

Highlights of Last 8 Years

In 1995, in cooperation with its data suppliers and customers, BEA developed a comprehensive, multi-year strategic plan for maintaining and improving the GDP and related economic accounts. The plan addressed the need for (1) updated measures of output and prices, (2) better measures of investment, saving, and wealth, and (3) improved measures of international transactions. To make a down payment on the plan's most urgent priorities, BEA reallocated resources from existing programs. In 1995, BEA transferred the Leading Economic Indicators program to a private organization. In 1996, BEA phased out its regional and state economic projections and its pollution abatement and control program. It also cut back its detailed plant-level data on foreign direct investment to a 5-year cycle rather than an annual cycle.

With the resources freed up from these reallocations, BEA was able to implement significant improvements in all three areas outlined in its strategic plan. Some of those improvements include:

- New measures of real GDP that use up-to-date annual (rather than fixed) weights to reduce bias.
- New quality-adjusted measures of output and prices for semi-conductors and other high-tech products.
- New measures of banking output that include new banking services.
- Treatment of government purchases of equipment and structures as investment.
- Treatment of business and government purchases of computer software as investment.
- More timely completion of benchmark input-output accounts.
- Resumption of annual input-output estimates.
- New satellite accounts for travel and transportation.
- Expanded international data on portfolio investment and trade in services.
- Addition of a financial account to the balance of payments accounts.

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CRS Report for Congress

Congressional Research Service • The Library of Congress

House Apportionment Following the 2000 Census

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Summary

The Census Bureau's 1996 population projections for the year 2000, and population estimates for 1999, suggest significant changes in the allocation of Representatives among the states. If the projections for the year 2000 presage the actual 2000 Census, 11 seats will shift, affecting a total of 17 states. If the House had been reapportioned based on the 1999 population estimates, ten seats would have been shifted among 16 states. (In 1991, 19 seats shifted among 21 states after the 1990 Census.) This report will be updated if new projections become available.

Background

Although the Bureau of the Census estimates the population for each state annually, state-level population *projections* are usually issued twice each decade. On October 22, 1996, the Bureau released projected state populations for the year 2000. If the House of Representatives were to be reapportioned based on these numbers, 11 seats would shift among 17 states from the official apportionment following the 1990 Census. Colorado, Florida, Montana, Nevada, and Utah would each gain one seat; Arizona, Georgia, and Texas would gain two seats. The following states would lose one seat: Connecticut, Illinois, Michigan, Mississippi, Ohio, Oklahoma, and Wisconsin. New York and Pennsylvania would lose two seats if these projections prove to be accurate.

The Census Bureau's state level population *estimates* are usually issued in December, reflecting population estimates for July 1 of each year. The 1999 estimates were released on December 29, 1999. If the House of Representatives had been reapportioned based on these numbers, ten seats would have shifted among 16 states, as compared with the official apportionment following the 1990 Census. California, Colorado Florida, Georgia, Montana, and Nevada would each have gained one seat. Arizona and Texas each would have gained two seats. The following states would have lost one seat: Connecticut, Illinois, Mississippi, Ohio, Oklahoma, and Wisconsin.¹

¹ The 435-seat House was established in 1929, by the Permanent Apportionment Act, (46 Stat. 21, 26-27)

(continued...)



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CRS Report for Congress

Congressional Research Service • The Library of Congress

Sampling for Census 2000: State Legislative Activity on Redistricting Data

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Summary

The debate over the use of sampling to adjust the decennial population census data was not completely resolved by the U.S. Supreme Court decision that a federal statute prohibits the use of sampling to adjust the decennial census for the purposes of apportionment of the House of Representatives among the States. The Court did not hold that the adjustment of census data for other purposes was prohibited. The Census Bureau has indicated that it will release both adjusted and unadjusted sets of data. In the wake of these developments, there have been legislative efforts in many States to specify the data to be used in intrastate redistricting. These activities could lead to further litigation. Congress could determine through appropriations whether or not the release of adjusted data suitable for intrastate redistricting purposes is feasible.

Background

On January 25, 1999, in *Department of Commerce v. U.S. House of Representatives*,¹ the United States Supreme Court held that the Census Act² prohibits sampling in the census for the apportionment of the House of Representatives, but declined to decide whether sampling would also be a violation of the census clause of the U.S. Constitution. This decision was the culmination of two lawsuits which had been brought to challenge the plans of the Census Bureau to use sampling in the 2000 census. Opponents of sampling claimed victory and promised to focus on improving the traditional headcount through methods such as expanded outreach to undercounted groups and the use of administrative records. But proponents of sampling, including the Administration, noted that the decision did not determine the constitutionality of sampling and also did not hold that sampling was prohibited for purposes other than apportionment of the House of Representatives among the States. Because the Court stated in one part of its opinion that section 195 of the Census Act "requires [the use of] statistical sampling in assembling the myriad

¹ 525 U.S. 316, 119 S.Ct. 765 (1999).

² Codified as amended at 13 U.S.C. §§ 1 *et seq.*





June 23, 2000

CENSUS 2000 INFORMATIONAL MEMORANDUM NO. 64

MEMORANDUM FOR Distribution List

FROM: Susan M. Miskura *SM*
Chief, Decennial Management Division

Subject: Program Master Plan: Census 2000 A.C.E. Housing Unit
Followup and Final Housing Unit Followup

Contact Person: Kathleen Stoner, Statistical Programs Branch, Decennial
Management Division, Room 2014-2, (301) 457-8223

The Program Master Plan (PMP) for the Census 2000 A.C.E. Housing Unit Followup and Final Housing Unit Followup is attached.

Please forward any inquiries to the contact person for this PMP, Kathleen Stoner.

Attachment

Census 2000 A.C.E. Housing Unit Followup and Final Housing Unit Followup
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Attachment A - List of Abbreviations

Attachment B - A.C.E. HUFU Flowchart

Attachment C - A.C.E. FHUFU Flowchart

Attachment D - Forms Used in the A.C.E. HUFU and FHUFU

I. INTRODUCTION

The Decennial Management Division (DMD) is responsible for describing and defining the requirements, schedules, and workflow for each Census 2000 operation. This Program Management Plan (PMP) describes the preparatory and operational activities required to conduct the A.C.E. (Accuracy and Coverage Evaluation) Housing Unit Followup (HUFU) and Final Housing Unit Followup (FHUFU) operations for Census 2000 in the U.S. and Puerto Rico. A list of abbreviations used throughout this document can be found in Attachment A.

The A.C.E. is a nationwide sample survey and is conducted to determine the number of people and housing units missed or erroneously enumerated in the Census. The results of the A.C.E. are used to evaluate the final Census counts.

Before the HUFU field operations begin, computer and clerical matching (known as before followup matching or BFU matching) are done to match addresses that appear on the DMAF with the addresses that appear in the A.C.E. address list generated from the A.C.E. Independent Listing operation. The addresses that remain unmatched and require additional information to resolve (such as possible matches) are sent to HUFU interviewing. In order to prepare for housing unit followup the HUFU input file must be created at headquarters (HQ) and sent to the National Processing Center (NPC). The HUFU forms are printed and assembled in the NPC, then shipped to the appropriate ACEROs.

The HUFU interviewing operation attempts to gather more information about these unmatched housing units in order to resolve the differences between the A.C.E. listing and the census listing. The objective of the followup interview is to create an accurate listing of all A.C.E. housing units in the block cluster and to link different versions of the same address that could appear on the A.C.E. and census lists. This updated listing will be used later for subsampling large clusters. The listing of A.C.E. housing units is used later as the basis for the inventory of housing units to interview for the CAPI person interview.

The Final Housing Unit (FHU) operation is done after person interviews are complete and the Census Unedited File (CUF) is released and any updates to the CUF housing unit inventory are made. In this phase, adds and deletes from the census and the A.C.E. are identified and processed. The relisted clusters and List Enumerate clusters are also processed at this time, since they were not matched during the initial housing unit match.

Then, a before followup clerical matching operation is performed in the NPC. New nonmatches, possible matches and any new duplicates are sent to field followup, using a computer generated interview form D-1340 (printed in NPC) similar to the D-1303 form used for HUFU. A Targeted Extended Search (TES) of surrounding blocks is also done. The FHUFU interviewing operation collects information for final housing unit matching, using interviews similar to those done in HUFU. An after followup clerical match is

done in NPC, using the results of the FHUFU interviews. The results of the final housing unit phase are used to estimate the final housing unit counts and weight long form sampling results in the U.S. and Puerto Rico.

The Housing Unit Followup operation started on February 7, 2000. Final Housing Unit Followup is scheduled to begin on March 30, 2001.

The following divisions are responsible for planning and/or implementation: the DMD, the DSCMO (Decennial Systems and Contract Management Office), the DSSD (Decennial Statistical Studies Division), the FLD (Field Division), the GEO (Geography Division), the NPC (National Processing Center), and the TMO (Technologies Management Office).

II. GENERAL DESIGN AND WORKFLOW

After computer and clerical matching, most clusters have addresses that must go to housing unit followup (HUFU). HUFU is used primarily to follow up addresses where additional information is needed to resolve the housing unit match status. In order to prepare for housing unit followup the HUFU input file and forms are created, printed, assembled, and shipped to the ACEROs. Flowcharts showing this workflow may be found in Attachments B and C.

A. Inputs

1. Public Use Forms (PUFs) and Other Forms

Follow-up interviewing during the initial HUFU phase of the operation is done with interview form D-1303. Form D-1303.REF Housing Unit Reference List is also used, along with Form D-1380, used for quality assurance purposes. FHUFU is conducted with a similar interview form, the D-1340, along with a similar reference list and quality assurance form. There are equivalent forms in Spanish for use in Puerto Rico.

2. Field Use Manuals and Training/Procedure Materials

Manuals and training/procedure materials required for various jobs are prepared under the direction of FLD Headquarters staff. In general, materials provided to the ACERO for staff training include a verbatim guide for training, a workbook with exercises and other information, job aids, and a procedures manual for each job. A list of these materials and their descriptions may be found in Attachment D. Only materials for HUFU are described here, but materials for FHUFU will be similar.

The Puerto Rico and Island Areas branch in DMD is responsible for adapting and translating these materials for use in Puerto Rico.

3. Maps

Maps have already been produced by the geography section at each RCC during the listing phase of the A.C.E. operation. Three sets (four sets for rural clusters) of maps have already been created for each cluster: a cluster map identifying the blocks in the A.C.E. cluster, a block map for each block within the cluster, and cluster locator map(s) to help the lister locate each cluster. Copies of these same maps (with map spotted block maps updated where applicable) will be available for HUFU and FHUFU. The GEO (through the geography sections at the RCCs) will create an additional set of maps (for rural areas) during the HUFU phase. These maps, the A.C.E. TIGER housing unit maps, contain census map spots to help the interviewer locate rural housing units.

4. ACE 2000 Software Development

Clusters selected for the A.C.E. sample are loaded into the TMO ACE 2000 control system. This system serves as a control and tracking system for all of the field phases of the A.C.E. The ACE 2000 consists of seven components for each operation it supports: Manager Functions, Sample Control, Assignments, Check-in/Check-out, Staff Operations, Transmissions, and Reports.

5. Universe Data

The A.C.E. HUFU will cover approximately 338,510 housing units in 13,533 clusters. The FHUFU will cover approximately 18,600 units in 6,875 clusters.

B. Preparatory Activities in NPC

1. Printing of HUFU and FHUFU forms

The D-1303 Housing Unit Followup, along with the D-1303.REF and D-1380 Quality Assurance forms are printed, assembled, checked out, and shipped from the NPC to the ACEROs. The FHUFU forms will also be printed and assembled in NPC.

2. Assembly and shipment of HUFU and FHUFU forms

The forms will be assembled and shipped by LCO number to the appropriate ACERO.

3. Quality assurance on printing, assembly and shipment of HUFU and FHUFU forms

A quality assurance on the printing and assembly of the HUFU forms will be performed in the NPC. It consists of the following:

- a. As the forms come off the printer, the first five pages, last five pages, and a random sample of pages in between will be checked for print quality. They will also be inspected to make sure that the information on each form is printed in the correct area.
- b. A summary list of files printed will be compared with actual printer output, to make sure that all clusters in each run have been printed.
- c. After boxes are packed for shipment to each ACERO, a random sample of 1 in 15 clusters will be examined to ensure that the printed barcodes are visible, the contents of the package for each cluster are correct, and that sections of the package are stapled correctly. Additionally, each box is checked using the printed list of files to be sure that the proper clusters are included.

Quality assurance procedures for the printing of the FHUFU forms have not yet been specified.

C. Preparatory Activities in the ACEROs

In preparation for the A.C.E. HUFU and FHUFU field operations, the ACERO office staff performs the following activities:

I. Delineation of Field Operations Supervisor (FOS) and Crew Leader (CL) Districts

The FOS districts and CLDs have previously been delineated using the LCO maps and LCO workload estimates. The regional director and the A.C.E. manager, using budget and staffing authorizations developed by FLD headquarters staff, decide how to allocate personnel resources across the region, which local census offices (LCOs) will be assigned to each team, and how many FOSs each team will have. This information is then entered into the ACE 2000 system, which creates the teams. The team

supervisors then decide how many crew leaders to give to each FOS position.

The A.C.E. workload estimates are used to decide which clusters to link to which FOS areas and CLDs for listing. HUFU and FHUFU are done using the same structure as for listing. FOS areas are generally aligned to LCOs or counties, adjusting to balance workloads. CLDs are set up by grouping ZIP codes together in urban areas, or by grouping tracts together in rural areas.

2. Receipt and checkout of HUFU forms

All the D-1303 HUFU forms, along with the accompanying D-1303 Housing Unit Reference Lists and the D-1380 Quality Assurance forms, will be printed by the NPC. They will be assembled by block cluster and shipped to the appropriate ACERO for followup. The ACERO staff will use the ACE 2000 system to check the forms in from the NPC and then out to the field.

3. Preparation of enumerator assignments

ACERO staff assemble the enumerator assignments. Materials consist of the D-1303 HUFU forms and maps (A.C.E. block maps and Census TIGER housing unit maps). For FHUFU a similar followup form, along with the maps will be used. Block clusters are assigned to individual listers by crew leaders.

4. Training staff on A.C.E. HUFU and FHUFU

The ACERO management staff will recruit and train the field operations supervisors (FOSs), supervisory office clerks (SOCs), and office clerks on their duties and responsibilities during the A.C.E. HUFU and FHUFU operations. The FOS will train the crew leaders (CLs), and the crew leaders will train the enumerators. The ACERO staff and crew leaders will arrange for training space and train enumerators at a location convenient to their assignment areas. If the ACERO has not arranged for a training facility, it is the crew leader's responsibility to do so. The training of replacement enumerators will take place in a centralized location in each LCO area.

D. Data Collection Procedures

1. Overview

Interviewers visit each housing unit requiring followup and conduct an interview using the questions pre-printed on the D-1303 HUFU (or D-1340 FHUFU) form. Generally, the questions in the followup interview are interviewer check items that can be answered by the interviewer based on what they learn when they visit the cluster. Most of the pre-printed questions deal with the following scenarios:

- The A.C.E. address is not matched to a census address. These addresses are sent to the field to verify that they exist within the block cluster.
- The census address is not matched to an A.C.E. address. These are also sent to the field to verify that they exist within the block cluster.
- The A.C.E. and census addresses are possible matches, but there is not enough information to assign a match with confidence. These are sent to the field to determine if the A.C.E. and census addresses refer to the same housing unit.
- The A.C.E. address is a possible duplicate of another A.C.E. address. These are sent to field to determine if the addresses are actually duplicates.
- The census address is a possible duplicate of another census address. These are sent to field to determine if the addresses are actually duplicates.

There may, however, be special questions and notes printed on the form. These are written by matchers in NPC and will be unique to each followup form. FHUFU will be substantially similar.

2. Refusals

In the case of refusals, the interviewer tries to complete the case by observation. If a case occurs where this approach is not adequate, it is referred to the crew leader for further action.

3. Conducting Field Quality Assurance

Quality assurance consists of the following:

- a. The crew leader edits all HUFU forms they receive. If the cluster passes the edit, it is passed on to the QA crew leader for assignment to a QA checker. If the cluster does not pass the edit, it is returned to the original lister for correction.
- b. The cluster is assigned to a QA checker by the QA crew leader. The HUMARCS software selects a ten percent sample of followup cases and prints them on a D-1380 summary sheet for each cluster. All the cases in the first cluster from each interviewer received by the QA crew leader are checked by the QA checker. Thereafter, only selected sample cases are checked. The QA checker proceeds to do a dependent review of the form, using the completed forms and maps as a guide. If the QA checker finds errors, then all questions on the HUFU forms must be checked. Corrections are marked in green pencil on the form.

Quality assurance procedures for FHUFU interviewing are substantially similar, except that the required check of all cases in an interviewer's first assignment will be waived if the interviewer also participated in HUFU.

E. Crew Leader and QA Crew Leader Procedures

1. Overview

Crew leaders (CLs) and QA CLs are responsible for training, monitoring, and supervising the crews of enumerators assigned to them. The QA CLs have the same duties as the non-QA CLs, but they only work on QA. They use laptops with the ACE2000 system as an aid in monitoring the crew's progress. They assign and reassign work to interviewers, as needed. They ensure that the tasks assigned to them and their crews are completed accurately and on schedule. They also keep their FOSs informed of any potential delays or problems.

The crew leader and QA crew leader review the reports generated by the ACE2000 system each day. They look for such problems as signs of falsification, under- or over-productivity, or other signs that the interviewer is not following procedures.

Crew leaders and QA crew leaders also:

- Review and forward interviewers' completed payroll forms
- Schedule and conduct daily meetings with interviewers, using these as a tool to assess the interviewers' work and productivity

- Collect and review completed work
- Forward completed work to the ACERO
- Use laptop reports from the ACERO to monitor progress
- Motivate FRs to convert refusals and resolve differences
- Convert refusals
- Meet with the field operations supervisor daily

2. Refusals

If the occupants of a housing unit are reluctant or refuse to be interviewed, the interviewer tries to persuade them to cooperate. If the interviewer is unsuccessful, the case is referred to the crew leader for resolution. The crew leader attempts to obtain the information.

F. Field Operations Supervisor (FOS) Procedures and QA FOS Procedures

1. Overview

Field Operations Supervisors (FOSs) and QA FOSs are responsible for training, monitoring, and supervising crew leaders and QA crew leaders. They use laptops with the ACE2000 system as an aid in monitoring their crews' progress. FOSs and QA FOSs reassign work to crew leaders, as necessary. They ensure that the tasks assigned to them and their crews are completed on schedule. The FOSs and QA FOSs also keep their respective ACERO Team Supervisors informed of any potential delays or problems.

The field operations supervisor and QA field operations supervisor perform an edit on each of their crew leaders' work on a daily basis. They also review the reports generated by the ACE2000 system each day. In reviewing the reports, the FOS looks for such problems as signs of falsification, under- or over-productivity, or other signs that the crew leaders are not following procedures.

FOSs and QA FOSs also:

- Review and forward crew leaders' completed payroll forms
- Schedule and conduct daily meetings with crew leaders, using them as a tool to assess the crew leaders' work and productivity
- Collect and review completed work
- Forward completed work to the ACERO
- Use ACE2000 reports from the ACERO to monitor progress
- Motivate crew leaders to convert refusals and resolve differences

- Convert refusals

2. Refusals

If the occupants of a housing unit are reluctant or refuse to be interviewed, the interviewer tries to persuade them to cooperate. If they still won't cooperate, and the crew leader is unable to get all of the necessary information, they notify the FOS. The FOS then attempts to obtain the information.

G. ACERO Operations

1. Assignment Control

The ACE 2000 system is used to control all forms flowing in and out of the ACERO. This includes the followup forms, maps, and daily work and pay records. The ACERO generates the two main listings used for assignment control: the D-1401 Master Assignment Record, and the D-1435 filtered assignment list (for crew leaders).

Assignments are made to individual enumerators by the ACERO with transportation, geography, and language restrictions, if any, taken into consideration.

2. ACE 2000 Check-In of HUFU and FHUFU forms

The ACE 2000 system is used to check in the forms when they are returned from the field by the enumerators through the QA crew leaders and field operations supervisors.

3. Conducting Quality Assurance

An edit on completed HUFU forms is done in the ACERO. This consists of a check for completeness, legibility, correct application of skip patterns, and correctness of entries on the HUFU form. ACERO quality assurance procedures for the FHUFU operation will be similar.

4. Check-Out and Shipment of Completed Clusters to NPC

The ACE 2000 system is used to check out the completed HUFU and FHUFU forms and maps. The forms are batched along with corresponding maps and shipped to the NPC in Jeffersonville for keying of the interview results.

H. Outputs

1. ACERO Management Reports

A variety of reports are available for ACERO management and staff to assess the HUFU and FHUFU operations. A complete list may be found in Attachment D.

2. Completed HUFU and FHUFU forms

Field Division will return HUFU and FHUFU forms containing completed interviews to the NPC, where they will be keyed.

3. Headquarters Cost and Progress Reports

Cost and progress reports for this operation will show the following information:

- a. # HUFU clusters received by FLD
- b. # sample units contained in clusters
- c. # clusters sent to FLD for HUFU
- d. % clusters sent to FLD for HUFU
- e. # clusters in FLD QA
- f. # clusters completed
- g. % clusters completed
- h. # sample units in completed clusters
- i. % sample units in completed clusters
- j. # clusters shipped to NPC
- k. % clusters shipped to NPC
- l. # clusters received in NPC
- m. % clusters received in NPC

Cost and progress reports for the FHUFU are not yet available, but will likely be substantially similar to those for HUFU.

III. COST ASSUMPTIONS

The estimated workload for HUFU was 338,510 housing units in 13,533 clusters, including Puerto Rico. The actual workload was 354,544 housing units in 9,456 clusters. The total budgeted cost for the HUFU was \$8.7 million.

The estimated workload for FHUFU is 18,600 housing units in 6,875 clusters. The total budgeted cost for the FHUFU is \$3.1 million.

IV. SCHEDULE AND DIVISION RESPONSIBILITIES

A. Schedule

The following is the schedule of major activities for the A.C.E. Housing Unit Followup and Final Housing Unit Followup operations as reflected in the master activity schedule (MAS).

	<u>Start</u>	<u>Finish</u>
Develop HUFU procedures and training	03/08/99	09/15/99
Assembly and shipment of HUFU forms	02/07/00	03/13/00
Conduct housing unit followup training	02/03/00	03/20/00
Conduct housing unit followup	02/22/00	04/04/00
Shipment of HUFU forms to NPC	03/01/00	04/12/00
Develop FHUFU procedures and training	08/01/00	10/06/00
Assembly and shipment of FHUFU forms	03/14/01	04/17/01
Conduct FHUFU training	03/09/01	04/26/01
Conduct final housing unit followup	03/30/01	05/11/01
Shipment of FHUFU forms to NPC	04/04/01	05/16/01

B. Division Responsibilities

The following is a list of responsibilities, by division, for these operations.

1. Decennial Management Division (DMD)

The DMD will:

- a. Document program requirements in the A.C.E. HUFU/FHUFU Program Master Plan.
- b. Monitor A.C.E. Housing Unit Followup and Final Housing Unit Followup progress and operations through the headquarters cost and progress system.
- c. Maintain the Master Activity Schedule (MAS).

- d. Adapt and translate the field materials for use in Puerto Rico.
(Puerto Rico and Island Areas Branch)

2. Decennial Statistical Studies Division (DSSD)

DSSD will:

- a. Provide HUFU and FHUFU interviewing and quality assurance specifications.
- b. Perform operational analyses of A.C.E. HUFU and FHUFU.
- c. Design the HUFU and FHUFU forms.
- d. Sponsor and manage the A.C.E. program.

3. Decennial Systems and Contracts Management Office (DSCMO)

The DSCMO will:

- a. Write the software for NPC keying of HUFU and FHUFU results.

4. Field Division (FLD) - Headquarters

FLD will:

- a. Develop (either in-house or via contractor) all training materials, office, and field manuals, and enumerator materials.
- b. Develop budgets, staffing estimates, and detailed schedules for operations.
- c. Manage and support ACERO operations, monthly progress and cost.
- d. Train ACERO staff on plans, procedures, and tools.

5. Field Division - ACEROs and LCOs

FLD ACEROs and LCOs will:

- a. Recruit, test, and select field staff, and determine staffing requirements.

- b. Take all necessary steps to ensure independence between the A.C.E. procedures/personnel and Census procedures/personnel.
- c. Provide FLD staff with relevant job specific training.
- d. Conduct the HUFU and FHUFU operations.

6. Field Division - RCCs

- a. Will produce maps to accompany HUFU assignments.

7. Geography Division (GEO)

The GEO will:

- a. Complete and maintain geographic software and files including plot files, cluster files, and geographic reference files.
- b. Produce map files (MIMs) that will be used to produce maps (in the RCCs) to accompany the HUFU assignments.

8. Technologies Management Office (TMO)

TMO will:

- a. Design and install automated system hardware and application software.
- b. Design and program all computer-generated listings and reports for ACE 2000.
- c. Develop the ACE 2000 for the field to print the Assignment Directory, and performance and progress reports to track assignments.
- d. Provide DMD with cost and progress information through the ACE 2000.
- e. Provide headquarters staff with access to the ACE 2000 for the purpose of monitoring A.C.E. HUFU and FHUFU operations.

V. EVALUATION REQUIREMENTS

Evaluation requirements at this time are undefined.

VI. MAJOR DIFFERENCES FROM DRESS REHEARSAL

There were no major differences from dress rehearsal in the HUFU. Final housing unit followup (FHUFU) was not conducted in dress rehearsal.

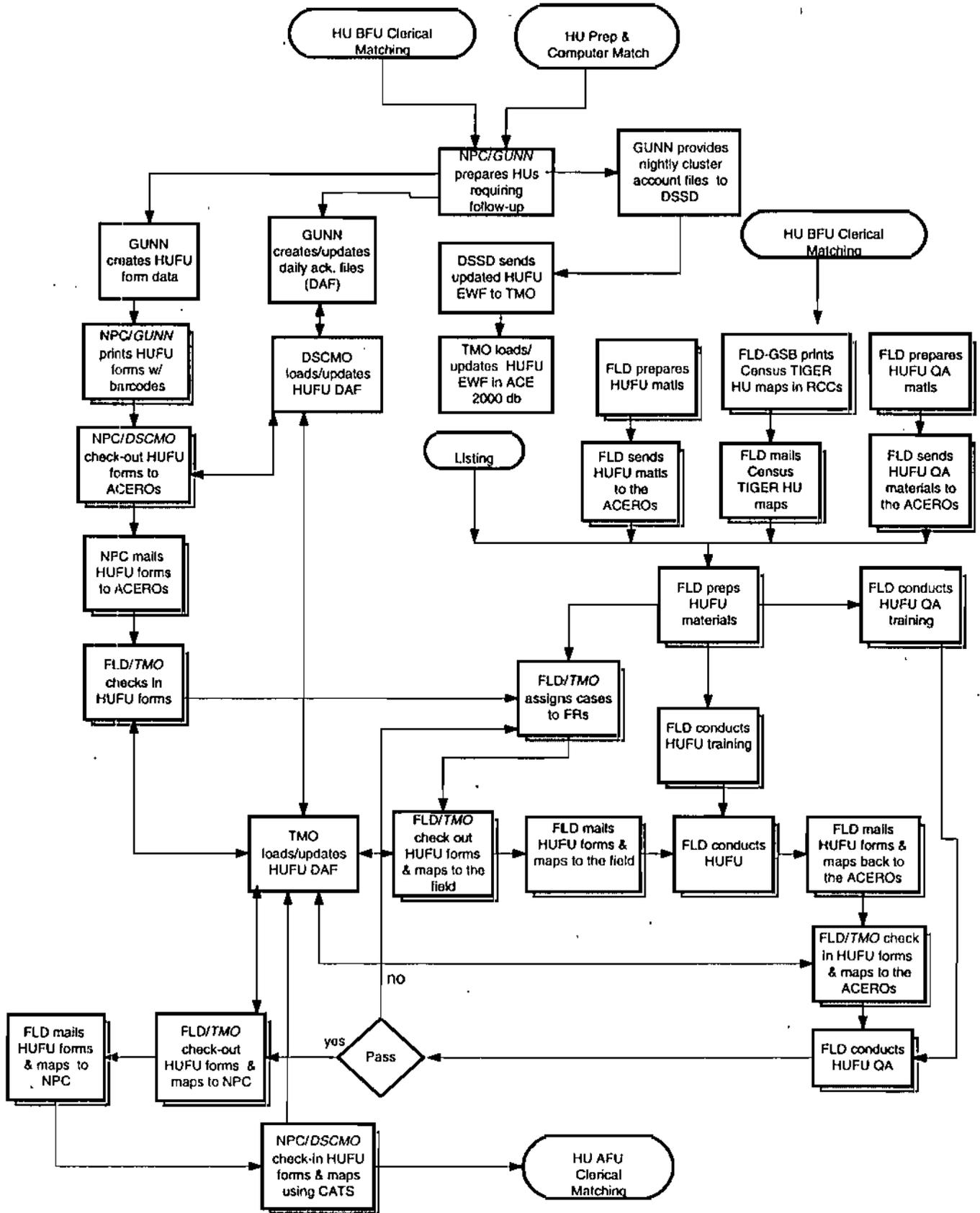
VII. PUERTO RICO

Housing unit followup will be conducted in the same manner as stateside; there are no differences for Puerto Rico, except that the forms for HUFU and FHUFU will be printed in Spanish.

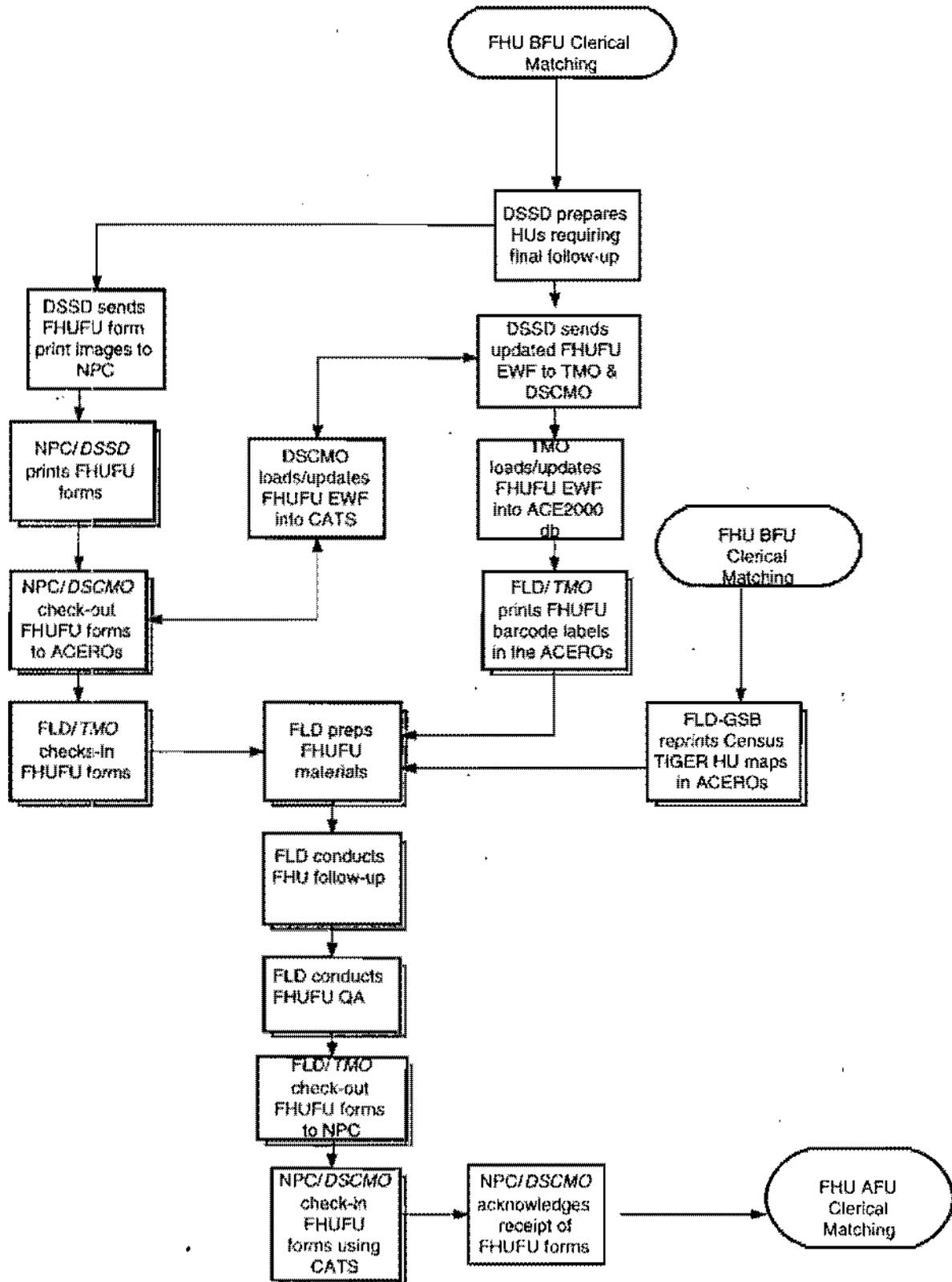
LIST OF ABBREVIATIONS

A.C.E.	Accuracy and Coverage Evaluation
ACE2000	A.C.E 2000 Control System
ACERO	A.C.E. Regional Office
CAPI	Computer Assisted Personal Interviewing
CL	Crew Leader
CLD	Crew Leader District
DMAF	Decennial Master Address File
DSCMO	Decennial Systems and Contract Management Division
DSSD	Decennial Statistical Studies Division
FHUFU	Final Housing Unit Followup
FLD	Field Division
FLD-GSB	Field Division, Geographic Support Branch
FOS	Field Operations Supervisor
GUNN	Gunnison (DSSD contractor)
HQ	Headquarters
HU	Housing Unit
HUFU	Housing Unit Follow-up
ILB	Independent Listing Book
LCO	Local Census Office
MAF	Master Address File
NPC	National Processing Center
PR	Puerto Rico
PUF	Public Use Form
QA	Quality Assurance
RCC	Regional Census Center
TEA	Type of Enumeration Area
TMO	Technologies Management Office

HU Follow-Up



Final HU Follow-Up



Forms Used in the A.C.E. HUFU and FHUFU

Field Forms and Procedures¹

D-1303	HUFU Questionnaire
D-1303.REF	HUFU Reference List
D-1380	HUFU Quality Assurance Sample
D-1312	HUFU Guide for Training Crew Leaders and QA Crew Leaders
D-1312.1	HUFU Crew Leader and QA Crew Leader Workbook
D-1332	HUFU QA Checker Manual
D-1332.1	HUFU QA Checker Cluster Tracking Record for D-1403
D-1333	HUFU Guide for Training QA Checkers
D-1333.1	HUFU QA Checker Workbook
D-1338	HUFU FOS Manual
D-1338.1	HUFU FOS Job Summary
D-1339	HUFU Guide for Training FOSs and QA FOSs
D-1339.1	HUFU FOS Workbook
D-1355	HUFU Guide for Training Office Staff
D-1355.1	HUFU Office Staff Workbook
D-1372	HUFU Office Manual
D-1372.1	HUFU Office Staff Job Aid
D-1373	HUFU Crew Leader and QA Crew Leader Manual
D-1373.1	HUFU Crew Leader and QA Crew Leader Job Summary
D-1374	HUFU Interviewer Manual
D-1374.1	HUFU Guide for Training Interviewers
D-1374.1A	HUFU Interviewer Workbook
D-1374.1B	HUFU Interviewer Self Study
D-1403	HUFU QA Tracking Record

Field Management Reports (computer generated)

D-1401	Master Assignment Record
D-1407	Sample Counts
D-1420A	Interviewer Level Payroll Summary Report
D-1420B	Crew Leader Level Payroll Summary Report
D-1420C	FOS Level Payroll Summary Report
D-1421	Final Performance by Operation
D-1422	Crew List Report
D-1424	Enumerator History
D-1430	Workload Assignment
D-1435	Assignment List
D-1436	Problem Review Report
D-1470A	Interviewer Progress Summary
D-1470B	Crew Leader Progress Summary
D-1470C	FOS Progress Summary
D-1471	Cluster Status Report

¹ Puerto Rico field forms and procedures carry the suffix (PR).



December 6, 2000

CENSUS 2000 INFORMATIONAL MEMORANDUM NO. 86

MEMORANDUM FOR Distribution List

From: Susan Miskura *SM*
Chief, Decennial Management Division

Subject: Program Master Plan: Census 2000 American
Indian/Alaska Native Program

Contact Person: Shelley Walker, Outreach and Special Data Collection Branch,
Decennial Management Division, Room 1422/2, (301)457-4045

The Program Master Plan (PMP) for the Census 2000 American Indian/Alaska Native Program is attached.

Please forward any inquiries to the contact person noted above.

Attachment

**CENSUS 2000
AMERICAN INDIAN/ALASKA NATIVE PROGRAM**

PROGRAM MASTER PLAN

- FINAL -

CENSUS 2000 AMERICAN INDIAN AND ALASKA NATIVE PROGRAM

I. Introduction and Rationale

Recognizing the unique issues inherent in conducting a census of American Indians and Alaska Natives living both on and off tribal lands, the Census Bureau has developed procedures to encourage participation from these populations for Census 2000. The **Census 2000 American Indian and Alaska Native (AIAN) Program** has been established to ensure that operations necessary to conduct the census are implemented in a manner that respects the sovereignty of federally-recognized AIAN governments as well as non-federally recognized tribal governments. Specifically, the goals of the AIAN Program are:

- ▶ **To reduce the undercount of American Indians and Alaska Natives from the level of the 1990 census;**
- ▶ **To conduct Census 2000 operations with respect for the sovereignty of tribal governments; and**
- ▶ **To communicate a positive message to the AIAN population about the importance of Census 2000.**

In 1994, the Census Bureau reestablished a Race and Ethnic Advisory Committee on the American Indian and Alaska Native populations to consult on AIAN issues relating to Census 2000. In consultation with this group and other tribal leaders, one thing is clear: *the Census Bureau cannot conduct a fair and accurate census without the direct participation of tribal leaders and organizations.* The success of the census will depend on the support of tribal leaders, their designated tribal liaisons, tribal complete count committees, and a wide range of tribal community organizations, businesses, and media outlets. As trusted members of the community, these individuals and entities can communicate the importance of participating in the census and motivate those who may otherwise be unfamiliar or distrustful of the process. It will be the responsibility of the Census Bureau to provide the training and products/tools necessary to support the involvement and commitment of tribes required for this important effort.

The successful implementation of Census 2000 involves several logistically complex operations. It is important to note that the AIAN Program is not an operation in and of itself: that is, it is **not** set up to conduct census operations for AIAN tribes separate and

apart from the census operations planned for the balance of the U.S. population.¹ Rather, the role of the AIAN Program is to see that AIAN issues are appropriately integrated into each Census 2000 operation in the context of the government-to-government relationship between the United States and tribal governments. What follows is a summary of the operations integral to ensuring participation from American Indian and Alaska Native populations for Census 2000.

II. Program Coordination and Integration

Successful implementation of the Census 2000 AIAN program will require coordination among several Census Bureau offices. This coordination will be facilitated by the **Tribal Governments Team (TGT)**. The TGT will meet on a biweekly basis to address issues integral to the successful enumeration of AIAN populations. The divisions represented on the TGT include:

- ▶ **Field/Partnership and Data Services Program** - *responsible for strategic development of outreach and promotion to American Indians and Alaska Natives for the decennial census through formal government-to-government relationships with tribes; producing AIAN-specific materials for use in promoting the census; monitoring and supporting implementation of Census 2000 outreach activities by FLD/Regional Offices.*
- ▶ **Customer Liaison Office/AIAN Program** - *responsible for developing Census 2000 partnerships with national American Indian and Alaska Native organizations; serving as liaison to the AIAN Race and Ethnic Advisory Committee; continuing to develop and maintain relationships between the Census Bureau and tribal governments between decennial censuses.*
- ▶ **Director/Decennial and Geographic Policy Office** - *responsible for coordinating the activities of the Census Bureau's advisory committees, including the American Indian/Alaska Native Race and Ethnic Advisory Committee.*
- ▶ **Geography Division** - *responsible for developing the master address file and conducting the Local Update of Census Addresses (LUCA); collecting the boundaries of legal American Indian reservations and off-reservation trust lands and Alaska*

¹There are two exceptions: 1) a distinct operation for conducting the census in remote Alaska, conducted by the Field Division/Decennial Data Collection Branch; and 2) the Tribal Government Liaison Program which, as a component of the overall FLD/Partnership and Marketing Program, is designed to facilitate formal communication and collaboration between the Census Bureau and federally-recognized tribal governments.

Native Regional Corporations; developing the criteria and monitoring tribal statistical areas programs; producing maps showing AIAN areas for ongoing programs and publication; delivering geographic reference files and summary level header files for publication operations.

- ▶ **Field/Regional Census Center Geographic staff** - *responsible for administering AIAN boundary programs for both legal and statistical areas; maintaining the geographic database for AIAN areas.*
- ▶ **Field/Decennial Data Collection Branch** - *responsible for all enumeration operations, such as List/Enumerate, Update/Enumerate, Update/Leave, Nonresponse Follow-Up, Coverage Improvement Follow-Up, Remote Alaska, and Special Place/Group Quarters enumeration.*
- ▶ **Field/Decennial Recruitment Branch** - *responsible for coordinating recruitment activities to ensure that all Census 2000 field operations are fully staffed with persons to work in their own local communities.*
- ▶ **Population Division** - *responsible for data tabulation and data products.*
- ▶ **Statistical Research Division** - *responsible for conducting or coordinating basic exploratory research to design and test tailored enumeration procedures, and for developing strategies to surmount barriers in enumerating AIAN populations; evaluating new or modified procedures and coverage of both reservation and urban AIAN populations; developing sampling thresholds.*
- ▶ **Office of the Chief Counsel for Economic Affairs** - *responsible for providing legal advice and assistance with regard to the Census Bureau's obligations to undertake the decennial census and interact with tribal governments.*
- ▶ **Decennial Management Division** - *responsible for overall Census 2000 program management; coordinating the TGT.*

There are other divisions whose activities impact the AIAN Program. While they are not regular participants on the TGT, they will be consulted as needed regarding TGT issues and recommendations. The **Field/Regional Census Centers** play a critical role in developing and maintaining working relationships with the AIAN population, conducting Census 2000 outreach activities, implementing geographic area programs, and collecting data from tribal members. Additionally, the **Census 2000 Publicity Office** works closely with the Field/Partnership and Data Services Program and the regional offices, complementing their outreach efforts with advertising targeted to various AIAN populations.

III. AIAN-Related Operations

There are a number of key operations which will have a direct impact on the Census Bureau's ability to conduct an accurate census on tribal lands and among AIAN populations in general. Since there are Program Master Plans developed for each of these operations, this plan does not attempt to describe them in extensive detail. Instead, it will focus on specific strategies identified for AIAN populations in each operation.

The operations identified as integral to working with tribal governments are:

- 1) Address Listing and Block Canvassing
- 2) Local Update of Census Addresses (LUCA)
- 3) New Construction Program
- 4) Boundary Annexation Survey/Boundary Validation
- 5) Tribal Statistical Areas Program
- 6) State American Indian Reservation Program
- 7) Data Collection
- 8) Census 2000 Outreach and Promotion for Federally Recognized Tribes
- 9) Census 2000 Outreach and Promotion for State-Recognized Tribes, Non-Recognized Tribes and American Indians Living Off Tribal Lands
- 10) Census 2000 Paid Advertising Campaign for AIAN Audiences
- 11) Recruitment
- 12) Data Tabulation and Products
- 13) Research and Evaluation

1) Address Listing and Block Canvassing

Responsible Divisions: Geography Division, Field Division

In 1998, Field Division enumerators went into areas with non-city style addresses (Update/Leave areas) and identified each housing unit within an assignment area. The enumerator added an address or description of the housing unit to a blank listing and placed a spot on a map for the corresponding unit. Block canvassing began in 1999 in city-style addresses (Mailout/Mailback). This process involved verifying an existing list of addresses and adding, deleting or correcting these addresses.

2) Local Update of Census Addresses (LUCA)

Responsible Division: Geography Division/Address List Review Branch

Local Update of Census Addresses (LUCA) provides an address list review opportunity for local and tribal governments in preparation for the decennial census. The program is divided into several phases. In 1998, areas with city-style addresses were reviewed; in

1999, areas with non-city-style addresses were reviewed. Since tribal lands fall within the jurisdictional boundaries of local governmental entities, both the tribal government and the local government have an opportunity to review the address lists. The Census Bureau will field verify all qualifying address updates, whether submitted by the tribal government or the local government. Updates verified in the field will be included in the Decennial Master Address File (DMAF).

Since address lists for Remote Alaska areas will not be compiled in advance of the Census 2000 data collection operation, it will not be possible to conduct an address list review process prior to enumeration. However, an address list validation process will be conducted in Remote Alaska upon completion of the enumeration process, and adjustments will be made as necessary.

3) New Construction Program

Responsible Division: Geography Division/Address List Review Branch

In 2000, a New Construction Program was administered in city-style address areas to obtain addresses for newly built housing units. New Construction address updates submitted by either local or tribal governments will be enumerated in the Census Bureau's Coverage Improvement Follow-Up operation.

4) Boundary Annexation Survey/Boundary Validation

Responsible Division: Geography Division/Geographic Areas Branch

The Boundary and Annexation Survey (BAS) permits local and tribal government entities to update their legal boundaries on an annual basis for inclusion in the Census Bureau's TIGER data base. AIAN governments are invited to participate in this program by providing boundary change updates for federally recognized American Indian reservations, off-reservation trust lands, and Alaska Native Regional Corporations (ANRCs).

The tribal governments use maps provided by the Census Bureau to delineate their current boundaries. They also have the opportunity to provide changes to street features and address range information on the maps. After the tribal governments update the maps, they return them to the appropriate Regional Census Center (RCC) for processing. All feature and address updates on American Indian and Alaska Native tribal and trust land returns for the 1999 and 2000 BAS are digitized at the RCCs.

The 2000 BAS is followed by the Census 2000 Boundary Validation Program (BVP), which will run from April 2000 through July 2000. The BVP will enable government

officials to review and provide any corrections to the boundaries as effective on January 1, 2000 for use in statistical data tabulation.

5) Tribal Statistical Areas Program

Responsible Divisions: Geography Division/Geographic Areas Branch (GEO/GAB),
Regional Census Centers/Geography

The Tribal Statistical Areas Program establishes a mechanism for providing data on federal- and state-recognized tribes that do not have a land base formally recognized as a reservation, or that have lands held in trust by the federal government or state governments. The program allows for data tabulations to be linked to a land area identified with a given tribe.

For Census 2000, the Tribal Statistical Areas Program will consist of four statistical areas:

- ▶ Oklahoma Tribal Statistical Areas (OTSAs)
- ▶ Tribal Designated Statistical Areas (TDSAs)
- ▶ Alaska Native Village Statistical Areas (ANVSAs)
- ▶ State-Designated American Indian Statistical Areas (SDAISAs)

Oklahoma Tribal Statistical Areas (OTSAs)

For Census 2000, the Census Bureau is offering *federally recognized American Indian tribes in the state of Oklahoma* an opportunity to delineate Oklahoma Tribal Statistical Areas (formerly called "Tribal Jurisdictional Statistical Areas," or "TJSAs"). The OTSA program is designed to accommodate the unique circumstances of American Indian populations in this state: i.e., Oklahoma contains the largest concentration of American Indians in the United States, but the state only contains one American Indian reservation (the Osage). The OTSA Program is offered to each federally recognized tribe in Oklahoma with the exception of the Osage, which will have an opportunity to review its reservation boundaries through the BAS.

An OTSA should encompass a compact and contiguous area in which a concentration of persons who identify with the tribe reside and in which there is identifiable tribal activity. Because most tribes in Oklahoma once had reservations and continue to reside on this land to this day, the boundaries of the OTSAs generally reflect the boundaries of those former reservations.

An OTSA must contain territory within Oklahoma, but it may extend into a state bordering Oklahoma. An OTSA may not cross the boundaries of any reservation,

off-reservation trust lands, SDAISA, or TDSA. Tribes have the option of identifying an OTSA *or* submitting the boundaries for their tribal and individual trust lands. A tribe cannot, however, identify both an OTSA and trust lands. Specified trust land will not be shown as included within the OTSA, but it will be separately identified in the same manner as tribes in other states that do not have a reservation but only trust lands.

Since they were designated for the 1990 census, most of the TJSAs (now called OTSAs) share a common boundary to the north, south, east and west with neighboring TJSAs. If a tribal government decides to adjust a shared boundary, there must be agreement for the adjustment from all tribal governments affected by the change. Similarly, any changes to an OTSA occupied by more than one tribe must be acceptable to all the tribal governments involved before the Census Bureau will make revisions. If resolution cannot be reached by the tribes, the Census Bureau will designate the area under dispute as an "Oklahoma Tribal Statistical Joint Use Area," (implying an area of shared occupation and/or tribal activity), and will hold to the TJSA boundaries submitted during the 1990 census.

Tribal Designated Statistical Areas (TDSAs)

The Tribal Designated Statistical Area (TDSA) Program was first offered by the Census Bureau in preparation for the 1990 census. Nineteen tribes delineated TDSAs, including three federally recognized tribes and 16 state-recognized tribes. For Census 2000, this program includes only *federally recognized tribes*; statistical areas for state-recognized tribes will be identified through State-Designated American Indian Statistical Areas (SDAISAs) as noted below.

The purpose of the program is to provide data to tribes outside the state of Oklahoma (see "Oklahoma Tribal Statistical Areas" above) that do not have a land base. A TDSA should represent an area where a concentration of tribal members live or where there is an identifiable tribal influence. Examples of the latter include the existence of tribal headquarters buildings or meeting areas, tribal service centers, tribally owned commercial areas, and/or areas with cultural or religious significance. A TDSA may be located in more than one state, but it may not cross the boundaries of any reservation, off-reservation trust land, Alaska Native Village Statistical Area (ANVSA), State-Designated American Indian Statistical Area (SDAISA), or OTSA.

Alaska Native Village Statistical Areas (ANVSAs)

An Alaska Native Village Statistical Area (ANVSA) represents the concentrated settlement of an Alaska Native village established as part of the Alaska Native Claims Settlement Act of 1972. Alaska Native Villages (ANVs) usually have no definite legal boundaries and often include many square miles of land used by Alaska Natives for hunting and fishing. ANVSAs are delineated or reviewed by officials of the ANV or the

Alaska Native Regional Corporation in which the ANV is located, for the purpose of presenting census data. An ANVSA may not overlap the boundary of another ANVSA, an American Indian reservation, or TDSA.

State-Designated American Indian Statistical Areas (SDAISAs)

The SDAISA Program replaces the 1990 TDSA program for state-recognized tribes. The purpose of this program is to provide data for *state-recognized tribes* that do not have a land base formally recognized as a reservation or have lands held in trust by a state government. Like TDSAs, SDAISAs are identified as areas where a concentration of tribal members live or where there is identifiable tribal influence such as tribal headquarters buildings or meeting areas, tribal service centers, tribally owned commercial areas, and/or areas with cultural or religious significance.

The SDAISA is not intended to identify all lands once claimed by a particular tribe. It may not be located in more than one state, and it may not include areas within a reservation, off-reservation trust land, ANVSA, TDSA or OTSA.

The Census Bureau will coordinate the delineation of SDAISAs by working with a governor-appointed liaison in each state. The Census Bureau has already contacted all of the state governors' offices requesting that they appoint a liaison to work with the Census Bureau on this program.

6) State American Indian Reservation Program

Responsible Divisions: Geography Division/Geographic Areas Branch (GEO/GAB), Regional Census Centers/Geography

The Geographic Areas Branch manages the State American Indian Reservation Program. This program provides an opportunity for a governor-appointed liaison in each state to identify and provide boundaries for state-recognized American Indian reservations.

7) Data Collection

Responsible Divisions: Field Division/Decennial Data Collection Branch, Regional Census Centers (RCCs), Local Census Offices (LCOs)

The Census Bureau will conduct several different operations to collect Census 2000 data. These operations are necessary to accommodate the diversity of living situations in the United States and various levels of access to regular mail delivery. They are described briefly below; please refer to the specific program master plans on these operations for more extensive information.

- ▶ *Mailout/Mailback* - a questionnaire is sent via U.S. mail to a household; the household is asked to complete it and mail it back. This operation is conducted in areas where households have city-style (house number and name) addresses.
- ▶ *Update/Leave* - Conducted in areas where households have non-city-style (rural route/P.O. box) addresses. An enumerator will be sent to an area to update an existing address list and leave a pre-labeled questionnaire with the household; the household is asked to complete the questionnaire and mail it back.
- ▶ *List/Enumerate* - Conducted in the very remote areas where households do not receive their mail via regular postal delivery. Enumerators will list addresses within their assignment areas on blank address register pages, map spot the housing units on census maps and conduct an in-person interview for each household.
- ▶ *Update/Enumerate* - Conducted in areas where the Census Bureau might otherwise anticipate a high nonresponse rate. These areas are typically geographically isolated and/or have distinct social or linguistic characteristics that affect the questionnaire response rate. An enumerator is sent to a household to update an existing address list and conduct an in-person interview for the household.
- ▶ *Group Quarters/Special Places* - An operation designed to enumerate people living in college dormitories, nursing homes, military barracks, shelters, convents and other "group quarters." Special procedures will also be used to enumerate people in transient situations (e.g., carnival workers, people living/traveling in RV's); migrant workers; and people accessing service providers (e.g., soup kitchens) or living in targeted non-sheltered outdoor locations.
- ▶ *Nonresponse Follow-Up (NRFU)* - An operation conducted for all households in mailback areas (i.e., Mailout/Mailback and Update/Leave areas) that did not return a questionnaire. Enumerators make personal visits to these non-responding households to obtain questionnaire data. The enumerator will collect short-form or long-form data depending on the type of mailback form originally delivered to that household. If enumerators cannot contact a household member after a required number of attempts, they will attempt to obtain the data from a knowledgeable non-household member.
- ▶ *Coverage Improvement Follow-Up (CIFU)* - An operation designed to improve coverage of housing units that may have been inaccurately classified as vacant or nonexistent in an earlier census operation; were discovered through Update/Leave, updates from the U.S. Postal Service, or New Construction LUCA submissions from local and tribal governments. Like Nonresponse Follow-Up, an enumerator will make a personal visit to the housing unit to collect census data (short-or- long form). If enumerators are unable to contact a household member after a required number of attempts, they will attempt to obtain the data from a knowledgeable non-household

member.

Enumeration on American Indian Reservations

The majority of blocks on American Indian reservations will be enumerated using Update/Enumerate methodology. Update/Enumerate operations are designed to maximize census participation in areas where response rates are historically low.

Enumeration of AIAN Populations Living Off Tribal Lands

AIAN populations living off tribal lands in urban areas will participate in a Mailout/Mailback operation. For American Indians living in tribal statistical areas, approximately 55% of the blocks in TDSAs and 29% of the blocks in OTSAs fall into Mailout/Mailback.

American Indians living off-reservation in rural areas will participate in Update/Leave. For those living in tribal statistical areas, approximately 45% of TDSA blocks and 71% of OTSA blocks fall into Update/Leave.

Enumeration in Alaska

Data collection activities in non-remote parts of Alaska will be conducted similarly to those in the Lower 48. Areas with city-style addresses (e.g., Anchorage, Juneau, Fairbanks) will be Mailout/Mailback; those with non-city-style addresses will be Update/Leave.

The remote areas of Alaska will be enumerated using a modified form of List/Enumerate. "Remote Alaska" is identified as Wade Hampton, the Seward Peninsula, the Aleutian Chain, and the Arctic/North Slope. The Census Bureau will enumerate these areas using special teams that will visit village and remote living areas starting in January 2000. The earlier start for the census in Remote Alaska will allow the Census Bureau to complete operations before the spring thaw, when these areas become inaccessible and residents leave their homes to engage in seasonal fishing activities.

- 8) **Census 2000 Outreach and Promotion for Federally Recognized Tribes**
Responsible Divisions: Field/Partnership and Data Services Program;
regional offices

Tribal Governments Liaison Program

The Tribal Governments Liaison Program (TGLP) establishes a formal government-to-

government link between the Census Bureau and federally recognized tribal governments. Beginning in 1996, the Census Bureau invited each federally recognized tribal government leader to identify a tribal member to serve as a liaison between the tribe and the Bureau with the mutual goal of securing an accurate count on tribal lands. Each tribal liaison is actively involved in all major aspects of Census 2000, including outreach and promotion; recruitment; enumeration planning and assistance; and post-census activities.

Some of the responsibilities of the Tribal Liaison are:

- ▶ Compiling information for tribal residents about the various ways in which census data are used by tribal, federal, state and local governments for purposes of planning and allocating resources.
- ▶ Identifying specific ways in which tribal members will benefit from the use of census data, e.g., to project future community needs in economic development, education, health, human services, law enforcement, and elder and youth support.
- ▶ Working with tribal officials to establish a Tribal Complete Count Committee.
- ▶ Identifying a wide range of community events at which presentations can be made by either tribal members or Census Bureau staff to promote the census and temporary local census jobs.
- ▶ Identifying appropriate media for publicizing census operations.
- ▶ Producing and distributing materials promoting Census 2000 that are appropriate and motivating to members of the community.
- ▶ Making a formal endorsement of Census 2000, issue a proclamation, and/or serve as a spokesperson for a public service announcement.
- ▶ Assisting the Census Bureau with recruiting American Indians to work as address listers, block canvassers, and enumerators.
- ▶ Identifying sites for Questionnaire Assistance Centers and Be Counted forms.
- ▶ Identifying shelters, targeted non-sheltered outdoor locations and other service locations where people without conventional housing can be located.
- ▶ Soliciting space for testing and training job applicants.
- ▶ Writing a letter to tribal members encouraging their participation in the census.

- ▶ Placing Census 2000 drop-in articles in newspapers, newsletters and other publications.
- ▶ Endorsing the use of Census in Schools in tribal schools.

Census 2000 Tribal Governments Conferences

The Census Bureau conducted ten Census 2000 Tribal Governments Conferences in FY1999. Attendees included tribal leaders, their liaisons, and representatives of organizations working with AIAN populations living off tribal lands. The purpose of these conferences was three-fold:

- ▶ To reaffirm the Census Bureau's commitment to maintaining a strong, mutually beneficial government-to-government relationship with federally recognized tribes.
- ▶ To develop an understanding and appreciation for the importance of the integral role played by tribal governments and organizations working with AIAN populations living off tribal lands in enhancing the Census Bureau's ability to conduct an accurate census and reduce the AIAN undercount.
- ▶ To provide tribes and organizations working with AIAN populations living off tribal lands with information about Census 2000 operations and strategies for conducting outreach activities in their communities.

Products

In addition to the promotional materials being produced for the general public, the Census Bureau will develop products specifically suited for use by tribal governments. These products will display a unique "Census 2000" tribal logo created especially for AIAN audiences. They include the following:

- ▶ *"The Tribal Government Liaison Program: A Handbook for Tribes"* - the audience for this booklet is primarily the Tribal Leader and Tribal Liaison. It provides a historical context for AIAN participation in the census, as well as extensive information on the role of the Tribal Liaison in facilitating tribal participation in Census 2000 activities.
- ▶ *"The Tribal Complete Count Handbook"* - The Tribal Complete Count Handbook provides guidance to tribes on the purpose of the Complete Count Committee, who should be involved, and what activities the Committee should undertake to generate awareness about Census 2000.

- ▶ *Fact Sheets* - Fact sheets geared to AIAN populations will be produced on the following topics: "Race, Hispanic Origin, and Ancestry," "The Census Bureau Goes All Out to Protect Privacy for All American Indians and Alaska Natives," "Generations Are Counting on This; Don't Leave It Blank," "Spiritual Leaders Lead the Way in American Indian and Alaska Native Communities."
- ▶ *Census In Schools Map* - In order to make the Census in Schools Project relevant to AIAN students, the Census 2000 Publicity Office designed a classroom map illustrating tribal lands and providing statistical information on AIAN populations.

9) Census 2000 Outreach and Promotion for State-Recognized Tribes, Non-Recognized Tribes and American Indians Living Off Tribal Lands

Responsible Divisions: Field/Partnership and Data Services Program; regional offices

The Census Bureau recognizes that significant numbers of American Indians and Alaska Natives do not live on federally recognized or state-recognized tribal lands. A strategy for reaching these tribal members will incorporate elements of both the Tribal Government Liaison Program and the Census 2000 Partnership Program geared to historically undercounted populations.

As with other prospective Census 2000 partners, regional partnership specialists will approach tribal leaders of state-recognized tribes, non-recognized tribes, and leaders of American Indian organizations, to discuss how they can support the census. Partnership specialists will secure commitments from the tribes as to what activities they will undertake to ensure participation in the census in their communities. Tribes may wish to designate one of their members to work with the Census Bureau to promote Census 2000 in a similar, but less formal, version of the Tribal Governments Liaison Program (see list of Tribal Liaison activities on page 10).

Tribal Conference

The Census Bureau held a national conference for leaders from state-recognized tribes and community-based organizations serving American Indians and Alaska Natives living off tribal lands. This conference was similar to those held for the federally recognized

tribes, with revisions in the agenda to address the unique issues relevant to these AIAN populations.

Products

The Field/Partnership and Data Services Program will produce the "*American Indian Census 2000 Outreach Handbook*" for use by these tribal members. The handbook will

be similar to the Census 2000 Tribal Governments Liaison Handbook developed for federally recognized tribes, but written with the perspective of state-recognized tribes. In addition, American Indian partners will have access to the same promotional materials made available for the Tribal Governments Liaison Program (see page 12).

10) Census 2000 Paid Advertising Campaign for AIAN Audiences

Responsible Division: Census 2000 Publicity Office

The Census Bureau has contracted with Young & Rubicam (Y&R) to develop a paid advertising campaign for Census 2000. The campaign will work in concert with Census 2000 partnership activities to remind the public about the census, educate those members of the public who do not understand the purpose of the census and its significance to their communities, and motivate them to complete their census questionnaire. The campaign will have three phases:

- ▶ *An educational message* to inform people about the purpose of the census and the benefits of participating (early November, 1999 to mid-January, 2000);
- ▶ *A motivational message* to encourage people to respond to the questionnaire (mid-January, 2000 to mid-April, 2000); and
- ▶ *A non-response follow-up message* to encourage people to cooperate with the enumerators (mid-April, 2000 to early July, 2000).

The Census 2000 advertising campaign targets a general U.S. audience as well as historically undercounted groups. Y&R has subcontracted g&g advertising to develop creative concepts specifically tailored to American Indians and Alaska Native audiences. The theme of the advertising for AIAN audiences centers on the interrelationship of generations (e.g., tagline "Generations are Counting on This") and the diversity that exists among tribes (e.g., "The Gathering" TV spot).

G&g also is responsible for securing media in both national and local AIAN markets. They will purchase time/space for TV, radio and out-of-home buys in national media targeted to AIANs, and in local markets where there is a concentration of reservation lands or AIAN communities living in non-reservation areas.

11) Recruitment

Responsible Division: FLD/Recruitment, RCCs, LCOs

The Census Bureau recognizes that, in order to establish trust and credibility for the census, it must hire people to work as enumerators in their own communities. The

Census 2000 recruitment effort includes activities specifically designed to attract American Indians and Alaska Natives to these positions.

The Census Bureau has awarded a contract to Image Media, Inc. to create its recruitment advertising campaign. Market research conducted by Image Media has identified recommended TV, radio, print and out-of-home advertising in AIAN markets. Another contracted company will be responsible for actually placing ads to reach AIAN audiences. In addition, each RCC has received additional resources, distributed proportionately according to the size of their AIAN populations and earmarked specifically for recruitment activities targeted to these populations.

12) Data Tabulation and Products

Responsible Division: Population Division

At this writing, plans for data tabulation and data products are still under development. However, there are a number of changes to census questions on race and ethnicity that may affect how data are tabulated on American Indians and Alaska Natives:

- ▶ For the first time, respondents may select one or more race on the census questionnaire.
- ▶ The previous categories ("Indian [Amer.]," "Eskimo," and "Aleut") have been combined into one category, "American Indian and Alaska Native."
- ▶ American Indians and Alaska Natives can now report up to two tribes.
- ▶ The Hispanic origin question, previously placed below the race question, is now sequenced before it.

Race and ethnicity will be determined solely on how an individual identifies him/herself. People self-identifying with an American Indian or Alaska Native tribe do not have to be officially enrolled in a tribe. For Census 2000, the Census Bureau will not be using tribal rolls to determine individuals' tribal affiliations.

To accommodate the possibility of respondents selecting two or more races on the census questionnaire, race will be tabulated in two ways: 1) in "single" categories; and 2) in "all inclusive" categories. The "single race" tabulation categories will be:

- ▶ White alone
- ▶ Black or African American alone
- ▶ American Indian and Alaska Native alone
- ▶ Asian alone
- ▶ Native Hawaiian and Other Pacific Islander alone
- ▶ Some other race alone
- ▶ Two or more races

The "all inclusive" tabulation categories will be:

- ▶ White alone or in combination
- ▶ Black or African American alone or in combination
- ▶ American Indian and Alaska Native alone or in combination
- ▶ Asian alone or in combination
- ▶ Native Hawaiian and Other Pacific Islander alone or in combination
- ▶ Some other race alone or in combination

Population Division, working with other divisions, must develop the standard geographic header records, summary level sequences, and data subject categories. The Census 2000 data tabulations will, for the first time, create an AIAN hierarchy of data tabulation down to the block group. The first data products, the PL94-171 data, will be made available in April 2001. One hundred percent and sample data will be available starting in June 2001.

13) Research and Evaluation

Responsible Division: Statistical Research Division

The Statistical Research Division (SRD) identifies, initiates and conducts research on census issues pertaining to hard-to-enumerate AIAN groups and individuals. SRD staff also may coordinate and manage research on these topics conducted by outside researchers or research consortiums. As a member of the Tribal Governments Team, SRD provides information relating to the results of past or ongoing research. These research activities serve as the foundation for recommendations and procedures developed by the TGT to meet the goals of the AIAN Program.

Research methods used by SRD (or external research groups) may include ethnographic, ethnomethodological and cognitive studies; systematic observations; ethnosurveys, sample, and special coverage surveys; attitude research; focus groups; and other types of field studies. Key areas for future research should include, but not be limited to:

- ▶ AIAN awareness of the census and its purpose.
- ▶ AIAN attitudes toward the government in general and the census in particular.
- ▶ Exploration of what benefits AIAN populations need and expect from the census.
- ▶ Cross-cultural communication between AIANs and census staff.
- ▶ The effect of AIAN mobility patterns on coverage.
- ▶ The efficacy of educational and promotional materials developed for AIAN populations.
- ▶ Problems recruiting and training native crew leaders, enumerators and tribal liaison staff.
- ▶ Understanding of tribal values and norms and how they affect enumeration

operations.

- ▶ AIAN understanding of census concepts and their effect on the accuracy of responses.
- ▶ AIAN understanding of racial and ethnic categories and their relation to census categories.
- ▶ AIAN concepts of privacy and intrusiveness relative to personal or sensitive questions.
- ▶ AIAN social networks and lines of communication dissemination.
- ▶ Specific issues arising from group- or area-specific history or local conditions.

IV. REFERENCES

The following materials will provide more detail to the operational elements mentioned in this plan:

- ▶ Presidential Executive Order 13084 (May 14, 1998)
- ▶ Federal Registry Notice on Tribal Statistical Areas Program (October 21, 1999, pp. 56732-56737)
- ▶ Program Master Plan: Remote Alaska
- ▶ Program Master Plan: List/Enumerate
- ▶ Program Master Plan: Update/Enumerate
- ▶ Program Master Plan: Local Update of Census Addresses
- ▶ Program Master Plan: Partnership and Marketing Program
- ▶ Program Master Plan: Recruitment, Decennial Applicant Name Check and Selection



November 8, 1999

CENSUS 2000 INFORMATIONAL MEMORANDUM NO. 31

MEMORANDUM FOR: Distribution List

FROM: Susan Miskura *SM*
Chief, Decennial Management Division

Subject: Program Master Plan: Census 2000 Coverage Improvement
Followup

Contact Person: Hub Stackhouse, Field Data Collection Branch, Decennial
Management Division, Room 1422-2, (301) 457-8226

The Program Master Plan (PMP) for the Census 2000 Coverage Improvement Followup Operation is attached.

Please forward any inquiries to the contact person for this PMP.

Attachment

COVERAGE IMPROVEMENT FOLLOWUP
Program Master Plan

October 13, 1999

**COVERAGE IMPROVEMENT FOLLOWUP
Program Master Plan**

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**Census 2000
COVERAGE IMPROVEMENT FOLLOWUP
Program Master Plan¹**

I. INTRODUCTION

Coverage Improvement Followup (CIFU) is an operation developed for Census 2000 that follows Nonresponse Followup (NRFU) and is designed to improve coverage of housing units (HUs) that may have been inaccurately classified as vacant or nonexistent in an earlier census operation. CIFU also enumerates HUs that were constructed in the weeks immediately preceding Census Day (4/01/00). Addresses that are identified for the first time as vacant or delete during NRFU are included in the CIFU universe. "Residual NRFU" cases, such as those with mail return forms that have been checked in but cannot be found, are blank, or were not data captured successfully, are also included. Additionally, late HU additions discovered during the Update/Leave (U/L) questionnaire delivery operation, during periodic updates from the US Postal Service [Delivery Sequence File (DSF) updates]², and during Be Counted and Telephone Questionnaire Assistance (TQA) are enumerated in CIFU if no mailback questionnaire was received and captured. Finally, addresses provided by the New Construction update by local and tribal governments are visited by enumerators for the first time during CIFU.

CIFU enumerators attempt to obtain Census Day HU and resident information from every residential address identified as part of the above universe. The CIFU operation for most Local Census Offices (LCOs) lasts three weeks, from July 27, 2000 till August 15, 2000. An enumerator makes a personal visit to each CIFU address in his or her assignment area (AA) to either determine the HU's status as vacant or nonexistent, or collect as much information about the resident(s) and HU as possible on Form D-1(E), Enumerator Questionnaire (EQ) Short Form, or D-2(E), Long Form.³ If the enumerator cannot contact a member of the household (HH) after repeated attempts in person and by telephone, the enumerator attempts to obtain the HU status from a neighbor, building superintendent, etc., to obtain the required

¹ This document provides a description of preparatory and operational activities for the field Coverage Improvement Followup (CIFU) operation for Census 2000 in the United States and Puerto Rico. Section VII describes those aspects of the Puerto Rico (PR) operation that distinguish CIFU in PR from stateside areas. To aid the reader, a list of acronyms is provided in Attachment A.

² These partnership plans with the USPS remain under consideration.

³ D-1(E) and D-2(E) are frequently referred to as "EQs" - that is, Enumerator Questionnaires - because of the interviewing flow of the questionnaire. The EQ (also called "SEQ" for Simplified Enumerator Questionnaire) is a questionnaire designed specifically for interviewing, versus one used for self-response (i.e., the mailback form).

information based on the Census Day occupancy status of the unit. The enumerator turns in work on a daily basis to the crew leader (CL) or crew leader assistant (CLA) for review and check-in. A quality check is performed on all questionnaires and a revisit is performed for any cases new to the census at CIFU if the case is returned by the enumerator with a status of vacant or delete.

Completed questionnaires from CIFU are delivered by CLs to the LCOs on a flow basis. All questionnaires are processed through the assignment control unit in the LCOs. Office clerks check in enumerator returns from CIFU on the Operations Control System 2000 (OCS 2000) in the LCOs. Questionnaires are then assigned a check-out status and shipped to the appropriate Data Capture Center (DCC) for data capture.

II. GENERAL DESIGN AND WORKFLOW

The CIFU operation consists of multiple activities. A flow diagram depicting the process is provided in Attachment B. This section describes the process, dividing the components into major categories.

A. Inputs

Before the CIFU data collection operation can begin, several major components need to be completed. This section describes those components.

1. Public Use Forms (PUFs) and Other Field Forms

Many forms are used during CIFU operations. Enumerators use a variety of forms while collecting data from respondents. These are referred to as Public Use Forms (PUFs). Enumerators collect data for an address using an EQ. The EQs are designed to facilitate personal visit interviewing and are modified versions of the mail-return questionnaires. For reference by the reader, copies of the front and back pages of the EQ can be found in Attachments H and I. Other forms used during the data collection include Privacy Act Notices, INFO-COMMs (see Attachment G), language guides, etc. A list of materials used during CIFU data collection appears in Attachment C. All questionnaires are designed and tested by headquarters personnel and then printed by independent contractors. They will be part of the delivery of LCO materials shipped from the National Processing Center (NPC) by May 1, 2000.

Other materials needed by enumerators for the CIFU operation are the address binders. The address binder consists of Cover/Quality Assurance Review Page, Special Notice Page, Address Listing Pages, and Add Pages. These forms are designed by headquarters staff and the Address Listing Pages and Add Pages are

printed in the LCOs using software developed by the Census Bureau. The Cover/Quality Assurance (QA) Pages and Special Notice Pages are printed by contractors. The binders themselves are reused from the NRFU operation.

2. Administrative Forms

Administrative forms are used by office staff and supervisory personnel to monitor progress and program quality. There are also forms associated with payroll activities. These forms are listed in Attachment C. These forms also are designed by headquarters staff and either printed by independent contractors or printed in the LCOs using software developed by the Census Bureau.

3. Field Use Manuals and Training/Procedure Materials

All staff working on the CIFU data collection operation need instructions and training on how to perform their jobs. The manuals and training/procedure materials required for the different jobs (enumerator, CL, office clerk, etc.) are prepared by contractors under the direction of Field-Headquarters staff. Generally, materials provided to the LCO for staff training include a verbatim guide for training, a workbook with exercises and other information, any necessary job aids, and a procedures manual for each job. The manual and job aids are the trainees' guides to the activities they perform. The workbook is used to reinforce learning during the training. These materials also are listed in Attachment C.

The CIFU manuals and training materials follow the same review process as other field manuals. The Puerto Rico and Island Areas Branch (PRIA) in the Decennial^o Management Division (DMD) adapts and translates these field manuals into Spanish for Puerto Rico.

A private contractor prints the forms, manuals, and training guides and delivers them to NPC. The NPC staff procures supplies specified by Field Division (FLD), assembles kits, and ships all materials to the LCOs.

4. Maps and Other Geographic Inputs

a. Test version of the Decennial Master Address File (DMAF) extract

The DMAF test extract for CIFU contains the addresses comprising these portions of the CIFU universe: late adds from U/L and other efforts with the United States Postal Service (USPS) and New Construction adds. The vacants and deletes cannot be identified until an LCO closes out after NRFU.

b. Final DMAF extract

This extract includes all addresses from the test DMAF extract as well as geocodes for previously uncoded addresses and the addresses for vacants and deletes identified during NRFU that have not already been identified as such at mail or questionnaire delivery.

c. Maps:

- Maps for U/L areas

include an AA Map, an AA Locator Map, and census block maps for each AA. Enumerators use the census AA Maps and AA Locator Maps to aid them in locating their CIFU assignments. These maps are eleven inches by seventeen inches in size. Enumerators use the map-spotted block maps to aid them in finding individual CIFU addresses in areas without city-style mailing addresses. LCOs originally print maps for U/L areas for the U/L operation. When necessary, corrections are made manually to block maps during U/L and later NRFU. These updated maps and the other maps used during NRFU are saved for use in CIFU. There is not enough time after U/L to capture map changes in the Topologically Integrated Geographic Encoding and Referencing (TIGER) system for a new map generation for NRFU. This same time constraint exists between NRFU and CIFU.

- Maps for mailout/mailback (MO/MB) areas

include census tract and census tract locator maps. Most of these maps are the same ones printed in the LCOs for use in the earlier NRFU operation. For certain areas, maps are printed in the LCOs beginning June 24, 2000 to include streets and other features updated from the New Construction program.

- Large Format Maps

There are two types of large-scale maps printed in the Regional Census Centers (RCCs) and distributed to the LCOs. The field operations supervisor (FOS) district outline map shows FOS districts and census tract outlines, and the crew leader district (CLD) outline map shows CLDs and tract outlines.

5. OCS 2000 Requirements

The Operations Control System 2000 (OCS 2000) is the automated system installed in the RCCs and LCOs to support all data collection activities, including CIFU. The Technologies Management Office (TMO) develops and installs the OCS 2000 system. The software components for the CIFU operation that are required include modules for printing materials needed for enumerator assignments (address listing pages, labels for questionnaires, etc.) and for printing management reports (cost and progress reports, etc.). The system also must control and track all census identification numbers (which uniquely identify each address) in the CIFU universe and all enumerator assignments. Another required module is a system to check in completed questionnaires, to provide for the data entry of selected questionnaire items, to check out questionnaires, and to track the use of special enumeration methods. Shipments of questionnaires to DCCs and address listings to NPC also must be tracked through the system.

6. CIFU Universe Data

The data collection operation cannot begin until the universe of census identification numbers (IDs) to be included is identified and information about those IDs is transmitted to the LCOs. The Decennial Systems and Contract Management Office (DSCMO) identifies the CIFU universe for most LCOs by July 14, 2000. DSCMO flags added HUs (i.e., New Cases) identified from New Construction, late U/L, and possibly late Postal Service partnerships. Then DSCMO delineates the enumerator AAs based on the criterion of keeping them to a manageable size (considering both volume of work and distance between cases) of about 80 cases. They generate a file containing the address and AA information and deliver it to TMO.

TMO integrates this file into the OCS 2000, loading it into the RCC databases. Once TMO is finished loading this file, the LCOs can print address listings and labels for questionnaires, address binders, and map envelopes for use in preparing the CIFU assignments. At this time the list of New Cases is also printed for possible revisit by the CL as part of the Quality Assurance Program.

There are five types of cases that are eligible for CIFU. Each of these types of cases is described briefly below.

a. Vacant and Deleted HUs from NRFU

HUs that are identified as vacant or addresses that are deleted in NRFU become eligible for inclusion in CIFU. However, criteria are applied to these addresses.

Those meeting at least one of the criteria will be excluded from CIFU. The addresses excluded from the CIFU universe include those identified as seasonal vacants (such as vacation homes) as well as any HU that has been independently identified as vacant twice or any address that has been identified twice for deletion. For example, if an address was identified as undeliverable as addressed (UAA) by the USPS during the initial questionnaire mailout in March 2000 and then identified as a vacant HU or deleted address in NRFU, those identifications are two independent sources indicating that the address is a vacant or a delete, and followup will not be done for these cases in CIFU. The same applies for units in U/L areas that were identified by enumerators as undeliverable during U/L and enumerated as a vacant HU or as a deleted address during NRFU.

b. New Construction Adds

Local officials are offered the opportunity to provide the Census Bureau with new construction updates in MO/MB areas. These updates should represent new construction adds through April 1, 2000. Adds from this operation are not processed in time to be included in NRFU; therefore, they are part of the CIFU universe.

c. Blank Mail Return Forms

When mail-return questionnaires are received in a DCC, they are checked in and sent through the data capture process. Data capture identifies blank forms using the definition of a blank mail return form from Decennial Statistical Studies Division (DSSD) Census 2000 Memorandum #C-1. A "reverse check-in" file is created to remove the check-in flag and enable the case to go to NRFU. Any form meeting this definition that is identified too late to be included in NRFU becomes part of the CIFU universe.

d. Lost Mail Returns

When mail return questionnaires are returned to a DCC, a check-in file is created. As forms successfully pass through the data capture system, data capture files are created. The check-in and data capture files are compared at the end of mail return data capture, and any IDs that are on the check-in file without a data capture record are considered lost. The addresses associated with the lost forms become part of the CIFU universe.

e. Late Adds from the U/L Operation and the Results from DSF Refreshes

Mail return questionnaires from addresses added during the U/L and Urban U/L operations will be checked in and data captured on a flow basis at the DCCs. Added addresses that would qualify for NRFU but not processed through the non-ID system in time to be included in NRFU become part of the CIFU universe. The CIFU universe also includes late adds received from the USPS too late to be included in mail delivery or NRFU. There will be some cases from the February DSF and all of the April DSF which have been matched to the MAF and unduplicated so that only new cases are added.

f. Be Counted Form (BCF) and Telephone Questionnaire Assistance (TQA)

Interviews/returns that are marked "partial households" and are not processed in time for NRFU become part of the CIFU universe.

g. Response Mode and Incentive Experiment (RMIE)

This program involves a notice that is mailed to a small sample of non-respondents (those who do not return their original questionnaires) to encourage them to respond. NRFU enumerators do not visit these HUs. Those HHs that do not respond are visited in CIFU.

h. HU Adds from the LUCA 99 Appeals Process That Are Not Included in the Mail Stream

Addresses added to the DMAF through the Address List Review 1999 Appeals Process that are not included in the mail stream are included in the CIFU universe.

B. Preparatory Activities in the RCCs and LCOs

In preparation for the CIFU field operations, the office staff will perform the following activities:

1. Delineation of Field Operations Supervisor (FOS) and Crew Leader Districts (CLDs)

Before TMO loads the CIFU workloads into OCS 2000, the FOS districts and CLDs are automatically delineated based upon the adjacency of blocks, block size, the estimated CIFU caseload, and block shape by batch software developed by the Geography Division (GEO). The RCCs are then able to review these files and interactively modify the delineation if necessary, aggregating CLDs into FOS districts. GEO then performs an automated certification process.

Once the CIFU workload is available in the OCS 2000, the Assistant Manager for 'Field Operations' (AMFO) staff print Form D-336, Assignment Directory, from the OCS 2000. Form D-336 is a listing of all AAs within the LCO for CIFU. The AMFO reviews this form for accuracy. He/she may then adjust the CLD boundaries to evenly distribute the CIFU workloads between CL assignments by lining through the CL or FOS number of an AA and entering the desired CL or FOS number. The AMFO then gives the adjusted D-336 to the automation area for entry into OCS 2000. The AMFO assigns each AA to the FOS/CL manually using Form D-336, and keys the information into the OCS 2000.

Once these changes are entered into OCS 2000, the AMFO's staff prints Form D-182, Crew Leader's Assignment Listing. The CL uses this listing to assign enumerators to specific AAs within his/her CLD.

2. Planning Enumeration Strategies

The RCCs utilize the Planning Database (PDB) to inform their LCOs of targeted areas in which special enumeration procedures, such as blitz enumeration and paired enumeration, are needed. At the LCO level, local knowledge may also be used to identify areas for special enumeration procedures.

3. Preparation and Assembly of Address Binders

The AMFO's staff print the address binder listing pages. The address binder contains all the addresses in each block that contains at least one CIFU case, with the CIFU cases clearly identified. Each binder includes approximately 80 cases (a single AA) for followup. For MO/MB areas, the addresses appear in order by AA, block number, alphabetical street name, and house number. In U/L areas, addresses appear by AA, block number, and map spot number. Cases in those blocks not requiring followup also appear in the address binder. A case not requiring followup will have X's in columns 1-3.

The LCOs assemble the address binders for the CIFU field operations. Major components of the binders include the following:

- a. Cover/QA review page
- b. Special notice page - (provides instructions/reminders)
- c. Address listing pages
- d. Add pages

4. Preparation of Map Envelopes

The LCOs receive map envelopes from NPC. The AMFO's staff print labels for the map envelopes, affix them accordingly, and insert the appropriate maps into the envelopes. The office clerks must pull their stored NRFU maps, with the exception of maps of those MO/MB areas updated with new features by the New Construction operation. Maps for New Construction areas are printed because they may have new features (street names, for example) that will aid enumerators in finding the addresses.

5. Preparation of Questionnaires

Through OCS 2000, the LCOs print labels for the EQs. Each label/ID is affixed to a short form or long form questionnaire as predesignated on the address listing page of the address binder. DSSD has designed a QA operation to ensure that correct labels are being placed on the correct EQs, are being placed in the correct position (right side up, correct location on form, etc.), and that the total number of EQs equals the number of followup addresses for a specified AA on the OCS 2000 generated Form D-336, Assignment Directory Listing. Clerks verify this information against the D-336 and rectify discrepancies if necessary. The labeled questionnaires will then be sorted by ID as they appear on the listing pages and merged with the correct address binder for delivery to the CLs. The operation code identifying the EQ as one used in CIFU is included in the address ID of labeled EQs and the processing ID of the EQs used for added units.

6. Preparation of Enumerator Assignments

LCO staff then assemble the enumerator assignments. Materials consist of the address binder, map envelope (with maps), and appropriate labeled questionnaires for the AA. In addition, enumerators are provided various forms and materials needed for their jobs (see Attachment C for a list) and miscellaneous items, such as mechanical pencils, erasers, etc.

7. Training Staff for CIFU

The LCO management staff recruit and train the FOS, supervisory office clerks (SOCs), and office clerks on their duties and responsibilities during the CIFU operations. The FOS trains the CLs, and the CLs train the enumerators. The LCO office staff and CLs acquire the training space and train enumerators at a location convenient to their AAs. If the LCO has not secured a training facility, the CL must do so.

8. Enumerator Assignments and CLA Selection

The majority of enumerators must have worked in NRFU. Their training is approximately a day. Those enumerators who have not worked in NRFU have a full three-day training based on NRFU with modifications for CIFU operations. Whenever possible, enumerators are assigned to work in neighborhoods with which they are familiar. If replacement training is required during the operation, it takes place in a centralized location in each LCO area.

Enumerators are assigned to work in different areas than they worked during NRFU. Form D-333A, which includes a record of where each enumerator was assigned for NRFU, is used in making assignments for CIFU. CLs select crew leader assistants (CLAs) who have already undergone enumerator training and have demonstrated enumerator skills.

C. **Data Collection Procedures**

1. Overview

Once the LCO staff complete the preliminary office activities described in Section IIB, CIFU field enumeration is ready to begin. Enumerators visit each address designated for CIFU and determine the Census Day occupancy status of the unit and complete the appropriate EQ accordingly. The status (occupied, vacant, or delete) is entered in the Interview Summary section of the EQ (Item A). Following the completion of the questionnaire, they enter an appropriate Census Day status code in column (1) on the address listing page for the unit. Other required actions (described below) by the enumerators depend on the Census Day occupancy status of the unit in conjunction with the status of the unit during CIFU. The various enumerator job responsibilities are explained in detail below.

Enumerators must initially visit each CIFU address in person. If no person knowledgeable about the HH or HU is available at an occupied unit at the time of the first visit, the enumerator leaves a copy of Form D-26, Notice of Visit. If an enumerator feels uncomfortable leaving his/her telephone number on the Notice of Visit, he/she notes the time and date he/she plans to make a return visit or, if a phone number is available, to make a telephone call.

On a daily basis, enumerators turn in their completed questionnaires, INFO-COMMs, and daily pay and work records to their CL/CLAs. CL/CLAs check the questionnaires, including the "Interview Summary" section, to ensure that the forms have been properly completed. The CL uses a checklist (as described in Section F) to conduct this review and also checks for legibility of the forms. After the review, the

CL or CLA signs his/her initials, enters his/her CL ID, and enters the month and day in the Certification section of the questionnaire.

2. Respondents

The respondent of a CIFU EQ must be a person knowledgeable about the HH and HU, age 15 or older, who (1st choice) is a member of the HH or (2nd choice) a person who is knowledgeable about the HH. "Knowledgeable" means that a person knows about the household that lived at the address on Census Day and/or the HU as it existed on Census Day. A knowledgeable non-HH respondent may be able to supply a sufficient amount of information so that the questionnaire can be completed and exceed the partial interview standards.

3. Number of Enumerator Visits

- a. Occupied units, and units that appear occupied to the enumerator for which "no one is home" are allowed up to three personal visits and three phone calls, for a maximum of six attempts. Successive attempts to contact respondents are made at different times and on different days (as much as possible given the brief work schedule). If, after three personal attempts (and, if possible, three telephone attempts) at varying times, the enumerator still does not find a HH member at home, he/she will interview a neighbor, rental agent, building manager, or another knowledgeable individual (i.e. a "proxy" respondent). Also, if it is known that a HH is on vacation and will not return prior to the completion of CIFU, the enumerator may interview a proxy as early as the first visit. If possible, an entire interview is obtained. If not, the most complete possible information is recorded.
- b. For units that are obviously vacant (see paragraph II.C.4.b. below) or should be deleted (see paragraph II.C.4.d. below), enumerators may interview a proxy respondent even at the first visit. If possible, an entire interview is obtained. If not, the most complete information possible is recorded.
- c. Enumerators keep track of both personal visits and telephone attempts on the Record of Contact section of the EQ.

4. Various Enumeration Situations

The following sections describe the enumerator procedures for various situations that enumerators encounter:

a. Units That Enumerators Determine Were Occupied on Census Day That Remain Occupied by the Same HH at the Time of CIFU

Enumerators:

- 1) Complete the designated short or long form questionnaire for the address based on the Census Day HH. If there are more than five Census Day occupants, the enumerator completes a continuation form for the additional household members.
- 2) Enter the status code (O), to indicate the occupied status of the HU, in Column (1) on the address listing page.
- 3) If the respondent has completed a questionnaire delivered by the USPS or an enumerator, but never returned it, accept and review the questionnaire delivered by the USPS. The CIFU questionnaire (EQ) will be destroyed at the LCO.

b. Units That Enumerators Determine Were Vacant on Census Day and Are Vacant at the Time of CIFU

Enumerators:

- 1) Using a knowledgeable respondent, complete the Interview Summary Section for the vacant HU. Mark the unit "vacant-regular" in the Status Section A, enter "00" in the POP Section B, and record the type of vacancy in Section C.
- 2) In the case of long form EQs, ask the appropriate housing questions.
- 3) Enter the status code (V) in column (1) of the address binder page.

c. Deleted Units

- 1) Deletes are addresses that enumerators confirm did not qualify as HUs as of Census Day. Reasons for deleting a CIFU address include:
 - Demolished/Burned Out
 - Cannot Locate
 - Duplicate
 - Nonresidential
 - Empty Trailer Site
 - Other (open to the elements, condemned, under construction)⁴
- 2) To delete the address, enumerators complete the labeled questionnaire Interview Summary by entering the Unit Status in Section A and POP code "98" in Section B. Enter status code (D) in column (1) of the address listing page and enter an explanation in the "occupant name" column.

d. In-movers

An in-mover HU is occupied by a HH that has moved into a unit after Census Day.

Enumerators:

- 1) If the HU was occupied on Census Day, use a knowledgeable respondent to complete as much of the questionnaire for the Census Day household as possible on the labeled questionnaire. Print status code (O), to indicate the occupied status of the completed questionnaire, in column (1) on the address listing page.
- 2) If the HU was vacant on Census Day, mark the unit vacant in the Status Section A, enter "00" in the POP Section B, and record the type of vacancy in Section C. If the questionnaire designated for the HU is a long form, the double-underlined housing questions *must* be completed. The enumerator enters status code (V) in column (1) on the address listing page.
- 3) If the HU had a status of "delete" (was uninhabitable or did not exist) on Census Day, mark the appropriate unit status (5-9) in the Status Section A,

⁴Also special places. See paragraph C.4.i below for this type of delete.

enter "98" in the POP Section B, and enter status code (D) in column (1) on the address listing page.

- 4) No questionnaire is prepared for the current household's Census Day address. It is presumed that the HH was already included on a questionnaire for the Census Day address.

e. Whole Household Usual Home Elsewhere (WHUHE)

A WHUHE exists when none of the people staying at a CIFU address on Census Day claim it as their usual residence. If the respondent reports the HU as a vacation or seasonal home on Census Day in S3, enumerators skip to the Interview Summary section and complete items A, B, and C. In this section of the labeled questionnaire, he or she marks Section A as "4-vacant- usual home elsewhere," Section B as "00" POP, and Section C as appropriate. The enumerators enter status code (V) in column (1) of the address binder page. If the questionnaire is a long form, the double-underlined housing questions *must* be completed. No questionnaire is prepared for the household's usual address. It is presumed that the HH was already counted on a questionnaire for that address.

f. Households That Refuse an Interview (Refusals)

If unable to get the required amount of HU information, the enumerator documents the reason(s) for refusal on Form D-225, INFO-COMM, and returns it along with the labeled EQ to the CL. The CL, CLA, or another enumerator then usually makes an attempt to complete the interview.

g. Added Units

If a HU is not listed but existed on Census Day, and is discovered in a CIFU AA block, enumerators:

- 1) Complete a line on an add page in the address binder for the missed unit.
- 2) In U/L areas, map spot the location of the HU and assign the next available map spot number on the block map. Enter the map spot number in column (5) of the add page.
- 3) For added addresses in all areas, add the address to the add pages and complete a blank (unlabeled) short form or long form EQ (depending on which form type is indicated by the sampling pattern on the add page) for the missed HU. Most added units are located within the same structure as a listed

followup unit or on the same property. If the added unit was vacant on Census Day, complete items required for a vacant unit on the blank questionnaire by interviewing a knowledgeable respondent. Complete address label information including address, LCO, block, and, in U/L areas, map spot number.

h. Partial Interview Data

A Partial Interview is an interview in which the enumerator was unable to obtain the minimum amount of information (see paragraph 1 below) from a HH member or a non-household (proxy) respondent. Although we emphasize complete interviews, in some instances partial interviews will be accepted. When an enumerator cannot obtain enough HH information to obtain a complete interview, the CL marks box G, PI of the Interview Summary section.

A partial interview results when an enumerator collects less than the following information for an occupied unit but at least Units Status and Pop Count:

1) Enumerator (Short) Form D-1(E) and D-1(E) SUPP:

- Name of each person (item 1)
- At least 3 out of 5 population questions for each person (that is, items 3-6 for Person 1 and items 2-6 for all other persons.)
- Housing tenure (item H1)

2) Enumerator (Long) Form D-2(E) and D-2(E) SUPP:

- Name of each person (item 1)
- At least 3 out of 5 population 100% questions for each person (sex, age, race, ethnicity, relationship)
- Housing tenure (item 34, following Person 1 data)
- Any 2 additional housing questions (items 35-58)
- Any 6 additional population questions (items 8-33) for each person.

For vacant and WHUHE HUs, enumerators:

- 1) Indicate in item S3 that the unit is seasonal, or in S4 that the HU is vacant, complete the Interview Summary block (parts A, B, and C), and complete Respondent Information section. Obtain as much information as possible from a proxy respondent. If the vacant HU was designated a long form questionnaire, at least two of the double-underlined questions must be answered.

- 2) Enter status code (V) in column (1) of the address listing page.

Enumerators strive to complete 100% of the questionnaire during the allowed number of visits unless a respondent refuses or the enumerator learns that the HH is temporarily absent for a long time. After referring refusals to the CL, enumerators may accept partial interview data for these cases from sources such as neighbors, building managers, etc. A knowledgeable proxy respondent may be able to supply a sufficient amount of information so that the questionnaire is completed and exceeds the partial interview standards.

i. Special Places

- 1) A special place is a place containing one or more group quarters (GQs) where people live or stay other than the usual house, apartment, or mobile home. Examples are colleges and universities, boarding and rooming houses, marinas, nursing homes, hospitals, and prisons. When enumerators discover that a CIFU address is for a Special Place or a GQ rather than a HU, they advise their CL of the situation using Form D-225, INFO-COMM. The enumerator should enter the Census ID, address, phone number(s), and name of contact on the INFO-COMM and write: "This address is for a Special Place." The enumerator enters status code (D) in column (1) of the address binder listing page and indicates in the "occupant's name" column that the address is a "Special Place/GQ." Sections A and B of the Interview Summary block are filled in as "9" and "98", respectively.
- 2) If a CIFU address is for a separate HU within a Special Place/GQ, the enumerator treats it like any other HU and completes the labeled questionnaire. Similar to regular HUs, if the HU embedded in the Special Place/GQ was vacant on Census Day, the enumerator completes items required for a vacant unit on the questionnaire by interviewing a knowledgeable respondent.

j. Non-English-Speaking Residents

If a household has no English-speaking residents, enumerators use Form D-3309, language guide, to aid the respondent in identifying which language he/she speaks. The enumerator reports the situation to his or her CL on a Form D-225. The CL makes arrangements through the LCO for accommodation to be made. Enumerators will have a job aid [D 62(S) (A or B)] to assist them when interviewing Spanish-speaking respondents. Bilingual enumerators may conduct the interview in Spanish using the Spanish Language Assistance Guide, but must mark the respondent's answers in English on the EQ. For respondents who speak

Spanish, enumerators mark box D, "SP", of the Interview Summary section of the EQ.

k. Special Enumeration (Tool Kit) Methods

The LCOs may decide to use special enumeration procedures (tool kit methods) in targeted hard-to-enumerate (HTE) areas. These areas can be identified by the RCCs and LCOs using the knowledge of local partners and through the planning database (PDB). The LCOs may use local facilitators (people such as community activists or religious leaders) to assist enumerators. They also might choose to do "blitz enumeration" (a compressed time schedule enumeration, usually with a crew of specially trained enumerators) or paired enumeration (when census enumerators work together for safety) to help each other locate units, to persuade respondents to cooperate, to ensure their own safety, and to enumerate HUs in an area more quickly.

l. Apartment Mixups

Questionnaire misdelivery occurs when one or more households in an apartment building or mobile home park receives and returns a questionnaire intended for another HH within the same building or mobile home park. If a respondent states that a census questionnaire was returned by mail for the household, the enumerator will try to determine if a questionnaire mixup has occurred before attempting to conduct an interview at the followup address by doing the following:

- 1) ask for the name of the HH that lives at the followup unit. Review all listings at the same basic street address on the Address Listing Page to see if the particular household's name appears on another listing line.
- 2) if the HH's name does appear on a line that has been "Xed" out, the Census Bureau has received a questionnaire from them, and a delivery mixup may have occurred. If it is discovered that the household's name appears for another unit at the same basic street address, the enumerator will not enumerate that HH.
- 3) go to the unit where the household's name appears on the Address Listing Page. The same procedures are followed as with the first household, until the enumerator finds a household whose name does not appear on the Address Listing Page, and the enumerator interviews that household with the labeled EQ.

- 4) document all apartment mixup situations on a D-225. If the apartment mixup is more complicated than the enumerator can handle, or will take an excessive amount of time, the enumerator will not attempt to correct the situation, and will refer it to his/her CL.

D. Crew Leader Procedures

1. Overview

CLs are responsible for monitoring and supervising their crews of enumerators. CLs ensure that the tasks assigned to them and their crews are completed accurately and on schedule. They must keep their FOSs informed of any potential delays or problems.

The CL uses a checklist to review each questionnaire submitted by an enumerator. If a questionnaire contains any errors, the CL immediately returns the questionnaire to the enumerator for correction. In general, questionnaires are checked for completeness on all items. Any discrepancies are reviewed with the enumerator and resolved. Questionnaires are sent back to the field if the enumerator has not made adequate attempts to determine all information. In addition to the QA accomplished by the review of all returned questionnaires, the CL visits all New Cases that are returned as vacant or delete.

On a daily basis, the CLs turn in their staffs' completed questionnaires and other forms to their respective FOS. CLs and/or FOSs may refer certain problematic situations to special enumeration teams for resolution.

CLs use management reports to ensure that enumerators are completing quality work while meeting production standards.

Note: CLs are authorized to have up to two CLAs. CLAs can pick up completed work, conduct basic review of questionnaires for completeness, and return questionnaires to the CL. They may also follow up on refusal cases. However, CLAs are *not allowed* to certify D-308s or hire or release enumerators.

2. Various CL Situations

The following describes certain CL/CLA actions during CIFU:

a. Refusals

- 1) Based on information from the INFO-COMM, the crew leader reassigns the case to a different enumerator, to a CLA, or to him/herself to convert the refusal.
- 2) If this attempt fails, he or she obtains as much information as possible from a neighbor, rental agent, building manager, etc.
- 3) If the information obtained is less than the required amount of information for a completed interview but at least includes unit status and pop count, the CL marks box G., PI (partial interview). In addition, for a confirmed refusal, the CL marks box H., REF, in the Interview Summary section.
- 4) If the second enumerator or the CL is able to convert the refusal to an interview, he or she completes the questionnaire. The questionnaire *must* contain at least the Unit Status (item A of the Interview Summary section) and the Population Count (item B).

b. Partial Interviews

- 1) The CL reviews partial interviews with the enumerators. To accept the questionnaire with less than the required information, the CL must be satisfied that the enumerator has made every reasonable effort to obtain the missing information.
- 2) Given the nature of the situation, the time constraints on his or her workload, and the time remaining to complete CIFU, the CL allows the questionnaire to be recorded as a partial interview by marking the PI box in the Interview Summary section of the EQ. In general, if the enumerator has not made the appropriate number of attempts (see paragraph II.C.3) to contact residents, the CL should advise the enumerator to make a return visit or telephone call to the CIFU household to collect missing information.
- 3) Unit status/POP count only cases - If the CL is satisfied that the enumerator followed the appropriate steps, then he/she accepts the questionnaire from the enumerator. Otherwise, the enumerator returns to the household in an attempt to obtain additional information.

c. Apartment Mixups

The enumerator makes an initial attempt to resolve the least complicated cases. For more complicated apartment mixups and places with more than 20 units, the enumerator describes the situation on an INFO-COMM and refers the case to the CL for resolution by specialists. The CL assigns staff to revisit the building, mobile home park, etc. to determine which units require enumeration and to complete enumeration for the cases.

d. New Cases Identified As Vacant or Delete

CLs visit all New Cases that enumerators identify as vacant or delete to verify their status and population counts. New Cases consist of those units in the CIFU universe including New Construction, late U/L adds, and late postal adds. If greater than three percent of units in an AA fail this dependent review, the CL assigns the entire AA to a different enumerator for rework.

e. Special Places

When an enumerator determines that a followup address is for a Special Place or a GQ, the CL refers this case to the FOS for resolution. The FOS contacts the properly trained staff in the LCO so that the place can be enumerated as a GQ.

f. Non-English-Speaking Residents

If a respondent does not speak English, the CL attempts to assign the case to an enumerator who speaks the respondent's language. If the CL cannot assign the case to someone who speaks the respondent's language, the CL must prepare a request to the FOS for an interpreter.

E. Local Census Office Operations

1. Assignment Control

The purpose of assignment control is to monitor and control materials such as questionnaires, address binders, and daily work and pay records as they come in from the field. Assignment control clerks review forms and distribute them to appropriate sections within the LCO.

The starting point for assignment control operations is a day's work returned for an entire CLD. The enumerator work is in individual transmittal envelopes. An assignment control clerk works with only one enumerator transmittal at a time.

Assignment control clerks review the enumerator-completed questionnaires to ensure that they meet certain quality standards. Questionnaires that fail this review are returned to the enumerators through their FOS and CL for resolution. Questionnaires with IDs that pass this review are routed to the OCS 2000 for automated check-in. Questionnaires without IDs (i.e. adds) are labeled with an assigned processing ID.

a. Reviewing Completed Questionnaires

During the assignment control review, the clerks review questionnaires to ensure that critical items are completed. The assignment control unit accepts cases that meet the requirements of the assignment control checklist.

b. Rejecting and Correcting Incomplete/Unacceptable Work

The assignment control unit rejects cases that do not meet the criteria on the assignment control checklist. The reason for the rejection is indicated on a Form D-320, Error List. The assignment control unit maintains records so the office clerks know which cases have been returned to the field for resolution. The clerks also adjust the "Cases Accepted" section of Form D-308, Daily Pay and Work Record, to reflect the actual number of cases accepted.

The clerks give the rejected questionnaires to the AMFO, who returns the work to the proper FOS. The CL relays the problem(s) and returns the questionnaire(s) to the proper enumerator. The enumerators correct the questionnaires and resubmit them as soon as possible.

2. OCS 2000 Check-In of Questionnaires with IDs

Once the assignment control unit accepts questionnaires they are checked into the OCS 2000. A clerk keys the enumerator's Social Security number from Form D-308 and then wands in the bar code from each questionnaire. Then he/she keys the following information from the questionnaire:

- a. Unit Status - section A of Interview Summary
- b. Population Count - section B of Interview Summary
- c. Vacant Type - section C (when applicable)
- d. Partial Interview - section G (when applicable)
- e. Refusal - section H (when applicable)

Items A and B (the only fields that will always have entries) must be keyed twice by the clerk to ensure that the correct entries have been made. The check-in operation provides the data for status reports for the office on how the operation is going and specifically how enumerators, CLDs, and FOS districts are progressing.

3. Handling of Questionnaires without IDs

Enumerators enumerate added units on unlabeled questionnaires. When the questionnaires are returned to the assignment control area, staff verify that the number of non-ID forms is entered in the remarks section of the D-308.

The assignment control unit separates non-ID questionnaires in the office. An assignment control clerk will place a processing ID label in the 'unit ID' area on the top right corner of the EQ. The clerk will then proceed with checking in the EQ like a regular, labeled EQ (see paragraph 2 above). In addition to the above check-in items, the clerk will also key the following information from the questionnaire:

- a. Map Spot (if applicable)
- b. State/county
- c. Block
- d. Form Type

In the event a shipment of questionnaires becomes lost, the assigning of processing IDs to the unlabeled EQs will allow OCS 2000 to associate which non-ID forms are in which shipment box, so that the information can be used to determine where work should be redone.

4. Checkout and Shipment of Questionnaires

After questionnaires have been checked into OCS 2000, they are also checked out using the OCS 2000 system. These labeled EQs are then boxed and a bar-coded shipping label is generated. A clerk enters the label's tracking number into the OCS 2000 for control purposes (so we have the capability of tracking the contents of each box if lost) and the box is then shipped via Fed-Ex to the appropriate DCC. The OCS 2000 creates a shipping document for the box. (It is included as a transmittal but not used by Fed-Ex.) Boxes of questionnaires are shipped on a daily basis.

5. Check-in and Shipment of Address Binders

As address binders are returned from the enumerators, they are checked into OCS 2000. If a special enumeration method (tool kit method) is used in an AA, the office clerk and/or the CL notes this on the cover page of the address binder. At check-out,

this information is keyed from the Cover Page of each binder. The Cover/QA Review Page is photocopied and shipped to NPC. The LCO retains them until they are no longer needed. Then the address binders are checked out of OCS 2000, boxed, and shipped to NPC using a similar procedure as for questionnaires. The status of address binders is tracked using Form D-909, AA Status Report, which is generated from OCS 2000. Maps accompany the address binders containing their AAs.

F. Quality Assurance Program

FLD, with the support of DSSD, developed the QA program for CIFU, with requirements developed by DSSD. The primary objectives of the QA program are minimizing the number of mislabeled questionnaires, ensuring questionnaires have been completed correctly, and minimizing data capture errors on data entered into OCS 2000. The components of the QA program that accomplish each of these objectives are described below.

1. Minimizing the Number of Mislabeled Questionnaires

During assignment preparation at the LCOs, the pre-printed address labels are applied to the questionnaires. The purpose of assignment preparation QA is to ensure that the correct address labels are being placed on the correct questionnaires and in the correct position. A list is printed from OCS 2000 containing the number of cases per AA. When the questionnaires for an AA have been labeled, a clerk reviews the list from OCS 2000 and verifies that the AA number on the list corresponds to the AA number on each labeled questionnaire and that the total number of labeled questionnaires equals the number of cases for the specified AA. Discrepancies are flagged and resolved when the questionnaires are paired with the address binders. If a label has been applied in the wrong position or on the incorrect form type, the clerk documents the label to reprint. The label is reprinted when the questionnaires are paired with the address binders.

2. Ensuring Questionnaires Are Completed Correctly

The goal of ensuring correct completion of EQs is achieved by employing experienced enumerators, reviewing all completed questionnaires, and verifying that a sample of HUs is classified correctly.

a. Use of Experienced Enumerators

Most CIFU enumerators demonstrate their competence at their duties during the NRFU operation that precedes CIFU. An enumerator's CIFU AA must not include areas where he or she worked during NRFU.

b. Questionnaire Review

CL/CLAs perform a 100% coverage edit of CIFU questionnaires submitted by enumerators; discrepancies are reviewed with the enumerator and resolved. The CL uses a checklist to review all questionnaires to assure that they are complete. Any questions or missing items are returned to the enumerator for resolution. In some cases, the enumerator attempts to determine more information at the HU if any reasonable options for doing so remain. The CL/CLA also reviews the address binders during the daily meetings to assure that the enumerator is performing his or her tasks correctly. Enumerators will be re-trained if necessary.

c. Dependent Review

CL/CLAs are provided a list of all New Cases enumerated for the first time in CIFU. New Cases consist of those units in the CIFU universe from New Construction, late U/L adds, and late postal adds. As questionnaires are submitted by enumerators, the CL compares the questionnaire ID to the list. If the questionnaire is on the list and is coded as vacant or delete, the case is revisited by the CL or CLA and a decision regarding the correctness of the original classification of the HU is noted. Appropriate action is taken as necessary.

The dependent review occurs during the first two weeks of CIFU. After two weeks, the CL decides whether an AA has passed or failed the dependent review. If greater than 3% of the questionnaires reviewed in an AA did not have status/pop counts that matched between what the enumerator and what the CL found, the AA fails. AAs that fail are assigned to a different enumerator to be reworked. All new questionnaires are marked as 'replacement' questionnaires.

3. Minimizing Data Capture Errors on Data Entered into OCS 2000

Specific data items captured into the OCS 2000 are reviewed to minimize data errors. The unit status and population count in the interview summary of the EQ are double keyed to verify the correctness of the keying operation.

G. Outputs

1. LCO Management Reports

The AMFO staff uses several reports to monitor the CIFU field operations. These reports are generated by the OCS 2000 system utilizing data about the CIFU universe and the questionnaire check-in data. Some of the CIFU Management Reports have several levels of information:

Level A - CLs use this level of the report to track their enumerators' progress.

Level B - FOSs use this level of the report to track their CLs' progress.

Level C - The AMFO and other management staff use this level of the report to track progress by FOS.

The basic management reports are:

- a. D-333 (A,B,C) Progress Report: This report shows total workload, cases done, cases left to do, percent complete, and percent time used.
- b. D-341 (A,B,C) Performance Report: This report shows cases done, some performance ratios for the last seven days, and cumulative averages.
- c. D-342 (A,B) Cases Not Checked-In: This report lists those IDs in the CIFU universe that have not yet been completed.
- d. D-909 AA Binder Status Report: This report is used to track the status of each address binder in CIFU.

2. Headquarters Cost and Progress Reports

The data fields in OCS 2000 are accessed by the Cost and Progress System, allowing headquarters management to monitor the CIFU operation on a daily basis. Examples of the reports that headquarters uses appear in Attachment E. These reports are:

- a. CIFU Current Cost and Progress: tracks workload, completion rate, productivity, and budgeted/actual costs. Levels: National, RCC, LCO Type, LCO, and Form type.
- b. CIFU Preliminary Total Cost: tracks actual costs which include salary applications and variances from budgeted costs. Levels: National, RCC, LCO Type, and LCO.
- c. CIFU Staffing Status: tracks the number of enumerators working and the staffing percentage related to authorized enumerator positions. Levels: National, RCC, LCO Type, and LCO.

3. EQs

Completed and reviewed questionnaires are shipped on a flow basis to the appropriate DCC. These forms are data captured and the results are transmitted to headquarters for further processing.

4. Maps

All Maps are sent to NPC. There is no plan to use the few maps with added mapspots to update TIGER. Geography Division (GEO) resolves problems in TIGER in an operation that occurs after the Census.

5. Address Binders

Once an LCO no longer needs the address binders they are shipped to NPC. The Cover/QA Review Page is photocopied and shipped to NPC. There are no plans to data capture any enumerator notations made on the listing pages. However, plans are being made to capture the QA results recorded on the QA page.

III. COST ASSUMPTIONS AND WORKLOAD

A. Workload

The estimated workload for CIFU is 7.75 million HUs, including the workload in the fifty states, DC, and PR. The workload breaks down as follows:

1. Vacants and deletes identified during NRFU: 7.1 million HUs.
2. Residual Nonresponse cases: 220,000 HUs.
3. Addresses identified during the New Construction operation: 200,000 HUs.
4. Late U/L adds: maximum 123,000 HUs.
5. Late postal adds from DSF: maximum 250,000.
6. Late BCF/ TQA partial interview adds: 10,000.
7. Response mode and incentive program: 7,000.

B. Staffing

The staffing strategy for CIFU is to retain the most productive enumerators from NRFU. CLs are authorized two assistants.

IV. CIFU SCHEDULE AND DIVISION RESPONSIBILITIES

A. CIFU Schedule

Attachment D is the schedule of major activities for the CIFU operation as reflected in the Census 2000 Master Activity Schedule. This schedule reflects dates anticipated for a majority of LCOs (called "core LCOs"). Some LCOs will start and end CIFU earlier or later than the dates reflected in the attachment.

B. Division Responsibilities

Many Census Bureau divisions complete a variety of activities in order for the operation to be successfully implemented. The following describes those responsibilities by division.

1. Decennial Management Division (DMD):

- a. develops the program requirements and documents the CIFU operation in a Program Master Plan.
- b. monitors CIFU progress and operations through the headquarters cost and progress system.
- c. adapts and translates into Spanish field materials and forms for use in Puerto Rico.
- d. develops/approves/manages budget and schedule, and controls overall program management.

2. Decennial Statistical Studies Division (DSSD):

- a. provides specifications defining the different elements comprising the CIFU universe.
- b. defines the requirements of the QA program.
- c. assists in identifying EQ check-in requirements for assuring data quality.
- d. provides guidance in coverage aspects of the operation.
- e. performs operational analyses of CIFU.

3. Decennial Systems and Contract Management Office (DSCMO):

- a. tests processing requirements and steps.
- b. processes data from NRFU, the New Construction update, mail returns, USPS refreshes (DSF), and U/L for use in generating the CIFU universe.
- c. implements and delivers AA designation to TMO.
- d. generates and delivers CIFU universe data to TMO.
- e. provides FLD with specifications (similar to those used for NRFU) for questionnaire shipment to and check-in at the DCCs.
- f. provides for the capture of questionnaires completed during CIFU.
- g. processes resulting data for the Census Unedited File and for the production of data products for dissemination.

4. Field Division (FLD) - Headquarters:

- a. develops, reviews, produces, and distributes (either in-house or with contractors) all training materials, office and field manuals, and enumerator materials.
- b. provides specs to TMO for the listing pages, labels, and check-in of EQs in LCOs through OCS 2000.
- c. provides GEO with map specifications for CIFU.
- d. provides DSCMO with specs for the structuring of CIFU AAs.

5. Field Division - RCCs and LCOs:

- a. recruit, test, and select field staff, and determine staffing requirements.
- b. provide field staff with relevant job specific training.
- c. establish partnerships with state, local, and tribal governments to develop community awareness of the entire Census 2000 process.
- d. print listings, maps, and labels.

e. conduct the operation.

6. Technologies Management Office (TMO):

- a. develops OCS 2000 for the field to print the Assignment Directory, address listing pages, labels, lists of New Cases, and performance and progress reports to track assignments.
- b. designs and programs the OCS 2000 for the generation of all computer listings and reports.
- c. designs keying software for the enumerator and questionnaire tracking systems, including check-in and check-out at the LCOs.
- d. provides the interface to the map printing software, which the LCOs use to print maps.
- e. provides DMD and FLD with Cost and Progress information through OCS 2000.
- f. provides headquarters (HQ) staff with read-only access to the OCS 2000 for the purpose of monitoring CIFU operations.
- g. generates the daily check-in results file for updating the DMAF and delivers it to DSCMO.
- h. provides shipping files to DSCMO.
- i. maintains the network and provides support functions for LCO and RCC systems.

7. Geography Division (GEO):

- a. provides a test version of the MAF Extract for use in testing the universe determination and data delivery system.
- b. identifies New Cases with a flag in the DMAF provided to DSCMO.
- c. provides a final MAF Extract containing addresses that must be added to the DMAF for the CIFU universe determination process. (This file includes addresses not previously coded and new addresses added from the New Construction, NRFU, late U/L operations, and new USPS cases.)
- d. provides files for LCO use in printing census tract and census tract locator maps.

8. Planning, Research, and Evaluation Division (PRED):

evaluates the operation.

V. EVALUATION REQUIREMENTS

As of this date, the evaluation criteria have not been fully determined. As a new operation, CIFU should be evaluated to ascertain the operation's effectiveness in achieving coverage gains for Census 2000. It is expected that the following questions will be among those answered.

A. Staffing

1. Were we able to retain sufficient experienced staff and hire new staff as needed - nationally and by type of LCO?
2. Did we meet our planned staffing levels - nationally and by type of LCO?
3. What was the turnover rate - nationally and by type of LCO?

B. Schedule

1. How long did the operation take to complete - nationally, by type of LCO, by LCO?
2. What kind of distribution did we achieve for LCO completions by week?

C. Budget Assumptions/Cost

1. What was the actual workload?
2. What did the operation cost?
3. How well did the cost model predict costs - nationally and by type of LCO?

D. Enumeration Results

1. What proportion of vacants/deletes identified during NRFU had that status confirmed and how many were actually occupied by a household on Census Day?
2. How were CIFU cases of each type clustered geographically and by different demographic HH characteristics?

3. How did the New Construction operation contribute to Census 2000?
4. How many and what percent of cases were checked in nationally, by RCC (e.g., Charlotte), by geographic census region (e.g., South) and division (e.g., South Atlantic) and by type of LCO as:
 - refusals?
 - partial interviews?
 - proxy interviews?
 - vacants?
 - deletes?
5. What was the frequency and distribution of Interview Status codes - nationally, by region, by state, and by type of LCO?
6. What was the distribution of completed cases over time by form type, by type of enumeration area (TEA)?
7. What was the distribution of partial interview cases by form type, by time, by TEA?
8. How often was the same address visited by an enumerator more than once during CIFU?
9. How well were apartment mixups resolved?
10. How many and what percentage of addresses were added to the DMAF through the operation - nationally, at smaller geographic levels, and by type of LCO?
11. How many people were added to the census as a result of the added addresses?
12. How effective was the control and tracking system for shipments of boxes containing EQs between the LCOs and the DCCs?
13. How well did the operation achieve the goals of a traditional census?
14. How often were "tool kit" methods, such as blitz enumeration, used? What were the results like when compared to AAs and LCOs similar in composition that did not use the method?

E. EQ Data Quality

1. How effective was the EQ in obtaining long form and short form data?

2. What were the item response rates by form type and how did they compare to mail-return questionnaires?
3. What was the average household size by form type, by TEA, and how does it compare to mail-return questionnaires?
4. How often did the coverage questions identify persons to be added to or deleted from the questionnaire?
5. How do the EQ data compare to the Accuracy and Coverage Evaluation (ACE) data for the same HHs?
6. What operational problems did the enumerators have with the EQ?
7. How "scannable" were the EQs?

VI. MAJOR DIFFERENCE FROM DRESS REHEARSAL

CIFU is a new operation that was not conducted during the 1998 Dress Rehearsal.

VII. PUERTO RICO

Most Puerto Rico Census operations are identical to those conducted on the mainland. The PR census is conducted primarily in Spanish and the entire island is initially enumerated using U/L methods.

The CIFU field forms generated by OCS 2000 for PR are the same except that they allow for a 4-line address. All computer-generated forms are printed in English.

The short and long form enumerator questionnaires and supplements for Puerto Rico are available in Spanish and English. Spanish forms are labeled for delivery, but English forms are available upon request. All PUFs such as the D-31 are available in English and Spanish. If a respondent requests an interview in English, an English-speaking enumerator transfers the label information to an English questionnaire. There is an add page in the address binder that accommodates 4-line addresses. Field forms such as Form D-308 (PR) are only provided in Spanish. A list of forms used in PR is included at the end of Attachment C.

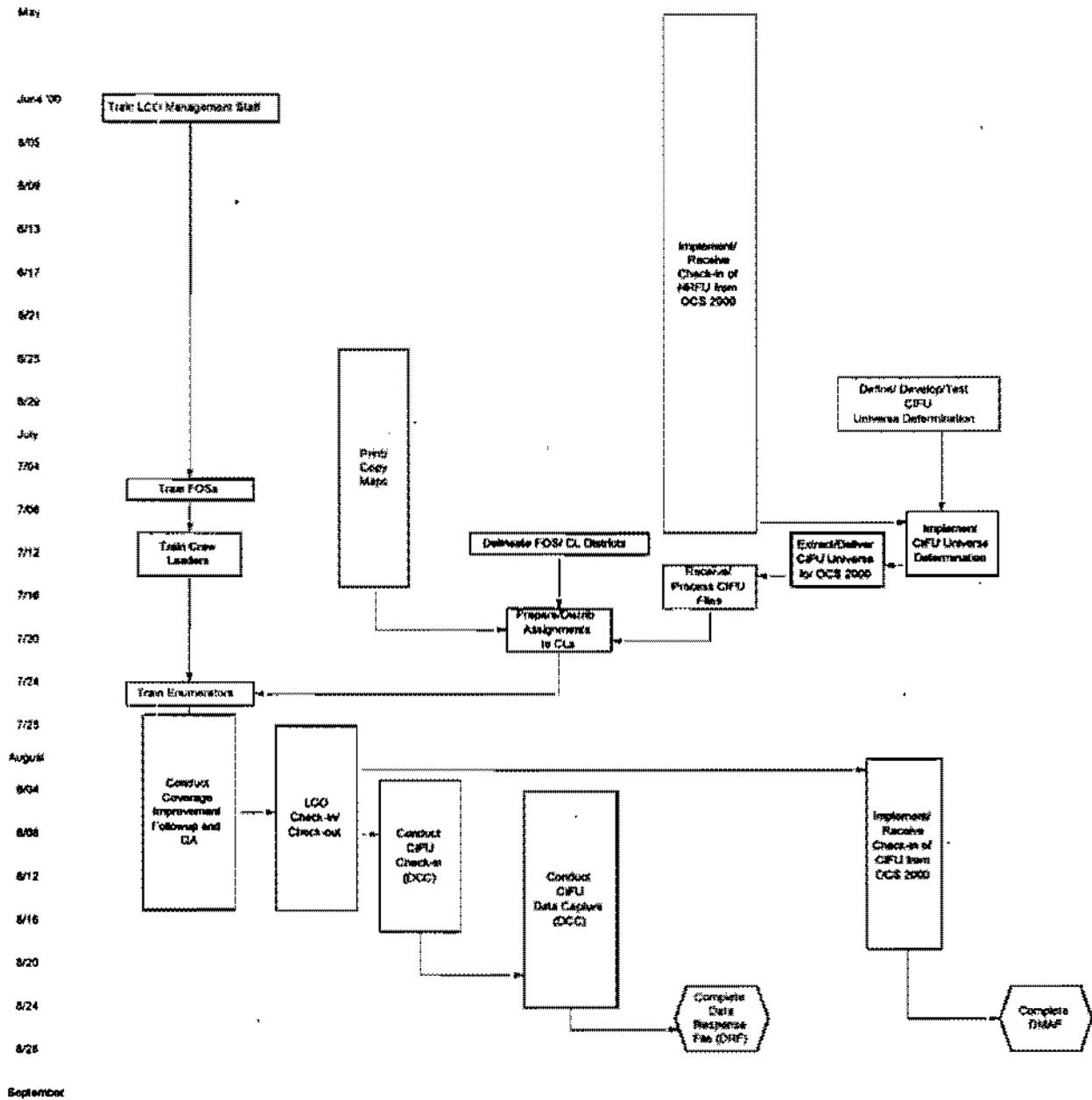
LIST OF ACRONYMS

AA	Assignment Area
ACE	Accuracy and Coverage Evaluation survey
ACSD	Administrative and Customer Services Division
AMFO	Assistant Manager for Field Operation
BCF	"Be Counted" Form
CIFU	Coverage Improvement Followup
CL	Crew Leader
CLA	Crew Leader Assistant
CL/CLA	Crew Leader/Crew Leader Assistant (interchangeable)
CLD	Crew Leader District
DCC	Data Capture Center
DMAF	Decennial Master Address File
DMD	Decennial Management Division
DSCMO	Decennial Systems and Contract Management Office
DSF	Delivery Sequence File
DSSD	Decennial Statistical Studies Division
EQ	Enumerator Questionnaire (also, SEQ)
FLD	Field Division
FOS	Field Operations Supervisor
GEO	Geography Division
GQ	Group Quarters
HH	Household
HQ	Headquarters (Suitland, MD)
HTE	Hard-to-Enumerate
HU	Housing Unit
ID	Identification number
JIC	Just-In-Case box
LCO	Local Census Office
LMR	Late Mail Return
MAF	Master Address File
MIMS	Map Image Metafile System
MO/MB	Mailout/Mailback
NPC	National Processing Center (Jeffersonville, IN)
NRFU	Nonresponse Followup
OCS 2000	Operations Control System 2000
PDB	Planning Database
PRED	Planning, Research, and Evaluation Division
PRIA	Puerto Rico and Island Areas

PUF	Public Use Form
RCC	Regional Census Center
RMIE	Response Mode and Incentive Experiment
SOC	Supervisory Office Clerk
TEA	Type of Enumeration Area
TIGER	Topologically Integrated Geographic Encoding and Referencing system
TMO	Technologies Management Office
TQA	Telephone Questionnaire Assistance
UAA	Undeliverable As Addressed
UE	Update/Enumerate
UHE	Usual Home Elsewhere
U/L	Update/Leave
USPS	United States Postal Service
WHUHE	Whole Household Usual Home Elsewhere

Attachment B

CIFU Operational Flowchart



Attachment C

LIST OF CIFU MATERIALS

1. CIFU field forms

D-xxx	Dependent Review QA Form
D-xxx	List of New Cases ⁵
D-100B	Special Notice Page
D-106	Cover/Quality Assurance Review Page
D-106A	Address Listing Page ⁵
D-106.2	Add Pages ⁵
D-114	Block Listing ⁵
D-182	CIFU Crew Leader Assignment Listing
D-225	Information Communications Form (INFO-COMM)
D-333 A,B,C	CIFU Progress Reports ⁵
D-336	CIFU Assignment Directory Listing ⁵
D-341 A,B,C	CIFU Enumerator Performance Reports ⁵
D-342A	CIFU Cases Not Checked-In ⁵
D-342B	CIFU Cases Checked-In and Not Checked out to DCC
D-3309	Language Identification Flashcard

2. Public use forms (PUFs) - (stateside)

D-1(E)	Enumerator Questionnaire Short Form
D-1(E) SUPP	Enumerator Questionnaire Short Form Continuation
D-1(F)	Enumerator Job Aids
D-2(E)	Enumerator Questionnaire Long Form
D-2(E) SUPP	Enumerator Questionnaire Long Form Continuation
D-26	Notice of Visit
D-31	Privacy Act Notice (English/Spanish)

3. Staff Training and Other Reference Materials

D-530	Manual for FOS (CIFU part)
D-551	Enumerator Manual
D-559	CL Manual

⁵(computer generated form)

D-651	Enumerator Training Guide
D-651.1	Enumerator Workbook
D-659	CL Training Guide
D-659.1	CL Workbook
D-630	FOS Training Guide (CIFU part)

4. Other Enumerator Materials

Address Binder	(includes Form D-106, Cover/QA Review Page; Special Notice Page; Forms D-106A, CIFU Listing Pages; and Forms D-106.2, Add Pages)
D-1210	Questionnaire Reference Book
D-308	Daily Pay and Work Record
BC-110	Identification Card
Map Envelope	[includes AA Locator Map, census tract map, block and AA maps (for U/L areas only), map legend, and D-114, Block Listing]
Miscellaneous	(mechanical pencils, erasers, manuals, etc.)

4. Puerto Rico Public Use Forms

D-1(E) PR	Enumerator Questionnaire Short Form (English)
D-1(E) PR (S)	Enumerator Questionnaire Short Form (Spanish)
D-1(E) SUPP PR	Enumerator Questionnaire Short Form Continuation (English)
D-1(E) SUPP PR (S)	Enumerator Questionnaire Short Form Continuation (Spanish)
D-1(F) PR	Enumerator Job Aid - Traditional (Spanish/English)
D-2(E) PR	Enumerator Questionnaire Long Form
D-2(E) PR (S)	Enumerator Questionnaire Long Form (English)
D-2(E) SUPP PR	Enumerator Questionnaire Long Form Continuation (English)
D-2(E) SUPP PR (S)	Enumerator Questionnaire Long Form Continuation (Spanish)
D-26 PR	Notice of Visit (Spanish/English)
D-31 PR	Privacy Act Notice (Spanish/English)

5. Puerto Rico Field Forms (All forms, except computer-generated forms, will be in Spanish)

D-100B (PR)	Special Notice Page
D-106 (PR)	Cover/QA Review Page

D-106A (PR)	Address Listing Page ⁵
D-106.2 (PR)	Add Pages ⁵
D-114	Block Listing ⁵
D-182	CIFU,CL Assignment Listing ⁵
D-225 (PR)	Information Communications Form (INFO-COMM)
D-333 A,B,C	CIFU Progress Reports ⁵
D-336	CIFU Assignment Directory Listing ⁵
D-341 A,B,C	CIFU Enumerator Performance Reports ⁵
D-342 A,B	Cases Not Checked In ⁵
D-530 (PR)	Job Aids
D-551 (PR)	Enumerator Manual
D-559 (PR)	CL Manual

CIFU SCHEDULE

<i>CENSUS OPERATION</i>	<i>Duration (Days)</i>	<i>Planned Start</i>	<i>Planned Finish</i>
Define CIFU Universe Specs	41	3/22/99	5/19/99
Develop Program Master Plan	118	4/01/99	9/30/99
Develop Fld/Offc Operations QA Plan	131	4/01/99	10/15/99
Define Maps and Prep Map Specs	101	4/30/99	10/15/99
Receive/ Review Universe Determin. Specs	48	4/20/99	6/30/99
Develop Forms and Listing Pages	131	4/01/99	10/15/99
Develop Manuals and Training Guides	172	4/01/99	11/30/99
Adapt/Translate Materials (PR)	110	7/01/99	12/01/99
Print Manuals and Forms	50	12/15/99	2/28/00
NPC Assemble CIFU Kits	47	3/01/00	4/24/00
NPC Ship Kits (Shipment #4)	1	5/01/00	5/01/00
Train LCO Management Staff	2	6/01/00	6/02/00
Prep/Deliver MAF Extract (New Constr.)	33	5/01/00	6/15/00
Develop/Test Universe Determination	242	7/16/99	6/30/00
Create MIMS	15	6/16/00	7/07/00
Train FOSs	3	7/05/00	7/07/00
Implement Universe Determination	6	7/08/00	7/14/00
Train Crew Leaders	5	7/10/00	7/14/00
Print Maps	18	6/24/00	7/15/00
Extract/ Deliver CIFU Universe for OCS	6	7/10/00	7/15/00
Receive/ Process Files - CIFU	5	7/13/00	7/17/00
Print Listings/Labels	4	7/14/00	7/18/00
Prepare and Distribute Assignments to CLs	5	7/17/00	7/21/00

Train Enumerators	3	7/24/00	7/26/00
Conduct Coverage Improvement Followup	17	7/27/00	8/15/00
Conduct Check-in at DCCs	13	8/03/00	8/17/00
Implement Check-in of CIFU from OCS	14	8/01/00	8/18/00
Conduct CIFU Data Capture	18	8/04/00	8/24/00

Attachment E

Census 2000 Current Cost and Progress for CIFU									
Report Generated xx/xx/xx									
Actual Start xx/xx/xx					Actual Finish xx/xx/xx				
	HU Workload	# Completed	% Completed	Progress Through	Direct Field Budgeted Cost	Cost to Date	% Budget Used	Miles per Case	Cost Through
National Total	>,xxx,xxx	x,xxx,xxx	xxx.xx%	xx/xx/xx	\$xxx,xxx,xxx	\$xxx,xxx,xxx	xxx.xx%	xx.xx	xx/xx/xx
National → RCC → LCO Type → LCO → SF/LF*									
National → State * = short and long form type only									

Census 2000 Preliminary Total Cost for CIFU				
Cost Through xx/xx/xx		Report Generated xx/xx/xx		
Actual Start xx/xx/xx		Actual Finish xx/xx/xx		
	Total Budgeted Cost	Preliminary Total Cost	Variance	% Variance
National Total	\$xxx,xxx,xxx	\$xxx,xxx,xxx	\$xxx,xxx,xxx	xxx.xx%
National → RCC → LCO Type → LCO				

Census 2000 Staffing Status for CIFU				
Report Generated xx/xx/xx				
Actual Start xx/xx/xx		Actual Finish xx/xx/xx		
	Authorized Positions	# Staff Working	% Staffed	As Of
National Total	xxx,xxx	xxx,xxx	xxx.xx%	xx/xx/xx
National → RCC → LCO Type → LCO				

Form D-225 (3-31-98) U.S. DEPARTMENT OF COMMERCE Bureau of the Census INFO - COMM Information Communication United States Census 2000 <i>See instructions on the reverse of copy 2 or 3.</i>	a. TO:	e. Operation			
	b. FROM:	f. Position title	g. CLD No./Other		
	c. CFO/LCO code	d. Regional Office	h. Date		
	IF REFERENCE TO SPECIFIC UNIT, SHOW WHERE APPLICABLE				
	i. AA	j. Block	k. Map spot	l. ID number	
	m. Address or description (include city name and ZIP Code)				
Section I STATEMENT (Answer required: <input type="checkbox"/> Yes <input type="checkbox"/> No)					
<p><i>Mark appropriate box(es) and provide explanation.</i></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Apartment mix-up <input type="checkbox"/> Unable to contact <input type="checkbox"/> Inaccessible <input type="checkbox"/> Refusal <input type="checkbox"/> Special place/Group quarters </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Geography/Map problem <input type="checkbox"/> Unsafe to enumerate <input type="checkbox"/> Procedures question <input type="checkbox"/> Payroll question <input type="checkbox"/> Other </td> </tr> </table> <p>Explanation: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>				<input type="checkbox"/> Apartment mix-up <input type="checkbox"/> Unable to contact <input type="checkbox"/> Inaccessible <input type="checkbox"/> Refusal <input type="checkbox"/> Special place/Group quarters	<input type="checkbox"/> Geography/Map problem <input type="checkbox"/> Unsafe to enumerate <input type="checkbox"/> Procedures question <input type="checkbox"/> Payroll question <input type="checkbox"/> Other
<input type="checkbox"/> Apartment mix-up <input type="checkbox"/> Unable to contact <input type="checkbox"/> Inaccessible <input type="checkbox"/> Refusal <input type="checkbox"/> Special place/Group quarters	<input type="checkbox"/> Geography/Map problem <input type="checkbox"/> Unsafe to enumerate <input type="checkbox"/> Procedures question <input type="checkbox"/> Payroll question <input type="checkbox"/> Other				
Section II ANSWER					
<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>					
Answered or acknowledged by		Date			

OMB No. 0607-0856; Approval Expires 12/31/2000

FORM D-1(E) U.S. DEPARTMENT OF COMMERCE
(1-25-99) BUREAU OF THE CENSUS

ENUMERATOR QUESTIONNAIRE
United States Census 2000

LCO: State County Tract Block
AA Map Spot Unit ID

APPLY LABEL HERE

House No. Street name Rural route and box, or PO box
Apt. No. or Location
City State Zip code

Continuation form(s) attached
Number of continuation forms for this address

RECORD OF CONTACT

Type	Month	Day	Time	Outcome	Type	Month	Day	Time	Outcome
<input type="checkbox"/> Personal				a.m. p.m.	<input type="checkbox"/> Personal				a.m. p.m.
<input type="checkbox"/> Telephone				a.m. p.m.	<input type="checkbox"/> Telephone				a.m. p.m.
<input type="checkbox"/> Personal				a.m. p.m.	<input type="checkbox"/> Personal				a.m. p.m.
<input type="checkbox"/> Telephone				a.m. p.m.	<input type="checkbox"/> Telephone				a.m. p.m.

OUTCOME CODES: NV = Left notice of visit; NC = No contact; RE = Refusal; CI = Conducted interview; OT = Other

CERTIFICATION

I certify that the entries I have made on this questionnaire are true and correct to the best of my knowledge.

Enumerator's signature and date: _____ Month: _____ Day: _____

Crew Leader's initials: _____ CLD number: _____

INTRODUCTION

S1: Hello, I'm (Your name) from the Census Bureau. (Show ID card.) Is this (Read address)?
 Yes - Continue with question S2.
 No - Ask: Can you tell me where to find (Read address)? END INTERVIEW.

S2: I'm here to complete a census questionnaire for this address. It should take about 7 minutes. This notice (Hand respondent a Privacy Act Notice) explains that your answers are kept confidential. Did you or anyone in this household live here on Saturday, April 1, 2000?
 Yes - Continue with question S3. No - Skip to question S4.

S3: Is this (house/apartment/mobile home) a vacation or seasonal home, or only occasionally occupied by your household?
 Yes - Skip to items A, B, and C in the Interview summary block and refer to Card J.
 No - Skip to S5.

S4: On April 1, 2000 was the unit:
 Vacant - Skip to items A, B, and C in the Interview Summary block and refer to Card K.
 Occupied by a different household? Using a knowledgeable respondent, complete this questionnaire for the Census Day household and refer to Card K.

S5: How many people were living or staying in this (house/apartment/mobile home) on April 1, 2000?
 Number of people

Attachment H

From the last page of the EQ form

RESPONDENT INFORMATION		
<p>R1: Enter respondent's name</p> <p>First name <input type="text"/></p> <p>Last name <input type="text"/></p>	<p>R2: In case we need to contact you, what is your telephone number and the best time to call?</p> <p>Area code <input type="text"/> Telephone number <input type="text"/></p> <p><input type="checkbox"/> Day <input type="checkbox"/> Evening <input type="checkbox"/> Either</p>	<p>R3: Respondent</p> <p><input type="checkbox"/> Lived here on April 1, 2000</p> <p><input type="checkbox"/> Moved in after April 1, 2000 (Refer to Card K)</p> <p><input type="checkbox"/> Is neighbor or other</p>

INTERVIEW SUMMARY			
<p>A: Status on April 1, 2000</p> <p><input type="checkbox"/> 1 = Occupied</p> <p><input type="checkbox"/> 2 = Occupied - Continuation</p> <p><input type="checkbox"/> 3 = Vacant - Usual home elsewhere</p> <p><input type="checkbox"/> 4 = Demolished/Burned out</p> <p><input type="checkbox"/> 5 = Cannot locate</p> <p><input type="checkbox"/> 6 = Duplicate</p> <p><input type="checkbox"/> 7 = Nonresidential</p> <p><input type="checkbox"/> 8 = Other (open to elements)</p> <p><input type="checkbox"/> 9 = condemned/under construction</p>	<p>B: POP on April 1, 2000</p> <p><input type="checkbox"/> 01-97 = Total persons</p> <p><input type="checkbox"/> 00 = Vacant</p> <p><input type="checkbox"/> 98 = Onlets</p> <p><input type="checkbox"/> 99 = POP unknown</p>	<p>C: VACANT - Which category best described this vacant unit as of April 1, 2000?</p> <p><input type="checkbox"/> For rent</p> <p><input type="checkbox"/> For sale only</p> <p><input type="checkbox"/> Rented or sold, not occupied</p> <p><input type="checkbox"/> For seasonal/recreational or occasional use</p> <p><input type="checkbox"/> For migrant workers</p> <p><input type="checkbox"/> Other vacant</p>	<p>D: SP E: UHE F: MOV G: PI</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>H: REF I: REP J: CO K: TC</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>L: IC1 M: IC2 N: IC3 O: IC4</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>

