

**FINAL PROTOCOL GUIDE**  
**Self-Reports & Conceptions of Home**  
**A Qualitative Review of Coverage of the Group Quarters (GQs) Population:**  
**Correctional Facilities**

April 6<sup>th</sup> 2011

**A. INTERVIEW PROCEDURES**

Gather all necessary materials for the interview:

- Protocol Guide
- Paper Instrument
- Consent form
- Note book and pens
- Recorder

**Collect the number of inmates that refuses to participate in the study**

- 1.) Record the number of inmates that outright refuse to participate in this study.
- 2.) Record the number of inmates that refuse to participate after they are being told what the study is about.

**B. INTRODUCTION**

Greeting: “Hello. My name is \_\_\_\_\_. I work for the Census Bureau. Thanks for agreeing to hear about a study I am conducting.”

**C. INFORMED CONSENT**

PLACE THE CONSENT FORM IN FRONT OF PARTICIPANT: “Before we start, I would like you to read over the document in front of you. This document explains a little bit about this interview and provides information about your rights as a participant. Please ask me any questions you have about this document. Once you have finished reading the document, please sign it. You will also keep a copy.”

**D. BRIEFLY EXPLAIN THE INTERVIEW AND PROCEDURES**

“Let me begin by telling you a little more about what we’ll be doing today. The United States Census Bureau counts population in the U.S and also conducts various kinds of surveys.

Today, with your help, we will be asking you to fill out a form with the exact same questions that people in the community (free world) answered during the 2010 Census. We want to determine if by using current census procedures (where we obtain information for people incarcerated from the prison system data), we are getting the correct information for them. It is very important that everyone have a chance to be counted in the census so we want to determine if changes in procedures are necessary. I will also be asking you some questions

about your home and /or an address where you may live when you are not incarcerated (locked up). This will help the Census Bureau understand where the home communities of inmates are located and/or where someone may count you on their census form.

Our goal here is to get a better idea of how accurate official records are regarding inmates' information and the best way to collect an address that someone may report you as a member in that household.

Your participation in this interview is very important because it will help the Census Bureau plan for the next Census enumeration.

Do you have any questions before we begin?"

## **E. THE INTERVIEW**

### **Section 1: 2011 Prison Study Questionnaire**

**Objective: Find out if inmates have any problem filling out a self administered form and to verify the data with administrative records**

#### **a) Self administered Questionnaire -2011 Prison Study Questionnaire**

(Hand the questionnaire to the respondent) First, would you please fill out the form for me. “The first five questions are the exact ones that everyone in the U.S. answers as part of the 2010 Census. The last two questions are identical for everyone who lives in a group living situation such as yours. When you are done, I would like to ask you a few questions.

#### **b) Interviewer administered -2011 Prison Study Questionnaire**

(Ask the questions and fill out the form if respondent needs help.) Let’s begin.”

1. What is your last name?
2. What is your sex?
3. What is your age and date of birth?
4. Are you of Hispanic, Latino, or Spanish origin?
5. What is your race?
6. Do you stay in the facility most of the time?
7. If not, what is the address of the place you live or stay MOST OF THE TIME?

Debriefing questions:

- 1) Is this form easy or difficult to fill out?
- 2) What do you like about it?
- 3) Is there any question that you find difficult to answer or is unclear?

## **Section 2: Elicit valid address where people may report inmates on their census form**

**Goal: Design the most appropriate question wording to collect an address where the inmates could have been counted by someone else in the census form. The following probing questions try to elicit an address(es) where someone may report the inmate on their census form.**

The next set of questions ask about your perspectives on “home” and your opinions about where you may live when not incarcerated or where someone may consider you as their household member.

### **Use question 1 to 4 to probe for a valid address (From 1994 Living Situation Survey Study)**

#### **Home**

1) Where is home for you? Go to Q5.

#### **Household member**

2) Are there any (other) people who may consider you as part of their household? (If no other people, continue with Q 3, otherwise go to Q 5)

#### **Mailing addresses**

3) Is there an address (other than here) where you can use to send and receive mail (e.g. where you can send your personal possessions) while you are here? (Go to Q5)

#### **A space or a room is reserved**

4) Is there anyone who has reserved space or a room for you at their home?

#### **Address**

5) What is the address?

- a. (If no address is available, go back and ask question probes 2 to 4 above)
- b. If full address is not available record as much information as possible, including landmarks and cross street in a city or block.

6) Did you ever live there? When did you last live there?

7) Do you consider this as your permanent address?

8) (If appropriate) Would you be staying or living there when you are released?

The next set of questions asks about whom you think may have reported your name on their census form.

1. Would anyone (at your home address or any other addresses that you have mentioned) report you on their census form?
2. Whose address is it? Can you please give me the name of one of the persons who is living there now? How are you related to this person? Circle one.

Inmate's :

Parents / child / spouse / grandparents / unmarried partner / friend / other relatives / other – specify\_\_\_\_\_

3. Is there anything else you would like to say about home and where you used to live or may be living again?

#### **F. FINAL COMMENTS**

“Do you have any final comments or any questions?”

CLOSING: “I want to thank you very much for participation today. We want to do everything we can to make everyone count in the future US Census and your participation makes an important contribution to that effort.