

Understanding Maternal Health in Local Jails
OMB Generic Clearance (1121-0339, exp. 01/31/2028) Request
Attachments

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**Attachment A: Understanding Maternal Health in Local Jails
Instrument**



Understanding Maternal Health in Local Jails

U.S. DEPARTMENT OF JUSTICE
BUREAU OF JUSTICE STATISTICS
AND ACTING AS COLLECTION AGENT
RTI INTERNATIONAL

Agency/Jail Name:

Point of Contact at Agency:

Title

First Name

Last Name

Official Address:

Street or P.O. Box

City

State

Zip

Phone:

Email:

Area Code

Number

Extension

General Information

- × BJS is conducting this collection under 34 U.S.C. § 10132. BJS will only use the information for statistical or research purposes and must protect the confidentiality of information identifiable to a private person. [34 U.S.C. § 10134 and 10231]
- × If you have any questions about completing or submitting these forms, please contact the RTI International Project Director, Samantha Charm (scharm@rti.org or 781-370-4073) or BJS Statistician, Todd Minton (Todd.Minton@usdoj.gov or 202-598-7226).
- × **IMPORTANT:** Please use this form as a reference and submit your data at xxx.rti.org by **DATE**. If you are unable to submit data online, please return your completed form to us by email (xxx@rti.org), fax (1-866-XXX-XXXX), or mail (RTI International, Attn: XXXX).

Facilities to include in this collection

This data collection includes confinement facilities administered by a local or regional law enforcement agency. The facilities are intended for adults but sometimes hold juveniles.

INCLUDE—

- ✓ Jails and city/county or regional correctional centers.
- ✓ Special jail facilities operated under the authority of local or regional correctional authorities, including medical, treatment, or release centers; halfway houses; work farms; and private facilities operated under contract to local, regional, or federal correctional authorities.
- ✓ Temporary holding or lockup facilities if they are a part of your combined jail function.

EXCLUDE—

- × State-operated jails, tribal jails, federal transfer centers, and ICE detention Centers housing persons under your authority, and juvenile detention centers/facilities/homes, and other institutional juvenile facilities under the juvenile justice system.
- × Temporary holding or lockup facilities, from which inmates are usually transferred within 72 hours and not held beyond arraignment.

If your only function is a temporary holding or lockup facility, please contact us.

Who should complete this data collection

This survey covers a lot of different topics on jail operations, including general facility practices and specific questions on healthcare information. Therefore, you may need help completing the different sections from staff with specific knowledge including:

- ✓ Staff with access to, and a good understanding of policies and practices surrounding intake, screening, healthcare, housing, visitation, and transport (e.g., detention staff).
- ✓ Staff with access to health screening and healthcare information (e.g., medical staff).

Reporting instructions

Most jails operate a single facility, but some jails operate multiple facilities. Please complete this form on information pertaining to *all* facilities under your jail jurisdiction.

- ✓ If the answer to a question is “not available” or “unknown,” write “DK” in the space provided.
- ✓ If the answer to a question is “none” or “zero,” write “0” in the space provided.
- ✓ When exact numeric answers are not available, provide estimates, and mark X in the box beside each number that is estimated, e.g., 1,234 ☒.

BURDEN STATEMENT

Under the Paperwork Reduction Act, we cannot ask you to respond to a collection of information unless it displays a currently valid OMB control number. The burden of this collection is estimated to average 2.5 hours per form, including reviewing instructions, searching existing data sources, gathering necessary data, and completing and reviewing this form. Send comments regarding this burden estimate or any aspect of this survey, including suggestions for reducing this burden, to the Director, Bureau of Justice Statistics, 999 North Capitol St NE Washington, DC 20531. Do not send your completed form to this address.

SECTION I. POLICIES AND PROCEDURES**1. Do any of your jail facilities—**

	Yes	No
a. Train staff on best practices for housing and caring for pregnant women?	<input type="radio"/>	<input type="radio"/>
b. Have a pre-existing arrangement for where they would transport a pregnant woman in the event of a pregnancy emergency or labor?	<input type="radio"/>	<input type="radio"/>

For questions 2 and 3b-3k, include screening, testing, appointments, services, and programs that are conducted/provided either on or off facility grounds.

2. Do any of your jail facilities screen^① women for pregnancy at intake and/or within two weeks of admission?

INCLUDE—

- ✓ Asking women about pregnancy with a questionnaire or interview.
- ✓ Conducting a urine or blood pregnancy test.

	Yes	No
	<input type="radio"/>	<input type="radio"/>

3. Do any of your jail facilities—

	Yes	No
a. Have an <u>on-site</u> medical infirmary or unit that can care for pregnant women?	<input type="radio"/>	<input type="radio"/>
b. Have 24/7 nursing care or on-call medical providers for pregnant women?	<input type="radio"/>	<input type="radio"/>
c. Conduct a medical appointment with a qualified pregnancy care provider (e.g., obstetrician/gynecologist, a family physician, certified nurse midwife, women's health nurse practitioner):		
<i>i. Within 2 weeks of a positive pregnancy test or from admission if already pregnant?</i>	<input type="radio"/>	<input type="radio"/>
<i>ii. Routinely throughout the pregnancy?</i>	<input type="radio"/>	<input type="radio"/>
<i>iii. Within 3 weeks after delivery?</i>	<input type="radio"/>	<input type="radio"/>

(Continued on next page)

3. (cont). Do any of your jail facilities—**d. Provide pregnant women with:**

	Yes	No
i. Single or lower bunk assignment?	<input type="radio"/>	<input type="radio"/>
ii. Extra pillows?	<input type="radio"/>	<input type="radio"/>
iii. Special diet with additional calories (extra food/snacks compared to non-pregnant inmates)?	<input type="radio"/>	<input type="radio"/>
iv. Prenatal vitamins?	<input type="radio"/>	<input type="radio"/>
v. Special clothing such as maternity pants or bras?	<input type="radio"/>	<input type="radio"/>

e. Provide support services to assist pregnant women throughout their pregnancy:

i. Social workers?	<input type="radio"/>	<input type="radio"/>
ii. Psychologists?	<input type="radio"/>	<input type="radio"/>
iii. Doulas?	<input type="radio"/>	<input type="radio"/>

f. Provide programs for women who are pregnant or recently gave birth:

i. Reentry planning for post-release medical care (e.g., enrolling in insurance, providing information about medical providers and/or substance use treatment in the community, scheduling post-release appointments, providing bridge medication)?	<input type="radio"/>	<input type="radio"/>
ii. Reentry planning for connecting with community resources (e.g., housing, public benefits, social worker, childcare)?	<input type="radio"/>	<input type="radio"/>
iii. Pregnancy education classes (about topics like pregnancy and postpartum ^① health, labor, delivery, and breastfeeding)? ^① Postpartum refers to the period following the birth of a child.	<input type="radio"/>	<input type="radio"/>
iv. Parenting classes (to help new or expecting mothers learn to care for their children)?	<input type="radio"/>	<input type="radio"/>
v. Pregnancy/motherhood peer support groups (that bring together incarcerated and/or formerly incarcerated mothers)?	<input type="radio"/>	<input type="radio"/>
vi. Other programs for women who are pregnant or recently gave birth (specify)↴ <div style="border: 1px solid black; height: 20px; width: 560px; margin-top: 5px;"></div>	<input type="radio"/>	<input type="radio"/>

g. Screen for depression during pregnancy?	<input type="radio"/>	<input type="radio"/>
h. Screen for postpartum depression?	<input type="radio"/>	<input type="radio"/>
i. Provide the opportunity to pump breastmilk to maintain milk supply or to provide to baby or baby's caregiver?	<input type="radio"/>	<input type="radio"/>
j. Provide a specialized diet for those breastfeeding or pumping breastmilk?	<input type="radio"/>	<input type="radio"/>
k. Allow postpartum women to have contact visits with their newborns within the first 3 months of birth?	<input type="radio"/>	<input type="radio"/>

Section II. PREGNANCY SCREENING AND OUTCOMES**4. From January 1, 2024 to December 31, 2024—**

- a. How many women were ADMITTED^① to your jail facilities?** (Count individuals multiple times if they were admitted more than once during this time period)

 ☐
INCLUDE—

- ✓ Persons officially booked into and housed in your jail facilities by a formal legal document and the authority of the courts or some other official agency.
- ✓ Repeat offenders booked on new charges.
- ✓ Persons serving a weekend sentence coming into jail for the **FIRST** time only. (Do not count subsequent admissions for the same weekend sentences.)

EXCLUDE—

- × Returns from escape, work release, medical appointments/treatment facilities, furloughs, bail/bond releases, and court appearances.

- b. Of the admissions reported in item 4a, how many were screened for pregnancy – either by questionnaire or pregnancy test?** (Count individuals multiple times if they were screened for pregnancy at multiple admissions during this time period)

 ☐

- c. How many screened positive for pregnancy by either questionnaire or pregnancy test?** (Count individuals multiple times if they screened positive for pregnancy at multiple admissions during this period)

 ☐
5. During the 31-day period from December 1 to December 31, 2024—

- a. How many women were ADMITTED to your jail facilities?** (Count individuals multiple times if they were admitted more than once during this time period)

 ☐

- b. Of the admissions reported in item 5a, how many were screened for pregnancy – either by questionnaire or pregnancy test?** (Count individuals multiple times if they were screened for pregnancy at multiple admissions during this time period)

 ☐

- c. How many screened positive for pregnancy by either questionnaire or pregnancy test?** (Count individuals multiple times if they screened positive for pregnancy at multiple admissions during this period)

 ☐

6. On December 31, 2024—**a. How many women **CONFINED**^① in your jail facilities were pregnant?**

**If 0, skip to
Question 7 on
Page 6.**

INCLUDE—

- ✓ *Women held for other jurisdictions.*
- ✓ *Women in community-based programs^① who RETURN to your jail facilities at night.*
 - ① *Community-based programs include electronic monitoring, home detention, community service, day reporting, other pre-trial supervision, other alternative work programs, alcohol/drug treatment programs, and other programs where offenders are supervised outside of jail.*
- ✓ *Women on transfer to treatment facilities but who remain under the jurisdiction of your jail facilities.*
- ✓ *Women out to court while under the jurisdiction of your jail facilities.*

EXCLUDE—

- × *Women under the jurisdiction of your jail facilities who are boarded elsewhere.*
- × *Women who are AWOL, have escaped, or are on long-term transfer to other jurisdictions.*
- × *Women in community-based programs run by your jail who do NOT return to your jail facilities at night.*

b. Of the pregnant women reported in item 6a, how many were--**i. White****ii. Black or African American****iii. Hispanic or Latino****iv. American Indian or Alaskan Native****v. Asian****vi. Native American or Pacific Islander****vii. Middle Eastern or North African****viii. Multiracial and/or Multiethnic****ix. Not known****x. TOTAL** (Sum of items 6bi to 6bx should equal 6a)

7. From January 1, 2024 to December 31, 2024, how many women, while confined in your jail facilities—

a. Gave birth to live baby(ies)

b. Experienced a miscarriage

c. Experienced a stillbirth

d. Experienced a different pregnancy outcome not listed above (e.g., ectopic pregnancy, abortion, another outcome).

Thank you! That is the end of the survey.

**Attachment B: Recruitment Email, FAQs, and
Confirmation Email**

Attachment B: Recruitment Materials

Initial Recruitment Email

Subject: Response Requested: Research Project with the Bureau of Justice Statistics

Dear [NAME]:

You are invited to participate in a special opportunity to help shape the questions for a survey of jail administrators as part of the Understanding Maternal Health in Local Jails survey. This survey focuses on the maternal health of pregnant individuals in jails, for example the types of programs and policies in place for these individuals.

The Bureau of Justice Statistics (BJS), with support from RTI International, is talking with selected jail administrators like you to gather feedback on the survey to ensure the questions, instructions, and answer choices are as clear as possible. As part of this research, you will not be asked to provide any private information about yourself or personally identifiable information on incarcerated persons, and your responses will be kept confidential. Your participation is voluntary and invaluable!

If you agree to participate, you would:

- Complete and submit a consent form;
- Complete the web survey; and
- Participate in a cognitive interview (1 hour maximum via video conferencing) with RTI staff to discuss your completed survey.

Please send an email to: [EMAIL] or call us to participate in this study [PHONE]. Upon receipt of your confirmation, we will schedule the virtual cognitive interview at a time convenient for you. We hope to collect this feedback throughout [TIMEFRAME], and our team is flexible to accommodate your schedule.

If you have any questions the cognitive interview please contact [NAME], [TITLE], at [EMAIL] or [PHONE]. I have also attached a list of Frequently Asked Questions and answers to this email.

Sincerely,

[SIGNATORY]

Frequently Asked Questions

Note: this document is included as an attachment with the Initial Recruitment Email above.

WHAT IS A COGNITIVE INTERVIEW?

BJS will use cognitive interviewing to get feedback about the survey questions in the Understanding Maternal Health in Local Jails survey to ensure that the questions are clear and capture the intended information. Typically, cognitive interviews start with a participant completing the survey or a subset of survey questions. Then, the participant and an interviewer review their responses together. The interviewer may ask questions about a participant's understanding of the question, how they developed their response, and solicit feedback on any confusing definitions or terminology.

HOW WAS I CHOSEN FOR THESE COGNITIVE INTERVIEWS?

You were selected from a list of jail administrators in the United States. Your participation is voluntary. However, we rely on you to ensure the survey questions, instructions, and answer choices are as clear as possible.

DO I HAVE TO PARTICIPATE?

Your participation in this study is voluntary. You do not have to participate, and you may skip questions or stop the interview at any time. You were selected for this study because your feedback is invaluable. While this is a chance for you to make an impact on a BJS collection, you are under no obligation to participate.

HOW WILL BJS USE THIS INFORMATION?

This information will only be used internally for quality improvement activities to assess questions. We need direct feedback from jails to ensure the survey questions, instructions, and answer choices are as clear as possible. The data will not be used to produce generalizable information that represents all jails.

WHO IS COLLECTING THIS INFORMATION?

BJS is conducting this study with RTI International. You may be contacted by a BJS employee or you may be contacted by an RTI International employee.

WHAT AUTHORITY DOES BJS HAVE TO CONDUCT THIS STUDY?

BJS is authorized to conduct this data collection under Title 34 United States Code, Section 10132. BJS may use the information it collects only for statistical and research purposes and must gather it in a manner that precludes its use for law enforcement or any purpose relating to a private person or public agency other than statistical or research purposes [Title 34 U.S.C. Section 10134]. By law, BJS is required to protect the confidentiality of information identifiable to a private person and safeguard it against unauthorized disclosure or misuse. [Title 34 United States Code Sections 10231].

The [BJS Data Protection Guidelines](#) provide more detailed information on how BJS and its data collection agents will use and protect data collected under BJS's authority."

WHO WILL SEE MY ANSWERS?

We take your privacy very seriously. The only personal information we will collect about you is your name and work contact information for response tracking purposes. As required by federal law, only by those BJS employees, our contractors, and our specially designated agents who must access your personal information for a specific reason will do so. No one else can see your answers until all information that could identify you and/or your jail has been removed. We combine your answers with other people's answers in a way that protects everyone's identity. If you agree to have your interview recorded, RTI will store the recording. Access to the recording will be limited to authorized RTI study team members. All interview recordings will be destroyed after the interview final report is approved by BJS.

WHO DO I CONTACT WITH QUESTIONS?

If you have any questions about this research project, reach out to Todd Minton, Chief, Jails and Community Corrections Statistics Unit by emailing: AskBJS@usdoj.gov or by calling (202) 307-0765.

Confirmation Email

Note: This email is sent once a participant has scheduled their cognitive interview.

Dear [NAME]:

Thank you for agreeing to help us develop the questionnaire for the Understanding Maternal Health in Local Jails Study. This email confirms that you are scheduled for an interview on [DATE] at [TIME].

Before your interview, please complete two tasks:

1. Review, sign, and return the informed consent form (attached).
2. Complete the survey online. Please keep track of how much time you spent completing the questions, including time you and others spent gathering information needed to answer the questions.

To access and complete your web survey, please use the below credentials:

Access the survey: [LINK]

Login: [PASSWORD]

Please remember to complete your survey 24 hours prior to your cognitive interview on [DATE]. If you have any questions or need to reschedule your interview, please contact [NAME], at [EMAIL] or [PHONE].

Thanks again for your willingness to participate and we look forward to speaking to you soon!

[SIGNATORY]

Attachment C: Non-response emails and phone scripts

Attachment C: Nonresponse Email and Phone Scripts

Nonresponse Email

Note: This email is sent once a contact has been verified as correct but has not scheduled an interview.

Subject: Follow-up: Research Project with the Bureau of Justice Statistics

Dear [NAME]:

About a week ago, I emailed you inviting you to be a part of a research study on maternal health of pregnant individuals in jails on behalf of the Bureau of Justice Statistics. I have not heard from you yet!

Your participation in this study is voluntary, and it is not too late to take part. Simply send an email to [EMAIL] or call [PHONE], and we will tell you more about the study and schedule a follow-up interview lasting no more than 60 minutes.

Sincerely,

[SIGNATORY]

Nonresponse Phone Follow-up Scripts

Note: This phone script is used once a contact has been verified as correct, sent the nonresponse follow-up email, and has not scheduled an interview.

[IF CALL RINGS TO A GATEKEEPER]

Hello, this is <<INSERT NAME>> calling on behalf of the Bureau of Justice Statistics regarding the Understanding Maternal Health in Local Jails. I am following up on a letter that we sent addressed to <<TITLE>> <<NAME>>. May I speak with <<TITLE>> <<NAME>>?

[IF LEAVING MESSAGE ON VOICEMAIL OR WITH A GATEKEEPER]

[READ THE FIRST PARAGPRAH BELOW ONLY IF A NEW PERSON IS ON THE PHONE]

Hello, this is <<INSERT NAME>> calling on behalf of the Bureau of Justice Statistics regarding the Understanding Maternal Health in Local Jails Study. I am following up on a letter that we sent addressed to <<TITLE>> <<NAME>>.

I was hoping to speak to <<TITLE>> <<NAME>> about an opportunity to provide feedback to the Bureau of Justice Statistics about the Understanding Maternal Health in Local Jails Study. Please give me a call back at [PHONE] for further details on the Understanding Maternal Health in Local Jails Study and more information on how you can participate in the feedback process. Thank you and have a good day!

[IF CALL REACHES OR IS ROUTED TO ADMINISTRATOR]

Hello, this is <<INSERT NAME>> calling on behalf of the Bureau of Justice Statistics regarding the Understanding Maternal Health in Local Jails Study. We recently sent you a letter inviting you to provide input on some of the Understanding Maternal Health in Local Jails Study content. I wanted to follow up with you to confirm that you received the request.

Did you receive the request?

[IF ADMINISTRATOR HAS NOT RECEIVED LETTER]

- Let me review the information we have on file for you. [REVIEW E-MAIL ADDRESS.]

[ASK FOR THE ADMINISTRATOR'S PREFERRED METHOD OF CONTACT AND OFFER TO RE-SEND THE INFORMATION.]

[READ IF QUESTIONS ABOUT COGNITIVE INTERVIEW PROCESS OR THE ADMINISTRATOR DID NOT RECEIVE THE LETTER]

- We're requesting input from around thirty jails in the United States.

- Input involves:

- Completing the survey independently, and timing themselves completing it
- Scheduling a time to discuss their experience completing the survey
- Speaking with an RTI representative at the scheduled timeslot to provide input about survey questions, clarity of instructions, and process for accessing requested data which may be needed to answer questions about the incarcerated population's demographics, offered health services and pregnancy outcomes.

- This is an opportunity for you to provide direct feedback. We need direct feedback from jail administrators to help ensure the survey questions, instructions, and answer choices are as clear as possible the next time the survey is in the field.

[IF QUESTIONS ABOUT THE SURVEY]

- Refer to [PROJECT FAQS]

Would you be willing to participate in a cognitive interview?

[IF YES TO PARTICIPATE]

Thank you! If you would like, we can go ahead and schedule your cognitive interview?

[IF NO TO PARTICIPATE]

Thank you for your time.

[IF YES TO SCHEDULE]

Great! What date and time work to conduct your cognitive interview? SCHEDULE CI USING BOOKINGS, REQUESTING ALTERNATE TIMES AS NEEDED. I will email you a consent form and credentials to complete your web survey today. We ask that you please complete both CI 24 hours before your interview. If you need to reschedule or have any questions, please contact us at [PHONE] or [EMAIL]. Thanks again and have a nice day.

[IF NO TO SCHEDULE]

After this call, I will send you an email with instructions on completing your cognitive interview and available times for your interview. Please reply at your earliest convenience and let us know what time works for you. We ask that you complete your survey 24 hours before your interview. If you need to reschedule your interview at any point or have any questions about the survey or your interview, please contact us at please contact us at [PHONE] or [EMAIL]. Thanks again and have a nice day.

Attachment D: Informed Consent Form



Bureau of Justice Statistics



STUDY INTRODUCTION:

The Bureau of Justice Statistics (BJS) is conducting a short study to evaluate the quality of survey questions for its Understanding Maternal Health in Local Jails survey. BJS routinely conducts research on how to collect information to produce the best statistics possible. You are invited to take part in this study, which will help BJS understand respondents' experiences with questions on the Understanding Maternal Health in Local Jails survey. BJS's goal is to get feedback to ensure the questions, instructions, and answer choices are as clear as possible. If you agree to participate, you will be asked to review and provide feedback about survey questions during a confidential interview. RTI International will work under BJS's direction to administer the interviews.

DESCRIPTION OF THE STUDY:

The Understanding Maternal Health in Local Jails is a survey of jail administrators that focuses on the maternal health of pregnant individuals in jails. This includes the types of programs and policies in place, as well as point-in-time and annual counts of pregnant individuals in jails.

The interview will be conducted by a staff member from RTI International on behalf of BJS. You will connect with the interviewer via Microsoft Teams for a virtual interview using computer audio or telephone. You can keep your web camera on or opt to turn it off during the interview. Together, you will review the survey questions and discuss your experience with the questions. The interviewer will ask questions to get your feedback on the clarity of the questions and the availability of data to answer the questions. The interview will take no more than 60 minutes.

The interviewer will not ask you any sensitive questions or ask you to share private information about yourself. We will also not ask you to provide any personally identifiable information about incarcerated persons. You will be asked to provide your name, which BJS will use only to keep track of participants. We will not publish your name or the name of your agency in any reports. Your responses will help BJS finalize the questions.

We would like your permission to record the interview, both what you say and what is on the screen while you are being interviewed. If you decline to be recorded, you can still participate in the study. Only the people who work on this study will have access to the recording, which will be used to ensure that we have understood your feedback when we are writing the results. If you agree to allow us to record, we will keep a copy of the recording for up to six months after the interview, and then we will delete it.

POSSIBLE RISKS OR DISCOMFORTS:

The interview questions will not be personal in nature. There are no anticipated risks or discomforts to participating in the study.

BENEFITS:

You will not receive any direct benefits from completing this interview. However, we hope you will participate because your answers will help BJS improve its survey collection methods so that we can produce the best statistics possible.

VOLUNTARY PARTICIPATION:

Your participation is completely voluntary. There are no penalties for not participating. You may skip any questions you do not want to answer or stop the interview at any time.

AUTHORITY AND CONFIDENTIALITY:

BJS is authorized to conduct this study under Title 34 United States Code (U.S.C.) Section 10132(c)(12). BJS and RTI may only use the data we collect for statistical or research purposes, and we are required by Federal law to protect respondent confidentiality (34 U.S.C. Sections 10134 and 10231). BJS and RTI are required by law to use secure systems to store and manage your personally identifiable information. It is a crime for anyone on the project team to use or share your information in a way that breaks Federal law.

This study has been approved by the Office of Management and Budget (OMB). The eight-digit OMB number, 1121-0339, confirms this approval and expires on 01/31/2028. Without this approval, we could not conduct this study.

CONTACTS FOR QUESTIONS:

You may ask the interviewer questions during your interview. You may also send comments or questions about this study or any other aspect of the survey, including suggestions for reducing the time it takes to complete the survey, to [\[EMAIL\]](#).

Please indicate your responses to the questions below and sign this form to indicate whether you agree to participate in the interview and whether you allow us to record what you say and the screen (audio and video). As a reminder, you can participate in the study without giving permission to record the interview.

Please select the appropriate options below to indicate your consent to participate:

I have read the above, understand that my participation is voluntary, and I agree to participate.

I do not agree to participate in this study.

Please select the appropriate option below to indicate your consent to record this interview:

I agree for this interview to be audio and video recorded.

I do not agree for this interview to be audio and video recorded.

Signature of participant

Date

Attachment E: Cognitive interview protocol

SSP: Understanding Maternal Health in Local Jails

Cognitive Interview Script

SECTION I: INTRODUCTION

Thank you for agreeing to help us develop a questionnaire for the Understanding Maternal Health in Local Jails study. This call will take about an hour. I would like to start with a short summary of the goals for today's call and explain a bit about how I will conduct the interview.

I'm <<INTERVIEWER NAME>> with RTI International, a survey research company based in Durham, North Carolina. We have been contracted by the Bureau of Justice Statistics to develop a survey instrument that may be used to collect data on maternal health in jails. The study seeks to collect data on the maternal health and health outcomes of pregnant individuals confined in jails. Today we will ask for your help testing potential questions – focusing on their wording, the time required to complete them, and any challenges in gathering the requested information.

During the interview, we will go through your completed survey together. Occasionally, I will ask you follow-up questions to understand how you came up with your answer. Some of the questions I will ask you may sound a little strange. For example, I might ask you what a certain word means to you. The reason for this is to learn about the process you go through in your mind when you answer the questions. Please keep in mind that there are no right or wrong answers to my questions. One of our main goals is to draft questions that make sense, so if anything about the questions is confusing or unclear, you can help by pointing this out. Also, if you are not sure how you would respond to any of the questions, please tell me that, too.

I am interested in hearing all your feedback on the survey, but because there are a lot of topics to discuss and we only have an hour, we are going to focus on specific pre-selected sections of the

survey. At the end of the interview, you can share any important feedback that you didn't have a chance to share earlier.

SECTION II: CONSENT

I would like to go over some highlights from the introductory letter and consent form we sent to you prior to this interview to confirm your agreement to be interviewed and/or recorded. Please feel free to ask any questions you may have.

- The Understanding Maternal Health in Local Jails survey seeks to collect data on the maternal health and health outcomes of pregnant individuals confined in jails in the United States. Today we will ask for your help testing some selected questions.
- By law, BJS and RTI will only use the information we collect from these interviews for statistical or research purposes.
- We will not ask you to provide any private or sensitive information about yourself, and we will collect and use your name and work contact information only for response tracking purposes.
- All your responses and everything you say will be kept strictly confidential. Only BJS and RTI employees who must access your responses for a specific reason will do so. Your name and facility name will not be used in any of our reports.
- Your participation is voluntary, and you may stop at any time. There are no penalties for nonparticipation. You may choose not to answer any questions you don't want to answer.
- The interview should take about 1 hour.
- If you agree to have your interview recorded, RTI will store the recording. Access to the recording will be limited to authorized RTI project team members. All interview recordings will be destroyed after the interview final report is approved by BJS.
- If you have questions about your rights as a participant, please call the RTI International project team at [phone] or by email at [email].

Do you have any questions?

Do you (still) agree to participate?

___ Yes

___ No

Do you (still) agree to the interview being recorded?

___ Yes

___ No

[IF CONSENT IS GIVEN START RECORDING].

Now that the recording has started, can you verbally confirm that you consent to the interview being recorded?

SECTION III: PROBES AND SURVEY

First, I would like to ask a few questions about your experience completing the draft questionnaire.

Introductory Probes:

- How much time did you spend completing the questionnaire? Please include the time you and any others at your facility spent gathering information needed to answer the questions.
- How did you obtain the data provided on this practice survey (e.g., paper documents, previously prepared reports, interactive queries of a computer system/program (i.e., records system or electronic medical records), policy documentation, a combination of these sources, or something else)?
 - If you used a combination of sources, did this affect your ability to provide information for this survey? If so, how? [PROBE if needed: Did it increase the amount of time to complete the survey? Was it burdensome?]
- Did you need to consult with anyone else to answer the questions?
 - IF YES: How many additional people did you need to consult to complete the questionnaire?
 - [PROBE: If so, who did you need to consult? Was input needed from anyone in the medical/health division (OB/GYN, medical administrator, health services)?]

Now let's focus on the maternal health items that we are considering incorporating into the questionnaire. We will go through the questionnaire page by page, and I'll ask you specific questions to elicit feedback. Also, please bring up any issues related to data availability, burden related to gathering the requested data, unclear instructions, or any other issues you see aligning your information or data with the survey categories provided.

Questions specific probes:

Introductions/Instructions

- Did this section help you identify the right person or people to complete the data collection?
- Does it make sense to have the include/exclude criteria and definitions on the first page and within the survey? Or would it be more helpful to organize it a different way?
- Did you understand the criteria on which facilities to include/exclude?
 - If no, which of the facility inclusion criteria were unclear?

Policy and Procedures Questions

First, I'd like to discuss the questions on your facilities policies and procedures, which included question 1-3.

- Question 1: How long did you spend gathering information to answer this question?
- In general, how difficult was it to answer questions 1-3?
 - FOR EACH DIFFICULT ITEM: What made item [#] difficult to answer?
- For question 1b,
 - How did you define a pre-existing arrangement?
 - How did you define a pregnancy emergency?
- For questions 2 and 3, was it clear that testing and appointment conducted off facility grounds should be included?
 - IF NO: What additional instructions would have been helpful?
- For question 2,
 - Question 2: How long did you spend gathering information to answer this question?
 - Did you understand the definition of "screen?"
 - IF NO: How could it be improved?
 - How do you screen women for pregnancy?
 - Who do you screen for pregnancy (all women, all women of childbearing age, women who indicate that it's been more than 30 days since their last menstrual cycle, women who indicate drug usage, only screen upon practitioner or woman's request, other criteria)?
 - When do you screen for pregnancy (at intake, within 48 hours of admission, within 2 weeks of admission, other times)?
- Question 3: How long did you spend gathering information to answer this question?
- IF REPLIED "OTHER" TO QUESTION 3.f.vi.: What other programs are offered at your jail facilities?

- Does your facility offer pregnancy education and/or parenting classes?
 - IF YES: What content is covered in these classes?
-
- For question 3, was the definition of postpartum clear?
 - IF NO: What additional information would have been helpful?
- For question 3, was it clear what was meant by prenatal?
 - IF NO: What additional information would have been helpful?
- Does your facility screen for postpartum depression?
 - IF YES: How does your facility screen for postpartum depression?

Pregnancy screening and outcome questions

The next questions are about question 4-7 on pregnancy screening and outcomes.

- Question 4: How long did you spend gathering information to answer this question?
- For question 4, were the instructions on who to include and exclude clear?
 - IF NO: How could they have been improved?
- How difficult was it collect data on the number of women admitted to you jail in question 4 and 5?
 - Were the instructions on how to count individual admitted multiple time clear?
 - IF NO: How could they be improved?
- How do you access data related to pregnancy screening by questionnaire?
 - How burdensome was it to collect this information?
- How do you access data related to pregnancy testing?
 - Are you able to distinguish pregnancy screening by questionnaire versus by pregnancy test? Would you be able to report those separately?
- If women screen positive for pregnancy by questionnaire, is pregnancy confirmed by urine or blood test?
 - If yes- how would you categorize an admission that reported a pregnancy by questionnaire but was later determined to **not** be pregnant via pregnancy test? Would you include them in your count of positive screenings in question 4c?
- Is it easier to provide information about the number of admissions with a pregnant status in a given time period or unique individuals with a pregnant status? Why?
- The reference period in questions 4 and 5 changes from a one-year count to a one-month count to a one-day count. Did that cause any confusion? Please explain.
- Question 5: How long did you spend gathering information to answer this question?
- Question 6: How long did you spend gathering information to answer this question?
- For question 6, were the instructions on who to include and exclude clear?

- IF NO: How could they be improved?
- How difficult was it provide the data requested in 6.a?
- How difficult was it pull the counts requested in question 6.b?
 - Were you able to pull the counts for the requested day?
- Did you check your total for 6.b to make sure it matched the number reported in 6.a?
- In 6.b, you were asked to provide demographic information on a one-day count of confined pregnant women. How difficult would it have been for you to provide demographic information for 5.c, the one-month count female admissions who screened positive for pregnancy?
- Question 7: How long did you spend gathering information to answer this question?
- For question 7, were the instructions on what to include clear?
 - IF NO: How could they have been improved?
- For question 7, did you include outcomes regardless of whether the event took place on or off facility grounds?
 - How do you access records related to events that took place off facility grounds?
- For question 7, how difficult was it to collect the data for each event in the requested timeframe?
 - What type of outcomes were included in item d?
 - Would you have been able to report the number of abortions, ectopic pregnancies and other outcomes separately?
- [For each question] About how many minutes did it take to complete these questions?
 - How different was the length of time it took you to complete the questions for the one-year count compared to the one-month count?

SECTION IV: CLOSING PROBES

Thank you. We are almost done. I have a few remaining questions for you.

- Overall, what did you think of the survey questions, and is there anything you think we should add?
- Overall, what items/survey responses did you find most burdensome?
- Are there any terms used that you did not understand and think it would be beneficial to define?
- What did you think of the survey's length?
- Aside from those issues we already discussed, are there any questions from the survey that you think people might find difficult to answer?
- Do you have any other comments or concerns about the survey?

Thank you very much for your responses. We will combine your comments with feedback from other participants into an overall report. That report will help the Bureau of Justice Statistics evaluate the questionnaire.

Attachment F: RTI IRB approval

NOT HUMAN RESEARCH DETERMINATION

March 17, 2025

Michael Planty
202-728-1955

mplanty@rti.org

Dear Michael Planty:

On 3/17/2025, the IRB reviewed the following submission:

Type of Review:	Initial Study
Title:	BJS Statistical Support Program: Understanding Maternal Health in Local Jails
Investigator:	Michael Planty
IRB ID:	STUDY00023195
Funding Source:	Dept of Justice BJS
Customer/Client Name:	Dept of Justice BJS
Project/Proposal Number:	0219772.000.004.001
IND, IDE, or HDE:	None

The IRB determined that the proposed activity is not research involving human subjects as defined by DOJ regulations 28 CFR 46.

Although RTI IRB oversight of this activity is not required, this determination applies only to the activities described in the IRB submission and may not apply should any changes be made. If the nature or scope of the activity changes and there are questions about whether the revised activities constitute human subjects research, you should contact the IRB to discuss whether a new submission and determination is necessary.

Sincerely,

The RTI Office of Research Protection