

**Getting Started (Options 1 and 2)**

1. Insert CD in CD drive
2. Click on the LUCA Feedback User Guide
  - **(2010LUCAFB\_UserGuide\_CR\_Option1.pdf)**

The User Guide is in Adobe Portable Document Format (PDF). If your computer does not have software to read a PDF file, use the Adobe PDF Reader software included on the disk.

Requirements before installing Adobe Reader:

  - Windows 98 or higher
  - At least 60 MB of available disk space
  - 32 MB RAM (64 RAM recommended)
  - Requires Internet Explorer 5.01 or higher
  - Turn off all anti-virus software before beginning the installation
  - To install Adobe Reader, click on **AdbeRdr60\_anu\_full.exe** and follow the instructions
3. View or print the LUCA Feedback User Guide
4. Opening address files requires a case-sensitive password.\* Your software may request the following information:
  - Fields are **delimited**
  - Delimiter is pipe ( | )
  - Text qualifier is **none**
  - All field types are **text**

**Note:** Make password-protected backup copies of all address files and keep them in a separate folder

**Reviewing the Feedback Address Files**

1. View or print the Feedback Address Update Summary Report (PDF Format)
  - **(Your entity ID\_luca\_fausr)**

✓ Review the tallies of actions taken by the Census Bureau for all of the address updates you submitted and the total number of address records on your original Census address list that were deleted during address canvassing, if any.

\*If you misplaced or did not receive a LUCA feedback password, contact your **Census Bureau Regional Census Center** toll free at

☎ 1-866-511-LUCA (5822)  
or the **Technical Help Desk** toll free at  
☎ 1-866-919-LUCA (5822)

2. View or print the Detailed Feedback Address List
  - **(Your entity ID\_luca\_dfal)**

✓ In order to efficiently review this list, view or print the *Detailed Feedback Address List Processing Codes* in Chapter 4 of the User Guide to determine what specific action was taken by the Census Bureau for each address update you submitted.

✓ If you wish to file an address appeal, follow the instructions in Chapter 5 of the User Guide for flagging and extracting records from your Detailed Feedback Address List.
3. View or print the Detailed Feedback Address Count Challenge List
  - **(Your entity ID\_luca\_dfaccl)**

✓ Review this list if you challenged address counts for blocks within your jurisdiction and to identify census blocks where address counts decreased, if any.

✓ Review the Full Address List to determine which, if any, addresses you believe are missing.

✓ If you wish to file an address appeal, follow the instructions in Chapter 5 of the User Guide for adding addresses to your Appealed Addresses File.
4. View or print the Full Address List
  - **(Your entity ID\_luca\_full\_al)**

✓ Review the Full Address List to identify all of the residential addresses currently recorded in the Census Bureau's MAF/TIGER Database (MTDB).
5. View or print the Full Address Count List
  - **(Your entity ID\_luca\_full\_acl)**

✓ Review the Full Address Count List to determine the current residential address count for each census block within your jurisdiction.

**Getting Started (Option 3)**

1. Follow the instructions **Getting Started** for Options 1 and 2, numbers 1 through 3.
2. Follow the instructions in the **Reviewing the Feedback Address Files** section, step number 1.

**Filing an Address Appeal (Options 1 and 2 only)**

1. You are eligible to file an address appeal if you:
  - ✓ Returned address additions or corrections
  - ✓ Challenged the count of addresses in one or more census blocks
  - ✓ Certified to the Census Bureau that your 2010 Census Address List was correct and required no update
2. Identify addresses that are eligible for appeal
  - ✓ Addresses eligible for appeal on the Detailed Feedback Address List are identified by the Census Processing Codes "A8," "A10," "C6," "C9," and "X1"
3. Flag and extract records from the Detailed Feedback Address List
  - ✓ Enter an "R" in the *Address Appeal Flag* field for address records you believe should be reinstated
4. Add address records missing from previously challenged blocks
  - ✓ Create a new record or insert a new row for each added address
  - ✓ Enter an "A" in the *Address Appeal Flag* field
  - ✓ Number added address records sequentially in ascending order
5. Prepare supporting documentation
  - ✓ Submit written documentary evidence in paper form following the instructions in Chapter 5 of the User Guide
  - ✓ Only submit documentation specific to the addresses you are appealing
  - ✓ Provide information that demonstrates the accuracy of your address reference sources
6. Ship appeal materials to the 2010 Decennial Census LUCA Appeals Staff
  - ✓ Prepare a cover letter describing your appeal
  - ✓ Provide contact information
  - ✓ Double wrap all address materials
  - ✓ Label according to instructions
  - ✓ Ship using the provided FedEx label to the LUCA Appeals Staff
7. Return or destroy your Census Bureau Title 13, U.S.C. Confidential Address Materials according to the instructions in Chapter 6 of the User Guide.

## 2010 Census LUCA Feedback *Quick Reference Guide*

### Paper Address List Format

#### Reviewing the Feedback Address Materials

1. Feedback Address Update Summary Report
  - ✓ Review the tallies of actions taken by the Census Bureau for all of the address updates you submitted and total number of address records on your original Census address list that were deleted during address canvassing, if any.
2. Detailed Feedback Address List
  - ✓ In order to efficiently review this list, view or print the *Detailed Feedback Address List Processing Codes* in Chapter 4 of the User Guide to determine what specific action was taken by the Census Bureau for each address update you submitted.
  - ✓ If you wish to file an address appeal, follow the instructions in Chapter 5 of the User Guide for flagging and extracting records from your Detailed Feedback Address List.
3. Detailed Feedback Address Count Challenge List
  - ✓ Review this list if you challenged address counts for blocks within your jurisdiction, and to identify census blocks where address counts decreased, if any.
  - ✓ Review the Full Address List to determine which, if any, addresses you believe are missing.
  - ✓ If you wish to file an address appeal, follow the instructions in Chapter 4 of the User Guide for adding addresses to your Appealed Addresses File.
4. Full Address List
  - ✓ Review the Full Address List to identify all of the residential addresses currently recorded in the Census Bureau's MAF/TIGER Database (MTDB).
5. Full Address Count List
  - ✓ Review this list to determine the current residential address count for each census block within your jurisdiction.

#### Filing an Address Appeal

1. You are eligible to file an address appeal if you:
  - ✓ Returned address additions or corrections
  - ✓ Challenged the count of addresses in one or more census blocks
  - ✓ Certified to the Census Bureau that your 2010 Census Address List was correct and required no update
2. Identify addresses that are eligible for appeal
  - ✓ Addresses eligible for appeal on the Detailed Feedback Address List are identified by the Census Processing Codes "A8," "A10," "C6," "C9," and "X1"
3. Flag addresses for appeal on the Detailed Feedback Address List
  - ✓ For each eligible address on your Detailed Feedback Address List that you believe should be reinstated to the 2010 Census Address List, print an "R" in the *Address Appeal Flag* column of that record.
4. Add addresses missing from previously challenged blocks
  - ✓ Follow the instructions in Chapter 4 of the User Guide for adding still missing from previously challenged blocks
5. Prepare supporting documentation
  - ✓ Submit written documentary evidence in paper form following the instructions in Chapter 5 of the User Guide
  - ✓ Only submit documentation specific to the addresses you are appealing
  - ✓ Provide information that demonstrates the accuracy of your address reference sources
6. Ship appeal materials to the 2010 Decennial Census LUCA Appeals Staff
  - ✓ Prepare a cover letter
  - ✓ Provide contact information
  - ✓ Double wrap all address materials
  - ✓ Label according to instructions
  - ✓ Ship using the provided FedEx label to the LUCA Appeals Staff
7. Return or destroy your Census Bureau Title 13, U.S.C. Confidential Address Materials according to the instructions in Chapter 5 of the User Guide.

### Installing and Starting the MTPS

#### Installing the MTPS

1. Start Windows
2. Insert the MTPS Program CD in the CD drive
3. If the Installation Program automatically starts, skip to Step 5. If the Installation Program fails to begin on its own, select the **Run** command from the **Start** menu. Type the location of your CD-ROM drive and the word "setup" (for example, type "d:\setup")
4. Click **OK**
5. On the Welcome Screen, click **Next**
6. On the **Select Installation Type** window, accept the default option, "Install MAF/TIGER Partnership Software and Data for a Single User." Click **Next**
7. Follow onscreen instructions. Accept all default settings
8. When prompted, insert the first **Data CD** into your CD-ROM drive. (*Most data sets will fit on one (1) CD.*) Click **OK**
9. If asked on a following window, select "Yes, I want to restart my computer now." Click **Finish** to complete the setup

#### Starting the MTPS

1. Select **Programs** from the **Start** menu
  2. Select MAF/TIGER Partnership Software > MAF/TIGER Partnership Software 5.2
  3. When prompted, select LUCA FB from the available program list
  4. Enter a **User Name** and **Password** (If you misplaced or did not receive a password, contact your Census Bureau Regional Census Center as listed on the reverse side)
  5. Update your LUCA participant information, if necessary
  6. Select one of two options:  
To launch the training program on the CD-ROM, select "Run the MAF/TIGER Partnership Software Computer Based Training"
- OR–
- To launch the application, select "Go directly to the MAF/TIGER Partnership Software program"