

For PMGB last review after
incorporating DSSD &
DROM comments, updates
ESC decision

United States Census 2020

Study Plan for the 2018 End-to-End Census Test Service-Based Enumeration Operational Assessment

Group Quarters Operations
Integrated Project Team

Draft Pending Final Census Bureau Executive Review and Clearance.

(Final Draft)

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I. Introduction

The 2018 End-to-End Census Test is an important opportunity for the Census Bureau to ensure an accurate count of the nation’s increasingly diverse and rapidly growing population. It is the first opportunity to apply much of what has been learned from census tests conducted throughout the decade in preparation for the nation’s once-a-decade population census. The 2018 End-to-End Census Test will be held in Providence, Rhode Island.

The 2018 End-to-End Census Test will test and validate the 2020 Census operations, procedures, systems, and field infrastructure to ensure proper integration and conformance with functional and non-functional requirements. The test will also produce a prototype of geographic and data products, and will validate the 2020 Census design and cost estimate. Note that the 2018 End-to-End Census Test results are based on three sites that were purposely selected and cannot be generalized to the entire United States. Additionally, because it is not conducted in a “full decennial census environment,” the results may not foreshadow what will occur in the 2020 Census.

The purpose of the Service-Based Enumeration (SBE) is to provide an opportunity for people without conventional housing and people experiencing homelessness to be included in the census by enumerating them at places where they receive services and at pre-identified outdoor locations. For the 2018 End-to-End Census Test, the SBE will be a three-day operation that will occur July 25 through July 27, 2018 in the Providence test site. This study plan documents how the 2018 End-to-End Census Test SBE will be assessed, as guided by questions to be answered.

II. Background

2010 Census Service-Based Enumeration

During the 2010 Census planning cycle, internal and external stakeholders recommended that we continue to enumerate people experiencing homelessness at service-based and outdoor locations. For the 2010 Census, the service-based locations included the same types of facilities as those from Census 2000. As in the 2000 Census, the 2010 Census SBE was strictly a paper-based operation that occurred over three days at the end of March 2010.

There were several enhancements implemented for the 2010 Census SBE Operation, including revisions to the service-based location definitions; flexibility in which of the three dates to conduct the enumeration; and administering only one data collection instrument, that is, the Individual Census Report (ICR), at all service-based locations. In the Census 2000, the U.S. Census Bureau used two different data collection instruments. People at soup kitchens and mobile food vans were enumerated using the Individual Census Questionnaire (ICQ) and people at shelters and pre-identified outdoor locations were enumerated using the ICR. The ICQ was designed for enumerators to conduct in-person interviews while the ICR was designed to be self-administered by the respondent.

2016 Service-Based Enumeration Census Test

The primary purpose for conducting the 2016 Service-Based Enumeration Census Test was to explore the feasibility of enumerating this population using an automated instrument in lieu of the paper ICR. If a respondent refused, had privacy concerns, or was uncomfortable with the automated instrument, the enumerator offered the paper ICR to the respondent to allow the person to self-respond or receive assistance from an enumerator. The 2016 SBE Census Test was a two-day operation, conducted on May 25 and May 26, 2016, to collect census data from people receiving services at 11 service-based locations (i.e., shelters, soup kitchens, and regularly scheduled mobile food van stops) in Washington, DC and Baltimore, MD. Using an automated instrument to enumerate the population at the 11 service-based locations during the test was well received. Although the refusal rate was high and the reasons varied, the use of the automated instrument was not cited as a reason for a refusal. When people participated, they provided complete data.

III. Methodology

Although the 2010 Census SBE operation was not a cost driver, one of the key recommendations from the 2010 Census and the 2016 Service-Based Enumeration Census Test operations was to automate data collection for group quarters. Because of FY2017 and FY2018 budget constraints, a re-evaluation of Decennial Programs resulted in the decision to use paper enumeration for the 2018 End-to-End Census Test SBE.

As mentioned earlier, the purpose of the SBE is to provide an opportunity for people without conventional housing and people experiencing homelessness to be included in the census by enumerating them at places where they receive services and at pre-identified outdoor locations. The 2018 End-to-End Census Test SBE will occur from July 25 through July 27, 2018 in the Providence test site to enumerate people at:

- Emergency and transitional shelters with sleeping facilities for people experiencing homelessness, which includes shelters for children who are runaways, neglected, or experiencing homelessness (Shelters)
- Soup Kitchens
- Regularly Scheduled Mobile Food Vans (Mobile Food Vans)
- Targeted Non-Sheltered Outdoor Locations (TNSOLs)

Preparing for the 2018 End-to-End Census Test SBE

Creating the Service-Based Enumeration Address Universe – The initial GQ universe of service-based addresses and Targeted Non-Sheltered Outdoor Locations (TNSOLs) will be from the 2010 Census universe including any address updates from other operations as of January 2018. The 2018 GQ address universe will be sent to the Group Quarters Advance Contact operation.

Group Quarters Advance Contact (GQAC) – The intent of this operation is to prepare the GQ administrator and the field staff for the upcoming SBE operation. Clerks in the Providence Area Census Office (ACO) will conduct interviews by calling the SBE facility using the phone number on file. Using a paper calling script, unique to the type of SBE facility being contacted, clerks will:

- Verify or update the GQ name, address, and the GQ contact person’s information.
- Collect information to assist enumerators in conducting the upcoming SBE such as:
 - Schedule a date and time for the Census Bureau to conduct the enumeration.
 - Collect the expected population at the time of enumeration.
 - Determine if the GQ serves females only, males only, or both.
 - Address any security, privacy or confidentiality concerns.
 - Identify the preferred method of enumeration at shelters.

During GQAC, GQ administrators at shelters are asked to select one of two enumeration methods:

- *In-Person Interviews* - Field staff will conduct in-person interviews to collect name, sex, age on Census Day, date of birth, race, ethnicity, and an alternate address where they live or stay when not at the shelter.
- *Paper-Response Data Collection* - Field staff will meet with the GQ contact person to obtain a paper listing that contains name, sex, age, date of birth, race, ethnicity and an alternate address where they live or stay when not at the shelter for each resident who was staying there on the day of enumeration.

Offering shelters an option to provide paper administrative records to enumerate their residents will reduce respondent burden. People at soup kitchens and mobile food vans will be enumerated by in-person interviews only.

During GQAC, office staff will use a web-based application called the Product Control System (PCS) to enter and update the service-based GQ information. Service-based GQs that are unverifiable through in-office methodologies are moved into the field workflow for verification during SBE.

Conducting the 2018 End-to-End Census Test SBE

After GQAC has been completed by the ACO, the SBE universe file containing the verified and updated address information will be delivered.

1. The ACO Census Field Manager (CFM) will check out cases to the Census Field Supervisor (CFS) for enumeration.
2. The CFS will assign individual enumerators or a team of enumerators to cases.
3. Enumerators will conduct in-person interviews using the paper ICQs at soup kitchens, mobile food vans, and shelters where the GQ contact person selected in-person interviews as their preferred method of enumeration.
4. For those shelters that selected paper-response data collection, the enumerator will meet with the GQ contact person to pick up the paper listing for review and further processing. As long as the name (concatenated first, middle and last name) has at least three valid characters, the person record has sufficient data to be counted in the census.
5. Enumerators will turn in the ICQs, paper listings, and enumeration records¹ to the CFS.
6. The CFS will deliver the ICQs, paper listings, and enumeration records to the ACO.
7. ACO clerks will review and check in the ICQs, paper listings and enumeration records. Clerks must review these forms for completeness and accuracy before checking them in. Following the instructions on the Group Quarters Quality Control Office Review Checklist, clerks must make sure that:
 - a. All ICQs have the GQ Control Number label affixed or written on the back of the form.
 - b. The number of ICQs received for the GQ matches the number written on the Enumeration Record.
 - c. The date the enumeration was completed or the ICQs were picked up has been filled in on the Enumeration Record.
 - d. If the number of ICQs is “0” or the GQ has incomplete ICQs, then there is documentation explaining the reason in the comments section of the Enumeration Record.
 - e. If the number of ICQs is “0” then the appropriate box is marked in the “For Supervisory Use Only” section on the Enumeration Record.

¹ Enumeration Record (FORM D-352.1) – An Enumeration Record will be created for each SBE GQ by GQ type. This form contains updated information that was collected during GQAC including the updated GQ name, address, contact person information and the SBE appointment date for enumeration. This information is necessary for the ACO to prepare for the enumeration.

8. The ACO will ship the corrected ICQs, paper listings, and enumeration records to the National Processing Center (NPC) for data capture and processing.

IV. Assumptions

The following are SBE assumptions for the 2018 End-to-End Census Test:

- The Individual Census Questionnaire (ICQ) will be administered as specified to individuals at shelters that choose in-person interviews, soup kitchens, mobile food vans and TNSOLs.
- GQ administrators at shelters who chose paper-response data collection will provide sufficient information for enumeration.
- Respondent data from the ICQ and paper-response data collection will be data captured as specified in the Decennial Response Processing Operation specifications.
- Cost and Progress reports will be maintained for the SBE Operation.
- Data required for the assessment will be gathered on time, as specified, and delivered to the appropriate divisions as stated in the data requirements.

V. Questions To Be Answered

The 2018 Census Test SBE Assessment will focus on several components of enumerating the population at shelters, soup kitchens, mobile food vans and TNSOLs. We will report the number and type of SBE locations visited, and the number of *data-captured*² persons by service type, as well as document the differences between the population count and the expected population count by service type. In addition to these results, we will assess how successful the SBE operation was in collecting demographic data for SBE people by examining the number of data items provided by respondents and the item nonresponse rates. The 2018 End-to-End Census Test SBE Assessment will also include variance analysis on schedule and budget, production and training workloads, field staffing workloads, enumerator debriefings and lessons learned from the Group Quarters Operations-Integrated Project Team (GQO-IPT).

Note: We may need to revise, update, or remove questions or tables for the assessment report to reflect the information that is actually available from the data collected during the 2018 End-to-End Census Test SBE. Where appropriate, we will break out data for shelters by enumeration method (i.e., in-person interview and paper-response data collection).

² *Data-captured* - Data from ICQs that were scanned, keyed from paper, and linked to a GQ will be processed and stored on the Decennial Response File (DRF). Any ICQs that were lost or not linked to a GQ are examples of person records not data-captured.

1. How many service-based GQs were visited? How many SBE locations were visited that had no persons to enumerate?

This table will provide the number of SBE locations visited, the number with at least one data-captured person, the number of SBE locations with no population and SBE locations visited that were unknown, unable to be located or were deemed dangerous

Table 1. Service-Based GQs Visited During 2018 Census Test SBE

Service-Based GQ Type	Total Locations in the SBE Workload		Locations with at Least One Data-Captured Person		Locations with No Data Captured Persons (Zero Population)		Locations Unknown, Unable to Locate, or Deemed Dangerous	
	Count	Percent	Count	Percent	Count	Percent	Count	Percent
Shelters								
Soup Kitchens								
Mobile Food Vans								
TNSOLs								
TOTAL								

2. How many people were counted at SBE GQs? How do the counts compare to the expected population counts reported by the GQAC operation by service type?

Table 2 shows the number of service-based GQs with population count differences less than or equal to ten, ten or more, and no differences between the actual population count from the Census Unedited File (CUF) and the expected population count from the GQAC operation. TNSOLs are out of scope during GQAC.

Table 2. Number of Service-Based GQs with Population Count Differences between the Actual Population and the Expected Population by Service Type

Comparison Categories Between Actual and Expected Population Counts	Total		Shelters		Soup Kitchens		Mobile Food Vans	
	Count	Percent	Count	Percent	Count	Percent	Count	Percent
Number of GQs With:								
No Difference In Population Counts								
Population Difference 10 or Less								
Population Difference Greater than 10								
Zero or Missing Expected Population Count								
TOTAL								

3. What is the distribution of shelters and persons enumerated by enumeration method?

During GQAC operation, the GQ contact person at shelters can choose one of two enumeration methods: In-Person Interviews or Paper-Response Data Collection. Table 3 will show the number of shelters and the number of persons enumerated at shelters by type of enumeration method.

Table 3. Distribution of Shelters and Persons at Shelters by Type of Enumeration Method

Type of Enumeration Method	Number of Shelters		Number of Persons	
	Count	Percent	Count	Percent
In-Person Interviews				
Paper-Response Data Collection				
TOTAL				

4. How were the ICQs completed during in-person interviews?

Table 4 will provide the results of how data captured ICQs were completed. Forms may be filled out by the respondent, the GQ administrator, population count observation (allowed for TNSOLs only), or other means. Enumerators will indicate how the ICQ was filled out by marking the appropriate box to the “Answered by” question on the back of the ICQ.

- If the “Respondent” box was marked, it indicated that the respondent filled out the ICQ themselves or the enumerator filled it out via an interview with the respondent.
- If the “Group Quarters Administrator” box was marked, it indicated that the GQ Administrator used their administrative records or had enough knowledge to help the enumerator to complete the form.
- The “Observation” box is for TNSOLs only. If the “Observation” box was marked, it indicated that this person was included in the population count even though the enumerator could not obtain a name or any demographic characteristics through an in-person interview. For the 2018 End-to-End Census Test SBE, enumerators are not allowed to fill in the demographic information by observation.
- If the “Other” box was marked, it indicated that the form was completed by other means, such as another GQ resident.

If the “Answered by” question is blank or more than one box is checked, the responses will be tabulated as blank or invalid responses.

Table 4. How Service-Based ICQs Were Completed by Service Type

Service-Based GQ Type	Total ICQs		Respondent		Group Quarters Administrator		Population Count by Observation (TNSOLs only)		Other		Blank or Invalid Response	
	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent
Shelters (<i>In Person Interviews only</i>)							NA	NA				
Soup Kitchens							NA	NA				
Mobile Food Vans							NA	NA				
TNSOLs												
TOTAL												

NA – Not Applicable for these SBE GQ types. Enumerators are allowed to collect a population count by observation at TNSOLs only.

5. How many data items (name and demographic characteristics) did people provide by service type?

We will calculate the number of persons who provided one, two, three, or four data items by service type. The four data items are name, sex, age on Census Day or year of birth, and race or ethnicity.

Table 5. Number and Percent of Data Items People Provided by Service Type

Service-Based GQ Type	Total		One		Two		Three		Four	
	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent
Shelters										
<i>In-Person Interviews</i>										
<i>Paper-Response Data Collection</i>										
Soup Kitchens										
Mobile Food Vans										
TNSOLs										
TOTAL										

6. What was the item nonresponse rate for name and demographic items by service type? For shelters, what was the item nonresponse rate by type of enumeration method?

Table 6 will show the rate of item nonresponse for each of the data items by service type and for shelters by type of enumeration method. The rate of item nonresponse is the number of persons with a missing response for the particular data item on the ICQ, divided by the total number of persons counted at the SBE GQ. This number will be converted to a percent, which represents the item nonresponse rate.

Table 6. Data Item Nonresponse Rates by Service Type

Service-Based GQ Type	Total		Name		Sex		Age or Year of Birth		Race or Ethnicity	
	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent
Shelters										
<i>In-Person Interviews</i>										
<i>Paper-Response Data Collection</i>										
Soup Kitchens										
Mobile Food Vans										
TNSOLs										
TOTAL										

7. How many persons at soup kitchens and mobile food vans reported an alternate address of a place where they live or stay?

This table will show the number of ICQs that contain an alternate address for persons enumerated at soup kitchens and mobile food vans, and the number of addresses that had sufficient information to geocode at a minimum to a county and state during the Non-ID Processing operations.³

Table 7. Persons at Soup Kitchens and Mobile Food Vans with Alternate Addresses

Alternate Addresses Provided by Persons at Soup Kitchens and Mobile Food Vans	Total		Soup Kitchens		Mobile Food Vans	
	Count	Percent	Count	Percent	Count	Percent
Total Persons that Provided an Alternate Address						
Alternate addresses with sufficient information to geocode						
Alternate addresses with insufficient information to geocode						
Total Persons that did not Provide an Alternate Address						
Total SBE Persons at Soup Kitchens and Mobile Food Vans						

³ The 2018 Census Non-ID Processing operations receive respondent-provided address information from questionnaires without a pre-identified census identification number (Census ID). These addresses become Non-ID cases and go through a series of steps in an attempt to assign a Census ID and geographic codes.

8. What were the operational expenses to conduct the 2018 End-to-End Census Test SBE?

Table 8. Service-Based Enumeration Operational Expenses

Component	Budget	Costs	% of Total Budget Used	Variance
Production Total				

9. What were the schedule variances in conducting training and production in the 2018 End-to-End Census Test SBE?

Table 9. Service-Based Enumeration Schedule Variances

Activity	Planned Finish	Actual Finish	% Difference	Variance
Training				
Production				

10. What were the training staff authorizations?

Table 10. Service-Based Enumeration Training Staff Authorizations

Employee Type	DCMD Cost Model Training Staff (with Frontloading)	FLD Staffing Authorization (with Frontloading)	% of Total Budget Used	Variance
Trained Staff				

11. What was the Area Census Office staffing by employee type?

Table 11. Area Census Office Staffing by Employee Type

Employee Type	DCMD Cost Model Training Staff (with Frontloading)	FLD Staffing Authorization (with Frontloading)	Staff invited to Training as of 7/27/2018	Working Staff as of 7/29/2018
Census Field Managers (CFM)				
Census Field Supervisors (CFS)				
Enumerators				
Total Field Staff				

12. What were the key lessons learned that can inform the SBE operation in the 2020 Census?

During a series of debriefings with the NPC staff and Field staff, the GQO-IPT will discuss and identify key lessons learned for improving operational processes for the 2020 Census SBE. Some debriefing questions to include:

- Was staffing adequate? What challenges or issues were noted during in-person visits?
- Were there any advantages or disadvantages enumerating SBE GQs at the end of July instead of the end of March?

- What issues were noted during review and check-in of ICQs? Were there any ICQs not linked to a GQ? If so, what steps were taken to link the person data on the ICQ to the appropriate GQ?

VII. Risks and Limitations

- Actual budget may exceed the planned budget to support the project.
- Competing and limited personnel resources assigned to research, develop, and author the SBE Assessment Report are also the same resources for two other critical GQ assessment reports.

VI. Measures of Success

We will assess the quality of the results by calculating and comparing the item nonresponse rates and the number of demographic data items (including full name) collected during the 2018 Census Test SBE to prior SBE censuses and tests.

- If the item nonresponse rates are lower than or about the same as the rates in prior censuses or tests, then the quality of the data is acceptable.
- If the number of demographic data items collected is higher than or about the same as the number of data items collected in prior censuses or tests, then the quality of the data is acceptable.

We will also assess the costs and progress reports from this test and compare the variances on schedule and budget to the corresponding variances from previous SBE censuses and tests.

- If the budget variances are lower than or about the same as the variances in prior censuses or tests, then the costs are reasonable.
- If the operational schedule variances are lower than or about the same as the variances in prior censuses or tests, then the schedule is on target.

VIII. Internal Systems Flow and Data Requirements

This section describes an overview of the internal system flow to obtain data to assess the SBE operation.

1. The Master Address File/Topologically Integrated Geographic Encoding and Referencing Database (MAF/TIGER) system creates and delivers the Group Quarters universe in a MAF Extract, which includes both SBE and non-SBE GQ information.
2. The GQ MAF Extract is delivered to the Control and Response Data System (CaRDS).
3. CaRDS creates and sends the Sample Delivery File (SDF) to DSSD for review and validation. The SDF identifies the universe for enumeration, mailing letters and promotional material.
4. After DSSD validates the universe, CaRDS sends the SDF to the Survey Operational Control System (SOCS) in the Enterprise Census and Survey Enabling-Operational Control System (ECaSE-OCS). ECaSE-OCS manages the data collection, captures the response data from ICQs, and receive status updates and maintains workloads as data collection proceeds.
5. After the field work is conducted, the NPC will use the Automated Tracking and Control System (ATAC) to check in the boxes received and send events to Field OCS. NPC staff sends the ICQs to the Integrated Computer Assisted Data Entry (iCADE).
6. The iCADE system will capture respondent information from scanned paper ICQs and sends response and event data to SOCS.
7. Using the linkage file received from Field Operational Control System (FOCS), ICQs will be linked to the GQ IDs in SOCS.
8. This data will be put into the Census Data Lake (CDL), a data repository that interfaces with the Unified Tracking System (UTS).
9. The Unified Tracking System (UTS) is a data warehouse that combines a variety of census systems, bringing the data to one place where users can run or create reports for analysis. The UTS will extract and format the selected data for delivery to the Decennial Response Processing Systems (DRPS) to use in creating the Decennial Response File.

IX. Division Responsibilities

Below indicates participating divisions and responsibilities for the analysis of data from the 2018 Census End-to-End Test SBE.

Division	Division Members	Description of Responsibilities
DCMD	Dora Durante Belkines Arenas-Germosen GQO IPT	<ul style="list-style-type: none"> • Project Management Document Review • Providing content to the study plan and the analysis report • Reviewing and providing comments on the study plan and analysis report
DSSD	Diane F. Barrett	<ul style="list-style-type: none"> • Specifying requirements for data products needed to conduct the analysis • Developing the study plan, conducting the analysis, and documenting the final results • Reporting status updates to DCMD
DITD	Gerard Moore	<ul style="list-style-type: none"> • Delivering SBE output data from the Decennial Response Processing Systems (DRPS) for analysis to DSSD
FLD	Census Field Manager (CFM) Census Field Supervisors (CFS) Enumerators	<ul style="list-style-type: none"> • Conducting the Service-Based Enumeration operation

X. Milestone Schedule

Below are the standard schedule activities for the development of the research study plan and report. Definitions of acronyms are noted in the glossary section. Dates for the operational assessment report are to be determined.

Activity ID	Activity Name	Orig Duration	Start	Finish
Service-Based Enumeration Assessment Study Plan				
First Draft				
	Prepare First Draft of <<Title>> Study Plan			
	Distribute First Draft of SBE Assessment Study Plan Study Plan to the Assessment Sponsoring DCMD ADC and Other Reviewers			Jan-27-17A

Activity ID	Activity Name	Orig Duration	Start	Finish
	Incorporate DCMD ADC and Other Comments to <<Title>> Study Plan			Feb-21-17A
Initial Draft				
	Prepare Initial Draft <<Title>> Study Plan			Jun-16-17A
	Distribute Initial Draft Study Plan to Evaluations & Experiments Coordination Brach (EXC)			Jun-16-17A
	EXC Distributes Initial Draft <<Title>> Study Plan to the DROM Working Group for Electronic Review			Jun-27-17A
	Receive Comments from the DROM Working Group on the Initial Draft SBE Assessment Study Plan			Nov-7-17A
	Schedule the Draft SBE Assessment Study Plan for the IPT Lead to Meet with the DROM Working Group			
	Discuss & Incorporated DROM Comments on Initial Draft SBE Assessment Study Plan			Nov-20-17A
Final Draft				
	Prepare Final Draft of Study Plan			Nov-20-17A
	Distribute Final Draft SBE Assessment Study Plan to the DPMO and the EXC			
	Schedule and Discuss Final Draft SBE Assessment Study Plan with the 2020 PMGB			Nov-29-17A
	Incorporate 2020 PMGB Comments for Draft SBE Assessment Study Plan			
	Prepare FINAL Draft SBE Assessment Study Plan Study Plan			
	Distribute FINAL Draft SBE Assessment Study Plan to the EXC			
	EXC Staff Distributes the Draft SBE Assessment Study Plan and 2020 Memorandum to the DCCO			

Activity ID	Activity Name	Orig Duration	Start	Finish
	DCCO Staff Process the Draft 2020 Memorandum and the SBE Assessment Study Plan to Obtain Clearances (DCMD Chief, Assistant Director, and Associate Director)			
	DCCO Staff Formally Release the SBE Assessment Study Plan in the 2020 Memorandum Series			
SBE Assessment Report				
First Draft of SBE Assessment Report				
	Receive, Verify, and Validate SBE Data			
	Examine Results and Conduct Analysis			
	Prepare First Draft of the SBE Assessment Report			
	Distribute First Draft of <<Title>> Report to the Assessment Sponsoring DCMD ADC and Other Reviewers			Dec-29-2018
	Incorporate DCMD ADC and Other Comments to the SBE Assessment Report			
Initial Draft of SBE Assessment Report				
	Prepare Initial Draft of the SBE Assessment Report			
	Distribute Initial Draft of the SBE Assessment Report to Evaluations & Experiments Coordination Br. (EXC)			
	EXC Distributes Initial Draft of the SBE Assessment Report to the DROM Working Group for Electronic Review			
	Receive Comments from the DROM Working Group on the Initial Draft of the SBE Assessment Report			
	Schedule the SBE Assessment Report for the IPT Lead to Meet with the DROM Working Group			
	Discuss DROM Comments on Initial Draft of the SBE Assessment Report			
Final Draft of SBE Assessment Report				
	Prepare Final Draft of the SBE Assessment Report			
	Distribute Final Draft of the SBE Assessment Report to the DPMO and the EXC			
	Schedule and Discuss Final Draft of the SBE Assessment Report with the 2020 PMGB			
	Incorporate 2020 PMGB Comments on the SBE Assessment Report			
Final of SBE Assessment Report				

Activity ID	Activity Name	Orig Duration	Start	Finish
	Prepare FINAL SBE Assessment Report			
	Deliver FINAL SBE Assessment Report to the EXC			
	EXC Staff Distribute the FINAL SBE Assessment Report and 2020 Memorandum to the DCCO			
	DCCO Staff Process the Draft 2020 Memorandum and the FINAL SBE Assessment Report to Obtain Clearances (DCMD Chief, Assistant Director, and Associate Director)			
	DCCO Staff Formally Release the FINAL SBE Assessment Report in the 2020 Memorandum Series			
	EXC Staff Capture Recommendations of the FINAL SBE Assessment Report in the Census Knowledge Management SharePoint Application			

XI. Review /Approval Table

Role	Electronic Signature	Date
Fact Checker or independent verifier		
Author’s Division Chief (or designee)		
DSSD ADC		
DCMD ADC		
DROM DCMD co-executive sponsor (or designee)		
DROM DSSD co-executive sponsor (or designee)		
Associate Director for R&M (or designee)		
Associate Director for Decennial Census Programs (or designee)		
2020 PMGB		

XII. Document Revision and Version Control History

VERSION	DATE	REVISION DESCRIPTION
0.1	1/24/17	First Draft for Special Enumeration (SE) Team review & comment
0.2	3/14/17	Initial Draft w/comments incorporated from SE Team
0.3	4/12/17	Initial Draft for GQO IPT, DSSD & DCMD ADC’s review and comments
0.4	5/11/17	Incorporated comments received from v0.3 Initial Draft & sent to GQO IPT, DSSD & DCMD ADCs & DSSD Chief for review and comments
0.5	5/31/17	Incorporated comments received for v.04 and sent to Branch Chief for review and comment.
0.6	6/13/17	Incorporates additional comments from Branch Chief, includes questions and tables for Cost & Progress, & Lessons Learned. Updated the report and transferred to the new Study Plan template version 1.1 2/8/2017
0.7	6/22/17	Incorporates comments from DSSD ADC, Branch Chief and GQO-IPT. Additional sections were added. The order of the assessment questions have been placed in a logical order. Sent to DSSD Chief, Branch Chief & ADC for review & approval.
1.0	6/27/17	Incorporates comments from DSSD Chief, Branch Chief & ADC for review & approval. Deleted questions and tables related to response processing which may be moved to the Decennial Response Processing Study Plan. Sent & presented to DROM
1.1	09/20 /17	Incorporates comments from DROM, EXC Quality Process Reviewer, DSSD’s Chief, ADC ,Branch Chief, & GQO IPT. Sent to PMGB for review.
1.2	11/01/17	Reorganize report to agree with the current template. Updated the report with the ESC decision to conduct a full SBE data collection operation from July 25 through July 27, 2018. Resent to DROM
1.3	11/20/17	Incorporates comments from DROM, DSSD and DCMD to prepare the Final Draft to be sent and presented to PMGB

XIII. Glossary of Acronyms

Acronym	Definition
ACO	Area Census Office
DCMD	Decennial Census Management Division
DITD	Decennial Information Technology Division
DSSD	Decennial Statistical Studies Division
EXC	Evaluations and Experiments Branch
GEO	Geography Division
GQ	Group Quarters
GQAC	Group Quarters Advance Contact
GQE	Group Quarters Enumeration
GQAV	Group Quarters Advance Visit
GQV	Group Quarters Validation
MAF	Master Address File
SBE	Service-Based Enumeration

XIV. References

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