

**POMP 3 (Year 2002)**  
**NUTRITIONAL RISK SURVEY**  
**OF CONGREGATE MEAL AND HOME DELIVERED MEAL CLIENTS**

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**SUMMARY OF DATA COLLECTION PROCEDURES**  
**MARCH 21, 2002**

**1.0 Overview of the Survey Design for the Nutrition Performance Measure**

There are several changes in the design of the nutrition survey. In contrast to POMP 1 and 2, we **will not** be collecting data from clients upon enrollment into the elderly nutrition program and six months after enrollment. Instead, each grantee will collect nutrition information one time from a sample of home delivered and congregate meal clients. In addition, the questionnaires have been revised and redesigned to make them user-friendly (e.g., larger font, definitions of serving sizes, etc.). While the questionnaires have been modified, it is still possible to calculate an NSI score.

**2.0 Preparing for Data Collection**

**2.1 Choosing the Samples of Home Delivered and Congregate Meal Clients**

A total of **200 completed questionnaires** are needed: 100 home delivered meal and 100 congregate meal clients. To ensure 200 completed questionnaires are obtained, a large enough sample should be drawn to control for refusals.

Follow the steps listed below for sampling:

1. Generate two master client lists; one list of home delivered meal clients and the other of congregate meal clients. The master client lists should include client ID, date of enrollment in the elderly nutrition program, and type of service (home delivered or congregate meals).
2. Sort each list by the client's date of enrollment in the nutrition program.
3. Count the number of names in each list. For example, if there are 500 names on the list of congregate meal clients and only a sample of 100 are needed, select every 5<sup>th</sup> name from the list for participation in POMP 3. To determine the location on the list to begin selecting names, pick a random number between 1 and 5, and start with that name. (It is best not to start with the first name on the list.)

Please note that some grantees may not have 100 persons in either the congregate or home delivered meal programs. If that is the case, Westat will assist in determining the appropriate sample size. In addition, if the total number of participants in the home delivered and congregate meal programs is quite different (e.g., 100 versus 800), please contact Westat for assistance in determining the appropriate procedures for selecting your samples.

## **2.2 Training Data Collectors and Data Entry Personnel.**

If at all possible, please advise the persons administering the questionnaires to be sure that all information is completed on the forms, and that the client identifier is on each questionnaire, as well as, the survey date and the type of service. **It is especially important to complete the demographics form for each client! Demographic information allows us to compare POMP data with data from national surveys of nutritional risk.**

## **3.0 Administration of the Questionnaires**

Questionnaires may be self-administered, or conducted by telephone or by mail. Each agency should try to be consistent in the method used to administer the questionnaires. Past experience has shown that most of the congregate meal clients were capable of filling out the questionnaires on their own, but some with vision problems needed the questionnaires read aloud. In some cases, care managers administered the questionnaire during a regularly scheduled visit to home delivered meal clients or over the telephone.

Please assign each client a unique ID and write it on the bottom of each questionnaire under client ID. Using a last name as an ID is not recommended because more than one client may have the same last name. Always administer the **Demographics Intake Form** with the nutrition questionnaire.

## **4.0 Optional Cross-Cutting Questionnaires**

The emotional well-being and social functioning questionnaires are optional. In POMP 1 & 2, many of the grantees chose to administer these questionnaires along with the nutrition questionnaires. Copies of these questionnaires are on the project web site, [www.gpra.net](http://www.gpra.net).

## **5.0 Data Entry and Data Analysis**

It is important to maintain accuracy and completeness in data entry. Always enter the client identifier, the survey date, and the type of service received. The data are analyzed separately for home delivered and congregate meal clients. Therefore, if the type of service is omitted, the data are not usable. Other possible data entry problems include missing information, double entering data, and key punch errors.

## **6.0 Technical Assistance**

Please call Westat project staff with any questions about data collection.