

Nonresponse Followup/Update Enumerate Followup  
Questionnaire Content Document for the Enumerator Instrument

## 2018 Census Test RI RI CATI Instrument Specification Front Section

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

- For Production: FDC
- For Training: Training FDC

CQA can use the desktop version of Enum device that interfacing with the CQA instrument to conduct outbound telephone reinterviews (US 18-675).

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.

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 [ ] { } ~ % \$ ? ¿ # @ ! ; - \_ ( ) / : ; " ' . , \* + =

The system will only allow the following special characters for write-ins on DETAILED ORIGIN (User Story 18-676):

a-z A-Z ñáéíóúü ý ÑÁÉÍÓÚÜ Ý 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

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	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

		<p>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 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</p>

		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).
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 Proxy 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	2/17/17	Update SPECIFIC UNIT STATUS for RI (18-658). Update CONTACT HISTORY with ATTACTUAL and message (18-660). Update branching on PEOPLE for RI (18-670). Update Case Details, Contact History, Address Details, and Case Notes (18-671). Display count of cases (18-673). Update White List (18-676). Update help text for ecase (18-648).
Sprint 11	2/28/17	Change Enumeration app icon (18-667). Telephone pathing for RI with new variables (18-674). RI CATI (18-675). Update response options on RI COUNT (18-683).
Sprint 11	3/13/17	Update KNOW ADDRESS (18-686). Update Previous Screens on OCCUPANCY (18-695). Update response options on HOME for RI (18-702). Update KNOW ADDRESS question wording (18-703). Update UNDERCOUNT question wording for RI (18-705).
Sprint 12	4/3/17	Update ELIGIBLE RESP previous screen for RI (18-706). Update DIAL OUTCOME special instructions about fields for RI (18-707). Variable name correction for RI CONTACT RESP (18-710). Match wording and response options on RESP LOCATION (18-713). Clarify respondent type variable in soft edit on POPCOUNT for RI (18-714). Move OTHER VACANT SCREEN from Back Section.
Sprint 13	4/24/17	Updates for RI (18-729).
Sprint 14	5/15/17	RI Update Case Notes Formatting (18-724). Clearing the text box when "Other" is selected as a response option (18-731). Change UTC to GMT (18-732). Update KNOW ADDRESS" (18-734).

## 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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RESP LOCATION	WARD KAY (NRFU-IPT)	ATTEMPT TYPE	INTRO DISTANCE NUMBER CALLED UNABLE TO ATTEMPT RI INTRO CASE NOTES PROXY LOCATION PROXY ALERTS	13
DISTANCE	WARD KAY (NRFU-IPT)	RESP LOCATION	INTRO CASE NOTES	17
NUMBER CALLED	WARD KAY (NRFU-IPT)	RESP LOCATION PROXY ATTEMPT DIAL OUTCOME	DIAL OUTCOME	18
DIAL OUTCOME	WARD KAY (NRFU-IPT)	NUMBER CALLED	VERIFY DIALED NUMBER CASE NOTES NUMBER CALLED NO COMPLETE RI INTRO	20
KNOW ADDRESS	WARD KAY (NRFU-IPT)	INTRO RI VERIFY ADDRESS	GOOD BYE SPECIFIC UNIT STATUS	22
RI INTRO	RAFAEL MORALES / RODRICK MARQUETTE (DSSD)	RESP LOCATION	RI CONTACT RESP ELIGIBLE RESP RI VERIFY ADDRESS PERSONAL NON-CONTACT NO COMPLETE	24
RI CONTACT RESP	RAFAEL MORALES / RODRICK MARQUETTE (DSSD)	RI INTRO ELIGIBLE RESP	RI COUNT NO COMPLETE ADDRESS ANYONE	26
RI VERIFY ADDRESS	RAFAEL MORALES / RODRICK MARQUETTE (DSSD)	RI INTRO	ELIGIBLE RESP KNOW ADDRESS NO COMPLETE	28
ELIGIBLE RESP	WARD KAY (NRFU-IPT)	RI INTRO RI VERIFY ADDRESS	ADDRESS EXIT POP-STATUS NO COMPLETE RI CONTACT RESP	30



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
RI COUNT	RAFAEL MORALES / RODRICK MARQUETTE (DSSD)	RI CONTACT RESP	PEOPLE VACANT DESCRIPTION SPECIFIC UNIT STATUS GOOD BYE NO COMPLETE	31
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ANYONE	KRISTIN KOSLAP (POP)	ADDRESS INTRO RESP LOCATION RI CONTACT RESP ELIGIBLE RESP	WHO OCCUPANCY SPECIFIC UNIT STATUS NO COMPLETE EXIT POP-STATUS	38
OCCUPANCY	SEHSD COLLEEN KEATING / ROCHELLE BROWN (POP)	ANYONE	SPECIFIC UNIT STATUS NO COMPLETE VACANT DESCRIPTION	39
SPECIFIC UNIT STATUS	SEHSD COLLEEN KEATING / ROCHELLE BROWN (POP)	OCCUPANCY RI COUNT KNOW ADDRESS ANYONE	PROXY NAME	41
VACANT DESCRIPTION	SEHSD COLLEEN KEATING / ROCHELLE BROWN (POP)	OCCUPANCY RI COUNT	PROXY NAME OTHER VACANT	43
OTHER VACANT	SEHSD COLLEEN KEATING / ROCHELLE BROWN (POP)	VACANT DESCRIPTION	PROXY NAME	45
WHO	KRISTIN KOSLAP (POP)	ANYONE	POPCOUNT EXIT POP-STATUS	48
POPCOUNT	KRISTIN KOSLAP (POP)	RESP PHONE RESP NAME WHO	UNDERCOUNT PEOPLE NO COMPLETE	49
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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
UNDERCOUNT	KRISTIN KOSLAP (POP)	PEOPLE POPCOUNT	UNDERCOUNT ROSTER REVIEW	56
ROSTER REVIEW	KRISTIN KOSLAP (POP)	UNDERCOUNT PEOPLE	HOME ROSTER ADD ROSTER EDIT GOOD BYE	60
ROSTER EDIT	KRISTIN KOSLAP (POP)	ROSTER REVIEW	ROSTER REVIEW	63
ROSTER ADD	KRISTIN KOSLAP (POP)	ROSTER REVIEW	ROSTER REVIEW	64
HOME	SEHSD COLLEEN KEATING / ROCHELLE BROWN (POP)	ROSTER REVIEW	OWNER RENTER RELATIONSHIP RESP RELATIONSHIP OTHER SEX	66
OWNER	COLLEEN KEATING / ROCHELLE BROWN (POP)	HOME	RELATIONSHIP RESP RELATIONSHIP OTHER	69
RENTER	COLLEEN KEATING / ROCHELLE BROWN (POP)	HOME	RELATIONSHIP RESP RELATIONSHIP OTHER	71

#### 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>ATTEMPT TYPE</b>
Previous screen(s) and response option(s)	CASE DETAILS = Begin Interview
Question wording for in person housing unit respondent	<i>Describe this contact attempt for &lt;FULL RESPONDENT ADDRESS&gt;.</i>
Response options	<p>If RI_ATTTYPE = PV: (Radio buttons)</p> <ul style="list-style-type: none"> <li><input type="radio"/> Personal visit</li> <li><input type="radio"/> Outbound call attempt</li> <li><input type="radio"/> Cancel attempt</li> </ul> <p>If RI_ATTTYPE = T: (Radio buttons)</p> <ul style="list-style-type: none"> <li><input type="radio"/> Outbound call attempt</li> <li><input type="radio"/> Cancel attempt</li> </ul>
Branching/Skip Patterns	<p>If ATTEMPT TYPE=Personal visit, go to RESP LOCATION.  If ATTEMPT TYPE = Outbound call attempt, go to <a href="#">NUMBER CALLED</a>.  Else if ATTEMPT TYPE = Cancel attempt, go to <a href="#">CASE NOTES</a></p>
Data needed	FULL RESPONDENT ADDRESS PARTIAL RESPONDENT ADDRESS RI_ATTTYPE
Help text	Help is not available for this question.
Soft Edit	N/A
Hard Edit	<p>For nonresponse, “Please provide an answer to the question.”</p> <p>If backwards navigation occurs on this screen, display: “Already at beginning of survey.”</p>
Special instructions	<p>If “Cancel attempt” is selected, then the number of attempts for the case should not change after swiping past CASE NOTES.</p> <p>Create PARTIAL RESPONDENT ADDRESS from the input variable RESPONDENT ADDRESS. Regardless of whether RESPONDENT ADDRESS contains a city style or non-city style address, will with the part of the string that comes before the city and state designations.</p> <p><i>Fill priority: City Style address; if none then fill with Non-city style address; if none then fill with physical description.</i></p> <p>If "Personal visit", then set ATTACTUAL=PV.  If “Outbound call attempt”, then set ATTACTUAL=T and RESP_TYPE=HH.</p> <p>When swiping to the next screen, DATEOFCONTACT is set, which is a GMT timestamp of the current time.</p>

Screen name	<b>ATTEMPT TYPE</b>
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	16-86, 16-139, 16-R141, 16-179, 16-243, 17-102, 17-281, 17-436, 17-481, 18-519, 18-525, 18-553, 18-629, 18-575, 18-674, 18-732
Future Suggested Changes	

Screen name	<b>RESP LOCATION</b>
Previous screen(s) and response option(s)	ATTEMPT TYPE=(Personal Visit)
Question wording for in person housing unit respondent	<p>For RI:</p> <p><i>Are you attempting to reinterview &lt;RESPONDENT NAME&gt; at &lt;PARTIAL RESPONDENT ADDRESS&gt;?</i></p> <p><i>Select 'Unable to attempt' if an attempt at this address is impossible or does not make sense.</i></p>
Response options	<p><input type="radio"/> Attempting address</p> <p><input type="radio"/> Unable to attempt</p> <p>Note: There will never be a scenario where “Unable to attempt address” or “Unable to attempt” is the only option available.</p>
Branching/Skip Patterns	<pre> : {   If (RESP LOCATION=Unable to attempt), go to UNABLE TO ATTEMPT    If ((RESP LOCATION=Attempting address) and (RESPTYPE_PROD=HH)),   then do:     If distance between NRFU instrument and GPS coordinates of census     address &gt; MAXDISTANCE then go to DISTANCE. (Note: Per 10/30     NRFU-DO, MAXDISTANCE is being set to 5000 feet)    If ((RESP LOCATION=Attempting address) and   (RESPTYPE_PROD=Proxy)), then do:     If distance between NRFU instrument and GPS coordinates of proxy     address &gt; MAXDISTANCE then go to DISTANCE. (Note: Per 10/30     NRFU-DO, MAXDISTANCE is being set to 5000 feet)    If else, go to RI INTRO. } </pre>
Data needed	<ul style="list-style-type: none"> <li>• &lt;PARTIAL RESPONDENT ADDRESS&gt; (for RI, this is the partial address of the original respondent; this is not necessarily the original CENSUS address. See US 16-R140 for details.)</li> <li>• MAXDISTANCE</li> <li>• ATTEMPT TYPE (ATTACTUAL)</li> <li>• RESPTYPE_PROD</li> <li>• RESPONDENT NAME (for RI, this is the original respondent’s name)</li> <li>• NRFU instrument GPS coordinates</li> <li>• Production GPS coordinates</li> <li>• GPS coordinates of census address (if RESPTYPE_PROD=HH)</li> <li>• GPS coordinates of proxy address (if RESPTYPE_PROD=Proxy)</li> <li>•</li> </ul>
Help text	Whom to interview as a respondent at a household:

Screen name	<b>RESP LOCATION</b>
	<ul style="list-style-type: none"> <li>• An adult (someone who is 15 years or older) who is a household member of the census address.</li> </ul> <p>Whom to interview as a proxy:</p> <ul style="list-style-type: none"> <li>• An adult (someone who is 15 years or older), nonhousehold member who is knowledgeable about the census address.</li> <li>• Examples of a proxy: <ul style="list-style-type: none"> <li>○ Neighbor</li> <li>○ Landlord or Property Manager</li> <li>○ Real Estate Agent/Office</li> <li>○ Relative of household member</li> <li>○ Caregiver or health provider</li> <li>○ In-mover (moved in after &lt;census day&gt;)</li> <li>○ Government office or worker (Tax Assessor, Letter Carrier, etc.)</li> <li>○ Utility Worker (Meter Reader, Telephone Repair, Cable/Satellite, etc.)</li> <li>○ Enumerator Personal Knowledge (If you as the enumerator have personal knowledge about the household.)</li> </ul> </li> </ul>

Screen name	<b>RESP LOCATION</b>
Soft Edit	N/A
Hard Edit	For nonresponse, “Please provide an answer to the question.”
Special instructions	<p>For each contact attempt, instrument attempts to collect a GPS coordinate when a response is selected. Each time a response option is selected, keep latest GPS coordinate collected for that attempt.</p> <p>If able to collect GPS coordinate, measure and store distance between mapspot and Production GPS coordinate.</p> <ul style="list-style-type: none"> <li>o If distance is greater than MAXDISTANCE, set a flag indicating long distance.</li> </ul> <p>If unable to collect GPS coordinate during all attempts, set a flag indicating no GPS.</p> <p>If RESPTYPE_PROD=HH, &lt;RESPONDENT NAME&gt; should be filled with the original respondent’s name collected on the RESP NAME screen.</p> <p>If RESPTYPE_PROD=Proxy, &lt;RESPONDENT NAME&gt; should be filled with the original respondent’s name collected on the PROXY NAME screen.</p> <p>If RESP LOCATION=Attempting address, then set RESP_TYPE=HH</p> <p>If RESPTYPE_PROD=HH, then the &lt;PARTIAL RESPONDENT ADDRESS&gt; refers to the original census address. The system should use the GPS coordinate of this address compared to the GPS coordinate of the NRFU instrument in order to determine MAXDISTANCE.</p> <p>If RESPTYPE_PROD=Proxy, then the &lt;PARTIAL RESPONDENT ADDRESS&gt; refers to the address collected on the PROXY ADDRESS Screen during the original interview of the Proxy. The system should use the GPS coordinate of this address compared to the GPS coordinate of the NRFU instrument in order to determine MAXDISTANCE.</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, 16-138, 16-R142, 16-R166, 16-243, 16-262, 17-47, 17-9, 17-151, 17-436, 18-500, 18-551, 18-608, 18-713
Future Suggested Changes	





Screen name	<b>DISTANCE</b>
Previous screen(s) and response option(s)	ELIGIBLE RESP (If ATTEMPT TYPE= Personal visit, RESP LOCATION=Attempting census address, and distance between mapspot and GPS coordinate > MAXDISTANCE).
Question wording for in person housing unit respondent	<i>You may be too far from &lt;PARTIAL RESPONDENT ADDRESS&gt;. Continue interview?</i>
Response options	(Radio buttons) <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>
Branching/Skip Patterns	If Yes, go to RI INTRO. If No, go to CASE NOTES.
Data needed	<PARTIAL RESPONDENT ADDRESS> <RESPTYPE_PROD>
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 RESPTYPE_PROD=HH, then the <PARTIAL RESPONDENT ADDRESS> refers to the original census address. If RESPTYPE_PROD=Proxy, then the <PARTIAL RESPONDENT ADDRESS> refers to the address collected on the PROXY ADDRESS Screen during the original interview of the Proxy.
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, 17-151, 17-436, 18-551, 18-599, 18-575
Future Suggested Changes	

Screen name	<b>NUMBER CALLED</b>
Previous screen(s) and response option(s)	ATTEMPT TYPE (if ATTEMPT TYPE=Outbound call attempt). DIAL OUTCOME (and there are additional phone numbers that have yet to be dialed and that do not contradict with the RESP LOCATION response, or when the first occurrence of either 'New number from recording' or 'Number not dialed/Number misdialed' is selected).
Question wording for in person housing unit respondent	N/A
Response options	Radio buttons: <ul style="list-style-type: none"> <li>• &lt;options for each phone number where PHONEASSOC=HH if RESPTYPE_PROD =HH or each phone number where PHONEASSOC=proxy if RESPTYPE_PROD =proxy&gt;</li> <li>• Add Number</li> </ul> <p>Note: If "Add number" is selected, then display a field to enter a new number</p> <p>If RESPTYPE_PROD=HH, thenPHONEASSOC should set to HH. If RESPTYPE_PROD=proxy, then PHONEASSOC should set to proxy.</p>
Branching/Skip Patterns	Go to DIAL OUTCOME. If Exit Survey is selected, go to NO COMPLETE
Data needed	Phone numbers RESPTYPE_PROD
Help text	Help is not available for this question.
Soft Edit	
Hard Edit	If user selects PREV, then display "New attempt has already started." For nonresponse or if "Add Number" is selected without a phone number entered in the number field, "Please provide an answer to the question." For a phone number that is less than 10 digits:"The phone number must be in the format (xxx) xxx-xxxx." If 10-digits are entered in the number field, but no association is selected for that number, then "Please provide a phone number and its association."
Special instructions	Next to each number should be a visual indicator as to the previous outcome of that phone number (if there is one), "thumbs up" icon for a good number ( <b>if PHONECAT=G</b> ) and "thumbs down" icon for a bad one ( <b>if PHONECAT not=G</b> ).

Screen name	<b>NUMBER CALLED</b>
	<p>displayed. Else/default CONTRADICTPHONE=false.</p> <p><u>Prevent adding duplicate phone numbers:</u> When a user adds a new phone number with PHONEASSOC=HH and swipes to the next screen, if that same phone number with PHONEASSOC=HH already exists for that case, the system should not add the phone number to the case.</p> <p>Conversely, when a user adds a new phone number with PHONEASSOC=Proxy and swipes to the next screen, if that same phone number with PHONEASSOC=Proxy already exists for that case, the system should not add the phone number to the case.</p>
DK/REF options	Not Available
Exit Survey option	Available
Question wording for telephone housing unit respondent	<i>What number are you attempting to call?</i>
Question wording for in person proxy respondent	N/A
Question wording for telephone proxy respondent	N/A
User Story Number	16-84, 16-153, 16-287, 17-443, 18-555, 18-575, 18-674
Future Suggested Changes	

Screen name	<b>DIAL OUTCOME</b>
Previous screen(s) and response option(s)	NUMBER CALLED
Question wording for in person housing unit respondent	N/A
Response options	<p>(Radio buttons)</p> <ul style="list-style-type: none"> <li><input type="radio"/> Someone answers</li> <li><input type="radio"/> Ring no answer</li> <li><input type="radio"/> Answering machine/service –no message left</li> <li><input type="radio"/> New number from recording</li> <li><input type="radio"/> Normal busy/circuits busy</li> <li><input type="radio"/> Fast or WATTS/FTS busy</li> <li><input type="radio"/> Fax machine reached, no message sent</li> <li><input type="radio"/> Number could not be completed as dialed</li> <li><input type="radio"/> No signal or funny signal</li> <li><input type="radio"/> Number not in service</li> <li><input type="radio"/> Number changed, no new number given</li> <li><input type="radio"/> Bad connection</li> <li><input type="radio"/> Temporarily not in service</li> <li><input type="radio"/> TDD or TTY reached</li> <li><input type="radio"/> Number not dialed/number misdialed</li> <li><input type="radio"/> Other noncontact</li> </ul> <p>If Other noncontact selected, display a write-in field with the label <i>Specify</i>.</p>
Branching/Skip Patterns	<p>If DIAL OUTCOME = Someone answers, go to RI INTRO  Else, if there are additional phone numbers associated with the case where PHONEASSOC and RESPTYPE_PROD are equal (or for first occurrence of either New number from recording or Number not dialed/number misdialed), go to NUMBER CALLED  Else, go to CASE NOTES  If Exit Survey is selected, go to NO COMPLETE</p>
Data needed	<p>Phone number from NUMBER CALLED  CASE ID  RESPTYPE_PROD</p>
Help text	Help is not available for this question.
Soft Edit	N/A
Hard Edit	<p>For nonresponse, “Please provide an answer to the question.”</p> <p>If “Other noncontact” is selected and the text box is left blank, display “Please specify the noncontact reason.”</p> <p>If an enumerator tries to swipe backwards (or select previous) on this screen, then display the following message: “Please provide a dial outcome for the phone number. You cannot go backwards to change the phone number but may do so on the next screen if either “Number not dialed/number misdialed” or “New number from recording” is the selected dial outcome.”</p>
Special instructions	

Screen name	<b>DIAL OUTCOME</b>
	<p>Write in fields should be 200 characters in length.</p> <p>If DIAL OUTCOME=Someone Answers, set PHONECAT=G for the phone number selected on NUMBER CALLED.</p> <p>If DIAL OUTCOME=(Ring no answer, Answering machine/service – no message left, New number from recording, Normal busy/circuits busy, Fast or WATTS/FTS busy, Fax machine reached, no message sent, No signal or funny signal, Bad connection, Temporarily not in service, TDD or TTY reached, Other noncontact), set PHONECAT=I for the phone number selected on NUMBER CALLED.</p> <p>If DIAL OUTCOME=(Number could not be completed as dialed, Number not in service, Number changed, no new number given, Number not dialed/number misdialed, New number from recording), set PHONECAT=B for the phone number selected on NUMBER CALLED.</p> <p>Note: When text is entered in a text box, the system shall clear the text box every time the “Other noncontact” 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	Available
Question wording for telephone housing unit respondent	<i>What was the result of placing the call to &lt;phone number selected from NUMBER CALLED&gt;?</i>
Question wording for in person proxy respondent	N/A
Question wording for telephone proxy respondent	N/A
User Story Number	16-210, 16-243, 17-103, 17-282, 17-436, 17-480, 17-482, 18-554, 18-634, 18-575, 18-674, 18-707, 18-731
Future Suggested Changes	

Screen name	<b>KNOW ADDRESS</b>
Previous screen(s) and response option(s)	RI VERIFY ADDRESS = NO
Question wording for in person housing unit respondent	Do you know where <FULL RESPONDENT ADDRESS> is located?
Response options	<p>If RESPTYPE_PROD=HH (Radio buttons)</p> <ul style="list-style-type: none"> <li><input type="radio"/> Yes</li> <li><input type="radio"/> No</li> <li><input type="radio"/> Address not a housing unit</li> </ul> <p>If “Yes” then display a 200 character text box with the label Specify.</p> <p>If RESPTYPE_PROD=proxy: (Radio buttons)</p> <ul style="list-style-type: none"> <li><input type="radio"/> Yes</li> <li><input type="radio"/> No</li> </ul> <p>If “Yes” then display a 200 character text box with the following wording: “Please specify where the address is located.”</p>
Branching/Skip Patterns	<p>If Yes, No, DK, or REF go to GOOD BYE If Address not a housing unit, go to SPECIFIC UNIT STATUS If Exit Survey is selected, go to EXIT POP-STATUS</p>
Data needed	FULL RESPONDENT Address
Help text	Help is not available for this question.
Soft Edit	N/A
Hard Edit	<p>For nonresponse, “Please provide an answer to the question.”</p> <p>If “Yes” is selected AND no characters entered in the Specify textbox, then display: “Please specify specify where the address is located.”</p>
Special instructions	<p>If Yes, 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><input type="radio"/> User ID</li> <li><input type="radio"/> Date and time</li> <li><input type="radio"/> Proxy: ADDRESS UNKNOWN</li> <li><input type="radio"/> KNOW ADDRESS: &lt;Text box input&gt;</li> </ul> <p>Set noteOrigin=6</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 “Yes” response option is selected (on both radio buttons and check boxes) instead of displaying the previously entered text.</p>

Screen name	<b>KNOW ADDRESS</b>
DK/REF options	Available
Exit Survey option	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, 16-149, 16-167, 17-153, 17-436, 18-534, 18-575, 18-686, 18-703, 18-729, 18-724, 18-731, 18-734
Future Suggested Changes	

Screen name	<b>RI INTRO</b>
Previous screen(s) and response option(s)	RESP LOCATION=Attempting address DIAL OUTCOME = Someone answers DISTANCE
Question wording for in person housing unit respondent	Hello, I'm (your name) from the U.S. Census Bureau. <i>(Show ID)</i> .  May I speak to <RESPONDENT NAME>?
Response options	(Radio buttons) If ATTACTUAL = PV and RESPTYPE_PROD=HH show: <ul style="list-style-type: none"> <li>• Yes, continue</li> <li>• No, continue with someone else</li> <li>• Respondent doesn't live there/doesn't exist</li> <li>• No one home</li> <li>• Contact made, unable to continue</li> </ul> If ATTACTUAL = PV and RESPTYPE_PROD=proxy show: <ul style="list-style-type: none"> <li>• Yes, continue</li> <li>• Respondent doesn't live there/doesn't exist</li> <li>• No one home</li> <li>• Contact made, respondent not home/unable to continue</li> </ul> If ATTACTUAL = T show: <ul style="list-style-type: none"> <li>• Yes, continue</li> <li>• Respondent not home</li> <li>• Wrong number/no one by that name</li> <li>• Contact made, unable to continue</li> </ul>
Branching/Skip Patterns	If "Yes, continue", go to RI CONTACT RESP If "No, continue with someone else", go to ELIGIBLE RESP If "Respondent doesn't live there/doesn't exist" or "Wrong number/no one by that name" go to RI VERIFY ADDRESS go to RI VERIFY ADDRESS If "No one home", go to CASE NOTES If "Contact made, unable to continue", go to NO COMPLETE If Respondent not home, go to ELIGIBLE RESP If Exit Survey is selected, go to NO COMPLETE If RESPTYPE_PROD=proxy and "Contact made, respondent not home/unable to continue" go to NO COMPLETE If RESPTYPE_PROD=proxy and "Respondent not home" go to NO COMPLETE
Data needed	RESPONDENT NAME RESPTYPE_PROD
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	NOTE: the variable RESP_TYPE is different from RESPTYPE_PROD. The variable RESPTYPE_PROD is an input to the NRFU instrument for reinterview cases that indicates whether the original interview was conducted with a proxy or household member. In contrast, the RESP_TYPE variable is variable set within the NRFU instrument during a reinterview that indicates whether the reinterviewed



Screen name	<b>RI INTRO</b>
	respondent is the same person who filled out the Census. RESP_TYPE does not indicate anything about the original interview.
DK/REF options	Not Available
Exit Survey option	Available
Question wording for telephone housing unit respondent	Hello, I'm (your name), and I'm calling from the U.S. Census Bureau.  May I speak to <RESPONDENT NAME>?
Question wording for in person proxy respondent	N/A
Question wording for telephone proxy respondent	N/A
User Story Number	16-R170, 17-106, 17-287, 17-436, 17-485, 18-516, 18-531, 18-575, 18-729
Future Suggested Changes	

Screen name	<b>RI CONTACT RESP</b>
Previous screen(s) and response option(s)	RI INTRO = Yes, continue ELIGIBLE RESP = Yes, eligible respondent available
Question wording for in person housing unit respondent	<p><a href="#">Hello, I'm (your name) from the U.S. Census Bureau.</a></p> <p>I'm here to check on the quality of our census interviews. My records indicate this address was previously interviewed. This reinterview should take approximately 10 minutes.</p> <p><i>(Hand respondent Information Sheet and point to Confidentiality Notice.)</i> This notice explains that your answers are confidential.</p> <p>&lt;INSERT_1&gt; contacted on or about &lt;ENUMERATION DATE&gt; by an interviewer from the Census Bureau asking about &lt;INSERT_2&gt;?</p>
Response options	<p>(Radio buttons)</p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• Unable to complete</li> </ul>
Branching/Skip Patterns	<p>If RI: If RI CONTACT RESP="Yes", go to RI COUNT Else if RI CONTACT RESP = ("Unable to complete" or refuse), go to NO COMPLETE.</p> <p>Else if RI CONTACT RESP = ("No, Don't know), then do:</p> <ul style="list-style-type: none"> <li>• If RESPTYPE_PROD = HH, go to ADDRESS</li> <li>• Else if RESPTYPE_PROD = Proxy, go to ANYONE</li> </ul> <p>If Exit Survey is selected, go to NO COMPLETE</p>
Data needed	<p>Variables from the NRFU production interview:</p> <ul style="list-style-type: none"> <li>• ENUMERATION DATE</li> <li>• RESPONDENT NAME</li> <li>• RESPTYPE_PROD</li> <li>• PARTIAL CENSUS ADDRESS (this is the partial original Census address; not necessarily the RI assignment address)</li> </ul> <p>See US 16-R140 for details on these variables.</p>
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	<p>For the INSERT_1 fill in question wording:</p> <p>If RI INTRO="Yes, continue", then INSERT_1 = "Were you". Else if ELIGIBLE RESP = "Yes, eligible respondent available" then INSERT_1 = "Was [<b>RESPONDENT NAME</b>] or someone else in your household"</p> <p>For the INSERT_2 fill in question wording: INSERT_2=&lt;PARTIAL CENSUS ADDRESS&gt;</p>

Screen name	<b>RI CONTACT RESP</b>
	<p>NOTE: [<b>RESPONDENT NAME</b>] should be filled with the original respondent's name. This is the name that appears on the "Original Interview Details" screen in Case Details from the active caselist.</p> <p>For ENUMERATION DATE, format as follows:          &lt;Month&gt; &lt;Day of month&gt;          Example: May 10</p>
DK/REF options	Available
Exit Survey option	Available
Question wording for telephone housing unit respondent	<p>Hello, I'm (<i>your name</i>) from the U.S. Census Bureau.</p> <p>My records indicate that your address was recently visited by an enumerator. I'm calling to check on the quality of our work. This reinterview should take approximately 10 minutes, and is authorized by Title 13 of the U.S. Code. All of the information you provide will be confidential.</p> <p>&lt;<b>INSERT_1</b>&gt; contacted on or about &lt;ENUMERATION DATE&gt; by an interviewer from the Census Bureau asking about &lt;INSERT_2&gt;?</p>
Question wording for in person proxy respondent	N/A
Question wording for telephone proxy respondent	N/A
User Story Number	16-R168, 16-R257, 17-104, 17-285, 17-436, 17-483, 18-522, 18-575, 18-710
Future Suggested Changes	<p>Translate to Spanish for reinterview.</p> <p>Add day of week to ENUMERATION DATE, if time permits</p>

Screen name	<b>RI VERIFY ADDRESS</b>
Previous screen(s) and response option(s)	RI INTRO = Does not know respondent/respondent does not exist RI INTRO = Wrong number/no one by that name here
Question wording for in person housing unit respondent	Is this <RESPONDENT ADDRESS>?
Response options	(Radio buttons) <input type="radio"/> Yes <input checked="" type="radio"/> No
Branching/Skip Patterns	<p>If ATTACTUAL = PV and RESPTYPE_PROD=HH:  If Yes, go to <a href="#">ELIGIBLE RESP</a>  If No, go to KNOW ADDRESS  If REF, go to NO COMPLETE  If Exit Survey is selected, go to NO COMPLETE</p> <p>If ATTACTUAL = PV and RESPTYPE_PROD=proxy:  If Yes, go to NO COMPLETE  If No, go to KNOW ADDRESS  If REF, go to NO COMPLETE</p> <p>If ATTACTUAL = T and RESPTYPE_PROD=HH:  If Yes, go to ELIGIBLE RESP  If No, go to GOOD BYE  If REF, go to NO COMPLETE</p> <p>If ATTACTUAL = T and RESPTYPE_PROD=proxy:  If Yes, go to NO COMPLETE  If No, go to GOOD BYE  If REF, go to NO COMPLETE</p>
Data needed	RESPONDENT ADDRESS RESPTYPE_PROD
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	N/A
DK/REF options	Refused should be available. Don't know should not be available
Exit Survey option	Available
Question wording for telephone housing unit respondent	Is this <RESP PHONE>?
Question wording for in person proxy respondent	N/A
Question wording for telephone proxy respondent	N/A
User Story Number	16-R145, 16-R252, 17-107, 17-288, 17-436, 17-486, 18-532, 18-575, 18-

Screen name	<b>RI VERIFY ADDRESS</b>
	729
Future Suggested Changes	make reinterview question wording conditional to accommodate outbound telephone calls.

Screen name	<b>ELIGIBLE RESP</b>
Previous screen(s) and response option(s)	RI INTRO = (No, continue with someone else) or (Respondent not home) RI VERIFY ADDRESS = Yes
Question wording for in person housing unit respondent	May I speak with someone at least 15 years old who knows about <PARTIAL CENSUS ADDRESS>?
Response options	(Radio buttons) <ul style="list-style-type: none"> <li>• Yes, eligible respondent available</li> <li>• No, unable to conduct interview</li> </ul>
Branching/Skip Patterns	If “Yes, eligible respondent available”, go to RI CONTACT RESP If “No, unable to conduct interview”, go to NO COMPLETE If DK/REF, go to NO COMPLETE If Exit Survey is selected, go to NO COMPLETE
Data needed	Address of Case PARTIAL CENSUS ADDRESS (this is the original Census address, not necessarily the original respondent address; see US 16-R140 for more detail)
Help text	Yes, eligible respondent available: Choose this option if you are speaking with someone who is at least 15 years old, lives at the address, <b>and</b> knows about the people in the household.  No, unable to conduct interview: Choose this option if you are speaking to a nonresident, someone below the age of 15, <b>or</b> someone who does not know about the people in the household.
Soft Edit	N/A
Hard Edit	For nonresponse, “Please provide an answer to the question.”
Special instructions	N/A
DK/REF options	Available
Exit Survey option	Available
Question wording for telephone housing unit respondent	May I speak with someone at least 15 years old who knows about <PARTIAL CENSUS ADDRESS>?
Question wording for in person proxy respondent	N/A
Question wording for telephone proxy respondent	N/A
User Story Number	16-136, 16-R178, 17-153, 17-436, 17-441, 18-520, 18-551, 18-600, 18-674, 18-706
Future Suggested Changes	

Screen name	<b>RI COUNT</b>
Previous screen(s) and response option(s)	RI CONTACT RESP = Yes
Question wording for in person housing unit respondent	<p>Please refer to the section of the Information Sheet I gave you labeled “WHO TO COUNT ON APRIL 1st.” Based on these examples, how many people were living or staying in &lt;PARTIAL CENSUS ADDRESS&gt; on &lt;CENSUS DAY&gt;?</p> <p><i>Enter the number of people or select the unit status.</i></p> <p><i>Number of people:</i> &lt; 2-digit numerical text box&gt;</p> <p>OR</p> <p><i>Unit status:</i> &lt;radio buttons&gt;</p>
Response options	<p><i>Number of people:</i> &lt;2-digit numerical text box, with a valid values range of 1-99&gt;</p> <p><i>Unit status:</i> (radio buttons)</p> <ul style="list-style-type: none"> <li>• Occupied</li> <li>• Vacant</li> <li>• Not a housing unit</li> </ul>
Branching/Skip Patterns	<p>If Occupancy wheel=Vacant, go to VACANT DESCRIPTION  If Occupancy wheel=Not a Housing unit, go to SPECIFIC UNIT STATUS  If the occupancy wheel = DK, then go to GOOD BYE  If the occupancy wheel = Ref, then go to NO COMPLETE</p> <p>If Occupancy wheel= Occupied and pop wheel=1-99 (not DK or Ref), go to PEOPLE  If the occupancy wheel = Occupied and pop wheel = DK or Ref, then go to GOOD BYE</p> <p>If Exit Survey is selected, go to NO COMPLETE</p>
Data needed	PARTIAL CENSUS ADDRESS (not the same as the NRFU RI assignment address) RESP_TYPE
Help text	<p><b><u>FAQ's</u></b></p> <p><b><i>How is population count data used?</i></b></p> <p>Establishing an accurate count is critical for determining how many representatives a state should have in Congress. Population counts are factored into the distribution of hundreds of billions of dollars from more than 100 federal programs.</p> <p><b><u>Instructions</u></b></p> <p>We need to count people where they live and sleep most of the time. Enter the number of people that were living or staying at the address on April 1, 2018.</p>

Screen name	<b>RI COUNT</b>
	<p>If the number of people is unknown, or the unit is unoccupied, select the other status that is most applicable.</p> <p><b>What is a Housing Unit?</b> - A housing unit may be a house, an apartment, a mobile home, a group of rooms or a single room that can be occupied as separate living quarters (which have separate and direct access from outside the building or through a common hall). Boats, recreational vehicles (RVs), vans, tents, railroad cars, and the like are included only if they are occupied as someone's current place of residence. Excluded from the housing inventory are quarters being used entirely for nonresidential purposes, such as a store or an office, or quarters used for the storage of business supplies or inventory, machinery, or agricultural products.</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, even if the usual occupants are temporarily away on vacation or a business trip. The living quarters occupied by staff personnel within any group quarters are separate housing units if they satisfy the housing unit criteria of separateness and direct access; otherwise, they are considered group quarters (not a housing unit). Occupied rooms or suites of rooms in hotels, motels, and similar places are classified as housing units only when occupied by people who consider the hotel as their usual place of residence or have no usual home elsewhere.</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 are classified as "vacant." Usual home elsewhere is the place where a person lives and sleeps most of the time. 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. Also, vacant units are excluded from the housing inventory if they have a sign saying that they are condemned or that they will be demolished.</p>
Soft Edit	N/A
Hard Edit	<p>For nonresponse: Please provide an answer to the question.</p> <p>If "Unit status" is Occupied, and there is no response for "Number of people": Please enter the number of people.</p> <p>If "Number of people" is DK/REF and there is no response for "Unit status": Please select the unit status.</p> <p>If 0 (zero) or any non-numeric characters are entered for "Number of people": For the number of people, you can only enter a number between 1 and 99.</p>
Special instructions	<p>If 1-99 is entered for "Number of People," automatically select Occupied for the "Unit status."</p> <p>If 1-99 is already entered for "Number of people" and then (Vacant, Not a housing unit, or DK/REF) is selected for "Unit status," automatically reset "Number of people" text box to blank.</p>



Screen name	<b>RI COUNT</b>
DK/REF options	Available separately for both “Number of people” and “Unit status”
Exit Survey option	Available
Question wording for telephone housing unit respondent	How many people were living or staying at <PARTIAL CENSUS ADDRESS> on <CENSUS DAY>? We need to count people where they live and sleep most of the time. Do NOT include college students who live away from <PARTIAL CENSUS ADDRESS> most of the year, Armed Forces personnel who live away, or people in a nursing home, mental hospital, jail, prison, or detention facility on April 1, 2018. DO include babies and children living at <PARTIAL CENSUS ADDRESS>, foster children, roommates, boarders, and people staying there on <CENSUS DAY> who have no permanent place to live.
Question wording for in person proxy respondent	N/A
Question wording for telephone proxy respondent	N/A
User Story Number	16-R143, 17-66, 17-105, 17-147, 17-286, 17-484, 18-492, 18-577, 18-683
Future Suggested Changes	

Screen name	<b>ADDRESS</b>
Previous screen(s) and response option(s)	RI CONTACT RESP= No/DK and RESPTYPE_PROD=HH
Question wording for in person housing unit respondent	On <CENSUSDAY>, were you living or staying here?
Response options	(Radio buttons) <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>
Branching/Skip Patterns	If Yes, go to RESP NAME If No, go to ANYONE If REF, go to EXIT POP-STATUS <a href="#">If “Exit Survey” is selected, go to EXIT POP-STATUS</a>
Data needed	1. Address: Use the partial reference address (street address and apt/bldg number) from the input file. 2. CENSUS DAY
Help text	<b><u>FAQ’s</u></b>  <b>Why do we ask about &lt;CENSUSDAY&gt;?</b> Every respondent is asked about the same day so that the results are consistent. Census Day is <CENSUSDAY>.  <b><u>Instructions</u></b>  We need to count people where they live and sleep most of the time. Answer “yes” if you were living or staying at the address in this question on <CENSUSDAY>. Otherwise, answer “no.”
Soft Edit	N/A
Hard Edit	For nonresponse: “Please provide an answer to the question.”
Special instructions	
DK/REF options	Only REF is available
Exit Survey option	Available
Question wording for telephone housing unit respondent	On <CENSUSDAY>, were you living or staying at <PARTIAL ADDRESS>?
Question wording for in person proxy respondent	N/A
Question wording for telephone proxy respondent	N/A
User Story Number	16-89, 16-125, 16-239, 17-79, 18-594, 18-729
Future Suggested Changes	

Screen name	<b>RESP NAME</b>
Previous screen(s) and response option(s)	ADDRESS=YES NEW CASE ADDRESS
Question wording for in person housing unit respondent	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	If "Exit Survey" is selected, go to EXIT POP-STATUS Else, go to RESP PHONE.
Data needed	
Soft Edit	N/A
Hard Edit	For nonresponse: "Please provide an answer to the question. Including your name helps to make sure that everyone in your household is included and no one is listed twice. If you are uncomfortable with providing your name, please provide a nickname or unique description so that you will know who each question refers to."  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 or unique description so that you will know who each question refers to."
Help text	<b><u>FAQ's</u></b>  <b>What if the respondent is uncomfortable providing a legal name?</b> Enter a nickname or unique description so that you will know who each question refers to.  <b><u>Instructions</u></b>  In the spaces provided, type in the name (first, middle, and last) of the respondent. Enter the person's legal name. If the person uses Junior or Senior, enter the last name and the suffix in the Last Name(s) field.
Special Instructions	For this person, set flag RESPONDENT to know that this person is the respondent for instrument flow.  Text entered in name fields will be upper-case
DK/REF options	Not Available
Exit Survey option	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

Screen name	<b>RESP NAME</b>
User Story Number	16-R259, 17-115, 17-426, 18-548, 18-595, 18-584
Future Suggested Changes	

Screen name	<b>RESP PHONE</b>
Previous screen(s) and response option(s)	RESP NAME
Question wording for in person housing unit respondent	What is the best phone number to reach you? There is a small chance we will need to contact you again for further verification. If necessary, read to the respondent the phone numbers we already have listed below.
Response options	Radio buttons: <ul style="list-style-type: none"> <li>• &lt;options for each phone number where PHONEASSOC and RESPTYPE_PROD are equal &gt;</li> <li>• Add number</li> </ul> Note: If “Add number” is selected, then display a field to enter a new number
Branching	If “Exit Survey” is selected, go to EXIT POP-STATUS Else, go to POPCOUNT
Data needed	All phone numbers for the case where PHONEASSOC and RESPTYPE_PROD are equal
Soft Edit	N/A
Hard Edit	For nonresponse: “Please provide an answer to the question.” For a response that is less than 10 digits: “The phone number must be in the format (xxx) xxx-xxxx.”
Help text	Help is not available for this question.
Special Instructions	For a number added on this screen, PHONEASSOC should be set to the same value as RESPTYPE_PROD. If the user adds a phone number and that same phone number already exists for the case, that new number should not actually be added to the case.
DK/REF options	Available
Exit Survey option	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, 16-288, 17-108, 17-120, 17-443, 18-591, 18-575, 18-674
Future Suggested Changes	

Screen name	<b>ANYONE</b>
Previous screen(s) and response option(s)	ADDRESS= No. RI CONTACT RESP
Question wording for in person housing unit respondent	If RESPTYPE_PROD=HH, then question wording should be: “Did anyone live here on <CENSUSDAY>?”  If RESPTYPE_PROD=proxy, then question wording should be: “Did anyone live at <PARTIAL CENSUS ADDRESS> on <CENSUSDAY>?”
Response options	(Radio buttons) <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• Not a housing unit</li> </ul>
Branching	If Yes, go to WHO If Not a housing unit, go to SPECIFIC UNIT STATUS If No, go to OCCUPANCY If DK or REF, go to NO COMPLETE If “Exit Survey” is selected, go to EXIT POP-STATUS
Help text	We need to count people where they live and sleep most of the time.  Answer "Yes" if anyone was living or staying at the address on <CENSUSDAY>.  Otherwise, answer “No” or “Not a housing unit” based on its status.
Data needed	Address: Use the partial reference address (street address and apt/bldg number) from the input file PARTIAL CENSUS ADDRESS
Soft Edit	N/A
Hard Edit	For nonresponse: “Please provide an answer to the question.”
Special instructions	If Yes, then set unit_stat=occupied. If No, then set unit_stat=null. If Not a housing unit, set unit_stat=nothu.
DK/REF options	Available
Exit Survey option	Available
Question wording for telephone housing unit respondent	Did anyone live at <PARTIAL CENSUS ADDRESS> on <CENSUSDAY>?
Question wording for in person proxy respondent	N/A
Question wording for telephone proxy respondent	N/A
User Story Number	16-125, 16-159, 17-36, 17-80, 17-91, 17-99, 17-153, 18-564, 18-628
Future Suggested Changes	

Screen name	<b>OCCUPANCY</b>
Previous screen(s) and response option(s)	ANYONE=No
Question wording for in person housing unit respondent	On <CENSUSDAY>, was <PARTIAL CENSUS ADDRESS> vacant or not a housing unit?
Response options	(Radio buttons) <ul style="list-style-type: none"> <li>• Vacant</li> <li>• Not a housing unit</li> </ul>
Branching/Skip Patterns	If Vacant, go to VACANT DESCRIPTION If Not a housing unit, go to SPECIFIC UNIT STATUS If DK or REF, go to NO COMPLETE If Exit Survey is selected, go to NO COMPLETE
Data needed	Census Day Partial address PARTIAL CENSUS ADDRESS
Help text	<p><b>Housing Unit:</b> A housing unit may be a house, an apartment, a mobile home, a group of rooms or a single room that is occupied (or, if vacant, intended for occupancy) as separate living quarters. Separate living quarters are those in which the occupants live separately from any other individuals in the building and which have direct access from outside the building or through a common hall. For vacant units, the criteria of separateness and direct access are applied to the intended occupants whenever possible. If that information cannot be obtained, the criteria are applied to the previous occupants.</p> <p>Both occupied and vacant housing units are included in the housing unit inventory. Boats, recreational vehicles (RVs), vans, tents, railroad cars, and the like are included only if they are occupied as someone's current place of residence. Vacant mobile homes are included provided they are intended for occupancy on the site where they stand. Vacant mobile homes on dealers' sales lots, at the factory, or in storage yards are excluded from the housing inventory. Also excluded from the housing inventory are quarters being used entirely for nonresidential purposes, such as a store or an office, or quarters used for the storage of business supplies or inventory, machinery, or agricultural products.</p> <p><b>Vacant Housing Unit:</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. Vacant units are excluded from the housing inventory if they are open to the elements, that is, the roof, walls, windows, and/or doors no longer protect the interior from the elements. Also, excluded are vacant units with a sign</p>

	that they are condemned or they are to be demolished.
Soft Edit	N/A
Hard Edit	For nonresponse: "Please provide an answer to the question."
Special instructions	If OCCUPANCY=Vacant, set UNIT_STAT=vacant and POP_COUNT=0. If OCCUPANCY=Not a housing unit, set UNIT_STAT=nothu and POP_COUNT=0. If OCCUPANCY=DK or REF, set UNIT_STAT=null and POP COUNT=0.
DK/REF options	Available
Exit Survey option	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	16-111.1, 16-125, 16-161, 18-567, 18-644, 18-695
Future Suggested Changes	



Screen name	<b>SPECIFIC UNIT STATUS</b>
Previous screen(s) and response option(s)	OCCUPANCY= Not a housing unit RI COUNT KNOW ADDRESS = Address not a housing unit ANYONE = Not a housing unit
Question wording for in person housing unit respondent	<i>Why was &lt;partial census address&gt; not a housing unit on &lt;census day&gt;?</i>
Response options	(Radio buttons) <ul style="list-style-type: none"> <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>• Group quarters</li> <li>• Other</li> </ul> <p>If “Other” is selected, display a 200-character text box with the label “Specify”.</p>
Branching/Skip Patterns	If Exit Survey is selected, go to NO COMPLETE Else if RESPTYPE_PROD=proxy, go to GOOD BYE Else if RESPTYPE_PROD=HH and RI CONTACT RESP= Yes, go to GOOD BYE Else, go to PROXY NAME
Data needed	Census Day PARTIAL CENSUS ADDRESS RESPTYPE_PROD Response from RI_CONTACT_RESP
Help text	<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. <b>Burned out</b> – if the unit is burned out and uninhabitable <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) <b>Empty mobile home/trailer site</b> – if in a Mobile Home Park and the site was empty on Census Day <b>Uninhabitable (open to elements, condemned, under construction)</b> – if the housing unit is open to elements, condemned, or under construction <b>Group quarters</b> –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.
Soft Edit	N/A
Hard Edit	For nonresponse: “Please provide an answer to the question.”
Special instructions	If Demolished, Burned out, Does not exist, Nonresidential, Empty mobile

	<p>home/tailer site, Uninhabitable, Group quarters, or Other, set UNIT_STAT=nothu and POP_COUNT=0.</p> <p>If DK/REF selected, set UNIT_STAT=nothu and POP_COUNT=0</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	Available
Exit Survey option	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	16-125, 16-150, 17-153, 17-490, 18-592, 18-658, 18-674, 18-731
Future Suggested Changes	

Screen name	<b>VACANT DESCRIPTION</b>
Previous screen(s) and response option(s)	OCCUPANCY = Vacant RI COUNT – Occupancy wheel=Vacant
Question wording for in person housing unit respondent	For NRFU or UE: N/A  For RI: What is the primary reason why no one was living or staying at <PARTIAL CENSUS ADDRESS> on <CENSUS DAY>? The unit was –
Response options	<i>(Read list if necessary)</i>  (Radio buttons) <ul style="list-style-type: none"> <li>• For rent</li> <li>• Rented, not occupied</li> <li>• For sale only</li> <li>• Sold, not occupied</li> <li>• For seasonal, recreational, or occasional use</li> <li>• For migrant workers</li> <li>• Other</li> </ul>
Branching/Skip Patterns	If “Other”, go to OTHER VACANT Else, if RESPTYPE_PROD=proxy, go to GOOD BYE Else, if RESPTYPE_PROD=HH and RI CONTACT RESP= Yes, go to GOOD BYE Else, go to PROXY NAME If Exit Survey is selected, go to NO COMPLETE
Data needed	Census day PARTIAL CENSUS ADDRESS RESPTYPE_PROD Response from RI CONTACT RESP
Help text	Vacant units are subdivided according to their housing market classification as follows:  <b>For Rent</b> – These are vacant units offered “for rent,” and vacant units offered either “for rent” or “for sale.”  <b>Rented, Not Occupied</b> – These are vacant units rented but not yet occupied, including units where money has been paid or agreed upon, but the renter has not yet moved in.  <b>For Sale Only</b> – These are vacant units being 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.  <b>Sold, Not Occupied</b> – These are vacant units sold but not yet occupied, including units that have been sold recently, but the new owner has not yet moved in.  <b>For Seasonal, Recreational, or Occasional Use</b> – These are vacant units used or

	<p>intended for use only in certain seasons or for weekends or other occasional use throughout the year. Seasonal units include those used for summer or winter sports or recreation, such as beach cottages and hunting cabins. Seasonal units also may include quarters for such workers as herders and loggers. Interval ownership units, sometimes called shared-ownership or time-sharing condominiums, also are included here.</p> <p><b>For Migrant Workers</b> – These include vacant units intended for occupancy by migratory workers employed in farm work during the crop season. (Work in a cannery, a freezer plant, or a food-processing plant is not farm work.)</p> <p><b>Other</b>– If a vacant unit does not fall into any of the categories specified above, it is classified as “Other vacant.” For example, this category includes units held for occupancy by a caretaker or janitor, and units held for personal reasons of the owner.</p>
Soft Edit	N/A
Hard Edit	For nonresponse: “Please provide an answer to the question.”
Special instructions	When swiping off the screen, set POP_COUNT=0.
DK/REF options	Available
Exit Survey option	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	16-38, 16-125, 16-200, 16-209, 16-40, 18-593, 18-674
Future Suggested Changes	

Screen name	<b>OTHER VACANT</b>
Previous screen(s) and response option(s)	VACANT DESCRIPTION = Other
Question wording for in person housing unit respondent	Why was <PARTIAL CENSUS ADDRESS> vacant on <CENSUS DAY>?
Response options	(Radio buttons) <ul style="list-style-type: none"> <li>• Foreclosure</li> <li>• Personal/family reasons</li> <li>• Legal proceedings</li> <li>• Preparing to rent/sell</li> <li>• Held for storage of household furniture</li> <li>• Needs repairs</li> <li>• Currently being repaired/renovated</li> <li>• Specific use housing</li> <li>• Extended absence</li> <li>• Abandoned/possibly to be demolished/possibly condemned</li> <li>• Other</li> </ul>
Branching/Skip Patterns	If RESPTYPE_PROD=proxy, go to GOOD BYE Else, if RESPTYPE_PROD=HH and RI CONTACT RESP = Yes, go to GOOD BYE Else, go to PROXY NAME If Exit Survey is selected, go to NO COMPLETE
Data needed	PARTIAL CENSUS ADDRESS RESPTYPE_PROD Response from RI CONTACT RESP
Help text	<b>Foreclosure</b> - For units vacant because owners' payments (mortgage, taxes, or loans) to their lending institution, city, or state, were no longer being made. This includes units that were under foreclosure, bank owned, bankrupt, up for auction, sheriff's sale, repossessed, had a lien, or taken for taxes.  <b>Personal/family reasons</b> - For units vacant due to the owners' preferences and/or personal situation. This includes units where the owner did not want to rent/sell, owner was deciding what to do, owner was keeping for family use, owner was staying with family, or owner was in assisted living or other type of care situation.  <b>Legal proceedings</b> - For units vacant due to legal issues or disputes. This includes units held for the settlement of estate, in probate, involved in divorce or eviction proceedings, or where the owner was deceased. This also includes units with code violations.  <b>Preparing to rent/sell</b> - The owner was preparing to rent or sell.

	<p><b>Held for storage of household furniture</b> - The unit was used to store excess household furniture or other household items.</p> <p><b>Needs repairs</b> - The unit was in need of repairs. This includes units that were in need of repair, renovations, or cleaning, but were not being repaired, renovated, or cleaned.</p> <p><b>Currently being repaired/renovated</b> - The unit was undergoing repairs. This includes units that were being repaired, renovated, refurbished, or cleaned.</p> <p><b>Specific use housing</b> - The unit is only used by a specific group of people at one or various times throughout the year. This includes military housing, employee/corporate housing, transient quarters, units held by a church, model home/apartment, or guest house.</p> <p><b>Extended absence</b> - The unit was intended for year-round occupancy but was vacant for 6 months or more. This includes units where the owner was on extended work or military assignment, temporarily out of the country, or in jail or other type of detention situation.</p> <p><b>Abandoned/possibly to be demolished/possibly condemned</b> - The unit was abandoned. This also includes units that are said to be demolished or condemned, but where there is no positive evidence such as a sign, notice, or mark on the house or in the block to indicate the unit is to be demolished or condemned.</p> <p><b>Other</b> - The unit was vacant for reasons that do not fit into any of the above categories.</p>
Soft Edit	
Hard Edit	For nonresponse: "Please provide an answer to the question."
Special instructions	
DK/REF options	Available
Exit Survey option	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	N/A

respondent	
User Story Number	16-40, 18-562, 18-590, 18-674
Future Suggested Changes	

Screen name	<b>WHO</b>
Previous screen(s) and response option(s)	ANYONE=YES
Question wording for in person housing unit respondent	Do you know any information about any person who lived at <PARTIAL CENSUS ADDRESS> on <CENSUS DAY>?
Response options	(Radio buttons) <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>
Branching	If “Yes”, go to POPCOUNT If (“No” or REF), go to EXIT POP-STATUS <a href="#">If “Exit Survey” is selected, go to EXIT POP-STATUS</a>
Data needed	partial reference address Census Day PARTIAL CENSUS ADDRESS
Help text	Answer “yes” if you know something about any person who lived at that address on <CENSUS DAY>. For example, their approximate age, whether they are male or female, or what their race or ethnicity is.
Soft Edit	N/A
Hard Edit	For nonresponse: “Please provide an answer to the question.”
Special instructions	None
DK/REF options	Only REF available
Exit Survey option	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	16-125, 17-114, 18-546, 18-547, 18-572
Future Suggested Changes	



Screen name	<b>POPCOUNT</b>
Previous screen(s) and response option(s)	RESP PHONE WHO
Question wording for in person housing unit respondent	<p>If RESPTYPE_PROD=HH and ADDRESS=Yes For the next series of questions, please refer to the section of the Information Sheet I gave you labeled “WHO TO COUNT ON APRIL 1st.” Including yourself, how many people were living or staying at &lt;PARTIAL CENSUS ADDRESS&gt; on &lt;CENSUS DAY&gt;?</p> <p>If RESPTYPE_PROD=proxy or (RESPTYPE_PROD=HH and ADDRESS=No) For the next series of questions, please refer to the section of the Information Sheet I gave you labeled “WHO TO COUNT ON APRIL 1st.” How many people were living or staying at &lt;PARTIAL CENSUS ADDRESS&gt; on &lt;CENSUS DAY&gt;?</p>
Response options	A 2-digit numerical text box
Branching	<p>If RESPTYPE_PROD=proxy and POPCOUNT_BOX=0 (after soft edit has already been displayed), go to NO COMPLETE.</p> <p>If RESPTYPE_PROD=proxy and POPCOUNT_BOX=1, go to PEOPLE.</p> <p>If RESPTYPE_PROD=HH and POPCOUNT_BOX=0 (after soft edit has already been displayed), go to UNDERCOUNT.</p> <p>If RESPTYPE_PROD=HH and POPCOUNT_BOX=1, go to UNDERCOUNT.</p> <p>If POPCOUNT_BOX=any number greater than 1, go to PEOPLE.</p> <p>If DK or REF, go to NO COMPLETE.</p> <p>If “Exit Survey” is selected, go to NO COMPLETE.</p>
Data needed	<p>Address: Use the partial reference address (street address and apt/bldg number) from the input file.</p> <p>PARTIAL CENSUS ADDRESS RESPTYPE_PROD Response from ADDRESS</p>
Help text	<p><b><u>FAQ’s</u></b></p> <p><b>Why are you asking about the people at this address?</b> Establishing an accurate count is critical for determining how many representatives a state should have in Congress, and population counts are factored into the distribution of hundreds of billions of dollars from more than 100 federal programs.</p> <p><b><u>Instructions</u></b></p> <p>Please provide the number of people that were living or staying at the address most of the time, as of &lt;CENSUS DAY&gt;.</p> <p>Our goal is to count people once, only once, and in the right place, according to where they were living on &lt;CENSUS DAY&gt;. Keeping this goal in mind, we ask you to use our guidelines to determine who to count at the address.</p> <ul style="list-style-type: none"> <li>• Count people where they usually live and sleep.</li> <li>• For people with more than one place to live, count them at the place where they sleep most of the time.</li> <li>• For people who were moving from one residence to another, count them at the residence where they were living on &lt;CENSUS DAY&gt;.</li> <li>• For people who do not have a usual residence, or who cannot determine a usual</li> </ul>

	<p>residence, count them where they were staying on &lt;CENSUS DAY&gt;.</p> <p>Using those guidelines, be sure to <b>INCLUDE</b> the following types of people if they were living or staying at the address most of the time around &lt;CENSUS DAY&gt;:</p> <ul style="list-style-type: none"> <li>• Babies and children of all ages (even newborns and infants), including biological, step, and adopted children, as well as grandchildren, foster children, and children in joint custody arrangements.</li> <li>• Any other close or extended family members living there, even partners, grandparents, cousins, in-laws, etc.</li> <li>• People who are not related to you, such as roommates, boarders, friends, or live-in employees.</li> <li>• People who were staying at the address on &lt;CENSUS DAY&gt; for a short or indefinite period of time, without a permanent place to live.</li> </ul> <p>Do <b>NOT</b> include:</p> <ul style="list-style-type: none"> <li>• College students who live away from the address most of the year.</li> <li>• Armed forces personnel who live away.</li> <li>• People who, on &lt;CENSUS DAY&gt;, were in a nursing home, mental hospital, jail, prison, detention center, etc.</li> <li>• People visiting the address on &lt;CENSUS DAY&gt; who usually live and sleep somewhere else.</li> </ul>
Soft Edit	<p>If 0 is entered and RESPTYPE_PROD=HH: “Please include yourself when reporting the number of people.”</p> <p>If 0 is entered and RESPTYPE_PROD=proxy: “You previously stated that someone was living at this address on &lt;CENSUS DAY&gt;. Please include that person when reporting the number of people.”</p>
Hard Edit	<p>For nonresponse: “Please provide an answer to the question.”</p> <p>If any non-numeric characters are entered: “Please enter a number between 1 and 99.”</p>
Special instructions	<p>The response on the POPCOUNT screen creates an output variable called POPCOUNT_BOX that provides the number reported on this screen. The value of this POPCOUNT_BOX variable should <b>not</b> be impacted by the number of names that are entered or deleted from the roster (defined elsewhere in the spec as POP_COUNT).</p> <p>If DK, REF, or “Exit Survey” are selected on this screen, then set EXIT_STATUS=occupied when swiping to next screen.</p>
DK/REF options	Available
Exit Survey option	Available
Question wording for telephone housing unit respondent	<p>If RESPTYPE_PROD=HH and ADDRESS=Yes</p> <p>Including yourself, how many people were living or staying at &lt;PARTIAL ADDRESS&gt; on &lt;CENSUS DAY&gt;? <b>We need to count people where they live and sleep most of the time. DO include babies and children, foster children, roommates, boarders, and people staying there on &lt;CENSUS DAY&gt; who have no permanent place to live. Do NOT include college students who live away from there most of the year, Armed Forces personnel who live away, or people in a nursing home, mental hospital, jail, prison, or detention facility on &lt;CENSUS DAY&gt;.</b></p> <p>If RESPTYPE_PROD=proxy or (RESPTYPE_PROD=HH and ADDRESS=No)</p>

	How many people were living or staying at <PARTIAL CENSUS ADDRESS> on <CENSUS DAY>? We need to count people where they live and sleep most of the time. DO include babies and children, foster children, roommates, boarders, and people staying there on <CENSUS DAY> who have no permanent place to live. Do NOT include college students who live away from there most of the year, Armed Forces personnel who live away, or people in a nursing home, mental hospital, jail, prison, or detention facility on <CENSUS DAY>.
Question wording for in person proxy respondent	N/A
Question wording for telephone proxy respondent	N/A
User Story Number	17-71, 17-145, 18-539, 18-544, 18-570, 18-714, 18-729
Future Suggested Changes	<p>Add more details to the help text in a future user story.</p> <p>Clarify how the POP_COUNT variable (count of roster names) is set/updated on RESP NAME, PEOPLE, UNDERCOUNT, and ROSTER REVIEW screens.</p> <p>Add consistency checks and edit messages on PEOPLE screen for when POPCOUNT_BOX doesn't match the number of names entered on the roster (POP_COUNT).</p> <p>Possibly change the branching of POPCOUNT so that when users select DK/REF on POPCOUNT, the instrument branches to some screen other than NO COMPLETE, such as PEOPLE or HOME (in which case, you would not set EXIT_STATUS=occupied).</p>

Screen name	<b>PEOPLE</b>
Previous screen(s) and response option(s)	POPCOUNT=any number greater than 1 RI COUNT = Occupied RI COUNT = Number wheel selection of 1-99
Question wording for in person housing unit respondent	<p>First time screen is displayed:</p> <p>Let’s make a list of all those people. Please start with the name of an owner or renter who was living at &lt;PARTIAL CENSUS ADDRESS&gt; on &lt;CENSUS DAY&gt;. Otherwise, start with any adult living there.</p> <p>Subsequent times the screen is displayed:</p> <p><i>(If necessary) Anyone else?</i></p> <p><i>Enter a name on each screen until the response to “Anyone else?” is “No”.</i></p>
Response options	<p>First time screen is displayed:</p> <p>Text boxes:</p> <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> <p>Subsequent times the screen is displayed:</p> <p>Radio buttons:</p> <p>Yes No</p> <p>If “Yes” is selected, show Textboxes below:</p> <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	<p>If Yes, and 98 or fewer people on the roster, display PEOPLE again.</p> <p>If Yes, and the user enters a 99th person to the roster, (accept that 99th name, display edit message when the user tries to swipe to the next screen, and then) go to ROSTER REVIEW</p> <p>If No, and 98 or fewer people on the roster, go to UNDERCOUNT.</p> <p>Else if the user selects either DK or REF after the ‘DK/REF’ soft edit has already been displayed once, go to NO COMPLETE</p> <p><a href="#">Else if “Exit Survey” is selected, go to NO COMPLETE</a></p>
Data needed	<ol style="list-style-type: none"> <li>1. CENSUS DAY</li> <li>2. PARTIAL ADDRESS</li> <li>3. PARTIAL CENSUS ADDRESS (for reinterview, this is the partial address of</li> </ol>

	<p>original respondent; this is not necessarily the RI assignment address. See US16-140 for details.)</p> <p>4. Number of people on roster (from RESP NAME, RI COUNT and PEOPLE)</p>
Help text	<p><b><u>FAQ's</u></b></p> <p><b>What if the respondent is uncomfortable providing a legal name?</b> Enter a nickname or unique description so that you will know who each question refers to.</p> <p><b>Why are you asking about the people at this address?</b> Establishing an accurate count is critical for determining how many representatives a state should have in Congress, and population counts are factored into the distribution of hundreds of billions of dollars from more than 100 federal programs.</p> <p><b><u>Instructions</u></b></p> <p>Please provide the first, middle, and last name of every person who was living or staying at the address most of the time, as of &lt;CENSUS DAY&gt;. Enter the person's legal name. If the person uses Junior or Senior, enter the last name and the suffix in the Last Name(s) field.</p> <p>Our goal is to count people once, only once, and in the right place, according to where they were living on &lt;CENSUS DAY&gt;. Keeping this goal in mind, we ask you to use our guidelines to determine who to count at the address.</p> <ul style="list-style-type: none"> <li>• Count people where they usually live and sleep.</li> <li>• For people with more than one place to live, count them at the place where they sleep most of the time.</li> <li>• For people who were moving from one residence to another, count them at the residence where they were living on &lt;CENSUS DAY&gt;.</li> <li>• For people who do not have a usual residence, or who cannot determine a usual residence, count them where they were staying on &lt;CENSUS DAY&gt;.</li> </ul> <p>Using those guidelines, be sure to <b><u>INCLUDE</u></b> the following types of people if they were living or staying at the address most of the time around &lt;CENSUS DAY&gt;:</p> <ul style="list-style-type: none"> <li>• Babies and children of all ages (even newborns and infants), including biological, step, and adopted children, as well as grandchildren, foster children, and children in joint custody arrangements.</li> <li>• Any other close or extended family members living there, even partners, grandparents, cousins, in-laws, etc.</li> <li>• People who are not related to you, such as roommates, boarders, friends, or live-in employees.</li> <li>• People who were staying at the address on &lt;CENSUS DAY&gt; for a short or indefinite period of time, without a permanent place to live.</li> </ul> <p>Do <b><u>NOT</u></b> include:</p> <ul style="list-style-type: none"> <li>• College students who live away from the address most of the year.</li> <li>• Armed forces personnel who live away.</li> <li>• People who, on &lt;CENSUS DAY&gt;, were in a nursing home, mental hospital, jail, prison, detention center, etc.</li> <li>• People visiting the address on &lt;CENSUS DAY&gt; who usually live and sleep somewhere else</li> </ul>

Soft Edit	<p>If the user selects either DK or REF for the first time, display the following ‘DK/REF’ soft edit: “If the respondent doesn’t know a name or is uncomfortable with providing a name, please probe for a nickname or unique description so that you will know who each question refers to.”</p> <p>If backwards navigation occurs to this screen, display: “You cannot make changes on this screen but you can do so when you navigate forward to the ROSTER REVIEW screen.”</p> <p>If the number entered on the POPCOUNT screen (POPCOUNT_BOX) does not match the number of names entered on the roster (POP_COUNT) after selecting “No” on PEOPLE and swiping forward, display: “Earlier, you said that the number of people living or staying at the address was &lt;POPCOUNT_BOX&gt;, but you have listed a name for &lt;POP_COUNT&gt;&lt;FILL1&gt;. Please review the people you have listed.”</p> <p>IF POP_COUNT=1 then &lt;FILL1&gt;=“person”</p> <p>If POP_COUNT=(2-99), then &lt;FILL1&gt;=“people”</p>
Hard Edit	<p>For nonresponse to radio buttons: “Please provide an answer to the question. Answer “Yes” if anyone else should be added to the list of names. Answer “No” if no one else should be added.</p> <p>For nonresponse on name fields, or if &lt; 3 non-space characters between first and last name: “First and Last Name(s) must have at least 3 characters total. Including names helps to make sure that everyone in the household is included and no one is listed twice. If the respondent doesn’t know a name or is uncomfortable with providing a name, please probe for a nickname or unique description so that you will know who each question refers to.”</p> <p>If the user adds a 99th name to the roster, (accept that 99th name, and) display the following edit message when the user tries to swipe to the next screen: “You cannot add any more people.” (Then the instrument will branch to ROSTER REVIEW)</p>
Special instructions	<ol style="list-style-type: none"> <li>1. If answer is “yes”, prompt respondent for another name. Repeat these steps until the response to “Anyone else?” is “No”</li> <li>2. If the user adds a 99th name to the roster, accept that 99th name, and display the following edit message when the user tries to swipe to the next screen: “You cannot add any more people.” Then the instrument will branch to ROSTER REVIEW.</li> </ol> <p>Text entered in name fields will be upper-case</p>
DK/REF options	<p>Radio buttons: Available</p> <p>Name fields: Not available</p>
Exit Survey option	Available
Question wording for telephone housing unit respondent	<p>First time screen is displayed:</p> <p>Let’s make a list of all those people. Please start with the name of an owner or renter</p>

	<p>who was living at &lt;PARTIAL CENSUS ADDRESS&gt; on &lt;CENSUS DAY&gt;. Otherwise, start with any adult living there.</p> <p>Subsequent times the screen is displayed:</p> <p><i>(If necessary)</i> Anyone else?</p> <p><i>Enter a name on each screen until the response to “Anyone else?” is “No”.</i></p>
Question wording for in person proxy respondent	N/A
Question wording for telephone proxy respondent	N/A
User Story Number	16-101, 16-118, 16-121, 16-125, 16-128, 16-R144, 16-183, 16-R172, 16-R172.1, 16-233, 17-82, 17-119, 17-145, 17-148, 17-158, 17-437, 18-538, 18-543, 18-569, 18-670
Future Suggested Changes	

#### 4. Undercount Screens

The undercount screens are used to alert respondents to people who are generally left off rosters, such as babies and unrelated household members. The UNDERCOUNT screen asks detailed probes, collecting names along the way.

Screen name	<b>UNDERCOUNT</b>
Previous screen(s) and response option(s)	PEOPLE (If not DK/REF and number of roster members is less than 99). POPCOUNT=0 or 1
Question wording for in person housing unit respondent	<p>First time screen is displayed: So far you have told me about the following people: &lt;List of names (separated by comma)&gt;</p> <p>We do not want to miss any people , such as babies, children, grandchildren, foster children, nonrelatives, roommates, or any people without a permanent place to live. Were there any ADDITIONAL people that you did not mention yet? Please refer to the section of the Information Sheet I gave you labeled “WHO TO COUNT ON APRIL 1st.”</p> <p>Subsequent times the screen is displayed: So far you have told me about the following people: &lt;List of names (separated by comma)&gt;</p> <p><i>(If necessary)</i> Anyone else?</p>
Response options	<p>(Radio buttons)</p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul> <p>If “Yes”, prompt respondent for a name. Text boxes:</p> <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	<p>If Yes, and 98 or fewer people on the roster, display UNDERCOUNT again. If Yes, and the user enters a 99th person to the roster, (accept that 99th name, display edit message when the user tries to swipe to the next screen, and then) go to ROSTER REVIEW. Else, go to ROSTER REVIEW If Exit Survey is selected, go to NO COMPLETE</p>
Data needed	<ol style="list-style-type: none"> <li>1. Roster (all names from RESP NAME and PEOPLE)</li> <li>2. Census Day</li> <li>3. Partial Address</li> <li>4. Number of people on roster (from RESP NAME, PEOPLE and UNDERCOUNT)</li> </ol>
Help text	<p><b><u>FAQ's</u></b></p> <p><b>What if the respondent is uncomfortable providing a legal name?</b> Enter a nickname or unique description so that you will know who each question refers to.</p> <p><b><u>Instructions</u></b></p> <p>The purpose of this question is to collect the name(s) of people living or staying at the address who you have NOT already listed. Answer “Yes” if someone should be added.</p>



Please provide the first, middle, and last name of the person(s) who should be added. Enter the person's legal name. If the person uses Junior or Senior, enter the last name and the suffix in the Last Name(s) field.

Our goal is to count people once, only once, and in the right place, according to where they were living on <CENSUS DAY>. Keeping this goal in mind, we ask you to use our guidelines to determine who to count at the address.

- Count people where they usually live and sleep.
- For people with more than one place to live, count them at the place where they sleep most of the time.
- For people who were moving from one residence to another, count them at the residence where they were living on <CENSUS DAY>.
- For people who do not have a usual residence, or who cannot determine a usual residence, count them where they were staying on <CENSUS DAY>.

Using those guidelines, be sure to INCLUDE the following types of people if they were living or staying at the address most of the time around <CENSUS DAY>:

- Babies and children of all ages (even newborns and infants), including biological, step, and adopted children, as well as grandchildren, foster children, and children in joint custody arrangements.
- Any other close or extended family members living there, even partners, grandparents, cousins, in-laws, etc.
- People who are not related to you, such as roommates, boarders, friends, or live-in employees.
- People who were staying at the address on <CENSUS DAY> for a short or indefinite period of time, without a permanent place to live.

Do NOT include:

- College students who live away from the address most of the year.
- Armed forces personnel who live away.
- People who, on <CENSUS DAY>, were in a nursing home, mental hospital, jail, prison, detention center, etc.
- People visiting the address on <CENSUS DAY> who usually live and sleep somewhere else.

Soft Edit	If backwards navigation occurs to this screen, display: “You cannot make changes on this screen but you can do so when you navigate forward to the ROSTER REVIEW screen.”
Hard Edit	<p>For nonresponse to radio buttons: “Please provide an answer to the question. Answer “Yes” if anyone else should be added to the list of names. Answer “No” if no one else should be added.”</p> <p>For nonresponse on name fields, or if &lt; 3 non-space characters between first and last name: “First and Last Name(s) must have at least 3 characters total. If the respondent doesn’t know a name or is uncomfortable with providing a name, please probe for a nickname or unique description so that you will know who each question refers to.”</p> <p>If the user adds a 99th name to the roster, (accept that 99th name, and) display the following edit message when the user tries to swipe to the next screen: “You cannot add any more people.” (Then the instrument will branch to ROSTER REVIEW)</p>
Special Instructions	<p>Then ask “Anyone else?” If yes, prompt respondent for another name. Ask for another name until the response to “Anyone else?” is “No”</p> <p>If the user adds a 99th name to the roster, accept that 99th name, and display the following edit message when the user tries to swipe to the next screen: “You cannot add any more people.” Then the instrument will branch to ROSTER REVIEW</p>
DK/REF options	<p>Radio buttons: Available</p> <p>Name fields: Not available</p>
Exit Survey option	Available
Question wording for telephone housing unit respondent	<p>First time screen is displayed:</p> <p>(Note: Optional blue-regular text) <i>So far you have told me about the following people: &lt;List of names (separated by comma)&gt;</i></p> <p>We do not want to miss any people , such as babies, children, grandchildren, foster children, nonrelatives, roommates, or any people without a permanent place to live. Were there any ADDITIONAL people that you did not mention yet <i>We need to count people where they live and sleep most of the time. DO include babies and children , foster children, roommates, boarders, and people staying there on &lt;CENSUS DAY&gt; who have no permanent place to live. Do NOT include college students who live away from there most of the year, Armed Forces personnel who live away, or people in a nursing home, mental hospital, jail, prison, or detention facility on &lt;CENSUS DAY&gt;.</i></p> <p>Subsequent times the screen is displayed:</p> <p><i>So far you have told me about the following people: &lt;List of names (separated by comma)&gt;</i></p> <p><i>(If necessary) Anyone else?</i></p>
Question wording for	N/A

in person proxy respondent	
Question wording for telephone proxy respondent	N/A
User Story Number	16-72, 16-101, 16-102, 16-121, 16-125, 16-128, 16-181, 16-233, 16-284, 17-63, 17-110, 17-118, 17-145, 17-437, 18-540, 18-545, 18-705
Future Suggested Changes	

Screen name	<b>ROSTER REVIEW</b>
Previous screen(s) and response option(s)	UNDERCOUNT PEOPLE (if 99 people on the roster)
Question wording for in person housing unit respondent	Based on what you've told me so far, the names I have listed are: <i>(Read names aloud to respondent.)</i>  You will not be able to change this list of names later in the interview. Do you need to change spelling, add more people, or remove names from the list? <i>(Show names to respondent to check spelling.)</i> Please refer to the section of the Information Sheet I gave you labeled "WHO TO COUNT ON APRIL 1st."
Response options	Radio buttons <ul style="list-style-type: none"> <li>• &lt;FIRST, MIDDLE, LAST NAME for person 1&gt;</li> <li>• &lt;FIRST, MIDDLE, LAST NAME for person 2&gt;</li> <li>• &lt;FIRST, MIDDLE, LAST NAME for person X&gt;</li> <li>• Add another person</li> <li>• No change necessary</li> </ul>
Branching/Skip Patterns	If Change Spelling is selected on the popup, go to ROSTER EDIT for that person. If Remove Name is selected on the popup, display the confirmation for removing a person. If Add another person, and 98 or fewer people on the roster, go to ROSTER ADD. (If Add another person, and 99 people on the roster, display edit message.) If RI CONTACT RESP = (No or Don't Know) and Roster Review=No change necessary, DK, or REF go to HOME. If Exit Survey is selected, go to NO COMPLETE  If RI CONTACT RESP = Yes and ROSTER REVIEW = No change necessary, DK or REF, then go to GOOD BYE If Exit Survey is selected, go to NO COMPLETE
Data needed	<ol style="list-style-type: none"> <li>1. First, Middle, and Last Name from each person added on RESP NAME, PEOPLE, UNDERCOUNT</li> <li>2. Number of people on roster (from RESP NAME, PEOPLE, UNDERCOUNT, and ROSTER ADD)</li> </ol>
Help text	If you need to edit the spelling of a name, or remove a name from the list, select the name that you need to edit or remove. If you need to add more people to the list, select "Add Another Person."  If the list is correct, and you do not need to make changes, select "No Change Necessary." You will not be able to make changes to this list later.
Soft Edit	N/A
Hard Edit	For nonresponse: "Please provide an answer to the question."  If user attempts to navigate backwards: "You cannot go backwards to change the name(s) on the roster."

	<p>If there are 99 people on the roster, and the user clicks on “Add Another Person”, (do <u>not</u> branch to ROSTER ADD, and) display the following edit message: “You cannot add any more people.”</p>
Special instructions	<p>If a person on the roster is selected, then display a popup window with the following information:</p> <p><u>Wording</u> Do you need to change the spelling or remove &lt;name&gt; from the roster?</p> <p><u>Options</u> Change Spelling Remove Name Cancel</p> <p>If Remove Name is selected on the initial popup, then display another popup window with the following information:</p> <p><u>Wording</u> You are about to remove &lt;name&gt; from the roster. Please confirm whether you want to proceed.</p> <p><u>Options</u> (horizontal buttons) Remove Name (left side) Cancel (right side)</p> <p>NOTE: User should be prevented from removing the name from RESP NAME and prevented from deleting every person on the roster. The Remove Name button should not be selectable on the popup if the user attempts to do this.</p> <p>If the user adds a person, POP_COUNT should be incremented by 1. If the user removes a person, POP_COUNT should decrease by 1.</p> <p>**User should not be able to swipe backward on this screen.</p> <p>If there are 99 people on the roster, and the user clicks on “Add Another Person”, do <u>not</u> branch to ROSTER ADD, and display the edit message: “You cannot add any more people.”</p> <p>NOTE: If there are 99 people on the roster (which disables the ability to add more people), and then the respondent removes a name (or multiple names), then the ability to add more people should be reactivated again. At that point, if the user adds enough names to reach the maximum of 99 people on the roster again, then the ability to add more people should be disabled again.</p> <p>When ROSTER REVIEW=“No change necessary,” REF, or DK, the instrument attempts to collect a GPS coordinate. If unable to collect a GPS coordinate, set a flag indicating no GPS.</p>
DK/REF options	Available
Exit Survey option	Available

Question wording for telephone housing unit respondent	<p>Based on what you've told me so far, the names I have listed are:  <i>(Read names aloud to respondent.)</i></p> <p>You will not be able to change this list of names later in the interview. Do you need to change spelling, add more people, or remove names from the list? <i>We need to count people where they live and sleep most of the time. Do NOT include college students who live away from &lt;PARTIAL ADDRESS&gt; most of the year, Armed Forces personnel who live away, or people in a nursing home, mental hospital, jail, prison, or detention facility on &lt;CENSUS DAY&gt;. DO include babies and children living at &lt;PARTIAL ADDRESS&gt;, foster children, roommates, boarders, and people staying there on &lt;CENSUS DAY&gt; who have no permanent place to live.</i></p>
Question wording for in person proxy respondent	N/A
Question wording for telephone proxy respondent	N/A
User Story Number	16-105, 16-121, 16-128, 16-184, 16-R255, 16-243, 16-283, 17-13, 17-145, 17-437, 17-487, 18-729
Future Suggested Changes	

Screen name	<b>ROSTER EDIT</b>
Previous screen(s) and response option(s)	ROSTER REVIEW = Change Spelling
Question wording for in person housing unit respondent	What is the correct spelling of “<name>”?
Response options	Textboxes prefilled with the information for the person selected on ROSTER REVIEW First Name: 20-character text box Middle Name: 20-character text box Last Name(s): 20-character text box
Branching/Skip Patterns	ROSTER REVIEW with updated data If Exit Survey is selected, go to NO COMPLETE
Data needed	First, middle, and last name for person selected on ROSTER REVIEW
Help text	In the spaces provided, edit the spelling of the name (first, middle, and last).  Enter the person’s legal name. If the person uses Junior or Senior, enter the last name and the suffix in the Last Name(s) field.
Soft Edit	N/A
Hard Edit	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 doesn’t know a name or is uncomfortable with providing a name, please probe for a nickname or unique description so that you will know who each question refers to.”
Special instructions	
DK/REF options	N/A
Exit Survey option	Available
Question wording for telephone housing unit respondent	(Same as in person housing unit respondent)
Question wording for in person proxy respondent	(Same as in person housing unit respondent)
Question wording for telephone proxy respondent	(Same as in person housing unit respondent)
User Story Number	18-550
Future Suggested Changes	

Screen name	<b>ROSTER ADD</b>
Previous screen(s) and response option(s)	ROSTER REVIEW = Add Another Person
Question wording for in person housing unit respondent	What is the name of the person you want to add?
Response options	Textboxes First Name: 20-character text box Middle Name: 20-character text box Last Name(s): 20-character text box
Branching/Skip Patterns	ROSTER REVIEW with updated data If Exit Survey is selected, go to NO COMPLETE
Data needed	
Help text	In the spaces provided, type in the person's name (first, middle, and last).  Enter the person's legal name. If the person uses Junior or Senior, enter the last name and the suffix in the Last Name(s) field.
Soft Edit	N/A
Hard Edit	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 doesn't know a name or is uncomfortable with providing a name, please probe for a nickname or unique description so that you will know who each question refers to."
Special instructions	
DK/REF options	N/A
Exit Survey option	Available
Question wording for telephone housing unit respondent	(Same as in person housing unit respondent)
Question wording for in person proxy respondent	(Same as in person housing unit respondent)
Question wording for telephone proxy respondent	(Same as in person housing unit respondent)
User Story Number	18-549
Future Suggested Changes	



**5. Demographic Screens**

The demographic screens include two household-level questions, determining if the home is owned or rented and, if so, who owns or rents the home. Following the household-level screens are person-level screens asking for relationship, sex, age, and race/origin of each person on the roster.

Note: Exclude people removed from the ROSTER EDIT screen from this section.

Screen name	<b>HOME</b>
Previous screen(s) and response option(s)	ROSTER REVIEW = No Change Necessary, DK or RF
Question wording for in person housing unit respondent	<p>If RESPTYPE_PROD=HH Do you or does 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?</p> <p>If RESPTYPE_PROD=proxy Does someone in that household own the 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?</p>
Response options	<p>If RESPTYPE_PROD=HH (Radio buttons)</p> <ul style="list-style-type: none"> <li>• Owned by you or someone in this household with a mortgage or loan. Include home equity loans</li> <li>• Owned by you or someone in this household free and clear (without a mortgage or loan)</li> <li>• Rented</li> <li>• Occupied without payment of rent</li> </ul> <p>If RESPTYPE_PROD=proxy (Radio buttons)</p> <ul style="list-style-type: none"> <li>• Owned by someone in that household with a mortgage or loan. Include home equity loans</li> <li>• Owned by someone in that household free and clear (without a mortgage or loan)</li> <li>• Rented</li> <li>• Occupied without payment of rent</li> </ul>
Branching	<p>If a one-person household go to SEX Else if ( Owned by you or someone in this household with a mortgage or loan. Include home equity loans or Owned by you or someone in this household free and clear (without a mortgage or loan)), then go to OWNER Else if Rented, go to RENTER Else if Occupied without payment of rent or DK/REF and ADDRESS=Yes, go to RELATIONSHIP RESP Else if Occupied without payment of rent or DK/REF and ADDRESS≠Yes, go to RELATIONSHIP OTHER If Exit Survey is selected, go to NO COMPLETE</p>
Data needed	RESPTYPE_PROD
Help text	<p><b><u>FAQ's</u></b></p> <p><b>How is homeownership data used?</b> The answer to this question helps local state, tribal, and federal governments make decisions about housing programs and planning. In addition, homeownership rates are an indicator of the state of the nations' economy.</p>

### **Instructions**

#### **Owned by you or someone in this household with a mortgage or loan**

Select this response option to describe any house, apartment, or mobile home that has any type of loan secured by real estate. These liens may be called mortgages, deeds of trust, trust deeds, or contracts to purchase. Owner-occupied units with reverse mortgages and home equity loans are considered to be "owned with a mortgage or loan" as are owner-occupied mobile homes with installment loans.

#### **Owned by you or someone in this household free and clear (without a mortgage or loan)**

Select this response option to describe owner-occupied properties without any loans secured by real estate.

#### **Rented**

Select this response option to describe units where money rent is paid or contracted. 'Continuing care,' sometimes called life care, is a contract between an individual and housing services provider. The contract requires that shelter, usually a house or apartment, and services such as meals or transportation to shopping or recreation, be provided. For these kinds of living arrangements, mark the 'Rented' box.

#### **Occupied without payment of rent**

Select this response option if the house or apartment is not owned or being bought by a member of the household and if money rent is not paid or contracted. (For example, a house or apartment that is provided free to a janitor, caretaker, or superintendent in exchange for services.)

#### **Landlord-tenant - Multiple single-family detached homes on one property**

You may have an address on your case list that is a single family home which is a guest house (or other separate housing unit) that has another home on the property that is occupied by the owner. If you are interviewing the guest house (or other separate housing unit), it is the tenure of the guest house (or other separate housing unit) in which you are interested. If the respondent at the guest house – or someone on the respondent's behalf - pays rent to the owner, then the answer would be rented; and if neither the respondent at the guest house – nor someone on the respondent's behalf - pays rent to the owner, then the answer would be occupied without payment of rent. If the other house occupied by the owner is on your case list, interview it as well. The answer for this home would be owned with or without a mortgage, depending on what the respondent at this home said.

#### **Landlord-tenant - Duplexes and other small apartment buildings**

You may have an address on your case list that is a housing unit within a duplex or other small apartment building in which the owner lives in one of the housing units. It is the tenure of the housing unit/apartment – not the entire building - in which you are interested. So if you are interviewing at a housing unit not occupied by the building owner then the answer will be either rented, if the respondent – or someone on the respondent's behalf - pays rent to the owner, or occupied without payment of rent if neither the respondent – nor someone on the respondent's behalf - pays rent to the owner. If the housing unit/apartment occupied by the owner is on your caselist, the answer would be owned with or without a mortgage, depending on what the building owner said.

Soft Edit	N/A
Hard Edit	For nonresponse: "Please provide an answer to the question."  If user attempts to navigate backwards: "You cannot go backwards to change the name(s) on the roster."
Special instructions	If one person household, flag that person as the reference person. If multiple person household and HOME=Occupied without payment of rent or DK/REF, then flag the first person listed as the reference person.
DK/REF options	Available
Exit Survey option	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	16-115, 16-206, 17-58, 18-566, 18-579, 18-702, 18-729
Future Suggested Changes	

Screen name	<b>OWNER</b>
Previous screen(s) and response option(s)	HOME=(Owned by you or someone in this household with a mortgage or loan. Include home equity loans or Owned by you or someone in this household free and clear (without a mortgage or loan))  AND 2 or more people on roster
Question wording for in person housing unit respondent	Of the people who lived at <PARTIAL CENSUS ADDRESS>, who owned the house, apartment, or mobile home on <CENSUSDAY>?
Response options	Check boxes for each person on the roster:  <input type="checkbox"/> <roster name 1> <input type="checkbox"/> <roster name 2> <input type="checkbox"/> <roster name X> <input type="checkbox"/> None of the above
Branching	If RESPTYPE_PROD=HH, If the respondent is also the reference person, display ELATIONSHIP RESP If the respondent is not the reference person, display RELATIONSHIP OTHER If RESPTYPE_PROD=proxy, display RELATIONSHIP OTHER If Exit Survey is selected, go to NO COMPLETE
Data needed	1. RESPTYPE_PROD 2. Roster (all names from RESP NAME, PEOPLE, UNDERCOUNT, or ROSTER ADD) 3. Census Day 4. PARTIAL CENSUS ADDRESS
Help text	Please select the person who owns the residence at the address in this question.  <ul style="list-style-type: none"> <li>• If more than one person owns this residence you may select multiple people.</li> </ul>
Soft Edit	N/A
Hard Edit	For nonresponse: "Please provide an answer to the question."
Special instructions	This question is used to select the reference person for the remainder of the survey: <ul style="list-style-type: none"> <li>• If one person is selected, that person is the reference person.</li> <li>• If multiple people are selected then first person listed of those selected people becomes the reference person</li> <li>• If "None of the above" or DK/REF, the first person on the roster becomes the reference person.</li> </ul> Controls: <ul style="list-style-type: none"> <li>• If "None of the above" is selected, then other response option (names) checkboxes should be cleared</li> <li>• If a roster name is selected, "None of the above" option checkbox should be cleared</li> </ul>
DK/REF options	Available
Exit Survey option	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	(Same as in person housing unit respondent)
User Story Number	16-125, 18-502, 18-559, 18-568, 18-729
Future Suggested Changes	

Screen name	<b>RENTER</b>
Previous screen(s) and response option(s)	HOME= Renter AND 2 or more people on roster
Question wording for in person housing unit respondent	Of the people who lived at <PARTIAL CENSUS ADDRESS>, who rented the house, apartment, or mobile home on <CENSUSDAY>?
Response options	Check boxes for each person on roster:  <input type="checkbox"/> <roster name 1> <input type="checkbox"/> <roster name 2> <input type="checkbox"/> <roster name X> <input type="checkbox"/> None of the above
Branching	If the respondent is also the reference person, display RELATIOBSHIP RESP If the respondent is not the reference person, display RELATIONSHIP OTHER If Exit Survey is selected, go to NO COMPLETE
Data needed	1. Partial address 2. Roster (all names from RESP NAME, PEOPLE , UNDERCOUNT, or ROSTER ADD) 3. Census Day 4. PARTIAL CENSUS ADDRESS
Help text	Please indicate the person who pays the rent for the residence at the address in this question. <ul style="list-style-type: none"> <li>• If more than one person pays the rent for this place, you may select multiple people.</li> <li>• If none of the people on the list pay rent for this residence, please select the “None of the above” response option.</li> </ul>
Soft Edit	N/A
Hard Edit	For nonresponse: “Please provide an answer to the question.”
Special instructions	This question is used to select the reference person for the remainder of the survey: <ul style="list-style-type: none"> <li>• If one person is selected, that person is the reference person.</li> <li>• If multiple people are selected the first person listed - of those selected people - becomes the reference person.</li> <li>• If “None of the above” or DK/REF, then the first person on the roster becomes the reference person.</li> </ul> Controls: <ul style="list-style-type: none"> <li>• If “None of the above” is selected, then other response option (names) checkboxes should be cleared</li> <li>• If a roster name is selected, “None of the above” option checkbox should be cleared</li> </ul>
DK/REF options	Available
Exit Survey option	Available
Question wording for telephone housing unit	(Same as in person housing unit respondent)

respondent	
Question wording for in person proxy respondent	N/A
Question wording for telephone proxy respondent	N/A
User Story Number	16-125, 18-502, 18-571
Future Suggested Changes	