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OMB NO. XXXX-XXXX-X: APPROVAL EXPIRES XX/XX/XXXX

FORM **DH-1055(GQE)**

U.S. DEPARTMENT OF COMMERCE

(XX-XX-XXXX)

Economics and Statistics Administration

U.S. CENSUS BUREAU

**CENSUS FIELD SUPERVISOR CHECKLIST  
OPERATION: GROUP QUARTERS ENUMERATION  
2018 CENSUS TEST**

**TASKS**

**TASK 1 COLLECT AND REVIEW FORMS FOR ACCURACY AND COMPLETENESS**

Form DH-116, Group Quarters Listing Sheets or Administrative List/Roster  
Form DH-20, Individual Census Questionnaires (ICQ)  
Form DH-20(S), Individual Census Questionnaires (ICQ) – Spanish  
Form DH-225, INFO-COMMs – Review any Info-Comms the Enumerator has turned in with the GQ's materials  
Form DH-352.1, Group Quarters Enumeration Record

Check that GQ name, date of enumeration, number of ICQs, and name of Lead Enumerator are completed.

Review for enumeration date, number of ICQs (DH-20/DH-20S), and Enumerator's signature.

Make sure there is documentation in comments section for any '0' ICQs or incomplete ICQs.

Form DH-40, ICQ Envelopes

Form DH-40(S), ICQ Envelopes – Spanish

Form DH-40(GQ), Group Quarters Envelope(s)

**TASK 2 REVIEW INDIVIDUAL CENSUS QUESTIONNAIRES AND ENUMERATION MATERIALS**

Check that all ICQs are originals. Do not accept copies. If Enumerator has used copies, have them carefully transcribe the data to new ICQs.

Be sure each ICQ has the correct GQ ID number label. The number should match the number printed on the bottom of the Enumeration Record.

Check that the Enumerator entered the Person Number (PN) on each ICQ and it matches the information on the GQ Listing Sheet.

Make sure there is an ICQ for each name/room number on the GQ Listing Sheet.

Check that each ICQ is completed and legible. The minimum data required for a complete ICQ are Questions 1, 4, and 5: name, sex, and age or date of birth.

Verify that the number of ICQs entered on the Enumeration Record match the number of ICQs received.

If the numbers match, no further action needed.

If the numbers do not match, check the GQ Listing Sheet to see if the total number of persons listed matches what is written on the Enumeration Record:

If the totals on the GQ Listing Sheet and Enumeration Record do not match each other:

1) Recount the names on the GQ Listing Sheet; check for any names added or crossed out

2) If the total on the GQ Listing Sheet is different, enter the new total on the Enumeration Record

3) Write an explanation in the **Notes** section of the Enumeration Record

If the totals on the GQ Listing Sheet and Enumeration Record match but you have fewer ICQs than entered on the Enumeration Record:

1) Check that this GQ's ICQs are not mixed in with another GQ's materials

2) If you find the missing ICQs and your counts match, no further action is needed

3) If you do not find the missing ICQs, write an explanation in the **Notes** section of the Enumeration Record. **DO NOT** change the total entered on the Enumeration Record

If the GQ Listing Sheet and the Enumeration Record match and you have more ICQs than entered on the Enumeration record:

1) Check that all the ICQs belong to this GQ; put ICQs for other GQs with their appropriate Enumeration Records

2) If all ICQs belong to this GQ, update the number on the Enumeration Record and write an explanation in the **Notes** section.

If the Enumeration Record is not complete, look for an explanation in the Notes section or on an attached INFO-COMM.

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## TASKS CONTINUED

### TASK 3 FINISH REVIEW

If Enumeration Record has zero pop, mark the appropriate box at the bottom of the Enumeration Record based on the notes/information provided by the Enumerator.

Put all the enumeration materials for each GQ back into its associated Group Quarters Envelope(s) keeping each GQ's materials separate from each other.

Deliver completed and reviewed materials to the ACO.

