Diet and Health Study 2015 Northern Ireland (P10041.08)

Keying Instructions

April 2015

Background

Public Health England (PHE) has commissioned The Diet and Health Study 2015, under the contract of the National Diet and Nutrition Study (P10041.08), to monitor progress towards the dietary target to reduce salt intake to approximately 6g per day. The study will be carried out in Northern Ireland with adults, aged 19-64. Consumption of dietary sodium (or salt) is related to high blood pressure and cardiovascular disease. Sodium consumption can be assessed by measuring its levels in urine.

Individuals will be recruited by the Telephone Unit (TU) and details of those agreeing to take part will be passed onto nurses. Respondents will be asked to collect all urine passed during a 24-hour period.

Fieldwork will be carried out in six monthly waves: TU carry out recruitment in February – June. Fieldworker appointments will be carried out March - July. In that time we aim to collect usable urine samples from 600 adults.

Contact details

Research team		
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Overview of Individual Case Forms (ICFs)

You will need to enter **all the information** that is recorded on the **Individual Case Forms (ICFs).** The ICF is completed by the fieldworker when they visit the participant and is used to record the details of the visit such as personal information, final outcome code, whether they provided a sample etc.

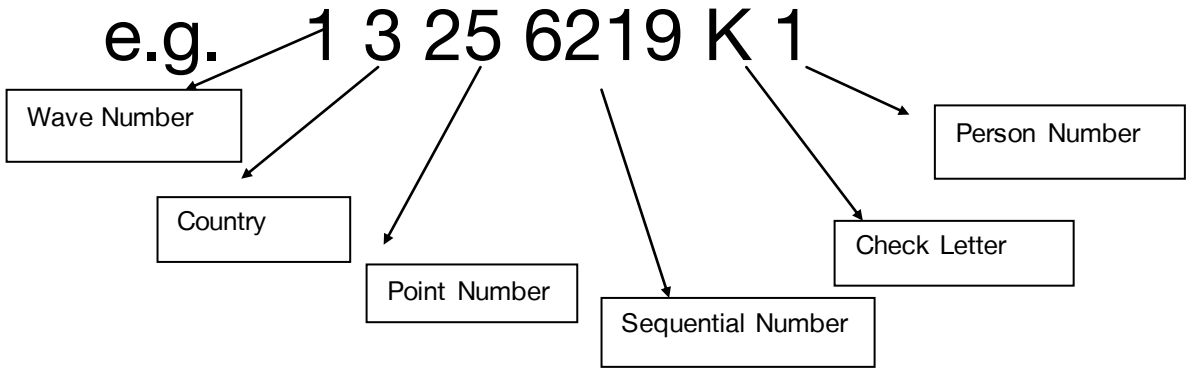
We would like you to enter the information exactly as it is recorded in the ICF. If the participant has not given an answer to a question on the ICF please leave this **blank** in the keying programme.

You will notice that some of the questions that appear on the ICF do not appear in the keying programme. These questions were instructions to the fieldworker and do not need to be entered into the keying programme.

Serial Numbers

Each individual in the survey has been assigned a unique identity number called the 'serial number'. The serial number can be found populated in the sample details box at the top of the Individual Case Form (ICF) – it is the field 'SER'. The serial numbers of the participants have been uploaded to the programme so you will not need to enter these. To find a serial number type the number in the box in the bottom left hand corner. This will take you to the serial number you need and will save you from searching through the list.

This number allows us to distinguish which documents relate to which person. It is made up of different components:



Wave Number	The first digit indicates the wave (waves 1 through 5)
Country	The second digit indicates the country (3=Nothern Ireland)
Point Number	A two digit number for the point
Sequential Number	A four digit number for the household.
Check Letter (CKL)	A letter of the alphabet to uniquely identify the household.
Person Number	The last digit will be a number assigned to each person in the household. This can only be 1 or 2.

Information labels and serial numbers		
Q on ICF	*Q in prog*	*Instructions*
N/A	ConForm	As well as entering the details on the ICFs we would also like you to enter the details on the consent forms (more information about the consent forms can be found on page 8. To navigate to the consent block enter Ctrl +S to record consent. **Select Yes at this question when the consent block is complete.**
Final Outcome	Outcome	**Enter the final outcome of the visit.**
Fieldworker ID	FieldWrk_ID	**Enter the fieldworker ID number**.
N/A	CoderID	**Enter your coder ID.**

Section 1: Pregnancy and Breastfeeding check		
Q on ICF	*Q in prog*	*Instructions*
Q.1	S1Q1	This question asked if the female participant is pregnant or breastfeeding. If the participant was pregnant or breastfeeding they could not participate in the study. **Enter Yes or No. If the participant was male please leave this question blank. If participant answered Yes to this question they were not eligible to participate in the study. These cases should have an outcome code of 890 which should be recorded at section 5.**

Section 2: PABA Eligibility PABA is short for para-aminobenzoic acid. It is a naturally occurring substance which is part of the B vitamin folic acid. Participants in the study were asked to take PABA tablets during the time they were providing urine samples. Measuring the level of PABA in the urine tells us how complete the 24-hour urine sample is. This section of the ICF established whether the participant can take PABA tablets.		
Q on ICF	*Q in prog*	*Instructions*
Q.1	S2Q1	If the participant stated that they were taking any sulphonamide-based medication (PABA can stop this type of medication from working), they could not take PABA tablets but they could still take part in the study. **Enter Yes or No. If participant was not taking any suphonamide-based medication they were then asked Q2.**
Q.2	S2Q2	This question checked whether the participant WAs allergic or intolerant to hair dye, sunscreen, vitamins/ dietary supplements or lactose. If they answered 'yes' to any of these, they could not take PABA tablets. **Enter Yes or No.**
Q.3	N/A	This was a fieldworker instruction - if the participant answered 'yes' to the PABA eligibility questions 1 or 2, then they were not able to take the PABA tablets. They could however still provide a urine sample.
Q.4	N/A	This was a fieldworker instruction - fieldworkers to tell eligible participants about taking PABA tablets.

Q.5	S2Q5	This question asked if the participant was willing to take the PABA tablets. If they refused, they could still take part in the study. **Enter Yes or No.**
Q.6	N/A	This was a fieldworker instruction – prompt to ask the participant to collect all PABA so we can see how many tablets they have taken over the 24-hour period.
Q.7	N/A	This was a fieldworker instruction – prompt to ask the fieldworker to ask the participant to initial boxes 3 and 4 on the consent form and to sign and date the form.

Section 3: Day of urine collection		
Q on ICF	*Q in prog*	*Instructions*
Q3	S3Q1	Fieldworkers were asked to randomly select a day to start the 24-hour urine collection. **Enter day participant started 24 hour urine collection**

Section 4: Urine Appointment Checklist		
Q on ICF	*Q in prog*	*Instructions*
Q4	N/A	This was a fieldworker instruction – checklist for fieldworkers to remind them of the things to do before the end of the visit.

Section 5: Outcome of Attempt to Interview Participant , ***Section 6: Complete if Person Refused to Take Part (Codes 830/840), Section 7: Complete if Broken Appointment, Ill, Away or Other Unproductive (Codes 850-890)*** Outcome codes were used to record the result of the first visit. They are used to establish whether a field visit was or wasn't made and the reasons for this.		
Q on ICF	*Q in prog*	*Instructions*
Q5 -7	S5Q1	**Please enter outcome code as it appears on the ICF. This code should match the code recorded on the front of the ICF at Final Outcome. If it does not the fieldworker may have made a mistake (this will be indicated by a soft check in the keying programme). Please refer to the list of outcome codes on page 8 to check. If you are unsure which outcome code should be used please ask your supervisor and record code 97 here.**
Q6	S6Q1	If the participant refused to take part in the study fieldworkers were asked to record the reason why. **Enter reason for refusal.**

Visit 2

Section 8: Urine Collection		
Q on ICF	*Q in prog*	*Instructions*
Q.1	S8Q1	This is question tells us if the participant provided a urine sample. **Enter Yes or No. If participant did not provide a urine sample you will need to fill in the reason why at S8Q7. If this question has been left blank but it looks as if the participant DID provide a urine sample please flag to a researcher.**
Q.2	N/A	This was a fieldworker instruction – to weigh the urine sample and ensure all paperwork was completed correctly.
Q.3	S8Q3	**Enter which day of the week the participant started their urine collection.**
Q.4	S8Q4	This question asked whether participants had taken any dietary supplements during the 24-hour urine collection. **Enter Yes or No. If the participant did take any dietary supplements you will be asked to enter them at S8Q4a.**
Q.4a	S8Q4a	**Enter details of the dietary supplements the participant was taking. Please enter these exactly as they are recorded on the ICF.**
Q.5	S8Q5	This question asked had taken any diuretics or water tablets during the 24-hour urine collection (Diuretics increase urine excretion and can skew our results as the urine is less concentrated). **Enter Yes or No. If the participant did take any diuretics or water tablets you will be asked to enter them at S8Q4a.**
Q.5a	S8Q5a	**Enter details of the diuretics the participant was taking. Enter all diuretics that apply.**
Q.6	N/A	This was a fieldworker instruction – to thank participant and provide them with a gift card.
Q.7	S8Q7	**If participant did not provide a urine sample please enter the reasons why not at this question.**
N/A	Finished	**When you have finished entering the data please enter Yes here.**
N/A	EdDone	**When all work is completed enter Yes here**

Consent forms

If the participant was willing to take part, they needed to initial and sign the consent form to indicate that they have read the 24-hour urine leaflet and PABA leaflet and would like to take part in the study. It was important that the fieldworker countersigned the consent form in the presence of the participant. The consent form must have been completed by both the fieldworker and the participant in order to use the sample.

If the interview was **not** productive then you will not receive a consent form for the participant. For these cases please enter the consent form block (using Ctrl + S) and answer No to every question.

Troubleshooting

There may be occasions when you receive an ICF or consent form that is missing information or you think is incorrect. In these cases you should do the following:

- *Outcome recorded at final outcome code on front of ICF does not match outcome code recoded at Q5-7 in the urine collection section.*
  Check the outcomes recorded against the outcome codes listed below to see if you can work out which is correct. For example if the participant recorded 810 at the urine collection section and has provided a sample it is unlikely that any other codes are correct. If you are still unsure about which outcome code to use please refer to your supervisor.

  - 800- 'Refused field visit and still refuses'
  - 810- 'Field visit made'
  - 820- 'Field visit not made- No contact made'
  - 830- 'Field visit not made- Refusal by person'
  - 840- 'Field visit not made- Proxy refusal'
  - 850- 'Field visit not made- Broken appointment'
  - 860- 'Field visit not made- Ill (at home)'
  - 870- 'Field visit not made- Ill (in hospital)'
  - 880- 'Field visit not made- Away (other reason)'
  - 890- 'Field visit not made- Other'

  Note for wave 2 it is likely that we will reissue cases that have been coded as 820- 'Field visit not made- No contact made'. Please do not enter these cases until instructed.

- *ICF is missing pages or is incomplete*
  Make a note of the serial number and contact Natalie or Keeva (contact details on page 2).

- *Serial number has not been printed on the front of the ICF*
  For the first wave, the full serial number will not be printed on the front of the ICF, but instead was printed on the label. To enter the full serial number, check the label. If the field visit was unproductive, the ICF may not have a label and therefore will not have the full serial number populated. In this case check the sample file for the serial number.

- *Fieldworker handwriting is illegible or unclear*
  All writing should be in block capitals, but occasionally fieldworkers will not do this. In this case, key what they have written as best you can

- *Fieldworker has written in other medications (not diuretics or vitamins) that are not relevant to the study.*
  These do not need to be entered into the keying programme. You only need to record diuretics or vitamins.

- *Fieldworker has not followed routing is ICF, has missed questions or has entered information you think is incorrect.*
  Please enter the serial number, variable name and details of the issue into the Excel sheet provided and send to the research team. We will look into the problem and get back to you with a resolution.

- *Fieldworker has not answered Q1 in section 8 (S8Q1 in programme) but it does look like the participant provided a urine sample.*
  Make a note of the serial number and contact Natalie or Keeva (contact details on page 2).