B. Summary of SNMCS-II Data Collection Plan

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Appendix B. Summary of SNMCS-II Data Collection Plan

| Instrument | Target Completed Sample Size/ Respondent | Modea | Estimated Respondent Burden | Target Response Rate (Percent-age)b | Starting Sample | Comments |
| --- | --- | --- | --- | --- | --- | --- |
| **Mainland Study Objective 1: Food Service Operations and School Nutrition Environments—Groups 1, 2, and 3**  |
| SFA Director Survey | 500 SFA directors | Web | 40 minutes | 90 | 555 |  |
| **Mainland Study Objective 1: Food Service Operations and School Nutrition Environments—Groups 2 and 3** |
| SNM Survey | 1,000 SNMs | Web | 20 minutes | 95 | 1,053 | Integrated in the web-based Menu Survey. |
| Principal Survey | 900 principals | Web | 30 minutes | 90 | 1,000 | Target response rate is among schools where the SNM completed the SNM Survey. |
| A la Carte Foods Checklist | 1,000 SNMs | Web | n.a. | 95 | 1,053 | Integrated in the web-based Menu Survey; respondent burden is included in the Menu Survey. |
| Vending Machine and Other Sources of Foods and Beverages Checklists | 1,000 schools | On-site observation | 5 minutes (SNM) | 100 | 1,000 | Field staff will collect information about other sources of foods and beverages from SNMs and will conduct the observations. |
| **Mainland Study Objective 2: Nutritional Quality of School Meals—Groups 2 and 3** |
| SFA Director Planning Interview | 403 SFA directors | Telephone | 20 minutes | 100 | 403 | Completed at the time of recruitment. Includes 125 Group 2 SFAs and 278 Group 3 SFAs. Assumes that some Group 3 SFAs will fail to complete all the SFA-level cost instruments for Objective 3. |
| School Planning Interview | 250 school liaisons (Group 2); 750 SNMs (Group 3) | Web | 15 minutes | 95 | 830 |  |
| Basic Menu Survey | 250 SNMs (Group 2 only) | Web | 8 hours (including training) | 95 | 263 | The Basic Menu Survey collects the information needed to estimate nutrient and food group content and assess compliance with nutrition standards. Supported by video training and telephone and online technical assistance and follow-up. |
| Fruit and Vegetable Questions and Meal Pattern Crediting Report | 375 menu planners | Web | 1.5 hours | 96 | 390 | The Meal Pattern Crediting Report will list all unique foods offered in reimbursable lunches and breakfasts across the target week, and will be sent to the menu planner with the Fruit and Vegetable Questions after the Menu Survey is completed. |
| Cafeteria Observation Guide | 1,000 schools | On-site observation | 20 minutes (SNM) | 100 | 1,000 | Field staff will collect meal prices and details about serving lines/stations from SNMs and will conduct the observations.  |
| **Mainland Study Objective 3: Meal Costs and Revenues—Group 3** |
| SFA On-Site Cost Interview | 250 SFA directors/business managers | In person | 3.25 hours | 95 | 264 | Target response rate is among SFAs whose SFA director completed the SFA Director Planning Interview. The components are (1) SFA Staff Salary and Time Allocation Grids, (2) Preliminary SFA Indirect Cost Survey, (3) Preliminary Food Service Expense Statement, (4) Off-Budget Staff Salary and Time Allocation Grids, and (5) Food Cost Worksheet. |
| SFA Follow-Up Web Survey | 238 SFA directors | Web | 30 minutes | 95 | 250 | Target response rate is among SFAs whose SFA director completed the SFA Cost Interview. |
| SFA Follow-Up Cost Interview | 238 SFA directors/business managers | Telephone plus screen sharing | 2 hours | 95 | 250 | Target response rate is among SFAs whose SFA director completed the SFA On-Site Cost Interview. The com­ponents are (1) Food Service Expense State­ment Follow-Up, (2) Food Service Revenue Statement, and (3) Food Service Indirect Cost Follow-Up Questionnaire. |
| Expanded Menu Survey | 750 SNMs | Web | 10 hours (including training) | 95 | 789 | The Expanded Menu Survey collects the information needed to estimate nutrient and food group content, assess compliance with nutrition standards, and calculate food costs for reimbursable breakfasts, lunches, snacks, and suppers. Supported by video training and telephone and online technical assistance and follow-up. |
| SNM Cost Interviewc | 750 SNMs | In person | 90 minutes | 95 | 789 |  |
| Principal Cost Interview | 750 principals | In person | 45 minutes | 95 | 789 |  |
| On-Site Self-Serve/Made-to-Order Bar Form | 113 schools | On-site observation | 10 minutes | 100 | 113 | Completed by field staff in schools that have self-serve or made-to-order bars. |
| State Agency Indirect Cost Survey | 40 State education or CN agency finance officers | Hardcopy self-administered | 10 minutes | 83 | 48 | Completed in States where Group 3 SFAs are located. |
| **Mainland Study Objective 4: Plate Waste—Group 3 (subsample)** |
| Plate Waste Observations | 3,900 lunches and 2,000 breakfasts in 130 schools (65 SFAs) | On-site observation | 10 minutes (SNM) | 86 | 4,535 lunches, 2,326 break-fasts | SNMs will confirm menu items and portion sizes. Field staff will conduct the observations. |
| **Mainland Study Objective 4: Student Participation, Satisfaction, and Dietary Intakes—Group 2** |
| AMPM (24-Hour Dietary Recall) | 2,000 students | In person or telephone | 40 to 55 minutes, depending on students’ age | 70 | 2,857 | Target response rate is among students who complete the recall, Student Interview, and height and weight measurements. Recalls with elementary school students will include parental assistance.Second recalls will be completed by telephone with a subsample (n = 600). |
| Student Interview | 2,000 students | In person | 10 minutes | 70 | 2,857 | Target response rate is among students who complete the recall, Student Interview, and height and weight measurements. |
| Height and Weight Measurements | 2,000 students | In person | 2 minutes | 70 | 2,857 | Target response rate is among students who complete the recall, Student Interview, and height and weight measurements. Measurements are integrated into the Student Interview. |
| Parent Interviewd | 2,000 parents | Web or telephone | 25 minutes | 90 | 2,222 | Target response rate is among parents of students who complete the recall, Student Interview, and height and weight measurements. |
| Reimbursable Meal Sale Data Request Form | 2,000 students | In person | 10 minutes(SNM) | 90 | 2,222 | Target response rate is among students who complete the recall, Student Interview, and height and weight measurements. SNMs will provide point-of-sale report or complete hard-copy form to indicate whether sampled students obtained a reimbursable meal on the day referenced in the 24-hour recall. |
| **Outlying Areas Cost Study: Full Data Collection** |
| SFA Director Planning Interview | 40 SFA directors | Telephone | 54 minutes | 100 | 40 | Completed at the time of recruitment.  |
| SFA On-Site Cost Interview | 39 SFA directors/business managers | Telephone plus screen-sharing | 3.25 hours | 98 | 40 | Target response rate is among SFAs whose SFA director completed the SFA Director Planning Interview. The components are (1) SFA Staff Salary and Time Allocation Grids, (2) Preliminary SFA Indirect Cost Survey, (3) Preliminary Food Service Expense Statement, (4) Off-Budget Staff Salary and Time Allocation Grids, and (5) Food Cost Worksheet. |
| SFA On-Site Cost Interview | 1 food service management company manager | Telephone plus screen-sharing | 1.67 hours | 100 | 1 | Target response rate is for the food service management company for Guam. The components are (1) SFA Staff Salary and Time Allocation Grids, (2) Preliminary Food Service Expense Statement, and (3) Food Cost Worksheet. |
| SFA Follow-Up Web Survey | 37 SFA directors | Web | 30 minutes | 95 | 39 | Target response rate is among SFAs whose SFA director completed the SFA On-Site Cost Interview. |
| SFA Follow-Up Cost Interview | 37 SFA directors/business managers | Telephone plus screen-sharing | 2 hours | 95 | 39 | Target response rate is among SFAs whose SFA director completed the SFA On-Site Cost Interview. The com­ponents are (1) Food Service Expense State­ment Follow-Up, (2) Food Service Revenue Statement, and (3) Food Service Indirect Cost Follow-Up Questionnaire. |
| SFA Follow-Up Cost Interview | 1 food service management company manager | Telephone plus screen-sharing | 2 hours | 100 | 1 | Target response rate is for the food service management company for Guam. |
| Expanded Menu Survey | 216 SNMs & 4 food service management company regional managers | Web | 8.34 hours (including training) | 95 | 227 | The Expanded Menu Survey collects the information needed to estimate food costs for reimbursable breakfasts and lunches. Supported by video training and telephone and online technical assistance and follow-up. Guam food service management company regional managers will assist SNMs with completion. |
| SNM Cost Interview | 216 SNMs & 4 food service management company regional managers | Telephone | 90 minutes | 95 | 227 | Guam food service management company regional managers will assist SNMs with completion. |
| Principal Cost Interview | 216 principals | Telephone | 45 minutes | 95 | 227 |  |
| State Agency Indirect Cost Survey | 3 State education or CN agency finance officers | Hardcopy self-administered | 10 minutes | 100 | 3 | Completed in Alaska, Puerto Rico, and USVI. |
| **Outlying Areas Cost Study: Limited Data Collection** |
| SFA On-Site Cost Interview | 7 SFA directors | Telephone plus screen-sharing | 1.5 hours | 100 | 7 | The components are (1) Food Cost Worksheet and (2) Preliminary Food Service Expense Statement. |
| Expanded Menu Survey | 7 SFA directors | Hardcopy | 3.5 hours (including training) | 100 | 7 | The Expanded Menu Survey collects the information needed to estimate food costs for reimbursable breakfasts and lunches. Supported by telephone and online technical assistance and follow-up. |
| SFA Follow-Up Web Survey | 6 SFA directors | Web | 30 minutes | 86 | 7 | Target response rate is among SFAs whose SFA director completed the SFA On-Site Cost Interview. |
| SFA Follow-Up Cost Interview | 6 SFA directors | Telephone plus screen-sharing | 1.75 hours | 86 | 7 | Target response rate is among SFAs whose SFA director completed the SFA On-Site Cost Interview. The com­ponents are (1) Food Service Expense State­ment Follow-Up, and (2) Food Service Revenue Statement. |
|  |  |  |  |  |  |  |

aTarget response rates are among recruited SFAs and schools and consenting students and parents.

bWe expect to collect more than 2,000 Parent Interviews because some will be completed before the target week, which is when student data collection occurs. Only Parent Interviews with completed Student Interview, height/weight, and dietary recall data will be retained for analysis.

AMPM = Automated Multiple-Pass Method; CN = Child Nutrition; n.a. = not applicable; SFA = school food authority; SNM = school nutrition manager; SNMCS = School Nutrition and Meal Cost Study; USVI = United States Virgin Islands.