ASPEP Cognitive Testing Protocol
E-6 Form Splitting
8/8/2012 -- Draft

Research Questions to Address:
- Do the changes to the form adversely affect the response process, and the responses provided?
- Are there any items that cause the respondents problems?

Introduction:
- Explain purpose of meeting: to understand the process used to answer questions, to get feedback on proposed changes
- Meeting with entities in different states, different types and of different sizes. Not everybody keeps their records the same way, so some questions will seem odd and/or obvious.
- Explain that we are *not* testing the respondent – we only want information
- Structure of meeting: general and specific questions about the form itself, the reporting organization and also how R reported data
- Permission to record discussion? Have R sign consent form.

Before the Questionnaire:
- What types of services does this government entity provide?
- What is your role in this government entity? What kind of responsibilities do you have?
- What was your role in the process for responding to this questionnaire? (Gathered data? Compiled data? Checked data? Authorized release?)

General Probes
- Reflect back R's specific answer: "you said..."
- In your own words, what is this question asking?
- How did you arrive at this number/answer this question? / Tell me how you arrived at these answers. What did you include in this number? What did you specifically exclude?
- What records (if any) did you look at? Were any other people involved in the process of coming up with this number? [If Yes] What departments are they in?
- How well does this data request match with your records?

Item 2 - FT Hours
Warm-up probes:
- What is this question asking you?
- How did you arrive at your answers?
- What does the term "full time employees" mean to you?

Part 2: Employees, Payroll, & PT Hours

Part 2 Instructions and Example:
The example and instructions bridge two pages. Make a note of how the R grapples with the layout.

- Did you notice the example?
    - What did you think it was telling you?
    - Was it clear? Did it help you figure out what you needed to know to fill out the form? If not, what could we do to make it more helpful?
- Did you notice the instructions?
    - What did you think they were telling you?
    - Were they clear? Did they help you figure out what you needed to know to fill out the form? If not, what could we do to make them more helpful?
    - Anything missing? Anything that shouldn't be there?
- Did you notice the payroll frequency codes? [And at the top of the pages]
    - What did you think it was telling you?
    - Was it clear? Did it help you figure out what you needed to know to fill out the form?
    - Are they easy or difficult to find?
    - Was it helpful having them at the top of the page?

Part 2 Reporting:
Make careful note how respondents grapple with the new layout.

- How did you arrive at your answer to this question?
- Did you have any difficulty figuring out how to report information in this question? *Make sure that respondents do not have more than two pay frequencies. (Why?)*

FOR ELEMENTARY/SECONDARY SCHOOLS
- Do you offer any post-secondary education? *If yes*, how would you report those employees on this form?

FOR POST-SECONDARY SCHOOLS
- Do you offer any elementary or secondary education? *If yes*, how would you report those employees on this form?

FOR SCHOOLS WITH BOTH TYPES OF PROGRAMS
- *If respondent only reports one type of education:* I noticed that you only filled out the [elem/secondary / post-secondary]. Do you have the other type of education programs?
- What made you decide not to report those employees and payroll amounts? *Find out why the respondent appeared to report only one type of educational program. Did the respondent leave them off or report them elsewhere?*

Wrap-up Questions
- What, if anything do you like about the form that we showed you today?
- What if anything do you not like about the form we showed you today?
- (Show them the other version of the form.) Which version of the form do you like better? Why?
- About how long would it take you to complete this form (estimate in hours)?
- (If R hasn't indicated reporting online) Do you think you would fill this form out online?
- If you respond online, would you like to receive a paper form in the mail, or would you like to receive a notification to report online without receiving a paper form?

Thank you for your help today.