

## **Appendix H: Procedure for Collecting 24-Hour Recalls**

## PROCEDURES FOR COLLECTING 24-HOUR FOOD RECALLS

When taking a 24-hour recall, it is important for the interviewer to follow certain procedures to insure the following:



- That all foods and beverages consumed are listed
- That amounts of each food is as accurate as possible
- That respondent is not influenced to say he/she ate foods that they did not eat

### Setting the stage for the interview

The following steps will help in eliciting truthful information:

1. Explain to respondent that you need to know only what he or she actually ate. They should not feel embarrassed about any food, as there are no "good" or "bad" foods. No one eats just the right foods all the time.
2. Do not express in words or facial expressions either approval or disapproval of foods which respondent mentions.
3. Do not ask leading questions that would lead respondent to feel they "should" have had a certain item and, thus, say they did.

### During the food recall interview

1. Use your FOOD RECALL KIT to determine the amounts of foods consumed. (Food Recall Kit described below under "24-Hour Food Recall Kit"). Respondents may not be able to give amounts of ingredients in their portions of mixed dishes, salads and casseroles. If a home recipe was used, obtain a copy. If eaten in a restaurant, record the name of restaurant (Call restaurant later to get information on preparation).
2. Start with the most recent meal or snack that the respondent consumed. Work backwards to cover all foods and beverages eaten or drunk in the last 24 hours.
3. First, get a complete list of all foods eaten without trying to determine amounts. Use the following types of probes to find **what foods** were eaten:
  - A. The first type of probing is related to time.  
Examples of questions that could be ask:  
"What time did you get out of bed today? How long was it before you ate something?" (If response indicates eating, ask what was eaten or drunk).  
"Did you eat or drink anything after that (or since then)?"  
"What did you have at that time?"  
"At what time did you go to work (or go to bed)? Did you eat anything before that?"
  - B. The second type of probe is related to the respondents's activities.  
Examples:  
"While you were working around the house did you take a break to have

something to eat or drink?"

"Did you watch TV last night? Did you eat anything while watching TV?"

"Did you have anything to drink with this?"

- C. The third type of probe tries to get more complete information about foods already reported. Examples:

"Do you remember anything else that you ate or drank with this foods?"

"What else did you have at this meal?"

"Was the (bread, vegetable) eaten plain or did you put something in your coffee?"

"Did you have a second helping?"

4. Second, after all foods are named by the respondent, go back over the lists to get additional descriptions and **amounts** of the food. Also determine if all of the food was eaten or if some was left on the plate.

To get more information on the type of food:

- A. Encourage the respondent to describe foods as clearly as possible. The interviewer may have to restate questions to get more information.
- B. Describe combination dishes carefully. Mixtures such as sandwiches, soups, stew, pizza, casseroles, etc. can be prepared in many ways.
- C. Ask to see packages, if available, for as many foods as possible and record brand name and other pertinent information.

To determine the amount of food eaten:

- A. Amounts of a food may be given in
1. NUMBERS: such as eggs, donuts, apples
  2. SHAPES: such as a pat of butter, stalk of celery, slice of pie
  3. DIMENSIONS: size of serving in comparison to models in Recall Kit, or something like a 3"X 2" piece of cornbread
  4. VOLUME: such as liquids, cooked vegetables
  5. WEIGHT: weight of meats may be estimated based on the size of a 3 ounce serving which is about the same size as a deck of cards. Weight of candy bars, cheese, etc. may be estimated by weight given on package, or by knowing the weight of an average serving.

### Weight of Some Standard Food Items

1 slice American Cheese	= 1 ounce
1 piece pre-wrapped cheese food	= 3/4 ounce
Average candy bar	= 2 to 2.5 ounces
Snack size bag potato chips	= 2 ounces

- B. In determining amounts, use food models, measuring cups, measuring spoons, dry beans, etc. in Food Recall Kit. Have respondent show you how much they had by pouring dry beans on a plate or by identifying some item that you have in your recall kit. A ruler can also be used to show size of certain items.
  - C. Where appropriate, ask respondent to bring in the serving container (bowl, cup, glass, etc.) that was used and determine the amount it holds by using beans and a standard measuring cup.
5. If nutrition questions are being asked by the respondent during the time the recall is being taken, ask respondent if you may answer them when you have completed the recall.
  6. After the respondent has given a recall of foods and amounts for the entire 24 hours, read the list back to them and ask respondent to tell you anything that he/she may have previously forgotten.
  7. Thank the respondent for his/her cooperation. Only comment on the recall, if respondent ask a specific question. Wait to address deficiencies and excesses until a "Diagnostic Report" has been printed from ERS Program, or until a lesson, related to that food or nutrient, is being taught.

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### **Ways to Alter Food Recall Techniques to Accommodate Group Settings**

Large group settings present a special challenge when collecting food recalls. Unless volunteers or others are available to assist, it is usually necessary to have homemakers record their own food recalls. The following techniques are suggested:

1. Set the stage for obtaining the recalls similar to those listed in section above entitled *Setting the Stage for the Interview*.
2. Distribute forms and explain that (**after you have finished the instructions**) you want each person to record everything he or she ate or drank between the time they came to this meeting and a specified time on the previous day, to cover 24 hours. Be sure group members understand the time frame to use in recording their food intake.

**For groups, it is recommended that a large poster of the 24-Hour Food Recall Form be made, by enlarging on a copier or by drawing the form. This can be laminated so that an erasable pen can be used. Thus, the poster can be used as a visual to demonstrate how participants are to record their food recall (posters can be obtained from Virginia State EFNEP Office).**

3. Explain that group members should do this task with as little talk as possible, except to ask questions of group leader. This will allow group members to concentrate and not be influenced by what others are saying.
4. Place the items in your Food Recall Kit in view of all, or display a large poster or hook & loop board showing the units of measurement and standard serving sizes to serve as a guide for listing amounts of foods and beverages.

Posters or hook & loop boards can be prepared using drawings or cardboard food models (from the National Dairy Council).

Some items to display on poster:

8 oz. glass of milk or water	4 oz. glass of juice
1 serving (1/2 cup) cooked vegetable/fruit	1 cup of raw vegetable
3 oz. serving hamburger or other lean meat	1 cup cereal
1 slice bread or medium roll or biscuit	1 med. piece fruit

5. Go over the various serving sizes and how to record portions of servings.
6. Show on a large poster (or overhead transparency, if available) sections of food recall, with examples of how foods are to be recorded.
7. Allow group members to begin listing their food recall, while paraprofessional or volunteer circulates and answers questions.
8. After most group members appear to be finished, have them go back over the recall and look for meals/snacks where food items or descriptions may be incomplete. Some examples of such items are as follows:
  - bread eaten at a meal, including type
  - fat, sugar, sweetener, or creamer added to foods or beverages;
  - milk or sugar added to cereal;
  - type of milk
  - type of cereal
  - all ingredients in a sandwich or salad (other than one included in EFNEP Foods Dictionary)

- mayonnaise or other spread on sandwiches
  - dressings added to salads
9. Collect recalls and thank group members for their cooperation.

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## **24-Hour Food Recall Kit**

Purpose of the FOOD RECALL KIT: To assist interviewer in taking the assessment and to allow respondent to estimate size of servings.

### **The Food Recall Kit contains the following items:**

- Cup - One 8-oz. plastic measuring cup
- Bowls - 2 different shapes - Holds 2 cups each
- Small sauce dish - Holds 1/2 cup
- Standard Measuring Spoons:
  - 1 tablespoon
  - 1 teaspoon
  - 1/2 teaspoon
  - 1/4 teaspoon
- Plastic covered container with about 3 cups dry beans  
Dry Beans can be used to show what a certain serving looks like in a plate, bowl, glass or other container. Ask participant to pour into container the amount she/he ate or drank, then pour the beans into a measuring cup to determine the amount consumed.

## 10 Shapes on Cardboard or Plastic for the 24-Hour Recall Kit

<u>Item Identification</u>	<u>Size</u>	<u>Example of Food To Be Measured</u>
A	1" square	Cheese, fudge
B	2" square	Brownies, Cornbread
C	1/16 layer cake	Cake
D	1/12 layer cake	Cake
E	1/8 of a 9" pie	Pie, quiche
F	1/7 of a 9" pie	Pie, quiche
G	1/6 of a 9" pie	Pie, quiche
H	3" square	Sheet cake, Cornbread
I	4" circle	Danish, pancake
J	1/4 of 10" pizza	Pizza

The 24-Hour Recall Kit should also contain additional shapes of various cuts of meats, each representing about a 3 ounce serving of cooked, edible meat (master attached).

**Written by: Ruby H. Cox, PhD, RD (4/96)**  
**Associate Professor-HNFE**  
**State EFNEP Coordinator**

NOTE: Parts of these procedures are adapted from the Enhanced EFNEP Record and Reporting Manual from the New York EFNEP Program, Cornell University.