

Appendix B: Contact Materials

NOTE: Dates in contact materials may be adjusted dependent on actual field date of data collection. Current versions assume a field period from February to May 2021.

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JRFC Prenotice

Dear Facility Administrator:

The National Institute of Justice (NIJ), in coordination with the Office of Juvenile Justice and Delinquency Prevention (OJJDP) will be conducting a *2021 Juvenile Residential Facility Census (JRFC)* pilot study. We appreciate your participation in the 2020 JRFC, but please be advised that **this is a new request for 2021**.

The JRFC is an ongoing data collection sponsored by OJJDP and managed by NIJ, which asks for information on characteristics of juvenile facilities and the services provided to youth housed in these facilities. In an effort to improve the JRFC in the future, OJJDP has contracted RTI International to conduct a 2021 JRFC pilot study to test new and edited questions.

For this pilot study, **please use the reference date of Wednesday, February 24, 2021**. We have included a copy of the survey questions for you to begin preparing your responses. You will receive instructions for how to submit your completed survey online in the coming weeks.

Data is requested for this facility:

<facility name>

<facility address>

If you report for more than one facility, please note that all facilities may not receive a request to participate in the 2021 JRFC pilot study.

Enclosed you will also find a sample of the types of publications produced with this information to educate policymakers, practitioners, and the public about the country's juvenile justice residential facilities. The confidentiality of the information you provide is protected by federal law (Title 34, Section 10231 of the United States Code) and will only be revealed or used for research purposes (see reverse side for more details).

I hope that we can count on your support as we have in the past. If you have any questions, please contact the JRFC help desk at <phone line> or <email>.

Thank you for your time and assistance in this endeavor.

Sincerely,

Director, National Institute of Justice

JRFC Invite

Dear Facility Administrator:

The National Institute of Justice (NIJ), in coordination with the Office of Juvenile Justice and Delinquency Prevention (OJJDP) is now requesting your response to the *2021 Juvenile Residential Facility Census* (JRFC) pilot study. We appreciate your participation in the 2020 JRFC, but please be advised that **this is a new request for 2021**. The reference date for this pilot study is Wednesday, February 24, 2021.

Data is requested for this facility:

<facility name>

<facility address>

If you report for more than one facility, please note that all facilities may not receive a request to participate in the 2021 JRFC pilot study.

Please log onto the JRFC website and submit data online for your facility by [date]

URL: <URL>

Username: <username>

Password: <password>

The JRFC is an ongoing data collection sponsored by OJJDP and managed by NIJ, which asks for information on characteristics of juvenile facilities and the services provided to youth housed in these facilities. In an effort to improve the JRFC in the future, OJJDP has contracted RTI International to conduct a 2021 JRFC pilot study to test new and edited questions.

The confidentiality of the information you provide is protected by federal law (Title 34, Section 10231 of the United States Code) and will only be revealed or used for research purposes (see reverse side for more details).

I hope that we can count on your support as we have in the past. If you have any questions, please contact the JRFC help desk at <phone line> or <email>.

Thank you for your time and assistance in this endeavor.

Sincerely,

Director, National Institute of Justice

JRFC Reminder 1

Dear Facility Administrator:

The National Institute of Justice (NIJ), in coordination with the Office of Juvenile Justice and Delinquency Prevention (OJJDP) is now accepting online submission of the *2021 Juvenile Residential Facility Census* (JRFC). In an effort to improve the JRFC in the future, OJJDP has contracted RTI International to conduct a 2021 JRFC pilot study to test new and edited questions.

This is a reminder to submit data online for your facility by [date].

URL: <URL>

Username: <username>

Password: <password>

Your facility recently participated in the 2020 JRFC. **Please be advised that this is a new request for year 2021 data.** The reference date is February 24, 2021.

The confidentiality of the information you provide is protected by federal law (Title 34, Section 10231 of the United States Code) and will only be revealed or used for research purposes. If you have any questions, please contact the JRFC help desk at <phone line> or <email>.

Thank you,

Sincerely,

Director, National Institute of Justice

JRFC Reminder 2

Dear Facility Administrator:

The National Institute of Justice (NIJ), in coordination with the Office of Juvenile Justice and Delinquency Prevention (OJJDP) is now accepting online submission of the *2021 Juvenile Residential Facility Census* (JRFC).

REMINDER: Please submit data for your facility by [date]. We are approaching the end of our data collection and would appreciate your submission as soon as possible.

We request that you submit information online, but for your convenience, we have also included a paper copy of the survey that you can fill out and return by email, fax, or mail.

- To submit information online, go to:
 - URL: <URL>
 - Username: <username>
 - Password: <password>
- To complete the paper survey, please fill out the survey and return it to us at
 - o Email: <email>
 - o Fax: <fax>
 - o Mail: Use enclosed Business Reply Envelope

The confidentiality of the information you provide is protected by federal law (Title 34, Section 10231 of the United States Code) and will only be revealed or used for research purposes (see reverse side for more details). If you have any questions, please contact the JRFC help desk at <phone line> or <email>.

By submitting your data to the 2021 JRFC pilot study, you can impact the future direction of the JRFC. We look forward to your response.

Sincerely,

Director, National Institute of Justice

JRFC Final Reminder No Critical Items

Dear Facility Administrator:

The National Institute of Justice (NIJ), in coordination with the Office of Juvenile Justice and Delinquency Prevention (OJJDP) is accepting online submission of the *2021 Juvenile Residential Facility Census* (JRFC). We have not yet received your facility's completed form.

FINAL REMINDER: Please enter data online no later than [date].

URL: <URL>

Username: <username>

Password: <password>

If you are not able to enter data online, you may download a copy of the form from our website and return it by mail, fax, or email. Return contact information can be found on the survey. The confidentiality of the information you provide is protected by federal law (Title 34, Section 10231 of the United States Code) and will only be revealed or used for research purposes (see reverse side for more details).

This is our final request for your assistance in being represented in this important data collection effort. I hope that we can count on your support as we have in the past. If you have any questions, please contact the JRFC help desk at <phone line> or <email>.

Sincerely,

Director, National Institute of Justice

JRFC Final Reminder with Critical Items

Dear Facility Administrator:

The National Institute of Justice (NIJ), in coordination with the Office of Juvenile Justice and Delinquency Prevention (OJJDP) is accepting online submission of the *2021 Juvenile Residential Facility Census* (JRFC). We have not yet received your facility's completed form.

FINAL REMINDER: Please enter data online no later than [date].

URL: <URL>

Username: <username>

Password: <password>

IMPORTANT NOTE: If you are not able to complete the entire form in the time requested, please provide responses to our most critical data items **no later than [date]**. A separate form is enclosed with instructions for providing critical items responses.

The confidentiality of the information you provide is protected by federal law (Title 34, Section 10231 of the United States Code) and will only be revealed or used for research purposes (see reverse side for more details).

This is our final request for your assistance in being represented in this important data collection effort. I hope that we can count on your support as we have in the past. If you have any questions, please contact the JRFC help desk at <phone line> or <email>.

Sincerely,

Director, National Institute of Justice

JRFC Confidentiality Assurances – present on reverse side of all materials

FEDERAL ASSURANCES OF CONFIDENTIALITY AND OTHER NOTICES

The Omnibus Crime Control and Safe Streets Act of 1968 (see, 34 U.S.C. § 10121-10122) and the Juvenile Justice and Delinquency Prevention Act of 2002 (see, 34 U.S.C. § 11161), provide the authority for conducting this data collection. We rely on your cooperation to present a clear picture of the state of juvenile justice placement in this country. The confidentiality of the information you provide on this questionnaire is guaranteed by Title 34, Section 10231 of the United States code. This law requires both the U.S. Department of Justice and its data collection agent to hold strictly confidential any information that could identify individual youth, employees, or private facilities. The penalty for anyone violating this confidentiality is \$10,000. While public facilities are not subject to this statutory protection, OJJDP's policy is that the information collected for the Census of Juveniles in Residential Placement (CJRP) will only be used or revealed for research or statistical purposes, and it will take appropriate measures to protect the confidentiality of public facilities. The identities of all youth residing in facilities are protected. Your compliance with the request for information is entirely voluntary. If you would like more information concerning this authorization or the confidentiality guarantee, please write to Benjamin Adams at the address below.

Under the Federal Paperwork Reduction Act, a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. We try to create forms and instructions that are accurate, can be easily understood, and which impose the least possible burden on you to provide us with information. We estimate that it will take one to three hours to complete this questionnaire with two hours being the average. This estimate includes time for reviewing the instructions, searching for and gathering the data, completing the form, and reviewing answers. If you have comments regarding the accuracy of this estimate, or suggestions for making this form simpler, you can write to:

Benjamin Adams
Social Science Analyst
National Institute of Justice
810 7th Street, NW
U.S. Department of Justice
Washington, DC 20531

OMB Clearance # 1121-0360
OMB Clearance Expiration Date 12/31/2023

CJRP Prenotice

Dear Facility Administrator:

The National Institute of Justice (NIJ), in coordination with the Office of Juvenile Justice and Delinquency Prevention (OJJDP) will be conducting a *2021 Census of Juveniles in Residential Placement* (CJRP) pilot study.

The CJRP is an ongoing data collection sponsored by OJJDP and managed by NIJ, which presents a detailed picture of the state of juvenile justice placement in this country. In an effort to improve the CJRP in the future, OJJDP has contracted RTI International to conduct a 2021 CJRP pilot study to test new and edited questions.

For this pilot study, **please use the reference date of Wednesday, February 24, 2021**. We have included a copy of the survey questions for you to begin preparing your responses. You will receive instructions for how to submit your completed survey online in the coming weeks.

Data is requested for this facility:

<facility name>

<facility address>

If you report for more than one facility, please note that all facilities may not receive a request to participate in the 2021 CJRP pilot study.

Enclosed you will also find a sample of the types of publications produced with this information to educate policymakers, practitioners, and the public about the country's juvenile justice residential facilities. The confidentiality of the information you provide is protected by federal law (Title 34, Section 10231 of the United States Code) and will only be revealed or used for research purposes (see reverse side for more details).

I hope that we can count on your support as we have in the past. If you have any questions, please contact the CJRP help desk at <phone line> or <email>.

Thank you for your time and assistance in this endeavor.

Sincerely,

Director, National Institute of Justice

CJRP Invite

Dear Facility Administrator:

The National Institute of Justice (NIJ), in coordination with the Office of Juvenile Justice and Delinquency Prevention (OJJDP) is now requesting your response to the *2021 Census of Juveniles in Residential Placement* (CJRP) pilot study. The reference date for this pilot study is Wednesday, February 24, 2021.

Data is requested for this facility:

<facility name>

<facility address>

If you report for more than one facility, please note that all facilities may not receive a request to participate in the 2021 CJRP pilot study.

Please log onto the CJRP website and submit data online for your facility by [date].

URL: <URL>

Username: <username>

Password: <password>

The CJRP is an ongoing data collection sponsored by OJJDP and managed by NIJ, which presents a detailed picture of the state of juvenile justice placement in this country. In an effort to improve the CJRP in the future, OJJDP has contracted RTI International to conduct a 2021 CJRP pilot study to test new and edited questions.

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Thank you for your time and assistance in this endeavor.

Sincerely,

Director, National Institute of Justice

CJRP Reminder 1

Dear Facility Administrator:

The National Institute of Justice (NIJ), in coordination with the Office of Juvenile Justice and Delinquency Prevention (OJJDP) is now accepting online submission of the *2021 Census of Juveniles in Residential Placement* (CJRP). In an effort to improve the CJRP in the future, OJJDP has contracted RTI International to conduct a 2021 CJRP pilot study to test new and edited questions. The reference date for the pilot study is February 24, 2021.

This is a reminder to submit data online for your facility by [date].

URL: <URL>

Username: <username>

Password: <password>

The confidentiality of the information you provide is protected by federal law (Title 34, Section 10231 of the United States Code) and will only be revealed or used for research purposes. If you have any questions, please contact the CJRP help desk at <phone line> or <email>.

Thank you,

Sincerely,

Director, National Institute of Justice

CJRP Reminder 2

Dear Facility Administrator:

The National Institute of Justice (NIJ), in coordination with the Office of Juvenile Justice and Delinquency Prevention (OJJDP) is now accepting online submission of the *2021 Census of Juveniles in Residential Placement* (CJRP).

REMINDER: Please submit data for your facility by [date]. We are approaching the end of our data collection and would appreciate your submission as soon as possible.

We request that you submit information online, but for your convenience, we have also included a paper copy of the survey that you can fill out and return by email, fax, or mail.

- To submit information online, go to:
 - URL: <URL>
 - Username: <username>
 - Password: <password>
- To complete the paper survey, please fill out the survey and return it to us at
 - o Email: <email>
 - o Fax: <fax>
 - o Mail: Use enclosed Business Reply Envelope

The confidentiality of the information you provide is protected by federal law (Title 34, Section 10231 of the United States Code) and will only be revealed or used for research purposes (see reverse side for more details). If you have any questions, please contact the CJRP help desk at <phone line> or <email>.

By submitting your data to the 2021 CJRP pilot study, you can impact the future direction of the CJRP. We look forward to your response.

Sincerely,

Director, National Institute of Justice

CJRP Final Reminder No Critical Items

Dear Facility Administrator:

The National Institute of Justice (NIJ), in coordination with the Office of Juvenile Justice and Delinquency Prevention (OJJDP) is accepting online submission of the *2021 Census of Juveniles in Residential Placement (CJRP)*. We have not yet received your facility's completed form.

FINAL REMINDER: Please enter data online no later than [date].

URL: <URL>

Username: <username>

Password: <password>

If you are not able to enter data online, you may download a copy of the form from our website and return it by mail, fax, or email. Return contact information can be found on the survey. The confidentiality of the information you provide is protected by federal law (Title 34, Section 10231 of the United States Code) and will only be revealed or used for research purposes (see reverse side for more details).

This is our final request for your assistance in being represented in this important data collection effort. I hope that we can count on your support as we have in the past. If you have any questions, please contact the CJRP help desk at <phone line> or <email>.

Sincerely,

Director, National Institute of Justice

CJRP Final Reminder with Critical Items

Dear Facility Administrator:

The National Institute of Justice (NIJ), in coordination with the Office of Juvenile Justice and Delinquency Prevention (OJJDP) is accepting online submission of the *2021 Census of Juveniles in Residential Placement* (CJRP).

FINAL REMINDER: Please enter data online no later than [date].

URL: <URL>

Username: <username>

Password: <password>

IMPORTANT NOTE: If you are not able to complete the entire form in the time requested, please provide responses to our most critical data items **no later than [date]**. A separate form is enclosed with instructions for providing critical items responses.

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Sincerely,

Director, National Institute of Justice

CJRP Confidentiality Assurances – present on reverse side of all materials

FEDERAL ASSURANCES OF CONFIDENTIALITY AND OTHER NOTICES

The Omnibus Crime Control and Safe Streets Act of 1968 (see, 34 U.S.C. § 10121-10122) and the Juvenile Justice and Delinquency Prevention Act of 2002 (see, 34 U.S.C. § 11161), provide the authority for conducting this data collection. We rely on your cooperation to present a clear picture of the state of juvenile justice placement in this country. The confidentiality of the information you provide on this questionnaire is guaranteed by Title 34, Section 10231 of the United States code. This law requires both the U.S. Department of Justice and its data collection agent to hold strictly confidential any information that could identify individual youth, employees, or private facilities. The penalty for anyone violating this confidentiality is \$10,000. While public facilities are not subject to this statutory protection, OJJDP's policy is that the information collected for the Census of Juveniles in Residential Placement (CJRP) will only be used or revealed for research or statistical purposes, and it will take appropriate measures to protect the confidentiality of public facilities. The identities of all youth residing in facilities are protected. Your compliance with the request for information is entirely voluntary. If you would like more information concerning this authorization or the confidentiality guarantee, please write to Benjamin Adams at the address below.

Under the Federal Paperwork Reduction Act, a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. We try to create forms and instructions that are accurate, can be easily understood, and which impose the least possible burden on you to provide us with information. We estimate that it will take three to nine hours to complete this questionnaire with four hours being the average. This estimate includes time for reviewing the instructions, searching for and gathering the data, completing the form, and reviewing answers. If you have comments regarding the accuracy of this estimate, or suggestions for making this form simpler, you can write to:

Benjamin Adams
Social Science Analyst
National Institute of Justice
810 7th Street, NW
U.S. Department of Justice
Washington, DC 20531

OMB Clearance # 1121-0360
OMB Clearance Expiration Date 12/31/2023