



**UNITED STATES DEPARTMENT OF COMMERCE**  
**Economics and Statistics Administration**  
**U.S. Census Bureau**  
Washington, DC 20233-0001  
OFFICE OF THE DIRECTOR

FROM THE DIRECTOR  
U.S. CENSUS BUREAU

To: Health Care Facility Administrator

Your facility has been randomly selected to participate in a very important national survey conducted by the U.S. Census Bureau called **the American Community Survey (ACS)**. The ACS is an on-going monthly survey that tells us what the population looks like and how it lives. A sample of residents who live or stay in hospitals, nursing facilities/skilled nursing facilities (nursing homes), and in-patient hospice facilities is included in the ACS each month. Data are used by federal, state, local, and tribal governments, as well as by businesses and private non-profit organizations. Participating in the ACS is important and also required by law (Title 13, United States Code), Sections 141, 193, 221, and 223.

Each month, representatives for the ACS contact facilities, such as hospitals, nursing facilities/skilled nursing facilities, and in-patient hospice facilities. In the next few weeks, one of our ACS field representatives (FRs) will contact you or someone in your office to discuss the survey and to schedule an appointment to visit your facility. They will:

- answer any questions you may have about the ACS.
- collect and verify basic information about your facility, such as the facility name and address.
- ask for a list of residents who are currently living or staying at your facility to establish a basis for their sample.
- select a random sample of residents to take part in the ACS.
- interview the selected residents.

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*Helping You Make Informed Decisions*

[www.census.gov](http://www.census.gov)

Selected residents will be asked to respond to the ACS and provide information about various topics, such as education, military service, insurance coverage, and disability. ***All the information the U.S. Census Bureau collects is confidential by law.***

Your cooperation is essential to the success of the ACS, and the FR may need your assistance in collecting survey data from the sample of residents. The FR will need access to the residents chosen. For those residents who cannot complete the survey, according to the Health Insurance Portability and Accountability Act of 1996 (HIPAA), to the extent required by Title 13 or other law, a covered entity is permitted under the Privacy Rule to disclose protected health information to the Census Bureau for survey purposes.

Local governments use these data for budgeting, evaluating programs, and planning for community development projects, such as those for the older population, hospitals, and senior centers. Other organizations use this information to provide services to the community and to plan or establish new facilities, buildings, and programs. Administrators at your own facility may use ACS data themselves.

The enclosed brochure provides answers to frequently asked questions about the ACS. If you want to learn more about the ACS, please visit the Census Bureau's Web site at <<http://www.census.gov/acs>>.

If you have further questions, please call the Census Bureau's Atlanta Regional Office toll-free number at 1-800-424-6974. Thank you in advance for your cooperation, and we look forward to working with you.

Sincerely,

A handwritten signature in black ink that reads "Robert M. Groves". The signature is written in a cursive, slightly slanted style.

Robert M. Groves

Enclosure

ACS-18(L)(H)(GQ)(ATLANTA)(01-2011)



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To: Director of Student Housing

Your student housing facility has been randomly selected to participate in a very important national survey conducted by the U.S. Census Bureau called **the American Community Survey (ACS)**. The ACS is an on-going monthly survey that tells us what the population looks like and how it lives. A sample of students who live or stay in student housing is included in the ACS each month. Data are used by federal, state, local, and tribal governments, as well as by businesses and private non-profit organizations. Participating in the ACS is important and also required by law (Title 13, United States Code), Sections 141, 193, 221, and 223.

Each month, representatives for the ACS contact facilities, such as college residence halls, dormitories, and fraternity/sorority housing recognized by the college or university. In the next few weeks, one of our ACS field representatives (FRs) will contact you or someone in your office to discuss the survey and to schedule an appointment to visit your facility. They will:

- answer any questions you might have about the ACS.
- collect and verify basic information about your student housing facility such as the facility name and address.
- ask for a list of students who are currently living or staying at the sampled student housing facility to establish a basis for their sample. According to the Family Education Rights and Privacy Act (FERPA), the Census Bureau is permitted to collect this information.
- select a random sample of students to take part in the ACS.
- interview the selected students.

Selected students will be asked to respond to the ACS and provide information about various topics, such as education and employment. *All the information the U.S. Census Bureau collects is confidential by law.*

Your cooperation is essential to the success of the ACS, and the FR may need your assistance in collecting survey data from the sample of students. The FR will need access to the students chosen. For those students who do not complete the survey, colleges and universities can lawfully disclose directory information from student records to the Census Bureau without prior consent of the student, parents, or guardians as stated in the FERPA. Directory information includes a student's name, date of birth, school address, and dates of attendance.

The ACS data are used by federal agencies to determine the distribution of Title I funding and college tuition grant and loan programs. The information may also be used by local governments for budgeting, evaluating programs, and planning for community development projects, such as those for libraries and new schools. Other organizations use this information to provide services to the community and to plan or establish new facilities, buildings, and programs. Researchers and planners at your own institution almost certainly use ACS data themselves.

The enclosed brochure provides answers to frequently asked questions about the ACS. If you want to learn more about the ACS, please visit the Census Bureau's Web site at <http://www.census.gov/acs>.

If you have further questions, please call the Census Bureau's Atlanta Regional Office toll-free number at 1-800-424-6974. Thank you in advance for your cooperation, and we look forward to working with you.

Sincerely,



Robert M. Groves

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