

**PUERTO RICO TRANSITORY LOCATION ADVANCE CONTACT RECORD**

TL Name _____	Location Unit/Apt. _____
Contact Name _____	Location Area 1 (Barrio/Barriada/sector/Parcela/Comunidad) _____
Contact Area Code _____	_____
Contact Phone Number _____	Location Area 2 (Barrio/Barriada/sector/Parcela/Comunidad) _____
Contact Phone Ext _____	_____
Location Address Number _____	Location KMHM _____
Location Street Name _____	Municipio _____
Location Urbanización _____	Location State: Puerto Rico
Location Building Description/ID _____	Location ZIP Code _____
Location Apartment Complex _____	Location Description _____
	Max Units _____

Notes \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<b>OFFICE USE ONLY</b>
<b>Assigned Census Field Supervisor:</b>
<b>TL Control Number:</b>
<b>Date Assigned:</b>
<b>Date Returned:</b>

## 2020 CARNIVAL CALLING SCRIPT

- Draft, v10-04-18. This version supersedes all previous versions -

<b>Purpose:</b>	To establish the 2020 Census ETL frame for Carnivals/Circuses
<b>Outcome:</b>	Upon completing the 2020 Census Carnival Calling phase, the following key information should be captured in TLAC PCS:  <ol style="list-style-type: none"><li>1) ETL Carnival/Circus names</li><li>2) ETL Carnival/Circus physical street addresses or locations during enumeration period.</li><li>3) ETL Carnival/Circus phone numbers (and contact person names)</li><li>4) Dates performing/set up at each location</li></ol>
<b>Assumption:</b>	<input checked="" type="checkbox"/> Availability of ETL Carnival/Circus directories <input checked="" type="checkbox"/> Availability of ETL PCS to support 2020 ALU program and 2020 TLAC

DRAFT

## 2020 CARNIVAL CALLING SCRIPT

*- Draft, v10-04-18. This version supersedes all previous versions -*

	Carnival Calling Question	Remark
1a	<p><b>Introduction</b></p> <p>Hello, my name is <i>&lt;Your Name&gt;</i>.</p> <p>I am calling from the U.S. Census Bureau. We are currently preparing to conduct the 2020 Census. I have some questions to ask you about carnival or circus events scheduled by <i>&lt;COMPANY NAME&gt;</i> during the time of the 2020 Census. Have I reached <i>&lt;COMPANY NAME&gt;</i>?</p> <p><i>If this is the correct company, go to QUESTION 1b.</i></p> <p><i>If no, ask if they are involved in the carnival, circus, or fair industry.</i></p> <p style="padding-left: 40px;"><i>If yes, ask for the company name and enter the COMPANY NAME in the Notes field, go to QUESTION 1b.</i></p> <p style="padding-left: 40px;"><i>If no, end the interview by saying "Thank you for your time."</i></p> <p><i>If this is the wrong number, ask the respondent if they know the correct or new number. If so, call the other number.</i></p> <p><i>If this is the wrong number and you are unable to get another phone number, go to 'Not Complete' field (located on the 'Contact History screen'), select the appropriate response, and end the interview by saying: "Thank you for your time."</i></p>	
1b	<p>I am trying to reach a company representative who is responsible for setting up schedules and plans for future carnival, circus, or fair events. Who should I speak with?</p> <p><i>If you are speaking to the correct person, Go to Question 2.</i></p> <p><i>If this is not the correct person, ask to be connected to the correct person, then Go to Question 2.</i></p> <p><i>You may need to reference your training to probe for the correct information.</i></p>	
2	<p><b>Contact Name and Phone Number</b></p> <p>May I have your name and phone number?</p> <p><i>Enter information into the <b>Contact Name</b> and <b>Contact Phone Number</b> fields on the TL Add screen.</i></p> <p><i>Go to QUESTION 3.</i></p>	MAF to record this number. Not the Site Manager number in #7
3	<p><b>Privacy Act Information &amp; Purpose of Interview</b></p> <p>To make sure we count everyone in the 2020 Census, we visit places such as carnival, circus, and fair events at their scheduled work site to conduct the census.</p>	

## 2020 CARNIVAL CALLING SCRIPT

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	Carnival Calling Question	Remark
	<p>To do that accurately, we need the address or physical location of each carnival, circus or fair event scheduled between Thursday, April 9<sup>th</sup> and Monday, May 4<sup>th</sup>, 2020. This will make sure we have a thorough list of sites to conduct our 2020 Census enumeration operations.</p> <p><b>(For Remote Alaska)</b> Therefore, we need to obtain the address or physical location of each carnival, circus or fair event scheduled between January 21<sup>st</sup> and April 30<sup>th</sup>, 2020, in order to make sure we have a thorough list of sites to conduct our 2020 Census enumeration operations.</p> <p>We estimate this interview will take approximately ten minutes.</p> <div style="border: 1px solid black; padding: 5px;"> <p>All of the information that you provide will remain confidential. We are conducting the 2020 Census under the authority of Title 13, U.S. Code, Sections 141, 193, 221 and 223. You are required by law to respond to the census.</p> <p><i>Read if necessary the following to the contact:</i></p> <p>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>The Census Bureau is required by law to protect this information (Title 13, U.S. Code, Section 9). The Census Bureau is not permitted to publicly release your responses in a way that could identify anyone. By law, the Census Bureau can only use your responses to produce statistics. Per the Federal Cybersecurity Enhancement Act of 2015, data are protected from cybersecurity risks through screening of the systems that transmit data.</p> <p>To learn more about our privacy policy and data protection, please visit our website at census.gov and click on "Data Protection and Privacy Policy" at the bottom of the home page. This page also includes information about the collection, storage, and use of these records. Click on "System of Records Notices (SORN)" and look for Privacy Act System of Records Notice COMMERCE/CENSUS-5, Decennial Census Program.</p> <p>Go to QUESTION 4a.</p> </div>	
4a	<p><b>Date and Location</b></p> <p>Will your company be scheduling a carnival, circus, or fair event between Thursday, April 9<sup>th</sup> to Monday, May 4<sup>th</sup>, 2020?</p> <p><b>(For Remote Alaska)</b> During the period from January 21<sup>st</sup> and April 30<sup>th</sup>, 2020, will your company be scheduling any carnival, circus, or fair events?</p> <p><i>If Yes, go to Question 4b.</i></p> <p><i>If No, end the interview by saying "Thank you for your time, this is all the information I need."</i></p>	

## 2020 CARNIVAL CALLING SCRIPT

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	Carnival Calling Question	Remark
4b	<p>Will there be people staying on site during the event?</p> <p><i>If Yes, go to Question 5a.</i></p> <p><i>If No, end the interview by saying "Thank you for your time, this is all the information I need."</i></p>	
5a	<p>Between April 9<sup>th</sup> and May 4<sup>th</sup>, 2020 provide the date of the first scheduled event?</p> <p><i>Enter date in the <b>Notes</b> field.</i></p> <p><i>Go to QUESTION 5b.</i></p>	
5b	<p>What is the name of the event that the carnival, circus or fair will be part of?</p> <p><i>Enter name of event in the <b>TL Name</b> field.</i></p> <p><i>Go to QUESTION 5c.</i></p>	
5c	<p>What is the street address, city, county, state and ZIP Code for this event?</p> <p><i>Enter the Street Address, City, County, State and ZIP Code in the <b>TL Add screen</b> designated fields.</i></p> <p><i>Go to QUESTION 6.</i></p> <p style="background-color: yellow;"><b><i>If the street address is not known Go to QUESTION 5d.</i></b></p>	
5d	<p><b>If Need to Collect A Physical Location</b></p> <p>What is the physical location description with the nearest intersecting roads, including city, county, state, and ZIP Code for this event's location?</p> <p><i>An enumerator must be able to locate the carnival/circus in order to enumerate. Ask for :</i></p> <ul style="list-style-type: none"> <li><i>a) The name of the county where the carnival, circus or fair will occur</i></li> <li><i>b) The city or town that the carnival, circus or fair will be located</i></li> <li><i>c) Name for the site the event will occur, e.g., Montgomery County Fairgrounds, parking lot of shopping center</i></li> <li><i>d) Any highways near the event site</i></li> <li><i>e) Any identifying landmarks near the carnival, circus or fair site e.g., mall or shopping center, fairgrounds, building, etc.</i></li> </ul> <p><i>Go to QUESTION 6.</i></p>	
6	<p><b>Verifying the Address Information Provided</b></p>	

## 2020 CARNIVAL CALLING SCRIPT

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	Carnival Calling Question	Remark
	<p>I would like to review the event information I have collected.</p> <p><i>Read the captured data from ETL PCS for confirmation</i></p> <p><i>Go to QUESTION 7.</i></p>	
7	<p><b>Manager Information</b></p> <p>Is there a site manager that a Census Bureau -employee can contact at the event?</p> <p><i>If yes, then ask, May I have the person's name and phone number?</i>  <i>If no, ask, Who is the point of contact for the site visit?</i></p> <p><i>Enter Name and Phone Number in the Notes section.</i></p> <p>Go to QUESTION 8.</p>	<p>Site manager should be mapped to Notes section</p>
8	<p>Does the (<i>choose the appropriate one</i>) carnival, circus or fair event have a website?</p> <p><i>If YES, enter website address in the Notes section.</i></p> <p>Go to QUESTION 9</p>	
9	<p><b>Call Closing</b></p> <p>During the time of the 2020 Census enumeration, Census Bureau staff will arrive at the scheduled event location. They will present an official Census Bureau photo ID badge.</p> <p>We ask that you let the site manager/point of contact know that the Census Bureau will be enumerating at that time and encourage their cooperation. Someone from the Census Bureau will contact the site manager/point of contact to discuss details about the enumeration. We appreciate your cooperation.</p> <p>Does your company have any other carnivals, circuses, or fairs occurring during the period from April 9<sup>th</sup> and May 4<sup>th</sup>, 2020 besides the one we have just discussed?</p> <p><b>(For Remote Alaska)</b> Does your company have any other carnivals, circuses, or fairs occurring during the period from January 21<sup>st</sup> and April 30<sup>th</sup>, 2020 besides the -one we have just discussed?</p> <p><i>If yes, close out the interview, open a new record and start at Question 5A.</i></p> <p><i>If no, 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 census office at _____ (<i>Please provide the ACO telephone number</i>) or visit our website at census.gov [<a href="#">link to ETL Website</a>]. On our website, you will find informational materials about the 2020 Census.</p>	

**ADVANCE CONTACT OPERATION FOR  
ENUMERATION AT TRANSITORY  
LOCATIONS  
CALLING SCRIPT**

**2020 CENSUS**

**ADVANCE CONTACT CALLING SCRIPT  
FOR TRANSITORY LOCATIONS**

INTRODUCTION		
#	Question	Remark
1a	<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 2020 Census. To make sure we count everyone in the Census, we visit places like hotels, motels, Recreational Vehicle (RV) parks, campgrounds, and marinas. I have some questions to ask you about <i>(Say the TL NAME listed in the TL Response column)</i> at <i>(Say the ADDRESS NUMBER and STREET NAME listed in the TL Response Column)</i>.</p> <p><i>If a TL or Street Name is not available in the TL Response Column, read the LOCATION DESCRIPTION.</i></p> <p>May I speak to <i>(Say the CONTACT NAME located in the TL Response column)</i>?</p> <p><i>If this is a Housing Unit, change TL Type to blank. Go to QUESTION 8.</i></p> <p><i>If this person is still serving as the contact person for the transitory location, read interview QUESTION 2.</i></p> <p><i>If the contact person has changed, ask for the right person; when they arrive on the call read interview QUESTION 1b.</i></p> <p><i>If this is the wrong number, ask the respondent on the phone if a second number is available, call the second number and read interview QUESTION 1b.</i></p> <p><i>If this is the wrong number and you are unable to retrieve a second phone number, go to Not Complete (located in the Contact History Screen), select the appropriate response, and end the interview by saying: "Thank you for your time."</i></p>	

Commented [SMG(F1)]: Needs decision regarding fields listed here

**ADVANCE CONTACT CALLING SCRIPT  
FOR TRANSITORY LOCATIONS**

<b>INTERVIEW</b>		
<b>#</b>	<b>Question</b>	<b>Remark</b>
1b	<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 2020 Census. To make sure we count everyone during the census, we visit places like hotels, motels, Recreational Vehicle (RV) parks, campgrounds, and marinas. I have some questions to ask you about (<i>Say the TL NAME listed in the TL Response Column</i>) at (<i>Say the ADDRESS NUMBER and STREET NAME listed in the TL Response column</i>).</p> <p><i>If a TL Name or Street Name is not available in the TL Response Column, read the LOCATION DESCRIPTION.</i></p> <p>May I have your name?</p> <p><i>Enter into the Contact Name</i></p> <p><i>Go to QUESTION 2.</i></p>	
2	<p>To prepare for the 2020 Census, I need to collect some information about this location. I have just a few questions to ask you. We estimate this interview will take approximately ten minutes.</p> <p>All of the information that you provide will remain confidential. We are conducting the 2020 Census under the authority of Title 13, U.S. Code, Sections 141, 193, 221 and 223. You are required by law to respond to the census.</p> <p><i>Read if necessary:</i></p> <p>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>The Census Bureau is required by law to protect this information (Title 13, U.S. Code, Section 9). The Census Bureau is not permitted to publicly release your responses in a way that could identify anyone. By law, the Census Bureau can only use your responses to produce statistics. Per the Federal Cybersecurity Enhancement Act of 2015, data are protected from cybersecurity risks through screening of the systems that transmit data.</p> <p>To learn more about our privacy policy and data protection, please visit our website at census.gov and click on "Data Protection and</p>	

**Commented [HF2]:** Should we include the other PR City-Style address of HN+Urbanización and WSID/Unit +Apartment Complex as a secondary reference since not everyone will have a HN+Street in PR? This could have already been sorted out when the GQ calling scripts were being written..

**Commented [KF3R2]:** Should 'most' TLs in PR have HN & street name? If so, it may be too complex to introduce at this stage in the interview...as long as the are reviewed in the detailed review section.

**ADVANCE CONTACT CALLING SCRIPT  
FOR TRANSITORY LOCATIONS**

	<p>Privacy Policy” at the bottom of the home page. This page also includes information about the collection, storage, and use of these records. Click on "System of Records Notices (SORN)" and look for Privacy Act System of Records Notice COMMERCE/CENSUS-5, Decennial Census Program.</p> <p>I am going to read you a summary of the location information that I have. Please let me know if anything is incorrect, or if any information is missing.</p> <p><i>Read all the information for the TL and TL contact shown in the <b>TL Response</b> column to the contact person, spelling out the Contact Name, TL Name, and Street Name or Location Description. If any information is incorrect or missing, make changes in the <b>TL Update</b> section for the fields that are available to update. Only minor spelling changes are permitted to Street Name/Carretera/Ramal, Urbanización, Apartment Complex, LocBarrio/Barriada/Sector/Parcela/Comunidad or Location Description.</i></p> <p><b>Transitory Location (TL )Name:</b>  <b>Loc Address Number:</b>  <b>Loc Street Name/Carretera/Ramal:</b>  <b>Loc Building Number and Apt/Unit:</b>  <b>Loc Area 1 (Barrio/Barriada/Sector/Parcela/Comunidad):</b>  <b>Loc Area 2 (Barrio/Barriada/Sector/Parcela/Comunidad):</b>  <b>KMHM:</b>  <b>Loc Urbanización:</b>  <b>Apartment Complex:</b>  <b>Loc City:</b>  <b>Municipio Code/ Name:</b>  <b>Puerto Rico Code/Abbr: PR</b>  <b>Loc ZIP Code:</b>  <b>Loc ZIP+4:</b>  <b>Location Description:</b></p> <p><b>Contact Name:</b>  <b>Contact Area Code:</b>  <b>Contact Phone Number:</b>  <b>Contact Phone Extension:</b></p> <p><i>Go to <b>QUESTION 3</b>.</i></p>	
3	<p>Will you be operating between Thursday, April 9<sup>th</sup>, 2020 and Monday, May 4<sup>th</sup>, 2020?</p> <p><i>If Yes, select ‘Y’ from the <b>TL Operating</b> field and <b>Go to QUESTION 4</b>.</i></p>	

**Commented [KF4]:** Do we also have to provide directional guidance on what to do if there is only a location description and now there is a city-style address?

**Commented [KF5]:** Do we need to mention the 'new add' route for any information that needs to be changed for which there is no PCS update field (i.e. HN) or if there is a drastic change to the street name or location description?

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FOR TRANSITORY LOCATIONS**

	<p><i>If No, select 'N' from the <b>TL Operating field</b> and say:</i></p> <p><i>“Thank you very much for your time and participation. This is all the information I need. This transitory location will not be enumerated during the 2020 Census”.</i></p> <p><i>Update the <b>Status Code</b> field to <b>Out-of-Scope</b>, select the out-of-scope reason, and move on to your next case.</i></p>	
4	<p>Is this location primarily a:</p> <p><i>Read the following options:</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Campground</li> <li><input type="checkbox"/> RV park</li> <li><input type="checkbox"/> Marina</li> <li><input type="checkbox"/> Hotel/Motel</li> <li><input type="checkbox"/> Racetrack</li> <li><input type="checkbox"/> Carnival/Circus</li> <li><input type="checkbox"/> Other, please describe.</li> </ul> <p><i>Select one of the options. If 'Other' is selected, provide a description in text box.</i></p> <p><i>If more than one option is given, select the primary location, and provide a detailed note listing the other types of locations associated with this address in Notes section.”</i></p> <p><i>Go to <a href="#">QUESTION 5</a>.</i></p>	
5	<p>What types of Spaces or Units are at this location?</p> <p><i>Read the following options:</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Sites</li> <li><input type="checkbox"/> Pads</li> <li><input type="checkbox"/> Slips</li> <li><input type="checkbox"/> Rooms</li> <li><input type="checkbox"/> Units</li> <li><input type="checkbox"/> Other, please describe.</li> </ul> <p><i>Select one of the options. If 'Other' is selected, provide description in text box.</i></p> <p><i>If more than one option is given, select the primary option here and provide a detailed note listing the other options in the <b>Notes</b> section</i></p> <p><i>Go to <a href="#">QUESTION 6</a>.</i></p>	

**ADVANCE CONTACT CALLING SCRIPT  
FOR TRANSITORY LOCATIONS**

6	<p>What is the maximum number of spaces or units at this location?</p> <p><i>Enter number in the <b>Max Units</b> field.</i></p> <p><i>Go to QUESTION 7.</i></p>	
7	<p>We will conduct the 2020 Census from Thursday, April 9<sup>th</sup>, 2020 through Monday, May 4<sup>th</sup>, 2020.</p> <p>What is the average number of occupied spaces or units at this location during that time frame?</p> <p><i>Enter number in the <b>Est. Occ. Units</b> section.</i></p> <p><i>Go to QUESTION 8.</i></p>	
8	<p>Including yourself, how many people will be living or staying at (Say the <b>ADDRESS NUMBER</b> and <b>STREET NAME</b> listed in the TL Response column) on April 1, 2020?</p> <p><i>Enter this information into the <b>Est. Occ. Units</b> section.</i></p> <p>The census response data that we ask for each person are name, sex, date of birth, age on Census Day, Hispanic origin, race, citizenship, and an alternate address where they live or stay when not at this location.</p> <p>We will send a Census worker to your location to conduct an in-person interview for each person who was living or staying at this location on Census Day.</p> <p><i>Update the Contact Information.</i></p> <p><i>Type: “<u>This is a housing unit</u>” in the Notes section.</i></p> <p><i>Go to QUESTION 10.</i></p>	
9	<p>Between Thursday April 9<sup>th</sup>, 2020 and Monday May 4<sup>th</sup>, 2020 what is the best day and time to enumerate this location?</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 and time for us to conduct the interviews at this location between Thursday April 9<sup>th</sup>, 2020 to Monday May 4<sup>th</sup>, 2020?</p> <p><i>Enter date and time in the <b>Scheduled Visit</b> section.</i></p>	

**ADVANCE CONTACT CALLING SCRIPT  
FOR TRANSITORY LOCATIONS**

	<p><i>Go to <a href="#">QUESTION 12</a>.</i></p>	
11	<p>Are there any specific instructions that Census Bureau staff need to know in order to count the people at this location? For example are there gated communities, locked entrances, etc.</p> <p><i>If yes, select the 'Y' in the <b>Specific Instructions</b> field. Enter instructions in the <b>Specific Instructions</b> text box.</i></p> <p><i>If no, leave 'N' selected in the <b>Specific Instructions</b> field.</i></p> <p><i><a href="#">Go to QUESTION 12</a>.</i></p>	
12	<p>Are there any people at this location that do not speak or understand English?</p> <p><i>If yes, select 'Y' from the <b>Other Languages</b> field, ask, What language(s) do they speak? (For example Spanish, Vietnamese, Korean)</i></p> <p><i>Select the language(s) spoken in the <b>TL Languages</b> field.</i></p> <p><i><a href="#">Go to QUESTION 13</a>.</i></p> <p><i>If this is a Housing Unit, <a href="#">Go to QUESTION 16</a>.</i></p> <p><i>If no, leave 'N' selected in the TL languages field.</i></p> <p><i><a href="#">Go to QUESTION 13</a>.</i></p>	
13	<p>When we come to conduct the enumeration, will you be able to provide a printed site map for us to use?</p> <p><i>If yes, select 'Y' from the <b>Site Map Available</b> field</i></p> <p><i>If no, leave 'N' selected in the Site Map Available field.</i></p> <p><i><a href="#">Go to QUESTION 14</a>.</i></p>	
14	<p>I am going to check our records to determine if we have you listed as the contact person for any other locations that do not have an enumeration appointment scheduled. Thank you for your patience. (!) Click <b>SAVE</b></p> <p><i>Go to the <b>Search Screen</b> and conduct a search on the contact person's name to determine if other cases are listed for them. If there are other cases listed for this contact person that do not have an enumeration appointment scheduled, <a href="#">go to QUESTION 15</a>.</i></p>	

**ADVANCE CONTACT CALLING SCRIPT  
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	<p><i>If there are no other cases listed for this contact person, say “I have checked our records and we do not have you listed as a contact person for any other locations,” go to <a href="#">QUESTION 17</a>.</i></p>	
15	<p>According to our Census records, we have you responsible for (Say the <b>TL NAME</b> and <b>TL TYPE CODE DESCRIPTION</b>) Is this correct? <i>If yes, then inform the TL Contact that you would like to conduct interviews for the other locations. If they respond no, but they are listed as being responsible for other TLs, accept their response, and ask “Do you know the contact person for this location? Update the contact details for those location(s) (if applicable).</i></p> <p><i>Go to <a href="#">QUESTION 16</a>.</i></p>	
16	<p>Are you responsible for any additional facilities, either at this address or elsewhere?</p> <p><i>Access the OCS Browse Living Quarters and confirm if it is a new address record. If yes, enter facility information on <b>ADD screen</b></i></p> <p><i>If this address exists in the OCS Browse Living Quarters, update TL contact information and conduct the interview if it is a TL.</i></p> <p><i>If it is not in OCS Browse Living Quarters,</i></p> <p><i>Go to <a href="#">QUESTION 17</a>.</i></p> <p><b>If no..</b></p>	
17	<p>On the day of the enumeration, Census Bureau staff will arrive at your location at the scheduled day and time. They will present an official Census Bureau photo ID badge.</p> <p>We ask that you let the people living or staying there know that the Census Bureau will be enumerating at that time and encourage their cooperation. Someone from the Census Bureau will contact you prior to your appointment to discuss details about the enumeration. We appreciate your cooperation.</p> <p><i>Go to <a href="#">QUESTION 18</a>.</i></p>	
18	<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 _____ (Please provide the ACO telephone number) or visit our website at census.gov <a href="#">link to ETL Website</a>. On</p>	

**Commented [SMG(F6)]:** Still needs to be developed. Pending decision.

**Commented [KF7]:** Do you plan to ask if they are in charge of any other TLs?" to try and get adds?

**Commented [SMG(F8R7)]:** Pending – will follow GQAC

**ADVANCE CONTACT CALLING SCRIPT  
FOR TRANSITORY LOCATIONS**

	our website, you will find informational materials about the 2020 Census.	
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DRAFT

TL

Last Modified 11/06/2018/

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**PUERTO RICO  
ENUMERATION AT TRANSITORY  
LOCATIONS  
IN-FIELD ADVANCE CONTACT SCRIPT  
2020 CENSUS**

**PUERTO RICO ENUMERATION AT TRANSITORY LOCATION IN-FIELD  
ADVANCE CONTACT SCRIPT**

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<b>INTRODUCTION</b>	
#	Question
<b>1</b>	<p>Hello. My name is (<i>Your name</i>).</p> <p>I am representing the U.S. Census Bureau. We are currently conducting the 2020 Census. To make sure we count everyone in the Census, we visit places like hotels, motels, RV parks, campgrounds, and marinas. I have some questions to ask you about (<i>Say the <b>LOCATION NAME</b> on the Transitory Location Advance Contact Record</i>) at (<i>Say the <b>ADDRESS NUMBER</b> and <b>STREET NAME</b> on the Transitory Location Advance Contact Record</i>).</p> <p><i>If the Address Number or Street Name is not listed, read <b>ADDRESS NUMBER</b> and <b>URBANIZACIÓN</b></i></p> <p><i>If previous options are not available use, <b>APARTMENT COMPLEX</b> and <b>UNIT/APT</b></i></p> <p><i>If previous options are not available use, <b>LOCATION DESCRIPTION</b>.</i></p> <p>May I speak to (<i>Say the <b>CONTACT NAME</b> located on the Transitory Location Advance Contact Record</i>)?</p> <p><b>Go to QUESTION 2</b></p>

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**PUERTO RICO ENUMERATION AT TRANSITORY LOCATION IN-FIELD  
ADVANCE CONTACT SCRIPT**

<b>INTERVIEW</b>	
<b>#</b>	<b>Question</b>
<b>2</b>	<p>To prepare for the 2020 Census, I need to collect some information about this location. I have just a few questions to ask you. We estimate this interview will take approximately ten minutes.</p> <p>All of the information that you provide will remain confidential. We are conducting the 2020 Census under the authority of Title 13, U.S. Code, Sections 141, 193, 221 and 223. You are required by law to respond to the census.</p> <p><i>Hand the Contact Person the Confidentiality Notice.</i></p> <p><b>Go to QUESTION 3</b></p>
<b>3</b>	<p>I am going to read you a summary of the location information that I have. Please let me know if anything is incorrect, or if any information is missing.</p> <p><i>Refer to the Transitory Location Advance Contact Record and read the following fields (write in updates in the blank spaces, as needed):</i></p> <p><b>TL Name:</b> _____</p> <p><b>Location Address Number:</b> No updates can be made</p> <p><b>Location Street Name (only minor spelling changes):</b> _____</p> <p><b>Location Urbanización:</b> No updates can be made</p> <p><b>Location Building Description/ID:</b> No updates can be made</p> <p><b>Location Apartment Complex:</b> No updates can be made</p> <p><b>Location Apt/Unit:</b> No updates can be made</p>

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	<p><b>Location Area 1 (Barrio/Barriada/sector/Parcela/Comunidad):</b> No updates can be made.</p> <p><b>Location Area 2 (Barrio/Barriada/sector/Parcela/Comunidad):</b> No updates can be made.</p> <p><b>Location KMHM:</b> No updates can be made</p> <p><b>Municipio:</b> No updates can be made</p> <p><b>Location State: Puerto Rico</b> No updates can be made</p> <p><b>Location ZIP Code:</b> No updates can be made</p> <p><b>Location Description:</b> No updates can be made</p> <p><b>Contact Name:</b> _____</p> <p><b>Contact Area Code:</b> _____</p> <p><b>Contact Phone Number:</b> _____</p> <p><b>Contact Phone Extension:</b> _____</p> <p><i>If the Contact Person notifies you of updates for the fields labeled, <b>no updates can be made</b>, fill out a <b>D-1049 Add Verification form</b> and end the interview.</i></p> <p><i>Otherwise, <b>Go to QUESTION 4</b></i></p>
<p><b>4</b></p>	<p>Will you be open between Thursday, April 9<sup>th</sup>, 2020 and Monday, May 4<sup>th</sup>, 2020?</p> <p><i>Check the box that applies.</i></p> <p><input type="checkbox"/> <b>YES, Go to QUESTION 5</b></p> <p><input type="checkbox"/> <b>NO, say:</b> Thank you very much for your time and participation. This is all the information I need. This transitory location will not be enumerated in the 2020 Census.</p>

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<b>5</b>	<p>Is this location primarily a:</p> <p><i>Read the following options:</i></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Campground</li><li><input type="checkbox"/> RV park</li><li><input type="checkbox"/> Marina</li><li><input type="checkbox"/> Hotel/Motel</li><li><input type="checkbox"/> Racetrack</li><li><input type="checkbox"/> Carnival/Circus</li><li><input type="checkbox"/> Other, please describe.</li></ul> <p><i>Check all the options that apply. If 'Other' is selected, provide description in the space below:</i></p> <p><b>Go to QUESTION 6</b></p>
<b>6</b>	<p>What types of Spaces or Units are at this location?</p> <p><i>Read the following options:</i></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Sites</li><li><input type="checkbox"/> Pads</li><li><input type="checkbox"/> Slips</li><li><input type="checkbox"/> Rooms</li><li><input type="checkbox"/> Units</li><li><input type="checkbox"/> Other, please describe.</li></ul> <p><i>Select all the options that apply. If 'Other' is selected, provide description in the space below:</i></p> <p><b>Go to QUESTION 7</b></p>
<b>7</b>	<p>What is the maximum number of spaces or units at this location?</p> <p><i>Write the number here:</i> _____</p> <p><b>Go to QUESTION 8</b></p>
<b>8</b>	<p>We will conduct the 2020 Census from Thursday, April 9<sup>th</sup>, 2020 through Monday, May 4<sup>th</sup>, 2020.</p>

**PUERTO RICO ENUMERATION AT TRANSITORY LOCATION IN-FIELD  
ADVANCE CONTACT SCRIPT**

	<p>What is the average number of occupied spaces or units at this location during that time frame?</p> <p><i>Write the number here:</i> _____</p> <p style="text-align: center;"><b>Go to QUESTION 9</b></p>
<p style="text-align: center;"><b>9</b></p>	<p>Between Thursday April 9<sup>th</sup>, 2020 and Monday May 4<sup>th</sup>, 2020 what is the best day and time to enumerate this location?</p> <p><i>Date:</i> _____</p> <p><i>Time:</i> _____</p> <p style="text-align: center;"><b>Go to QUESTION 10</b></p>
<p style="text-align: center;"><b>10</b></p>	<p>Are there any specific instructions that Census Bureau staff need to know in order to count the people at this location? For example, are there gated communities, locked entrances, etc.</p> <p><input type="checkbox"/> <i>YES. Provide description in the space below.</i></p> <p><input type="checkbox"/> <i>NO.</i></p> <p style="text-align: center;"><b>Go to QUESTION 11</b></p>
<p style="text-align: center;"><b>11</b></p>	<p>Are there any people at this location that do not speak or understand English?</p> <p><input type="checkbox"/> <i>YES. Ask, What language(s) do they speak? (For example Spanish, Chinese, Vietnamese, Korean) Write language(s) in the space below.</i></p> <p><input type="checkbox"/> <i>NO.</i></p> <p style="text-align: center;"><b>Go to QUESTION 12</b></p>
<p style="text-align: center;"><b>12</b></p>	<p>Do you have a printed site map for us to use?</p> <p><input type="checkbox"/> <i>YES. Ask for 5 maps.</i></p> <p><input type="checkbox"/> <i>NO.</i></p>

**PUERTO RICO ENUMERATION AT TRANSITORY LOCATION IN-FIELD  
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	<b>Go to QUESTION 13</b>
<b>13</b>	<p>On the day of the enumeration, Census Bureau staff will arrive at your location at the scheduled day and time. They will present an official Census Bureau photo ID badge.</p> <p>We ask that you let the people living or staying here know that the Census Bureau will be enumerating at that time and encourage their cooperation. Someone from the Census Bureau will contact you prior to your appointment to discuss details about the enumeration. We appreciate your cooperation.</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 (<i>Please provide the ACO telephone number</i>) or visit our website at <a href="https://www.census.gov">census.gov</a>. On our website, you will find informational materials about the 2020 Census.</p>

**ADVANCE CONTACT OPERATION FOR  
ENUMERATION AT TRANSITORY  
LOCATIONS  
CALLING SCRIPT**

**2020 CENSUS  
Remote Alaska**

**ADVANCE CONTACT CALLING SCRIPT  
FOR TRANSITORY LOCATIONS**

INTRODUCTION		
#	Question	Remark
1a	<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 2020 Census. To make sure we count everyone during the census, we visit places like hotels, motels, Recreational Vehicle (RV) parks, campgrounds, and marinas. I have some questions to ask you about (<i>Say the TL NAME listed in the TL Response column</i>) at (<i>Say the ADDRESS NUMBER and STREET NAME listed in the TL Response Column</i>).</p> <p><i>If a TL or Street Name is not available in the TL Response Column, read the LOCATION DESCRIPTION.</i></p> <p>May I speak to (<i>Say the CONTACT NAME located in the TL Response column</i>)?</p>	
	<p><i>If this is a Housing Unit, change TL Type to blank. Go to QUESTION 8.</i></p> <p><i>If this person is still serving as the contact person for the transitory location, read interview QUESTION 2.</i></p> <p><i>If the contact person has changed, ask for the right person; when they arrive on the call read interview QUESTION 1b.</i></p> <p><i>If this is the wrong number, ask the respondent on the phone if a second number is available, call the second number and read interview QUESTION 1ba.</i></p> <p><i>If this is the wrong number and you are unable to retrieve a second phone number, go to Not Complete (located in the Contact History Screen), select the appropriate response, and end the interview by saying: "Thank you for your time."</i></p>	

Commented [MT(F1)]: We'll have to add a "If this is a Housing Unit" skip path

Commented [SMG(F2R1)]: FLD will provide skip pattern

**ADVANCE CONTACT CALLING SCRIPT  
FOR TRANSITORY LOCATIONS**

<b>INTERVIEW</b>		
#	Question	Remark
1b	<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 2020 Census. To make sure we count everyone during the census, we visit places like hotels, motels, Recreational Vehicle (RV) parks, campgrounds, and marinas. I have some questions to ask you about <i>(Say the TL NAME listed in the TL Response Column)</i> at <i>(Say the ADDRESS NUMBER and STREET NAME listed in the TL Response column)</i>. Are you the contact person for this location?</p> <p><i>If a TL Name or Street Name is not available in the TL Response Column, read the LOCATION DESCRIPTION.</i></p> <p>May I have your name?</p> <p><i>Enter into the Contact Name</i></p> <p><i>Go to QUESTION 2.</i></p>	
2	<p>To prepare for the 2020 Census, I need to collect some information about this location. I have just a few questions to ask you. We estimate this interview will take approximately ten minutes.</p> <p>All of the information that you provide will remain confidential. We are conducting the 2020 Census under the authority of Title 13, U.S. Code, Sections 141, 193, 221 and 223. You are required by law to respond to the census.</p> <p><i>Read if necessary:</i></p> <p>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>The Census Bureau is required by law to protect this information (Title 13, U.S. Code, Section 9). The Census Bureau is not permitted to publicly release your responses in a way that could identify anyone. By law, the Census Bureau can only use your responses to produce statistics. Per the Federal Cybersecurity Enhancement Act of 2015, data are protected from cybersecurity risks through screening of the systems that transmit data.</p> <p>To learn more about our privacy policy and data protection, please visit our website at <a href="https://www.census.gov">census.gov</a> and click on "Data Protection and</p>	

**ADVANCE CONTACT CALLING SCRIPT  
FOR TRANSITORY LOCATIONS**

	<p>Privacy Policy” at the bottom of the home page. This page also includes information about the collection, storage, and use of these records. Click on "System of Records Notices (SORN)" and look for Privacy Act System of Records Notice COMMERCE/CENSUS-5, Decennial Census Program.</p> <p>I am going to read you a summary of the location information that I have. Please let me know if anything is incorrect, or if any information is missing.</p> <p><i>Read all the information for the TL and TL contact shown in the <b>TL Response column</b> to the contact person, spelling out the Contact Name, TL Name, and Street Name or Location Description. If any information is incorrect or missing, make changes in the <b>TL Update</b> section for the fields that are available to update. Only minor spelling changes are permitted to Street Name or Location Description.</i></p> <p><b>Transitory Location (TL )Name:</b>  <b>Loc Address Number:</b>  <b>Loc Street Name:</b>  <b>Loc Apt Unit:</b>  <b>Loc City:</b>  <b>Loc County Code/Name:</b>  <b>Loc State Code/Abbr.:</b>  <b>Loc ZIP Code:</b>  <b>Loc ZIP+4:</b>  <b>Location Description:</b></p> <p><b>Contact Name:</b>  <b>Contact Area Code:</b>  <b>Contact Phone Number:</b>  <b>Contact Phone Extension:</b></p> <p><a href="#">Go to QUESTION 3</a></p>	
3	<p>Will you be operating between Thursday, April 9<sup>th</sup>, 2020 and Monday, May 4<sup>th</sup>, 2020?</p> <p><i>If Yes, select ‘Y’ from the <b>TL Operating</b> field and <a href="#">Go to QUESTION 4</a>.</i></p> <p><i>If No, select ‘N’ from the <b>TL Operating</b> field and say:</i></p> <p>“Thank you very much for your time and participation. This is all the information I need. This transitory location will not be enumerated during the 2020 Census”.</p> <p><i>Update the <b>Status Code</b> field to <b>Out-of-Scope</b>, select the out-of-scope reason, and move on to your next case.</i></p>	

- Commented [KF3]:** Do we need to mention the 'new add' route for any information that needs to be changed for which there is no PCS update field (i.e. HN) or if there is a drastic change to the street name or location description?
- Commented [SMG(F4R3)]:** FLD will revisit for both GQAC and ETLAC
- Commented [KF5]:** Do we also have to provide directional guidance on what to do if there is only a location description and now there is a city-style address?

**ADVANCE CONTACT CALLING SCRIPT  
FOR TRANSITORY LOCATIONS**

4	<p>Is this location primarily a:</p> <p><i>Read the following options:</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Campground</li> <li><input type="checkbox"/> RV park</li> <li><input type="checkbox"/> Marina</li> <li><input type="checkbox"/> Hotel/Motel</li> <li><input type="checkbox"/> Racetrack</li> <li><input type="checkbox"/> Carnival/Circus</li> <li><input type="checkbox"/> Other, please describe.</li> </ul> <p><i>Select one of the options. If 'Other' is selected, provide a description in text box.</i></p> <p><i>If more than one option is given, select the primary location, and provide a detailed note listing the other types of locations associated with this address in Notes section."</i></p> <p><i>Go to QUESTION 5.</i></p>	
5	<p>What types of Spaces or Units are at this location?</p> <p><i>Read the following options:</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Sites</li> <li><input type="checkbox"/> Pads</li> <li><input type="checkbox"/> Slips</li> <li><input type="checkbox"/> Rooms</li> <li><input type="checkbox"/> Units</li> <li><input type="checkbox"/> Other, please describe.</li> </ul> <p><i>Select one of the options. If 'Other' is selected, provide description in text box.</i></p> <p><i>If more than one option is given, select the primary option here and provide a detailed note listing the other options in the <b>Notes</b> section.</i></p> <p><i>Go to QUESTION 6.</i></p>	
6	<p>What is the maximum number of spaces or units at this location?</p> <p><i>Enter number in the <b>Max Units</b> field.</i></p> <p><i>Go to QUESTION 7.</i></p>	
7	<p>We will conduct the 2020 Census from Tuesday, January 21<sup>st</sup>, 2020 through Thursday, April 30<sup>th</sup>, 2020.</p>	

**ADVANCE CONTACT CALLING SCRIPT  
FOR TRANSITORY LOCATIONS**

	<p>What is the average number of occupied spaces or units at this location during that time frame?</p> <p>Enter number in the <b>Est. Occ. Units</b> section.</p> <p>Go to <b>QUESTION 9</b>.</p>	
8	<p>Including yourself, how many people will be living or staying at (Say the <b>ADDRESS NUMBER</b> and <b>STREET NAME</b> listed in the <b>TL Response column</b>) on April 1, 2020?</p> <p>Enter this information into the <b>Est. Occ. Units</b> section.</p> <p>The census response data that we ask for each person are name, sex, date of birth, age on Census Day, Hispanic origin, race, citizenship, and an alternate address where they live or stay when not at this location.</p> <p>We will send a Census worker to your location to conduct an in-person interview for each person who was living or staying at this location on Census Day.</p> <p>Update the <b>Contact Information</b>.</p> <p>Type: <b>“This is a housing unit”</b> in the <b>Notes</b> section.</p> <p>Go to <b>QUESTION 10</b>.</p>	
9	<p>Between Tuesday, January 21<sup>st</sup>, 2020 and Thursday, April 30<sup>th</sup>, 2020 what is the best day and time to enumerate this location?</p> <p>Enter date and time in the <b>Scheduled Visit</b> section.</p> <p>Go to <b>QUESTION 11</b>.</p>	
10	<p>What is the best date and time for us to conduct the interviews at this location between Thursday April 9<sup>th</sup>, 2020 to Monday May 4<sup>th</sup>, 2020?</p> <p>Enter date and time in the <b>Scheduled Visit</b> section.</p> <p>Go to <b>QUESTION 12</b>.</p>	
11	<p>Are there any specific instructions that Census Bureau staff need to know in order to count the people at this location? For example are there gated communities, locked entrances, etc.</p> <p>If yes, select the <b>‘Y’</b> in the <b>Specific Instructions</b> field. Enter instructions in the <b>Specific Instructions</b> text box.</p>	

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	<p><i>If no, leave 'N' selected in the <b>Specific Instructions</b> field.</i></p> <p><i>Go to <a href="#">QUESTION 12</a>.</i></p>	
12	<p>Are there any people at this location that do not speak or understand English?</p> <p><i>If yes, select 'Y' from the <b>Other Languages</b> field, ask, What language(s) do they speak? (For example Spanish, Vietnamese, Korean)</i></p> <p><i>Select the language(s) spoken in the <b>TL Languages</b> field.</i></p> <p><i>Go to <a href="#">QUESTION 13</a>.</i></p> <p><i>If this is a Housing Unit, Go to <a href="#">QUESTION 16</a>.</i></p> <p><i>If no, leave 'N' selected in the TL languages field.</i></p> <p><i>Go to <a href="#">QUESTION 13</a>.</i></p>	
13	<p>When we come to conduct the enumeration, will you be able to provide a printed site map for us to use?</p> <p><i>If yes, select 'Y' from the <b>Site Map Available</b> field</i></p> <p><i>If no, leave 'N' selected in the Site Map Available field.</i></p> <p><i>Go to <a href="#">QUESTION 14</a>.</i></p>	
14	<p>I am going to check our records to determine if we have you listed as the contact person for any other locations that do not have an enumeration appointment scheduled. Thank you for your patience. (!) Click <b>SAVE</b></p> <p><i>Go to the <b>Search Screen</b> and conduct a search on the contact person's name to determine if other cases are listed for them. If there are other cases listed for this contact person that do not have an enumeration appointment scheduled, <a href="#">go to QUESTION 15</a>.</i></p> <p><i>If there are no other cases listed for this contact person, say "I have checked our records and we do not have you listed as a contact person for any other locations," <a href="#">go to QUESTION 17</a>._</i></p>	
15	<p>According to our Census records, we have you responsible for (Say the <b>TL NAME</b> and <b>TL TYPE CODE DESCRIPTION</b>) Is this correct? <i>If yes, then inform the TL Contact that you would like to conduct interviews for the other locations.</i></p>	

**ADVANCE CONTACT CALLING SCRIPT  
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	<p><i>If they respond no, but they are listed as being responsible for other TLs, accept their response, and ask 'Do you know the contact person for this location? Update the contact details for those location(s) (if applicable).</i></p> <p><i>Go to QUESTION 16.</i></p>	
16	<p>Are you responsible for any additional facilities, either at this address or elsewhere?</p> <p><i>Access the OCS Browse Living Quarters and confirm if it is a new address record. If yes, enter facility information on ADD screen</i></p> <p><i>If this address exists in the OCS Browse Living Quarters, update TL contact information and conduct the interview if it is a TL.</i></p> <p><i>If it is not in OCS Browse Living Quarters,</i></p> <p><i>Go to QUESTION 17.</i></p> <p><input type="text" value="If no.."/></p>	
17	<p>On the day of the enumeration, Census Bureau staff will arrive at your location at the scheduled day and time. They will present an official Census Bureau photo ID badge.</p> <p>We ask that you let the people living or staying there know that the Census Bureau will be enumerating at that time and encourage their cooperation. Someone from the Census Bureau will contact you prior to your appointment to discuss details about the enumeration. We appreciate your cooperation.</p> <p><i>Go to QUESTION 18.</i></p>	
18	<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 _____ (Please provide the ACO telephone number) or visit our website at census.gov <a href="#">link to ETL Website</a>. On our website, you will find informational materials about the 2020 Census.</p>	

Commented [SMG(F6)]: Still needs to be developed. Pending decision.

**ADVANCE CONTACT OPERATION FOR  
ENUMERATION AT TRANSITORY  
LOCATIONS  
CALLING SCRIPT**

**2020 CENSUS**

**ADVANCE CONTACT CALLING SCRIPT  
FOR TRANSITORY LOCATIONS**

INTRODUCTION		
#	Question	Remark
1a	<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 2020 Census. To make sure we count everyone during the census, we visit places like hotels, motels, Recreational Vehicle (RV) parks, campgrounds, and marinas. I have some questions to ask you about (<i>Say the TL NAME listed in the TL Response column</i>) at (<i>Say the ADDRESS NUMBER and STREET NAME listed in the TL Response Column</i>).</p> <p><i>If a TL or Street Name is not available in the TL Response Column, read the LOCATION DESCRIPTION.</i></p> <p>May I speak to (<i>Say the CONTACT NAME located in the TL Response column</i>)?</p> <p><i>If this is a Housing Unit, change TL Type to blank. Go to QUESTION 8.</i></p> <p><i>If this person is still serving as the contact person for the transitory location, read interview QUESTION 2.</i></p> <p><i>If the contact person has changed, ask for the right person; when they arrive on the call read interview QUESTION 1b.</i></p> <p><i>If this is the wrong number, ask the respondent on the phone if a second number is available, call the second number and read interview QUESTION 1ba.</i></p> <p><i>If this is the wrong number and you are unable to retrieve a second phone number, go to Not Complete (located in the Contact History Screen), select the appropriate response, and end the interview by saying: "Thank you for your time."</i></p>	

**ADVANCE CONTACT CALLING SCRIPT  
FOR TRANSITORY LOCATIONS**

<b>INTERVIEW</b>		
#	Question	Remark
1b	<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 2020 Census. To make sure we count everyone during the census, we visit places like hotels, motels, Recreational Vehicle (RV) parks, campgrounds, and marinas. I have some questions to ask you about <i>(Say the TL NAME listed in the TL Response Column)</i> at <i>(Say the ADDRESS NUMBER and STREET NAME listed in the TL Response column)</i>. Are you the contact person for this location?</p> <p><i>If a TL Name or Street Name is not available in the TL Response Column, read the LOCATION DESCRIPTION.</i></p> <p>May I have your name?</p> <p><i>Enter into the Contact Name</i></p> <p><i>Go to QUESTION 2.</i></p>	
2	<p>To prepare for the 2020 Census, I need to collect some information about this location. I have just a few questions to ask you. We estimate this interview will take approximately ten minutes.</p> <p>All of the information that you provide will remain confidential. We are conducting the 2020 Census under the authority of Title 13, U.S. Code, Sections 141, 193, 221 and 223. You are required by law to respond to the census.</p> <p><i>Read if necessary:</i></p> <p>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>The Census Bureau is required by law to protect this information (Title 13, U.S. Code, Section 9). The Census Bureau is not permitted to publicly release your responses in a way that could identify you. By law, the Census Bureau can only use your responses to produce statistics. Per the Federal Cybersecurity Enhancement Act of 2015, data are protected from cybersecurity risks through screening of the systems that transmit data.</p> <p>To learn more about our privacy policy and data protection, please visit our website at <a href="https://www.census.gov">census.gov</a> and click on "Data Protection and Privacy Policy" at the bottom of the home page. This page also</p>	

TL

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	<p>includes information about the collection, storage, and use of these records. Click on "System of Records Notices (SORN)" and look for Privacy Act System of Records Notice COMMERCE/CENSUS-5, Decennial Census Program.</p> <p>I am going to read you a summary of the location information that I have. Please let me know if anything is incorrect, or if any information is missing.</p> <p><i>Read all the information for the TL and TL contact shown in the <b>TL Response column</b> to the contact person, spelling out the Contact Name, TL Name, and Street Name or Location Description. If any information is incorrect or missing, make changes in the <b>TL Update</b> section for the fields that are available to update. Only minor spelling changes are permitted to Street Name or Location Description.</i></p> <p><b>Transitory Location (TL )Name:</b>  <b>Loc Address Number:</b>  <b>Loc Street Name:</b>  <b>Loc Apt Unit:</b>  <b>Loc City:</b>  <b>Loc County Code/Name:</b>  <b>Loc State Code/Abbr.:</b>  <b>Loc ZIP Code:</b>  <b>Loc ZIP+4:</b>  <b>Location Description:</b></p> <p><b>Contact Name:</b>  <b>Contact Area Code:</b>  <b>Contact Phone Number:</b>  <b>Contact Phone Extension:</b></p> <p><a href="#">Go to QUESTION 3.</a></p>	
3	<p>Will you be open between Thursday, April 9<sup>th</sup>, 2020 and Monday, May 4<sup>th</sup>, 2020?</p> <p><i>If Yes, select 'Y' from the <b>TL Operating</b> field and <a href="#">Go to QUESTION 4.</a></i></p> <p><i>If No, select 'N' from the <b>TL Operating</b> field and say:</i></p> <p>“Thank you very much for your time and participation. This is all the information I need. This transitory location will not be enumerated during the 2020 Census”.</p> <p><i>Update the <b>Status Code</b> field to <b>Out-of-Scope</b>, select the out-of-scope reason, and move on to your next case.</i></p>	
4	<p>Is this location primarily a:</p>	

**ADVANCE CONTACT CALLING SCRIPT  
FOR TRANSITORY LOCATIONS**

	<p><i>Read the following options:</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Campground</li> <li><input type="checkbox"/> RV park</li> <li><input type="checkbox"/> Marina</li> <li><input type="checkbox"/> Hotel/Motel</li> <li><input type="checkbox"/> Racetrack</li> <li><input type="checkbox"/> Carnival/Circus</li> <li><input type="checkbox"/> Other, please describe.</li> </ul> <p><i>Select one of the options. If 'Other' is selected, provide a description in text box.</i></p> <p><i>If more than one option is given, select the primary location, and provide a detailed note listing the other types of locations associated with this address in Notes section."</i></p> <p><i>Go to QUESTION 5.</i></p>	
5	<p>What types of Spaces or Units are at this location?</p> <p><i>Read the following options:</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Sites</li> <li><input type="checkbox"/> Pads</li> <li><input type="checkbox"/> Slips</li> <li><input type="checkbox"/> Rooms</li> <li><input type="checkbox"/> Units</li> <li><input type="checkbox"/> Other, please describe.</li> </ul> <p><i>Select one of the options. If 'Other' is selected, provide description in text box.</i></p> <p><i>If more than one option is given, select the primary option here and provide a detailed note listing the other options in the <b>Notes</b> section.</i></p> <p><i>Go to QUESTION 6.</i></p>	
6	<p>What is the maximum number of spaces or units at this location?</p> <p><i>Enter number in the <b>Max Units</b> field.</i></p> <p><i>Go to QUESTION 7.</i></p>	
7	<p>We will conduct the 2020 Census from Thursday, April 9<sup>th</sup>, 2020 through Monday, May 4<sup>th</sup>, 2020.</p>	

**ADVANCE CONTACT CALLING SCRIPT  
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	<p>What is the average number of occupied spaces or units at this location during that time frame?</p> <p>Enter number in the <b>Est. Occ. Units</b> section.</p> <p>Go to <b>QUESTION 9</b>.</p>	
8	<p>Including yourself, how many people will be living or staying at (Say the <b>ADDRESS NUMBER</b> and <b>STREET NAME</b> listed in the TL Response column) on April 1, 2020?</p> <p>Enter this information into the <b>Est. Occ. Units</b> section.</p> <p>The census response data that we ask for each person are name, sex, date of birth, age on Census Day, Hispanic origin, race, citizenship, and an alternate address where they live or stay when not at this location.</p> <p>We will send a Census worker to your location to conduct an in-person interview for each person who was living or staying at this location on Census Day.</p> <p>Update the Contact Information.</p> <p>Type: <u>“This is a housing unit”</u> in the Notes section.</p> <p>Go to <b>QUESTION 10</b>.</p>	
9	<p>Between Thursday April 9<sup>th</sup>, 2020 and Monday May 4<sup>th</sup>, 2020, what is the best day and time to enumerate this location?</p> <p>Enter date and time in the <b>Scheduled Visit</b> section.</p> <p>Go to <b>QUESTION 11</b>.</p>	
10	<p>What is the best date and time for us to conduct the interviews at this location between Thursday April 9<sup>th</sup>, 2020 to Monday May 4<sup>th</sup>, 2020?</p> <p>Enter date and time in the <b>Scheduled Visit</b> section.</p> <p>Go to <b>QUESTION 12</b>.</p>	
11	<p>Are there any specific instructions that Census Bureau staff need to know in order to count the people at this location? For example are there gated communities, locked entrances, etc.</p> <p>If yes, select the ‘Y’ in the <b>Specific Instructions</b> field. Enter instructions in the <b>Specific Instructions</b> text box.</p>	

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	<p><i>If no, leave 'N' selected in the <b>Specific Instructions</b> field.</i></p> <p><i>Go to <a href="#">QUESTION 12</a>.</i></p>	
12	<p>Are there any people at this location that do not speak or understand English?</p> <p><i>If yes, select 'Y' from the <b>Other Languages</b> field, ask, What language(s) do they speak? (For example Spanish, Vietnamese, Korean)</i></p> <p><i>Select the language(s) spoken in the <b>TL Languages</b> field.</i></p> <p><i>Go to <a href="#">QUESTION 13</a>.</i></p> <p><i>If this is a Housing Unit, Go to <a href="#">QUESTION 16</a>.</i></p> <p><i>If no, leave 'N' selected in the TL languages field.</i></p> <p><i>Go to <a href="#">QUESTION 13</a>.</i></p>	
13	<p>When we come to conduct the enumeration, will you be able to provide a printed site map for us to use?</p> <p><i>If yes, select 'Y' from the <b>Site Map Available</b> field</i></p> <p><i>If no, leave 'N' selected in the Site Map Available field.</i></p> <p><i>Go to <a href="#">QUESTION 14</a>.</i></p>	
14	<p>I am going to check our records to determine if we have you listed as the contact person for any other locations that do not have an enumeration appointment scheduled. Thank you for your patience. (!) Click <b>SAVE</b></p> <p><i>Go to the <b>Search Screen</b> and conduct a search on the contact person's name to determine if other cases are listed for them. If there are other cases listed for this contact person that do not have an enumeration appointment scheduled, <a href="#">go to QUESTION 15</a>.</i></p> <p><i>If there are no other cases listed for this contact person, say "I have checked our records and we do not have you listed as a contact person for any other locations," <a href="#">go to QUESTION 17</a>.</i></p>	
15	<p>According to our Census records, we have you responsible for (Say the <b>TL NAME</b> and <b>TL TYPE CODE DESCRIPTION</b>) Is this correct? <i>If yes, then inform the TL Contact that you would like to conduct interviews for the other locations.</i></p>	

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	<p><i>If they respond no, but they are listed as being responsible for other TLs, accept their response, and ask 'Do you know the contact person for this location? Update the contact details for those location(s) (if applicable).</i></p> <p><i>Go to QUESTION 16.</i></p>	
16	<p>Are you responsible for any additional facilities, either at this address or elsewhere?</p> <p><i>Access the OCS Browse Living Quarters and confirm if it is a new address record. If yes, enter facility information on ADD screen</i></p> <p><i>If this address exists in the OCS Browse Living Quarters, update TL contact information and conduct the interview if it is a TL.</i></p> <p><i>If it is not in OCS Browse Living Quarters,</i></p> <p><i>Go to QUESTION 17.</i></p> <p>If no.</p>	
17	<p>On the day of the enumeration, Census Bureau staff will arrive at your location at the scheduled day and time. They will present an official Census Bureau photo ID badge.</p> <p>We ask that you let the people living or staying there know that the Census Bureau will be enumerating at that time and encourage their cooperation. Someone from the Census Bureau will contact you prior to your appointment to discuss details about the enumeration. We appreciate your cooperation.</p> <p><i>Go to QUESTION 18.</i></p>	
18	<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 _____ (Please provide the ACO telephone number) or visit our website at census.gov <a href="#">link to ETL Website</a>. On our website, you will find informational materials about the 2020 Census.</p>	

**Commented [SMG(F1)]:** Still needs to be developed. Pending decision.

**ENUMERATION AT TRANSITORY  
LOCATIONS  
IN-FIELD ADVANCE CONTACT SCRIPT  
  
2020 CENSUS**

**ENUMERATION AT TRANSITORY LOCATION IN-FIELD ADVANCE CONTACT  
SCRIPT**

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<b>INTRODUCTION</b>	
#	Question
<b>1</b>	<p>Hello. My name is (<i>Your name</i>).</p> <p>I am representing the U.S. Census Bureau. We are currently conducting the 2020 Census. To make sure we count everyone in the Census, we visit places like hotels, motels, RV parks, campgrounds, and marinas. I have some questions to ask you about (<i>Say the <b>LOCATION NAME</b> on the Transitory Location Advance Contact Record</i>) at (<i>Say the <b>ADDRESS NUMBER</b> and <b>STREET NAME</b> on the Transitory Location Advance Contact Record</i>).</p> <p><i>If a Location Name or Street Name is not listed, read the <b>LOCATION DESCRIPTION</b>.</i></p> <p>May I speak to (<i>Say the <b>CONTACT NAME</b> located on the Transitory Location Advance Contact Record</i>)?</p> <p><b>Go to QUESTION 2</b></p>

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**ENUMERATION AT TRANSITORY LOCATION IN-FIELD ADVANCE CONTACT SCRIPT**

<b>INTERVIEW</b>	
<b>#</b>	<b>Question</b>
<b>2</b>	<p>To prepare for the 2020 Census, I need to collect some information about this location. I have just a few questions to ask you. We estimate this interview will take approximately ten minutes.</p> <p>All of the information that you provide will remain confidential. We are conducting the 2020 Census under the authority of Title 13, U.S. Code, Sections 141, 193, 221 and 223. You are required by law to respond to the census.</p> <p><i>Hand the Contact Person the Confidentiality Notice.</i></p> <p><b>Go to QUESTION 3</b></p>
<b>3</b>	<p>I am going to read you a summary of the location information that I have. Please let me know if anything is incorrect, or if any information is missing.</p> <p><i>Refer to the Transitory Location Advance Contact Record and read the following fields (write in updates in the blank spaces, as needed):</i></p> <p><b>TL Name:</b> _____</p> <p><b>Loc Address Number:</b> No updates can be made</p> <p><b>Loc Street Name (only minor spelling changes):</b> _____</p> <p><b>Loc City:</b> No updates can be made</p> <p><b>Loc County Code/Name:</b> No updates can be made</p> <p><b>Loc State Code/Abbr.:</b> No updates can be made</p> <p><b>Loc ZIP Code:</b> No updates can be made</p>

**ENUMERATION AT TRANSITORY LOCATION IN-FIELD ADVANCE CONTACT SCRIPT**

	<p><b>Location Description:</b> No updates can be made</p> <p><b>Contact Name:</b> _____</p> <p><b>Contact Area Code:</b> _____</p> <p><b>Contact Phone Number:</b> _____</p> <p><b>Contact Phone Extension:</b> _____</p> <p><i>If the Contact Person notifies you of updates for the fields labeled, <b>no updates can be made</b>, fill out a <b>D-1049 Add Verification form</b> and end the interview.</i></p> <p><i>Otherwise, <b>Go to QUESTION 4</b></i></p>
<p><b>4</b></p>	<p>Will you be open between Thursday, April 9<sup>th</sup>, 2020 and Monday, May 4<sup>th</sup>, 2020?</p> <p><i>Check the box that applies.</i></p> <p><input type="checkbox"/> <b>YES, Go to QUESTION 5</b></p> <p><input type="checkbox"/> <b>NO, say:</b> Thank you very much for your time and participation. This is all the information I need. This transitory location will not be enumerated in the 2020 Census.</p>
<p><b>5</b></p>	<p>Is this location primarily a:</p> <p><i>Read the following options:</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Campground</li> <li><input type="checkbox"/> RV park</li> <li><input type="checkbox"/> Marina</li> <li><input type="checkbox"/> Hotel/Motel</li> <li><input type="checkbox"/> Racetrack</li> <li><input type="checkbox"/> Carnival/Circus</li> <li><input type="checkbox"/> Other, please describe.</li> </ul> <p><i>Check all the options that apply. If 'Other' is selected, provide description in the space below:</i></p> <p><b>Go to QUESTION 6</b></p>

**ENUMERATION AT TRANSITORY LOCATION IN-FIELD ADVANCE CONTACT  
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<b>6</b>	<p>What types of Spaces or Units are at this location?</p> <p><i>Read the following options:</i></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Sites</li><li><input type="checkbox"/> Pads</li><li><input type="checkbox"/> Slips</li><li><input type="checkbox"/> Rooms</li><li><input type="checkbox"/> Units</li><li><input type="checkbox"/> Other, please describe.</li></ul> <p><i>Select all the options that apply. If 'Other' is selected, provide description in the space below:</i></p> <p><b>Go to QUESTION 7</b></p>
<b>7</b>	<p>What is the maximum number of spaces or units at this location?</p> <p><i>Write the number here:</i> _____</p> <p><b>Go to QUESTION 8</b></p>
<b>8</b>	<p>We will conduct the 2020 Census from Thursday, April 9<sup>th</sup>, 2020 through Monday, May 4<sup>th</sup>, 2020.</p> <p>What is the average number of occupied spaces or units at this location during that time frame?</p> <p><i>Write the number here:</i> _____</p> <p><b>Go to QUESTION 9</b></p>
<b>9</b>	<p>Between Thursday April 9<sup>th</sup>, 2020 and Monday May 4<sup>th</sup>, 2020 what is the best day and time to enumerate this location?</p> <p><i>Date:</i> _____</p> <p><i>Time:</i> _____</p> <p><b>Go to QUESTION 10</b></p>

**ENUMERATION AT TRANSITORY LOCATION IN-FIELD ADVANCE CONTACT  
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<b>10</b>	<p>Are there any specific instructions that Census Bureau staff need to know in order to count the people at this location? For example, are there gated communities, locked entrances, etc.</p> <p><input type="checkbox"/> <i>YES. Provide description in the space below.</i></p> <p><input type="checkbox"/> <i>NO.</i></p> <p><b>Go to QUESTION 11</b></p>
<b>11</b>	<p>Are there any people at this location that do not speak or understand English?</p> <p><input type="checkbox"/> <i>YES. Ask, What language(s) do they speak? (For example Spanish, Chinese, Vietnamese, Korean) Write language(s) in the space below.</i></p> <p><input type="checkbox"/> <i>NO.</i></p> <p><b>Go to QUESTION 12</b></p>
<b>12</b>	<p>Do you have a printed site map for us to use?</p> <p><input type="checkbox"/> <i>YES. Ask for 5 maps.</i></p> <p><input type="checkbox"/> <i>NO.</i></p> <p><b>Go to QUESTION 13</b></p>
<b>13</b>	<p>On the day of the enumeration, Census Bureau staff will arrive at your location at the scheduled day and time. They will present an official Census Bureau photo ID badge.</p> <p>We ask that you let the people living or staying here know that the Census Bureau will be enumerating at that time and encourage their cooperation. Someone from the Census Bureau will contact you prior to your appointment to discuss details about the enumeration. We appreciate your cooperation.</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 (<i>Please provide the ACO telephone number</i>) or visit our website at <a href="https://www.census.gov">census.gov</a>. On our website, you will find informational materials about the 2020 Census.</p>

**TRANSITORY LOCATION ADVANCE CONTACT RECORD**

TL Name \_\_\_\_\_ Location City \_\_\_\_\_

Contact Name \_\_\_\_\_ Location County Code/name \_\_\_\_\_

Contact Area Code \_\_\_\_\_ Location State Code/Abbr \_\_\_\_\_

Contact Phone Number \_\_\_\_\_ Location ZIP Code \_\_\_\_\_

Contact Phone Ext \_\_\_\_\_ Location Description \_\_\_\_\_

Location Address Number \_\_\_\_\_ Max Units \_\_\_\_\_

Location Street Name \_\_\_\_\_

Notes \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<b>OFFICE USE ONLY</b>
<b>Assigned Census Field Supervisor:</b>
<b>TL Control Number:</b>
<b>Date Assigned:</b>
<b>Date Returned:</b>