

## 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	Mode <sup>a</sup>	Estimated Respondent Burden	Target Response Rate (Percentage) <sup>b</sup>	Starting Sample	Comments
<b>Mainland Study Objective 1: Food Service Operations and School Nutrition Environments—Groups 1, 2, and 3</b>						
SFA Director Survey	500 SFA directors	Web	40 minutes	90	555	
<b>Mainland Study Objective 1: Food Service Operations and School Nutrition Environments—Groups 2 and 3</b>						
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.
<b>Mainland Study Objective 2: Nutritional Quality of School Meals—Groups 2 and 3</b>						
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.
<b>Mainland Study Objective 3: Meal Costs and Revenues—Group 3</b>						
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.

Instrument	Target Completed Sample Size/ Respondent	Mode <sup>a</sup>	Estimated Respondent Burden	Target Response Rate (Percentage) <sup>b</sup>	Starting Sample	Comments
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 Interview <sup>c</sup>	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.
<b>Mainland Study Objective 4: Plate Waste—Group 3 (subsample)</b>						
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 breakfasts	SNMs will confirm menu items and portion sizes. Field staff will conduct the observations.
<b>Mainland Study Objective 4: Student Participation, Satisfaction, and Dietary Intakes—Group 2</b>						
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 Interview <sup>d</sup>	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.

Instrument	Target Completed Sample Size/ Respondent	Mode <sup>a</sup>	Estimated Respondent Burden	Target Response Rate (Percentage) <sup>b</sup>	Starting Sample	Comments
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.
<b>Outlying Areas Cost Study: Full Data Collection</b>						
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	

Instrument	Target Completed Sample Size/ Respondent	Mode <sup>a</sup>	Estimated Respondent Burden	Target Response Rate (Percentage) <sup>b</sup>	Starting Sample	Comments
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.
<b>Outlying Areas Cost Study: Limited Data Collection</b>						
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.

<sup>a</sup>Target response rates are among recruited SFAs and schools and consenting students and parents.

<sup>b</sup>We 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.