

## **OMB Nonsubstantive Change Request**

**Department: Commerce**

**Agency: U.S. Census Bureau**

**Title: 2018 End-to-End Census Test – Peak Ops – Privacy and Confidentiality**

**OMB Control Number: 0607-0999**

**Expiration Date: 09/30/2020**

The Census Bureau is requesting a change to the approved package for the 2018 End-to-End Census Test. All printed materials provided to respondents were contained in the initial set of materials approved for this test. This Nonsubstantive Change Request is to update some of the materials for this test.

Recent changes to the Privacy Act and the Federal Cybersecurity Enhancement Act of 2015 have resulted in required wording changes for how information regarding the protection of respondent data is presented on survey and census data collections. For the 2018 End-to-End Census Test, the wording for this is included on the Frequently Asked Questions (FAQs) page that appears on the reverse of the cover or initial letter. This dual letter/FAQs document is in the initial mailing or delivery of materials to households within the 2018 End-to-End Census Test site.

A critical examination of these materials within the Census Bureau’s formal forms approval process identified possible issues that could result from use of the new wording. In particular, some statements were believed to be less clear than the wording used before, and the draft text could have affected the response rate in unanticipated ways. The 2018 End-to-End Census Test is the last test where key metrics will be captured that can inform planning for the 2020 Census. This issue required minor revisions to the statements on test materials. The changes of note are:

- The removal of one statement that could have been misinterpreted to indicate broader access to collected data than actually exists (i.e. a plain language statement regarding the cybersecurity screening of data that does not give respondents the possible interpretation that their data could be exposed).
- The addition of two statements to provide clear legal references (i.e. Title 13 and applicable U.S. Codes added after statement that include “required by law”).

There was also some effort to make the wording of these statements more consistent across the various forms and an update on the Group Quarters letters to the description and schedule of operations.

**Appendix and Attachments:**

Appendix A: Index of Forms (in document)

Attachment A: Revised Questionnaire Cover Letters

Attachment B: Revised Update Leave Materials

Attachment C: Revised Nonresponse Follow-up

Attachment D: Revised Postcards

Attachment E: Revised Information Inserts

Attachment F: Revised Brochures

Attachment G: Revised Group Quarters Facility Manager Letters

Attachment H: Revised Confidentiality Notices

Attachment I: Revised Field Materials

## Appendix A: Index of Forms

Updated 1/23/2018

### Legend:

**Green:** changes to the privacy act statement

**Yellow:** minor modifications to the respondent materials

### 1. 2017 Self Response Instrument

#### 2. Questionnaires

DH-1

DH-1(E/S)

DH-1(UL)

DH-1(E/S)UL

DH-20

DH-20(S)

DH-61 (ICQ) Informational Copy

DH-61 (ICQ)(S) Informational Copy

DH-61 Informational Copy

DH-61 (E/S) Informational Copy

#### 3. Questionnaire Cover Letters

**DH-16(L1)**

**DH-16(L1)(E/S)**

**DH-16(L2)**

**DH-16(L2)(E/S)**

**DH-16(L3)**

**DH-16(L3)(E/S)**

**DH-16(L4)**

**DH-16(L4)(E/S)**

**DH-17(L1)**

**DH-17(L1)(E/S)**

#### 4. Update Leave

**DH-16(L2)(UL)**

**DH-16(L2)(UL)(E/S)**

#### 5. Nonresponse Followup

**DH-16(LN)(E/S)**

#### 6. Postcards

**DH-9(P)**

**DH-9(P)(E/S)**

**DH-9(C)**

**DH-9(C)(E/S)**

DH-9  
DH-9(E/S)  
DH-9(AR)(E/S)

## **7. Information Inserts**

DH-17(CQA)  
DH-17I (E/S)  
DH-17I (E/S)P1

## **8. Envelopes**

DH-5(E/S)  
DH-5(GQ)  
DH-5(eResponse)  
DH-6A(IN) (UL) (E/S)  
DH-6A(IN)  
DH-6A(IN)(E/S)  
DH-6B(IN)(E/S)  
DH-6A(1)(IN)(E/S)  
DH-8A  
DH-8A(E/S)  
DH-40  
DH-40(S)  
DH-40(GQ)

## **9. Brochures**

DH-1183 GQE  
DH-1184 SBE

## **10. Group Quarters Facility Manager Letters**

DH-18(eResponse)  
DH-18(GQ)  
DH-30(L)(FM)(E/S)  
DH-30(L)(HC)(E/S)  
DH-30(L)(SH)(E/S)

## **11. Confidentiality Notice**

DH-31(GQ)(E/S)  
DH-31(UL)(E/S)

## **12. Field Materials**

DH-26(E/S)  
DH-28(E/S)  
DH-28(MU)(E/S)

## **13. Reinterview Form**

DH-941(GQE)

#### **14. Living Quarters Flashcard**

DH-1028.4

DH-1028.4(S)

#### **15. Enumeration Records**

Group Quarters Enumeration Record

Regularly Scheduled Mobile Food Van Enumeration Record

Shelter Enumeration Record

Soup Kitchen Enumeration Record

Targeted Nonsheltered Outdoor Location Enumeration Record

#### **16. GQ Advance Contact Call Script**

Soup Kitchen

Non-SBE GQ

Emergency and Transitional Shelters

Mobile Food Vans

#### **17. GQ eResponse**

eResponse video script

eResponse template

#### **18. 2018 Field Enumeration Instrument Specifications**

Field Verification (FV)

Non-Response Followup/Update Leave Followup (NRFU/ULF)

Multi-Unit Manager Visit (MU)

NRFU Reinterview (RI)

Multi-Unit Manager Visit Reinterview (MU RI)

#### **19. Instrument Specifications**

2018 Census Questionnaire Assistance Specifications

Coverage Improvement Screenshots

#### **20. Group Quarters Field Materials**

DH-116

DH-1054(GQE)

DH-1054(SBE)

DH-1055(GQE)

DH-1059(SE)