

Appendix B: Interview guide

BJS Jail Survey Cognitive Test Interview Guide

Facility Name _____
Participant's Name _____
Participant's Position _____
Interviewer _____
Date _____
Start time _____
End time _____

Introduction, part 1: Hello, my name is [INTERVIEWER NAME] and I'm with RTI calling on behalf of the Bureau of Justice Statistics (BJS). Thank you for your willingness to participate in today's discussion about BJS's new jail survey questions. Is this still a convenient time to talk?

IF YES → continue to part 2 of the introduction

IF NO → When would be a convenient time for me to call back? _____ [THANK RESPONDENT AND END CALL]

Introduction, part 2: Great! We are conducting this interview to improve the design of BJS's Census of Jails and Annual Survey of Jails, which collect inmate population data from local jails. I will be asking you questions about any challenges you may have encountered while taking the cognitive test survey recently. This discussion should take approximately 60 minutes. Your participation is completely voluntary. You may decline to answer any and all questions and may stop at any time.

We will review the form together and I will ask you questions about specific items. If you have issues with anything I don't specifically ask you about, please feel free to mention them too. We want your honest opinion about what is confusing or difficult to answer. Please keep in mind that there are no right or wrong answers to my questions. Our goal is to develop questions that are clear and easy to answer. BJS will not publish or release individual jail responses collected from the cognitive test.

Do you have the form you completed for [FILL FACILITY NAME]? We will reference this form throughout the interview. [GIVE PARTICIPANT TIME TO LOCATE FORM IF THEY DON'T HAVE IT IN FRONT OF THEM. IF NEEDED, EMAIL THE PARTICIPANT A COPY OF THEIR FORM.]

Lastly, please note that I will be taking notes during the interview. This will ensure that we accurately record your responses.

Do you have any questions before we begin? [ANSWER ANY QUESTIONS AND THEN BEGIN INTERVIEW]

FORM QUESTION	PROBES FOR THE RESPONDENT
<p>1. CONFINED On May 31, 2018, how many persons were CONFINED in your jail facility?</p> <p>INCLUDE—</p> <ul style="list-style-type: none"> ✓ Persons on transfer to treatment facilities but who remain under your jurisdiction ✓ Persons held for other jurisdictions ✓ Persons in community-based programs (e.g., work release, day release, or drug/alcohol treatment) who return to jail at night ✓ Persons out to court while under your jurisdiction. <p>EXCLUDE—</p> <ul style="list-style-type: none"> X Persons under your jurisdiction who are boarded elsewhere X Inmates who are AWOL, escaped, or on long-term transfer to other jurisdictions X Persons in community-based programs run by your jails (e.g., electronic monitoring, house arrest, community service, day reporting, or work programs) who do NOT return to jail at night. 	<ol style="list-style-type: none"> 1. Are the inclusion/exclusion instructions for this question clear or confusing? (Please explain) 2. Do you have difficulty applying the criteria in reporting the confined population? (Please explain)

FORM QUESTION	PROBES FOR THE RESPONDENT																											
<p>2. AGE On May 31, 2018, how many persons CONFINED in your jail facility were—</p> <p>If you cannot provide counts by age and sex, please complete 2a (age 17 or younger by sex) and 2g (total counts by sex).</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;"></th> <th style="width: 10%; text-align: center;">Male</th> <th style="width: 10%; text-align: center;">Female</th> </tr> </thead> <tbody> <tr> <td>Total</td> <td></td> <td></td> </tr> <tr> <td>a. age 17 or younger</td> <td></td> <td></td> </tr> <tr> <td>b. between 18 and 24</td> <td></td> <td></td> </tr> <tr> <td>c. between 25 and 34</td> <td></td> <td></td> </tr> <tr> <td>d. between 35 and 44</td> <td></td> <td></td> </tr> <tr> <td>e. between 45 and 54</td> <td></td> <td></td> </tr> <tr> <td>f. 55 or older</td> <td></td> <td></td> </tr> <tr> <td>g. Total</td> <td></td> <td></td> </tr> </tbody> </table>		Male	Female	Total			a. age 17 or younger			b. between 18 and 24			c. between 25 and 34			d. between 35 and 44			e. between 45 and 54			f. 55 or older			g. Total			<p>3. Is it easy or difficult to count inmates by age and sex? (Please explain)</p> <p>4. Are the instructions under this question clear or confusing? (Please explain)</p> <p>5. [IF ANY COUNT IS MISSING]: Can you explain why you are unable to provide (some of) the requested counts?</p> <p>6. [IF 2a AND 2g ARE MISSING]: Can you provide the total number of inmates by sex and the number of juveniles by sex?</p>
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<p>3. NON-US CITIZENS On May 31, 2018, how many persons CONFINED in your jail facility were—</p> <p>a. U.S. citizens? b. Not U.S. citizens?</p> <p>Of the non-U.S. citizens in item 3b, how many were—</p> <ul style="list-style-type: none"> • For persons with more than one status, report the status associated with the most serious offense. • For convicted inmates, include probation and parole violators with no new sentence. <p>1. Convicted 2. Unconvicted 3. TOTAL (Sum of items 3b1 and 3b2 should equal item 3b)</p>	<p>7. Is it easy or difficult to provide counts of non-U.S. citizens? (Please explain)</p> <p>8. Are the instructions for how to count convicted and unconvicted inmates clear or confusing? (Please explain)</p> <p>9. [IF ANY COUNT IS MISSING]: Can you explain why you are unable to provide (some of) the requested counts?</p> <p>10. [IF A POSITIVE COUNTS IS GIVEN FOR 3B]: Is the count of non-U.S. citizens based on the current citizenship status, as opposed to the status at time of birth?</p>																											

FORM QUESTION	PROBES FOR THE RESPONDENT
<p>4. FOREIGN BORN CITIZENS On May 31, 2018, how many persons CONFINED in your jail facility were—</p> <p>a. In the United States? INCLUDE—</p> <ul style="list-style-type: none"> ✓ Anyone born in the United States, Puerto Rico, Guam, the U.S. Virgin Islands, and Northern Marianas. ✓ Anyone born abroad of U.S. citizen parent or parents. <p>b. Outside the United States? INCLUDE—</p> <ul style="list-style-type: none"> ✓ Anyone born in a foreign country, except the following: <p>EXCLUDE—</p> <ul style="list-style-type: none"> X Anyone born in Puerto Rico, Guam, the U.S. Virgin Islands, and Northern Marianas. X Anyone born abroad of U.S. citizen parent or parents. <p>Of the foreign-born inmates in item 4b, how many were—</p> <ul style="list-style-type: none"> • For persons with more than one status, report the status associated with the most serious offense. • For convicted inmates, include probation and parole violators with no new sentence. <p>1. Convicted 2. Unconvicted 3. TOTAL (Sum of items 4b1 and 4b2 should equal item 4b)</p>	<p>11. Are the inclusion/exclusion instructions for clear or confusing? (Please explain)</p> <p>12. Do you have difficulty applying the criteria in reporting the number of foreign-born inmates confined in your jail facility? (Please explain)</p> <p>13. Is it easy or difficult to provide counts of inmates who are foreign born? (Please explain)</p> <p>14. [IF ANY COUNT IS MISSING]: Can you explain why you are unable to provide (some of) the requested counts?</p>

FORM QUESTION	PROBES FOR THE RESPONDENT
<p>5. <i>CONDITIONAL RELEASE</i> On May 31, 2018, how many persons confined in your jail were—</p> <p>a. Bench warrants/detainer ✓ INCLUDE failure to appear and contempt of court.</p> <p>b. Other pretrial release violators ✓ INCLUDE persons released on bond/bail, their personal recognizance, house arrest/electronic monitoring, and other pretrial release violations.</p> <p>c. Probation violators</p> <p>d. Parole violators</p> <p>e. Other conditional release violators</p>	<p>15. Are the categories for question 5 clear or confusing?</p> <p>16. Are the inclusionary instructions for who to include in item 5a clear or confusing? 5b?</p> <p>17. Are there any other examples that you feel should be added to the inclusion criteria for 5a? 5b?</p> <p>18. Do you keep records on conditional release status for all of your inmates? a. [IF NO]: How did you come up with your answers? Did you exclude those inmates? Provide estimates?</p> <p>19. [IF AGENCY USED “OTHER” CATEGORIES (b or e)]: What violations did you include under the “other” category in 5b? 5e?</p> <p>20. Is it easy or difficult to provide counts of the various categories of conditional release violators? a. [IF DIFFICULT] Which categories? (Please explain)</p>

FORM QUESTION	PROBES FOR THE RESPONDENT
<p>6. OFFENSE TYPE On May 31, 2018, how many persons CONFINED in your jail facility, regardless of conviction status, had as their most serious offense, the one crime for which the person could receive the longest jail/prison sentence—</p> <p>For probation and parole violators, please include the most serious original or new charge.</p> <p>a. Violent offense ✓ INCLUDE homicide, rape/sexual assault, robbery, domestic violence, aggravated and simple assault, and other violent offenses</p> <p>b. Property offense ✓ INCLUDE larceny/theft, burglary, vandalism, fraud, motor vehicle theft, stolen property offenses, arson, forgery and counterfeiting, and other property offenses</p> <p>c. Drug law violation ✓ INCLUDE offenses relating to the unlawful possession, distribution, sale, use, growing, or manufacturing of narcotic drugs</p> <p>d. Driving while intoxicated or under the influence of alcohol or drugs</p> <p>e. Weapons offense</p> <p>f. All other known offenses and infractions not specified in 6a to 6e.</p> <p>g. Not known</p> <p>h. TOTAL (Sum of items 6a to 6g should equal item 1)</p>	<p>21. In your own words, can you tell me what this question is asking?</p> <p>22. Are the instructions about probation and parole violators clear or confusing? (Please explain)</p> <p>23. Do you know the offense for all of your inmates? a. [IF NO]: How did you come up with your answers? Did you use the not known category? Exclude those inmates? Provide estimates?</p> <p>24. [IF A NUMERICAL ANSWER WAS PROVIDED FOR 6f]: What types of offenses and infractions did you include in item f (“All other known offenses and infractions not specified in 6a to 6e.”)?</p> <p>25. [IF THE AGENCY USED THE “NOT KNOWN” CATEGORY]: Can you explain why you are unable to provide offense information for inmates included in 6g?</p> <p>26. Is it easy or difficult to obtain inmates counts by the most serious offense? (Please explain)</p> <p>27. Are there any additional categories that you feel should be included in this question?</p>

FORM QUESTION	PROBES FOR THE RESPONDENT
<p>7. OPIOID 1 As a matter of policy or practice, does your jail facility –</p> <ul style="list-style-type: none"> ✓ INCLUDE testing, screening, and treatment that are conducted either on or off facility grounds. a. Conduct routine urinalysis tests on inmates during intake for the detection of opioids b. Screen inmates during intake for opioid use disorder with a questionnaire or interview c. Provide overdose education to inmates with opioid use disorders d. Provide behavioral or psychological treatment for inmates identified as having opioid use disorders e. Provide medication-assisted treatment (e.g., methadone, buprenorphine, naltrexone) to inmates who are admitted with a current prescription or were getting services from a methadone clinic prior to admission f. Provide medication-assisted treatment for those identified as having opioid use disorders g. Provide medication-assisted treatment for inmates identified as experiencing opioid withdrawal h. Provide prescription opioids to inmates with acute or chronic pain admitted to your facility with a current prescription from a health care professional prior to admission i. Provide opioids to inmates to relieve acute or chronic pain j. Provide overdose reversal medications such as naloxone (Narcan) to inmates with opioid use disorders to take with them at the time of release 	<ul style="list-style-type: none"> 28. Overall, is it easy or difficult to answer this question? Which items are difficult? (Please explain) 29. Do you think there is a difference between items 7e and 7f? <ul style="list-style-type: none"> a. [IF YES] What do you think the difference is? 30. Do you think there is a difference between items 7h and 7i? <ul style="list-style-type: none"> a. [IF YES] What do you think the difference is? 31. Did you have to ask someone else in your jail to answer any items? Which ones? (Please explain) 32. What do you think we mean by the term “medication-assisted treatment”? 33. Does your jail screen inmates for opioid use disorders? If so, how? 34. Do you provide medication-assisted treatment to all inmates identified with opioid use disorders, or just select groups of inmates with disorders? <ul style="list-style-type: none"> a. [IF THE LATTER] Which groups are included in treatment?

FORM QUESTION	PROBES FOR THE RESPONDENT
<p>8. OPIOID 2 During the 31-day period between May 1, 2018 and May 31, 2018,</p> <p>a. How many persons were new admission to your jail facility?</p> <p>INCLUDE—</p> <ul style="list-style-type: none"> ✓ Persons officially booked into and housed in this facility by formal legal document and by the authority of the courts or some other official agency ✓ Repeat offenders booked on new charges ✓ Those persons serving a weekend sentence coming into the facility for the first time <p>EXCLUDE—</p> <ul style="list-style-type: none"> X Returns from escape, work release, medical appointments/treatment facilities, furloughs, bail/bond releases, and court appearances <p>b. Of those persons admitted in item 8a, how many were screened with a questionnaire or interview (7b) for opioid use disorder?</p> <ol style="list-style-type: none"> 1. How many screened positive for opioid use disorders? 2. How many screened positive were unique individuals? <p>c. Of those persons admitted in item 8a, how many did your jail facility treat for opioid withdrawal (7g)?</p> <ol style="list-style-type: none"> 1. How many treated for opioid withdrawal were unique individuals? 	<p>35. In your own words, can you tell me what information we are requesting in 8a? 8b? 8c?</p> <p>36. Are the include/exclude instructions for item 8a clear or confusing? (Please explain)</p> <p>37. Is it easy or difficult to provide the data on opioid disorder screening? On treatment of opioid disorders? (Please explain)</p> <p>38. Did you have to ask someone else in your jail to answer these questions?</p> <p>39. Can you provide the number of unique inmates identified as having opioid use disorder for the one-year period from June 1, 2017 to May 31, 2018?</p> <p>40. Is it easy or difficult to provide the count of “unique individuals”?</p>

FORM QUESTION	PROBES FOR THE RESPONDENT
<p>9. OPIOID 3 On May 31, 2018, how many inmates CONFINED in your jail facility were receiving medication-assisted treatment for opioid use disorders? Be sure to include persons on transfer to treatment facilities but who remain under your jurisdiction.</p>	<p>41. In your own words, can you tell me what this question is asking?</p> <p>42. Is it easy or difficult to answer this question?</p> <p>43. Did you have to ask someone else in your jail to answer this question?</p>

General Questions and Wrap-up

I have a just few more questions about the survey form as a whole. As you answer these questions, please think about all the questions that we have discussed today.

- 44. Did you experience any technical difficulties while trying to access or take the survey?
- 45. Approximately how long did it take you to complete these questions?
- 46. At the beginning of the survey, instructions are given on how to indicate the answer is an estimate through the use of checkboxes. Did you read those instructions? Are the instructions clear or confusing? Did you remember to use those checkboxes as you took the survey?

Thank you very much. That was all the questions I have for you today. Do you have any questions for me?