

**GROUP QUARTERS ADVANCE CONTACT  
FOR NON-SBE GQ  
CALLING SCRIPT**

**2018 CENSUS TEST**

<b>GQ Type Codes and Descriptions</b>	
<b>Cod e</b>	<b>Description</b>
<b>Correctional Facilities for Adults</b>	
101	Federal Detention Centers
102	Federal Prisons
103	State Prisons
104	Local Jails and Other Municipal Confinement Facilities
105	Correctional Residential Facilities
106	Military Disciplinary Barracks and Jails**
<b>Juvenile Facilities</b>	
201	Group Homes for Juveniles (non-correctional)
202	Residential Treatment Centers for Juveniles (non-correctional)
203	Correctional Facilities Intended for Juveniles
<b>Nursing Facilities/Skilled-Nursing Facilities</b>	
301	Nursing Facilities/Skilled-Nursing Facilities
<b>Other Institutional Group Quarters</b>	
401	Mental (Psychiatric) Hospitals and Psychiatric Units in Other Hospitals
402	Hospitals with Patients Who Have No Usual Home Elsewhere
403	In-Patient Hospice Facilities
404	Military Treatment Facilities with Assigned Patients**
405	Residential Schools for People with Disabilities
<b>College/University Student Housing</b>	
501	College/University Student Housing (College/University owned/leased/managed)
502*	College/University Student Housing (Privately owned/leased/managed)
<b>Military Quarters</b>	
601	Military Quarters**
602	Military Ships**
<b>Service-Based Enumeration (SBE)</b>	
701	Emergency and Transitional Shelters (with Sleeping Facilities) for People Experiencing Homelessness
702	Soup Kitchens
704	Regularly Scheduled Mobile Food Vans
706	Targeted Non-Sheltered Outdoor Locations
<b>Other Non-Institutional Group Quarters</b>	
703	Domestic Violence Shelters**
801	Group Homes Intended for Adults (non-correctional)
802	Residential Treatment Centers for Adults (non-correctional)
900	Maritime/Merchant Vessels**
901	Workers' Group Living Quarters and Job Corps Centers
902	Religious Group Quarters
903	Living Quarters for Victims of Natural Disaster**

\* Note: 502 is a newly proposed and not yet approved GQ Type. The final decision is expected August 2017.

\*\*Note: Out of scope for the 2018 Census Test.

## INTRODUCTION

#	Question	Remark
1	<p>Hello. My name is <i>(Your name)</i>.</p> <p>I am calling from the U.S. Census Bureau. We are currently conducting the 2018 Census Test in your community. I have some questions to ask you about <i>&lt;GQ NAME&gt;</i> at <i>&lt;PARTIAL ADDRESS&gt;</i>. May I speak to <i>&lt;PRIMARY CONT&gt;</i>?</p> <p><i>If &lt;PRIMARY CONT&gt; reached, go to interview question 2a.</i></p> <p><i>If No, ask for the right person, and go to interview question 1.</i></p> <p><i>If wrong number and second number is available, recycle for another call attempt with second number.</i></p> <p><i>If wrong number and there is no second phone number, go to <b>Not Complete</b>, select the appropriate response, and end the interview by saying: "Thank you for your time."</i></p>	

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<b>INTERVIEW</b>		
<b>#</b>	<b>Question</b>	<b>Remark</b>
1	May I have your name, title, and business email address?  <i>Enter into the <b>Secondary Contact Title, Secondary Contact Name, and Secondary Contact Business Email</b> fields.</i>  <i>Go to Question 2b.</i>	

<b>INTERVIEW</b>		
<b>#</b>	<b>Question</b>	<b>Remark</b>
2a	<p>To prepare for this test, I need to collect some information about this facility. I have just a few questions to ask you. We estimate this interview will take approximately ten minutes.</p> <p>The U.S. Census Bureau is required by law to protect your information. The Census Bureau is not permitted to publicly release your responses in a way that could identify you. We are conducting this survey under the authority of Title 13, U.S. Code, Sections 141, 193, 221, and 223. Federal law protects your privacy and keeps your answers confidential (Title 13, U.S. Code, Section 9). Per the Federal Cybersecurity Enhancement Act of 2015, your data are protected from cybersecurity risks through screening of the systems that transmit your data. You are required by law to respond to the census. This collection of information has been approved by the Office of Management and Budget (OMB). The eight-digit OMB approval number xxxx-xxxx confirms this approval.</p> <p>I am going to read you a summary of the group quarters information that I have. Please let me know if anything is incorrect, or if any information is missing.</p> <p><i>Read all text fields below to contact person. If any information is incorrect or missing, make changes in the <b>GQ Update</b> section to update or add the information:</i></p> <p><b>GQ Name:</b>  <b>Street Number:</b>  <b>Street Name:</b>  <b>Apt/Unit:</b>  <b>State:</b>  <b>County:</b>  <b>Zip Code:</b>  <b>Rural Route Addr:</b>  <b>Location Descr:</b></p> <p><b>Contact Title:</b>  <b>Contact Name:</b>  <b>Contact Phone #:</b>  <b>Business Email:</b></p> <p><i>(If applicable)</i>  <b>Secondary Contact Title:</b>  <b>Secondary Contact Name:</b>  <b>Contact Phone #:</b>  <b>Business Email:</b>  <a href="#">Go to Question 3.</a></p>	

INTERVIEW		
#	Question	Remark
2b	<p>Hello, my name is <i>&lt;state your name&gt;</i>. I'm with the U.S. Census Bureau. We are currently conducting the 2018 Census Test in your community. I have some questions to ask you about <i>&lt;GQNAME&gt;</i> at <i>&lt;PARTIAL ADDRESS&gt;</i>.</p> <p>To prepare for this test, I need to collect some information about this facility. I have just a few questions to ask you. We estimate this interview will take approximately ten minutes.</p> <p>The U.S. Census Bureau is required by law to protect your information. The Census Bureau is not permitted to publicly release your responses in a way that could identify you. We are conducting this survey under the authority of Title 13, U.S. Code, Sections 141, 193, 221, and 223. Federal law protects your privacy and keeps your answers confidential (Title 13, U.S. Code, Section 9). Per the Federal Cybersecurity Enhancement Act of 2015, your data are protected from cybersecurity risks through screening of the systems that transmit your data. You are required by law to respond to the census. This collection of information has been approved by the Office of Management and Budget (OMB). The eight-digit OMB approval number xxxx-xxxx confirms this approval.</p> <p>I am going to read you a summary of the group quarter information that I have. Please let me know if anything is incorrect, or if any information is missing.</p> <p><i>Read all text fields below to contact person. If any information is incorrect or missing, make changes in the <b>GQ Update</b> section to update or add the information:</i></p> <p><b>GQ Name:</b>  <b>Street Number:</b>  <b>Street Name:</b>  <b>Apt/Unit:</b>  <b>State:</b>  <b>County:</b>  <b>Zip Code:</b>  <b>Rural Route Addr:</b>  <b>Location Descr:</b></p> <p><b>Contact Title:</b>  <b>Contact Name:</b>  <b>Contact Phone #:</b>  <b>Business Email:</b></p> <p><i>(If applicable)</i>  <b>Secondary Contact Title:</b>  <b>Secondary Contact Name:</b></p>	

<b>INTERVIEW</b>		
<b>#</b>	<b>Question</b>	<b>Remark</b>
3	<p>Will this facility be operating on April 1<sup>st</sup>, 2018?</p> <p><i>If yes, go to question 4.</i></p> <p><i>If no, end the interview using the statement:</i> “Thank you very much for your time and participation. This is the all the information I need. This facility will not be counted during the 2018 Census Test. Someone from the Census Bureau may contact you by telephone to verify that we spoke with you about counting the people (residing in/served at) this facility.”</p> <p><i>Go to <b>Contact Outcome</b> and choose: <b>Contact reached, but GQ out-of-scope</b>. Enter 0 into <b>Expected Pop</b> field.</i></p> <p><i>If don't know or refusal, go to question 5.</i></p>	
4	<p>What is the expected population at this facility on April 1st, 2018?</p> <p><i>Enter this information into the <b>Expected Pop</b> field.</i></p> <p><i>Go to Question 5.</i></p>	
5	<p>Does this group quarters serve males only, females only, or both?</p> <p><i>Enter this information into the <b>Pop Gender</b> field.</i></p> <p><i>Go to Question 6.</i></p>	

INTERVIEW		
#	Question	Remark
6	<p>We will conduct the 2018 Census Test from April 2nd, 2018 to June 8th, 2018. The census response data that we ask for each person are name, sex, date of birth, age on Census Day, race and ethnicity, and an alternate address where they live or stay when not at this facility. To determine the best way to count people that are served at this facility, we would like for you to select from the following enumeration options: <i>Read options, select method</i></p> <p>a. In-Person Interview: A census worker will conduct a face-to-face, in-person interview with each person who was served or was staying at this facility on Census Day, April 1, 2018.</p> <p>b. Drop Off/Pick Up of Questionnaire: A census worker will leave census questionnaires with the GQ contact person for them to distribute to each person who was staying at this facility on Census Day, April 1, 2018. The contact person should ensure each person completes and returns the questionnaires, and then a Census worker will pick up the completed questionnaires from the contact person on another agreed-upon time.</p> <p>c. Paper Response Data Collection: A census worker will meet with the GQ contact person of this facility to obtain a paper listing of Census response data for each person who was served or was staying at this facility on Census Day, April 1, 2018.</p> <p>d. Electronic Response Data Transfer (eResponse): The GQ Contact Person will be provided a unique user ID and password to submit census response data to a secure portal for each person who was staying at this facility on Census Day, April 1, 2018.</p> <p>e. <i>Only for correctional facilities [101, 102, 103, 104, 105, 201, 202, and 203] or health care facilities [type 301, 401, 402, 403, and 405]</i> Facility Self Enumeration: A census worker will swear in and train the GQ contact person on how to conduct the enumeration. They will include in the enumeration each person who was staying at their facility on Census Day, April 1, 2018. The Census worker provides all the materials needed to conduct enumeration. The facility contact prepares forms for enumeration, distributes and collects forms, reviews completed materials and follows up on any missing data. A Census worker will come back to pick up the completed materials at an agreed upon time.</p> <p><i>Enter enumeration method selected into the Preferred Enum Type field.</i></p> <p><i>If Electronic Response Data Transfer (eResponse) is selected go to</i></p>	



<b>INTERVIEW</b>		
<b>#</b>	<b>Question</b>	<b>Remark</b>
7	<p>What is the best date for us to conduct the interviews at this location between April 2<sup>nd</sup> to June 8<sup>th</sup>, 2018?</p> <p><i>Enter date and time in the <b>Scheduled Visit</b> section.</i></p> <p><i>Go to question 11.</i></p>	
8	<p>What is the best date for us to leave the questionnaires at this location between April 2<sup>nd</sup> to June 8<sup>th</sup>, 2018?</p> <p><i>Enter date and time in the <b>Scheduled Visit</b> section.</i></p> <p><i>Go to question 11.</i></p>	
9	<p>What is the best date for us to train the contact person and leave the enumeration materials between April 2<sup>nd</sup> to June 8<sup>th</sup>, 2018?</p> <p><i>Enter date and time in the <b>Scheduled Visit</b> section.</i></p> <p><i>Go to question 11.</i></p>	
10	<p>What is the best date for us to pick up the paper listing between April 2<sup>nd</sup> to June 8<sup>th</sup>, 2018?</p> <p><i>Enter date and time in the <b>Scheduled Visit</b> section.</i></p> <p><i>Go to question 12.</i></p>	
11	<p>Are there any people at this location that do not speak or understand English?</p> <p><i>If yes ask, What language(s) do they speak? (For example Spanish, Chinese, Vietnamese, Korean)</i></p> <p><i>Enter all languages spoken into the <b>GQ Languages</b> field.</i></p> <p><i>Go to question 12.</i></p>	

<b>INTERVIEW</b>		
<b>#</b>	<b>Question</b>	<b>Remark</b>
12	<p>Are there any specific instructions that census staff need to know in order to count the people at this location?</p> <p><i>Specific instructions should be entered into the <b>Specific Instructions</b> field.</i></p> <p><i>If Facility Self-Enumeration or Paper Response Data Collection was chosen, go to question 14.</i></p> <p><i>All other option, go to question 13.</i></p>	
13	<p>During enumeration, will you be able to provide us a printed list of all the people at this facility, as of Census Day, April 1, 2018?</p> <p><i>Select response from the <b>Roster Available</b> field.</i></p> <p><i>Go to question 14.</i></p>	
14	<p><i>Go to the <b>Search and Case Assignment Screen</b> to determine if other cases are also assigned to this contact person.</i></p> <p><i>If there are no other cases assigned to this contact person, go to question 16.</i></p> <p>According to our Census records, we have you responsible for (GQ NAME) (GQ TYPE CODE DESCRIPTION) at this (PARTIAL ADDRESS).</p> <p><i>Confirm if the contact person is responsible. If they are not responsible for any other GQs listed, it must go to management attention.</i></p> <p>Is this correct?</p> <p><i>If no or if you have already asked the GQ contact person this question, go to question 15.</i></p> <p><i>If yes, go to question 15.</i></p>	

<b>INTERVIEW</b>		
<b>#</b>	<b>Question</b>	<b>Remark</b>
15	<p>Are you responsible for any additional facilities, either at this address or elsewhere?</p> <p><i>If yes, enter facility information on <b>ADD screen</b></i></p> <p><i>Access the OCS Browse Living Quarters and confirm if it is a new address record. While searching, close out case and send to management attention. Let the contact person know that they may receive another telephone call.</i></p> <p><i>If this address exists in the OCS Browse Living Quarters, update GQ contact information and conduct the interview if it is a GQ.</i></p> <p><i>If it is not in OCS Browse Living Quarters, elevate case to Census Field Manager (CFM).</i></p> <p><i>If no, go to question 16.</i></p>	

**INTERVIEW**

#	Question	Remark
16	<p>Now on the day of enumeration, census workers will arrive at your facility at your scheduled appointment time.</p> <p>We ask that you let the clients know that the Census Bureau will be conducting a test at that time and all data we collect are protected by law and kept confidential. Someone from the Census Bureau will contact you prior to your appointment to discuss details about counting your clients. You should expect to potentially be contacted multiple times throughout this census operation for quality control purposes. We appreciate your cooperation.</p> <p>To learn more about our privacy policy and data protection, please visit our website at <a href="http://census.gov">census.gov</a> and click on “Data Protection and Privacy Policy” at the bottom of the home page.</p> <p><i>If GQ administrator chooses Electronic Response Data Transfer (eResponse) as the preferred method of enumeration:</i></p> <p>That is all the information I need. Thank you very much for your time and participation. You will receive a letter in the mail with your assigned user name and password with instructions on how to provide your response data to a secure network using the Census Bureau’s template.</p> <p>If you have any additional questions, call this number at [xxx-xxx-xxxx] or please visit our website at <a href="http://census.gov/2018censustest/GQ">census.gov/2018censustest/GQ</a>. In our website, you will find informational materials about the 2018 Census Test in your community.</p> <p><i>If Outbound or Inbound call to a Census Address: If contact person does not have internet access, request their mailing address to forward documents.</i></p> <p><i>If GQ administrator do not choose Electronic Response Data Transfer (eResponse) as the preferred method of enumeration read:</i></p> <p>That is all the information I need. Thank you very much for your time and participation. If you have any additional questions, please call the area census office at [xxx-xxx-xxxx] (Please provide the ACO telephone number) or visit our website at <a href="http://census.gov">census.gov</a> [link to GQ response site]. On our website, you will find informational materials about the 2018 Census Test in your community.</p> <p><i>If Outbound or Inbound call to a Census Address: If contact person does not have internet access, request their mailing address to forward documents.</i></p>	

