

Neighborhood Impact on Kids Project

DATA SCREENING AND ENTRY PROCEDURES

- I. RECEIVED
- II. SCREENING
- III. CALLING
- IV. ENTRY
- V. WEATHER DATA COLLECTION PROCEDURES
- VI. 2ND PART ONLINE SURVEY DOWNLOAD/SCREENING

I. RECEIVED

Preparing packet for screening (FOR RECRUITERS)

1. When an item is received back from participant, complete a screening form by entering participant ID#, recruiter #, parent name, child name, phone, address, and email.
2. When you receive a place log, check the number of valid days on the front and enter into the recruitment database. Also, enter this on the screening form. If fewer than 6 days, the participant will be asked to wear the meter again and complete another place log.
3. When you receive a survey (online form or paper survey) verify that the ID# and home address (RR1) matches the information in the recruitment database. Check the boxes next to the verification sections indicating the information has been updated/verified (if online survey) or make a check in red pen and initial next to the items (if paper survey).
4. OO1-13: Mood section - check to make sure that this section's responses total <10. If they add to 10+, this participant will need to be sent a letter with resource information.
5. When the food recall form comes in, add to the packet and check box indicating this item has been received.
6. When all boxes are checked and there are enough valid meter days, request payment or gift cards and check the "payment requested/sent" box.
7. Place in SCREENING basket.

II. SCREENING

Address verification procedures

When verifying addresses, make notes of added information directly on the place log, survey/online survey sheet and food recall address form with a *red pen*. Include your initials by changes for future reference.

There will likely be common addresses between the survey, place log, and food recall forms. The procedure is to complete one domain of screening (e.g., parks) for each of the items before moving on to the next (e.g., food). This should help you remember the common places to avoid looking things up more than once.

For incomplete address in the Place Log, Survey, or Food Recall that fall outside of San Diego County, write -777 for ID number. It is not necessary to call for follow up. (i.e. Denny's Havard Blvd, Ventura Beach).

PARKS or OPEN SPACE (Survey items CC1-CC3, EE1, JJ15, QQ7 if applicable and Place Log)

1. Scan the place log for all parks - parks can include fields, beaches, schools, open spaces, sports practices, public recreation centers (except Boys & Girls Clubs, YMCAs), and trails.
2. Search the **parks enumeration database** by the park name or address
 - a. The Access database can be found here: *NIK Shared—ENUMERATION DATABASES - NIK Park Database*.
 - b. Open the form titled "Participant Verification". Search by park name, address, or Cross streets. You can also search the street boundary fields for a street name provided by the participant.
 - c. 'Ctrl F' to find (or click on the binoculars icon)
 1. Match 'any part of field' should be selected
 - d. Enter all or part of park name, address, or cross street
 - e. Select 'find next'
3. If the park is **found** in the database, write in the full name, park address, city, zip, and ID# .
 - a. Enter "1" in Participant Verified, and enter the verification date. Do not make any edits in the grey box at the top of the Access form.
 - b. On the place log, write park ID in the left margin.
 - c. On the survey, write park ID after park name separated by a comma (e.g. Ada Harris, 1)
 - d. On the online survey form, write park ID in Park ID field.
4. If the park is **not found** in the database, enter the full park information (including name, address information and any other contact info) into the "Food Not Found" Excel spreadsheet. This can be found in *NIK Shared—ENUMERATION DATABASES - Food Not Found*. Flag this record to indicate that it is waiting for an ID#. Lisa will assign IDs once a week and merge new records into the Access database.
 - a. Search online following the guidelines below under ALL OTHER ADDRESSES.
 - b. If the park is not found online, note on cover sheet to confirm name/location with participant under "Needs follow-up".
5. After a **park search is completed**, put a check in the left margin to indicate the search was completed.

6. As you complete the parks search for each document, put the date and your initials on the line in the screening form after “Parks database” in the appropriate document’s section.

RESTAURANTS, FAST FOOD, or GROCERS (Survey items P1-P3, S1-S3, and QQ7 if applicable, Place Log, Food Recall form)

1. Search the **food establishment database** by the business name or address
 - a. The Access database can be found here: *NIK Shared—ENUMERATION DATABASE - Food Source verification*.
 - b. Search by business name or address.
 - c. ‘Ctrl F’ to find, or click on the binoculars icon.
 1. ‘match any part of cell’ should be checked
 - d. Enter all or part of business name or address
 - e. Select ‘find next’
2. If the business **is found** in the database, write in the full name, address, city, and zip.
 - a. Enter 1 in Participant Verified along with the date (Verification Dates - if you run out of spaces to enter verification dates, notify Lisa to add more fields).
 - b. Search online following the guidelines below in ALL OTHER ADDRESSES.
3. If the business **is not found** in the database, note the business name and address information you have into the Excel spreadsheet “Food Not Found” (Found in *NIK Shared—ENUMERATION DATABASE - Food Not Found*).
 - a. If the business is not found in the database nor online, note on cover sheet to confirm name/location with participant under “Needs follow-up”.
4. After a business **search is completed**, put a check in the left margin to indicate the search was completed.
5. As you complete the business search for each document, put the date and your initials on the line after “Food database” in the appropriate document’s section.

ALL OTHER ADDRESSES (Survey items CC1-CC3 if not parks, QQ7, Place Log - all addresses, including names in “common places” table)

1. Go to <http://maps.google.com/>
2. Enter each address that was not checked in the parks or food databases to verify that it exists.
 - a. For entries with street addresses, enter all information provided (ex: 3126 N. Main, San Diego). Enter zip if provided.
 - b. For entries with cross streets only, enter cross street and city if provided. Enter zip if provided. (ex: 30th & Main, San Diego)
3. If the search returns a **single location**, write the full address on the actual document, including city and zip code. If no corrections need to be made, put a check in the left margin indicating the search was completed.
4. If the search returns **more than one location**: