Attachment 20. Data Quality Followup Email Template

SUBJECT: National Survey of Prosecutors: Following Up on Data Quality Issues | <<Case_ID>>

Dear «POC_TITLE» «POC_NAME»,

I am contacting you today on behalf of the Bureau of Justice Statistics (BJS) regarding your responses to the National Survey of Prosecutors for <<Prosecutor office name>> which were submitted on <<submission date>>. Specifically, the below items need further clarification:

- <<Fill error text>>

It may be helpful to review the data you submitted in conjunction with the items above. You can access a PDF version of your data on our website at [INSERT URL]. Simply log-in with the below credentials and click "View PDF" next to the facility in question.

Username: <<Case_ID>>

Password: <<Password>>

I would be happy to take this information over the phone or via e-mail. I can be reached at [INESRT RTI PHONE] or [INSERT RTI EMAIL].

Thank you for your support of BJS' statistical programs. I look forward to hearing from you.

Sincerely,

<<RTI Team Member Name>>
NSP Data Collection Team
RTI International