

NEMS-R Enumeration Procedures

Step 1. Map out a defined area for enumeration

1. Determine which neighborhoods/counties will be enumerated. Communities can be selected by using maps, census data and Geographic Information Systems (GIS). (See www.gis.com for more information on using GIS.)

Step 2. Obtain a list of restaurants in defined area

1. Call the state's Health Department for a listing of restaurants with food service licenses within the desired county. You may need to identify the department responsible for food service licenses and inspections.
2. The list will probably be emailed, but may have to be mailed or picked up in a non-electronic format. (The list contains restaurant address, telephone number and owner's name.)

Step 3. Highlight the restaurants on the Department list that are in the defined area

1. You will need to go through the list and first determine which restaurants are in your defined survey area. One way to do this is by creating a street list of all the streets within the survey area (with address ranges if needed).
2. Match the streets on the list to restaurants on the Health Department spreadsheet that fall within the address range.
3. When a restaurant is located in the survey area, determine which category it falls under:
 - Sit-Down Restaurant
 - Fast Food
 - Fast Casual
 - Coffee/Pastry
 - Specialty/Ice Cream
 - Other
 - Exclusions
 - Unknown (needs follow-up to determine proper classification)

**See Classifying Restaurants section for detailed instructions in the NEMS-R protocol.*

4. If the list is in an electronic format such as Excel, choose different colors to shade the restaurants based on their category (i.e., highlight sit-down restaurants in pink, fast food restaurants in green, etc.). If not, use your standard highlighters to do it manually. For the exclusions category, you may opt to code these as you go along. (See *Exclusions list at end of document for categories used in the NEMS Study*)
5. If a phone number is missing or if follow-up is needed, you may immediately obtain the information, or find it after all highlighting is complete.

Step 4. Identifying missing information.

1. If there is missing information for a restaurant (i.e. address, phone number, zip code), try searching via internet search engine (www.google.com) or phone books (such as www.switchboard.com, yellow pages).
2. Fill in the list with the restaurant's missing information.
3. If you need to call the restaurant to ask for the hours of operation and/or determine what type of restaurant they are, use the following questions:
 - “Do you consider your restaurant as a sit-down or fast food restaurant?”
 - “What type of food do you serve?”
 - “What are your hours of operation?”

Step 5. Enter the restaurant information in the Excel spreadsheet

1. If you received the restaurant information in an electronic format, you can simply cut and paste each restaurant and its information under the proper classification category in a new spreadsheet. If not, you will need to manually enter all of the information into an excel spreadsheet.
2. Type or cut-and-paste all of the sit-down restaurants you noted (remember to include those restaurants whose classification was at first unknown but now you do know they are classified as a sit-down restaurant) along with any comments under the heading titled “Sit-Down Restaurants.”
3. Continue typing or cutting-and-pasting the rest of the restaurants into the other categories based on their classification.
4. *Optional* - If you wish to record your exclusions, type or cut-and-paste them along with their code (see “Exclusion Coding List” at end of document) under the last heading – Exclusions. It may be helpful to type these in red font. If no code is listed, create one or note the reason in comments.

Step 6. Create new Excel spreadsheet listing restaurants by street

1. Open the Excel file you created and sort it by location such as Street and Zipcode. To do this, highlight the streets in **each** category (do not highlight all streets in the entire file), click on “Data” and then “Sort”.
2. Go to File, click “**Save As**”, and name the file “Name of Defined Area – by street” or for example: “Orange County – by street”.
3. Having the restaurants listed by street helps raters in the field visit multiple stores that are in close proximity to one another. Once this is completed for each category, save the file.

Step 7. Assign Restaurant ID Numbers

1. There are four components of each restaurant ID:
 - Neighborhood/Defined Area
 - Store/Restaurant
 - Type of Restaurant (Sit Down/Fast Food/ Coffee Shop/Specialty or Ice Cream/Other)
 - Specific ID (Alphabetically 001-999)

2. ID's are recorded in the following format **00-0-00-000**.
 - The first set of numbers represents the defined area. For example, if you are rating San Diego County & Orange County, you may assign San Diego County as 01 and Orange County as 02. A restaurant in San Diego County will begin with **01-0-00-000** and Orange County as **02-0-00-000**.
 - The second set of numbers identifies the business as either a store or restaurant. Stores are coded as 1 and restaurants are coded as 2. A restaurant in San Diego County would begin with 01-**2**-00-000.
 - The third set of numbers represents the type of restaurant. These are classified as follows:
 - Sit Down **(01)**
 - Fast Casual **(02)**
 - Fast Food **(03)**
 - Coffee Shop **(04)**
 - Specialty/Ice Cream **(05)**
 - Other **(06)**

For example, a fast food restaurant in Orange County would begin with 02-2-**03**-000.

 - The fourth and final set of numbers represents the restaurant according to its order in the alphabet. For example, Aaron's Steakhouse (listed first on alphabetized Excel sheet) in Orange County would be 02-2-01-**001**.

3. Starting with sit down restaurants, begin assigning ID numbers using this format 01-2-01-001 for defined area 1 and 02-2-01-001 for defined area 2 and so on. Continue numbering until the list is exhausted.

4. Once the sit down restaurants are completed, move on to the fast casual restaurants. Remember to change the third number to **02** to indicate "fast casual" instead of "sit down". Begin assigning ID numbers using this format 01-2-02-001 for defined area 1 and 02-2-02-001 for defined area 2 and so on. Continue numbering until the list is exhausted.

5. Repeat with other categories (fast food, coffee shop, etc.)

6. When all ID numbers are assigned, save the file.

Step 8. Tracking Completed Visits

1. Use the comments section in the "Defined Area – by street" file to keep track of which restaurants have been rated. Simply type the initials of the rater and the date the visit was completed. It may be helpful to shade the row another color once the visit is completed.
2. It may also be helpful to advise raters to look for additional restaurants while in the field as many of the newer restaurants' information is not often available.

Other Enumeration Issues

Adding additional restaurants after ID's are assigned

1. If a rater finds an additional restaurant while rating, add the restaurant under the appropriate category. For example, if a new McDonald's is found in the defined area, place it under Fast Food and record its address and telephone in the Excel file.
2. Place the new restaurant directly under the last restaurant in that category. There is no need to re-alphabetize the file. The new McDonald's will be assigned the next ID number within that category. For example, if Zaxby's is the last restaurant under fast food and its ID number is 01-1-02-023, then the new McDonald's ID number will become 01-1-02-024 and so on.

Restaurant has changed names/location

1. If a rater encounters a restaurant that has **changed names but has the same address**, the rater should document the change on the cover page of the data collection form and advise the project coordinator upon their return to the project office. The project coordinator should change the name in the Excel file as well as any other relevant information (phone number, hours of operation, etc.). The ID should remain the same in the Excel file; only the name of the restaurant is changed.
2. If a rater encounters a restaurant that is **no longer at the address listed, but has moved within the defined area**, the rater should make a note of the change on the cover page and continue to the new location and rate the restaurant. Again, the rater should advise the project coordinator of the change and the project coordinator should change the address in the Excel file. The ID number should remain the same, only the address, telephone number, etc. in the Excel file will be changed.
3. If the rater encounters a restaurant that is **no longer at the address listed, and has moved to an area outside the defined area**, the rater should make a note of the change on the cover page and advise the project coordinator. The project coordinator should move the entire restaurant (including ID number) from its classification to the exclusion category and change the color font to red. Code the exclusion as **14** "Moved to an out of area location" under the comments section. **Do not reuse this ID number!** Make sure it remains with the restaurant under the exclusions section of the Excel file.
4. If the rater encounters a restaurant that is **no longer at the address listed and has closed down**, the rater should make a note of the change on the cover page and advise the project coordinator. The project coordinator should move the entire restaurant (including ID number) from its classification to the exclusion category and change the color font to red. Code the exclusion as **01** "Closed down" under the comments section. **Again, do not reuse this ID number!** Make sure it remains with the restaurant under the exclusions section of the Excel file.
5. For the NEMS study, we did the following for all restaurants meeting the criteria for exclusions:
 - Rater should note the exclusion in the field on the cover page
 - Notify the project coordinator of any changes

- Project Coordinator will move restaurant, including its ID number, from its previous classification (fast food, sit-down, etc,) to the exclusions category and code it accordingly

NEMS Exclusions Coding List:

Restaurants

- 01-Closed down (or phone disconnected)
- 02-Out of area
- 03-School, church, hospital, convalescent home
- 04-Bar, club (age limit required for entry)
- 05-Movie Theater, amusement park, concert hall, museum
- 06-Store, discount superstore
- 07-Country club, health club, private club
- 08-News stand, mobile restaurant
- 09-Workplace cafeteria
- 10-Catering company
- 11-Could not locate
- 12-Hotel (continental breakfast only)
- 13- Moved to an out of area location
- 14-Other (ex. Bike shop, car dealership, no English menus/waiters, under construction)