

NUTRITIONAL OUTCOMES SURVEY DATA COLLECTION SUMMARY

- Only clients enrolling in home delivered meals (HDM) and the congregate meals (CM) will be surveyed.
- The questionnaire will be administered to all new clients who enroll in HDM and/or CM programs during a pre-defined two month period. The clients will be administered the questionnaire during enrollment and 6 months later, approximately within one week of their six month anniversary of their enrollment date.
- Administration of the survey is expected to begin in February of 2001, targeting clients enrolling in the months of February, March, and possibly April depending upon actual start-up date.
- Questionnaires may be administered in-person, by phone, or by mail. Each agency should try to be consistent in the method used to administer the questionnaire during enrollment and six months later. Past experience has shown that most of the CM clients are capable of filling out the questionnaire on their own, but some of them with vision problems may need the questionnaire read to them. For the HDM clients, these clients more often had the questionnaire read to them either in conjunction with a home visit or over the phone.
- During the enrollment process, agencies may want to use their discretion at screening out any one-time visitors or very short-term clients. The survey is trying to target clients who will be with the program for at least six months.
- As part of the survey, each agency will want to be aware of clients who drop out of the program, in order to attempt to administer the follow-up questionnaire to them at the time that they drop out. Clients who switch between the HDM and CM programs are not considered dropouts.
- The agency should maintain a list of all clients who completed the enrollment questionnaire so that they can be contacted for the 6-month follow-up questionnaire. The nutrition database may assist you in this task.
- Each client should be given a unique ID, which should be written at the bottom of the questionnaires under client ID.
- The average time to complete the Nutritional Outcomes Survey is 5 minutes. If the questionnaire is self administered, the agency only has to fill out the office use only box and the cover sheet.
- The Emotional Well-being Survey and the Social Functioning Survey are optional tests that can be administered with the Nutritional Outcomes Survey. Together, they would only add approximately 5 minutes to the administration time. These questionnaires should be administered twice: during enrollment and during the 6-month follow-up.
- The Demographics Intake Form should be administered with the nutrition questionnaire. It only has to be administered once. It is recommended that the client fill this out during their enrollment.