ATTACHMENT H.

GENERAL PROCESS FOR SCHEDULING INTERVIEWS

1. Outreach email is sent to court, with request that they schedule an appointment time to complete the interview.
2. Confirm appointment time by phone or email and send them a link to join a Zoom meeting or conference call, depending on preference.
    a. When meeting starts, follow process below for conducting cognitive interview.
3. If no response is received in first week, follow up with a phone call regarding the email to confirm receipt.
4. If no response is received after two weeks, send reminder email and follow up by phone.

CTCS COGNITIVE INTERIVEW SCRIPT/QUESTIONNAIRE

Hi,

My name is _____ and I'm conducting the cognitive test on behalf of the Bureau of Justice Statistics regarding the Census of Tribal Court Systems pilot survey. Thank you for agreeing to participate in the cognitive test.

Let me walk you through the basic process of how the testing will work. We anticipate it will last approximately 90 minutes. There are no known risks of participating in the study. The information you provide in this interview will remain confidential and your name and responses will not be disclosed publicly. Your participation in this interview is voluntary and you are under no obligation to participate. You may refuse to answer any question or discontinue the interview at any point without any penalty or loss of benefits.

We will start with you opening the web instrument to complete the survey. It will help to have your Question Guide with you if you were able to complete it. I ask that you share your screen so that if any issues or questions arise, I can take some notes on what may need fixed. If you are not able to, that's okay. Then, I'll ask you to complete the survey. As you complete the survey, if you identify any item that is not applicable for your court, that you find confusing, or is not something you can answer, let me know. I'll make a note of it and we can discuss it more once the survey is finished.

After you complete the survey, I will ask some general questions about the experience and about a subset of items on the survey. At the end, we will discuss more general questions about your experience completing the survey and the accessibility of the information needed to complete the survey.

Do you have anything to ask me before we start?

[Interviewer: Ask each of these questions as the respondent encounters them in the interview. The focus of the interview is to gauge the respondent's understanding of the question and response categories, as well as their general ability to answer. We are not necessarily concerned about accuracy – for example, if a number of staff is not available for a question, we do not want the respondent spending time thinking about a correct answer, only reporting if they could provide that

and how much time they think would take to gather that information if they can't immediately provide it.]

[Item-specific questions]

Turning to specific questions, please provide details on the following…

A1: How clear are each of these categories to you? For the item 'intertribal courts', if selected, were you able to provide all tribe names affiliated with this intertribal court?

A7 and A8: Which questions about PL-280 status made sense for your reservation? Was one easier to understand than another? Why?

B1: How difficult was it to provide this information? About how long did it take to retrieve this information? Did you have to consult other staff to answer this question? How difficult was it to provide data for two calendar years?

B3: Were you able to accurately provide funding sources for last year? Would you need to consult other staff to create a list of funding sources to answer this question?

B4: Are employees funded by the court or by the tribe? Is it more appropriate to ask for counts "paid by court" or "paid by tribe"?

B5: How difficult was it to provide this information? About how long did it take to retrieve this information? Did you have to consult other staff to answer this question?

B6: How difficult was it to provide this information? About how long did it take to retrieve this information? Did you have to consult other staff to answer this question? Were any of your responses estimates? If so, which were estimates and why did you need to estimate the counts? How easy or difficult is it for you to provide counts of staff/officers by gender?

D10, D11, D18, F2 and F3: Could you describe the process used to collect case counts? Does your system allow you to track cases involving certain charges? What percentage of your time completing this question was spent providing the counts for 2023 versus counts for 2024? Do you find it helpful to have two years of data for case counts? Why or why not?

D13: Do you some other term other than 'child in need of protection' or 'child in need of aid'?

F5 through F13: Could you describe the process used to collect these statistics? What percentage of your time was spent completing the questions for 2023 versus 2024? Do you find it helpful to have two years of this data reported?

ATTACHMENT H.

[Interviewer: Ask these questions either at the end of the survey or during the survey, as appropriate]

General Questions:

When completing the Question Guide, about how long did it take you to complete?

Were you able to complete it on your own or did you have to have others complete some of the sections? If others completed sections, about how long did they spend doing this and how many different people were needed to complete the Question Guide? Where there any issues with completing the job aide or using the job aid to complete the survey?

Were any of the questions difficult to answer that you haven't already told me about?

If yes, which question(s) and why? Was any response unclear, confusing, overlapping, or missing or terminology that needed to be better defined?

Were you able to locate definitions and links imbedded in the survey? Did you need to use any definitions or links to answer questions? If so, did you have any issues accessing those definitions or links?

Were any additional definitions needed? If yes, for which question(s)?

Were there any additional systems/records used to complete the survey that weren't already mentioned?

How long did it take to collect and assemble the requested information? Were there any issues with completing the job aide or using the job aid to complete the survey?

Did requesting data by calendar year make it easier or more difficult to retrieve this information?

Do you think it's useful to collect two years of data in the survey? Why or why not?

When retrieving information for years 2023 and 2024, do you first retrieve data by year or by a particular statistic – for example, case counts, court filings, budget information, etc.?

Were there any statutory terms or other terms used in this survey that you have other terms or names for?

Was the level of effort to complete the survey appropriate for the questions the survey asked?

Were any of these questions not applicable to your court? Which ones?

Were any of the questions unclear or difficult to understand? Which ones?

Would you recommend that we make any changes to the survey to enhance the clarity of the questions or to make the survey easier to complete?