

11.0 DIETSYS CONFIGURATION FILE

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SECTION 11.0

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- 11.1 A DIETSYS Configuration File (CFG File) contains the locations and decoding information for each variable in a corresponding Questionnaire Data File. In addition, a description of the format of the Questionnaire Data File is stored in its CFG File.

DIETSYS recognizes two types of CFG Files. These are known as Standard and Non-Standard CFG Files. Standard CFG Files contain all the information required by the DIETSYS software to enter, modify, and analyze the Questionnaire Data Files. Non-Standard CFG Files cannot be used for projects which require the DIETSYS Data Entry system to enter or modify questionnaire files. The Non-Standard format has been made available for experienced users who use a third party software package to enter and modify the Questionnaire Data Files. All other users should use Standard CFG Files for their projects.

If you intend to use DIETSYS to enter or modify questionnaire data using the DIETSYS Data Entry system, you must use a Standard CFG File for your project. If you intend to optically scan your data, remember that physical defects in paper questionnaires may require you to key a small percentage of questionnaires. In addition, you may wish to modify scanned data to correct errors (multiple marks) or modify unusual responses upon query. Therefore, even if you intend to scan your data, it is recommended that you use a Standard CFG File so you will be able to use the DIETSYS Data Entry system for editing the questionnaire data. This same recommendation applies if you have your data keyed by a contractor. If you wish to use DIETSYS to modify unusual responses, a Standard CFG File will be required.

NOTE: DIETSYS CFG Files may only be created or modified using the DIETSYS Configuration Utility. Do not attempt to edit the CFG File using a text editor. Erroneous analysis calculations may result. In addition, technical support will not be provided to any individual who edits the CFG File by any means other than the DIETSYS Configuration Utility.

- 11.2 The following pieces of information regarding the Questionnaire Data File are stored in a DIETSYS CFG File:
- A. Questionnaire Data File Format. The CFG file contains information specifying whether the Questionnaire Data File is in Card format or Non-Card format. These formats are defined in Section 10.8.
 - B. File Size. If the Questionnaire Data File is in Card format, the number of cards required per questionnaire will be recorded in the CFG File. Alternatively, if the Questionnaire Data File is in Non-Card format, the number of characters per data line will be stored in the CFG File. (See Section 10.8 for the definitions of Card and Non-Card format)
 - C. Data Entry Information (Standard CFG Files only). If the questionnaire data is to be entered or modified using DIETSYS, the CFG File will contain the text of all prompts displayed by the DIETSYS Data Entry system during data entry sessions. In addition, the width and character type of each response are stored in the CFG file.
 - D. The location and decoding information of every variable analyzed by DIETSYS. This includes the exact values used for categorical frequencies; the identity of the cooking and table fats; and other information pertaining to HHHQ variables.

11.3 Two methods are available for creating a CFG file to match your questionnaires. These methods are to modify an existing CFG File or to create a new CFG File from scratch.

- A. **Modify Configuration File.** This method is particularly useful if you have created your questionnaire form using another questionnaire as a template. If the template questionnaire has a corresponding CFG file, you may modify that CFG File to create a new CFG file.

NOTE: The file format (Card/Non-Card) of the Questionnaire Data File cannot be changed by modifying a CFG File. That is, you cannot change from Card to Non-Card format or vice versa.

The following modifications may be made to a CFG File:

1. Add or delete questions. You may add or delete any question on the questionnaire. This includes foods in the list of food frequencies, HHHQ Questions, and Other Questions (Sections 11.4 and 11.22).

Several HHHQ Questions have optional segments. These segments may also be re-ordered or deleted. For example, one to three supplement types may be included in any order in the Multiple Vitamin HHHQ Question. Other HHHQ Questions with optional segments are Single Vitamins; Units of Single Vitamins; Restaurants; Cigarette Smoking; and Name (maiden name is an optional segment). See Sections 11.4 and 11.22 to make these changes.

2. You may change the order of appearance of questions (Sections 11.4 and 11.22).
3. Change the serving size options. Serving size is an optional segment of the food codes. When modifying a CFG File, you may change the specifications regarding serving size. These specifications are: if serving size is asked on the questionnaire; if serving size is the first or last character of the food code; and if XL is a valid serving size on the questionnaire (Sections 11.4 and 11.7).
4. Change the coding of age. Age may be coded using a two digit code for number of years or a one digit code for a range of years as on the SCAN92 questionnaire. When modifying a CFG File, you may set the number of characters used to code age. In addition, if using a one digit code for age, you may modify the meanings of the age codes (Sections 11.4 and 11.15).
5. You may change the list of fats used for the "Type of Fat Added At the Table" and "Type of Fat Used In Cooking" HHHQ questions (Sections 11.4 and 11.23).

The following changes may be made ONLY to questionnaires in the Categorical Format:

6. Change the meaning of the food frequency categories. That is, you may set the exact value used for the frequency corresponding to each frequency column of the food list (Sections 11.4 and 11.12).
 7. Missing and error codes for categorical questionnaires. Categorical questionnaires must use non-digit codes for unstated responses and responses which are errors because they could not be interpreted by the scanner (i.e., multiple marks when only one is expected). The SCAN92 questionnaire uses 'M' for Missing (unstated) responses and 'E' for Error (multiple marks). You may change the codes used for Missing and Error when modifying a CFG File (Section 11.8).
- B. **Create Configuration File.** Creating a CFG File can be as simple as furnishing DIETSYS with a list of the questions used on your questionnaire. These questions may include food frequencies, HHHQ Questions, and other questions which you have designed. DIETSYS determines the file location of each coded response based on the question sequence.

An alternative method for creating Non-Standard CFG files is available for expert DIETSYS users. This method involves specifying the file locations of the coded responses to the HHHQ Questions and Food Frequencies. In order to use this method, you must know the exact location of each variable in the Questionnaire Data File. In addition, you will not be able to enter or modify the Questionnaire Data Files using the DIETSYS Data Entry System. See Section 11.24 for instructions.

If you have used an existing questionnaire form as a template to develop your questionnaire, you may find it easier to modify the CFG file of the template questionnaire rather than creating a CFG file from scratch. If your questionnaire has evolved into something quite different from the template questionnaire, it may be easier to create a CFG file from scratch. It is difficult to determine the point at which "Create" is better than "Modify". As long as the process is carefully executed, either method will achieve the same goal.

If you choose "Create", you will be prompted for all questionnaire format and file format information required by DIETSYS. If you choose "Modify", you must select the appropriate menu items to change any format information which differs between your template and the new questionnaire. Section 11.4 contains instructions for Modifying a Configuration File. See Section 11.6 for instructions to create a CFG file from scratch.

- 11.4 **Modifying A Configuration File.** Follow the steps below to make changes to a CFG File or to create a CFG File by modifying a template file.

STEP 1: Select **Setup/Utilities** from the main DIETSYS menu.

STEP 2: Select **Configuration File Utility** from the submenu displayed.

STEP 3: Select **Modify Configuration File** from the utility menu.

DIETSYS will display the screen below:

Questionnaire Configuration Utility
Questionnaire Configuration File: C:\HHHQ\SCAN92.CFG
Portion Size Data File: C:\HHHQ\DIETPORT.V30

The Configuration Utility reads the names of the foods in your database from the Portion Size Data File. The food names are presented on certain utility screens to help you verify the accuracy of your configuration.

If the Questionnaire Configuration File shown is not the file you wish to edit or the Portion Size Data File shown is not the database file you will be using to analyze the questionnaire data for this project:

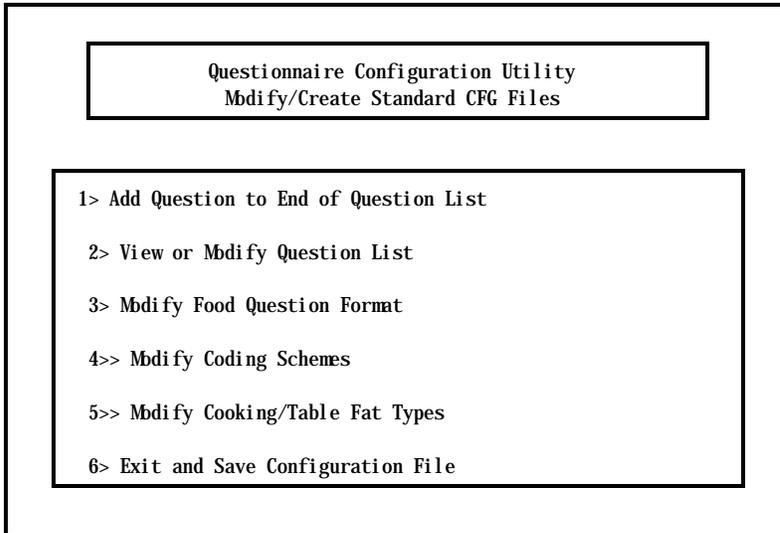
1. Type the name of the CFG File which corresponds to your template questionnaire. Press ENTER.
2. Type the name of the file which contains the Portion Size Data. Press Enter. You may use the UP & DOWN arrow keys to go from one file name to the other without making changes.

Once you have successfully entered the Configuration Utility file names, DIETSYS will read the CFG File and determine if it is a Standard or Non-Standard CFG File (Section 11.1).

If the CFG File being modified is a Standard CFG File, DIETSYS will display the **Modify/Create Standard CFG Files** menu. For instructions for modifying a CFG File using the features of this menu, see Section 11.5.

If DIETSYS determines that the CFG File being modified is a Non-Standard CFG File, DIETSYS will display the **NON-Standard Questionnaire Configuration** menu. Instructions for each of the items on this menu begin in Section 11.24.

- 11.5 **Modify/Create Standard CFG Files.** DIETSYS uses the menu shown below for modifying CFG Files of a template questionnaire as well as for creating a CFG File from scratch. If creating a CFG File from scratch, DIETSYS will display this menu after stepping you through the screens described in Sections 11.6 through 11.9. If modifying the CFG File of a template questionnaire, you may access the **Modify/Create Standard CFG Files** by following the steps described in Section 11.4.



Menu item #4 will read "4> Modify Age Coding Scheme" if the questionnaire is Non-Categorical.

At this point, DIETSYS has either prompted you for file format and coding scheme information or has read this information from the CFG File you are modifying. Therefore, settings have been established for the following CFG information:

Food Question Format: (Serving Size Options, Frequency Format, etc.)

Coding Schemes: (For Age, Food Frequencies, Serving Size, Missing)

Cooking/Table Fat Types

If you are creating a CFG File, the only information missing from your CFG File is the list of questions included on your questionnaire. The "Question List" in your configuration is currently empty. Select **Add Question to End of List** as described in Section 11.16.

If you are modifying a template CFG File or wish to change information you provided in this session, follow the instructions in the documentation sections listed below.

Add Question to End of Question List	Section 11.16
View or Modify Question List	Section 11.22
Modify Food Question Format	Section 11.7
Modify Coding Schemes	Sections 11.9 - 11.14
Modify Age Coding Scheme	Section 11.15
Modify Cooking/Table Fat Types	Section 11.23
Exit and Save Configuration File	Section 11.29

11.6 **How to Create A Standard CFG File.** Follow the steps below to create a CFG File without modifying a CFG File from a template questionnaire. To create a Non-Standard CFG File, see Section 11.24 Section 11.1 contains definitions of Standard and Non-Standard CFG Files.

STEP 1: Select **Setup/Utilities** from the main DIETSYS menu.

STEP 2: Select **Configuration File Utility** from the submenu.

STEP 3: Select **Create Configuration File** from the utility menu.

STEP 4: Select **Standard Configuration File** from the sub-menu.

STEP 5: DIETSYS will display the screen below:

Questionnaire Configuration Utility
Portion Size Data File: C:\HHHQ\DIETPORT.V30

The Configuration Utility reads the names of the foods in your database from the Portion Size Data File. The food names are presented on certain utility screens to help you verify the accuracy of your configuration.

If the Portion Size Data File shown is not the database file you will be using to analyze the questionnaire data for this project, type the name of the correct file. Press ENTER.

Once you have successfully entered the Portion Size Data File name, DIETSYS will ask you whether you wish to store your questionnaire data in Card or Non-Card format. Definitions of these formats can be found in Section 10.8. **Non-Card Format is recommended.** Select Non-Card format if you have not yet created your Questionnaire Data File. Card format is being presented as an option for those users who created their Questionnaire Data Files with previous versions of the software.

Once you respond to the Card format question, DIETSYS will display the screens shown in sections 11.7 through 11.9 in the order they appear in this document.

11.7 **Food Question Format.** DIETSYS uses the screen shown below to prompt for the format of the food questions on your questionnaire. If creating a CFG File from scratch, DIETSYS will display this screen when you follow the steps described in Section 11.6. If Modifying a CFG File, you may access this screen by selecting **Modify Food Question Format** from the "Modify/Create Standard CFG Files" menu (steps to access this menu are listed in Section 11.4).

Food Question Format

Do you ask serving size with the food frequencies (Y,N)?.....

If so, is Extra Large a valid serving size (Y,N)?.....

Is serving size the 1st character of the food codes (Y,N)?.....

Are the food frequencies coded with 1 or 3 characters?.....

Follow the steps below to define the format of your food questions. Press ESC if you wish to cancel and exit the screen. If you are Modifying a CFG File, pressing ESC will restore the original values displayed when you entered the screen.

STEP 1: Respond Y to the first prompt if serving size is included with the food frequencies on your questionnaire. Otherwise, Enter N.

STEP 2: Enter Y to the second prompt if Extra Large is displayed as a choice for serving size on your questionnaire. Enter N otherwise. (You may leave this field blank if your response was N in Step 1.)

STEP 3: Serving size may be asked prior to each food frequency or it may be asked after frequency. If you refer to the BRIEF87 and FULL87 questionnaires, you will notice that serving size is asked first on those questionnaires. On the other hand, serving size is asked last on the SCAN92 questionnaire.

To prevent typing or scanning errors, you should code serving size as the first character of your food codes if it appears first on the questionnaire.

Enter Y to the third prompt if Serving Size is the first character of your food codes. Enter N if Serving Size is the last character of your food codes. (You may leave this field blank if your response was N in Step 1.)

STEP 4: The food frequencies in the main food list may be coded in either a Categorical Format or a Non-Categorical format. These formats are described in detail in section 10.3. The Categorical format uses 1 character to code each food frequency. The Non-Categorical format uses 3 digits to code each food frequency (2 for number of times, 1 for day, week, month, etc).

Enter 1 if the main food list on your questionnaire uses a Categorical Format (1 character code) for the frequencies.

Enter 3 if the main food list on your questionnaire uses a Non-Categorical Format (3 digit code) for the frequencies.

STEP 5: If you entered 1 in STEP 4 (Categorical food frequencies) you have completed this screen. If you entered 3 in STEP 4, DIETSYS will prompt you to specify the **Number of Weeks in the Largest Category for Unit of Time**.

In the coding of Non-Categorical food frequencies, 1=DAY, 2=WEEK, and 3=MONTH. However, 4 may be used to specify any segment of time greater than a month. Typically, year is used as the largest unit of time. However, some studies evaluate the dietary habits over the past 6 months rather than over the past year. Enter the number of weeks which corresponds to the largest unit of time presented on your questionnaire in the main food section. Enter 52 for year, enter 26 for a 6 month period, etc.

If you are creating a CFG File rather than modifying an existing CFG File, DIETSYS will present different screens depending on the format of your food frequencies. If your food frequencies are coded in the 3 character Non-Categorical Format, DIETSYS will present the menu described in Section 11.5.

11.8 **Missing and Error Codes.** DIETSYS uses the screen shown below to prompt for the characters used as the Missing Code and Error Code. If creating a CFG File from scratch, DIETSYS will display this screen after you complete the steps described in Section 11.6 and 11.7.

If Modifying a CFG File, you may access this screen by selecting **Modify Coding Schemes** from the "Modify/Create Standard CFG Files" menu and **Modify Missing/Error Codes** from the sub-menu (the steps to access this menu are listed in Section 11.4).

You will only be able to access this screen if your questionnaire format is Categorical ('9' must always be the Missing Code for Non-Categorical questionnaires).

```
Missing & Error Codes
Missing & Error Codes for All Questionnaire Responses
))))))))))))))))))))))))))))))))))))))))))))))))))))))))
Missing Code... M
Error Code..... E
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For Categorical questionnaires, the Missing Code and the Error Code must be **non-digit** characters. Digits are not allowed since 1-9 are valid responses for many HHHQ Questions in their Categorical format.

The Missing Code is for unknown or unstated responses. The Error Code should be used when multiple marks are read by an optical scanner when only one mark is valid.

11.9 **Food Question Coding Schemes.** DIETSYS displays the screen shown below when creating a CFG File by following the steps described in Sections 11.6 through 11.8. This screen displays the frequency categories used on the SCAN92 questionnaire as well as the SCAN92 codes used for Serving Size.

The input codes of 1 to 9 correspond to the 9 frequency columns as they appear on the SCAN92 questionnaire. The text shown under the heading "ALL Non-Beverage Foods" uses the same wording as the column headings on pages 4-7 of the SCAN92 questionnaire. The text shown under the heading "Beverages" uses the same wording as the food column headings on page 8 of the SCAN92 questionnaire.

Coding Schemes For "How Often"			Coding Scheme for Serving Size
Input Code	ALL Non-Beverage Foods	Beverages (Foods 83-99, 169)	
1	Never or < 1 per Mnth	Never or < 1 per Mnth	1 = Small 2 = Medium 3 = Large
2	1 per Mnth	1-3 per Mnth	
3	2-3 per Mnth	1 per Week	
4	1 per Week	2-4 per Week	
5	2 per Week	5-6 per Week	
6	3-4 per Week	1 per Day	
7	5-6 per Week	2-3 per Day	
8	1 per Day	4-5 per Day	
9	2+ per Day	6+ per Day	

PRESS ANY KEY TO CONTINUE

DIETSYS displayed this screen to remind you of the default settings for the frequency coding schemes. If your questionnaire uses different frequency categories for the main food list, or if you use different input codes for these frequency categories, you will be permitted to make changes to the coding schemes.

You may set new coding schemes by selecting **Modify Coding Schemes** from the menu which will be presented once you press a key to continue as instructed on the current screen. Five items will be presented on the **Modify Coding Schemes** sub-menu. Instructions for each of these can be found in the documentation sections listed below.

- Section 11.10 Modify Serving Size Codes (if serving size is asked)
- Section 11.11 Change the Number of Food Coding Schemes
- Section 11.12 Modify Food Coding Schemes
- Section 11.15 Modify Coding of Age
- Section 11.8 Modify Missing & Error Codes

11.10 **Coding of Serving Size.** DIETSYS uses the screen shown below to prompt for the characters used to code Serving Size on your questionnaire. You may access this screen by selecting **Modify Coding Schemes** from the "Modify/Create Standard CFG Files" menu and **Modify Serving Sizes** from the sub-menu. This screen will only be available if your questionnaire configuration uses the Categorical Format for food frequencies and serving size is asked. Non-Categorical questionnaires must use the values shown below.

Food Question Coding Schemes

Enter the Input Code for the following serving sizes:
)))))))

SMALL	1
MEDIUM	2
LARGE	3
EXTRA LARGE	4

The recommended coding is 1=SMALL, 2=MEDIUM, 3=LARGE, 4=EXTRA LARGE. However, some users prefer to use S,M,L,X. Categorical questionnaires may use any character set to code serving size. However, you may not use the characters which are being used to code Missing and Error. For example, if 'M' is currently your Missing Code, you must change the Missing Code before you will be allowed to use 'M' as a serving size code.

DIETSYS is not case sensitive, therefore, 'M' and 'm' will be treated as the same code.

11.11 **Number of Food Coding Schemes.** You may set the number of different coding schemes used to code food frequencies on categorical questionnaires. On many questionnaires, not all foods are coded with the same coding scheme. For example, if you look at the SCAN92 version of the HHHQ, you will notice that the frequency categories used for Beverages are different from those used for other foods on the questionnaire. Thus, the SCAN92 version of the questionnaire uses 2 different food coding schemes.

You may access the screen to set the number of food coding screens by selecting **Modify Coding Schemes** from the "Modify/Create Standard CFG Files" menu and **Change the Number of Food Coding Schemes** from the sub-menu.

If you increase the number of different coding schemes you will be responsible for configuring each coding scheme with a food list and frequency value codes (Sections 11.12 through 11.14).

11.12 **Modify Food Coding Schemes.** DIETSYS uses the screen shown below to allow you to customize the food frequency coding schemes. You may access this screen by selecting **Modify Coding Schemes** from the "Modify/Create Standard CFG Files" menu and **Modify Food Coding Schemes** from the sub-menu.

This screen provides you with control of the absolute values used for each food frequency code on your questionnaire. The text on your questionnaire may specify a range such as "2-3 times per Month" or "3-4 times per Week". The actual value used in the DIETSYS calculations is determined by the information provided in this screen as shown below.

Code	# Times	Unit of Time	Coding Scheme Number: 1
1 means	00.0	per Never	Code: Character to be keyed (or coded by a scanner) for "How Often". Unit of Time: D = Day W = Week M = Month Y = Year N = Never Foods Using This Coding Scheme: 1-82, 100-168, 170-207
2 means	01.0	per Month	
3 means	28.0	per Year	
4 means	01.0	per Week	
5 means	02.0	per Week	
6 means	13.0	per Month	
7 means	22.0	per Month	
8 means	01.0	per Day	
9 means	02.0	per Day	
M means	Missing, No Response		
E means	Error, Multiple Marks		
ALTN=Number of Codes			PGDN=Next Scheme

This screen shows the frequency values for the 1st coding scheme of the SCAN92 questionnaire. This coding scheme is used for the foods listed in the right hand column. In the case of SCAN92, these are the foods listed on pages 4-7 of the questionnaire.

On pages 4-7 of SCAN92, an input code of '3' is used to code "2-3 per Month". This code will be entered by a scanner or keyer for every food which has the third frequency column selected. According to the table above, 28 times per year is the actual frequency value used by the DIETSYS analysis program for each food with a frequency code of '3'.

It is strongly recommended that you use input codes of 1-n (where n is the number of frequency columns). Use the codes sequentially, using '1' for the leftmost column, '2' for the second column, etc. In this way, you can use a consistent coding scheme for all questions on your questionnaire. The column headings mean nothing to keyers or scanners. However, the sequence of the columns can provide a visual aid for checking the scanned or keyed data.

On this screen, you may use any unit of time for specifying the frequency to be used in the DIETSYS calculations (regardless of the unit of time shown on the questionnaire). This allows for greater specificity, particularly when indicating a frequency to be used for ranges.

If your questionnaire contains fewer columns for frequency, press ALTN to change the number of input codes. A maximum of 9 columns are permitted. The screen which will be displayed is described in Section 11.13.

If you wish to change the food list used for this coding scheme, press ALTF. The screen which will be displayed is described in Section 11.14.

11.13 **Number of Valid Frequency Responses.** For each set of categorical food frequencies, you may set the number of frequency choices presented to the respondent. DIETSYS uses the screen shown below to prompt for this information. Follow the steps below to access this screen.

STEP 1: Select **Modify Coding Schemes** from the "Modify/Create Standard CFG Files" menu.

STEP 2: Select **Modify Food Coding Schemes** from the submenu displayed.

STEP 3: Use **PGDN** to select a coding scheme other than the first one displayed, if desired.

STEP 4: Press **ALTN** to access the screen shown below.

Food Question Coding Schemes

Coding Scheme Number	Number of Valid Responses
))))))))))))))))))))))))))))))))))))))	9

1

The number of valid responses equals the number of categories (or frequency columns) presented on your questionnaire for each food frequency coding scheme. For example, the SCAN92 questionnaire provides 9 choices for frequency for both coding schemes on the SCAN92 questionnaire.

11.14 **Foods In Each Coding Scheme.** You may specify the foods which use each coding scheme on your questionnaire. DIETSYS uses the screen shown below to prompt for this information. Follow the steps below to access this screen.

STEP 1: Select **Modify Coding Schemes** from the "Modify/Create Standard CFG Files" menu.

STEP 2: Select **Modify Food Coding Schemes** from the submenu displayed.

STEP 3: Use **PGDN** to select a coding scheme other than the first one displayed.

STEP 4: Press **ALTF** to access the screen shown below.

Food Question Coding Schemes

SCHEME #1 -- Foods Database Sequence Numbers
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Food Number(s)..... 1-82, 100-168, 170-207

Each food on your questionnaire **must** be included in a list for one and only one coding scheme. This includes all foods which appear in the Main Food List as well as any Open Ended food lists. Therefore, any food which appears in the Main Food List and may be entered by a respondent as an Open Ended food must use the same frequency scheme in both sections of the questionnaire (unless the Open Ended section is in a Non-Categorical format).

To change the list for the scheme shown, simply type over the list; or press the END key to add to the end of the list. You do not need to enter the foods in sequence. Use ranges such as 1-82 to shorten the list. If you run out of space in the edit window, press ENTER, DIETSYS will prompt you to add more foods.

You may enter foods which do not appear on the questionnaire. This is particularly useful if you are using Open Ended food lists on your questionnaire. Assign to the appropriate scheme all foods in the database which may be used as an Open Ended food.

You may not enter a food in a list which appears in the list of a previous coding scheme. That is, you may not enter a food in Scheme #2 if the food was specified in Scheme #1's list. An error message will be displayed in this situation. However, DIETSYS will allow you to enter all of the foods for Scheme #1. Any of these foods which also appear in Scheme #2 will be deleted from the Scheme #2 list. This allows you to enter the appropriate foods for Scheme #1, then for Scheme #2, etc.

- 11.15 **Modify Coding of Age.** If your questionnaire uses a 1 character code for age, DIETSYS uses the screen shown below to acquire the information required to interpret the age codes. If your questionnaire is in a Non-Categorical format, select **Modify Age Coding Scheme** from the "Modify/Create Standard CFG Files" menu. If your questionnaire is in a Categorical format, select **Modify Coding Schemes** from the "Modify/Create" menu and **Modify Coding of Age** from the sub-menu displayed.

Age Coding Schemes		
Age Code	Portion Size	Report Label
))		
1	Younger	Less than 20
2	Younger	20-29
3	Middle Aged	30-39
4	Middle Aged	40-49
5	Middle Aged	50-59
6	Older	60-69
7	Older	+70

Using this screen, you may change the number of age codes; select the set of portion sizes to be used for each age code; and specify the text which will be printed to the DIETSYS Analysis Report for age.

A. **Changing the Number of Age Codes.** The age codes will always be 1-n (where n is the number of possible age codes not including Missing and Error).

To reduce the number of age codes, use the arrow keys to highlight the age code to be deleted and press the DELETE key.

To increase the number of age codes, press ALTA to add a new age code.

If necessary, you may highlight individual age codes and press ENTER to set the portion size and report text information.

B. **Editing Individual Age Codes: Portion Sizes & Report Label.** Use the UP/DOWN arrow keys to highlight the age code to be edited and press ENTER.

DIETSYS uses age to determine which set of portion sizes to be used if age-sex specific portion sizes have been selected (see the DIETSYS Analysis Portions Option, Section 16A.20). The DIETSYS Foods Database contains three age-dependent portion sizes for each sex: Younger, Middle Aged, Older. Enter one of the following codes for the portion size to be used for this age code:

- 0 = Younger
- 1 = Middle Aged
- 2 = Older

Age is printed to the DIETSYS Analysis Report. If age had been coded as number of years, the age in years would be printed. When using a 1 character code for age, you must supply the text to be used in the report. It is recommended that you use the age ranges shown on the questionnaire as the report text.

- 11.16 **Add Question to End of Question List.** Standard CFG Files contain a "Question List", that is, a list of all variables (HHHQ Questions, Food Frequencies, and Other Questions) in the order they appear on the questionnaire. DIETSYS uses the Question List to determine the location of all variables in the questionnaire data file. In addition, this list is used by the DIETSYS Data Entry System to ensure that the prompts for the questionnaire data items are presented in the proper sequence.

When you create a CFG File without modifying a template file, the Question List will contain only one item, the Respondent ID. As explained in Section 10, all questionnaires must contain a Respondent ID. The first question you add to the end of the Question List will appear directly after the Respondent ID. All subsequent questions will follow the first question you add, in the order they are selected. Likewise, if modifying a CFG File, any question added to the end of the question list will follow all questions already in the list.

Instructions for adding each question type can be found in the documentation sections listed below.

Section 11.17	Food Items - Main Food List
Section 11.18	HHHQ Questions
Section 11.20	Other Questions
Section 11.21	Open Ended Food Lists

- 11.17 **Adding or Inserting Food Items to the Question List.** DIETSYS uses the screen below to allow you to specify the foods in the Main Food List of your questionnaire. DIETSYS will display this screen when you select Food Items--Main Food List from the types of questions presented when adding or inserting questions.

To **Insert** Food Items in the Question List follow these steps:

- STEP 1: Select **View or Modify Question List** from the "Modify/Create Standard CFG Files" menu.
- STEP 2: Use the UP/DOWN arrow keys to highlight the question which will follow the Food List to be inserted. That is, the Food List will be inserted above the highlighted question. When you have highlighted the appropriate question, press the INSERT key.
- STEP 3: Use the UP/DOWN arrow keys to highlight **Food Items--Main Food List** and press ENTER to select this question type.

To **ADD** Food Items to the end of the Question List follow these steps:

- STEP 1: Select **Add Question to End of List** from the "Modify/Create Standard CFG Files" menu.

STEP 2: Use the UP/DOWN arrow keys to highlight **Food Items--Main Food List** and press ENTER to select this question type.

DIETSYS will display the following screen:

```

Add Question

Foods Database Sequence Numbers
)))))))))

Food Number(s).....

```

Enter the Food IDs of the foods in this section of your questionnaire. You **must** enter the foods in the order they appear on the questionnaire. Use dashes to indicate ranges such as 1-10. Use commas to separate ranges and individual Food IDs such as 1-10,5,12-33. If you fill the edit window displayed, press ENTER. If you had not entered all the intended foods, simply repeat the process and add/insert another food list. The Food ID corresponds to the food's database sequence number (Section 12.3).

If you had inserted this list of foods, you will be returned to the view/modify mode. If you were adding these foods to the end of the question list, you will again be presented with the list of question types. You may now continue adding questions or you may select EXIT to leave the add mode. Once you exit, you will be able to select **View or Modify Question List** to verify your changes.

11.18 **Adding or Inserting HHHQ Questions (From NCI Questionnaire Versions).** HHHQ Questions are defined in Section 10. Section 10, Appendix A contains the coding requirements for each HHHQ Question. DIETSYS allows you to add an HHHQ Question by selecting the question from a set of lists. Each HHHQ Question added will automatically be formatted using the same format as the food frequencies (Categorical or Non-Categorical).

To **Insert** HHHQ Questions in the Question List follow these steps:

STEP 1: Select **View or Modify Question List** from the "Modify/Create Standard CFG Files" menu.

STEP 2: Use the UP/DOWN arrow keys to highlight the question which will follow the HHHQ Question to be inserted. That is, the new question will be inserted above the highlighted question. When you have highlighted the appropriate question, press the INSERT key.

STEP 3: Use the UP/DOWN arrow keys to highlight **HHHQ Question (From NCI Questionnaire Versions)** and press ENTER to select this question type.

To **ADD** HHHQ Questions to the end of the Question List follow these steps:

STEP 1: Select **Add Question to End of List** from the "Modify/Create Standard CFG Files" menu.

STEP 2: Use the UP/DOWN arrow keys to highlight **HHHQ Question (From NCI Questionnaire Versions)** and press ENTER to select this question type.

DIETSYS will display a list of HHHQ Question categories. Use your UP/DOWN arrows to scroll through this list. Notice that the help box at the bottom of the screen changes when you move the highlight bar. The help box contains information to help you choose the category which contains the question you wish to add/insert. Section 11, Appendix A contains a reference table of the questions in each category. Using this table you can see how these questions are used on the SCAN92 and FULL87 questionnaires.

To add/insert the HHHQ Question continue by following these steps:

STEP 1: Use the UP/DOWN arrow keys to move the highlight bar to the category which contains the HHHQ Question you wish to insert/add. Press ENTER.

STEP 2: A list of the HHHQ Questions within the category selected will be presented. An '*' will appear next to any HHHQ Questions which can only be used once and is already in the Question List. Use the UP/DOWN arrow keys to move the highlight bar to the specific HHHQ Question you wish to add/insert. Press ENTER.

STEP 3: In some cases, DIETSYS will prompt for additional information regarding the HHHQ Question selected. For example, if you selected AGE, DIETSYS will prompt you to for the number of characters (1 or 2) used to code age. Several other HHHQ Questions have optional segments which may be included and for some questions, you may set the order in which the segments appear. The HHHQ Questions which require additional information are Multiple Vitamins; Single Vitamins; Units of Single Vitamins; Restaurants; Cigarette Smoking; Name and Age. Section 11.19 contains information regarding the additional prompts for these questions.

11.19 DIETSYS requires specific information regarding some of the HHHQ Questions added to the Question List. When adding or inserting these HHHQ Questions as described in Section 11.18, DIETSYS will prompt you to select which segments to include (and in some cases, the order of the segments). In addition, DIETSYS will allow you to change this same information when you modify the question by selecting it from the View/Modify Question List screen (Section 11.22).

DIETSYS will prompt for the following information when the question listed is added, inserted, or modified.

- A. **Age.** Number of characters used to code age. Enter '2' if age is coded using a two digit code for number of years. Enter '1' if age is coded using a one digit code corresponding to a range of years (as seen on the SCAN92 questionnaire).
- B. **Name.** Maiden name is the only optional segment of the Name field. Specify 'Y' if Maiden Name is included in the Name question of your questionnaire. Enter 'N' otherwise. DIETSYS will not allow you to add or delete the Maiden name segment once you have added Name to your Question List. To change the Name configuration, simply delete Name from the Question List and then insert it with the correct setting for Maiden name.
- C. **Cigarette Smoking Questions.** Cigarette Smoking contains six optional segments. DIETSYS will display an "Order Box" as shown below when Cigarette Smoking is added, inserted or modified. In the Order Box, number the segments as they appear on your questionnaire. Enter '0' if the segment does NOT appear on your questionnaire.

Smoked at least 100 cigs?	0
Age began	0
Average cigarettes per day when smoked	0
Smoke now	1
Age quit smoking	0
Average cigarettes per day now	2

For example, the values in the Order Box shown above reflect the configuration of the Cigarette Smoking section on the SCAN92 questionnaire. On the other hand, the FULL87 questionnaire uses all six segments; the values above would be 1-6 from top to bottom for the FULL87 questionnaire.

- D. **Frequency of Eating in Restaurants.** The restaurant frequency choices may be listed on the questionnaire in increasing or decreasing order. That is, "Never in Past Year" may be in the first column or in the last. If "Never in Past Year" is in the first or left-most column and "Almost Every Day" is in the right-most column, the restaurant frequencies are said to **increase** across the page and are thus in "increasing order". Coding the restaurant frequencies in increasing order requires that '1' be used to code "Never in Past Year" and '7' must be used to code "Almost Every Day". The reverse of this coding scheme is used if the restaurant frequencies are in decreasing order.

The Restaurant HHHQ Question contains seven optional segments. DIETSYS will display an "Order Box" as described in C above to allow you to specify which restaurants are included. In the Order Box, number the restaurant types as they appear on your questionnaire. Enter '0' for each restaurant type which does NOT appear on your questionnaire. The restaurant types which may be included in the Restaurant HHHQ Question are Fried Chicken, Burgers, Pizza, Chinese, Mexican, Fried Fish, and Other.

- E. **Multiple Vitamins.** "How Many Years" is an optional segment of the Multiple Vitamins field. If asked, "How Many Years" must be coded **after** each vitamin frequency. Enter 'Y' if the response to "How Many Years" is coded immediately after the code for each multiple vitamin frequency. Enter 'N' otherwise.

Three supplement types may be included in the Multiple Vitamins section. DIETSYS will display an "Order Box" as described in C above to allow you to specify which supplements are included. In the Order Box, number the supplements as they appear on your questionnaire. Enter '0' for each supplement which does NOT appear on your questionnaire. The supplements which may be included in the Multiple Vitamins section are One-A-Day Type, Stress-Tabs Type, and Theragran Type.

- F. **Single Vitamins (A, C, E, Calcium...).** "How Many Years" is an optional segment of the Single Vitamins field. If asked, "How Many Years" must be coded **directly after** each vitamin frequency. Enter 'Y' if the response to "How Many Years" is coded immediately after the code for each single vitamin frequency.

Questionnaires in a Non-Categorical format may be coded with "milligrams or IUs per pill" as the last (fourth) character of each Single Vitamin code (following the 3 digit frequency code). DIETSYS will not prompt you to indicate if "milligrams or IUs" is included here if you have already specified that "How Many Years" is asked directly after the Single Vitamin frequencies. Only one of these segments may be included directly after the frequencies. However, if you wish to use both segments on your questionnaire, "milligrams or IUs" of the Single Vitamins may be asked as a separate HHHQ Question as described in F below. If you include "milligrams or IUs" here, do not add Units of Single Vitamins as a separate question, and vice versa. If "milligrams or IUs" is included in both places, the response in the separate units HHHQ Question (as in F) will be used by the DIETSYS analysis.

Six supplements may be included in the Single Vitamins section. DIETSYS will display an "Order Box" as described in C above to allow you to specify which supplements are included. In the Order Box, number the supplements as they appear on your questionnaire. Enter '0' for each supplement which does NOT appear on your questionnaire. The supplements which may be included in the Single Vitamins section are Vitamin A, Vitamin C, Vitamin E, Calcium or Dolomite, Zinc, and Beta-Carotene.

- G. **Units of Single Vitamins (A, C, E...).** "Units of Single Vitamins" refers to the "milligrams or IUs per pill" information for the single vitamins **when not asked adjacent to each single vitamin frequency**. That is, "Units of Single Vitamins" is a separate HHHQ Question. You may ask for the units of up to six single vitamins. DIETSYS will display an "Order Box" as described in C above to allow you to specify which supplements are included. In the Order Box, number the supplements as they appear on your questionnaire. Enter '0' for each supplement which does NOT appear in the "Units of Single Vitamins" section of your questionnaire.

Although you may include the units of supplements which are not used in the Single Vitamin frequency question, the coded response will have no impact on the DIETSYS analysis. Each supplement must be in the units shown in the Order Box. These are:

- IU per Vitamin A
- mg per Vitamin C
- IU per Vitamin E
- mg per Calcium or Dolomite
- mg per Zinc
- mcg per Beta-Carotene

- H. **Other Vitamins (Selenium, Iron, etc.).** The Categorical Format of the Other Vitamins question requires that one digit be used to code each supplemented list. A code of '0' means that the respondent did not select that response. A code of '1' means that the respondent did mark the response. DIETSYS will display an "Order Box" as described in C above to allow you to specify which supplements are included in your list of other vitamins. In addition, "No or don't know" and "Other not Mentioned" are valid responses which you may list on your questionnaire. In the Order Box, number the response choices as they appear on your questionnaire. Enter '0' for each response which does NOT appear on your questionnaire. The response choices which may be included in the Other Vitamins section are No or Don't Know, Zinc, Iron, Selenium, Beta-carotene, Yeast, Cod Liver Oil, and Other not Mentioned.

Note: The Non-Categorical Format uses a two character coding system for coding the Other Vitamin question. Therefore, DIETSYS will not present the Order Box described in the previous paragraph for Non-Categorical questionnaire configurations. See Sections 10.3-10.4 and Section 10, Appendix A for more information.

- I. **Low Fat Foods.** As of version 3.4, DIETSYS was enhanced to allow the user to set pairs of foods affected by the Low Fat Foods analysis option. The instructions for setting up the Low Fat Foods option are in the README.TXT file distributed with the software.

11.20 **Adding or Inserting an Other Question.** Other Questions are not analyzed in any way by the DIETSYS software but are stored in the Questionnaire Data File. You must include these in the Question List so that the DIETSYS Data Entry System will prompt for the coded responses, and write the responses to the Questionnaire Data File.

To **Insert** Other Questions in the Question List follow these steps:

STEP 1: Select **View or Modify Question List** from the "Modify/Create Standard CFG Files" menu.

STEP 2: Use the UP/DOWN arrow keys to highlight the question which will follow the Other Question to be inserted. That is, the Other Question will be inserted above the highlighted question. When you have highlighted the appropriate question, press the INSERT key.

STEP 3: Use the UP/DOWN arrow keys to highlight **Other Question** and press ENTER to select this question type.

To **ADD** Other Questions to the end of the Question List follow these steps:

STEP 1: Select **Add Question to End of List** from the "Modify/Create Standard CFG Files" menu.

STEP 2: Use the UP/DOWN arrow keys to highlight **Other Question** and press ENTER to select this question type.

DIETSYS will display a screen to prompt for the following information:

- A. **Prompt.** You may enter up to 45 characters for the prompt to be used by DIETSYS during data entry sessions. Enter enough text to clearly identify the question. The data entry technician may need to compare the prompt to the questionnaire to verify that s/he is entering the correct question. During data entry, the prompt will be shown on the left side of the screen and the response window will be shown on the right (just as on the screen you now see). If prompt width + response width is greater than 67 characters, the prompt will be truncated.
- B. **Response Width.** During data entry, a response window will appear to the right of the prompt for this question. The data entry technician will then type the coded response to the question in this window. The width of this window will equal the Response Width you enter here. This width will also equal the number of characters used in the Questionnaire Data File to store this response.

The maximum response width allowed is 50 characters. This limitation is to allow the DIETSYS Data Entry System enough space on the screen to display a prompt and response window. If your question requires more than 50 characters to code the response, add it in the CFG Question List in multiple parts. That is, if you need 55 characters to code the response to this question, add a question with a 35 character response and a question with a 20 character response. As long as the questions directly follow each other in the Question List, the coded responses will be stored contiguously in Non-Card Questionnaire Data Files. If your Questionnaire Data File is in Card Format, it is possible that the coded response to the second part of the question will be stored on the following card. When you have finished creating or modifying the CFG File, you may print the Questionnaire Codebook to check these file locations (Section 11.30).

- C. **Type of Characters.** The "type of characters" you select will be the only characters that the DIETSYS Data Entry system will allow to be entered for this response. During a data entry session, DIETSYS will beep if a character not of this type is entered. The types available are defined below.

Any Character. This includes any letter, digit, punctuation mark and includes a space or blank.

Both Letters & Digits. The following characters will be allowed to be typed for the response to this question: 'A'...'Z', 'a'..'z', and '0'...'9'.

Real Numbers (non-negative). This type includes digits and the period so that numbers such as 1.3 may be entered.

Digits. Only '0'...'9' will be allowed if this type is specified.

Y or N. This type is included for yes or no questions. Although, 'y' and 'n' may also be entered, the DIETSYS Data Entry System will convert them to their upper case counterparts.

On/Off. Only '0' or '1' may be entered using this type. This type is designed to indicate selected or not selected on mark-sense questionnaire forms. Typically, '0' would be used to indicate not marked and '1' to indicate marked. This type is used in the SCAN92 configuration for coding Other Vitamins, Types of Fat Added at the Table, and Types of Cooking Fat.

Letters. Upper and lower case letters may be entered for responses of this type.

Skip Prompt. The data entry technician will not be able to enter data into responses of the Skip Prompt type. This response type is used in the BRIEF87 and FULL87 configurations. The file locations pre-printed on these questionnaires included un-used space. In order to preserve this space and therefore keep the subsequent variables in their proper file positions, this response type is used. Without this response type, frame shift keying errors would occur when entering BRIEF87 and FULL87 questionnaires since data entry technicians look at the questionnaire form and not the screen. If you use this response type, be sure to thoroughly test your configuration in the DIETSYS Data Entry System.

11.21 **Adding or Inserting an Open Ended Food List.** An Open Ended food section of a questionnaire contains a list of foods from which the respondent may select one or more foods which s/he eats. The respondent will not give a frequency for every food listed, but only the ones s/he eats with some minimum frequency. In the CFG File, you must define the maximum number of foods the respondent is allowed to specify. The foods selected may be different for each respondent. Therefore, each food frequency (and serving size, if asked) must be accompanied by a food identifier. See Section 10 for instructions on coding Open Ended foods.

Steps to **Insert** an Open Ended Food List in the Question List:

STEP 1: Select **View or Modify Question List** from the "Modify/Create Standard CFG Files" menu.

STEP 2: Use the UP/DOWN arrow keys to highlight the question which will follow the Open Ended Foods to be inserted. That is, the Open Ended Food List will be inserted above the highlighted question. When you have highlighted the appropriate question, press the INSERT key.

STEP 3: Use the UP/DOWN arrow keys to highlight **Open Ended Food List** and press ENTER to select this question type.

Steps to **ADD** Open Ended Food Lists to the end of the Question List:

STEP 1: Select **Add Question to End of List** from the "Modify/Create Standard CFG Files" menu.

STEP 2: Use the UP/DOWN arrow keys to highlight **Open Ended Food List** and press ENTER to select this question type.

DIETSYS will display a screen to prompt for the following information:

- A. **Number of Open Ended Foods.** This is the number of foods which are coded in this section of the questionnaire data file. That is, the maximum number of foods which the respondent can choose. Up to 11 foods may be used in each Open Ended Food list. You may have more than 1 section of Open Ended Foods.
- B. **Is the Open Ended Food ID coded first.** A two digit Open Ended code identifying the food must be included with each coded response. This two digit code may appear as the first two characters of the coded response for each Open Ended food; or as the last two characters. See Section 12.3 and Section 10.6 for more information on the Open Ended code.
- C. **1 or 3 characters to code the FREQUENCY?** If the frequencies of the foods in the Main Food List are coded using the 3 digit Non-Categorical format, then the Open Ended foods **must** be coded in the same 3 digit Non-Categorical format. However, if the foods in the main food list are coded with the 1 character Categorical format, the Open Ended foods may use either format. Enter 1 if the Open Ended foods are coded in a Categorical format. Enter 3 if the Non-Categorical format is used. (This question will not be asked if the foods in the Main Food List are Non-Categorical.) See Section 10.6 for coding instructions for Open Ended foods.

11.22 **View or Modify Question List.** Standard CFG Files contain a "Question List", that is, a list of all variables (HHHQ Questions, Food Frequencies, and Other Questions) in the order they appear on the questionnaire. DIETSYS uses the Question List to determine the location of all variables in the questionnaire data file. In addition, this list is used by the DIETSYS Data Entry System to ensure that the prompts for the questionnaire data items are presented in the proper sequence.

If you are creating a CFG File without modifying a template file, select **Add Question to End of List** from the **Modify/Create Standard CFG Files** menu (Section 11.5). The instructions for adding questions are in Section 11.16.

If you are modifying a CFG File, you may modify the Question List in the following way:

- a. Change the sequence of the questions in the Question List
- b. Insert questions in the Question List
- c. Delete questions from the Question List
- d. Modify the prompts, response width, and character type of Other Questions
- e. Change parameters of specific HHHQ Questions (for example, set the number of characters used to code age; and re-order, add, or delete parts of HHHQ Questions which have optional segments (See Section 11.19 for more information).

When you select **View or Modify Question List** from the "Modify/Create Standard CFG Files" menu, DIETSYS will display a screen similar to the one shown below.

Questionnaire Format

Mdi fy mode
)))))))

Respondent ID
 HHHQ: Sex
 HHHQ: Age
 HHHQ: Date (6 characters)
 HHHQ: Weight
 HHHQ: Height
 HHHQ: Cigarette Smoking Questions
 HHHQ: Do you take Vitamins/Mnerals regularly
 HHHQ: Multiple Vitamins
 HHHQ: Single Vitamins (A, C, E, Ca, . . .)
 Food(s): 1, 2, 4-7, 9, 10, 12, 11, 163, 15, 66-69, 128, 70-73
 Food(s): 16-17, 102, 18-19, 21-31, 64, 32-46, 114, 47-56, 120
 Food(s): 57-61, 63, 62, 65, 80-82, 74-79, 83-86, 88-90, 92-93
 Booklet Number (scanner info)
 Application Number (scanner info)

Press ENTER
 to EDIT
 highlighted
 question.

DEL=Delete	INS=Insert	ALT-M=Mbve
HOME=Top	END=Bottom	PGUP=Prev Screen
	PGDN=Next Screen	
	ALTX=Exit	

11.23 **Modify Cooking/Table Fat Types.** Section 10A.20 contains the coding instructions for the 2 HHHQ Questions regarding fats. These questions are: "What types of fat do you usually use in cooking?" and "What types of fat do you usually add to vegetables, potatoes, etc?".

The Categorical Format of the fat type questions use a 1-10 character field for coding. The number of characters used must equal the number of responses listed on the questionnaire. A '1' or '0' is coded for each choice indicating selected ('1') or not selected ('0'). For the

Categorical Format, the "Modify Cooking/Table Fat Types" screen is used to set the number of fat type choices and their order in the Questionnaire Data File.

In the Non-Categorical Format, each response to the fat type question is assigned a one digit code. For this format, the "Modify Cooking/Table Fat Types" screen is used to assign a response to each input code. The response assigned may be the Food ID of the fat or a response such as "Don't Know" or "Don't Add Fat".

When you select **Modify Cooking/Table Fat Types** from the "Modify/Create Standard CFG Files" menu, DIETSYS will display the screen shown below.

Coding Scheme for Cooking Fats	
1 = UNK DON'T KNOW OR DON'T COOK	6 = 206 DIET MARGARINE (EG SHEDD
2 = 203 STICK MARGARINE	7 = NON NON-FAT FOOD (EG PAM)
3 = 201 HALF MARGARINE, HALF BUT	8 = 202 SOFT MARGARINE
4 = 204 LARD	9 = 205 CRISCO
5 = 062 BUTTER	10 = 200 SALAD OIL, COOKING OIL

The bold items in the screen print above indicate the edit windows. The following codes may be entered into the edit windows:

1. The Food ID of the fat to be used for this code or position.
2. NR if this position or code indicates no response, unstated.
3. UNK if this position or code indicates "Don't know/don't cook" for cooking fats or "Don't Add Fat" for table fats.
4. NA if the code or position is not used. If this is a Categorical questionnaire, you must use 1-n positions where n is the number of choices on your questionnaire. If position 5 is set to NA, then this fat type question will be assigned 4 positions in the data file and 6-10 must also be set to NA.
5. NON if the code or position is a non-fat food such as Pam. No food in the foods database will be used for this response.

The text in the right column will update with the appropriate fat or text when you press ENTER in the edit window. This text is provided to assist you in verifying the accuracy of your entries.

11.24 **How to Create A Non-Standard CFG File.** Follow the steps below to create a Non-Standard CFG File. To create a Standard CFG File, see Section 11.6. Before proceeding, be certain a

Non-Standard CFG File is appropriate for your project by reviewing the definitions of Standard and Non-Standard CFG Files in Section 11.1.

STEP 1: Select **Setup/Utilities** from the main DIETSYS menu.

STEP 2: Select **Configuration File Utility** from the submenu.

STEP 3: Select **Create Configuration File** from the utility menu.

STEP 4: Select **Non-Standard Configuration File** from the sub-menu.

STEP 5: DIETSYS will describe Non-Standard CFG files and then display the screen below:

Questionnaire Configuration Utility
Portion Size Data File: C:\HHHQ\DIETPORT.V30

The Configuration Utility reads the names of the foods in your database from the Portion Size Data File. The food names are presented on certain utility screens to help you verify the accuracy of your configuration.

If the Portion Size Data File shown is not the database file you will be using to analyze the questionnaire data for this project, type the name of the correct file. Press ENTER.

Once you have successfully entered the Portion Size Data File name, DIETSYS will ask you whether your questionnaire data files are in Card or Non-Card format. Definitions of these formats can be found in Section 10.8.

If you responded 'Y' to indicate that your Questionnaire Data Files are in Card Format, DIETSYS will prompt you to enter the number of cards used per questionnaire.

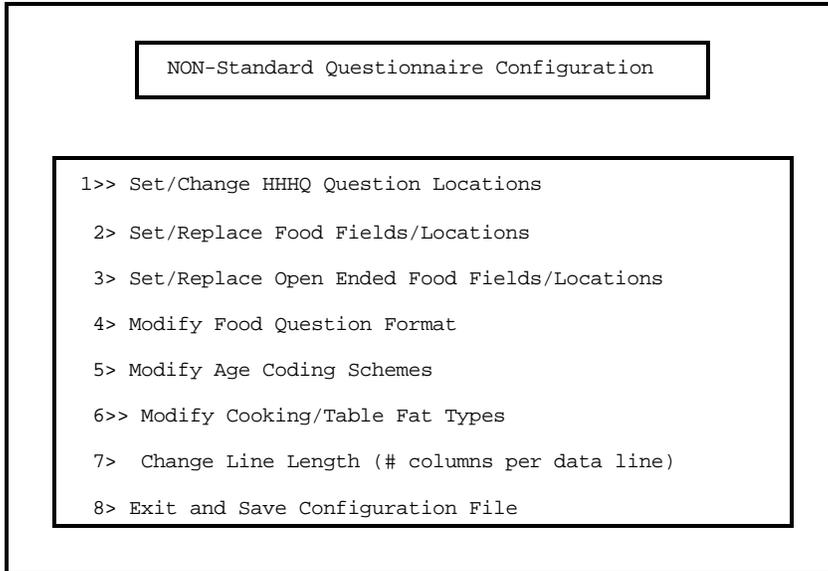
If you indicate that your Questionnaire Data Files are in Non-Card format, DIETSYS will prompt you to enter the number of characters in each data line. In Non-Card format, all data lines must be of equal length. One line of data must be used to store each questionnaire. The Respondent ID may be in any 10 character position of the Questionnaire Data File. DIETSYS will prompt you for the starting column of the Respondent ID field.

DIETSYS will now present a series of screens to prompt you for format information regarding your questionnaire data. These screens are listed below with the documentation sections which contain further instructions.

- Section 11.7 **Food Question Format**
- Section 11.8 **Missing and Error Codes** (only if food frequencies are in a 1 character, Categorical format)

Once you have completed the screens above, the Non-Standard Configuration File Menu will be presented. Section 11.25 contains information regarding the features of this menu.

11.25 Modify/Create Non-Standard CFG Files. DIETSYS uses the menu shown below for modifying and creating Non-Standard CFG Files. If you are creating a Non-Standard CFG File, DIETSYS will display this menu after the completion of the steps described in Section 11.24. If you are modifying a Non-Standard CFG File, you may access this menu by following the steps described in Section 11.4. See Section 11.1 for a definition of Non-Standard CFG Files.



Menu item #5 will read "5> Modify Coding Schemes" if the questionnaire is categorical. Menu item #7 will read "7> Change the number of cards" if the questionnaire data file is in Card Format.

Follow the instructions in the documentation sections listed below to set the configuration using the features in the menu shown above.

HHHQ Question Locations	
Section 11.26		
Location of Foods from Main Food List	Section 11.27
Open Ended Food Locations	Section 11.27
Modify Food Question Format	Section 11.7
Modify Coding Schemes	Sections 11.9-11.14
Modify Age Coding Scheme	Section 11.15
Modify Cooking/Table Fat Types	Section 11.23
Change the number of cards	Section 11.28
Change the number of columns	Section 11.28
Exit and Save Configuration File	Section 11.29

Standard CFG Files (Section 11.24). See Sections 11.4 and 11.6 for modifying and creating Standard CFG Files.

The locations of the coded responses to foods in both the Main Food List and Open Ended Food Sections are defined by "Food Fields" in Non-Standard CFG Files. Food Fields are sections of the questionnaire data file containing food frequency data. These segments of data cannot be interrupted by any other types of data or by blank columns. Two pieces of information are required to define a Food Field: the starting location of the field in the Questionnaire Data file; and the identity of the foods in this field.

- A. **Starting Location.** Card and column (or just column if the data file is in Non-Card format) are used to define the Starting Location. Enter the location of the Food Code of the first food to be included in this Food Field. A Food Code consists of serving size and frequency codes for foods in the Main Food List. Food Codes for Open Ended Foods also include the 2 digit Open Ended Food Identifier.
- B. **List of Foods.** The foods in a Food Field are specified by their Food ID (sequence number in the DIETSYS Foods Database). Valid Food Numbers are 1 to 207. You must list the foods in the order they appear in this section of your questionnaire. Review the example below if this is unclear to you.

Example:

Starting Location: D 11
Foods: 1-3,6,5

Explanation: DIETSYS will interpret this Food Field to mean that the food code for Food 1 (Apples, Applesauce, Pears) begins in Card D, Column 11. Foods 2,3,6,5 follow Food 1 in that order.

Food Fields may be listed on this screen in any order. Press the INSERT key to add a Food Field. You may edit a defined Food Field by pressing ENTER when that field is highlighted (use arrow key to move the highlight bar). Use the DELETE key to remove the highlighted Food Field from the list.

A Database Food Number may only be used once on the questionnaire. Therefore, each food may only be listed in one Food Field.

Open Ended Food Field: A section of the questionnaire data file containing food frequencies for Open Ended foods. An Open Ended Food Identifier must be included with each food frequency. The foods within an Open Ended Food Field cannot be interrupted by other data types or blanks.

You must define the starting location as defined above. Other parameters which must be set for Open Ended Food Fields are described below.

1. The maximum number of foods for which the respondent can enter a food frequency in the Open Ended section.

2. The number of characters for frequency. In the list of Open Ended food fields, the number of characters includes the Open Ended Identifier, serving size, and frequency.
3. The Open Ended Food Identifier is either in the 1st two characters or last 2 characters of the characters used to store each Open Ended food.

11.28 **File Space Required Per Questionnaire: Number of Cards or Columns.** The amount of file space used by each coded questionnaire in the data file must be stored in a CFG File. If using a Non-Standard CFG File, you must explicitly enter this information. (DIETSYS calculates this information for you when creating a Standard CFG File.)

Follow the steps in Section 11.24 to access the Non-Standard Configuration File menu and select one of the following:

- A. If your questionnaire is in Non-Card Format, select **Change the Number of Cards**. Then enter the number of cards used to store the data of each questionnaire in your data files. The requirements of Card Format files are specified in Section 10.
- B. If your questionnaire is in Non-Card Format, select **Change Line Length (# columns per data line)**. In Non-Card format, all data lines must be of equal length. One line of data must be used to store each questionnaire. Enter the number of columns used to store each questionnaire's data.

11.29 **Exit and Save Configuration File.** Select this item from the Modify/Create CFG Files menu when you wish to save the changes made during the current session. You will be prompted for the name of the CFG File to be saved. You may overwrite CFG Files which you have created. DIETSYS will not allow you to overwrite CFG Files which were provided with the DIETSYS software.

If you are modifying a CFG File and no changes were made, the file will not be re-saved. DIETSYS will present the "Questionnaire Configuration Utility" menu.

Likewise, if you created a CFG File and no questions were added to the list, the file will not be saved. Therefore, if you are setting the format information (file format, coding schemes, etc.) but plan to create your question list later, add at least one question so that you will be able to save your work.

If there is an error in your configuration, DIETSYS will allow you to return to the modify mode to correct the problem. These errors include configurations which are found to be too large (more than 26 cards for Card Format; more than 999 characters for Non-Card Format); and errors in disk writes (full disk, no floppy, etc.).

11.30 **Print Codebook.** The "Codebook" is a formatted report of the configuration stored in the CFG File. The file location of each variable in the Questionnaire Data File is printed to the Codebook. In addition, any coding information and file format data which may be customized are reported in the Codebook. These include the following:

- Serving Size Options (Sections 11.3 and 11.7)
- Coding of Age (Sections 11.3 and 11.15)
- Cooking/table fat types (Sections 11.3 and 11.23)
- Food Frequency Coding Schemes for Categorical Questionnaires (Section 11.12)
- Missing and Error Codes for Categorical Questionnaires (Sections 11.3 and 11.8)
- Coding scheme for the Restaurant HHHQ Question (Section 11.19)

Follow the steps below to print the Codebook corresponding to your CFG File.

- STEP 1: Select **Setup/Utilities** from the main DIETSYS menu.
- STEP 2: Select **Configuration File Utility** from the submenu displayed.
- STEP 3: Select **Print Codebook** from the utility menu.
- STEP 4: Choose **FILE** if you wish to store the Codebook on disk. Select **Printer** if you wish to send the Codebook directly to the printer. If Printer is selected, the Codebook will be sent to the printer port indicated in the System Default Ports (Section 20).
- STEP 5: Identify the files required to generate the Codebook. DIETSYS will present the file screen below to prompt for these files.

Questionnaire Configuration Utility
Questionnaire Configuration File (*.CFG): C:\HHHQ\BRIEF87.CFG
Portion Size Data File: C:\HHHQ\DIETPORT.V30
Print File: C:\HHHQ\

Default file names will be available for some prompts. Other prompts will only contain a default path (a path is the drive and directory, "C:\HHHQ\" is a path).

You must enter file names for those prompts which only contain a path. If necessary, you may enter new paths and/or file names for all prompts. If a path is not specified, the path of the current working directory will be used. To make changes, simply type over the names shown. The LEFT/RIGHT arrow keys and the END key can be used to pass over text which you do not wish to change. As with all file screens in DIETSYS, you may use the UP/DOWN arrows or the ENTER key to accept default file names shown.

- A. **Questionnaire Configuration File.** DIETSYS uses the information stored in the CFG File to determine the location and coding of all responses stored in the Questionnaire Data File. A formatted report of this information will be sent to the Codebook.

- B. **Portion Size Data File.** Food Names are stored in the Portion Size Data File (Section 12.4). The names are loaded from this file by DIETSYS so the location of each food in the Questionnaire Data File may be reported in the Codebook.
- C. **Print File.** The Codebook will be stored in this file. DIETSYS will not prompt for the name of the Print File if you instructed DIETSYS to send the Codebook directly to the printer in Step 4 above.

DIETSYS will automatically determine if the CFG File to be processed is a Standard or Non-Standard CFG File. The Codebook for a Standard CFG File differs slightly from that of a Non-Standard CFG File. The Codebook for a Non-Standard CFG File will only identify the locations of HHHQ Questions and food frequency data. The locations of extraneous data not analyzed by DIETSYS will not be listed in the Codebook of Non-Standard CFG Files.

Once you have successfully entered the names of the files required to generate a Codebook, DIETSYS will write the Codebook to the file or printer as specified.

Appendix A		
HHHQ Question	FULL87	SCAN92
Personal Information		
Name	Page 1	-
Numeric state code	Page 1	-
SSN	Page 1	1
Address	Page 1	-
Telephone number	Page 1	-
Birth date	1	-
Age	2	3
Sex	3	2
Race	4	-
Education (grade completed)	5	-
Marital status	6	-
Number of moves in last 10 years	7	-
Questionnaire Information		
Date (6 characters)	Page 1	4
Coder (reviewed by...)	Page 10	-
Relation to person in study	Page 1	-
Dietary Habits		
Restaurants	12	16
Frequency of Adding Salt	15	15a
Frequency of Adding Pepper	15	15b
Frequency of Cooking Fat	16	18a
Type of Cooking Fat	17	12
Type of Table Fat	18	13
Type of Cold Cereal	19	-
Cold Cereal Frequency	-	18d
Vegetable Frequency	20	18b
Fruit Frequency	21	18c
Fat Content of Foods, Cuts of Meat/Poultry		
Eat Skin on Chicken?	15	15c
¹ Poultry: Light or Dark? (See 10A.)	-	-
Eat Fat on Meat?	15	15d
¹ Beef: Regular, Lean, Extra Lean (See 10A.)	-	-
¹ Tuna: Packed in Oil or Water? (See 10A.)	-	-
Low Fat: Cheese, Ice Cream/Yogurt...	-	14

¹ These questions do not appear on the FULL87 or SCAN92 questionnaires. See Section 10, Appendix A for text and coding instructions.

Appendix A		
HHHQ Question	FULL87	SCAN92
Health & Risk Factors		
Special Diet Codes	11	-
Height	31	6
Weight	32	5
Most ever weighed	33	33
Number of times on weight-loss diet	34	-
Amount weight gained/lost in past year	22	8
How many hours of sleep per night?	35	-
How often do you feel stress	36	-
Physical activities	37	-
Close friends/relatives	38	-
Social activities	39	-
Medical, Occupational or Family		
Medical questions	23-26	-
Occupational questions	27-29	-
Family history	30	-
Smoking Questions		
Cigarette Smoking Questions	8	7
Pipe & Cigar Questions	9	-
Vitamin & Mineral Questions		
Do you take Vitamins/Minerals regularly	10	9
Multiple Vitamins	10	9
Single Vitamins (A, C, E, Calcium...)	10	9
Units of Single Vitamins (A, C, E...)	-	10
Other Vitamins (Selenium, Iron, etc.)	10	11