

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)