



## DATA COLLECTION PERFORMANCE MEASURES: DEFINITIONS AND QUESTIONS

The Special Data Collections and Statistical Studies Program supports BJS’s mission to collect, analyze, publish, and disseminate statistics on crime, criminal offenders, victims of crime, and justice system operations across all levels of government while maintaining rigorous scientific standards, protecting respondent privacy and confidentiality, and adhering to applicable federal laws and regulations. Performance measures assess progress across multiple dimensions and time frame: Timeliness tracks whether projects meet deliverable milestones identified in data management plans. Data Security ensures that 100% of staff and contractors complete the required security training before accessing restricted data. Data Quality verifies that deliverables meet BJS expectations, including adherence to BJS Principles and Practices, and that records are complete and accurate. Response Rates monitor the achievement of target response rates, document outreach efforts, and analyze nonresponse bias. Stakeholder Consultation ensures that methodology and analysis plans are informed by subject-matter expertise and stakeholder input, while Data Documentation verifies that submissions include all required metadata, analysis files, and codebooks to ensure full dataset understanding.

Long-term outcomes focus on Archiving Readiness (ensuring final data files are formatted correctly for transfer to the national repository), Project Management (maintaining records of decisions within approved scope and budget), Data Standardization (converting raw data to standardized BJS schemas for comparative use), and Reduced Post-Award Deliverables (minimizing additional deliverables after initial award to ensure sustainable project delivery). These measures ensure BJS-funded data collections produce high-quality, secure, well-documented statistical products that support evidence-based criminal justice policy and research.

The data collected through these performance measures is used to identify technical bottlenecks, advocate for continued program funding, and provide targeted technical assistance to grantees. Accurate reporting ensures the continued growth and success of BJS data collections and special projects.

PERFORMANCE AREA	DEFINITION/DIRECTION	PERFORMANCE MEASURE
<b>DATA PRODUCTS</b>		
<b>Datasets Delivery</b>	The number of datasets (including drafts, when appropriate) that the data collection agent transferred to BJS during the reporting period.	Number of datasets the data collection agent transferred to BJS during the reporting period.

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<b>Data Products Count</b>	<p>The number of data products produced from this Notice of Funding Opportunity (NOFO). Data products may consist of BJS-funded reports, datasets, graphs, infographics, tables, and data tools or dashboards.</p> <p>Note: “Data Products” refers to supplemental materials (reports, infographics, survey instruments, tools) while “Datasets” are tracked independently to avoid double counting.</p>	Number of data products produced from this NOFO.
<b>Data Products Quality</b>	The percentage of data products that are comprehensive and accurate, as determined by BJS. Data products are considered comprehensive and accurate if they adhere to BJS’s rigorous principles and practices to support the quality of BJS’s statistical activities.	Percentage of data products that met BJS’s rigorous principles and practices.
<b>Anticipated Data Analysis Files</b>	The number of anticipated data analysis files (e.g., syntax/code, raw or processed data files, tabular data, etc.) submitted to the BJS Program Manager. If applicable, report the number disclosed in the approved data management plan.	Number of anticipated data analysis files submitted.
<b>Delivered Data Analysis Files</b>	The number of delivered data analysis files (e.g., syntax/code, raw or processed data files, tabular data, etc.) submitted to the BJS Program Manager.	Number of delivered data analysis files submitted.
<b>Data Documentation</b>	<p>The degree to which submitted data documentation provides a comprehensive understanding of the dataset. To be considered “complete,” documentation must include:</p> <ul style="list-style-type: none"> <li>• <b>Contextual Metadata:</b> Project title, creator, purpose, date range, and usage rights.</li> <li>• <b>Technical Metadata:</b> File formats, software requirements, collection methods, and data structure.</li> <li>• <b>Data-Level Metadata:</b> Variable definitions (codebooks), missing value codes, units of measurement, data collection methodology, and transformation logic.</li> </ul>	Percentage of required data submissions that are accompanied by complete documentation (containing both technical and contextual metadata).

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<b>Statistical Integrity</b>	The percentage of deliverables, such as analysis code and data documentation, that meet BJS-approved methodology and analysis plans. Analysis code and data documentation are considered comprehensive if they meet BJS’s Principles and Practices.	Percent of deliverables, such as analysis code and data documentation, that meet BJS-approved methodology and analysis plans.
<b>Data Tools Developed</b>	The number of data tools or dashboards developed for BJS.	Number of data tools or dashboards developed for BJS.
<b>BJS-Funded Publications</b>	The number of BJS-funded reports, produced by the data collection agent.	Number of BJS-funded publications produced by the data collection agent.
<b>DATA QUALITY</b>		
<b>Dataset Revision Intensity</b>	This measures the “cleanliness” of the data based on the level of intervention required by BJS. A high number of revision requests indicate poor quality control by the data collection agent.	Total number of unique “Major Revision Requests” issued by BJS per dataset transfer. <ul style="list-style-type: none"> <li>• <b>Level 1 (Low):</b> 0–2 revisions requested.</li> <li>• <b>Level 2 (Medium):</b> 3–5 revisions requested.</li> <li>• <b>Level 3 (High):</b> 6+ revisions or requires a full resubmission.</li> </ul>
<b>Preliminary Data Schema Alignment</b>	This measure ensures that the preliminary data file’s structure (variable names, formats, and types) perfectly matches the BJS-approved Data Management Plan (DMP) or data dictionary.	Percentage of variables in the 25% milestone submission that conform to the approved data dictionary.
<b>Internal Data Logic Validation</b>	This measure tracks the results of internal automated “edit checks” designed to identify logical inconsistencies, out-of-range values, or broken skip patterns within the dataset.	Percentage of records in the 50% milestone submission that passed all predefined logical consistency and skip-pattern checks.
<b>Critical Variable Completion Rate</b>	This measure tracks the presence of data for “Critical Variables” (e.g., primary outcome measures or key demographics) as identified in the solicitation or project plan.	What is the completion rate for the designated “Critical Variables” across all records submitted at the 75% milestone?
<b>Data Quality Assessment</b>	This measure confirms whether a data quality assessment that meets BJS standards was conducted for the collection.	Was a data quality assessment that meets BJS standards conducted for the collection? (Y/N)

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<b>Technical Format Standardization</b>	This measure tracks whether the delivered dataset adheres to the BJS-mandated file format and structural specifications (e.g., ASCII, .sav, .sas, CSV, etc.) as outlined in the project’s technical requirements.	Did the dataset delivered (including at the 25%, 50%, or 75% milestones) conform to the BJS-prescribed technical format? (Y/N)
<b>Data Transformation and Coding Accuracy</b>	This measure ensures that raw respondent data has been successfully mapped/recoded into the BJS standardized coding schema (e.g., standardized race/ethnicity codes, uniform offense categories).	Percentage of records in the current submission that have been successfully transformed from raw values into BJS-standardized values.
<b>Data Documentation</b>	This measure indicates whether BJS received all the required data documentation, including raw data, analysis files, and codebook documentation.	Number of raw data submitted to BJS. Number of analysis files submitted to BJS. Number of codebooks submitted to BJS.
<b>Final Analysis-Ready Data Quality</b>	This measure confirms that the final dataset has undergone a full quality control review, is free of logical errors, and is formatted in accordance with BJS principles and practices for immediate use in analysis.	Does the final analysis-ready dataset pass all BJS-defined quality and logic checks? (Y/N)
<b>Archival Package Completeness</b>	This measure confirms the delivery of the full documentation bundle required for the National Archive of Criminal Justice Data (NACJD). This includes the final codebook, user guide, methodology report, and all required metadata fields.	Has a complete archival package containing the dataset and all BJS-required documentation been submitted and verified for completeness? (Y/N)
<b>DATA SECURITY</b>		
<b>Access Restricted Data</b>	The number of staff or contractors with access to restricted or confidential statistical data.	The number of staff/contractors with access to restricted or confidential statistical data.
<b>Confidentiality Training</b>	The number of staff or contractors who are compliant with training on handling restricted or confidential statistical data.	Number of staff/contractors compliant with training on handling restricted or confidential statistical data.
<b>Percent Security Compliant (auto-calculated)</b>	The percentage of staff or contractors who are compliant with training on handling restricted or confidential statistical data.	Percentage of staff or contractors who are compliant with training on handling restricted or confidential statistical data.

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<b>DOCUMENTATION AND REPORTS</b>		
<b>Documentation Quality</b>	The percentage of deliverables, such as data management plans, project plans, and final reports that meet the quality expectations set by BJS.	Percentage of deliverables, such as data management plans, project plans, and final reports that meet the quality expectations set by BJS.
<b>Cognitive Testing Results and Methodology</b>	<p>For projects requiring cognitive testing, this measure confirms the delivery of a comprehensive report that details the testing methodology, key findings regarding respondent comprehension, and the resulting changes made to the survey instrument.</p> <p>If cognitive testing was required for this project, did the resulting report(s) include the following three elements:</p> <ol style="list-style-type: none"> <li>1. <b>Methodology:</b> Description of participant recruitment and testing protocols.</li> <li>2. <b>Findings:</b> Analysis of respondent “cognitive burden” or misunderstanding of specific questions.</li> <li>3. <b>Recommendations:</b> A clear mapping of how the testing led to specific revisions in the final survey instrument.</li> </ol> <p><b>Response Options:</b></p> <ul style="list-style-type: none"> <li>• <b>Yes:</b> All three elements were documented and submitted to BJS.</li> <li>• <b>No:</b> The report was submitted but lacked one or more of the required elements.</li> <li>• <b>N/A:</b> Cognitive testing was not in the Data Management Plan.</li> </ul>	<p>Percentage of survey items or modules refined or validated through cognitive testing that met final BJS data quality standards prior to full-scale implementation.</p> <p>Percentage of survey items modified or confirmed as ‘valid’ based on testing results.</p> <p>Were the cognitive testing results delivered as a comprehensive report that documented both the findings and the specific instrument revisions made in response to those findings?” (Y/N/NA).</p>
<b>IRB Approval</b>	If applicable, this measure will confirm the IRB Approval for the project.	Does this project have current IRB approval? (Y/N)
<b>OMB Terms of Clearance Adherence</b>	This measure confirms that the data collection is being conducted strictly within the parameters approved by OMB, specifically regarding the authorized survey instrument and the total respondent burden hours.	Is the current data collection being conducted in full compliance with the OMB-approved terms (OMB Control Number and Expiration Date)? (Y/N)

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<b>OMB Clearance Material Preparation</b>	If applicable, this measure confirms that the agent developed and delivered a complete OMB clearance package, including Supporting Statements Part A and Part B, all survey instruments, and respondent burden calculations, to BJS for review. This also includes generic clearances.	As the data collection agent, did your organization deliver a complete, technically sound OMB clearance package to BJS by the project's scheduled deadline (to include generic clearances)? (Y/N/In-Progress/NA)
<b>Meeting Documentation</b>	The number of project meetings for which agendas and minutes were prepared to document decisions and action items.	Percentage of project meetings for which agendas and minutes were prepared to document decisions and action items.
<b>PROJECT MANAGEMENT</b>		
<b>Deliverables Count</b>	The awardee provides a running count of the deliverables submitted to BJS.	Number of deliverables submitted to BJS to date.
<b>Timely Delivery of Deliverables</b>	The awardee should evaluate the proposed timeline and data management plan to determine the number of deliverables submitted and the number and percentage of deliverables that were completed on time.	Percentage of deliverables that were completed on time.
<b>Data Management Plan Success</b>	The percentage of completion of all tasks that were developed in the data management plan.	Percentage of completion of all tasks that were developed in the data management plan.
<b>Deliverables Added Post-Award</b>	The number of deliverables added after acceptance of the award.	Number of deliverables added after acceptance of the award.
<b>RESPONSE RATE</b>		
<b>Response Rate Reporting – Entities</b>	The percentage of eligible entities, agencies, or offices that have participated and responded to the survey. This measure should only be completed for administrative or establishment collections.	Percentage of agencies, offices, or individuals that have participated and responded to the survey.
<b>Response Rate Reporting – Individual Respondents</b>	The percentage of eligible individuals who have participated and responded to the survey. This measure should only be completed for surveys targeted at individual respondents.	Percentage of agencies, offices, or individuals that have participated and responded to the survey.

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<b>Response Rate Achieved</b>	This measure confirms whether the overall response rate, set as the target, was achieved. Use the target number from the data management plan to assess if the response rate was achieved.	Was the overall response rate, which was set as the target, achieved? (Y/N)
<b>Analysis of Nonresponse</b>	This measure checks if a plan for handling nonresponse or a report detailing findings from nonresponse bias analysis was accepted by BJS if a target response rate was not met.	Did the development of a plan for handling nonresponse or the delivery of a report detailing findings from nonresponse bias analysis meet the requirements of BJS, if a target response rate was not met? (Y/N)
<b>Effort to Increase Response</b>	This measure checks whether documentation of the effort to increase the response rate, including the percentage increase over the life of the project or year over year (whichever is appropriate), was provided.	Was there documentation of the effort put forth to increase the response rate, including the percentage increase in response over the life of the project or year over year (whichever is appropriate)? (Y/N)
<b>STAKEHOLDER CONSULTATION</b>		
<b>Consultation Results</b>	<p>This measure confirms that the agent conducted a high-level consultation with Subject Matter Experts (SMEs) and stakeholders that reflects the diversity of the field (e.g., practitioners, researchers, and policymakers). The resulting report must not only summarize the discussion but also provide actionable recommendations for survey design and outreach.</p> <p><b>Reporting Metric</b> Did the consultation report include the following three quality-assurance elements:</p> <ol style="list-style-type: none"> <li><b>Stakeholder Diversity:</b> A roster of participants demonstrating expertise across relevant sectors (e.g., local, state, federal, or academic) and geographic diversity?</li> </ol>	<p>Did the consultation report include the following three quality-assurance elements:</p> <ol style="list-style-type: none"> <li><b>Stakeholder Diversity</b></li> <li><b>Substantive Findings</b></li> <li><b>Outreach Strategy</b></li> </ol> <p><b>(Y/N/NA)</b></p>

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	<p>2. <b>Substantive Findings:</b> A summary of expert consensus on key variables and emerging trends in the field?</p> <p>3. <b>Outreach Strategy:</b> Specific, tailored recommendations for maximizing response rates among difficult-to-reach populations?</p> <p><b>Response Options:</b></p> <ul style="list-style-type: none"> <li>• <b>Yes:</b> The report included all three elements and met BJS standards for stakeholder quality.</li> <li>• <b>No:</b> The report was delivered but lacked one or more required elements.</li> <li>• <b>N/A:</b> Expert consultation was not required for this project phase.</li> </ul>	
<b>Stakeholder Consultation</b>	The number of stakeholders consulted to ensure data relevance and quality.	Number of stakeholders consulted to ensure data relevance and quality.
<b>Methodology and Analysis Plans</b>	This measure checks if the approval of methodology and analysis plans by BJS was based on the input from stakeholders and experts.	Was the BJS methodology and analysis plan informed by subject-matter expertise, content, or context provided by stakeholders and experts? (Y/N)
<b>TIMELINESS</b>		
<b>Milestone and Deliverable Completion Rate</b>	The percentage of deliverables and significant project milestones that were completed on time as defined in the NOFO.	Percentage of deliverables and significant project milestones that were completed on time as defined in the NOFO.