Attachment D

**Cognitive test debriefing interview phone script**

Hello, my name is _____and I'm calling from Urban Institute about the Bureau of Justice Statistics' ***Census of Prosecutor Offices*** questionnaire that you recently completed.

Is this still a good time to talk? *[If not, reschedule while on the phone!]*

Great, so let me walk you through the basic process of how the debriefing will work. We'll go through the major sections of the census, and for each section, I'll ask you if there were any particular questions in that section that you thought had issues with: clarity or wording, response choices, or the level of difficulty with providing the information requested.

We will also talk about how long it took you to complete the census and review your responses to the feedback questions.

With your permission, I would like to audio-record our conversation. This will allow me to concentrate on what you are saying instead of relying on notes I take while you're talking. I'll use the recording to help me write a summary of our conversation. It will not be used for any other purpose.

If you are willing to take part in the study and allow me to audio-record our conversation, please provide your verbal approval before we continue.
Record permission: Yes, proceed No, discontinue

Do you have any questions before we proceed?

CENSUS QUESTION REVIEW

We will go through each section of the census, and probe to see if there were:

- Any questions that were unclear or confusing or any terminology that needed to be better defined,
- Any response options that were unclear, confusing, overlapping, or missing,
- Any requested information that was not available and could not be reasonably provided. **If not able to provide:** What steps would be necessary to get the information? How long do you think that would take?

**Inquiries on Specific Questions**

**Section A: Respondent feedback** (record question numbers and feedback, prior to asking about A11 - A15)

- **A9/A17**: Did you have difficulty getting this information? Are there any race and/or ethnicity categories you were not able to report on?
- **A11-13/A19-21** ask for slightly different things regarding staffing levels (i.e., # of prosecutors that left, were hired, and vacant positions). Were you able to provide this information? What is the difficulty in providing this information? Which of these metrics was the most difficult to answer?
- **A14/A22**: (on attorney salaries). Are you able to provide this information? What is the difficulty with providing this information?
- **A15/A23**: How difficult was it to get this information? Is there an easier/less burdensome way to obtain this information?
- **A25**: Is this the correct terminology for child support staff? Should it be child support enforcement instead?

**Section B: Respondent feedback** (record question numbers and feedback, prior to asking about B2)

- **B2**: We ask about expenditures not budget. Is our definition clear? How did you arrive at your number? I.e., are those allocated costs or what you actually spent? Are you able to break down expenditures into only criminal work, as our definition calls for (and omit civil work)?

**Section C: Respondent feedback** (record question numbers and feedback, prior to asking Section C generally and C2, C4, and C6)

- **Section C generally**: Are our definitions of cases and matters clear? Do they make sense to you? If not, how would you define them? How do you count cases?
- **C2**: How difficult was this table to fill out? Are you able to count matters? Or do you only track cases? Can you drill things down into categories a, b, and c (felony, misdemeanor, and other matters)? What do you put into category c? Would it be easier to answer this question for all matters reviewed rather than breaking it down by felony misdemeanor and other? Do you define "other matters" similarly to our definition?
- **C4**: What did you include as "other" resolutions?
- **C6**: Is our definition of cases pendingcorrect? How would you define it? And how difficult is this question to answer?

**Section D: Respondent feedback** (record question numbers and feedback, prior to asking D7)

- **D6**: Are these service topics clear and distinct? Do the categories make sense? Is this question difficult to answer/does it take a long time to answer? Why or why not?

<u>OVERALL GENERAL QUESTIONS</u>

- [If respondent did not record the start and stop time for the survey] How long did the census take you to complete?
- Did you need to share the census questionnaire with others in or outside of your office to complete any of the questions? If so, how many other staff members needed to provide information for the instrument? What were the roles of the other staff members needed to provide information for the instrument?
- Which questions were particularly hard to answer? Which questions took the longest? Why did those questions take the longest?
- Were there any questions that were not appropriate or not applicable to your office?
- Which section/questions would produce the data that is the most interesting to you?
- Are there any other improvements to the census that you would recommend that we make?
- In your opinion, how long should we give prosecutor offices to complete the census before following up with them?
- Throughout the survey, respondents are asked to answer questions as of December 31st, by calendar year, and fiscal year (as defined by each office). Was this confusing at times? If so, where? Would it be easier to answer any questions based on a different time period than was referenced?

In your opinion, what mode of communication would be most effective in following up to remind respondents to complete the census?  Phone call, text, email, or regular mail?

Thank you so much for the time you've dedicated to reviewing and improving the CPO instrument. If you think of anything else you'd like to note about the survey, please don't hesitate to reach back out to me via phone or email. Thank you again.