

Diet and Physical Activity Sub-study
Long Version Delta NIRI Food Frequency Questionnaire Instructions
FFQ Version A 02/19/2001
QxQ Date 02/19/2001

I. GENERAL INSTRUCTIONS

The Delta NIRI Food Frequency Questionnaire (long version) is administered as part of the diet and physical activity sub-study visits. The interviewer is certified and familiar with the DPASS procedures. S/he is also familiar with the DPASS electronic data entry procedures for and understand the document titled "General Instructions for Completing Paper Forms" prior to completing this form. ID Number, Contact Year and Name should be completed as described in that document.

Because the short FFQ is a direct subset of the long FFQ both instruments should be administered using the same introductory methods, measurement estimation tools and questioning methods. An interviewer's manual (Appendix 14.16) has been developed to guide both the interviewer and participant in questioning procedures and responses.

Diet is a topic many individuals like to discuss while others may feel intimidated. In a research study standardization is necessary. The shorter the FFQ can be administered will prevent the participant from becoming tired and disinterested, which can lead to "thoughtless" responses. Diet interviews move more rapidly, the more structured the interviewer appears to be. This helps prevent a participant from entering a discussion mode, but also provides a "neutral" appearance and prevents the more intimidated participant from feeling "judged" which can affect true responses.

Interviewers should use only #2 pencils. The FFQs will be scanned and thus responses should be coded clearly. If corrections are made, it is critical that the original entry be erased thoroughly. Except where indicated, only one response per question is allowed. The FFQs should not be bent, folded or torn.

II. SPECIFIC INSTRUCTIONS

Demographic Information

The top page of the FFQ allows entry of new name, address or contact information. Ideally this should be a label that is checked for the need to update. All information on the front page can be entered from the participant's chart prior to actually beginning the interview. This includes the date, sex, age, ID number, Encounter ID, and Interviewer ID.

Explaining to the participant that this questionnaire will be administered quickly and that you need them only to answer the questions that are asked will help the interviewer feel more comfortable about moving rapidly.

Some participants may require more time but most should be able to respond quickly by using the guides and cue cards in the interviewer's manual. The interviewer should introduce the FFQ (see Appendix 13.15 page #). Additional statements should include *"because the FFQ is part of a research substudy I will not be able to discuss any questions with you and need only the information being asked on the FFQ"*.

Audio Taping

Some interviews need to be audiotaped for quality assurance reviews. It is critical that the interviewer request permission to tape the interview prior to turning on the recorder.

Recommended script:

We are required to tape some of our interviews for quality reviews. Do you mind if I record our interview today?

Once the tape begins it is important that the interviewer state the participant ID and interviewer ID at the beginning of the tape.

NOTE: If a participant asks that they not be taped, the interviewer should move directly into the interview.

At this point the interviewer should follow the guides given in the interviewer's manual for each question on the FFQ. The manual displays guidance on asking each question and provides scripts for specific questions. The manual has been designed to be two-sided and displays appropriate cues and guidance that the participant can view simultaneously.

Exceptions & Questions

Any time an interviewer receives a response that is different from designated responses, they should quickly record the response lightly on the form by the question and move on. After the interview the question can be routed to one of the JHS diet staff and a judgment made for the most appropriate entry.

There will be a Frequently Asked Questions database maintained by the diet staff and will be available via the JHS network. This database will contain all questions asked per section of the FFQs as well as administrative type questions. Interviewers are encouraged to search the database since many questions typically come up numerous times during the course of a research study. The diet staff should be contacted regarding questions that are not in the database to assure accurate answers and to allow entry into the database.