

**DH-18 (GQ)
(5-2017)**



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

January xx, 2018

To: Facility Manager

In preparation for the 2020 Census, your facility has been selected by the U.S. Census Bureau to participate in the **2018 Census Test**. The Census Bureau is researching modern and cost-efficient methods for everyone in the nation to be counted in the 2020 Census. Participating in the 2018 Census Test will help prepare for a more accurate count of all populations in the 2020 Census.

Staff in the area census office will contact you between February 5, 2018 and March 9, 2018 to conduct a telephone interview and will:

- Verify the Group Quarters' (GQ) name, address information, contact name, phone number, and business email address.
- Collect an expected Census Day population count.
- Allow facility managers to choose a method of enumeration from those available to their group quarters, such as: in-person interview, drop off/pick up of questionnaire, paper response data collection, and electronic response (eResponse) data transfer.
- Schedule an enumeration appointment starting March 28, 2018 through June 8, 2018.

Many federal laws require the use of census data to distribute funding and monitor important programs that provide services to the community. States, cities, counties, and American Indian reservations use census data to plan future programs, services, and community development projects such as those for the older population, hospitals, libraries, and schools.

The Census Bureau collects data in compliance with the privacy rules and regulations such as the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the Family Educational Rights and Privacy Act (FERPA).

The Census Bureau is required by law to protect your information. The Census Bureau is not permitted to publicly release your responses in a way that could identify you or your institution. We are conducting this survey under the authority of Title 13, U.S. Code, Sections 141, 193, 221, and 223. Federal law protects your privacy and keeps your answers confidential (Title 13, U.S. Code, Section 9). By law, the Census Bureau can only use your responses to produce statistics. Per the Federal Cybersecurity Enhancement Act of 2015, your data are protected from cybersecurity risks through screening of the systems that transmit your data. For more information about how we protect your information, please visit our website at census.gov, and at the bottom of the home page, click on "Data Protection and Privacy Policy."

For more informaton about the 2018 Census Test, please visit our website at census.gov/2018censustest.

Sincerely,

John H. Thompson
 Director

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