NEMS-S 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 grocery and convenience stores in defined area
1. Call your state's Department of Agriculture for a listing of convenience and grocery stores in 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 store address, telephone number and owner's name.)*

Step 3. Highlight the stores on the Department list that are in the defined area
These are our suggested methods of keeping track of classified stores. You are welcome to make adaptations for your own communities.

1. You will need to go through the list and first determine which stores 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 stores on the Department of Agriculture spreadsheet that fall within the address range.

3. When a store is located in the survey area, determine which category it falls under:
   - Grocery
   - Convenience
   - Other (Other may include meat markets, green grocers, health food stores or any other specialty store.)
   - Exclusion
   - Unknown (needs follow-up to determine proper classification)

4. If the list is in an electronic format such as Excel, choose different colors to shade the stores based on their category (i.e., highlight grocery stores in pink, convenience stores in green, etc.). If not, use your standard highlighters to do it manually. For the exclusion 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. Call or do online searches for the stores for which you have questions
1. If there is no number for the store, use an internet search engine or phone book such as www.switchboard.com, www.google.com, yellow pages, etc to locate a current telephone number.

2. Fill in the list with the store's missing information.

3. If you need to call the store to ask for the hours of operation and/or determine the store classification (grocery store, convenience or other), use the following questions:
   - "What are your store hours?"
   - "Do you sell fresh meats, fruits and vegetables?"
   - "Do you consider yourself to be a grocery or convenience store?"

If you are still unclear of the type of store, write down what seems to be the best fit on the list and the type will be determined when the store is visited for field work.

Step 5 Enter the stores in the Excel Spreadsheet
1. If you received the store information in an electronic format, you can simply cut and paste each store 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 grocery stores you noted (remember to include those stores whose classification was at first unknown but now you do know they are classified as a grocery store) along with any comments under the heading titled "Grocery Stores."

3. Continue typing or cutting-and-pasting the rest of the stores into the other categories based on their classification.

Optional - If you wish to record your exclusions, type or cut-and-paste them along with their code (i.e., 01-Closed down, 02-Out of area, 11-Could not find, 14-Other, etc.) 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 Stores 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 stores 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 Store ID Numbers
1. Using the same Excel file, assign ID numbers.

2. There are four components of each store ID
   - Neighborhood/Defined Area
   - Store/Restaurant
   - Type of Store (Grocery/Convenience/Other)
   - Specific ID (Alphabetically 001-999)

3. 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 store 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 a store or restaurant. Stores are coded as 1 and restaurants are coded as 2. A store in San Diego County would begin with 01-**1**-00-000.

- The third set of numbers represents the type of store. These are classified as follows:

<div align="center">

Grocery **(01)**
Convenience **(02)**
Other **(03)**

A grocery store in Orange County would begin with 02-1-**01**-000.

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- The fourth and final set of numbers represents the store according to its order in the alphabet. Aaron's Supermarket (listed first on alphabetized Excel sheet) in Orange County would be 02-1-01-**001**.
4. Starting with the grocery stores, begin assigning ID numbers using this format 01-1-01-001 for defined area 1 and 02-1-01-001 for defined area 2 and so on.

5. Continue numbering until the list is exhausted.

6. Once the grocery stores are completed, move on to the convenience stores. Remember to change the third number to **02**. Begin assigning ID numbers using this format 01-1-02-001 for defined area 1 and 02-1-02-001 for defined area 2 and so on.

7. Continue numbering until the list is exhausted.

8. If there are any stores categorized as "other", remember to change the third number to **03**.

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

Step 8. Tracking Completed Visits
1. Use the comments section in the Excel file to keep track of which stores have been rated. Simply type the initials of the rater and the date the visit was completed. It may also be helpful to shade the row another color once the visit is completed.

2. It may be helpful to advise raters look for additional grocery and convenience stores while rating as many of the newer stores' information is not often available.

Other Enumeration Issues

Adding Additional Stores After ID's are assigned
1. If a rater finds an additional grocery/convenience store while rating, add the store under the appropriate category. For example, if a new Publix Supermarket is found in the defined area, place it under Grocery Store and record its address and telephone in the Excel file.
2. Place the new store directly under the last store in that category. There is no need to re-alphabetize the file. The new Publix Supermarket will be assigned the next ID number within that category. For example, if Save Rite Supermarket is the last store under "Grocery Stores" and its ID number is 01-2-01-023, then the new Publix Supermarket ID number will become 01-2-01-024 and so on.

Store has changed names/location
1. If a rater encounters a store 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 store is changed.
2. If a rater encounters a store 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 store. 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 store 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 store (including ID number) from its classification to the exclusion category and change the color font to red. Code the exclusion as **25** "Moved to an out of area location" under the comments section. **Do not reuse this ID number!** Make sure it remains with the store under the exclusions section of the Excel file.
4. If the rater encounters a store 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 store (including ID number) from its classification to the exclusion category and change the color font to red. Code the exclusion as **21** "Closed down" under the comments section. **Again, do not reuse this ID number!** Make sure it remains with the store under the exclusions section of the Excel file.
5. For the NEMS study, we did the following for all store 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 store, including its ID number, from its previous classification (grocery, convenience, etc.) to the exclusions category and code it accordingly