

FORM DH-1054(GQE)

U.S. DEPARTMENT OF COMMERCE

(XX-XX-XXXX)

Economics and Statistics Administration

U.S. CENSUS BUREAU

GQ ENUMERATOR CHECKLIST
OPERATION: GROUP QUARTERS ENUMERATION
2018 CENSUS TEST

PRE-ENUMERATION TASKS

TASK 1 CHECK YOUR MATERIALS:

- Form DH-116, Group Quarters Listing Sheets
- Form DH-20, Individual Census Questionnaires (ICQ)
- Form DH-20(S), Individual Census Questionnaires (ICQ) - Spanish
- Form DH-225, INFO-COMMs (Information Communication)
- Form DH-31, Confidentiality Notices
- Form DH-352.1, Group Quarters Enumeration Record
- Form DH-40, ICQ Envelopes
- Form DH-40(S), ICQ Envelopes – Spanish
- Form DH-40(GQ), Group Quarters Envelope(s)
- Form DH-569.12, GQE Enumerator Manual
- Census ID Badge
- Paper clips
- Rubber bands
- Pencils

TASK 2 CALL TO SET UP OR VERIFY APPOINTMENT

TASK 3 VISIT THE GROUP QUARTERS

- Locate the GQ Contact Person.
- Get a list of clients and any staff who live here as of Census Day, April 1, 2018.

TASK 4 LIST RESIDENTS ON FORM DH-116, GROUP QUARTERS LISTING SHEET(S)

TASK 5 PREPARE INDIVIDUAL CENSUS QUESTIONNAIRE (ICQ) PAC

- On ICQ envelope, complete the *For, Return to, Return by Date* and *For Official Use Only* sections.
- On the ICQs, complete *PN* in the *For Official Use Only* section.
- Put a GQ ID number label on each ICQ in the *GQ Control Number* box in the *For Official Use Only* section.
- Put the ICQ into the ICQ envelope.

ENUMERATION TASKS

TASK 1 CONDUCT ENUMERATION (DISTRIBUTE ICQS OR CONDUCT INTERVIEWS)

- Give or provide each resident or client an ICQ packet or conduct an interview.
- Make sure each resident or client understands that h/she/they should complete the ICQ and then seal it in the ICQ envelope provided.

TASK 2 COLLECT ICQS

- Sort the returned ICQ envelopes in Person Number order
- Check that all ICQs are originals. Do not accept copies. If the GQ contact has used copies, you must transcribe the data to new ICQs.
- Check each ICQ against the Group Quarter Listing Sheet. Mark an **X** in Column (d) for each returned ICQ.

TASK 3 REVIEW ICQS

- Check that each ICQ is completed and legible. The minimum data for a complete ICQ are Questions 1, 4, and 5: name, sex, and age or date of birth.
- Make sure there is a GQ ID number in the *For Office Use Only* section of the ICQ.

On the back of each ICQ, complete Item B, *Answered by*. For any ICQ the respondents completed or were interviewed for, mark the *Respondent* box. For any ICQs completed from administrative records/listings, mark *Group Quarters Administrator*.

Mark results of review as **Complete** or **Incomplete** in Column (e) of the Group Quarters Listing Sheet.

PLEASE CONTINUE ON THE REVERSE SIDE

U S C E N S U S B U R E A U

POST- ENUMERATION TASKS

TASK 1 GET DATA FOR INCOMPLETE OR MISSING ICQS

Make arrangements with the administrative source to follow up on incomplete and missing ICQs. Use administrative lists if available.

Complete an ICQ for all residents who are no longer at the GQ but were residents on Census Day, April 1, 2018.

For any ICQs you had previously marked **Incomplete** that are now **Complete**, update the Group Quarters Listing Sheet to show the ICQ is now complete.

Document in the Notes Section of the Enumeration Record if you are submitting incomplete ICQs and how many there are.

Thank the GQ Contact Person for their help. Inform them that they may be contacted as part of a quality control operation conducted by the Area Census Office.

TASK 2 TURN IN FORMS FOR COMPLETED GROUP QUARTERS ASSIGNMENT

Complete the Group Quarters Listing Sheet:

On the Group Quarters Listing Sheet, be sure to complete the **Sheet ___ of ___ Sheets**.

Be sure that every line on the Listing Sheet shows a checked in and complete/incomplete ICQs.

Complete the Enumeration Record:

Count all the ICQs, complete and incomplet. Write that number in Item 31.

Write in the date you completed the enumeration in Item 30.

Clip the ICQs together. Keep each Group Quarters forms with its Enumeration Record and Group Quarters Listing Sheet(s).

Complete the Group Quarters Envelope(s):

Write your name in the **Enumerator** space.

Fill in the name of the Group Quarters as shown on the Enumeration Record as well as the date you completed the enumeration, the total number of ICQs for the GQ and the total number of ICQs in the Group Quarters Envelope.

Put only one Group Quarters in a Group Quarters Envelope. If you need multiple Group Quarters Envelopes for a GQ, your total number of ICQs and total number in the Group Quarters Envelope will be different. You will also fill in the **Envelope ___ of ___ total envelopes** so the Census Field Supervisor will know how many Group Quarters Envelopes they should have for the GQ.

Place all the forms for the Group Quarters in its associated Group Quarters Envelope(s): Enumeration Record, ICQs and GQ Listing Sheets

Give the Group Quarters Envelope(s) to your Census Field Supervisor.