

2017 Economic Census of Island Areas – Proposed Content for Puerto Rico

Cognitive Testing Protocol

Note – This protocol is a guide. The questions presented here will not necessarily be asked exactly as worded in the protocol or in this order. It also is important to note that not all questions will be asked in every interview.

1. Procedures

- Ask respondent to provide email address or fax number, and send the appropriate draft question – Special Inquiry for real estate companies, or Legal Form of Organization for manufacturers.
- Confirm that they received the email attachment or fax, and advise them that we will ask some background questions before reviewing the draft question.
- After introductions (Part 2) and background (Part 3), ask respondent to open the email attachment/retrieve the fax, and proceed with cognitive interview questions. Resend the email/fax if necessary.

2. Introductions

- *Introductions (if other Census staff are present)*
- *Audio taping – would only be done if interviews take place in a conference room or private office.*
 - Before we get started, I'd like to audio record this interview, as a back-up for the notes I will take. This session is confidential. Only people connected with this project may have access to your recording. Is this all right with you?

3. Participant Background

- How long have you been with the company?
- What is your title/role?
- What are your major responsibilities?
- What other government surveys or filings do you also handle, if any?

4. Survey Experience

- *(If prior respondent)* What was your role in completing the Economic Census?
 - Did you get help from other people in preparing your responses? If so, how many? What were their roles in the process?

5. Draft Questions

Now let's take a look at the draft question I sent. Please take a moment to review it and then I will ask you some questions about it.

Special Inquiry for Lessors of Shopping Centers – *This question will only be asked of real estate companies that are known to be lessors of commercial properties in Puerto Rico.*

Question text:

26. Special Inquires

1. Is this establishment a lessor of shopping centers?
 - Yes
 - No - Go to Certification
2. What was the number of shopping centers leased by this establishment in 2012?
3. What was the total square footage of shopping centers leased by this establishment in 2012?

Probes:

- In your own words, what is this question asking?
- How would you go about answering this question?
- What types of properties does your company lease?
- What terms does your company use to describe different types of properties?
- Do you use the term "shopping centers"?
 - If so, what kinds of properties does this include?
 - Are there any other types of properties for retail businesses that would not be included?
- How would you go about gathering the information about the square footage for the leased shopping centers?
- What types of records would you use to answer these questions?
- Would you have to work with any others in your company to get this information? If so, what are their roles in the company?

Legal Form of Organization – *This question will only be asked of companies with manufacturing locations in Puerto Rico.*

Question text:

12. Legal Form of Organization

A. What legal form of organization best describes this establishment at the end of 2017? (Mark “X” only ONE box)

- Individual
- Partnership
- Cooperative organization
- Corporation- *Complete lines B1 and B2*
- Other- *Specify*

B. If a corporation:

1. Was this corporation:

- Private (nonprofit)
- Private (for-profit)
- Public

2. Was this establishment a Controlled Foreign Corporation under Subpart F of the Internal Revenue Code?

- Yes
- No

Probes:

- In your own words, what is this question asking?
- How would you go about answering this question?
- In your own words, what is a cooperative organization?
- What does the term ‘controlled foreign corporation’ mean to you?
- Are you familiar with subpart F of the Internal Revenue Code?
 - o (If yes) Can you tell me in your own words what subpart F is about?
- What types of records would you use to answer these questions?
- Would you have to work with any others in your company to get this information? If so, what are their roles in the company?

Wrap-up

- How much time would it take you to complete these items?
- How much effort would be required – a little effort, a moderate amount of effort, or a lot of effort?
- Thank you for your time and assistance.