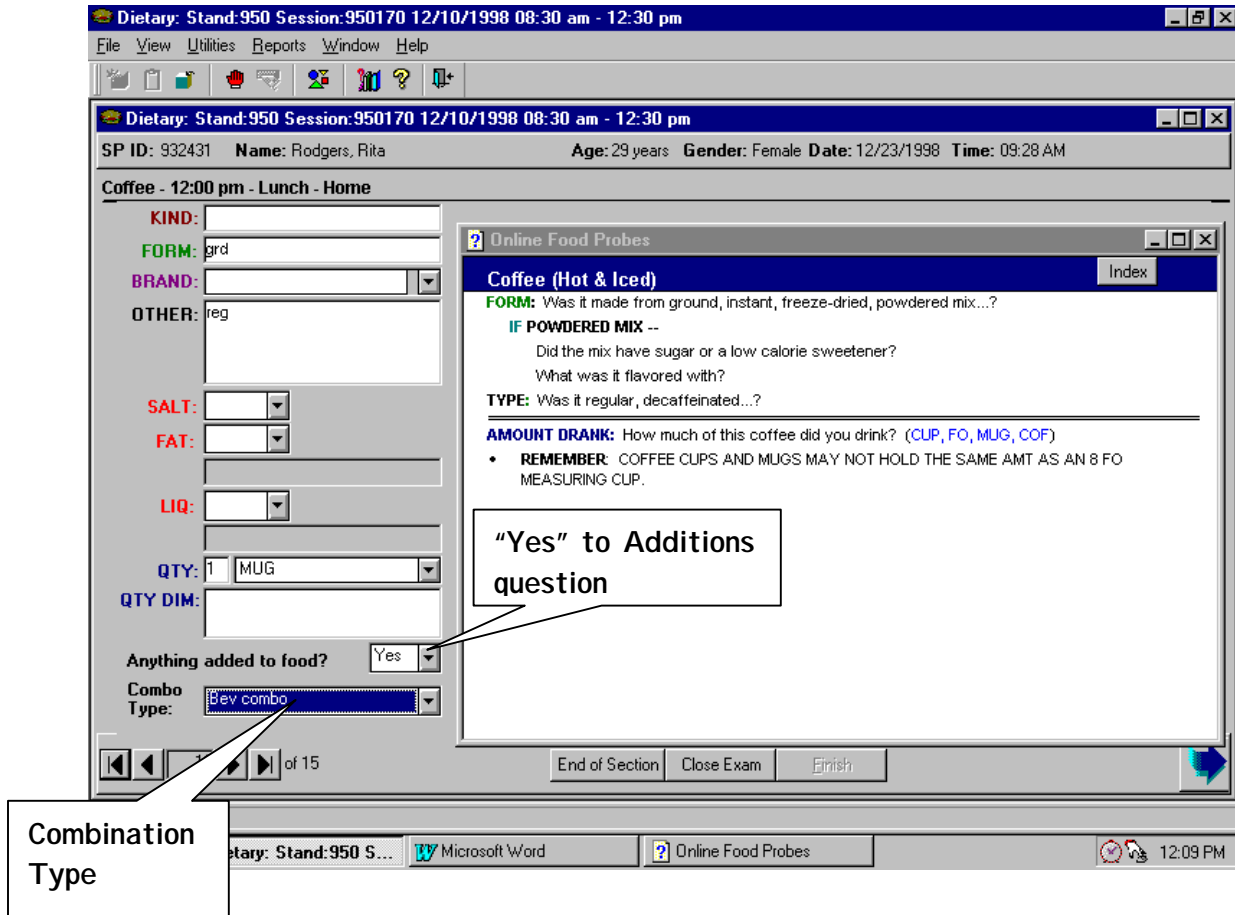
Forgotten Foods. This is a list of foods that SPs often forget. Show the handcard to the SP. Read the handcard aloud only if you feel the SP has difficulty reading. If the SP recalls any additional food(s), return to the Quicklist screen and add the new food(s).

Food Information Screen. When the Food Information screen appears, you can begin to read the information in the upper left corner that the SP has already provided: such as “At 7:00 AM, you had coffee for breakfast at home”. Then ask the food probes for the coffee by reading the probes in the online food probe screen verbatim; type the responses into the appropriate fields.

When the SP reports the amount of coffee he drank, make sure he reports the amount for the coffee only, not the total amount with creamer. The same holds true for cereal with milk. Probe, “Please show me the amount of (coffee/cereal) you (drank/ate) without the milk.” Remember that when you enter a fraction, it must be expressed as a 2 place decimal. You can refer to the decimal conversion card for this information.

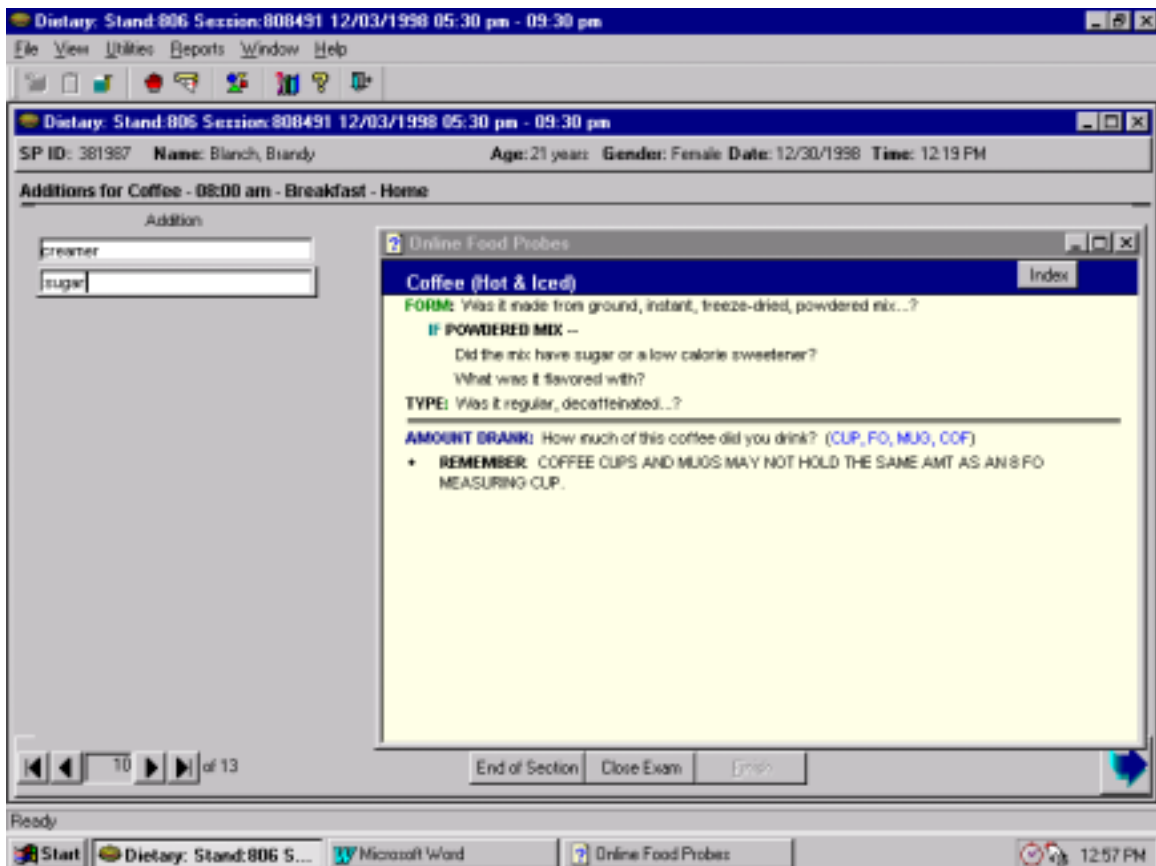
In the example below, the SP reported “yes” to the additions question. You will enter “Yes” in the field following the question. Remember that whenever you answer “Yes” to this question, you must select a Combo Type in the last field on this screen.

Exhibit 6-91. Completing the Food Information Screen



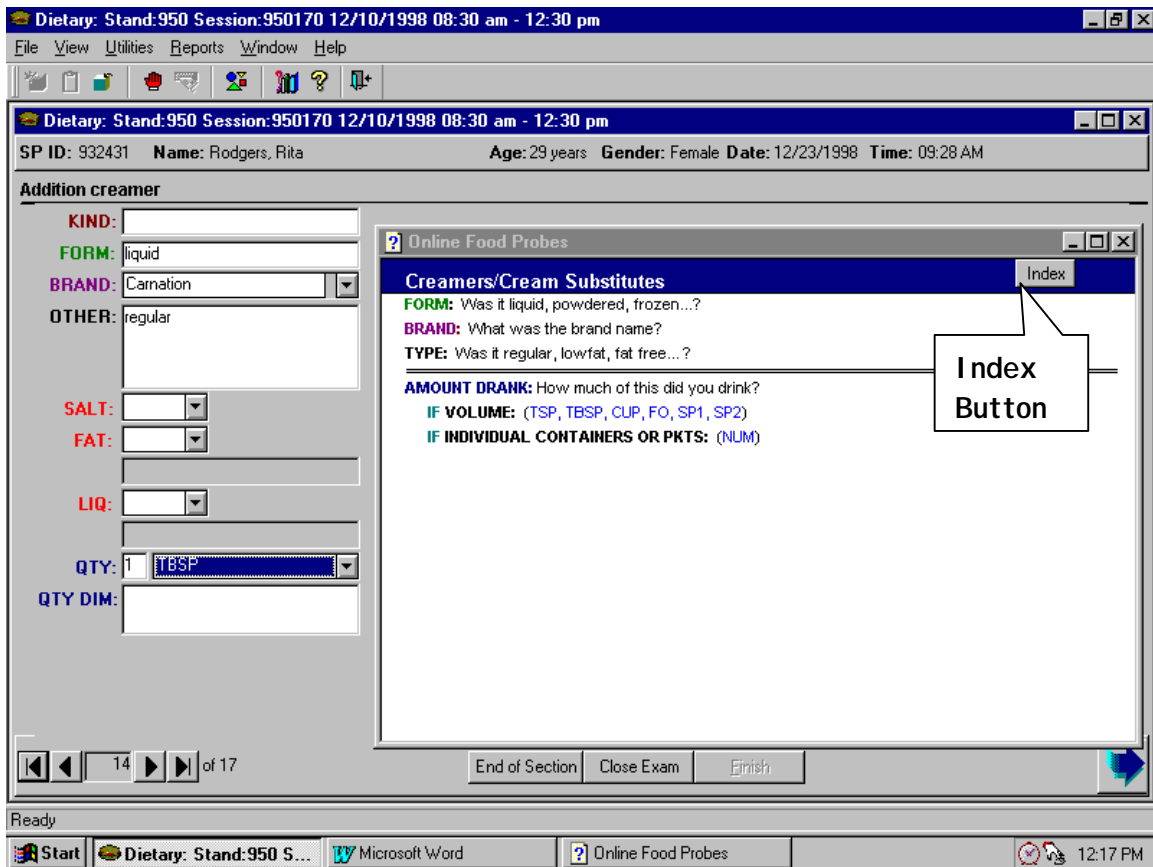
Food Addition Screen. If you enter “yes” in the Additions field, the Food Addition screen will appear next. In this example that is the Coffee Addition Information screen. The SP reported adding cream and sugar to his coffee. Before you begin to fill the first empty field with the word “cream”, ask the SP, “Was this real cream?” Many people use “cream” as a generic term, when they actually used a non-dairy creamer or milk. If you ask, the SP will tell you what he actually used. Typing the correct food name will assure that the correct online food probes appear, and save time when you get to the Addition Information screen for this food. In addition, it cues the SP that he should answer subsequent questions with a very specific food name.

Exhibit 6-92. Food Addition Information Screen



Addition Information Screen. The next screen that will appear is the Creamer Information Screen. If the SP changes his mind when you get to that screen and, for example, reports milk instead of cream, go to the online food probes for milk by clicking on the Index button on the top right of the on-line food probe screen and selecting the appropriate category. On other food probe screens, you may be able to click on the green jump text to go to another food.

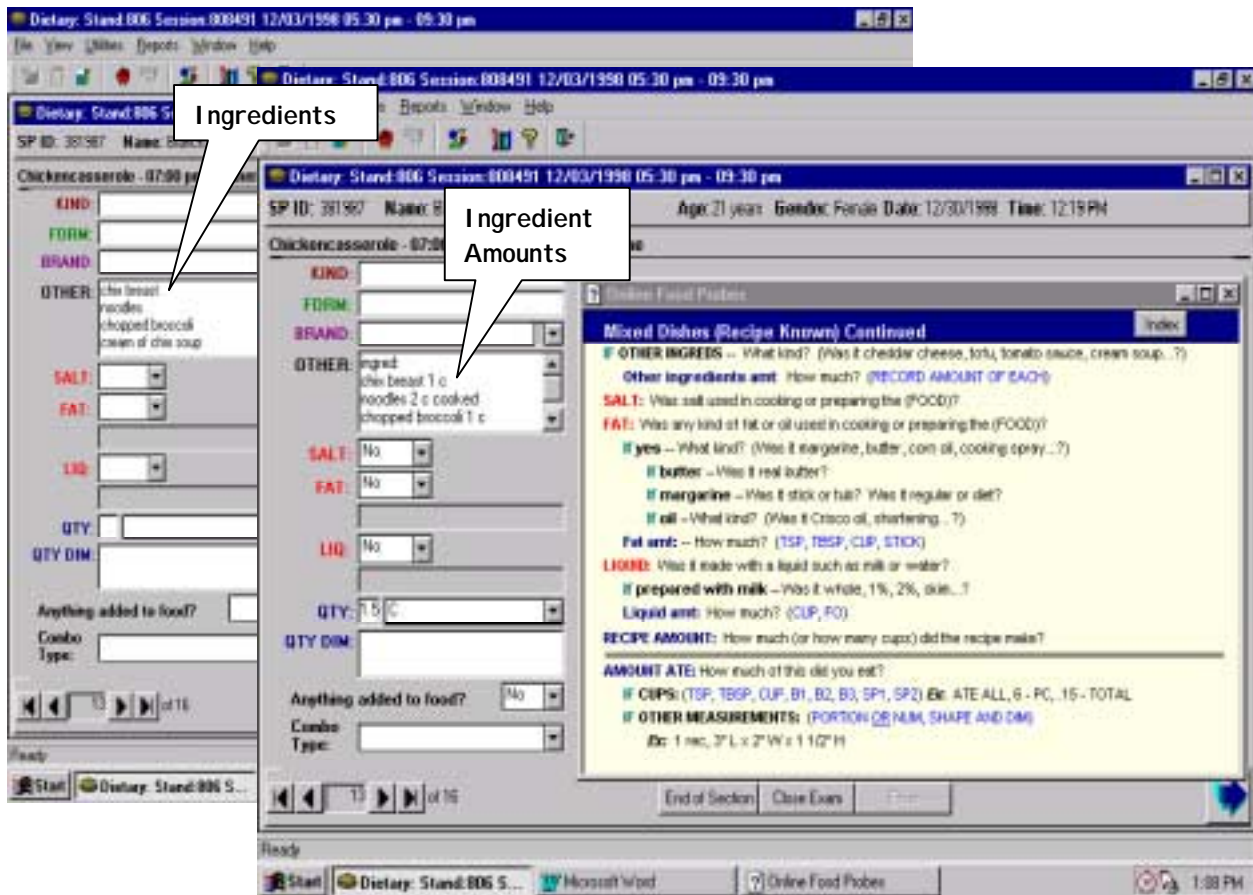
Exhibit 6-93. Go To Different Online Food Probe Screens



It is often difficult for a SP to estimate how much cream or sugar he added to a cup of coffee or tea when poured from a container. You should encourage the SP to look at the food models to help him estimate. Often the SP will say something like, "I guess it was 2 or 3 tablespoons". Since you cannot enter a range, you must ask him to specify whether it was 2 or 3. Usually, after you probe for the amount once in this manner, the SP will know how to respond for the remainder of the interview. You should reinforce the type of response you want by replying positively, for example, by saying "Good", or smiling and nodding.

When the SP describes a mixed dish (Recipe Known), you will ask him to list all of the ingredients first, then go back and record the amount of each food. The online probes will guide you in asking for the various types of components usually found in a mixed dish.

Exhibit 6-94. Recording Mixed Dishes



If the SP does not know the ingredients, or if the dish was from a restaurant or a commercial product, click on the green **NO** response to home recipe, and the Mixed Dish (Recipe Unknown) screen will appear. This screen contains fewer food probes for the SP to answer.

If you have entered a detailed description of a mixed dish or other item, and it is reported more than once during an interview, or is reported by another SP who is a family member, you do not need to describe it again. Simply enter a note in the OTHER field indicating that this is the same mixed dish or other item that was consumed at the earlier meal. If the SP reported more than one mixed dish, be sure to specify exactly which one was eaten again, using the time and eating occasion. If another family

member described the dish, record the SP ID, the time, and the occasion in the text field on the Food Information Screen.

Recall Review. It is critical to review the entire 24-hour recall with the SP upon completion of that section of the interview.

Exhibit 6-95. Administering the Recall Review

The screenshot shows a software window titled "Dietary Recall Review" for subject "Johnson, Louise Anderson". The window displays a table with the following data:

TIME	OCCASION	FOOD	QUANTITY	LOCATION
08:00 am	Breakfast	Coffee	.75 10oz	Home
		milk	2 Tablespoon	
		sugar	1 Teaspoon	
08:00 am	Breakfast	Cereal	.75 8oz	Home
		milk	.5 Cup	
		banana	.5 Liter	
		sugar	1 Teaspoon	
10:00 am	Snack/Beverage	Bagel	1 Liter	Work
		cream cheese	2 Tablespoon	
12:00 pm	Lunch	McD Big Mac	1 ATE ALL	Fast Food
06:00 pm	Dinner/Supper	Banquet Fried Chicken Dinner	1 ATE ALL	dk pkg wt
06:00 pm	Dinner/Supper	Cookies	2 Medium	Home
10:00 pm	Snack/Beverage	Chicken casserole	1.5 Cup	Home

At the bottom of the window, there are navigation controls showing "20 of 23" items, and buttons for "Close" and "Print". The status bar at the very bottom indicates "Exam 80% complete".

For the Recall Review above, you would say the following:

- “Now let’s review to see if I have everything. I’d like you to try to remember anything else you ate or drank from midnight yesterday to midnight last night that you haven’t already told me about -- even small amounts. Include anything you ate in the car, at meetings, or while shopping, cooking or cleaning up.
- “Please tell me any foods or drinks as soon as you remember them.

- “Did you have anything to eat or drink between midnight yesterday and your 8:00 breakfast? Anything else?”
- “Now for breakfast you had coffee with milk and sugar, and cereal with milk, bananas, and sugar. Did you have anything else?”
- “Did you have anything to eat or drink between breakfast and 10:00 when you had a snack? Anything else?”
- “Now for that snack you had a bagel with cream cheese. Did you have anything else?”
- “Did you have anything to eat or drink between that snack and 12:00 when you had lunch? Anything else?”
- “Now for that lunch you had a McDonalds Big Mac. Did you have anything else?”
- “Did you have anything to eat or drink between lunch and 6:00 when you had dinner? Anything else?”
- “Now for that dinner you had a Banquet fried chicken dinner and cookies. Did you have anything else?”
- “Did you have anything to eat or drink between dinner and 10:00 when you had a snack? Anything else?”
- “Now for that snack you had chicken casserole. Did you have anything else?”
- “Did you have anything else to eat or drink between your snack and midnight last night?”

As you progress through the Recall Review, allow the respondent to make corrections or add any forgotten food items. Be sure that the time, meal names and places are consistent, i.e., you have not erroneously reported the two different meal names at the same time, or that the SP was in two places at the same time.

Dietary Evaluation. You will quickly fill in the information on this page without asking any questions of the SP.

Post-Dietary Recall Questions: You will read all of the trailer questions verbatim and in the order presented on the screen. The questions were designed and revised after much pilot testing to be understandable to most of the general population. There may be some individuals who will require that you reread the question and/or probe for the answer. If the respondent cannot answer the question or gives

an inappropriate answer, read the question again in a neutral manner. If you must probe, do so in a neutral manner without suggesting an answer.

Closing the Interview: When you have answered all of the post-recall questions, the Post-Dietary Recall Section Status screen will appear and be pre-filled as “Complete”. Then point and click on the “Finish” button. This will signal the coordinator that you have finished the interview. Be sure to thank the SP for participating in the study.