

EATING HABITS IN THE SOUTH EAST FOOD CHECKLIST INFORMATION FOR INTERVIEWERS - WAVE 2

Background Information

- The Food Checklist is a self-administered record of food and drink consumption.
- It is a printed list of foods on which respondents tick a box to show which foods they have eaten during the day.
- It should be completed daily and at the time of consumption where possible.
- Serving sizes (slices, teaspoons etc) are specified. There is space on the checklist for an alternate serving size to be used if the respondent would prefer.
- A space is left for respondents to record any foods not present on the list.

Logistics

Each respondent will be asked to provide four Food Checklists. Three visits will be made to the household.

Visit 1

- Explain method, go through example day/practice page. Specify start date.
- Appointment is made for second visit.

Visit 2 - (day 2 of the checklist)

- Check the checklist from day 1 (and part day 2).
- Advice on how respondent can improve their recording technique is given.
- Fill in details where necessary.
- Measure any alternate utensils used (unless already measured for semi weighed method)
- Ask evaluation questionnaire
- Appointment made for third and final visit.

Visit 3 - (day after finishing four checklists)

- Check the checklists from days 2,3 and 4 and fill in details where necessary
- Measure any further alternate utensils used.
- Ask evaluation questionnaire.
- Make appointment for introducing the next method.

Obtaining a complete Food Checklist

The information required for a complete Food Checklist is collected in two phases:

1. Respondent records food and drink consumed during the day by ticking the appropriate boxes.
2. The interviewer checks the data recorded on the checklist and prompts for any additional information required.

Introducing what is required

If possible where there are two people in the house involved with this method, you should try to explain the technique to them together to save time. However, when only one respondent is in, you may need to explain it to both of the respondents separately on different visits.

Well or unwell

The food checklist includes a space to record whether the respondent was well or unwell. For these purposes, a person is 'unwell' if illness has affected their eating habits.

Eating away from home

Respondents should take the checklist with them when they are eating away from home or going out at all. They should record the information as they eat the food. Respondents should also be encouraged to keep the wrappers from pre-packed foods in the bag provided.

Prompts and probing

Where prompting is needed neutral questions are asked. Eg 'what else did you have' rather than 'did you have any juice with your breakfast'.

Within the household

The interviewer will sometimes be required to check and review food checklists with two people. Within the limits of cultural constraints and social sensitivity, where there are two adults we would prefer this to be done separately. However, some clarification may be needed from the other member of the household for certain items.

Children.

A parent/carer will need to be present when explaining the technique for the checklist, checking the data or probing for further information for children under 16. With very young children, the parent/carer will provide all the information required for the checklist. For slightly older children, parents may need to provide the majority of information with children ticking off anything that has been missed by the parent/carer. With older children (of 12 and over), they themselves may be very knowledgeable about their own diets and able to provide much of the information required for the checklist.

You can give children the checklist with an envelope to keep it in for increased confidentiality. If they are at school, you can ask them to give the checklist to their teacher.

Explanation of the technique: the following will be explained to the respondent

- Technique of recording data in the food checklist by ticking foods off.
- Foods grouped together in the list under the same heading and on the same line.
- Sections for 'Other breads' or 'Other vegetables' etc and when these are to be used.
- 'Savoury Dishes and Takeaways' - when and how this section is to be used i.e. no need to tick every ingredient that they put into the dish.
- Eating out & Takeaways: Food that is bought out such as packet sandwiches or takeaway foods must be recorded on the Eating out & takeaway table. Foods eaten out that can be found on the list eg tea and fruit bun in a café do not need to be recorded on the eating out and takeaway table. Sandwiches made at home do not need to be recorded on the Eating out & takeaway table - each ingredient on the checklist as they will know exactly what has been used to make the sandwich. Eg white bread, butter, tuna, cress etc.
- Recording drinks including water, tea and coffee.
- Milk in drinks such as tea and coffee does not need to be recorded, however, plain milk drunk on its own or as milk shake does.
- How respondents record supplements on the checklist. (You will need to code what they have recorded using Supplement show card 2 when you go back to check the checklist).
- How respondents describe items not on the list in the 'Other foods' section.

Estimation of portion size.

- A box is ticked each time a food is eaten. The specified serving size is related to the respondents serving and an appropriate number of ticks are made in the box..
- Half portions - if subjects only consumes half of the specified portion they write ½ in the 'Tick when eaten' column instead of ticking. They then need to put a circle round the ½.
- If the respondent prefers, the 'other serving' column can be used for them to write down the serving utensil that they normally use for a particular food. You will need to discuss with the respondent whether they are likely to use this column. If they do wish to use an alternate serving size then the specified serving size must be crossed through clearly (by either the respondent or yourself). In which case, the alternate serving utensils used by the respondent will need to be measured.
- Leftovers - the respondent adjusts their serving size if they do not consume all the food served. Eg if they served 4 tablespoons of curry but only ate equivalent of 3 - they would record 3 in the checklist.
- Second helpings - the respondent must record any second helpings by ticking the appropriate number of times according to serving size.

Evaluation questionnaire (at the end of each day and the end of the method)

At the end of each day: respondents are asked a series of questions including if the day was typical or if food consumption was unusual and for what reasons. At the end of the method: respondents are asked a series of questions that determine whether any changes have been made to sources of income, household composition, shopping habits and health. There are also some questions for you the interviewer to answer.

EATING HABITS IN THE SOUTH EAST - FOOD CHECKLIST - WAVE 2

Visit 1: Things to take:

- Instructions for interviewer
- Food checklist and instructions for respondent
- Pens for respondent
- Plastic bags for collecting wrappers
- Sticky labels to label plastic bag with name, date and ID
- Reminder card
- Blue tack to put up reminder card
- Letter to school asking for support

Visit 1: Things to do:

- Explain technique of recording food intake in the food checklist
- Use practice page
- Give reminder card to respondent with blue tack
- Label plastic bags with respondents name, date and ID
- Give plastic bags to respondent for wrappers
- Give letter to children for their school if appropriate.
- Specify start date - write in the days that are to be recorded on the front of the checklist.
- Make appointment for next visit and write on front of checklist for respondent and in your diary.

Second visit and final visit - Things to take:

- Introductory questionnaire (for reference)
- Eating habits questionnaire (for reference)
- Eating pattern check sheet
- Interviewer checking sheet
- Food Prompt sheet
- List of commonly forgotten foods (from 24hr recall)
- Green pens
- Measuring utensils sheet
- Set of scales to measure utensils
- Cling film
- Show cards
- Ruler
- Evaluation questionnaire (refer to introductory and eating habits questionnaires)

Things to do:

- Checking of and probing for further information on checklist
- Probe using prompt sheet and list of commonly forgotten foods
- Coding of supplements (show card 2)
- Collect wrappers and packages
- Write on checklist 'see label' if you have collected one
- Measure utensils and record on utensils sheet
- Write on checklist the number of the utensil used (from utensils sheet)
- Evaluation questionnaire
- Make appointment for next visit and write in diary and on cover of checklist (2nd visit)

EATING HABITS IN THE SOUTH EAST FOOD CHECKLIST: INTERVIEWER INSTRUCTIONS - WAVE 2

Introduction at visit 1 - SAY:

1. This method is called the Food Checklist. It is a totally different method to the one that you have recently completed. This time it is you that will be writing down what you have to eat and drink.
2. You will need to provide information about what you eat and drink for four days. I would like to know exactly what you have to eat and drink and how much you have.
2. Stop me at any point if you do not understand or would like me to repeat something. This is the food checklist which you need to fill in **[SHOW]**.
3. Foods have been grouped into various categories such as cereals, bread and savoury biscuits, dairy products etc. Within each group there is a number of different foods. **[SHOW JAMS/SAVOURY SPREADS]** Under this group, for example you will find foods such as jam, Bovril and other spreads.
4. There may be several foods grouped together on any single line such as jam with honey and marmalade. For most groups of food, there is a section for 'Other' eg 'Other spreads'. You may need to use these sections with certain foods. **[SHOW 'OTHER SPREADS']** If you ate some chocolate spread for example, you would use this section.
5. On each page you need to write down the **day and the date** when you are filling in the checklist. You also need to circle one answer to show if you are feeling **well or unwell**.
6. Each time you eat or drink something, you need to **tick the appropriate box** under the heading 'tick when eaten'. It is very important that you do this for everything that you consume over the four days. I suggest you tick the boxes for foods **as you eat them** rather than at the end of the day.
7. You will need to look carefully at the column 'serving size'. You must **tick the box each time** you have the **specified serving size** for a food. If you have eaten the serving specified then you need to **tick the box once**. **[SHOW EXAMPLE]**
8. If you have only eaten **half of the serving** size then write $\frac{1}{2}$ in the column and put a circle round it. Eg $\textcircled{\frac{1}{2}}$ banana.
9. If you have eaten more than the serving size then tick the number of times you have eaten the specified size. **[SHOW EXAMPLE]**.
10. If you would prefer to use a different serving size, cross out the serving specified and write your own serving size in the 'other serving' column. For example if you didn't use a tablespoon to serve meat stew/ casserole then cross this out in the serving size column. Write in a description of the utensil that you used. Use a name or description familiar to you that will help you remember which utensil it is. For example wooden serving spoon with broken handle. **[USE EXAMPLE ON CHECKLIST]**.
11. Where you have used one of your own utensils not specified on the list, we will measure it's size when we return for the next visit.

12. When you have eaten an item of food that is on the **savoury dishes/takeaway list [SHOW]** then you tick next to the food you have eaten eg Bolognese. You **DO NOT** need to tick every ingredient in the dish such as mince meat, carrots, onion as this would mean these ingredients would be recorded twice. However, you do need to tick foods which you ate with this dish such as spaghetti with bread and butter.
 13. **Eating and drinking foods bought outside the home:** You need to take the checklist with you when you go out to record any food or drink consumed outside the home. If you buy any food while you are out such as packet sandwiches or take away food, tick one of the 'takeaway/ bought sandwiches' boxes under the section '**Savoury dishes and takeaways**' [SHOW].
 14. You then fill in the table attached to the checklist [SHOW] and enter details of the items including name of food or dish, where it was purchased, cost, whether it was shared with anyone else and whether or not there were any leftovers. **Remember to keep any wrappers or packages in the bags we give to you.**
 15. You record **all drinks including water, tea and coffee in the drinks section.** [SHOW] All **alcoholic drinks** also need to be recorded.
 16. You do not record milk in drinks such as tea and coffee or milk poured on cereal. However, you do need to record milk drunk on its own or in drinks made with milk e.g. milkshake.
 17. If you eat a food or drink that is not on the list, then you need to write it down under the section on the last page called 'Other foods'. [SHOW] You will need to write down the name of the food or drink, the serving size and tick the number of times you have the serving size (as before). If you ate egg curry for example, you would describe the utensil used to serve the food eg red plastic serving spoon and the number of servings you had by ticking the appropriate number of times eg 4 ticks = 4 serving spoons.
 18. You only need to record the food you have eaten - do not record food that you did not eat, had leftover or spilt.
 19. Any supplements such as vitamins, minerals etc also need to be recorded in the checklist. The supplements section is on the last page of each checklist. You need to tick each time you have the specified quantity of supplements. Eg if you have 2 tablets of vitamin C a day you need to tick twice. [SHOW]
 20. If we go through a few foods you have eaten so far today (or yesterday) then you can see for yourself how to complete the checklist. [USE PRACTICE PAGE].
 21. Use **the quick check** list after you have completed the checklist to make sure you haven't forgotten anything.
 22. Have you got any questions about the food checklist? [IF NO] I will leave you the instruction page and you can read through it again in your own time. If you have any problems at all then please ring the number on the front cover of the checklist and I will get back to you as soon as I can.
- **ORGANISE WHEN THE RESPONDENT IS TO START THE CHECKLIST**
 - **FILL IN REMINDER CARD AND GIVE TO RESPONDENT**
 - **ARRANGE TIME FOR NEXT VISIT**

VISIT 2: INTERVIEWER CHECKING CHECKLIST

SAY: I would like to go through the checklist you completed on (DAY/yesterday).

Make notes or corrections on the FC in green ink. Write a P where you have probed and then give any further information gathered or a P- where you have probed and no further information was available.

ITEM ON CHECKLIST
<p>ID NUMBER: Check this is filled in</p> <p>DAY & DATE: Day written in and date completed: If blank, clarify when checklist was completed and write in. Remind respondent to complete next time.</p> <p>WELL/UNWELL: Has one option been circled?</p>
<p>LEGIBILITY: Is the checklist legible? If no, clarify. Is it clear how many ticks are in the 'Tick when eaten' column.</p>
<p>QUANTITY: Are the quantities realistic? Probe for foods eaten in combination. Use additional <u>food prompt sheet</u>. Probe for sauces/dressings/condiments etc. Probe for consumption at breakfast, lunch, tea and in between.</p>
<p>PORTION SIZES: Are portion sizes ambiguous? Clarify as necessary. Use the atlas for any ambiguous portion sizes. Write the page number next to the serving description the respondent has given.</p>
<p>UTENSILS: Have utensils been measured? Code these when used on the checklist. Have original serving sizes been crossed out where an alternative has been written in?</p>
<p>TAKEAWAY/EATING OUT FOODS: Is the table filled in correctly? Prompt if necessary.</p>
<p>LABELS: Have wrappers & packages been collected and put in appropriate plastic bags with name and date? Use wrappers to fill in details on the checklist. Write on the checklist 'see label' where you have one.</p>
<p>OTHER FOODS: Clarify serving sizes and number of servings. Do they seem reasonable? Check detail from respondent is sufficient. Use food prompt sheet.</p>
<p>DRINKS: Probe for any drinks including plain drinking water.</p>
<p>SUPPLEMENTS: Have any supplements been taken? Check this with the respondent. Have any supplements been coded with card 2 from the show cards?</p>
<p>DIETARY PATTERN Compare food checklist with eating habits questionnaire. Are any foods consumed different to the eating habits questionnaire? If yes, clarify. Refer to eating pattern check sheet</p>

- **Complete evaluation questionnaire**
- **Arrange time for next visit and complete appointment card and diary**
- Thank the respondent very much for their help.
- **Complete interviewer evaluation.**

For visit 3 repeat procedure as above for checklist day 2, 3 and 4.