

## BJS questionnaire for NCRP data providers: SSN

1. Does your agency have electronic records with inmates' 9-digit social security numbers (SSNs)?
  - a. If no, does your agency have the ability to link to inmates' SSNs in another agency's database?
2. Are the SSNs based on unverified self-reports by inmates, or are the SSNs validated in some way?
  - a. If the SSNs are validated, what is the validation procedure? (example – check with Social Security administration; SSN obtained from other agency documents)
3. Does your agency have a standard procedure by which an external agency like BJS can request to obtain 9-digit SSN data for prison inmates for statistical purposes?
  - a. YES. *[Obtain a copy of the standard procedure from the NCRP respondent – the actual request form, IAA or MOU example, IRB requirement, and/or name and contact information for the person who is in charge of evaluating the request.]*
  - b. NOT REALLY - It has been requested in the past, but always evaluated on an individual basis. *[Obtain information from the NCRP on who to contact next – department chief, legal personnel, etc. – who can tell us how to navigate through the system to get the data].*
  - c. NO, AND WE'VE NEVER PROVIDED THESE DATA TO ANYONE...
    - i. Because a law specifically prohibits our release of these data *[Ask respondent to give you a link to the legal code that says this]*
    - ii. Because it is DOC policy not to give this information out to anyone *[Ask respondent to give contact information for the person in their legal and/or IT/research departments who developed this policy so that we can contact them]*
    - iii. Because no one has ever asked before *[Ask respondent for contact information for the person they feel would be the appropriate official from whom to request the data]*
    - iv. Other reason: \_\_\_\_\_ *[Obtain reason, obtain contact information for person to whom we should address our questions about this reason]*
4. If there is a law or DOC policy specifically prohibiting the release of 9-digit SSN to external agencies for statistical use, does it also preclude the provision of the final 4 digits of SSN?
  - a. YES. *[Again, obtain link to legal code or contact information for person who developed policy]*
  - b. NO. *[Obtain contact information for appropriate person from whom BJS should request the data]*
5. Research suggests that home address, when used with SSN, can improve matches between administrative data sets. Does your agency have access to inmates' home address prior to imprisonment?
  - a. If no, does your agency have the ability to link to inmates' home address in another agency's database?

