

# Deaths in Custody Reporting Program and Annual Survey of Jails, 2016–2020, Solicitation Change Sheet

The Deaths in Custody Reporting Program and Annual Survey of Jails, 2016–2020, solicitation has been updated to address some inconsistencies with the data collection period and the description of activities under the scope of work. This page highlights all of the changes within the solicitation. For additional information, email [askbjs@usdoj.gov](mailto:askbjs@usdoj.gov).

1. p. 2:

Under the text “Release date: March 11, 2014,” include a statement that says the solicitation was updated on March 27, 2015.

2. P. 4, change in yellow:

“This award will cover project activities spanning 5 data collection years, 2016–2020, and 5 fiscal years. Work will begin October 1, 2015, and end September 30, 2020.”

3. Page 6, first paragraph, change in yellow:

“Final analysis files for the ASJ should be submitted to BJS in May of the following year. The final DCRP analysis files should be submitted to BJS in September of the following year.”

4. Page 7, second paragraph, change in yellow:

“BJS estimates that it takes up to 18 months to complete a calendar year of data collection for the DCRP, and BJS expects that under normal conditions it will receive a final analytic dataset for a collection year by September of the following year.”

5. Page 8, “Scope of Work,” task 11, change in yellow:

“Project activities include (1) manage the ongoing activities of the DCRP-ASJ collection, which include initiating, conducting, and completing data collection activities each year; (2) maintain a multimode data collection effort built around a web-based interface that also allows for submission of electronic data files (i.e., data extracts) and individual-level records; (3) maintain and update the national database of state prison and local jail death records; (4) maintain and update a database of the universe of jail jurisdictions that also identifies jail facilities within jurisdiction and links jail reporting units within jail jurisdictions; (5) maintain real-time tracking and reporting on the status of the collection and database updating; (6) implement cost-effective procedures to edit data; (7) prepare updates to BJS annual statistical tables and conduct analysis of DCRP and ASJ data as directed by BJS; (8) provide BJS with materials needed for archiving restricted-access DCRP data as defined by the NACJD and produce public-use datasets for the

associated ASJ data files; (9) present at conferences and engage stakeholders; (10) maintain an informative communications strategy to provide BJS with documentation, summary reports on the status of the collection, and a yearend project summary; (11) help BJS obtain OMB clearance for the 2016–2018 and 2019–2021 DCRP and ASJ collection years; (12) enhance BJS's collection of mortality statistics; (13) improve DCRP death forms, specifically cause of death and facility location; (14) develop and implement a way to add a unique identifier for prison facilities that will allow the prison death data to be linked to prison facility data; and (15) conduct research on alternative sampling designs (efficiency, cost, and respondent burden) for the 2016 and beyond ASJ data collections”

6. Page 8, bottom of the page, task 1, last sentence on the page, change in yellow:

“In the initial year of the contract (2016), the data collection agent will finalize work on the 2015 jail and prison files, including data quality follow-up on delivery of the final ASJ files in May 2016 and the final jail and prison mortality files in September 2016.”

7. Page 10, task 3, third full sentence, change in yellow:

“Maintain, update, and enhance the DCRP and ASJ databases. The ASJ database contains jail reporting unit-level records. Each record should include a Government Division Code (GDC), Federal Information Processing Standard (FIPS) code, and American National Standards Institute (ANSI) codes. Each record should also have a jurisdiction ID, which allows the linkage of individual jail reporting units within a jurisdiction.”

8. Page 10, task 3, change in yellow:

“The death records should be linkable to the data on the prison and local jail facilities in which the deaths occurred. The link ID variables to be used for local jail records should be the 21-digit GDC that was developed by the U.S. Census Bureau’s Governments Division, and the FIPS or ANSI codes developed by the National Institute of Standards and Technology. The collection agent should ensure that each record of a death occurring in a local jail can be linked to jail jurisdiction and jail facility data provided on form CJ-9A, and that they can also be linked to other BJS jail data such as the ASJ and Census of Jail Facilities. These other BJS collections of jail-related data use the GDC to identify individual jail respondents and jail jurisdictions. BJS prefers the GDC for uniquely identifying jail facilities and jail jurisdictions and prefers the FIPS and ANSI codes for linking the death records to other types of data, such as Census data on population characteristics.”

9. Page 11, task 4, change in yellow:

At a minimum, the universe file should contain up-to-date contact information (including the names and contact information for sheriffs, administrators, and wardens, and identification information such as the GDC or FIPS codes); names of facilities within the jurisdiction; and current status of the jurisdiction. The file should also contain information that can track changes in jail status to identify closures, consolidations, and other major changes in jurisdiction status, and to identify the jurisdiction that took over responsibility for a jail’s inmates if a jail closes. The database should allow for these types of status change updates.

10. Page 12, task 7, ASJ bulleted list, change in yellow:

- 2016 jail inmate statistics: Final tables due July 2017
- 2017 jail inmate statistics: Final tables due July 2018
- 2018 jail inmate statistics: Final tables due July 2019
- 2019 jail inmate statistics: Final tables due July 2020

11. Page 12, task 7, first full paragraph:

“Provide analytic support to BJS in the production of annual statistical data tables on jail characteristics, prison and jail deaths, and mortality rates.”

12. Task numbers after task 7 have been renumbered. Task 8 is now task 9, Task 9 is now task 10, task 10 is now task 11, task 11 is now task 12, task 12 is now task 13, task 13 is now task 14, and task 14 is task 15.

13. Page 13, third paragraph: The number is missing. This is the beginning of task 8. It begins with the sentence, “Provide BJS with ASJ and DCRP data and documentation (e.g., codebooks, data definition statements, and data processing notes) for archiving the DCRP at the NACJD.” It ends with the last bullet in the list of delivery of the archiving files.

14. Under the renumbered task 8, bullets, change in yellow:

- 2015 DCRP data and documentation: September 2016
- 2016 DCRP data and documentation: September 2017
- 2017 DCRP data and documentation: September 2018
- 2018 DCRP data and documentation: September 2019
- 2019 DCRP data and documentation: September 2020
  
- 2016 final and complete ASJ data to BJS: May 2017
- 2016 archive dataset and documentation to BJS: June 2017
- 2017 final and complete ASJ data to BJS: May 2018
- 2017 archive dataset and documentation to BJS: June 2018
- 2018 final and complete ASJ data to BJS: May 2019
- 2018 archive dataset and documentation to BJS: June 2019
- 2019 final and complete ASJ data to BJS: May 2020
- 2019 archive dataset and documentation to BJS: June 2020

15. Page 15, last paragraph on the page, change in yellow:

“For the second cycle, 2019–2021, the collection agent will again help BJS prepare the same set

of materials. Work on the second OMB cycle is to done during project year 2018. BJS's objective is obtain clearance for the 2019–2021 collection cycle by November 2018 so the collection agent will have sufficient time to modify forms to meet the January 1, 2019, collection initiation date."

16. Page 15, bottom of page and page 16, top of the page, change in yellow:

"Tentative due dates for OMB clearance materials for the 2019–2021 collection cycle are as follows:

- 60-day notice: Posting by March 1, 2018
- 30-day notice: Posting by May 1, 2018
- Supporting statement: Posting by July 15, 2018"

17. Page 16, bottom of the page, change in yellow:

"Identifiers may include the GDC developed by the U.S. Census Bureau's Governments Division and the FIPS or ANSI codes developed by the National Institute of Standards and Technology."

18. Page 17, top of the page, change in yellow:

"The collection agent should ensure that each record of a death occurring in a prison can be linked to a prison facility and DOC data (as provided on form NPS-4A) can be linked to other BJS correctional data, such as the Census of Prison Facilities and other non-BJS community and health files. These BJS prison-related collections use the GDC or other unique facility identifiers.

The GDC is BJS's preferred ID variable for uniquely identifying prison facilities. BJS prefers the national geographic standards, such as FIPS and ANSI codes, for use in linking to other types of data, such as census data on population characteristics.

Both sets of ID codes must be maintained on the prison death records. The ID codes should appear on all death datasets that are delivered to BJS."

19. Page 25, Performance measures, "Data Grantee Provides" column, change in yellow:

"Completion of ASJ collection by May (annually)."

20. Page 26, "Performance measures" column, change in yellow:

"Provide raw data converted to a standardized format for the national database of jail and death records."

21. Page 27, the following row has been deleted, highlighted in yellow:

Expand linkage of DCRP to other administrative datasets.	Number of records/data in the database that are complete and accurate.  Percentage of deliverables (including final reports and data files) that meet BJS expectations for depth, breadth, scope, quality of study, and pertinence.	Number of datasets to which DCRP can be linked.  Number of NDI matches to DCRP records processed for cause of death.  Special reports on topics depending on the data to which DCRP can be linked: crime and arrest rates, educational attainment, social-economic indicators, proximity of hospital, etc.
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22. Page 28, last column, deleted the following, highlighted in yellow:

~~“Provide a proposal to assess the benefits and costs to the DCRP to routinely obtain death certifications via the NDI.”~~

23. p. 44, “Application Checklist,” change in yellow:

“ \_\_\_\_ Acquire or renew registration with SAM (see page 35)”

“ \_\_\_\_ Download Funding Opportunity and Application Package (see page 36)”

“ \_\_\_\_ (2) application has either been successfully validated or rejected with errors (see page 36)”

“ \_\_\_\_ contact BJS regarding experiencing technical difficulties (see page 36)”

“ \_\_\_\_ Disclosure of Lobbying Activities (SF-LLL) (see page 34)”