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Group Quarters Enumeration

2010 Census

Enumerator Manual

United States™
Census
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U.S. Department of Commerce
Economics and Statistics Administration
U.S. Census Bureau

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Chapter 1: Introduction

Topic 1: Introduction to the 2010 Decennial Census

Census Bureau Mission Statement

The Census Bureau serves as the leading source of quality data about the nation's people and economy. We honor privacy, protect confidentiality, share our expertise globally, and conduct our work openly. We are guided on this mission by our strong and capable workforce, our readiness to innovate, and our abiding commitment to our customers.

About the Decennial Census

The U.S. Decennial Census is an official periodic count of people living in the United States.

The United States Constitution requires that a census of population and housing is taken every ten years. This ten-year census is known as the Decennial Census. The first census took place in 1790. There has been a nationwide census every ten years since then. The next census, in 2010, will be the twenty-third census in our nation's history.

Reason for Conducting the Census

The main reason for taking the census is to decide the number of seats each state is allowed in the U.S. House of Representatives. For example, a heavily populated state like New York is allowed more seats than a less populated state such as Delaware.

Other Census Data Uses

The number of seats in the U.S. House of Representatives is not the only use for census data. Federal, state, local, and tribal governments; businesses, organizations and data analysts use census data to:

- Decide where to locate new housing, businesses, and public facilities.
- Examine the demographic characteristics of communities, cities, states, and our nation.

Government

Governments use census data to decide how to distribute Federal and state funds to cities, towns, and states. Governments also use census data to:

- Plan transportation systems and highways.
- Create local districts for elections, schools, utilities, and so forth.
- Determine where to locate new housing, businesses, and public facilities.
- Create police and fire precincts.
- Examine the demographic characteristics of communities, cities, states, and our nation.

Businesses

Businesses use census data to:

- Forecast future demand for products.
- Determine sites for new businesses.
- Determine sites for nursing homes and day care centers.
- Determine if they are employing a representative workforce.

Topic 2: Introduction to Group Quarters Enumeration

Introduction

The Census Bureau counts people where they live or stay most of the time. Most people who live in a house, apartment, or a mobile home receive their census questionnaire in the mail or have it delivered by a census employee. They are asked to complete the questionnaire and mail it back.

Not everyone lives in a house, apartment, or mobile home. Some people live or stay in group situations. Counting these people where they live or stay requires the use of specially designed operations. These operations are called Service-Based Enumeration (SBE) and Group Quarters Enumeration (GQE). 'Enumeration' is another word for counting. The GQE operation will count people who live or stay at group quarters such as skilled nursing facilities/nursing homes, hospitals, correctional facilities, group homes, residential treatment centers, and college dormitories/residence halls.

Some people do not have a usual residence and often get assistance and meals at 'service-based' locations. Some examples of service-based locations are shelters, soup kitchens, and regularly scheduled mobile food vans. The Census Bureau also counts people that live outdoors. We call these locations 'Targeted Nonsheltered Outdoor Locations.' The Census Bureau uses a special operation for counting those who do not have a usual residence. The procedure is called Service-Based Enumeration (SBE) and is a part of the overall GQE operation.

Terminology

A glossary of important census terms and definitions is included in your training materials (see Appendix D). In your job you will use a lot of terms like Group Quarters or 'GQs,' Group Quarters Enumeration, or 'GQE,' and Service-Based Enumeration, or 'SBE.' Always refer to the glossary if you are unsure of the meaning of a census term.

What are Group Quarters (GQs)?

A group quarters is a place where people live or stay, in a group living arrangement, that is owned or managed by an entity or organization providing housing and/or services for the residents. This is not a typical household-type living arrangement. These services may include custodial or medical care as well as other types of assistance, and residency is commonly restricted to those

receiving these services. People living in group quarters are usually not related to each other although you may encounter whole families living together when you conduct SBE.

Group quarters include such places as college residence halls, residential treatment centers, skilled nursing facilities, group homes, military barracks, correctional facilities, and workers' dormitories.

Examples of GQs

Each building at a correctional facility where inmates stay is a GQ. There may also be barracks in which the guards live, that would be considered a GQ as well.

A hospital may also have GQs in it. Hospital GQs have patients under specific types of care within the hospital. These GQs include in-patient hospice facilities, mental or psychiatric wards, hospitals or units for long-term non-acute patients, and skilled nursing /nursing home patients with no disposition or exit plan. For purposes of the census, patients with 'no disposition or exit plan' do not have a usual home elsewhere and are counted where they are currently staying.

**Goal of the Group
Quarters Enumeration
(GQE) Operation**

The 2010 Census must attempt to count everyone in the United States as of Census Day, April 1, 2010. The goal of the Group Quarters Enumeration operation is to count persons who we might otherwise miss because of their living arrangements.

Topic 3: Census Confidentiality, Equal Employment Opportunity, Quality Control, and Data Falsification

Census Confidentiality

We must protect the information and data given by respondents. The Census Bureau is committed to confidentiality. This can help ease a respondent's concern about answering questions.

The Census Bureau guarantees not to disclose any address or personal information related to individuals or establishments. Census Bureau publications have population and housing counts for geographic areas. These publications never have information that could identify a specific person or address.

Title 13, United States Code

Title 13 of the U.S. Code guarantees the confidentiality of census information and establishes penalties for disclosing this information.

Census data are used for statistical purposes only. This means that an individual can not be identified by name or address when figures are printed in census publications. The Census Bureau cannot share responses, addresses, or personal information with anyone, including government and law enforcement agencies such as the IRS or FBI.

Only people sworn to protect Title 13 data and with a work-related need to know may see the information that the Census Bureau collects. All persons who work for the Census Bureau must take an oath of confidentiality.

As a U.S. Census Bureau employee, you are responsible for protecting the data we collect or obtain. In order to access the Title 13 protected data, you signed a Sworn Affidavit of Nondisclosure. This obligates you to keep all Title 13 data confidential.

Under Title 13, Census Bureau employees are subject to a fine of up to \$250,000, imprisonment up to 5 years, or both for any disclosure of census information. Only after 72 years does the information collected about an individual in a census become available to other agencies, or to the public. The 2010 Census is covered under Title 13 of the U.S. Code.

Privacy Act of 1974

A respondent is the individual who answers the interview questions and provides information about himself or herself. The Privacy Act of 1974 requires that each federal agency tell people of their rights when collecting information from them.

Specifically, a respondent must know:

- Under what law the information is being collected
- How the information will be used
- Whether an answer to a question is mandatory
- The consequences of not answering a question

You must give a Form D-31, *Confidentiality Notice*, to anyone you speak to who provides information for the census. This notice contains the information required by the Privacy Act of 1974.

You need to understand that the information you collect is considered part of the 2010 Census. If the respondent asks if it is mandatory to answer our questions, the answer is yes. However, do not use this as a threat to persuade reluctant respondents to cooperate.

Keeping Material Confidential

The Census Bureau guarantees not to reveal ANY information collected from or about individuals for 72 years. Only sworn Census Bureau employees with a work-related need to know can see the name, address, and other information that identify an individual, housing unit, or group quarters. Published reports are statistical summaries and do not have information about individuals, families or addresses.

You must not share census information that could identify an individual, a housing unit, or a group quarters with anyone except other Census Bureau employees with a work-related need to know. This includes the addresses contained in your enumeration records and the map spots on your census maps. The following is a series of steps you should take to protect the confidentiality of census information:

- Store your assignments, including the *Group Quarters Enumeration Record* and maps, out of view while at home or in public places.
- Always lock your car when there are Census materials in it.
- Never leave your work materials containing Title 13

protected data unattended or unsecured.

- Exercise caution when discussing any Census operation with other Census employees in public places.
- Occasionally, Census operations get media attention. If reporters are present:
 - Do not ask the respondent any questions.
 - Explain to the reporters the Census Bureau's policy on confidentiality. Politely ask them to leave so that you can continue to work. Do not let the media cameras zoom in on your census materials. This includes:
 - GQ Enumeration ration Records,
 - Individual Census Reports,
 - Census maps,
 - Any other census data.
- You can give the reporters the telephone number of the LCO. There is someone at the LCO who can provide them with information. Immediately inform your Crew Leader of a media incident.
- Be careful when you talk about any census operations with other census employees in public places.

Unauthorized disclosure of confidential information by a sworn Census Bureau employee is punishable by a fine of up to \$250,000 or imprisonment of up to 5 years, or both.

NOTE: Never use your personal e-mail account (i.e., your AOL, Yahoo, Hotmail, or any other personal e-mail account) to send Title 13 data, such as information about the addresses you are working with or the information collected from a census respondent. Never use your personal e-mail account to send Personally Identifiable Information (PII), such as the name and address, name and Social Security number, or other information that could be used to identify a respondent.

Also, never send e-mail with attachments to your Local Census Office. These attachments may contain hidden computer viruses that damage census files or create a security risk. Finally, be aware that if you use your personal e-mail account for work-related business, the messages could be used as evidence in an

investigation (for example, if a complaint is filed by another employee).

The Census Bureau does not require you to use your personal e-mail to do your job and will NOT provide reimbursement for your Internet connection or the use of your personal e-mail account. If you have questions about the definition of Title 13 or PII, please refer to the Title 13 or PII materials you received when you were hired.

Equal Employment Opportunity (EEO)

The Census Bureau has a long-standing commitment to the principles of Equal Employment Opportunity (EEO). The Census Bureau believes in fair and equal treatment to all employees as well as job applicants. We do not tolerate discrimination of any kind.

EEO is the right of all persons to apply for and be evaluated for job opportunities without regard to such non-merit factors as race, gender, national origin, color, religion, sexual orientation, age, or disability. The Census Bureau will not tolerate any form of discrimination, including sexual harassment. There is more information on EEO in Form D-590, *Census Employee Handbook for Enumerators, Recruiting Assistants, and Crew Leader Assistants*.

Quality Control

Quality Control (QC) starts when your Crew Leader watches you at work and examines your completed work. Your work will go through several QC checks after the Crew Leader turns in your completed work to the Local Census Office (LCO.) The QC checks are conducted to make sure that you are:

- Turning in quality work
- Not turning in falsified data

The work that you do is very important. The data you collect will be part of the U.S. population count for the next ten years. You will help us to make this count as accurate as possible.

Schedules and Production Levels

The Census Bureau sets production levels for its Enumerators. Production levels are the number of GQs that Enumerators are required to complete within a given timeframe. Enumerators are expected to meet the production levels.

The Census Bureau has a schedule to meet. That means work has to be turned in within a certain amount of time. If you are having problems that are preventing you from meeting your production

level or the schedule, consult with your Crew Leader. A Crew Leader's job is not only to ensure that the work is done, but also to help solve problems when they arise.

Falsified Work

Never turn in falsified work to your Crew Leader. Office personnel and Crew Leaders are trained to spot fake information. The QC procedures check a percentage of all work for accuracy. One of the QC checks is to call the respondent to make sure that the enumeration was conducted. If you turn in falsified work, you will likely get caught.

Penalties for Falsification

If you turn in falsified work, you will be dismissed immediately. This will affect any chance of future employment with the Federal Government.

Topic 4: Data Stewardship

Introduction

The U.S. Census Bureau workforce is bound by an iron-clad commitment that is backed by Federal law: We may not release Personally Identifiable Information (PII). As described before, PII refers to any information that can identify a specific person, such as their name or social security number.

Data Stewardship

Providing quality data for public good while respecting individual privacy and protecting confidentiality – is the Census Bureau’s core responsibility. It is the formal process we use to care for the public’s information – from the beginning, when they answer a survey, to the end, when we release statistical data products.

The practice of data stewardship assures that the Census Bureau can effectively collect (and customers can use) high quality data while fully meeting the legal and reporting obligations levied by the Census Act (Title 13), the Privacy Act, and other applicable statutes, including the requirements of governmental and other suppliers of data to the Census Bureau. It also includes meeting higher ethical standards as identified by our privacy principles and other data stewardship best procedures and practices.

Keeping the public’s trust is critical to our ability to carry out our mission as the leading source of quality data about the nation’s people and economy.

Topic 5: Safety

Introduction

Your personal safety is very important to the Census Bureau. We value you as much as the work you do. Always be safety-minded and conscious of your surroundings.

Look at Form D-590, *Census Employee Handbook for Enumerators, Recruiting Assistants and Crew Leader Assistants*, Chapter 5 for additional information about personal safety while working for the Census Bureau.

Driving Safety and Seat Belt Use

Under no circumstances should you attempt to use any materials while you are driving. Once your car is in motion, pay 100% attention to your driving. **Do not use cell phones or other devices while driving.** Pull off the road into a parking lot and come to a complete stop before using a cell phone.

Reading maps or reviewing addresses or procedures while driving is very dangerous. If you need to figure out where you are:

- Pull off the road into a parking lot.
- Look at the map to see where you need to go.
- Memorize how to get there before starting to drive again.

Be sure that you follow all local motor vehicle laws including adhering to speed limits and wearing your seat belt. Executive Order 13043 states that all Federal employees occupying any seating position of a motor vehicle on official business whose seat is equipped with a seat belt, shall have the **seat belt properly fastened at all times** when the vehicle is in motion.

Walking Alone and Animal Safety

Stay on well lit streets at night; avoid walking past dark shadows near buildings or too close to doorways and other potential hiding places. If needed, use a flashlight. Wear comfortable shoes, in case it becomes necessary to run.

Avoid walking on uneven, broken or poorly constructed surfaces or stairs. In freezing weather, watch out for ice including 'black ice.'

Beware of dogs and other animals. Adhere to posted warning signs about animals. If you come face to face with a dog, do not

run. Face the dog without making direct eye contact and back away slowly.

Assaults

An assault or serious threat of any kind on Census employees is a rare occurrence. However, if you are assaulted or threatened, get medical attention immediately, call the police and notify your supervisor.

What to do in case of an Accident and/or Injury

Seek emergency treatment at the nearest physician's office or hospital, if necessary. All Census employees are covered under the Federal Workers' Compensation Act in case they are involved in an accident and/or receive an injury while on official business.

As soon as possible after the accident and/or injury, contact the Administrative Officer at the Regional Census Center via the toll free number (1-877-233-4776) and notify your supervisor. You will receive the appropriate forms to fill out from the Regional Census Center.

Refer to Chapter 5 of Form D-590, *Census Employee Handbook*, for additional information on accidents and injuries.

Threatening Situations

If at any time you feel threatened or otherwise unsafe while on the job, leave the area immediately. Talk to your supervisor before trying to contact the respondent again. Your safety is your primary concern at all times.

Topic 6: Overview of Your Job As A Group Quarters Enumerator

The Importance of Your Job as a Group Quarters Enumerator

You are responsible for an accurate count (enumeration) of all people who lived at the Group Quarters in your Assignment Area on Census Day, April 1, 2010. You may also enumerate people who live in shelters, who live in outdoor locations called ‘targeted nonsheltered outdoor locations,’ and who eat at soup kitchens or pick up their food at regularly scheduled mobile food vans. These places are covered by Service-Based Enumeration (SBE). Service-Based Enumeration is conducted a few days earlier than Group Quarters Enumeration. It is conducted on March 29, 30 and 31, 2010. Service-Based Enumeration is discussed in more detail in Chapter 4 of this manual. While SBE is conducted separate from the enumeration of other Group Quarters, it is still part of the overall Group Quarters Enumeration workload.

It is important that the Group Quarters Enumeration operation be accurate because, as you read earlier in this chapter, state and local governments, businesses, and others rely on census data.

As a Group Quarters Enumerator, you will receive assignments from your Crew Leader. **Your Crew Leader is your immediate supervisor.**

Pre-Enumeration

There are three phases to Group Quarters Enumeration. The three phases are: Pre-Enumeration, Enumeration, and Post-Enumeration. The related tasks that you will perform as a Group Quarters Enumerator are as follows:

- Check your assignment, using the Form D-1054(GQE), *GQ Enumerator Checklist*, to make sure it’s complete and that you have what you need.
- Check your materials.
- Call to set up or verify appointments.
- Locate the GQ name, address, phone number and GQ Contact Person’s name on the Form D-352.1GQ (GQE), *Group Quarters Enumeration Record*.
- Locate the GQ using the AA Locator, AA Map, and Block Map so that you can plan the best route to the GQ.
- Visit the Group Quarters.
- List residents on Form D-116(GQE), *Group Quarters Listing Sheet(s)*.
- Prepare Individual Census Report (ICR) Packets.

Enumeration

- Conduct Enumeration -- Distribute the ICR packets, one to each resident or client, at large GQs or conduct personal interviews to complete ICRs at small GQs (usually 9 residents or less.)
- Collect ICR packets.
- Review the ICRs for completeness.

Post-Enumeration

- Get data for incomplete and/or missing ICRs.
- Turn in forms for completed group quarters assignment.

Once you have finished the post-enumeration tasks, you are done with this GQ. You can go on to your next appointment.

**Daily Meeting
with Your Crew
Leader**

You will meet with your Crew Leader every day to turn in completed work as well as your completed payroll. They will review your work and answer any questions that you have. Your Crew Leader will evaluate your job performance and offer advice when necessary.

Topic 7: Overtime

Overtime Policy

We expect that you will work most days in the pay period to do your job effectively and finish on time. However, you **must not** work more than 40 hours in any pay period. You are to complete your assignments without having to work overtime. If you feel that you have more work than you can finish in a 40-hour week, talk to your supervisor.

Working overtime is not permitted without prior written approval from your supervisor. If your supervisor finds that overtime hours are needed, then they will ask for authorization from the proper manager. They will let you know if you may work the overtime hours.

You may work more than eight hours in one day. If your supervisor has not asked you to work more than eight hours in a day and the additional time has not been approved in writing, you will be paid at your regular rate of pay for those hours. They should be recorded on your Form D-308, *Daily Pay and Work Record*, as regular time.

Your supervisor may have you work more than eight hours in a day sometimes. This could happen during training or at the closeout of an operation. In this case, the overtime approval is received in writing. You will get the overtime rate of pay for the extra hours.

If you work more than 40 hours in a week without supervisory approval, you can be fired unless the overtime was caused by 'unavoidable circumstances.' 'Unavoidable circumstances' are unforeseeable circumstances beyond the employee's control. They include, but are not limited to, weather-related problems such as a blizzard, flood, hurricane, etc. Traffic is not considered an 'unavoidable circumstance' unless you are involved in an accident, delayed by an accident or experience unforeseen road conditions.

You are not allowed to manipulate or move hours. This means you must not work, for example, 42 hours in one week and record only 40 hours on the payroll forms for that week. You then record the remaining two hours on a payroll form during a later week that has fewer than 40 hours. This is a manipulation of hours and you can lose your job.

A supervisor can be fired if the Census Bureau finds that they:

- Approve or instruct an employee to manipulate or accumulate hours or
- Otherwise submit incorrect payroll forms.

Tell your Crew Leader or Field Operations Supervisor if:

- You know employees are accumulating hours.
- Supervisors tell you or other employees to accumulate hours.
- Supervisors ask you or other employees to work overtime without compensation.

By signing the Temporary Excepted Service Employment Agreement and Overtime Policy Agreement at the time of your hiring, you agreed to abide by these regulations.

Job activities and authorized hours

The following chart is a list of the type of hours you may work and when they would be recorded on a Form D-308.

HOURS	JOB ACTIVITIES	TIME AUTHORIZED
Training	<ul style="list-style-type: none"> • Traveling to and from the training site • Classroom training • On-the-job field training 	Up to 8 hours daily - your supervisor can help you determine your daily hours
Regular	<ul style="list-style-type: none"> • Traveling to and from the office for work-related purposes • Traveling to and from the job assignment area • Completing the assignment • Meeting with your supervisor • Reviewing job assignments with your supervisor • Other related official activities 	Up to 40 hours weekly
Overtime	<ul style="list-style-type: none"> • Hours of work ordered and approved in advance by the appropriate assistant manager or designee that exceed 8 hours in a day or 40 hours in a week 	Only when requested and approved in advance by the appropriate assistant manager or designee. Do not work overtime unless you have received prior approval from your supervisor.

Chapter 2: Work Materials and Preparation

Topic 1: Materials Used for Group Quarters Enumeration and Service-Based Enumeration

Introduction

As a Group Quarters Enumerator, familiarize yourself with the forms and supplies needed to do your job. Listed below are the materials that you will use during GQE.

MATERIALS	USE
Form BC-110, Official Credential Census Identification Badge	<ul style="list-style-type: none"> • ID Badges identify Census Bureau employees. • Worn by Census Bureau Enumerators at all times while working.
Form D-569.12, GQE Enumerator Manual	<ul style="list-style-type: none"> • Provides detailed procedures for the GQE Enumerator.
Form D-1054(GQE), GQ Enumerator Checklist Form D-1054(SBE), GQ Enumerator Checklist for Service-Based Enumeration	<ul style="list-style-type: none"> • Use the checklist to make sure you have completed all the steps required to conduct the enumeration and fulfill the requirements of your job. • There is a separate checklist for GQE and SBE
Enumeration Records: Form D-352.1GQ (GQE), Group Quarters Enumeration Record Form D-352.1MFV (SBE), Regularly Scheduled Mobile Food Van Enumeration Record Form D-352.1SH (SBE), Shelter Enumeration Record Form D-352.1SK (SBE), Soup Kitchen Enumeration Record Form D-352.1TNSOL (SBE), Targeted Nonsheltered Outdoor Location Enumeration Record	<ul style="list-style-type: none"> • This record is the control form for your assignment. You receive one enumeration record for each place that you visit/enumerate. • Enumeration records contain all the pre-enumeration information about the group quarters obtained during earlier census operations. • Enumeration records are used to record the results of the enumeration of the group quarters. • There are four separate types of enumeration records used for SBE but only one version is needed for other types of group quarters.

MATERIALS	USE
Form D-116, Group Quarters Listing Sheet	<ul style="list-style-type: none"> • Use this sheet to identify each person who lived at the group quarters on census day. For SBE sites, use it to identify each person at the facility on the day of enumeration. • This sheet serves as a tracking tool to make sure that you provide ICRs to everyone who should get one, and that all the ICRs are completed and returned to you. • Use this to list the residents of the group quarters and to assign each resident a person number (PN). • Use to flag incomplete ICRs so you can follow up on missing information.
Form D-20, Individual Census Report (ICR)	Individuals (referred to as respondents) use this form to record their information.
Form D-20(S), Individual Census Report (Spanish) (ICR)(S)	Spanish language version of the ICR.
Form D-40, ICR Envelope	<ul style="list-style-type: none"> • Provide this to each respondent so that they can put their ICR into it to safeguard the privacy of their census information. • Use this envelope to identify which resident/SBE client received their ICR. • Use to tell respondent when and where to return their completed ICR, if you are dropping the forms off to be completed later. • This envelope also serves as a replacement for the <i>Confidentiality Notice</i>. The pertinent confidentiality information is printed on the envelope.
Form D-40(S), ICR Envelope (Spanish)	Spanish language version of the ICR envelope.
Form D-31, Confidentiality Notice	<ul style="list-style-type: none"> • Contains information about collecting Census data that the respondent needs to know before answering questions. • Give a copy of the <i>Confidentiality Notice</i> to all respondents unless they received an ICR packet.
Form D-225, INFO-COMM	Use this to document the details of any situation that requires further action by the Crew Leader or the GQS.

MATERIALS	USE
<p>Access Letters from the Director of the Census Bureau:</p> <p>Form D-30(L)FM, Facility Manager</p> <p>Form D-30(L)HC, Health Care Facility</p> <p>Form D-30(L)SH, Student Housing</p>	<ul style="list-style-type: none"> • Provides details that Census operations do not violate the Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule or the Family Educational Rights and Privacy Act (FERPA). • Give a copy to any GQ Contact Person who questions the information they are asked to provide. • There are three Access Letters: <ul style="list-style-type: none"> - The D-30(L)FM is a general letter provided to GQ Contact Persons at SBE locations, correctional facilities, and other types of GQs. - The D-30(L)HC addresses HIPAA and is specific to Health Care Facilities. - The D-30(L)SH addresses FERPA and is specific to Student Housing facilities.
<p>Assignment Area (AA) Locator Map</p>	<ul style="list-style-type: none"> • Use to help determine the general vicinity of the AA. • Located in the D-1168, Map Pouch. • The shaded portion of the map is the AA.
<p>Assignment Area (AA) Map</p>	<ul style="list-style-type: none"> • Use to locate the GQ. • Shows the location of all living quarters. • Includes the census blocks within the AA. • Located in the D-1168, Map Pouch. • The unshaded portion of the map is the AA.
<p>Block Map</p>	<ul style="list-style-type: none"> • Each block within the AA that contains a Group Quarters will have a Block Map. • Shows the location of the Group Quarters and Housing Units. • Use to locate a Group Quarters if an AA Map is not sufficient. • Located in the D-1168, Map Pouch.
<p>Index Map</p>	<p>When an AA map or Block Map is too large to fit on one sheet, an index map is provided showing the relationship of one map sheet to another.</p>
<p>Inset Map</p>	<p>When a Block Map is heavily congested, an inset map is used to show an area that may be difficult to view.</p>
<p>ICR Control number label</p>	<ul style="list-style-type: none"> • Number matches GQ ID number on the enumeration record. • One label must be placed in the 'For Official Use' section of each ICR.

Materials	Use
Form D-1168, Map Pouch	Contains all maps for the assignment.
Messenger Envelope	Use to turn in completed enumeration materials to Crew Leader.
Form D-308, Daily Pay and Work Record	<ul style="list-style-type: none">• Complete this form on a daily basis to record hours worked, miles driven and expenses incurred for reimbursement and pay.• Serves as a time sheet• Provides data for performance reports.
Form D-590, Census Employee Handbook for Enumerators, Recruiting Assistants, and Crew Leader Assistants	Contains administration information about your job, including safety requirements and how to complete payroll forms, to name a few.
Form D-449, Emergency Contact Information Card	Outlines the steps to take in case census material containing Title 13 or PII information are lost or stolen.

Topic 2: Prepare for Work

Introduction

The Census has a schedule to meet so you must perform your job efficiently and accurately. Organizing your paperwork and determining your route of travel before starting out each day will help you get your job done effectively.

Before and after you get your assignments from your Crew Leader, there are some things that you can do to prepare for work. Although you will not have a lot of time between training and the start of your job, the information below should be helpful.

Once you have your assignment, it is your responsibility to get the GQs enumerated in a timely manner. Your Crew Leader's job is not only to make sure that the work is done, but also to answer questions and solve problems. If something comes up, talk about them at your next daily meeting with your Crew Leader.

Be organized and plan ahead

If you are not organized, you will not be able to do your job efficiently. Keep all of your assignment materials together. Organize your bulk materials so that when you need a form, you will be able to find it easily.

It is important to prepare and plan for each day. This manual is designed to help you familiarize yourself with the forms, maps, and procedures you use to do your job in the field. Always have your manual with you. Some Enumerators get into the habit of leaving their manual in the car while they do their job. If at all possible, take the manual with you so you can quickly resolve any procedural problems or questions that arise in the group quarters.

Check Materials

When you get your assignment, check the materials before going to the field. If you are missing anything or they do not match your assignment, ask your Crew Leader right away. Use Form D-1054 (GQE), the *GQ Enumerator Checklist*, and this manual to make sure you have what you need to do your job.

**Form D-1054 (GQE),
Group Quarters
Enumerator Checklist**

It's important to stay focused and perform all the tasks to conduct the successful enumeration of a group quarters. To help you do this, use Form D-1054(GQE), the *GQ Enumerator Checklist*. The checklist outlines all the tasks required to complete GQ enumeration. Enumeration is divided into three stages. Each has certain tasks which are shown on the checklist. The checklist will guide you through each stage of enumeration.

As you complete a task, check it off and then move to the next one. When all of the tasks are done, sign and date the checklist to certify that you have completed the enumeration of the GQ. You will keep the completed checklist and enumeration materials together for an associated GQ.

You get a checklist for each GQ or SBE location in your assignment. There are two separate types of checklists, one for Group Quarters Enumeration and one for Service-Based Enumeration. On pages A-16 and A-17 of Appendix A is an illustration of Form D-1054(GQE), *GQ Enumerator Checklist for Group Quarters Enumeration*. On pages A-18 and A-19 of Appendix A is an illustration of Form D-1054(SBE), *GQ Enumerator Checklist for Service-Based Enumeration*. The SBE version is discussed in Chapter 4 of this manual.

**Form D-352.1GQ (GQE),
Group Quarters
Enumeration Record**

Your Crew Leader will give you a Form D-352.1GQ (GQE), *Group Quarters Enumeration Record*, for each group quarters you are to enumerate. The Enumeration Record identifies the GQ and provides its location. Information on the GQ Enumeration Record includes the:

- GQ name, address, GQ ID number, and GQ type code
- GQ Contact Person's name and telephone number of someone in authority at the group quarters who you will call to confirm or reschedule the date/time of the appointment
- Maximum population, enumeration appointment date, and other information that will help you plan the enumeration (i.e., if a staff member is available to help, if there will be a roster available, etc.)

When you finish the enumeration, you record the enumeration date and the number of ICRs collected on the *GQ Enumeration Record*. The *GQ Enumeration Record* is covered in more detailed in Chapter 3 of this manual. An illustration of the *GQ Enumeration Record* is on page A-11.

The Forms D-352.1(SBE), *GQ Enumeration Records* for Service-Based Enumeration (there are four) are covered in Chapter 4 of this manual.

Individual Census Report (ICR) Packets

Prepare an Individual Census Report (ICR) packet for each resident.

Each ICR packet is made up of the following:

- Blank Individual Census Report Envelope, Form D-40 (The Confidentiality Notice Statement is printed on the D-40)
- One blank Individual Census Report, Form D-20

Form D-20, Individual Census Report (ICR)

Make sure each ICR has an ICR envelope. You must always use an original ICR form. **Never photocopy an ICR to use for enumeration. If you need more ICRs, contact your Crew Leader.** An illustration of the Form D-20, *Individual Census Report*, is on pages A-1 and A-2 of Appendix A.

Form D-40, Individual Census Report Envelopes

Use the ICR envelope to deliver and collect ICRs. Both items must be in each envelope. Once you are at a GQ, you will address the envelopes for each resident. You will also write when and to whom the completed form needs to be returned. An illustration of the Form D-40, *Individual Census Report Envelope* is on page A-7 of Appendix A.

Form D-116, Group Quarters Listing Sheet

You use this to list the names of each person living or staying in the group quarters as of April 1, 2010. Depending on the size of the GQ and its population on census day, you may need more than one GQ Listing Sheet. Look at the expected population on the *GQ Enumeration Record* to see how many sheets you will need. If you do not have enough listing sheets to list all the persons at a GQ, get additional sheets from your bulk supply or contact your Crew Leader. An illustration of Form D-116(GQE), *Group Quarters Listing Sheet*, is on page A-8.

Supplies

Manage your supplies. Make sure that you have enough supplies to do your job. If you need something, call your Crew Leader. They can bring you what you need to your daily meetings.

Learn about the GQ

Form D-352.1GQ(GQE), *GQ Enumeration Record* is your control form for each GQ. It contains all of the pre-enumeration information that you need to prepare for enumeration, the address of the GQ that you are going to enumerate, the type of GQ and other information you need to successfully do your job.

Locate your Assigned GQ

Depending on the size of the Group Quarters that you are going to enumerate, you may be assigned one or several GQs. Determine the best way to get to your first assigned address in order to be efficient and to minimize your travel time. Make sure you know where the GQs are located. If possible, plan your work so that you can visit multiple group quarters in the same general area. Take into account the enumeration appointment times you have confirmed as you plan your day.

Find the GQ address (items 6 to 19) on the GQ Enumeration Record. Use your maps so that you can locate the GQs and plan your route. The map spot number can help you locate the address.

Using Your Personal Vehicle

If you are using your personal vehicle to do your job as a GQ Enumerator, remember that you must have the basic insurance that is required by law. Also, you should never bring more work materials than you can carry in your arms. This is important because if something should happen to your vehicle, such as a breakdown, then you can remove all Title 13 materials from your car and take them with you.

Using Public Transportation

If you are using public transportation to do your job, get transit schedules and information so you can plan your route to the GQ. Make sure that you protect Title 13 materials from public view. Be certain not to leave your materials on public transportation.

Storage of Title 13 Materials

As you read in Chapter 1, you must keep your assignment materials in a secure place to comply with Title 13. Think about where you can store them at home and where to keep them in your vehicle while you are working. When you are finished working, **do not** leave your assignments in your car. Take them into your home. Do not show them to family members or to anyone else.

Lost or Stolen Materials

You must be very careful to keep up with all work materials. **This is very important.** If you lose materials containing addresses and names, this is a violation of Title 13. Inform your supervisor immediately after material has been lost, so that appropriate steps can be taken. You must follow the procedures for reporting lost materials as outlined on the Form D-449(PBO), *Emergency Contact Information Card*.

Topic 3: Assignment Areas

Introduction

An Assignment Area (AA) is a geographic area established for data collection purposes. It consists of one or more neighboring blocks and may contain one or more GQs.

Urban Type Addresses

Urban areas will have house number and street name addresses on the GQ Enumeration Record. Examples of such addresses are:

- 244 Elm Avenue
- 675 Broadway, Apt 202

Rural Type Addresses

In rural areas, you may find addresses with a house number and street name just like those used in an urban area. There are also other types of addresses used in the rural areas such as a rural route or highway contract route address with or without a physical description or location. Two examples of physical descriptions/locations are:

- Two story brick hse, 1 mi E int RR 117 & Hwy 9
- Hwy 23, Box 52, 3 mi W int SR 231 and Rt 6

See Appendix C for a complete list of abbreviations used to list addresses. While many group quarters are fairly large structures, they can also be located in what looks like a private home or other such place. Do not assume that you are looking for an easily identifiable building in all cases.

Topic 4: Group Quarters Enumeration Maps

Introduction

The Group Quarters Enumeration (GQE) maps are in Form D-1168, *Map Pouch*, that you will get with your assignment materials. You will use the maps to first find the Assignment Area (AA), and then to locate the Group Quarters (GQs) you will enumerate. These maps were used in an earlier operation. There may be notes written on them. In some cases the notes may help you find the group quarters or the SBE site. Ask your Crew Leader if you have questions about anything on the maps.

To understand the maps and how to use them, you must know what a Census Block and an Assignment Area (AA) are:

- **Census Block:** A geographic area bounded on all sides by visible features, such as streets or roads, railroad tracks, or rivers, or by non-visible features, such as county, city, or property boundaries. A census block is identified by a four- or five-digit number on your census maps. It may have a letter suffix. For example, census block 1012A is a four-digit census block number with a letter suffix.
- **Assignment Area (AA):** A geographic area established for data collection purposes, consisting of one or more census blocks. Each AA is identified with a unique number. Each GQ Enumerator is assigned one or more AAs. Your task is to enumerate each GQ or SBE site within your assignment areas.

Maps Used for GQE

To help you locate the GQs in your assignment, you will use the following maps:

- **AA Locator Map** – (see Illustration 2.5 on page 2-23)
This map shows the location of the AA. It is the shaded area near the center of the map. Use the AA Locator Map to find the AA and the most direct way to get there.
Note: The shading may be hard to see on these examples. It is easier to see on the examples in your training map set.
- **AA Map** - (see Illustration 2.6 on page 2-24)
This map shows all the census blocks within the AA and

is the unshaded area on the map. It has most of the individual street and non-street features for the blocks within and next to the AA. It shows map spots and the associated map spot numbers. The map spot numbers pinpoint the location of each structure identified as a potential GQ. (More on map spots on page 2-15).

- **Block Maps** - (see Illustration 2.7 on page 2-25).

This map shows the features that form the census block boundaries. It has many features within the census block. The unshaded area is the block. It also shows map spots and map spot numbers. These pinpoint the location of each structure that has living quarters.

The most important characteristics of Block Maps are:

- Block Number
- Block Boundary
- Map Spots

These characteristics are described in the subtopic ‘Important Features of Census Maps,’ on page 2-15

- **Block Map - Inset**

Some block maps will have areas that are densely populated. You will not be able to see the individual streets or map spot numbers. In those cases, you will get an inset map. This is an enlargement of that area with the block so you can see the details. (See illustration 2.8 on page 2-26).

In some AAs you will also use:

- **Index Maps** – prepared for AAs that appear on more than one map sheet. For AAs, the unshaded area of the Index Map is the same area that is shaded on the Locator Map. The Index Map is an enlargement of the AA and does not have many features.

Information in the Margins of Your Maps

All maps for GQE have information in the margins. This information helps you:

- To identify each map.
- To understand your maps.
- To know when to use your maps.

This information includes:

Map Title

The map title is centered at the top of the map.

Directional Arrow

The directional arrow at the bottom is just left of the center of the map. The directional arrow always points north to the top of the map.

Number of Map Sheets

At the bottom of the map is a list that shows you how many map sheets make up the map you are looking at. For example, the Block Map in Illustration 2.7, on page 2-25 has a total of two map sheets because this block also has an inset map. The ‘parent’ map is the map you are looking at and in this case, the block is printed on one map sheet. It lists the inset map as well. Since the block is only on one sheet, the graphic shows just the number 1 as the unshaded block in the ‘Key to Adjacent Sheets.’

Key to Adjacent Sheets

When you have more than one map sheet for a map, you need to know how the sheets fit together. The chart in the bottom margin of the map will show you this. It is the ‘Key to Adjacent Sheets.’ The number of the map sheet you are looking at is always in the unshaded box.

The numbers of the other map sheets are in the adjoining boxes. This shows where they belong in relationship to the sheet you are looking at. For example, if you have an AA Map that is printed on three map sheets, the Key to Adjacent Sheets for the AA Map would show the numbers 1, 2, and 3. This indicates that there are three map sheets for this AA Map.

If you were looking at map sheet 2, the number 2 would be between 1 and 3 vertically on the chart. This indicates that the area you are looking at on map sheet 2 is south of the areas on map sheet 1. It is north of the area on map sheet 3.

Map Scale

The map scale is at the bottom of the map. It allows you to measure the distance on the map so you can relate that information to what you find on the ground.

To use maps effectively, you need to figure out the distance on the map to its corresponding distance on the ground. The relationship of the distance on the map to the ground is shown by ruler-like markings on the map scale.

The units on each map scale are unique to each map. They cannot be used on other maps.

The units of measurement on the map scale are miles (mi) and feet (ft), and kilometers (km) and meters (m).

Geographic Information

Geographic information is at the bottom of the map. It is in two different places. On the block map, the LCO code is printed above the chart that shows the other geographic codes. Then the chart shows what the AA number will be for this block in the different census field operations as well as the FOSD and CLD. You will use the AA number on the GQ line. The CLD number is left blank on the GQ line.

On the AA Locator and AA map, the chart shows you the ELCO/LCO, FOSD, CLD as well as the AA numbers for the different GQ operations. You will always use the codes on the GQAV/GQE line. The ELCO code was used during an earlier operation. You work for the LCO. You will always use the LCO code. That may be a bit confusing. Your maps are the only place where you see both codes.

The rest of the geographic information is listed on the right hand side. It is the:

- State name and code
- County name and code
- Block number – on the block and inset maps only
- AA number – on the AA maps only

Use this information to figure out what area the map covers.

Map Legend

The map legend (see Illustration 2.9 on page 2-27 is stored in the *Map Pouch*, along with the maps. It will help you understand what you see on the map. It has the symbols that identify:

- Road types (including interstate, U.S. and state highways, secondary roads, streets and other roads).
- Water features (including streams, rivers, and lakes).
- Boundaries (including state, county, and incorporated places).
- Landmarks (airports, cemeteries, golf courses, and mountain peaks).

Important Features of Census Maps

Block Number – this is a four- or five-digit number, usually located in the center of the block. This number may have an alphabetic suffix, such as ‘A’ in 1044A. Block numbers appear on AA Maps and Block Maps.

Block Boundary – this is any feature, visible or non visible, that forms the boundary of a census block. It can be a road, city limit, county line, river, or railroad track. Look at the map legend in the map pouch, to see how these features are symbolized and named on the maps.

Map features – not all map features (streams, railroad tracks, etc.) are block boundaries. These other features can help you find the GQ in your assignment.

Map spot – a map spot is a printed number beside a dot. It shows the location of a structure containing either a HU or GQ. One map spot can represent more than one group quarters, but only one structure. Every address for which you have an *Enumeration Record* should have a map spot.

Map Spot Number – a map spot number is assigned to each structure in the block with living quarters – either a HU or GQ. Map spot numbers are unique within a census block. Each GQ address should have a map spot number on the census map.

The map spot numbers for a GQ with multiple listing will look different than those for single unit map spot numbers. The number of potential GQs is shown in parenthesis beside the map spot.

Map spot number for a multi-unit structure with 4 GQs.

- 7(4)

Map spot number for a single unit structure.

- 23

A HU with more than one unit will not have the number of units for that address in the parenthesis. The map spots for all HUs will be like those for a single unit structure.

Map spot numbers are unique for the entire block and not for a map sheet. A block may cover more than one map sheet.

Note: For GQE you will visit only the addresses on the Group Quarters Enumeration Record. Its map spot number should match a map spot number on the census map. If a GQ was added to the

map in the earlier GQ operation, the map spot will be shown with a 9000 series number.

- 9001
- 9003
- 9005

**Confidentiality
Statement**

The census block and AA maps contain map spots that show the location of GQs and HUs. Map spots are covered by Title 13, U.S. Code. This statement on the map to reminds you not to show the map-spotted maps to anyone who is not a sworn Census Bureau employee with a work-related need to know.

Topic 5: Using the Census Maps

Locate your GQs

Use the maps to locate your GQs. Start with the AA Locator Map since this map provides a full overview of the area containing a group quarters. You may use commercial maps along with the census maps to help you locate your work area. **You can be paid back for any maps you buy, as long as you first get approval from your Crew Leader before you buy them.** You will not be reimbursed for the purchase or rental of any GPS navigation equipment including any monthly charges for such equipment already installed in your vehicle.

Figure out the best way to get to your first assigned address. This will increase efficiency and shorten your travel time. Make sure you know which roads/streets are the boundaries for your AA. You need to be sure you are in the right area. Plan your work carefully.

Locate the GQ on the AA Map

Generally the AA Map will be the map you use to locate the GQ address.

The AA Map has most of the streets and features you need to determine block boundaries. The GQs are shown by their map spot number. If the scale of the map or the amount of information printed on the map makes it hard to read, use the Block Map instead.

Locate the GQ on the Block Map

The Block Map will have the map spots for the GQs. It will also have map spots for all housing units. This may be helpful if the GQ is in a crowded residential area. However, it may be harder to figure out where you are based on the Block Map. It has fewer reference points.

NOTE: There may also be several block maps in your map pouch that you will not need for GQE. The earlier GQ operation required listers to visit more addresses than what is in the GQE workload. You should first use the AA map to get close to a GQ and then consider the block map as a tool for narrowing in on the exact location of that GQ.

At the end of the operation, all maps should be returned in good condition to the Crew Leader.

Organize enumeration materials in order of use

Using these maps, figure out the best way to travel to enumerate the Group Quarters (GQ). Check your *GQ Enumeration Records* to see where your GQ addresses are. Don't forget to take into account when the enumeration appointments are scheduled.

Topic 6: Tips and Tools for Using the Maps

Illustrations in This Topic

Please note that the illustrations in this topic are not to scale. They are for the purpose of showing:

- How to use the map scale
- How to precisely identify a block's boundaries

Directional Arrow

Every census map has a directional arrow in the bottom margin to show the directions north, south, east, and west. The north arrow will always point to the top of the map sheet.

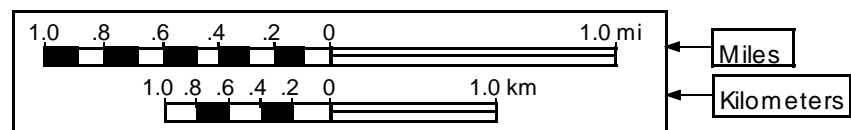
Orient Yourself With the Map

When you locate the GQ map spot on a census block, turn the map so that north truly faces north. This way you see the features on the ground the same way you see them on the map. As you travel around your AA, turn the map so it matches the direction you are facing. This helps you see the features on the map the same way you see them in real life.

Using the Map Scale

In the lower margin of every census map is a map scale. The map scale shows you how distance on the ground is represented on the map. For example, in Illustration 2.1, approximately 1 ½ inches on the map represents one mile on the ground.

Illustration 2.1: Map Scale



Maps always show areas smaller than they actually are on the ground. To use maps effectively, you need to change measurements from the map to measurements on the ground. This distance on the map stands for a certain distance on the ground. The relationship of the distance on the map to the ground is shown by ruler-like markings on the map scale.

Using the Map Scale

Beginning at the 0 (zero), read the map scale to the left and to the right. The part of the scale that goes to the left of the 0 (zero) uses smaller units of measure. This allows you to figure out distances not only in whole units, but also in fractions of units. The units of measurement on the map scale are miles (mi) and feet (ft), as well as kilometers (km) and meters (m).

Remember, the scale on the map is unique to that particular map.

Locating Nonvisible Boundaries Using the Map Scale

The map scale can help you to find map features, including nonvisible boundaries such as:

- City limits
- County or property lines
- Streams that are dried up (intermittent streams)
- Railroad tracks that are now gone
- Streets or roads that no longer exist
- Imaginary extensions of dead-end streets
- Imaginary lines between two recognizable features

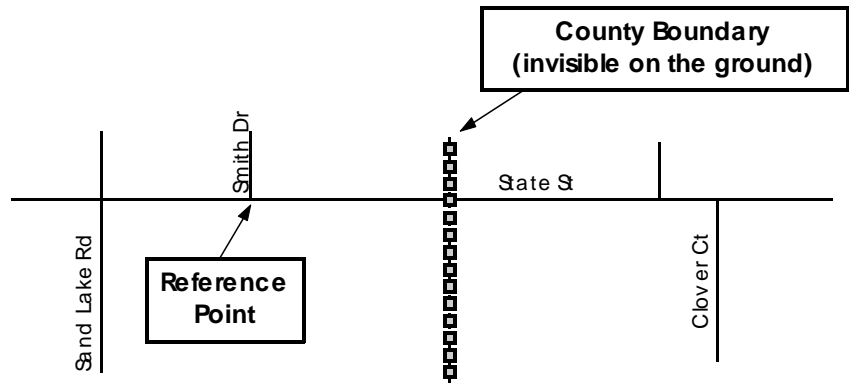
Nonvisible boundaries are often hard to find on the ground. Boundaries known to be nonvisible are printed with symbols on the map. Some boundaries appear on the map as a visible feature but they are actually invisible on the ground. For example, on the map, a line followed by three dots represents an intermittent stream. However, if you cannot see it, for example, if an intermittent stream has dried up, use the map scale to figure the boundary's location.

Here is an example of how to use the map scale to locate a nonvisible boundary on the ground:

- Locate the feature or nonvisible boundary on the map. In the example in Illustration 2.2, the nonvisible boundary is a county line. It is shown as a row of squares.
- On the map, pick a convenient visible feature, such as an intersection, to use as a reference point. For this example, the reference point is the intersection of State Street and Smith Drive.

**Locating Nonvisible
Boundaries Using the
Map Scale (Continued)**

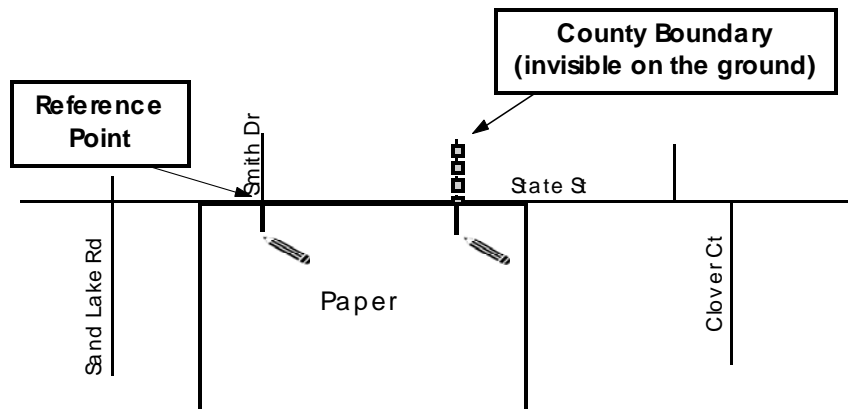
Illustration 2.2: Choose a Convenient Visible Reference Point



Mark the distance between the reference point and the nonvisible boundary on a piece of paper, such as in Illustration 2.4. Make two marks:

- The first mark denotes the reference point (the corner of State Street and Smith Drive).
- The second mark denotes the nonvisible boundary (the county line where it intersects State Street).

Illustration 2.3: Mark the Reference Point and Nonvisible Boundary

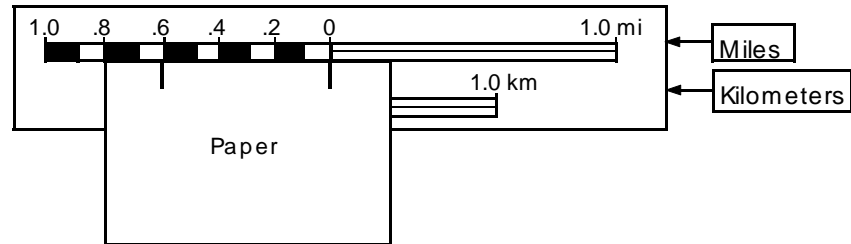


Place the marked paper under the map scale at the bottom of the map. Measure the distance between the two points marked on the paper. Place a mark on the right-hand side at the zero (0). Use the nearest measurement shown next to the mark to the left of the

**Locating Nonvisible
Boundaries Using the
Map Scale (Continued)**

zero as your distance, as in Illustration 2.4 below. In this example, the county boundary would be located 6 tenths of a mile or 0.6 miles from the intersection of Smith Drive and State Street.

Illustration 2.4: Use Map Scale to Measure Distance



Use your car's odometer to measure the distance on the ground. Drive to the reference point, in this case, the intersection of Smith Drive and State Street. From there, travel the distance you figured out when using the map scale measurement. So, you would start at Smith Drive, heading east on State Street. Check your odometer and drive 0.6 mile from your reference point.

When locating census block boundaries using the map scale, remember that the features on the Block Map might not be exactly right. Using your odometer will not be correct either. However, the location you find should be close enough for you to decide where the address is in relation to the boundary. If you cannot tell which side of the boundary the structure is on, ask someone – a resident or other knowledgeable person. You have to know where the structure is physically located to know in which census block it is.

When locating census block boundaries, remember that a city or county boundary or property line may no longer be where it is shown on the map. For instance, a city may be occupying more area. The city limit may have moved since the census map was printed. You **must** use the boundary where it is shown on the map, not its new location. The only way to do this is to use the map scale.

Illustration 2.8 Inset Map

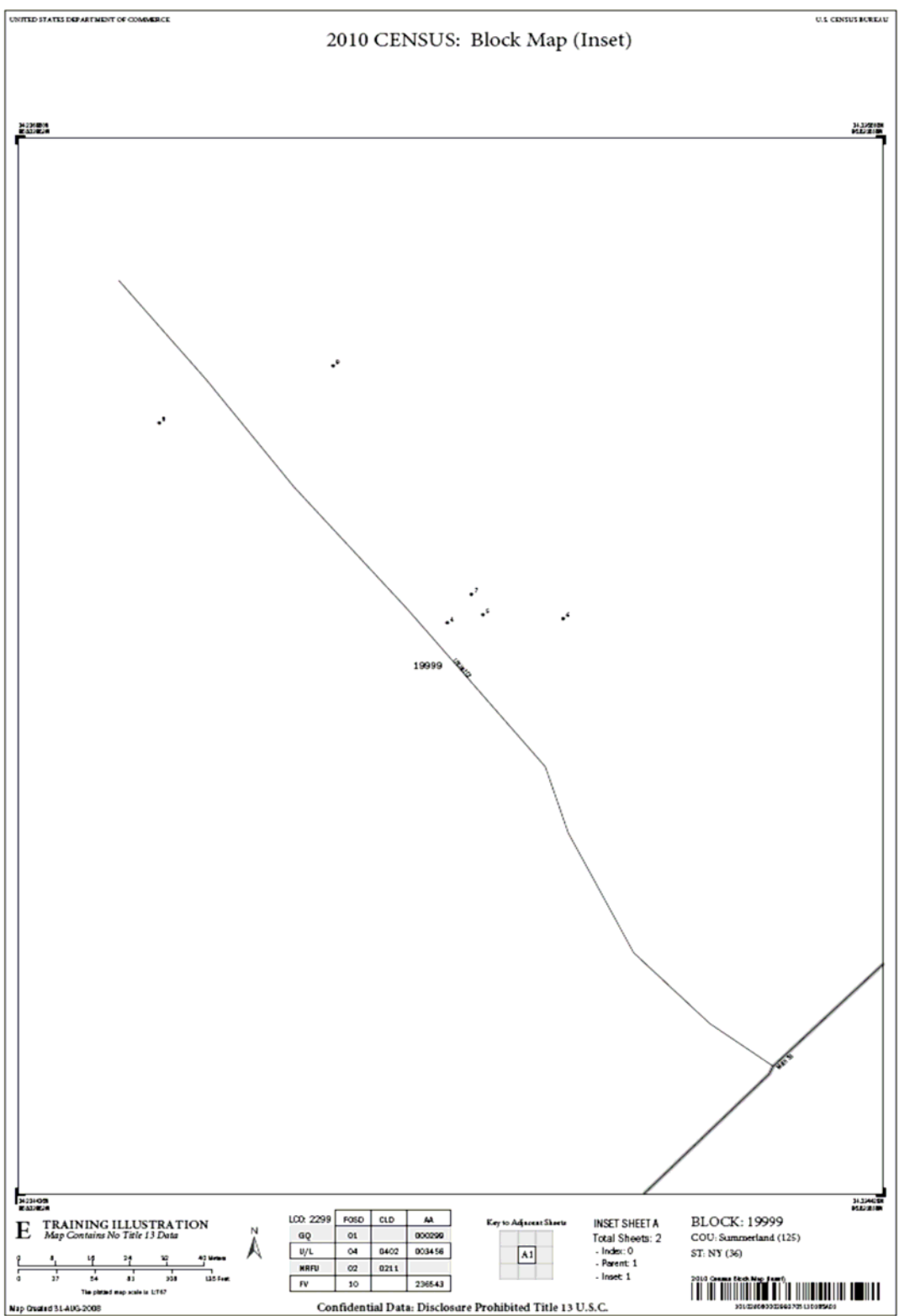


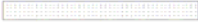







Illustration 2.9 Map Legend

<u>SYMBOL DESCRIPTION</u>	<u>SYMBOL</u>	<u>NAME STYLE</u>
International	* * * * *	CANADA
American Indian Reservation - Federal	* * * * *	L'Anse Res
Off-Reservation Trust Land	* * * * *	T1880
American Indian Reservation - State	* * * * *	Tama Res
State or State Equivalent	/ / / / /	NEW YORK
County or County Equivalent	= = = = =	ERIE
Minor Civil Division	Pike Twp
Incorporated Place	Rome
Collection Block ¹	—————	13265*
Interstate and Limited Access Highway	—————	95
U.S. Highway, State or County Road	—————	Rt 902
Neighborhood Road or City Street	—————	Central Rd
Trail or Private Road	- - - - -	Newark Fds Trail
Walkway, Stairway or Bike Path	- - - - -	
Ferry	- - - - -	
Railroad	+ + + + +	Southern RR
Pipeline, Power line, or Lift	—————	
Perennial Stream	—————	Tumbling Cr
Intermittent Stream	- - - - -	Pinky Cr
Fence Line or Ridge Line	- - - - -	
Nonvisible Boundary or Feature Not Elsewhere Classified	- - - - -	
Map Spot ²	.5	
Lake, River, or other water		Pleasant Lake
Military		Fort Behair
Park/National Park		Yosemite NP
Outside Subject Area		

 Airport	 Cemetery	 Golf Course	 Mountain Peak
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1. An asterisk following a block number indicates that the block number is repeated elsewhere in the block or the block is shown partially on the adjacent map sheet.

2. A number in parentheses following a map spot indicates the number of units at a multiple unit living quarters.

D

Notes

Chapter 3: Introduction to Group Quarters Enumeration

Topic 1: Introduction

Introduction

The Group Quarters Enumeration (GQE) operation is conducted at facilities where people live or stay in a group living arrangement or receive services. This includes such places as dormitories and long-term care health facilities.

Service-Based Enumeration (SBE) is a part of GQE. It is conducted at places where people experiencing homelessness stay overnight, such as emergency and transitional shelters. It also includes places where such persons may receive services such as soup kitchens and at regularly scheduled mobile food vans. However, some people using soup kitchens and regularly scheduled mobile food vans may have a usual residence. You will enumerate everyone at the SBE site, whether they live there or have a usual residence elsewhere. It also includes outdoor places where such persons stay, such as encampments that are open to the elements. We call these places ‘targeted non-sheltered outdoor locations.’

During an earlier GQ operation called Group Quarters Validation (GQV), information was collected about group quarters (GQs) at known addresses. Because of this operation, we now have a list of valid GQ addresses to enumerate. Your job is to return to the GQ to enumerate (count) the people who lived, or stayed at there on Census Day, April 1, 2010. It is possible that some persons living or staying there on April 1 are now gone, and that some persons moved there after April 1. For GQE, you must be very careful to only enumerate the persons who actually lived or stayed there on census day. For SBE, you enumerate everyone who is at the site on the day that you enumerate.

You will be dealing with many different people with different personalities during GQE. Your ability to communicate is a major asset. Remember to be polite and courteous during your phone contact and personal visits with the GQ Contact.

This chapter describes the forms used for GQE and provides more detailed procedures for each task described on Form D-1054 (GQE), *GQE Enumerator Checklist*. Since this chapter will cover the checklist in detail, you will be able to use this chapter as a

reference in the field, if necessary. The procedures for Service-Based Enumeration are a little different from Group Quarters Enumeration and are covered in detail in Chapter 4 of this manual.

**Form D-1054(GQE)
Group Quarters
Enumerator Checklist**

Form D-1054(GQE), the *Group Quarters Enumerator Checklist*, is designed to aid you throughout the enumeration process. Use it to keep focused on the tasks required for a successful and accurate enumeration of the GQ. You will use a *GQ Enumerator Checklist* for each group quarters that you enumerate. You will make notations on it to show your step-by-step progress.

An illustration of this form is on pages A-16 and A-17 in Appendix A of this manual. You will fill out the header section of this form. Use the information from Form D-352.1GQ (GQE) *GQ Enumeration Record*, to complete the header section of the *GQ Enumerator Checklist*. You will fill in:

- The GQ Name
- The name of the GQ Contact
- The GQ ID
- The telephone number of the GQ Contact

The three phases of enumeration are listed with their related tasks on the *GQ Enumerator Checklist*. Check off each task as you complete it. The three phases of enumeration are:

- Pre-Enumeration
- Enumeration
- Post-Enumeration

Topic 2: Form D-352.1GQ (GQE), Group Quarters Enumeration Record

Introduction

The Form D-352.1GQ (GQE), *Group Quarters Enumeration Record* has several uses.

- It contains information that you need to contact and locate the GQ.
- It has information that you copy onto other forms during enumeration.
- You use it to summarize your enumeration of the GQ.

You will have a separate *GQ Enumeration Record* for each GQ you are assigned. Be absolutely certain to use the correct one for the GQ you are enumerating.

The Group Quarters information that appears on the D-352.1GQ (GQE) is the result of other Census Bureau operations. The **Group Quarters Validation (GQV)** operation identified the various types of group quarters. During the **Group Quarters Advance Visit (GQAV)** operation, the GQ Contact was identified, additional administrative data collected, and the addresses of GQs were confirmed. This information appears on the *GQ Enumeration Record* as recorded from those earlier operations. The name of the Crew Leader who contacted these GQs in the earlier operations is listed in the Notes section.

Note: Keep in mind that most of the questions on the Enumeration Record were asked during the GQAV operation. The form should be practically complete except for a few sections, specifically the enumeration date.

Header Section

An illustration of Form D-352.1GQ(GQE) *Group Quarters Enumeration Record*, is in the Appendix, page A-11, of this manual. When you get your *Group Quarters Enumeration Record*, the header section will already be filled in. The RCC (Regional Census Office), LCO (Local Census Office), CLD (Crew Leader District), AA (Assignment Area number), and GQ ID (Group Quarters Identification) numbers; Group Quarters Name and Facility Name will appear on the left side of the header section. Sometimes the GQ Name and the Facility Name may be the same. The GQ may not always have a unique name. The barcode and the date and time that the form was printed will

appear on the right side of the form. Throughout this operation you will use the information contained in the *GQ Enumeration Record* to complete other forms. We will talk about these other forms later in this manual.

Items 1-4 Geocode Information

Items 1-4 on the *GQ Enumeration Record* contain the geocodes for the GQ.

- Item 1 is the State Code
- Item 2 is the County Code
- Item 3 is the Block Number
- Item 4 contains the Map Spot Number

All of these codes are discussed in Chapter 2, Topic 4: *Group Quarters Enumeration Maps*.

Item 5 – GQ Type Code

Item 5 is the GQ Type Code. The Group Quarters Type Code identifies the type of group quarters that you will enumerate and could assist you in dealing with any challenges that may arise during enumeration.

For example, you may be assigned to enumerate a facility with Type Code 301. This is the code for a small nursing home. The residents may be persons who require skilled nursing care. You may need to spend extra time enumerating these residents.

Knowing the type of facility will help you to better plan for your visit. It helps you to ask important questions when you call the GQ Contact. This will help with the scheduling of the enumeration appointment and will help the enumeration to run smoothly. For example, in the nursing home (Code 301) you might ask the GQ contact if any of the patients require the use of sign language to communicate or have other needs that might require special arrangements for enumeration.

What is a Type Code?

During the Group Quarters Validation operation, information was gathered that determined the GQ Type Code for all of the GQs that you will be enumerating. Appendix B of this manual is the 2010 Census Group Quarters Type Code List. Refer to this list when you are reviewing your *GQ Enumeration Records* and preparing for work.

When you are preparing your work, you may come upon a facility that has two different type codes. An example of this would be a

nursing facility that has a dormitory for interns and nurses. The type code for the dormitory is 901. The type code for the Nursing Facility/Skilled Nursing Facility is 301. A type of facility that has multiple GQ type codes is a facility that has staff group quarters. If you have a facility that has staff housing in your assignment, you will have two separate Enumeration Records for the same facility, each with a different type code. Make sure you track and enter the enumeration results for each GQ's population on the corresponding *GQ Enumeration Record*.

Type Codes with an Asterisk – Counting Staff along with Residents

There are some facilities where you count staff along with residents. When you get your assignment, always check item 3, the GQ type code, on the *GQ Enumeration Record*. Then, turn to Appendix B in your manual and look for that type code. Some type codes in Appendix B have an asterisk (*). A facility assigned a type code with an asterisk means that, if there are any staff residing in the GQ, you should count them along with the residents. These type codes are:

- 501 – College/University Student Housing
- 701 – Emergency and Transitional Shelters for People Experiencing Homelessness
- 801 – Group Homes Intended for Adults
- 802 – Residential Treatment Centers for Adults
- 901 – Workers' Group Living Quarters
- 902 – Religious Group Quarters

We usually enumerate staff housing separate from residents' housing. We usually would have two *GQ Enumeration Records* for the same facility – one for the residents receiving services at the facility and one for staff that reside at the facility. The *Enumeration Record* for the staff living at the facility would have GQ type code 901. However, if you get an *Enumeration Record* and the GQ Type Code (after checking Appendix B) is followed by an asterisk (*), there will **not** be a separate GQ Enumeration Record for staff quarters.

GQ Facility missing Staff Housing Data on the GQ Enumeration Records

You may get a facility that has staff housing but:

- You don't have a separate *GQ Enumeration Record* with a type code 901 for that facility, and
- When you checked Appendix B, the type code assigned to this GQ does not have an asterisk (*)

This means that during the GQV Operation, the Lister was not aware of the fact that there was staff housing at this facility. In this situation, **do not** enumerate staff members who live there along with other residents. **Do** make a note on the *GQ Enumeration Record* for your Crew Leader. State the number of staff members who live at the GQ.

**Address
information Items 6
-12**

Items 6 through 12 contain address information for the group quarters.

- Item 6a: House number
- Item 6b: Street Name
- Item 6c: Unit Designation (e.g., Apartment 3C)
- Item 7: Rural Route or P.O. Box Number:
- Item 8: City
- Item 9: ZIP Code
- Item 10: Building Name
- Item 11: Building Number
- Item 12: Physical Description

**GQ Contact Items
13-15**

Items 13, 14 and 15 contain the name, title and telephone number of the GQ Contact Person. When you are given an assignment, you will call the contact person to make an enumeration appointment and to get more information that will be helpful for enumerating the facility. You can also ask for specific driving directions to the facility.

**Item 16. Maximum
population?**

Maximum population is the number of persons that the facility is able to accommodate. On the day that you go to enumerate the facility, you will take enough ICRs to enumerate the maximum population of the facility plus 10 percent more.

**Item 17. Will your
facility be closed
anytime between
April 1 and
May 14, 2010?**

Group Quarters Enumeration is conducted between April 1, 2010 to May 14, 2010. During the Advance Visit operation, the GQ Contact Person was asked if they were going to be closed anytime between April 1, and May 14, 2010. If they answered that the facility was going to be closed during those days, they were told that the facility was not going to be enumerated. When you receive your GQ Enumeration Record, it will be for a facility that will be open sometime between April 1 and May 14, 2010. This

answer will be pre-filled on your GQ Enumeration Record and you do not need to ask this question.

Item 18. Expected Pop

Although the *GQ Enumeration Record* already shows a maximum population, you need to ask about the expected number of people who will be at the facility on the day that you go to enumerate. The maximum population and the expected population may be different because the facility may not always be filled to capacity.

Item 19. Are clients males only, females only, or both?

This information would have been taken into consideration by your Crew Leader when making assignments. A facility for males only would not be assigned to a female Enumerator or vice versa. This could be disruptive at the facility and may cause problems during the enumeration.

Item 20. Best days and times for facility to be enumerated?

This item contains the days and times that the GQ Contact Person said were the most available for enumeration when they were interviewed during the Advance Visit operation.

Item 21. Enumeration Appointment

This is the enumeration appointment question. This question may or may not be pre-filled when you get your *GQ Enumeration Record*. If it is not already filled, ask the GQ contact for a day and time to visit the facility. If it is already filled, verify it with the GQ contact in case they want to change it.

Item 22. Does the Administrator want to self-enumerate (Correctional facilities and Hospitals only)

This question **only** applies to correctional facilities and hospitals. For safety reasons, we recommend that correctional facilities and hospitals self-enumerate. This question on your *GQ Enumeration Record* should be blank. If you receive an *Enumeration Record* where 'Yes' is marked, turn it in to your Crew Leader. You **should not** receive an *Enumeration Record* for a self-enumerating facility.

Item 23. Can you or a staff member assist with the enumeration?

If a staff member is going to assist with the enumeration, their name and telephone number should appear in item 24.

Item 24. Staff member name and telephone number

This item contains the name and telephone number of the staff member that will help with enumeration. This person should have already been sworn-in by the Crew Leader during the Advance Visit operation. If this person has not been sworn-in,

write this in the Notes section of the *GQ Enumeration Record* and bring it to the attention of your Crew Leader. Your Crew Leader will swear them in. Do not allow them to assist until they have been sworn in.

Item 25. Do you have a roster available for our use during enumeration?

You need a roster to help you prepare, conduct, and make sure the enumeration is complete for the GQ. If the facility does not have one, you will need to create one. The staff may or may not be able to help you create the roster. You may have to do this yourself as you prepare for enumeration.

Notes Section

Write any necessary notes in this section. Also, when a facility is very large, a team of Enumerators will be assigned to that case. The names of the Enumerators that worked with the Lead Enumerator, will go in the Notes section.

Item 26. (Lead) Enumerator Name

The name of the Lead Enumerator is entered in this field.

Item 27. Date Assigned

You will fill in this date when the *GQ Enumeration Record* is assigned to you.

Item 28. Date Enumeration Conducted

When the enumeration is complete, enter the date.

Item 29. Number of ICRs.

When the enumeration is complete, enter the number of ICRs returned and completed.

Topic 3: Pre-Enumeration

Overview

This section of the chapter explains how you prepare to enumerate a Group Quarters. As soon as you receive your GQ assignments, and before you telephone the GQ Contact Person, make sure that you have all of the forms required for your assignment, and the supplies you'll need.

You should have a copy of the forms listed below for each GQ in your assignment. Ask your Crew Leader for any missing forms.

Task 1. Check your materials.

Check to make sure you have the following materials:

- Form D-1054(GQE), *Group Quarters Enumerator Checklist*
- Form D-116, *Group Quarters Listing Sheets*
- Form D-352.1GQ (GQE), *Group Quarters Enumeration Record*
- Form D-225, *INFO-COMM*
- Form D-20, *Individual Census Report (Originals Only*. The correct number of forms is the maximum population plus ten percent)
- Form D-20(S), *Individual Census Report (Spanish Originals Only*
- Form D-40, ICR Envelopes (to match the number of ICRs)
- Form D-40(S), ICR Envelopes (Spanish)
- GQ Control Number Label Sheet
- Form D-31, *Confidentiality Notice*
- Form D-1168, *Map Pouch* (one per AA)
- Maps (one set per AA)
- Form D-569.12, *GQE Enumerator Manual*
- Form D-308, *Daily Pay and Work Record*
- Messenger Envelope
- Rubber bands
- Census ID Badge
- Pencils

You should also have your Enumerator supply kit with you. If you need more forms than what the LCO has prepared for your assignment, you can supplement from your supply kit.

Task 2. Call to set up or verify appointment.

You will call the facility to set up or verify an enumeration appointment. You will use Form D-352.1GQ (GQE) *Group Quarters Enumeration Record* during this telephone call. The items on the *GQ Enumeration Record* are also reviewed in Topic 2 of this chapter.

- Locate the GQ Contact Person's name, title, and telephone number in Items 13, 14 and 15 on the *GQ Enumeration Record*.
- Call the person and inform them that you would like to verify the enumeration appointment date if one is pre-printed on the *GQ Enumeration Record*.
- If there is no date in Item 21, you will ask about scheduling an appointment to enumerate the residents of the group quarters.

The GQ Contact Person may want to set a different date for the enumeration, even if an enumeration appointment has already been set. You can do this, but you must realize that, if you have already set other appointments, you will need to adjust your schedule accordingly. Also, let your Crew Leader know of the change.

If the GQ Contact Person has changed, mark through the printed name on the *GQ Enumeration Record* and print the new name above it.

You may not always be able to get through to the facility:

- If you cannot reach the facility using the phone number printed on the *GQ Enumeration Record*, you can check to see if there is a new phone number for the facility.
- If you are unable to locate a GQ Contact Person and an appointment **has not been set**, you must go to the address and try to locate the GQ Contact Person.
- If you are unable to locate a GQ Contact Person and an appointment **has been set**, go to the GQ on the enumeration date/time stated in the *GQ Enumeration Record* and enumerate the facility.

The following is information on how to use and complete, the *GQ Enumeration Record* when you call the facility.

Introduce yourself

First, you will introduce yourself, ***“Hello, I’m (your name) calling for the U.S. Census Bureau to remind you that I’m scheduled to visit your facility to enumerate the residents who lived or stayed at your facility as of Census Day, April 1, 2010. Were you informed that a Census Enumerator would visit and enumerate your facility?”***

If the contact is not aware of the enumeration appointment

If the answer is no, that they were not informed, or were not aware that the Census Bureau was going to conduct an enumeration, say,

“The Census Bureau is requesting your cooperation in enumerating the residents who live or stay at your facility as part of the 2010 Census. Your facility was visited a few months ago to collect some information to help us plan for enumeration. We are beginning to conduct the actual enumeration and are requesting your help. I would like to schedule an enumeration appointment.”

If the GQ Contact Person tells you that they will not permit you to conduct the enumeration, find out why. If they are concerned about the Census Bureau violating the Health Insurance Portability and Accountability Act (HIPAA) or the Federal Educational Rights and Privacy Act (FERPA) rule, take out a copy of the appropriate Access Letter that is in your kit. The Access Letters explain that the data that the Census Bureau collects does not violate any HIPAA or FERPA rules. (See topic ‘Access Letters’ on page 16 of this chapter). If they still do not want to make an appointment, thank them for their time and notify your Crew Leader. Your Crew Leader will try to convince them to cooperate.

If they are willing to schedule an appointment, you first need to verify some information on the *GQ Enumeration Record*.

You will handle the enumeration differently, according to the number of people that will be at the facility. Look at the table below and follow these guidelines.

IF	THEN
If the maximum population of the GQ is less than 10	You will conduct a personal interview with each resident. Interviewing is covered in Chapter 5 of this manual.

<p>If the maximum population is 10 or more</p>	<p>You will leave a Form D-20, <i>Individual Census Report (ICR)</i> with each resident to complete. You will schedule a date and time to pick up the completed forms.</p>
<p>If the population is very large</p>	<p>Your Crew Leader will assign a team of Enumerators to conduct enumeration at the GQ.</p>

Item 16. Maximum population (Max pop)

Ask for the maximum population of the facility. If it is different from the max pop indicated on the *GQ Enumeration Record*, line through it and enter the new information.

Look at items 20 and 21

Look at Items 20 and 21. There should already be an appointment date and time set in item 21. If an appointment has not been set, look at item 20, it should be pre-filled. *“When we visited you a few months ago, you indicated that (fill in day of the week) at (fill in times) were the best days and times for your facility to be enumerated. Is this still okay with you?”*

Item 21. Enumeration Appointment

If there is no appointment set, go ahead and set up an appointment. *“I need to set up an appointment date to enumerate your facility. What date and time best fits your schedule?”* Enter the information on the *GQ Enumeration Record*.

If the enumeration date changes from what is printed on the GQ Enumeration Record, mark out the printed date and write in the new one. You must also inform your Crew Leader about the change in case it affects your workload. If the facility changes their enumeration date to a later date, your Crew Leader may need to assign you other GQs that can be completed sooner.

Item 18. Expected Pop

Now that you have an enumeration date, ask them how many people they expect to be at the facility on that day. This number may, or may not vary from the maximum population. Enter that information.

Item 22. “Does the Administrator want to self-enumerate?” (Correctional Facilities and Hospitals Only)

The answer to this question should be blank. **This question only applies to hospitals and correctional facilities.**

You should not receive an *Enumeration Record* where the answer to **Item 22** is ‘Yes.’

If you receive an *Enumeration Record* with Item 22 marked ‘Yes,’ contact your Crew Leader immediately.

Item 23. “Can you or a staff member assist with the enumeration?”

You may already have the name of a staff member who will assist with enumeration in item 24. If there is no name or telephone number in item 24, ask them if they have someone who can help during enumeration. If they answer that a staff member is available to assist with the enumeration, mark ‘Yes’ in item 23 and enter the name and telephone number of the staff member in item 24.

Item 24. Staff member name and telephone number

Enter the name and telephone number of the staff member who is going to assist with enumeration.

Item 25. “Do you have a roster available for our use during enumeration?”

Let them know that you will need a roster, or a list of names of residents who have stayed at the facility as of April 1, 2010. *“When I arrive I need a list of clients/residents who lived or stayed at your facility as of April 1, 2010, so that we can enumerate them. If you do not have a list, then I will have to create one with your help. Do you have an available list you can provide during my visit?”*

During enumeration, it will make your job easier if they have a list available. If they do not have a list and cannot help you create one, you will need to allow yourself time to do this after you arrive at the GQ. Consider this as you schedule your appointments to give yourself enough time between enumeration appointments.

Item 26. (Lead) Enumerator Name

When the GQ is large, more than one Enumerator may be assigned to that GQ. If you are the Lead Enumerator, enter your name in this field.

Item 27. Date Assigned

Enter the date the *GQ Enumeration Record* was assigned to you.

Enumeration Procedures

Explain the enumeration process for the GQ. Do not spend a lot of time on the details. Enumeration procedures are detailed in Topic 5 of the chapter. Also, use the Enumeration Tasks on the *Group Quarters Enumerator Checklist*.

Special Situations

You may need to ask,

“Are there any other arrangements that need to be made in order for us to enumerate on this date, such as needing a sign language interpreter, or a translator?”

Make a note of this in the Notes section of the *Enumeration Record*. If you anticipate language problems, discuss with your Crew Leader. Inform your Crew Leader if an Enumerator who speaks that language should be assigned to the GQ or if you need a translator or an American Sign Language interpreter.

Ask if any residents will need to fill out a Spanish ICR. Make a notation in the Notes section of the *Enumeration Record* as to how many Spanish ICRs you will need.

GQ Status Changes

During your phone conversation with the contact person, you may find that the status of a GQ has changed. These unusual situations may occur:

- The facility is still standing but is no longer in use. It has a population of zero on census day.
- The GQ has been demolished.
- The facility is actually a housing unit.

Facility is still standing but no one is living there

During your phone conversation, the contact person may tell you that the facility is open but had no residents on census day. There are various reasons for this, such as renovation and licensing problems. Change the maximum population and the estimated population on the *Enumeration Record* to ‘0.’ Explain the situation in the Notes section of the *Enumeration Record*. Write a detailed account. If there is not enough space in the Notes section, continue your description on a Form D-225, *INFO-COMM*. Turn these forms in to your Crew Leader.

The Group Quarters has been demolished

You may not be able to get in touch with the contact person. When you call the facility the number may no longer be a working number. In this case, go to the facility to check out the situation. You may find out, once you get there, that the building is no longer standing, or it may be uninhabitable. Try to talk to a knowledgeable person in the neighborhood who may be able to explain the situation to you. Explain the situation in the Notes

section of the *Enumeration Record*. Write a detailed account. If there is not enough space in the Notes section, continue your description on a Form D-225, *INFO-COMM*. Turn these forms in to your Crew Leader.

The place is a HU

When you call the contact person, you may find that the place you are calling is no longer a GQ or perhaps it was erroneously coded on the *Enumeration Record* as a GQ. When you call, you will introduce yourself.

“Hello, I’m (your name) calling for the U.S. Census Bureau to remind you that I’m scheduled to visit your facility to enumerate the residents who lived or stayed at your facility as of Census Day, April 1, 2010. Were you informed that a Census Enumerator would visit and enumerate your facility?”

The person on the line may say that they are not any type of facility; that they live in a private home with just one family living there. In this situation, the Enumerator must treat the household as if it were a GQ. If there are less than 10 people in the household, the Enumerator must conduct a personal interview of each person in the household on an ICR. The Enumerator follows the GQ procedures for enumerating a household of less than 10 people.

You must inform them that they are not going to receive a census questionnaire in the mail and therefore you will need to schedule an enumeration appointment. You may say,

“The Census Bureau is requesting your cooperation in enumerating the residents who live in your home. Your place of residence will not receive a census questionnaire in the mail and therefore it is important that I interview everyone in your household in person. I would like to schedule an enumeration appointment.”

Try to schedule an enumeration appointment. Explain the outcome of this conversation in the Notes section of the *Enumeration Record*. Write in big, bold letters, ‘**This place is a Housing Unit.**’ Write a detailed account. If there is not enough space in the Notes section, continue your description on a Form D-225, *INFO-COMM*. Turn these forms in to your Crew Leader.

The place was a GQ and is now a HU

After your introduction, the person on the line may say that the place used to be a Group Quarters but is now a private home. You must enumerate this place as if it were a GQ. Tell the respondent that you must conduct a personal interview of everyone in the

household because they will not be receiving a census questionnaire in the mail.

Try to schedule an enumeration appointment. Explain the outcome of this conversation in the Notes section of the *Enumeration Record*. Write in big, bold letters, '**This place is a Housing Unit.**' Write a detailed account. If there is not enough space in the Notes section, continue your description on a Form D-225, INFO-COMM. Turn these forms in to your Crew Leader.

Group Quarters Adds

This is a very rare occurrence during GQE. But, you may find a place that you believe is a Group Quarters for which you do not have an *Enumeration Record*. If you believe this to be a Group Quarters that needs to be added, fill out a form D-225, INFO-COMM and give it to your Crew Leader during your daily meeting. Your Crew Leader will handle GQ adds.

Access Letters

During your phone conversation or if you are visiting a health facility, you may be asked about the Health Insurance Portability and Accountability Act (HIPAA). HIPAA addresses the use and disclosure of individuals' health information. In the 2010 Census, we are not asking the facility or the respondents to provide us with individual health information.

If your GQ Contact Person is from an educational facility, you may be asked about the Family Educational Rights and Privacy Act (FERPA). FERPA addresses the use and disclosure of directory information from student records. The census questionnaire asks for the name, sex, age, date of birth, race, Hispanic, Latino, or Spanish origin, and address.

You will be provided with Access Letters to refer to during your conversation with the contact person, or to give to the contact person once you are at the facility. The letters provide details that Census operations do not violate HIPAA or FERPA. There are three Access Letters:

- Facility Manager, D-30(L)FM is a general letter provided to GQ Contacts at SBE locations, correctional facilities, and other types of GQs.
- Health Care Facilities, D-30(L)HC addresses HIPAA and is specific to Health Care Facilities.
- Student Housing, D-30(L)SH addresses FERPA and is specific to Student Housing facilities.

A copy of the appropriate letter was given to the GQ Contact Person during the Advance Visit. During your phone conversation, if the GQ Person questions the information they are asked to provide, take out the appropriate copy of the Access Letter and read to them the information in the letter. Tell them that you will give them a copy of the letter when you come to their facility. If you are speaking to them in person, give them a copy of the Access letter that is appropriate for their facility. As with any hesitant respondent you need to think on your feet, be prepared to explain why their cooperation is important and how we protect the confidentiality of their responses.

Conclude the phone call

Then thank the GQ Contact Person and conclude the phone call. The next step is to visit the group quarters at the appointed time.

Task 3. Visit the group quarters.

Locate the GQ Contact Person and introduce yourself as follows:

“Hello, I’m (your name) from the U.S. Census Bureau. (Show Census I.D.) I am here to take the census for this facility for the 2010 Census. Here is a Confidentiality Notice (hand them Form D-31, Confidentiality Notice) that explains that census data are kept confidential.”

If the GQ has less than 10 people, you will conduct a personal interview with each resident.

If the GQ has 10 or more residents, explain to the GQ Contact Person that you will leave an ICR with an envelope for each resident. The residents should return their forms to the GQ Contact Person or the person that is assigned to help. You will schedule a date and time to pick up the completed forms. Generally, you should allow no more than two days for the residents to complete their forms.

The name and telephone number of the staff person that has the responsibility of collecting the completed forms should appear in item 24 of the *GQ Enumeration Record*. If their name is not already on the form, enter it now. As a reminder to yourself, write in the Notes section the due date for the completed forms. You will return to the facility on that date to collect the forms and the completed ICR packets.

Inquire if any of the residents or staff would need to receive the Spanish version of the ICR. You may have already asked this

question during your phone conversation with the GQ Contact Person. You need to ask again, before you create your ICR packets. Always take extra Spanish ICRs and envelopes, in case you need to create more Spanish ICR packets once you get to the facility.

Get a current list of residents and/or staff as of Census Day, April 1, 2010

Make sure you have checked the GQ type code in Appendix B, for the facility you are enumerating. If the GQ type code has an asterisk, you must make sure to ask the GQ Contact Person to include on the roster any staff who lived at the GQ as of census day.

If there is not an asterisk, check to see if you have a separate *GQ Enumeration Record* for the staff quarters (Type Code 901.) If there is not a separate *GQ Enumeration Record*:

- Verify with the GQ Contact Person that the roster DOES NOT contain staff members that reside at the facility.
 - If staff does live in the GQ, **do not** include them in the enumeration. Instead, make a note of this situation on the associated *GQ Enumeration Record* in the Notes section.
 - If there is a separate *GQ Enumeration Record* for the staff quarters, use it for the staff enumeration.

SPECIAL NOTE: If your assigned GQ is a Nursing Facility or Skilled Nursing Facility, GQ Type Code 301, you will have to be very specific about the residents you need on the roster. **You are to enumerate the residents of the nursing or skilled nursing facility only.** These types of GQs can be associated with assisted living or even independent living facilities. The apartment or rooms at these types of places, other than the nursing units, are considered housing units (HUs). It is **not** your job to enumerate any individuals living in the HUs.

You may say:

“I will need a current list of residents (possibly staff depending on the GQ type code) who lived or stayed at your facility on Census Day, April 1, 2010 so that we can enumerate them. The list needs to include not only the name of each resident but their room or bed number if that is applicable.”

If the GQ Contact Person provides you with a printed list or roster, make sure you verify with them that it contains only those individuals who were living or staying at the GQ as of April 1, 2010. The list may contain names of individuals who arrived after census day, or left before census day, depending on when the GQ Contact Person created the list.

Task 4. List residents on Form D-116, Group Quarters Listing Sheet(s)

You will complete the following information on the *Group Quarters Listing Sheet*, for each GQ:

- **Item 1: GQ Name** – copy from the *GQ Enumeration Record*.
- **Item 2: GQ ID** - copy from the *GQ Enumeration Record*.
- **Item 3: Crew Leader Name** – enter your Crew Leader’s name.
- **Item 4: CLD No.** – copy from the *GQ Enumeration Record*.
- **Item 5: Enumerator Name** – enter your name.

It is critical to the success of the GQ Enumeration operation that all codes are written correctly. You can complete the identification information before you arrive at the GQ. You must enter this information on every listing sheet you use for the GQ.

Always remember to number the Listing Sheets using the ‘Sheet ___ of ___ sheets’ spaces in the upper right hand corner. Number the pages one after the other using the first blank space. When you finish listing the residents, count the total listing sheets and write that number in the second blank on each page. For example, if you have 3 sheets, you will complete each like this:

Sheet 1 of 3 sheets
Sheet 2 of 3 sheets
Sheet 3 of 3 sheets

An illustration of Form D-116(GQE) *Group Quarters Listing Sheet*, is in the Appendix, page A-8

Complete the list of residents/staff on the Listing Sheet

Complete the following on the Listing Sheet:

Column (a) Room/Bed number - List each resident’s/client’s/ staff person’s room or bed number in **numerical order**.

Column (b) Name - List the person’s name. If names are unavailable, write N/A on the appropriate line of the listing sheet. Note any language problems in the space with the person’s name.

Column (c) Person number - Enter a number for each person listed beginning with number ‘1.’ Keep in mind, as you finish one sheet and start another, your person numbers continue. For example, you finish one sheet with PN 20 and have more persons to list. You start a new sheet and the first PN would be 21.

Column (d) Checked in - Mark (X) an ICR is returned to you.

You complete this **after you collect the ICRs**. Only mark (X) after the person's form is returned to help you keep track of the ICRs.

Column (e) Mark (X) one Incomplete/Complete – Mark this **after you review the returned ICRs**. This column is divided into two so you can mark (X) the appropriate selection for the ICR.

Task 5. Prepare ICR packets.

There are two forms that make up an ICR Packet as follows:

ICR Envelope, Form D-40 or D-40(S)

ICR, Form D-20 or D-20(S).

You must prepare your ICR packets for each person who lived or stayed at the GQ on April 1, 2010, even if they no longer live there. The GQ Contact Person can give you information about those residents who were at the facility on April 1, 2010, but are no longer staying there, or you can fill out the ICRs for those persons through administrative records.

Prepare the ICR envelopes

Prepare the ICR envelope for each person listed on the *Listing Sheet*. An illustration of the ICR envelope is in Appendix A, page A-7. For each person fill in the 'For,' 'Return to,' 'Return By Date,' and 'FOR OFFICIAL USE ONLY' section as follows:

- 'For' - Copy the person's name and room/bed number from the Listing Sheet.
- 'Return to' - Enter the name of the person who will accept/collect the ICRs from the residents/clients.
- 'Return By Date' - Enter the date/time that you plan to pick up the ICRs from the residents/clients or from the person who accepts/collects ICRs from the residents/clients.
- 'FOR OFFICIAL USE ONLY' – Write in the GQ Name from the *GQ Enumeration Record* and person number (PN) from the *Listing Sheet*.

NOTE: If you are conducting personal interviews at a small GQ, you will need to only complete the person's name and room/bed number and the Official Use Only section. You will still need the envelope to place the completed ICR in after you conduct the interview to protect that individual's data.

Prepare the ICRs

When preparing your packets, use the envelopes you just prepared and the *Listing Sheet* as your guide. Prepare an ICR for each resident by writing the corresponding Person Number (PN) in the 'FOR OFFICIAL USE ONLY' section, Item A, on the back of the ICR.

Make sure that the PN for the resident matches on the ICR, ICR Envelope, and the Listing Sheet.

You must also place a GQ control number label in the GQ Control Number box, or write it in. Make sure the labels are firmly pressed down on the ICR.

Place materials into Envelope

Put the ICR into the ICR Envelope. Use the Spanish ICR and Spanish ICR Envelope as necessary. Make sure to enter beside the appropriate name on the *Listing Sheet* that you gave that individual a Spanish ICR. For example: Manual Ruiz – Spanish ICR.

Remember that the *Confidentiality Statement* is printed on the ICR envelope. Point this out to each resident/client to reassure them that the data they enter on their ICR will remain confidential.

Topic 4: Enumeration

Introduction

There are two different procedures for the enumeration of GQs. Usually if the GQ has 10 or more residents, you will leave ICRs to be completed. If it is a small GQ of nine or less residents, you will usually conduct interviews with each resident.

Task 1. Conduct Enumeration (Distribute ICRs or Conduct Interview)

Distribution of ICRs at a GQ with 10 or more residents

You are responsible for the distribution of ICRs to the residents of the GQ. If you are not permitted by the GQ Contact Person to distribute the ICRs, then make sure you instruct them on how to do this. The correct procedures are described on this page under the topic ‘GQ Contact Distributes ICRs.’

Distribute the ICR Packet to each resident. If you hand the ICR Packet to the resident, do the following:

- Emphasize the importance of filling out the form completely and legibly.
- Tell each resident to seal his or her completed form in the envelope provided.
- Point out the date/time on the envelope, when you (or the GQ Contact Person) will return to pick up the completed ICR in the sealed ICR envelope.

GQ Contact Distributes ICRs

If the GQ Contact Person or other staff member distributes ICRs, do the following:

- Give the packets to the GQ Contact Person to distribute to the residents.
- Explain to the GQ Contact Person that they must deliver each packet to the resident whose name/room number is written in the ‘FOR’ section on the envelope.
- Explain to the GQ Person that they must tell the residents to seal their census forms in the envelopes provided when they finish completing the forms.

- Tell the GQ Contact Person that they **must not** look at the completed census forms or open the returned envelopes.
- Tell the GQ Person that you will return to pick up the completed ICRs on the date and time you entered on the ICR envelopes. Make sure you enter this date and time on the GQ Enumeration Record, in the Notes section.

Distribution of ICRs at a GQ with 9 or less residents

For small GQs, you will not usually leave ICR packets. You will go to each resident's room/bed/unit to conduct a personal interview with the prepared ICR packets as follows:

- Knock on the resident's door.
- Introduce yourself to the resident and explain that you are there to take the census.
- Show the resident your Census ID badge.
- Hand the resident the D-31, *Confidentiality Notice* to read and keep.
- Ask the resident's name.
- Explain that you need to conduct an interview by asking a few questions to fill out their census questionnaire. Tell them that it will take approximately five (5) minutes.
- Conduct the interview. See Topic 2 in Chapter 5 of this manual, 'Interviewing Using the Individual Census Report' for detailed procedures on how to do this.
- Go to Item D in the 'For Official Use Only' section on the back of the ICR. If the respondent participated in the interview, mark (X) 'Respondent' for Item D.
- Put the completed form in the ICR Envelope.
- Mark this case as checked in on the *Listing Sheet* in Column (d.)
- Take the envelope and its ICR with you.

After you conduct all of the interviews at the small GQ, you can move on to Task 3 on the Checklist.

Task 2. Collect ICRs

It is your responsibility to return to the group quarters on the date and time specified in the Notes section of the *GQ Enumeration Record* to collect all ICRs. Use the following procedures for collecting ICRs:

- Collect a completed ICR for each resident at the GQ.
- If the GQ Contact Person helps you to collect ICRs, remind them of the date/time you will come by to collect the completed ICRs.

When you have collected the ICRs, move on to Task 3 on the Checklist.

Task 3. Review the ICRs.

While at the facility you must use a private area where only sworn census personnel with a need to know may see the ICRs. **This is done on site at the GQ so that any problems can be handled immediately.** You may do this in your car before leaving the property.

You must first check to make sure you have all the ICRs as follows:

- Sort the ICR envelopes in a stack, in person number order with the lowest number on top (1, 2, 3, etc.).
- One envelope at a time, take the ICR out of the envelope, and match it (room and/or bed number, person name, and person number) to the appropriate line on the Listing Sheet. Mark 'X' in Column (d), 'Checked in' for the person. Keep the ICRs in PN order.
- Place the envelopes aside. **Do not** discard them. Bundle the envelopes together separately and turn them in with the other completed forms for your assignment.

You will now review questions 1 through 7 on the ICR.

- If the resident answered at least three of the first five questions, mark 'X' in the 'Complete' box of Column (e) on the Listing Sheet.
- If the resident did not answer at least three of the first five questions legibly, mark 'X' in the 'Incomplete' box of Column (e) on the Listing Sheet.
- If the answers are not legible and you cannot read the answers to at least three of the first five questions legibly, mark 'X' in the 'Incomplete' box of Column (e) on the Listing Sheet.
- Arrange to follow up on 'Incomplete' ICRs to get missing information with the GQ Contact Person.

Once you have finished your review of the front of the ICR, go to the back of the ICR. You must now complete the 'FOR

OFFICIAL USE ONLY' section. Be sure to press all GQ Control labels down firmly to avoid lifting or peeling. After enumeration, the ICRs are scanned and if the labels are not firmly fixed on the page, it will cause the scanner to jam. Also, if you have extra labels after you have prepared all the ICRs you need, draw a line through them. You do not want to mix them up and use them by mistake for another GQ.

Make sure that entries are legible and neat. There should not be any markings or smudges on the form. As just mentioned, the ICRs are going to be read by a scanner and extra marks may lead to errors. If an ICR is unreadable, you will need to create a new ICR using the extra ICRs you have with you. Put a GQ ID label in the 'GQ Control Number' box on a new ICR and neatly rewrite the form. If you run out of your GQ ID labels, write the GQ ID in the GQ Control Number box.

To discard the unreadable form, remember that this is Title 13 data, so you cannot keep it or throw it in a trashcan. Give the unusable form to your Crew Leader when you turn in material. The Crew Leader will dispose of this form at the LCO. This is Title 13 data and you must be very careful not to leave this data where others may see it. **Never** photocopy a form. You will carry extra forms with you.

If the respondent participates in completing the ICR, the 'Respondent' box must be filled in for item D 'Answered By.' **You are not to guess for this procedure.** If you interviewed the respondent or if you left the ICR to be completed and believe that it was returned from the respondent, go to Item D 'Answered By' and mark (X) the box for 'Respondent.' If a GQ Contact Person completed all the entries on the ICR using administrative records or by his own knowledge, you would mark (X) Item D as 'Other.'

Topic 5: Post-Enumeration

Introduction

Once you have finished your review of the ICRs, there are two situations you have to follow up on:

- ICRs missing the required data
- ICRs you never were able to collect

You will need to speak with the GQ Contact Person to resolve both situations. **Do not try to contact the respondent.**

Task 1. Get data for incomplete and/or missing ICRs

Arrange to follow up on 'Incomplete' ICRs to get missing information from the GQ Contact Person. If it is possible, try to get answers to all the questions from them. You must have answers to three of the first five questions in order for the ICR to be considered 'Complete.' Those questions are:

- Name
- Sex
- Age or Date of Birth
- Hispanic, Latino, or Spanish origin
- Race

If you are able to get any three of the five questions listed above, you can then mark this ICR as 'Complete' on the *GQ Listing Sheet*.

If it is not possible to get responses to at least three of these five questions, the ICR remains 'Incomplete' as indicated on the *GQ Listing Sheet*. You will have to document any such cases on the *GQ Enumeration Record* for the appropriate GQ.

During your review you may find that you are missing some ICRs. Work with the GQ Contact Person to locate the ICRs you are missing. It may be that the person is no longer at the GQ but they were there on April 1st. You must complete an ICR for that person using information provided by the GQ Contact Person.

It may also come to your attention that you are missing someone from your list. **Make sure that individual was living at the GQ on April 1st before you take any further action.** Add the person to the *Listing Sheet* and then complete an ICR for that person with help from the GQ Contact Person.

Make sure you have accounted for every ICR and every resident. Do not hold up the completion of the enumeration by going back to the respondents to track down missing data or ICRs. Utilize the knowledge of the GQ Contact Person to get this done.

Before You Leave the GQ

Remember to thank the GQ Contact Person for all their assistance when you have completed your work at the GQ and are ready to leave. You also need to inform them that they may be contacted as part of a Quality Control operation conducted by the LCO.

Task 2. Turn in forms for completed Group Quarters Assignment.

If you have completed the GQ enumeration, give all forms to your Crew Leader. Use the procedures below to make sure that the forms are complete.

Remember to certify that you have completed the enumeration at the GQ by printing and signing your name on the *Enumerator Checklist* as well as entering the date.

GQ Listing Sheet

Make sure you have numbered all the *GQ Listing Sheets* in the top right hand corner of each form using the ‘Sheet ___ of ___ sheets’ spaces in the upper right hand corner. Number the pages one after the other using the first blank space. Count the total listing sheets and write that number in the second blank on each page.

GQ Enumeration Record

Complete the *GQ Enumeration Record* as follows:

- If you are the Lead Enumerator, make sure your name appears in Item 26.
- Make sure that Item 28, the ‘Date Enumeration conducted’ is completed.
- Count the number of complete and incomplete ICRs for the GQ and enter the number in Item 29, ‘Number of ICRs.’
- Check that the number of ICRs for the GQ equals the number of persons on the *Listing Sheet*.
- Write any notes you need to. Include in the notes the number of incomplete ICRs you have for the GQ.

ICRs and Envelopes

Make sure you have all the ICRs for the GQ. Check to make sure you have a GQ control number label or that you have written the

GQ control number for the correct GQ on the back of each ICR. **THIS IS VERY IMPORTANT.** Bundle the ICRs and the associated envelopes as follows:

- Stack the ICRs in person number (PN) order with the lowest number on top (1, 2, 3, etc.). Use a rubber band to keep the stack together.
- Bundle the ICR envelopes together—separate from the ICRs—by using a rubber band.

Place Materials in a Messenger Envelope

Print the following on each Messenger Envelope used for each GQ:

- GQ Name
- Date
- Total number of ICRs for the GQ – not just what is in that envelope
- Your name

If you need to use more than one Messenger Envelope for a GQ's completed materials, number the envelopes, '1 of 3,' '2 of 3,' etc.

Make sure that all of the following completed forms are in the Messenger Envelope:

- Form D-116(GQE), *GQ Listing Sheet(s)*,
- Form D-352.1 GQ(GQE), *GQ Enumeration Record*
- Form D-20 or D-20(S), *Individual Census Reports (ICRs)*
- Form D-40 or D-40(S), ICR Envelopes (bundled separately from the ICRs)
- Form D-1054, *GQ Enumerator Checklist* (certified with your name, signature and the date).
- Form D-225, *INFO-COMMs*, if applicable

NOTE: Use a separate envelope(s) for each GQ. Do not place different GQs in the same envelope.

Give completed materials to your Crew Leader

Give the Messenger Envelope(s) to your Crew Leader, along with a completed Form D-308, *Daily Pay and Work Record*, as soon as possible. If you worked with a team of Enumerators, each team member will fill out a *Daily Pay and Work Record*. Give the *Daily Pay and Work Records* to the Crew Leader. They will review and sign them.

Chapter 4: Service-Based Enumeration

Topic 1: Introduction

Introduction

The four different Service-Based Enumeration (SBE) procedures covered in this chapter are:

- Shelter Enumeration
- Soup Kitchen Enumeration
- Regularly Scheduled Mobile Food Van Enumeration
- Targeted Nonsheltered Outdoor Location Enumeration

Each one has its own requirements. Since each SBE location is limited to one day for enumeration, you have to be very organized to stay on top of your work. On any of the three days, you may have different types of places to enumerate from shelters to regularly scheduled mobile food vans.

The enumeration date for Shelter Enumeration is March 29. The enumeration date for Soup Kitchens and Regularly Scheduled Mobile Food Vans is March 30. These are the primary dates for enumerating these facilities. We prefer that you enumerate them on these dates. However, if a facility is not open or operating on their primary date, they can chose to be enumerated anytime between March 29 and March 31. The only SBE that does not have a choice of being enumerated on a different date is a Targeted Nonsheltered Outdoor Location.

Targeted Nonsheltered Outdoor Locations must be enumerated on March 31, from midnight to 7:00 a.m. There is an exception to this rule. Tent, car and RV encampments are part of the Targeted Nonsheltered Outdoor Location operation. They are enumerated on a different date and time. Since these often are families with children, it would be too late at night to include these families during the usual time that Targeted Nonsheltered Outdoor Locations are enumerated. Your Crew Leader will give you the enumeration date and time to enumerate these encampments.

You are trained on procedure for all of the operations so that you are ready to enumerate any of the locations during SBE. This will be a challenge to organize but you will be working closely with your Crew Leader and other Enumerators.

Enumerators work in teams during the SBE operations. Your Crew Leader will create the teams, select a Lead Enumerator, and make the assignments.

Your Crew Leader may pick you to be the Lead Enumerator. The number of Enumerators assigned to a SBE location is based on the maximum population. Your Crew Leader will make sure you have enough Enumerators to assist you in enumerating each assigned service-based location.

When you call the facility to make an enumeration appointment, ask for the population. If the maximum population is significantly different from the population that is filled on the *Group Quarters Enumeration Record*, let your Crew Leader know. Your Crew Leader will adjust the number of Enumerators needed to enumerate that SBE.

The two forms that you will work with that will guide you through the SBE operations are the Form D-1054(SBE), *GQ Enumerator Checklist for Service-Based Enumeration* and the D-352.1, *Group Quarters Enumeration Records*. For short, we will call Form D-1054 (SBE) *GQ Enumerator Checklist for Service-Based Enumeration*, the '*SBE Enumerator Checklist*' throughout this chapter. We will review both of these forms individually as we discuss the procedure for each type of location in this chapter.

**Form D-1054(SBE),
GQ Enumerator
Checklist for
Service-Based
Enumeration**

For each facility that you enumerate, you will have a copy of the *SBE Enumerator Checklist*. It is divided into three phases:

- Pre-Enumeration
- Enumeration
- Post-Enumeration

The *SBE Enumerator Checklist* has three primary purposes:

1. To define the tasks for each phase of Service-Based Enumeration.
2. To list the materials required for enumeration.
3. To provide detailed instructions to complete the tasks in each phase.

Before you start, complete the information in Items A to D on the checklist. You complete a checklist for every location that you enumerate. Use the information on the associated Enumeration Record. Fill in the following:

- Item A. GQ Name
- Item B. GQ Contact
- Item C. GQ Id No.
- Item D. GQ Telephone

The information in this chapter describes the forms used for SBE. It also provides more detail for each task on the *SBE Enumerator Checklist*. Use this chapter for reference in the field.

**Pre-Enumeration
Task 1. Select
Enumeration Type**

This *SBE Enumerator Checklist* is used for the four different types of service locations. Mark the right one on your checklist:

- Soup Kitchen Enumeration
- Shelter Enumeration
- Regularly Scheduled Mobile Food Van Enumeration
- Targeted Nonsheltered Outdoor Location Enumeration

The enumeration procedures for each location vary for SBE. The procedures on the *SBE Enumerator Checklist* will also vary according to the SBE type. As we review each SBE type, the procedures on the *SBE Enumerator Checklist* will be reviewed and clarified.

**Group Quarters
Enumeration
Records, D-352.1**

You also get a preprinted *Group Quarters Enumeration Record*, D-352.1(SBE) for each SBE location you are enumerating. This form provides you with important information to help you locate your sites and to help you plan a successful enumeration.

Each type of SBE location has its own *Group Quarters Enumeration Record*. They are:

- Form D-352.1SH (SBE), *Shelter Enumeration Record*,
- Form D-352.1SK (SBE), *Soup Kitchen Enumeration Record*,
- Form D-352.1MFV (SBE), *Regularly Scheduled Mobile Food Van Enumeration Record*,
- Form D-352.1TNSOL (SBE) *Targeted Nonsheltered Outdoor Location Enumeration Record*.

Examples of all of the *Group Quarters Enumeration Records* are in Appendix A of this manual on pages A-13 through A-16. The header of the *Group Quarters Enumeration Records* has the following information:

- Regional Census Center (RCC) code

- Local Census Office (LCO) code
- Crew Leader District (CLD) Number
- Assignment Area (AA) number
- Group Quarters Identification (GQ ID) Number
- GQ Name
- Facility Name
- Barcode

Many of the items are the same across all four *Group Quarters Enumeration Records*. When you get your assignment, the information on the *Group Quarters Enumeration Record* is preprinted. The information comes from the data collected during the Group Quarters Validation (GQV) and Advance Visit operations. However, you can correct certain items that may have changed or items that had a typing error. You can change the:

- **GQ Name.** This item may be blank so you can add a GQ name
- **Facility Name**

If the GQ Name and the Facility Name of a group quarters are the same, it is not necessarily a mistake. GQ Name and Facility Name can be the same. To make a correction, draw a line through the incorrect item and write the correct information above it. Please remember to write clearly. Do not change any other data in the heading of the form.

Each type of location has several unique items on their *Group Quarters Enumeration Record*. These are discussed under each SBE operation in this chapter.

**Form D-352.1SH
(SBE), Shelter
Enumeration
Record and Form
D-352.1SK (SBE),
Soup Kitchen
Enumeration
Record**

Items 1 through 16 of the *Shelter* and the *Soup Kitchen Enumeration Record* are the same for these two records, they are:

1. State
2. County
3. Block No.
4. Map Spot No.
5. GQ Type Code
- 6a. House Number
- 6b. Street Name
- 6c. Unit Designation

7. Rural Route or P.O. Box Number
8. City
9. Zip Code
10. Building Name
11. Building Number
12. Physical Description
13. GQ Contact Name
14. GQ Contact Title
15. GQ Contact Telephone Number
16. Max Pop

**Form D-352.1MFV
(SBE), Regularly
Scheduled Mobile
Food Van
Enumeration
Record and Form
D-352.1TNSOL
(SBE), Targeted
Nonsheltered
Outdoor Location
Enumeration
Record**

With the exception of item 6c for regularly scheduled mobile food vans, items 1 through 13 of the *Regularly Scheduled Mobile Food Van* and the *Targeted Nonsheltered Outdoor Location Enumeration Records* are the same. These are:

1. State
2. County
3. Block No.
4. Map Spot No.
5. GQ Type Code
- 6a. House Number
- 6b. Street Name
- 6c. Unit designation (**MFVs only**)
7. Rural Route or P.O. Box Number
8. City
9. ZIP Code
10. Physical Description
11. GQ Contact Name
12. GQ Contact Title
13. GQ Contact Telephone Number

You should be familiar with these since they are also on the *Group Quarters Enumeration Records* that are covered in Chapter 3 of this manual.

Lead Enumerator Responsibilities

If you are the Lead Enumerator, you are in charge of coordinating and running the enumeration at a given SBE location. You do most of the work just like you do at any GQ except you have other Enumerators helping you with the actual Enumeration. You:

- Fill out the GQ Enumerator SBE Checklist and mark off each task as you finish it.
- Speak to the GQ Contact Person on behalf of the team.
- Divide up the team and assign them an alphabetic designation so that each team member's work can be tracked.
- Pass out the enumeration materials to the team.
- Work the enumeration just like the other team members but be ready to answer questions and help the others.
- Collect each team member's completed work. Enumerators should review their own forms before giving them to the Lead Enumerator. The Lead Enumerator must make sure they have everyone's work.
- Check the overall total for the facility to make sure all forms have been collected.
- Complete the *Enumeration Record* by signing your name as the Lead Enumerator, by writing in the enumeration date, and by writing in the total number of ICRs completed. This includes complete and incomplete ICRs.
- In the 'Notes' section of the *Enumeration Record*, write the names of the Enumerators on your team.
- Sign and date the checklist.
- Place all the completed materials in a Messenger Envelope for the Crew Leader.
- Keep the Crew Leader up to date on your progress.
- Watch out for your team's safety. This applies to all SBE locations but is very important at Targeted Nonsheltered Outdoor Locations.

Although you are a Lead Enumerator, you are not permitted to do the duties normally performed by your Crew Leader. For example, you may not authorize overtime or authorize any purchase of materials.

Other information

At any of these locations you may have a respondent who tells you they were already counted at another place. Let them know that you still need to collect their information on an ICR at the place where they are now.

If you have a GQ Contact Person who is concerned about privacy issues, provide them a copy of the Facility Manager letter from the Director of the Census Bureau. It should help answer their questions and put them at ease.

Topic 2: Shelter Enumeration

Introduction

Shelter Enumeration is one of the operations where the Census Bureau counts those people who are experiencing homelessness and who might otherwise be missed. These people receive services at locations that primarily serve those with no usual residence. Shelters are facilities where people experiencing homelessness stay overnight.

They include:

- 1) Shelters that operate on a first-come, first-serve basis where people must leave in the morning and have no guaranteed bed for the next night.
- 2) Shelters where people know that they have a bed for a specified period of time (even if they leave the building every day).
- 3) Shelters that provide temporary shelter during extremely cold weather (such as churches). This category does not include shelters that operate only in the event of a natural disaster.

Examples are emergency and transitional shelters; missions; hotels and motels used to house people experiencing homelessness; shelters for children who are runaways, neglected or experiencing homelessness; and similar places known to have people experiencing homelessness.

NOTE: Shelters (Type Code 701) are one of the places where you include any staff who live there when you enumerate the clients if there is not a separate GQ for the staff. This is covered early in Chapter 3.

Form D-352.1SH (SBE) Shelter Enumeration Record

The remaining items on the D-352.1SH (SBE) *Shelter Enumeration Record* give you information that helps to plan the actual enumeration. These are:

- **Item 17: How early do clients arrive?**
Tells you when clients start to show up at the facility.
- **Item 18: What is the earliest time clients may enter?**
Lets you know when they open the doors.
- **Item 19: Expected Population.**

Gives you an idea of how many you have to enumerate when you arrive.

- **Item 20: Are clients males only, females only, or both?**

The Crew Leader has to look at this before making assignments to make sure the right Enumerators have the case. You don't want a male Enumerator going to a women's shelter or vice versa.

- **Item 21: What are the general procedures clients follow when they enter the shelter?**

The response to this can really prepare you for how you can conduct the enumeration and what to expect when you arrive.

- **Item 22: Do you have a roster of clients that will be available for our use during enumeration?**

If 'Yes,' then you will be able to create the ICR packets as soon as you arrive at the shelter. When clients arrive, the packets will be ready.

If 'No,' then you have to create a list of names as clients arrive. Allow more time for enumeration because you'll have to create the list of names before you can create the ICR packets. The GQ Contact Person may be able to help you with the names of clients.

- **Item 23: Can a staff member assist with the enumeration?**

If 'Yes,' your Crew Leader may need to swear them in before you start working. They may have taken care of this at the time of Advance Visit. You coordinate the enumeration with the staff who is helping.

If 'No,' you and your team will handle the enumeration yourselves.

- **Item 24: Staff member name and telephone number.**

If completed, then someone at the location is planning on helping with the enumeration.

- **Item 25: Enumeration appointment date and time.**

You have already called to check on this. You conduct the enumeration at the appointed date and time unless your Crew Leader has other instructions for you.

Pre-Enumeration

As soon as you receive your SBE assignments, make sure you have all the forms and supplies for your assignment. Ask your Crew Leader for any missing materials.

**Task 1.
Enumeration Type**

Mark the Form D-352.1SH(SBE), *Shelter Enumeration Record* box on the D-1054(SBE) *Group Quarters Enumeration Enumerator Checklist for Service-Based Enumeration*. This is Task 1. Enumeration Type.

**Task 2.
Check your
materials**

It is important that you have all the materials you need for your team to conduct the enumeration when you arrive at the location.

You should have the following materials:

- Form D-352.1SH(SBE), *Shelter Enumeration Record*
- Form D-116 (GQE), *Group Quarters Listing Sheet*
- Form D-1054 (SBE), *Group Quarters Enumeration Enumerator Checklist for Service-Based Enumeration*
- Form D-20 or D-20(S) *Individual Census Report (ICR)* – both English and Spanish versions
- Form D-40 or 40(S) ICR envelopes – both English and Spanish versions
- GQ Control Number Label Sheets
- Form OF-65C, Messenger Envelopes
- Form D-31, *Confidentiality Notices*
- Form D-1168, *Map Pouch* with correct maps
- Form D-308, *Daily Pay and Work Record*
- Form D-225, *INFO-COMMs*
- Your Census ID Badge
- 2 pencils
- Rubber bands
- Clipboard
- Form D-30(L)FM Facility Manager Access Letter

NOTE: Remember to carry extra forms and pencils for the respondents' use as well as your own.

Task 3.
Visit the group quarters

Arrive at the shelter early to organize your materials and to contact clients. Be there 30 minutes before the clients start to arrive. Work quickly to make sure that you enumerate the most residents/clients at the facility. Use the following information on the *Shelter Enumeration Record* to help you locate your assignments:

- Item 1: State code.
- Item 2: County code
- Item 3: Block number
- Item 4: Map spot number

Note: Items 3 and 4 help you locate your assignment on the map.

Locate the GQ Contact Person and introduce yourself as follows:

“Hello, I’m (your name) from the U.S. Census Bureau. (Show Census I.D.) I’m here to take the census for this facility for the 2010 Census. Here is a Confidentiality Notice (hand them the D-31) that explains that census data are kept confidential.”

Take a moment to introduce each team member to the GQ Contact Person. The contact person needs to know who is going to be working at their facility.

Domestic Violence Shelters

Enumerators do not visit Domestic Violence Shelters. There are special procedures to handle this type of place. If you go to a Domestic Violence Shelter in error, the staff person will not let you in, or they may be unwilling to talk to you. Apologize to the contact person and explain to them that you were given their address in error.

Write a note in the Notes section of the *Enumeration Record* and explain the situation to your Crew Leader.

Explain the Enumeration

Coordinate enumeration with the GQ Contact Person. Enumeration should be conducted with the least amount of disruption as possible. In most cases, the facility will have procedures in place and ask Enumerators to provide questionnaires for each client to complete and return. However, in some situations, Enumerators will need to interview each client to complete the questionnaire. Divide the roster among team members, so that each team member is responsible for a portion of

the roster. They complete the enumeration steps for their assignments.

If the GQ has 10 or more residents, and residents are going to complete and return their own forms, you will need to ask the GQ Contact the name of the person to whom residents should return their forms. The team will stay at the facility until the enumeration is done.

Ask if any of the residents or staff would need to receive the Spanish version of the ICR. If you know before you create the ICR packets, it would be very helpful.

Note: Keep your Spanish ICRs with you in case you need them.

**Thank the GQ
Contact Person**

After you have explained the procedure, thank the GQ Contact Person for their help and cooperation.

If there are staff members helping with the enumeration, tell them that they can help by stressing the importance of the census to the clients and asking for their cooperation.

**Task 4.
List residents on
Form D-116, Group
Quarters Listing
Sheet(s)**

Complete the following information:

1. **GQ Name** – copy from the *Shelter Enumeration Record*.
2. **GQ ID** – copy from the *Shelter Enumeration Record*.
3. **Crew Leader Name** – write your Crew Leader's name.
4. **CLD No.** – copy from the *Shelter Enumeration Record*.
5. **Enumerator Name** – write your name.

It is critical to the success of the GQ Enumeration operation that all information is written correctly. **You can complete the identification information before you arrive at the GQ. You must enter this information on every listing sheet you use for the GQ.**

Always remember to number the *GQ Listing Sheets* using the 'Sheet ___ of ___ sheets' spaces in the upper right hand corner. Number the pages one after the other using the first blank space. When you finish listing the residents, count the total *Listing Sheets* and write that number in the second blank on each page. For example, if you have 3 sheets, you will complete each like this:

Sheet 1 of 3 sheets

Sheet 2 of 3 sheets

Sheet 3 of 3 sheets

For team enumeration, each team member is given a letter of the alphabet to use when they write person numbers on the listing

sheets, ICRs, and ICR envelopes. This way, everyone gets a unique person number which helps to keep track of the ICRs. All the clients must be listed. The shelter may have a roster or sign in sheet and you can create one set of listing sheets from that. The team will divide up the clients when it comes to actual enumeration. Each Enumerator creates the listing sheets for the clients they are responsible for. Each member adds their letter to the person number. This way, the Lead Enumerator will know what each team member did during enumeration.

Two Enumerators work at a shelter of 50 people or less. Divide the expected population into two equal parts. For example, if the expected population of a shelter is 40, divide 40 by 2. The Lead Enumerator can be responsible for 20 clients and the other Enumerator can be responsible for the remaining 20 clients. The Lead Enumerator can be Enumerator 'A.' Clients on their listing sheet will be listed in Column (c) as Person Numbers A1- A20. The other Enumerator can be Enumerator 'B.' Clients on their listing sheet will be listed in Column (c) as Person Numbers B1 – B20.

The Lead Enumerator will write down a list of the Enumerators on their team and which letter each one is to use. Keep this list and turn it in with the completed enumeration materials for the facility.

Complete the list of residents/staff on the Listing Sheet

Complete the following on the *GQ Listing Sheet*:

- Column (a) Room/Bed number - List each resident's/-client's/staff person's room or bed number in numerical order.
- Column (b) Name - List the person's name. If names are unavailable, write '1 Person,' '2 Person' etc., on the appropriate line of the listing sheet. Note any special language requirements in the space with the person's name.
- Column (c) Person number - Write a number for each person listed beginning with number '1.'
- Column (d) Checked in - Mark (X) if received - You complete this after you collect the ICRs. Only mark (X) after the person's form is returned to help you keep track of the ICRs.
- Column (e) Mark (X) one Incomplete/Complete – Mark this after you review the returned ICRs. This column is divided so you can mark the appropriate selection for each ICR.

**Task 5.
Prepare ICR
packets**

There are two forms that make up an ICR Packet as follows:

- ICR Envelope, Form D-40 or D-40(S)
- ICR, Form D-20 or D-20(S).

You must prepare one packet for each person you enumerate at the shelter.

**Prepare the ICR
envelopes**

Prepare an ICR envelope for each person listed on the *GQ Listing Sheet*. An illustration of the envelope is in Appendix A, page A-7, and an illustration of the *Group Quarters Listing Sheet* is in Appendix A, page A-8. For each person fill in the **‘For,’ ‘Return to,’ ‘Return By Date,’ and ‘FOR OFFICIAL USE ONLY’** section as follows:

- ‘For’ - Copy the person’s name and room/bed number from the *Listing Sheet*.
- ‘Return to’ - Enter the name of the person who will accept/collect the ICRs from the residents/clients.
- ‘Return By Date’ – For Shelters, this will be the same evening but you should set a time. You will not leave the location until the enumeration is completed.
- ‘FOR OFFICIAL USE ONLY’ – Write in the GQ Name from the *Shelter Enumeration Record* and person number (PN) from the *Listing Sheet*.

NOTE: If you are conducting personal interviews at a shelter, you will only need to complete the person’s name and room/bed number and the ‘For Official Use Only’ section. You will still need the envelope to place the completed ICR in after you conduct the interview to protect that individual’s data but you do not have to complete the ‘Return by Date.’

Prepare the ICRs

When preparing your packets, use the envelopes you just prepared and the *Listing Sheet* as your guide. Prepare an ICR for each resident by writing the corresponding Person Number (PN) in the ‘FOR OFFICIAL USE ONLY’ section, Item A, on the back of the ICR.

- Write the corresponding Person Number in Item A on the back of the ICR. Make sure that the person number (PN) for the resident matches on the ICR, ICR Envelope, and the *Listing Sheet*.

- Place a GQ control number label in the space provided. Be sure you apply the label firmly and there are no corners sticking up. You do not want this to peel off onto another form or to come off. After enumeration, the ICRs are scanned and if the labels are not firmly fixed on the page, they will cause the scanner to jam. **If you have extra labels once you complete the enumeration, please draw a line through them so you do not use them at another location by accident.** If you run out of labels, you can copy the GQ ID number into the space on the ICR.

Place materials into Envelope

Put the ICR into the ICR Envelope. Use the Spanish ICR and Spanish ICR Envelope as necessary. Write beside the appropriate name on the *Listing Sheet* that you gave that individual a Spanish ICR. For example: ‘Manuel Ruiz – Spanish ICR.’ Remember that the *Confidentiality Notice* is printed on the ICR envelope. Point this out to each resident/client to reassure them that the data they write on their ICR is kept confidential.

Enumeration Tasks

Now you are ready to start enumerating the residents.

**Task 1.
Conduct Enumeration
(Distribute ICRs or Conduct Interviews)**

Ultimately **you** are responsible for the distribution of ICRs to the residents of the GQ. If the GQ Contact Person wants to hand out the forms instead of you doing it, make sure you give them clear instructions how to do this. More detailed procedures are described in Chapter 3, Topic 4 ‘GQ Contact Distributes ICRs.’

Handing Out Forms

The Lead Enumerator provides enumeration materials to team members. They work closely with the team to make sure they complete the assignment.

Conduct Enumeration

Now you are ready to enumerate at the shelter. Follow the instructions of the GQ Contact Person. They will let you know what method to use to distribute the ICRs. You might hand them their ICRs as they walk in the door, hand them their ICRs in a break room, or a room where everyone meets, or you may have already placed the ICRs on their bed, before clients entered the shelter.

**Task 2.
Collect ICRs**

Each team member is responsible for their part of the enumeration. They must collect and review those ICRs. You stay at the shelter

until all forms are completed. Since this is a one-time enumeration, you have to be there to help your team members. You collect the forms that same evening. You should have written the time and who to give the form to on the ICR envelopes. This way the clients know when to have them done and who to give them to. Use the following procedures for collecting ICRs:

- Collect a completed ICR for each resident at the GQ.
- If the GQ Contact Person helps you to collect ICRs, remind them not to open the envelopes. Just give them over to you.

When you have collected the ICRs, move on to Task 3 on the Checklist.

If you are the Lead Enumerator, you will have to make sure that you get all the forms from all the team members when they are done with their work.

Task 3. Review ICRs

While at the shelter, use a private area to review the ICRs where only sworn census personnel with a need to know see them. This is done on site at the GQ so that any problems can be handled immediately. You may do this in your car before leaving the property.

First check to make sure you have all the ICRs. The Lead Enumerator will:

- Sort the ICR envelopes in a stack, in person number order with the lowest number on top (1, 2, 3, etc.). When your team turns in materials, the person number may also have a letter with it that shows which enumerator prepared and reviewed the form.
- One envelope at a time, take the ICR out of the envelope, and match it (room and/or bed number, person name, and person number) to the appropriate line on the *Listing Sheet*. Mark 'X' in Column (d), 'Checked in' for the person. Keep the ICRs in person number (PN) order.
- Place the envelopes aside; **do not** discard them. Bundle and rubber band the envelopes together. They will be turned in separately with other completed forms for your assignment.

NOTE: Refer to Topic 1 in Chapter 5 of this manual, 'Procedures for Reviewing the ICRs, D-20,' to conduct a detailed review of all ICRs that you collect from residents.

Generally, you have to check if the resident followed the correct path and made appropriate entries for questions 1 through 5.

- If the resident answered at least three of the first five questions legibly, mark 'X' in the 'Complete' box of Column (e) on the *Listing Sheet*.
- If the resident did not answer at least three of the first five questions legibly, mark 'X' in the 'Incomplete' box of Column (e) on the *Listing Sheet*.

Arrange completed questionnaires in Person Number (PN) order. Check all questionnaires to make sure they are complete, correct, and clearly written.

Check that each ICR has a GQ control number label or that you have written one in the 'FOR OFFICIAL USE ONLY' box.

Also, if the respondent participates in completing the ICR, the 'Respondent' box must be filled in for item D 'Answered By.' **You are not to guess for this procedure.** If you interviewed the respondent or if you left the ICR to be completed and believe that it was returned from the respondent, go to Item D 'Answered By' and mark (X) the box for 'Respondent.' If a GQ Contact Person completed all the entries on the ICR using administrative records or by his own knowledge, you would mark (X) Item D as 'Other.'

In column (e) of the *Listing Sheet*, mark which questionnaires are complete, and which are incomplete.

Post-Enumeration

Find a quiet place where the team can work, preferably in an area where only sworn Census employees with a need to know can see the forms.

There are two situations you have to follow up on:

- ICRs missing the required data
- ICRs you never were able to collect

Speak with the GQ Contact Person to resolve both situations. **Do not try to contact the respondent.**

Task 1. Get data for incomplete and/or missing ICRs

Make sure you account for every ICR and every resident. Work with the GQ Contact Person to get any information /forms you are missing.

Incomplete ICRs

Follow up with the GQ Contact Person on 'Incomplete' ICRs to get missing information. If possible, get answers to all the

questions on the ICR. You must have answers to three of the first five to consider the ICR as ‘Complete.’ Those questions are:

- Name
- Sex
- Age or date of birth
- Hispanic, Latino or Spanish origin
- Race

If you can get any three of these five questions, mark the ICR as ‘Complete’ on the *GQ Listing Sheet*. If you cannot, the ICR remains ‘Incomplete.’ When you finish your review, you write the number of incomplete ICRs in the Notes section of the *Shelter Enumeration Record*.

Missing ICRs

If someone did not return their form or did not want to be interviewed, work with the GQ Contact Person to fill out an ICR for that person. The GQ Contact Person may also see that you missed getting someone on your list. Add that person and complete an ICR for them with the GQ Contact’s help.

Before You Leave the GQ

When you have completed your work at the shelter and are ready to leave, remember to thank the GQ Contact Person for all their assistance. Let the GQ Contact Person know that they may be contacted by someone from the Census Bureau to verify that this enumeration was conducted.

Task 2. Turn in forms for completed group quarters assignment

When you have completed the shelter enumeration, give all forms to your Crew Leader. Look at the procedures below to make sure the forms are complete.

GQ Listing Sheet

Make sure you have numbered all the *GQ Listing Sheets* in the top right hand corner of each form using the ‘Sheet __ of __ sheets’ spaces in the upper right hand corner. Number the pages one after the other using the first blank space. Count the total listing sheets and write that number in the second blank on each page.

Shelter Enumeration Record

Complete the D-352.1SH(SBE) *Shelter Enumeration Record* as follows:

- Fill in the ‘Lead Enumerator Name’ in Item 26.

- If not already entered, fill in the ‘Date Assigned’ in Item 27.
- Fill in ‘Date Enumeration conducted’ in Item 28.
- Count the ICRs (both complete and incomplete) for the GQ and write that number in Item 29.
- Check the number of ICRs for the GQ against the number of persons on the *GQ Listing Sheet*. If there are any differences in the number of ICRs returned, make sure to write an explanation in the Notes section of the *Shelter Enumeration Record* and discuss with your Crew Leader.
- Remember to include the number of ‘Incomplete ICRs’ in the Notes section.
- If you are the Lead Enumerator, write in the names of all your team members in the Notes section.

ICRs and Envelopes

Make sure you have all the ICRs for the GQ. Check to make sure you have a GQ control number label or that you have written the GQ control number for the correct GQ on the back of each ICR. **THIS IS VERY IMPORTANT.** Bundle the ICRs and the associated envelopes as follows:

- Stack the completed ICRs in person number (PN) order with the lowest number on top (1, 2, 3, etc.). Clip the ICRs to keep the stack together.
- Bundle the ICR envelopes together—separate from the ICRs—by using a rubber band.

Sign and date Form D-1054(SBE), Enumerator Checklist for Service-Based Enumeration

Remember to certify that you have completed the enumeration at the service-based location by printing and signing your name on the Form D-1054(SBE) *Enumerator Checklist for Service-Based Enumeration (SBE Enumerator Checklist)* as well as entering the date.

Place Materials in a Messenger Envelope

Print the following on each Messenger Envelope used for each GQ:

- GQ Name
- Date
- Total number of ICRs for the GQ – not just what is in that envelope
- Your name

Note: *The Lead Enumerator is responsible for writing the information for the Shelter on the outside of the envelope.*

If there are too many questionnaires to place in one envelope, prepare additional envelopes. Write the number of the envelope and how many envelopes there are on the front. For example, if you have 2 envelopes, write '1 of 2' and '2 of 2' on the outside of the envelopes.

Make sure that all of the following completed forms are in the Messenger Envelope:

- Form D-116, *GQ Listing Sheet(s)*
- Form D-352.1SH (SBE), *Shelter Enumeration Record*
- Form D-20 or D-20(S), *Individual Census Reports (ICRs)*,
- Form D-40 or D-40(S), ICR Envelopes (bundled separately from the ICRs)
- Form D-1054(SBE) *SBE Enumerator Checklist*, (certified with your name, signature and the date).
- Form D-225, *INFO-COMMS*, if applicable.

NOTE: Use a separate envelope for each GQ. Do not place different GQs in the same envelope.

Give completed materials to your Crew Leader

Give the Messenger Envelope(s) to your Crew Leader, along with a completed Form D-308, Daily Pay and Work Record, as soon as possible.

NOTE: Do not place your Daily Pay and Work Record in the Messenger Envelope.

Topic 3: Soup Kitchen Enumeration

Introduction

Soup kitchens can serve many clients and require team communication. As with shelters, carefully coordinate with the GQ Contact Person to figure out the best procedure to conduct enumeration with the least amount of disruption. Soup kitchens are one of the places where people are counted as they receive services.

Form D-352.1SK (SBE), Soup Kitchen Enumeration Record

The remaining items on Form D-352.1SK (SBE), *Soup Kitchen Enumeration Record* give you information that helps to plan the actual enumeration. These are:

- **Item 17: Which meal serves the largest number of people?**
Tells you during which meal you want to enumerate.
- **Item 18: At what time is this meal served?**
Lets you know when to be there for this meal.
- **Item 19: Expected Pop at this meal.**
Gives you an idea of how many clients you have to enumerate when you arrive.
- **Item 20: At what time do clients assemble for this meal?**
You can see when the clients start to show up so you can plan to be there before they go in to eat.
- **Item 21: Method of receiving food.**
Plan how to do the enumeration based on how they are fed. If they go in by group to eat, try to enumerate each group before they go in. If they line up, enumerate clients in line a section at a time. Use their procedures to set up your enumeration plan.
- **Item 22: Can a staff member assist with the enumeration?**
If 'Yes,' your Crew Leader may need to swear them in before you start working. They may have taken care of this at the time of Advance Visit. You coordinate the enumeration with the staff that is helping.

If 'No,' you and your team will handle the enumeration.

- **Item 23: Staff member name and telephone number.**

If completed, then someone at the location is planning on helping with the enumeration.

- **Item 24: Enumeration appointment date and time.**

You have already called to check on this. You conduct the enumeration at the appointed time unless your Crew Leader has other instructions for you.

Pre-Enumeration

As soon as you receive your SBE assignments make sure you have all the forms and supplies for your assignment. Ask your Crew Leader for any missing materials.

Task 1. Enumeration Type

Mark the D-352.1SK(SBE), *Soup Kitchen Enumeration Record* box on the D-1054(SBE) *Group Quarters Enumeration Enumerator Checklist for Service-Based Enumeration*. This is Task 1. Enumeration Type.

Task 2. Check your materials

It is important that you have all the materials you need for your team to conduct the enumeration when you arrive at the location. You should have the following materials:

- Form D-352.1SK(SBE), *Soup Kitchen Enumeration Record*
- Form D-116 (GQE), *Group Quarters Listing Sheet*
- Form D-1054 (SBE), *Group Quarters Enumeration Enumerator Checklist for Service-Based Enumeration*
- Form D-20 or D-20(S), *Individual Census Report (ICR)* – both English and Spanish versions
- D-40 or 40(S) ICR envelopes – both English and Spanish versions
- GQ Control Number Label Sheets
- Form OF-65C, Messenger Envelopes
- Form D-31, *Confidentiality Notices*
- Form D-1168, *Map Pouch* with correct maps
- Form D-308, *Daily Pay and Work Record*
- Form D-225, *INFO-COMMs*
- Your Census ID Badge
- 2 pencils
- Rubber bands
- Clipboard
- Form D-30(L)FM Facility Manager Access Letter

Sheets

NOTE: Remember to carry extra forms and pencils for the respondents' use as well as your own.

Task 3. Visit the group quarters.

Arrive at the Soup Kitchen early to organize your materials and to contact clients. Be there 30 minutes before the clients start to gather. Work quickly to make sure that you enumerate the most residents/clients at the facility. Use the following information on the *Soup Kitchen Enumeration Record* to help you locate your assignments:

- Item 1: State code
- Item 2: County code
- Item 3: Block number
- Item 4: Map spot number

Note: Items 3 and 4 help you locate your assignment on the map.

Locate the GQ Contact Person and introduce yourself as follows:

“Hello, I’m (your name) from the U.S. Census Bureau. (Show Census I.D.) I’m here to take the census for this facility for the 2010 Census. Here is a Confidentiality Notice (hand them the D-31) that explains that census data are kept confidential.”

Take a moment to introduce each team member to the contact person. The contact person needs to know who is going to be working at their facility.

Explain the Enumeration

Coordinate with the GQ Contact Person to figure out how to do the enumeration. Enumerations should be conducted with the least amount of disruption as possible to their regular operations. There is more information under ‘Conduct Enumeration.’

Tell the GQ Contact Person that Enumerators will conduct an interview with each person receiving services to complete their questionnaire (ICR). Each Enumerator will have a certain set of clients to enumerate.

Ask if any of the clients need the Spanish version of the ICR. If you know before you create the ICR packets, it would be very helpful.

Note: Keep your Spanish ICRs with you in case you need

them.

**Thank the GQ
Contact Person**

After you have explained the procedure, thank the GQ Contact Person for their help and cooperation.

If there are staff members helping with the enumeration, tell them that they can help by stressing the importance of the census to the clients and asking for their cooperation.

**Task 4.
List residents on
Form D-116, Group
Quarters Listing
Sheet(s)**

Complete the following information:

- 1. GQ Name** – copy from the *Soup Kitchen Enumeration Record*.
- 2. GQ ID** - copy from the *Soup Kitchen Enumeration Record*.
- 3. Crew Leader Name** – write your Crew Leader’s name.
- 4. CLD No.** – copy from the *Soup Kitchen Enumeration Record*.
- 5. Enumerator Name** – write your name.

It is critical to the success of the GQ Enumeration operation that all information is written correctly. **You can complete the identification information before you arrive at the GQ. You must enter this information on every listing sheet you use for the GQ.**

Always remember to number the *GQ Listing Sheets* using the ‘Sheet ___ of ___ sheets’ spaces in the upper right hand corner. Number the pages one after the other using the first blank space. When you finish listing the residents, count the total listing sheets and write that number in the second blank on each page. For example, if you have 3 sheets, you will complete each like this:

Sheet 1 of 3 sheets

Sheet 2 of 3 sheets

Sheet 3 of 3 sheets

For team enumeration, each team member is given a letter of the alphabet to use when they write person numbers on the listing sheets, ICRs, and ICR envelopes. This way, everyone gets a unique person number which helps you keep track of the ICRs. All the clients must be listed. The team will divide up the clients for enumeration. Each Enumerator creates the listing sheets for the clients they enumerate.

For example, if 60 clients are lined up and the team has 6 Enumerators, the Lead Enumerator would divide 60 by 6 and assign each Enumerator 10 clients to interview. Enumerator ‘A’

would use PN A1-A10, the Enumerator 'B' would use PN B1-B10, Enumerator 'C' would use C1-C10, and so on.

The Lead Enumerator will write down a list of the enumerators on their team and which letter each one is to use. Keep the list and turn it in with the completed enumeration materials for the facility.

Complete the list of residents/staff on the Listing Sheet

This is a bit different at a Soup Kitchen. You do not have rooms or beds. You do not have a roster of names ahead of time and have to create this list as you enumerate. Make sure that your person numbers on the listing sheet match the ones on your ICRs. You can complete the listing sheet after the enumeration. Complete the following on the *Listing Sheet*:

- Column (a) Room/Bed number – This does not apply to a Soup Kitchen. Leave blank.
- Column (b) Name – You can fill this in later after the interview if you get the person's name during the interview. You can just write in the first name if you wish. That way the person number is unique per person and allows you to check that you have all your ICRs. If you do not get a name, write '1 Person,' '2 Person' and so on, on the appropriate line of the listing sheet. This should match what you wrote on the ICR for that individual's name. This is different than the Person Number that you assign each person enumerated.
- Column (c) Person number - Write a number for each person listed beginning with number '1.' Remember you have a letter to show what part of the line or which group you enumerated.
- Column (d) Checked in - Mark (X) if received - You complete this after you finish the interviews to make sure you have all the ICRs.
- Column (e) Mark (X) one Incomplete/Complete – Mark this after you review the ICRs. This column is divided so you can mark the appropriate selection for each ICR.

**Task 5.
Prepare ICR
packets**

There are two forms that make up an ICR Packet as follows:

- ICR Envelope, Form D-40 or D-40(S)
- ICR, Form D-20 or D-20(S)

Follow the procedures below.

Prepare the ICR envelopes

You can only write the GQ Name in the 'FOR OFFICIAL USE ONLY' section. Since you are conducting interviews as clients enter, you will not know who you are talking to ahead of time. You have to adjust the procedures a bit to fit the situation. You can add the person number to the envelope after the interview to match the one on the completed ICR you just finished using. You need to put the ICR in an envelope while you continue to work to protect the confidentiality of the person you interviewed. You do not need to complete '**For,**' '**Return to,**' '**Return By Date.**'

Prepare the ICRs

You will only have person numbers to begin with. You can go ahead and write that ahead of time so you are ready to start interviews.

- Write the corresponding Person Number in Item A on the back of the ICR. Make sure that the person number for the client matches on the ICR, ICR Envelope, and the *Listing Sheet*.
- Place a GQ control number label in the space provided. Be sure you apply the label firmly and there are no corners sticking up. You do not want this to peel off onto another form or to come off. After enumeration, the ICRs are scanned and if the labels are not firmly fixed on the page, they will cause the scanner to jam. If you have extra labels once you complete the enumeration, please line through them so you do not use them at another location by accident. If you run out of labels, you can copy the ID number into the space on the ICR.

Keep your ICRs out for interviews

You will not put the ICR into the ICR Envelope. Keep them out so you can go from one interview to another without wasting time. Use the Spanish ICR and Spanish ICR Envelope as necessary.

Enumeration

Now you are ready to start enumerating the residents.

Task 1. Conduct Enumeration (Distribute ICRs or Conduct Interviews)

Ultimately **you** are responsible for the enumeration of the clients at the GQ. **You conduct interviews at a Soup Kitchen.**

Enumeration Procedures

The Lead Enumerator will tell you how to list clients on the D-116(GQE) *Group Quarters Listing Sheet*. The Lead Enumerator provides enumeration materials to team members.

They work closely with the team to make sure they complete the assignment.

Segmenting the Line

The clients at a soup kitchen may line up or just congregate (gather together) to get their food. **If the clients line up**, you segment the line. This simply means that the Lead Enumerator counts the clients in line, divides this number by the number of Enumerators, and assigns each Enumerator a portion of the line to enumerate. The Lead Enumerator assigns a letter to each Enumerator so that each client gets a unique person number. Be very courteous and treat the clients with respect as some of them may become upset or angry that you are delaying their meal. Explain the importance of the census and assure them that they will not miss the meal.

Congregating Area

If the clients congregate in certain areas at the location being enumerated, the Lead Enumerator counts off numbers in the congregated setting and assigns each Enumerator that portion of the group to enumerate. This allows the Lead Enumerator to keep track of the work completed by each Enumerator.

Note: Some clients may get in line again to see if they can get another serving. Do not count them again.

Conduct Interviews

Move through the line as quickly and efficiently as possible. Remember that these people want to go into the soup kitchen to have their meal. When you conduct your interview:

- Introduce yourself to each client.
- Give each client the D-31, *Confidentiality Notice*.
- Conduct the interview using the ICR.
- When done, thank the respondent.
- Copy the Person Number from the ICR to the space on the envelope.

If for some reason you are not able to enumerate a person, such as a person that refuses to answer your questions, go ahead and partially fill in an ICR yourself for that person. You should write their name as Person 1, Person 2, and so on. The word 'Person' should be written as the last name, while the number should be listed as their first name. This is different from the Person Number that you gave each person on the *GQ Listing Sheet*.

**Task 2.
Collect ICRs**

Each team member is responsible for their part of the enumeration. They must keep up with their ICRs. They write the person number with their assigned letter on any ICR they work on. You stay at the Soup Kitchen until all forms are completed. Since this is a one-time shot, you have to be there to help your team members. You must review the forms that same evening. The Enumerator does personal interviews so the ICRs are collected as they went along. When you have finished the interviews, move on to Task 3 on the Checklist.

If you are the Lead Enumerator, you will have to make sure that you get all the forms from all the team members when they are done with their interviews.

**Task 3:
Review ICRS**

To review the ICRs, use a private area where only sworn census personnel with a need to know see the ICRs. This is done on site at the GQ so that any problems can be handled immediately. You may do this in your car before leaving the property.

First check to make sure you have all the ICRs. The Lead Enumerator will:

- Sort the ICR envelopes in a stack, in person number order with the lowest number on top (1, 2, 3, etc. and/or in alphabetic order by Enumerator).
- One envelope at a time, take the ICR out of the envelope, and match it (person name and person number) to the appropriate line on the *Listing Sheet*. Mark 'X' in Column (d), 'Checked in' for the person. Keep the ICRs in person number order.
- Place the envelopes aside; **do not** discard them. Bundle the envelopes together and rubber band them. They are to be turned in separately with other completed forms for your assignment.

NOTE: Refer to Topic 1 in Chapter 5 of this manual, 'Procedures for Reviewing the ICRs,' to conduct a detailed review of all ICRs that you collect from residents.

Generally, you have to check if the client was able to answer questions 1 through 5.

- If the client answered at least three of the first five questions, mark 'X' in the 'Complete' box of Column (e) on the *Listing Sheet*.

- If the client did not answer at least three of the first five questions, mark 'X' in the 'Incomplete' box of Column (e) on the *Listing Sheet*.

Arrange completed questionnaires in Person Number (PN) order. Check all questionnaires to make sure they are complete, correct, and clearly written.

Check that each ICR has a GQ control number label or that you have written one in the 'FOR OFFICIAL USE ONLY' box.

Also, if the respondent participates in completing the ICR, the 'Respondent' box must be filled in for item D 'Answered By.' **You are not to guess for this procedure.** If you interviewed the respondent go to Item D 'Answered By' and mark (X) the box for 'Respondent.' If you enumerated the person through observation, you would mark (X) Item D as 'Other.'

In column (e) of the *Listing Sheet*, mark which questionnaires are complete, and which are incomplete.

Post-Enumeration

Find a quiet place where the team can work; preferably in an area where only sworn Census employees with a need to know can see the forms. This can be hard to do at the Soup Kitchen. You may have to go over to your car. Since you conducted interviews, you may have all the data possible on hand.

If there were persons who were difficult and you filled out partial information, you can get more information about that person by checking with the GQ Contact Person to see if they can help you. It will, most likely be very difficult to get more information about soup kitchen clients and the partial information may be all the information that you can get. **Do not try to recontact the respondent.**

Task 1. Get data for incomplete and/or missing ICRs

Make sure you account for every ICR and every client. Work with the GQ Contact Person to get any information that you are missing.

Incomplete ICRs

If possible, follow up with the GQ Contact Person on 'Incomplete' ICRs to get missing information. If possible, get

answers to all the questions on the ICR. You must have answers to three of the first five to consider the ICR as ‘Complete.’ Those questions are:

- Name
- Sex
- Age or date of birth
- Hispanic, Latino or Spanish origin
- Race

If you can any three of these five questions, mark the ICR as ‘Complete’ on the *GQ Listing Sheet*. If you cannot get answers to three of the first five questions, the ICR remains ‘Incomplete.’ When you finish your review, you write the number of incomplete ICRs in the Notes section of the *Soup Kitchen Enumeration Record*.

Missing ICRs

Since you conduct interviews, you should have all your forms. Make sure you have not dropped a form if you are missing one. If someone did not want to be interviewed, work with the GQ Contact Person to fill out an ICR for that person, if possible. Most likely you already handled a refusal through observation.

Before You Leave the GQ

When you have completed your work at the soup kitchen and are ready to leave, remember to thank the GQ Contact Person for all their help. Let the GQ Contact Person know that they may be contacted by someone from the Census Bureau to verify that this enumeration was conducted.

Task 2. Turn in forms for completed group quarters assignment

When you have completed the soup kitchen enumeration, give all forms to your Crew Leader. Look at the procedures below to make sure the forms are complete.

GQ Listing Sheet

Make sure you have numbered all the *GQ Listing Sheets* in the top right hand corner of each form using the ‘Sheet __ of __ sheets’ spaces in the upper right hand corner. Number the pages one after the other using the first blank space. Count the total listing sheets and write that number in the second blank on each page.

**Soup Kitchen
Enumeration
Record**

Complete the D-352.1SK (SBE) *Soup Kitchen Enumeration Record* as follows:

- Fill in the ‘Lead Enumerator Name’ in Item 25.
- If not already entered, fill in the ‘Date Assigned’ in Item 26.
- Fill in ‘Date Enumeration conducted’ in Item 27.
- Count the ICRs (both complete and incomplete) for the GQ and write that number in Item 28.
- Check the number of ICRs for the GQ against the number of persons on the *GQ Listing Sheet*. If there are any differences in the number of ICRs returned, make sure to write an explanation in the Notes section of the *Soup Kitchen Enumeration Record* and discuss with your Crew Leader.
- Remember to include the number of ‘Incomplete ICRs’ in the Notes section.
- If you are the Lead Enumerator, write in the names of all your team members in the Notes section.

ICRs and Envelopes

Make sure you have all the ICRs for the GQ. Check to make sure you have a GQ control number label or that you have written the GQ control number for the correct GQ on the back of each ICR. **THIS IS VERY IMPORTANT.** Bundle the ICRs and the associated envelopes as follows:

- Stack the completed ICRs in person number (PN) order with the lowest number on top (1, 2, 3, etc.). Clip the forms together.
- Bundle the ICR envelopes together—separate from the ICRs—by using a rubber band.

**Sign and date Form
D-1054(SBE),
Enumerator
Checklist for
Service-Based
Enumeration**

Remember to certify that you have completed the enumeration at the service-based location by printing and signing your name on the Form D-1054(SBE) *Enumerator Checklist for Service-Based Enumeration (SBE Enumerator Checklist)* as well as entering the date.

**Place Materials in a
Messenger Envelope**

Print the following on each Messenger Envelope used for each GQ:

- GQ Name

- Date
- Total number of ICRs for the GQ – not just what is in that envelope
- Your name

Note: The Lead Enumerator is responsible for writing the information for the Soup Kitchen on the outside of the envelope.

If there are too many questionnaires to place in one envelope, prepare additional envelopes. Write the number of the envelope and how many envelopes there are on the front. For example, if you have 2 envelopes, write '1 of 2' and '2 of 2' on the outside of the envelope.

Make sure that all of the following completed forms are in the Messenger Envelope:

- Form D-116, *GQ Listing Sheet(s)*
- Form D-352.1SK (SBE), *Soup Kitchen Enumeration Record*
- Form D-20 or D-20(S), *Individual Census Reports (ICRs)*,
- Form D-40 or D-40(S), ICR Envelopes (bundled separately from the ICRs)
- Form D-1054(SBE) *SBE Enumerator Checklist*, (certified with your name, signature and the date).
- Form D-225, *INFO-COMMS*, if applicable.

NOTE: Use a separate envelope for each GQ. Do not place different GQs in the same envelope.

Give completed materials to your Crew Leader

Give the Messenger Envelope(s) to your Crew Leader, along with a completed Form D-308, Daily Pay and Work Record, as soon as possible.

NOTE: Do not place your Daily Pay and Work Record in the Messenger Envelope.

Topic 4: Regularly Scheduled Mobile Food Van Enumeration

Introduction

A Regularly Scheduled Mobile Food Van is a van that delivers food on a set schedule. During Regularly Scheduled Mobile Food Van Enumeration we count people as they receive services. This usually occurs at known street locations where mobile food vans regularly stop to provide food to people experiencing homelessness. You may have several *Enumeration Records* for one provider. Each stop is considered a GQ.

Unlike shelters and soup kitchens, the addresses for these locations may be a street corner or parking lot somewhere in town. The GQ Name may just be a street name and number. This is how the different stops were listed during Advance Visit. You may follow the same van to several stops in one day.

Form D-352.1MFV (SBE), Regularly Scheduled Mobile Food Van Enumeration Record

The remaining items on Form D-352.1MFV (SBE), *Regularly Scheduled Mobile Food Van Enumeration Record* give you information that helps to plan the actual enumeration. These are:

- **Item 14: Max Pop**
Tells you the highest number of people they serve at that stop.
- **Item 15: What are the major intersections of this stop?**
Lets you know where the van stops to hand out food.
- **Item 16: Arrival and departure time of this stop?**
Tells you when the van will be there and how long.
- **Item 17: Expected Pop**
Gives you an idea of how many clients you may enumerate at this stop.
- **Item 18: Do clients stay near van?**
You can see when the clients leave after they receive their food. You need to be ready to enumerate beforehand if they leave right after receiving their food.
- **Item 19: Method of receiving food.**
Plan how to do the enumeration based on how they get their food. If they wait for the van standing in groups, try to enumerate each group before they get their food. If they line up, enumerate the clients in line a section at a time. Use their procedures to set up your enumeration plan.

- **Item 20: Enumeration appointment date and time.**

You have already called to check on this. You conduct the enumeration at the appointed date and time unless your Crew Leader has other instructions for you.

Pre-Enumeration

As soon as you receive your SBE assignments, make sure you have all the forms and supplies for your assignment. Ask your Crew Leader for any missing materials.

**Task 1.
Enumeration Type**

Mark the D-352.1MFV (SBE), *Regularly Scheduled Mobile Food Van Enumeration Record* box on the D-1054(SBE), *Group Quarters Enumeration Enumerator Checklist for Service-Based Enumeration*.

**Task 2.
Check your materials**

It is important that you have all the materials you need for your team to conduct the enumeration when you arrive at the location. You should have the following materials:

- Form D-352.1MFV(SBE), *Regularly Scheduled Mobile Food Van Enumeration Record*
- Form D-116 (GQE), *Group Quarters Listing Sheet*
- Form D-1054 (SBE), *Group Quarters Enumeration Enumerator Checklist for Service-Based Enumeration*
- Form D-20 or D-20(S), *Individual Census Report (ICR)* – both English and Spanish versions
- Form D-40 or D-40(S) ICR envelopes – both English and Spanish versions
- GQ Control Number Label Sheets
- Form OF-65C, Messenger Envelopes
- Form D-31, *Confidentiality Notices*
- Form D-1168, *Map Pouch* with correct maps
- Form D-308, *Daily Pay and Work Record*
- Form D-225, *INFO-COMMs*
- Your Census ID Badge
- 2 pencils
- Rubber bands
- Clipboard
- Form D-30(L)FM, Facility Manager Access Letter

Note: Remember to carry extra forms and extra pencils for the respondents' use as well as your own.

**Task 3.
Visit the group
quarters**

Arrive at the stop early to organize your materials and to contact clients. Be there 30 minutes before the clients start to gather. Work quickly to make sure that you enumerate the most clients at the stop. Use the following information on the Enumeration Record to help you locate your assignments:

- Item 1: State code
- Item 2: County code
- Item 3: Block number
- Item 4: Map spot number

Note: Items 3 and 4 help you locate your assignment on the map.

There should be some additional information in the physical description/notes section on the *Enumeration Record* that will help pinpoint the location.

The GQ Contact Person may or may not be at each stop. Introduce yourself to whoever is in charge as follows:

“Hello, I’m (your name) from the U.S. Census Bureau. (Show Census I.D.) I’m here to take the census at this stop for the 2010 Census. Here is a Confidentiality Notice (hand them the D-31) that explains that census data are kept confidential.”

Take a moment to introduce each team member to the contact person. The contact person needs to know who is helping with the enumeration.

**Explain the
Enumeration**

Coordinate with the GQ Contact Person to figure out how to do the enumeration. Enumerations should be conducted with the least amount of disruption as possible to their regular operations. There is more information under ‘Conduct Enumeration.’

Tell the GQ Contact Person that Enumerators will conduct an interview with each person receiving services to complete their questionnaire (ICR). Each Enumerator will have a certain set of clients to enumerate.

Ask if any of the clients need the Spanish version of the ICR. It would be helpful to know before you create the ICR packets.

Note: Keep your Spanish ICRs with you in case you need them.

**Thank the GQ
Contact Person**

After you have explained the procedure, thank the GQ Contact Person for their help and cooperation.

If there are staff members helping with the enumeration, tell them that they can help by stressing the importance of the census to the clients and by asking for their cooperation.

**Task 4.
List residents on
Form D-116, Group
Quarters Listing
Sheet(s)**

Complete the following information:

1. **GQ Name** – copy from the *Regularly Scheduled Mobile Food Van Enumeration Record*.
2. **GQ ID** - copy from the *Regularly Scheduled Mobile Food Van Enumeration Record*.
3. **Crew Leader Name** – write your Crew Leader’s name.
4. **CLD No.** – copy from the *Regularly Scheduled Mobile Food Van Enumeration Record*.
5. **Enumerator Name** – write your name.

It is critical to the success of the GQ Enumeration operation that all information is written correctly. **You can complete the identification information before you arrive at the GQ. You must enter this information on every *Listing Sheet* you use for the GQ.**

Always remember to number the *GQ Listing Sheets* using the ‘Sheet ___ of ___ sheets’ spaces in the upper right hand corner. Number the pages one after the other using the first blank space. When you finish listing the residents, count the total listing sheets and write that number in the second blank on each page. For example, if you have 3 sheets, you will complete each like this:

Sheet 1 of 3 sheets

Sheet 2 of 3 sheets

Sheet 3 of 3 sheets

For team enumeration, each team member is given a letter of the alphabet to use when they write person numbers on the listing sheets, ICRs, and ICR envelopes. This way, everyone gets a unique person number which helps you keep track of the ICRs. All of the clients must be listed. The team will divide up the clients when it comes to actual enumeration. Each Enumerator creates the listing sheets for the clients they are responsible for. Each member adds their letter to the person number. This way, the Lead Enumerator will know what each team member did during enumeration.

For example, if 60 clients are expected and the team has 6 Enumerators, the Lead Enumerator would divide 60 by 6 and

assign each Enumerator 10 residents to be responsible for. The first Enumerator would use Person Numbers A1-A10, the second Enumerator would use Person Numbers B1-B10, the third Enumerator would use C1-C10, and so on.

The Lead Enumerator will write down a list of the enumerators on their team and which letter each one is to use. Keep the list and turn it in with the completed enumeration materials for the facility.

Complete the list of residents/staff on the Listing Sheet

This is a bit different at a Mobile Food Van stop. You do not have rooms or beds. You do not have a roster of names ahead of time and have to create this list as you enumerate. Make sure that your person numbers on the listing sheet match the ones on your ICRs. You can complete the listing sheet after the enumeration or as you go along. List each person and then do the interview. Complete the following on the *Listing Sheet*:

- Column (a) Room/Bed number – This does not apply to a mobile food van stop. Leave blank.
- Column (b) Name – You can fill this in later after the interview if you get the person’s name during the interview. You can just write in the first name if you wish. The name with the person number is unique per person and allows you to check that you have all your ICRs. If you do not get a name, write ‘1 Person,’ ‘2 Person’ and so on, on the appropriate line of the listing sheet. This should match what you wrote on the ICR for that individual’s name. This is different than the Person Number that you assign each person enumerated.
- Column (c) Person number - Write a number for each person listed beginning with number ‘1.’ Remember you may have a letter to show what part of the line or which group you enumerated.
- Column (d) Checked in - Mark (X) if received - You complete this after you finished the interviews to make sure you have all the ICRs.
- Column (e) Mark (X) one Incomplete/Complete – Mark this after you review the ICRs. This column is divided so you can mark the appropriate selection for each ICR.

Task 5. Prepare ICR packets

There are two forms that make up an ICR Packet as follows:

- ICR Envelope, Form D-40 or D-40(S)

- ICR, Form D-20 or D-20(S)

The preparation of the ICR packets for a mobile food van is similar to that of a soup kitchen.

Prepare the ICR envelopes

You can only write the GQ Name in the 'FOR OFFICIAL USE ONLY' section. Since you conduct interviews as clients wait for their food so you will not know who you are talking to ahead of time. You have to adjust the procedures a bit to fit the situation. You can add the person number to the envelope after the interview to match the one on the completed ICR you just finished using. You need to put the ICR in an envelope while you continue to work to protect the confidentiality of the person you interviewed. You do not need to complete '**For,**' '**Return to,**' '**Return By Date.**'

Prepare the ICRs

You will only have person numbers to begin with. You can go ahead and write that ahead of time so you are ready to start interviews.

- Write the corresponding Person Number in Item A on the back of the ICR. Make sure that the person number for the client matches on the ICR, ICR Envelope, and the *Listing Sheet*.
- Place a GQ control number label in the space provided. Be sure you apply the label firmly and there are no corners sticking up. You do not want this to peel off onto another form or to come off. After enumeration, the ICRs are scanned and if the labels are not firmly fixed on the page, they will cause the scanner to jam. If you have extra labels once you complete the enumeration, please line through them so you do not use them at another location by accident. If you run out of labels, you can copy the ID number into the space on the ICR.

Keep your ICRs out for interviews

You will not put the ICR into the ICR Envelope. Keep them out so you can go from one interview to another without wasting time. Use the Spanish ICR and Spanish ICR Envelope as necessary.

Enumeration

Each team will be responsible for at least 1 stop that the van will make. You get a separate D-352.1MFV (SBE), *Regularly Scheduled Mobile Food Van Enumeration Record* for each stop

from the Lead Enumerator. Now you are ready to start enumerating the clients.

Task 1. Conduct Enumeration (Distribute ICRs or Conduct Interviews)

Ultimately **you** are responsible for the enumeration of the clients at the GQ. **You conduct interviews at the Regularly Scheduled Mobile Food Van stops.**

IMPORTANT NOTE: If for some reason, you are not able to enumerate a person, such as a person that does not want to answer your questions, ask the GQ Contact Person. If there is no GQ Contact Person, you must go ahead and enumerate the person on an ICR through observation. You should write their name as Person 1, Person 2, and so on. The word ‘Person’ is the last name, while the number is written as their first name. This is different from the Person Numbers that you use on the GQ Listing Sheet.

Even if you are not able to complete more information on the ICR, you must remember to include this form in the total number of ICRs on your Enumeration Record. It will also be counted as one of the incomplete forms and should be included in the total of incomplete forms that you write in the Notes section.

Enumeration Procedures

The Lead Enumerator will tell you how to list clients on the D-116(GQE), *Group Quarters Listing Sheet*. The Lead Enumerator provides enumeration materials to team members. They work closely with the team to make sure they complete the assignment.

Segmenting the Line

The clients at the mobile food van stop may line up or just congregate to get their food.

If the clients line up, you segment the line. This simply means that the Lead Enumerator counts the clients in line, divides this number by the number of Enumerators, and assigns each Enumerator a portion of the line to enumerate. The Lead Enumerator assigns a letter to each Enumerator so that each client gets a unique person number. Be very courteous and patient with the clients since some of the may think you are interfering with the receipt of services. Explain the importance of the census and assure them they will not miss a meal.

Congregating Area

If the clients congregate in certain areas at the location being enumerated, the Lead Enumerator counts how many clients are in

the congregated setting and assigns each Enumerator that portion of the group to enumerate. This allows the Lead Enumerator to keep track of the work completed by each Enumerator.

Note: Some clients may get in line again to see if they can get another serving. Do not count them again.

Conduct Interviews

Move through the line as quickly and efficiently as possible. Remember that these people want to get their food quickly. When you conduct your interview:

- Introduce yourself to each client.
- Give each client the D-31, *Confidentiality Notice*.
- Conduct the interview using the ICR.
- When done, thank the respondent and place their form in the ICR envelope.
- Copy the Person Number from the ICR to the space on the envelope.

If for some reason you are not able to enumerate a person, such as a person that refuses to answer your questions, go ahead and partially fill in an ICR yourself for that person through observation. You should write their name as Person 1, Person 2, and so on. The word 'Person' should be written as the last name, while the number should be listed as their first name. This is different from the Person Number that you give each person on the *GQ Listing Sheet*.

Task 2: Collect ICRs

Each team member is responsible for their part of the enumeration. They must keep up with their ICRs. They write the person number with their assigned letter on any ICR they work on. You stay at the stop until all forms are completed. Since this is a one-time shot, you have to be there to help your team members. The Enumerator does personal interviews so the ICRs are collected as they go along. When you have finished the interviews, move on to Task 3 on the Checklist.

If you are the Lead Enumerator, you will have to make sure that you get all the forms from all the team members when they are done with their interviews.

Task 3: Review ICRs

While at the stop, you may need to use your car to have a private area where only sworn census personnel with a need to know see the ICRs. This is done on site at the GQ so that any problems can be handled immediately.

First, check to make sure you have all the ICRs. The Lead Enumerator will:

- Sort the ICR envelopes in a stack, in person number order with the lowest number on top (1, 2, 3, etc.) and/or in alphabetical order by Enumerator.
- One envelope at a time, take the ICR out of the envelope, and match it (person name and person number) to the appropriate line on the *Listing Sheet*. Mark 'X' in Column (d), 'Checked in' for the person. Keep the ICRs in person number order.
- Place the envelopes aside; **do not** discard them. Bundle the envelopes and rubber band them. You will turn these in separately with other completed forms.

Note: Refer to Topic 1 in Chapter 5 of this manual, 'Procedures for Reviewing the ICRs,' to conduct a detailed review of all ICRs that you collect from residents.

Generally, you have to check if the client was able to answer questions 1 through 5.

- If the client answered at least three of the first five questions, mark 'X' in the 'Complete' box of Column (e) on the *Listing Sheet*.
- If the client did not answer at least three of the first five questions, mark 'X' in the 'Incomplete' box of Column (e) on the *Listing Sheet*.

Arrange completed questionnaires in Person Number (PN) order. Check all questionnaires to make sure they are complete, correct, and clearly written.

Check that each ICR has a GQ control number label or that you have written one in the 'FOR OFFICIAL USE ONLY' box. Also, if the respondent participates in completing the ICR, the 'Respondent' box must be filled in for item D 'Answered By.'

You are not to guess for this procedure. If you interviewed the respondent go to Item D 'Answered By' and mark (X) the box for 'Respondent.' If you enumerated the person through observation, you would mark (X) Item D as 'Other.'

In Column (e) of the *Listing Sheet*, mark which questionnaires are complete, and which are incomplete.

Post-Enumeration

Find a quiet place where the team can work. Preferably in an area where only sworn Census employees with a need to know can see

the forms. Again, this may be in your car. Since the interviews are conducted at the stop, you have all the data possible on hand. If there were persons who were difficult, you can check with the GQ Contact Person or mobile food van staff to see if they can help you. **Do not try to recontact the respondent.**

Task 1.
Get data for incomplete and/or missing ICRs

Make sure you account for every ICR and every client. Work with the GQ Contact Person to get any information you are missing.

Incomplete ICRs

Follow up with the GQ Contact Person on 'Incomplete' ICRs to get missing information. If possible, get answers to all the questions on the ICR. You must have answers to three of the first five to consider the ICR as 'Complete.' Those questions are:

- Name
- Sex
- Age or date of birth
- Hispanic, Latino or Spanish origin
- Race

If you can get any three of these five questions, mark the ICR as 'Complete' on the *GQ Listing Sheet*. If you cannot, the ICR remains 'Incomplete.' When you finish your review, write the number of incomplete ICRs in the Notes section of the *Regularly Scheduled Mobile Food Van Enumeration Record*.

Missing ICRs

Since you conduct the interviews, you should have all of your forms. Make sure you have not dropped a form if you are missing one. If someone did not want to be interviewed, work with the GQ Contact Person to fill out an ICR for that person. This may not be possible at a mobile food van and most likely you already handled a refusal by filling out the ICR through observation.

Before You Leave the GQ

When you have completed your work at the van stop and are ready to leave, remember to thank the GQ Contact Person for all their assistance.

Task 2.
Turn in forms for completed group quarters assignment

When you have completed enumerating at the stop, give all forms to your Crew Leader. Look at the procedures below to make sure the forms are complete.

GQ Listing Sheet

Make sure you have numbered all the *GQ Listing Sheets* in the top right hand corner of each form using the ‘Sheet ___ of ___ sheets’ spaces in the upper right hand corner. Number the pages one after the other using the first blank space. Count the total listing sheets and write that number in the second blank on each page.

Regularly Scheduled Mobile Food Van Enumeration Record

Complete the D-352.1MFV (SBE), *Regularly Scheduled Mobile Food Van Enumeration Record* as follows:

- Fill in the ‘Lead Enumerator Name’ in Item 21.
- If not already entered, fill in the ‘Date Assigned’ in Item 22.
- Fill in ‘Date Enumeration conducted’ in Item 23.
- Count the ICRs (both complete and incomplete) for the GQ and write that number in Item 24.
- Check the number of ICRs for the GQ against the number of persons on the *GQ Listing Sheet*. If there are any differences in the number of ICRs returned, make sure to write an explanation in the Notes section of the *Regularly Scheduled Mobile Food Van Enumeration Record* and discuss with your Crew Leader.
- Remember to include the number of ‘Incomplete ICRs’ in the Notes section.
- If you are the Lead Enumerator, write in the names of all your team members in the Notes section.

ICRs and Envelopes

Make sure you have all the ICRs for the GQ. Check to make sure you have a GQ control number label or that you have written the GQ control number for the correct GQ on the back of each ICR. **THIS IS VERY IMPORTANT.** Bundle the ICRs and the associated envelopes as follows:

- Stack the completed ICRs in person number (PN) order with the lowest number on top (1, 2, 3, etc.). Clip the ICRs.
- Bundle the ICR envelopes together—separate from the ICRs—by using a rubber band.

Sign and date Form D-1054(SBE), Enumerator Checklist for Service-Based Enumeration

Remember to certify that you have completed the enumeration at the service-based location by printing and signing your name on Form D-1054(SBE), *Enumerator Checklist for Service-Based Enumeration (SBE Enumerator Checklist)* as well as entering the date.

Place Materials in a Messenger Envelope

Print the following on each Messenger Envelope used for each GQ:

- GQ Name
- Date
- Total number of ICRs for the GQ – not just what is in that envelope
- Your name

Note: The Lead Enumerator is responsible for writing the information for the Regularly Scheduled Mobile Food Van on the outside of the envelope.

If there are too many questionnaires to place in one envelope, prepare additional envelopes. Write the number of the envelope and how many envelopes there are on the front. For example, if you have 2 envelopes, write ‘1 of 2’ and ‘2 of 2’ on the outside of the envelopes.

Make sure that all of the following completed forms are in the Messenger Envelope:

- Form D-116, *GQ Listing Sheet(s)*
- Form D-352.1MFV (SBE), *Regularly Scheduled Mobile Food Van Enumeration Record*
- Form D-20 or D-20(S), *Individual Census Reports (ICRs)*,
- Form D-40 or D-40(S), ICR Envelopes (bundled separately from the ICRs)
- Form D-1054(SBE), *SBE Enumerator Checklist*, (certified with your name, signature and the date).
- Form D-225, *INFO-COMMs*, if applicable.

NOTE: Use a separate envelope for each GQ. Do not place different GQs in the same envelope.

Give completed materials to your Crew Leader

Give the Messenger Envelope(s) to your Crew Leader, along with a completed Form D-308, *Daily Pay and Work Record*, as soon as possible.

NOTE: Do not place your Daily Pay and Work Record in the Messenger Envelope.

Topic 5: Targeted Nonsheltered Outdoor Location Enumeration

Introduction

Targeted Nonsheltered Outdoor Locations are places where people experiencing homelessness live without paying to stay. The people are counted in places such as alleys, under bridges, and in parks. The enumeration is conducted late at night into the early morning, between the hours of 12 a.m. to 7 a.m. A Targeted Nonsheltered Outdoor Location must have a specific location description; for example, 'the Brooklyn Bridge at the corner of Bristol Drive' or 'the 700 block of Taylor Street behind the old warehouse.'

You will also be enumerating people in pre-identified car, RV and tent encampments. These encampments are 'ad-hoc' locations where people who have no usual home elsewhere are not paying to stay. Examples can be cars and RVs in large department store and municipal parking lots. Included in this example are encampments on open lots and undeveloped land. These encampments **do not** include RV parks and campgrounds.

The people staying in these encampments will most likely be living in family units and there may be children. You will be advised as to the best time to enumerate these encampments. Your Crew Leader will give you the date and time of enumeration when you get your assignment.

This portion of the SBE operation is very different from the others. You need to be very careful when you work at these locations. There are guidelines in Appendix E for you to follow to teach you how to be safe and effective during this particular operation. The Lead Enumerator must watch over the whole team and if there is any cause for concern, everyone should leave the area together. Never go into a Targeted Nonsheltered Outdoor Location or an encampment by yourself or volunteer to stay behind to finish the enumeration. Always pair off with another Enumerator and be aware of your surroundings at all times.

Form D-352.1 TNSOL (SBE) Targeted Nonsheltered Outdoor Location Enumeration Record

The remaining items on Form D-352.1 TNSOL (SBE) *Targeted Nonsheltered Outdoor Location Enumeration Record*, give you information that helps to plan the actual enumeration. These are:

- **Item 14: Hours location is occupied between 12:00 a.m. to 7:00 a.m.**

Tells you when there are people at the location.

- **Item 15: Expected Pop**

Gives you an idea of how many people you may enumerate at this location.

- **Item 16: Security issues**

If this is marked 'Yes,' then there is some information printed in the Notes section that you need to read. There may be some problems in the surrounding area that you need to watch for when you go to this site.

Pre-Enumeration

As soon as you receive your SBE assignments, make sure you have all the forms and supplies for your assignment. Ask your Crew Leader for any missing materials.

**Task 1.
Enumeration Type**

Mark the D-352.1TNSOL (SBE), *Targeted Nonsheltered Outdoor Location Enumeration Record* box on the D-1054(SBE) *Group Quarters Enumeration Enumerator Checklist for Service-Based Enumeration*.

**Task 2.
Check your
materials**

It is important that you have all the materials you need for your team to conduct the enumeration when you arrive at the location. You should have the following materials:

- Form D-352.1TNSOL (SBE), *Targeted Nonsheltered Outdoor Location Enumeration Record*
- Form D-116 (GQE), *Group Quarters Listing Sheet*
- Form D-1054 (SBE), *Group Quarters Enumeration Enumerator Checklist for Service-Based Enumeration (SBE) Enumerator Checklist*
- Form D-20 or D-20(S), *Individual Census Report (ICR)* – both English and Spanish versions
- Form D-40 or D-40(S)
- GQ Control Number Label Sheets
- Form OF-65C, Messenger Envelopes
- Form D-31, *Confidentiality Notices*
- Form D-1168, *Map Pouch* with correct maps
- Form D-308, *Daily Pay and Work Record*
- Form D-225, *INFO-COMMs*
- Your Census ID Badge
- 2 pencils
- Rubber bands
- Clipboard

ICR envelopes – both English and Spanish versions

- Form D-30(L)FM, Facility Manager Access Letter

NOTE: Remember to carry extra forms and extra pencils for the respondent’s use as well as your own.

**Task 3.
Visit the Group
Quarters**

The team should meet at a predetermined spot near the Targeted Nonsheltered Outdoor Location. Discuss how you will work together and remember not to disturb the residents. Work quickly to make sure you enumerate the most residents at the location so that you are not lingering in the encampment, which may alarm some residents. Use the following information on the Enumeration Record to help locate your assignment:

- Item 1: State code
- Item 2: County code
- Items 3: Block number
- Item 4: Map spot number

Note: Items 3 and 4 help you locate your assignment on the map.

There should be some additional information in the physical description/notes section on the *Enumeration Record* that will help pinpoint the location.

When enumerating these locations, the person who is able to help you may be a social worker, a person from the community, or a person who is a member of the encampment. We call this person a *gatekeeper*. Gatekeepers are very useful during enumeration because they may accompany Enumerators and help identify people. Before you begin enumerating, if there is someone listed as the GQ Contact Person, locate them and introduce yourself and the team. Use the introduction below:

“Hello, I’m (your name) from the U.S. Census Bureau. (Show Census I.D.) I’m here to take the census for this location for the 2010 Census. Here is a Confidentiality Notice (hand them the D-31) that explains that census data are kept confidential.”

Take a moment to introduce each team member to the contact person. The contact person needs to know who is going to be working at their location.

If there is no one available to assist you in the enumeration, you go ahead with the operation.

Always use the safety precautions that are outlined in Appendix E and in Chapter 4 of this manual. It is important to be aware of your surroundings at all times. Since the enumeration of the Targeted Nonsheltered Outdoor Location occurs during late night and early morning hours (non-daylight), exercise additional caution when approaching residents.

NOTE: Make sure that if you have a gatekeeper with you, that they don't see or have access to, your census materials.

Explain the Enumeration

Coordinate with the GQ Contact Person or *gatekeeper* on how to do the enumeration. Enumeration should be conducted with the least amount of disturbance to the encampment. There is more information under 'Conduct Enumeration.'

Tell the GQ Contact Person/Gatekeeper that Enumerators will interview residents who are awake to complete the questionnaire. You will not wake anyone up to conduct an interview.

Note: Keep your Spanish ICRs with you in case you need them.

Thank the GQ Contact Person

After you have explained the procedure, thank the GQ Contact Person/Gatekeeper for their help and cooperation (if applicable).

Note: Depending on the environment, the Crew Leader may ask the Gatekeeper for the Targeted Nonsheltered Outdoor Location to make an announcement to the clients asking for their help and stressing the importance of the census.

**Task 4.
List residents on Form D-116, Group Quarters Listing Sheet(s)**

Complete the following information:

- 1. GQ Name** – copy from the *Targeted Nonsheltered Outdoor Location Enumeration Record*.
- 2. GQ ID** - copy from the *Targeted Nonsheltered Outdoor Location Enumeration Record*.
- 3. Crew Leader Name** – write your Crew Leader's name.
- 4. CLD No.** – copy from the *Targeted Nonsheltered Outdoor Location Enumeration Record*.
- 5. Enumerator Name** – write your name.

It is critical to the success of the GQ Enumeration operation that all information is written correctly. **You can complete the**

identification information before you arrive at the GQ. You must enter this information on every listing sheet you use for the GQ.

Always remember to number the *GQ Listing Sheets* using the ‘Sheet ___ of ___ sheets’ spaces in the upper right hand corner. Number the pages one after the other using the first blank space. When you finish listing the residents, count the total listing sheets and write that number in the second blank on each page. For example, if you have 3 sheets, you will complete each like this:

Sheet 1 of 3 sheets

Sheet 2 of 3 sheets

Sheet 3 of 3 sheets

For team enumeration, each team member is given a letter of the alphabet to use when they create person numbers on the listing sheets. This way, everyone gets a unique person number which helps you keep track of the ICRs. All the clients must be listed. The team will divide up the clients when it comes to actual enumeration. Each Enumerator creates the listing sheets for the clients they are responsible for. Each member adds their letter to the person number. This way, the Lead Enumerator will know what each team member did during enumeration.

For example, if 60 clients are expected and the team has 6 Enumerators, the Lead Enumerator would divide 60 by 6 and assign each Enumerator 10 residents to be responsible for. The first Enumerator would use Person Numbers A1-A10, the second Enumerator would use Person Numbers B1-B10, the third Enumerator would use C1-C10, and so on.

The Lead Enumerator will write down a list of the enumerators on their team and which letter each one is to use. Keep this list and turn it in with the completed enumeration materials for this facility.

Complete the list of residents/staff on the Listing Sheet

This is a bit different at a Targeted Nonsheltered Outdoor Location. You do not have rooms or beds. You do not have a roster of names ahead of time and have to create this list as you enumerate. Make sure that your person numbers on the listing sheet match the ones on your ICRs. You can complete the listing sheet after the enumeration or as you go along. List each person and then do the interview. Complete the following on the *GQ Listing Sheet*:

- Column (a) Room/Bed number – This does not apply to a Targeted Nonsheltered Outdoor Location.
- Column (b) Name – You can fill this in later after the

interview if you get the person's name during the interview. You can just write in the first name if you wish. That way the person number is unique per person and allows you to check that you have all your ICRs. If you do not get a name, write '1 Person,' '2 Person' etc., on the appropriate line of the listing sheet. This should match what you wrote on the ICR for that individual's name. This is different than the Person Number that you assign each person enumerated.

- Column (c) Person number – Write a number for each person listed beginning with number '1.' Remember you may have a letter to show what part of the area or which group you enumerated.
- Column (d) Checked in – Mark (X) if received – You complete this after you finish the interviews to make sure you have all the ICRs.
- Column (e) Mark (X) one Incomplete/Complete – Mark this after you review the ICRs. This column is divided so you can mark the appropriate selection for each ICR.

**Task 5.
Prepare ICR
packets**

There are two forms that make up an ICR Packet as follows:

- ICR Envelope, Form D-40 or D-40(S)
- ICR, Form D-20 or D-20(S).

The preparation of the ICR packet for a Targeted Nonsheltered Outdoor Location is similar to that of a soup kitchen or a mobile food van.

**Prepare the ICR
envelopes**

You can only write the GQ Name in the 'FOR OFFICIAL USE ONLY' section. You conduct interviews with residents who are awake and approachable. You have to adjust the procedures a bit to fit the situation. You can add the person number to the envelope after the interview to match the one on the completed ICR you just finished using. You need to put the ICR in an envelope while you continue to work to protect the confidentiality of the person you interviewed. You do not need to complete **'For,' 'Return to,' 'Return By Date.'**

Prepare the ICRs

You will only have person numbers to begin with. You can go ahead and write that ahead of time so you are ready to start interviews.

- Write the corresponding Person Number in Item A on the back of the ICR. Make sure that the person number (PN) for the resident matches on the ICR, ICR Envelope, and the *Listing Sheet*.
- Place a GQ control number label in the space provided. Be sure you apply the label firmly and there are no corners sticking up. You do not want this to peel off onto another form or to come off. After enumeration, the ICRs are scanned and if the labels are not firmly fixed on the page, they will cause the scanner to jam. If you have extra labels once you complete the enumeration, please line through them so you do not use them at another location by accident. If you run out of labels, you can copy the ID number into the space on the ICR.

Keep your ICRs out for interviews

You will not put the ICR into the ICR Envelope. Keep them out so you can go from one interview to another without wasting time. Use the Spanish ICR and Spanish ICR Envelope as necessary.

Enumeration

Now you are ready to start enumerating the residents. You will only interview those residents who are awake and approachable.

Task 1. Conduct Enumeration (Distribute ICRs or Conduct Interviews)

Ultimately **you** are responsible for the enumeration of the residents at the GQ. **You conduct interviews at the Targeted Nonsheltered Outdoor Location.**

Handing Out Forms

The Crew Leader will inform you how to list residents on the D-116(GQE), *Group Quarters Listing Sheet*. As the Lead Enumerator, you provide enumeration materials to team members. They work closely with the team to make sure that the team completes assignments.

Conduct Interviews

You and your team members:

- Introduce yourself to each resident.
- Give each resident the D-31, *Confidentiality Notice*.
- Conduct the interview using the ICR.
- When done, thank the respondent and place their form in the ICR envelope.
- Copy the Person Number from the ICR to the space on the envelope.

If any residents are unable to answer the questions by themselves, check with the GQ Contact Person or gatekeeper to see what other information they can give you. **Try to get as much information as you can.**

IMPORTANT NOTE: If for some reason, you are not able to identify a person because they are sleeping or completely covered from head to toe, ask the GQ Contact person or gatekeeper. If there is no GQ Contact Person or gatekeeper, you must go ahead and enumerate the person on an ICR through observation. You should write their name as Person 1, Person 2, and so on. The word 'Person' should be written in as the last name, while the number should be listed as their first name. This is different from the Person Numbers that you use on the *GQ Listing Sheet*. Use your best judgement to try to determine their sex, race, age and origin.

Even if you are not able to complete more information on the ICR, you must remember to include this form in the total number of ICRs on your *Enumeration Record*. It will also be counted as one of the incomplete forms and should be included in the total of incomplete forms that you write in the Notes section.

**Task 2:
Collect ICRs**

Each team member is responsible for their part of the enumeration. They must keep up with their ICRs. They write the person number with their assigned letter on any ICR they work on. Since this is a one-time shot, you have to be there to help your team members. The Enumerator does personal interviews so the ICRs are collected as they go along. When you have finished the interviews, move on to Task 3 on the Checklist.

If you are the Lead Enumerator, you will have to make sure that you get all the forms from all the team members when they are done with their interviews.

**Task 3:
Review ICRs**

While at the location, use your car to have a private area where only sworn census personnel with a need to know see the ICRs. This is done on site at the GQ so that any problems can be handled immediately.

First check to make sure you have all the ICRs. The Lead Enumerator will:

- Sort the ICR envelopes in a stack, in person number order

- with the lowest number on top (1, 2, 3, etc.) and/or in alphabetical order by Enumerator.
- One envelope at a time, take the ICR out of the envelope, and match it (person name and person number) to the appropriate line on the *Listing Sheet*. Mark 'X' in Column (d), 'Checked in' for the person. Keep the ICRs in person number order.
 - Place the envelopes aside; **do not** discard them. Bundle the envelopes and rubber band them. You will turn them in separately with other completed forms for your assignment.

NOTE: Refer to Topic 1 in Chapter 5 of this manual, 'Procedures for Reviewing the ICRs' to conduct a detailed review of all ICRs that you collect from residents.

Generally, you have to check if the client was able to answer questions 1 through 5.

- If the resident answered at least three of the first five questions, mark 'X' in the 'Complete' box of Column (e) on the *Listing Sheet*.
- If the resident did not answer at least three of the first five questions, mark 'X' in the 'Incomplete' box of Column (e) on the *Listing Sheet*.

Arrange completed questionnaires in Person Number (PN) order. Check all questionnaires to make sure they are complete, correct, and clearly written.

Check that each ICR has a GQ control number label or that you have written one in the 'FOR OFFICIAL USE ONLY' box. Also, if the respondent participates in completing the ICR, the 'Respondent' box must be filled in for item D 'Answered By.' **You are not to guess for this procedure.** If you interviewed the respondent, go to Item D 'Answered By' and mark (X) the box for 'Respondent.' If you filled out the ICR through observation, you would mark (X) Item D as 'Other.'

In Column (e) of the Listing Sheet, mark which questionnaires are complete and which are incomplete.

Post-Enumeration

Find a quiet place where the team can work. Preferably in an area where only sworn Census employees with a need to know can see the forms. Again, this may be in your car. Since the interviews are conducted at the location, you have all the data possible in

hand. If there were persons who couldn't be enumerated, you can check with the GQ Contact Person or gatekeeper to see if they can help you. Do not try to recontact the respondent.

Task 1.
Get data for
incomplete and/or
missing ICRs

Make sure you account for every ICR and every resident. Work with the GQ Contact Person or gatekeeper to get any information or forms you are missing.

Incomplete ICRs

Follow up with the GQ Contact Person or gatekeeper on 'Incomplete' ICRs to get missing information. This may not be reasonable at these locations. Get the data you can and accept whatever information is given to you. You must have answers to three of the first five to consider the ICR as 'Complete.' Those questions are:

- Name
- Sex
- Age or date of birth
- Hispanic, Latino or Spanish origin
- Race

If you can get any three of these five questions, mark the ICR as 'Complete' on the *GQ Listing Sheet*. If you cannot, the ICR remains 'Incomplete.' When you finish your review, write the number of incomplete ICRs in the Notes section of the *Targeted Nonsheltered Outdoor Location Enumeration Record*.

Missing ICRs

Since you conduct the interviews, you should have all of your forms. Make sure you have not dropped a form if you are missing one. If someone did not want to be interviewed, work with the GQ Contact Person or gatekeeper to fill out an ICR for that person. Most likely you already handled a refusal through observation.

Before You Leave
the GQ

When you have completed your work and are ready to leave, remember to thank the GQ Contact Person for all their help.

Task 2.
Turn in forms for

When you have completed the enumeration, give all forms to your Crew Leader. Look at the procedure below to make sure all forms

**completed group
quarters assignment**

are complete.

GQ Listing Sheet

Make sure you have numbered all the *GQ Listing Sheets* in the top right hand corner of each form using the ‘Sheet ___ of ___ sheets’ spaces in the upper right hand corner. Number the pages one after the other using the first blank space. Count the total listing sheets and write that number in the second blank on each page.

**Targeted
Nonsheltered
Outdoor Location
Enumeration
Record**

Complete the D-352.1TNSOL (SBE), *Targeted Nonsheltered Outdoor Location Enumeration Record* as follows:

- Fill in the ‘Lead Enumerator Name’ in Item 17.
- If not already entered, fill in the ‘Date Assigned’ in Item 18.
- Fill in ‘Date Enumeration conducted’ in Item 19.
- Count the ICRs (both complete and incomplete) for the GQ and write that number in Item 20.
- Check the number of ICRs for the GQ against the number of persons on the *GQ Listing Sheet*. If there are any differences in the number of ICRs returned, make sure to write an explanation in the Notes section of the *Targeted Nonsheltered Outdoor Location Enumeration Record* and discuss with your Crew Leader.
- Remember to include the number of ‘Incomplete ICRs’ in the Notes section. If you are the Lead Enumerator, write in the names of all your team members in the Notes section.

ICRs and Envelopes

Make sure you have all the ICRs for the GQ. Check to make sure you have a GQ control number label or that you have written the GQ control number for the correct GQ on the back of each ICR. **THIS IS VERY IMPORTANT.** Bundle the ICRs and the associated envelopes as follows:

- Stack the completed ICRs in person number (PN) order with the lowest number on top (1, 2, 3, etc.). Clip the ICRs to keep the stack together.
- Bundle the ICR envelopes together—separate from the ICRs—by using a rubber band.

**Sign and date Form
D-1054(SBE),
Enumerator Check-**

Remember to certify that you have completed the enumeration at the targeted nonsheltered outdoor location by printing and signing your name on Form D-1054(SBE) *Enumerator Checklist for*

list for Service-Based Enumeration

Service-Based Enumeration (SBE Enumerator Checklist) as well as entering the date.

Place Materials in a Messenger Envelope

Print the following on each Messenger Envelope used for each GQ:

- GQ Name
- Date
- Total number of ICRs for the GQ – not just what is in that envelope
- Your name

Note: The Lead Enumerator is responsible for writing the information for the Targeted Nonsheltered Outdoor Location on the outside of the envelope.

If there are too many questionnaires to place in one envelope, prepare additional envelopes. Write the number of the envelope and how many envelopes there are on the front. For example, if you have 2 envelopes, write ‘1 of 2’ and ‘2 of 2’ on the outside of the envelopes.

Make sure that all of the following completed forms are in the Messenger Envelope:

- Form D-116, *GQ Listing Sheet(s)*
- Form D-352.1TNSOL (SBE), *Targeted Nonsheltered Outdoor Location Enumeration Record*
- Form D-20 or D-20(S), *Individual Census Reports (ICRs)*,
- Form D-40 or D-40(S), ICR Envelopes (bundled separately from the ICRs)
- Form D-1054(SBE), *SBE Enumerator Checklist* (certified with your name, signature and the date).
- Form D-225, *INFO-COMMs*, if applicable.

NOTE: Use a separate envelope for each GQ. Do not place different GQs in the same envelope.

Give completed materials to your Crew Leader

Give the Messenger Envelope(s) to your Crew Leader, along with a completed Form D-308, *Daily Pay and Work Record*, as soon as possible.

NOTE: Do not place your Daily Pay and Work Record in the Messenger Envelope.

Chapter 5: Interviewing and Reviewing the ICR

Topic 1. Interviewing Using the Individual Census Report (ICR)

Introduction

For small GQs and shelters, you may conduct personal interviews. To prepare for the interview:

- Notify the GQ Contact Person that you would like to interview residents.
- Ask the GQ Contact Person for help in arranging interviews.
- Explain to the GQ Contact Person that you need to conduct all interviews in private (you and the resident).

You must always use a pen to complete the ICRs and print all your entries very legibly.

Starting the Interview

Before you greet the resident, make sure you are wearing your ID badge and that you have the necessary forms - a blank ICR, the ICR envelope, and a Form D-31, *Confidentiality Notice*.

The first impression that you make should be neutral. Your appearance and speech strongly influence the first impression made on a resident. While you need to be friendly, you should also be professional.

When you approach a person to interview them, you will introduce yourself. Make sure you:

- Show the resident your Census ID badge.
- Hand the resident a *Confidentiality Notice*.
- Give the person time to read the *Confidentiality Notice*.
- Tell the person how long the interview will take.

During the interview

There are some simple rules to follow:

- Ask the questions exactly as worded.
- Don't assume any answers.
- Ask all of the questions

- Repeat questions slowly with the same words when a resident looks confused.
- Mark the form with the answer as given by the respondent.
- Continue with the next question until you finish with question 7.

Occasionally a person's answer may be confusing or unclear. In these cases you can try to resolve the confusion by:

- Repeating the question.
- Asking for more information.
- Asking for an estimate for age, if appropriate.
- Pausing to give the resident time to think.

NOTE: Remember all the questions on the ICR are important and should be answered even though we base the 'Complete' and 'Incomplete' status on the review of the first five questions only.

Concluding the Interview

Always try to leave the resident with a good feeling toward the census. Express your appreciation for the person's cooperation.

Place the ICR in its envelope. Continue with your next interview. If you were unable to obtain the required data from interviews, check with the GQ Contact Person about getting the information you need to complete the ICR.

Special Interview Situations

Resident is unable or refuses to cooperate: If after explaining the importance of the census and the confidentiality of responses, you are still unable to conduct an interview or if the resident will not answer the question(s) seriously, try to get information from the GQ Contact Person.

Resident requires an interpreter: If the resident speaks a different language than you and you are unable to help them fill out an ICR, try to determine the person's language from the GQ Contact Person. If the language is determined and the person agrees to an interview using an interpreter, conduct an interview using an interpreter.

The resident may require an American Sign Language interpreter. If the resident agrees, conduct the interview with the help of an interpreter. If there is no staff person with this skill, get the data from the GQ Contact Person. If you are still unable to get data about this person, let your Crew Leader know. The Census Bureau may have employed an American Sign Language

interpreter for this purpose, or the Crew Leader may be able to assign an Enumerator with this skill to the case.

If the person does not agree to an interpreter, or if an interpreter is not available, get the data from the GQ Contact Person.

Whenever you request data from the GQ Contact Person, you should try to get answers for **all** seven questions on the ICR.

Topic 2: Procedures for Reviewing Form D-20, Individual Census Report

Introduction

Form D-20, the *Individual Census Report (ICR)*, contains seven questions. All of the questions are important and should be answered. However, we consider a questionnaire to be ‘complete’ or ‘incomplete’ based on the answers to questions 1 through 5. Questions 6 and 7 have a skip pattern. When you review those two questions make sure that the correct skip pattern has been followed.

Reviewing an ICR

First, make make sure that the resident’s name and person number (PN) on the ICR match what is on the *Group Quarters Listing Sheet*. You have to make sure you mark ‘Complete’ or ‘Incomplete’ for the correct ICR after you complete your review.

Second, review the ICR using the following procedures.

Q1: What is your name?

Possible entries:

- Last Name, First Name, and Middle Initial
- Partial entry
- Blank

FOR SBE ONLY: You may not have complete names for persons at SBE locations. They may be enumerated through ‘observation.’ We assign the name ‘Person 1,’ ‘Person 2,’ ‘Person 3’ and so on, to people we observe. The word ‘Person’ should be written as the last name, while the number should be listed as their first name.

For example, the ICR first asks for the last name. So write ‘Person’ in the last name field. The second line is the first name. Write ‘1,’ ‘2,’ ‘3’ in the first name field. It is okay to use numerals. If the person has a letter designation in front of their number, write ‘A1’ ‘A 2’ and so forth in the first name field.

This is different from the person numbers you create on the *GQ Listing Sheet*.

Q2: What is your sex?

Possible entries:

- Male marked
- Female marked

- Neither box marked

Respondent sex may seem obvious, but we need to ask this question. In Targeted Nonsheltered Outdoor Locations this may not be easy to do. You may have to fill this question out by observation. Use your own judgement.

Q3: What is your age and what is your date of birth?
Please report babies as age 0 when the child is less than 1 year old.

Possible entries:

- All boxes completed
- Boxes partially completed
- Blank

Service-Based Enumeration takes place before April 1, 2010. Try to get the age that they will be on April 1, 2010.

Q4. Are you of Hispanic, Latino, or Spanish origin?

Possible entries:

- No, not of Hispanic, Latino, or Spanish origin marked
- Yes, Mexican, Mexican Am., Chicano marked
- Yes, Puerto Rican marked
- Yes, Cuban marked
- Yes, another Hispanic, Latino, or Spanish origin marked and write-in box completed
- Yes, another Hispanic, Latino, or Spanish origin marked but write-in box blank
- Another Hispanic, Latino, or Spanish origin not marked but write-in box completed
- Blank

Continue with Q. 5.

Many people assume this question is asking about their race, but it is not. It is asking if the person is of Hispanic, Latino or Spanish origin. These individuals can trace their own origin or descent to Mexico, Puerto Rico, Cuba, the Spanish-speaking countries of South American and other Spanish cultures.

Origin can be considered as the heritage, nationality group, lineage or country of birth of the person or the person's parents or ancestors before their arrival in the United States. Persons who identify their origins as such may be of any race.

**Q5. What is your race?
Mark [X] one or more
boxes.**

Possible entries:

- White is marked
- Black, African Am., or Negro is marked
- American Indian or Alaska Native is marked and write-in box completed
- American Indian or Alaska Native is marked but write-in box blank
- American Indian or Alaska Native is not marked but write-in box completed
- Asian Indian is marked
- Chinese is marked
- Filipino is marked
- Other Asian is marked and write-in box completed
- Other Asian is marked but write-in box blank
- Other Asian is not marked but write-in box completed
- Japanese is marked
- Korean is marked
- Vietnamese is marked
- Native Hawaiian is marked
- Guamanian or Chamorro is marked
- Samoan is marked
- Other Pacific Islander is marked and write-in box completed
- Other Pacific Islander is marked but write-in box blank
- Other Pacific Islander is not marked but write-in box completed.
- Some other race is marked and write-in box completed
- Some other race is marked but write-in box blank
- Some other race is not marked but write-in box completed
- Blank

Continue with Q6.

**Q6. Do you live or stay in
this facility MOST OF
THE TIME?**

Possible entries:

- Yes. This completes the questionnaire.
- No. Continue with Q7

If 'Yes' is marked, then this person does not have a home elsewhere and you are done with the interview. If 'No' is marked you will need to fill in the address where the person lives 'MOST OF THE TIME.'

When reviewing the form, make sure that this pattern is correct. If they answered 'No,' to question 6, there should be an address in question 7.

If they answered 'No' to question 6 and there is no address in question 7, try get the information from the respondent or from the contact person.

Q7. (If No) What is the full address of the place where you live or stay MOST OF THE TIME? Please complete all that apply.

Possible entries:

- Street address number
- Apartment number
- Street name
- Rural Route type and number
- Rural route box number
- PO box number
- City
- County
- State or foreign country
- ZIP Code

Get as much information about the address as you can. Write neatly.

Determine if ICR is complete or incomplete

You have reviewed the first five questions on the ICR. Now you have to determine if the ICR is complete or incomplete.

The ICR is complete if:

- Three of the first five questions are completed and the answers are clearly written.
- The ICR is marked as 'Complete' in Column (e) of Form D-116(GQE), *Group Quarters Listing Sheet*.

The ICR is incomplete if:

- Three of the first five questions are complete but are not legible.
- Less than three of the first five questions are completed.
- The ICR is marked as 'Incomplete' in Column (e) of Form D-116(GQE), *Group Quarters Listing Sheet*.

FOR OFFICIAL USE ONLY Section of ICR

Complete the 'FOR OFFICIAL USE ONLY' section of the ICR by either placing the GQ Control Number label in the box provided or

writing the GQID number from the *Group Quarters Enumeration Record* in that section.

Also, if the respondent participates in completing the ICR, the 'Respondent' box must be filled in for item D 'Answered By.' **You are not to guess for this procedure.** If you interviewed the respondent or if you left the ICR to be completed and believe that it was returned from the respondent, go to Item D 'Answered By' and mark (X) the box for 'Respondent.' If a GQ Contact Person completed all the entries on the ICR using administrative records or by their own knowledge, you would mark (X) Item D as 'Other.'

Keeping Track of Which ICRs You Have Reviewed

As you continue your review of ICRs, you will know which ICRs you have reviewed because you have:

- Entered the GQ control number on the back of the ICR.
- Marked it as complete or incomplete on the *Group Quarters Listing Sheet*.

Chapter 6: Meet With Your Crew Leader

Topic 1: Meeting With Your Crew Leader

Introduction

The Crew Leader is your Census Bureau direct supervisor. The Crew Leader will:

- Collect and review your completed work.
- Collect your daily pay and work forms.
- Give you additional materials/assignments.
- Help you with any problems you have with your work.
- Keep track of your progress and take action to help make sure that you finish your work on schedule.

When to meet with your Crew Leader

It is mandatory to meet with your Crew Leader every day in person. They will schedule a time and place to meet.

Failure to meet with your Crew Leader at the appointed time and place could result in termination of your employment with the Census Bureau.

Make sure you have your Crew Leader's name and telephone number written down. Make sure you understand where to meet your Crew Leader each day, as that location may change depending on other demands on the Crew Leader's time.

What to turn in

Before you turn in your work to your Crew Leader, make sure you have:

- Checked that the GQ Control Number label was placed or written on each ICR belonging to that GQ.
- Dated, printed, and signed your name on each Form D-1054, *GQE or SBE Enumerator Checklist*.
- Placed all the materials for the GQ in the messenger envelope(s).

- Written the GQ name, number of ICRs, the date, you're your name on each messenger envelope containing the completed GQ enumeration materials, if they are the Lead Enumerator.
- Clearly written any notes you entered on the D-352.1, *Group Quarters Enumeration Record*.
- Completed your payroll form for the day.

When you meet with your Crew Leader, turn in the following:

- Completed work, in a Messenger Envelope labeled with the GQ name, number of ICRs, the date, and your name which includes:
 - Form D-20 and D-20(S), *Individual Census Reports (ICRs)*,
 - Form D-352.1(GQ), *Group Quarters Enumeration Record*,
 - Form D-116(GQE), *Group Quarters Listing Sheet(s)*,
 - Form D-1054, *Group Quarters Enumerator Checklist*, or *Service-Based Enumeration Enumerator Checklist* (signed and dated),
 - Form D-225, *INFO-COMM* (if applicable). If any are filled out, be able to explain the situation(s) to the Crew Leader.
- Group Quarters Enumeration Maps (if all GQs in the AA are complete)
- Form D-40 and D-40(S), ICR Envelopes
- Form D-308, *Daily Pay and Work Record*

Topic 2: Daily Meetings

Completed Work

During the daily meetings, your Crew Leader will check over your completed work and answer any questions you have. Your Crew Leader will also review the number of GQs you have interviewed to make sure you are meeting expected production levels for your area. If you are consistently falling behind in your production, your Crew Leader will take appropriate action.

Your Crew Leader will meet with each enumerator for 10 to 20 minutes. Make sure that you arrive on time so that you don't make the Crew Leader late for their next meeting.

Form D-225, INFO-COMM

Record any problems that are encountered during the day on Form D-225, *INFO-COMM*. Problems encountered may be of varying nature and could include such problems as:

- Lack of cooperation from a contact person
- Inability to locate a resident who is on the administrative list and should be enumerated at the GQ
- Finding a housing unit instead of a GQ at the address
- Finding that no one lives at the GQ any longer.

Do not go back to an address if you had a contact person refuse to cooperate. Your Crew Leader will try to resolve the situation. You may have to complete an *INFO-COMM* for several different reasons. There are general instructions on the back of the form that explain how to use it. An illustration of a Form D-225, *INFO-COMM* is in the Appendix, page A-9. You will complete the following items:

- In the top right hand corner, you enter:
 - **Item a 'To'** – Your Crew Leader's name
 - **Item b 'From'** – Your name
 - **Item c 'LCO'** – Copy the LCO code from your Form D-352.1(GQ) *Group Quarters Enumeration Record*
 - **Item d 'Regional Census Center'** – enter the RCC name, from the *Group Quarters Enumeration Record*
 - **Item e 'Operation'** – GQE or SBE

- **Item f ‘Position Title’** – Enumerator
- **Item g ‘CLD No./Other’** – enter Crew Leader District number from the *Group Quarters Enumeration Record*
- **Item h ‘Date’** – enter the date that you are filling out the INFO-COMM
- If the problem, like a refusal, applies to a resident at a specific address, copy the following information from the GQ Enumeration Record:
 - **Item i ‘AA’** – the AA number for the address
 - **Item j ‘Block’** – the block number for the address.
 - **Item k ‘Map spot’** the Map spot for the address, if applicable
 - **Item l ‘Case ID number’** the GQ ID number for the address
 - **Item m ‘Address or description’** – the complete street address for the address including city name and ZIP code or physical description
- **In Section I, you will:**
 - Generally, mark ‘No’ for answer required
 - Mark the appropriate boxes for the situation. In the case of a refusal at a GQ in your assignment, you would mark the ‘refusal’ and the ‘Other’ Box

Write in any other information you can in the Statement section that describes the problem. This may be the same information you entered in the Notes section of the *GQ Enumeration Record*.

This form can also be used as additional writing space if you run out of room in the Notes section of the *GQ Enumeration Record*.

Always complete Items A to M.

Form D-308, Daily Pay and Work Record

Form D-308, *Daily Pay and Work Record*, is a record of the work that you do each day. Turn it in every day so that you will be paid promptly.

NOTE: You are not to work more than 40 hours in a week unless you are specifically authorized to do so in advance by your supervisor.

You may, if you choose to, work more than eight hours in one day as long you do not work more than 40 hours in a week. However, if you haven't asked about working more than 8 hours in a day and the additional time has not been approved in writing, you will be paid at your regular rate of pay for those hours. You will record those hours as regular time on your D-308.

There may be situations where you are instructed to work more than 8 hours in one day where overtime approval has been received in writing, for example, in training or during the closeout of an operation.

Failure to comply with the procedures could result in disciplinary action up to and including separation from Federal service.

Complete Form D-308, *Daily Pay and Work Record*, for **each day you work**. Use a **blue or black ballpoint pen**. Complete the following on the D-308:

- Your Social Security Number
- Your name
- Task code, 057 for GQE or 055 for SBE, and name of operation, (GQE or SBE)
- Office name and code
- Number of hours worked
- Number of miles driven
- Any approved expenses
- Times of day you worked
- Your signature at the bottom

Keep in mind that it is mandatory to complete a D-308 each day. When you sign the D-308, you are certifying that the hours and miles entered are accurate and correct. Falsifying information on your D-308 will result in disciplinary action, which could include termination of your employment.

An illustration of Form D-308, *Daily Pay and Work Record* is in Appendix A, page A-10. Refer to Form D-590, *Census Employee Handbook for Enumerators, Recruiting Assistants and Crew Leader Assistants*, for instructions on how to complete it.

Topic 3: Quality Control

What is Quality Control?

The Census Bureau has high performance standards. Quality Control (QC) is the process of constantly reviewing your work to make sure you understand the procedures involved in your job and that your records are accurate and complete. The Census Bureau strives to collect the most accurate information possible in a timely and cost effective way.

Objective of the QC Program

The objective of the QC program is to ensure that you complete all of the tasks necessary to accurately and successfully enumerate the GQs in your assignment. This objective is accomplished through the following activities:

- Initial Review
- Reinterview
- Office Review

Initial Review

When you meet with your Crew Leader to turn in completed work, the Crew Leader will perform a check of the *Individual Census Reports*, *Group Quarters Listing Sheet*, *Group Quarters Enumeration Record*, and *GQ Enumerator Checklist* to make sure you are completing all the required items correctly. The Crew Leader will check to see if you performed certain tasks correctly and will give you feedback as necessary.

Reinterview

During the Reinterview phase of QC, the GQs are contacted to check that an enumerator visited the facility to conduct enumeration. The population count is also verified.

There are serious consequences for falsifying information. If no one is at a GQ, or if the GQ Contact Person refuses to talk to you, discuss the situation with your Crew Leader. Never make up information just so you can turn in completed ICRs. If enumeration results are falsified, it will lead to immediate dismissal and will hamper your chances of ever qualifying for another Federal government job.

Office Review


All Enumeration Records and their ICRs will undergo a careful office review before they are considered complete and ready for shipment to the National Processing Center. This will be the final check for accuracy and completeness.

Notes

Appendix A: Group Quarters Enumeration Forms

Form D-20, Individual Census Report (Front)

OMB No. 0607-0019-C; Approval Expires 12/31/2011



Individual Census Report

U.S. DEPARTMENT OF COMMERCE
 Economic and Statistics Administration
 U.S. CENSUS BUREAU

Use a blue or black pen.
Start here

1. What is your name? *Print name below.*
 Last Name
 First Name MI
2. What is your sex? Mark ONE box.
 Male Female
3. What is your age and what is your date of birth?
Please report babies as age 0 when the child is less than 1 year old.
Print numbers in boxes.
 Age on April 1, 2010 Month Day Year of birth

→ NOTE: Please answer BOTH Question 4 about Hispanic origin and Question 5 about race. For this census, Hispanic origins are not races.

4. Are you of Hispanic, Latino, or Spanish origin?
 No, not of Hispanic, Latino, or Spanish origin
 Yes, Mexican, Mexican Am., Chicano
 Yes, Puerto Rican
 Yes, Cuban
 Yes, another Hispanic, Latino, or Spanish origin — *Print origin, for example, Argentinian, Colombian, Dominican, Nicaraguan, Salvadoran, Spaniard, and so on.*
5. What is your race? Mark one or more boxes.
 White
 Black, African Am., or Negro
 American Indian or Alaska Native — *Print name of enrolled or principal tribe.*

<input type="checkbox"/> Asian Indian	<input type="checkbox"/> Japanese	<input type="checkbox"/> Native Hawaiian
<input type="checkbox"/> Chinese	<input type="checkbox"/> Korean	<input type="checkbox"/> Guamanian or Chamorro
<input type="checkbox"/> Filipino	<input type="checkbox"/> Vietnamese	<input type="checkbox"/> Samoan
<input type="checkbox"/> Other Asian — <i>Print race, for example, Hmong, Laotian, Thai, Pakistani, Cambodian, and so on.</i> <input style="width: 100%;" type="text"/>		<input type="checkbox"/> Other Pacific Islander — <i>Print race, for example, Fijian, Tongan, and so on.</i> <input style="width: 100%;" type="text"/>


 Some other race — *Print race.*

6. Do you live or stay in this facility MOST OF THE TIME?
 Yes → *This completes the form.*
 No
7. (If No) What is the full address of the place where you live or stay MOST OF THE TIME?
Please complete all that apply.
 Street address number
 Street name




 Apartment number
 Rural route address

 City
 County
 State or foreign country
 ZIP Code

Form D-20 (12-8-2008)

USCENSUSBUREAU  175101

Form D-20, Individual Census Report (Back)

March 17, 2010		UNITED STATES DEPARTMENT OF COMMERCE Economics and Statistics Administration U.S. Census Bureau Washington, DC 20233-0001 OFFICE OF THE DIRECTOR
A message from the Director, U.S. Census Bureau . . .		
<p>This is your official 2010 Census form. We need your help to count everyone in the United States. It is important that everyone be counted, regardless of where they may be living at the time of the census. This Individual Census Report is to be used to count people who are currently living or staying in group quarters, such as college or university dormitories, nursing homes, group homes, emergency and transitional shelters for people experiencing homelessness, and other such locations. Please follow the instructions you were given when you received this form for returning it to the appropriate person.</p>		
<p>Your answers are important. Census results are used to decide the number of representatives each state has in the U.S. Congress. The amount of government money received also depends on these answers. That money is used for services for children and the elderly, roads, and many other local needs. As allowed by law, your census data becomes public after 72 years. This information can be used for family history and other types of historical research.</p>		
<p>Your answers are confidential. This means the Census Bureau cannot give out information that identifies you. Your answers will only be used for statistical purposes, and no other purpose. Please visit our Web site at <www.census.gov/2010census> and click on "Protecting Your Answers" to learn more about our privacy policy and data protection.</p>		
		
<p><i>Thank you for completing your official 2010 Census form.</i></p>		
<p>The U.S. Census Bureau estimates that, for the average respondent, this form will take about 5 minutes to complete, including the time for reviewing the instructions and answers. Send comments regarding this burden estimate or any other aspect of this burden to: Paperwork Reduction Project 0607-0919-C, U.S. Census Bureau, AMSD-3K138, 4600 Silver Hill Road, Washington, DC 20233. You may e-mail comments to <Paperwork@census.gov>; use "Paperwork Project 0607-0919-C" as the subject.</p>	FOR OFFICIAL USE ONLY	
<p>Respondents are not required to respond to any information collection unless it displays a valid approval number from the Office of Management and Budget.</p>	GQ Control Number	
A. PN	B. JIC1	C. JIC2
<input type="text"/>	<input type="text"/>	<input type="text"/>
D. Answered By: <input type="checkbox"/> Respondent <input type="checkbox"/> Other		
Form D-20 (3-17-2009)	 175102	

Form D-30(L)FM, Access Letter – Facility Manager

FROM THE ACTING DIRECTOR
U.S. CENSUS BUREAU

To: Facility Manager

The United States Constitution requires that a count of the Nation's population be taken every 10 years. In 2010, the U.S. Census Bureau will conduct a census to count every person residing in the United States. The 2010 Census will provide key information that each community relies on to obtain their share of more than \$300 billion in federal and state funding distributed each year for health assistance, services for older adults, employment services, schools, and more.

During the 2010 Census, we need to include people who live or stay in group quarters, such as group homes, workers' group living quarters, correctional facilities, and residential treatment centers. We also need to include those who stay at facilities that provide living accommodations and other services to people experiencing homelessness, such as services provided by a shelter or a soup kitchen. Our goal is to count everyone in the census.

During the 2010 Census, a Census Bureau enumerator will be contacting you to make or verify an appointment, and to gather information about the residents at your facility in order to conduct the census count.

We do not ask for any health-related information and, therefore, are in compliance with regulations issued under the Health Insurance Portability and Accountability Act of 1996 Privacy Rule. When counting the residents at your facility, we will collect each resident's name, gender, age, date of birth, race, and ethnicity, and usual residence address if they have one. All the information the Census Bureau collects is confidential by law.

If you have any questions, please call the Local Census Office at the telephone number provided in your census materials. Thank you for your cooperation, and we look forward to working with you.

Sincerely,

Thomas L. Mesenbourg
Acting Director

D-30 (L) FM

Form D-30(L)HC, Access Letter – Health Care Facility

FROM THE ACTING DIRECTOR
U.S. CENSUS BUREAU

To: Health Care Facilities

The United States Constitution requires that a count of the Nation's population be taken every 10 years. In 2010, the U.S. Census Bureau will conduct a census to count every person residing in the United States. The 2010 Census will provide key information that each community relies on to obtain their share of more than \$300 billion in federal and state funding distributed each year for health assistance, services for older adults, employment services, schools, and more.

During the 2010 Census, we need to include people who live or stay in group quarters, such as hospitals, skilled nursing facilities (nursing homes), and in-patient hospice facilities. A Census Bureau enumerator will be contacting you to make or verify an appointment, and to gather information about the residents at your facility in order to conduct the census count.

We do not ask for any health-related information and, therefore, are in compliance with regulations issued under the Health Insurance Portability and Accountability Act of 1996 Privacy Rule. When counting the residents at your facility, we will collect each resident's name, gender, age, date of birth, race, and ethnicity. All the information the Census Bureau collects is confidential by law.

If you have any questions, please call the Local Census Office at the telephone number provided in your census materials. Thank you for your cooperation, and we look forward to working with you.

Sincerely,

Thomas L. Mesenbourg
Acting Director

D-30 (L) HC

Form D-30(L)SH, Access Letter – Student Housing

FROM THE ACTING DIRECTOR
U.S. CENSUS BUREAU

To: Student Housing

The United States Constitution requires that a count of the Nation's population be taken every 10 years. In 2010, the U.S. Census Bureau will conduct a census to count every person residing in the United States. The 2010 Census will provide key information that each community relies on to obtain their share of more than \$300 billion in federal and state funding distributed each year for schools, employment services, health assistance, parks, services for older adults, and more.

During the 2010 Census, we need to include people who live or stay in group quarters, such as student housing like residence halls and fraternity and sorority houses. A Census Bureau enumerator will be contacting you to make or verify an appointment, and to gather information about the residents at your school in order to obtain an accurate count.

When counting the residents at your school, the Census Bureau collects data in compliance with the Family Educational Rights and Privacy Act. Students will be given the opportunity to complete an Individual Census Report. For students who do not respond, colleges and universities can lawfully disclose directory information from student records to the Census Bureau without prior consent of the student, parents, or guardians. Directory information includes a student's name, date of birth, school address, and dates of attendance.

It is vital that the Census Bureau has an accurate and complete count of all the students living in group quarters at your school. It is important to remember that for Census purposes, college students are considered residents of the place where they live while attending school, not at their parents' address. The group quarters operation will occur in early April, before the end of the school year. All the information the Census Bureau collects is confidential by law.

If you have any questions, please call the Local Census Office at the telephone number provided in your census materials. Thank you for your cooperation, and we look forward to working with you.

Sincerely,

Thomas L. Mesenbourg
Acting Director

D-30 (L) SH

Form D-31, Confidentiality Notice

United States[™]
Census
2010

U.S. DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. CENSUS BUREAU

Your Answers Are Confidential

Your answers are confidential and protected by law. All U.S. Census Bureau employees have taken an oath and are subject to a jail term, a fine, or both if they disclose ANY information that could identify you or your household. Your answers will only be used for statistical purposes, and no other purpose. As allowed by law, your census data become public after 72 years. This information can be used for family history and other types of historical research.

You are required by law to provide the information requested. These federal laws are found in the United States Code, Title 13, (Sections 9, 141, 193, 214, and 221) and Title 44, (Section 2108). Please visit our Web site at <www.census.gov/privacy/> for additional information.

Thank you for your cooperation. The Census Bureau appreciates your help.

Respondents are not required to respond to any information collection unless it displays a valid approval number from the office of Management and Budget.

- The approval number for the collection of address information in 2009 is OMB 0607-0809. Send any comments concerning this collection to Paperwork Reduction Project 0607-0809, U.S. Census Bureau, AMSD-3K138, 4600 Silver Hill Road, Washington, DC 20233. Or email your comments to <Paperwork@census.gov>; use "Paperwork Project 0607-0809" as the subject.
- The approval number for the collection of personal and address information in 2010 is OMB 0607-0919-C. Send any comments concerning this collection to Paperwork Reduction Project 0607-0919-C, U.S. Census Bureau, AMSD-3K138, 4600 Silver Hill Road, Washington, DC 20233. Or email your comments to <Paperwork@census.gov>; use "Paperwork Project 0607-0919-C" as the subject.

Para la traducción al español, véase al dorso. (For a Spanish translation, see the reverse side.)

U S C E N S U S B U R E A U

D-31 (5-5-2008)

United States[™]
Census
2010

U.S. DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. CENSUS BUREAU

Sus respuestas Son Confidenciales

Sus respuestas son confidenciales y están protegidas por la ley. Todos los empleados de la Oficina del Censo de los EE.UU. toman un juramento y están sujetos a una penalidad de cárcel, una multa, o ambas, si divulgan CUALQUIER información que lo identifique a usted o su hogar. Sus respuestas sólo se usarán para propósitos estadísticos, y no para ningún otro fin. Según lo permite la ley, sus datos censales se divulgan al público después de 72 años. Esta información puede ser usada para investigar la historia de la familia y otros tipos de investigaciones históricas.

La ley le exige que nos provea la información solicitada. Estas leyes federales se pueden encontrar en el título 13 (secciones 9, 141, 193, 214 y 221) y título 44 (sección 2108) del Código de los EE.UU. Por favor, visite nuestra página en la Internet <www.census.gov/privacy/> para obtener información adicional.

Gracias por su cooperación. La Oficina del Censo de los EE.UU. agradece su ayuda.

No se requiere que las personas respondan a ninguna recopilación de información a menos que ésta tenga un número de aprobación válido de la Oficina de Administración y Presupuesto.


- El número de aprobación para la recopilación de información sobre direcciones en el 2009 es OMB 0607-0809. Envíe cualquier comentario que tenga que ver con esta recopilación a: Paperwork Reduction Project 0607-0809, U.S. Census Bureau, AMSD-3K138, 4600 Silver Hill Road, Washington, DC 20233. Puede dirigir sus comentarios por correo electrónico a <Paperwork@census.gov>; y use como tema "Paperwork Project 0607-0809".
- El número de aprobación para la recopilación de información personal y de direcciones en el 2010 es OMB 0607-0919-C. Envíe cualquier comentario que tenga que ver con esta recopilación a: Paperwork Reduction Project 0607-0919-C, U.S. Census Bureau, AMSD-3K138, 4600 Silver Hill Road, Washington, DC 20233. Puede dirigir sus comentarios por correo electrónico a <Paperwork@census.gov>; y use como tema "Paperwork Project 0607-0919-C".

For an English translation, see the reverse side. (Para la traducción al inglés, véase al dorso.)

U S C E N S U S B U R E A U

D-31 (5-5-2008)

Form D-40, Individual Census Report (ICR) Envelope

United States Census 2010	U.S. Census Form Enclosed YOUR RESPONSE IS REQUIRED BY LAW	<small>U.S. DEPARTMENT OF COMMERCE Economics and Statistics Administration U.S. CENSUS BUREAU</small> 		
FOR Lola Humano, Room 1				
<p>The Census Bureau is conducting the 2010 Census. To ensure the accuracy of this Census, it is important that everyone be counted. Please complete the enclosed census form. Put the completed form in this envelope, seal, and:</p>				
<p>Return To: Sue Hall</p> <p>Return By Date: April 18, 2010</p>				
<p>Thank you for your participation.</p> <p>Your answers are confidential and protected by law—every Census Bureau employee has taken an oath and is subject to a jail term, a fine, or both if he or she discloses ANY information that could identify you. The information you provide can only be used for statistical purposes, and no other purpose. You are required by law to provide the information requested. These federal laws are found in the United States Code, Title 13 (Sections 9, 141, 193, 214, and 221) and Title 44 (Section 2108).</p>				
<p>D-40 (04-2009) USCENSUS BUREAU 10-6-2008</p>	<p style="text-align: center; margin: 0;">FOR OFFICIAL USE ONLY</p> <table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 80%; padding: 2px;">GQ 04067-068-6798-72</td><td style="width: 20%; padding: 2px;">PH 1</td></tr></table>		GQ 04067-068-6798-72	PH 1
GQ 04067-068-6798-72	PH 1			

Form D-225, INFO-COMM, (Information Communication)

FORM D-225 (3-18-2010) U.S. DEPARTMENT OF COMMERCE Economic and Statistics Administration U.S. CENSUS BUREAU INFO - COMM Information Communication 2010 Census	a. TO (Receiver) Michelle Joe		b. FROM (Sender) Tony Soe	
	c. LCO code 2299		d. FIC Charlotte	
	e. Operation GQE		f. Position title Enumerator	
	g. CLD No./Other 0101		h. Date 4/2/10	
IF REFERENCE TO SPECIFIC UNIT, SHOW WHERE APPLICABLE				
i. AA 35-5492	j. Block 14877	k. Map spot 10	l. Case ID number/Line number 2024501798611	
m. Address or description (include city name and ZIP Code) 3014 Jamboree Rd., Anyplace 5352				
See back of copy 3 for instructions.				
Section I STATEMENT (Answer required): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
Mark (X) appropriate box(es) and provide explanation.				
<input type="checkbox"/> Unable to contact <input type="checkbox"/> Refusal <input type="checkbox"/> Unable to enumerate <input type="checkbox"/> Other - Explain below:				
<input type="checkbox"/> Inaccessible <input checked="" type="checkbox"/> Other Living Quarters <input type="checkbox"/> Procedural question				
<input type="checkbox"/> Picked up paper questionnaire <input type="checkbox"/> Geography/Map problem <input type="checkbox"/> Payroll question				
Explanation: I drove to the address for the Teen Living Center but could not locate the facility. The lot was under construction. There was a pile of rubble that could have been a building.				
Section II ANSWER AND DISTRIBUTION				

Form D-308, Daily Pay and Work Record

Form D-308 (07-30-2008)		DAILY PAY AND WORK RECORD 2010 CENSUS		U.S. DEPARTMENT OF COMMERCE Economic and Statistics Administration U.S. CENSUS BUREAU		
Part A - EMPLOYEE INFORMATION						
First Name MICHAEL			MI	Employee ID 000125992		
Last Name ROE						
1. Date worked		Month	Day	Year	Day worked - Mark (X)	
04 02 2010					Sun	Mon
					Tue	Wed
					Thu	Fr
					Sat	
					If RECLAIM - Mark (X) this box. <input type="checkbox"/>	
2. Task code		Operation name		Remarks		
057		GQE				
3. Office code		Office name				
2299		Anyplace				
4. Points of travel						
From		To		From		
Home		Millersville Area				
Part B - PAY INFORMATION						
1. Hours worked		FOR OFFICE USE ONLY		2. Times of day worked - Do not include breaks.		
Regular				START	FINISH	
6.00				9:00	2:00	
Training				<input checked="" type="checkbox"/> am	<input checked="" type="checkbox"/> am	
				<input type="checkbox"/> pm	<input type="checkbox"/> pm	
Night Differential (6 pm-6 am)				3:00	4:00	
				<input checked="" type="checkbox"/> am	<input checked="" type="checkbox"/> am	
				<input type="checkbox"/> pm	<input type="checkbox"/> pm	
Overtime						
Night Differential/Overtime (6 pm-6 am)						
Total						
6.00						
3. Have you claimed ALL hours worked? If not - Please list number of hours, date(s) hours were worked, and an explanation of why you are not claiming them for payment.				Cases Completed (Filed by supervisor)		
				CLD number		
				0101		
4. Reimbursements				Cases submitted		
Miles driven 15 Telephone \$. Other - Specify in Remarks and attach receipts where required. \$.				Cases accepted		
FOR OFFICE USE ONLY \$.						
Part C - CERTIFICATION						
Privacy Act Notice - All information furnished will be treated in accordance with the Privacy Act of 1974. No information will be released except as authorized by the Act.						
Employee's Certification - Under penalty of fine and/or imprisonment, I certify that the information on this form is true and correct to the best of my knowledge.			Supervisor's Certification - I certify that I have reviewed the entries made and they appear to be reasonable and accurate.			
Signature Michael Roe		Date 04/02/10		Signature Wanda Woe		
FOR OFFICE USE ONLY		Accepted by (Initial and date)		Remarks		
Copy distribution: ORIGINAL - Payroll COPY - Employee						
USCENSUSBUREAU						

Form D-352.1GQ (GQE), Group Quarters Enumeration Record

THIS LISTING CONTAINS CONFIDENTIAL INFORMATION, THE RELEASE OF WHICH IS PROHIBITED BY TITLE 13, U.S.C., OMB NO. 0607-0019-C APPROVAL EXPIRES 12/31/2011				
D-352.1GQ (GQE) (05/04/2009)		U.S. Department of Commerce Economic and Statistics Administration U.S. Census Bureau		
GROUP QUARTERS ENUMERATION RECORD GROUP QUARTERS ENUMERATION 2010 CENSUS				
RCC: LCO: CLD: AA Number: GQ ID:				
GQ Name: _____				BARCODE Number #### ## #### ##
Facility Name: _____				
1. State:	2. County:	3. Block No:	4. Map Spot No:	5. GQ Type Code:
6a. House Number:	6b. Street Name:		6c. Unit Designation:	
7. Rural Route or P.O. Box Number:				
8. City:			9. Zip Code:	
10. Building Name:			11. Building Number:	
12. Physical Description:				
13. GQ Contact Name:			14. GQ Contact Title:	
15. GQ Contact Telephone Number:			16. Max Pop:	
17. Will your facility be closed anytime between April 1 and May 14, 2010? <input type="checkbox"/> Yes SEE NOTES SECTION <input type="checkbox"/> No				
18. Expected Pop:	19. Are clients males only, females only, or both? <input type="checkbox"/> Males <input type="checkbox"/> Females <input type="checkbox"/> Both			
20. Best days and times for facility to be enumerated:				
	Monday	_____ a.m.	_____ p.m.	
	Tuesday	_____ a.m.	_____ p.m.	
	Wednesday	_____ a.m.	_____ p.m.	
	Thursday	_____ a.m.	_____ p.m.	
	Friday	_____ a.m.	_____ p.m.	
	Saturday	_____ a.m.	_____ p.m.	
	Sunday	_____ a.m.	_____ p.m.	
21. Enumeration appointment:				
22. Does the Administrator want to self-enumerate? (CORRECTIONAL FACILITIES AND HOSPITALS ONLY) <input type="checkbox"/> Yes <input type="checkbox"/> No				
23. Can you or a staff member assist with the enumeration? <input type="checkbox"/> Yes <input type="checkbox"/> No				
24. Staff member name and telephone number:				
Name _____ Telephone _____				
25. Do you have a roster available for our use during enumeration? <input type="checkbox"/> Yes <input type="checkbox"/> No				
NOTES SECTION				
26. (Lead) Enumerator Name:			27. Date Assigned (mm/dd/yy):	
28. Date Enumeration Conducted (mm/dd/yy):			29. Number of ICRs:	
30. For CL Use Only: <input type="checkbox"/> N <input type="checkbox"/> R <input type="checkbox"/> D-1 <input type="checkbox"/> D-2 Survivor ID# _____ <input type="checkbox"/> V <input type="checkbox"/> O				
####		THIS IS THE CONTROL NUMBER FOR THIS GROUP QUARTERS. YOUR MATERIALS FOR ENUMERATION INCLUDE LABELS PRINTED WITH THIS NUMBER.	####	

Form D-352.1MFV(SBE), Regularly Scheduled Mobile Food Van Enumeration Record

THIS LISTING CONTAINS CONFIDENTIAL INFORMATION, THE RELEASE OF WHICH IS PROHIBITED BY TITLE 13, U.S.C., OMB NO. 0607-0919-C
APPROVAL EXPIRES 12/31/2011

D-352.1MFV (SBE)
(01/13/2009) U.S. Department of Commerce
Economic and Statistics Administration
U.S. Census Bureau

REGULARLY SCHEDULED MOBILE FOOD VAN ENUMERATION RECORD GROUP QUARTERS ENUMERATION 2010 CENSUS

RCC:
LCO:

CLD:
AA Number:
GQ ID:

||| BARCODE Number |||
#####

GQ Name: _____
Facility Name: _____

1. State:	2. County:	3. Block No:	4. Map Spot No:	5. GQ Type Code:
6a. House Number:	6b. Street Name:	6c. Unit Designation:		
7. Rural Route or P.O. Box Number:				
8. City:			9. Zip Code:	
10. Physical Description:				
11. GQ Contact Name:			12. GQ Contact Title:	
13. GQ Contact Telephone Number:			14. Max Pop:	
15. What are the major intersections of this stop?				
16. Arrival and departure time of this stop?		Arrival Time	Departure Time	17. Expected Pop:
		____:____ a.m.	____:____ a.m.	
		____:____ p.m.	____:____ p.m.	
18. Do clients stay near van? <input type="checkbox"/> Yes <input type="checkbox"/> No		19. Method of receiving food: <input type="checkbox"/> Line Up <input type="checkbox"/> Congregate <input type="checkbox"/> Other SEE NOTES SECTION		
20. Enumeration appointment date and time:				
<input type="checkbox"/> Monday, March 29 _____ a.m. _____ p.m.				
<input type="checkbox"/> Tuesday, March 30 _____ a.m. _____ p.m.				
<input type="checkbox"/> Wednesday, March 31 _____ a.m. _____ p.m.				

NOTES SECTION

21. (Lead) Enumerator Name:	22. Date Assigned (mm/dd/yy):
23. Date Enumeration Conducted (mm/dd/yy):	24. Number of ICRs:
25. For CL Use Only:	
<input type="checkbox"/> N <input type="checkbox"/> R <input type="checkbox"/> D-1 <input type="checkbox"/> D-2 Survivor ID# _____ <input type="checkbox"/> V <input type="checkbox"/> O	

#####
THIS IS THE CONTROL NUMBER FOR THIS GROUP QUARTERS.
YOUR MATERIALS FOR ENUMERATION INCLUDE LABELS
PRINTED WITH THIS NUMBER.
#####

Form D-352.1SH (SBE), Shelter Enumeration Record

THIS LISTING CONTAINS CONFIDENTIAL INFORMATION, THE RELEASE OF WHICH IS PROHIBITED BY TITLE 13, U.S.C., OMB NO. 0607-0919-C APPROVAL EXPIRES 12/31/2011				
D-352.1SH (SBE) (01/13/2009)			U.S. Department of Commerce Economic and Statistics Administration U.S. Census Bureau	
SHELTER ENUMERATION RECORD GROUP QUARTERS ENUMERATION 2010 CENSUS				
RCC: LCO: CLD: AA Number: GQ ID:				
GQ Name: _____				BARCODE Number #### ## #### ##
Facility Name: _____				
1. State:	2. County:	3. Block No:	4. Map Spot No:	5. GQ Type Code:
6a. House Number:		6b. Street Name:		6c. Unit Designation:
7. Rural Route or P.O. Box Number:				
8. City:			9. Zip Code:	
10. Building Name:			11. Building Number:	
12. Physical Description:				
13. GQ Contact Name:			14. GQ Contact Title:	
15. GQ Contact Telephone Number:				16. Max Pop:
17. How early do clients arrive? ____:____ a.m. ____:____ p.m.		18. What is the earliest clients may enter? ____:____ a.m. ____:____ p.m.		19. Expected Pop:
20. Are clients males only, females only, or both? <input type="checkbox"/> Males Only <input type="checkbox"/> Females Only <input type="checkbox"/> Both			21. What are the general procedures clients follow when they enter the shelter? GO TO NOTES SECTION	
22. Do you have a roster of clients that will be available for our use during enumeration? <input type="checkbox"/> Yes <input type="checkbox"/> No				
23. Can a staff member assist with the enumeration? <input type="checkbox"/> Yes <input type="checkbox"/> No				
24. Staff member name and telephone number: Name _____ Telephone _____				
25. Enumeration appointment date and time: <input type="checkbox"/> Monday, March 29 _____ a.m. _____ p.m. <input type="checkbox"/> Tuesday, March 30 _____ a.m. _____ p.m. <input type="checkbox"/> Wednesday, March 31 _____ a.m. _____ p.m.				
NOTES SECTION				
26. (Lead) Enumerator Name:			27. Date Assigned (mm/dd/yy):	
28. Date enumeration conducted (mm/dd/yy):			29. Number of ICRs:	
30. For CL Use Only: <input type="checkbox"/> N <input type="checkbox"/> R <input type="checkbox"/> D-1 <input type="checkbox"/> D-2 Survivor ID# _____ <input type="checkbox"/> V <input type="checkbox"/> O				
<div style="display: flex; justify-content: space-between; align-items: center;"> #### <div style="text-align: center; font-size: small;"> <p>THIS IS THE CONTROL NUMBER FOR THIS GROUP QUARTERS. YOUR MATERIALS FOR ENUMERATION INCLUDE LABELS PRINTED WITH THIS NUMBER.</p> </div> #### </div>				

Form D-352.1SK (SBE) Soup Kitchen Enumeration Record

THIS LISTING CONTAINS CONFIDENTIAL INFORMATION, THE RELEASE OF WHICH IS PROHIBITED BY TITLE 13, U.S.C., OMB NO. 0607-0919-C APPROVAL EXPIRES 12/31/2011						
D-352.1SK (SBE) (01/13/2009)		U.S. Department of Commerce Economic and Statistics Administration U.S. Census Bureau				
SOUP KITCHEN ENUMERATION RECORD GROUP QUARTERS ENUMERATION 2010 CENSUS						
RCC: LCO:						
CLD: AA Number: GQ ID:						
GQ Name: _____				BARCODE Number #####		
Facility Name: _____						
1. State:	2. County:	3. Block No:	4. Map Spot No:	5. GQ Type Code:		
6a. House Number:		6b. Street Name:		6c. Unit Designation:		
7. Rural Route or P.O. Box Number:						
8. City:			9. Zip Code:			
10. Building Name:			11. Building Number:			
12. Physical Description:						
13. GQ Contact Name:			14. GQ Contact Title:			
15. GQ Contact Telephone Number:			16. Max Pop:			
17. Which meal serves the largest number of people? <input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner						
18. At what time is this meal served? _____ a.m. _____ p.m.		19. Expected pop at this meal?	20. At what time do clients assemble for this meal? _____ a.m. _____ p.m.			
21. Method of receiving food: <input type="checkbox"/> Line Up <input type="checkbox"/> Congregate <input type="checkbox"/> Other SEE NOTES SECTION						
22. Can a staff member assist with the enumeration? <input type="checkbox"/> Yes <input type="checkbox"/> No						
23. Staff member name and telephone number: Name _____ Telephone _____						
24. Enumeration appointment date and time: <input type="checkbox"/> Monday, March 29 _____ a.m. _____ p.m. <input type="checkbox"/> Tuesday, March 30 _____ a.m. _____ p.m. <input type="checkbox"/> Wednesday, March 31 _____ a.m. _____ p.m.						
NOTES SECTION						
25. (Lead) Enumerator Name:			26. Date Assigned (mm/dd/yy):			
27. Date enumeration conducted (mm/dd/yy):			28. Number of ICRs:			
29. For CL Use Only: <input type="checkbox"/> N <input type="checkbox"/> R <input type="checkbox"/> D-1 <input type="checkbox"/> D-2 Survivor ID# _____ <input type="checkbox"/> V <input type="checkbox"/> O						
####		THIS IS THE CONTROL NUMBER FOR THIS GROUP QUARTERS. YOUR MATERIALS FOR ENUMERATION INCLUDE LABELS PRINTED WITH THIS NUMBER.			####	

Form D-1054(GQE), Group Quarters Enumerator Checklist (Front)

THIS LISTING CONTAINS CONFIDENTIAL INFORMATION. THE RELEASE OF WHICH IS PROHIBITED BY TITLE 13, U.S.C. OMB No. 0607-0919-C; Approval Expires 12/31/2011

FORM **D-1054(GQE)** U.S. DEPARTMENT OF COMMERCE
 Economics and Statistics Administration
 U.S. CENSUS BUREAU
 (8-18-2009)

GQ ENUMERATOR CHECKLIST
OPERATION: GROUP QUARTERS ENUMERATION
2010 Census

A. GQ Name	C. GQ ID No.
B. GQ Contact	D. GQ Telephone Area code Number

PRE-ENUMERATION TASKS

Task 1 – Check your materials.

- D-116, Group Quarters Listing Sheets
- D-352.1, Group Quarters Enumeration Record
- D-225, INFO-COMM (Information Communication)
- D-20, Individual Census Reports (ICRs)
- D-20(S), Individual Census Reports (Spanish)
- D-40, ICR Envelopes
- D-40(S), ICR Envelopes (Spanish)
- D-31, Confidentiality Notice
- D-1168, Map Pouch (one per AA)
- Maps (one set per AA)
- D-569.12, GQE Enumerator Manual
- D-308, Daily Pay and Work Record
- Messenger Envelope
- Paper clips
- Rubber bands
- Census ID badge
- GQ Control Number Label Sheet(s)
- Pencils

Task 2 – Call to set up or verify appointment.

Task 3 – Visit the Group Quarters.

- Locate the GQ contact person.
- Get a list of residents and any staff who live there as of Census Day, April 1, 2010.

Task 4 – List residents on Form D-116, Group Quarters Listing Sheet(s).

Task 5 – Prepare ICR packets

- On Forms D-40 (ICR envelopes), complete the "For," "Return To," "Return by Date" and "For Official Use Only" sections.
- Put control number label on each ICR in the GQ Control Number box in the "For Official Use Only" section of the ICR.
- On ICR, complete PN on the "For Official Use Only."
- Put the ICR Form (D-20 or D-20(S)) into the ICR envelope (D-40) or (D-40(S)).

PLEASE CONTINUE ON REVERSE SIDE.

U S C E N S U S B U R E A U

Form D-1054(GQE), Group Quarters Enumerator Checklist (Back)

ENUMERATION TASKS	
<input type="checkbox"/>	Task 1 – Conduct Enumeration (Distribute ICRs or Conduct interviews) <ul style="list-style-type: none">• Give or provide each resident an ICR packet or conduct an interview.• Make sure each resident or client understands that he/she should complete the ICR and then seal it in the ICR envelope, Form D-40, provided.
<input type="checkbox"/>	Task 2 – Collect ICRs. <ul style="list-style-type: none">• Check each ICR against the Group Quarters Listing Sheet, D-116. Mark an "X" in column (d) for each returned form.
<input type="checkbox"/>	Task 3 – Review ICRs. <ul style="list-style-type: none">• Check each ICR for complete data. Complete data is 3 or more of the first five questions on the ICR: name, sex, age or date of birth, Hispanic origin, and race. Use the procedures for reviewing ICRs in your Enumerator Manual.• Make sure there is a GQ control number in the "For Official Use Only" section of the ICR.• Mark Item D "Answered By" as "Respondent" if answered by respondent or "Other" if other method used.• Mark results of review as "Complete" or "Incomplete" in column (e) of the D-116.
POST-ENUMERATION TASKS	
<input type="checkbox"/>	Task 1 – Get data for incomplete and/or missing ICRs. <ul style="list-style-type: none">• Make arrangements with the administrative source to follow up on incomplete and missing ICRs. Use administrative lists if available.• Complete an ICR for all residents who are no longer at the GQ, but were residents on Census Day, April 1, 2010.• Documents in the Notes section of the Enumeration Records if you are submitting incomplete ICR's.• Thank the GQ Contact Person for all their help, inform them that they may be contacted as part of a Quality Control operation conducted by the Local Census Office.
<input type="checkbox"/>	Task 2 – Turn in forms for completed group quarters assignment. <ul style="list-style-type: none">• Complete GQ Listing Sheet and Enumeration Record.• Clip the ICR forms together.• Put all the forms in a messenger envelope; print the GQ name, date, number of ICRs, and your name on the cover of the envelope.• Put only one GQ per envelope. If more envelopes are needed, indicate number of messenger envelopes used for the GQ.• Give the messenger envelope to the Crew Leader along with a completed Daily Pay and Work Record.
GQ ENUMERATOR CERTIFICATION	
I certify that the entries I made for Pre-Enumeration, Enumeration, and Post-Enumeration tasks are true and correct to the best of my knowledge.	
<i>Please print GQ Enumerator's name</i>	
<hr/>	
Signature of GQ Enumerator	Date
<hr/>	<hr/>

Form D-1054(SBE), GQ Enumerator Checklist Service-Based Enumeration (Front)

THIS LISTING CONTAINS CONFIDENTIAL INFORMATION, THE RELEASE OF WHICH IS PROHIBITED BY TITLE 13, U.S.C.		OMB No. 0607-0919-C: Approval Expires 12/31/2011	
FORM D-1054(SBE) (6-19-2009)		U.S. DEPARTMENT OF COMMERCE Economics and Statistics Administration U.S. CENSUS BUREAU	
GQ ENUMERATOR CHECKLIST OPERATION: GROUP QUARTERS ENUMERATION SERVICE-BASED ENUMERATION 2010 Census			
A. GQ Name		C. GQ ID No.	
B. GQ Contact		D. GQ Telephone	Area code: [][] Number: [][][] - [][][][]

PRE-ENUMERATION TASKS

Task 1 – Enumeration Type – Mark (X) appropriate box.

- D-352.1SK(SBE), Soup Kitchen Enumeration Record
- D-352.1SH(SBE), Shelter Enumeration Record
- D-352.1MFV(SBE), Regularly Scheduled Mobile Food Van Enumeration Record
- D-352.1TNSOL(SBE), Targeted Nonsheltered Outdoor Locations Enumeration Record

Task 2 – Check your materials.

- D-116, Group Quarters Listing Sheets
- D-225, INFO-COMM (Information Communication)
- D-20, Individual Census Reports (ICRs)
- D-20(S), Individual Census Reports (Spanish)
- D-40, ICR Envelopes
- D-40(S), ICR Envelopes (Spanish)
- D-1168, Map Pouch (one per AA)
- Maps (one set per AA)
- D-569.12, GQE Enumerator Manual
- D-31, Confidentiality Notice
- D-308, Daily Pay and Work Record
- Messenger Envelope
- Census ID badge
- Paper clips
- Rubber bands
- GQ Control Number Label Sheet(s)
- Pencils

Task 3 – Visit the Group Quarters.

- Locate the GQ contact person.
- Get a list of clients and any staff who live here or receive services at the time of enumeration.

Task 4 – List residents on Form D-116, Group Quarters Listing Sheet(s).

Task 5 – Prepare ICR packets

- On Forms D-40 (ICR envelopes), complete the "For," "Return To," "Return by Date" and "For Official Use Only" sections.
- Put control number label on each ICR in the GQ Control Number box in the "For Official Use Only" section of the ICR.
- On ICR, complete PN on the "For Official Use Only."
- Place the ICR Form (D-20 or D-20(S)) into the ICR envelope (D-40) or (D-40(S)).

PLEASE CONTINUE ON REVERSE SIDE.

Form D-1054(SBE), Group Quarters Enumerator Checklist Service-Based Enumeration (Back)

ENUMERATION TASKS	
<input type="checkbox"/>	Task 1 – Conduct Enumeration (Distribute ICRs or Conduct interviews) <ul style="list-style-type: none">• Give or provide each resident or client an ICR packet or conduct an interview.• Make sure each resident or client understands that he/she should complete the ICR and then seal it in the ICR envelope, Form D-40, provided.
<input type="checkbox"/>	Task 2 – Collect ICRs. <ul style="list-style-type: none">• Check each ICR against the Group Quarters Listing Sheet, D116. Mark an "X" in column (d) for each returned form.
<input type="checkbox"/>	Task 3 – Review ICRs. <ul style="list-style-type: none">• Check each ICR for complete data. Complete data is 3 or more of the first five questions on the ICR: name, sex, age or date of birth, Hispanic origin, and race. Use the procedures for reviewing ICRs in your Enumerator manual.• Make sure there is a GQ control number in the "For Official Use Only" section of the ICR.• Mark Item D "Answered By" as "Respondent" if answered by respondent or "Other" if other method used.• Mark results of review as "Complete" or "Incomplete" in column (e) of the D-116.
POST-ENUMERATION TASKS	
<input type="checkbox"/>	Task 1 – Get data for incomplete and/or missing ICRs. <ul style="list-style-type: none">• Make arrangements with the administrative source to follow up on incomplete and missing ICRs. Use administrative lists if available.• Document in the Notes section of the Enumeration Records if you are submitting incomplete ICRs.• Thank the GQ Contact Person for all their help.
<input type="checkbox"/>	Task 2 – Turn in forms for completed group quarters assignment. <ul style="list-style-type: none">• Complete GQ Listing Sheet and Enumeration Record.• Clip the ICR forms together.• Put all the forms in a messenger envelope; print the GQ name, date, number of ICRs, and your name on the cover of the envelope.• Put only one GQ per envelope. If more envelopes are needed, indicate number of messenger envelopes used for the GQ.• Give the messenger envelope to the Crew Leader along with a completed Daily Pay and Work Record.
GQ ENUMERATOR CERTIFICATION	
I certify that the entries I made for Pre-Enumeration, Enumeration, and Post-Enumeration tasks are true and correct to the best of my knowledge.	
<i>Please print GQ Enumerator's name</i>	

Signature of GQ Enumerator	Date
_____	_____

Form D-1168, Group Quarters Map Pouch

U.S. DEPARTMENT OF COMMERCE
 ECONOMIC AND STATISTICS ADMINISTRATION
 U.S. CENSUS BUREAU

GROUP QUARTERS MAP POUCH
 2010 Census

NUMBER OF MAP SHEETS ENCLOSED →

MAP POUCH IDENTIFICATION

PUT MAP POUCH LABEL HERE

COMPLETED BY LISTER/ENUMERATOR		COMPLETED BY CREW LEADER			COMPLETED BY CLERK		
Case ID No. (1)	OLO/GQ name (2)	Geocodes: County code/Block No./Mapset No. (3)	Mark (X) appropriate boxes Block map entered on — Mapspot entered on — (4)	AA map (5)	CL approval (Initials) (6)	Copy of updated block map placed in pouch (7)	Block map shipped to NPC (8)
						Date	Initials
				<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date	Initials
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No			
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No			
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No			
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No			
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No			
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No			
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No			

TRANSIENT LOCATION SITE MAP ENCLOSED

Case ID No. (9) Location name (10)

No. of pages (11) CL Initials (12)

U.S. CENSUS BUREAU

Appendix B: 2010 Census Group Quarters Type Codes

Group Quarters	
<p>A group quarters is a place where people live or stay in a group living arrangement that is owned or managed by an entity or organization providing housing and/or services for the residents. This is not a typical household-type living arrangement. These services may include custodial or medical care as well as other types of assistance, and residency is commonly restricted to those receiving these services. People living in group quarters are usually not related to each other.</p> <p>Group quarters include such places as college residence halls, residential treatment centers, skilled nursing facilities, group homes, military barracks, correctional facilities, and workers' dormitories.</p>	
101	<p>Federal Detention Centers</p> <p>Stand alone, generally multi-level, federally operated correctional facilities that provide "short-term" confinement or custody of adults pending adjudication or sentencing. These facilities may hold pretrial detainees, holdovers, sentenced offenders, and Immigration and Customs Enforcement (ICE) inmates, formerly called Immigration and Naturalization Service (INS) inmates. These facilities include: Metropolitan Correctional Centers (MCCs), Metropolitan Detention Centers (MDCs), Federal Detention Centers (FDCs), Bureau of Indian Affairs Detention Centers, ICE Service Processing Centers, and ICE contract detention facilities.</p>
102 103	<p>Federal Prisons State Prisons</p> <p>Adult correctional facilities where people convicted of crimes serve their sentences. Common names include: prison, penitentiary, correctional institution, federal or state correctional facility, and conservation camp. The prisons are classified by two types of control: (1) "federal" (operated by or for the Bureau of Prisons of the Department of Justice) and (2) "state." Residents who are forensic patients or criminally insane are classified on the basis of where they resided at the time of enumeration. Patients in hospitals (units, wings, or floors) operated by or for federal or correctional authorities are counted in the prison population. Other forensic patients will be enumerated in psychiatric hospital units and floors for long-term non-acute patients. This category may include privately operated correctional facilities.</p>

104	Local Jails and Other Municipal Confinement Facilities Correctional facilities operated by or for counties, cities, and American Indian and Alaska Native tribal governments. These facilities hold adults detained pending adjudication and/or people committed after adjudication. This category also includes work farms and camps used to hold people awaiting trial or serving time on relatively short sentences. Residents who are forensic patients or criminally insane are classified on the basis of where they resided at the time of enumeration. Patients in hospitals (units, wings, or floors) operated by or for local correctional authorities are counted in the jail population. Other forensic patients will be enumerated in psychiatric hospital units and floors for long-term non-acute patients. This category may include privately operated correctional facilities.
105	Correctional Residential Facilities These are community-based facilities operated for correctional purposes. The facility residents may be allowed extensive contact with the community, such as for employment or attending school, but are obligated to occupy the premises at night. Examples are halfway houses, restitution centers, and prerelease, work release, and study centers.
106	Military Disciplinary Barracks and Jails Correctional facilities managed by the military to hold those awaiting trial or convicted of crimes.
201	Group Homes for Juveniles (non-correctional) Includes community-based group living arrangements for youth in residential settings that are able to accommodate three or more clients of a service provider. The group home provides room and board and services, including behavioral, psychological, or social programs. Generally, clients are not related to the caregiver or to each other. Examples are maternity homes for unwed mothers, orphanages, and homes for abused and neglected children in need of services. Group homes for juveniles do not include residential treatment centers for juveniles or group homes operated by or for correctional authorities.

202	Residential Treatment Centers for Juveniles (non-correctional) Includes facilities that primarily serve youth that provide services on-site in a highly structured live-in environment for the treatment of drug/alcohol abuse, mental illness, and emotional/behavioral disorders. These facilities are staffed 24-hours a day. The focus of a residential treatment center is on the treatment program. Residential treatment centers for juveniles do not include facilities operated by or for correctional authorities.
203	Correctional Facilities Intended for Juveniles Includes specialized facilities that provide strict confinement for its residents and detain juveniles awaiting adjudication, commitment or placement, and/or those being held for diagnosis or classification. Also included are correctional facilities where residents are permitted contact with the community, for purposes such as attending school or holding a job. Examples are residential training schools and farms, reception and diagnostic centers, group homes operated by or for correctional authorities, detention centers, and boot camps for juvenile delinquents.
301	Nursing Facilities/Skilled-Nursing Facilities Includes facilities licensed to provide medical care with seven day, twenty-four hour coverage for people requiring long-term non-acute care. People in these facilities require nursing care, regardless of age. Either of these types of facilities may be referred to as nursing homes.
401	Mental (Psychiatric) Hospitals and Psychiatric Units in Other Hospitals Includes psychiatric hospitals, units and floors for long-term non-acute care patients. The primary function of the hospital, unit, or floor is to provide diagnostic and treatment services for long-term non-acute patients who have psychiatric-related illness. All patients are enumerated in this category.

402	Hospitals with Patients Who Have No Usual Home Elsewhere Includes hospitals if they have any patients who have no exit or disposition plan, or who are known as "boarder patients" or "boarder babies." All hospitals are eligible for inclusion in this category except psychiatric hospitals, units, wings or floors operated by federal, state or local correctional authorities. Patients in hospitals operated by these correctional authorities will be counted in the prison or jail population. Psychiatric units and hospice units in hospitals are also excluded. Only patients with no usual home elsewhere are enumerated in this category.
403	In-Patient Hospice Facilities Includes in-patient hospice facilities (both free-standing and units in hospitals) that provide palliative, comfort, and supportive care for the terminally ill patient and their families. Only patients with no usual home elsewhere are tabulated in this category.
404	Military Treatment Facilities with Assigned Patients These facilities include military hospitals and medical centers with active duty patients assigned to the facility. Only these patients are enumerated in this category.
405	Residential Schools for People with Disabilities Includes schools that provide the teaching of skills for daily living, education programs, and care for students with disabilities in a live-in environment. Examples are residential schools for the physically or developmentally disabled.
501*	College/University Student Housing Includes residence halls and dormitories, which house college and university students in a group living arrangement. These facilities are owned, leased, or managed either by a college, university, or seminary, or by a private entity or organization. Fraternity and sorority housing recognized by the college or university are included as college student housing. Students attending the U.S. Naval Academy, the U.S. Military Academy (West Point), the U.S. Coast Guard Academy, and the U.S. Air Force Academy are counted in military group quarters.

601 602	Military Quarters Military Ships These facilities include military personnel living in barracks (including “open” barrack transient quarters) and dormitories and military ships. Patients assigned to Military Treatment Facilities and people being held in military disciplinary barracks and jails are not enumerated in this category. Patients in Military Treatment Facilities with no usual home elsewhere are not enumerated in this category.
701*	Emergency and Transitional Shelters (with Sleeping Facilities) for People Experiencing Homelessness Facilities where people experiencing homelessness stay overnight. These include: 1) Shelters that operate on a first-come, first-serve basis where people must leave in the morning and have no guaranteed bed for the next night; 2) Shelters where people know that they have a bed for a specified period of time (even if they leave the building every day); and 3) Shelters that provide temporary shelter during extremely cold weather (such as churches). This category does not include shelters that operate only in the event of a natural disaster. Examples are emergency and transitional shelters; missions; hotels and motels used to shelter people experiencing homelessness; shelters for children who are runaways, neglected or experiencing homelessness; and similar places known to have people experiencing homelessness.
703	Domestic Violence Shelters Includes community-based homes, shelters or crisis centers that provide housing for people who have sought shelter from household violence and may have been physically abused.

<p>702 704 706</p>	<p>Soup Kitchens Regularly Scheduled Mobile Food Vans Targeted Non-Sheltered Outdoor Locations</p> <p>Includes soup kitchens that offer meals organized as food service lines or bag or box lunches for people experiencing homelessness; street locations where mobile food vans regularly stop to provide food to people experiencing homelessness; and targeted non-sheltered outdoor locations where people experiencing homelessness live without paying to stay. Targeted non-sheltered outdoor locations must have a specific location description; for example, “the Brooklyn Bridge at the corner of Bristol Drive” or “the 700 block of Taylor Street behind the old warehouse.”</p>
<p>801*</p>	<p>Group Homes Intended for Adults</p> <p>Group homes are community-based group living arrangements in residential settings that are able to accommodate three or more clients of a service provider. The group home provides room and board and services, including behavioral, psychological, or social programs. Generally, clients are not related to the caregiver or to each other. Group homes do not include residential treatment centers or facilities operated by or for correctional authorities.</p>
<p>802*</p>	<p>Residential Treatment Centers for Adults</p> <p>Residential facilities that provide treatment on-site in a highly structured live-in environment for the treatment of drug/alcohol abuse, mental illness, and emotional/behavioral disorders. They are staffed 24-hours a day. The focus of a residential treatment center is on the treatment program. Residential treatment centers do not include facilities operated by or for correctional authorities.</p>
<p>900</p>	<p>Maritime/Merchant Vessels</p> <p>Includes U.S. owned and operated flag vessels used for commercial or noncombatant government related purposes at U.S. ports, upon the sea, or on the Great Lakes.</p>

901*	Workers' Group Living Quarters and Job Corps Centers Includes facilities such as dormitories, bunkhouses, and similar types of group living arrangements for agricultural and non-agricultural workers. This category also includes facilities that provide a full-time, year-round residential program offering a vocational training and employment program that helps young people 16-to-24 years old learn a trade, earn a high school diploma or GED and get help finding a job. Examples are group living quarters at migratory farm worker camps, construction workers' camps, Job Corps centers and vocational training facilities.
902*	Religious Group Quarters These are living quarters owned or operated by religious organizations that are intended to house their members in a group living situation. This category includes such places as convents, monasteries, and abbeys. Living quarters for students living or staying in seminaries are classified as college student housing not religious group quarters.
903	Living Quarters for Victims of Natural Disasters These are temporary group living arrangements established as a result of natural disasters.
999	Vacants The facility is not in use.

***Staff residing at this type of Group Quarters are counted in the same GQ as the other residents. These codes are 501, 701, 702, 801, 802, 901, and 902.**

Appendix C: Standard Abbreviations for the AA and Census Block Map

and	&
Apartments	Apt(s)
Attic	Atc
Avenue	Ave
Black	Blk
Blue	Bl
Boulevard	Blvd
Brown	Brn
Basement	Bsmt
Boarded up	BU
Box	Box
Brick	Brk
Building	Bldg
Circle	Cir
County	Co
Court	Ct
Downstairs	Dwnstr
Drive	Dr
East	E
Expressway	Exwy
Floor	Fl
Freeway	Fwy

Front	Frnt
Garage	Grg
Green	Gr
General Delivery	Gen Del
Household Storage	HS
Highway Contract Route	HCR
House	Hse
Highway	Hwy
Interstate Highway	I-
Intersection	Int
Lane	Ln
Left	L
Living Quarters	LQs
Lower	Lwr
Migrant living quarters	Mig LQs
Mile	Mi
North	N
Number	#
Office	Ofc
Penthouse	PH
Place	PL
Porch	Prch

Post Office	PO
Postal Service Center	PSC
Private Road	PrRd
Road	Rd
Railroad/Rural Route	RR
Right	R
Route	Rt
South	S
School	Schl
Split Level	SL
Star Route	SR
Street/State	St
Seasonally Vacant	SV
Southwest	SW

Suite	Ste
Terrace	Ter
Trail	Tr
Trailer (Mobile Home)	Trlr
Under construction	UC
Unnamed Road	Un Rd
Upper	Uppr
Vacant	V
Vehicular Trail	Ve Tr
Vacant Storage	VS
West	W
With	W/
White	Wht
Yellow	Ylw

Appendix D: Glossary

Assignment Area (AA)	A geographic area established for data collection purposes for a single Enumerator.
Assignment Area (AA) Locator Map	The AA Locator Map shows the specific location of the AA and the roads and other features in the general vicinity of the AA. The AA appears in the center of the map sheet and the blocks comprising the AA are shaded. This map should help the Enumerator find and determine the route of travel to the assigned AA.
Assignment Area (AA) Map	The AA Map identifies the AA boundaries and AA number for a single AA, all census blocks within that AA, and all roads and other features within those blocks. The adjacent area also shows features but is shaded to show it is outside the AA.
Assignment Area (AA) Number	The AA number is a 6-digit number that identifies a specific AA on census maps and forms.
Basic Street Address (BSA)	<p>The basic street address is the house number and street name portion of an address; for example, “11 Main St.” The basic street address for a multi-unit building does not include apartment designations. However, when an address uses a fractional number or letter, the fraction or letter is part of the basic street address; for example, “120 ½ Main Street” or ‘505A Market Street.’</p> <p>The basic street addresses can contain a prefix and/or suffix. The suffix comes after the street name. W. Main Street is an example of a BSA with the prefix “W” with “West” as the suffix. Main Street West is an example of a BSA with ‘West’ as the suffix.</p>
Block (also know as Census Block)	A block is a geographic area bounded by visible features, such as streets, roads, railroad tracks, and rivers, and/or by invisible features, such as a county line, city limits, and property or street extension.
Block Map	A Block Map shows a single census block within an assigned AA. It identifies the features that form the census block boundary and all known

features within the block, as well as a Map Spot and Map Spot Number showing the location of each residential structure. A Census Block Map may consist of more than one map sheet.

Block Number

A 4 or 5-digit number that identifies a specific block on census maps and forms. It can have an alphabetic suffix.

Census

An official, periodic count.

Census Block

See 'Block.'

Confidentiality

Confidentiality is the guarantee made by Title 13, of the U.S. Code, to individuals who provide information to the Census Bureau, ensuring nondisclosure of that information to anyone except sworn Census employees with a work-related need to know.

Confidentiality Notice

The Confidentiality Notice, Form D-31, is a form that Enumerators give to the GQ Contact person, respondents, and clients of the GQ. It explains the respondent's rights and responsibilities and the law that allows collection of the information.

Crew Leader

The Crew Leader supervises work in the field performed by Enumerators. The Enumerator performs tasks delegated by the Crew Leader.

Directional Prefix/Suffix

Directional prefixes and suffixes are part of the address. If the address is "S Grove Ave SW," the "S" for South is the prefix because it comes before the street name. The "SW" for Southwest is the suffix because it comes after the street name. Other directional prefixes and suffixes include; "N" (North), "W" (West), "NE" (Northeast) and so forth.

Enumerator

An Enumerator is a person who collects specific information about the residents or staff. See Group Quarters Enumerator.

Equal Employment Opportunity (EEO)

EEO is the right of all persons to apply for and be considered for a job, without regard to the person's race, gender, national origin, color, religion, sexual orientation, age, or disability. No

person shall be discriminated against because they have a pending EEO case. In addition, no person can be discriminated against because the individual has filed, or intends to file, an action to secure an agreed upon right. (See Chapter 7 in the employment handbook, Form D-590.)

Group Quarters (GQs)

A group quarters is a place where people live or stay in a group living arrangement that is owned or managed by an entity or organization providing housing and/or services for the residents. This is not a typical household-type living arrangement. These services may include custodial or medical care as well as other types of assistance, and residency is commonly restricted to those receiving these services. People living in group quarters are usually not related to each other.

Group quarters include such places as college residence halls, residential treatment centers, skilled nursing facilities, group homes, military barracks, correctional facilities, and workers' dormitories.

Group Quarters Enumeration (GQE)

Enumeration that uses specially designed procedures to count people who live in group situations.

Group Quarters Enumerator

A Group Quarters *Enumerator* is a person who collects specific information about the residents, clients or staff, who live at a Group Quarters, as of Census Day, April 1, 2010, during the Group Quarters Enumeration Operation.

Group Quarters Type Codes

Unique codes that indicate the kind of services or housing that the residents require at the GQ, therefore, indicating the type of GQ.

Housing Unit (HU)

A housing unit is any house, such as a single family home, townhouse, condominium, apartment, group of rooms, or a single room that is occupied as a **separate** living quarters, or if vacant, intended for occupancy as a **separate** living quarters. Separate means the occupants live

independently from other occupants in the living quarters.

Housing units must also have **direct access**. Direct access means that the entrance to the living quarters must be directly from the outside of the building or through a common hall. Direct access refers to how you get to the living quarters. **If the only way you can get to a living area is through someone else's living area, it does not have direct access and the living quarters is not considered a separate housing unit.**

Individual Census Report

The questionnaire, Form D-20 or D-20(S) Spanish, used to conduct the census at Group Quarters.

Living Quarters (LQ)

Living quarters are places where people live or stay or could live or stay. There are two major types of living quarters; housing units and group quarters.

Local Census Office (LCO)

The Local Census Office (LCO) is a field office established to oversee census operations. GQE will be performed out of the LCOs.

Map Pouch

The Group Quarters Map Pouch, Form D-1168, is the envelope that contains the maps for an AA.

Map Scale

A map scale shows the relationship between the distance on the map and the actual distance on the ground. The map scale is helpful for locating invisible boundaries, drawing new streets, adding map spots, creating location descriptions, and so forth.

Map Spot

A dot on the Census map to show the location of one or more living quarters.

Map Spot Number

The number assigned uniquely to each map spot within the census block. The same number may represent more than one living quarters.

Physical Description

A physical description describes the housing unit or group living quarters so that someone unfamiliar with the AA would be able to find it by the description.

Privacy Act	The Privacy Act of 1974 requires that each Federal agency advise respondents of their rights. Specifically, every respondent must know under what law the information is being collected, how the information will be used, whether they must answer the questions, and the consequences of not answering the questions.
Quality Control (QC)	Supervisory activities to ensure that the Group Quarters Enumeration Operation meets accuracy and quality standards set up by the Census Bureau. GQE Quality Control includes an Initial Observation, an Office Review, and a Reinterview.
Regional Census Center (RCC)	The Regional Census Center oversees all 2010 Census operations for LCOs.
Reinterview (RI)	A quality control procedure where completed work is verified for accuracy.
Resident(s)/Client(s)	A resident/client is the individual who lives or receives services at the GQ, answers the interview questions, and provides information about himself/herself.
Respondents	The respondent is the individual who answers the interview questions and provides information about himself or herself. In some GQs, the respondent may be a manager, superintendent, employee, or other knowledgeable person that answers or provides information about the residents of the GQ.
Service-Based Enumeration	Special procedures to enumerate people who are experiencing homelessness. We enumerate them in shelters, soup kitchens and regularly scheduled mobile food vans. We also enumerate them at targeted nonsheltered outdoor locations that include tent, car and RV encampments.
Title 13, U.S. Code	Title 13 of the U.S. Code guarantees the confidentiality of census information for 72 years and establishes penalties for disclosing information.

NOTES

Appendix E: Guidelines for Targeted Nonsheltered Outdoor Locations

Safety First
<ul style="list-style-type: none">• Always carry a form of identification – Census ID, driver’s license, etc.
<ul style="list-style-type: none">• Be aware of your surroundings and ongoing activities at all times.
<ul style="list-style-type: none">• Do not go to areas that are dangerous to access or areas that are prohibited – no trespassing.
<ul style="list-style-type: none">• Approach the encampment slowly – never go in alone.
<ul style="list-style-type: none">• Stay with your team members – do not split up.
<ul style="list-style-type: none">• If ANY team member becomes uncomfortable or feels unsafe, ALL teams must stop interviewing and leave together.
<ul style="list-style-type: none">• If there are dogs present in the encampment, do not confront them – if you or other team members are not comfortable, leave the location.
<ul style="list-style-type: none">• If there is criminal activity taking place in the area – leave immediately.
Respect Respondent
<ul style="list-style-type: none">• If you have a flashlight, use it to see where you are walking, do not shine it into the encampment or into anyone’s face.
<ul style="list-style-type: none">• Do not insult anyone’s appearance or how/where they live.
<ul style="list-style-type: none">• Allow ample space between you and the respondent while interviewing.
<ul style="list-style-type: none">• Make eye contact when you speak with the respondent – do not appear fearful.
<ul style="list-style-type: none">• Do not question their answers – accept whatever information they give. (Example: If a respondent says his name is John Doe – accept that as his name and move on to the next question)
<ul style="list-style-type: none">• Do not wake anyone who is sleeping – enumerate them through observation. Use your judgement to get identifying information, such as sex and race.
<ul style="list-style-type: none">• Do not disrupt someone if they are busy doing something else.
<ul style="list-style-type: none">• If a respondent engages you in conversation, do not be rude; show that you respect what they are saying but explain that you have a time limit to be there and that you really must move on.
Your Appearance
<ul style="list-style-type: none">• Dress comfortably, wear clothing you don’t mind getting dirty. Never wear provocative clothing of any kind.
<ul style="list-style-type: none">• Wear comfortable closed-toe shoes – athletic or hiking shoes.
<ul style="list-style-type: none">• Do not carry large amounts of cash or wear expensive jewelry – it is best to leave it at home.
<ul style="list-style-type: none">• Do not carry any weapons, including a pocketknife.
<ul style="list-style-type: none">• If you have a cell phone, turn it on silent mode and keep it concealed in your pocket. If your cell phone is also a camera, do not take any pictures.
<ul style="list-style-type: none">• Do not eat, drink, or smoke while at the encampment.
<ul style="list-style-type: none">• Be sure to wear your fluorescent vest.
Other Important Reminders
<ul style="list-style-type: none">• Do not hand out materials on social services or any other assistance services that you know of. This operation is for Census purposes only.
<ul style="list-style-type: none">• You cannot report what you see to any agency, even Children and Family Services. It is a violation of your oath to uphold Title 13.

- | |
|--|
| <ul style="list-style-type: none">• At RV or car encampments, you will find families with children. Give them the Confidentiality Statement and assure them that we do not give this information to any other agency, such as child protective services. |
| <ul style="list-style-type: none">• Do not bargain with incentives – clothing, food, money, personal hygiene items – in exchange for their information. |

Appendix F: Scripts

Introduce yourself when you call a facility

“Hello, I’m **(your name)** calling for the U.S. Census Bureau to remind you that I’m scheduled to visit your facility to enumerate the residents who lived or stayed at your facility as of Census Day, April 1, 2010. Were you informed that a Census Enumerator would visit and enumerate your facility?”

If the Contact Person is not aware of the enumeration appointment

“The Census Bureau is requesting your cooperation in enumerating the residents who live or stay at your facility as part of the 2010 Census. Your facility was visited a few months ago to collect some information to help us plan for enumeration. We are beginning to conduct the actual enumeration and are requesting your help. I would like to schedule an enumeration appointment.”

If an appointment has been set

“When we visited you a few months ago, you indicated that **(fill in day of the week)** at **(fill in times)** were the best days and times for your facility to be enumerated. Is this still okay with you?”

If an appointment has not been set

“I need to set up an appointment to enumerate your facility. What date and time best fits your schedule?”

Do you have a roster available for our use during enumeration?

“When I arrive I need a list of clients/residents who lived or stayed at your facility as of April 1, 2010, so that we can enumerate them. If you do not have a list, then I will have to create one with your help. Do you have an available list you can provide during my visit?”

Introduce yourself when visiting the facility

“Hello, I’m **(your name)** from the U.S. Census Bureau. **(Show Census I.D.)** I’m here to take the census for this facility for the 2010 Census. Here is a Confidentiality Notice **(hand them form D-31, Confidentiality Notice)** that explains that census data are kept confidential.”

Don't forget to introduce members of your team

If you are the Lead Enumerator and are at the facility with your team, take a moment to introduce each team member to the GQ Contact Person. The contact person needs to know who is going to be working at their facility.

Introducing yourself to a client

“Hello, I’m **(your name)** from the U.S. Census Bureau. **(Show Census I.D.)** I’m here to take the census for this facility for the 2010 Census. Here is a Confidentiality Notice **(hand them form D-31, Confidentiality Notice)** that explains that census data are kept confidential.”

When asking for a roster at the GQ

“I need a current list of residents (possibly staff, depending on the GQ type code) who lived or stayed at your facility on Census Day, April 1, 2010 so that we can enumerate them. The list needs to include not only the name of each resident but their room or bed number if that is applicable.”

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