

# [Country] STEPS Report [year]

## Cover and Content Pages

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**Introduction** The cover and content pages at the front of the site report provide the formal information needed for library indexing and purchasing, and give the reader an idea of the structure and content of the report.

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**Content guide** Follow the guidelines in the table below to help prepare the title page and other leading pages.

<b>Part</b>	<b>Include</b>
Title page	<ul style="list-style-type: none"><li>• title of the report</li><li>• authors' names</li><li>• institution(s) involved</li><li>• release date</li></ul>
Publication details	<ul style="list-style-type: none"><li>• copyright details</li><li>• publishing and indexing information</li><li>• address to obtain further copies</li><li>• citation of the report</li></ul>
Table of Contents	<ul style="list-style-type: none"><li>• part and/or section headings with page numbers</li><li>• sub level headings</li><li>• appendices</li><li>• list of tables</li><li>• list of figures</li></ul>
Other leading pages (optional)	<ul style="list-style-type: none"><li>• list of abbreviations or terms used</li><li>• brief notes about the authors</li><li>• preface or foreword from a leading authority who endorses the report</li></ul>
Acknowledgments	<ul style="list-style-type: none"><li>• all sponsors, including government and other bodies</li><li>• consultants and advisers</li><li>• staff who have contributed to the survey and the report</li><li>• others providing services and/or support</li><li>• participants in the survey</li></ul>

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## Executive Summary

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**Introduction** The executive summary provides an overview of the entire report in one to two pages. It should outline the rationale, methodology, key results and recommendations.

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**Content guide** Follow the guidelines in the table below to help complete the sections of the executive summary.

<b>Heading</b>	<b>Guidelines for completion</b>
Rationale	Outline the main reasons for the STEPS survey.
Methodology	Briefly describe: <ul style="list-style-type: none"><li>• the scope of the survey;</li><li>• the sampling method used;</li><li>• methods of data collection and data analysis;</li><li>• how the results are presented, for example "weighted to represent the total national population aged 25 to 64 years".</li></ul>
Key results	<ul style="list-style-type: none"><li>• Briefly describe the study population and its characteristics.</li><li>• Mention response-rates.</li><li>• Select the most important variables (chosen according to those of most relevance to chronic diseases in your country) and present the key results for those variables.</li><li>• Mention the other variables that are also included in the report, but limit results for them.</li></ul>
Conclusion / Recommendations	<ul style="list-style-type: none"><li>• Identify the reasons why the findings are important, and the impact they are likely to be having on the health of the population.</li><li>• Briefly discuss how the results may be useful and recommended actions.</li></ul>

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## Introduction

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**Introduction** The introduction should include introductory comments to the report, outlining the background and purpose for your STEPS survey, and provide a brief description of STEPS and what the survey results will be used for.

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**Content guide** Follow the guidelines in the table below to help complete the sections of the introduction.

<b>Heading</b>	<b>Guidelines for completion</b>
Introduction	<ul style="list-style-type: none"><li>• Introduce the Site Report as the main report of your STEPS survey.</li></ul>
Background	<ul style="list-style-type: none"><li>• Provide the reader with background information on chronic diseases and their risk factors in your site/country.</li><li>• Include previous surveys that have been done as well as gaps in knowledge with regards to chronic diseases and their risk factors.</li><li>• Describe the relevance of each risk factor/item that will be captured by your STEPS survey.</li></ul>
Description of STEPS	<ul style="list-style-type: none"><li>• Provide a brief description of what STEPS is (i.e. surveillance of key risk factors for chronic disease).</li></ul>
Purpose	<ul style="list-style-type: none"><li>• Explain the general purpose as well as specific objectives of the STEPS survey in your site.</li></ul>

## Methods

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**Introduction** The methods should explain the scope of the STEPS survey, the methods used for data collection, and the implementation process. Also describe the sample and analytical methods in sufficient detail to demonstrate that the survey results are reliable and represent the intended population(s).

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**Content guide** Follow the guidelines in the table below to help complete the methods section.

Heading	Guidelines for completion
Scope	<ul style="list-style-type: none"><li>• Identify which core Steps (1-3) were covered and if any expanded and optional items have been added.</li></ul>
Study population	<ul style="list-style-type: none"><li>• Explain who the results/findings will be representative for (Geographical coverage, age-groups, general population).</li><li>• Mention inclusion/exclusion criteria (e.g., pregnant women excluded for height and weight measurements).</li><li>• If the whole country was not covered, explain the reasons.</li></ul>
Sample size	<ul style="list-style-type: none"><li>• Explain how the initial sample size was calculated.</li></ul>
Sampling	<ul style="list-style-type: none"><li>• Describe the sampling method used for the survey</li><li>• Mention what sampling frame was used.</li><li>• Describe how the sampling units were derived, and how this was applied in the field.</li><li>• Detail the use of clusters (if relevant).</li></ul>
Timeframes	<ul style="list-style-type: none"><li>• Include information on the overall starting and completion dates of the survey.</li><li>• Specify dates/seasons of data collection.</li></ul>
Staff recruitment and training	<ul style="list-style-type: none"><li>• Describe the training programmes provided for the survey personnel, the number of persons trained, and the background of trainees.</li><li>• Describe the format, content and duration of the training provided for the survey.</li></ul>
Pilot study	<ul style="list-style-type: none"><li>• Mention whether a pilot study was done before conducting the actual survey.</li><li>• Explain how the pilot study has been conducted.</li></ul>

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## Methods, Continued

### Content guide (cont.)

Heading	Guidelines for completion
Instrument and data collection	<ul style="list-style-type: none"> <li>• Describe the STEPS Instrument used.</li> <li>• Describe how the measurements (Step 2 and/or 3) were done.</li> <li>• Outline which core and expanded items were covered.</li> <li>• Describe any adaptations made to the standard STEPS Instrument and any optional items added.</li> <li>• Mention if/add pictures of show-cards that have been used.</li> <li>• Specify languages used (and translation issues) in the survey.</li> <li>• Describe the organization of data collection teams including supervision, numbers involved, quality control, timeframe for data collection, etc.</li> <li>• Explain how and where the data collection teams made contact with survey participants. Describe the data collection setting(s).</li> </ul>
Data entry	<ul style="list-style-type: none"> <li>• Describe the data entry processes, methods, timeframes and software used.</li> <li>• Mention how data entry was verified (double data entry).</li> </ul>
Analysis information	<ul style="list-style-type: none"> <li>• Describe the data analysis processes, methods (such as cleaning of data), timeframes and software used. Refer to the software capability to handle complex sampling design.</li> <li>• Explain that most results generated are presented as means or percentages, with associated standard errors and derived confidence intervals.</li> <li>• Describe which methods (i.e. weighting) were used to adjust the results for non-response, population structure and the sampling design so they represent the population.</li> <li>• Insert the weighting formulas used.</li> <li>• Describe which statistical tests were used, if any, to test for differences between groups.</li> </ul>
Response proportions	<ul style="list-style-type: none"> <li>• Describe how response proportions were calculated.</li> </ul>

## Results

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### Introduction

The results should describe the actual sample obtained and the levels of participation achieved. Describe the demographic characteristics of the participants, as well as the results for each risk factor covered in the Instrument.

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### Demographic and response information

Follow the guidelines in the table below to help prepare information on demographics and response proportions of the results section.

Heading	Guidelines for completion
Demographic characteristics	<ul style="list-style-type: none"><li>• Describe the demographic characteristics of the participants, using the data book for examples.</li><li>• Include:<ul style="list-style-type: none"><li>– age-sex distribution</li><li>– geographic distribution</li><li>– ethnic groups.</li></ul></li></ul>
Population distribution	<ul style="list-style-type: none"><li>• Show the age groups and sex distribution of the population at the last census if available, e. g., in a pyramid chart.</li></ul>
Response proportions	<ul style="list-style-type: none"><li>• Present the response proportions achieved for Step 1, 2, and 3 as appropriate, using the data book for examples.</li></ul>

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## Results, Continued

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**Risk factors** Present results for each of the following individual risk factors covered in the Instrument:

- tobacco use
- alcohol consumption
- low fruit and vegetable consumption
- physical inactivity
- overweight and obesity
- raised blood pressure
- raised blood glucose
- abnormal blood lipids.

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**Risk factor content guide** Follow the guidelines in the table below to help prepare content for each of the risk factors listed above.

Heading	Guidelines for completion
Text description of main findings	<ul style="list-style-type: none"><li>• State the main findings in relation to each risk factor.</li><li>• Describe any key subgroup differences, e.g., based on confidence intervals.</li><li>• Refer for detail to specific tables from the data book.</li></ul>
Tables and figures	<ul style="list-style-type: none"><li>• Present in tables, plots or graphs as appropriate the results, by age and sex groups. Use the data book as a guide on how to present information in tables.</li><li>• Include sample sizes (n) for all age- and sex groups presented.</li><li>• Label carefully to identify if the data are weighted.</li><li>• Include measures of confidence when appropriate (confidence intervals or standard errors).</li></ul>
Additional description	<ul style="list-style-type: none"><li>• Describe in words any interesting results.</li><li>• If these vary by age or sex, then consider presenting separately.</li></ul>

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## Results, Continued

**Combined risk factors** Follow the guidelines in the table below to help prepare content on combined risk factors.

<b>Heading</b>	<b>Guidelines for completion</b>
Relevance of combining risk factors	<ul style="list-style-type: none"> <li>• Briefly outline the relevance of looking at a combination of risk factors in your site.</li> <li>• See data book and fact sheet for the risk factors to combine.</li> </ul>
Text description of main findings	<ul style="list-style-type: none"> <li>• State the main findings in relation to both low risk (none of the risk factors present) and raised risk (presence of three or more of the selected risk factors).</li> <li>• Describe any key subgroup differences. Refer for detail to specific tables from the data book.</li> </ul>
Tables	<ul style="list-style-type: none"> <li>• Present in tables, plots or graphs as appropriate the results, by age and sex group. Use the data book as a guide on how to present information in tables.</li> <li>• Include sample sizes (n) for all age- and sex groups presented.</li> <li>• Label carefully to identify if the data are weighted.</li> <li>• Include measures of confidence when appropriate (confidence intervals or standard errors).</li> </ul>
Additional description	<ul style="list-style-type: none"> <li>• Describe in words any interesting results.</li> <li>• If these vary by age or sex, then consider presenting separately.</li> </ul>

## Discussion

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### Introduction

In this part of the STEPS report, any new knowledge derived from the STEPS survey as well as importance of the findings should be discussed. Discuss the strengths and weaknesses of the methods used and the results presented, and any reservations in their interpretation or use.

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### Content guide

Follow the guidelines in the table below to help prepare content of the discussion.

Heading	Guidelines for completion
Representation	<ul style="list-style-type: none"><li>• Comment on the extent to which the results apply to the whole population or only to the individuals who were surveyed (depends on if data are weighted).</li></ul>
Comment on participation	<p>Discuss the impact on the interpretation of results of any sampling or participation issues such as:</p> <ul style="list-style-type: none"><li>• the participation levels varied between population groups such as older vs. younger men;</li><li>• recruiting did not proceed as planned and a non-random sample was selected.</li></ul>
Key results and new knowledge	<p>Repeat key results, mention their importance and how they can be used for prevention planning and to formulate policy. Include, for example:</p> <ul style="list-style-type: none"><li>• what was known before about these topics for this population?</li><li>• what is added by this report?</li><li>• what are the key new findings of importance and why are these important?</li><li>• what impact will these have on the health of the population, in particular in respect to the burden of chronic noncommunicable diseases either currently or in the future?</li></ul>
Previous surveys	<ul style="list-style-type: none"><li>• Mention any previous STEPS surveys or similar surveys and how the findings relate.</li></ul>
Limitations and strengths	<ul style="list-style-type: none"><li>• Comment on the quality of the survey and measures, and therefore their reliability.</li><li>• Identify where issues have arisen during data collection or analysis that may mean caution is needed when interpreting some results.</li><li>• Also mention the strengths of the survey, such as representativeness, Step 2 and 3 measurements, etc.</li></ul>

# Conclusions and Recommendations

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**Introduction** The conclusion and recommendations should wrap up the STEPS report and indicate briefly how results should be used and what should be the next steps following the survey.

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**Content guide** Follow the guidelines in the table below to help prepare the conclusion and recommendations.

<b>Heading</b>	<b>Guidelines for completion</b>
Conclusion	The conclusion should briefly summarize the most important findings and explain their importance.
Recommendations	Include, for example: <ul style="list-style-type: none"><li>• policies that might be impacted upon by these findings;</li><li>• actions that should derive from these findings;</li><li>• Who should be appraised of the findings</li><li>• any further research that is recommended to be undertaken.</li></ul>

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## References

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**Introduction** The reference section should contain a reference list of any sources used to write the report.

Note: All figures used in the report that are not the results of the current survey need to have accompanying references in the reference section of the report.

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## Appendices

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**Appendix A** Site specific STEPS Instrument

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**Appendix B** Show cards used

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**Appendix C** Survey Implementation Plan

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**Appendix D** Fact Sheet

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**Appendix E** Data Book

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