

B. Collection of Information Employing Statistical Methods

Describe (including a numerical estimate) the potential respondent universe and any sampling or other respondent selection method to be used. Data on the number of entities (e.g., establishments, State and local government units, households, or persons) in the universe covered by the collection and in the corresponding sample are to be provided in tabular form for the universe as a whole and for each of the strata in the proposed sample. Indicate expected response rates for the collection as a whole. If the collection had been conducted previously, include the actual response rate achieved during the last collection.

1. Describe the procedures for the collection of information including:

- Statistical methodology for stratification and sample selection.
- Estimation procedure.
- Degree of accuracy needed for the purpose described in the justification.
- Unusual problems requiring specialized sampling procedures, and
- Any use of periodic (less frequent than annual) data collection cycles to reduce burden.

The respondent universe for the *National Data Exchange (N-DEx) User Questionnaire* satisfaction assessment is approximately 23,000 federal, state, and/or local criminal justice personnel who are authorized, registered users of the N-DEx system. From this universe, a clustered, random sample of 2,000 users (1,000 from among federal users, 1,000 from among state/local users) will be identified and sent an invitation to participate in the collection. The collection is a voluntary survey to request basic feedback on the N-DEx services received. The respondent is invited to participate in the collection via an e-mail invitation, which contains a link to the online instrument.

2. Describe methods to maximize response rates and to deal with issues of non-response. The accuracy and reliability of information collected must be shown to be adequate for intended uses. For collections based on sampling, a special justification must be provided for any collection that will not yield "reliable" data that can be generalized to the universe studied.

The *National Data Exchange (N-DEx) User Questionnaire* is an inaugural attempt to give the opportunity for the users of the N-DEx system to provide feedback on the services received. The contributor can offer information on overall system and feature-specific use of N-DEx and provide feedback on what additional services/features he/she would like. While the Program Office anticipates a level of non-response, given both the nature of the population and chosen modality, the project has been designed to mitigate such effects - the format of the assessment is short, direct, easily accessible, and requires minimal time to complete while providing meaningful information to assist the N-DEx Program Office in improving its services. In addition, the nature of the

expected findings, with no nexus to either broader policy applications or statistical generalizability, will not be adversely affected by reliability issues brought about from issues of non-response.

3. Describe any tests of procedures or methods to be undertaken. Testing is encouraged as an effective means of refining collections of information to minimize burden and improve utility. Tests must be approved if they call for answers to identical questions from 10 or more respondents. A proposed test or set of tests may be submitted for approval separately or in combination with the main collection of information.

National Data Exchange (N-DEx) User Questionnaire was developed based on discussions with N-DEx staff and management. It is anticipated that the survey will be modified for subsequent collections efforts based on feedback from this inaugural instrument.

4. Provide the name and telephone number of individuals consulted on statistical aspects of the design and the name of the agency unit, contractor(s), grantee(s), or other person(s) who will actually collect and/or analyze the information for the agency.

The following individual was consulted regarding the statistical aspects of the project:

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National Data Exchange (N-DEx)
FBI Criminal Justice Information Services (CJIS) Division
304-625-3568

The person who will be involved in collecting and analyzing the questionnaire data:

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