

2009 Annual Survey of Jails Paperless Fax Image Retrieval System (PFIRS) Instructions

Warning: this action creates a lot of respondent phone calls.

The PFIRS is conducted on those jails/jurisdictions who have not responded to the survey via mail, fax, or internet. The National Processing Center (NPC - Jeffersonville) contact is: Jenny Bowers - telephone number: 812-218-2276.

The survey is mailed out July 15-19, 2009 and has a response time of 6 weeks with a due date of July 30, 2009. 2 separate nonresponse test files (CJ-5 and CJ-5A) containing 10 records each should be created from the mailout files matched against the id numbers in the checkin file for each form that has not responded in Access format. These files have to be in a specific format and upper case (ALL CAPS):

Fax Number+1
State
Type
County
Unit
Sector Code
Agency ID
Central Reporting Code
Central Reporting Facility Code
Name of Agency
Title
Address Line 1
Address Line 2
City
State Name
Zip Code
5-Digit Web Form User ID
8-Digit Web Form Password
Nonresponse Followup
Barcode (Concatenated ID Number)

Convert each MSAccess file to a text file and save to the project file.

Attach in a email to Jenny Bowers (NPC) the following:

the 2 test text files
an unshaded CJ-5 pdf form
an unshaded CJ-5A pdf form
the web flyer
the nonresponse flyer

She will call to confirm and if necessary make additional requests.

Once she has completed her programming, she will call to confirm and run the preliminary pfirs test using the Criminal Justice Fax Machines. Please look over the samples faxed and call to confirm success or make adjustments and rerun. Make sure when reviewing all addresses are in uppercase. Once the test is completed, email her 2 live nonresponse files (labelled CJ-5 and CJ-5A with the number of records in each in the title - see the PFIRS Record Layout).

Once completed, she will confirm the completion of the pfirs action (all forms having been faxed to nonrespondents overnight) and either fax or email all unsuccessful faxed forms (human answered the phone, fax number is disconnected or no longer works, etc.).

From there, it will be necessary to followup with the remaining nonrespondents via telephone.