

NEMS-S Rater Field Work Procedures & Checklist

I. Before going into the field:

1. Gather Materials:

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| <input type="checkbox"/> NEMS-S Surveys | <input type="checkbox"/> Itinerary |
| <input type="checkbox"/> Store measures protocol | <input type="checkbox"/> Maps/directions |
| <input type="checkbox"/> Store letters | <input type="checkbox"/> Mileage Form |
| <input type="checkbox"/> Business cards | <input type="checkbox"/> Snacks/lunch |
| <input type="checkbox"/> Pens/pencils | |

2. Complete the Store 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 Store:

1. If needed, introduce yourself and briefly explain study.
2. If the grocery store is a specialty store, bubble in "Other" and write the store type (Ethnic – Kosher, Mexican, Arabic, etc, organic, health).
3. In store, record the number of cash registers in the entire store including those found at the customer service and pharmacy counters.
4. Record the start time on the cover sheet just before you begin the survey.
5. Carefully write inside squares and completely fill in circles. Be sure to write any additional information on the lines provided. Use the checkbox at the top of each measure to note when measures have been completed.
6. Complete the survey. Don't forget to price check any items you couldn't complete.
7. Record the end time on the cover sheet immediately after you complete the last measure.
8. Note in comments anything special about the store, or any issues encountered.

III. Immediate Upon Return to the Office:

1. Fill in mileage form if applicable
2. Check form(s) for completeness, accuracy, and readability for the following:

- | |
|--|
| <input type="checkbox"/> Rater ID number on cover sheet |
| <input type="checkbox"/> Store ID number |
| <input type="checkbox"/> Date on cover sheet |
| <input type="checkbox"/> Start and end time on cover sheet |
| <input type="checkbox"/> Number of cash registers on cover sheet |

- Rater ID number on **every page** of forms
 - Store ID number on **every page** of forms
 - Date on **every page** of forms
 - Type of store filled in on every page of form
 - Yes or No items filled in for every **required** indicator
 - N/A filled in for all alternate items that are not needed
 - Legible writing (may need to rewrite some items)
3. Complete the NEMS forms Log-in Sheet, writing in the date of your visit, store ID number, rater ID number in the table or type in the information on the computer spreadsheet.
 4. Write/type your initials in the “Submitted Forms” column of the table on the row of each form you have completed.
 5. After checking your surveys for completeness, accuracy, and readability, 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.