

Appendix A-9

Pretest Report

National Food Study Pilot Agency:

Economic Research Service

Contractor: Westat, Inc.

Memo

May 31, 2016

To: John Kirlin

From: Aaron Maitland, Erika Bonilla, Ting Yan, and Janice Machado

Subject: FoodAPS Initial Field Pretest Findings
FoodAPS Pilot Study
Contract Number: AG-32SB-C-12-0011

Westat conducted an initial field pretest to assist in the development of the web-based system to collect data on food acquisitions. The consent forms are shown in Attachment A. The materials provided to the household during the initial visit to the household are shown in Attachment B. Screenshots of the web based diary system that the participants used during the week are shown in Attachment C. The debriefing protocol used during the final interview at the end of the week is shown in Attachment D. The detailed income questions asked during the final interview with the primary respondent are shown in Attachment E.

Methodology

Participant Recruitment

We recruited participants for the pretest through online advertisements on Craigslist and fliers posted at local grocery stores. Our goal was to recruit low income households who are targeted for FoodAPS. The field test focused on individuals who had Internet and experience with smartphones so that we could test the technical capabilities of the online diary system. The field test occurred between April 11, 2016 and April 27, 2016. We selected four households with a total of nine persons across all households to participate in the first pretest. Each household is described below.

- ⌘ Household 1 consisted of one 47 year old man who receives SNAP benefits. This participant had both a desktop computer and an Android smartphone and a Wi-Fi internet connection.
- ⌘ Household 2 consisted to a 52 year old single mother, her 15 year old daughter, and her 24 year old daughter. The household was currently receiving SNAP benefits at the time of the pretest. The household owns a laptop computer and iPhones for both the mother and 24 year old daughter. The household also had a Wi-Fi internet connection. The mother was the

primary respondent for this household. She indicated that she does most of the food shopping and meal preparation for the household.

- ⌘ Household 3 consisted of a 39 year old man who was a SNAP participant living with his retired parents. They share the food in the household. The household has Wi-Fi internet access. The household has a desktop computer, the son has a smartphone, and the parents have basic cell phones. The mother is the person in the household who does most of the shopping for food and planning or preparing meals. The son served as the primary respondent throughout the week for this household.
- ⌘ Household 4 consisted of two unrelated adult men who share food and were SNAP participants. The household had two Android smartphones and a desktop computer and a Wi-Fi internet connection. The primary respondent was a 57 year old male. He indicated that he does most of the food shopping and meal preparation for the household.

Procedures

One or two Westat project staff involved with the development of the ADCM made an initial visit to each household. The purpose of the visit was to train the household on how to record their food acquisitions over the course of the study week and provision the necessary equipment to the household.

The initial visit began with the project staff giving an introduction to the study and reviewing the consent form with the participants and obtaining consent. All participating household members were present at the time of the initial interview. Project staff then introduced the participants to the equipment that would be used in the study and reviewed how to enter food into the diary. Table 1 shows the type of equipment that was provided to each household.

Table 1. Equipment provided to households participating in the pretest.

Household	Equipment
1	Scanner
2	Scanner, Android smartphone
3	Scanner, Android smartphone, Laptop computer
4	Scanner, Android smartphone, Laptop computer

Participants were trained on how to enter food into the system by reviewing one food-at-home example where the participant had a chance to scan a barcode, type a PLU code, and type a description. The participants were also trained on how to enter details about the food products. Next, the participant was trained to enter a food-away-from home event through an example of a fast-food restaurant. The food-away-from home training demonstrated how the participant could enter food that was part of a meal.

Once the training was complete, the participants were provided with a user ID and password to access the system and were told to begin entering food into the system for seven days beginning the next day. Participants were sent e-mails throughout the field period either reminding them to

complete certain tasks or thanking them for reporting. Participants were sent e-mails at the beginning of each day about the prior day's tasks.

Figure 1. E-mail sent to households about participation.

<p>Reminder e-mail</p> <p>Hi [PARTICIPANT],</p> <p>This is just a reminder to visit the Food Study website or use the Food Study app to record the food that you got yesterday.</p> <p>You need to log into the website and report any food that you got for Day 1 (Sunday, April 17) and then click “Day Complete” in order to receive the \$3 incentive for yesterday. All members of the household need to complete the day.</p> <p>If you did not get any food or drink for yesterday, you still need to click “Day Complete” in order to receive the \$3 incentive.</p> <p>You also need to report any meals and snacks that you ate yesterday.</p> <p>You can refer to the document in your binder titled “At the end of each day” to review the steps you need to take at the end of each day.</p> <p>[WESTAT PROJECT STAFF]</p> <p>Thank you e-mail</p> <p>Hi [PARTICIPANT],</p> <p>Thank you for reporting the food that your household obtained on Sunday, April 17.</p> <p>[WESTAT PROJECT STAFF]</p>
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In addition to e-mail, the participating households were also provided a cell phone number to contact project staff about any questions they might have about the study.

Project staff visited the household at the end of the week to debrief the household, collect any equipment, and pay the incentive money. Each household receive a base incentive of \$75, \$5 for completing the income worksheet online, \$3 for every day that they either reported food that they got or indicated that they did not get any food on a given day, and a \$50 bonus for completing all tasks.

Findings

Table 2 gives a summary of the number of events reported by each person within the participating households. The household's reported a variety of different types of events including grocery store visits, food pantry visits, restaurant visits, and food from parties at friend's places. The participants also reported food that was both free and purchased.

Table 2. Summary of events reported by participating households.

Household/Person	Number of FAH events	Number of FAFH events	Income completed?
Household 1			
Primary respondent	7	2	Yes
Household 2			
Primary respondent	7	0	Yes
Person 2	0	7	Yes
Person 3	0	3	Yes
Household 3			
Primary respondent	1	4	Yes
Person 2	2	6	Yes
Person 3	2	6	Yes
Household 4			
Primary respondent	1	0	Yes
Person 2	2	0	Yes

A detailed analysis and description of the individual items from the field test is not possible since the back-end systems required to extract data files are still under development. The remainder of this memo will describe the findings from the debriefing at the end of the data collection week.

Three out of the four households reported that they entered information about meals and snacks that were eaten every day. One household reported that they only did this once before the end of the week. This household traveled out of state for the first two days of the field period and fell behind on the diary recording efforts. The primary respondent completed the meals and snacks form for everyone in the household for one of the three person households. This primary respondent indicated that reporting for others was very easy. In another three person household, the primary respondent (mother) completed the meals and snacks for the 15 year old daughter, but the 24 year old daughter completed the form on her own. The meals and snack form were completed by each individual in the two person household that participated in the study. This demonstrates that a variety of strategies are used to complete the diary depending on the specific roles and availability of the household members. Ideally we would like to have individual household members complete the meals and snacks form, but this may not always be feasible.

Three out of the four participating households reported the food that they acquired every day. One household reported that they reported more than once, but not every day. The households reported that there was not a particular time of day that was most convenient. Instead it depended on their availability and schedule. The primary respondent reported all food for all members of the household by gathering receipts at the end of the day and logging in to other members' accounts to

report their food. This primary respondent reported that there was one instance where a receipt was not available, but the household member wrote down the food that was purchased at a restaurant and the primary respondent reported the event that way. Overall, this primary respondent found it very easy to report for other member of the household. The other three person household reported that everyone was responsible for reporting their own food. This seemed to work okay, for the mother and 24 year old daughter; however, meals from school were not reported for the 15 year old daughter. This means that it will be important to emphasize school meals reporting in training. We spent minimal time on this during the training for the pretest. We may also want to build in system checks for school aged students to ensure that school meals are reported regularly. The two person household reported that each individual household member reported the food that they acquired. They said that they often reported this together at some point during the day to help each other with reporting.

Three out of the four households reported that it was very easy to keep track of the foods that they acquired. One of these households said that it was somewhat easy at the beginning of field period and then it got easier as they household learned how to use the system. Another household reported that it was somewhat easy to use the system, but it would have been very easy if the household would have reported on a daily basis. This household traveled out of state and fell behind on reporting. This meant that they often did not have the products available to scan and had to type in descriptions from receipts, which made their task more difficult. This household was provided an Android phone, but did not want to take it with them out of fear that they would lose the phone. They would have been more likely to keep track of their food more regularly if they could have used their own iPhones to keep track of the food. Unfortunately, Apple launched an update just prior to the pretest resulting in the iPhone app not being ready in time for this test, but the app will be ready for the pilot to assist households in this situation.

There were indications that one household misunderstood how to report in the system. The person from household 1 reported purchased food at home items as they were consumed. For example, this person reported cereal purchased during the week on every day that he actually ate the cereal. Hence, he divided the purchase price by the number of days that he actually ate the cereal to spread the cost across the week. He did the same for the amount information. Part of the confusion may have come from the meals and snacks form asking about the meals that the respondent ate. This seemed to make consumption more salient for the respondent. We may need to add some help text near the meals and snacks form to highlight that we only want them to report whether they ate the meal, but we do not need to know what was consumed for every meal. There were no issues with the food-away-from home events for this respondent.

One other issue with another household relates to how each person in the household reports a food-away-from-home meal. One primary respondent from a three person household reported the specific food that each person ate at restaurants individually. Table 3, shows a fictional example of how the primary respondent would report for this household within each individual account of the household members. Person 1 paid for the food and the table shows that this person ate pancakes,

eggs, and coffee paying a total of \$32.58. Person 2 ate a ham and cheese omelet, hash browns, and orange juice and did not pay for the food so their meal is shown as free. The same procedures are followed for person 3. This captures most of the information needed for food-away-from-home accurately; however, it overstates the cost of the first meal and understates the cost of the other meals. Ideally, we would want this to be reported under the one person who paid for the meal within the household such that the total cost and all of the meal items are listed under the person who paid for the meal. Then the person can indicate who else was present at the meal. This type of reporting can be better explained in the training to ensure accurate reporting of food-away-from-home. We may be able to catch this type of anomaly in the system by checking for free restaurant visits and checking that the visits are entered accurately.

Table 3. Sample household report of FAFH event.

Person 1	Food purchased	Amount paid
1	pancakes, eggs, coffee	\$32.58
2	Ham and cheese omelet, hash browns, orange juice	Free
3	pancakes, coffee	Free

Three out of the four households reported that they used both the smartphone and a computer to report the food that they acquired. The three households who used the smartphone app reported that it was very easy to use. These households only used the smartphone to type in descriptions of products. They did not use the scanning technology on the phone.

Three out of four households did report using the phone to upload photos of receipts. One household, who used their own Android smartphone to upload picture of receipts experienced the system crashing when attempting to upload receipts. This was apparently a compatibility issue with the specific Android phone that was being used. This problem illustrates that importance of testing and approving phones for the study since there are many different versions of phones with many different specific versions of operating systems. We will have to limit the versions of phones and operating system in the pilot. The other two households who had Android phones provided by Westat did not have any problems uploading receipts and reported that this was very easy. One household did not take any picture of receipts and provided them in hard copy. None of the households used the smartphone to take pictures of food at away from home. This will need to be emphasized in training as a recall aid. We think this behavior was also influenced by respondents not having their own phones since some of the households feared losing the phone if they took it outside of their apartment. We can stress in training that it is okay to take the phone outside of the household, but this might be a feature of the study that is more likely to be used by people who are able to use their own phone.

The scanner was used by three out of the four households to scan barcodes and they reported that this was very easy. No issues were reported with the technical use of the scanner. One household did not scan any barcodes because they reported everything at the end of the week and the products were not available to scan. Two households reported that some common brand names were not

found when scanned. This highlights the potential importance of using multiple data sources to identify barcodes, which will ensure that data entry is as simple as possible.

All four households said that the computer was very easy to use to enter food items into the web-based systems. Three out of the four households did not report any problems with using the computer to report food items. One household mentioned that they wanted a little more guidance about how much detail to enter in the item descriptions about brands. One household reported that the type ahead list could be improved but the others thought that they were able to find their products easily.

We asked the households if they scanned products immediately when they got home or if they waited until later. Only one household reported that they did this right away when they got home. As mentioned earlier, one household entered almost everything at the end of the week from receipts and did not scan at all. The other households who did not scan immediately mentioned that they were busy or did not have time to scan right away. We will need to emphasize the importance of scanning in training and that scanning actually makes the data entry process easier since the household will have to enter fewer details about the products. However, it is reassuring that typing in text descriptions from receipts works fine for most people.

We also asked the households if they entered the details about the food that was either entered right away or later. Three out of the four households said that it was easier to enter the details right away and one household said that they entered details later due to time constraints.

We asked respondents how burdensome it was to report food or drinks that they acquired during the study. Two households reported that it was not burdensome at all and two households reported that it was a little burdensome. One of the households that reported that it was a little burdensome said that this improved over the course of the study once the procedures were learned. The other household that reported a little burdensome was traveling during the first two days of data collection and fell behind. They reported most of the food that they acquired at the end of the week. Hence, this household did not take advantage of scanning and entered all food items with descriptions. This also meant that the household had to enter a lot of details about the food products that were purchased.

We also asked how much effort it took to record food and drinks. One household said almost no effort, two households said a little effort, and one household said some effort. The household that reported that it took some effort wanted some more guidance about what to type in the text description of food items.

All households remembered receiving the e-mail messages during the week. All of them felt the reminders were helpful. They also reported that the thank you messages were helpful for positive reinforcement and made them feel that they were being remembered. Three out of the four households felt that e-mail was the best form of communication compared to text. One primary respondent mentioned that he prefers e-mail because his phone is older and he does not use the texting feature very often. One primary respondent said that he does not have a preference for text

or e-mail. It is unclear to what extent the preference for e-mails was driven by the fact that we only sent e-mail reminders to households during the pretest. Text reminders require some extra system development and cost so this capability was not ready for the pretest. We believe that text reminders may actually be more visible and effective; however, it is noteworthy that the e-mail reminders seemed to work well in the pretest.

We also asked about the households' opinions on the progress report included on the website. One household thought it was very helpful to track progress. Another thought it was a little helpful to remind him and others in the household about what they had already done. The other two households did not pay much attention to the progress report. One did not look at it at all and the other did not have an opinion about it. The progress report may need to be mentioned more explicitly in training or in reminders to ensure it is used by the households as a motivating tool.

We asked if the households' behaviors changed due to participating in the study. For example, we asked if the household ate out more/less often, did more/less food shopping, bought/avoided items to scan, or made any other changes. No one reported changes to their behavior. One household reported that the study did make them more conscious of the type of food that they bought, but this did not necessarily change their behavior.

All four primary respondents thought they felt very prepared to participate in the study after the training. One additional respondent within the two person household indicated that the training was ok, but he still had a lot of questions. Two households thought that the training could include more information about the progress report on the website. One household thought that more information about how much detail to enter for the descriptions of products was needed. One household also thought that the manual needs to include more information about the study.

One final observation from the pretest is the need for adequate help desk resources. Westat project staff members who were part of the design team fielded calls from households participating in the pretest. These calls included conceptual issues about the study (e.g. what to report), technical issues (e.g. user name and password issues, connectivity issues). In general, the issues from the calls were not very complicated to address; however, it will be helpful to have dedicated staff to address these issues in the pilot study.

Households were asked to report income during the last month in the income worksheet online. Then during the final interview we asked them the proposed detailed income questions. Household 1 reported \$600 in income received from his father in the past month. We discovered with the detailed income questions that this was the amount after taxes. The respondent did not know the pre-tax amount. The detailed income questions also picked up \$2,400 in income from work and approximately \$800 in income from unemployment compensation from the last year, but not in the month. Household 2 reported \$600 from earnings from work for the primary respondent and \$900 from earnings from work for the 24 year old daughter in the last month in the online income worksheet. The detailed income questions also picked up \$600 in rental income in the last month. The primary respondent had a job working as a translator that was intermittent throughout the year

so it was hard for her to report how much additional income she had earned from that. Hence, this household's estimate of annual income may not be completely accurate. Household 3 reported no income from the primary respondent, \$4,000 from a pension from one member of the household, and \$1,200 in social security from another member of the household. These values were confirmed with the detailed income questions. No other income was discovered for the rest of the year for the household. Household 4 reported \$200 in welfare income for the primary respondent and \$1,200 in social security income for the other household member in the online income worksheet. These values were confirmed with the detailed income questions. Overall, the income worksheet and detailed income questions worked well. With the exception of one household, the income worksheet accurately captured income from the last month. The detailed income questions in the interview captured additional income from the last month and also captured income from the last year for a more accurate estimate of annual income.

Summary of issues identified

- ⌘ It will be important to emphasize school meals reporting in training for households with school age children. We may also want to build in system checks for school aged students to ensure that school meals are reported regularly.
- ⌘ There may be some households that are reluctant to take borrowed phones away from their home out of fear that they would lose the phone. This is important because use of the phone will help households keep better track of their food when they are away from their home. This should be less of a problem in the pilot since the iPhone app will be available and we are testing the Android app on a few different versions of Android phones. In addition, none of the household used the smartphone to take pictures of food at away from home. This will need to be emphasized in training as a recall aid. We think this behavior was also influenced by respondents not having their own phones since some of the households feared losing the phone if they took it outside of their apartment. We can stress in training that it is okay to take the phone outside of the household, but this might be a feature of the study that is more likely to be used by people who are able to use their own phone.
- ⌘ One household, who used their own Android smartphone to upload picture of receipts experienced compatibility issues with the photo uploading function of the app. This problem illustrates that importance of testing and approving phones for the study since there are many different versions of phones with many different specific versions of operating systems. We will have to limit the versions of phones and operating systems in the pilot.
- ⌘ Two households reported that some common brand names were not found when scanned. This highlights the potential importance of using multiple data sources to identify barcodes, which will ensure that data entry is as simple as possible.

- ⌘ One household mentioned that they wanted a little more guidance about how much detail to enter in the item descriptions about brands. We can provide this information in materials and training.
- ⌘ We will need to emphasize the importance of scanning in training and how scanning makes the data entry process easier since the household will have to enter fewer details about the products.
- ⌘ The progress report may need to be mentioned more explicitly in training or in reminders to ensure it is used by the households as a motivating tool.
- ⌘ More standardized and thorough training and documentation will need to be created for the pilot. At least two households demonstrated some conceptual issues related to how to report both food-at-home and food-away-from-events. We are in the process of developing online training modules that will make the training and documentation process more standard and ensure that the most important aspects of the study are covered adequately for all households.
- ⌘ We will need to clarify the purpose of the meals and snacks form on the website and in training so households do not get confused which foods to report.

Attachment A: Consent Forms

You are being asked to participate in the National Food Study. Please read the following information carefully before you decide whether or not you consent to participate.

Sponsor of Study: The study is sponsored by the U.S. Department of Agriculture (USDA) under the authority of United States Code Title 7 Section 2026 (a) (1). The study is conducted by Westat, an independent research firm.

Purpose of the study: This study will collect information to help USDA improve its programs and help to assure that all residents of the US have access to a healthy diet at affordable prices.

Procedures to follow: If you agree to participate, we will ask you and members of your household to keep track of the foods you get for 7 days. We will also ask you to complete an interview. The study procedures include:

1. **Receive a 45-minute training** to learn how to keep track of foods for the survey.
2. **Save receipts** from all of your household food purchases for the next 7 days.
3. **Keep track of food and drinks purchased or obtained for free during the next 7 days.** This includes scanning food items that you bring into your home and reporting food items obtained and consumed outside your home. You will use your own smartphone, a smartphone that we provide to you, or a scanner that can be connected to a computer to scan food items during the week. This may take about 25 minutes per day during the week.
4. **Complete an individual income worksheet.** This may take 15 minutes for each person.
5. **Keep track of meals and snacks that you get away from home.** This may take about 3 minutes per day during the week for each person age 11 and over who obtains food away from home.
6. **Complete a 60 minute debriefing interview:** The interview will be done at the end of the week with all available members of your household. We will ask you questions about your experience reporting food that your household got during the previous 7 days.
7. **Household Income Worksheet.** It includes questions about household income that only one person needs to complete for the household. We will provide you with access to an Income Worksheet via the internet to help you prepare for this interview.

It may take three to four hours for all members of household to participate, depending on your household size.

Incentives for participation: This study provides three types of incentives:

Your household , will receive **\$75** at the end of the week after returning any equipment and completing the 70-minute interview.

Your household will also receive **\$5** if all household members complete the income worksheet online.

Each household member (including the primary respondent) will receive **\$3** for every day that they either report food that they got or indicate that they did not get any food on a given day. Each household member can earn a maximum of **\$21** for recording food items.

Your household will receive a **\$50 bonus** if all household members complete the required interviews, income worksheet, and record food items (or indicate that they did not get food) on all 7 seven days.

Voluntary participation: Taking part in the study is **voluntary**. If you choose to participate, you can skip any question you do not want to answer or that makes you feel uncomfortable. Deciding to take part in the study or not, or withdrawing from the study, will not affect your eligibility for benefits or services received by anyone in your household—now or in the future. Each household member may decide to participate. Your household may participate even if some but not all members agree to participate.

Discomforts or risks: The risks are no greater than those ordinarily encountered in daily life. If you receive SNAP benefits (or food stamps), the study incentives will not affect your eligibility or benefit amount.

Termination of participation: You may choose to withdraw from the study at any time. If you withdraw before you track foods for 7 days, you will not receive the study incentives. The study may use some of the data you provide to us up to the time of your withdrawal.

Statement of confidentiality: We are required by law (read box below) to use your information for statistical research only and to keep it confidential. The law prohibits us from giving anyone any information that may identify you or your family without your consent.

Assurance of Confidentiality: All information which would permit identification of an individual, a practice, or an establishment will be held confidential, will be used for statistical purposes only, will be used only by USDA staff, contractors, and agents authorized by USDA to perform statistical activities only when required and with necessary controls, and will not be disclosed or released to other persons without the consent of the individual or establishment in accordance with the Confidential Information Protection and Statistical Efficiency Act (PL-107-347). By law, every employee as well as every agent has taken an oath and is subject to a jail term of up to five years, a fine of up to \$250,000, or both if he or she willfully discloses ANY identifiable information about you.

If you have questions about this research, please contact Janice Machado, the Project Director at (301-294-2801; janicemachado@westat.com)

If you have questions about your rights and welfare as a research participant, please call the Westat Human Subjects Protections office at 1-888-920-7631. Please leave a message with your full name, mention that you are calling about the National Food Study, and leave a phone number beginning with the area code. Someone will return your call as soon as possible.

I read the information provided on this form. By printing my name and signing below, I show that I am at least 18 years of age and I agree to take part in this study.

_____ / _____ / 2016
Print Your Name Your Signature Today's Date

You are being asked to allow your child to participate in the National Food Study. Please read the following information carefully before you decide whether or not you consent to allow your child to participate.

Sponsor of Study: The study is sponsored by the U.S. Department of Agriculture (USDA) under the authority of United States Code Title 7 Section 2026 (a) (1). The study is conducted by Westat, an independent research firm.

Purpose of the study: This study will collect information to help USDA improve its programs and help to assure that all residents of the US have access to a healthy diet at affordable prices.

Procedures to follow: If you agree to your child participating, we will ask your child to keep track of the foods he or she gets for 7 days. We will also ask you to give your consent to minors accessing the web instrument to report for themselves or ask you to report for minors in your household. The study procedures for your child include:

1. **Keep track of food and drinks purchased or obtained for free during the next 7 days.** This includes scanning food items that your child brings into your home and reporting food items obtained and consumed outside your home. Your child's smartphone or a scanner that can be connected to a computer to scan food items during the week will be used to scan food items. This may take about 25 minutes per day during the week.
2. **Keep track of meals and snacks that your child gets away from home.** This may take about 3 minutes per day during the week for each person age 11 and over who obtains food away from home.

Incentives for participation: This study provides three types of incentives:

Your household will receive **\$3** for every day that your child either reports food that he or she got or indicates that he or she did not get any food on a given day. Each household member can earn a maximum of **\$21** for recording food items.

Voluntary participation: Taking part in the study is **voluntary**. If you choose to participate, your child can skip any question he or she does not want to answer or that makes him or her feel uncomfortable. Deciding to take part in the study or not, or withdrawing from the study, will not affect your eligibility for benefits or services received by anyone in your household—now or in the future. Each household member may decide to participate. Your household may participate even if some but not all members agree to participate.

Discomforts or risks: The risks are no greater than those ordinarily encountered in daily life. If you receive SNAP benefits (or food stamps), the study incentives will not affect your eligibility or benefit amount.

Termination of participation: Your child may choose to withdraw from the study at any time. If your child withdraws before tracking foods for 7 days, he or she will not receive the study incentives. The study may use some of the data provided to us up to the time of withdrawal.

Statement of confidentiality: We are required by law (read box below) to use your information for statistical research only and to keep it confidential. The law prohibits us from giving anyone any information that may identify you or your family without your consent.

Assurance of Confidentiality: All information which would permit identification of an individual, a practice, or an establishment will be held confidential, will be used for statistical purposes only, will be used only by USDA staff, contractors, and agents authorized by USDA to perform statistical activities only when required and with necessary controls, and will not be disclosed or released to other persons without the consent of the individual or establishment in accordance with the Confidential Information Protection and Statistical Efficiency Act (PL-107-347). By law, every employee as well as every agent has taken an oath and is subject to a jail term of up to five years, a fine of up to \$250,000, or both if he or she willfully discloses ANY identifiable information about you.

If you have questions about this research, please contact Janice Machado, the Project Director at (301-294-2801; janicemachado@westat.com)

If you have questions about your rights and welfare as a research participant, please call the Westat Human Subjects Protections office at 1-888-920-7631. Please leave a message with your full name, mention that you are calling about the National Food Study, and leave a phone number beginning with the area code. Someone will return your call as soon as possible.

I read the information provided on this form. I voluntarily agree to allow my child to participate in this study.

Printed Name of Child

Signature of Parent/Legally Authorized Representative

Date

Printed Name of Parent/Legally Authorized Representative

Attachment B: Materials Provided to Pretest Participant's

National Food Study Information

Background:

Who funds this study?

This study is funded by the United States Department of Agriculture (USDA) Economic Research Service (ERS). ERS serves as the USDA's primary source of economic research and information. ERS has hired Westat, a social science research firm, to carry out a study to better understand Americans' acquisitions of and accessibility to various foods. USDA hopes to improve services for food assistance programs. USDA conducted a similar study in 2012 and, due to its success, has decided to expand and modernize the study to include even more households with the help of today's technology.

Study Information:

What does participation involve?

Participation in this study involves recording all of the food that is acquired by each person in your household, over a 7 day period. This includes food you get from a grocery store, restaurant, food pantry, soup kitchen, wholesale retailer, work, friend or family member's home, or elsewhere. Remember, we are only interested in capturing the food that you acquire or get during the 7 day period. We do not want you to record the food you eat, only the food you get. In some cases, the food you get is also the food you eat—but maybe not all the time.

Westat has developed user-friendly tools to enter your daily food acquisitions, including a mobile application, accessible on a smartphone as well as a website, accessible on a computer. If you do not own a smartphone or a laptop, we will provide you with one for the study. You or one of your household members will be trained by a Westat interviewer on the study's procedures and equipment. After each person in your household has completed the training, you will be asked to keep track of all of the food you for the following 7 days. You will use receipts, pictures on your phone, and other technology to assist you with this. At the end of the week, a Westat interviewer will visit your home again to conduct a closing interview, collect any equipment loaned to you, and provide you with an incentive. You may receive up to \$250 for participating in the study, depending on the size of your household and if you enter your food acquisitions daily.

Why do you want me to participate?

USDA wants a representative sample of American households. To participate in this study, you do not need to be on any government provided food assistance programs to participate.

The National Food Study

Quick Reference Guide: What to and What Not to Report

Rule of Thumb: Only enter in food you buy or get for free during the 7 day window. We don't want you to report all the food you EAT, only the food you GET during this time frame. Here are some sample scenarios that you may encounter and guidelines for how to handle them.

Sample Scenario #1: Eating Dinner at Home (using existing food in the home)

In this scenario, you have cooked a dinner for your family at home using food in your house that was purchased before you began your participation in the Food Study. You do not need to report any of the food items from this meal in the web food diary. You do need to log into the system and indicate the meals and snacks you ate in that day and mark your day as "complete."

Sample Scenario #2: Eating Dinner at Home (with fresh food from your garden)

In this scenario, you have cooked a dinner for your family at home using mostly food you already had in your home, but you also made a salad with fresh vegetables from your garden. In this scenario, you will only need to report the food items you picked from your garden.

Sample Scenario #3: Eating Dinner at Friend/Family Member's Home

In this scenario, you got food from someone else (even if it was food cooked by someone in their home) so you will need to report all the food you received during this meal. If you spend an extended period of time at a friend or family member's home (maybe you visited your grandma and grandpa for the weekend) you would need to report all food you got from your grandma and grandpa during the weekend, including food they made for you (free) or food they bought for you (purchased).

Sample Scenario #4: Grocery Store Purchase

In this scenario, we would like you to enter in all food and drinks obtained during the study period. However, do not record non-food items purchased from the grocery store visit, including but not limited to things like paper products, cleaning supplies, pet supplies, etc.

Sample Scenario #5: Work Day Food

In this scenario, you pour yourself a cup of coffee in the work kitchen, buy a bag of chips from the vending machine, and purchase yourself some lunch from a local restaurant during the work day. You would report all the food you got in this scenario, however, the cup of coffee would be marked as "free" but all the other items would be entered in as "purchased".

Sample Scenario #6: Work Day Food

In this scenario, you ate some yogurt at home for breakfast, made yourself a cup of coffee to-go, packed yourself a lunch and afternoon snack to take to work. You would not need to report any of this food in the web food diary if you didn't purchase it that same day. You do need to log into the system and indicate the meals and snacks you ate in that day and mark your day as "complete."

Sample Scenario #7: Saturday Birthday Party

In this scenario, you attended an afternoon child's birthday party where they served fruit, pizza, and cake. You ate the fruit and pizza but decided to take the cake home with you for later. In this scenario, you would need to report all the food you got from the party, even the cake.

Sample Scenario #8: Food Obtained from Food Pantry

In this scenario, you visited a local food pantry for a few food items. These items were free to you; you did not pay for them using your own money or food stamps. In this scenario, you would report the food you received from the food pantry in the web food diary if you got it during the study period.

Sample Scenario #9: Toddler Eats Food Provided by Daycare

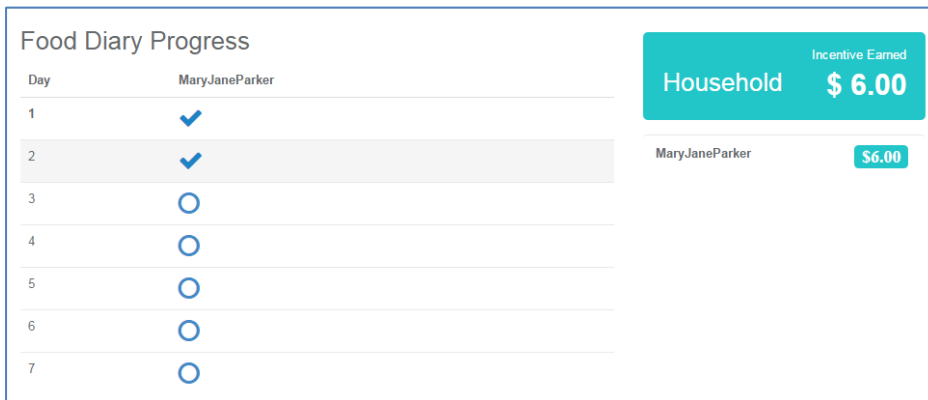
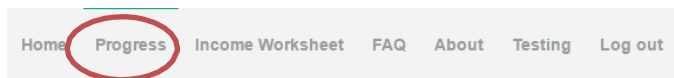
In this scenario, your childcare provider provides all the meals and snacks during the day for your child. You will need to report the food that your child eats during the day at the childcare provider.

At the end of each day

1. Check the status of all food entries
2. Complete any entries that are InProgress
3. Indicate which meals and snacks you ate during the day.
4. Press **Day Complete** when you are finished reporting each day. Each day must be completed by the following day to receive the \$3 incentive.



You can view your progress by clicking on Progress at the top of the home page.



Accessing the National Food Study Website

Quick Reference Guide

From Your Computer

1. Launch your internet browser. **Compatible browsers include: Firefox version 3 or higher, Internet Explorer version 7 or higher, and Chrome.**
2. Type in the website **Error! Hyperlink reference not valid.**
3. You can save this to your favorites or bookmark it so that you do not have to type it in every time. If you are using a Westat computer, there will be a shortcut to the website on the desktop.
4. Log into the site with the username and password provided to you by the field interviewer.
5. Navigate through the system as you were trained to do and enter in the food you get.

From a Smartphone or Tablet

1. Download the Food Study app and enter your food items through there. Please refer to the document titled, "*Quick Reference Guide: Downloading the App*" if you do not have the App downloaded on your phone already.

*Remember, if you have any problems or questions about this, you can contact the Westat at (240) 863-4436 or by emailing nationalfoodstudy@westat.com.

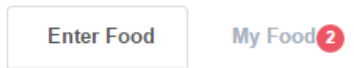
Follow these simple steps to enter food and drinks that are obtained. Have your receipts with you to make it easier to enter information.

1. Visit <https://www.nationalfoodstudy.org> and log in using your user name and password.

2. Select 

3. Select the type of place where the food was obtained (e.g. grocery store, restaurant, etc.) and answer the questions on the next few screens.

4. Use the **Enter Food** table to enter food and drinks in one of the following ways.

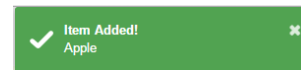


a. Scan the barcode or UPC for all food and drinks with a barcode

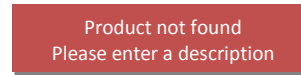


- If items are packaged together (such as a six-pack of soda, four-pack of yogurt, or 12-pack of bottled water), scan the barcode on the outside of the package or scan only one item from the package.

*A **green** pop-up tells you that the item has been added.



*A **red** pop-up tells you that the item cannot be found and you need to type a description.

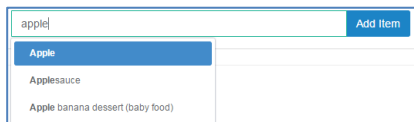


b. Type the produce look up or PLU code for fruits and vegetables



- Enter the 4 or 5 digit produce look up (PLU) code on fruits or vegetables.

c. Type a description for food and drinks without a UPC or PLU code



- When possible use the suggestions provided while you are typing. Otherwise enter your own description.

5. Use the **My Food** tab to enter details about the food or drinks.



*The red circle on the **My Food** tab displays the number of food or drinks that have been entered and need additional details.



*The circle on the **My Food** tab will turn blue when all of the required details have been entered for all food or drinks

6. Take a picture of your receipt and upload it to the website when all food and drinks are entered.



Pepsi Cola – 20 Oz.

Store name and location

SAFEWAY
 SAFEWAY STORE #1956
 14939 SHADY GROVE ROAD
 ROCKVILLE, MD 20850

Price paid for food or drinks

GROCERY

2 QTY
 PEPSI COLA 20 OZ 4.00
 GUMMY BEARS 2.99

PRODUCE

0.36 lb @ \$2.79/lb
 WT BROCCOLI CROWNS 1.00
 1.50 lb @ \$.69/lb
 WT ORG BANANAS 1.19
 RegPrice 1.36
 Card Savings .17

Weight of produce item

Discount card savings

Nonfood item

Total amount paid

GROC NONEDIBLE
 KLEENEX ULT SFT 2.19

Total 11.37
 VISA XXXXXXXXXXXX1234

Your Savings
 Card Savings .17



Gummy Bears 1 lb. bag

No barcode enter description



Broccoli Crowns



PLU code = 94011



Organic bananas



Not food
Do not enter

Recording Food Eaten Away From Home at Places Like Restaurants

1. Enter information about the total receipt

- ✎ Name of the place and address
- ✎ Who bought the food
- ✎ Total paid before tax
- ✎ Amount paid in taxes
- ✎ Amount paid in tips
- ✎ Type of payment
- ✎ Who ate the meal snack or drink
- ✎ Type of meal (e.g. breakfast, lunch, dinner, snack)
- ✎ Indicate if any non-food items such as toys were included
- ✎ Type of restaurant (e.g. fast-food, full-service)

<h1>100</h1>		
Thank you for choosing McDonald's! 11564 Rockville Pike Rockville, MD 20852 (555) 301-4567		
QTY	ITEM	TOTAL
1	Qtr Cheese Meal 1 M Coke	6.49
1	Happy Meal 4 piece 1 Strawberry Go-Gurt 1 Shopkins toy 1 Apple juice	3.69
1	Choc Shake	2.10
Subtotal		12.28
Tax		.73
Eat-In Total		13.01

2. Enter information about meals or combos and individual food and drinks.

- ✎ A meal or combo has one price for several items together. Examples include:
 - Meal with a quarter pounder with cheese, medium French fries, and a medium Coke
 - Happy meal with 4 chicken nuggets, kids size French fries, Strawberry Go-Gurt, and apple juice.



****All of the items within a meal may not be shown on the receipt.****

- ✎ The chocolate shake is an individual item on the receipt above with its own price.



Enter Food
My Food

Enter a meal or combo

Press to enter meal or combo (e.g. Quarter pound cheeseburger meal or happy meal)

OR

Enter an individual food or drink below

Scan a Barcode UPC

Enter Produce Look Up code (PLU)

Type a description

Add Item

Enter individual items here



3. Enter details about the food or drinks that you got.


4. Upload a picture of your receipt.

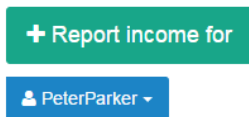
Income Reporting

We will be asking the primary respondent to report income for the entire household at the end of the week. We would like each member of the household age 11 and older to report their income online during the week. We are asking about your income to help us understand how much money your household has available to spend on food. Completing this worksheet during the study week will make the final interview go faster.

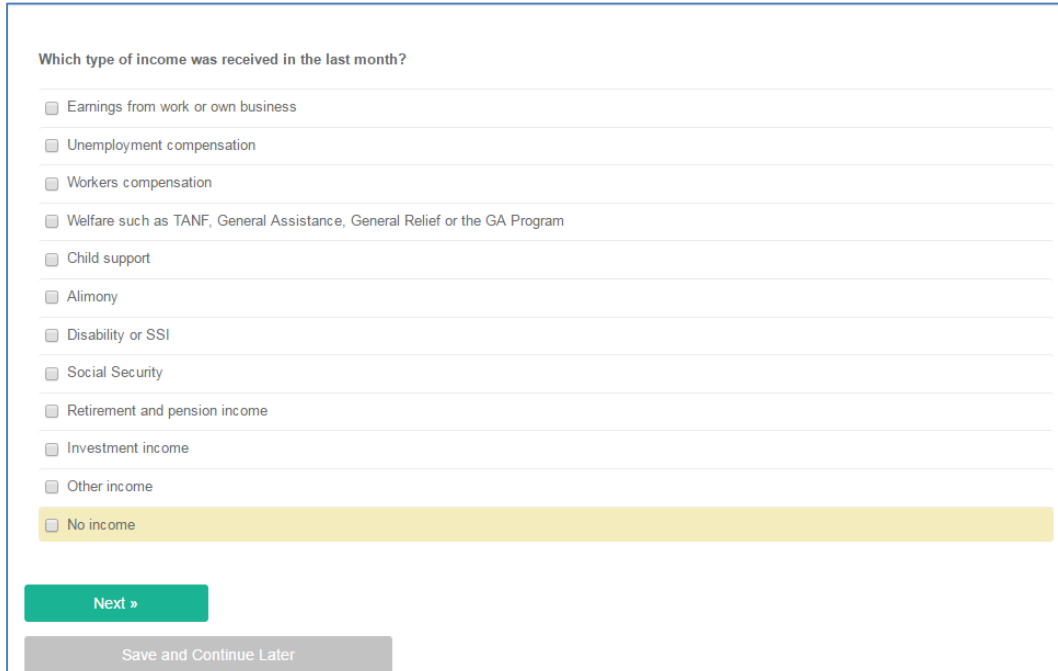
We would like you to report all sources of income including earnings from work, unemployment compensation, welfare, child support, alimony, retirement, disability, investment and any other sources of income. You only need to report income that you have received in the last month.

Follow these steps to report income.

1. From the homepage select 
2. From the income worksheet page select who you will be reporting income about.



3. Select the type of income that was received in the last month.

A screenshot of a web form titled 'Which type of income was received in the last month?'. The form contains a list of radio button options: Earnings from work or own business, Unemployment compensation, Workers compensation, Welfare such as TANF, General Assistance, General Relief or the GA Program, Child support, Alimony, Disability or SSI, Social Security, Retirement and pension income, Investment income, Other income, and No income. The 'No income' option is highlighted in yellow. At the bottom of the form, there are two buttons: a green 'Next »' button and a grey 'Save and Continue Later' button.

4. Follow the questions on the next few screens to report the amount of each type of income.

FREQUENTLY ASKED QUESTIONS

Section 1. General Questions

Who is sponsoring this study?

This study is being sponsored by the United States Department of Agriculture (USDA) Economic Research Services (ERS). ERS has hired Westat, an independent contractor, to do the data collection for this study.

Why are you doing this study?

The USDA ERS is interested in learning about the kinds of foods that American households have access to and acquire.

Can I just save my receipts and not enter information online?

No, because some receipts are hard to read or don't include all the information we need. You need to take a picture of the receipt, save the receipt and enter information about the food or drinks online.

I do not have time to enter in the details for each food item, can I just scan the items and enter in the details later?

Yes, if you do not have time to enter in the details of all the food items you got, you can do a batch scan of all food items then come back later when it is more convenient for you to enter in the details for each food item using information from your receipt.

Will I get reimbursed for cell phone data usage required to participate in the study?

No, you will not receive any reimbursement specifically for data used to participate in the study. You will receive the promised incentives that you and your household accumulate during the study week.

What do I get for participating in the study?

This study provides three types of incentives:

1. Your household, upon completing the Initial interview and the Final Interview, will receive **\$75** at the end of the week after returning any equipment.
2. Your household will receive **\$5** for completing the income worksheet online.

3. Each household member will receive **\$3** for every day that they either report food that they got or indicate that they did not get any food on a given day. Each household member can earn a maximum of **\$21** for recording food items.

Your household will receive a **\$50 bonus** if all household members complete the required interviews, income worksheet, and record food items (or indicate that they did not get food) on all 7 seven days.

What if I am having a meal out at a restaurant and I do not have access to or the time to enter in the food at that moment?

Food you get outside of the home during a study day can be entered at any time. If it is easier, you can take a picture of your meal before you eat so that you remember what you had. The picture will serve as a reminder for you when you are able to enter in the details.

Who in my household needs to enter food and drinks online?

Each person age 11 and older may enter food and drinks online. An adult should write foods acquired by children age 11 online.

What should I do if someone buys food for me?

If someone buys food for you, go to the food reporting system to enter the place where they got the food and other information about the food and write down \$0.00 for the total paid since you did not pay anything.

What should I do if I only paid for part of the meal?

If the receipt is for multiple people, but you only paid for some items, circle the items that you paid for on the receipt and enter the amount that you paid to the food reporting system.

What if my SNAP money has run out? Should I continue entering in the food I get?

Yes, we want to know about ALL the food you get during the study week, not only the food you get with your SNAP money.

Section 2. Questions about the Food Entry Process

What types of food do I scan?

Scan all the foods and drinks with a barcode that you acquire during the seven days in the study week. This includes food you purchase at a store or a restaurant, food you get for free –for example, from friends, a garden, a good pantry, or other place.

How should I enter description about the food or drinks I got if there is no barcodes and no PLUs?

When describing each food or drink, make sure you mention the following pieces of information whenever possible:

- ✎ the **brand**, product name, or menu item;
- ✎ the **type** of food (e.g., white bread or whole wheat bread; chicken nuggets or grilled chicken breast);
- ✎ the **form** of the food (e.g., raw carrots or cooked carrots);
- ✎ the **flavor** (e.g., chocolate milk; oatmeal cookie, or vanilla yogurt)
- ✎ the **fat** and **sugar** (e.g., whole milk or 1% milk; regular or diet soda; 100% juice or fruit-flavored drink)
- ✎ things you **added** (e.g., butter on bread, ketchup with French fries, or dressing on salads).

Should I estimate the amount or size?

No. Write the amount (for example, the number of ounces or grams) or the size (for example, small, medium, large) only if it is listed on a package or menu. If the amount or size is not listed on the package or menu, you can leave these fields blank.

Section 3. Questions about the Types of Food to Enter

What types of foods and drink do you want to know about?

We want to know about all of the food that you and everyone in your household get during the study week. Include all the food you get, even if it is paid for by someone else or offered to you for free by friends/neighbors/coworkers.

Are beverages/drinks considered food?

Yes, we want to know about any beverages/drinks you get.

What if all the food I ate on a particular day came from my refrigerator or cupboard?

Remember it's not about what you eat- it's about what you got. Just check the day at the top of the Daily List and leave the page blank.

Do I report food that I already have in my home, or only new things?

Report new food and drinks you obtain during the study week. Do not report food that was in your home before the study began.

Do I report food I already had in my house if I'm going to eat it during the study week?

No. Remember it is not about what you eat—it is about what you get during the study week only.

Do I enter all my groceries?

Only enter food and drinks. Do not report non-food products like toilet paper or tissues and cleaning products.

Do I need to report food and drinks my young kids had in school or in day care?

Yes. We encourage you to talk with the child, check the school breakfast/lunch menu, or contact the day care provider to determine what foods the child received (even if the meal or snack was free). You should try to account for all components of the meal (main course, vegetable, starch, milk or other drink, and dessert). Again, we are interested in the foods served to the child, not necessarily what he or she ate.

Do I report food, drinks, and snacks that I packed for my kids to school?

No. You do not need to report anything your kids brought to school but you need to report any food, drink, or snack served to your kids in school.

Section 4: Questions Related to Who Paid for the Food

What if I don't buy any meals, snacks, or drinks on some days?

That's okay. Some people don't get food every day. Just indicate that the day is complete and don't forget to report the meals and snacks that you ate that day.

What if I got food that I didn't pay for?

People get food that they don't pay for all the time. For example, cups of coffee at work, food at a friend's or relatives, etc. We want to know about these foods. Enter the food in the system as free.

How to Connect a MiFi (if no internet is available)

To connect a Windows laptop to a Verizon MiFi device:

Step 1: Power on the MiFi by pushing the power button on the side.

- The indicator light will flash green and purple, and then become solid green once the hotspot is connected to the Verizon Wireless network.
- Once the device is on the network, there will also be "signal strength bars" on the small screen on the front of the device, indicating connection strength.
-

Step 2: Turn on the Computer. Click your Wifi Internet Options on the bottom right corner of



your screen (looks like this):

Select the correct MiFi network for your card, then enter the password. Network name and password will be located on the MiFi device.

Step 3: Once the Computer is connected to Mifi, you can access the National Food Study website.

How to Connect Handheld Scanner to Computer

Step 1: Plug the barcode scanner cable into a USB port located on the right side of the laptop. Once the scanner is plugged in, you should hear a beep, beep, beep sound to indicate that the scanner and laptop are connected -- skip to Step 2

Step 2: Click the scanning button -- or depress the scanning trigger -- to scan the bar code. Login to the web site and navigate to the page that allows you to scan a barcode. Make sure the cursor is in the UPC text field before scanning an item, then scan any bar code on any product.

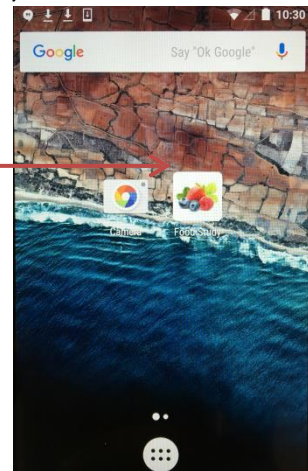
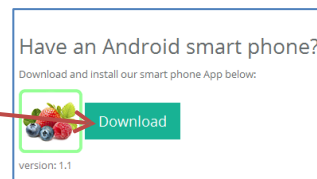
Quick Reference Guide

Downloading the App

Please follow the instructions below for downloading the National Food Study App on your Android smartphone.

If you have an Android Device:

1. The study App can be downloaded from the study website. However, since your Android phone doesn't know whether the App is secure, you will need to agree to allow apps from non-secure places to be downloaded onto your device. To do this, you will need to go to Settings-> Security-> Unknown Sources. Then slide to the "On" position.
2. From your mobile device, go to the "National Food Study" website at: <https://www.nationalfoodstudy.org>.
3. Scroll to the bottom of the page and select the green "Download" icon (shown to the right).
4. Once you click on the icon, you will see a prompt that says "This type of file can harm your device. Do you want to keep the app.apk anyway?" select "Ok."
5. The app will download onto your device. This process does not take long.
6. Once the app has downloaded, go back into to Settings-> Security-> Unknown Sources. Then slide back to the original position.
7. Next, you will need to find the "Food Study" app icon among all other apps on your phone and drag it to your home screen.
8. The "Food Study" app icon on your home screen will look like this:
9. After tapping on the Food Study app icon, you will be prompted to enter a username and password. This can be found on the sheet of paper left with you by your field interviewer.
10. Navigate through the system as you were trained to do and enter in the food you have received.



Important to Remember

1. The App may not run if you are using an older operating system. If you encounter this problem, please go to your Settings and update to the newest version of the operating system available to you.
2. Remember, if you have any problems or questions about this, you can contact Westat at (240) 863-4436 or by emailing support@nationalfoodstudy.org.

Change Password Instructions

Each member of your household will be provided with a username and password. The password can be changed to something easier to remember, but there are specific rules for changing your password. Below are instructions on how to change your password.

1. At the login screen, click on “Retrieve a new password if you forgot your password.”
2. You will then be prompted to enter in your username and click “Send Password”. This will initiate an email that will be sent to you with a new temporary password.
3. Check your email for the new temporary password.
4. Use that temporary password to log in to the application or website.
5. You will be prompted to change your password.
 - a. **Remember:** Passwords must be at least 8 characters long with at least 1 number and 1 special character (!, @, #, \$, %, &, etc.)
6. Make sure you save your password somewhere you can find it if you can’t remember it.

Original Username and Password

(Interviewer: Please fill this in)

Household Member	Username	Password
Household Member 1: _____		
Household Member 2: _____		
Household Member 3: _____		
Household Member 4: _____		
Household Member 5: _____		
Household Member 6: _____		
Household Member 7: _____		

Attachment C: Screenshots of the web-based diary

National Food Study: Home

https://adcdemo.wesdemo.com/ProjecVdefault.aspx

NatiOnal Food stucty

Home Progress FAQ About Testing Log out

Day 7

Thursday, February 19 -

[+ Enter New Food](#) or [Day Complete](#)

Status	Location	Amount
<input checked="" type="radio"/> Complete Delete	Giant Food, 7th Street Northwest, Washington, DC, United States	1
<input type="radio"/> InProgress Delete		Unknown
<input checked="" type="radio"/> Complete Delete	McDonald's	11.05
<input type="radio"/> InProgress Delete	McDonald's	1.02
<input type="radio"/> InProgress Delete	Giant, Wisconsin Avenue Northwest, Washington, DC, United States	30.45
<input type="radio"/> InProgress Delete	Bake Fresh	1.45
<input type="radio"/> InProgress Delete	Giant, 7th Street Northwest, Washington, DC, United States	1
<input checked="" type="radio"/> Complete Delete	Giant, Bureau Drive, Gaithersburg, MD, United States	1
<input type="radio"/> InProgress Delete	Starbucks, Russell Avenue, Gaithersburg, MD, United States	1.12
<input type="radio"/> InProgress Delete	Burger King, Shady Grove Road, Gaithersburg, MD, United States	15.32
<input type="radio"/> InProgress Delete	Giant, Muddy Branch Road, Gaithersburg, MD, United States	45
<input type="radio"/> InProgress Delete	Harris Teeter, Damestown Road, Germantown, MD, United States	45
<input type="radio"/> InProgress Delete	Wendy's, Damestown Road, Gaithersburg, MD, United States	24.25

Meals and Snacks

Breakfast

Morning Snack

Lunch

Afternoon Snack

Dinner

Evening Snack

Did not eat a meal or snack

[Save](#)

Technical Assistance: 1-800-email: Support@NationalFoodStudy.org 1-833-



National Food Study

Home Progress FACI About Testing Log out

Where was this food obtained?

Grocery/Ofc

Restaurant, bar, cafeteria, Ofc including dine-in, carry-out and last-food

Convenience store

QUL store like Sam's Of Costco

Super/Ofc Of Big Box store like Wal-Mart or Target

School, daycare, be/Ofc-lafers-schoolcare

Work

Vending machine

Family or friend's place

Farmer's market

Food pantry

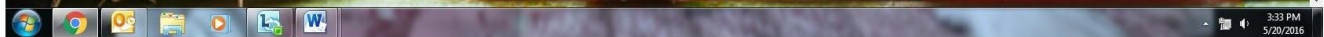
Soup kitchen

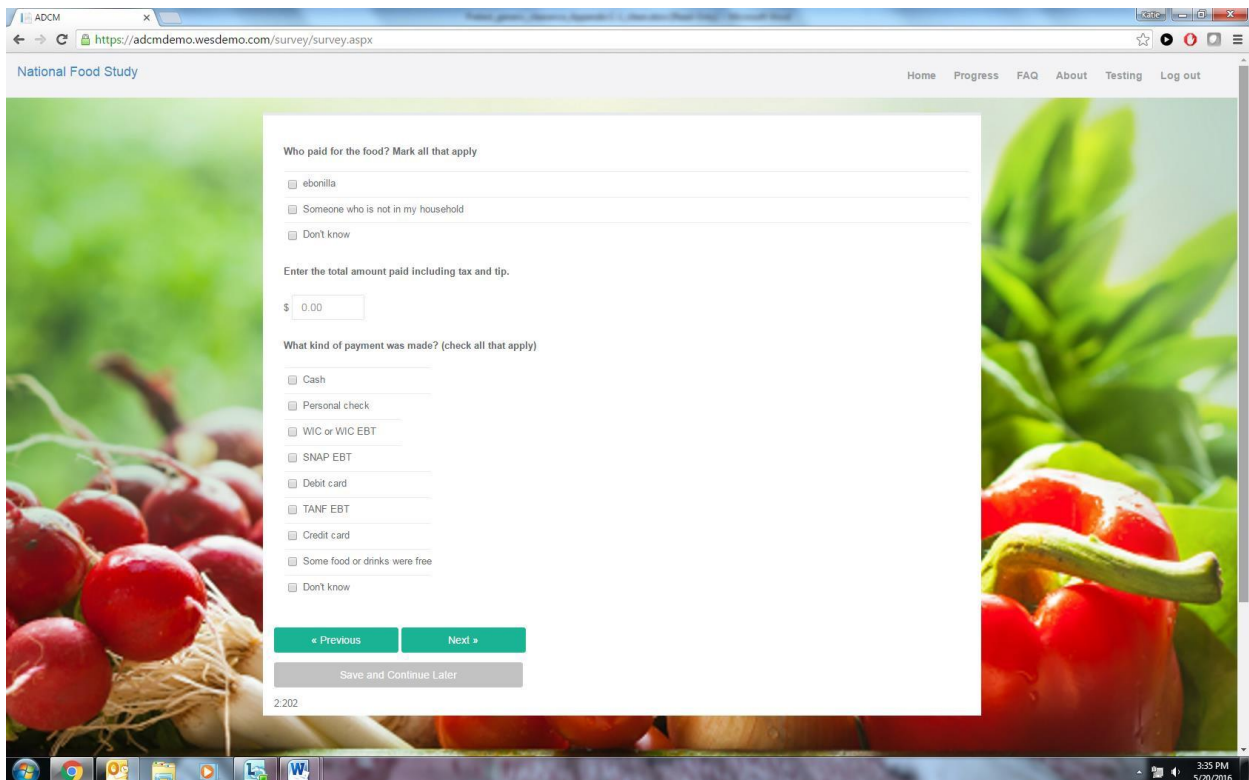
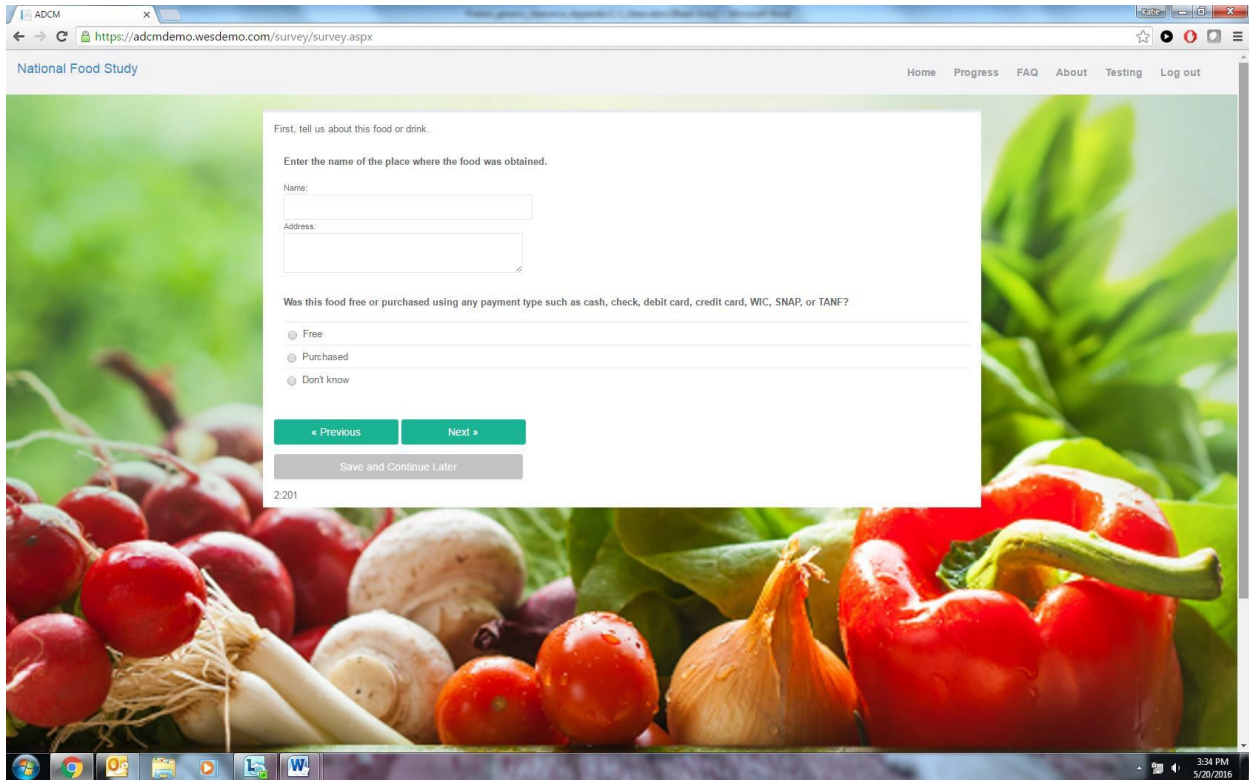
Other

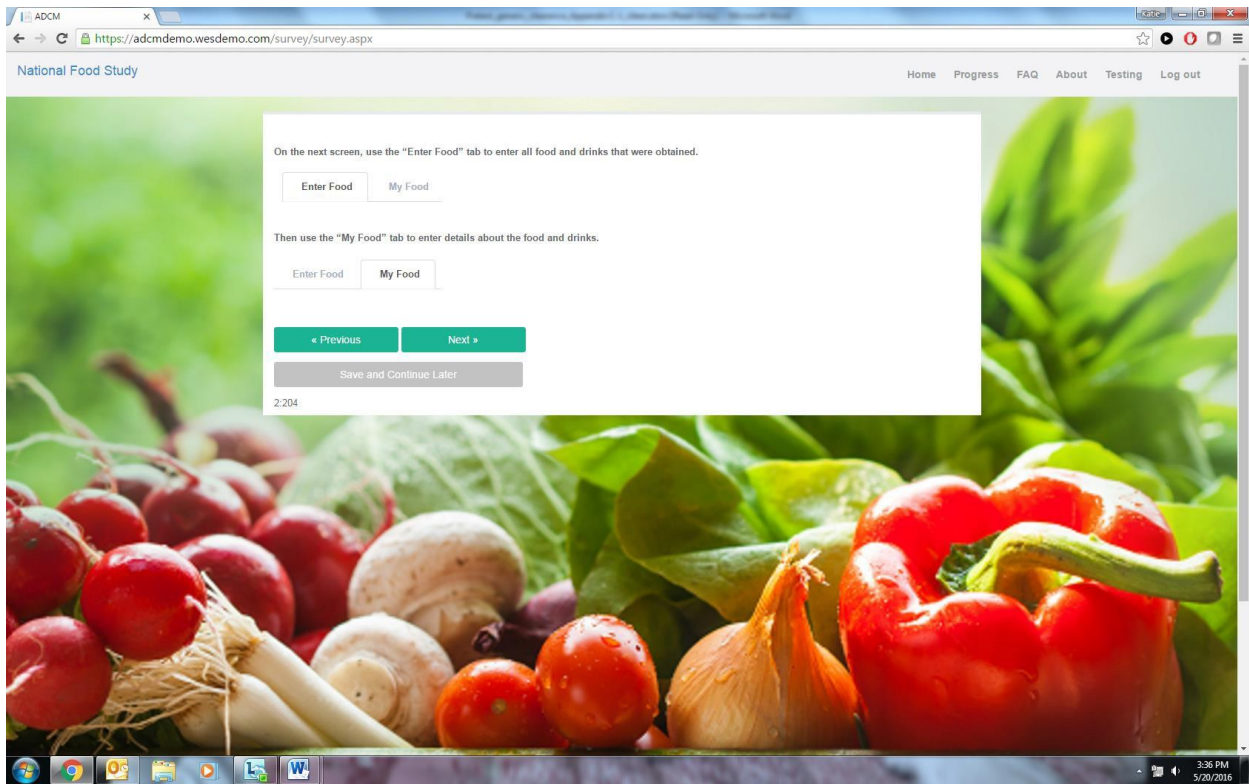
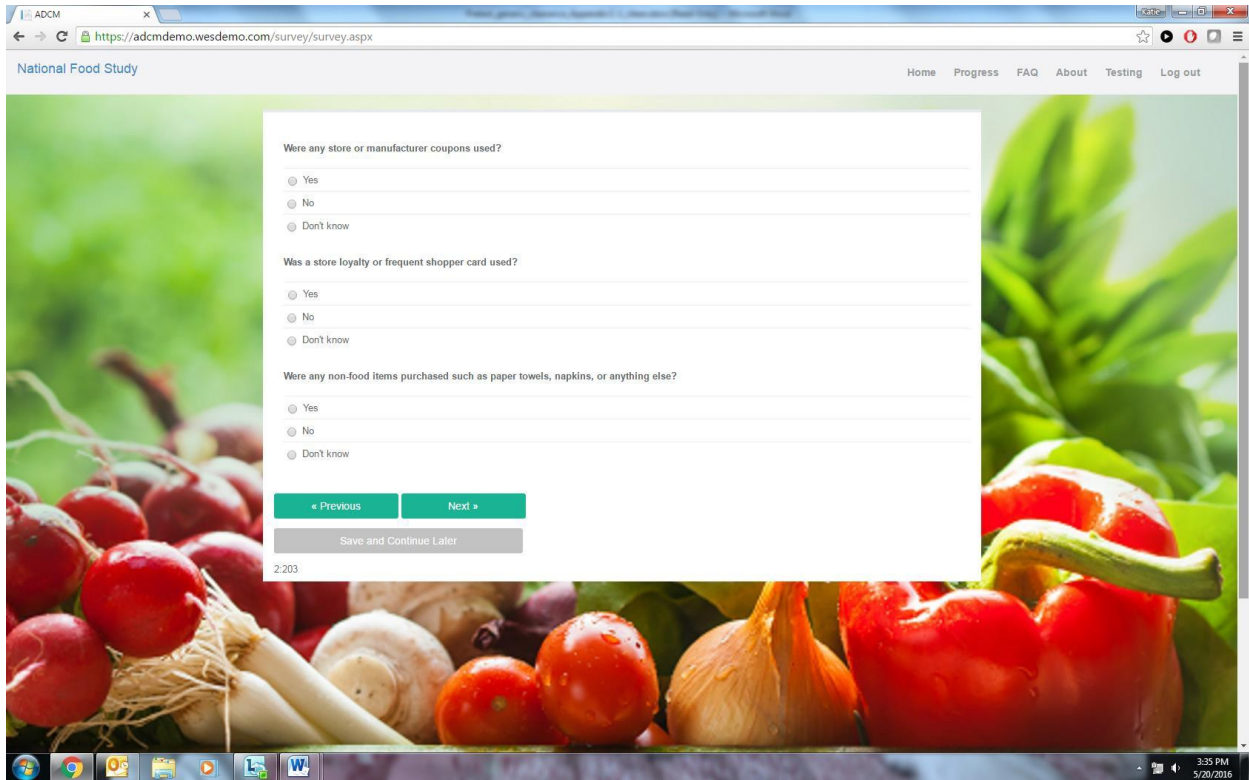
[Next >](#)

[Save and Continue Later](#)

1-101







ADCM x
 https://adcmdemo.wesdemo.com/survey/survey.aspx

National Food Study Home Progress FAQ About Testing Log out

Enter Food My Food

Enter all food and drinks that were obtained.

Scan a Barcode UPC

Enter Produce Look Up code (PLU)

Type a description

Apple Add Item

← Previous
Next →

Save and Continue Later

2:05

ADCM x
 https://adcmdemo.wesdemo.com/survey/survey.aspx

National Food Study Home Progress FAQ About Testing Log out

Enter Food My Food

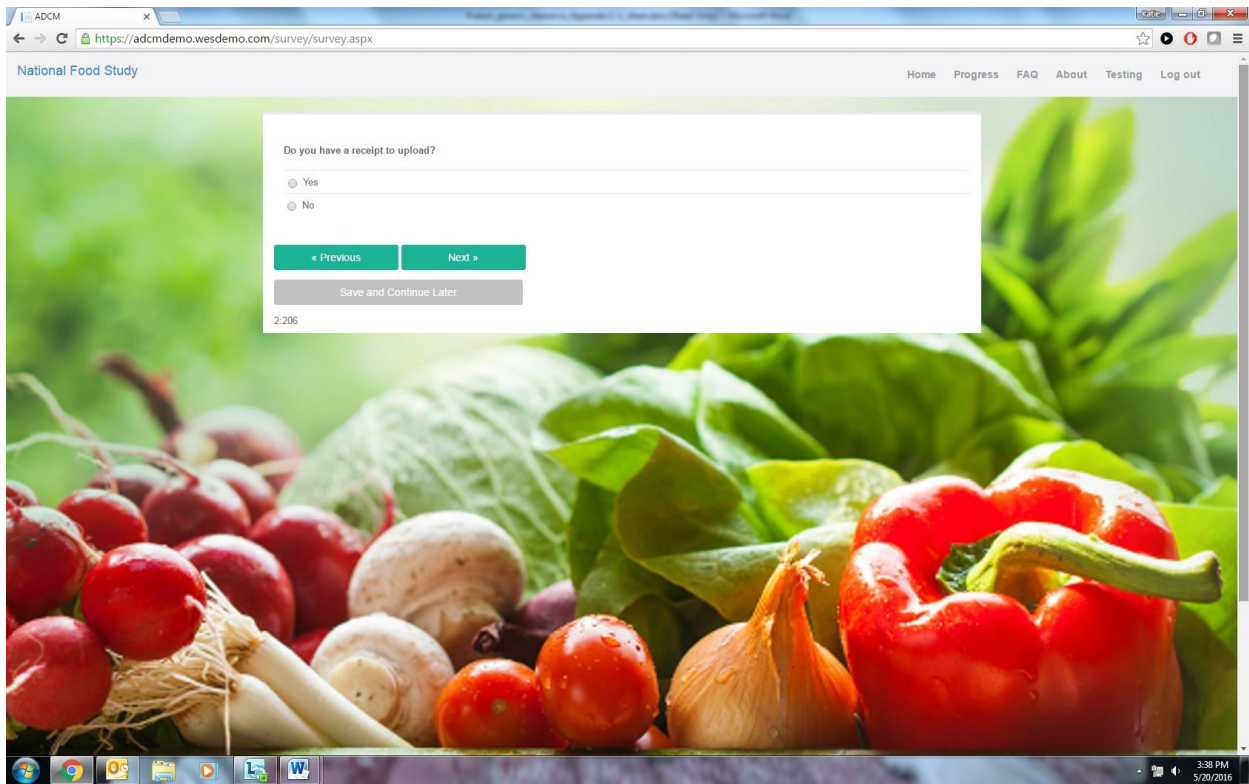
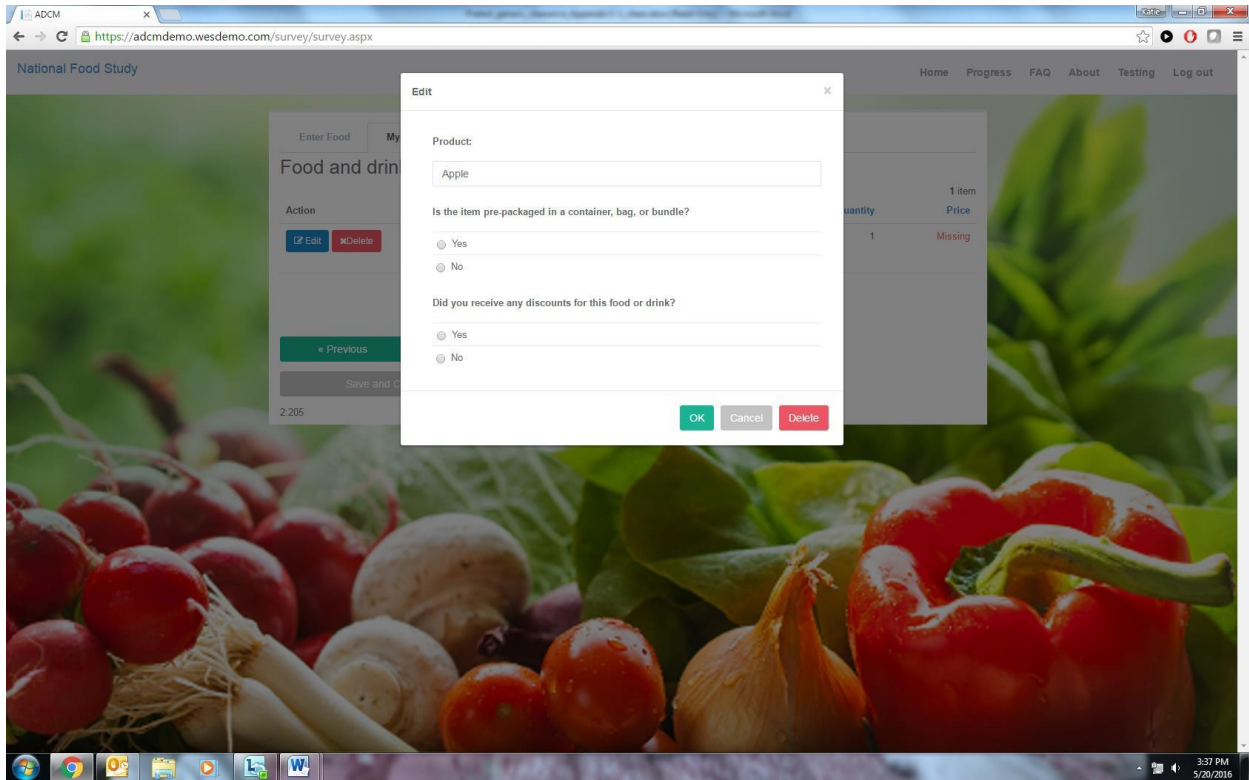
Food and drink items entered

Action	Status	Item Description	Quantity	1 item Price
✎ Edit ✖ Delete	●	Apple	1	Missing

← Previous
Next →

Save and Continue Later

2:05



Attachment D: Debriefing Protocol

Thank you for participating in this study and recording the food items that your household got throughout the week and reporting your household's income. Now, we would like to follow-up with a few questions about how things went for you.

1. About how often did you complete the meals and snacks question? Was it...

1. Every day
2. More than once but not every day
3. Once before the end of the week
4. Once at the end of the week
5. Did not complete at all

1A. Did you report meals and snacks on behalf of someone else in your household?

YES, THROUGHOUT THE WEEK. For whom did you report? (DETERMINE WHETHER THIS WAS FOR ADULTS AND MINORS)

YES, SOME DAYS OF THE WEEK. For whom did you report? (DETERMINE WHETHER THIS WAS FOR ADULTS AND MINORS)

NO

2. How often did you report the foods that you got yourself? Was it....

1. Every day
2. More than once but not every day
3. Once before the end of the week
4. Once at the end of the week

PROBE: Tell me about when you reported the food you got.

2A. Did you report the foods that someone else in your household got for themselves?

YES, THROUGHOUT THE WEEK. For whom did you report? (DETERMINE WHETHER THIS WAS FOR ADULTS AND MINORS) ~~GO~~ TO Q4

YES, SOME DAYS OF THE WEEK. For whom did you report? (DETERMINE WHETHER THIS WAS FOR ADULTS AND MINORS)

NO ~~GO~~ TO Q3B

3A. How often did you report the foods that other household members got? Was it...

1. Every day
2. More than once but not every day
3. Once before the end of the week
4. Once at the end of the week

PROBE: Tell me about when you reported the food you got.

GO TO Q4

3B. About how often would you say that other members of your household reported the foods that they got? Was it...

1. Every day
2. More than once but not every day
3. Once before the end of the week
4. Once at the end of the week

PROBE: Tell me about when you reported the food you got.

On a scale from 1 to 5, where 1 is “very easy”, 2 is “somewhat easy”, 3 is “neither easy nor difficult”, 4 is “somewhat difficult”, and 5 is “very difficult”, please tell us...

4. How easy or difficult was it to keep track of the foods you got?

PROBE: Explain your answer.

5. [IF Q2A=YES:] How easy or difficult was it for you to get information from other household members about the food or drinks they got during the data collection week?

PROBE: Tell me about any difficulty you had getting other household members to take part.

6. [IF Q1A=YES:] How easy or difficult was it for you to get information from other household members about the meals and snacks they got throughout the week?

PROBE: Tell me about any difficulty you had getting other household members to take part in this study.

6B. What device did you use to report food and drinks you or someone else obtained throughout the week?

1. SMARTPHONE ONLY ~~GO~~ TO 6C

2. COMPUTER ONLY ~~GO~~ TO 10

3. BOTH SMARTPHONE AND COMPUTER ~~GO~~ TO 6C

6c. Did you use the smartphone to enter food items in the APP or through the browser?

IN THE APP ~~GO~~ TO Q7

THROUGH THE BROWER ~~GO~~ TO 7B

7. How easy or difficult was it for you to use the smartphone to enter food items in the App?

7a. Did you have any issues or problems with the smartphone when entering food items or the details about each food item?

1. Yes
2. No

PROBE: [IF YES] Tell me about any problems that you had.

7B. What device did you use to scan barcodes? The smartphone or the scanner?

SMARTPHONE

SCANNER

8. How easy or difficult was it for you to use the (smartphone/scanner) to scan barcodes?

8a. Did you have any issues or problems using the (smartphone/scanner) to scan barcodes?

1. Yes
2. No

PROBE: [IF YES] Tell me about any problems that you had.

8b. Did you use the smartphone to take pictures of receipts, food, or drinks you ate outside your home?

1. YES ~~GO~~ TO Q9
2. NO ~~SKIP~~ TO INSTRUCTION BEFORE Q10

9. How easy or difficult was it for you to use the smartphone to take pictures of receipts, food, or drinks you ate outside your home?

9a. Did you have any issues or problems using the smartphone to take pictures of receipts, food, or drinks you ate outside your home?

1. Yes
2. No

PROBE: [IF YES] Tell me about any problems that you had.

IF Q6B =2 OR 3, ASK Q10. OTHERWISE GO TO Q11.

10. How easy or difficult was it for you to use the computer (desktop or laptop) to enter food items in the web-based reporting system?

10a. Did you have any issues or problems with the computer when recording food items?

1. Yes
2. No

PROBE: [IF YES] Tell me about any problems that you had.

11. How easy or difficult was it for you to use the App on the cell phone or the web-based system on the computer to enter food or drinks you got?

11a. Did you have any issues or problems with the App or the web-based system to enter food or drinks you got? For instance, were you always able to find the food item description you were looking for?

1. Yes
2. No

PROBE: [IF YES] Tell me about any problems that you had.

12. In general, did you scan all the foods you got immediately when you got home or did you wait until later?

1. Scanned immediately
2. Waited until later.

PROBE: [IF R WAITED UNTIL LATER] Why did you wait? Is there anything we could change to make it easier to scan right away?

13. In general, did you enter the details about the food items you got right away when you scanned or did you come back and enter the details?

1. Entered details right away
2. Entered details later

PROBE: Tell me more about how you did this.

[IF R WAITED UNTIL LATER] Why did you wait? Is there anything we could change to make it easier to enter the details right away?

14. In general, how burdensome was it for you to record food or drinks you got on the cell phone App or in the computer's web-based system? Would you say...

1. Very burdensome
2. Somewhat burdensome
3. A little burdensome
4. Not burdensome at all?

Which part is the most burdensome? What do you think we can do make the process less of a burden?

15. How much effort did it take you to record food or drinks you got on the App or in the web-based system? Would you say...

1. Almost no effort,
2. A little effort,
3. Some effort,
4. A lot of effort, or
5. Very much effort?

16. Did you receive the e-mail and text messages that were sent to you during the week?

1. Yes
2. No

PROBE: [IF YES] Did you pay attention to them? What messages did you find helpful? Why?

[IF NO] Would there be a better way to send messages to you about the tasks? How?

Would there be a better way to send messages to you about the amount of the incentives your household earned? How?

17. How helpful did you find the Progression report displayed in the food entry system? Would you say...

1. very helpful
2. somewhat helpful
3. a little helpful, or
- 4 not helpful at all?

PROBE: Which part(s) is most helpful? Which part(s) is the least helpful?

Would there be a better way to make the progress report helpful? How?

18. During the past week, did you (or other household members) do any of the following because you were taking part in this study? (CHECK ALL THAT APPLY)

1. ATE OUT MORE OFTEN
2. ATE OUT LESS OFTEN
3. DID MORE FOOD SHOPPING
4. DID LESS FOOD SHOPPING
5. BOUGHT A SPECIFIC ITEM JUST TO BE ABLE TO SCAN IT
6. AVOIDED SPECIFIC ITEM(S) SO YOU WOULDN'T HAVE TO SCAN THEM
7. OTHER CHANGES-PLEASE SPECIFY

19. Which of the following best describes how you felt about the training you received before the study started?

1. The training did NOT prepare me for the study.
2. Training was ok, but I still had a lot of questions.
3. I felt very prepared after the training to participate in the study.

20. What part of the study would you have liked more training or instruction on?

21. Do you have any suggestions for other things we can do to make sure that participants like you are trained and prepared to participate in a study like this?

Attachment E: Detailed Income Questions

Detailed Income – First Pass

F1. Next are questions about your household’s income. When we say “income” we mean earnings from work, unemployment, welfare, child support, retirement income, disability income, investment income, and any type of income even if you do not get it regularly.

	INCOME WORKSHEET INDICATED AT LEAST ONE PERSON HAD INCOME FROM THIS SOURCE	FOR THOSE WHO WAS NOT REPORTED TO HAVE INCOME FROM THIS SOURCE OR DK/REF TO CONFIRMATION ITEM			
	According to the income worksheet, [FILL NAMES] had/received... Is that correct? YES, NO, DK, REF	Did {you/anyone [else] in your household have/receive ... in the last month?	Did {you/anyone [else] in your household} have/receive... in the last 12 months, that is, since (month) 1st of (YEAR)?	Who had/received ... {in the last month/in the last 12 months}?	What was the source?
1. earnings from work					
2. income from unemployment compensation					
3. income from workers compensation					
4. income from the Temporary Assistance for Needy Families (TANF) program					

5. income from General Assistance, General Relief, or the GA program {OTHER THAN TANF}					
6. income from child support					
7. income from alimony					
8. disability income or Supplementary Security Income (SSI)					
9. income from social security					
10. pensions and retirement income					
11. investment income					
12. income from other sources					

INTERVIEWER: THEN ADMINISTER THE SECOND PASS ASKING ABOUT AMOUNTS IF THE PARTICIPANT INDICATES THAT SOMEONE IN THEIR HOUSEHOLD RECEIVES THAT SOURCE. YOU CAN PROBE ON ANY DIFFICULTIES THAT THE RESPONDENT HAS WHEN ANSWERING THESE QUESTIONS.

Second Pass Income Questions **Income Source = Work**

	Person 1	Person 2	Person 3	Person 4
[IF PERSON CONFIRMED TO RECEIVE INCOME FROM WORK AND REPORTED INCOME TO THE WORKSHEET, ASK 0A AND 0B] (0A) According to the income worksheet, {NAME} received {AMOUNT} in earnings from work in the last month. Does that sound about right? YES, NO, DK, REF				
[IF NO, DK, REF TO 0A:] What is your best estimate of the correct total amount {NAME} received {in the last month} before taxes?				
[IF PERSON DID NOT REPORT INCOME TO THE WORKSHEET BUT WAS SAID TO RECEIVE INCOME FROM WORK DURING FIRST PASS:] (1) What is the easiest way for you to tell us {NAME'S} earnings from work before taxes; hourly, weekly, every other week, twice a month, monthly, quarterly, semi-annually or yearly?				
(2) How much did {NAME} receive per {period in (1)} in earnings from work?				
(3) {IF NOT HOURLY} How many payments did {NAME} receive in the {last month/last 12 months}? GO TO (6)				
(4) {IF HOURLY} How many hours did {NAME} work in {the last pay period/a typical pay period}?				
(5) {IF HOURLY} How many pay periods were in {the last month/a typical month}?				
(6) According to our calculations {NAME} received [TOTAL] altogether from work {in the last month/per month				

in the last 12 months} before taxes. Does that sound about right?				
(7) {IF NO TO (6)} What is your best estimate of the correct total amount {NAME} received {in the last month/per month in the last 12 months} before taxes?				

Income Source _____

	Person 1	Person 2	Person 3	Person 4
<p>[IF PERSON CONFIRMED TO RECEIVE INCOME FROM WORK AND REPORTED INCOME TO THE WORKSHEET, ASK 0A AND 0B] (0A) According to the income worksheet, {NAME} received {AMOUNT} from {SOURCE} in the last month. Does that sound about right? YES, NO, DK, REF</p>				
<p>[IF NO, DK, REF TO 0A:] What is your best estimate of the correct total amount {NAME} received {in the last month} before taxes?</p>				
<p>[IF PERSON DID NOT REPORT INCOME TO THE WORKSHEET BUT WAS SAID TO RECEIVE INCOME FROM WORK DURING FIRST PASS:] (1) What is the easiest way for you to tell us {NAME'S} income from {INSERT INCOME SOURCE}; weekly, every other week, twice a month, monthly, quarterly, semi-annually or yearly?</p>				
<p>(2) How much did {NAME} receive per {period in (1)} in {INSERT INCOME SOURCE}?</p>				
<p>(3) How many payments did {NAME} receive in the {last month/last 12 months} in {INSERT</p>				

INCOME SOURCE}?				
(4) According to our calculations {NAME} received [TOTAL] altogether from {INSERT INCOME SOURCE} {in the last month/per month in the last 12 months}. Does that sound about right?				
(5) {IF NO TO (4)} What is your best estimate of the correct total amount {NAME} received {in the last month/per month in the last 12 months}?				