

NEMS-R Rater Field Work Procedures & Checklist

I. Before Going into the Field:

1. Gather Materials:

- NEMS-R surveys
- Restaurant measures protocol (especially fat chart)
- Letters to restaurant managers
- Type of restaurant code list
- Internet Nutrition information (if applicable)
- Itinerary
- Maps/directions
- Business cards
- Pens/pencils
- Snacks/lunch

2. Complete the Restaurant information ID, date and rater ID number on the cover sheet (for the rest of the survey, you can copy this information after the site visit when you are back at the office).

3. Start the car odometer at 0.0 to measure mileage for the day's visits.

II. At the Restaurant: For the small percentage of restaurants that will be surveyed by two raters for quality assurance, make sure that these are done on the same day.

1. Enter the restaurant. If needed, introduce yourself and briefly explain the study. Present letter if needed.

2. Ask for an in-house menu and a take-away menu. If the restaurant has a lunch and dinner menu, ask only to see the *dinner* menu. If the dinner menu does not include a kid's menu, ask to see the kid's menu as well. If the restaurant does not have a paper menu, observe the menu board.

3. Confirm the restaurant category (Sit-Down, Fast Food, Fast Casual, Specialty, Other).

4. Record the start time on the cover sheet.

5. Complete all possible observational measures while at the restaurant. Carefully write inside squares and completely fill in circles. Be sure to write any additional information on the lines provided.

- Nutrition information availability
- Baked chips
- Whole grain bread
- Beverages
- Salad bar
- Buffet
- Signage/Promotions

6. If there is no take-away menu (menu board only), complete every page of the NEMS-S survey while on-site.

7. If you have questions, ask an available worker (host/hostess, waiter, cashier, etc).
8. Record the end time on the cover sheet immediately after you complete the last measure.
9. Note in comments on the cover sheet anything special about the restaurant, or any issues you encountered.
10. If the restaurant is closed, write down the hours on the cover sheet so you can visit later.

III. Upon Return to the Office:

1. Fill in mileage form if applicable
2. Conduct menu/internet review to answer remaining questions or fill in missing information.
3. Determine if a manager interview is necessary. If it is, fill out the rater's section of the manager interview form.
4. Check forms for completeness, accuracy, and readability for the following:
 - Rater ID number on cover sheet
 - Type of restaurant filled in on cover sheet
 - Restaurant ID number
 - Site visit date on cover sheet
 - Site visit start and end time on cover sheet
 - Menu/Internet Review date on cover sheet
 - Menu/Internet Review start and end time on cover sheet
 - Other Visit/Interview date on cover sheet if applicable
 - Other Visit/Interview start and end time on cover sheet if applicable
 - Rater ID number on **every page** of forms
 - Restaurant ID number on **every page** of forms
 - Site visit date on **every page** of forms
 - Yes, No, or NA items filled in for **every** indicator
 - Legible writing in appropriate areas (may need to rewrite some items)
5. Log-in restaurants surveyed and place completed forms in "To be Reviewed" pile
 - Complete the NEMS Restaurant Forms Log-in Sheet – Outlets by writing the date of your visit, restaurant ID number, and rater ID number on the Log-in Sheet or type it into the computer log-in sheet. Write/type your initials in the "Submitted Forms" column for each survey you have completed.
 - Place your surveys in the "To be reviewed" pile.
6. Review of completed forms by independent reviewers.
 - An independent reviewer will review surveys for completeness and discrepancies.
 - The reviewer will tab and discuss questions/discrepancies with raters.
 - If an interview is needed, give one of the raters the manager interview sheet to call and schedule a phone interview or confirm a time to conduct an interview at the restaurant.