New Jersey Child Health Study

Environmental Data Protocol

The purpose of this protocol is to:
1. describe the steps that were taken to obtain the physical activity (PA) environmental data;
2. describe how to extract data from the various sources;
3. code and enter data for analysis

The PA environmental data domains of interest are public PA facilities, parks, trails, elements of Complete Streets, sidewalks, and bike lanes. It should be noted that the food environment domains of interest are farmers markets, corner stores, and supermarkets however more detailed protocols have been developed and should be followed accordingly.   Multiple methods were employed to obtain changes in these areas across study sites.

1) **Internet Search**
   a) ***Set-up automatic internet and news searches for the focus cities using Google News or similar mechanism and review daily for relevant stories or leads***
      i) Start broad with just the city name
      ii) Create excel sheet tracking the story or resource name, link, and notes.
      iii) Open each link and .pdf content found from each source
      iv) Save all content in a folder organized by city name. It should be noted that some stories/source often contain information for more than one domain therefore making it difficult to save content by city then domain

   b) ***Search internet for community based organizations (CBO's)***
      i) Start search using the domain type and study site in Google
      ii) Document in an excel sheet: organization name, description, service area (city, county, state etc…), contact name, email and phone, and website
      iii) Review and follow Twitter and Facebook for updates

2) **Meetings and Conferences with Community Based Organizations**
   a) ***Community Based Organizations***
      i) CBOs were a key source of information about current and planned interventions, as well as for clarifying and validating changes identified through other venues (e.g., public records). While secondary data, news articles and press releases can point to major changes, CBOs are often aware of less prominent changes in the neighborhoods (e.g., renovated playgrounds, new bike lanes). Developing and sustaining collaborative relationships with these organizations is paramount and entailed attending meetings, conferences, and other forums to gain insight regarding relevant activities in each community. With each CBO, the nature and

purpose of the study was explained, and plans were made for sharing data with practitioners and community contacts.

3) **Public Records**
   a) ***Open Public Records Act (OPRA) Requests***
      i) Should be submitted at the state, county, and local municipal level in addition to data collected through community based organization to assess changes that are occurring in the physical activity (PA) environment.
   b) ***Requesting Records***
      i) Each city's process to request documents varies. First, visit the website of the Office of the City Clerk to review form and instructions (if available). If the form is not available on-line, call the Office of the City Clerk to have one sent. Requests <u>may only</u> be submitted via fax and/or in-person. Even if an email address is provided it may not be an acceptable submission format.   Diligent follow-up is required to ensure the submission is being processed. ==See appendix A for log-in details==.
      ii) Requests may be department specific. Departments of Engineering, Parks and Recreation, and/or Public Works are relevant for these requests. ==See appendix B for links and agencies.==
      iii) NOTE: You might specify that "open contracts" need not be included. These are usually paving related contracts which are open for exactly one year and allow paving companies to be called at will to fix curbs, sidewalk, and street issues throughout the municipality due to some unanticipated damage. These would not be off interest to us, as they fix an isolated issue and are unplanned; additionally the location is not specified in the contract as it could take place anywhere in the municipality.
   c) ***Language of the Request***
      i) Be specific. Request contracts and scope of work for all awarded infrastructure improvements including but not limited to sidewalks, streets, lighting, signage, and ADA compliance. Be sure to list individual names of parks and recreation facilities.
      ii) Documents may be returned in the format of Engineering/Construction maps and/or copies of written documents. ==See appendix C for sample request language==.
   d) ***Reviewing Written Documents***
      i) Contracts and/or the bidding information will give you general knowledge about the project. This will allow you to understand what type of project it is, who is working on it, and how the project is organized.
      ii) There is usually an extensive amount of information regarding the companies and non-profits involved in the project. This may include financial statements and information about their previous projects. These documents can be skimmed through.
      iii) Skim, but <u>do not skip</u> pages. Important information may not immediately be obvious and skipping pages can cause the reviewer to miss pertinent details.
      iv) Scope of work describes what is to be done if the records you are looking at are proposals. Sometimes there will be a more technical page that describes every item that has/will be purchased with the number of units and price next to each. If this page exists, this is what you will use to document the changes for the project. This

can also allow you to estimate the cost of the project, if the exact cost of completion is not stated directly somewhere. Another item to look for is the date of completion. If you are sorting through proposals, it is very likely you will not find a   date of completion.

e) **Maps**
   i) Maps are produced for specific construction projects.   The following can be generalized for map interpretation:
      (1) First page is an aerial view of the construction site(s);
      (2) On subsequent pages, note the title of the map in the lower right corner (ie, demolition or construction, if applicable);
      (3) Text boxes or notes with arrows indicate the changes that will occur unless otherwise noted;
      (4) Be cognizant of the order of the maps. Each project has multiple maps and can offer details in sections (ie street segments)

f) **Photographs**
   i) Some records may include pictures of what the area looked like before the change and diagrams for what the area will look like after. These are important to look at because it will give you a greater understanding of the project.
   ii) When reviewing the photographs consider the following:
      (1) What kind of project is this?
      (2) What companies are involved?
      (3) Are they reconstructing the area or renovating it?
      (4) Was this project put on hold at any point?
      (5) Is the construction broken down into different phases?
      (6) How big of a project does this seem to be?

4) **What is an Environmental Change**
   a) There are three main questions that need to be answered when reviewing any documentation:
      1. What is the nature of the change?
      2. Where [address] did the change occur?
      3. When [specific date] was the change completed?

See Table 1 (page 4) for specific examples. It should be noted that the table is as comprehensive as possible for changes that have been documented. In future projects there may be changes that have occurred that are not included below. If you are unsure, consult with the Principle Investigators (PI).

5)Coding
NOTE: Prior to initiating the process of coding, review the previously added environmental changes by searching the database. Searches for environmental changes that have already been recorded for the location you are considering adding to the database. Review Appendix G Guide for Duplicates to determine whether you should enter the change you are considering.
   a) *There are three different codes for environmental change*
      i) New Opportunity: Coded as **NO** refers to a brand new opportunity that was not

available at the location previously.

ii) <u>Renovated Opportunity</u>: Coded as ***RO*** refers to an opportunity that existed in the location in the past but is getting reconstructed or upgraded.

iii) <u>Amenities</u>: Coded as ***A*** refers to changes that may not directly contribute to physical activity but may attract more users to the site or extend duration of use. Amenities may contribute to pleasantness, enhance security, or otherwise promote use of the physical activity opportunity.

Table 1: Physical activity domains and examples of changes

PA Facility: New Opportunity	New: pool, basketball court, playground equipment, soccer field
PA Facility: Renovated opportunity	Resurfaced playground, replaced gym floor, resurfaced tennis court
PA Facility: Amenity	New/replaced: lighting, fencing, benches, bleachers, landscaping
Park: New Opportunity	New: basketball court; soccer field; fitness nodes; spray ground; pool; walking path; playground equipment; volleyball courts; artificial turf; indoor structure for pitchers and catchers; walking track; skate park; batting cages; tennis court
Park: Renovated Opportunity	Resurfaced walking path, resurfaced basketball court, reset of basketball backboard, water access feature (kayak/canoe launch), refurbished playground equipment, resurfaced tennis courts
Park: Amenity	Trash bins, benches, directional assistance, signage, bike rack, landscaping/gardens, tables and chairs, restrooms, safety services at fitness nodes, outdoor lighting, fencing, picnic area, outdoor shelter, new boathouse, performance space, curbs, field striping, open shade structure, new parking lot, game table
Trail: New Opportunity	New trail or elongation
Trail: Renovated Opportunity	New access point
Trail: Amenity	Signage, trash bins, benches, directional assistance, signage, bike rack, landscaping/gardens
Complete Streets: Amenities	Upgraded intersections, striping, video detection, crosswalk signage, speed bumps, corner bump outs, rumble strips, signage, lane diets, new traffic signals, bumpy pads, repaved streets, landscaping, drainage, curb cuts, benches, trash bins, raised intersections, medians
Sidewalks: New	New sidewalks
Sidewalks: Renovated	Resurfaced/replaced sidewalks
Bike Lane: New	New bike lanes
Bike Lane: Renovated	Re-painted bike lane

6) Data Entry: Please see Table 2 on page 8
   a) **Procedures:** Two research team staff will review data and enter independently. There is a primary reviewer and a secondary reviewer.

   b) **Columns**
      1. **ID:** Leave blank this is for the data analyst to populate

      2. **Primary Domain:**
         - Bike Lane
         - Complete Streets
         - PA Facilities
         - Park
         - Sidewalk
         - Trail

      3. **Secondary Domain:** Secondary codes are only used to note where a domain is located within a domain. For example a walking trail within a Park. Primary code is Park, secondary code is 3. If the project description is focused on a Park build or renovation the primary code is Park.

Domain	Code
PA Facility	1
Park	2
Trail	3
Sidewalk	4
Complete Streets	5
Bike Lane	6
N/A	999

      4. **Location Name:** Name of facility or main road

      5. **Street Address:** Physical address or cross streets where applicable

      6. **City ID:**

City	Code
Camden	1
Newark	2
New Brunswick	3
Trenton	4

      7. **Zip Code**

      8. **Description of Change:** Brief details about the type of change. See table 1 above for description example. Use discretion about the amount of detail.

9. **Code:**

Code	Data Entry
Amenity	A
New Opportunity	NO
Renovated Opportunity	RO

10. <mark>**Date change was made/Available:**</mark> This can the most challenging piece of information to track down. In the spreadsheet datbases, this appears as 3 columns, MONTH DATE YEAR. Then there is a column Called "Date change as made/available" which was in xx/xx/xxxx format. In practice these dates always matched. The date on the contract (adoption date) could be captured as an alternative to this date but only if a date available is unable to be located. If a date available is located, then put the "aoption date" from contract [which is essentially when contracts were signed off on] in the notes section.
    (1) Prioritize finding completion dates as MONTH/DAY/YEAR
    (2) If MONTH/YEAR are only available, leave DAY column blank
    (3) If data are entered as SEASON/YEAR: Enter the following mid-point season dates
      - Winter is Feb. 3
      - Spring is May 6
      - Summer is Aug. 7
      - Fall is Nov. 6
    (4) If there is a raw data date for example, 2012-13 the date will be imputed as December 31, 2012.
    (5) If YEAR only is available, it will be entered (imputed) as July 1 of that year.
    (6) Summer/Fall 2013 Should be entered as LAST DAY OF SUMMER: 9/22/2013

> **Reminder!**
> **Date ranges for each season**
>
> **Winter: December 21-March 20**
> **Spring: March 21-June 21**
> **Summer: June 22-September 22**
> **Fall: September 23-December 20**

11. **Raw data date:** Enter <u>exactly</u> how it was found during data collection

12. **Imputed Flag:** If the raw data date needs to be imputed enter:
    - 1=imputed and
    - 0=not imputed.

13. **Source:** Add links, contacts, other information regarding where the course of the change came from.

14. **Notes:** Add clarifying details about inconsistencies found or need of follow-up

Table 2: Data Entry Sheet Example

ID	Primary Domain	Secondary Domain	Location Name	Street Address	CITY ID	Zip Code	Description of Change	Code	Date Change was Completed/Available			Raw Data Date Completed or Available	Imputed Flag YES=1/NO=0	Source	Notes
									Month	Day	Year				
853	Trail	999	Baldwin's Run Tributary Trail	connecting Von Nieda Park to the Delaware River backchannel	1	08105	wetlands mitigation	A	9		2014	Sept, 2014	0	ftp://ftp.dvrpc.org/dvrpc_misc/Clinn_Trails_Program_Phase%20III Applications/27_Baldwin's%20Run%20Tributary%20Trail.pdf	ftp://ftp.dvrpc.org
942	Bike Lane	999	Camden Greenway Bike Trails	from 36th St down Harris Avenue to St Street	1	08105-08102	new lane	NO	9	24	2014	09/24/14	0	http://www.nj.com/camden/index.ssf/2015/09/new_bike_lanes_will_connect_camden_residents_to_mo.html	

ID	Primary Domain	Secondary Domain	Location Name	Street Address	CITY ID	Zip Code	Description of Change	Code	Date Change was Completed/Available			Raw Data Date Completed or Available	Imputed Flag YES=1/NO=0	Source	Notes
									Month	Day	Year				
738	Sidewalk	999	Boyd and Morse Infrastructure Project	along Baird Boulevard (between Rand & Morse Street) to Bank Street (between Rand & Morse St)	1	08105	sidewalk and curb restoration	RO	8	7	2011	Summer 2011	1	http://rwdconsultants.com/Project_highlight_boyd.html	
828	Park	3	George Page Park	North Clinton Ave at Lawrence St	4	08638	pathway system linking to Clinton Commerce and Crescent Sire sites	NO	9	22	2013	Between Summer and Fall 2013	1	http://www.nj.com/mercer/index.ssf/2011/02/grand_picnic_pavilion_part_of.html	
397	Bike Lane	999	Central Ave	Woodbridge St to Guilden St	3	08901	new lane	NO	7	1	2012	2012	1	NB Public Record Request	

Missing Data

In some cases, the team was not able to accurately obtain all of the data that is needed. For example, a record might not include the date of completion which was the most common form. This required us to reach out to key individuals who can provide the data needed.

A protocol for each domain was needed in order to accurately and efficiently obtain the missing data from key contacts. This involved writing out the exact wording of each call, which varied based on the domain. An email template was included at the end of each calling protocol to be sent to the respondent if needed.

This protocol was used to clarify missing data through the responses of key informants. Please see appendix D for missing data protocol.

One last step would involve looking on the internet to see if you can find anything about the project. This can allow you to see if the project has definitely been completed, what was constructed, whether or not the records match up with what the internet says, and how the public is using the area. If you notice anything new online (from a reliable source), you should put the information in the notes section, and state that you found it online. Helpful documents have included Annual Reports from municipalities and reports from advocacy organizations prioritizing Americans with Disabilities Act (ADA).

Auditing

In order to validate our data and to ensure that our protocol accurately characterized changes 10% of the sites were randomly selected and visited by field staff. At each site, all changes were confirmed by visual inspection and /or consultation with key informants. Photographs should be taken when possible. Please see appendix E for auditing instrument.

Appendix A
Online OPRA Submission Logins

Camden County
Login: kdisantis@ifh.rutgers.edu
Password: opra123

Mercer County
Login: kdisantis@ifh.rutgers.edu
Password: opra123

Middlesex County
Login: kdisantis@ifh.rutgers.edu
Password: opra123

Trenton Municipality
No login needed to access online request system.

Appendix B
Links and resources for OPRA and data requests

Municipality or County	Request Resource	Personal Contact(s)
Camden	Coopers Ferry Projects	Kathy Cullen, Project Manager. kcullen@coopersferry.com Coopers Ferry Staff
Camden County	Camden County OPRA Request	
Newark	Newark OPRA Request	Kimberly Singleton Principal Engineer, Department of Engineering, Division of Traffic and Signals singletonk@NEWARK.onmicrosoft.com
Essex County	Essex County OPRA Request	Kathy Kauhl, Archive Specialist at Essex County Department of Parks Recreation, and Cultural Affairs. kkauhl@parks.essexcountynj.org
New Brunswick	New Brunswick Clerk's Office	Richard Moody, City Engineer. rmoody@cityofnewbrunswick.org New Brunswick Engineering Michael Montanez, Parks Supervisor. IAMontanez@cityofnewbrunswick.org Middlesex County Municipal Directory
Middlesex County	Middlesex County OPRA Request	
Trenton	Trenton OPRA Request	Randy Baum, L.L.A. at Brownfield Redevelopment Solutions. Randy@brsinc.com BRSinc Key Personnel
Mercer County	Mercer County OPRA Request	

New Brunswick Department of Engineering

To whom it may concern:

Please accept this as a formal request under the Open Public Records Act (OPRA). This document is accompanied by the official City of New Brunswick OPRA request form.

We are seeking the following information relating to the <u>Department of Engineering</u> for the years   January 1, 2014-June 30, 2016.

1. A copy of the contract(s) relating to construction work involving infrastructure improvements, including but not limited to, sidewalks, bike lanes, streets, lighting, signage, handicap curbs and ramps;
   a. Please note that construction and/or planning maps would suffice.

City of Newark request for Parks and Public Physical Activity Facilities/Community Centers

To whom it may concern:

Please accept this as a formal request under the Open Public Records Act (OPRA). This document is accompanied by the official City of Newark OPRA request form.

We are seeking the following relating to <u>parks and recreation facilities</u> for the timeframe of

January 1, 2014-June 30, 2016:

1. A copy of each contracts or scope of work for projects and renovations for the above mentioned timeframe at the following city parks and recreational facilities:

The parks of interest are:

1. Boys Park
2. Bruce Branch Park
3. Chancellor Park
4. David L Warner Playground
5. First Avenue Street Park

6. Hennessey Street Park
7. Herpers Park/ Girard Park
8. Hill Street Park
9. Hunterdon Street Mini Park
10. Jackson Park
11. Kasberger Field
12. Liberty Park
13. Littleton Avenue Mini Park
14. Monsignor Doane Park
15. Mother Cabrini Park
16. Peter Franciso Park
17. Ross Weston Park
18. St. Xavier Park
19. Bontempo Park
20. Terrell James Park Playground
21. Tichenor Park Field
22. Branch Brook Park
23. Independence Park
24. Ivy Hill Park
25. Riverbank Park
26. Riverfront Park
27. Vailsburg Park
28. Veterans Memorial Park
29. Weequahic Park
30. West Side Park
31. Lincoln Park
32. Jesse Allen Park
33. Military Park
34. Washington Park
35. Nat Turner Park
36. Cherry Blossom Land
37. Mildred Helms Park

Recreational facilities are:

1. Boylan Recreational Center
2. Hayes West Aquatic Center
3. Hayes East Recreational Center
4. Ironbound Recreation and Aquatic Center
5. John F. Kennedy Recreation and Aquatic Center
6. Rotunda Recreation Center
7. St. Peter's Recreation Center

City of Newark request for the Department of Engineering*
This request was re-routed through the Department of Traffic and Signals

To whom it may concern:

Please accept this as a formal request under the Open Public Records Act (OPRA). This document is accompanied by the official City of Newark OPRA request form.

We are seeking the following information relating to the Department of Engineering for the years   January 1, 2014-June 30, 2016.

1. A copy of the contract(s) relating to construction work involving infrastructure improvements, including but not limited to, sidewalks, bike lanes, streets, lighting, signage, handicap curbs and ramps;
    a. Please note that construction and/or planning maps would suffice.

City of Trenton Request for Parks and the Department of Engineering and Public Works

To whom it may concern:

Please accept this as a formal request under the Open Public Records Act (OPRA). This document is accompanied by the official City of Trenton OPRA request form.

We are seeking the following information relating to city parks for the years January 1, 2014-May 26, 2016.

1. A copy of the authorizing contract relating to any and all work done on City parks for the given timeframe;
    • Please note if a "park project status" form for the given timeframe is available, that would suffice.

We are seeking the following information relating to the Department of Engineering and the Department of Public Works for the years January 1, 2014-May 26, 2016.

2. A copy of the contract(s) relating to any and all construction work involving infrastructure improvements, including but not limited to, sidewalks, streets, lighting, signage, handicap curbs and ramps;
    a. Please note that construction and/or planning maps would suffice.

Note: The City of Camden did not receive an OPRA request because all data were held at Coopers Ferry Partnership. All data were requested directly from their staff. See above note re: Contacts for Coopers Ferry.

County of Camden Parks and Highway Division

Please accept this as a formal request under the Open Public Records Act (OPRA). This document is accompanied by the official County of Camden OPRA request form.

We are seeking the following information relating to the <u>Parks Department </u>for the following parks and recreation facilities: Von Nieda Park, New Camden Park, and Cooper River Park, which are located around the City of Camden for the years 2010-2015.

1. A copy of the contract(s) relating to any and all work done on County parks including starting and completion dates;
2. Copies of the scope of work for each contract of each contractor that did work;

We are seeking the following information relating to the <u>Highway Division </u>for the years 2010-2015.

3. A copy of the contract(s) relating to any and all work involving assorted infrastructure improvements, including but not limited to, <u>County </u>sidewalks, streets, lighting, signage, handicap curbs and ramps;
4. Copies of the scope of work for each contract of each contractor that did work;
5. A copy of each of the contracts including the start and date of completion for any and all work done by and completed for the Highway Division.

Essex County Department of Parks, Recreation, and Cultural Affairs and the Division of Roads and Bridges and the Division of Engineering

We are seeking the following information relating to the <u>Department of Parks, Recreation, and Cultural Affairs </u>for the following parks and recreation facilities: West Side Park, Riverbank Park, Irvington Park, Veterans Memorial Park, Independence Park, Weequahic Park, The Ivy Hill Park, which are located around the City of Newark for the years 2010-2015.

1. A copy of the contract(s) relating to any and all work done on County parks including starting and completion dates; and
2. Copies of the scope of work for each contract of each contractor that did work.

We are seeking the following information relating to the <u>Division of Roads and Bridges and the Division of Engineering </u>for the years 2010- 2015.

3. A copy of the contract(s) relating to any and all work involving assorted infrastructure improvements, including but not limited to <u>County</u> sidewalks, streets, lighting, signage, handicap curbs and ramps;
4. Copies of the scope of work for each contract of each contractor that did work;
5. A copy of each of the contracts including the start and completion dates for any and all work done by the <u>Division of Roads and Bridges and the Division of Engineering.</u>

Mercer County Parks and Department of Transportation and Infrastructure

Please accept this as a formal request under the Open Public Records Act (OPRA). This document is accompanied by the official County of Mercer OPRA request form.

To provide some context for the request, included in this letter is the description of the current project as well as a link to our previous work. The NJ Childhood Obesity study described here: http://www.cshp.rutgers.edu/content/childhood-obesity provided the baseline data for the follow-on project described below.

Funded by the National Institute of Child Health and Human Development (NIH) and the Robert Wood Johnson Foundation, this five-year project (2011-2016) is studying the impact of changes in the food and physical activity (PA) environments on childhood obesity and related behaviors in four New Jersey cities – Newark, Camden, Trenton, and New Brunswick.

Panels of children (n=1000) are being followed through household surveys administered at two points in time to determine changes in their weight status and food and PA behaviors. Major data collection on changes in the PA environment includes a review of public records to document enhancement of existing opportunities and other relevant changes (e.g., basketball courts in parks, new or renovated sidewalks, new playgrounds, bike lanes.)

Please note that each city municipality and county agency received the same requests and we have been successful in acquiring those records.

We are seeking the following information relating to the following <u>parks and recreation facilities</u>:   South Riverwalk Park and John A. Roebling Memorial Park, which are located around the City of Trenton, for the years January, 2010- March 2016.

1. A copy of the construction contract(s) or project specification(s) relating to any and all work done on the specific County parks mentioned above;

We are seeking the following information relating to the <u>Department of Transportation and Infrastructure</u> for the years January, 2010- March, 2016.

2. A copy of the construction contract(s) relating to bike lanes and sidewalk construction for the following County roads within the city limits of Trenton:

Broad Street (Route 654/518), Calhoun Street (Route 653), Cass Street, Chambers Street (Route 626), East State Street (Route 635), Fairview Avenue Extension, Lalor Street (Route 650), Olden Avenue (Route 622), Parkside Avenue (Route 634)

Middlesex County Division of Maintenance and Development and the Department of Public Works

Dear Ms. Pemberton,

Please accept this as a formal request under the Open Public Records Act (OPRA). This document is accompanied by the official County of Middlesex OPRA request form.

We are seeking the following information relating to the <u>Division of Maintenance and Development</u> for the following parks and recreation facilities: Donaldson Park, David B. Crabiel Park, and Johnson Park, which are located around the City of New Brunswick, for the years 2010-2015.

1. A copy of the contract(s) relating to any and all work done on County parks including starting and completion dates;
2. Copies of the scope of work for each contract of each contractor that did work;

We are seeking the following information relating to the <u>Department of Public Works</u> for the years 2010- 2015.

3. A copy of the contract(s) relating to any and all work involving assorted infrastructure improvements, including but not limited to, <u>County</u> sidewalks, streets, lighting, signage, handicap curbs and ramps;
4. Copies of the scope of work for each contract of each contractor that did work;
5. A copy of each of the contracts including the start and date of completion for any and all work done by and completed for the Department of Public Works.

NJ New Jersey Child Health Study

Missing Information Collection Tool

New and Renovated Changes—Missing Data

Domain: Parks and Trails

Please complete the following fields prior to initiating phone and email communication. In order to provide an opportunity for the recipient to respond to lengthy requests, please call first **and** follow-up with an email.

Contact/Key Informant Name:_____

Agency:_____   Phone:

_____E-mail   Address:_____

_____

When were data originally obtained: _____

Where (what Source) were data originally obtained:_____

The following protocol language should be used when calling Departments of Engineering, Departments of Public Works, Departments of Recreation, and similar agencies to obtain missing data. Once data are obtained, please enter into dataset. The dataset is located here: **[ENTER PATH]**

Phone Protocol

- *Hello, this is **[XXXX]** from the Rutgers University, Center for State Health Policy. I am calling on behalf of the NJ Child Healthy Study.*

- *May I speak to: **[XXXX]**?*

If No/Not available:

- *When would be a better time to call?*

Enter date and time to follow-up*:*_____

If asked to leave a message:

- *Yes, thank you. This is XXXX from, Rutgers University, Center for State Health Policy, my phone number is XXX-XXX-XXXX. This message is regarding the NJ Child Health Study. Please call at your earliest convenience. Thank you.*

If no longer employed with the agency:

- *Who would be the best person to contact regarding Parks in [ENTER CITY]?*

  Name:_____

  Phone: _____

  Agency/Title:_____

  E-mail (if possible):_____

Ending call:

- *Thank you for your time*

If Yes, key informant is available:

- *Thank you. Just to recap, this is [XXXX] from the Rutgers University, Center for State Health Policy and I am calling on behalf of the NJ Child Healthy Study."*

- *On or about [ENTER DATE] we received information about changes and renovations to parks in [ENTER CITY] from [ENTER SOURCE(S)].*

- *This information is critical to our study which explores the impact of changes in the food and physical activity (PA) environments on childhood obesity and related behaviors in four New Jersey cities – Newark, Camden, Trenton, and New Brunswick.*

- *I have some clarifying questions about the information we have received and was wondering if you could help?*

1. **Missing date of completion:**

- *We have the following information on the ==[XXXX]== park renovation, however some dates of completion are missing, when was this project completed and available for use?*

    1a. Please prompt with the following options and enter data below:

- Date of completion:

    o   Month/Year (ideal): _____

    o   Season/Year (OK): _____

    o   Year (OK): _____

    1b. If it is not yet completed, please ask about an estimated date of completion:

    Enter date:_____

    1c. If still no response, please ask about a potential ribbon cutting ceremony date:

    Enter date:_____

2. **New or renovated opportunity**

- *We have the following information on the ==[XXXX]== park renovation, however it is not clear if this is a new or renovated opportunity. By this I mean, was the ==[ENTER EXAMPLE: playground]== usable before and replaced with a new one?*

    2a. Additional prompt questions if unsure:

- *Was this opportunity usable prior to the renovation or changes?*
- *It is important for us to differentiate between the new and renovated so if you are unsure, please let us know who might have additional information.*

If the respondent asks you to contact an alternate key informant, please enter here:

Name:_____

Phone: _____

Agency/Title:_____

E-mail (if possible):_____

3. **E-mailing (see suggested language below): Please follow-up each phone contact with an e-mail.**

    3a. If the respondent provided all the missing detail while on the phone:

- *Thank you so much for taking the time to clarify this information and your expertise. I will email you a copy of the records we discussed. If something else comes to mind or you see something missing from the project, please contact me.*

    ***3b.* If the respondent was unable to provide all the information or the request is too lengthy:**

- *I understand that this request takes time, so I really appreciate you looking into these details. I will e-mail you the information in excel and highlight the pieces that missing.*
- *Please review the [Excel sheet or email content]*
- *Please fill in [missing data]*
- *If it is not correct or information is missing, please add your comments in the space provided.*
- *Also if something else comes to mind or you see something missing from the project, please feel free to include those details.*

Closing:

- *Thank you so much for taking the time to help us with this phase of data collection. I will be sending a follow-up email to you shortly and include the link to our website which contains the study background and reports that may be of interest.*

<u>E</u>**-mail protocol language**

<u>Missing date of completion emails</u>

Dear **[XXXX],**

Thank you so much for your time today.

As we previously discussed, please find the **[attached Excel sheet or email content]** which is missing the date of completion in the **[PARK]** data. Please see the missing information highlighted in yellow.

We are asking you to:

- *Please fill in **[missing data]***
- *If any of the information we have is not correct, please add your comments in the space provided.*

- *Please return the* <mark>**[attached Excel sheet or email content]**</mark> *with the corrected information.*

Ideally we would like the <u>month and year that the facilities became available for use of the public</u>. We understand this might be challenging for some projects so if you have the <u>Season and Year</u> it was completed and became available for use that would be fine too.

If a project has been delayed and is not yet completed, please estimated date of completion

Thank you again for your time and please feel free to contact me with any questions.

I will follow-up with you within the next week.

<mark>**[ADD SIGNATURE AND CONTACT INFORMATION]**</mark>

New Jersey Child Health and New Jersey Childhood Obesity Studies

http://www.cshp.rutgers.edu/content/childhood-obesity

<u>New or Renovated Opportunity</u>

Dear <mark>**[XXXX],**</mark>

Thank you so much for your time today.

As we previously discussed, please find the <mark>**[attached Excel sheet or email content]**</mark> which is missing information on whether the facility is new or renovated in <mark>**[PARK]**</mark> data. Please see the missing information highlighted in <mark>yellow.</mark>

We are asking you to:

- *Please let us know if the item or facility was <u>usable before the recent work was done in which case we regard it as renovated</u> or if the <u>item or facility did not exist prior</u> to project completion.*
- *Please correct any of the other information in the space provided. For example, date of completion.*
- *Please return the* <mark>**[attached Excel sheet or email content]**</mark> *with the corrected information.*

It is important for us to differentiate between what is new and what is renovated so if you are unsure, please let us know who might have additional information.

Thank you again for your time and please feel free to contact me with any questions.

I will follow-up with you within the next week.

New Jersey Child Health and New Jersey Childhood Obesity Studies

http://www.cshp.rutgers.edu/content/childhood-obesity

Missing Information Collection Tool

New and Renovated Changes—Missing Data

Domain: Public Physical Activity (PA) Facilities

Please complete the following fields prior to initiating phone and email communication. In order to provide an opportunity for the recipient to respond to lengthy requests, please call first **and** follow-up with an email.

- Contact/Key Informant Name:
- Agency:
- Phone:
- E-mail Address:
- When were data originally obtained:
- Where (what Source) were data originally obtained:
- Website:
- Is there current information about a fee associated with the facility on the website:

The following protocol language should be used when calling public PA Facilities, and similar agencies to obtain missing data. Once data are obtained, please enter into dataset. The dataset is located here:

Phone Protocol

- *Hello, this is   from the Rutgers University, Center for State Health Policy. I am calling on behalf of the NJ Child Healthy Study.*

- *May I speak to:*

If No/Not available:

- *When would be a better time to call?*

    Enter date and time to follow-up:

If asked to leave a message:

- *Yes, thank you. This is* ▨▨▨ *from, Rutgers University, Center for State Health Policy, my phone number is* ▨▨ *. This message is regarding the NJ Child Health Study. Please call at your earliest convenience. Thank you.*

If no longer employed with the agency:

- *Who would be the best person to contact regarding renovations at*

    Name:

    Phone:

    Agency/Title:

    E-mail (if possible):

Ending call:

- *Thank you for your time*

If Yes, key informant is available:

- *Thank you. Just to recap, this is from the Rutgers University, Center for State Health Policy and I am calling on behalf of the NJ Child Healthy Study."*

- *On or about **[ENTER DATE]** we received information about changes and renovations to **[ENTER FACILITY NAME]** in **[ENTER CITY]** from **[ENTER SOURCE(S)]**.*

- *This information is critical to our study which explores the impact of changes in the food and physical activity (PA) environments on childhood obesity and related behaviors in four New Jersey cities – Newark, Camden, Trenton, and New Brunswick.*

- *I have some clarifying questions about the information we have received and was wondering if you could help?*

4. **Fee:**
- *Is there a fee associated with the use of your facility to the local community?*

   o Yes or No: _____

1a. If No, go to question 2.

1b. If Yes

- *Is there a sliding scale that includes free access?*

   o Yes or No: _____
      If yes, go to question 2.

1c. If No

   o *Thank you for your time, we do not need anything further.*

5. **Missing date of completion:**

- *We have the following information on the ==[ENTER FACILITY NAME]== renovation, however some dates of completion are missing, when was this project completed and available for use?*

2a. Please prompt with the following options and enter data below:

- Date of completion:

   o Month/Year (ideal): _____

   o Season/Year (OK): _____

   o Year (OK): _____

2b. If it is not yet completed, please ask about an estimated date of completion:

   Enter date: _____

2c. If still no response, please ask about a potential ribbon cutting ceremony date:

Enter date:_____

6. **New or renovated opportunity**

- *We have the following information on the ==[ENTER FACILITY NAME]== renovation, however it is not clear if this is a new or renovated opportunity. By this I mean, was the ==[ENTER EXAMPLE: pool, basketball court]== usable before and replaced with a new one?*

2a. Additional prompt questions if unsure:

- *Was this opportunity usable prior to the renovation or changes?*
- *It is important for us to differentiate between the new and renovated so if you are unsure, please let us know who might have additional information.*

If the respondent asks you to contact an alternate key informant, please enter here:

Name:_____

Phone: _____

Agency/Title:_____

E-mail (if possible):_____

7. **E-mailing (see suggested language below): Please follow-up each phone contact with an e-mail.**

3a. If the respondent provided all the missing detail while on the phone:

- *Thank you so much for taking the time to clarify this information and your expertise. I will email you a copy of the records we discussed. If something else comes to mind or you see something missing from the project, please contact me.*

3b. **If the respondent was unable to provide all the information or the request is too lengthy:**

- *I understand that this request takes time, so I really appreciate you looking into these details. I will e-mail you the information in excel and highlight the pieces that missing.*
- *Please review the [Excel sheet or email content]*
- *Please fill in [missing data]*

- *If it is not correct or information is missing, please add your comments in the space provided.*
- *Also if something else comes to mind or you see something missing from the project, please feel free to include those details.*

Closing:

- *Thank you so much for taking the time to help us with this phase of data collection. I will be sending a follow-up email to you shortly and include the link to our website which contains the study background and reports that may be of interest.*

E-**mail protocol language**

Missing date of completion emails

Dear [XXXX],

Thank you so much for your time today.

As we previously discussed, please find the [attached Excel sheet or email content] which is missing the date of completion in the [PA Facility] data. Please see the missing information highlighted in yellow.

We are asking you to:

- *Please fill in [missing data]*
- *If any of the information we have is not correct, please add your comments in the space provided.*
- *Please return the [attached Excel sheet or email content] with the corrected information.*

Ideally we would like the month and year that the facilities became available for use of the public. We understand this might be challenging for some projects so if you have the Season and Year it was completed and became available for use that would be fine too.

If a project has been delayed and is not yet completed, please estimated date of completion

Thank you again for your time and please feel free to contact me with any questions.

I will follow-up with you within the next week.

[ADD SIGNATURE AND CONTACT INFORMATION]

New or Renovated Opportunity

Dear [XXXX],

Thank you so much for your time today.

As we previously discussed, please find the **[attached Excel sheet or email content]** which is missing information on whether the facility is new or renovated in **[PA Facility]** data. Please see the missing information highlighted in yellow.

We are asking you to:

- *Please let us know if the item or facility was <u>usable before the recent work was done in which case we regard it as renovated</u> or if the <u>item or facility did not exist prior</u> to project completion.*
- *Please correct any of the other information in the space provided. For example, date of completion.*
- *Please return the* **[attached Excel sheet or email content]** *with the corrected information.*

It is important for us to differentiate between what is new and what is renovated so if you are unsure, please let us know who might have additional information.

Thank you again for your time and please feel free to contact me with any questions.

I will follow-up with you within the next week.

[ADD SIGNATURE AND CONTACT INFORMATION]

New Jersey Child Health Study

Missing Information Collection Tool

New and Renovated Changes—Missing Data

Domain: Sidewalks and Complete Streets

Please complete the following fields prior to initiating phone and email communication. In order to provide an opportunity for the recipient to respond to lengthy requests, please call first **and** follow-up with an email.

Contact/Key Informant Name:
Agency:
Phone:
E-mail Address: n/a
When were data originally obtained: _____
Where (what Source) were data originally obtained:_____

The following protocol language should be used when calling Departments of Engineering, Departments of Public Works, , and similar agencies to obtain missing data. Once data are obtained, please enter into dataset. The dataset is located here: **[ENTER PATH]**

Phone Protocol

- *Hello, this is **[XXXX]** from the Rutgers University, Center for State Health Policy. I am calling on behalf of the NJ Child Healthy Study.*

- *May I speak to: **[XXXX]**?*

If No/Not available:

- *When would be a better time to call?*
  Enter date and time to follow-up*:_____*

If asked to leave a message:

- *Yes, thank you. This is <mark>XXXX</mark> from, Rutgers University, Center for State Health Policy, my phone number is <mark>XXX-XXX-XXXX.</mark> This message is regarding the NJ Child Health Study. Please call at your earliest convenience. Thank you.*

If no longer employed with the agency:

- *Who would be the best person to contact regarding sidewalk renovations in <mark>[ENTER CITY]</mark>?*

    Name:_____

    Phone: _____

    Agency/Title:_____

    E-mail (if possible):_____

Ending call:

- *Thank you for your time*

If Yes, key informant is available:

- *Thank you. Just to recap, this is <mark>[XXXX]</mark> from the Rutgers University, Center for State Health Policy and I am calling on behalf of the NJ Child Healthy Study."*

- *On or about <mark>[ENTER DATE]</mark> we received information about changes and renovations to sidewalks in <mark>[ENTER CITY]</mark> from <mark>[ENTER SOURCE(S)]</mark>.*

- *This information is critical to our study which explores the impact of changes in the food and physical activity (PA) environments on childhood obesity and related behaviors in four New Jersey cities – Newark, Camden, Trenton, and New Brunswick.*

- *I have some clarifying questions about the information we have received and was wondering if you could help?*

8. **Missing date of completion:**

- *We have the following information on sidewalks renovated in <mark>[ENTER CITY]</mark>, however some dates of completion are missing, when was this project completed and available for use?*

1a. Please prompt with the following options and enter data below:

- Date of completion:

    - Month/Year (ideal): _____

    - Season/Year (OK): _____

    - Year (OK): _____

1b. If it is not yet completed, please ask about an estimated date of completion:

Enter date:_____

9. **New or renovated opportunity**

- *We have the following information on ==[ENTER STREET, AND CROSS STREET IF AVAILABLE AT TIME OF CALL]==, however it is not clear if this is a new or renovated opportunity. By this I mean, was the ==[ENTER EXAMPLE:]== usable before and replaced with a new one?*

2a. Additional prompt questions if unsure:

- *Was this opportunity usable prior to the renovation or changes?*
- *It is important for us to differentiate between the new and renovated so if you are unsure, please let us know who might have additional information.*
10. Cross streets
    a. *We have the following information on ==[ENTER STREET]==, however, it is not clear where is started and ended on the street. Could you provide the cross streets between which the renovations/work was done?*

If the respondent asks you to contact an alternate key informant, please enter here:

Name:_____

Phone: _____

Agency/Title:_____

E-mail (if possible):_____

11. **E-mailing (see suggested language below): Please follow-up each phone contact with an e-mail.**

3a. If the respondent provided all the missing detail while on the phone:

- *Thank you so much for taking the time to clarify this information and your expertise. I will email you a copy of the records we discussed. If something else comes to mind or you see something missing from the project, please contact me.*

3b.** **If the respondent was unable to provide all the information or the request is too lengthy:

- *I understand that this request takes time, so I really appreciate you looking into these details. I will e-mail you the information in excel and highlight the pieces that missing.*
- *Please review the [Excel sheet or email content]*
- *Please fill in [missing data]*
- *If it is not correct or information is missing, please add your comments in the space provided.*
- *Also if something else comes to mind or you see something missing from the project, please feel free to include those details.*

Closing:

- *Thank you so much for taking the time to help us with this phase of data collection. I will be sending a follow-up email to you shortly and include the link to our website which contains the study background and reports that may be of interest.*

<u>E</u>**-mail protocol language**

<u>Missing date of completion emails</u>

Dear **[XXXX],**

Thank you so much for your time today.

As we previously discussed, please find the **[attached Excel sheet or email content]** which is missing the date of completion in the **[SIDEWALK]** data. Please see the missing information highlighted in yellow.

We are asking you to:

- *Please fill in **[missing data]***
- *If any of the information we have is not correct, please add your comments in the space provided.*

- *Please return the* **[attached Excel sheet or email content]** *with the corrected information.*

Ideally we would like the <u>month and year that the sidewalk became available for use of the public</u>. We understand this might be challenging for some projects so if you have the <u>Season and Year </u>it was completed and became available for use that would be fine too.

If a project has been delayed and is not yet completed, please estimated date of completion

Thank you again for your time and please feel free to contact me with any questions.

I will follow-up with you within the next week.

[ADD SIGNATURE AND CONTACT INFORMATION]

New Jersey Child Health and New Jersey Childhood Obesity Studies

http://www.cshp.rutgers.edu/content/childhood-obesity

<u>New or Renovated Opportunity</u>

Dear **[XXXX],**

Thank you so much for your time today.

As we previously discussed, please find the **[attached Excel sheet or email content]** which is missing information on whether the facility is new or renovated in **[SIDEWALKS]** data. Please see the missing information highlighted in yellow.

We are asking you to:

- *Please let us know if the item or facility was <u>usable before the recent work was done in which case we regard it as renovated </u>or if the <u>item or facility did not exist prior </u>to project completion.*
- *Please correct any of the other information in the space provided. For example, date of completion.*
- *Please return the* **[attached Excel sheet or email content]** *with the corrected information.*

It is important for us to differentiate between what is new and what is renovated so if you are unsure, please let us know who might have additional information.

Thank you again for your time and please feel free to contact me with any questions.

I will follow-up with you within the next week.

New Jersey Child Health and New Jersey Childhood Obesity Studies

http://www.cshp.rutgers.edu/content/childhood-obesity

Appendix E
Auditing instrument

Environmental Audit Protocol
Version 08.30.16

Purpose

This protocol is designed to instruct physical activity (PA) environmental change data auditors on procedures to confirm new and renovated opportunities, and amenities in the following domains: PA facilities, parks, trails, sidewalks, bike lanes, and elements of Complete Streets. Please note that the audit form beginning on page 40 was modified due to space constraints.

Preparation

- Once the audit sites have been randomly selected enter the documented changes on the data collection sheets prioritizing new opportunities, renovated opportunities, and accompanying amenities in that order.
- Use Google Earth or similar program for location previews before visiting to plan site visit.
- Visit domain website where applicable (e.g. PA facility, park, trail) to review relevant maps, hours of operation, maintenance schedules, and possible personnel contacts.
- Visit sites in teams of at least 2 data collectors.

Supplies

1. Populated data collection sheets
2. Maps of audit sites
3. Pen/Pencils

4. Phone/Camera

PA Facility/Parks/Trails

1. Upon entering a facility, park or trail, look for an information booth, employee, or maintenance personnel to interview/ask.

2. If it is a smaller park/trail or no staff is available, ask a user.

3. Once you find a person the following language might be helpful:
    - *My name is XXXXX and I am with Rutgers University. We are working on a project called the NJ Child Health Study and we are looking at changes in your (facility/park/trail) that may make it easier for kids to play/get physical activity.*
    - *I have a list of changes here, could you please tell me where they are and when they were installed or completed?*
    - Be sure to record any/all notes
4. New Opportunity:
    - If you physically see a recorded change in the facility/park/trail and the employee/user can confirm the date; mark both the ***CONFIRMED CHANGE*** and ***CONFIRMED DATE*** columns accordingly.
    - If you physically see a recorded change in the facility/park/trail and the employee/user ***CAN NOT*** confirm the date; mark the ***CONFIRMED CHANGE as YES*** then look for signs around the parks including dedications, plaques or similar notices to get information on dates.
    - There may be phone numbers on the signs that can be called for additional information.
        i. May not be applicable for PA facilities
            ➢ ****NOTE**: Do not call phone numbers/contacts that were previously used in connection with finding missing data.
    - Please record those telephone numbers so follow-up phone calls can be made.
    - Take very detailed notes about who was contacted during and after the site visit and follow-up.
    - If date of change cannot be confirmed after follow-up mark date of change as **DON'T KNOW.**

5. Renovated Opportunity/Amenities:
    - If you physically see a recorded change in the facility/park/trail and the employee/user can confirm the date; mark both the ***CONFIRMED CHANGE*** and ***CONFIRMED DATE*** columns accordingly.

- If you physically see a recorded change in the facility/park/trail and the employee/user **CAN NOT** confirm the date; leave the **CONFIRMED CHANGE blank.**
- There may be phone numbers on the signs that can be called for additional information.
    - i. May not be applicable for PA facilities
- Please record those telephone numbers so follow-up phone calls can be made.
- Take very detailed notes about who was contacted during and after the site visit and follow-up.
- If date of change cannot be confirmed after follow-up mark **CONFIRMED CHANGE** and **CONFIRMED DATE** of change as **DON'T KNOW.**

6. Data Entry:
    - Once data confirmations have been completed enter data into excel spreadsheet located here [enter path name].
    - Please be as explicit and detailed as possible in the notes section.
    - Please note:
        - i. If the existence of the change is confirmed –do not change the data.
        - ii. If is discovered that the change does not exist – Please include in the notes section and highlight the row in <mark>RED</mark>.
        - iii. If it cannot be confirmed whether or not the change exists (e.g., you cannot tell whether or not a basketball court was renovated), do not change the data set (i.e., leave in the "renovated" basketball court).
        - iv. Whether or not the date of completion is confirmed, do not change the data set.
        - v. If a new date is given – and a third source can't be found to confirm – stick with the first date.

Sidewalk/Bike Lanes/Elements of Complete Streets

1. Upon visiting the sidewalk/bike lane/elements of complete streets enter the closest store/church etc… to ask the owner/manager/employee. If this is not feasible consider looking nearby at a bus stop or other fixed structure where someone might routinely see the area and ask a community member.

2. Once you find a person the following language might be helpful:
    - *My name is XXXXX and I am with Rutgers University. We are working on a project called the NJ Child Health Study and we are looking at changes in your community that may make it easier for kids to play/get physical activity.*

- *Do you know when the XXXX was [installed/repainted]?*
- Be sure to record any/all notes

3. New Opportunity:
   - If you physically see a recorded change employee/user/community member can confirm the date; mark both the ***CONFIRMED CHANGE*** and ***CONFIRMED DATE*** columns accordingly.
   - If you physically see a recorded change and the date ***CAN NOT*** be confirmed; mark the ***CONFIRMED CHANGE as YES*** then check for signs or notices that might have information. There may be a sign for a bike lane dedication for example.
   - Take very detailed notes, but it is not necessary to ask for their contact information. Include details like address of store, store name, bus stop address and bus route etc…
   - If date of change cannot be confirmed mark date of change as **DON'T KNOW.**

4. Renovated Opportunity/Amenities:
   - If you physically see a recorded change and the date can be confirmed; mark both the ***CONFIRMED CHANGE*** and ***CONFIRMED DATE*** columns accordingly.
   - If you physically see a recorded change and ***CAN NOT*** confirm the date; leave the ***CONFIRMED CHANGE blank.***
   - There may be phone numbers on the signs that can be called for additional information.   Please record those telephone numbers so follow-up phone calls can be made.
   - Take very detailed notes about who was contacted during and after the site visit and follow-up.
   - If date of change cannot be confirmed after follow-up mark ***CONFIRMED CHANGE*** and ***CONFIRMED DATE*** of change as **DON'T KNOW.**

5. Data Entry:
   - Once data confirmations have been completed enter data into excel spreadsheet located here [enter path name].
   - Please be as explicit and detailed as possible in the notes section.
   - Please note:
       i. If the existence of the change is confirmed –do not change the data.
       ii. If is discovered that the change does not exist – Please include in the notes section and highlight the row in RED.

iii. If it cannot be confirmed whether or not the change exists (e.g., you cannot tell whether or not a basketball court was renovated), do not change the data set (i.e., leave in the "renovated" basketball court).

iv. Whether or not the date of completion is confirmed, do not change the data set.

v. If a new date is given – and a third source can't be found to confirm – stick with the first date.

Loc #	Primary Domain	Secondary Domain	Location Name	Street Address	Description of Change	Code	Change Completion Date	Source	Data Entry Notes	Audit Date	Confirmed (Y/N/DK)	Confirmed date of change (Y/N/DK)	Confirmation Type: Observation, Stakeholder/Community Member Interview, Document, Other (Please specify)	On-site interview (Y/N) If yes, include contact	Notes
15	Park	Pyne Poynt Park	Pyne Poynt Park	along Erie St between 6th and 7th Sts	lighting	A	5/29/2014			9/13/2016	Y	N	observation	N	We tried speaking to a community member who was using the park, but he did not speak English.
	Park	Pyne Poynt Park	Pyne Poynt Park	along Erie St between 6th and 7th Sts	fencing	A	5/29/2014			9/13/2016	Y	N	observation	N	fencing looked fairly new around baseball field
	Park	Pyne Poynt Park	Pyne Poynt Park	along Erie St between 6th and 7th Sts	cameras	A	5/29/2014			9/13/2016	Y	N	observation	N	Photo included of Cameras, which were new to the park

<mark>Appendix F</mark>
Online OPRA Submission Logins

Camden County
Login: kdisantis@ifh.rutgers.edu
Password: opra123

Mercer County
Login: kdisantis@ifh.rutgers.edu
Password: opra123

Middlesex County
Login: kdisantis@ifh.rutgers.edu
Password: opra123

Trenton Municipality
No login needed to access online request system.

APPENDIX G Decision Guide for Duplicates

Case: Two observations that are coded and described similarly and are within 1/8 mile, but dates should be within 6 months.
Decision: Flag for deletion due to redundancy.
Action: Highlight as light red.
Case: Two observations that are coded and described similarly and are within 1/8 mile, but dates are more than 6 months.
Decision: Flag as new due to date difference.
Action: Move these next to each other and highlight both as yellow.
Case: Two observations where the location and date are similar (within 1/8 mile, within 6 months) but *Description of Change is not exactly the same and/or source.*
Decision: Flag as requiring further review.
Action: Move these next to each other and highlight both as orange.
Note: In any case if most of the fields are the same except for the Code (NO, A, RO), please Highlight as light blue.