

# POMP 4 HOME DELIVERED MEALS NUTRITION QUESTIONNAIRE INTERVIEW CODER CHECKLIST

April 23, 2003

This is a checklist of items to be aware of when administering this questionnaire. It provides a quick summary of the POMP 4 HDM 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. (For mailed surveys, the client ID should be documented on the questionnaire before mailing out.)
- Make sure the 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, Q38a, and Q39a. If the response to Q3 is '1' (No), -7 (RF), -8 (DK), or -9 (missing), Q3a is skipped and will be blank. And if Q38, or Q39 is '2' (No), -7 (RF), -8 (DK), or -9 (missing), Q38a, and/or Q39a is skipped and will be blank.
- For responses require written response (Q1, Q3aE, Q33I, Q34I, Q35I, Q36), enter the response verbatim. If there is no response, code -9 (missing).
- For all questions where the client checks all that apply (Q3a, Q33, Q34, Q35) code the checked boxes as '1' (Yes) and the 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, Q4-32, and Q37-40), if more than one response is checked, code -9 (invalid).