

Attachment C - 2013 Census Test Instrument Specification/Frequently Asked Questions

This instrument uses a modified version of the 2013 production American Community Survey instrument. Changes include:

- Updating survey specific items such as survey name, description of purpose, survey length;
- Adding a Proxy interview option for CAPI interviews;
- Removing GQ path;
- Removing all household level questions except tenure and status of temporarily occupied units; and
- Removing detailed person level questions (person level questions kept are relationship, sex, age/date of birth, Hispanic origin, and race).

CAPI FRONT

UNITSTAT_CP

Hello, I'm... from the United States Census Bureau. [Fill 1: Here is my identification card (show ID card).] We are conducting a survey in this community. (If vacant: What is the status of the unit at <ADDRESS>?)

1. Occupied (goto ADRSVER_CP)
2. Vacant (goto ADRSVER_CP)
3. Noninterview (interviewer records noninterview type)

If proxy interview:

PR_INTRO_CP

We are conducting the 2013 Census Test to test new methods to make the next census easier, more convenient, and less costly for taxpayers. I have some questions about <ADDRESS>. This interview should take about 10 minutes. Here is a letter explaining our interview.

PR_KNOWL_CP

I am going to be asking questions about the people who live at <ADDRESS>, things like names, ages, and if they have another place they sometimes live or stay. Do you know that information?

1. Yes (goto Roster)
2. No (goto PR_POPCNT_CP)
3. Vacant now (goto VACUNIT_CP)
4. Not a housing unit now (goto THANK2_CP)

PR_POPCNT_CP

How many people live or stay at <ADDRESS>? (goto THANK2_CP)

If not a proxy interview:

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INTRO_CP

We are conducting the 2013 Census Test to test new methods to make the next census easier, more convenient, and less costly for taxpayers. I have some questions to ask you.

Did you receive our mailing?

1. Yes (goto READY_CP)
2. No (goto INTROLET_CP)

INTROLET_CP

The Census Bureau is conducting this survey to make the next census easier, more convenient, and less costly for taxpayers. I am required by law to tell you that this survey is authorized by Title 13, Sections 141 and 193 of the United States Code.

The average interview takes about 10 minutes. This survey is mandatory and your cooperation is very important. All the information you provide will remain completely confidential.

Ready_CP

Interviewer screen to see if respondent is ready to complete interview.

1. Continue (goto TYPUNT_CP)
2. Type A noninterview (goto TYPEA_CP)
3. Inconvenient time. Try again later (goto APPTDATE)
4. Wrong household. (goto EXITTHANK_CP)

ADRSVER_CP

I need to verify the address where this unit is located. Is this address <ADDRESS>?

1. Yes (goto MAILCHECK1 or MAILCHECK2)
2. No (goto ADRSVERSUP)

ADRSVERSUP

Are you aware if this address has ever been <ADDRESS>?

1. Yes, correct/update address (goto NEWADDRESS screens)
2. No (ADRSCHECK_CP)

ADRSCHECK_CP

Verify that interviewer confirmed with a knowledgeable source that they are at the correct address.

1. Yes, correct/update address (goto Address update screens)
2. No (EXITTHANK_CP)

NEWADDRESS screens, no scripted text, but fields for interviewer to update address if

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necessary.

MAILCHECK1

I also need to verify the mailing address. Is (your/the) mailing address: <ADDRESS>?

1. Yes (goto INTRO_CP if occupied, VACUNIT_CP if vacant)
2. No (goto MAILCHECK2)

MAILCHECK2

What is (your/the) mailing address?

1. Same as location address (goto INTRO_CP if occupied, VACUNIT_CP if vacant)
2. Enter new mailing address (goto MAILNEW screens)

MAILNEW screens, no scripted text, but fields for interviewer to update the mailing address if necessary.

TYPUNT_CP

(Ask if not apparent) **What type of unit is this?**

1. Private Residence (goto ACCESS_CP)
2. Business Only (goto OTHQTR_CP)

ACCESS_CP

(Ask if not apparent) **Do you have direct access to your living quarters from the outside or through a common hall, or must you go through another unit to enter your living quarters?**

1. Direct (goto OTHQTR_CP)
2. Through another unit (goto NOACCESS)

NOACCESS

How is access to the sample unit achieved? (goto OTHLIV_CP)

OTHLIV_CP

Does any other household at this address live with your household?

1. Yes (goto INCLUDE_CP)
2. No (goto OTHQTR_CP)

OTHQTR_CP

Are there any other living quarters – either occupied or vacant – at this address?

1. Yes (goto LIVEAT1_CP)
2. No (goto CP1NAME if TYPUNT_CP= business, goto FN_PG1 if TYPUNT <> Business)

VACUNIT_CP

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Is this unit...?

1. For rent
2. Rented, not occupied
3. For sale only
4. Sold, not occupied
5. For seasonal, recreational or occasional use
6. For migrant workers
7. Other vacant
(1-7, D, R goto VACMO_CP)

VACMO_CP

How many months has this unit been vacant?

1. Less than 1 month
2. 1 up to 2 months
3. 2 up to 4 months
4. 4 up to 6 months
5. 6 up to 12 months
6. 12 up to 24 months
7. 24 or more months
(1-7, D, R goto THANKYOU)

LIVEAT1_CP

Do the occupants or intended occupants of the other living quarters live separately from all other persons at this address?

1. Yes (goto ACCESS1_CP)
2. No (goto INCLUDE_CP)

ACCESS1_CP

Do the occupants or intended occupants of the other living quarters have direct access from the outside or through a common hall?

1. Yes (goto XTRA_CP)
2. No (goto INCLUDE_CP)

XTRA_CP

Instructs interviewer that the other living quarters is an extra unit and not to include members of the extra unit in the sample unit. (goto FN_PG1)

INCLUDE_CP

Instructs interviewer that the other living quarters is NOT an extra unit and to include members of the extra unit in the sample unit. (goto FN_PG1)

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CATI FRONT/BACK

HELLO_1 (If callback has been set with specific respondent)

May I please speak to <RESPNAME>?

HELLOALT (if respondent unavailable)

I'd like to speak to an adult member of the household. Is there someone else available now?

ALTSPEAK (If name given to HELLOALT)

May I speak to <ALTNAME>?

HELLO_RS

I am calling about a very important survey.

(Or if incoming call: **Thank you for returning our call. My name is <INTNAME> from the U.S. Census Bureau. We contacted your household concerning a very important survey.**)

Are you the lady or gentleman of the house?

(If needed: **May I speak with someone at least 15 years old who lives here and knows about the people in this household? Would that be you?**)

ADRSVER

We're conducting a survey collecting information on people and housing in your area.

First, I need to verify your address. Is this <ADDRESS>?

1. Yes (goto RESNUM)
2. No (goto ADRSNEW)

Intro if partial complete and address info already verified:

INTRO_ADDVERIFIED

(If incoming call: **Thank you for returning our call. My name is <INTNAME> from the U.S. Census Bureau.**) **The Census Bureau is conducting the 2013 Census Test to collect current population and housing information. Before we begin, I'd like to verify your address. Is this <ADDRESS>?**

1. Yes (goto INTRO_B)
2. No (goto ADRSNEW)

ADRSNEW

Your unit may not be eligible for an interview at this time. However, the Census Bureau may contact you at a later date to conduct an interview after we have researched our address list. What is your correct address?

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New address screens, no scripted text, but fields for interviewer to update the mailing address if necessary.

RESNUM

Is this a private residence?

1. Yes (goto INTRO_PRE)
2. No (goto LIVQRTS)

LIVQRTS

Does anyone live here?

1. Yes (goto OTHRQRTS)
2. No (goto BUSINESS)

OTHRQRTS

We are trying to update our address list. What type of living situation is this? (goto EXITTHANK)

BUSINESS

Is this a business? (goto EXITTHANK)

INTRO_PRE

The Census Bureau is conducting the 2013 Census Test to collect current population and housing information. Did you receive our letter about the 2013 Census Test?

1. Yes (goto INTRO_B)
2. No (goto INTRO_1ST)

INTRO_1ST

I am required by law to tell you that this survey is authorized by Title 13, Sections 141 and 193 of the United States Code. The average interview takes about 10 minutes. This survey is mandatory and your cooperation is very important. All the information you provide will remain completely confidential.

INTRO_PT (Intro for a partial interview)

I'm calling about the 2013 Census Test. (If incoming call: We were calling about the 2013 Census Test.) The Census Bureau is conducting this mandatory survey to collect current population and housing information. We have completed part of an interview for this household and would like to finish it now. Before we begin, I'd like to verify your address. Is this <ADDRESS>?

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INTRO_B

My supervisor is working with me today and may listen in to evaluate my performance.

INTRO_D (for partial interviews)

Some of the questions have already been answered. Let me see where we should begin.

WHOTOCALL (if callback needed)

Fine. I'll call back later. Whom should I ask for when I call back?

EXITTHANK

Thank you for your time.

TEMPOCCOMP

The questions for the temporarily occupied interview are complete.

OCCOMP

The required questions have been answered.

THANKYOU_T

Thank you very much for your participation in this important survey. Your cooperation has made it possible for us to collect current population and housing information. You've been very helpful.

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ROSTER

FN_PG1 for Person 1

I am going to be asking some questions about everyone who is living or staying at this address. First let's create a list of the people starting with you. What is your name?

FN_PG1 for rest of roster

What is the name of the next person living or staying here?

FN_PG1 for Proxy for Person 1

I am going to be asking some questions about everyone who is living or staying at this address. What is the name of the person who owns or rents this place?

Screens for collecting middle initial and last name for each person with no scripted text are included after each First Name screen.

FN_PG2

The following questions are to make sure this list is as complete as possible...

Does anyone else live or stay here, such as roommates, foster children, boarders, or live-in employees?

FN_PG3

Is there anyone else staying here even for a short time, such as a friend or relative?

AWAYNOW

The next questions are to help refine this list. I have listed <NAMES>. Are any of these people away NOW for more than two months, like a college student or someone in the military?

ANOTHERHOME

(Do you/Does <NAME>/Do any of these people)... Have some other place where (you usually stay/he or she usually stays/they usually stay)?

MORETHANTWO

(Are <NAMES>/Are you/Is <NAME>) staying here for MORE than two months?

DEMOGRAPHICS

BASIC

Now I would like to ask you some basic questions (about <NAME>/about people in this household/about people in this household who are here more than two months.)

HHOLDER

Of the people you named, who owns or rents this place?

(If necessary: **What name(s) are on the deed or lease? Is there anyone 15 years or older?**)

REL (Relationship for personal visit interviews) (Ask or verify.)

(Using Card A in this packet,) how (is <NAME>/are you) related to (<HHOLDERNAME>/you)?

RELT (Relationship for telephone interview) (Ask or verify.)

How (is <NAME>/are you) related to (<HHOLDERNAME>/you)?

SONDAU (if RELT=son or daughter) (Ask or verify.)

(Is <NAME>/are you)(your/<HHOLDERNAME>'s) biological son or daughter, adopted son or daughter, stepson or stepdaughter, or foster son or daughter?

SEX (Ask or verify.)

First time question is asked: **(Is <NAME>/Are you) male or female?**

Else: **How about (<NAME>/you)?**

DOBM

What is (<NAME>'s/your) date of birth?

Screens for birth day and year with no scripted text.

Verify Age

This makes you <AGE>. Is this correct?

DOBA (if DOBM = DK/RF and DOBY <> DK/RF/current year)

Would you say (<NAME> is/you are)?

1. <Current year – DOBY – 1> years of age
2. <Current year – DOBY> years of age
3. Neither is correct

AGEASK (if DOBA = 3, DK, RF or DOBY = DK/RF)

What is your best estimate of (<NAME>'s/your) age?

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AGERANGE (if AGEASK = DK/RF)

(Is <NAME>/Are you):

1. Less than 3 years old
2. 3 or 4 years old
3. 5 to 14 years old
4. 15 years or older

HISA

(Please look at card B.) (Is <NAME>/Are you) of Hispanic, Latino, or Spanish origin?

HISB (If HISA=Yes)

If first time asked:

(Is <NAME>/Are you) Mexican, Mexican American or Chicano; Puerto Rican; Cuban; or of another Hispanic Latino, or Spanish origin; for example Argentinean, Colombian, Dominican, Nicaraguan, Salvadoran, Spaniard, and so on?

If not the first time asked:

(Is <NAME>/Are you) Mexican, Mexican American or Chicano; Puerto Rican; Cuban; or of another Hispanic Latino, or Spanish origin? (For example Argentinean, Colombian, Dominican, Nicaraguan, Salvadoran, Spaniard, and so on.)

HISW (if HISB = Other)

What is that origin? (For example, Argentinean, Colombian, Dominican, Nicaraguan, Salvadoran, Spaniard, and so on.)

RACT (Race for telephone interviews)

First time question is asked:

I'm going to read a list of race categories. You may choose one or more races. (If HISA = yes: For this survey, Hispanic origin is not a race.) (Is <NAME>/Are you) White; Black or African American; American Indian or Alaska Native; Asian; Native Hawaiian or Other Pacific Islander; or Some other race?

Second time question is asked:

(Is <NAME>/Are you) White; Black or African American; American Indian or Alaska Native; Asian; Native Hawaiian or Other Pacific Islander; or Some other race?

If not the first or second time question is asked and previous person RACT = 13, 14, 15, 16:

What is (<NAME>'s/your) race?

Optional: **(Is <NAME>/Are you) White; Black or African American; American Indian or Alaska Native; Asian; Native Hawaiian or Other Pacific Islander; or Some other race?**

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If not the first or second time question is asked and previous person RACT <> 13, 14, 15, 16:

How about (<NAME>/you)?

Optional: **(Is <NAME>/Are you) White; Black or African American; American Indian or Alaska Native; Asian; Native Hawaiian or Other Pacific Islander; or Some other race?**

RAC (Race for personal visit interviews)

First time question is asked:

Please look at Card C and choose one or more races.

(If HISA = yes: **For this survey, Hispanic origin is not a race.**)

(Is <NAME>/Are you) White; Black or African American; American Indian or Alaska Native; Asian; Native Hawaiian or Other Pacific Islander; or Some other race?

Second time question is asked:

(Is <NAME>/Are you) White; Black or African American; American Indian or Alaska Native; Asian; Native Hawaiian or Other Pacific Islander; or Some other race?

If not the first or second time question is asked and previous person RACT = 13, 14, 15, 16:

What is (<NAME>'s/your) race?

Optional: **(Is <NAME>/Are you) White; Black or African American; American Indian or Alaska Native; Asian; Native Hawaiian or Other Pacific Islander; or Some other race?**

If not the first or second time question is asked and previous person RACT <> 13, 14, 15, 16:

How about (<NAME>/you)?

Optional: **(Is <NAME>/Are you) White; Black or African American; American Indian or Alaska Native; Asian; Native Hawaiian or Other Pacific Islander; or Some other race?**

RCW1 (If RACT or RAC = American Indian or Alaska Native

(If first time question is asked: **You may list one or more tribes.**)

What is (<NAME>'s/your) enrolled or principal tribe?

RCWAG (IF RACT or RAC = Asian)

If first time question is asked:

You may choose one or more Asian groups. (Is <NAME>/are you) Asian Indian, Chinese, Filipino, Japanese, Korean, Vietnamese, or another Asian group, for example, Hmong, Laotian, Thai, Pakistani, Cambodian, and so on?

If not the first time question is asked:

(Is <NAME>/are you) Asian Indian, Chinese, Filipino, Japanese, Korean, Vietnamese, or another Asian group? (Optional: For example, Hmong, Laotian, Thai, Pakistani, Cambodian, and so on.)

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RCW3 (If RCWAG = Other)

What is that other Asian group? (Optional: **For example, Hmong, Laotian, Thai, Pakistani, Cambodian, and so on.**)

RCWPG (If RACT or RAC = Native Hawaiian or Other Pacific Islander)

If first time question is asked:

You may choose one or more Pacific Islander groups. (Is <NAME>/are you) Native Hawaiian; Guamanian or Chamorro; Samoan or another Pacific Islander group, for example, Fijian, Tongan, and so on?

If not the first time question is asked:

(Is <NAME>/are you) Native Hawaiian; Guamanian or Chamorro; Samoan or another Pacific Islander group? (Optional: **For example, Fijian, Tongan, and so on?**)

RCW4 (If RCWPG = Other)

What is that other Pacific Islander group? (Optional: **For example, Fijian, Tongan, and so on.**)

RCW2 (If RACT or RAC = Some other race)

What is (<NAME>'s/your) other race group?

HOUSING QUESTIONS

TEMPSTAT (if nobody staying for more than two months)

Is this unit ...?

- 1. For rent**
- 2. Rented, not occupied**
- 3. For sale only**
- 4. Sold, not occupied**
- 5. For seasonal, recreational or occasional use**
- 6. For migrant workers**
- 7. Other vacant?**

TEN (for occupied units)

(Do you/Do you or does someone in this household/Does <HHOLDERNAME> or someone in this household) own this house, apartment or mobile home with a mortgage or loan including home equity loans, own it free and clear, rent it, or occupy it without having to pay rent?

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CAPI BACK

TEMPOCCOMP (if nobody staying for more than two months)

The questions for this interview are complete.

TELNO_CP

In order to evaluate the quality of my work, my supervisor may contact you to verify that I am doing my job correctly.

(What is your telephone number?/Is your telephone number <NUMBER>?)

EXTNCP

(What is your telephone number extension?/Is your telephone number extension <NUMBER>?)

THANKYOU (complete)

Thank you very much for your participation in this important survey. You've been very helpful.

THANK2_CP (non complete)

Thank you for your time. You've been very helpful.

EXITTHANK_CP (wrong address)

Thank you for your time. Your address is not included in our survey at this time.

CB_THANK (callback appointment made)

Thank you for your help. I will call back at the time suggested.

APPTDATE

I'd like to schedule a date to (conduct/complete) the interview. What date and time would be best to call back?

CP1NAME (if OTHQTR_CP=2)

In order to evaluate the quality of my work, my supervisor may contact you to verify that I am doing my job correctly. May I have your name, address and telephone number?

(What is the best time to contact you?)

FREQUENTLY ASKED QUESTIONS

1. What is this survey all about?

The 2013 Census Test collects information about the people who live at this address, such as how many people live there, how old those people are and their race and origin. We are also trying to develop new methods to make the next census easier, more convenient, and less costly for taxpayers.

2. How will this information be used?

The data from all interviews is summarized so that no one person can be identified. The data from this survey will be used to improve future census operations and to help save the government money.

3. How was I selected?

Your address was randomly selected from a list of residential addresses in your county.

Why don't you select someone else?

Your address was randomly selected from a list of addresses, so we can't substitute anyone else's address for yours. One of the advantages of a random sample is that we can use it to measure the whole population without having to actually interview every household. But in order for it to work, you can't pick and choose – the sample has to be truly random. Your participation is very important if we're going to be able to produce accurate statistics from this survey.

4. Do I have to participate?

This is a mandatory survey as provided by Title 13 of the United States Code. Because it's a sample survey, your participation is very important if we're going to be able to produce accurate statistics from it.

5. Send me a questionnaire in the mail.

We do not have a paper questionnaire for this survey.

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6. Is this survey authorized by law?/ Is this survey legitimate?

This survey is authorized by Title 13, Sections 141 and 193 of the United States Code. This same law also requires the Census Bureau to hold all information you provide in complete confidence.

The Office of Management and Budget (OMB) oversees all Federal Government surveys. This office gives clearance to conduct a survey by providing an approval number. The approval number must be printed on every questionnaire. In addition, if requested, we must provide the approval number when we call regardless of if we reach a business or private address.

If someone calls claiming to be a Census Bureau employee and you are concerned whether or not the survey is legitimate, ask the caller for the OMB approval number. If the caller can't provide the number, that very well could mean the purpose of the call is not legitimate.

The OMB approval number for the 2013 Census Test is: 0607-????.

7. What confidential protection do I have?

The law requires that the Census Bureau must carefully protect the information you provide and hold it in complete confidence. We will publish only statistics from this survey, not any information that could identify you or anyone else personally. Like all Census Bureau interviewers, I have taken an oath of confidentiality.

8. Why can't you get the information from other sources?

When it's possible to obtain data from other sources, the Census Bureau does use Administrative Records. However, we have done extensive review of the Administrative Records available and have found that they do not always match our data needs. This is a function of the lack of availability of high quality, National-level Administrative Records, as well as differences in the data definitions and formats used by Administrative Records' sources and this survey.

9. I think this is a waste of taxes.

There are many reasons why it's definitely NOT a waste of tax dollars. Government agencies, businesses, and the general public rely on up-to-date statistics, like the information we are collecting in the 2013 Census Test, to make informed decisions.

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10. I thought you only counted people.

Actually, the Census Bureau collects lots of information on a wide range of topics – such as housing quality, unemployment, crime, health, and education. The census which is conducted every ten years is what most people know about, but we do hundreds of thousands of other kinds of interviews every year with governments, businesses, and people.

11. Confirm call/survey – toll-free number

If you would like to verify that I am from the Census Bureau, you may call our toll-free number: ###-###-####.

My name is <INTNAME>, and this is the 2013 Census Test. Your Case ID is <CASEID>.

(To verify that the toll-free number is a legitimate Census Bureau number, you may call Directory Assistance on 1-800-555-1212.)

12. Where do I send survey comments?

The address you can write to for expressing your opinion about this survey is:

Paperwork Project: 0607-####
U.S. Census Bureau
4600 Silver Hill Rd, AMSD – 3K138
Washington, DC 20233

Because we do so many different surveys, be sure to mention the name of this one – the 2013 Census Test.

Or you may e-mail comments to paperwork@census.gov. Use “Paperwork Project 0607-####” as the subject.

If you would like to talk to someone about my performance as an interviewer, you may call our toll-free number: ###-###-####. My name is <INTNAME>, and this is the 2013 Census Test. Your Case ID is <CASEID>.

13. Web site address

To learn more about the Census Bureau, you can visit our home page at:

<http://www.census.gov>

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14. How do I benefit by completing the survey?

By responding to the 2013 Census Test, you are helping the Census Bureau develop new methods to make the next census easier, more convenient, and less costly for taxpayers.

15. Why can't I respond via the Internet?

We do not have this survey available on the Internet.

16. How did you get my phone number?

The Census Bureau uses publically available lists to match phone numbers to addresses.

17. I already talked to somebody on the phone and gave them the information.

Thank you very much for participating. Sometimes there can be a delay in receiving the data, and according to my records we do not have your information yet. But since I have you here, let's make sure we collect your data by completing this short survey now. It should only take about 10 minutes.