Survey of Sexual Victimization (SSV)
When to make Edit Calls & Edits to IA/IJ

INSTRUCTIONS

- Please contact only the respondents who complete the SSV-3, 4, or 6 forms for editing purposes. The Project Manager, Greta Clark, will contact the SSV-1, 2, and 5 respondents if edit calls need to be made.
- If a form has blanks or answers that are unclear, please verify an edit call should be made.
- Please make multiple attempts (at least 3 times, calling about once a week) before referring the form to Greta.
- Make sure you ask ALL questions, even if they do not know the first few questions, as the respondent may know some of the questions, but not all. This will cut down on the burden to them and be more productive. Refer anything that can not be resolved or answered.

Trigger Questions for the SSV-3 & 4 Forms

Question #1a:

Ask the respondent "How many persons under your supervision were confined on December 31, **«year»**?" (In other words, a One Day Count)

- If they are unable to answer this question for this date, ask them how many persons are confined in their facility today?
- If they cannot give you an exact amount, ask for an estimate of males and females. When keying the form into Liger, make sure that you select "Estimate" from the drop down flag field for this question.
- If they cannot break out males and females, a total is fine too. When keying the form into Liger, make sure that you select "Total males and females" from the drop down flag field for this question for both responses.
- If they are still unable to give you a total, please enter in red, a "DK" into the field on the form and when keying the form into Liger, select "Don't know" from the drop down flag field for this question. Also, attach a sticky note to refer and move onto the next question.

Question #1b:

Ask the respondent "How many persons were admitted to your facility on December 31, **«year»**?" (In other words, New Admissions during **«year»**)

- If they are unable to answer this question for this date, ask them how many persons are admitted to their facility for the week? Month? Whatever they can give you and write it on the form or calculate it out. If they give you a weekly total, multiply by 52 to get the yearly admissions, or if they give you a monthly total, multiply by 12 to get the yearly admissions.
- If they cannot give you an exact amount, ask for an estimate of males and females. When keying the form into Liger, make sure that you select "Estimate" from the drop down flag field for this question.
- If they cannot break out males and females, a total is fine too. When keying the form into Liger, make sure that you select "Total males and females" from the drop down flag field for this question.
- If they are still unable to give you a total, please enter in red, a "DK" into the field on the form and when keying the form into Liger, select "Don't know" from the drop down flag field for this question. Also, attach a sticky note to refer and move onto the next question.

Question #2:

Ask the respondent "Between January 1st and December 31st **«year»**, what was the average daily population for your facility?"

- If they cannot give you an exact amount, ask for an estimate of males and females. When keying the form into Liger, make sure that you select "Estimate" from the drop down flag field for this question.
- If they cannot break out males and females, a total is fine too. When keying the form into Liger, make sure that you select "Total males and females" from the drop down flag field for this question.
- If they are still unable to give you a total, please enter in red, a "DK" into the field on the form and when keying the form into Liger, select "Don't know" from the drop down flag field for this question. Also, attach a sticky note to refer and move onto the next question.

Trigger Questions for the SSV-6 Form

Question #1:

Ask the respondent, "Is your facility owned by a…" and

- If they are unable to answer this question, please select “Other- Specify” as the response and enter “Unknown” in the field below. Attach a sticky note to refer and move onto the next question.

Question #2:

Ask the respondent, “Is your facility operated by a…” and

- If they are unable to answer this question, please select “Other- Specify” as the response and enter “Unknown” in the field below. Attach a sticky note to refer and move onto the next question.

Questions #3a, b, or c:

Ask the respondent “On December 31, **«year»**, how many persons held in this facility were males and females?”

- If they are unable to answer this question for this date, ask them how many persons are being held today?
- If they cannot give you an exact amount, ask for an estimate of males and females. When keying the form into Liger, make sure that you select “Estimate” from the drop down flag field for this question.
- If they are still unable to give you a total, please enter in red, a “DK” into the field on the form and when keying the form into Liger, select “Don’t know” from the drop down flag field for this question. Also, attach a sticky note to refer and move onto the next question.

Questions #4a, b, c, or d:

Ask the respondent “On December 31, **«year»**, how many persons held in this facility were 17 or younger, 18 to 20, 21 or older?”

- If they are unable to answer this question for this date, ask them how many persons are being held today?
- FYI, the total for this question should be the exact number for question #3 (Question #3c. TOTAL = 4d. TOTAL)
- If they cannot give you an exact amount, ask for an estimate. When keying the form into Liger, make sure that you select “Estimate” from the drop down flag field for this question.
- If they are still unable to give you a total, please enter in red, a “DK” into the field on the form and when keying the form into Liger, select “Don’t know” from the drop down flag

field for this question. Also, attach a sticky note to refer to Greta and move onto the next question.

Questions #5a or b:

Ask the respondent, "Between January 1st and December 31st **«year»**, how many persons were admitted to or discharged from this facility?" (That is, Total # admitted and Total # discharged)

- If they cannot give you an exact amount, ask for an estimate. When keying the form into Liger, make sure that you select "Estimate" from the drop down flag field for this question.
- This is typically the hardest question for a facility. You can read them the definitions below the question on the form if they are trying to figure out who they should include or exclude in their numbers.
- If they are still unable to give you a total, please enter in red, a "DK" into the field on the form and when keying the form into Liger, select "Don't know" from the drop down flag field for this question. Also, attach a sticky note to refer.

Edits for the SSV-IA and IJ Forms

Question #1:

If no date is given for the incident

- Key the date to be "01/01/**«year»**" and put a note in the Notes section at the end that no exact date was given.

Questions # XXX

Any blanks

- Key the form as is and put a note in the Analyst Notes, on the Status Page of the form for HQ staff to resolve.

No Incident forms or missing Incident forms

- Please reach out to the respondent if you notice they are missing incident forms or if data is missing from the Incident forms. You can leave a note in the Analyst Notes (on the Status Page) as to when you called and what they still owe. For example, "LM for respondent on xx/xx about missing 4 incident forms." And then your initials.