

# STEPS site report

# STEPS site report

- Main comprehensive report for the survey.
- Purpose is to provide the following information:
  - ◆ Overall rationale
  - ◆ Scope of survey
  - ◆ Sampling design used
  - ◆ Methods of data collection
  - ◆ Detailed results of the survey
  - ◆ Implications for future health planning
  - ◆ Appendices, including Instrument used

# Audience for site report

- Relevant government bodies and sponsoring agencies
- Agencies and organizations likely to use the information for policy and planning
- Press and media – through them the general public
- Libraries
- Websites dealing with chronic disease and related health issues
- WHO contacts

# Compiling results

- All tables needed to present results for site report should be taken from the data book generated during the data analysis stage
- Weighted data should be presented, if possible

# Site report outline

- Cover and content pages
- Executive summary
- Introduction
- Methods
- Results
- Conclusions and recommendations
- References
- Appendices

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- Cover and content pages
- Executive summary
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Scientific journal  
articles

# Cover and content pages

- Provide formal information needed for library indexing and purchasing
- Give reader an idea of structure and content of report
  - ◆ Title page
  - ◆ Publication details – copyright, publishing and indexing and where to get copies
  - ◆ Table of contents
  - ◆ Acknowledgements – sponsors and those contributing to the report

# Executive Summary

- Summarize entire report in only 1 to 2 pages
- Briefly describe rationale, methodology, key results, and recommendations
- Write this section last

# Introduction

- Introduce the site report as the main report of your STEPS survey
- Explain the purpose of STEPS surveillance in your site
- Brief description of STEPS
- Explain who the results/findings represent
- Discuss current and proposed chronic disease prevention policies and programs

# Methods - scope

- Outline main reasons for the STEPS survey
- Identify which core Steps (1, 2, 3) were covered, and any expanded or optional items
- Specify languages used and any translation issues
- Include information on starting and completion dates

# Methods - study population

- Describe the population of the STEPS survey (age, gender, etc)
- If strata used, describe why and how defined
- Name the regions or areas survey, and the number of centres selected, their size and geographical coverage
- If whole country not covered, explain the reasons

# Methods - instrument

- Describe the STEPS Instrument used and whether you included Steps (1, 2 and 3) ie: questionnaire, physical measures, biochemical measures
- Outline which core and expanded items were covered
- Describe any adaptations made to the standard STEPS instrument for your site and any optional items you added

# Methods – sampling and response proportions

- Describe the sampling method used for the survey
- Describe how the sampling frame/sampling units were derived and applied
- Indicate the initial and actual sample size
- Detail the use of clusters (if relevant)
- Describe how response proportions were calculated
- Discuss impact on interpretation of results of sampling or participation issues

# Methods - staff recruitment and training

- Describe any training programs provided for survey personnel
- Number of people trained
- Background of the trainees
- Describe the format, content and duration of the training sessions
- Include information on training for pilot as well as full study

# Methods - survey implementation

- Describe how data collection was organized, including supervision, numbers involved, quality control, timeframe for data collection
- Explain how and where data collection teams made contact with survey participants
- Describe data collection settings
- Describe data entry processes, methods, timeframes and software used
- Describe data analysis process, methods, timeframes and software used

# Methods - weighting

- Describe which methods were used to adjust the results for the sampling design so they represent the population
- If additional strata were used, outline how weighting was amended for presentation of the stratum-specific results (post stratification for age and sex)
- Insert the weighting formulas used
- Explain the design effect in case of cluster randomisation

# Methods - analysis information

- Mention software used for analysis and refer to software capability to handle complex sample data for multi stage sampling techniques
- Explain that results generated are presented as means or percentages, with associated standard errors and derived CI weighted to represent the population
- Describe which statistical tests were used to test for differences between groups

# Results - demographic and sampling information

- Describe the demographic characteristics of the participants
  - ◆ Age-sex distribution
  - ◆ Geographic distribution
  - ◆ Ethnic groups
  - ◆ Other demographic characteristics – education, employment, income, etc
- Describe population distribution of the target population (eg: from census)
- Discuss response proportions – show by age and gender
- Discuss issues of low participation

# Results - risk factors

- Introduce each risk factor covered in the Instrument with a brief overview that explains its relevance – use country-specific data if possible
- Describe the results for each risk factor covered in the Instrument and their importance
- Describe key subgroup differences based on confidence interval comparisons

# Results – for each risk factors

- Present the results in tables, plots or graphs, by age and gender groups
- Use examples of tables from the data book
- Include at least one table or graph for each risk factor
- Describe in words any interesting results

# Results – for combined risk factors

- Explain the purpose of looking at low risk and raised risk across multiple risk factors (tobacco, diet, pa, BMI, BP)
- Describe the results for the combined risk factors by age and sex groups
- Describe differences based on confidence interval comparisons

# Conclusions and recommendations

- Discuss any new knowledge and why the findings are important
- Mention previous surveys and how these findings relate
  - ◆ Describe which (if any) earlier surveys have been used for comparative purposes
  - ◆ Describe how any statistical comparisons were made or trends over time presented
- What are the strengths and weaknesses of the results?
  - ◆ Any reservations in their interpretation and use?
  - ◆ Comment on extent to which results apply to whole population or only individuals surveyed
- Comment on quality of survey and measures – reliability

# Conclusions and recommendations

- Make recommendations on:
  - ◆ Policies that might be impacted on by these findings
  - ◆ Actions which can be derived from these findings
  - ◆ Who should be appraised of the findings
  - ◆ Any further research to be undertaken

# References

- Include a reference list of any sources used to write the report and during the surveillance process
- Use an appropriate format for referencing in the document (ie: Harvard style)

# Appendices

- STEPS Instrument, including question by question specifications
- STEPS implementation plan
- Fact sheet
- Data book