

## **G. Communications with respondents**

### **1. Survey Screener**

- **a state-level agency that has not been contacted previously to provide data**
- **a city- or county-level agency that has not been contacted previously to provide data**
- **a state-level agency that has provided data previously**
- **a city- or county-level agency that has provided data previously**

### **2. Survey Invitation**



## U.S. Department of Justice

Office of Justice Programs

*Office of Juvenile Justice and Delinquency Prevention*

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*Office of the Administrator*

*Washington, D.C. 20531*

[Date]

[Name]

[Address]

Dear [Contact Name],

The Office of Juvenile Justice and Delinquency Prevention (OJJDP) requests your participation in the Census of Juveniles on Probation (CJP). OJJDP has entered into a cooperative agreement with Westat, one of the foremost survey research firms in the United States, to act as the data collection agent for this year's CJP.

This ongoing data collection provides important information to both policymakers and practitioners in juvenile community corrections. While you are not legally required to respond to this census, we rely on your cooperation to help us gain a comprehensive understanding of juvenile community corrections in this country. The privacy of the information you provide on this survey is protected by federal law (Title 42, Section 3789g of the United States Code) and will only be revealed or used for research purposes. Your role in this year's data collection is very important because without your data we will not have a complete picture of juvenile probation in the United States. We thank you in advance for your time completing the upcoming survey.

On March 1, 2013 we will send you a letter with instructions for completing the CJP. The CJP has two parts that may be submitted together or separately. Part I is a brief survey with questions about the type of juvenile probation your agency or department supervises and an aggregate count of juveniles on probation in your jurisdiction. Part 2 asks you to provide some basic roster information about each juvenile under your supervision on October 24, 2012.

We have created multiple reporting methods to make the CJP process as easy as possible for you. **We strongly encourage electronic submission of both the survey and roster data as the most convenient and secure method of reporting.** If you cannot submit electronically, we will send paper forms for you to complete and mail or fax. We will provide detailed information about several convenient ways for you to provide the roster data with the survey invitation that you receive on March 1st. The survey invitation will contain your unique user name and password for the survey. Regardless of the mode by which you prefer to provide your data, we hope you will log on to the web instrument to see how easy and secure it is to complete the survey online and also to download templates or indicate your desire to upload roster data through the secure FTP site. The Westat CJP Help Desk will be available by email (ojjdp-juvenileprobation@westat.com) and toll-free phone (1-888-680-6550) from now through the end of the data collection period to assist you.

Both parts of the CJP are due by May 31, 2013. We understand that you have competing demands for your time and that you must complete certain processes and gain approval to prepare your agency's data for

submission to the CJP. Please let us know if this will have any impact on submitting your agency's data by the deadline, and if particular efforts on our part can assist you in providing the data by the survey due date.

**Although your agency may not oversee juvenile community corrections directly**, you have received this message because we have learned that your agency has the ability to provide us with information about juvenile probation in your state.

We would appreciate it if you can send us an email or mail the attached survey screener to acknowledge receipt of this message and to confirm or update the following information:

- This agency can provide the necessary data elements for some or all juveniles on probation in your state.
- The appropriate contact information for this agency is listed.

If you have any information that would help us better assist you with the CJP, please do not hesitate to include it in your reply to this email. The project team at Westat looks forward to working with you to ensure that your participation goes smoothly.

Thanks in advance for your assistance,



Brecht Donoghue  
Research Coordinator  
Office of Juvenile Justice and Delinquency Prevention



Elizabeth Quinn  
Senior Study Director  
Westat

**OMB NO:**

**EXPIRATION DATE:**

**Burden Statement:** Public reporting burden for this collection of information is estimated to average [TBD]. This estimate includes the time for reviewing instructions, and completing and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

**Please fill out and return this form confirming your agency’s information for the CJP.**

1) This agency will be able to provide the data elements listed below (*check one*).

\_\_\_\_ Yes (skip to #3)                      \_\_\_\_ No

- The total number of juveniles under formal probation on October 24, 2012
- Characteristics of juveniles under formal probation on October 24, 2012
  - Sex
  - Date of birth
  - Race
  - Most serious offense that resulted in current placement on probation
  - County and state of youth residence on October 24, 2012
  - County and state where youth committed the most serious offense that resulted in current placement on probation
  - *Note:* for county and state information, the following proxy data elements will be accepted
    - City or jurisdiction (instead of county)
    - Residence at time of offense
    - Residence on processing date
    - Residence where case was filed
    - County of supervision
    - County of adjudication

2) Please explain why your agency cannot provide the requested data elements (*check one*).

- \_\_\_\_ This agency does not collect or maintain these data elements.
- \_\_\_\_ This agency will not be able to report data for October 24, 2012 in the timeframe requested.
- \_\_\_\_ This agency will not release these data elements to outside parties (including the Federal Government).
- \_\_\_\_ Other (please explain):
- \_\_\_\_\_

Please provide the contact information for other agencies you believe may be able to provide us with these data elements.

Organization:

\_\_\_\_\_

Contact Name and Title:

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Address:

---

Phone:

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Email:

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- 3) **If your agency will be able to provide the requested data elements, please confirm that the following contact information is correct. Please update any information that is incorrect in the spaces provided below.**

Agency/Department mailing address

Agency/Department name

Street

City, State, Zipcode

Corrected information:
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- 4) Agency/Department Head or individual with authority to authorize agency participation in survey

Name

Title

Email

Phone

Fax

Mailing address

Attn

Corrected information:
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- 5) Primary agency contact or data provider

Name  
Title  
Email  
Phone  
Fax  
Mailing address  
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Corrected information:



## U.S. Department of Justice

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*Office of the Administrator*

*Washington, D.C. 20531*

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We have created multiple reporting methods to make the CJP process as easy as possible for you. **We strongly encourage electronic submission of both the survey and roster data as the most convenient and secure method of reporting.** If you cannot submit electronically, we will send paper forms for you to complete and mail or fax. We will provide detailed information about several convenient ways for you to provide the roster data with the survey invitation that you receive on March 1<sup>st</sup>. The survey invitation will contain your unique user name and password for the survey. Regardless of the mode by which you prefer to provide your data, we hope you will log on to the web instrument to see how easy and secure it is to complete the survey online and also to download templates or indicate your desire to upload roster data through the secure FTP site. The Westat CJP Help Desk will be available by email (ojjdp-juvenileprobation@westat.com) and toll-free phone (1-888-680-6550) from now through the end of the data collection period to assist you.

Both parts of the CJP are due by May 31, 2013. We understand that you have competing demands for your time and that you must complete certain processes and gain approval to prepare your agency's data for

submission to the CJP. Please let us know if this will have any impact on submitting your agency's data by the deadline, and if particular efforts on our part can assist you in providing the data by the survey due date.

We would appreciate it if you can send us an email or mail the attached survey screener to acknowledge receipt of this message and to confirm or update the following information:

- This agency can provide necessary data elements.
- The appropriate contact information for this agency is listed.

If you have any information that would help us better assist you with the CJP, please do not hesitate to include it in your reply to this email. The project team at Westat looks forward to working with you to ensure that your participation in the CJP goes smoothly.

Thanks in advance for your assistance,



Brecht Donoghue  
Research Coordinator  
Office of Juvenile Justice and Delinquency Prevention



Elizabeth Quinn  
Senior Study Director  
Westat

**OMB NO:**

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**Please fill out and return this form confirming your agency's information for the CJP.**

1) This agency will be able to provide the data elements listed below (*check one*).

Yes (skip to #3)       No

- The total number of juveniles under formal probation on October 24, 2012
- Characteristics of juveniles under formal probation on October 24, 2012
  - Sex
  - Date of birth
  - Race
  - Most serious offense that resulted in current placement on probation
  - County and state of youth residence on October 24, 2012
  - County and state where youth committed the most serious offense that resulted in current placement on probation
  - *Note:* for county and state information, the following proxy data elements will be accepted
    - City or jurisdiction (instead of county)
    - Residence at time of offense
    - Residence on processing date
    - Residence where case was filed
    - County of supervision
    - County of adjudication

2) Please explain why your agency cannot provide the requested data elements (*check one*).

- This agency does not collect or maintain these data elements.
- This agency will not be able to report data for October 24, 2012 in the timeframe requested.
- This agency will not release these data elements to outside parties (including the Federal Government).
- Other (please explain):
- 

Please provide the contact information for other agencies you believe may be able to provide us with these data elements.

Organization:

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Contact Name and Title:

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- 3) **If your agency will be able to provide the requested data elements, please confirm that the following contact information is correct. Please update any information that is incorrect in the spaces provided below.**

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*Washington, D.C. 20531*

[Date]

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Dear [Contact Name],

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While you are not legally required to respond to this census, your role in this year's data collection is equally important. The privacy of the information you provide on this survey is protected by federal law (Title 42, Section 3789g of the United States Code) and will only be revealed or used for research purposes. Your role in this year's data collection is very important because without your data we will not have a complete picture of juvenile probation in the United States. We thank you in advance for your time completing the upcoming survey.

On March 1, 2013 we will send you a letter with instructions for completing the CJP. The CJP has two parts that may be submitted together or separately. Part I is a brief survey with questions about the type of juvenile probation your agency or department supervises and an aggregate count of juveniles on probation in your jurisdiction. Part 2 asks you to provide some basic roster information about each juvenile under your supervision on October 24, 2012.

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**Although your agency may not oversee juvenile community corrections directly**, you have received this message because we have learned that your agency has the ability to provide us with information about juvenile probation in your state.

We would appreciate it if you can send us an email or mail the attached survey screener to acknowledge receipt of this message and to confirm or update the following information:

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Thanks in advance for your assistance,



Brecht Donoghue  
Research Coordinator  
Office of Juvenile Justice and Delinquency Prevention



Elizabeth Quinn  
Senior Study Director  
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Elizabeth Quinn  
Senior Study Director  
Westat

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**Please fill out and return this form confirming your agency’s information for the CJP.**

1) This agency will be able to provide the data elements listed below (*check one*).

Yes (skip to #3)       No

- The total number of juveniles under formal probation on October 24, 2012
- Characteristics of juveniles under formal probation on October 24, 2012
  - Sex
  - Date of birth
  - Race
  - Most serious offense that resulted in current placement on probation
  - County and state of youth residence on October 24, 2012
  - County and state where youth committed the most serious offense that resulted in current placement on probation
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2) Please explain why your agency cannot provide the requested data elements (*check one*).

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- This agency will not release these data elements to outside parties (including the Federal Government).
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Organization:

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Contact Name and Title:

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Address:

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Phone:

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Corrected information:
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- 5) Primary agency contact or data provider

Name  
Title  
Email  
Phone  
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Attn

Corrected information:



## 2012 Census of Juveniles on Probation (CJP)

The Office of Juvenile Justice and Delinquency Prevention (OJJDP) requests your participation in the Census of Juveniles on Probation (CJP). A few weeks ago you should have received a detailed notice explaining the 2012 CJP process. As a reminder, this ongoing data collection provides important information to both policymakers and practitioners in juvenile community corrections. While you are not legally required to respond to this census, we rely on your cooperation to help us gain a comprehensive understanding of juvenile community corrections in this country. We thank you in advance for your time completing the upcoming survey.

**Data collection for the CJP has begun. Please submit the following data by May 31, 2013.**

Section 1: The total number of juveniles under formal probation on October 24, 2012

Section 2: Characteristics (gender, race, offense, etc.) of juveniles under formal probation on October 24, 2012

OJJDP believes that online submission of the data is the most efficient method of transmission; however, Westat is prepared to assist you with any of the following submission methods:

### Section 1

- Online survey form with secure log-in
- Electronic survey form submitted via email
- Paper survey form submitted via postal mail or fax

### Section 2

- Online survey form with secure log-in
- Formatted file (e.g., Excel) that may be submitted via upload to a secure FTP site, email, postal mail or fax
- Complete "data dump" or extract of automated records via upload to a secure FTP site
- Paper survey form submitted via postal mail, or fax
- Paper administrative records submitted via postal mail or fax

To access the survey, please go to this link and enter in your agency ID and password:

Website:  
Agency ID:  
Password:

For more information, contact:

Westat CJP Help Desk

1-888-680-6550

ojjdp-juvenileprobation@westat.com

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