

POMP 4 CONGREGATE MEALS NUTRITION QUESTIONNAIRE INTERVIEW CODER CHECKLIST

April 23, 2003

This is a checklist of items to be aware of when coding this questionnaire. It provides a quick summary of the POMP 4 CM Nutrition Survey codebook. For more information, refer to the codebook.

OFFICE USE ONLY BOX

- Make sure that the **Office Use Only** box is filled in.
- The client ID on the questionnaires should match one of the client IDs in the original sample list. (Surveys that are mailed out need to have the client ID written on them before they are mailed to the client.)
- Make sure Client ID, Interview mode, Type of Service, Service Enrollment Date, and Survey Date are filled in. These are required fields.
- If the required fields are not filled in, place the questionnaire in an incomplete pile for the survey manager to assess and try to resolve the missing information.

QUESTIONNAIRE

- Every question, except skipped questions, should be filled in or have a remark in the margin. Code Refusals (RF) as -7 ; Don't Know (DK) as -8; and missing or invalid responses as -9.
- BLANK IS VALID only for Q3a. If the response to Q3 is '1' (No), -7 (RF), -8 (DK), or -9 (missing), Q3a is skipped and will be blank.
- For responses requiring a written response (Q1, Q3aJ, Q34M, Q35M, Q36M, Q37), enter the response verbatim. If there is no description, code a -9 (missing).
- For all questions where the client is to check all that apply (Q3a, Q34, Q35, Q36) code checked boxes as '1' (Yes), and unchecked boxes as '2' (No). If all boxes are unchecked, code each category as -9.
- For questions where only one response is valid (Q1-3, Q4-33, and Q38-39), if more than one response is checked, code -9 (invalid).