Attachment 17 – Third Reminder Letter

U.S. Department of Justice
Office of Justice Programs
Bureau of Justice Statistics

Washington, D.C. 20531

April 6, 2018

3rd Reminder – please respond as soon as possible!

Mr. John Doe, Director of Administrative Services
State Department of Corrections
123 Government Court
City, State 12345

Dear Mr. John Doe,

The 2017 Annual Surveys of Probation and Parole (ASPP) were fielded in January 2018 by RTI, on behalf of the Bureau of Justice Statistics (BJS). **These surveys were due on February 28, 2018.** As of DATE, we have not received your completed 2017 surveys. To be responsive to requests regarding the release of statistics, it is BJS's goal to publish the annual report, *Probation and Parole in the United States, 2017* (www.bjs.gov), as soon as possible given the time needed to process the data. Therefore, data collection will end on April 30, 2018.

Any data your agency can provide would be helpful. Use the following information to log onto the ASPP website (www.bjs-aps.org) to complete your surveys as soon as possible:

Probation	**Username:** userID1	**Password:** PW1
Parole	**Username:** userID2	**Password:** PW2

If you cannot complete the entire survey, it will still be useful to receive these important numbers: **Total Population on January 1, 2017; Entries and Exits in 2017; and Total Population on December 31, 2017**. RTI's Agency Support Team (866-334-4175 or bjs-aps-help@rti.org) is available to work with you. You may also contact Danielle Kaeble, the project officer at BJS, at (202) 305-2017 or Danielle.Kaeble@usdoj.gov.

I look forward to receiving your data, and thank you in advance for your assistance with this data collection.

Sincerely,

Chief, Corrections Statistics Unit
Bureau of Justice Statistics

ASCA fully supports the Annual Surveys of Probation and Parole (ASPP) and is working with BJS to enhance and expand the reach and coverage of the data collection. The collection of high quality data is essential to the future of the community corrections field. Many staffing, workload, and budgetary decisions can be informed by the estimates provided through the ASPP. We routinely interact with agency supervisors and administrators who are either engaged in advanced data collection efforts or are interested to start such efforts, and the ASPP provide an excellent opportunity to compile, share, and disseminate such statistics on a national platform. Increased reporting of probation and parole statistics informs the field, demonstrates utility to policymakers, and elevates the work that parole and probation officers do on a daily basis to serve their communities. Therefore, ASCA enthusiastically requests your participation in the ASPP.

- Wayne Choinski, Project Manager,
Association of State Correctional Administrators

At a time in which the probation and parole field is at the epicenter of criminal justice reform and reinvestment strategies, having accurate data is extremely important. How you justify the need for additional money in your budget if you don't have the numbers to support it? How can you determine whether changes are having an impact on outcomes? To this extent, participation of each supervising agency in the ASPP is vital.

-Veronica Cunningham, Executive Director,
American Probation and Parole Association