ASPEP Cognitive Interview Protocol – Form E-4

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# Item 1

Let’s begin by looking at the first question on the form:

# In your own words, what is this question asking you?

* How did you arrive at your answer?

# Item 2

Take a look at the next question on the form:

* What is this question asking you?
* What does the term “paid employees/officials” mean to this government entity?
* How did you arrive at your answer?

# Item 3

* What is this question asking you?
* How did you arrive at your answer?
* What does the term “contractors” mean to this government entity?

# Item 4

* What is this question asking you?
* How did you arrive at your answer?
* What does the term “non-governmental contractors” mean to this government entity?
* What does the term “government contractors mean to this government entity?
* Would it be difficult to provide this information for a specific timeframe (i.e. March 2012)? [If yes] What timeframe would be better?
* [If Respondent Can’t Provide Information to a Question] What information can this government provide?
* How well do these data requests match with your records?

# Item 5

* How would you go about completion this question?
* What is this question asking you?
* How did you arrive at your answer?
* What does the term “part-time employees” mean to this government entity?
* What are the bullets under the word “include” asking you to do?
* What are the bullets under the word “exclude” asking you to do?
* What are the bullets under the words “do not report” asking you to do?
* What information are you putting in the three left-hand columns? The four right-hand columns?
* Does it make a difference which balance (i.e. end or beginning) comes first?
* What do you think about the codes listed on the page? Are they easy or difficult to find?
* What do you think of the way these questions are laid out on the pages? (Compare with current version)

# 1 – Financial Administration

* What does the term “financial administration” mean at your government entity?
* Where does this information come from?
* How is this information kept in your records? [If needed] Is it split between full-time and part-time employees?

**2 – Central Administration**

* What does the term “central administration” mean at your government entity?
* How would you answer this question?
* How is this information kept in your records?

**3 – Judicial and legal**

* What does this question mean to you?
* What information are you putting here?
* Where is this information coming from? [If needed] How is this information kept in your records?

**4a – Persons with power of arrest**

* How would you go about answering this question?
* Where is this information coming from? [If needed] How is this information kept in your records?

**4b – Other employees**

* What information would you report under “other employees”?
* How would you go about answering this question?
* Where is this information coming from? [If needed] How is this information kept in your records?
* Does it make a difference if the balance for Public Safety comes first or last (i.e. end or beginning)?

**5 – Correction**

* How would you go about answering this question?
* Where is this information coming from? [If needed] How is this information kept in your records?

**6a – Firefighters**

* How would you go about answering this question?
* Where is this information coming from? [If needed] How is this information kept in your records?

**6b – Other employees**

* What information would you report under “other employees”?
* How would you go about answering this question?
* Where is this information coming from? [If needed] How is this information kept in your records?
* Does it make a difference if the balance for Fire Protection comes first or last (i.e. end or beginning)?

**7 – Streets and highways**

* How would you go about answering this question?
* What information would you include? Exclude?
* Where is this information coming from? [If needed] How is this information kept in your records?

**8 – Airport**

* What is this question asking you to do?
* How would you arrive at your answer?

**9 – Sea and inland port facilities**

* How would you go about answering this question?
* What information would you include? Exclude?
* Where is this information coming from? [If needed] How is this information kept in your records?

**10 – Public welfare**

* How would you go about answering this question?
* Where is this information coming from? [If needed] How is this information kept in your records?

**11 – Health**

* How would you go about answering this question?
* Where is this information coming from? [If needed] How is this information kept in your records?

**12 – Hospitals**

* How would you go about answering this question?
* Where is this information coming from? [If needed] How is this information kept in your records?

**13 – Solid waste management**

* How would you go about answering this question?
* Where is this information coming from? [If needed] How is this information kept in your records?

**14 – Sewers and sewage disposal**

* How would you go about answering this question?
* Where is this information coming from? [If needed] How is this information kept in your records?
* What information would you include? Exclude?

**15 – Parks and recreation**

* How would you go about answering this question?
* Where is this information coming from? [If needed] How is this information kept in your records?

**16 – Housing and community development**

* How would you go about answering this question?
* Where is this information coming from? [If needed] How is this information kept in your records?

**17 – Natural resources**

* What does the term “natural resources” mean to your government entity?
* How would you go about answering this question?
* Where is this information coming from? [If needed] How is this information kept in your records?

**18 – Water supply system**

* How would you go about answering this question?
* Where is this information coming from? [If needed] How is this information kept in your records?

**19 – Electric power system**

* How would you go about answering this question?
* Where is this information coming from? [If needed] How is this information kept in your records?

**20 – Gas supply system**

* How would you go about answering this question?
* Where is this information coming from? [If needed] How is this information kept in your records?

**21 – Transit system**

* How would you go about answering this question?
* Where is this information coming from? [If needed] How is this information kept in your records?

**22 – Libraries**

* How would you go about answering this question?
* Where is this information coming from? [If needed] How is this information kept in your records?

**23 – All other**

* What information would you report under “all other”?
* How would you go about answering this question?
* Where is this information coming from? [If needed] How is this information kept in your records?
* Does it make a difference if the balance for “all other” comes first or last (i.e. end or beginning)?

# Item 6

* How would you complete this item?
* How did you arrive at your answer?

# Item 7

* How would you complete this item?
* How did you arrive at your answer?

**Wrap-up Questions**

* What do you like about the current form that you don’t like about this new form we showed you today?
* What do you like about the new form we showed you today that you don’t like about the current form?
* About how long does it take you to complete this form (estimate in hours)?

**Thank you for your help!**