



PROCEDURES MANUAL

PE RECALL AND BIKE/WALK QUESTIONNAIRE 3-DAY PHYSICAL ACTIVITY RECALL (3DPAR)

November 4, 2005

**MANUAL OF PROCEDURES
3-DAY PHYSICAL ACTIVITY RECALL (3DPAR)**

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MANUAL OF PROCEDURES

3-DAY PHYSICAL ACTIVITY RECALL

1. INTRODUCTION

The primary objective of the Three-Day Physical Activity Recall (3DPAR) is to measure the types and contexts of physical activity for the purposes of:

- Determining if the intervention influences participation in specific physical activities and sedentary behaviors.
- Quantifying participation in the activities that are not assessed accurately by the activity monitor (e.g., cycling) or are performed when the monitor cannot be worn (e.g., swimming).

2. DATA COLLECTORS

All data collection procedures are performed by TAAG Field Center staff who have successfully completed the appropriate training and certification procedures outlined in this manual.

Staffing requirements:

The recall questionnaires are to be administered in a group setting. One staff person may administer the recalls to as many as 15 students. For a group larger than 15, an additional staff member for every additional ten students is recommended.

3. SCHOOLS AND SCHEDULING

Data collection will be done in the spring semester of 2006. All data collection should be completed by June 15, 2006. All data should be entered into the DMS within three weeks of collection.

The 3DPAR is administered the day the activity monitor is collected from the girl. She recalls her activity over the three previous days. All school principals and teachers should be notified prior to the day of data collection if a student is to leave a classroom with a TAAG staff member. The visits will each take approximately 45 minutes. The questionnaires should be administered in a group setting. An empty school classroom, cafeteria space, or other room that can hold the students and field staff will need to be reserved in advance. Check with the schools to determine the availability of an overhead projector.

4. STUDENT SELECTION

Prior to the week of data collection, obtain the 3DPAR student listing and 3DPAR ID labels from the Data Manager. These are all of the **8B measurement cohort** girls with consent to complete the 3DPAR. Student assent status does not affect whether a label is produced for a girl. An additional listing and set of ID labels for girls with consent who are not part of the measurement cohorts can also be printed if desired.

An example of what the labels will look like is on the following page.

[School Name]: 3DPAR Girl ID labels for 8B Measurement Cohort

LastName, FirstName DC530013	FirstName LastName DC530013	DC530013	DC530013
	DC530013	DC530013	DC530013
LastName, FirstName DC530027	FirstName LastName DC530027	DC530027	DC530027
	DC530027	DC530027	DC530027

Do not remove the Name/ID label in the first column. This serves as your reference point as to who was supposed to complete a 3DPAR. Place the next Name/ID label on the cover page of the 3DPAR booklet. This is a removable cover page that can be discarded when the girl turns in the 3DPAR. Some field centers use this cover page as a ‘ticket’ to receive their incentive. There are four additional ID labels for the data collection forms. The first one is placed on the first page of the booklet, which is the PE Recall and Bike/Walk Form (MRF). The other three are placed in the top right corner of each of the three activity time sheets.

5. PARENT PERMISSION AND STUDENT ASSENT

Parental consent is assessed during the fall of 2005 and only those girls with parental consent and student assent will be allowed to participate. TAAG staff members at each site are responsible for securing student assent in accordance with local school and IRB policies.

6. EQUIPMENT

- MRF and MPA Data Collection Forms
- Pens/Pencils
- Clipboards (if necessary)
- MRF/3DPAR Administrator’s Script
- 3DPAR FAQs
- Overhead with transparencies or poster to use as a visual aid for instructions for completing questionnaires
- Lists and ID Labels from the Data Management System (DMS)

7. PE RECALL AND BIKE/WALK QUESTIONNAIRE (MRF)

This form is on the first page of the 3DPAR booklet (see section 8 below). It is intended to collect PE attendance information and frequency of biking and walking to and from school for the girls who complete the 3DPAR. The first question asks whether the girl went to PE during the time she was wearing the activity monitor. If she answers yes to this question, then she goes to question 2 and indicates which day or days she went to PE and the class period in which PE occurred.

If the girl has difficulty in distinguishing which days of which week she was wearing the monitor, she can note on the form which days of the week are in the current week, and which are in the previous week. The Measurement Coordinator (MC) can also write up on the board which exact days the girl should recall, and also the bell schedule and/or PE schedule if it is helpful.

Question 3 asks how many times during the past 7 days did the girl **ride her bike** (a) to school and (b) home from school. Instruct the girls to circle only ONE number for each question.

Question 4 asks how many times during the past 7 days did the girl **walk** (a) to school and (b) home from school. Instruct the girls to circle only ONE number for each question.

If a girl is absent on the activity monitor-off day, the two PE questions are skipped (enter question 1 as unresolvable in DMS) and the girls answer only the questions about biking and walking to school.

Every effort should be made to get the MRF data as close to the activity monitor-off day as possible.

8. 3-DAY PHYSICAL ACTIVITY RECALL DATA COLLECTION FORM (MPA)

The 3-Day Physical Activity Recall booklets will be sent to the sites prior to 8B data collection in January 2006. An electronic copy of the instrument can be found on the TAAG web site. The web address is <http://www.csc.unc.edu/taag/>. Click on Study Documents, then Data Collection forms, and enter in the User Name and Password.

Prior to the Measurement Team going out to a school, the MC will request that the Data Manager print off a student list and ID labels from the DMS for the 3DPAR data collection form (MPA). These lists and labels will be specific to the school that the measurement team is planning to visit that day. The team administers the MPA on the same day the activity monitors are to be taken off the girls. The MC will also prepare the booklets by affixing the girl ID labels to the forms prior to going out to the school.

If a girl is present on the day the activity monitor is to be returned, but she forgets to wear her monitor that day, the 3DPAR and MRF are still administered to that girl on the day she was supposed to return the activity monitor. If a girl is absent on the day she was supposed to return the monitor, a return visit to the school to retrieve the monitor and administer the 3DPAR is required.

Each page of the MPA has other header information at the top right that is filled out by the MC or other Measurement Staff, prior to data entry. In this header box, the MC writes in the date that the form was filled out on each Activity Time Sheet. The Series Number is always 41 and is pre-coded on the form. The Sequence Number is 001 for the first activity time sheet (one day ago), 002 for the second activity time sheet (two days ago) and 003 for the third activity time sheet (three days ago) and is also pre-coded on each form.

The day of the week in the top left of each activity time sheet can be filled out by either TAAG staff or the girl, but it must be completed legibly so the data entry person can read and enter it.

All forms should be inspected for completeness and clarity as the girls are turning them in. If there are problems with the activity time sheets (illegible, blanks, suspicious responses, etc), ask the girl for clarification. In particular, if the girl has filled out responses for a school day that are not consistent with school activities, and the girl was indeed in school that day, go back and confirm with the girl that she was indeed doing those activities at that time.

The 3DPAR is a modified, three-day version of the PAR. For each of the past three days, the students recall what activity they did for every thirty-minute interval throughout the day. Codes for 'Activity Number,' 'With Whom,' and 'Where' are provided on a separate sheet, called the **Coding Instructions Sheet**. Section 9 provides a script for instructing the girls on how to fill out the activity time sheets.

9. ADMINISTRATOR SCRIPT FOR THE 3-DAY PHYSICAL ACTIVITY RECALL

The following is the script that the Measurement Coordinator or Team Leader should use when introducing the 3DPAR to the girls.

**ADMINISTRATOR SCRIPT FOR
MRF and 3-Day Physical Activity Recall (3DPAR)**

[Hand out surveys and make sure every student has survey and pen/pencil.]

Hi, I'm _____ and this is _____. We're from the TAAG study.

- First, we need to know if anyone got hurt or sick while wearing the activity monitor. Did anyone need to see a doctor or miss school during the time you were wearing the monitor? If so, please raise your hand. We will ask you some questions later.
- Please take off your activity monitor and put it in front of you (on the floor/desk). We will pick them up in a few minutes.
- We'd like you to fill out these questionnaires that will tell us about when you wore the activity monitor, if you walked or biked to school, and the activities you've done for the past three days.
- Please wait to fill out the forms until you hear the instructions. You may raise your hand to ask a question anytime.

MRF

- First, turn to page 1. Remember that we gave you the activity monitor last _____ [day of week]. Look at question one. Please circle YES if you went to PE class while you were wearing the monitor.
- *[IF THERE ARE ANY MAKE-UP GIRLS IN THIS GROUP:]* If you are just making up this survey today and today is NOT the day you were supposed to turn in your monitor, leave questions 1 & 2 blank and wait for us to continue together with questions 3 & 4.
- If you circled NO, you are done with the first two questions on this page. Please wait, and I will give you directions for filling out questions 3 and 4 and the rest of the booklet in a minute.
- If you circled yes on question 1, listen carefully.
 1. *[USE IF YOU ARE NOT ADMINISTERING SURVEY IN PE CLASS:]* Starting with **today**, if you wore the monitor during PE class today, please check the box for _____[today]. Then write the class period you had PE class on the line to the right. Please don't just write in your schedule. Think about if you actually were in PE class while you wore the monitor.
 2. *[USE ONLY IF YOU ARE ADMINISTERING THIS SURVEY IN PE CLASS: Since you are completing this survey during PE right now, you are NOT in PE and you should leave the box for today, _____[today] BLANK.]*
- Now look at _____ [yesterday]. Please check the box next to _____ [yesterday] if you wore the monitor in PE class. Then write the class period that you had PE on the line. *[IF YOU ARE ADMINISTERING IN PE CLASS, ADD: Please don't just write in your schedule. Think about if you actually were in PE class while you wore the monitor.]*
 1. For SAN DIEGO ONLY if it applies: If any of these was a rainy day AND PE was cancelled because of the rain (e.g., you watched a video), do NOT check the box because you did NOT have PE that day.

- *Note to administrators: Continue to follow backwards through the week, skipping over the weekend, up to and including the 7th day. **Stop before you reach the day the monitor was put on the girl.** So, if the monitor was put on the girl on Tuesday the 10th, she would start reporting on Tuesday the 17th. She would go back to Monday the 16th, Friday the 13th, Thursday the 12th and finish on Wednesday the 11th.*
- ***Stress that we want the girls to answer according to their actual presence in PE class, not just their schedule.***

BIKE/WALK QUESTIONS

- Now, everyone will answer questions 3 & 4.
- For these questions, please circle how many days you rode your bike to school or walked to school during the last 7 days. What I mean by riding your bike or walking to school is if that is how you got to school or home from school for the day. If you only biked or walked part of the way to or from school, then do NOT count that day.

MPA

For the rest of the survey today we will be asking you to record what you did during the past three days. First you will think about what you did yesterday, then what you did on [day before yesterday], and then [day before that]. We will be giving instructions about how to fill out the survey, so listen carefully because these instructions are important.

- Now turn to page 2. Notice the 4 categories of physical activity, and the definitions and examples for each category: (*Put up overhead of page 2*)

Light Activities- require little or no movement with slow breathing

Moderate Activities- require some movement and normal breathing

Hard Activities- require a moderate amount of movement and increased breathing

Very Hard Activities- require quick movements and hard breathing

- Turn to page 4. (*Put up overhead of page 4*). You're going to use all these numbers to identify the activities that you did. Notice that the first 18 activities are shaded; this is because you will be doing something different when you write in these activities. I'll explain more about that in a minute.
- Before we get started, I want to point out a few things. Please notice that walking and biking are listed twice (#23 and #67 for walking, #24 and #30 for biking) because they can be done for different reasons, transportation or exercise. Also notice that there are codes for where you did an activity and whom you were with. If you are having difficulty finding an activity that you did, please raise your hand and we will help you.
- Look at page 5. Each row represents a half-hour, starting from 6 a.m. and going all the way to midnight.
- Now turn back to page 3. Let's look at this example. (*Put up overhead/poster of page 3*). In the 'Activity Number' column, you're going to write down the number of the main activity you did during that half-hour block of time. Only **one** activity number can be entered into each block. If you did more than one activity in a half-hour block of time, you should put down the activity number that you did for **most** of the time during the half-hour.
- If you did an activity for more than half an hour, write that activity number in each block. Please don't use lines or ditto marks to indicate a repeated activity. Make sure to write legibly.
- The "light, moderate, hard, and very hard" columns are there so you can check ONE for how hard you feel like you were working while doing the activity. DO NOT mark any of the columns if you were doing an activity in the shaded area (#1-18). Use the definitions on page 2 to help you decide how hard you were working.

- In the second to last column you're going to record where you were, and in the last column you're going to record whom you were with, for those activities which are NOT shaded. Remember we said that the shaded activities are different; DO NOT fill out 'Where' or 'With Whom' for any of the activities in the shaded area (#1-18).
- For example, if you were sleeping from 6-6:30, you'd write #16 in the first column. You would not record intensity, where, or with whom, since this is a *shaded* activity.
- If you walked to school with a friend from 7:30 to 8:00, you would record #23 'Travel by walking' in the first column. Since this activity is **not** shaded, you also need to mark Intensity level ('moderate')
Where you were ('2' for school because this was the final destination), and Who you were with ('1' because you walked with a friend).
- You can see that there are other examples provided. Does anyone have a question about filling out the time blocks?
- Turn to page 5. Fill out this page for activities you did **yesterday**. Once you are done filling page 5, you will fill out pages 7 and 9, which are for 2 days ago [state day of the week] and 3 days ago [state day of the week].
- *[Have girls confirm that the days of the week are written correctly at the top of each of these pages before beginning.] [If you have the girls fill out the days of the week, instruct them to neatly do so at this time.]*
- The best way to fill this out is to first record things that are easy to remember, like times you were in school.
- Please be as **honest** and **accurate** as you can. If you have **any** questions, please **do not hesitate to ask**. Please try to finish the questionnaire this class period. You cannot take it home or work on it again later.

[Walk around the room and see how the students are doing. Provide cues.]

[Be sure the students are filling out each time block and are not using dittos or lines.]

[Remember to thank the students and the teacher for their cooperation and effort.]

[Collect the 3DPARs from each girl and tear off the cover sheet as they turn them in.]

[Check the forms for completeness and legibility as they are turned in.]

[If there are any questionable answers, ask the girl to correct them.]

3DPAR Instructions and Intensity Scale

Instructions: The purpose of this questionnaire is to approximate the amount of physical activity that you perform. The name of each day that you will describe is in the top left-hand corner of each time sheet.

1. For **each** time period, write in the activity number that corresponds to the **main** activity you actually performed during that particular time period. If you did more than one activity during the 30 minutes, record the activity that you did for **most** of the time. The activity numbers are found on the **Coding Instructions Sheet**. Note that the first eighteen (18) activities are shaded.
2. If the activity is shaded on the **Coding Instructions Sheet** then you do not need to fill out any of the remaining columns and you should go to the next time period. Otherwise, proceed with 3-5 below.
3. For activities 19-71, rate how physically **hard** each activity was. Place a "✓" in the timetable to indicate one of the following intensity levels for each non-shaded activity.
4. Indicate **where** you performed each non-shaded activity by writing in the corresponding number found on the **Coding Instructions Sheet**.
5. Finally, write the corresponding number for **with whom** you performed the non-shaded activity.

Intensity Scale:

- Light - Slow breathing, little or no movement.



- Moderate - Normal breathing and some movement.



- Hard - Increased breathing and moderate movement.



- Very Hard - Hard breathing and quick movement.



Coding Instructions Sheet

'Activity' Numbers:

EATING

1. Eating a meal
2. Snacking

AFTER SCHOOL/SPARE TIME/HOBBIES

3. Church
4. Hanging around
5. Homework
6. Listening to music
7. Music lesson/playing instrument
8. Playing video games/surfing internet
9. Reading
10. Shopping
11. Talking on phone
12. Watching TV or movie

SLEEP/BATHING

13. Getting dressed
14. Getting ready (hair, make-up, etc.)
15. Showering/bathing
16. Sleeping

SCHOOL

17. Lunch/free time/study hall
18. Sitting in class
19. Club/student activity
20. Marching band/flag line
21. P.E. Class

TRANSPORTATION

22. Riding in a car/bus/airplane/trolley/boat
23. Travel by walking
24. Travel by bicycling

WORK

25. Working (e.g., part-time job, child care)
26. Doing house chores (e.g., vacuuming, dusting, washing dishes, animal care, etc.)
27. Yard Work (e.g., mowing, raking)

PHYSICAL ACTIVITIES

28. Aerobics, jazzercise, water aerobics, taeko
29. Basketball
30. Bicycling, mountain biking
31. Bowling
32. Broomball
33. Calisthenics / Exercises (push-ups, sit-ups, jumping jacks)
34. Cheerleading, drill team
35. Dance (at home, at a class, in school, at a party, at a place of worship)
36. Exercise machine (cycle, treadmill, stair master, rowing machine)
37. Football
38. Frisbee

39. Golf / Mini-golf
40. Gymnastics / Tumbling
41. Hiking
42. Hockey (ice, field, street, or floor)
43. Horseback riding
44. Jumping rope
45. Kick boxing
46. Lacrosse
47. Martial arts (karate, judo, boxing, tai kwan do, tai chi)
48. Playground games (tether ball, four square, dodge ball, kick ball)
49. Playing catch
50. Playing with younger children
51. Roller blading, ice skating, roller skating
52. Riding scooters
53. Running / Jogging
54. Skiing (downhill, cross country, or water)
55. Skateboarding
56. Sledding, tobogganing, bobsledding
57. Snowboarding
58. Soccer
59. Softball/baseball
60. Surfing (body or board) / Skimboarding
61. Swimming (laps)
62. Swimming (play, pool games – Marco Polo, water volleyball, snorkeling)
63. Tennis, racquetball, badminton, paddleball
64. Trampolining
65. Track & field
66. Volleyball
67. Walking for exercise
68. Weightlifting
69. Wrestling
70. Yoga, stretching
71. Other

'Where' Numbers:

- 1 – **HOME / NEIGHBORHOOD** (yours or a friend's)
- 2 – **SCHOOL** (including gym and grounds)
- 3 – **COMMUNITY FACILITY** (for example: Park, Playground, Rec Center, Church, Dance Studio, Field or Gym)
- 4 – **OTHER OUTDOOR PUBLIC AREA** (for example: Beach, River, Levee, Ski Area, Camping Area)
- 5 – **OTHER** (for example: Mall, Doctor's Office, Movies)

'With Whom' Numbers:

- 0 – **BY YOURSELF**
- 1 – **WITH 1 OTHER PERSON**
- 2 – **WITH SEVERAL PEOPLE** (BUT NOT AN ORGANIZED PROGRAM, CLASS OR TEAM)
- 3 – **WITH AN ORGANIZED PROGRAM, CLASS or TEAM**

Sample activity time sheet

The table below shows the correct way to fill out the activity time sheets. Note that only **one** intensity level is checked for each **unshaded, physical activity**.

	Activity Number	Light	Moderate	Hard	Very Hard	Where	With Whom
6:00-6:30	16						
6:30-7:00	15						
7:00-7:30	14						
7:30-8:00	23		√			2	1
8:00-8:30	18						
8:30-9:00	18						
9:00-9:30	21			√		2	3
9:30-10:00	21			√		2	3
10:00-10:30	18						
10:30-11:00	18						
11:00-11:30	18						
11:30-12:00	1						

10. DATA PROCESSING / DATA TRANSFER

The 3DPAR administrators will check all data collection forms for completeness and legibility as the girls hand them in. The forms are then given to the data management supervisor for data entry at the end of each school's data collection week. Forms should be entered within 3 weeks of data collection.

11. TRAINING AND CERTIFICATION FOR 3DPAR DATA COLLECTION

The 3DPAR training follows a train-the-trainer format. Measurement Coordinators and Team Leaders will be trained at the central training in Tucson, October 25-28, 2005. Site trainings can then occur later at each site in order to certify additional data collectors.

As part of the certification process, each trainee will read the entire 3-Day Physical Activity Recall Manual of Procedures and complete the 3DPAR instrument. For the central training, trainees will bring their completed questionnaires to the training and turn them in. For the local trainings, the certified trainees who attended the central training will be responsible for carrying out the same procedures that are followed at the central training.

The central training session will take approximately one hour and will include instruction on all procedures outlined in the procedures manual.

APPENDIX 1. FAQs

MRF

Q: We can only do measures during PE period. When we have the girls respond to the MRF, they are in their PE period for that day. Say it is Tuesday...for Tuesday on that form, are they responding for today, or for last Tuesday when they got their monitors?

A: *Question 2 on the MRF (Which days and class periods did you go to PE) should be answered to include 'TODAY' and not 'A WEEK AGO TODAY.'* In other words, if a girl is filling out the 3DPAR and MRF on the Tuesday the activity monitor is collected, she is answering #2 for Today (Tuesday), Yesterday (Monday), Last Friday, Last Thursday, and Last Wednesday.

BIKE/WALK TO SCHOOL

Q. What if I walk (or ride my bike) to the bus stop? Does that count as walking (riding my bike) to school?

A. *No, 'walking to school' means that is how you got to school and/or home from school that day.*

3DPAR

Q. How do I record 'where' when I am going from one place to another, like from home to school?

A. *Write down the 'where' code for where you were going.*

Q. What if a girl does not complete the survey, does she get a chance to finish it at a later time?

A. *No.*

Q. How do I record 'where' if I was at my grandparent/aunt/uncle/other relative's house?

A. *Record as option 1 – HOME/NEIGHBORHOOD*

Q. How do I record 'where' when I spend the day at an amusement park?

A. *Record as option 4 - OTHER OUTDOOR PUBLIC AREA*

Q. How do I record the activity when I spend the day at an amusement park?

A. *Answer as best you can. Think about what you were doing for most of the half hour block.*

Q. Are the girls or the Measurement Staff filling out the DAY at the top of each Activity Time Sheet?

A. *Either the girls or the measurement staff can fill out the DAY, it just needs to be legible for the data entry staff. If the girls are filling it out, they should be instructed to do so, and then the forms should be checked for completeness and legibility as they are turned in.*

Q. What if a girl says she was cooking, but for fun not as a chore?

A. *Record as Activity 26, Doing House Chores.*

Q: What activity number should girls record if they are playing with their dog?

A: *Activity #71 - Other.*

Q: What should 'With Whom' be if a girl is walking with her dog?

A: *0 - By Yourself.*

Q: What activity number should girls record if they are working on crafts?

A: *Activity #4 - Hanging out.*

Q: How should I answer if I eat breakfast at school?

A: *Eating a meal = Activity #1.*

Q: Since 'Riding in a car/bus/airplane/boat' is NOT a shaded activity, how should I answer the Intensity question?

A: *Refer them back to the intensity descriptions and picture examples and ask them which description best fits them while they are riding.*

Q: How is an active video game classified (the ones that are in arcades and kids follow dance steps)?

A: *Select #35 – Dancing' if that is what she was doing for most of the ½ hour time period.*

Q. On the PAR, if kids were playing Horse, does this count as basketball or playground games or something else?

A. **BASKETBALL**

Q. What about if you were "walking around," not going anywhere and not doing it for exercise?

A. *Answer as best you can and pick the walking option (either 23. Travel by Walking or 67. Walking for exercise) that you think fits best.*

Q. How do I record singing?

A. *[Probe for the context of the singing] If you were in a voice lesson, record "7. Music lesson/playing instrument." If you were singing along with the radio, record "6. Listening to music." If you were just singing for fun, then record the activity you were doing while singing. If you were not doing any particular physical activity while singing, then record "4. Hanging around."*

Q. What if I was doing art?

A. *Use the crafts FAQ we already have - which is "4. Hanging around."*

Q. What if I was in a Dr. appt?

A. *Record "4. Hanging around."*

Q. What does playing hackeesack fall under?

A. *#48 - Playground games.*