

NUTRITIONAL RISK SURVEY DATA COLLECTION SUMMARY

- Two groups of clients will be surveyed and analyzed separately. They are the home delivered meals (HDM) group and the congregate meals (CM) group.
- The SUA grantees will recruit one or more AAAs to survey a sample of nutrition (HDM and/or CM) clients.
- The questionnaire will be administered to all new clients who enroll in the HDM and/or CM programs in April and May of 2000. The questionnaire should be administered during the enrollment process and filled out by the client.
- The questionnaire will be administered again to these new clients 6 months after their enrollment, which will be in October and November of 2000. Each client will complete the follow-up questionnaire within one week of their six month anniversary of their enrollment date.
- For clients who drop out of the program try to administer the questionnaire to them at the time that they drop out and record the reason for leaving the program. Clients who switch between the HDM and CM programs are not considered drop outs.
- Questionnaires may be administered in-person, by phone, or by mail. Preferably, the questionnaire will be filled out by the client.
- During the administration of the questionnaire, the AAA will have to oversee the data collection. A list of all clients who complete the questionnaire will need to be maintained and include the client's ID number, contact information, demographics, date that the pre-test was administered, and the date of termination of service (when applicable).
- The average time to complete the Nutritional Risk Survey is 5 minutes. If the questionnaire is self administered, the AAA only has to fill out the office use only memo box on the questionnaire, which identifies the client and the services being received.
- The Emotional Well-being Survey and the Social Functioning Survey are optional tests that can be administered with the Nutritional Risk Survey. Together, they would only add approximately 5 minutes to the administration time. These questionnaires would be administered twice: during enrollment and during the 6 month follow-up.
- Instructions and scripts for administering the questionnaire will be provided.