

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!