

APPENDIX O

AGE 3 EXTENSION WIC INFANTA AND TODDLER FEEDING PRACTICES STUDY - II WIC STATE AGENCY HT/WT ADMINISTRATIVE DATA REQUEST FORM

STATE AGENCY WIC ADMINISTRATIVE DATA REQUEST DESCRIPTION FOR FEEDING MY BABY - A NATIONAL WIC STUDY ATTACHMENT B - ADDENDUM

As you know, specific data are being requested a few times for participants in the *Feeding My Baby study*. The data elements requested for each woman and infant/child participant enrolled in the study and the time period for the data collection were defined in Appendix B of the original correspondence. This appendix (an appendix to the Addendum to the original correspondence) is for the Age 3 Extension. It defines the additional data collection.

DATA REQUESTED FOR PARTICIPANTS ENROLLED IN THE STUDY FOR AGE 3 EXTENSION

The data items requested are all part of the federal Minimum Data Set required for the biennial WIC Participant and Program Characteristics report. They include:

1. **Weight** - the participant's weight measured to the nearest one-quarter pound. The weight may be reported in grams if it is not collected in pounds and quarter pounds.
2. **Height** - the participant's height measured to the nearest one-eighth inch. The height/length may be reported in centimeters if it is not collected in inches and eighth inches.
3. **Date of Height and Weight Measures:** The month, day and year of the height/length and weight measures

For this request, the Food and Nutrition Service (FNS) will provide a spreadsheet with the following information for each participant in the study:

- Study Case ID (a number given to each participant in the study by Westat)
- WIC Individual ID
- WIC Family ID or Grouping ID (if applicable)
- Date of Birth
- The specific data elements requested for each participant

An example of the spreadsheet is included at the end of this document. The WIC individual ID, Family ID and Date of Birth will be provided to help each state identify the correct participant record for extracting the requested data for the participant. Other identifiers, e.g. infant and/or mother name, can be added upon request from State agencies. The file to be submitted by State agencies to our Westat contractors will include only the Study Case ID and the specific data elements requested for the participant.

DATA SPECIFICATIONS

The data specifications are the same as those used for the WIC Participant and Program Characteristics 2012 Minimum Dataset, and are listed below.

1. Study Case ID - A number assigned to the participant by the study.
 - a. Field length: 11
 - b. Data type: Alphanumeric

2. Weight in whole pounds
 - a. Field length: 3
 - b. Data type: Numeric
 - c. Note: Weight must be reported either in pounds and quarter pounds OR in grams. If the weight is less than three characters, the leftmost columns should be left blank.
3. Weight in nearest quarter pound
 - a. Field length: 1
 - b. Data type: Numeric
 - c. Note: Quarter pounds should be reported only when weight in pounds is reported.
4. Weight in grams (Alternative to Weight in pounds and quarter pounds)
 - a. Field length: 6
 - b. Data type: Numeric
 - c. Note: Weight must be reported either in pounds and quarter pounds OR in grams. If the weight is less than 6 characters, the leftmost columns should be left blank.
5. Height/length in whole inches
 - a. Field length: 2
 - b. Data type: Numeric
 - c. Note: Participant height may be reported either in inches and one-eighth inches OR in centimeters
6. Height/length in nearest eighth of an inch
 - a. Field length: 1
 - b. Field type: Numeric
7. Height in centimeters (alternative to height in inches and eighth inches)
 - a. Field length: 4
 - b. Field type: Numeric
 - c. Note: Measure to the nearest tenth of a centimeter with implied decimal place.
8. Date of height and weight measure
 - a. Field length: 8
 - b. Data type: Numeric
 - c. Note: Report date in MMDDYYYY format with any missing portions of date left blank.

FILE DELIVERY

We will work with each State to develop procedures and data transfer protocols that adhere to data security and integrity. Westat is recommending that data be prepared in an Excel file or a comma separated values (CSV) file. There are a few options available in which to upload the data. We will be providing a secure file transfer protocol (FTP) site for you to upload the data. Alternatively, you can encrypt the data and burn to a CD; or you can send the data via an encrypted email.

CONSENT FORMS AND DATA USE AGREEMENTS

On behalf of FNS, Westat will be explaining the study to participants who enroll in it, and receiving written informed consent to have data in WIC records provided to Westat. We anticipate that State

Agencies may need to receive copies of the consent forms prior to providing the data. We also anticipate that some State Agencies may have requirements for data use or confidentiality/security agreements.

EXAMPLE OF DATA REQUEST

The following chart is an example of the spreadsheet that Westat will send you to request the administrative data for study participants. The spreadsheet will be sent with information in the first 4 columns, with data requested indicated for each participant.

Study Case ID	WIC Individual ID	WIC Family ID (Household or Grouping ID)	Date of Birth	Child Weight 36 months	Child height 36 months	Date of measurements
B2345678901	3254657	RG24567	10/12/1985			
B6786786543	7457453	SC17699	2/14/1992			
B4321012345	8521479	RG24567	12/2/2013			
B5678987654	3652365	SC17699	8/15/2013	X	X	X