



U.S. Department of Justice

Office of Justice Programs

Bureau of Justice Statistics

Washington, D.C. 20531

MEMORANDUM

TO: Robert Sivinski
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Office of Information and Regulatory Affairs
Office of Management and Budget

THROUGH: Doris J. James, Acting Director, Bureau of Justice Statistics
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FROM: Todd Minton, Statistician

SUBJECT: Nonsubstantive change notification for the Annual Survey of Jails in
Indian Country: OMB Control No: 1121-0364

DATE: January 12, 2022

The Bureau of Justice Statistics (BJS) is notifying OMB of a nonsubstantive change to the Annual Survey of Jails in Indian Country (SJIC) under OMB Control No: 1121-0364 (expiration date 6/30/2023). The change adjusts the mode of collection from paper survey as its primary collection mode to a web-based data collection starting with the 2022 survey. Paper and fillable PDF options will be available to respondents upon request.

As part of the 2021 SJIC, BJS pilot tested the web-based data collection in nine facilities. All nine submitted their survey. After submission of each pilot survey, the BJS data collection agent (Westat) conducted data quality checks (QC) to verify data was correctly stored in the data management system. After QC was completed, Westat conducted follow-up debriefing conversations with each pilot facility to assess their experience completing the web survey.

On average, it took 55 minutes to complete the web survey, which is a reduction from the OMB approved 115 minutes per form. All nine pilot participants had a positive experience completing the survey via the web and would prefer this method over others (i.e. fax, email) in future collection years. Participants stated that the web survey was user friendly and that they had no problems entering their responses and submitting the survey. The web survey also reduced the burden on participants by eliminating the process of either scanning or faxing the paper copy back to Westat. Multiple participants also mentioned they preferred the way questions were

presented to them on the web survey (one at a time) and that this was easier to digest, compared to the paper form showing them the entire survey. In addition, the web survey also reduced the burden on Westat staff. The implementation of several hard edit checks directly into the web survey helped to ensure participants were submitting valid data and ensured responses did not conflict with each other. These hard edits not only helped with accuracy of data, but also reduced the time project staff spent on data validation follow-up calls for certain items. This reduction in staff hours could reduce overall cost for the contract and allow BJS to allocate funds in different areas to improve or enhance the data collection process.