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CENSUS 2000 INFORMATIONAL MEMORANDUM NO. 66

MEMORANDUM FOR: Distribution List

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Subject: Program Master Plan: Census 2000 New Construction Program

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The Program Master Plan (PMP) for the Census 2000 New Construction Program is attached.

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

Attachment

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Attachment A Master Activity Schedule

CENSUS 2000 NEW CONSTRUCTION PROGRAM

1. INTRODUCTION

The Decennial Management Division (DMD) is responsible for describing and defining the requirements, schedules, and workflow for each Census 2000 operation. This Program Master Plan (PMP) describes the preparatory and operational activities required to conduct the New Construction program for Census 2000.

The Census Bureau implemented the New Construction program based on concerns raised by our local and tribal government partners. Local and tribal governments were concerned that Census 2000 would miss addresses added after the Block Canvassing operation and U.S. Postal Service file updates.[^] These addresses would be primarily from housing units constructed since the Block Canvassing and other census operations and which have not been added to the U.S. Postal Service's delivery file. Newly constructed housing units are defined as housing units that have been built, or housing being built, for which basic construction has been completed (closing the structure and having a roof, windows, and doors in place) by Census Day, April 1.

The major objective of the New Construction program is:

- ▶ To obtain the addresses of housing units for which basic construction will be completed (closing the structure and having a roof, windows, and doors in place) between January 2000 and Census Day, April 1, through a partnership with local and tribal governments.

The program operates as follows:

- The program is offered to entities only within the mailout/maiback¹ (MO/MB) areas. All entities within MO/MB areas are eligible to participate, regardless of whether or not they participated in the Local Update of Census Addresses (LUCA). However, for LUCA participants, addresses submitted cannot be among the universe of addresses involved in the Appeals process.

¹Type of Enumeration Area (TEA) 8 blocks (Urban Update/Enumerate) were included in the New Construction universe even though these blocks are not a part of the mailout/mailback universe. The Field Division is considering another operation to hand verification and enumeration of addresses submitted by participants in these areas that are not found during Update/Enumerate. The workload is expected to be very small.

- Each participating local or tribal government designates a liaison to review the portion of the Census 2000 address list that covers its jurisdiction. The liaison is subject to the same restrictions on revealing census information as are census workers. The address list is confidential under Title 13, and participants must sign a Confidentiality Agreement promising to protect the confidentiality of the addresses.
- The Census Bureau sends the liaison the Census 2000 address list (in either paper or computer-readable form), the related maps covering their jurisdiction, and a tally of housing unit addresses for each Census 2000 collection block.
- The liaison identifies the addresses of newly constructed housing units and sends those addresses to the Census Bureau.
- The Census Bureau processes (for electronic participants) or keys (for paper participants) all the addresses sent by the local or tribal government. The Census Bureau then matches the addresses to the Master Address File (MAF).
- The Census Bureau adds the addresses that do not match the MAF. These addresses are then provided to the Decennial MAF (DMAF) for inclusion in the Coverage Improvement Followup (CIFU) operation. During the CIFU operation, enumerators verify that the addresses identify housing units that existed on Census Day. If the housing unit existed on Census Day, the enumerator completes a questionnaire for any persons living at the address on Census Day, if occupied, or else as a vacant housing unit².

Preparation for activities starts in October 1999, when letters of invitation are mailed to all eligible functioning governmental units. Review materials are sent out starting in December 1999, with the last materials shipped in March 2000. The review period is from January through April 1, 2000. Data capture and matching of adds is from May through June, 2000, with the newly added addresses provided to the DMAF in June, 2000. Added addresses are verified and enumerated in the CIFU operation in July through August 2000.

The divisions responsible for the planning, preparation, and/or implementation are: Administrative and Customer Services Division (ACSD); Decennial Systems and

²Addresses submitted by participants in TEA 8 blocks that were not found during the Update/Enumerate operation will be handled and enumerated at the discretion of the regional director.

Contracts Management Office (DSCMO); DMD; Decennial Statistical Studies Division (DSSD); Field Division (FLD); Geography Division (GEO); the National Processing Center (NPC); and Technologies Management Office (TMO).

2. GENERAL DESIGN AND WORKFLOW

In October 1999, the NPC mails letters inviting approximately 18,600 local and tribal governments inside or partially inside MO/MB areas to participate in the New Construction program. For those governments that indicate that they want to participate, return a signed Confidentiality Agreement³, and select a product type (paper or computer-readable format), the GEO produces address lists and block summary lists. The NPC creates the Map Image Metafiles (MIMs), plots the maps, and ships them to the participating governments. The NPC prints the address lists and related files on paper or produces them on diskette or CD-ROM, and ships them to the participating governments.

Each participating government that returns a signed Confidentiality Agreement and selects a product type has until April 1, 2000 to complete their review and return the addresses for newly constructed housing units that are not on their address list to the Regional Census Center (RCC) responsible for that government. The materials must have a postmark of April 3, 2000, or earlier to be processed. The RCC reviews the addresses for legibility (paper address lists and maps), adherence to Census Bureau format (computer-readable address files), and completeness. The RCC then resolves any problems with the participant and provides preliminary feedback to each participant documenting the number of addresses that the participant submitted. Once problems are resolved, the RCC ships the paper listings to the NPC for keying or posts the computer-readable address file to the GEO Alpha machine at the Bowie Computer Center.

For participants that choose paper as their product type, the NPC keys the addresses. The NPC creates a Master Address File Update File (MAFUF) from the keying and transmits the MAFUF to the GEO. For participants that choose computer-readable files, the GEO processes the participants' added addresses and creates a MAFUF. The GEO also processes the MAFUF created from the NPC keying. The RCCs digitize any feature updates returned by the participant into the TIGER data base.

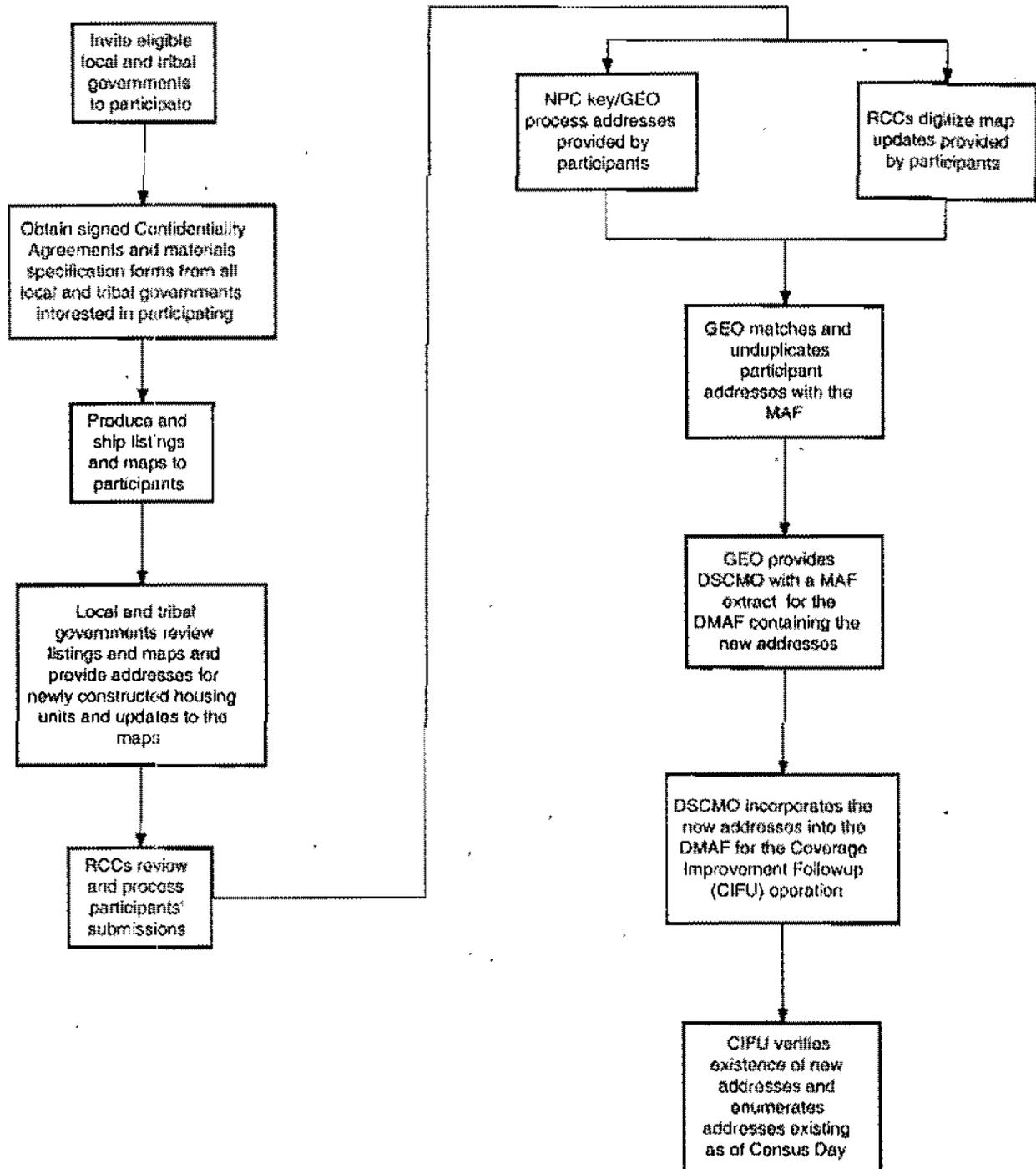
³Entities that participated in the LUCA 1998 program and have already submitted a signed Confidentiality Agreement will not have to submit a new agreement, but will have to add any new persons' signatures who will be reviewing the address list.

The GEO matches the addresses submitted by the participants to the MAF that has been updated with U.S. Postal Service files. For all addresses that do not match to the MAF, the GEO creates a MAF extract and provides it to the DSCMO. The DSCMO incorporates the new addresses into the DMAF for the CIFU operation.

2.1. Major Steps

The illustration on the next pages shows the major steps needed to complete the New Construction program.

Illustration 2A. New Construction Workflow



2.1.1. Initial Preparation

Invite Local and Tribal Governments to Participate

Before the New Construction program can start, all eligible^b local and tribal governments must be invited to participate. In October 1999, the NPC sends to the Highest Elected Official and each known LUCA 1998 liaison for each eligible governmental unit listed in the Geographic Programs Participant (GPP) data base:

- An invitation letter;
- A participant registration and materials selection form;
- A Confidentiality Agreement form; and
- Confidentiality and security guidelines.

The local or tribal government must respond within two weeks of receiving the letter. The RCCs send a closeout invitation letter to all governmental units that have not responded by November 2, 1999.^c All local and tribal governments must respond to the invitation letter by November 24, 1999.^d

Identify Participants

As local and tribal governments respond to the letter of invitation and return a signed Confidentiality Agreement and completed material specification form, the RCCs enter the government's response into the GPP data base. A "Yes" response initiates the production of the Census 2000 address list and maps. In order for a governmental unit to review any Census materials, every person who reviews the materials must sign the Confidentiality Agreement.

Closeout of Invitation to Participate^e

The GEO prepares invitation closeout letters for the RCCs to send to entities that do not respond to the invitation letter by returning the three registration forms. The RCCs begin mailing the closeout letters to nonresponding entities on November 3, 1999 and complete the mailing on November 16, 1999. The RCCs then has until December 3, 1999 to update the GPP.

2.1.2. Produce and Deliver Materials^f

Paper Listings

Each participant who requests their materials on paper receives two address list products:

- An address list containing all residential addresses from the MAF within the legal boundaries recorded in the TIGER data base and within the MO/MB area of the participating entity. There is an address list format for nontribal entities, and a second address list format for tribal entities.
- A Census 2000 Collection Block Summary List containing a count of the number of residential addresses in each Census 2000 collection block.

In addition, each participant receives:

- Copies of the House Number/Street Name Address Add Page, in nontribal and tribal versions;
- Copies of the Non-House Number/Street Name Address Add page, in nontribal and tribal versions;
- A cover letter/packing list;
- The Technical Guide;
- A Title 13 U.S.C. notice; and
- A Program Materials Return Inventory form.

The GEO creates and notifies the NPC that the files are available. The NPC produces the address lists and Census 2000 Collection Block Summary List on the DOCUPRINT printing system. The NPC also is responsible for inspecting a sample of printed products to ensure that the print quality is consistently good, that all required data are printing on each page, and that all required pages have printed. Once all the products for an entity have been produced and inspected, the NPC enters the date the last product is printed into the Production Control System.

After all products have been produced and have passed the inspection of the product, the NPC packages all the products together and ships the package directly to the participant. The NPC then enters the date shipped into the Production Control System.

Computer-Readable Listings

Each participant that requests materials in a computer-readable format receives two comma-delimited ASCII text files and a "readme_nc.txt" documentation file on either a CD-ROM or a PC-formatted 3.5" floppy diskette.

- An address list containing all residential addresses from the MAF within the legal boundaries and inside the MO/MB area of the participating entity.
- A Census 2000 Collection Block Summary List containing a count of the number of residential addresses in each Census 2000 collection block.

In addition, each participant receives:

- Copies of the House Number/Street Name Address Add Page, in nontribal and tribal versions;
- Copies of the Non-House Number/Street Name Address Add page, in nontribal and tribal versions;
- A cover letter/packing list;
- The Technical Guide;
- A Title 13 U.S.C. notice; and
- A Program Materials Return Inventory form.

The GEO creates the files and notifies the NPC that the files are available and where the files are posted. All files follow a standard naming convention. The NPC produces the CD-ROMs and floppy diskettes on IBM-compatible personal computers with CD-writing software, CD and 3.5" floppy diskette drives.

The NPC also is responsible for inspecting a sample of CD-ROMs and diskettes to ensure that all required files are present and readable, that data in each file are not garbled or otherwise missing, and that the CD-ROM or diskette is properly labeled.

Once all the products for an entity have been produced and inspected, the NPC enters the date the last product was created into the Production Control System.

After all products have been created and have passed the inspection of the product, the NPC packages all the products together and ships the package directly to the participant. Once the products are shipped, the NPC enters the date shipped into the Production Control System.

Maps^o

Map products are entity-based, and include index maps and inset maps (if necessary), and one-quarter mile fringe area depicting Census 2000 collection block numbers. Local and tribal governments participating in the program receive the following map products:

- An index map showing the location of the map sheet(s) and their corresponding map sheet number(s), any inset sheet(s) and inset sheet number(s) for an entity, and for the one quarter mile of fringe area outside the entity.
- Subject area map sheets that comprise the participating governmental unit, plus a one-quarter mile fringe area around the entity. These maps show all the features and feature names, governmental unit boundaries and 2000 collection block numbers. The maps also show the extent of the New Construction review area, the portion of the governmental unit inside the "blue line." The local and tribal official uses these map sheets for annotation and updating purposes.
- Inset map sheets for areas of heavy feature congestion due to dense street features, the inability to display all named roads, and so forth. The maps must contain the same information as the parent map sheet, such as the FIPS codes and names, features and feature names, governmental unit boundaries, and 2000 collection block numbers. The local and tribal official uses these inset map sheets for annotation and updating purposes.
- A Map Sheet-to-Block Number Relationship List that identifies the map sheet(s) on which a given collection block number appears.

The GEO produces the files necessary to create each map product. The NPC then creates the MIMs, the Map Sheet-to-Block Number Relationship List, and plots/prints the map products. Headquarters staff and NPC staff also inspect a sample of map products for legibility and quality. Once all the maps for an entity have been produced

and a sample inspected, the NPC enters the date the last map sheet was plotted into the Production Control System.

After all map products and Map Sheet-to-Block Number Relationship Lists for an entity have been plotted/printed and have passed the sample inspection, the NPC packages all the map products together and ships the package directly to the participant. The NPC then enters the date shipped into the Production Control System.

2.1.3. Local and Tribal Governments Review Materials

Local and tribal governments have until April 1, 2000 to review the address list and maps. The GU returns all added addresses that they believe are missing from their list to the respective RCC. All returned materials must be postmarked by April 3, 2000, to be processed.

The local and tribal government can make the following updates to the maps:

- Correct feature names, including street type and directional prefix or suffix.
- Delete features that do not exist.
- Add features that are missing from the map.

2.1.3.1 Closeout of the New Construction Program

To bring the New Construction program to a close, the Bureau sends letters to each participating entity to remind them of the end date for the program and to reassure the entity that the addresses provided would be included in Census 2000.

Closeout Letter¹¹

This letter reminds the entity of the submission deadline (postmarked by April 3, 2000) and that all address lists are protected under Title 13 of the U.S. Code and require appropriate disposal. These letters are either faxed or mailed to the participant.

The GEO provides the TMO with a file of entities, fax numbers, and liaison names and addresses. The TMO faxes the letter, plus a cover sheet, to the New Construction liaison for all participating entities on February 14, 2000. For those entities in which the TMO is unsuccessful in transmitting a fax, the TMO provides a return file listing

the unsuccessful entities. The GEO provides this list to the FLD so that the RCC can mail the letter to entities that did not receive faxes.

Reassurance Letter¹

This letter reassures participating entities that the addresses they provide will be included in the census. These letters are either faxed or mailed to the participant.

The GEO provides the TMO with a file of entities, fax numbers, and liaison names and addresses. The TMO faxes the letter, plus a cover sheet, to the New Construction liaison for all participating entities on March 9, 2000. For those entities that do not have a fax number, the GEO provides a list to the FLD so that the RCC can mail the letter. The RCC mails the letters March 10, 2000.

2.1.4. RCC Review of Returned Materials¹

The RCC reviews materials (either paper lists/add pages or computer-readable file) returned by the participant. Once the RCC has completed its review, the RCC provides a Feedback report to the participant.

Paper Listings

The RCC must review the paper listing submitted by the participant for legibility and validity and conformance to procedures as outlined in the New Construction Technical Guide.^K If there are problems, the RCC contacts the participant to resolve the problems. After review and resolution with the participant, the RCC completes a Feedback Report noting the number of adds, the record count, the number of lines with missing or invalid geographic codes, and lines with missing or invalid address information.

Computer-Readable Files

The RCC runs the computer-readable file from the participant through the New Construction Scrub Paradox application. This application generates five reports for analysis:

- The New Construction Feedback Report

This report summarizes any address file problems identified by the New Construction Scrub Paradox application. The RCCs use this report to gauge the

amount of problem-solving work that the participant's file requires. The RCC also uses this report to provide the local participant with its feedback.

- The Invalid Address and Action Code Report

The RCC uses this report to identify records in the participant's file that have an "A" in the Action Code field, contain an invalid action code, or have a missing or invalid geographic code, including address information.

- The Missing or Invalid Block Number Format Report

The RCC uses this report to identify records in which the block code field is either blank, has too many characters, or contains inappropriate characters.

- The Invalid Record Report

The RCC uses this report to identify records in the participant's file that do not have exactly 28 fields, records that contain a blank in the Action Code field, and records that either are missing or have a mismatched entity ID code.

- The Add Records Containing MAF ID Report

The RCC uses this report to identify records that have a MAF ID and an "A" action code present.

2.1.5. Data Capture/Digitizing of Local and Tribal Responses

Paper Listings⁴

After reviewing a participant's add pages, the RCC photocopies all add pages and ships the originals to the NPC. (The RCCs keep the photocopies of the add pages in the folder for the GU.) The NPC keys all records on the add pages.^M

The GEO provides a control file for each participating entity to the NPC. The NPC uses this control file to check in an entity's add pages; key the entity's added addresses; and deliver the MAFUF to the GEO for processing.

After the NPC keys the add pages for an entity, the NPC delivers a MAFUF for the entity by posting the file to the GEO's Bowie Alpha (GEBA01) machine. The MAFUF must be an ASCII text file with fixed-length fields and no headers. All address records

in the MAFUF must include the numeric portion of the entity ID code and the FIPS state code. Every address record in an entity's MAFUF also must have the same entity ID code and, for nontribal participants, the same FIPS state code. For tribal participants, the entity's MAFUF may contain more than one FIPS state code and FIPS county code because tribal areas may cross state and county lines.

The NPC and the DSCMO must update the production control system to indicate the dates of the following data capture activities:

- Date of check in to the NPC for a participating entity;
- Date of completion of all keying for a participating entity;
- Date of posting a completed MAFUF for a participant to the GEO for processing.

Computer-Readable Files

After running a participant's electronic file through the Scrub Paradox application, the RCC renames the file and then posts the file to the GEBA01 machine. Once posted to the GEBA01, the GEO converts the file from a comma-delimited ASCII text format to an ASCII text file with fixed length fields matching the MAFUF format.

Maps

The RCCs update the TIGER data base and digitize feature updates received from local and tribal participants.

Processing MAF Update Files

Once the GEO has a MAFUF (either from data capture by the NPC or the conversion of the participant's computer-readable file to a MAFUF), the GEO must process the MAFUF to match it to the data in the MAF. The GEO initiates preprocessing edits on the file and then captures the data into the MAFUF.^N

The GEO captures the following in the MAFUF:

- In the MAFUF "Fielded Flag" field, flags address records as "Y," indicating that the mail delivery address is parsed into house number, street name, and within-structure fields.

- In the MAFUF "Unit Status" field, flags address records with "1," indicating that they are valid addresses.
- In the MAFUF "Residential Status" field, flags address records with "1," indicating that they are residential addresses.

2.1.5.1. Geocoding and Updating TIGER for Addresses Without a Block Code⁰

Participants may send address records without block numbers. The GEO attempts to geocode these records through an automated geocoding process. For those records that could not be geocoded, the RCCs attempt to geocode by April 28, 2000, the records using MAF Geocoding Office Resolution (MAFGOR) sources, field staff, and other available sources.

2.1.6. Production Control and Tracking System¹

The GEO uses a production control system to track the progress of the New Construction program. The purpose of the production control and tracking system is to:

- Automatically prompt or trigger a particular production or processing operation for a participant as soon as that participant has satisfied the requirements for that production or processing operation;
- Permit the RCC, the NPC, and headquarters management to track the progress of individual participants (and total numbers of participants, at the national, regional, and state levels) through the program's various operational phases; and
- Permit operational staff and management to identify production or processing problems, bottlenecks, and delays.

The Production Control and Tracking System has multiple parts, or "phases," corresponding to distinct operational phases in the program. These phases are:

- Phase 1 - covers the creation, printing, and shipping of initial outgoing address lists and maps.
- Phase 2 - covers the receipt, review, and shipment to the NPC or posting to the GEO's Bowie Alpha machine by the RCCs of annotated maps and add pages.
- Phase 3 - covers the digitizing of feature updates received by the RCC.

2.2 Deliverables

2.2.1. Administrative and Customer Services Division

The ACSD is responsible for:

- Preparing the postscript-format electronic files for the invitation letters (customized for each RCC), the participant registration and materials selection form, the Confidentiality Agreement form, and the confidentiality and security guidelines;
- The design and layout of the New Construction Participation flyer following specifications provided by the GEO; and
- The layout of the add pages (both tribal and nontribal versions) following specifications provided by the GEO.

2.2.2. Decennial Management Division

The DMD is responsible for:

- Administering the budget;
- Providing workload and budgeted cost information;
- Being the principal channel of information between participating divisions and offices and executive decennial management;
- Integrating and coordinating the definition and documentation of all census operational requirements as Program Master Plans;
- Supporting decision-making at all levels of management; and
- Providing day-to-day management of the tools and processes for effective accomplishment of the decennial census. These tools and processes include, but are not limited to, the Master Activity Schedule (MAS); Cost and Progress Systems; the decennial Cost Model and related budget processes; methods for the communication and documentation; and integration of all aspects of the census.

2.2.3. Decennial Statistical Studies Division

The DSSD is responsible for:

- Providing the NPC with QA specifications for the keying operations;
- Providing the GEO with geographic products QA plans and specifications;
- Analyzing and documenting the QA plans for the data capture; and
- Preparing the evaluation of the New Construction program.

2.2.4. Decennial Systems and Contracts Management Office

The DSCMO is responsible for:

- Providing a control file from the GRF to the NPC to aid in check-in, batching control, and control of release of keyed add pages from the participants;
- Developing the procedures (with the NPC) and software programs necessary for the NPC staff to key information recorded on the add pages from the participants;
- Providing the NPC with the software to implement the control system to produce production management reports;
- Providing the GEO with the MAFUF containing all added address records from the participants responding on paper;
- Providing the bar code specifications for the individual add pages;
- Providing Cost and Progress data tallies to the DMD MIS Staff for the MIS 2000; and
- Providing BETA testing and certification of software.

2.2.5. Field Division

The FLD is responsible for:

- Reviewing the added addresses and maps returned by participants and resolving problems;
- Digitizing feature updates from the participant;
- Shipping the paper add pages from participants to the NPC for keying; and
- Posting the clean computer-readable file of added addresses from participants to the GEO's Bowie Alpha machine;

2.2.6. Geography Division

The GEO is responsible for:

- Providing a map production system (Map Image Metafiles System) that the NPC accesses to create MIMs;
- Providing access to the map printing system for the NPC to plot maps for participants;
- Preparing the specifications, software, and procedures for all MAF and TIGER updates;
- Providing address file extracts from the MAF for each entity that participates in the New Construction program;
- Producing the Participant Technical Guide;
- Providing a production control system to track the various phases of the New Construction program;
- Generating reports on the participation, product selection, materials production and shipment, materials returned, address lists shipped/posted, and features digitized and posting the report on the Intranet;

- Matching the participants' addresses to the MAF and unduplicating addresses already in the MAF; and
- Providing DSCMO with a MAF extract of all new addresses from the New Construction program.

2.2.7. National Processing Center

The NPC is responsible for:

- Printing and shipping the address lists to participants who request paper products;
- Creating and shipping CD-ROMs or diskettes of the address lists to participants who request computer-readable products;
- Creating the MIMs and plotting and shipping the map sheets and Map Sheet-to-Block Number Relationship Listing to the participants;
- Developing the procedures (with the DSCMO) and software programs necessary for the NPC staff to key information recorded on the add pages from participants; and
- Keying the addresses provided by the participants responding on paper.

3. COST ASSUMPTIONS

3.1. Workload

3.1.1. Local and Tribal Government Participation Rate

The 12 RCCs have responsibility for conducting the New Construction program. Of the approximately 39,000 functioning governments, approximately 18,000 were eligible to participate in the New Construction program. The table below shows the breakdown of participation by RCC.

Illustration 3A. Number of Participating Entities by RCC

RCC	Number Eligible to Participate	Number of Participants	Number of Participants Submitting Materials On Time
Boston	1,176	351	169
New York	450	134	58
Philadelphia	2,015	745	274
Detroit	3,124	887	468
Chicago	5,080	1,089	532
Kansas City	2,288	729	396
Seattle	905	404	178
Charlotte	982	442	254
Atlanta	771	364	170
Dallas	981	312	142
Denver	616	275	131
Los Angeles	302	144	85
Total	18,690	5,876	2,857

3.1.3. Electronic File Processing/Keying Workload

Entities that selected a computer-readable format submitted 595,002 addresses which will be processed electronically. Entities that selected paper format submitted 64,338 addresses which will be keyed in the NPC.

3.1.4. Map Digitizing Workload

The workload for digitizing the New Construction maps is 1,291 entities that returned updated maps.

3.2. Field Office Infrastructure and Staffing

The New Construction program is managed in the geography section in the 12 RCCs. Each RCC has a geographic coordinator and a staff of geographers, geographic specialists, and geographic clerks.

Illustration 3B. Staffing for New Construction in the RCCs

Region	Geographic Coordinator	Geographer	Geographic Specialist		Geography Clerk
			Ion	Auth	
Boston	1	3	7	8	0
New York	1	2	5	5	0
Philadelphia	1	2	6	7	2
Detroit	1	3	3	7	1
Chicago	1	3	5	7	2
Kansas City	1	3	5	5	2
Seattle	1	3	7	8	1
Charlotte	1	3	7	7	0
Atlanta	1	3	6	8	1
Dallas	1	3	5	6	0
Denver	1	3	5	6	0
Los Angeles	1	3	2	5	0
Total	12	34	63	79	9

3.2.1. Space, Logistics, and Equipment

The New Construction program is managed out of the 12 RCCs. The RCCs are equipped with telephones, computers, plotters, printers, fax machines, and digitizing stations.

3.3. Data Capture Infrastructure and Staffing

The table below shows the Data Capture Operation cost assumptions.

Illustration 3C. Data Capture Operation Cost Assumptions

Unit/Task	Estimated # of Entities/ Addresses	Estimated # of FTEs and Staff	Hourly Production Rate	QA/ Verification Workload %
Check-in/Batching	1341*	2*	10 entities/hr	n/a
Add Keying	125,000	10	75 lines/hr	12.5%

* Actual returns from entities.

4. COST AND PROGRESS SYSTEM

The DMD and other interested stakeholders use the MIS 2000, Cost and Progress system to monitor day-to-day progress in each major Census 2000 operation. The reports are generated from a central data warehouse, and the application is maintained by the DMD. The data contained in the warehouse is extracted from other transactional Census systems (for example, OCS 2000, Cost Model, and the Master Activity Schedule).

There are no requirements for the Cost and Progress system for the New Construction program.

5. MASTER ACTIVITY SCHEDULE (MAS)

The Census 2000 Master Activity Schedule (MAS) was developed in Primavera Project Planner (P3) software. The MAS allows managers to monitor census operational

progress along the critical path and to model changes to the schedule before implementation to fully understand the impact on crucial deadlines.

The MAS includes the New Construction program, organized by a work breakdown structure. The MAS includes planned and software scheduled start and finish dates, activity durations, and predecessor/successor activity relationships and other data which assist managers in assessing the plans and progress of census operations. Program Managers within each division are responsible for timely updates to activities in their respective operations. Rescheduling is performed once a week after receipt of updates from Program Managers. *[See Attachment A.]*

6. EVALUATION REQUIREMENTS⁹

The DSSD has proposed one evaluation of the New Construction program. This evaluation looks at:

- a. How many and what percent of governmental units chose to participate in the new construction operation? What percent of the governmental units also participated in LUCA 1998?
 - ▶ By region
 - ▶ By type of governmental unit
- b. How many potential adds were identified by the new construction operation? How many potential adds were rejected in LUCA 1998? How many potential adds were submitted by multiple governmental units?
 - ▶ By region
 - ▶ By type of governmental unit
- c. What was the outcome of the LUCA 1998 rejects?
- d. How many of the unique potential adds were geocoded and fit into a block range? How many were "force" geocoded? How many were not geocoded?
- e. Of the geocoded, how many were matched to the MAF? How many did not match to the MAF?
- f. What are the reasons geocoded, unmatched potential adds sent to Coverage Improvement Followup are not added? How many are in each category?

- g. What is the profile of new construction adds (after CIFU) to the DMAF?
 - ▶ What is the total number of adds to the DMAF?
 - ▶ What is the percent of adds in city style vs. non-city style address classification?
 - ▶ What is the percent of adds that are single vs. multi-unit?
 - ▶ What is the percent of adds by TEA?

7. MAJOR DIFFERENCES FROM THE DRESS REHEARSAL

The New Construction program was not offered to local and tribal governments during the Dress Rehearsal.

8. PUERTO RICO

The New Construction program is not being offered to Puerto Rico local governments because they are not a part of the MO/MB universe.

References

- A. Refer to Census 2000 Decision Memorandum No. 79, "Decision to Conduct the Program for Identifying New Construction Between January 2000 and Census Day," dated April 12, 1999.
- B. Refer to the memorandum from Al Pfeiffer for The Record, "Universe of Governments Eligible for the New Construction Program," dated November 1, 1999.
- C. Refer to FLD's LUCA Memorandum No. 99-33, "New Construction (NC) Invitation Letter Mailing," dated October 29, 1999.
- D. Refer to FLD's GSP Memorandum No. 99-93, "Local Update of Census Addresses (LUCA) Special Place and New Construction Program Important Dates," dated December 3, 1999.
- E. Refer to the Memorandum from Robert W. Marx to Brian Monaghan, "New Construction Program Invitation Closeout Letter," dated October 28, 1999.
- F. Refer to the memoranda from Robert W. Marx to Judith N. Petty, "New Construction Program: National Processing Production and Shipping of Address List Products," dated December 23, 1999, and "Instructions for Printing, Quality Assurance, Packaging, and Shipping New Construction Program Materials," dated December 23, 1999.
- G. Refer to the memorandum from Alfred Pfeiffer to Beverly Davis, "Mapping Specifications for the New Construction Program, Tribal and Nontribal Areas," dated October 27, 1999.
- H. Refer to the memorandum from Robert W. Marx to Barbara M. LoPresti and Brian Monaghan, "New Construction Program: Faxing and Mailing Reminder Letters," dated January 13, 2000.
- I. Refer to GSP Memorandum No. 00-35, "New Construction 'Don't Worry' Letter and Recording Receipt of Materials," dated March 8, 2000.
- J. Refer to Chapter 7, Reviewing and Forwarding Annotated Materials, in the New Construction Program Regional Census Center Handbook.
- K. Refer to the New Construction Technical Guide on the Geography's Intranet Home Page, <http://www.geo.census.gov/>, for the procedures that the participant must follow.
- L. Refer to the memorandum from Robert W. Marx to Michael J. Longini, "Address List Keying Requirements for the New Construction Program," dated January 24, 2000.

M. Refer to 2000 Census PSCS Memorandum No. 00-08, "Draft Clerical Procedures Document Preparation and Batching for 2000 Census: New Construction," dated March 29, 2000.

N. Refer to the memorandum from Al Pfeiffer to Brian Beck and Pete Boudriault, "Preprocessing and Archiving of New Construction Program Update Files," dated April 6, 2000.

O. Refer to GSP Memorandum No. 00-58, "New Construction Block Geocoding and TIGER Updating Instructions," dated April 19, 2000.

P. Refer to the Memorandum from Al Pfeiffer to Pet Boudriault, "Production Control System for the New Construction Program," dated September 17, 1999.

Q. Refer to DSSD's Census 2000 Operational Summary Study Plan F.9.

Planned Start	Planned Finish	1999												2000						
		JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
06/30/99	03/30/00	Develop Program Master Plan																		
07/01/99	09/03/99	Prepare invitation letter																		
10/01/99	10/29/99	Mail invitation letter																		
11/03/99	12/17/99	Identify participants																		
12/16/99	01/12/00	New construction - produce/print address lists																		
12/16/99	01/12/00	Prepare/print add. page																		
12/16/99	01/12/00	Produce/plot maps																		
01/18/00	01/31/00	Ship new construction address lists																		
01/18/00	01/31/00	Ship new construction maps																		
02/01/00	04/03/00	Local/tribal governments provide adds																		
03/01/00	04/14/00	RCCs review/ship returned materials																		
03/06/00	05/11/00	Check in new construction listings																		
03/06/00	06/01/00	RCCs Update TIGER																		
04/12/00	05/22/00	Data capture adds																		
04/13/00	05/24/00	Convert and deliver MAFUF for New Construction																		
05/15/00	06/08/00	Match/unduplicate adds/Update MAF																		

Run Date 05/12/00 14:29
 Data Date 05/09/00

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**Program Management Plan
 New Construction Operation**

Attachment A



October 13, 1999

CENSUS 2000 INFORMATIONAL MEMORANDUM NO. 26

MEMORANDUM FOR: Distribution List

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

Subject: Program Master Plan: Census 2000 Nonresponse Followup

Contact Person: John W. Gloster, Field Data Collection Branch, Decennial
Management Division, Room 1422-2, (301) 457-8226

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

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

Attachment

**NONRESPONSE FOLLOWUP
Program Master Plan**

October 1, 1999

NONRESPONSE FOLLOWUP Program Master Plan

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Attachment A	List of Abbreviations
Attachment B	NRFU Operational Flowchart
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Attachment D	NRFU Reinterview Flowchart
Attachment E	NRFU Cost and Progress Reports (MIS)
Attachment F	FY 2000 NRFU Operation Budget Assumptions
Attachment G	INFO-COMM
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Attachment J	Enumerator Questionnaire D-1E/D-2E (last page)

**Census 2000
NONRESPONSE FOLLOWUP
Program Master Plan**

I. INTRODUCTION

This document provides a description of preparatory and operational activities for the field Nonresponse Followup (NRFU) operation for Census 2000 in the U.S. and Puerto Rico. To aid the reader, a list of acronyms used in this document is provided in Attachment A.

We will use two questionnaire delivery methods for the mailback areas in Census 2000: mailout/mailback through United States Postal Service (USPS) delivery, and enumerator delivery/mailback known as Update/Leave (U/L) and Urban Update Leave. In general, the USPS will deliver questionnaires in areas with predominantly city-style addresses and enumerators will deliver questionnaires in areas with predominantly non-city-style addresses (such as rural routes) and in Puerto Rico. Respondents are asked to complete the questionnaire and return it by mail to the appropriate Data Capture Center (DCC). The NRFU operation is conducted in all mailback areas.¹

The NRFU universe consists of all addresses in mailback areas for which the Census Bureau has not received a questionnaire. The initial universe is determined as of April 11, 2000. However, there is a subsequent late mail return operation to remove addresses from the NRFU workload for which the Census Bureau receives questionnaires after that date.

Nonresponse Followup (NRFU) enumerators attempt to obtain Census Day resident and housing unit (HU) information from every address designated for the operation. Enumerators will make a personal visit to each NRFU HU in their assignment area (AA) to collect as much information as possible on the enumerator short form questionnaire D-1(E), or the long form D-2(E). In PR, enumerators will use Spanish forms [D-1(E) PR(S) and D-2(E) PR(S)], but will have available English forms [D-1(E) PR and D-2 (E) PR] upon request. If an enumerator cannot contact a household member at a followup address by either personal visit or by phone, after the required number of attempts, the enumerator will attempt to obtain the Census Day status of the address from a knowledgeable non-household member and obtain the required information.

¹ In a small number of stateside areas and in all the Island Areas, a list/enumerate (L/E) methodology is employed. Questionnaires are not delivered; instead, census-takers complete the questionnaire for each address. Update/enumerate (U/E) is a similar operation that will be employed in certain rural areas. There is no Nonresponse Followup for these L/E and U/E areas.

Enumerators will turn in their work, including their payroll form, on each day to their crew leader (CL) or crew leader assistant (CLA). Crew Leaders and their assistants review the questionnaires for completeness and return completed forms to the Local Census Offices (LCOs) on a flow basis.

LCO clerks also review the questionnaires to ensure that critical items are filled appropriately. Questionnaires failing this review will be returned to the field for completion. Otherwise, the questionnaires are then checked into the Operations Control System 2000 (OCS 2000). During the check-in operation, the OCS 2000 will indicate whether the case has been selected for the reinterview program. The reinterview program is a quality assurance check to verify the accuracy of questionnaire data. If a questionnaire is selected, it will be routed to the reinterview section of the LCO for data transcription and then returned. All questionnaires, including those returned from the reinterview section, are then assigned a check-out status and shipped to the appropriate DCC for data capture.

II. GENERAL DESIGN AND WORKFLOW OF NRFU

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

A. Inputs

Before the NRFU 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 required for the NRFU operation. 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 Enumerator Questionnaire (EQ). The EQs are designed to facilitate personal visit interviewing and are modified versions of the mail-return questionnaires. As with the mail-return questionnaires, there are two basic types of questionnaires -- the short and long forms. The forms will be in English for stateside, and Spanish and English for Puerto Rico. There are also a variety of forms used during the data collection operation, such as Privacy Act Notices, language identification flashcards, job aids, INFO-COMMs, etc. A complete list of forms used during data collection appears in Attachment C. All questionnaires are designed and tested (as appropriate) by headquarters personnel, and then printed by independent contractors.

The reinterview operation also uses a separate data collection form called the D-806, Reinterview and Reconciliation Questionnaire. Reinterview is a quality assurance program involving a subset of respondents who are re-contacted to verify information collected on the EQ. Reinterview forms also are listed in Attachment C.

Other materials needed by enumerators for the NRFU operation are the address registers. The address register consists of the Cover/Quality Assurance Review Page, Special Notice Page, Address Listing Pages, and Add Pages. These forms are designed by headquarters staff and either printed by independent contractors or printed in the LCOs.

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. Both NRFU and NRFU Reinterview have administrative forms. These forms are listed in Attachment D. These forms are also designed by headquarters staff and either printed by independent contractors or printed in the LCOs using software developed for the OCS 2000.

3. Field Use Manuals and Training/Procedure Materials

All staff working on the NRFU 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, crew leader, office clerk, etc.) are prepared 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 the job aids are the trainees' guide to the activities they will perform. The workbook is used to reinforce learning during the training. These materials are also listed in Attachment C.

4. Maps

For areas with predominately city-style addresses, enumerators will be provided Census Tract maps and Tract Locator maps. For Puerto Rico and stateside areas with predominately non-city-style addresses, they will receive AA Locator maps, AA maps, and Census block maps. Enumerators use these maps to aid them in locating their NRFU assignments. At the time of U/L, LCOs will print multiple copies of U/L maps, and the extra copies will be used for NRFU. If an enumerator's AA

is in an U/L area, he/she will also use photocopies of the updated block maps from the Update Leave (U/L) operation if any changes were made.

Census field maps will be printed in the LCOs. At the Regional Census Centers (RCCs), there are two types of large format maps that are printed, the Field Operations Supervisor (FOS) district outline map, and the crew leader district (CLDs) outline map. Both show tract outlines, and the general location of enumerators' assignments which are drawn in by RCC staff. These maps will be distributed to each RCC's respective LCOs.

5. OCS 2000 Requirements

The OCS 2000 (Operations Control System 2000) is the automated system in the RCCs and LCOs to support all data collection activities, including NRFU. The Technologies Management Office (TMO) develops and installs the OCS 2000 system. The software components for the NRFU operation that are required include modules for printing materials needed for enumerator assignments (address listing pages, labels for questionnaires, etc.), printing management reports (progress reports, mail return reports, etc.), and printing reinterview control records. The system also needs to control and track all census IDs in the NRFU universe, all enumerator assignments, and cases selected for the reinterview program. Another required module is a system to check in completed questionnaires, to provide for the data entry and quality assurance of selected questionnaire items, to designate census IDs for the reinterview program, to track the employment of tool kit methods, and to check out questionnaires. Shipments of questionnaires to DCCs and address listings to NPC also must be tracked through the system.

6. NRFU Universe Data

The data collection operation cannot begin until the universe of census IDs requiring followup is identified, and information about those IDs is transmitted to the LCOs. The Decennial Systems and Contract Management Office (DSCMO) will identify the NRFU universe as of April 11, 2000. This will include all known residential addresses in mailback areas for which a completed questionnaire was not returned. Then DSCMO will delineate the enumerator assignment areas (AAs), keeping them to a manageable size of about 40 cases. They will generate the address files and geographic files for each LCO (within each state and county). The address file includes surnames (name in person 1 of the mail return) that were captured from mail-return questionnaires from multi-units in urban areas, and non-city-style addresses from rural areas.

Once TMO receives these files from DSCMO, they will integrate them into the OCS 2000, loading them into the RCCs' databases for each LCO. Each RCC will receive a file of their LCOs' assignment information. Once TMO is finished loading these files, the LCOs can print assignment directories, address listings and labels for questionnaires, and labels for address registers and map envelopes for use in preparing the NRFU assignments.

B. Preparatory Activities in the RCCs and LCOs

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

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

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

Once the NRFU workload is available in the OCS 2000, the Assistant Manager of Field Operations's (AMFO) staff will print Form D-336, Assignment Directory, from the OCS 2000. Form D-336 is a listing of all AAs within the LCO for NRFU. The AMFO reviews this form for accuracy. He/she may then adjust the CLD boundaries to evenly distribute the NRFU workloads between CL assignments by lining through the CL or FOS number of an assignment area 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. Once these changes are made into the system, the AMFO's staff will print the D-182, Crew Leaders Assignment Listing. The Crew Leader will use this listing to assign enumerators to specific AAs within his or her CLD.

2. Planning Enumeration Strategies

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

3. Preparation and Assembly of Address Registers

The AMFO's staff will print the address register pages. The address register contains all the addresses in a given AA, with the NRFU cases clearly identified by short and long form. Each register includes approximately 40 cases for followup. The addresses will appear in order by AA, block number, street name, house number (mailout/mailback areas) and map spot number (U/L areas). Addresses not requiring followup will also appear in the address register. A case not requiring followup will have Xs in columns 1-3, and, if applicable, the household surname printed in column 7.

The LCOs will assemble the address registers for the NRFU field operations. Major components of the registers include the following:

- Cover Page/Quality Assurance Review Page
- Special Notice Page - (provides instructions/reminders)
- Address Listing Pages
- Add Pages

4. Preparation of Map Envelopes

The LCOs will receive map envelopes from NPC. The AMFO's staff will print labels for the map envelopes, affix them accordingly and insert the appropriate maps into the envelopes. For NRFU assignments in U/L areas in which block maps were updated, the office clerks must locate the photocopies of the U/L map-spotted block maps and insert those into the map envelopes instead of the originals.

5. Preparation of Questionnaires

Through OCS 2000, the LCOs will print labels for the EQs. Every label/ID will be affixed to a short form or long form questionnaire as predesignated on the address page of the address register. Decennial Statistical Studies Division (DSSD) has designed a quality assurance (QA) operation to ensure that correct labels are being placed on the correct EQs, and that the labels are being placed in the correct position (right side up, correct location on form, etc.). The QA also ensures 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 will 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 register for delivery to the CLs.

6. Preparation of Enumerator Assignments

LCO staff then assembles the enumerator assignments. Materials will consist of the address register, map envelope and appropriate labeled questionnaires for the assignment area. In addition, enumerators are provided various forms and materials needed for their jobs, and miscellaneous items, such as mechanical pencils, erasers, etc.

7. Late Mail Return Processing

During the last two days of the Assignment Preparation operation, DSCMO will generate and deliver files of Late Mail Returns (LMRs) and TMO will load them into the RCCs' OCS 2000 databases. The LCOs will then perform the late Mail Return Operation. The AMFO staff will print Form D-166, Late Mail Return Report, to get a report of all the LMR IDs. The clerks will locate all LMR IDs on the listing pages (D-103A) of the address registers and line through them by entering "Xs" in columns 1-3. The clerks also will remove all the LMR questionnaires from the NRFU enumerator assignments.

8. Training Staff on NRFU

The LCO management staff will recruit and train the FOSs, supervisory office clerks (SOCs), and office clerks on their duties and responsibilities during the NRFU operations. Individuals hired for field positions are, as much as possible, provided work close to their homes, referred to as "indigenous hiring." The FOS will train the CLs, and the CLs will train the enumerators. CLAs, who usually are trained as enumerators, will be identified by the CLs. The LCO office staff and CLs will 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. The training of replacement enumerators will take place in a centralized location in each LCO area.

C. Data Collection Procedures

1. Overview

Once the LCO staff completes the preliminary office activities described in Section II.B, NRFU field enumeration is ready to begin. Enumerators visit each unit designated for NRFU and determine the Census Day occupancy status of the unit and complete the appropriate enumerator questionnaire accordingly. Following the completion of the questionnaire, they enter an appropriate Census Day status code [Occupied (O), Vacant (V), Delete (D), Add (A)] in column (1) on the address listing page for the

unit. The various enumerator job responsibilities are explained in detail below.

Enumerators must initially visit each NRFU address in person. To obtain the required information for the unit, enumerators must talk with a knowledgeable respondent, age 15 or older. A knowledgeable respondent is generally a member of the household if the unit is occupied, but could be a neighbor, building superintendent, etc., if the followup household is on vacation, for example, and will not return until after the completion of NRFU.

If no knowledgeable respondent is available at an occupied unit at the time of the first visit, enumerators will leave a copy of Form D-26, Notice of Visit. If enumerators feel uncomfortable leaving their telephone number on the Notice of Visit, they can note the time and date they plan to make a return visit, or provide the LCO telephone number.

On a daily basis, enumerators will turn in their completed questionnaires, INFO-COMMs, and daily pay and work records to their CL/CLAs. CL/CLAs will review these forms and the questionnaires against a checklist of specifications, to ensure that they have been properly completed. After the review, the CL/CLA enters his/her initials, CL number (the CLA enters his/her CLD number for which they are assigned), and the month and day in the *Certification* section of the questionnaire.

2. Respondents

The respondent of a NRFU EQ must be a person knowledgeable about the household and housing unit, age 15 or older, who (1st choice) is a member of the household or (2nd choice) a person who is knowledgeable about the household. "Knowledgeable" means that a person knows about the household that lived at the address on April 1, 2000 and/or the HU as it existed on April 1, 2000. A knowledgeable non-household 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. If, after three personal attempts at varying times, the enumerator still does not find a household 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 household is on vacation and will not return prior to the completion of NRFU, 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 will 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 will be encountered. *Attachments G-J are provided for the reader's reference. They include the D-225 INFO-COMM, the first page of the D-1E and D-2E, and the last page of the EQ (for the D-1E and D-2E).*

a. Units that were Occupied on Census Day

- 1) Enumerators complete the designated short or long form questionnaire for the followup address based on the Census Day household. If there are more than five Census Day occupants, the enumerator will complete a continuation form(s). If the Census Day household had a usual home elsewhere, the enumerator will classify the HU as a vacant-UHE.
- 2) The enumerator enters the status code (O) to indicate the occupied status of the housing unit in column (1) on the address listing page. The enumerator then completes the Interview Summary section of the EQ.
- 3) If the respondent has completed a questionnaire delivered by the USPS or an enumerator, but never returned it, the enumerator accepts the questionnaire, reviews it for completeness, and places it inside the labeled EQ. The EQ will be destroyed at the LCO.

- 4) If the respondent has a Be Counted Form completed, the enumerator will conduct an interview to obtain the household information on the labeled EQ. The Be Counted Form will be destroyed at the LCO.
 - 5) In PR, if a respondent requests an interview in English, an English speaking enumerator will transfer the label information to an English questionnaire.
- b. Units with a Regular Vacant Status (i.e., for sale, for rent, etc.) on Census Day

1) Short form EQs

Using a knowledgeable respondent, the enumerator will complete the Interview Summary section for the vacant housing unit. The enumerator will mark Section A as "vacant-regular," enter "00" in the POP Section B, and record the type of vacant in Section C. The enumerator will enter the status code (V) in column (1) of the address register page.

2) Long form EQs

Using a knowledgeable respondent, the enumerator will complete the Interview Summary sections A, B, and C for the vacant housing unit as mentioned above, and conduct an interview with the respondent to obtain the information needed to answer the double-underlined housing questions.

c. Census Day Households That Had a Usual Home Elsewhere (WHUHEs - Whole Household Usual Home Elsewhere)

1) Short form EQs

If the respondent identifies the HU as a vacation home, seasonal home, or occupied occasionally on Census Day in Q S3, the enumerator will mark Section A of the Interview Summary as "4-Vacant-- usual home elsewhere", Section B as "00" POP, and Section C as appropriate. The enumerator will enter status code (V) in column (1) of the address register page.

2) Long form EQs

If the respondent identifies the HU as a vacation or seasonal home on Census Day in Q S3, the enumerator will complete the Interview Summary section as mentioned above for a short form EQ. Yet, the enumerator also conducts an interview with the respondent to obtain the information needed to answer the double-underlined housing questions.

- 3) The enumerator will then complete a blank D-1(E) short form questionnaire to obtain Census Day information for the household's *usual* address. Enumerators will also mark box E. UHE in the Interview Summary section. Completing the EQ includes collecting both person and housing information for the usual address.

d. Addresses with a 'Nonexistent' Status on Census Day

Addresses that are classified as nonexistent are those that enumerators determine did not qualify as housing units as of Census Day. These addresses will be marked as delete by the enumerator. Reasons for deleting a NRFU address include:

- 1) Demolished/Burned Out
- 2) Cannot Locate
- 3) Duplicate
- 4) Nonresidential
- 5) Other (open to the elements, condemned, under construction)

To delete the address, enumerators:

Enter the appropriate Unit Status that corresponds to the delete reason, and POP code "98" in the Interview Summary section of the labeled questionnaire to reflect the delete status of the address.

The enumerator enters status code (D) in column (1) of the address listing page, draws a wavy line through the address listing and enters an explanation for the type of delete in the "occupant name" column.

c. In-movers (respondents who moved into the NRFU address after Census Day)

- 1) Using a knowledgeable respondent, the enumerator will complete as much of the labeled questionnaire for the followup unit as possible based on its Census Day status, whether it be occupied or vacant.
- 2) Enumerators enter the status code (O or V) to indicate the status of the followup unit, in column (1) on the address listing page.
- 3) They ask if the current occupants returned a Census questionnaire. If the response is that they **did** return a questionnaire, no further action is needed. If they **did not**, or cannot remember if they completed a questionnaire at their Census Day address, the enumerator completes a blank, unlabeled D-1(E) short form questionnaire for them according to their Census Day address. The enumerator marks box F. MOV in the Interview Summary section.

f. Added Units

Although enumerators are not actively looking for missing housing units, if they discover one they will:

- 1) confirm that the place meets the definition of HU.
- 2) map spot the address on the U/L block map.
- 3) record address information (include map spot number if in an U/L area) for the added unit on the add page in the address register. *Note: For PR, the add page in the address register will accommodate the 4-line addresses*
- 4) complete a blank (unlabeled) enumerator questionnaire (short or long form depending on where the added unit falls in the sampling pattern on the add page) based on the Census Day status of the unit. If the added unit was vacant on Census Day, the enumerator will complete items required for a vacant unit on the questionnaire by interviewing a knowledgeable respondent.

g. Refusals

If an enumerator is unable to conduct an interview with the NRFU household because of a refusal, he/she will document the reason(s) for refusal on Form D-225, INFO-COMM, and return it along with the labeled EQ to the CL, who will reassign the case in most instances.

h. Apartment Mixups

Questionnaire misdelivery occurs when one or more households in an apartment building or trailer park receives and returns a questionnaire intended for another household within the same building or trailer 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 household 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 household's name does appear on a line that has been "Xed" out, the Census Bureau has received a questionnaire from them. If the name for the household at the followup unit is already listed somewhere on the Address Listing Page, then 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 the household.
- 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 INFO-COMM. 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.

i. Partial Interview Data

A Partial Interview is an interview in which the enumerator obtains less than the minimum amount of information required for a complete interview (see below), but at least Unit Status and Pop Count from the household member or a non-household respondent. Although we emphasize complete interviews, in some instances partial interviews will be taken. If an enumerator cannot obtain enough household information to obtain a complete interview, the CL will mark box G, PI of the Interview Summary section.

A partial interview occurs when an enumerator collects less than the following information for an **occupied** HU but at least Unit Status and Pop Count:

- 1) Enumerator (Short) Form D-1(E) and D-1(E) SUPP:
 - a) Name of each person (Q1)
 - b) At least 3 out of 5 100-percent population questions for each person (Qs 3-6 for Person 1 and Qs 2-6 for all other persons.)
 - c) Housing tenure (Q H1)
- 2) Enumerator (Long) Form D-2(E) and D-2(E) SUPP:
 - a) Name of each person (Q1)
 - b) At least 3 out of 5 100-percent population questions for each person (same criteria as above)
 - c) Housing tenure (Q34)
 - d) Any 2 additional housing questions (Qs 35-58)
 - e) Any 6 additional population questions (Qs 8-33) for each person.

For **vacant - regular** and **vacant - UHE** housing units, a partial interview occurs when an enumerator collects less than the following information but at least Unit Status and Pop Count:

- 1) Enumerator (Short) Form D-1(E):
 - a) Q. S3 (WHUHE) or Q. S4 (regular vacant).
 - b) Interview Summary section (sections A, B, and C)

- 2) Enumerator (Long) Form D-2(E):
 - a) Q. S3 (WHUHE) or Q. S4 (regular vacant)
 - b) Interview Summary section (sections A, B, and C)
 - c) At least two of the double-underlined questions

The LCO will track the number of partial interviews by enumerator at the CLD level.

j. Special Places

A *special place* (SP) is a place containing one or more group quarters (GQs) where people live or stay, such as: a college or university, a nursing home, hospital, assisted living facilities, prison, hotel, etc., and may also contain regular housing units. A GQ is defined as an institutional (e.g. a prison) or noninstitutional (i.e. a college dormitory) place where people live or stay other than the usual house, apartment, or mobile home. When enumerators determine that a NRFU address is for a SP or GQ, they will advise their CL of the situation using Form D-225, INFO-COMM. The enumerator writes on the INFO-COMM, "This address is for a Special Place"; and the name of the contact, and the phone number. The enumerator will enter status code (D) in column (1) of the address register listing page and indicate in the "occupant's name" column that the address is "SP/GQ". Sections A and B of the Interview Summary block will be filled in as "9" and "98" respectively.

If a NRFU unit is for a separate HU within the SP/GQ, the enumerator will treat the NRFU unit like any other HU and complete the labeled questionnaire. Similar to regular HUs, there is a possibility of finding an additional HU within a SP/GQ. Enumerators will treat this unit like a regular HU by completing an unlabeled EQ for the unit. If the unit was vacant on Census Day, the enumerator will also complete the items required for a vacant unit on the blank questionnaire by interviewing a knowledgeable respondent.

k. Non-English Speaking Respondents

In the US, enumerators will try to find an interpreter within the household when they do not speak the language of the respondent. Enumerators will use Form D-3309 to aid in identifying which language the respondent speaks. If a household interpreter cannot

be obtained, enumerators will then report the situation to their CL using Form D-225, INFO-COMM.

For Spanish-speaking respondents only, enumerators will have a D-62(S) (A or B) job aid 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. He/she marks box D. SP in the Interview Summary section.

In Puerto Rico, if a respondent requests an interview in English, an English-speaking enumerator will complete an English language questionnaire.

I. Special Enumeration (Tool Kit) Methods

The LCOs will apply special enumeration procedures (tool kit methods) in order to target hard-to-enumerate (HTE) populations, and to gain public cooperation in responding to Census 2000. These are the tool kit methods available for use during NRFU:

- 1) **Blitz enumeration** - During blitz enumeration, a crew of enumerators conduct NRFU on a compressed time schedule. The objective is to create a large census presence (particularly in HTE apartment buildings) and complete the large caseload in one massive sweep. LCOs use blitz enumeration during NRFU when conditions in the field could prevent the field staff from conducting a timely or accurate enumeration. Each LCO's method and magnitude of blitz enumeration will vary depending on the circumstances.
- 2) **Local facilitators** - The LCOs may use local facilitators such as community activists, religious leaders, gate keepers, and recognized local figures to facilitate the completion of NRFU. LCOs may use local facilitators to introduce the enumerators to households, interpret or convince people to cooperate, locate concealed living quarters, and so forth.
- 3) **Paired enumeration** - In this method, census enumerators work together for safety reasons. The second enumerator may help with such tasks as locating housing units and persuading respondents to cooperate.

D. Crew Leader Procedures

1. Overview

Crew Leaders (CLs) are responsible for monitoring and supervising the crews of enumerators assigned to them. They ensure that the tasks assigned to them and their crews are completed accurately and on schedule. They must also 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 fails this review, the CL will return the questionnaire to the enumerator for correction. Any discrepancies will be reviewed with the enumerator and resolved. The CLs also will review their enumerators address register and maps to make sure they were annotated or updated correctly. On a daily basis, the CLs will turn in their staffs' completed questionnaires and other forms to their respective FOS.

CLs and/or FOSs may refer certain problematic situations, such as apartment mixups and locked buildings, 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 2 crew leader assistants (CLAs). CLAs pick up completed work, conduct basic review of questionnaires for completeness, and return questionnaires and D-308s to the CL. They may also followup on refusal cases. However, CLAs are **not allowed** to certify D-308s or hire or release an enumerator from his/her position.

2. Various Crew Leader Situations

The following describes certain CL/CLA actions during NRFU:

a. Refusals

- 1) Based on information from the INFO-COMM, the crew leader reassigns the case to a different enumerator, to a CLA, or him/herself to convert the refusal.
- 2) If the second attempt fails, he/she will obtain 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 will mark box G. PI. In addition, for a confirmed refusal, the CL will also mark box H. REF in the Interview Summary section.
- 4) The questionnaire **must** contain at least the Unit Status (item A) and the Population Count (item B). If only the Unit Status/POP Count obtained, the CL will mark box J. CO in the Interview Summary section in addition to box H. REF. If possible, the household name should also be obtained.

b. Partial Interviews

- 1) The CL will review partial interviews with the enumerators. To accept the questionnaire with less than the required information, the crew leader must be satisfied that the enumerator has made every reasonable effort to obtain the missing information.
- 2) Given the nature of the situation, and the time remaining to complete NRFU, the CL will allow the questionnaire to be recorded as a partial interview by marking the PI box in the Interview Summary section of the EQ. With the exception of certain circumstances, if the enumerator has not made the appropriate number of attempts (see paragraph II.C.3.) and the CL does not accept the form, the CL should advise the enumerator to make a return visit or telephone call to the NRFU household to collect missing information.

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. However, the CL does not certify the questionnaire or include it with the completed work that he/she gives to the FOS. Instead, the CL holds the questionnaire with other census confidential materials. The CL will receive instructions regarding followup on "Unit Status/POP Count Only" cases (items A and B in the Interview Summary section) when his/her CLD is close to completing NRFU.

c. Special Places

When an enumerator determines that a followup address is for a Special Place (SP) or a Group Quarters (GQ), the CL will refer these cases to the FOS for resolution. The FOS will confer with the Special Place Operations Supervisor so the place can be enumerated as a GQ.

d. Non-English Speaking Respondents

- 1) If the respondent speaks a language other than English, the CL will attempt to find an enumerator who speaks the language to return to the followup unit and interview the household.
- 2) 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 a large number of materials such as questionnaires, address registers, 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 will be in individual transmittal envelopes. Assignment control clerks will only work with one enumerator transmittal at a time.

Assignment control clerks review the enumerator filled 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 that pass this review are sorted according to whether they contain an ID or not. Questionnaires with IDs are routed to the OCS 2000 for automated check-in. Questionnaires without IDs (in-movers, and WHUHEs) are shipped directly to the DCCs, with the exception of added units, which are assigned a processing ID at the LCO.

- a. During the assignment control review, the clerks will review questionnaires to ensure critical items are completed. The assignment control unit will accept cases that meet the requirements of the assignment control checklist.
- b. Assignment control clerks will complete a Form D-320, Error List, for each CLD if they reject work that must be resolved in the field. The reason for the rejection is indicated on the form. The assignment control unit will maintain copies of Form D-320 so the office clerks will know which cases have been returned to the field for resolution. The clerks will also complete the "Cases Accepted" section of Form D-308, Daily Pay and Work Record, to reflect the actual number of cases accepted. The clerks will give the rejected questionnaires to the AMFO, who will return the work to the proper FOS. The CLs relay the problem and return the questionnaires to the proper enumerator. The enumerators will 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 with IDs, they are routed to the OCS 2000 for check-in. Clerks will key the enumerator's social security number from Form D-308, and then wand in the bar code from the questionnaire label (if an EQ has a handwritten ID, the clerk will key it into OCS 2000). Then they will key the following information from the questionnaire.

- a. Unit Status - section A of Interview Summary
- b. Population Count - section B of Interview Summary
- c. Type of Vacant - section C of Interview Summary (if applicable)
- d. Partial Interview - item G of Interview Summary (if applicable)
- e. Refusal - item H of the Interview Summary (if applicable)
- f. Closeout - item J of Interview Summary (if applicable)

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. It also serves as a back-up source for status data. To ensure that certain questionnaire items are keyed in properly, a dependent rekeying operation will be programmed into the OCS 2000 as a quality control for assignment check-in. For continuation forms, enumerators transcribe label information, except for AA, from the original form to the label area of the continuation form. Continuation forms are not checked into OCS 2000, they are considered part of the original questionnaire.

3. Handling of Questionnaires Without IDs

a. Added Units

Enumerators will complete questionnaires for added units for their Census Day status. The assignment control unit will separate these 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 II.E.2. above). In addition to the above check-in items, the clerk will also key the following information from the questionnaire.

- 1) Map Spot (if applicable)
- 2) State/County
- 3) Block
- 4) Form Type

In the event a shipment of questionnaires becomes lost, the assigning of processing IDs to the unlabeled EQs for added units will allow OCS 2000 to associate which EQs for added units are in which shipment box, so that State/County and block information will be used to determine where work should be redone.

b. WHUHEs and In-Movers

Enumerators will complete questionnaires for in-movers for their Census Day addresses, and WHUHEs for their "usual residence" also on unlabeled questionnaires. Before the "batch check-in", the assignment control clerk will verify, in the remarks section of the D-308, that the crew leader made a notation indicating how many non-ID questionnaires were completed.

Upon separating the In-Mover and WHUHE EQs in the office, unlike EQs for added units, these EQs are put into a box marked as 'non-ID questionnaires'. The total number of these unlabeled EQs for the batch are then entered into OCS 2000. The EQs are not checked into OCS 2000, but are merely counted and linked to a barcode label that identifies how many questionnaires the box contains. This label is affixed to the box, which is then shipped by FedEx to the appropriate DCC. At the DCC, the box is checked in to alert OCS 2000 of its reception, then each EQ is assigned a processing ID and labeled. At this point the EQ is ready to be scanned and then the address information is transmitted to GEO to be matched against the MAF or geocoded.

4. Designation of Reinterview Cases

During questionnaire check-in, cases that are to be included in the reinterview program will be identified. Using the OCS 2000 the clerks will print labels for these reinterview cases to be affixed to the Reinterview Forms. The EQs and corresponding labels will then be routed to the Reinterview section of the office, where data will be transcribed onto Reinterview Forms. After this transcription process, the EQs are then returned to the OCS clerks for check-out and shipment to the DCCs.

5. Check-out and Shipment of Questionnaires

After questionnaires have been checked into the OCS 2000 (and returned from the reinterview transcription process, if appropriate) they are also checked out using the OCS 2000 system. These EQs are then boxed and a barcoded shipping label is generated. The LCOs create a list of box IDs and then select one to key EQ IDs into. When a shipment is ready, a FedEx tracking number is added to the record for the box (so we have the capability of determining the contents of each box if lost) and the box is then shipped to the appropriate DCC through FedEx. The OCS 2000 will also create a shipping document for FedEx. The LCO staff can use the D-342 D, Cases Checked In to LCO But Not Checked Out to DCC, to keep track of the questionnaires that have been checked in to the LCO but not checked out to the DCC.

Boxes of questionnaires will be shipped on a daily basis. The DCCs will have a system in place to give LCOs receipt confirmations of all shipments. Headquarters will also be provided an extract from OCS 2000 to monitor all LCO to DCC shipments, and to track check-out progress and lag. If during the NRFU operation it is learned that a large number of boxes from a particular LCO is lost, the problem will be analyzed on an ad hoc basis to determine whether re-enumeration is required for households with missing questionnaires.

6. Check-in and Shipment of Address Registers

As address registers are returned from the enumerators, they are checked into the OCS 2000. If any tool kit methods were used in an AA, the office clerk and/or the CL will note this on the cover page of the address register. Clerks will key this information into OCS 2000 to track which AAs employed special enumeration procedures. Once an LCO no longer needs the address registers, the listings are removed and banded and shipped to NPC. The Cover/QA Review Page is photocopied and shipped to NPC. The LCO will retain the empty address registers for use in Coverage

Improvement Followup (CIFU). The assignments are then checked out of the OCS 2000, boxed and shipped to NPC using a procedure similar to the one for questionnaires.

F. Reinterview Program

The reinterview program is a quality assurance program for the NRFU operation. It is designed to identify enumerators who intentionally or unintentionally produce data errors. There are three aspects of reinterview that will be implemented: the random sample, administrative test, and supplemental reinterview. The reinterview program is conducted concurrently with the regular data collection activity.

1. Procedure

- a. Reinterview cases are identified during the EQ check-in. For each selected case, the reinterview section of the LCO prepares a D-806, Reinterview and Reconciliation Questionnaire. Clerks will affix an OCS 2000-generated label and transcribe the method of completion (personal visit or telephone), respondent's name and telephone number, unit status (occupied, vacant or delete) as of Census Day, and household roster from the EQ.
- b. The reinterview section of the LCO will attempt to contact all cases for which a telephone number is available. If after six telephone attempts the reinterview clerk has been unable to speak with a respondent, a personal visit will be made to the respondent's home.
- c. Those households that did not provide a telephone number will be assigned to a reinterview enumerator to be completed by a personal visit if the LCO cannot obtain a valid telephone number for the respondent. A reinterview enumerator will make no more than three personal visits to obtain the interview.
- d. The interview consists of obtaining the unit's Census Day status and, if occupied, the household roster. The information collected by the reinterview enumerator is then compared to the original roster information and discrepancies are noted. If the discrepancies fail the criteria check, the reinterviewer then attempts to determine why the discrepancies exist. Some reasons for discrepancies include misinterpretation of who to include as a household member, carelessness, and falsification.

- e. When all the reinterview cases for an enumerator have been completed, the Office Operations Supervisor (OOS)/FOS records the results on a D-191, Reinterview Control Record. Feedback may be provided to the enumerator and appropriate action is taken.
- f. Reinterview questionnaires and control records are shipped to NPC for processing so the data can be analyzed.
- g. D-908, Administrative Reinterview Trouble Reports, are shipped NPC.

2. Random Sample

All enumerators will be selected for the random sample reinterview. The selection of the random sample will be made early in the NRFU operation. This sample selection design will allow for early identification of enumerators who are falsifying data. Seven cases will be selected for each enumerator. If the D-806s indicate that an enumerator is falsifying data, the person will be terminated. All of his/her prior work will be redone by another enumerator. The concentration of reinterview selection early in the enumerators' NRFU assignment schedule will reduce the amount of rework other enumerators must perform if falsified data is detected.

3. Administrative Test

The administrative test compares each enumerator's work characteristics to the work characteristics of the other enumerators within the CLD. Because the administrative test will do a better job of identifying the types of errors more likely to be introduced towards the end of the enumeration period, an enumerator's performance level will be evaluated for each of the following performance indicators on a weekly basis on the D-908, Administrative Reinterview Trouble Report:

- Average population per household
- Vacancy rate
- Partial interview rate
- Delete rate
- 'Population count of 1' rate

The report will show the enumerator's name, the enumerator's average/ratio and the CLD average/ratio of each work characteristic out of tolerance; the date the sample was generated; the CLD code; FOS code; the number of short and long forms used in the equation; and the RCC code. Enumerators whose performance is out of tolerance and for which there is no obvious justification, will be flagged for reinterview using the

OCS 2000 system. Once flagged, the next 10 cases checked in from that enumerator will be designated for reinterview. The Office Operations Supervisor (OOS) will document the decision of whether or not to reinterview the cases on the D-908. Upon OOS determination of data falsification by an enumerator, corrective action will be taken to reaccomplish all of his/her questionnaires, and to terminate his/her employment.

4. Supplemental Reinterview

The OOS, at any time, may select additional cases for reinterview by entering the enumerator's name on the Reinterview Selection Record in the OCS 2000.

G. Final Attempt Procedures

1. The final attempt procedures for NRFU are an intense effort to obtain a completed questionnaire for each unresolved case in a short period of time. We will implement these procedures in a CLD when the completion rate for the district reaches 95%. During this phase of the operation, enumerators make one final visit to each address. The enumerators will try to obtain a complete interview. If a complete interview is not possible, enumerators will attempt to obtain as much information as possible. At a minimum, enumerators must determine the unit status and POP count. If the POP count cannot be determined for an occupied unit, the enumerator will obtain an estimate using a knowledgeable respondent. If the enumerator is unable to obtain an actual or reliable estimate of the POP, he/she will enter code "99" in item B of the Interview Summary Section for "POP unknown." If the unit status and the POP count are the only data obtained, the CL will mark box J. CO.
2. The AMFO will print Form D-342C, Cases Not Checked In Report, on a daily basis after the completion rate for the LCO reaches 95%. This report shows AAs and associated unit IDs not yet checked in by FOS district or CLD. Form D-342C is an interactive report that will change every time questionnaires are checked into the system.

H. Outputs

1. LCO Management Reports

The AMFO staff will use several reports to monitor the NRFU field operations. These reports are generated by the OCS 2000 system utilizing data about the NRFU universe and the questionnaire check-in data. Some of the NRFU Management Reports have several levels of information: *Note: see attachment D for a more complete listing of management reports.*

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

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

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

Level D - The RCCs use this level of the report to track the progress and performance of LCOs in their region.

- a. D-333 A, B, C, D Progress Report: enumerator level (A), CLD level (B), FOS level (C), and LCO level (D). This report shows total workload, cases done, cases left to do, percent complete, and percent time used.
- b. D-341 A, B, C, D Performance Report: enumerator level (A), CLD level (B), FOS level (C), and LCO level (D). This report shows cases done, performance ratios for the last seven days, and cumulative averages.
- c. D-341 A, B, C, TR Performance Trouble Report: enumerator level (A), CLD level (B), and FOS level (C). This report identifies the out of tolerance enumerators at various levels.
- d. D-908, Administrative Reinterview Trouble Report: this report identifies specific enumerator work characteristics that are significantly different from other enumerators in the same CLD.

- c. D-909, Assignment Area Register Status Report: this report is used to track the status of each address register in NRFU

2. Headquarters Cost and Progress Reports

The data fields in the OCS 2000 will be accessed through the Cost and Progress System allowing headquarters management to monitor the NRFU operation on a daily basis. Examples of the reports that headquarters will use appear in Attachment E. These reports are:

- a. NRFU Current Cost and Progress: tracks workload, completion rate, productivity, and budgeted/actual costs. Levels: National, RCC, LCO Type, LCO, and Form type.
- b. NRFU Preliminary Total Cost: tracks budgeted costs which include salary applications and variances. Levels: National, RCC, LCO Type, and LCO.
- c. NRFU Staffing Status: tracks the number of enumerators working and the staffing percentage related to authorized enumerator positions. Levels: National, RCC, LCO Type, and LCO.
- d. NRFU Reinterview Progress: tracks the completion efficiency of all reinterview case types, and the ratio of cases out of tolerance that were not reinterviewed. Levels: National, RCC, LCO Type, and LCO.
- e. NRFU Reinterview Cost: tracks the current costs of Reinterview, and the total number of reinterview cases completed. Levels: National, RCC, LCO Type, and LCO.
- f. NRFU Closeout: tracks the number of LCOs that are near the completion of NRFU by at least 90%, as well as those LCOs that are behind the national average by 20% or more. Levels: National, RCC, LCO Type, and LCO.
- g. NRFU Enumerator Turnover Rate: tracks the amount and rate of turnover of enumerators by week and the manner in which they were separated from their positions. Levels: National, Training Group, RCC, LCO Type, and LCO.

3. EQs

Completed and reviewed questionnaires will be shipped daily to the appropriate DCC. These forms will be data captured and results transmitted to headquarters for further processing.

4. Maps

Maps used during NRFU will be stored/iled for use during the Coverage Improvement Followup operation.

5. Address Registers

Once an LCO no longer needs the address registers the listings are removed and banded and shipped to NPC. The Cover/QA Review Page is photocopied and shipped to NPC. The registers are saved for re-use in CIFU. 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 WORKLOADS

The estimated workload for NRFU is 45.2 million HUs for stateside and 0.7 million HUs for Puerto Rico. The cost assumptions vary by type of LCO and are reflected in the Census 2000 cost model assumptions. See Attachment F for these assumptions.

The staffing strategy is to frontload the number of enumerators at the beginning of the operation and to train fewer replacement personnel than in past censuses. Crew Leaders are authorized two crew leader assistants.

IV. NRFU SCHEDULE AND DIVISION RESPONSIBILITIES

A. Schedule

The following is the schedule of major activities for the NRFU operation as reflected in the Census 2000 Master Activity Schedule.

CENSUS OPERATION	Planned Start	Planned Finish
Define Map Requirements	11/16/98	06/01/99
Develop Admin. Test Specs for Reinterview	11/16/98	06/01/99
Develop Random Sample Specs for Reinterview	02/01/99	06/01/99
Adapt/translate Manuals, Training Guides, Forms (PR)	12/28/98	07/27/99
Revise Manuals and Training Guides	12/16/98	07/30/99
Revise Forms and Listing Pages	01/02/99	08/31/99
Print Manuals and Forms	07/14/99	09/15/99
Develop Program Master Plan	12/21/98	09/30/99
Train LCO Management Staff	11/25/99	12/02/99
Delineate Field Operations Supervisor/Crew Leader Districts	08/30/99	12/17/99
NPC Ship Kits of Materials to LCOs (Shipment #3)	01/03/00	01/03/00
Print Maps	11/15/99	01/11/00
Define/develop/test NRFU Universe Determination Process	10/14/99	03/10/00
Train Field Operations Supervisors	03/27/00	03/31/00
Test MAF Extract/NRFU Universe System	03/27/00	04/04/00
Provide Final MAF Extract for NRFU Universe Determination	04/03/00	04/07/00
Train Crew Leaders	04/03/00	04/07/00
Update DMAF for NRFU Universe Determination	04/07/00	04/11/00
Implement NRFU Universe Determination	04/11/00	04/16/00
Extract/deliver NRFU Universe Data to TMO	04/11/00	04/16/00
Process Universe Files and Load RCC Databases	04/13/00	04/17/00
Update DMAF for late Mail Return Data	04/12/00	04/20/00
Process Late Mail Return Data and Transmit to LCOs	04/19/00	04/20/00
Delete Late Mail Returns from Enumerator Assignments	04/20/00	04/21/00
Prepare and Distribute Assignments to Crew leaders	04/14/00	04/26/00
Train Enumerators	04/24/00	04/29/00
Launch NRFU Ad Phase Campaign	04/17/00	07/07/00
Conduct NRFU and QA Reinterview Operation	04/27/00	07/07/00
Implement/receive Check-in Data from OCS	05/01/00	07/10/00
Conduct NRFU check-in at DCCs	05/04/00	07/15/00
Photocopy U/L Maps for CIFU	05/09/00	07/15/00
Conduct NRFU Data Capture at DCCs	05/05/00	07/29/00
Evaluate Operation	PENDING	PENDING

B. Division Responsibilities

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

1. Geography Division (GEO)

GEO will:

- a. provide a test version of the MAF (Master Address File) Extract that will contain some U/L changes, Address List Review appeals adds, and some Postal Validation Check adds for use in testing the universe determination and data delivery system.
- b. provide a final MAF Extract containing addresses that must be added to the DMAF for the NRFU universe determination process. (This file includes address information for geocoded addresses not previously coded, additional updates from the Address List Review appeals process, and the addresses added from the Postal Validation Check operation).
- c. provide files for RCC/LCO use in printing Census Tract maps and Census Tract Locator maps, and files for the RCCs to interactively delineate CLDs and FOS districts.

2. Decennial Management Division (DMD)

DMD will:

- a. develop NRFU program requirements and document them in the NRFU Program Master Plan.
- b. monitor NRFU progress and operations through the headquarters cost and progress system.
- c. adapt and translate field materials and forms into Spanish for use in Puerto Rico.
- d. develop a budget for NRFU and track/monitor spending.

3. Decennial Systems and Contracts Management Office (DSCMO)

DSCMO will:

- a. process mail return data (including LMRs) for use in generating the NRFU universe.
- b. implement and deliver Assignment Area designation to TMO.
- c. generate and deliver NRFU universe data to TMO.
- d. continually update the DMAF as EQs are checked into LCOs and their data is transmitted.
- e. help design EQ batch check-in at DCCs.
- f. provide mail return information to TMO to generate the mail return information report.

4. Decennial Statistical Studies Division (DSSD)

DSSD will:

- a. provide specifications for the quality assurance program and reports.
- b. assist in identifying EQ check-in requirements for assuring data quality.
- c. provide guidance in coverage aspects of the operation.
- d. perform operational analyses of NRFU.

5. 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. provide specs to TMO for the listing pages, labels, reports and check-in of EQs in LCOs through OCS 2000.
- c. provide GEO with map specs for NRFU field maps.

- d. provide GEO and DSMCO with specs for the structuring of NRFU assignments (AA size), including U/L relationships.
- e. provide reinterview control requirements for reports, labels, etc.

6. Field Division - RCCs and LCOs

FLD RCCs and LCOs will:

- a. recruit, test, select, and train field staff.
- b. print the Assignment Directory, Address Listing Pages, Labels, Administrative Reinterview Trouble Report, and Performance and Progress Reports to track assignments via the OCS2000.
- c. print all maps associated with NRFU.
- d. establish partnerships with state, local, and tribal governments to develop community awareness and encourage participation during NRFU.
- e. conduct the operation, including reinterview.

7. Planning, Research and Evaluation Division (PRED)

PRED will evaluate the operation (the aspects of the operation to be evaluated have not been finalized).

8. Technologies Management Office (TMO)

TMO will:

- a. design and program the OCS 2000 for the generation of all computer-generated listings and reports required in the LCOs.
- b. develop the OCS 2000 for the field to print the Assignment Directory, Address Listing Pages, labels, Administrative Reinterview Trouble Report, and performance and progress reports to track assignments.
- c. design keying software for the enumerator tracking system.
- d. provide the interface to the map printing software, which the field uses to print the NRFU maps.

- e. provide Decennial Management Division (DMD) with Cost and Progress information through OCS 2000.
- f. provide Headquarters Field Division staff with read-only access to the OCS 2000 for the purpose of monitoring NRFU operations.

9. Census 2000 Publicity Office (C2PO)

C2PO will manage the advertising campaign conducted during the NRFU operation.

10. Population Division (POP)

POP will:

- a. develop and provide PUFs such as the Privacy Act Notice, questionnaire reference book, and other enumerator job aids.
- b. design and establish the content of the EQ.

V. EVALUATION REQUIREMENTS

As of this date, the evaluation criteria have not been fully determined. However, it is expected that the following questions would be answered:

A. Staffing

Were we able to hire sufficient staff - nationally and by type of LCO?

Did we meet our planned staffing levels - nationally and by type of LCO?

What was the turnover rate - nationally and by type of LCO?

B. Schedule

How long did the operation take to complete - nationally and by type of LCO?

What kind of distribution did we achieve for LCO completions by week?

C. Budget Assumptions/Cost

What was the actual workload?

What did the operation cost?

How well did the cost model predict costs - nationally and by type of LCO?

D. Enumeration Results

How many and what percent of cases were checked in nationally and by type of LCO as:

- refusals?
- partial interviews?
- non-household interviews?
- final attempt cases?
- replacement questionnaires?

What was the frequency and distribution of Interview Status A codes - nationally and by type of LCO?

What was the distribution of completed cases over time by form type, by type of enumeration area (TEA)?

What was the distribution of partial interviews and final attempt cases by form type, by time, by TEA?

What was the average number of personal visits to complete an interview?

How often was the same address interviewed more than once during NRFU?

How well did the Late Mail Return operation work?

How well did they resolve apartment mixups?

How many and what percentage of addresses were added to the DMAF through the operation - nationally and by type of LCO?

How many persons were added to the census as a result of the added addresses?

How many and what percentage of persons were added to the census as a result of enumerating in-movers and WHUHEs for their Census Day addresses?

How many and what percentage of addresses were deleted as invalid Census IDs through the operation - nationally and by type of LCO?

How effective was the control and tracking system for shipments of boxes containing EQs between the LCOs and the DCCs?

E. Reinterview

How effective was the reinterview in identifying falsification?

How many enumerators were released based on reinterview results?

F. EQ Data Quality

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

What were the item response rates by form type and how do they compare to mail-return questionnaires?

What was the average household size by form type, by TEA, and how does it compare to mail-return questionnaires?

How often did the coverage questions identify persons to be added to or deleted from the questionnaire?

How does the EQ data compare to the Accuracy and Coverage Evaluation (ACE) data for the same household?

What did the Coverage Improvement Followup operation tell us about the overall data quality of the NRFU operation?

What operational problems did the enumerators have with the EQ?

How "scannable" were the EQs?

VI. MAJOR DIFFERENCES FROM DRESS REHEARSAL

The Census 2000 Dress Rehearsal (DR) conducted operational testing of NRFU methods planned for Census 2000. Below are the major differences from the DR NRFU operation and the Census 2000 plan:

- In the DR, all late U/L adds were processed and included in the NRFU universe. These were delivered late as a supplemental listing to the NRFU universe. For Census 2000, any late adds from the U/L operation which cannot be incorporated into the original NRFU file will be included in the Coverage Improvement Followup universe.
- In the DR, if the unit occupied on Census Day was by a household **other than** the one living there at the time of NRFU, the enumerator only completed the questionnaire provided for the NRFU address, obtaining data about the Census Day household from a knowledgeable respondent. For Census 2000, we will also enumerate the current household for their Census Day address if they have not already responded to the Census.
- In the DR, if the unit occupied at the time of NRFU was determined to be vacant on Census Day, the enumerator merely recorded the unit as vacant on the questionnaire provided. For Census 2000, the enumerator will *also* obtain the Census Day information for the current household for their Census Day address if they have not already responded to the Census.
- In the DR, if the NRFU address was occupied on Census Day by the same household that was there during NRFU, but the household did not consider that address to be their usual residence, the enumerator recorded the unit as vacant UHE. The enumerator gave the respondent Form DX-11, WHUHE, and asked him/her to call a designated 1-800 number so that a telephone interview could be conducted for his/her usual residential address. For Census 2000, the enumerator will complete a blank short form questionnaire for the household's usual residence, rather than rely on the household to call for a telephone interview.
- Based on DR results as to the number of partial interviews obtained during NRFU, we have increased the minimal data required for a complete interview status for Census 2000. In addition, we have included partial interviews as a data item to be tracked on management reports, so we can provide feedback to enumerators who submit an unusually large number.
- For Census 2000, we have introduced a 100% coverage edit performed by CLs/CLAs for NRFU questionnaires. No such edit was performed in DR.

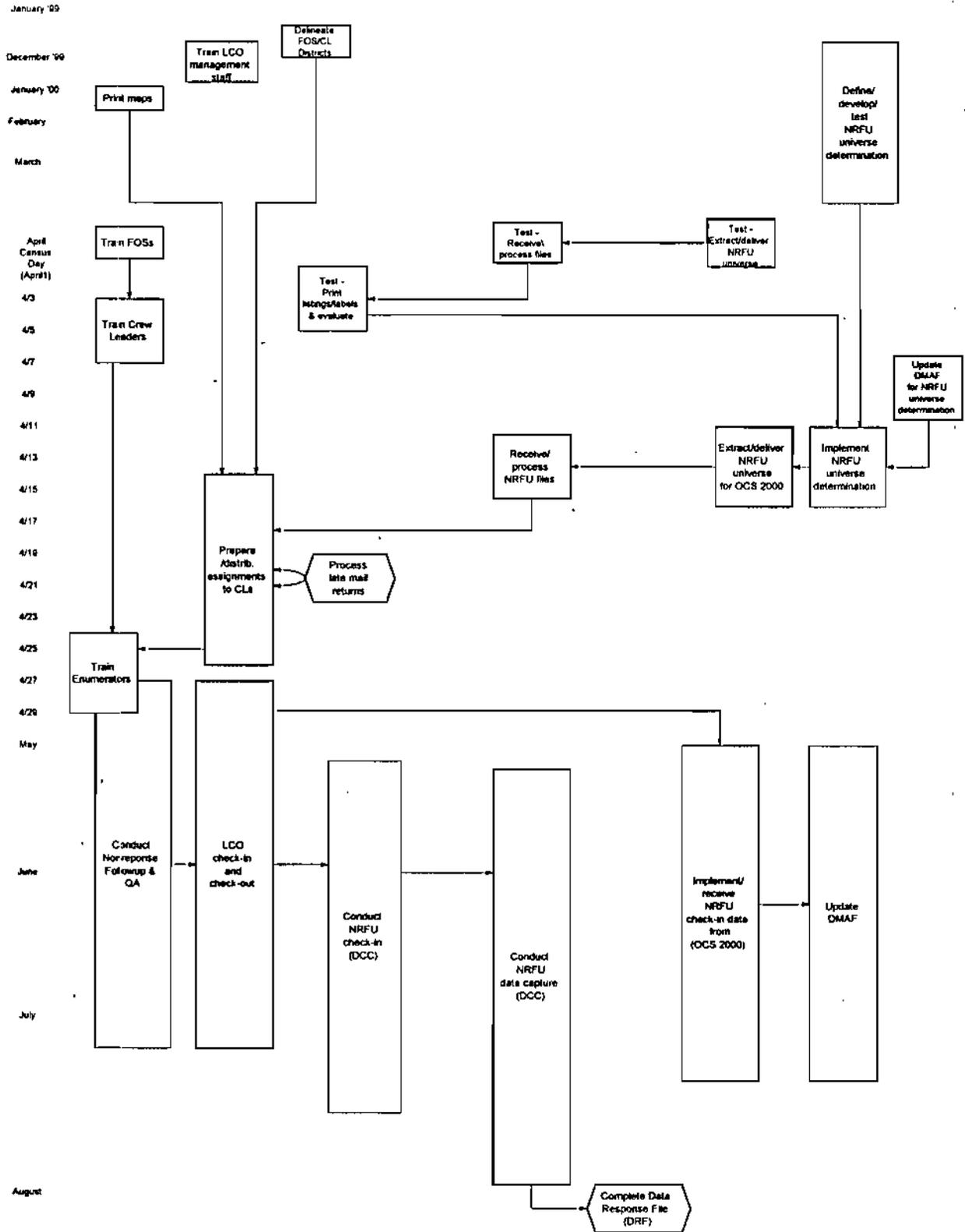
Program Master Plan - Nonresponse Followup

- For Census 2000, we have introduced a tracking system (in addition to FedEx) for boxes of NRFU questionnaires shipped to Data Capture Centers, as well as a tracking system for completed address registers. During DR we relied only on the FedEx box label for tracking, and no system was in place to track completed address registers.
- For Census 2000, we have introduced the use of a random sample reinterview to check for enumerator falsification. Under this sample all enumerators will have their work checked. This is in addition to the administrative test for reinterview which was implemented in the DR in MO/MB areas.

LIST OF ABBREVIATIONS

AA	Assignment Area
ACSD	Administrative and Customer Services Division
AMFO	Assistant Manager for Field Operations
C2PO	Census 2000 Publicity Office
CL	Crew Leader
CLA	Crew Leader Assistant
CLD	Crew Leader District
DCC	Data Capture Center
DMAF	Decennial Master Address File
DR	Dress Rehearsal
DSCMO	Decennial Systems and Contract Management Office
DSSD	Decennial Statistical Studies Division
EQ	Enumerator Questionnaire
FOS	Field Operations Supervisor
GEO	Geography Division
GQ	Group Quarters
HTE	Hard to Enumerate
HU	Housing Unit
ID	Identification
LCO	Local Census Office
LMR	Late Mail Returns
MAF	Master Address File
NPC	National Processing Center
NRFU	Nonresponse Followup
OCS 2000	Operation Control System 2000
OOS	Office Operations Supervisor
POP	Population Division
PDB	Planning Database
PRED	Planning, Research, and Evaluation Division
PUF	Public Use Form
QA	Quality Assurance
RCC	Regional Census Center
SOC	Supervisory Office Clerk
SP	Special Place
TEA	Type of Enumeration Area
TMO	Technologies Management Office
UHE	Usual Home Elsewhere
U/L	Update/Leave
USPS	United States Postal Service
WHUHE	Whole Household Usual Home Elsewhere

NRFU Operational Flowchart



NRFU Materials

Public Use Forms (PUFS) - (U.S)

D-1(E)	Enumerator Questionnaire Short Form
D-1(E) SUPP	Enumerator Questionnaire Short Form Continuation
D-2(E)	Enumerator Questionnaire Long Form
D-2(E) SUPP	Enumerator Questionnaire Long Form Continuation
D- 1(F)	Enumerator Job Aid
D-26	Notice of Visit
D-31	Privacy Act Notice
D-62(S)	Spanish Job Aid
D-1210	Questionnaire Reference Book
D-3309	Language Identification Flashcard
BC-110	Identification Card

Public Use Forms (PUFS) - (Puerto Rico)

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-2(E) PR	Enumerator Questionnaire Long Form (English)
D-2(E) PR (S)	Enumerator Questionnaire Long Form (Spanish)
D-2(E) SUPP PR	Enumerator Questionnaire Long Form Continuation (English)
D-2(E) SUPP PR(S)	Enumerator Questionnaire Long Form Continuation (Spanish)
D- 1 (F) PR	Enumerator Job Aid - Traditional (Spanish/English)
D-26 PR	Notice of Visit (Spanish/English)
D-31 PR	Privacy Act Notice (Spanish/English)
D-1210 (PR) Spa	Questionnaire Reference Book - Spanish
D-1210 (PR) Eng	Questionnaire Reference Book - English
BC-110	Identification Card

Reinterview Forms

D-806	Reinterview and Reconciliation Questionnaire
D-806 (PR)	Reinterview and Reconciliation Questionnaire - English
D-806 (PR) (S)	Reinterview and Reconciliation Questionnaire - Spanish

Management Reports (computer generated from the OCS 2000)

D-166	Late Mail Return Listing
D-182	Crew Leader Assignment Listing
D-191	Reinterview Control Record
D-208C	Field Cost
D-208D	Field Cost vs Budget
D-333A	Progress Report by Assignment Area
D-333B	Progress Report by Crew Leader District
D-333C	Progress Report by FOS
D-333D	Progress Report by LCO
D-336	Assignment Directory Listing
D-340	Mail Return Report
D-341A	Enumerator Performance Report
D-341B	Crew Leader Performance Report
D-341C	FOS Performance Report
D-341D	LCO Performance Report
D-341ATR	Enumerator Performance Trouble Report
D-341BTR	Crew Leader Performance Trouble Report
D-341CTR	FOS Performance Trouble Report
D-342C	Cases Not Checked In
D-342D	Cases Checked In to LCO But Not Checked Out to DCC
D-908	Administrative Reinterview Trouble Report
D-909	Assignment Area Register Status Report

Administrative Forms

D-225	Information Communications Form(INFO-COMM)
D-225 (PR)	Information Communications Form(INFO-COMM) - Spanish
D-308	Daily Pay and Work Record
D-308 (PR)	Daily Pay and Work Record - Spanish

Address Register Forms

D-103	Cover Page/Quality Assurance Review Page
D-100B	Special Notice Page
D-103A	Address Listing (urban and rural)
D-103.2	Add Pages (urban)
D-103.2	Add Pages (rural)
D-114	Block Listing

Address Register Forms - (Puerto Rico)

D-103 (PR)	Cover Page
D-103.1 (PR)	Quality Assurance Review
D-100B (PR)	Special Notice Page
D-103A (PR)	Address Listing (rural)
D-103.2 (PR)	Add Pages (rural)
D-114	Block Listing

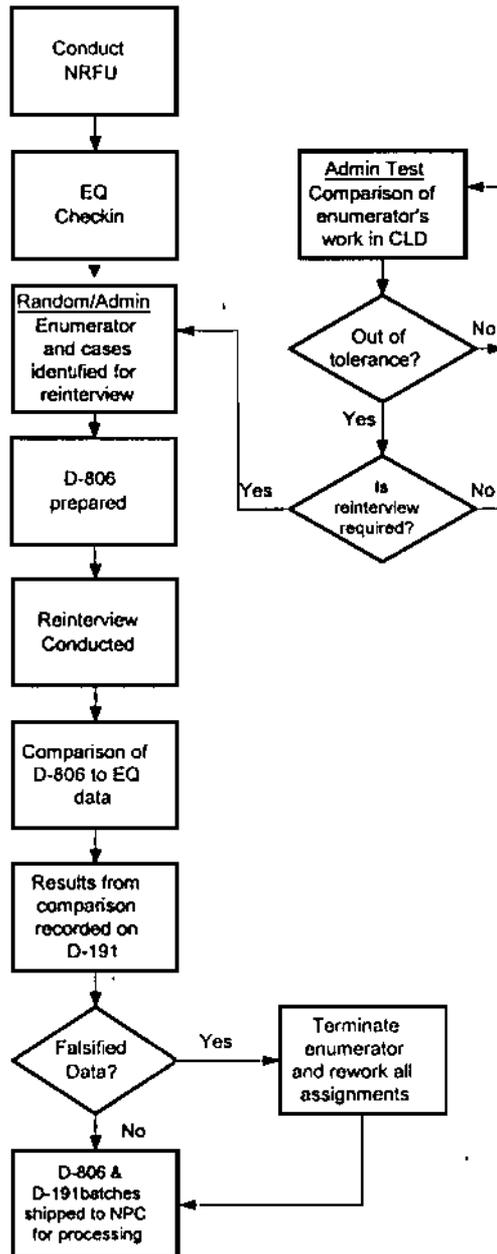
Other Materials*

D-553	NRFU CL Manual
D-653	Guide for Training NRFU CLs
D-653.1	NRFU CL Training Workbook
D-547	NRFU Enumerator Procedures Manual
D-547.1	NRFU Quick Reference Guide (Job Aid)
D-647	Guide for Training NRFU Enumerators
D-647.1	NRFU Classroom Workbook
	Guide for Training Reinterview CLs
	Reinterview CL Manual
	Reinterview CL Training Workbook

* some materials have versions for: urban, rural, rural and urban, and/or Spanish.

NRFU Reinterview

Flowchart



NRFU Cost and Progress Reports (MIS)

Census 2000 Current Cost and Progress for NRFU									
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	xx,xxx,xxx	xx,xxx,xxx	xxx.xx%	xx/xx/xx	\$x,xxx,xxx,xx	\$x,xxx,xxx,xx	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 NRFU				
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	\$x,xxx,xxx,xxx	\$x,xxx,xxx,xxx	\$x,xxx,xxx,xxx	xxx.xx%
National → RCC → LCO Type → LCO				

Census 2000 Staffing Status for NRFU				
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				

Census 2000 NRFU Reinterview Progress										
Report Generated xx/xx/xx										
Actual Start xx/xx/xx					Actual Finish xx/xx/xx					
	% Completed	# Random Cases	% Random Completed	# Admin. Cases	% Admin. Completed	# Suppl. Cases	% Suppl. Completed	# Total Personal Visit	% Total Out of Tolerance/Not Reinterviewed	As of
National Total	xxx.xx%	x,xxx	xxx.xx%	x,xxx	xxx.xx%	x,xxx	xxx.xx%	xxx,xxx	xxx.xx%	xx/xx/xx
National → FCC → LCO Type → LCO										

Census 2000 NRFU Reinterview Cost						
Report Generated xx/xx/xx						
Actual Start xx/xx/xx			Actual Finish xx/xx/xx			
	Total Budgeted Cost	Cost to Date	% Budget Used	# Total Reinterview wkld comp.	Cost Through	
National Total	\$xx,xxx,xxx	\$xx,xxx,xxx	xxx.xx%	xxx,xxx	xx/xx/xx	
National → RCC → LCO Type → LCO						

Census 2000 NRFU Closeout								
Report Generated xx/xx/xx								
	HU Workload	# Completed	# Checked Out to DCC	At Least 90% Completed	At Least 95% Completed	100% Completed	> 20% Behind National Average	Progress Through
National Total	xx,xxx,xxx	xx,xxx,xxx	xx,xxx,xxx	xxx	xxx	xxx	xxx	xx/xx/xx
National → RCC → LCO Type → LCO								

Census 2000 Enumerator Turnover Rate for NRFU Report Generated: xx/xx/xx Actual Start: xx/xx/xx Actual Finish: xx/xx/xx								
	# Staff Working	# Resigned	# Terminated	# Original Remaining	% Original Remaining	% Net Loss Week (Turnover)	% Net Loss Cumm. (Turnover)	Week of
National Total	xxx,xxx	xxx,xxx	xxx,xxx	xxx,xxx	xxx.xx%	xxx.xx%	xxx.xx%	xx/xx/xx
National → Training Group → RCC → LCO Type → LCO								

FY 2000 NRFU Operation Budget Assumptions													
LCO Managed Operations													
LCO Type	Operation	Job	Total Workload HUs	Prod. Rate	Prod. Hours /Day	Prod. Miles/ Case	Prod. Days	Replace. Training Rate	Train. Miles/ Day	Train. Days	Salary Rate	Prod. Staff (Round Up)	Training Staff
A	NRFU - Short Form	Enum	xx,xxx,xxx	xx.xx	x.xx	xx.x	xx	xx.x%	x.x	x	\$xx.xx	xx,xxx	xx,xxx
A	NRFU - Short Form	CL			x.xx	xx.x	xx	xx.x%	x.x	x	\$xx.xx	xx,xxx	xx,xxx
A	NRFU - Short Form	CLA			x.xx	xx.x	xx		x.x	x	\$xx.xx	xx,xxx	xx,xxx
A	NRFU - Long Form	Enum	xx,xxx,xxx	xx.xx	x.xx	xx.x	xx	xx.x%	x.x	x	\$xx.xx	xx,xxx	xx,xxx
A	NRFU - Long Form	CL			x.xx	xx.x	xx	xx.x%	x.x	x	\$xx.xx	xx,xxx	xx,xxx
A	NRFU - Long Form	CLA			x.xx	xx.x	xx		x.x	x	\$xx.xx	xx,xxx	xx,xxx
A	NRFU - SF & LF	FOS			x.xx	xx.x	xx	xx.x%	x.x	x	\$xx.xx	xx,xxx	xx,xxx
B	NRFU - Short Form	Enum	xx,xxx,xxx	xx.xx	x.xx	xx.x	xx	xx.x%	x.x	x	\$xx.xx	xx,xxx	xx,xxx
B	NRFU - Short Form	CL			x.xx	xx.x	xx	xx.x%	x.x	x	\$xx.xx	xx,xxx	xx,xxx
B	NRFU - Short Form	CLA			x.xx	xx.x	xx		x.x	x	\$xx.xx	xx,xxx	xx,xxx
B	NRFU - Long Form	Enum	xx,xxx,xxx	xx.xx	x.xx	xx.x	xx	xx.x%	x.x	x	\$xx.xx	xx,xxx	xx,xxx
B	NRFU - Long Form	CL			x.xx	xx.x	xx	xx.x%	x.x	x	\$xx.xx	xx,xxx	xx,xxx
B	NRFU - Long Form	CLA			x.xx	xx.x	xx		x.x	x	\$xx.xx	xx,xxx	xx,xxx
B	NRFU - SF & LF	FOS			x.xx	xx.x	xx	xx.x%	x.x	x	\$xx.xx	xx,xxx	xx,xxx
C	NRFU - Short Form	Enum	xx,xxx,xxx	xx.xx	x.xx	xx.x	xx	xx.x%	x.x	x	\$xx.xx	xx,xxx	xx,xxx
C	NRFU - Short Form	CL			x.xx	xx.x	xx	xx.x%	x.x	x	\$xx.xx	xx,xxx	xx,xxx
C	NRFU - Short Form	CLA			x.xx	xx.x	xx		x.x	x	\$xx.xx	xx,xxx	xx,xxx
C	NRFU - Long Form	Enum	xx,xxx,xxx	xx.xx	x.xx	xx.x	xx	xx.x%	x.x	x	\$xx.xx	xx,xxx	xx,xxx
C	NRFU - Long Form	CL			x.xx	xx.x	xx	xx.x%	x.x	x	\$xx.xx	xx,xxx	xx,xxx
C	NRFU - Long Form	CLA			x.xx	xx.x	xx		x.x	x	\$xx.xx	xx,xxx	xx,xxx
C	NRFU - SF & LF	FOS			x.xx	xx.x	xx	xx.x%	x.x	x	\$xx.xx	xx,xxx	xx,xxx
D	NRFU - Short Form	Enum	xx,xxx,xxx	xx.xx	x.xx	xx.x	xx	xx.x%	x.x	x	\$xx.xx	xx,xxx	xx,xxx
D	NRFU - Short Form	CL			x.xx	xx.x	xx	xx.x%	x.x	x	\$xx.xx	xx,xxx	xx,xxx
D	NRFU - Short Form	CLA			x.xx	xx.x	xx		x.x	x	\$xx.xx	xx,xxx	xx,xxx
D	NRFU - Long Form	Enum	xx,xxx,xxx	xx.xx	x.xx	xx.x	xx	xx.x%	x.x	x	\$xx.xx	xx,xxx	xx,xxx
D	NRFU - Long Form	CL			x.xx	xx.x	xx	xx.x%	x.x	x	\$xx.xx	xx,xxx	xx,xxx
D	NRFU - Long Form	CLA			x.xx	xx.x	xx		x.x	x	\$xx.xx	xx,xxx	xx,xxx
D	NRFU - SF & LF	FOS			x.xx	xx.x	xx	xx.x%	x.x	x	\$xx.xx	xx,xxx	xx,xxx
E(PR)	NRFU - Short Form	Enum	xx,xxx,xxx	xx.xx	x.xx	xx.x	xx	xx.x%	x.x	x	\$xx.xx	xx,xxx	xx,xxx
E(PR)	NRFU - Short Form	CL			x.xx	xx.x	xx	xx.x%	x.x	x	\$xx.xx	xx,xxx	xx,xxx
E(PR)	NRFU - Short Form	CLA			x.xx	xx.x	xx		x.x	x	\$xx.xx	xx,xxx	xx,xxx
E(PR)	NRFU - Long Form	Enum	xx,xxx,xxx	xx.xx	x.xx	xx.x	xx	xx.x%	x.x	x	\$xx.xx	xx,xxx	xx,xxx
E(PR)	NRFU - Long Form	CL			x.xx	xx.x	xx	xx.x%	x.x	x	\$xx.xx	xx,xxx	xx,xxx
E(PR)	NRFU - Long Form	CLA			x.xx	xx.x	xx		x.x	x	\$xx.xx	xx,xxx	xx,xxx
E(PR)	NRFU - SF & LF	FOS			x.x	xx.x	xx	xx.x%	x.x	x	\$xx.xx	xx,xxx	xx,xxx

FY 2000 NRFU Quality Control Reinterview Operation Budget Assumptions													
LCO Managed Operations													
LCO Type	Operation	Job	Total Workload HUs	Prod. Rate	Prod. Hours /Day	Prod. Miles/ Case	Prod. Days	Replace. Training Rate	Train. Miles/ Day	Train. Days	Salary Rate	Prod. Staff (Round Up)	Training Staff
A	NRFU - QC/Reinterview	Enum	xx,xxx,xxx	xx.xx	x.xx	xx.x	xx	xx.x%	x.x	x	\$xx.xx	xx,xxx	xx,xxx
A	NRFU - QC/Reinterview	CL			x.xx	xx.x	xx	xx.x%	x.x	x	\$xx.xx	xx,xxx	xx,xxx
A	NRFU - QC/Reinterview	CLA			x.xx	xx.x	xx		x.x	x	\$xx.xx	xx,xxx	xx,xxx
B	NRFU - QC/Reinterview	Enum	xx,xxx,xxx	xx.xx	x.xx	xx.x	xx	xx.x%	x.x	x	\$xx.xx	xx,xxx	xx,xxx
B	NRFU - QC/Reinterview	CL			x.xx	xx.x	xx	xx.x%	x.x	x	\$xx.xx	xx,xxx	xx,xxx
B	NRFU - QC/Reinterview	CLA			x.xx	xx.x	xx		x.x	x	\$xx.xx	xx,xxx	xx,xxx
C	NRFU - QC/Reinterview	Enum	xx,xxx,xxx	xx.xx	x.xx	xx.x	xx	xx.x%	x.x	x	\$xx.xx	xx,xxx	xx,xxx
C	NRFU - QC/Reinterview	CL			x.xx	xx.x	xx	xx.x%	x.x	x	\$xx.xx	xx,xxx	xx,xxx
C	NRFU - QC/Reinterview	CLA			x.xx	xx.x	xx		x.x	x	\$xx.xx	xx,xxx	xx,xxx
D	NRFU - QC/Reinterview	Enum	xx,xxx,xxx	xx.xx	x.xx	xx.x	xx	xx.x%	x.x	x	\$xx.xx	xx,xxx	xx,xxx
D	NRFU - QC/Reinterview	CL			x.xx	xx.x	xx	xx.x%	x.x	x	\$xx.xx	xx,xxx	xx,xxx
D	NRFU - QC/Reinterview	CLA			x.xx	xx.x	xx		x.x	x	\$xx.xx	xx,xxx	xx,xxx
E(PR)	NRFU - QC/Reinterview	Enum	xx,xxx,xxx	xx.xx	x.xx	xx.x	xx	xx.x%	x.x	x	\$xx.xx	xx,xxx	xx,xxx
E(PR)	NRFU - QC/Reinterview	CL			x.xx	xx.x	xx	xx.x%	x.x	x	\$xx.xx	xx,xxx	xx,xxx
E(PR)	NRFU - QC/Reinterview	CLA			x.xx	xx.x	xx		x.x	x	\$xx.xx	xx,xxx	xx,xxx

Form D-225 (1-11-99) U.S. DEPARTMENT OF COMMERCE Bureau of the Census INFO - COMM Information Communication United States Census 2000 See instructions on the reverse of copy 2 or 3.	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)				
Mark appropriate box(es) and provide explanation. <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				
Explanation: _____ _____ _____ _____ _____ _____				
Section II ANSWER				
_____ _____ _____ _____ _____ _____				
Answered or acknowledged by			Date	

OMB No. 0507-0856 Approval Expires 12/31/2000

FORM D-1(E) (1-25-99) ENUMERATOR QUESTIONNAIRE United States Census 2000	U.S. DEPARTMENT OF COMMERCE BUREAU OF THE CENSUS	(LCO) <input type="text"/> State <input type="text"/> County <input type="text"/> Tract <input type="text"/> Block <input type="text"/>
	AA <input type="text"/> Map Spot <input type="text"/> Unit ID <input type="text"/>	APPLY LABEL HERE →
<input type="checkbox"/> Continuation form(s) attached Number of continuation forms for this address: <input type="text"/>		House No. <input type="text"/> Street name, Rural route and box, or PO box <input type="text"/> Apt. No. or Location <input type="text"/> City <input type="text"/> State <input type="text"/> Zip code <input type="text"/>

RECORD OF CONTACT									
Type	Month	Day	Time	Outcome	Type	Month	Day	Time	Outcome
<input type="checkbox"/> Personal	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Telephone	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Personal	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Telephone	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Telephone	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Personal	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Telephone	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Telephone	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

CERTIFICATION		Crew Leader's initials	CLD number
I certify that the entries I have made on this questionnaire are true and correct to the best of my knowledge.		<input type="text"/>	<input type="text"/>
Enumerator's signature and date: <input type="text"/>		Month: <input type="text"/>	Day: <input type="text"/>

INTRODUCTION	
S1:	Hello, I'm (Your name) from the Census Bureau. (Show ID card.) Is this (Read address)? <input type="checkbox"/> Yes - Continue with question S2. <input type="checkbox"/> 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? <input type="checkbox"/> Yes - Continue with question S3. <input type="checkbox"/> No - Skip to question S4.
S3:	Is this (house/apartment/mobile home) a vacation or seasonal home, or only occasionally occupied by your household? <input type="checkbox"/> Yes - Skip to items A, B, and C in the interview summary block and refer to Card J. <input type="checkbox"/> No - Skip to S5.
S4:	On April 1, 2000 was the unit: <input type="checkbox"/> Vacant - Skip to items A, B, and C in the interview summary block and refer to Card K. <input type="checkbox"/> 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? <input type="text"/> Number of people

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

<p>FORM D-2(E) U.S. DEPARTMENT OF COMMERCE (1-25-99) BUREAU OF THE CENSUS</p> <p style="text-align: center;">ENUMERATOR QUESTIONNAIRE</p> <p style="text-align: center;">United States Census 2000</p>	<table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:15%;">LCO</td> <td style="width:15%;">State</td> <td style="width:15%;">County</td> <td style="width:15%;">Tract</td> <td style="width:15%;">Block</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>AA</td> <td>Map Spot</td> <td colspan="3">Unit ID</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td colspan="3"><input type="text"/></td> </tr> <tr> <td colspan="5" style="text-align: center;">← APPLY LABEL HERE →</td> </tr> <tr> <td>House No.</td> <td colspan="4">Street name, Rural route and box, or PO box</td> </tr> <tr> <td><input type="text"/></td> <td colspan="4"><input type="text"/></td> </tr> <tr> <td>Apt. No. or Location</td> <td colspan="4"><input type="text"/></td> </tr> <tr> <td><input type="text"/></td> <td colspan="4"><input type="text"/></td> </tr> <tr> <td>City</td> <td>State</td> <td colspan="3">Zip code</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td colspan="3"><input type="text"/></td> </tr> </table>	LCO	State	County	Tract	Block	<input type="text"/>	AA	Map Spot	Unit ID			<input type="text"/>	<input type="text"/>	<input type="text"/>			← APPLY LABEL HERE →					House No.	Street name, Rural route and box, or PO box				<input type="text"/>	<input type="text"/>				Apt. No. or Location	<input type="text"/>				<input type="text"/>	<input type="text"/>				City	State	Zip code			<input type="text"/>	<input type="text"/>	<input type="text"/>						
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RECORD OF CONTACT									
Type	Month	Day	Time	Outcome	Type	Month	Day	Time	Outcome
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<input type="checkbox"/> Telephone	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Telephone	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Personal	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Personal	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Telephone	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Telephone	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

CERTIFICATION		Crew Leader's initials	CLD number
I certify that the entries I have made on this questionnaire are true and correct to the best of my knowledge.		<input type="text"/>	<input type="text"/>
Enumerator's signature and date		Month	Day
<input type="text"/>		<input type="text"/>	<input type="text"/>

INTRODUCTION	
S1	<p>Hello, I'm (Your name) from the Census Bureau. (Show ID card.) Is this (Read address)?</p> <p><input type="checkbox"/> Yes - Continue with question S2</p> <p><input type="checkbox"/> No - Ask: Can you tell me where to find (Read address)? END INTERVIEW.</p>
S2	<p>I'm here to complete a census questionnaire for this address. It should take about 30 minutes.</p> <p>This notice (Hand respondent a Privacy Act Notice) explains that your answers are kept confidential.</p> <p>Did you or anyone in this household live here on Saturday, April 1, 2000?</p> <p><input type="checkbox"/> Yes - Continue with question S3 <input type="checkbox"/> No - Skip to question S4</p>
S3	<p>Is this (house/apartment/mobile home) a vacation or seasonal home, or only occasionally occupied by your household?</p> <p><input type="checkbox"/> Yes - Skip to question 35 and ask the double underline questions (35, 36, 38-41, and 45a-b).</p> <p> • If the unit is "For rent," ask questions 47a-b. If the unit is "For sale only," ask question 56.</p> <p> • Then complete items A, B, and C in the "Interview Summary" block and refer to Card J.</p> <p><input type="checkbox"/> No - Skip to S5</p>
S4	<p>On April 1, 2000 was the unit</p> <p><input type="checkbox"/> Vacant - Skip to question 35 and ask the double underlined questions (35, 36, 38-41, and 45a-b).</p> <p> • If the unit is "For rent," ask questions 47a-b. If the unit is "For sale only," ask question 56.</p> <p> • Then complete items A, B, and C in the "Interview Summary" block and refer to Card K.</p> <p><input type="checkbox"/> Occupied by a different household? Using a knowledgeable respondent, complete this questionnaire for the Census Day household and refer to Card K.</p>
S5	<p>How many people were living or staying in this (house/apartment/mobile home) on April 1, 2000?</p> <p><input type="text"/> Number of people</p>

Program Master Plan - Nonresponse Followup

From the last page of the EQ form

RESPONDENT INFORMATION		
<p>R1: Enter respondent's name.</p> <p>First name: <input style="width: 100%;" type="text"/></p> <p>Last name: <input style="width: 100%;" 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 style="width: 30px;" type="text"/> Telephone number: <input style="width: 60px;" 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"/> 5 = Demolished/turned out</p> <p><input type="checkbox"/> 6 = Cannot locate</p> <p><input type="checkbox"/> 7 = Duplicate</p> <p><input type="checkbox"/> 8 = Nonresidential</p> <p><input type="checkbox"/> 9 = Other (open to elements, 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 = Delete</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>	<table style="width: 100%; text-align: center;"> <tr> <td><input type="checkbox"/> D. SP</td> <td><input type="checkbox"/> E. UHE</td> <td><input type="checkbox"/> F. MOV</td> <td><input type="checkbox"/> G. PI</td> </tr> <tr> <td><input type="checkbox"/> H. REF</td> <td><input type="checkbox"/> I. REP</td> <td><input type="checkbox"/> J. CO</td> <td><input type="checkbox"/> K. TC</td> </tr> <tr> <td><input type="checkbox"/> L. JIC1</td> <td><input type="checkbox"/> M. JIC2</td> <td><input type="checkbox"/> N. JIC3</td> <td><input type="checkbox"/> O. JIC4</td> </tr> </table>	<input type="checkbox"/> D. SP	<input type="checkbox"/> E. UHE	<input type="checkbox"/> F. MOV	<input type="checkbox"/> G. PI	<input type="checkbox"/> H. REF	<input type="checkbox"/> I. REP	<input type="checkbox"/> J. CO	<input type="checkbox"/> K. TC	<input type="checkbox"/> L. JIC1	<input type="checkbox"/> M. JIC2	<input type="checkbox"/> N. JIC3	<input type="checkbox"/> O. JIC4
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