Attachment 22 – Closeout E-mail, No Data

TO: john.doe@state.com

SUBJECT: Message from NAME, Chief of the Corrections Statistics Unit, Bureau of Justice Statistics | USER_ID

BODY OF E-MAIL:

Dear Mr. John Doe,

Data collection for the 2017 Annual Probation Survey will close on Monday, April 30, 2018, and we have not received your completed survey. I want to reemphasize that your participation in this survey is vital to its success; there is no other source for these data. We appreciate any data your agency can provide.

At a minimum, we hope to receive your agency's actual or estimated total population on December 31, 2017. For your reference, the data your agency submitted for the 2016 Annual Probation Survey appear below.

You can provide the data by calling our data collection agent, RTI International, at (866) 334-4175 or responding online using the following information to log onto the website (www.bjs-aps.org):

- User ID: user ID
- Password: password

If you can provide any additional data, the most critical items include:

- Total population on January 1, 2017
- Entries between January 1, 2017 and December 31, 2017
- Exits between January 1, 2017 and December 31, 2017
- Whether these counts reflect individuals or cases

If you have questions, please contact Danielle Kaeble, the project officer at BJS, directly at (202) 305-2017 or Danielle.Kaeble@usdoj.gov. The Bureau of Justice Statistics appreciates the efforts of your agency to contribute to the Annual Probation Survey.

Thank you,

Chief, Corrections Statistics Unit
Bureau of Justice Statistics

The data provided by your agency for 2016 were:

- Total population on January 1, 2016: Q1
- Entries between January 1, 2016 and December 31, 2016: Q2
- Exits between January 1, 2016 and December 31, 2016: Q3
- Total population on December 31, 2016: Q4
- Individuals or Cases: Q5