

**Scripts used to collect estimates on unreported key data elements in BJS' Annual Probation Survey and Annual Parole Survey**

1. Script for follow-up contact for missing yearend probation population or parole population

“Hi [INSERT RESPONDENT’S NAME], this is [INSERT NAME OF DATA COLLECTION AGENT OR BJS STAFF] with the [INSERT NAME OF DATA COLLECTION AGENT OR “Bureau of Justice Statistics”] calling about your [INSERT YEAR “Annual Probation Survey” OR “Annual Parole Survey”]. I would like to thank you for your participation in this collection. I am calling because I have reviewed your data and it appears that you were unable to report your December 31, [INSERT YEAR] [INSERT “probation” OR “parole”], is that correct? We call back any respondent who is unable to report their yearend population given the importance of being able to assess the change in the [INSERT “probation” OR “parole”] population during the year. Do you know if your agency’s [INSERT “probation” OR “parole”] increased, decreased, or remained stable during the year?

[IF REPORTED INCREASED OR DECREASED THEN ASK] Was the [INSERT “increase” OR “decrease”] small or large?

SMALL INCREASE

[IF REPORTED SMALL THEN ASK] Was the [INSERT “increase” OR “decrease”] in your agency’s [INSERT “probation” OR “parole”] population less than 5%? [IF YES THEN ASK] About how much was the [INSERT “increase” OR “decrease”]?

[IF REPORTED NO TO “Less than 5%” THEN ASK] Was less the [INSERT “increase” OR “decrease”] less than 10%? [IF YES THEN ASK RESPONDENT] Was the [INSERT “increase” OR “decrease”] closer to 5% or 10%? [REGARDLESS OF THE ANSWER ASK] About how much was the [INSERT “increase” OR “decrease”]?

LARGE INCREASE

[IF REPORTED LARGE INCREASE THEN ASK] Was the [INSERT “increase” OR “decrease”] in your agency’s [INSERT “probation” OR “parole”] population more than 20%? [IF NO THEN ASK] Was the [INSERT “increase” OR “decrease”] more or less than 15%? [THEN ASK] So the [INSERT “increase” OR “decrease”] was between [INSERT “10-15%” OR “15-20%”], correct? [THEN ASK] So between [INSERT “10-15%” OR “15-20%”], about how much was the [INSERT “increase” OR “decrease”] in your agency’s [INSERT “probation” OR “parole”] population?

[IF REPORTED LARGE INCREASE BUT YES TO MORE THAN 20% THEN ASK] Was the [INSERT “increase” or “decrease”] more than 30%? AND REPEAT METHOD UNTIL NARROW DOWN TO A RANGE OF 5 AND THEN ASK RESPONDENT TO ESTIMATE.

2. Script for follow-up contact for missing entries/exits to probation/parole

“Hi [INSERT RESPONDENT’S NAME], this is [INSERT NAME OF DATA COLLECTION AGENT OR BJS STAFF] with the [INSERT DATA COLLECTION AGENT OR “Bureau of Justice Statistics”] calling about your [INSERT YEAR “Annual Probation Survey” OR “Annual Parole Survey”]. I would like to thank you for your participation in this collection. I am calling because I have reviewed your data and it appears that you were unable to report the [INSERT “number of entries” OR “number of exits”] to [INSERT “probation” OR “parole”] during [INSERT YEAR] in your agency, is that correct? Does your information system/records track the [INSERT “number of entries” OR “number of exits”] to [INSERT “probation” OR “parole”] for a different time period? For example, the number that [INSERT “entered” OR “exited”] [INSERT “probation supervision” OR “parole supervision”] in a [INSERT “week” OR “month”]?”

IF MONTHLY

[IF MONTH THEN ASK] Can you easily provide the [INSERT “number of entries” OR “number of exits”] for each monthly during [INSERT YEAR]? If so, we can calculate an average for the 12-month period and then multiply that average by 12 months to estimate the [INSERT “number of entries” OR “number of exits”] to [INSERT “probation supervision” OR “parole supervision”] in your agency during [INSERT YEAR.] I can do the calculations and then review the estimates with you, if you can easily provide the monthly totals.

IF R CANNOT PROVIDE THE NUMBER EACH MONTH DURING THE YEAR THEN ASK  
IF R IF THEY CAN PROVIDE FOR THE LAST 6 MONTHS OF THE YEAR.

IF NOT THEN ASK R IF THEY CAN PROVIDE FOR THE LAST 3 MONTHS DURING THE YEAR.

IF NOT THEN ASK R IF THEY CAN PROVIDE FOR JANUARY AND DECEMBER OF THE YEAR TO CALCULATE AN AVERAGE.

IF WEEKLY

Can you easily provide the [INSERT “number of entries” OR “number of exits”] during each week at the beginning of [INSERT YEAR], or January, and at the end of the year [INSERT YEAR], or December? If so, we can calculate a weekly average accounting for the turnover at the beginning and at of the year, and then multiply that average by 52 weeks to estimate the [INSERT “number of entries” OR “number of exits”] to [INSERT “probation supervision” OR “parole supervision”] in your agency during [INSERT YEAR]. I can do the calculations and then review the estimates with you, if you can easily provide the weekly totals.

IF R CANNOT PROVIDE THE NUMBER FOR JANUARY THEN ASK IF R CAN PROVIDE THE WEEKLY TOTALS FOR MAY, WHICH WILL MEAN MAY (MIDYEAR) AND DECEMBER (YEAREND)

IF R HAS DIFFICULTLY PROVIDING TOTALS FOR MULTIPLE MONTHS THEN ASK FOR WEEKLY TOTALS IN DECEMBER

3. Script for follow-up contact for missing data on yearend characteristics provided in previous data collections

#### EXAMPLE – MISSING DATA ON SEX

“Hi [INSERT RESPONDENT’S NAME], this is [INSERT NAME OF DATA COLLECTION AGENT OR BJS STAFF] with the [INSERT DATA COLLECTION AGENT OR “Bureau of Justice Statistics”] calling about your [INSERT YEAR “Annual Probation Survey” OR “Annual Parole Survey”]. I would like to thank you for your participation in this collection. I am calling because I have reviewed your data and it appears that you were unable to report the number of men and women on [INSERT “probation” OR “parole”] during [INSERT YEAR] but our records indicate you have been able to report those data in the past, is that correct? For example, our records show that in [INSERT RECENT YEAR] your agency’s [INSERT “probation” OR “parole”] population was comprised of [INSERT PERCENTAGE] men and [INSERT PERCENTAGE] women. The size of your agency’s [INSERT “probation” OR “parole”] population has not changed much since [INSERT RECENT YEAR]. Has the distribution of sex changed since that time or has it remained stable? [IF HAS NOT CHANGED THEN ASK] Is it reasonable to use that distribution for [INSERT YEAR] to estimate the number of men and women on [INSERT “probation” OR “parole”] in your agency during [INSERT YEAR]?”