Attachment 23 – Closeout E-mail, Partial Data

TO: john.doe@state.com

SUBJECT: Message from Danielle Kaeble, Probation and Parole Project Manager, 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. During our analysis, we noted that you provided data in the system on DATE; however, you did not submit the form. For your convenience, I've included the items that you provided which are critical to describing level and change in the probation population:

1. Total population on January 1, 2017: Q1
2. Entries between January 1, 2017 and December 31, 2017: Q2
3. Exits between January 1, 2017 and December 31, 2017: Q3
4. Total population on December 31, 2017: Q4
5. Whether these counts reflect individuals or cases: Q5

We plan to use the data you provided. If you agree that we should use the numbers you have already provided, you do not need to respond to this message. If you would like to provide updated data, please contact Alissa Chambers of RTI International at (866) 334-4175 or bjs-aps-help@rti.org by April 30, 2018.

If you have questions, please feel free to contact me 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,

Danielle Kaeble
Statistician, Corrections Statistics Unit
Bureau of Justice Statistics