ASPEP Cognitive Interview Protocol – Form E-6
Draft 9/20/2010
Kenneth Pick, RIRS

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?
- How did you arrive at your answer?
- What does the term "on average" mean to this government entity?
- What are the bullets under the word "include" asking you to do?
    - What does the term "temporary employees" mean to this government entity?
    - What does the term "seasonal employees" mean to this government entity?
- What are the bullets under the word "exclude" asking you to do?

Item 3
- What is this question asking you?
- How did you arrive at your answer?
- What does the term "majority" mean to this government entity?
- What does the term "instructional personnel" mean to this government entity? What about "all other paid employees"?

Item 4
- What is this question asking you?
- How did you arrive at your answer?
- What does the term "contractors" mean to this government entity?

Item 5
- 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 6
- 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)

A1 – Instructional Personnel
- 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?

A2 – All other school system employees
- What information would you report under "all other school system 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?

B1 – Instructional Staff
- What information are you putting here?
- Where is this information coming from? [If needed] How is this information kept in your records?

B2 – 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?

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!