

Multiunit Reinterview/Multiunit Reinterview CATI  
Questionnaire Content Document for the Enumerator Instrument

## 2018 Census Test MU RI/MU RI CATI Instrument Specification Back Section

Universal Functionality:

- Census Day will be displayed as April 1, 2018 for the purpose of the 2018 Census Test.

Question wording key

Black text = Read by interviewer

**Black text** = Roster names and you/your references

Blue text = Optional text for interviewer to read

Red text = Interviewer instruction

Help text

The Help Icon will display a message “Help is not available for this question.” when there is no specific help text for a question. Screens are listed in 2016 CT US 16-84.

Off-Path Data

Any roster attributes (persons, demographics, flags, etc.) should be removed from the roster once they are deemed off-path. See US 17-86.

NRFU WHITE LIST

Text boxes in the NRFU instrument should only accept the following characters:

a-z A-Z ñáéíóúüÑÁÉÍÓÚÜ 0-9 [ ] { } ~ % \$ ? ¿ # @ ! ; - \_ ( ) / : ; " ' . , \* + =

Description of Global Options across all screens:

- DK/REF
  - The DK/REF option for screens that have it available exhibit a global behavior and is not readily available on screen as an option. Once DK/REF is available as a response option, selecting either DK (if available) or REF will default the original response options to an unselected or null value. Similarly, with the DK/REF options available on a screen, selecting any of the original options will set the DK/REF response to a null value.
- Exit Survey
  - Upon pressing the Exit Survey icon, a pop-up (not a hard/soft edit) appears asking “Are you sure you want to exit the interview?” with Yes and No response options in the form of buttons. Pressing “Yes” will take the enumerator through one or two additional screens before reaching CASE NOTES, and then back to ACTIVE CASELIST.

The fill for <PARTIAL ADDRESS>, <PARTIAL RESPONDENT ADDRESS>, and <PARTIAL CENSUS ADDRESS> will include any address information detailed below that is provided in the original Census address, and should be in the following format depending on the address type:

- For a Street Address or PR General Address (with Address Number and Street Name {and Apt/Unit, if applicable}), the address fill is Address Number and Street Name {and Apt/Unit, if applicable} in all caps (examples: "123 VACATION WAY" or "123 VACATION WAY APT 101").
- For an address that has a physical description, the address fill is the physical description in all caps (example: "THE APARTMENT OVER THE POST OFFICE ON COUNTY ROAD 5")
- For a P.O. Box Number, the address fill is the term "P.O. BOX" (in all caps) followed by the P.O. Box Number (example: "P.O. BOX 123").
- For a Rural Route address (with Rural Route Descriptor, Rural Route number, and RR Box ID number), the address fill is the Rural Route Descriptor and Rural Route number, followed by the term "BOX" (in all caps) and the RR Box ID number (example: "RR 45 BOX 76").
- For a PR Urbanización Address (with Urbanización Name, Address Number and Street Name {and Apt/Unit, if applicable}), the address fill is the Urbanización Name, Address Number and Street Name {and Apt/Unit, if applicable} in all caps (examples: "URB SAN JUAN 123 VACATION WAY" or "URB SAN JUAN 123 VACATION WAY APT 101").
- For a PR Area Name Address (with Area Name 1 {and Area Name 2, if applicable}, Address Number and Street Name {and Apt/Unit, if applicable}), the address fill is the Area Name 1 {and Area Name 2, if applicable}, Address Number and Street Name {and Apt/Unit, if applicable} in all caps (examples: "BO SAN JUAN 123 VACATION WAY" or "BO SAN JUAN 123 VACATION WAY APT 101").
- For a PR Apartment Complex Address (with Name of Condominium or Residencial, Address Number, Street Name and Apt/Unit), the address fill is the Name of Condominium or Residencial, Address Number, Street Name and Apt/Unit in all caps (examples: "COND SAN JUAN 123 VACATION WAY APT 101" or "RES SAN JUAN 123 VACATION WAY APT 101").

### Additional Information

Sprint 6 version created from final COMPASS Spec for 2017 Census Test.

Creating a bookmark - *Select desired text* -> insert -> bookmark -> type in desired text in box (no spaces or special characters) -> Add

Inserting a hyperlink bookmark - *Select desired text* -> insert -> hyperlink -> bookmark -> choose existing hyperlink

**Please note: the table of contents will ONLY be updated once track changes have been accepted. Due to this, page numbers in the table of contents might not accurately reflect all screen names.**

**The following step should ONLY occur after track changes have been accepted.**

Table of Contents - Highlight page number -> insert -> quickparts -> field -> page reference -> in scroll down list, select corresponding bookmark -> Numeric format: 0 -> Format: 1,2,3 -> click okay.

To update/reflect changes on table of content - Ctrl A -> F9. This will update all page numbers in table of content.

## Revision History

<b>Sprint</b>	<b>Date</b>	<b>Change</b>
Sprint 6	11/14/16	Create a new option on the UNABLE TO ATTEMPT screen (18-491). Changing the year 2017 into 2018 (18-492). Create eventcode (18-493). Update NO COMPLETE response options (18-494). Updating PERSONAL NON-CONTACT response options (18-495). Update STRATEGIES previous screens (18-496). Update EXIT POP-STATUS previous screens (18-497). Update UNABLE TO ATTEMPT previous screens (18-498). Update MU INTRO question wording for outbound telephone housing unit (18-499). Update RESP LOCATION response options (18-500). Update DETAILED ORIGIN screens instruction wording (18-501). Update OWNER and RENTER response options (18-502).
Sprint 6	11/21/16	Remove tribal enrollment screens (18-503). Remove tribal enrollment 2 from previous screens on the ELSEWHERE screens (18-504). Remove rev tribal enrollment from previous screens on REVIEW (18-505). Remove the branching to tribal enrollment (18-506). Updating year from 1891 to 1892 (18-507). Update LANGUAGE BARRIER RESP instructional wording (18-508). Update INMOVER DONE question wording (18-509). Update MU ANYONE branching (18-510). Update NO COMPLETE previous screens, response options and special instructions (18-511). Updating PROXY PHONE response options and question wording (18-512). Update for PROXY ADDRESS response options and question wording (18-513). Update CASE NOTES previous screens (18-514). Update GOOD BYE previous screens (18-515). Update RI INTRO branching (18-516). Update CASE NOTES branching (18-517). Update PERSONAL NON CONTACT branching (18-518). Update ACTIVE CASELIST, INACTIVE CASELIST and CASE DETAILS (18-524). Update ATTEMPT TYPE branching for MU RI (18-519). Update ELIGIBLE RESP wording for MU RI (18-520). Update branching to MU ANYONE for MU RI (18-521). Update branching from RI CONTACT RESP for MU RI (18-522). Update VARIABLES SET AFTER CASE NOTES for MU RI (18-523). Add navigation hard edit and special instructions to ATTEMPT TYPE (18-525). Update NO COMPLETE screen branching (18-526). Update LANGUAGE BARRIER previous screens (18-527). Update STRATEGIES question wording (18-528).
Sprint 7	12/19/16	Update BEST TIME instructional text (18-529). Update branching to NO COMPLETE for RI of proxy (18-530). Update RI INTRO branching for proxy (18-531). Update RI VERIFY ADDRESS branching for proxy (18-532). Update BEST TIME for RI of proxy (18-533). Update branching from KNOW ADDRESS for RI of proxy (18-534). Update MU ANYONE question wording (18-535). Update MU INTRO question wording (18-536). Update MU UNABLE TO ATTEMPT question wording (18-537). Update soft edits, hard edits, and branching on PEOPLE (18-538). Update POPCOUNT branching (18-539). Update

		<p>UNDERCOUNT hard edits (18-540). Update ELSEWHERE WHY help text (18-541). Update ELSEWHERE help text (18-542). Update PEOPLE help text (18-543). Update POPCOUNT help text (18-544). Update UNDERCOUNT help text (18-545). Update WHO help text (18-546). Update WHO question wording (18-547). Update RESP NAME hard edits (18-548). Update ROSTER ADD hard edit (18-549). Update ROSTER EDIT hard edit (18-550). Remove NONID_Reinterview from the instrument (18-551). Remove NONID RI INTRO screen (18-552). Update ATTEMPT TYPE branching (18-553). Update DIAL OUTCOME branching and hard edit (18-554). Update NUMBER CALLED previous screens and response options (18-555). Update Relationship-Age check on CONFIRM AGE (18-556). Update REVIEW instructions (18-557). Update STRATEGIES branching (18-558). Update branching for proxy respondent on OWNER screen (18-559). Update DATE OF BIRTH branching (18-560). Update DATE OF BIRTH previous screens (18-561). Update OTHER VACANT response options to fix grammatical errors (18-562). Update predictive text for DETAILED ORIGIN screens (18-563). Update ANYONE to display census address for RI of proxy (18-564). Update EXIT POP-STATUS branching to avoid INMOVER DONE for RI (18-565). Update HOME wording for RI of proxy (18-566). Update OCCUPANCY to display census address for RI of proxy (18-567). Update OWNER to display census address for RI of proxy (18-568). Update PEOPLE wording for telephone RI of proxy (18-569). Update POPCOUNT branching and address display for RI of proxy (18-570). Update RENTER to display census address for RI of proxy (18-571). Update WHO to display Census address for RI of proxy (18-572).</p>
Sprint 7	1/9/17	<p>Update Previous screens and branching on RELATIONSHIP CHECK (18-615). Update RELATIONSHIP OTHER question wording (18-616). Update RELATIONSHIP RESP question wording (18-617). Update RELATION OT question wording (18-618). Update RELATION SD question wording (18-619).</p>
Sprint 8	1/9/17	<p>Update CHANGE RELATION RS OT question wording (18-609). Update AGE screen for new baby flag pathing (18-624). Update CHANGE AGE branching and response options (18-626). Refine help text for MCM screens (18-576). Update help text for RI COUNT (18-577). Expand all help text on DETAILED ORIGIN (18-578). Update HOME help text (18-579). Update RACE help text (18-580). Update SEX help text (18-581). Update DATE OF BIRTH help text (18-582). Update languages in Appendix B (18-583). Update SCAN BARCODE hard edit and special instructions (18-585). Update STRATEGIES question wording for UE (18-586). Update VERIFY DIALED NUMBER branching for UE (18-587). Update OTHER VACANT Ri of proxy wording (18-590). Update SPECIFIC UNIT STATUS wording for RI of proxy (18-592). Update VACANT DESCRIPTION wording for RI of proxy (18-593). Update</p>

		ADDRESS help text (18-594). Update RESP NAME help text (18-595). Update path of proxy eligible cases (18-596). Update CASE DETAILS beginning an interview (18-597). Remove APPOINTMENT DETAILS screen (18-598). Update DISTANCE question wording (18-599). Update ELIGILBE RESP question wording (18-600). Update FIND ADDRESS soft edit (18-601). Update NEW CASE ADDRESS screen (18-602). Update NO COMPLETE screen (18-603). Update for PROXY ADDRESS (18-604). Update PROXY ALERTS screen (18-605). Update PROXY ATTEMPT screen (18-606). Update PROXY LOCATION screen (18-607). Create new screen AGE2 (18-610). Create CHANGE AGE 2 (18-611). Create new screen CONFIRM AGE 2 (18-612). Remove REV BABY FLAG (18-613). Update CHANGE DATE OF BIRTH for updated baby flag pathing (18-614). Update NO COMPLETE previous screens (18-621). Update RACE previous screens (18-622). Update REVIEW screens for new baby flag pathing (18-623). Update BABY FLAG branching and help text (18-625). Update DATE OF BIRTH previous screens (18-627). Update RESP NAME branching (18-584). Update REVIEW branching (18-589). Update RESP PHONE branching (18-591). Update ANYONE screen (18-628). Update ATTEMPT TYPE screen (18-629). Update UNABLE TO ATTEMPT screen (18-631). Update CONTACT HISTORY with proxy required icon (18-638).
Sprint 8	1/11/17	Added note in ELSEWHERE response options. Added note to MAXDISTANCE wording throughout spec.
Sprint 8	1/12/17	Update Census ID formatting (18-634). Update LANGUAGE BARRIER RESP screens (18-635).
Sprint 9	1/25/17	Update UNABLE TO ATTEMPT hard edit (18-641). Add REL-SEX check to the SEX screen (18-642). Update LANGUAGE response options and special instructions (18-573). Standardize hard edits for relationship and sex screens (18-574). Replace empty help text (18-575).
Sprint 9	1/26/17	Update RESP LOCATION screen (18-608). Update ACTIVE CASELIST with Proxy required icon (18-636). Update CASE DETAILS with Poxy required icon (18-637). Update INACTIVE CASELIST with Proxy required icon (18-639). Update Instructional Text on SEX (18-640).
Sprint 9	1/27/17	Define automatic synchronizations (18-643). Update OCCUPANCY help text (18-644). Update branching on RELATIONSHIP CHECK (18-645). Remove PHONE NUMBERS screen (18-646). Removing PHONE NUMBERS from CASE DETAILS screen (18-647). Update CHANGE DATE OF BIRTH branching (18-649). Update Special Instructions on CHANGE RELATION RS SD (18-650).
Sprint 10	2/21/17	CASE NOTES MU RI MU RI CATI (18-632).
Sprint 11	3/13/17	Update NO COMPLETE for noteOrigin variable (18-689). Update REFUSAL REASON for noteOrigin variable (18-690).

Sprint 12	3/20/17	Update BEST TIME special instructions (18-709).
Sprint 12rev	4/11/17	Updates for MU RI spec (18-721).
Sprint 13	4/24/17	Update PROXY NAME screen for MU and MU RI (18-719). Update to CASE NOTES Formatting (18-720).
Sprint 14	5/12/17	MU RI Update Case Notes Formatting (18-725). Update NO COMPLETE response options MU RI (18-728). Clearing the text box when "Other" is selected as a response option (18-731). List Refusal Reasons for Generated Case Notes (18-733). Variables after Case Notes for MURI (CQA and Field) Operations PART 1 (18-740). Update previous screens on BEST TIME and CASE NOTES for MU and MU RI (18-744).

## Question Index

Screen name	Screen Owner	Previous Questions that an action on a question leads to this screen	Next Questions that follows this question based on an action	Page Number
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PROXY NAME	WARD KAY (NRFU-IPT)	REVIEW SPECIFIC UNIT STATUS VACANT DESCRIPTION RESP LOCATION MU INTRO	PROXY PHONE	14
PROXY PHONE	WARD KAY (NRFU-IPT)	PROXY NAME	MU ANYONE	15
BEST TIME	WARD KAY (NRFU-IPT)	NO COMPLETE	CASE NOTES	17
GOOD BYE	WARD KAY (NRFU-IPT)	KNOW ADDRESS MU ANYONE	CASE NOTES	19
UNABLE TO ATTEMPT	WARD KAY (NRFU-IPT)	RESP LOCATION NO COMPLETE	CASE NOTES	20
CASE NOTES	WARD KAY (NRFU-IPT)	RESULT OF MESSAGE DISTANCE DIAL OUTCOME TYPE OF PROXYLANGUAGE BARRIER RESP REFUSAL REASON PERSONAL NON-CONTACT ATTEMPT TYPE STRATEGIES UNABLE TO ATTEMPT PROXY ATTEMPT NO COMPLETE MU INTRO MU UNABLE TO ATTEMPT RI INTRO	NEW CASE ADDRESS PROXY ATTEMPT ACTIVE CASELIST NEW CASE ADDRESS	22
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### Question Wording choice logic:

These are the variables and logic used to correctly choose what wording should be used for that screen for any given interview. The logic below correctly chooses between the question wording of an “In person housing unit respondent”, “Telephone housing unit respondent”, “In person proxy respondent”, and “Telephone proxy respondent”.

- If ATTACTUAL=PV then the “In Person” question wording should be displayed for any screens following the ATTEMPT TYPE screen with alternate question wording indicated in the Questionnaire Content Document.
- If ATTACTUAL=T then the “Telephone” question wording should be displayed for any screens following the ATTEMPT TYPE screen with alternate question wording indicated in the Questionnaire Content Document.
- If RESP\_TYPE=HH then the “Housing Unit Respondent” question wording should be displayed for any screens following the ADDRESS screen with alternate question wording indicated in the Questionnaire Content Document.
- If RESP\_TYPE=proxy, then the “Proxy Respondent” question wording should be displayed for any screens following the ADDRESS screen with alternate question wording indicated in the Questionnaire Content Document.



Screen name	<b>NO COMPLETE</b>
Previous screen(s) and response option(s)	<p>MU ANYONE = Exit or forward navigation, and some or none of the individual housing units have been completed</p> <p>RI INTRO = Contact made, respondent not home/unable to continue</p> <p><u>RI CONTACT RESP= (Unable to complete) or (REF)</u></p> <p>ELIGIBLE RESP</p> <p>RI VERIFY ADDRESS</p> <p>If Exit interview button on toolbar is selected while on screens NUMBER CALLED, DIAL OUTCOME, ,RI INTRO, RI CONTACT RESP, RI VERIFY ADDRESS, ELIGIBLE RESP, MU ANYONE,</p>
Question wording for in person housing unit respondent	Thank you for your time. <i>Why are you unable to conduct this interview?</i>
Response options	<p><b>If ATTACTUAL=T:</b></p> <p>{</p> <p>(Radio buttons)</p> <ul style="list-style-type: none"> <li><input type="radio"/> <u>A manager cannot be found at this time</u></li> <li><input type="radio"/> <u>No manager exists to be interviewed</u></li> <li><input type="radio"/> <u>Inconvenient time</u></li> <li><input type="radio"/> <u>Language barrier</u></li> <li><input type="radio"/> <u>Hearing barrier</u></li> <li><input type="radio"/> <u>Refusal by respondent</u></li> <li><input type="radio"/> <u>Other</u></li> </ul> <p><u>If other selected, display 200-character text box with the label Specify.</u></p> <p>}</p> <p><b>If ATTACTUAL=PV:</b></p> <p>{</p> <p>(Radio buttons)</p> <ul style="list-style-type: none"> <li><input type="radio"/> <u>A manager cannot be found at this time</u></li> <li><input type="radio"/> <u>No manager exists to be interviewed</u></li> <li><input type="radio"/> Inconvenient time</li> <li><input type="radio"/> Language barrier</li> <li><input type="radio"/> Hearing barrier</li> <li><input type="radio"/> Refusal by respondent</li> <li><input type="radio"/> Other</li> </ul> <p><u>If other selected, display 200-character text box with the label Specify.</u></p> <p>}</p>
Branching/Skip Patterns	<p><b>If ATTACTUAL=T:</b></p> <p>{</p> <p><u>A manager cannot be found at this time, go to BEST TIME</u></p> <p><u>No manager exists to be interviewed, go to CASE NOTES</u></p> <p><u>Inconvenient time , go to BEST TIME</u></p> <p><u>Language barrier, go to CASE NOTES</u></p>

	<p><u>Hearing barrier, go to CASE NOTES</u> <u>Refusal by respondent, go to REFUSAL REASON</u> <u>Other, go to CASE NOTES</u></p> <p>}</p> <p><b>If ATTACTUAL=PV:</b></p> <p>{</p> <p>{</p> <p><u>A manager cannot be found at this time, go to CASE NOTES</u> <u>No manager exists to be interviewed, go to CASE NOTES</u> Inconvenient time, go to CASE NOTES Language barrier, go to CASE NOTES Hearing barrier, go to CASE NOTES Refusal by respondent, go to REFUSAL REASON Other, go to CASE NOTES</p> <p>}</p> <p>}</p>
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Data needed	<RESPONDENT NAME> <u>ATTACTUAL</u> <u>RESP_TYPE</u> <u>RESPTYPE_PROD</u>
Help text	Help is not available for this question.
Soft Edit	N/A
Hard Edit	If no option is selected, display “Please provide an answer to the question.” If “Other” is selected and the text box is left blank, display “Please specify the reason that you are unable to conduct this interview.”
Special instructions	A case note is automatically generated when navigating to CASE NOTES. The case note should display on the CASE NOTES screen, formatted as followed: <ul style="list-style-type: none"> <li>o User ID</li> <li>o Date and time</li> <li>o MU Manager Reinterview: &lt; PARTIAL RESPONDENT ADDRESS &gt; (all capitalized) <ul style="list-style-type: none"> <li>o &lt;PARTIAL RESPONDENT ADDRESS&gt; refers to the address recorded on the PROXY ADDRESS screen during the original MU interview.</li> </ul> </li> <li>o NO COMPLETE: &lt;Response option&gt; &lt;Text box input&gt;</li> </ul> <p style="text-align: center;">Set noteOrigin=8</p> <p>Note: Each case note that is generated has the variable <i>noteOrigin</i> associated with it to describe where the case note originated from. Refer to the 'List of Variables' document for a full list of possible values for the variable <i>noteOrigin</i>.</p> <p>Note: When text is entered in a text box, the system shall clear the text box every time the “Other” response option is selected (on both radio buttons and check boxes) instead of displaying the previously entered text.</p>
DK/REF options	Not Available
Exit Survey option	Not Available
Question wording for telephone housing unit respondent	(Same as in person housing unit respondent)
Question wording for in person proxy respondent	N/A
Question wording for telephone proxy respondent	N/A
User Story Number	16-68, 16-84, 16-99, 16-148, 16-167, 16-177, 16-232, 16-242, 16-243, 16-245, 16-293, 17-116, 17-158, 17-444, 18-494, 18-511, 18-526, 18-530, 18-551, 18-621, 18-603, 18-575, 18-689, 18-721, 18-725, 18-728, 18-731
Future Suggested Changes	Should proxy attempt path branch to BEST TIME screen if Eligible respondent not available or Inconvenient time is selected?

Screen name	<b>REFUSAL REASON</b>
Previous screen(s) and response option(s)	NO COMPLETE = Refusal by Respondent
Question wording for in person housing unit respondent	<i>What reasons were given for the refusal, if known?</i>
Response options	<p>(Checkboxes)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Respondent too busy / doesn't have time</li> <li><input type="checkbox"/> Not interested / Does not want to be bothered</li> <li><input type="checkbox"/> Survey is a waste of taxpayer money</li> <li><input type="checkbox"/> Done enough other surveys</li> <li><input type="checkbox"/> Questions legitimacy of questionnaire</li> <li><input type="checkbox"/> Privacy concerns</li> <li><input type="checkbox"/> Scheduling difficulties</li> <li><input type="checkbox"/> Survey is voluntary / Claims does not have to do questionnaire</li> <li><input type="checkbox"/> Does not understand the questionnaire / Asks questions about the questionnaire</li> <li><input type="checkbox"/> Anti-government concerns</li> <li><input type="checkbox"/> Hang-up / Slammed door</li> <li><input type="checkbox"/> Hostile Resp / dangerous situation / threatened enumerator</li> <li><input type="checkbox"/> Breaks appointment (puts off enumerator indefinitely)</li> <li><input type="checkbox"/> Other</li> </ul> <p>If "other" selected, display a 200-character text box with the label Specify.</p>
Branching/Skip Patterns	Go to CASE NOTES
Data needed	N/A
Help text	Help is not available for this question.
Soft Edit	N/A
Hard Edit	For nonresponse, "Please provide an answer to the question." For a response of Other without text in the Specify text box, "Please specify a reason."
Special instructions	<p>A case note is automatically generated when navigating to CASE NOTES. The case note should display on the CASE NOTES screen, formatted as followed:</p> <ul style="list-style-type: none"> <li>o User ID</li> <li>o Date and time</li> <li>o MU Manager Reinterview: &lt;PARTIAL RESPONDENT ADDRESS&gt; (all capitalized)</li> <li>o &lt;PARTIAL RESPONDENT ADDRESS&gt; refers to the address recorded on the PROXY ADDRESS screen</li> </ul>

	<p>during the original MU interview.</p> <ul style="list-style-type: none"> <li>o REFUSAL REASON: &lt;Response option&gt;</li> <li>o Developer Note: If multiple response options were selected, then display them in a list format as opposed to a comma separated string.</li> </ul> <p>Set noteOrigin=8</p> <p>Note: Each case note that is generated has the variable <i>noteOrigin</i> associated with it to describe where the case note originated from. Refer to the 'List of Variables' document for a full list of possible values for the variable <i>noteOrigin</i>.</p> <p>Note: When text is entered in a text box, the system shall clear the text box every time the “Other” response option is selected (on both radio buttons and check boxes) instead of displaying the previously entered text.</p>
DK/REF options	Not Available
Exit Survey option	Not Available
Question wording for telephone housing unit respondent	(Same as in person housing unit respondent)
Question wording for in person proxy respondent	N/A
Question wording for telephone proxy respondent	N/A
User Story Number	16-68, 16-84, 16-99, 16-147, 16-244, 16-293, 17-436, 18-551, 18-575, 18-690, 18-725, 18-733
Future Suggested Changes	

Screen name	<b>PROXY NAME</b>
Previous screen(s) and response option(s)	RI CONTACT RESP
Question wording for in person housing unit respondent	In case I or someone else from the Census Bureau needs to contact you again for additional information.  <i>Ask or confirm.</i> What is your name?
Response options	Name: <ul style="list-style-type: none"> <li>• First Name: 20-character text box</li> <li>• Middle Name: 20-character text box</li> <li>• Last Name(s): 20-character text box</li> </ul>
Branching/Skip Patterns	Go to PROXY PHONE
Data needed	N/A
Help text	Help is not available for this question.
Soft Edit	N/A
Hard Edit	For nonresponse: “Please provide an answer to the question.”  For name fields, if < 3 non-space characters between first and last name: “First and Last Name(s) must have at least 3 characters total. If the respondent is uncomfortable with providing a name, please probe for a nickname.”
Special instructions	Pressing Forward Arrow moves the cursor to the next entry field, and does not close the NRFU instrument Keypad.
DK/REF options	Not Available
Exit Survey option	Not Available
Question wording for telephone housing unit respondent	(Same as in person housing respondent)
Question wording for in person proxy respondent	N/A
Question wording for telephone proxy respondent	N/A
User Story Number	16-84, 16-167, 16-40, 17-87, 18-575, 18-721, 18-719
Future Suggested Changes	

Screen name	<b>PROXY PHONE</b>
Previous screen(s) and response option(s)	PROXY NAME
Question wording for in person housing unit respondent	What is the best business related phone number to reach you?
Response options	<p><u>If ATTEMPT TYPE=Outbound call attempt:</u></p> <ul style="list-style-type: none"> <li><input type="radio"/> Yes</li> <li><input type="radio"/> No</li> </ul> <p>If no, then the following question should be displayed as well as the text boxes to collect the phone number:</p> <p><i>(Ask or confirm)</i> What is the best business related phone number to reach you?</p> <p><u>If ATTEMPT TYPE=Personal visit:</u></p> <p>Phone Number (separate by a hyphen with auto-tabbing)</p> <ul style="list-style-type: none"> <li><input type="radio"/> Area Code: 3-digit text box</li> <li><input type="radio"/> Prefix: 3-digit text box</li> <li><input type="radio"/> Suffix: 4-digit text box</li> </ul>
Branching/Skip Patterns	Go to MU ANYONE
Data needed	N/A
Help text	Help is not available for this question.
Soft Edit	N/A
Hard Edit	For nonresponse: "Please provide an answer to the question." If a phone number of less than 10 digits is entered:"The phone number must be in the format (xxx) xxx-xxxx."
Special instructions	<p>Just to clarify, if it is an outbound call then instead of just asking for the best number to reach the proxy respondent question wording should appear the verifies if the number selected in NUMBER CALLED is the best number. If it isn't, then wording appears to solicit and capture the best phone number.</p> <p><u>Prevent adding duplicate phone numbers:</u> When a user adds a new phone number, if that same phone number with PHONEASSOC already exists for that case, the system should not add the phone number to the case.</p>
DK/REF options	Available
Exit Survey option	Not Available
Question wording for telephone housing unit respondent	Is <fill with phone number from NUMBER CALLED> the best business related phone number to reach you?
Question wording for in person proxy respondent	N/A
Question wording for telephone proxy respondent	<u>N/A</u>
User Story Number	16-84, 17-443, 17-327, 18-512, 18-575, 18-721
Future Suggested Changes	





Screen name	<b>BEST TIME</b>
Previous screen(s) and response option(s)	NO COMPLETE and ATTACTUAL=T) = A manager cannot be found at this time
Question wording for in person housing unit respondent	<p>If NO COMPLETE=Inconvenient time: Someone from the Census Bureau may contact you to complete the full interview. What are the best days and times to contact you again? <i>Check all that apply.</i></p> <p>If NO COMPLETE = Eligible respondent not available: What are the best days and times to talk with someone who can tell me the occupancy status of the units at &lt;MU NAME&gt;? <i>Check all that apply.</i></p> <p><b>Else:</b> Another Census employee may contact you to evaluate my work. What are the best days and times to contact you? <i>Check all that apply.</i></p>
Response options	<p>(Checkboxes)</p> <p><input type="checkbox"/> Anytime</p> <p><input type="checkbox"/> Sunday</p> <p><input type="checkbox"/> Monday</p> <p><input type="checkbox"/> Tuesday</p> <p><input type="checkbox"/> Wednesday</p> <p><input type="checkbox"/> Thursday</p> <p><input type="checkbox"/> Friday</p> <p><input type="checkbox"/> Saturday</p> <p>(As each day is selected, the list of times below will be displayed as an expanded list)</p> <p><input type="checkbox"/> Morning</p> <p><input type="checkbox"/> Afternoon</p> <p><input type="checkbox"/> Evening</p> <p>When a day is checked, the default will be that all times (Morning, Afternoon, and Evening) are selected with the ability to unselect times that are not needed.</p> <p>When “Anytime” is selected all days are expanded with all times and days checked. If one time or day is unselected, then “Anytime” is unchecked.</p>
Branching/Skip Patterns	Go to CASE NOTES

Data needed	<RESP NAME> <MU NAME>
Help text	Help is not available for this question.
Soft Edit	N/A
Hard Edit	For nonresponse: "Please provide an answer to the question."
Special instructions	If a day is selected, automatically select all times for that day. Allow for the ability to uncheck times when necessary. If "Anytime" is selected, select all days and times.  Fill <MU NAME> with the name of the Multi-unit. If no name exists, fill <MU NAME> with <PARTIAL ADDRESS>.
DK/REF options	Available
Exit Survey option	Not Available
Question wording for telephone housing unit respondent	(Same as in person housing unit respondent)
Question wording for in person proxy respondent	N/A
Question wording for telephone proxy respondent	N/A
User Story Number	16-84, 16-231, 16-275, 16-289, 16-293, 17-283, 17-440, 18-529, 18-533, 18-551, 18-575, 18-709, 18-744
Future Suggested Changes	

Screen name	<b>GOOD BYE</b>
Previous screen(s) and response option(s)	KNOW ADDRESS=No, DK, REF MU ANYONE= Forward navigation, and all of the individual housing units have been completed
Question wording for in person housing unit respondent	That completes the interview. Thank you for your time and cooperation.
Response options	
Branching/Skip Patterns	<a href="#">Go to CASE NOTES.</a>
Data needed	N/A
Help text	Help is not available for this question.
Soft Edit	N/A
Hard Edit	N/A
Special instructions	N/A
DK/REF options	Not Available
Exit Survey option	Not Available
Question wording for telephone housing unit respondent	(Same as in person housing unit respondent)
Question wording for in person proxy respondent	N/A
Question wording for telephone proxy respondent	N/A
User Story Number	16-84, 16-99, 16-177, 16-254, 16-280, 17-329, 18-515, 18-575
Future Suggested Changes	

Screen name	<b>UNABLE TO ATTEMPT</b>
Previous screen(s) and response option(s)	RESP LOCATION = Unable to attempt address or (Unable to attempt) NO COMPLETE = Not a housing unit.
Question wording for in person housing unit respondent	<i>Why are you unable to make an attempt at &lt;partial address&gt;?.</i>
Response options	<p>(Radio buttons)</p> <ul style="list-style-type: none"> <li>• Unable to locate</li> <li>• Does not exist</li> <li>• Demolished/burned out</li> <li>• Nonresidential</li> <li>• Uninhabitable (open to elements, condemned, under construction)</li> <li>• Empty mobile home/trailer site</li> <li>• Multiunit, missing unit designation</li> <li>• Restricted access</li> <li>• Dangerous address</li> <li>• Duplicate</li> <li>• Contact made, unable to interview</li> <li>• Group quarters</li> <li>• Other</li> </ul> <p>If “Duplicate” selected, display a 200-character text box with the label “Please describe why this is a duplicate.” If “Other” selected, display a 200-character text box with the label “Specify”.</p>
Branching/Skip Patterns	Go to CASE NOTES
Data needed	N/A
Help text	<p><b>Demolished</b> – Mark this category for vacant units which are to be demolished if there is positive evidence such as a sign, notice, or mark on the house or in the block, that the unit is to be demolished but on which demolition has not yet been started.</p> <p><b>Burned out</b> – if the unit is burned out and uninhabitable.</p> <p><b>Nonresidential</b> – if no one lives there and this building is not used as living quarters (for example, as a business or commercial facility).</p> <p><b>Uninhabitable (open to elements, condemned, under construction</b> – if the housing unit is open to elements, condemned, or under construction</p> <p><b>Empty mobile home/trailer site</b> – if in a Mobile Home Park and the site was empty on Census Day.</p> <p><b>Duplicate</b> – if the unit occurs twice in the case list or if the unit has two addresses associated with it.</p> <p><b>Multiunit, missing unit designation</b> – if upon enumeration, you discover that the unit has two or more units within it that have unique addresses. An example of a missing unit designation would be a house (123 Main Ave) that is now divided into two apartments (123 Main Ave APT A and 123 Main Ave APT B). This case would then be deleted upon selecting this category, and you should add two new cases in order to enumerate the two units separately using their respective addresses.</p> <p><b>Restricted access</b> – if the unit is not reachable due to scenarios such as locked gates or gatekeepers preventing access.</p>

	<p><b>Group quarters</b> – if the unit is a group quarters. 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. Some examples of group quarters include college residence halls, nursing homes, group homes, halfway houses, workers’ dormitories, and shelters. Any living quarters that is occupied by staff members within a group quarters is also considered to be a group quarters, unless it has a separate address and satisfies the housing unit criteria of separateness and direct access.</p> <p><b>Other</b> – if the unit is not livable and does not fall into any the other response .</p>
Soft Edit	N/A
Hard Edit	If nonresponse, display “Please provide an answer to the question. ” If “Duplicate” is selected and the text box is left blank, display “Please describe the reason that this is a duplicate.” If “Other” is selected and the text box is left blank, display “Please specify the reason that you are unable to make an attempt.”
Special instructions	Note: When text is entered in a text box, the system shall clear the text box every time the “Other” response option is selected (on both radio buttons and check boxes) instead of displaying the previously entered text.
DK/REF options	Not Available
Exit Survey option	Not Available
Question wording for telephone housing unit respondent	N/A
Question wording for in person proxy respondent	N/A
Question wording for telephone proxy respondent	N/A
User Story Number	16-84, 16-152, 16-237, 16-243, 16-293, 17-489, 18-491, 18-498, 18-551, 18-631, 18-641, 18-731
Future Suggested Changes	

Screen name	<b>CASE NOTES</b>
Previous screen(s) and response option(s)	ATTEMPT TYPE=Cancel attempt DISTANCE=No RI INTRO = No one home DIAL OUTCOME ≠ Someone Answers. GOODBYE NO COMPLETE = if MU RI: (A manager cannot be found at this time (and ACCACTUAL=PV), No manager exists to be interviewed, Inconvenient time, Language barrier, Hearing barrier, Other) or if MU RI CATI: Wrong number/no one by that name, Language barrier, Hearing barrier, Other) UNABLE TO ATTEMPT REFUSAL REASON BEST TIME
Question wording for in person housing unit respondent	<i>Enter any notes about the case in the text box.</i>
Response options	A large Text Box that allows as many characters that make sense for the screen [ ]
Branching/Skip Patterns	Go to ACTIVE CASELIST
Data needed	Any notes for that case 'Important' Case notes entered in the MULTIUNIT=2 (parent) case Case notes entered in previous MU RI or MU RI CATI attempts <PARTIAL RESPONDENT ADDRESS>
Help text	Help is not available for this question.
Soft Edit	At the end of the attempt display: "This is the last screen for this attempt. Swipe again to exit the case and return to the case list."
Hard Edit	N/A
Special instructions	<ul style="list-style-type: none"> <li>• A black/white 'Warning triangle' icon should be displayed to the left of the textbox. The icon should be able to be toggled to red/white to signify the case note is a safety concern or an access code.               <ul style="list-style-type: none"> <li>○ If the user adds the note with the 'Warning triangle' icon toggled to red/white, then the note should display with the red/white 'Warning triangle' icon to the left of the note.</li> <li>○ If the user adds the note with the black/white 'Warning triangle', then the note should display without any icon.</li> <li>○ If the user adds the note with the 'Warning triangle' toggled to red/white, set WARNING=1. Otherwise, set WARNING=0.</li> </ul> </li> <li>• User can select "+ Add" button (below text box) after entering a note in the field to have the note added to the case.               <ul style="list-style-type: none"> <li>○ When forward navigation from the screen occurs (that is, with a swipe forward/or click on the Next button) if there is a note still in the text box, it is automatically added to the case.</li> </ul> </li> <li>• Any case notes entered throughout the instrument should be populated in the text box when the screen is accessed.               <ul style="list-style-type: none"> <li>○ 'Yes' response on KNOW ADDRESS</li> </ul> </li> </ul>

- Formatted
      - User ID
      - Date and time
      - Proxy: ADDRESS UNKNOWN
      - KNOW ADDRESS: <Text box input>
  - Response on REFUSAL REASON
    - Formatted
        - User ID
        - Date and time
        - MU Manager Reinterview: <PARTIAL RESPONDENT ADDRESS> (all capitalized)
          - <PARTIAL RESPONDENT ADDRESS> refers to the address recorded on the PROXY ADDRESS screen during the original MU interview.
        - REFUSAL REASON: <Response option>
          - Developer Note: If multiple response options were selected, then display them in a list format as opposed to a comma separated string.
  - Response on NO COMPLETE
    - Formatted
        - User ID
        - Date and time
        - MU Manager Reinterview: <PARTIAL RESPONDENT ADDRESS> (all capitalized)
          - <PARTIAL RESPONDENT ADDRESS> refers to the address recorded on the PROXY ADDRESS screen during the original MU interview.
        - NO COMPLETE: <Response option> <Text box input>

*Added case notes have the following info displayed:*

- Case notes entered will be formatted as followed:
  - User ID
  - Date and Time
  - MU Manager Reinterview: <PARTIAL RESPONDENT ADDRESS> (all capitalized)
    - <PARTIAL RESPONDENT ADDRESS> refers to the address recorded on the PROXY ADDRESS screen during the original MU interview.
  - Note

[Note: A MU RI or MU RI CATI is referring to the Reinterview of a MU](#)

	<p>Manager Visit (MU) Case. A Reinterview of the MULTIUNIT=1 (Children) case is just a Reinterview (RI) Case.</p> <p>Note: The ‘important’ case notes that were recorded in the original MU case should be showing during MU RI or MU RI CATI attempts.</p> <p>The case notes entered during MU RI or MU RI CATI will show during future MU RI or MU RI CATI contact attempts.</p> <p>The case notes entered during MU RI or MU RI CATI will also show on each MULTIUNIT=1 (Child) case associated with the parent case.</p> <p>Upon swiping past the soft edit, the system attempts a sync, sending all case information to OCS.</p>
DK/REF options	Not Available
Exit Survey option	Not Available
Question wording for telephone housing unit respondent	(Same as in person housing unit respondent)
Question wording for in person proxy respondent	N/A
Question wording for telephone proxy respondent	N/A
User Story Number	16-84, 16-99, 16-123, 16-157, 16-167, 16-196, 17-7, 17-70, 17-122, 17-134, 17-139, 17-280, 18-514, 18-517, 18-575, 18-643, 18-632, 18-720, 18-725, 18-733, 18-744
Future Suggested Changes	



Screen name	<b>MU ANYONE</b>
Previous screen(s) and response option(s)	PROXY PHONE RI CONTACT RESP=Yes, No, or DK
Question wording for in person housing unit respondent	Now I'm going to ask you to verify the status of some of the units on <CensusDay>. Were the following units occupied or vacant on <CensusDay>?  (Note: the following sentence should display in red font) <i>Read each address and if necessary probe for response on whether it is occupied or vacant.</i>
Response options	(Radio buttons) <ul style="list-style-type: none"> <li>• Occupied</li> <li>• Vacant</li> <li>• Other</li> </ul>
Branching/Skip Patterns	If forward navigation, and all of the individual housing units have been completed, go to GOOD BYE. If Exit Survey or forward navigation, and some or none of the individual housing units have been completed, go to NO COMPLETE.
Data needed	Address of individual housing unit within the combined multi-unit. A subset of addresses of individual housing units within the combined multi-unit. RI CONTACT RESP. Case IDs.
Help text	A housing unit may be an apartment, a group of rooms, or a single room that: <ul style="list-style-type: none"> <li>• Can be occupied as separate living quarters in which the occupants live separately from any other individuals in the building</li> <li>• Has separate and direct access from outside the building or through a common hall</li> </ul> <p>For each unit in the multi-unit, select whether it is Occupied, Vacant, or Other.</p> <p><b>Occupied:</b> A housing unit is classified as occupied if it is the usual place of residence of the person or group of people living in it on census day, or if the occupants are away on vacation or a business trip</p> <p><b>Vacant:</b> A housing unit is vacant if no one is living in it on census day. Units occupied on census day entirely by persons who have a usual home elsewhere (UHE) are considered to be temporarily occupied, and are classified as "vacant." UHE is defined as the place where a person lives and sleeps most of the time. The census defines everyone as having only one usual residence.</p> <p>New units not yet occupied are classified as vacant housing units if construction has reached a point where all exterior windows and doors are installed and final usable floors are in place.</p>

	<p>For each unit specified as Vacant, further classify it as one of the following:</p> <ul style="list-style-type: none"> <li>• <b>For Rent</b> – A unit is offered “for rent,” or it is offered either “for rent” or “for sale.”</li> <li>• <b>Rented, Not Occupied</b> – A unit is rented but not yet occupied, including where money has been paid or agreed upon, but the renter has not yet moved in.</li> <li>• <b>For Sale Only</b> – A unit is offered “for sale only,” including units in cooperatives and condominium projects if the individual units are offered “for sale only.” If units are offered either “for rent” or “for sale” they are included in the “for rent” classification.</li> <li>• <b>Sold, Not Occupied</b> – A unit is sold but not yet occupied, including units that have been sold recently, but the new owner has not yet moved in.</li> <li>• <b>For Seasonal, Recreational, or Occasional Use</b> – A unit is used or intended for use only in certain seasons or for weekends or other occasional use throughout the year. Interval ownership units, sometimes called shared-ownership or time-sharing condominiums, also are included here.</li> <li>• <b>For Migrant Workers</b> – A unit is intended for occupancy by migratory workers employed in farm work during the crop season.</li> <li>• <b>Other</b> – The vacant unit does not fall into any of the categories specified above. For example, units held for occupancy by a caretaker or janitor, and units held for personal reasons of the owner.</li> </ul> <p>For each unit specified as Other, further classify it as one of the following:</p> <ul style="list-style-type: none"> <li>• <b>Does not exist</b> – A unit does not exist at all.</li> <li>• <b>Demolished</b> – A unit is about to be demolished.</li> <li>• <b>Burned out</b> – A unit is burned out and uninhabitable.</li> <li>• <b>Nonresidential</b> – No one lives in the unit and it is not used as living quarters (for example, a business or commercial facility).</li> <li>• <b>Uninhabitable</b> – A unit is open to the elements, condemned, or under construction.</li> <li>• <b>Missing unit designation</b> – A unit does not have a designation within the multi-unit address.</li> <li>• <b>Duplicate</b> – A unit occurs twice in the Case list.</li> <li>• <b>Other</b> – A unit is not livable and does not fall into any of the categories specified above.</li> </ul>
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Soft Edit	For forward navigation when some but not all the cases are resolved: “Someone from the Census Bureau may return to ask about the status of some of the remaining units.”
Hard Edit	N/A
Special instructions	<p>If a user scrolls down on MU ANYONE screen, the titles Address Name, Occupied, Vacant, and Other should be frozen on the screen so the user can always see them.</p> <p>When the “Vacant” response option for a unit is selected, the following Vacant Description question with response options displays:</p> <p>Why was the unit vacant on &lt;CENSUS DAY&gt;?</p> <p>(Radio buttons)</p> <ul style="list-style-type: none"> <li><input type="radio"/> For rent</li> <li><input type="radio"/> Rented, not occupied</li> <li><input type="radio"/> For sale only</li> <li><input type="radio"/> Sold, not occupied</li> <li><input type="radio"/> For seasonal, recreational, or occasional use</li> <li><input type="radio"/> For migrant workers</li> <li><input type="radio"/> Other</li> </ul> <p>When the “Other” response option for a unit is selected, the following status question with response options displays:</p> <p>Why was the unit not a housing unit on &lt;CENSUS DAY&gt;?</p> <p>(Radio buttons)</p> <ul style="list-style-type: none"> <li><input type="radio"/> Does not exist</li> <li><input type="radio"/> Demolished/burned out</li> <li><input type="radio"/> Nonresidential</li> <li><input type="radio"/> Uninhabitable</li> <li><input type="radio"/> Missing unit designation</li> <li><input type="radio"/> Duplicate</li> <li><input type="radio"/> Other</li> </ul> <p>If RI CONTACT RESP=Yes, use the subset list of addresses of individual housing units within the combined multi-unit. If RI CONTACT RESP=No or DK, use the full list of addresses of individual housing units within the combined multi-unit.</p>
DK/REF options	N/A
Exit Survey option	Available
Question wording for telephone housing unit respondent	(Same as in person housing respondent)
Question wording for in person proxy respondent	N/A
Question wording for	

telephone proxy respondent	N/A
User Story Number	16-177, 16-211, 16-212, 16-213, 16-238, 17-90, 17-479, 18-510, 18-521, 18-535, 18-721
Future Suggested Changes	

<b>VARIABLES SET AFTER CASE NOTES for MU RI (CQA and Field) Operations</b>		
<b>VARIABLE</b>	<b>DESCRIPTION</b>	<b>LOGIC</b>
EVENTCODE	A code given to each attempt at a case to describe the event that occurred	<p><b>IF MU RI (CQA):</b> {</p> <p>If (MU ANYONE=Status given for all units, and ONPATH=1), set EVENTCODE=1.010 (Complete)</p> <p>If (RI INTRO=Yes, continue) and (RI CONTACT RESP=Yes) and (MU ANYONE≠Status given for all units), set EVENTCODE=1.050 (Sufficient partial )</p> <p>If (RI VERIFY ADDRESS=No, and ONPATH=1), set EVENTCODE=3.020 (Not attempted)</p> <p><b>IF ELSE:</b></p> <p>If (NO COMPLETE=No manager exists to be interviewed, and ONPATH=1) and sufficient response was NOT obtained, set EVENTCODE=4.013 (No manager exists to be interviewed)</p> <p>If (NO COMPLETE=A manager cannot be found at this time or Inconvenient time, and ONPATH=1) &amp; (BEST TIME≠DK/REF, and ONPATH=1) &amp; sufficient response was NOT obtained, set EVENTCODE=4.014 (A manager cannot be found at this time)</p> <p>If (NO COMPLETE= A manager cannot be found at this time or Inconvenient time, and ONPATH=1) &amp; (BEST TIME=DK/REF, and ONPATH=1) &amp; sufficient response was NOT obtained, set EVENTCODE=3.001 (Refusal)</p> <p>If (NO COMPLETE=Language barrier, and ONPATH=1) and sufficient response was NOT obtained, set EVENTCODE=3.062 (Language barrier)</p> <p>If (NO COMPLETE=Hearing barrier, and ONPATH=1) and sufficient response was NOT obtained, set</p>

		<p>EVENTCODE=3.063 (Hearing barrier)</p> <p>If (REFUSAL REASON=Hostile Resp/Dangerous situation/Threatened enumerator and ONPATH=1) and sufficient partial response was NOT obtained, set EVENTCODE=4.031 (Dangerous address)</p> <p>If (REFUSAL REASON≠Hostile Resp/Dangerous situation/Threatened enumerator and ONPATH=1) and sufficient partial response was NOT obtained, set EVENTCODE=3.001 (Refusal)</p> <p>If (NO COMPLETE=Other, and ONPATH=1) and sufficient response was NOT obtained, set EVENTCODE=3.050 (Other eligible)</p> <p><b>IF ELSE: Set EVENTCODE=1.040 (Insufficient partial)</b></p> <p>}</p> <p><b>IF MU RI (Field):</b></p> <p>{</p> <p>If (MU ANYONE=Status given for all units, and ONPATH=1), set EVENTCODE=1.010 (Complete)</p> <p>If (RI INTRO=Yes, continue) and (RI CONTACT RESP=Yes) and (MU ANYONE≠Status given for all units), set EVENTCODE=1.050 (Sufficient partial )</p> <p>If ATTEMPT TYPE=Cancel attempt, and ONPATH=1), set EVENTCODE=3.020 (Not attempted)</p> <p>If (RI VERIFY ADDRESS=No, and ONPATH=1), set EVENTCODE=3.020 (Not attempted)</p> <p>If (DISTANCE=No, and ONPATH=1), set EVENTCODE=3.020 (Not attempted)</p> <p>If (ATTACTUAL=T) and Sufficient response was</p>
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		<p>not obtained, set EVENTCODE=4.011 (Non-contact telephone)</p> <p>IF ELSE:</p> <p>If (UNABLE TO ATTEMPT=Unable to locate, and ONPATH=1), set EVENTCODE= 4.032 (Unable to locate)</p> <p>If (UNABLE TO ATTEMPT=Does not exist, and ONPATH=1), set EVENTCODE= 5.062 (Delete)</p> <p>If (UNABLE TO ATTEMPT=Demolished/burned out, and ONPATH=1), set EVENTCODE= 5.062 (Delete)</p> <p>If (UNABLE TO ATTEMPT=Nonresidential, and ONPATH=1), set EVENTCODE= 5.062 (Delete)</p> <p>If (UNABLE TO ATTEMPT=Uninhabitable, and ONPATH=1), set EVENTCODE= 5.062 (Delete)</p> <p>If (UNABLE TO ATTEMPT=Empty mobile home/trailer site, and ONPATH=1), set EVENTCODE= 5.062 (Delete)</p> <p>If (UNABLE TO ATTEMPT=Multiunit, missing unit designation and ONPATH=1), set EVENTCODE= 5.051 (Multiunit, missing unit designation)</p> <p>If (UNABLE TO ATTEMPT=Restricted access, and ONPATH=1), set EVENTCODE= 4.030 (Unable to reach)</p> <p>If (UNABLE TO ATTEMPT=Dangerous address, and ONPATH=1), set EVENTCODE= 4.031 (Unsafe area)</p> <p>If (UNABLE TO ATTEMPT=Duplicate, and ONPATH=1), set EVENTCODE= 5.080 (Duplicate)</p> <p>If (UNABLE TO ATTEMPT=Contact made, unable to interview, and ONPATH=1), set EVENTCODE= 3.021 (Personal Non-contact)</p> <p>If (UNABLE TO ATTEMPT=Group</p>
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		<p>quarters, and ONPATH=1), set EVENTCODE= 5.043 (Group quarters)</p> <p>If (UNABLE TO ATTEMPT=Other, and ONPATH=1), set EVENTCODE= 4.090 (Other unknown eligibility)</p> <p>IF ELSE:</p> <p>If (NO COMPLETE=No manager exists to be interviewed, and ONPATH=1) and sufficient response was NOT obtained, set EVENTCODE=4.013 (No manager exists to be interviewed)</p> <p>If (NO COMPLETE=A manager cannot be found at this time or Inconvenient time, and ONPATH=1) &amp; (BEST TIME≠DK/REF, and ONPATH=1) &amp; sufficient response was NOT obtained, set EVENTCODE=4.014 (A manager cannot be found at this time)</p> <p>If (NO COMPLETE= A manager cannot be found at this time or Inconvenient time, and ONPATH=1) &amp; (BEST TIME=DK/REF, and ONPATH=1) &amp; sufficient response was NOT obtained, set EVENTCODE=3.001 (Refusal)</p> <p>If (NO COMPLETE=Language barrier, and ONPATH=1) and sufficient response was NOT obtained, set EVENTCODE=3.062 (Language barrier)</p> <p>If (NO COMPLETE=Hearing barrier, and ONPATH=1) and sufficient response was NOT obtained, set EVENTCODE=3.063 (Hearing barrier)</p> <p>If (REFUSAL REASON=Hostile Resp/Dangerous situation/Threatened enumerator and ONPATH=1) and sufficient partial response was NOT obtained, set EVENTCODE=4.031 (Dangerous address)</p> <p>If (REFUSAL REASON≠Hostile Resp/Dangerous situation/Threatened</p>
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		<p>enumerator and ONPATH=1) and sufficient partial response was NOT obtained, set EVENTCODE=3.001 (Refusal)</p> <p>If (NO COMPLETE=Other, and ONPATH=1) and sufficient response was NOT obtained, set EVENTCODE=3.050 (Other eligible)</p> <p><b>IF ELSE: Set EVENTCODE=1.040 (Insufficient partial)</b> }</p> <p><b>IF MU=1 (Child Case):</b> {</p> <p>If MU ANYONE=Occupied and ONPATH=1, set EVENTCODE=3.025 (Occupied by Manager Visit)</p> <p>If MU ANYONE=Vacant and ONPATH=1, set EVENTCODE=5.049 (Vacant by Manager Visit)</p> <p>If MU ANYONE=Other and ONPATH=1, set EVENTCODE=5.063 (Delete by Manager Visit)</p> <p><b>IF ELSE: Set EVENTCODE=4.091 (Unknown eligibility by Manager Visit)</b> }</p>
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STATUSCODE	<p>A code given to the case after it has been attempted based on the EVENTCODE to describe the status of the case.</p> <p>(Possibilities include: C (Complete), A (Attempted), LH (Language/Hearing barrier), RF (Refusal), or DS (Dangerous Situation))</p>	<p><b>Initialize STATUSCODE=null</b></p> <p>If EVENTCODE=1.010 (Complete), 1.050 (Sufficient partial), 4.013 (No manager exists to be interviewed), 5.043 (Group quarters), 5.080 (Duplicate), 5.051 (Multiunit, missing unit designation), then <b>STATUSCODE=C (Complete)</b></p> <p>If EVENTCODE=3.062 (Language barrier), 3.063 (Hearing barrier), then <b>STATUSCODE=LH (Language/Hearing barrier)</b></p> <p>If EVENTCODE=3.001 (Refusal), then <b>STATUSCODE=RF (Refusal)</b></p> <p>If EVENTCODE=4.031 (Dangerous address), then <b>STATUSCODE=DS (Dangerous situation)</b></p> <p>If EVENTCODE=4.032 (Unable to locate), 4.014 (A manager cannot be found at this time), 5.062 (Delete), 3.050 (Other eligible), 3.021 (Personal Non-contact), 4.090 (Other unknown eligibility), 4.030 (Unable to reach) then <b>STATUSCODE=A (Attempted)</b></p> <p>If EVENTCODE=1.040 (Insufficient partial), 3.020 (Not attempted), 4.011 (Non-contact telephone), then either (STATUSCODE=null and case should return to the ACTIVE CASELIST) or (if reopened, the case will continue to have the STATUSCODE from the most recent attempt and should remain in the INACTIVE CASELIST).</p>
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## Appendix E

**The Census ID Structure Specification Table for Generating Temporary Case IDs after NEW CASE ADDRESS**

<b>TYPE OF ID (1)</b> Position 1	<b>TEST IDENTIFIER (2)</b> Position 2 thru 3	<b>SEQUENCE NUMBER (9)</b> <i>Note: Sequence numbers starting with "9" are permanently reserved for test cases.</i> Positions 4 thru 12	<b>CHECK DIGITS (2)</b> Positions 13 thru 14 (MAD97 Check Digits computed over preceding 12 characters)
4 = <b>Processing ID</b> assigned as needed / on demand	00 = default	Format: <Category>0000001 through <Category>9999999, where <Category> is a two digit value assigned as follows:  Category = 51-59 = Non-ID'd Field Enumeration <sup>1</sup>	MAD97 Check Digits computed over preceding 12 characters
<b><i>NOTE: All 14 digit Processing ID's are to be used once and only once within a census cycle!!!</i></b>			