Part 6: Templates and Forms

Overview

In this Part   This Part covers the following topics

Topic	See Page
Section 1: Planning and Set Up Templates	6-1-1
Section 2: Interview, Blood Collection and Data Entry Forms	6-2-1
Section 3: Reporting Templates (Fact Sheet and Data Book)	6-3-1
Section 4: Archiving	6-4-1

Part 6: Templates and Forms

Section 1: Planning and Set Up Templates

Overview

Introduction
This section includes some document templates that can be used during the stage that involves planning and preparing a STEPS survey.

Intended audience
This section is primarily designed to be used by those fulfilling the following roles:

- STEPS site coordinator
- Coordinating committee

In this section
This section contains the following topics.

Topic	See Page
STEPS Implementation Plan	6-1-2
Ethical Approval Form	6-1-6

STEPS Implementation Plan

Executive Summary

Introduction

Current situation

Goals

Scope

Resources

Budget

Current Situation

Introduction

Previous risk factor surveys
Specify if a risk factor survey has already been conducted in this setting.

Data availability
Specify risk factor data availability in this setting.

Infrastructure and capacity
Specify if there already an infrastructure (human capacity, equipment, other) on which STEPS could be built.

Rationale
Specify the rationale for conducting chronic disease risk factor surveillance. (See Part 1, Section 1, Rationale for Surveillance).

Goals and Objectives

Introduction

Goals Identify the planned goals or use for the information gathered. For example, as a contribution to ongoing data collection to:

- Describe the current levels of risk factors for chronic diseases in this population
- Track the direction and magnitude of trends in risk factors
- Plan or evaluate a health promotion or preventive campaign
- Collect data from which to predict likely future demands for health services

Objectives Specify objectives that support gathering 'essential' information only.

Scope

Introduction

Overview of scope Specify the scope of surveillance to be conducted over time, ie Step 1, Step 2 or Step 3, plus coverage of core, expanded and optional items.

Sample size Identify the sample size and sample frame that will be used

Geographical coverage Identify geographical coverage

Timeframe Describe the broad timeframes

Sustainability and future surveys Specify if STEPS sustainability can be assured and plans for future surveys.

Resources

Introduction

Personnel required   Specify required resources in terms of all personnel required for the surveillance.

Equipment   Specify required resources in terms of all equipment required for the surveillance.

Facilities   Specify required resources in terms of all facilities required for the surveillance.

Resources already committed   Describe resources that have already been committed or which are expected, including support from WHO

Resources required from other organisations   Specify resources required from other organisations involved

Action Plan

Introduction

Plan   Provide a chart of the main tasks with estimated start dates and timeframes for completion of each phase.

Communication Strategy and Publicity

Introduction

Publicity plan   Specify methods for informing and involving community leaders and community groups in the STEPS surveillance project.

Reporting and Disseminating Results

Introduction

Reporting   Describe to whom and how the results will be reported and disseminated.

Budget

Introduction

Budget   Provide a detailed budget that includes:

- total funds required for each year planned to implement all STEPS activities as identified in the scope,
- source of funds, and
- funding gap.

Item	USD

Ethical Approval Form

Part 1: General Information

Introduction

Survey tile

The title of the proposed survey is:

STEPS Chronic Disease Risk Factor Surveillance.

Key personnel

A STEPS coordinating committee has been set up to oversee and manage the planning, preparation and implantation of the proposed survey and includes the following people.

Name	Organisation and qualifications

Dates

The proposed survey dates are:

Phase	Dates
Start Date	
Completion Date	
Survey duration	6 - 7 months

Part 2: Scientific Assessment

Introduction

Scientific basis

Summary of report

Part 3: Survey Scope

Introduction

Goals
Identify the planned goals or use for the information gathered. For example, as a contribution to ongoing data collection to:

- Describe the current levels of risk factors for chronic diseases in this population
- Track the direction and magnitude of trends in risk factors
- Plan or evaluate a health promotion or preventive campaign
- Collect data from which to predict likely future demands for health services

Objectives
Specify objectives that support gathering 'essential' information only.

Overview of scope
Specify the scope of surveillance to be conducted over time, ie Step 1, Step 2 or Step 3, plus coverage of core, expanded and optional items.

Sample size
Identify the sample size and sample frame that will be used.

Geographical coverage
Identify geographical coverage of the survey.

Resources
Describe resources that:

- are required,
- have already been committed, and
- are expected, including support from WHO.

Cultural/ethical issues
Describe any aspects of the survey that might raise specific cultural or ethical issues.

Reporting and use of results
Describe:

- To whom and how the results will be reported and disseminated
- Any restrictions on results
- Confidentiality of personal identification information
- Use of results once the survey is complete
- Methods for informing and involving community leaders and community groups in the STEPS surveillance project

Continued on next page

Part 3: Survey Scope, Continued

Budget   Provide a detailed budget that includes:

- total funds required for each year planned to implement all STEPS activities as identified in the Scope,
- source of funds, and
- funding gap.

Item	USD

Part 4: Declarations

Introduction

Declaration by principal investigator

The information supplied in this application is, to the best of my knowledge and belief, accurate. I have considered the ethical issues involved in this research and believe that I have adequately addressed them in this application. I understand that if the protocol for this research changes in any way I must inform the Research Ethics Review Committee.

Name:	
Signature:	
Date:	

Declaration by head of department

I have read the application and believe it to be scientifically and ethically sound. I approve the research design. I give my consent for the application to be forwarded to the Ethics Committee.

Name:	
Signature:	
Date:	

Note: Where the head of department is also one of the investigators, the head of department declaration must be signed by the appropriate Dean, or relevant senior officer.

Section 2: Interview, Blood Collection and Data Entry Forms

Overview

Introduction   This section includes some document templates that can be used during the interview, measurement and data entry stages.

In this section   This section contains the following forms for use during the survey.

Notification of WHO STEPS Surveillance Visit

World Health Organization

Notification of WHO STEPS Surveillance Visit		
Today Ministry of Health employees visited your household to conduct a survey of people between the ages of 25 to 64 on health issues. We will try and return on the date indicated below. If this is not convenient, please contact us to make a suitable time for the survey.		
Date of Visit		
Household Number		
Next Visit	Day/Date:	Time:
Contact		
<site> Ministry of Health, <address>		

World Health Organization

Participant Information Form (Step 1, 2 & 3)

Introduction	This form describes what participation in the WHO STEPS survey means.

Title of survey	The title of this survey is the STEPS Surveillance of Risk Factors for Chronic Non-Communicable Diseases (NCDs)

Aim of the survey	This survey will determine the extent in [name of the site] of several of the major risk factors for major chronic non-communicable diseases (e.g diseases not caused by infections). These diseases and their risk factors include:

- Tobacco use
- Alcohol consumption
- Low intake of fruit and vegetable
- Physical inactivity
- Raised blood pressure
- Raised fasting blood glucose
- Obesity
- High levels of fat in the blood

Data collection methods	We will collect information from [insert sample size] participants throughout the area in which the survey is being conducted.

Information will be gathered through (X number of) steps of data collection:

- Step 1 - Interview questions
- Step 2 - Measurements of height, weight, waist & blood pressure
- Step 3 - Blood tests for sugar and fats

What's involved	The table below shows each of the steps involved. You will be given time to consider your participation.

Step	Action
1	We will describe the STEPS surveillance to you.
2	You may ask any questions you may have.
3	We will ask you to sign a consent form.

Continued on next page

Participant Information Form (Step 1, 2 & 3), Continued

What's involved (continued)

Step	Action
4	You will be asked to participate in Step 1. This will involve a Ministry of Health employee asking you some questions about your: • Age • Education • Employment and income • Tobacco and alcohol use • Fruit and vegetable intake • Physical activity • History of diabetes and or raised blood pressure
5	You will then be asked to participate in Step 2. This will involve a Ministry of Health employee taking some simple measurements of your: • Height • Weight • Waist circumference • Blood pressure
6	You may also be asked to participate in Step 3. This will involve taking a small amount of blood from a vein in your arm to test for sugar and fat levels in your blood. This may cause some mild pain.

Timeframe   It is estimated that Step 1 and 2 of the survey will take approximately 1 hour.

Community benefits   The results of this study will be used to assist the Ministry of Health in developing public health programmes that target efforts to lower the risk factors that lead to chronic non-communicable diseases.

Your rights   It is your right to:

- decline to take part in the study,
- withdraw your consent at any time, and
- decline to answer any questions in the interview that you do not wish to answer.

Participant Information Form (Step 1, 2 & 3), Continued

Confidentiality You will provide your name and contact information so that you can be contacted if there is any need to follow up with you after the survey is conducted.

Your participation and data provided will be completely confidential.

Your name will not be used in any report of the study.

Results The results of this survey will be used to help plan strategies in reducing the risk factors that contribute to chronic non-communicable diseases in your community.

The results will be published in research publications, media briefings, fact sheets, and reports and can be made available to you through the local researchers.

Ethical approval This study has received ethical approval from the Research Ethics Review Committee of [insert name of institution and of location].

Consent Form 1 (Step 1 & 2)

Dear Participant,

Random selection You have been randomly selected to be part of this survey and this is why we would like to interview you. This survey is conducted by the World Health Organization in collaboration with the Ministry of Health and the WHO Regional Office and will be carried out by professional interviewers from (name of institution). This survey is currently taking place in several countries around the world.

Confidentiality The information you provide is totally <u>confidential</u> and will not be disclosed to anyone. It will only be used for research purposes. Your name, address, and other personal information will be removed from the instrument, and only a code will be used to connect your name and your answers without identifying you. You may be contacted by the survey team again only if it is necessary to complete the information on the survey.

Voluntary participation Your participation is <u>voluntary</u> and you can withdraw from the survey after having agreed to participate. You are free to refuse to answer any question that is asked in the questionnaire. If you have any questions about this survey you may ask me or contact (name of institution and contact details) or (Principal Investigator at site).

Consent to participate Signing this consent indicates that you understand what will be expected of you and are willing to participate in this survey.

Read by Participant		Interviewer	
Agreed		Refused	

Signatures I hereby provide INFORMED CONSENT to take part in Steps 1 and 2 of the Risk Factors Study. For participants under 21 years old, a parent or guardian must also sign this form.

Name: Sign:

Parent/Guardian: Sign:

Witness: Sign:

Consent Form 2 (Step 3)

Dear Participant

Random selection   You have been randomly selected to be part of this survey and this is why we would like to interview you. This survey is conducted by the World Health Organization in collaboration with the Ministry of Health and the WHO Regional Office and will be carried out by professional interviewers from (name of institution). This survey is currently taking place in several countries around the world.

Confidentiality   The information you provide is totally <u>confidential</u> and will not be disclosed to anyone. It will only be used for research purposes. Your name, address, and other personal information will be removed from the instrument, and only a code will be used to connect your name and your answers without identifying you. You may be contacted by the Survey Team again only if it is necessary to complete the information on the survey.

Voluntary participation   Your participation is <u>voluntary</u> and you can withdraw from the survey after having agreed to participate. You are free to refuse to answer any question that is asked in the questionnaire. If you have any questions about this survey you may ask me or contact (name of institution and contact details) or (Principal Investigator at site).

What's involved   You will have a small amount of blood taken from a vein in your arm to be tested for sugar and fat. This may cause some mild pain. You will be informed about the kind of tests which will be done on your blood sample.

Consent to participate   Signing this consent indicates that you understand what will be expected of you and are willing to participate in this survey.

Read by Participant		Interviewer	
Agreed		Refused	

Signatures   I hereby provide INFORMED CONSENT to take part in Step 3 of the Chronic Disease Risk Factor Study.

Name: Sign:

Witness: Sign:

Kish Household Coversheet

Directions to fill out Adult N°

Order the adults 1-6 by:
- males in order of decreasing age (oldest to youngest)
- females in order of decreasing age (oldest to youngest)

Example:

Sex	Age		Adult n°
M	45		1
F	**47**		**3**
M	23		2

List all persons age 25-64 in household

Sex	Age		Adult n°	Selected Respondent

Household Number _____

Cluster Number_____

Participant ID _____

Selection Table A		**Selection Table B1**		**Selection Table B2**		**Selection Table C**	
If n° of adults is:	**Select adult n°**	**If n° of adults is:**	**Select adult n°**	**If n° of adults is:**	**Select adult n°**	**If n° of adults is:**	**Select adult n°**
1	1	1	1	1	1	1	1
2	1	2	1	2	1	2	1
3	1	3	1	3	1	3	2
4	1	4	1	4	2	4	2
5	1	5	2	5	2	5	3
6 or more	1	6 or more	2	6 or more	2	6 or more	3

Selection Table D		**Selection Table E1**		**Selection Table E2**		**Selection Table F**	
If n° of adults is:	**Select adult n°**	**If n° of adults is:**	**Select adult n°**	**If n° of adults is:**	**Select adult n°**	**If n° of adults is:**	**Select adult n°**
1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2
3	2	3	3	3	3	3	3
4	3	4	3	4	4	4	4
5	4	5	3	5	5	5	5
6 or more	4	6 or more	5	6 or more	5	6 or more	6

Kish Household List

Directions   Match the household number assigned to the household with the Kish table below and identify which table from the Kish Summary of Eight Tables should be used.

Household	Kish Table	Household	Kish Table
1	A	26	A
2	A	27	B1
3	B1	28	B2
4	B2	29	C
5	C	30	C
6	C	31	D
7	D	32	D
8	D	33	E1
9	E1	34	E2
10	E2	35	F
11	F	36	F
12	F	37	A
13	A	38	A
14	A	39	B1
15	B1	40	B2
16	B2	41	C
17	C	42	C
18	C	43	D
19	D	44	D
20	D	45	E1
21	E1	46	E2
22	E2	47	F
23	F	48	F
24	F	49	A
25	A	etc.	etc.

Kish Summary of Eight Tables

Directions   Identify which table to use for each household with the Kish household list. Fill out the Kish coversheet and using the number of eligible respondents in the household and the Table number already identified, select the participant.

Example:
- If the Table number was C and there were 4 adults in the household, the adult numbered 2 should be interviewed.
- If the Table number was E1 and there were 5 adults in the household, the adult numbered 3 should be interviewed.

Table Number	If the number of adults in household is:					
	1	2	3	4	5	6 or more
	Select adult numbered:					
A	1	1	1	1	1	1
B1	1	1	1	1	2	2
B2	1	1	1	2	2	2
C	1	1	2	2	3	3
D	1	2	2	3	4	4
E1	1	2	3	3	3	5
E2	1	2	3	4	5	5
F	1	2	3	4	5	6

Note: This table is embedded in the Kish coversheet and does not need to be carried around by the interviewer.

Interview Tracking Form

Household Number	No. Eligible in Household	Participant ID	At Home		Male				Female				Step 1			Step 2			Step 3			Appointment Time	Individual Comment
			Visit 1	Visit 2	25-34	35-44	45-54	55-64	25-34	35-44	45-54	55-64	Eligible	Yes	Decline	Eligible	Yes	Decline	Eligible	Yes	Decline		

Notes:
- Individuals who are not "usual residents" are not eligible. Please see definition in the Glossary (Part 7)
- Step 1 "Yes" / Step 2 "Decline" should only occur for people who are absolutely unable to attend Step 2 – explain in "Comment" for each such person.
- Fill in form by using "y/n" for At home (corresponds with yes/no) and using an "x" for the correct responses in Male, Female, Step 1, Step 2, Step 3"

Clinic Appointment Card (Step 3)

┌─────────────────────────────────┐
│ **APPOINTMENT TIME** │
└─────────────────────────────────┘

Thank you for agreeing to participate in the STEPS Surveillance.

CLINIC APPOINTMENT

Centre: _____

Date: _____

Time: _____

PLEASE BRING THIS FORM WITH YOU
WHEN YOU COME FOR AN APPOINTMENT

Fasting Instructions (Step 3)

Introduction	To get accurate results from the blood test it is very important that you have fasted.
Fasting instructions	Please ensure that you DO NOT have anything to eat or drink including chewing gum (except plain water) after 10:00 PM on the night BEFORE the clinic appointment or on the morning of the clinic appointment.
Note for diabetics	If you have diabetes controlled with tablets and/or insulin, please AVOID taking these on the morning of your appointment, but bring them with you to take after testing is completed. Please take any other morning medications as usual.

Clinic Registration Form (Step 3)

Centre (Village/Cluster) Number_____
Technician ID_____

Participant ID	Name	Consent form (place a √)	Fasting status	Arrival time

Blood Collection Form (Step 3)

Date	Participant ID	Time of last meal/drink	Time of collection	Fasting blood sugar	If did not fast properly, appointment of next visit

Biochemical Measurement Form (Step 3)

Centre (Village/Cluster) Number_____
Technician ID_____

Date Analyzed	Partici-pant ID	Fasting Blood Sugar		Hgb	Total Chol.	HDL	LDL	TRIG
		Strip	Lab					

Data Entry Tracking Form

Computer Label _____

Participant ID	1st Key		2nd Key		Error on Instrument	Supervisor's decision	Individual Comment	Checked out by supervisor	
	Date received	Date finished	Date received	Date finished				Date checked out	Date checked in

Note: This form is available electronically in excel and can be downloaded with the data entry templates, available from www.who.int/chp/steps

STEPS Data Entry

Folder Coversheet

Topic	Tracking Information
Computer (Write the label)	
Phase of data entry: First key, second key entry or complete. *(Circle one)*	1st Key Entry 2nd Key Entry Complete
Instrument section entered and template being used. *(Circle only one)*	Location Tracking Survey Consent Biochemical
Data entry staff name or ID number	
Start Date	
End Date	

Section 3: Reporting Templates (Fact Sheet and Data Book) Overview

Introduction   This section includes two templates that can be used to report both the comprehensive and summary results of the STEPS survey.

In this section   This section contains the following Report Templates:

Topic	See Page
Fact Sheet Analysis Guide	6-3B-1
Fact Sheet Template	6-3C-1
Data Book Template	6-3D-1

<Site/Country > STEPS Survey <year>

Fact Sheet Analysis Guide

PLEASE use this as a guide when you are altering your instrument as it will provide you with a guideline for which questions are needed in order to calculate these basic indicators.

To calculate the basic indicators that are presented on the fact sheet refer to the Data Analysis section of the user manual (Part 4 Section 3)

Results for adults aged 25-64 years (incl. 95% CI) *(adjust if necessary)*	Questions required to calculate result (based on coding column), always need C1; C2 or C3	Epi Info Programme Name
Step 1 Tobacco Use		
Percentage who currently smoke tobacco daily	T2	TsmokestatusWT
For those who smoke tobacco daily		
Average age started smoking (years)	T2, T3	TsmokeagetimeWT
Average years of smoking	T2, T4a-c	TsmokeagetimeWT
Percentage smoking manufactured cigarettes	T2, T5a	TsmokemanWT
For smokers of manufactured cigarettes		
Mean number of manufactured cigarettes smoked per day	T5a	TsmoketypeWT
Step 1 Alcohol Consumption		
Percentage of abstainers (who did not drink alcohol in the last year)	A1	AconsumptionWT
Percentage of current drinkers (who drank alcohol in the past 30 days)	A4	AconsumptionWT
For those who drank alcohol in the last 30 days		
Percentage of women who had 4 or more drinks on any day in the last week	A4, A5a-g	AheavydrinkingWT
Percentage of men who had 5 or more drinks on any day in the last week	A4, A5a-g	AheavydrinkingWT
Percentage who drank alcohol on 4 or more days in the last week	A4, A5a-g	AheavydrinkingWT
Step 1 Fruit and Vegetable Consumption (in a typical week)		
Mean number of servings of fruit consumed per day	D1, D2	DservingsWT
Mean number of servings of vegetables consumed per day	D3, D4	DservingsWT
Percentage who ate less than 5 of combined servings of fruit & vegetables per day	D1, D2, D3, D4	DfiveormoreWT
Step 1 Physical Activity		
Percentage with low levels of activity (defined as <600 MET-minutes)	P1-P15	PtotallevelsWT
Median time spent in work-related physical activity per day (minutes)	P1; P2; P3; P4; P5; P6	PsetspecificWT
Median time spent in transport-related physical activity per day (minutes)	P7; P8; P9	PsetspecificWT
Median time spent in recreational physical activity per day (minutes)	P10-P15	PsetspecificWT

Results for adults aged 25-64 years (incl. 95% CI) *(adjust if necessary)*	Questions required to calculate result (based on coding column) always need C1; C2 or C3	Epi Info Programme Name
Step 2 Physical Measurements		
Mean body mass index - BMI (kg/m^2)	M3, M4	MbmiWT
Percentage who are overweight or obese (BMI ≥ 25 kg/m^2)	M3, M4	MbmiclassWT
Percentage who are obese (BMI ≥ 30 kg/m^2)	M3, M4	MbmiclassWT
Average waist circumference (cm)	M2	MwaistWT
Mean systolic blood pressure - SBP (mmHg)	M11a, M12a, M13a	MbloodpressureWT
Mean diastolic blood pressure - DBP (mmHg)	M11b, M12b, M13b	MbloodpressureWT
Percentage with raised BP (SBP ≥ 140 and/or DBP ≥ 90 mmHg)	M11a-b, M12a-b, M13a-b	MraisedbpWT
Percentage with raised BP (SBP ≥ 160 and/or DBP ≥ 100 mmHg)	M11a-b, M12a-b, M13a-b	MraisedbpWT
Step 3 Biochemical Measurements		
Mean fasting blood glucose (mmol/L)	B1; B5	BglucoseWT
Percentage with raised fasting blood glucose (≥ 7.0 mmol/L)	B1; B5	BglucoseWT
Mean total blood cholesterol (mmol/L)	B7	BtotallipidsWT
Percentage with raised total cholesterol (≥ 5.2 mmol/L)	B7	BtotallipidsWT
Percentage with raised total cholesterol (≥ 6.5 mmol/L)	B7	BtotallipidsWT
Summary of combined risk factors • **current daily smokers** • **less than 5 servings of fruits & vegetables per day** • **Low level of activity** (<600 MET -minutes) • **overweight or obese** (BMI ≥ 25 kg/m^2) • **raised BP** (SBP ≥ 140 and/or DBP ≥ 90 mmHg)	**Codes used for summary of combined risk factors:** T2, D2, D4, M3, M4, M11a-b, M12a-b, M13a-b, P1-P15	
Percentage with low risk (i.e. none of the risk factors included above)	See above	raisedriskWT
Percentage with raised risk (i.e. at least three of the risk factors included above) distributed in the age groups below		
Percentage with raised risk, aged 25 to 44 years old	See above	raisedriskWT
Percentage with raised risk, aged 45 to 64 years old	See above	raisedriskWT

For additional information, please contact:
STEPS country focal point [name, email addresses]

<Site/Country > STEPS Survey <year>

Fact Sheet

The STEPS survey of chronic disease risk factors in [country/site name] was carried out from [insert month and year] to [insert month and year]. [country/site name] carried out Step 1, Step 2 [and Step 3 if applicable]. Socio demographic and behavioural information was collected in Step 1. Physical measurements such as height, weight and blood pressure were collected in Step 2. [If applicable, biochemical measurements were collected to assess blood glucose and cholesterol levels in Step 3.]

The STEPS survey in [insert site, country] was a population-based survey of adults aged 25-64 [adjust as necessary]. A [insert type of sampling design] sample design was used to produce representative data for that age range in [insert country/site name]. A total of 2,000 [adjust as necessary] adults participated in the [country/site name] STEPS survey. The overall response rate was [x%].

A repeat survey is planned for [insert year] if funds permit.

Results for adults aged 25-64 years (incl. 95% CI) (adjust if necessary)	Both Sexes	Males	Females
Step 1 Tobacco Use			
Percentage who currently smoke tobacco daily	**77.1%** (66.2 – 88.1)	**77.2%** (66.2 – 88.1)	**77.4%** (66.2 – 88.1)
For those who smoke tobacco daily			
Average age started smoking (years)			
Average years of smoking			
Percentage smoking manufactured cigarettes			
For smokers of manufactured cigarettes			
Mean number of manufactured cigarettes smoked per day			
Step 1 Alcohol Consumption			
Percentage of abstainers (who did not drink alcohol in the last year)			
Percentage of current drinkers (who drank alcohol in the past 30 days)			
For those who drank alcohol in the last 30 days			
Percentage of women who had 4 or more drinks on any day in the last week			
Percentage of men who had 5 or more drinks on any day in the last week			
Percentage who drank alcohol on 4 or more days in the last week			
Step 1 Fruit and Vegetable Consumption (in a typical week)			
Mean number of servings of fruit consumed per day			
Mean number of servings of vegetables consumed per day			
Percentage who ate 5 or more combined servings of fruit & vegetables per day			
Step 1 Physical Activity			
Percentage with low levels of activity (defined as <600 MET-minutes/week)			
Median time spent in work-related physical activity per day (minutes)			
Median time spent in transport-related physical activity per day (minutes)			
Median time spent in recreational physical activity per day (minutes)			

Results for adults aged 25-64 years (incl. 95% CI) *(adjust if necessary)*	Both Sexes	Males	Females
Step 2 Physical Measurements			
Mean body mass index - BMI (kg/m^2)			
Percentage who are overweight or obese (BMI ≥ 25 kg/m^2)			
Percentage who are obese (BMI ≥ 30 kg/m^2)			
Average waist circumference (cm)			
Mean systolic blood pressure - SBP (mmHg)			
Mean diastolic blood pressure - DBP (mmHg)			
Percentage with raised BP (SBP ≥ 140 and/or DBP ≥ 90 mmHg)			
Percentage with raised BP (SBP ≥ 160 and/or DBP ≥ 100 mmHg)			
Step 3 Biochemical Measurements			
Mean fasting blood glucose (mmol/L)			
Percentage with raised blood glucose (≥ 7.0 mmol/L)			
Mean total blood cholesterol (mmol/L)			
Percentage with raised total cholesterol (≥ 5.2 mmol/L)			
Percentage with raised total cholesterol (≥ 6.5 mmol/L)			
Summary of combined risk factors • **current daily smokers** • **less than 5 servings of fruits & vegetables per day** • **Low level of activity** (<600 MET -minutes) • **overweight or obese** (BMI ≥ 25 kg/m^2) • **raised BP** (SBP ≥ 140 and/or DBP ≥ 90 mmHg)			
Percentage with low risk (i.e. none of the risk factors included above)			
Percentage with raised risk (i.e. at least three of the risk factors included above) distributed in the age groups below			
Percentage with raised risk, aged 25 to 44 years old			
Percentage with raised risk, aged 45 to 64 years old			

For additional information, please contact:
STEPS country focal point [name, email addresses]

WHO STEPS

Chronic Disease
Risk Factor Surveillance

DATA BOOK FOR
<INSERT COUNTRY/SITE NAME>

Table of Contents

Note:

- All the questions include C1; C2 or C3 in the "Questions used (uses coding column as identifier)" section of the analysis block.
- Unweighted tables will not have confidence intervals associated with them.
- You need to run the Epi Info programmes MissingAgeSexConsent and AgeSex10 prior to running any of the programmes in the data book. You only need to run these programmes one time.

Sampling and Response Proportions

Step 1 response proportions

Description: summary results for the response proportions for step 1.

Age Group	Men				Women				Both Sexes		
	Eligible	Participated			Eligible	Participated			Eligible	Participated	
	N	n	%		N	n	%		N	n	%
25-34 years											
35-44 years											
45-54 years											
55-64 years											
25-64 years											

Analysis Information:
- Questions used (uses coding column as identifier): interview tracking form
- Epi Info programme name: Responsestep1 (unweighted)

Step 2 response proportions

Description: summary results for the response proportions for step 2.

Age Group	Men				Women				Both Sexes		
	Eligible	Participated			Eligible	Participated			Eligible	Participated	
	N	n	%		N	n	%		N	n	%
25-34 years											
35-44 years											
45-54 years											
55-64 years											
25-64 years											

Analysis Information:

- Questions used (uses coding column as identifier): interview tracking form
- Epi Info programme name: Responsestep2 (unweighted)

Step 3 response proportions

Description: summary results for the response proportions for step 3.

Age Group	Men				Women				Both Sexes		
	Eligible	Participated			Eligible	Participated			Eligible	Participated	
	N	n	%		N	n	%		N	n	%
25-34 years											
35-44 years											
45-54 years											
55-64 years											
25-64 years											

Analysis Information:
- Questions used (uses coding column as identifier): interview tracking form (if applicable)
- Epi Info programme name: Responsestep3 (unweighted)

District response proportions

Description: summary results for the response proportions by district.

Age Group	Men (N=)						Women (N=)				
	District 1	District 2	District 3	District 4	District 5		District 1	District 2	District 3	District 4	District 5
	n %	n %	n %	n %	n %		n %	n %	n %	n %	n %
25-34 years											
35-44 years											
45-54 years											
55-64 years											
25-64 years											

Analysis Information:

- Questions used (uses coding column as identifier): I1
- Epi Info programme name: District (unweighted)

**District
response
proportions
continued**

Description: summary results for the response proportions by district

Age Group	Both Sexes (N=)				
	District 1	District 2	District 3	District 4	District 5
	n %	n %	n %	n %	n %
25-34 years					
35-44 years					
45-54 years					
55-64 years					
25-64 years					

Analysis Information:
- Questions used (uses coding column as identifier): I1
- Epi Info programme name: District (unweighted)

Demographic Information Results

Age group by gender

Description: summary information by age group and gender of the participants sample.

Instrument question:
- Sex
- What is your date of birth?

Age Group	Men N=	Women N=	Both Sexes N=
	n %	n %	n %
25-34 years			
35-44 years			
45-54 years			
55-64 years			
25-64 years			

Analysis Information:
- Questions used (uses coding column as identifier): C1; C2 or C3
- Epi Info programme name: Cagesex (unweighted)

Ethnicity   Description: summary results for the ethnicity of the participants.

Instrument Question:
- What is your [insert relevant ethnic group/racial group/cultural subgroup/others] background?

Age Group	Men (N=)					Women (N=)					Both Sexes (N=)			
	Ethnic group ……	Ethnic group ……	Ethnic group ……	Other ethnic group		Ethnic group ……	Ethnic group ……	Ethnic group ……	Other ethnic group		Ethnic group ……	Ethnic group ……	Ethnic group ……	Other ethnic group
	n %	n %	n %	n %		n %	n %	n %	n %		n %	n %	n %	n %
25-34 years														
35-44 years														
45-54 years														
55-64 years														
25-64 years														

Analysis Information:
- Questions used (uses coding column as identifier): C5
- Epi Info programme name: Cethnic (unweighted)

Household composition

Description: mean number of adults over 18 years old in each household (presented only for both sexes because results are for the household not individuals).

Instrument question:
• How many people older than 18 years, including yourself, live in your household?

Age Group	Both Sexes N=
	n %
25-34 years	
35-44 years	
45-54 years	
55-64 years	
25-64 years	

Analysis Information:
• Questions used (uses coding column as identifier): C8
• Epi Info programme name: Chousehold18 (unweighted)

Education Description: mean number of years of education in population of the participants.

Instrument question:
- In total, how many years have you spent at school or in full-time study (excluding pre-school)?

Age Group	Men N= n Mean	Women N= n Mean	Both Sexes N= n Mean
25-34 years			
35-44 years			
45-54 years			
55-64 years			
25-64 years			

Analysis Information:
- Questions used (uses coding column as identifier): C4
- Epi Info programme name: Ceduyears (unweighted)

Highest level of education

Description: highest level of education achieved by the survey participants.

Instrument question:
• What is the highest level of education you have completed?

	Age Group	No formal schooling	Some primary schooling	Completed primary	Completed secondary school	Completed high school	College /university completed	Post-graduate degree
		n %	n %	n %	n %	n %	n %	n %
Men (N=)	25-34 years							
	35-44 years							
	45-54 years							
	55-64 years							
	25-64 years							
Women (N=)	25-34 years							
	35-44 years							
	45-54 years							
	55-64 years							
	25-64 years							

Analysis Information:
• Questions used (uses coding column as identifier): C6
• Epi Info programme name: Ceduhigh (unweighted)

Highest level of education cont.

Description: highest level of education achieved by the survey participants.

Instrument question:
- What is the highest level of education you have completed?

	Age Group	No formal schooling	Some primary schooling	Completed primary	Completed secondary school	Completed high school	College /university completed	Post-graduate degree
		n %	n %	n %	n %	n %	n %	n %
Both Sexes (N=)	25-34 years							
	35-44 years							
	45-54 years							
	55-64 years							
	25-64 years							

Analysis Information:
- Questions used (uses coding column as identifier): C6
- Epi Info programme name: Ceduhigh (unweighted)

Employment status

Description: proportion of participants in paid employment and those who are unpaid. Unpaid includes persons who are non-paid, students, homemakers, retired, and unemployed.

Instrument question:
- Which of the following best describes your main work status over the last 12 months?

Age Group	Men (N=)				Women (N=)				Both Sexes (N=)			
	Gov't employee	Non-gov't employee	Self-employed	Unpaid	Gov't employee	Non-gov't employee	Self-employed	Unpaid	Gov't employee	Non-gov't employee	Self-employed	Unpaid
	n %	n %	n %	n %	n %	n %	n %	n %	n %	n %	n %	n %
25-34 years												
35-44 years												
45-54 years												
55-64 years												
25-64 years												

Analysis Information:
- Questions used (uses coding column as identifier): C7
- Epi Info programme name: Cworkpaid (unweighted)

Unpaid work and unemployed

Description: proportion of participants in unpaid work.

Instrument question:
- Which of the following best describes your main work status over the last 12 months?

Age Group	Men (N=)							Women (N=)					
	Non-paid	Student	Home-maker	Retired	Unemployed			Non-paid	Student	Home-maker	Retired	Unemployed	
					Able to work	Not able to work						Able to work	Not able to work
	n %	n %	n %	n %	n %	n %		n %	n %	n %	n %	n %	n %
25-34 years													
35-44 years													
45-54 years													
55-64 years													
25-64 years													

Analysis Information:
- Questions used (uses coding column as identifier): C7
- Epi Info programme name: Cworknotpaid (unweighted)

Unpaid work and unemployed continued

Description: proportion of participants in unpaid work.

Instrument question:
- Which of the following best describes your main work status over the last 12 months?

Age Group	Both Sexes (N=)					
	Non-paid	Student	Home-maker	Retired	Unemployed	
					Able to work	Not able to work
	n %	n %	n %	n %	n %	n %
25-34 years						
35-44 years						
45-54 years						
55-64 years						
25-64 years						

Analysis Information:
- Questions used (uses coding column as identifier): C7
- Epi Info programme name: Cworknotpaid (unweighted)

Income   Description: mean reported household earnings per year of participants in local currency (presented only for both sexes because results are for the household not individuals).

Instrument question:
- Taking the past year, can you tell me what the average earning of the household have been?

Age Group	Both Sexes N=
	Mean
25-34 years	
35-44 years	
45-54 years	
55-64 years	
25-64 years	

Analysis Information:
- Questions used (uses coding column as identifier): C9a or C9b or C9c
- Epi Info programme name: Cmeanincome (unweighted)

Estimated household earnings

Description: summary of participant household earnings by quintile (presented only for both sexes because results are for the household not individuals)

Instrument question:
• If you don't know the amount, can you give an estimate of the annual household income if I read some options to you?

Age Group	Quintile 1: Under $........		Quintile 2: $........- $........		Quintile 3: $........- $........		Quintile 4: $........- $........		Quintile 5: Over $........	
	n	%	n	%	n	%	n	%	n	%
25-34 years										
35-44 years										
45-54 years										
55-64 years										
25-64 years										

Analysis Information:
• Questions used (uses coding column as identifier): C10
• Epi Info programme name: Cquintile (unweighted)

Tobacco Use

Smoking Status Description: smoking status among total population.

Instrument questions:
- Do you currently smoke any tobacco products, such as cigarettes, cigars, or pipes?
- Do you currently smoke tobacco products daily?

Age Group	Men (N=)					Women (N=)					Both Sexes (N=)			
	Current smoker			Does not smoke		Current smoker			Does not smoke		Current smoker			Does not smoke
	Daily	Non-daily	Daily and non-daily			Daily	Non-daily	Daily and non-daily			Daily	Non-daily	Daily and non-daily	
	% 95% CI	% 95% CI	% 95% CI	% 95% CI		% 95% CI	% 95% CI	% 95% CI	% 95% CI		% 95% CI	% 95% CI	% 95% CI	% 95% CI
25-34 years														
35-44 years														
45-54 years														
55-64 years														
25-64 years														

Analysis Information:
- Questions used (uses coding column as identifier): T1; T2
- Epi Info programme name: Tsmokestatus (unweighted); TsmokestatusWT (weighted)

Manufactured cigarette smokers

Description: percentage of smokers who use manufactured cigarettes.

Instrument question:
• On average, how many of the following do you smoke each day?

Age Group	Manufactured cigarette users		
	Men N=	**Women** N=	**Both Sexes** N=
	% (95% CI)	% (95% CI)	% (95% CI)
25-34 years			
35-44 years			
45-54 years			
55-64 years			
25-64 years			

Analysis Information:
• Questions used (uses coding column as identifier): T1; T2; T5a
• Epi Info programme name: Tsmokeman (unweighted); TsmokemanWT (weighted)

Frequency of smoking

Description: percentage of current daily smokers among smokers.

Instrument question:
- Do you currently smoke any tobacco products, such as cigarettes, cigars, or pipes?
- Do you currently smoke tobacco products daily?

Age Group	Men (N=)		Women (N=)		Both Sexes (N=)	
	Current daily smokers	Non-daily smokers	Current daily smokers	Non-daily smokers	Current daily smokers	Non-daily smokers
	% 95% CI	% 95% CI	% 95% CI	% 95% CI	% 95% CI	% 95% CI
25-34 years						
35-44 years						
45-54 years						
55-64 years						
25-64 years						

Analysis Information:
- Questions used (uses coding column as identifier): T1; T2
- Epi Info programme name: Tsmokefreq (unweighted); TsmokefreqWT (weighted)

Amount of tobacco used among smokers by type

Description: mean amount of tobacco used by daily smokers by type.

Instrument question:
• On average, how many of the following do you smoke each day?

Age Group	Men (N=)					Women (N=)					Both Sexes (N=)			
	Manu-factured cigarettes	Hand-rolled cigarettes	Pipes of tobacco	Other		Manu-factured cigarettes	Hand-rolled cigarettes	Pipes of tobacco	Other		Manu-factured cigarettes	Hand-rolled cigarettes	Pipes of tobacco	Other
	mean (95% CI)	mean (95% CI)	mean (95% CI)	mean (95% CI)		mean (95% CI)	mean (95% CI)	mean (95% CI)	mean (95% CI)		mean (95% CI)	mean (95% CI)	mean (95% CI)	mean (95% CI)
25-34 years														
35-44 years														
45-54 years														
55-64 years														
25-64 years														

Analysis Information:
• Questions used (uses coding column as identifier): T1; T2; T5(a-other)
• Epi Info programme name: Tsmoketype (unweighted); TsmoketypeWT (weighted)

Initiation and duration of smoking

Description: average age of initiation and duration, in years, of smoking among current daily smokers.

Instrument question:
- How old were you when you first started smoking daily?

Age Group	Age started smoking (mean age)				Years of smoking (mean duration)		
	Men N=	**Women** N=	**Both Sexes** N=		**Men** N=	**Women** N=	**Both Sexes** N=
	mean (95% CI)	mean (95% CI)	mean (95% CI)		mean (95% CI)	mean (95% CI)	mean (95% CI)
25-34 years							
35-44 years							
45-54 years							
55-64 years							
25-64 years							

Analysis Information:
- Questions used (uses coding column as identifier): T1; T2; T3 ;T4
- Epi Info programme name: Tsmokeagetime (unweighted); TsmokeagetimeWT (weighted)

Percentage of ex daily smokers in the population

Description: percentage of ex daily smokers and the mean duration, in years, since they quit smoking daily.

Instrument question:
- In the past did you ever smoke daily?
- How old were you when you stopped smoking daily?

Age Group	Ex daily smokers				Time since cessation (mean duration in years)		
	Men N=	**Women** N=	**Both Sexes** N=		**Men** N=	**Women** N=	**Both Sexes** N=
	% (95% CI)	% (95% CI)	% (95% CI)		mean (95% CI)	mean (95% CI)	mean (95% CI)
25-34 years							
35-44 years							
45-54 years							
55-64 years							
25-64 years							

Analysis Information:
- Questions used (uses coding column as identifier): T6; T7; T8
- Epi Info programme name: Tsmokeexdaily (unweighted); TsmokeaexdailyWT (weighted)

Current Users of smokeless tobacco

Description: percentage of current users of smokeless tobacco and the proportion of them using it daily.

Instrument question:
- Do you currently use any smokeless tobacco such as [snuff, chewing tobacco, betel]?
- Do you currently use smokeless tobacco products daily?

Age Group	Current Smokeless tobacco use				Proportion of users currently using smokeless tobacco daily				Ex-daily smokeless tobacco users		
	Men N= % (95%CI)	**Women** N= % (95%CI)	**Both Sexes** N= % (95%CI)		**Men** N= % (95%CI)	**Women** N= % (95%CI)	**Both Sexes** N= % (95%CI)		**Men** N= % (95%CI)	**Women** N= % (95%CI)	**Both Sexes** N= % (95%CI)
25-34 years											
35-44 years											
45-54 years											
55-64 years											
25-64 years											

Analysis Information:
- Questions used (uses coding column as identifier): T9; T10 ; T12
- Epi Info programme name: Tsmokelessexdaily (unweighted); TsmokelessexdailyWT (weighted)

Frequency of smokeless tobacco use among users by type

Description: mean frequency of smokeless tobacco use, by smokeless tobacco users by type.

Instrument question:
- On average, how many times a day do you use…?

Age Group	Men (N=)						Women (N=)						Both Sexes (N=)				
	Snuff by mouth	Snuff by nose	Chewing tobacco	Betel; quid	Other		Snuff by mouth	Snuff by nose	Chewing tobacco	Betel; quid	Other		Snuff by mouth	Snuff by nose	Chewing tobacco	Betel; quid	Other
	mean (95% CI)	mean (95% CI)	mean (95% CI)	mean (95% CI)	mean (95% CI)		mean (95% CI)	mean (95% CI)	mean (95% CI)	mean (95% CI)	mean (95% CI)		mean (95% CI)	mean (95% CI)	mean (95% CI)	mean (95% CI)	mean (95% CI)
25-34 years																	
35-44 years																	
45-54 years																	
55-64 years																	
25-64 years																	

Analysis Information:
- Questions used (uses coding column as identifier): T11(a-other)
- Epi Info programme name: Tsmokelesstype (unweighted); TsmokelesstypeWT (weighted)

Current tobacco users

Description: percentage of tobacco users (daily and non-daily), includes smoking and smokeless, among the total population.

Instrument questions:
- Do you currently smoke tobacco products daily?
- Do you currently use smokeless tobacco products daily?

Age Group	Current daily tobacco user				Current tobacco user		
	Men N=	**Women** N=	**Both Sexes** N=		**Men** N=	**Women** N=	**Both Sexes** N=
	% (95% CI)	% (95% CI)	% (95% CI)		mean (95% CI)	mean (95% CI)	mean (95% CI)
25-34 years							
35-44 years							
45-54 years							
55-64 years							
25-64 years							

Analysis Information:
- Questions used (uses coding column as identifier): T1; T2; T9; T10
- Epi Info programme name: Tdailyuser (unweighted); TdailyuserWT (weighted)

Alcohol Consumption

Alcohol consumption status

Description: alcohol consumption status of the population. Abstainers have not consumed alcohol in the last 12 months.

Instrument questions:
- Have you consumed alcohol (such as beer, wine, spirits, fermented cider, or (add other local examples) within the past 12 months?
- Have you consumed alcohol (such as beer, wine, spirits, fermented cider, or (add other local examples) within the past 30 days?

Age Group	Men (N=)			Women (N=)			Both Sexes (N=)		
	Current drinker (last 30 days)	Drank alcohol in last 12 months, not current	Abstainer	Current drinker (last 30 days)	Drank alcohol in last 12 months, not current	Abstainer	Current drinker (last 30 days)	Drank alcohol in last 12 months, not current	Abstainer
	% 95% CI	% 95% CI	% 95% CI	% 95% CI	% 95% CI	% 95% CI	% 95% CI	% 95% CI	% 95% CI
25-34 years									
35-44 years									
45-54 years									
55-64 years									
25-64 years									

Analysis Information:
- Questions used (uses coding column as identifier): A1; A4
- Epi Info programme name: Aconsumption (unweighted); AconsumptionWT (weighted)

Number of drinks during last seven days

Description: mean number of standard drinks consumed by current drinkers during the last 7 days.

Instrument question:
• During each of the past 7 days, how many standard drinks of any alcoholic drink did you have each day?

Age Group	Drinks during last 7 days		
	Men N=	**Women** N=	**Both Sexes** N=
	mean 95% CI	mean 95% CI	mean 95% CI
25-34 years			
35-44 years			
45-54 years			
55-64 years			
25-64 years			

Analysis Information:
• Questions used (uses coding column as identifier): A1; A4; A5
• Epi Info programme name: Anumdrinklastwk (unweighted); AnumdrinklastwkWT (weighted)

Standard drinks per day

Description: number of standard drinks consumed per day.

Instrument question:
- When you drink alcohol, on average, how many drinks do you have during one day.

Age Group	Men (N=)						Women (N=)				
	Drinks per day						Drinks per day				
	1	2-3	4-5	6+	mean		1	2-3	4-5	6+	mean
	% (95% CI)	% (95% CI)	% (95% CI)	% (95% CI)	mean (95% CI)		% (95% CI)	% (95% CI)	% (95% CI)	% (95% CI)	mean (95% CI)
25-34 years											
35-44 years											
45-54 years											
55-64 years											
25-64 years											

Analysis Information:
- Questions used (uses coding column as identifier): A1; A3
- Epi Info programme name: Anumdrinkperday (unweighted); AnumdrinkperdayWT (weighted)

Frequency of alcohol consumption

Description: frequency of alcohol consumption in the last year.

Instrument question:
- In the past 12 months, how frequently have you had at least one drink?

Age Group	Men (N=)						Women (N=)				
	Daily	5-6 days per/wk	1-4 days per/wk	1-3days per/month	< once a month		Daily	5-6 days per/wk	1-4 days per/wk	1-3days per/month	< once a month
	% (95% CI)	% (95% CI)	% (95% CI)	% (95% CI)	% (95% CI)		% (95% CI)	% (95% CI)	% (95% CI)	% (95% CI)	% (95% CI)
25-34 years											
35-44 years											
45-54 years											
55-64 years											
25-64 years											

Analysis Information:
- Questions used (uses coding column as identifier): A1; A2
- Epi Info programme name: Afrequency (unweighted); AfrequencyWT (weighted)

Largest number of drinks in last 12 months

Description: largest number of drinks consumed during a single occasion in the last 12 months.

Instrument question:
- In the past 12 months what was the largest number of drinks you has on a single occasion, counting all types of standard drinks together?

Age Group	Maximum number of drinks during a single day in last 12 months		
	Men N= mean 95% CI	**Women** N= mean 95% CI	**Both Sexes** N= mean 95% CI
25-34 years			
35-44 years			
45-54 years			
55-64 years			
25-64 years			

Analysis Information:
- Questions used (uses coding column as identifier): A1; A6
- Epi Info programme name: Alargestnum (unweighted); AlargestnumWT (weighted)

Heavy drinking Description: number of standard drinks consumed in the last 7 days grouped into three categories.

Instrument question:
- During each of the past 7 days, how many standard drinks of any alcoholic drink did you have each day?

Age Group	Men (N=)				Women (N=)			Both Sexes (N=)
	Drank on 4+ days	5+ drinks on any day	20+ drinks in 7 days		Drank on 4+ days	4+ drinks on any day	15+ drinks in 7 days	Drank on 4+ days
	% 95% CI	% 95% CI	% 95% CI		% 95% CI	% 95% CI	% 95% CI	% 95% CI
25-34 years								
35-44 years								
45-54 years								
55-64 years								
25-64 years								

Analysis Information:
- Questions used (uses coding column as identifier): A1; A4; A5
- Epi Info programme name: Aheavydrinking (unweighted); AheavydrinkingWT (weighted)

Five or more drinks on a single occasion

Description: mean number of occasions where consumer drank five or more drinks during a single occasion.

Instrument question:
• In the past 12 months, on how many days did you have five or more standard drinks in a single day?

Age Group	Men N=
	mean 95% CI
25-34 years	
35-44 years	
45-54 years	
55-64 years	
25-64 years	

Analysis Information:
• Questions used (uses coding column as identifier): A1; A7
• Epi Info programme name: Abingemen (unweighted); AbingemenWT (weighted)

Four or more drinks on a single occasion

Description: mean number of occasions where consumer drank four or more drinks during a single occasion.

Instrument question:

- In the past 12 months, on how many days did you have four or more standard drinks in a single day?

Age Group	**Women** N=
	mean 95% CI
25-34 years	
35-44 years	
45-54 years	
55-64 years	
25-64 years	

Analysis Information:

- Questions used (uses coding column as identifier): A1; A8
- Epi Info programme name: Abingewomen (unweighted); AbingewomenWT (weighted)

Fruit and Vegetable Consumption

Fruit and vegetable consumption

Description: mean number of fruit, vegetable, and combined fruit and vegetable servings per day.

Instrument questions:
- In a typical week, on how many days do your eat fruit?
- How many servings of fruit do you eat each on one of those days?
- In a typical week, on how many days do your eat vegetables?
- How many servings of vegetables do you eat each on one of those days?

Age Group	Daily number of servings of fruit				Daily number of servings of vegetables				Daily number of servings of fruit and vegetables		
	Men N= mean 95% CI	**Women** N= mean 95% CI	**Both Sexes** N= mean 95% CI		**Men** N= mean 95% CI	**Women** N= mean 95% CI	**Both Sexes** N= mean 95% CI		**Men** N= mean 95% CI	**Women** N= mean 95% CI	**Both Sexes** N= mean 95% CI
25-34 years											
35-44 years											
45-54 years											
55-64 years											
25-64 years											

Analysis Information:
- Questions used (uses coding column as identifier): D1; D2 ; D3 ; D4
- Epi Info programme name: Dservings (unweighted); DservingsWT (weighted)

Five or more combined fruit and vegetables per day

Description: percentage consuming five or more fruit and/or vegetables per day.

Instrument questions:
- In a typical week, on how many days do your eat fruit?
- How many servings of fruit do you eat each on one of those days?
- In a typical week, on how many days do your eat vegetables?
- How many servings of vegetables do you eat each on one of those days?

Age Group	No daily consumption of fruit or vegetable				Less than five servings of fruit and/or vegetable per day				Five or more fruit and/or vegetables per day		
	Men N= mean 95% CI	**Women** N= mean 95% CI	**Both Sexes** N= mean 95% CI		**Men** N= mean 95% CI	**Women** N= mean 95% CI	**Both Sexes** N= mean 95% CI		**Men** N= mean 95% CI	**Women** N= mean 95% CI	**Both Sexes** N= mean 95% CI
25-34 years											
35-44 years											
45-54 years											
55-64 years											
25-64 years											

Analysis Information:
- Questions used (uses coding column as identifier): D1; D2 ; D3 ; D4
- Epi Info programme name: Dfiveormore (unweighted); DfiveormoreWT (weighted)

Fruit and vegetable consumption: Risky eating

Description: percentage of population classified as "risky" based on categories provided in the table

Instrument questions:
- In a typical week, on how many days do your eat fruit?
- How many servings of fruit do you eat each on one of those days?
- In a typical week, on how many days do your eat vegetables?
- How many servings of vegetables do you eat each on one of those days?

Age Group	Fruit or vegetables eaten on fewer than 4 days /week			Under 2 servings of fruit or vegetables /day when eaten			Under 14 servings of fruit or vegetables /week		
	Men N= % 95% CI	**Women** N= % 95% CI	**Both Sexes** N= % 95% CI	**Men** N= % 95% CI	**Women** N= % 95% CI	**Both Sexes** N= % 95% CI	**Men** N= % 95% CI	**Women** N= % 95% CI	**Both Sexes** N= % 95% CI
25-34 years									
35-44 years									
45-54 years									
55-64 years									
25-64 years									

Analysis Information:
- Questions used (uses coding column as identifier): D1; D2 ; D3 ; D4
- Epi Info programme name: Driskyeating (unweighted); DriskyeatingWT (weighted)

Type of oils used most frequently

Description: type of oil or fat most often used for meal preparation in households (presented only for both sexes because results are for the household not individuals).

Instrument question:
- What type of oil or fat is most often used for meal preparation in your household?

Age Group (N=)	Vegetable oil % 95% CI	Lard % 95% CI	Butter % 95% CI	Margarine % 95% CI	None used % 95% CI	other % 95% CI
25-34 years						
35-44 years						
45-54 years						
55-64 years						
25-64 years						

Analysis Information:
- Questions used (uses coding column as identifier): D5
- Epi Info programme name: Doil (unweighted); DoilWT (weighted)

Physical Activity

Introduction

Analysis physical activity data can be very complicated and the result confusing. The following guidelines will help clarify the results of the physical activity and will also provide valuable information on the classifications. Make sure you use some of these guidelines when you report physical activity data.

- MET values are applied to vigorous and moderate intensity variables in the work and recreation settings. These have been calculated using an average of the typical types of activity undertaken. Different types of activities have been grouped together and given an MET value based on the intensity of the activity. Applying MET values to activity levels allows us to calculate total physical activity. For more information regarding MET values go the STEPS website at www.who.int/chp/steps .

- The calculations below use multiple questions in the physical activity section. To simplify this a bit the questions have been clustered into four groups (as they appear in the Instrument). In the Instrument questions section of the table, only the group label appears. The specific questions for each groups is presented below.

  − Activity at work:
    - Does your work involve vigorous-intensity activity that causes large increases in breathing or heart rate like [examples] for at least 10 minutes continuously?
    - In a typical week, on how many days do you do vigorous-intensity activities as part of your work?
    - How much time do you spend doing vigorous-intensity activities at work on a typical day?
    - Does your work involve moderate-intensity activity, that causes small increases in breathing or heart rate such as brisk walking for at least 10 minutes continuously?
    - In a typical week, on how many days do you do moderate-intensity activities as part of your work?
    - How much time do you spend doing moderate-intensity activities at work on a typical day?

  − Travel to and from places:
    - Do you walk or use a bicycle for at least 10 minutes continuously to get to and from places?
    - In a typical week, on how many days do you walk or bicycle for at least 20 minutes continuously to get to and from places?

Physical Activity, Continued

Introduction
(continued)

- ▪ How much time do you spend walking or bicycling for travel on a typical day?

- − Recreational activities:
  - ▪ Do you do any involve vigorous-intensity sports, fitness or recreational activities that cause large increases in breathing or heart rate like [examples] for at least 10 minutes continuously?
  - ▪ In a typical week, on how many days do you do vigorous-intensity sports, fitness or recreational activities?
  - ▪ How much time do you spend doing vigorous-intensity sports, fitness or recreational activities on a typical day?
  - ▪ Do you do any involve moderate-intensity sports, fitness or recreational activities that cause large increases in breathing or heart rate like [examples] for at least 10 minutes continuously?
  - ▪ In a typical week, on how many days do you do moderate--intensity sports, fitness or recreational activities?
  - ▪ How much time do you spend doing moderate--intensity sports, fitness or recreational activities on a typical day?

- − Sedentary behaviour :
  - ▪ How much time do you usually spend sitting or reclining on a typical day?

Levels of total physical activity

Description: percentage of participants classified into three categories of total physical activity

Instrument questions:
- activity at work
- travel to and from places
- recreational activities

Age Group	Men (N=)				Women (N=)				Both Sexes (N=)		
	Percent Low level of activity	Percent Moderate levels of activity	Percent High level of activity		Percent Low level of activity	Percent Moderate levels of activity	Percent High level of activity		Percent Low level of activity	Percent Moderate levels of activity	Percent High level of activity
	% 95% CI	% 95% CI	% 95% CI		% 95% CI	% 95% CI	% 95% CI		% 95% CI	% 95% CI	% 95% CI
25-34 years											
35-44 years											
45-54 years											
55-64 years											
25-64 years											

Analysis Information:
- Questions used (uses coding column as identifier):
  - Work: P1; P2; P3; P4; P5; P6
  - Transport: P7; P8; P9
  - Recreation: P10; P11; P12; P13; P14; P15
- Epi Info programme name: Ptotallevels (unweighted); PtotallevelsWT (weighted)

Total physical activity

Description: median time of total physical activity per day.

Instrument questions
- activity at work
- travel to and from places
- recreational activities

Age Group	Men	Women	Both
	N=	N=	N=
	Median (inter-quartile range) 95% CI	Median (inter-quartile range) 95% CI	Median (inter-quartile range) 95% CI
25-34 years			
35-44 years			
45-54 years			
55-64 years			
25-64 years			

Analysis Information:
- Questions used (uses coding column as identifier):
  - Work: P1; P2; P3; P4; P5; P6
  - Transport: P7; P8; P9
  - Recreation: P10; P11; P12; P13; P14; P15
- Epi Info programme name: Ptotal (unweighted); PtotalWT (weighted)

Setting-specific physical activity

Description: median time spent per day in minutes, in work-, transport- and recreation-related physical activity

Instrument questions:
- activity at work
- travel to and from places
- recreational activities

Age Group	Men (N=)				Women (N=)				Both Sexes (N=)		
	Work	Transport	Recreation		Work	Transport	Recreation		Work	Transport	Recreation
	Median (inter-quartile range) 95% CI	Median (inter-quartile range) 95% CI	Median (inter-quartile range) 95% CI		Median (inter-quartile range) 95% CI	Median (inter-quartile range) 95% CI	Median (inter-quartile range) 95% CI		Median (inter-quartile range) 95% CI	Median (inter-quartile range) 95% CI	Median (inter-quartile range) 95% CI
25-34 years											
35-44 years											
45-54 years											
55-64 years											
25-64 years											

Analysis Information:
- Questions used (uses coding column as identifier):
  - Work: P1; P2; P3; P4; P5; P6
  - Transport: P7; P8; P9
  - Recreation: P10; P11; P12; P13; P14; P15
- Epi Info programme name: Psetspecific (unweighted); PsetspecificWT (weighted)

No physical activity by setting

Description: percentage of participants classified as doing no work-transport- or recreational-related physical activity.

Instrument questions:
- activity at work
- travel to and from places
- recreational activities

Age Group	Men (N=)				Women (N=)				Both Sexes (N=)		
	Work	Transport	Recreation		Work	Transport	Recreation		Work	Transport	Recreation
	N=	N=	N=		N=	N=	N=		N=	N=	N=
	% 95% CI	% 95% CI	% 95% CI		% 95% CI	% 95% CI	% 95% CI		% 95% CI	% 95% CI	% 95% CI
25-34 years											
35-44 years											
45-54 years											
55-64 years											
25-64 years											

Analysis Information:
- Questions used (uses coding column as identifier):
  - Work: P1; P4
  - Transport: P7
  - Recreation: P10; P13
- Epi Info programme name: Pnoactivitybyset (unweighted); PnoactivitybysetWT (weighted)

Sedentary　　　Description: total time spent in sedentary activities per day.

Instrument question:
- sedentary behaviour

Age Group	Men (N=)		Women (N=)		Both (N=)	
	mean	median	mean	median	mean	median
	mean 95% CI	median (inter-quartile range) 95% CI	mean 95% CI	median (inter-quartile range) 95% CI	mean 95% CI	median (inter-quartile range) 95% CI
25-34 years						
35-44 years						
45-54 years						
55-64 years						
25-64 years						

Analysis Information:
- Questions used (uses coding column as identifier): P16
- Epi Info programme name: Psedentary (unweighted); PsedentaryWT (weighted)

Work related physical activity

Description: median time of work-related moderate- and vigorous-intensity physical activity per day.

Instrument questions:
- activity at work

Age Group	Men (N=)			Women (N=)			Both (N=)	
	Moderate	Vigorous		Moderate	Vigorous		Moderate	Vigorous
	median (inter-quartile range) 95% CI	median (inter-quartile range) 95% CI		median (inter-quartile range) 95% CI	median (inter-quartile range) 95% CI		median (inter-quartile range) 95% CI	median (inter-quartile range) 95% CI
25-34 years								
35-44 years								
45-54 years								
55-64 years								
25-64 years								

Analysis Information:
- Questions used (uses coding column as identifier): P1; P2; P3; P4; P5; P6
- Epi Info programme name: Pwork (unweighted); PworkWT (weighted)

Recreational physical activity

Description: median time of recreational moderate- and vigorous-intensity physical activity per day.

Instrument question:
- recreational activities

Age Group	Men (N=)		Women (N=)		Both (N=)	
	Moderate	Vigorous	Moderate	Vigorous	Moderate	Vigorous
	median (inter-quartile range) 95% CI	median (inter-quartile range) 95% CI	median (inter-quartile range) 95% CI	median (inter-quartile range) 95% CI	median (inter-quartile range) 95% CI	median (inter-quartile range) 95% CI
25-34 years						
35-44 years						
45-54 years						
55-64 years						
25-64 years						

Analysis Information:
- Questions used (uses coding column as identifier): P10; P11; P12; P13; P14; P15
- Epi Info programme name: Precreation (unweighted); PrecreationWT (weighted)

Blood Pressure and Diabetes History

Blood pressure diagnosis and treatment

Description: raised blood pressure diagnosis and treatment results.

Instrument questions:
- During the past 12 months have you been told by a doctor or other health worker that you have elevated blood pressure or hypertension?
- Are you currently receiving any of the following treatments/advice for high blood pressure prescribed by a doctor or other health worker?
- Are you currently taking any herbal or traditional remedy for your high blood pressure?

Age Group	Raised blood pressure diagnosed by doctor or health worker in last 12 months				Currently taking blood pressure drugs prescribed by doctor or health worker		
	Men N=	**Women** N=	**Both Sexes** N=		**Men** N=	**Women** N=	**Both Sexes** N=
	% 95% CI	% 95% CI	% 95% CI		% 95% CI	% 95% CI	% 95% CI
25-34 years							
35-44 years							
45-54 years							
55-64 years							
25-64 years							

Analysis Information:
- Questions used (uses coding column as identifier): H1; H2; H3a
- Epi Info programme name: Hraisedbpadvice (unweighted); HraisedbpadviceWT (weighted)

Blood pressure lifestyle advice

Description: percentage of population with raised blood pressure who received lifestyle advice.

Instrument question:
- Are you currently receiving any of the following treatments/advice for high blood pressure prescribed by a doctor or other health worker?

Age Group	Advised or treated by doctor or health worker to lose weight				Advised or treated by doctor or health worker to stop smoking				Advised or treated by doctor or health worker to start or do more exercise		
	Men N=	**Women** N=	**Both Sexes** N=		**Men** N=	**Women** N=	**Both Sexes** N=		**Men** N=	**Women** N=	**Both Sexes** N=
	% 95% CI	% 95% CI	% 95% CI		% 95% CI	% 95% CI	% 95% CI		% 95% CI	% 95% CI	% 95% CI
25-34 years											
35-44 years											
45-54 years											
55-64 years											
25-64 years											

Analysis Information:
- Questions used (uses coding column as identifier): H3(c-e)
- Epi Info programme name: Hraisedbplifestyle (unweighted); HraisedbplifestyleWT (weighted)

Blood pressure advice by a traditional healer

Description: percentage of population with raised blood pressure, who are seeking advice with traditional healers.

Instrument questions:
- During the past 12 months have you seen a traditional healer for raised blood pressure?
- Are you currently taking any herbal or traditional remedy for your high blood pressure?

Age Group		Seen a traditional healer in the last 12 months				Currently taking herbal or traditional remedy for high blood pressure		
		Men N=	**Women** N=	**Both Sexes** N=		**Men** N=	**Women** N=	**Both Sexes** N=
		% 95% CI	% 95% CI	% 95% CI		% 95% CI	% 95% CI	% 95% CI
25-34 years								
35-44 years								
45-54 years								
55-64 years								
25-64 years								

Analysis Information:
- Questions used (uses coding column as identifier): H4; H5
- Epi Info programme name: Hraisedbptrad (unweighted); HraisedbptradWT (weighted)

Diabetes diagnosis and treatment

Description: history of diabetes diagnosis and treatment results.

Instrument questions:
- During the past 12 months, have you ever been told by a doctor or other health worker that you have diabetes?
- Are you currently taking any of the following treatments/advice for diabetes prescribed by a doctor or other health worker?

Age Group	Diabetes diagnosed by doctor or health worker in last 12 months				Currently taking insulin prescribed for diabetes by doctor or health worker				Currently taking oral drugs prescribed for diabetes by doctor or health worker		
	Men N= % 95% CI	**Women** N= % 95% CI	**Both Sexes** N= % 95% CI		**Men** N= % 95% CI	**Women** N= % 95% CI	**Both Sexes** N= % 95% CI		**Men** N= % 95% CI	**Women** N= % 95% CI	**Both Sexes** N= % 95% CI
25-34 years											
35-44 years											
45-54 years											
55-64 years											
25-64 years											

Analysis Information:
- Questions used (uses coding column as identifier): H7; H8a; H8b
- Epi Info programme name: Hdiabetes (unweighted); HdiabetesWT (weighted)

Diabetes lifestyle advice

Description: history of diabetes lifestyle advice.

Instrument question:
- Are you currently taking any of the following treatments/advice for diabetes prescribed by a doctor or other health worker?

Age Group	Advised or treated by doctor or health worker to lose weight				Advised or treated by doctor or health worker to stop smoking				Advised or treated by doctor or health worker to start or do more exercise		
	Men N=	**Women** N=	**Both Sexes** N=		**Men** N=	**Women** N=	**Both Sexes** N=		**Men** N=	**Women** N=	**Both Sexes** N=
	% 95% CI	% 95% CI	% 95% CI		% 95% CI	% 95% CI	% 95% CI		% 95% CI	% 95% CI	% 95% CI
25-34 years											
35-44 years											
45-54 years											
55-64 years											
25-64 years											

Analysis Information:
- Questions used (uses coding column as identifier): H8d; H8e; H8f
- Epi Info programme name: Hdiabeteslifestyle (unweighted); HdiabeteslifestyleWT (weighted)

Diabetes advice by traditional healer

Description: percentage of population with diabetes, who are seeking advice with traditional healers and receiving traditional treatment.

Instrument questions:
- During the past 12 months have you seen a traditional healer for diabetes?
- Are you currently taking any herbal or traditional remedy for your diabetes?

Age Group	Counselling by Traditional Healer for Diabetes during last 12 months				Current Herbal or traditional treatment for Diabetes		
	Men N=	**Women** N=	**Both Sexes** N=		**Men** N=	**Women** N=	**Both Sexes** N=
	% 95% CI	% 95% CI	% 95% CI		% 95% CI	% 95% CI	% 95% CI
25-34 years							
35-44 years							
45-54 years							
55-64 years							
25-64 years							

Analysis Information:
- Questions used (uses coding column as identifier): H9 ; H10
- Epi Info programme name: Hdiabetestrad (unweighted); HdiabetestradWT (weighted)

Physical Measurements

Height, weight and BMI

Description: mean results for height, weight and body mass index (excluding pregnant women).

Instrument questions:
- Height
- Weight

Age Group	Height (cm)				Weight (kg)				BMI (kg/m^2)		
	Men N= mean 95% CI	**Women** N= mean 95% CI	**Both Sexes** N= mean 95% CI		**Men** N= mean 95% CI	**Women** N= mean 95% CI	**Both Sexes** N= mean 95% CI		**Men** N= mean 95% CI	**Women** N= mean 95% CI	**Both Sexes** N= mean 95% CI
25-34 years											
35-44 years											
45-54 years											
55-64 years											
25-64 years											

Analysis Information:
- Questions used (uses coding column as identifier): M3 ; M4
- Epi Info programme name: Mbmi (unweighted); MbmiWT (weighted)

BMI categories   Description: BMI classifications (excluding pregnant women).

Instrument questions:
- Height
- Weight

Age Group	Men					Women			
	Under-weight <18.5	Normal weight 18.5-24.9	Over-weight 25.0-29.9	Obese 30.0+		Under-weight <18.5	Normal weight 18.5-24.9	Over-weight 25.0-29.9	Obese 30.0+
	% (95% CI)	% (95% CI)	% (95% CI)	% (95% CI)		% (95% CI)	% (95% CI)	% (95% CI)	% (95% CI)
25-34 years									
35-44 years									
45-54 years									
55-64 years									
25-64 years									

Analysis Information:
- Questions used (uses coding column as identifier): M3 ; M4
- Epi Info programme name: Mbmiclass (unweighted); MbmiclassWT (weighted)

Waist circumference

Description: mean waist circumference results (excluding pregnant women).

Instrument question:
- Waist circumference measurement

Age Group	Waist circumference	
	Men (N=)	Women (N=)
	mean (95% CI)	mean (95% CI)
25-34 years		
35-44 years		
45-54 years		
55-64 years		
25-64 years		

Analysis Information:
- Questions used (uses coding column as identifier): M7
- Epi Info programme name: Mwaist (unweighted); MwaistWT (weighted)

Hip circumference

Description: mean hip circumference results (excluding pregnant women).

Instrument question:
• Hip circumference measurement

Age Group	Hip circumference	
	Men (N=)	Women (N=)
	mean (95% CI)	mean (95% CI)
25-34 years		
35-44 years		
45-54 years		
55-64 years		
25-64 years		

Analysis Information:
• Questions used (uses coding column as identifier): M15
• Epi Info programme name: Mhip (unweighted); MhipWT (weighted)

Waist to hip ratio

Description: waist:hip ratio (excluding pregnant women).

Instrument question:
- Waist circumference measurement
- Hip circumference measurement

Age Group	Men (N=)			Women (N=)	
	Waist:hip ratio	Waist:hip ratio >1.00		Waist:hip ratio	Waist:hip ratio >0.85
	mean (95% CI)	% (95% CI)		mean (95% CI)	% (95% CI)
25-34 years					
35-44 years					
45-54 years					
55-64 years					
25-64 years					

Analysis Information:
- Questions used (uses coding column as identifier): M7 ; M15
- Epi Info programme name: Mhipwaistratio (unweighted); MhipwaistratioWT (weighted)

Blood pressure   Description: mean blood pressure results (average of three readings).

Instrument question:
• Reading 1-3 systolic and diastolic blood pressure

Age Group	Systolic (mmHg)				Diastolic (mmHg)		
	Men N=	**Women** N=	**Both Sexes** N=		**Men** N=	**Women** N=	**Both Sexes** N=
	mean 95% CI	mean 95% CI	mean 95% CI		mean 95% CI	mean 95% CI	mean 95% CI
25-34 years							
35-44 years							
45-54 years							
55-64 years							
25-64 years							

Analysis Information:
• Questions used (uses coding column as identifier): M11a; M11b, M12a; M12b; M13a; M13b
• Epi Info programme name: Mbloodpressure (unweighted); MbloodpressureWT (weighted)

Raised blood pressure

Description: raised blood pressure

Instrument question:
• Reading 1-3 systolic and diastolic blood pressure

Age Group	SBP ≥ 140 and/or DBP ≥ 90 mmHg				SBP ≥ 160 and/or DBP ≥ 100 mmHg		
	Men N= % 95% CI	**Women** N= % 95% CI	**Both Sexes** N= % 95% CI		**Men** N= % 95% CI	**Women** N= % 95% CI	**Both Sexes** N= % 95% CI
25-34 years							
35-44 years							
45-54 years							
55-64 years							
25-64 years							

Analysis Information:
• Questions used (uses coding column as identifier): M11a; M11b, M12a; M12b; M13a; M13b
• Epi Info programme name: Mraisedbp (unweighted); MraisedbpWT (weighted)

Treatment for raised blood pressure

Description: percentage of participant treated with drugs for raised blood pressure during the last 2 weeks.

Instrument question:
- During the past two weeks, have you been treated for high blood pressure with drugs (medication) prescribed by a doctor or other health worker?

Age Group	Treatment with drugs for raised blood pressure during the last 2 weeks		
	Men N=	**Women** N=	**Both Sexes** N=
	% 95% CI	% 95% CI	% 95% CI
25-34 years			
35-44 years			
45-54 years			
55-64 years			
25-64 years			

Analysis Information:
- Questions used (uses coding column as identifier): M14
- Epi Info programme name: Mbptreatment (unweighted); MbptreatmentWT (weighted)

Heart rates

Description: mean heart rate result and percentage with increased heart rates.

Instrument question:
• Heart Rate measurement

Age Group	Beats per minute				Beats per minute over 100		
	Men N=	Women N=	Both Sexes N=		Men N=	Women N=	Both Sexes N=
	mean 95% CI	mean 95% CI	mean 95% CI		% 95% CI	% 95% CI	% 95% CI
25-34 years							
35-44 years							
45-54 years							
55-64 years							
25-64 years							

Analysis Information:
• Questions used (uses coding column as identifier): M16a ; M16b ; M16c
• Epi Info programme name: Mheartrate (unweighted); MheartrateWT (weighted)

Biochemical Measurements

Fasting blood glucose

Description: mean fasting blood glucose results and participants with raised fasting blood glucose

Instrument questions:
- During the last 12 hours have you had anything to eat or drink, other than water?
- Blood glucose measurement

Note: Non-fasting recipients excluded.

Age Group	Fasting blood glucose (mmol/L)				Fasting blood glucose ≥ 7 mmol/L		
	Men N= mean 95% CI	Women N= mean 95% CI	Both Sexes N= mean 95% CI		Men N= % 95% CI	Women N= % 95% CI	Both Sexes N= % 95% CI
25-34 years							
35-44 years							
45-54 years							
55-64 years							
25-64 years							

Analysis Information:
- Questions used (uses coding column as identifier): B1; B5

Epi Info programme name: Bglucose (unweighted); BglucoseWT (weighted)

Total cholesterol

Description: mean total cholesterol results.

Instrument question:
- Total cholesterol measurement

Age Group	Total cholesterol (mmol/L)				Total cholesterol ≥ 5.2 mmol/L				Total cholesterol ≥ 6.5 mmol/L		
	Men N=	**Women** N=	**Both Sexes** N=		**Men** N=	**Women** N=	**Both Sexes** N=		**Men** N=	**Women** N=	**Both Sexes** N=
	mean 95% CI	mean 95% CI	mean 95% CI		mean 95% CI	mean 95% CI	mean 95% CI		mean 95% CI	mean 95% CI	mean 95% CI
25-34 years											
35-44 years											
45-54 years											
55-64 years											
25-64 years											

Analysis Information:
- Questions used (uses coding column as identifier): B7
- Epi Info programme name: Btotallipids (unweighted); BtotallipidsWT (weighted)

High density lipoprotein (HDL)

Description: mean HDL results.

Instrument question:
- HDL cholesterol measurement

Age Group	HDL (mmol/L)				HDL below 0.9 mmol/L		
	Men N=	Women N=	Both Sexes N=		Men N=	Women N=	Both Sexes N=
	mean 95% CI	mean 95% CI	mean 95% CI		% 95% CI	% 95% CI	% 95% CI
25-34 years							
35-44 years							
45-54 years							
55-64 years							
25-64 years							

Analysis Information:
- Questions used (uses coding column as identifier): B9
- Epi Info programme name: Bhdllipids (unweighted); BhdllipidsWT (weighted)

Triglycerides   Description: mean triglyceride results.

Instrument question:
- Triglyceride measurement

Age Group	Triglycerides (mmol/L)				Triglycerides above 2.26 mmol/L (200mg/dl)		
	Men N=	Women N=	Both Sexes N=		Men N=	Women N=	Both Sexes N=
	mean 95% CI	mean 95% CI	mean 95% CI		% 95% CI	% 95% CI	% 95% CI
25-34 years							
35-44 years							
45-54 years							
55-64 years							
25-64 years							

Analysis Information:
- Questions used (uses coding column as identifier): B8
- Epi Info programme name: Btriglyceride (unweighted); BtriglycerideWT (weighted)

Raised Risk

Description: summary of combined risk factors
- current daily smokers
- less than 5 servings of fruits & vegetables per day
- low level of activity (<600 MET -minutes)
- overweight or obese (BMI ≥ 25 kg/m^2)
- raised BP (SBP ≥ 140 and/or DBP ≥ 90 mmHg).

Instrument question:
combined from Step 1

Analysis Information:
- Questions used (uses coding column as identifier): T2; D1; D2; D3;D4;M3; M4; M11a-b; M12a-b; M13a-b; P1-P15
- Epi Info programme name: raisedrisk (unweighted); raisedriskWT (weighted)

Age Group	Low risk (none of the risk factors)				Raised risk (at least 3 of the risk factors)		
	Men N=	Women N=	Both Sexes N=		Men N=	Women N=	Both Sexes N=
	% 95% CI	% 95% CI	% 95% CI		% 95% CI	% 95% CI	% 95% CI
25-34 years							
35-44 years							
45-54 years							
55-64 years							
25-44 years							
45-64 years							
25-64 years							

Section 4: Archiving

Archiving your STEPS Materials

Introduction   Once the survey is completed and before the team is disbanded, all records need to be properly stored in order to prevent loss.

Policies and systems   Most governments and large organisations will have their own established archival systems, in which case their facilities are likely to be your best long-term storage option. Investigate storing your data at:

- Ministry of Health
- WHO country office
- WHO regional office

Archival period   Decide on the archival period.   The duration may have been specified by your ethics authority. If not, consider twelve years.

This is long enough for data to be available for further STEPS surveys, and long enough to investigate query from the results.

Checklist   Use the checklist below to help ensure all necessary steps have been completed.

Step	Action	✔
1	Decide on the duration of storage.	
2	Box up all: • Questionnaires • Manuals • Interviewing materials • Printed versions of all file	
3	Label all the boxes clearly with: • Name and date of the project • Box contents • Names and contact details of site coordinator and one other member of the coordinating committee	
5	Determine who is entitled to have access to the archive.	
6	Place a copy of the form to apply for access in each box.	
7	Provide copies of electronic files (without personal identifiers) to WHO Geneva STEPS team.	
3	Inform all interested parties where the information is stored.	

Note: Make sure that participant identification information is never stored in the same location (electronically and in paper form) with the rest of the dataset.