

Field Verification  
Questionnaire Content Document for the Enumerator Instrument

## 2018 Census Test Field Verification Instrument Specification

App Icons for Field Data Collection (US 18-667):

- For Production: FDC
- For Training: Training FDC

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 bold** = 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.

For screens that contain actual help text, there will be instructional text at the very top with the following wording: *If the help text is collapsed, click on the > to view help text associated with each section.(18-648).*

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.

#### 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

Sprint	Date	Change
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	<p>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 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</p>

		<p>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 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).</p>
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	1/27/17	Define automatic synchronizations (18-643). Update OCCUPANCY help

9		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 FV (18-632). Case Details, Contact History, Address Details, and Case Notes (18-671). Display count of cases (18-673). Update help text for ecase (18-648).
11	3/10/17	Remove MCM screens from specification. Change Enumeration app icon (18-667).
Sprint 13	4/24/17	Update to Case Notes Formatting (18-720).
Sprint 14	5/15/17	Clearing the text box when "Other" is selected as a response option (18-731). Variables after Case Notes for FV Operations PART 1 (18-738).

## 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
FIND ADDRESS	WARD KAY (NRFU-IPT)	CASE DETAILS	CASE NOTES	8
CASE NOTES	WARD KAY (NRFU-IPT)	FIND ADDRESS	ACTIVE CASELIST	11
VARIABLES SET AFTER CASE NOTES	WARD KAY (NRFU-IPT)	N/A	N/A	13

Screen name	<b>FIND ADDRESS</b>
Previous screen(s) and response option(s)	CASE DETAILS
Question wording for in person housing unit respondent	<p>Look in the vicinity of the highlighted pin on the map to attempt to find &lt;FV address&gt;.</p> <p>Are you able to locate &lt;FV address&gt;?</p>
Response options	<p>(Radio buttons)</p> <ul style="list-style-type: none"> <li>• Yes           <p>Display the following instructional text: <i>Make sure your location accurately represents where the structure is located on the ground by standing in one of the following locations, listed in order of preference. Please select the location that most accurately represents where you are standing:</i></p> <p>(Drop-down menu with the following response options:)</p> <p>(Radio buttons)</p> <ul style="list-style-type: none"> <li><input type="radio"/> The front door</li> <li><input type="radio"/> Side or back door</li> <li><input type="radio"/> Garage door</li> <li><input type="radio"/> Driveway, pathway, or stairway leading to the structure</li> <li><input type="radio"/> Edge of property</li> </ul> </li> <li>• No</li> <li>• Other</li> </ul> <p><i>If you encounter a resident at the address, state the following:</i></p> <p><i>Hello, I'm (your name) from the U.S. Census Bureau. (Show ID.) I'm here to verify an address on a Census questionnaire. (Hand respondent Information Sheet and point to Confidentiality Notice.) This notice explains that all information is confidential.</i></p> <p>If the user selects "Yes", also display a 60 character write-in field (below the drop down menu) labeled: Specify any additional address information.</p> <p>If the user selects "No", display a 60 character write-in field labeled: Specify reason.</p> <p>If the user selects "Other", display a 60 character write-in field labeled: Specify the reason that you chose Other.</p>
Branching/Skip Patterns	Go to CASE NOTES.
Data needed	<FV address> <FV address starting point> <GPSLAT><GPSLON> MAXDISTANCE
Help text	<p>Start at the location of the pin indicator on the map and attempt to locate the address that you are asked to locate. Select one of the response options:</p> <p><b>Yes</b> - Select this option if you are at a location that accurately represents where the structure is located on the ground, by standing in one of the following locations, listed in order of preference:</p>

Screen name	<b>FIND ADDRESS</b>
	<ol style="list-style-type: none"> <li>1. The front door - If the house is located on more than one street and the location of the front door is not obvious, use the door that faces the street of its address.</li> <li>2. Side or back door - Use the side or back door if the front door is not accessible or using the side or back door is a locally accepted or customary convention in the community.</li> <li>3. Garage door – Use the garage door if one exists and the front, side or back door is not accessible.</li> <li>4. Driveway, pathway, or stairway leading to the structure – Only use this option if the other options are not accessible. Make certain that you are somewhere on the property and in view of the structure.</li> <li>5. Edge of property- Only use this option if it is not possible to access the property of the structure, but you can clearly view the structure.</li> </ol> <p>In the text box that displays when you select the Yes option, include any additional, relevant information about the address, for example, a street number if one was not already available.</p> <p><b>No-</b> Select this option if you unable to find the address. In the text box that displays when you select this option, enter any information about why you cannot find the address, for example, no housing units in the vicinity or bad mapspot.</p> <p><b>Other</b> - Select this option for any other result of your search. In the text box that displays when you select this option, enter a reason, such as found the address but the housing unit was demolished or replaced by a business.</p>

Screen name	<b>FIND ADDRESS</b>
Soft Edit	<p>For the Other response option, if the write-in field is left blank, “Please specify more information.”</p> <p>If distance between NRFU instrument and starting point GPS coordinates &gt; MAXDISTANCE then “You may be too far. Continue with verification?” (Note: Per 10/30 NRFU-DO, MAXDISTANCE is being set to 5000 feet)</p>
Hard Edit	For nonresponse, “Please provide an answer to the question.”
Special instructions	<p>When the user swipes to the next screen, the instrument attempts to collect a GPS coordinate for 6 seconds. It collects the GPS coordinates in the NRFU instrument GPSSLAT and GPSSLON variables.</p> <p>The highlighted pin on the map for the address on the caselist will be a starting point location for the Enumerator to look for the &lt;FV address&gt; on the caselist.</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	N/A
Question wording for in person proxy respondent	N/A
Question wording for telephone proxy respondent	N/A
User Story Number	US 17-76, 17-123, 17-444, 18-601, 18-731
Future Suggested Changes	

Screen name	<b>CASE NOTES</b>
Previous screen(s) and response option(s)	FIND ADDRESS
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	ACTIVE CASELIST
Data needed	Any notes associated with the case
Help text	Help is not available for this question.
Soft Edit	<ul style="list-style-type: none"> <li>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.”</li> </ul>
Hard Edit	N/A
Special instructions	<ul style="list-style-type: none"> <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>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> </ul> <p><i>Added case notes have the following info displayed:</i></p> <ul style="list-style-type: none"> <li>Case notes entered will be formatted as followed: <ul style="list-style-type: none"> <li>User ID</li> <li>Date and Time</li> <li>Field Verification: &lt;PARTIAL ADDRESS&gt; (displayed in red font, all capitalized)</li> <li>Note</li> </ul> </li> </ul> <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	N/A
Question wording for in person proxy respondent	N/A
Question wording for telephone proxy respondent	N/A
User Story Number	16-84, 16-99, 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
Future Suggested Changes	

VARIABLES SET AFTER CASE NOTES for FV Operations		
VARIABLE	DESCRIPTION	LOGIC
EVENTCODE	A code given to each attempt at a case to describe the event that occurred	<p>If FIND ADDRESS=Yes and ONPATH=1, set EVENTCODE=13.000 (Map spot verified)</p> <p>If FIND ADDRESS=No and ONPATH=1, set EVENTCODE=13.001 (Map spot unverified)</p> <p>If FIND ADDRESS=Other and ONPATH=1, set EVENTCODE=13.002 (Map spot - Other)</p> <p><b>IF ELSE: Set EVENTCODE=1.040 (Partial insufficient)</b></p>
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) or null)</p>	<p><b>Initialize STATUSCODE=Null</b></p> <p>If EVENTCODE=13.000 (Map spot verified), 13.001 (Map spot unverified), or 13.002 (Map spot - other), then <b>STATUSCODE=C (Complete)</b></p> <p>If EVENTCODE=1.040 (Insufficient partial), then (STATUSCODE=null and case should return to the ACTIVE CASELIST).</p>

FV: Field Attempt DAY 1				
NRFU Description	EVEN T CODE	STATU S CODE	Case Disposit ion	OCS Action to Take Place
Insufficient Partial	1.040		Open	Reassign (Note: does not count as an attempt day)
Map spot verified	13.000	C	Complete	Remove from NRFU Workload - eligible for FV QC
Map spot unverified	13.001	C	Complete	Remove from NRFU Workload - eligible for FV QC
Map spot - other	13.002	C	Complete	Remove from NRFU Workload - eligible for FV QC

