

## INTERVIEW

### G. Editing 3-15 Interview forms

After an interview has been completed, the date of completion is entered into *tblCallRecord* which can be accessed from the Call Tracking menu. The interview form should be edited on the day the interview was done and no later than the following day. If possible it is edited immediately following completion of the interview. All editor marks on the interview form are done with red ink so that we can distinguish them from the original information.

#### Procedure

##### Cover Sheet

- Check that the date, interviewer, interviewee and relation fields have been completed
- Note which interview needs to be entered (3mo, 6mo, 9mo, 12mo, 15mo)

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##### Breast Feeding

- Check to see that the months checked as ‘Yes’ on this form match that given on the infant diet sheet. If there is a discrepancy then return the form to the interviewer to clarify.
- Check that there is a breast feeding stop date if breast feeding has stopped
- Check that the breast feeding stop date makes sense given the child’s date of birth and the record of when the child was receiving breast milk. The date of birth can be found on the infant diet sheet.

##### Breast Feeding Conditions

- Check that these questions were only asked for those time periods when the child was being breast fed.
- Check that there is a start date for any conditions marked as ‘Yes’.

##### Tap Water and Milk while Breast Feeding

- Check that these questions have been completed

##### Infant Diet

- Check that the start dates for all foods make sense given the date of birth and the month of introduction of the food.
- Record, in red, food codes for formulas, cereals and other foods if not already written in.

##### Vitamins

- Check that the vitamin supplement question is marked ‘Yes’ or ‘No’.
- If the above question is ‘Yes’ then there should be information about at least one vitamin. (information can be recorded for up to 4 different vitamin supplements at a single interview)

- Have the units been recorded? If not, do we have a complete name for the vitamin? If not, ask the interviewer to do a call back.
- Look up the vitamin brand on the vitamin code sheet and write the code next to the brand name. If it is not on the code sheet then a new record needs to be created for it.
- Check that the number of times/week is completed.
- Check that the number of weeks that the vitamin was taken is completed
- If the number of weeks is less than 52, then there should be a start date (and there may be an end date). If there is no start date and no comment has been written in by the interviewer then ask the interviewer to do a call back.

**Allergies**

- Check that all questions regarding food allergies have been completed and that if 'Yes' the age on onset is recorded and whether or not the allergy was diagnosed by a physician is noted.

**Illnesses**

- Note the number of times that the child has been sick. Make sure that the same number of sick episodes have been detailed in the latter part of this section.
- Check to see that the length of illness has been recorded for each sick episode.

**Day Care/School**

- Check that the start age for day care or preschool is consistent across interviews.
- Make sure that the number of days per week is within the range of 1-7.
- Make sure that the hours per day is in the range of 1-24

**Stress**

- Check to see that all questions have been answered. If an answer is 'Yes' check to see that a date is also recorded.

**Pets**

- If this is the 6-month interview, be sure that the Pets questionnaire has been completed.

**Crowding**

- If this is the 6-month interview, be sure that the Crowding questions have been completed.

**Insurance**

- Check to see that this question has been answered and that if 'Other' then the company name has been specified.

**Smoking**

- Check to see that these questions have been completed.