

**Request for new submission under the “Generic Clearance for Cognitive, Pilot and Field Studies for Bureau of Justice Statistics Data Collection Activities”**

**(OMB Control Number: 1121-0339)**

**TITLE OF INFORMATION COLLECTION:** 2023 Census of Medical Examiner and Coroner Offices.

**PURPOSE:** The purpose of the generic clearance request is to allow the project team to conduct: 1) outreach to verify reporting units for the 2023 Census of Medical Examiner and Coroner Offices (CMEC) and 2) cognitive interviews to finalize the CMEC survey instrument

**DESCRIPTION OF RESPONDENTS:** Medical examiner, coroners, and justices of the peace

**TYPE OF COLLECTION:** (Check one)

- Customer Comment Card/Complaint Form
- Usability Testing (e.g., Website or Software)
- Focus Group

- Customer Satisfaction Survey
- Small Discussion Group
- Other: Cognitive testing interviews and contact verification for frame building

**CERTIFICATION:**

I certify the following to be true:

1. The collection is voluntary.
2. The collection is low-burden for respondents and low-cost for the Federal Government.
3. The collection is non-controversial and does not raise issues of concern to other federal agencies.
4. The results are not intended to be disseminated to the public.
5. Information gathered will not be used for the purpose of substantially informing influential policy decisions.
6. The collection is targeted to the solicitation of opinions from respondents who have experience with the program or may have experience with the program in the future.

Name: Devon Adams

To assist review, please provide answers to the following question:

**Personally Identifiable Information:**

1. Is personally identifiable information (PII) collected?  Yes  No
2. If Yes, will any information that is collected be included in records that are subject to the Privacy Act of 1974?  Yes  No
3. If Yes, has an up-to-date System of Records Notice (SORN) been published?  Yes  No

**Note: for any privacy related questions regarding your collection, please contact your component’s Senior Component Official for Privacy or the Office of Privacy and Civil Liberties.**

**Gifts or Payments:**

Is an incentive (e.g., money or reimbursement of expenses, token of appreciation) provided to participants? [ ] Yes [X] No

If answering yes, you will also need to describe the incentive and provide a justification for the amount.

**BURDEN HOURS:**

In the provided table, list the following information in each row for the type or respondent for the collection and provide total figures at the bottom for the number of respondents, participation time, and burden.

- Category of respondent – Provide the type or category of individual who will respond to your collection from the following list:
  - Individuals or Household
  - Private Sector
  - State, Local, or Tribal Governments
  - Federal Government
- Number of Respondents – Estimate of the total number of respondents by type/category.
- Participation Time – Estimate of the total amount of time (in minutes) required for participation in a collection by type/category of respondents (e.g. fill out a survey or participate in a focus group).
- Burden – Estimate of the annual burden hours by type/category or respondents.
  - To determine this estimate, multiply the number of respondents by the participation time and divide that figure by 60.

**Burden Table**

Category of Respondent	No. of Respondents	Participation Time to complete form	Burden
<b>Telephone Outreach Task</b>			
State/local governments (ME/Cs) (Verification task)	743	5	62
State/local government (ME/Cs) (Verification task)	1487	10	248
State/local government (JPs) (Verification task)	700	5	58
<b>Total</b>			<b>368</b>
<b>Cognitive Interviewing Task</b>			
State/local government (ME/Cs) (Initial Contact)	64	10	10.7
State/local government (ME/Cs) (Cognitive interview)	17	60	17
State/local government (ME/Cs) (Cognitive interview second round if needed)	15	60	15
<b>Total</b>			<b>42.7</b>
<b>Grand Total</b>			<b>410.7</b>

**FEDERAL COST:** The estimated annual cost to the Federal government is \$46,000

**If you are conducting a focus group, survey, or plan to employ statistical methods, please provide answers to the following questions:**

**The selection of your targeted respondents**

1. Do you have a customer list or something similar that defines the universe of potential respondents and do you have a sampling plan for selecting from this universe?

[ X ] Yes [ ] No

If the answer is yes, please provide a description of both below (or attach the sampling plan)? If the answer is no, please provide a description of how you plan to identify your potential group of respondents and how you will select them?

The National Directory of Law Enforcement Administrators (NDLEA) is a real-time database that includes medical examiners, coroners, and justices of the peace. The frame used for the 2018 CMEC will be used as starting point, and these two lists will be cross-referenced to build an up-to-date roster of all known medical examiner and coroner offices. Finally, the website <https://www.tjctc.org/JP-Constable-Directory.html> contains a directory of all the JPs who will be contacted for this effort.

**Administration of the Instrument**

1. How will you collect the information? (Check all that apply)

[X] Web-based or other forms of Social Media

[X ] Telephone

[ ] In-person

[ ] Mail

[X] Other, Explain: Email

2. Will interviewers or facilitators be used? [ X ] Yes [ ] No

The project team at RTI International, the award recipient for the cooperative agreement, will conduct cognitive interviews via web-conference and telephone.

**Submit all instruments, instructions, and scripts with the request.**