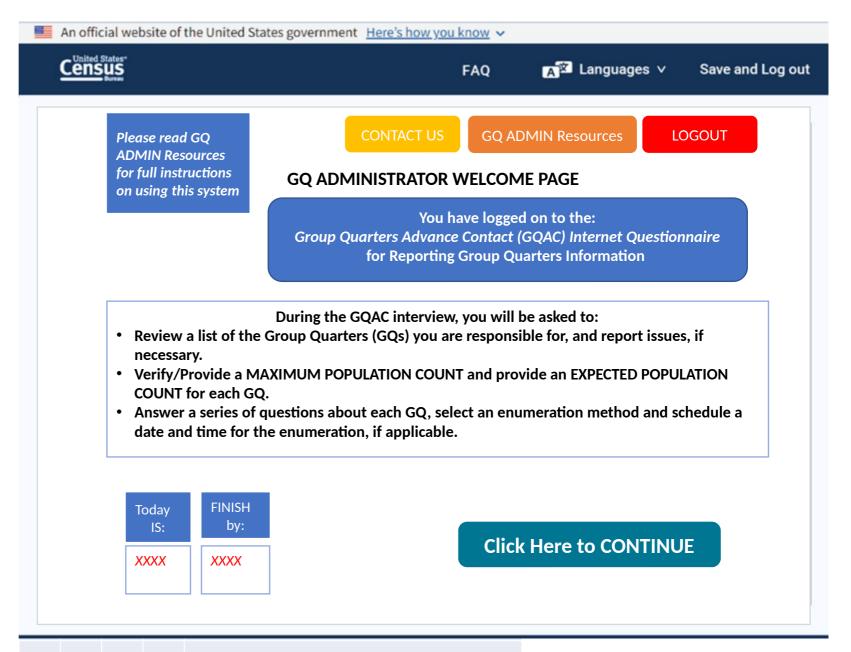
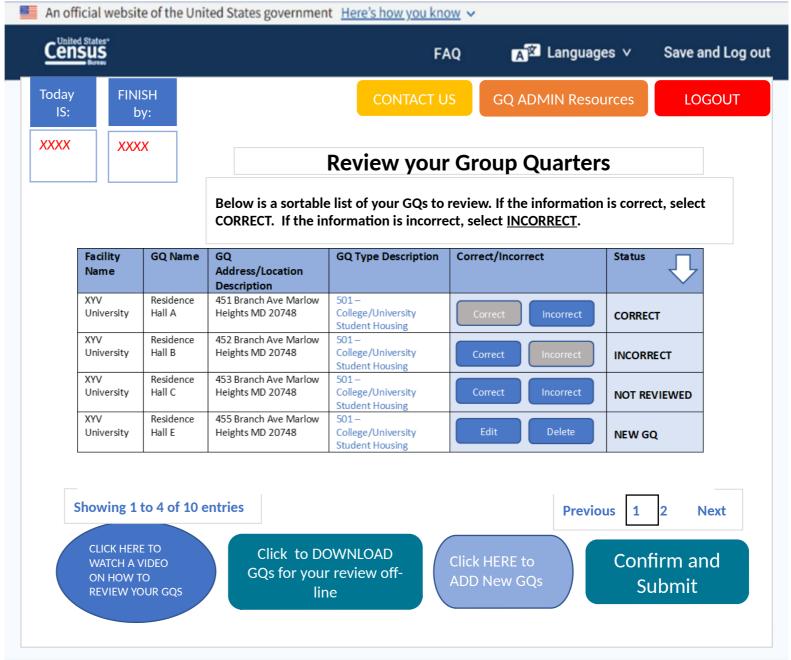
Electronic Group Quarters Advance Contact Instrument Wireframe

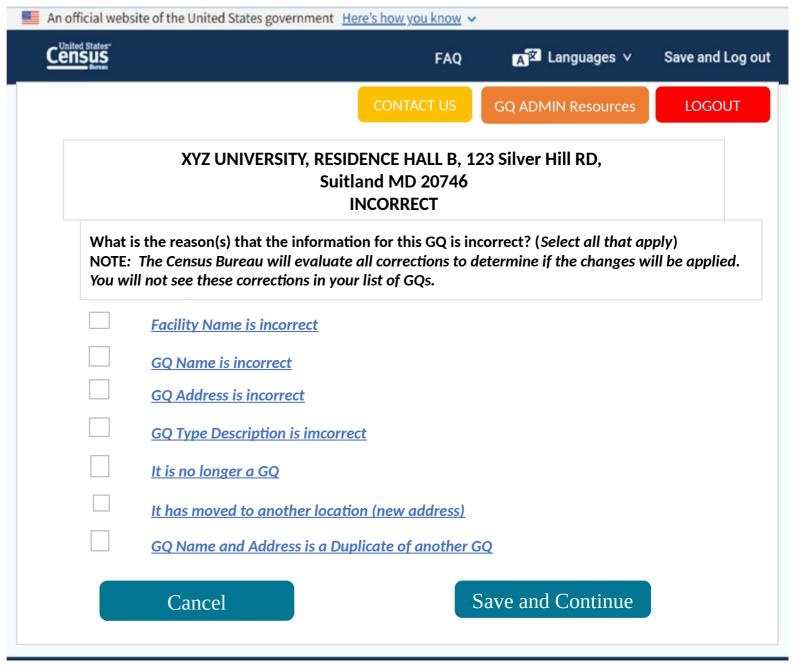
WELCOME



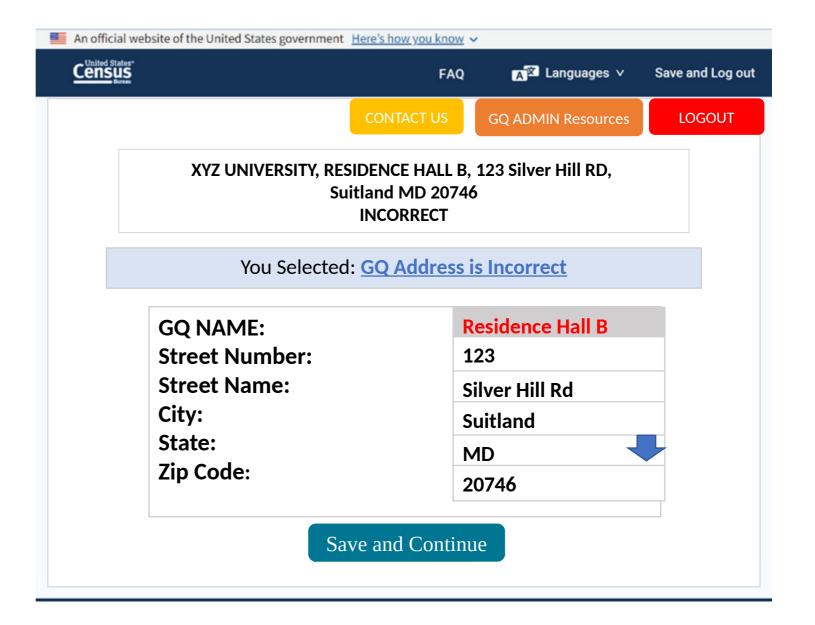
REVIEW GQS



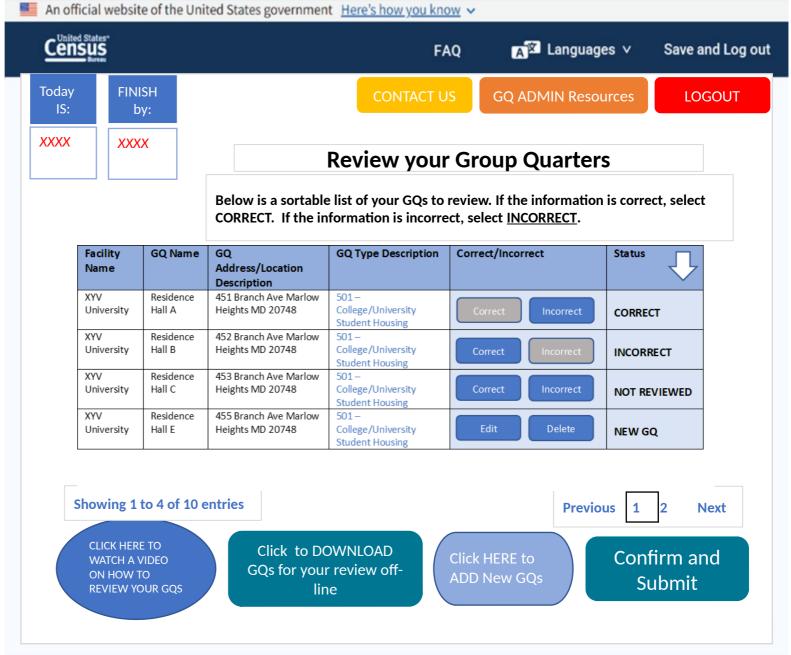
GQ INCORRECT REASONS



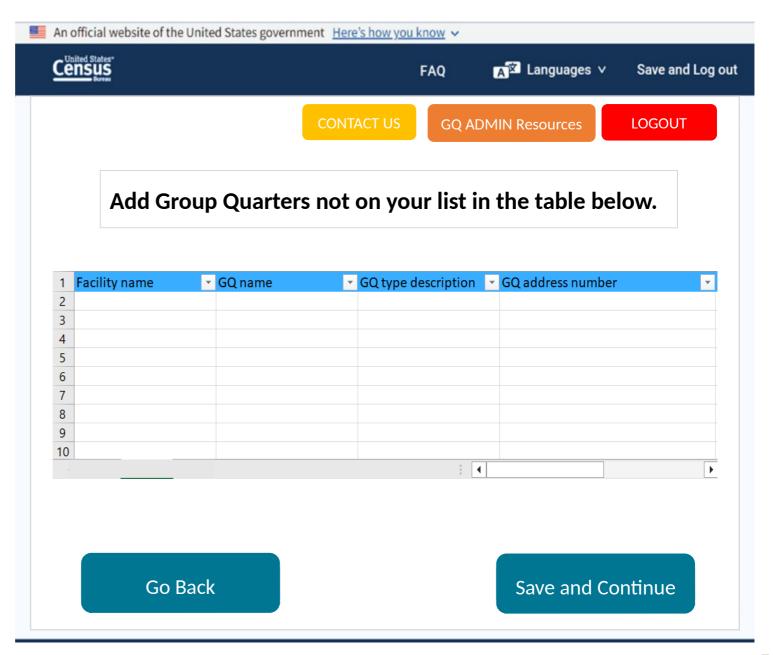
GQ ADDRESS INCORRECT

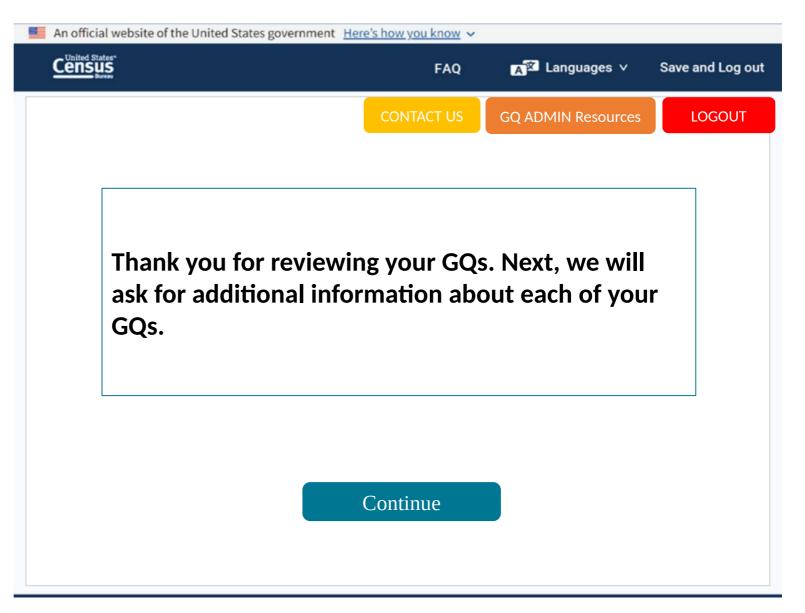


REVIEW GQS

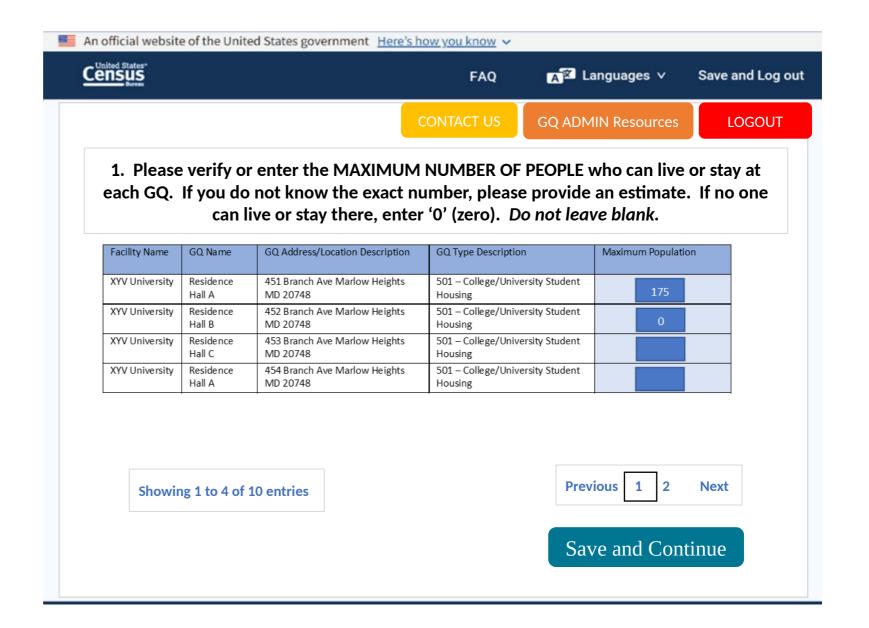


Add GQS





Max Pop

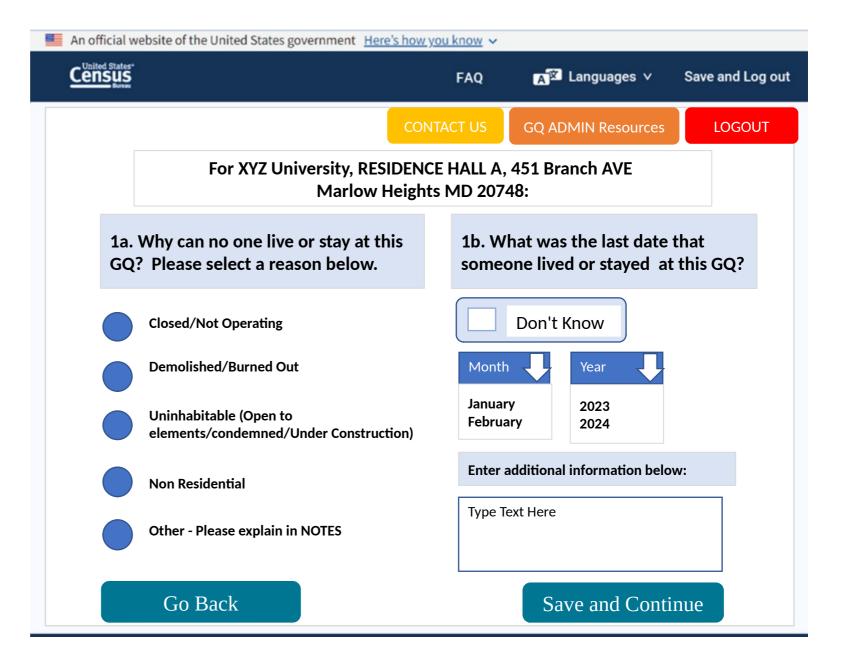


Max Pop Zero

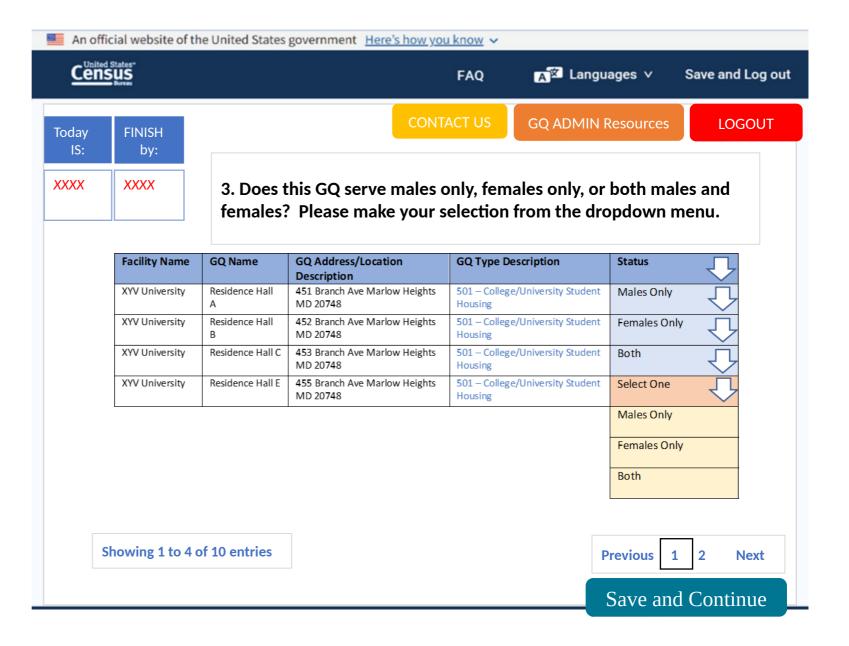
'Max Pop Zero' screen will pop up when the Max Pop is selected as ZERO.

For every address where the Max Pop is Zero the window will be displayed.

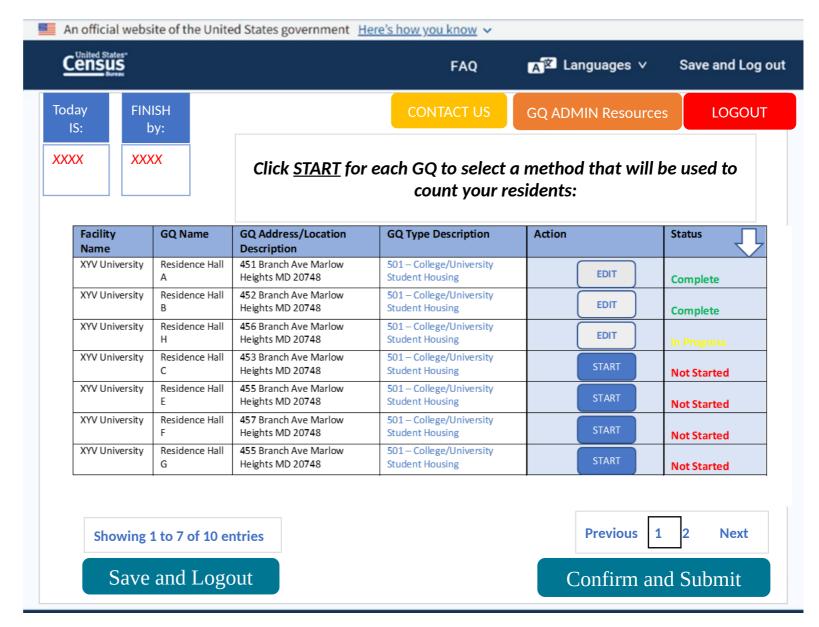
Save and Continue will trigger every address with MAX POP = ZERO FIRST



GQ Serves Males/Females

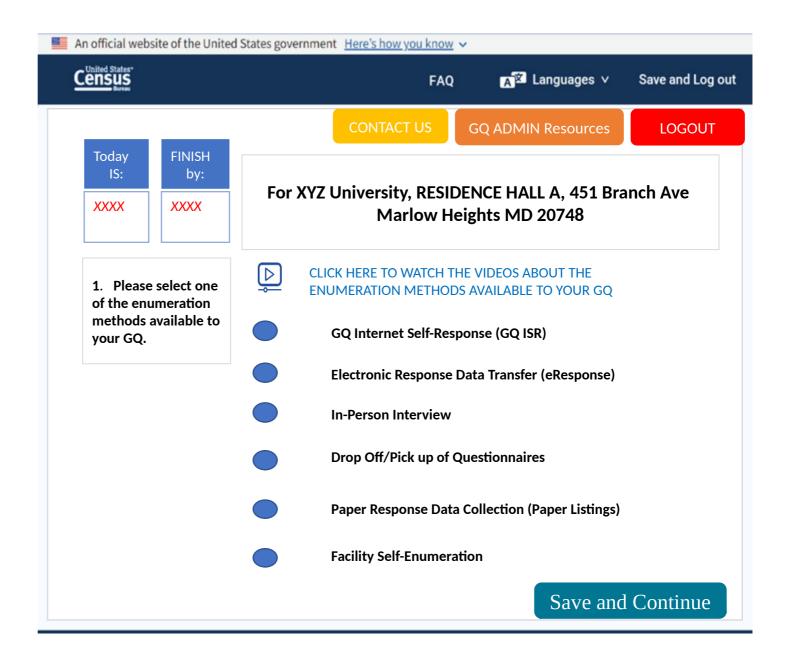


Select GQ from list to select its enumeration method

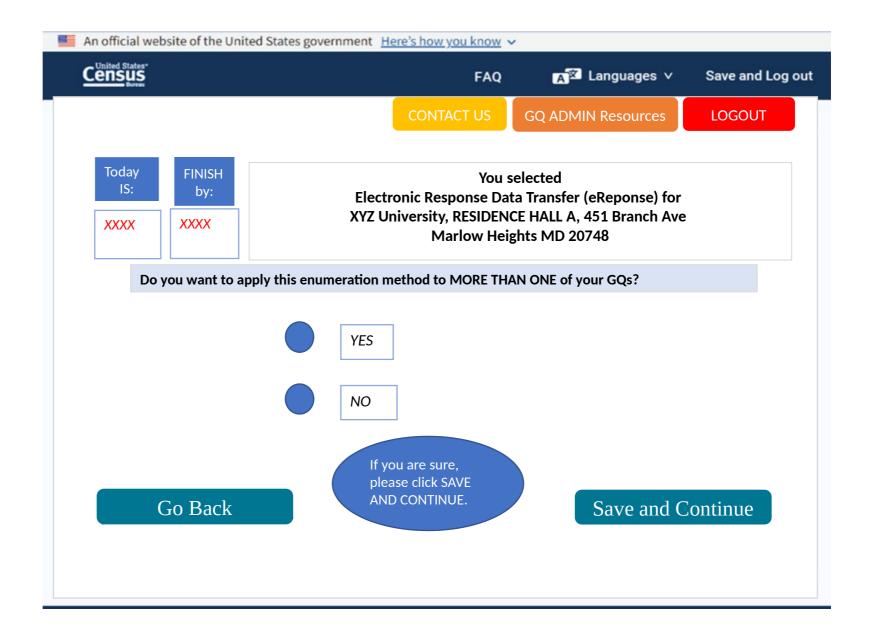


Select Enum method for selected GQ

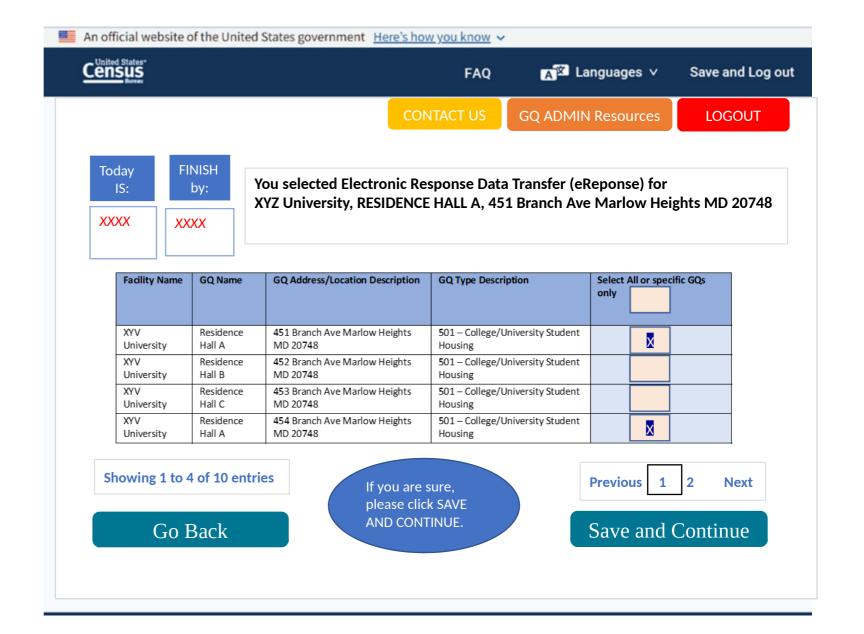
This full list of options will be modified for specific GQ types (not all GQ types are eligible for all enumeration options).



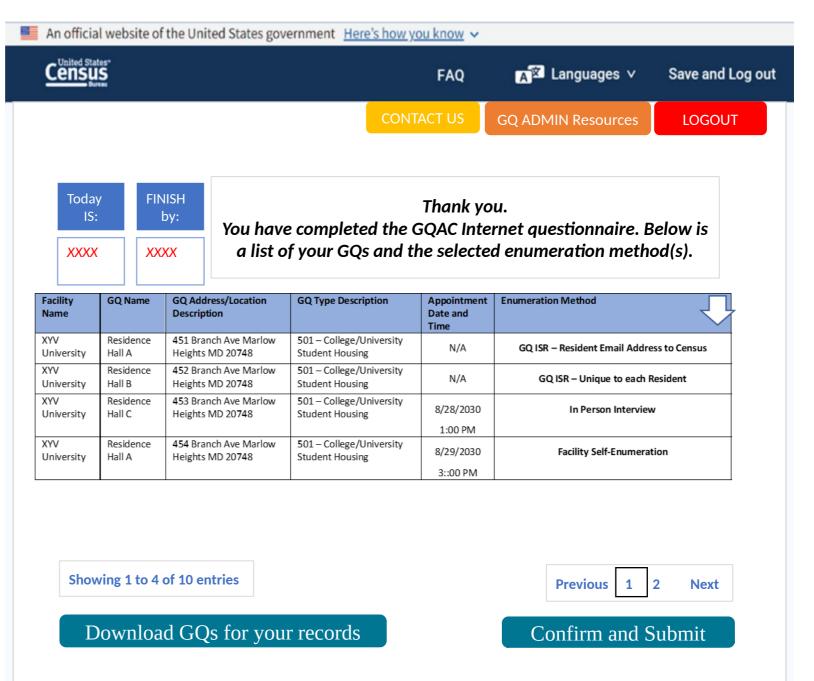
Apply enumeration method to more than one GQ?



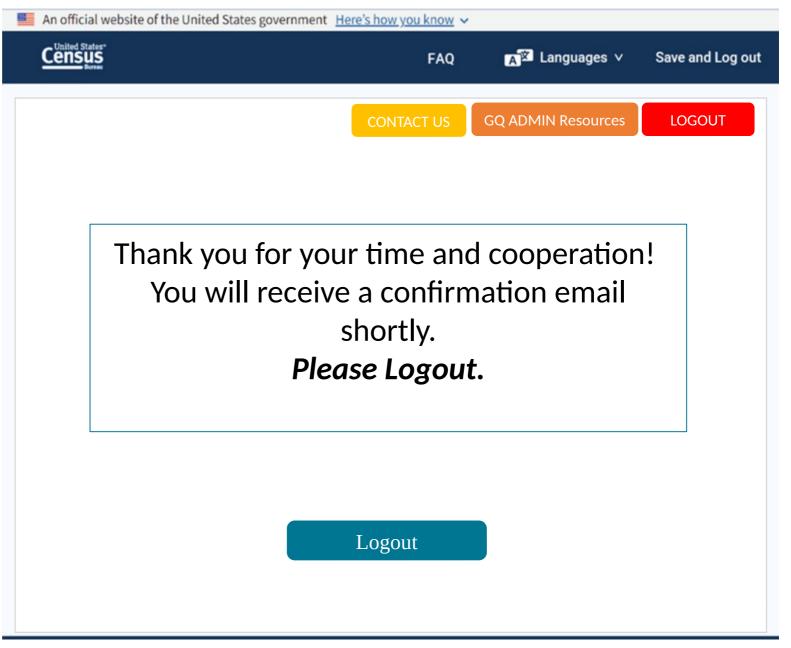
Apply enumeration method to more than one GQ? Yes



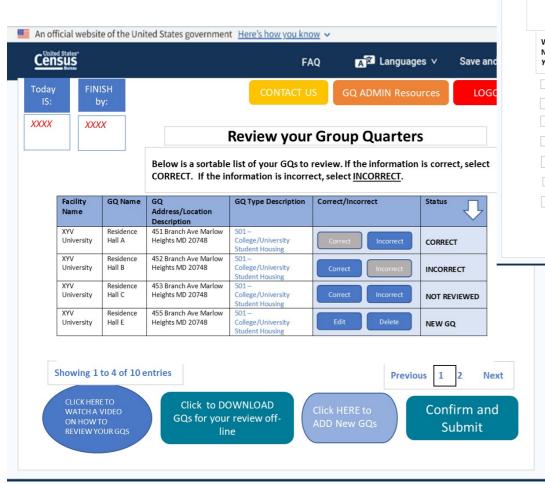
Confirmation of completed list of GQs

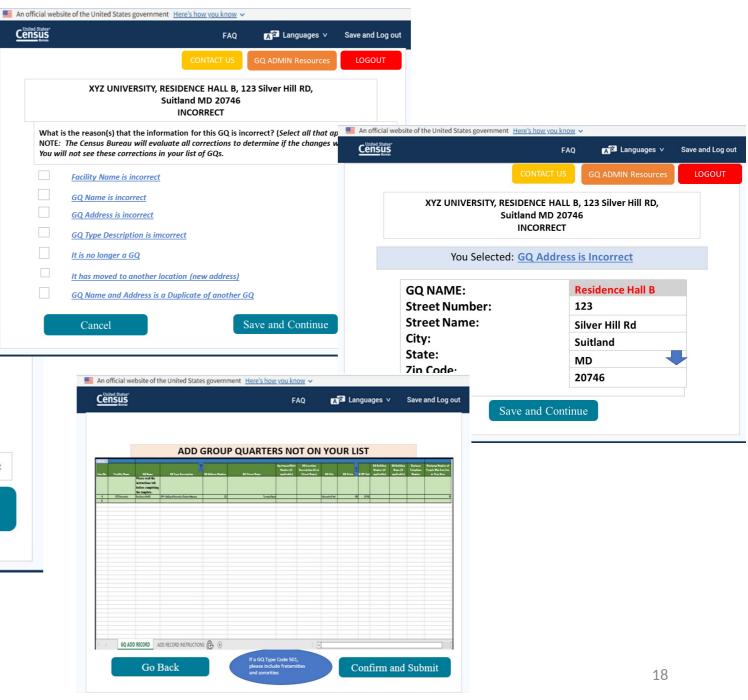


LOGOUT

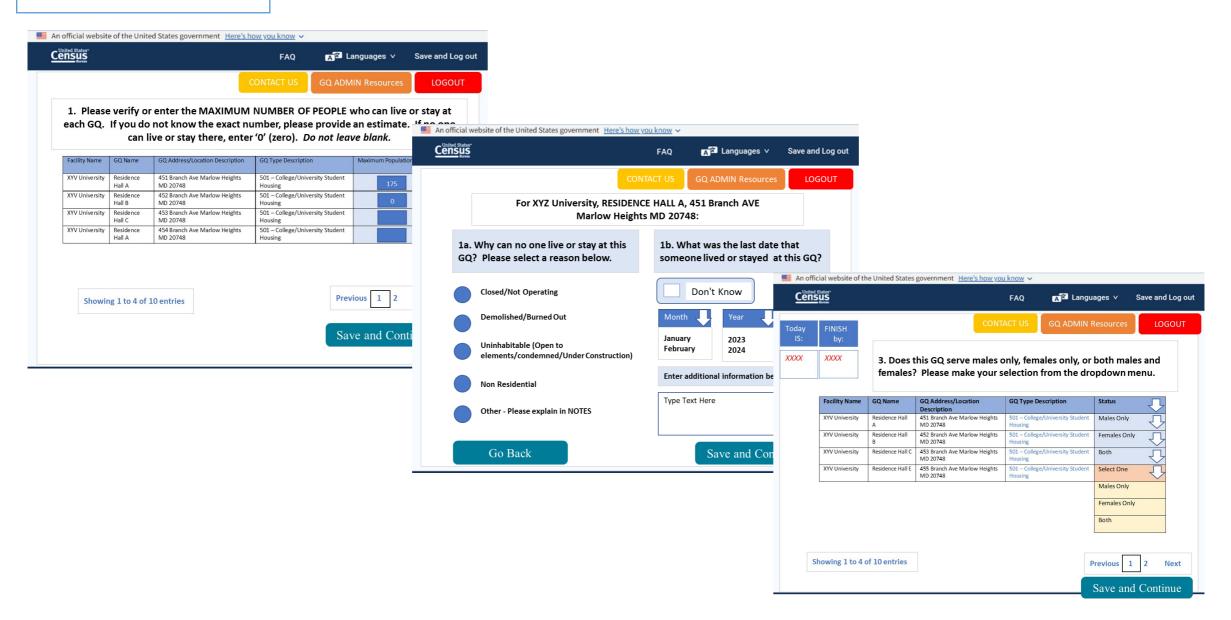


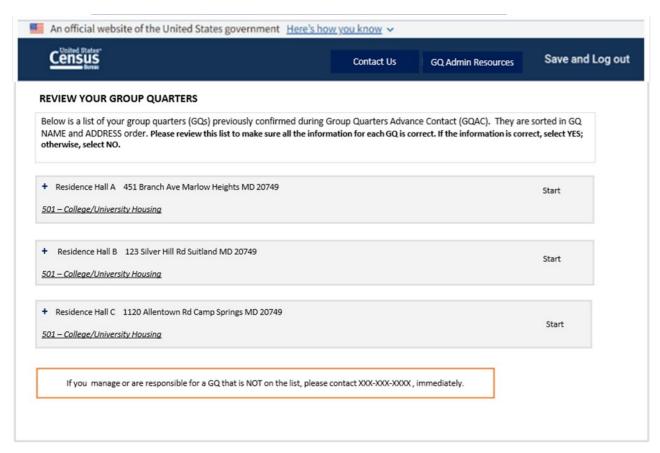
Steps FOR GQ review, correction, and adding missing GQs

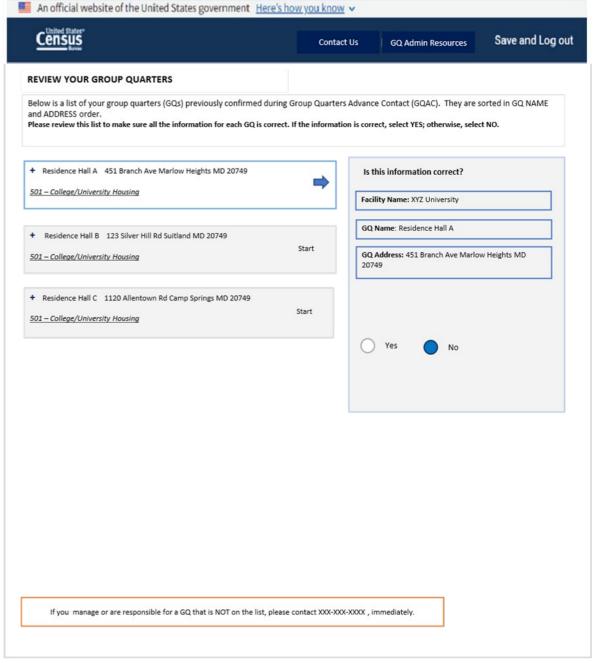


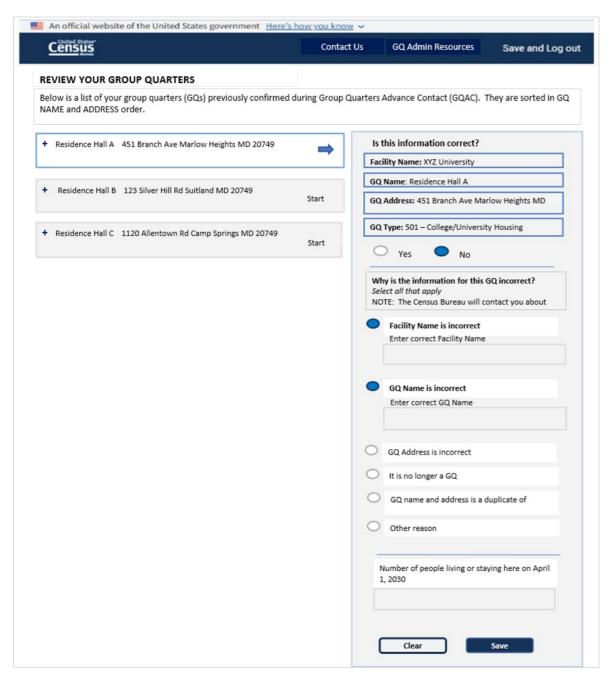


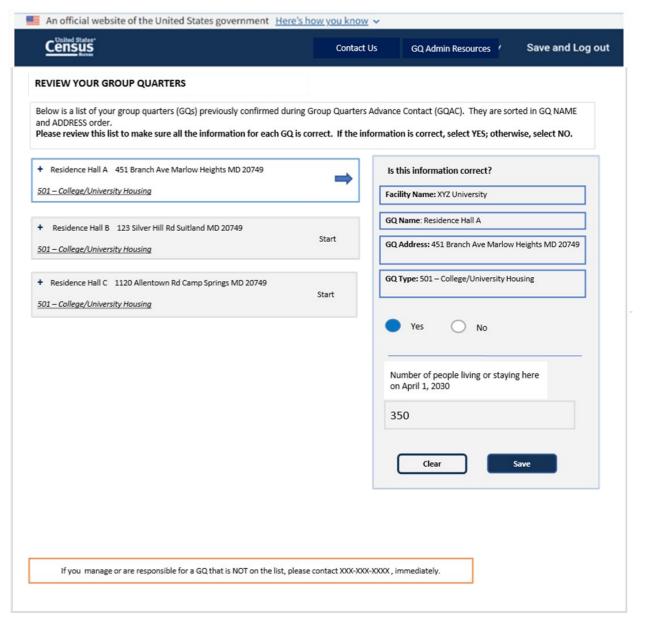
Providing information for every GQ



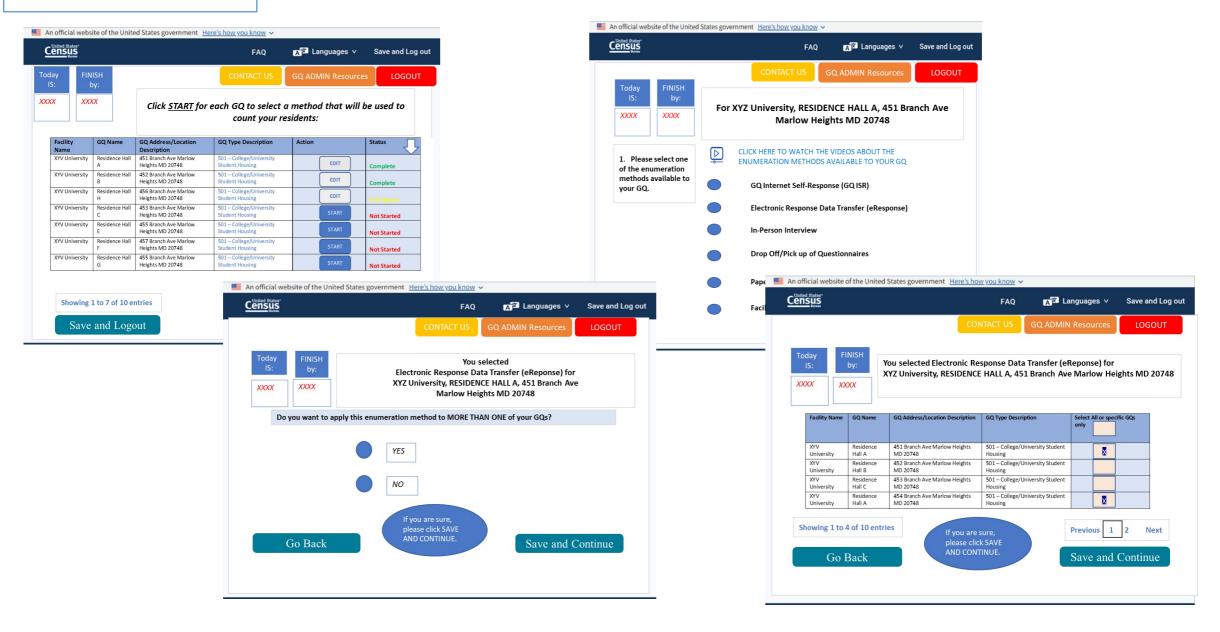








Select enumeration methods



Group Quarters Residents Internet Selfresponse Administrator Dashboard Wireframe

| Option 1 - Census Bureau sends | The GQ administrator | The Census Bureau | | |
|--|--|---|--|--|
| email invitations to GQ residents | Enters names and email addresses for residents in the system. | Sends an email to each resident with a link to the online census questionnaire. | | |
| Option 2 - GQ Administrator | The Census Bureau | The GQ administrator | | |
| sends Unique ID to each resident by email | Provides a list of unique Census IDs (one for each resident) and an example email. Each Census ID is a twelve-digit code that a respondent will enter into the online census questionnaire to complete the census. | Assigns each resident a Census ID and then emails each resident 1) their Census ID, 2) a link to the census questionnaire using the example email template. | | |
| Option 3 - GQ Administrator | The Census Bureau | The GQ administrator | | |
| sends GQ-specific questionnaire link to residents by email | Provides one unique link to the census questionnaire for each GQ. Residents of each GQ will use the same link. | Emails the GQ-specific links to residents of each GQ. | | |
| Option 4 - GQ Administrator | The Census Bureau | The GQ administrator | | |
| sends generic link and GQ- specific Census IDs to residents by email | Sends a generic link to the census questionnaire and a unique Census ID for each GQ. Residents of each GQ will use the same Census ID. | Emails the questionnaire link and the GQ-specific Census IDs to residents of each GQ. | | |
| Option 5 - Census Bureau | The Census Bureau | The GQ administrator | | |
| drops off paper letters to be distributed to residents | Drops off a set of paper invitation letters and paper census forms at a time selected by the administrator. Each letter is pre-printed with the name and address of a specific GQ and a unique ID for each resident. | Distributes the letters and census forms to residents of each GQ. | | |

Option 1 Start Page





Contact Us

GQ Admin Resources

Save and Log out

GQ-ISR - GQ Administrator Sends Email Addresses to the Census Bureau

Please select the method that you would like to use to provide the names and email addresses of the people who lived or stayed in each of your GQs on April 1, 2030.

Once you select a reporting method, it cannot be changed.

DOWNLOAD/ UPLOAD A SPREADSHEET

Download an Excel file template, enter the information for each group quarters, and upload the file with the information in it.

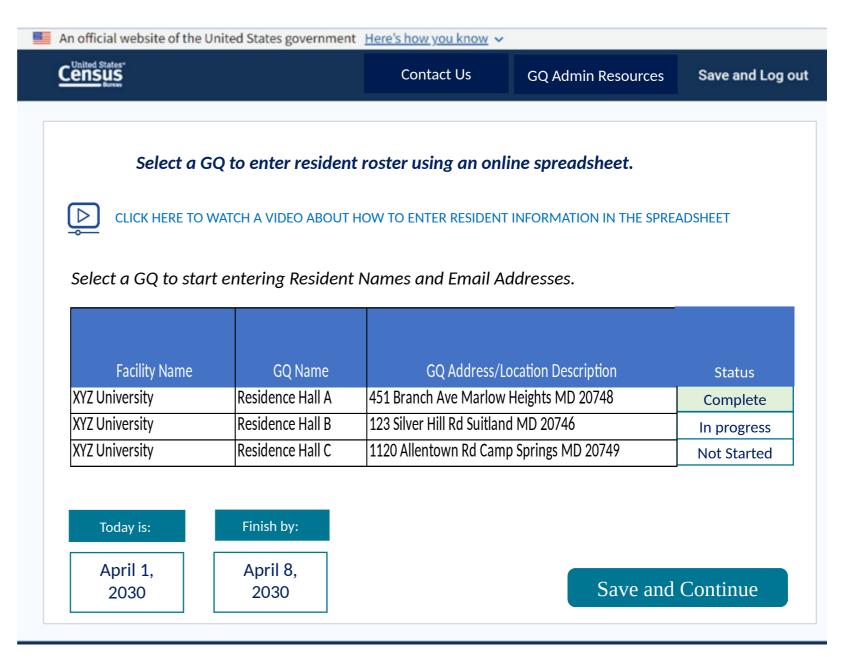
OR

SPREADSHEET

Enter the information for each group quarters into an online spreadsheet format.

Save and Continue

Option 1 – Select GQ to enter resident roster using online spreadsheet



Option 1 – Enter resident roster for selected GQ in online spreadsheet An official website of the United States government Here's how you know >



Contact Us

GQ Admin Resources

Save and Log out

Enter resident roster information for the selected GQ in the online spreadsheet below.

<- go back

You selected

RESIDENCE HALL A, 451 Branch AVE Marlow Heights MD 20748

Enter the First Name, Middle Name (optional), Last Name (s), and Email Address (required) for each resident of this GQ. Make sure the number of people you enter is the same as the number of people you previously told us were living or staying there on April 1, 2030.

| # | FIRST NAME | MIDDLE NAME | LAST NAME (S) | EMAL ADDRESS | |
|---|------------|-------------|---------------|-------------------|--|
| 1 | MARY | J | SMITH | MJS21@COLLEGE.EDU | |
| 2 | JEAN | Α | HUMANA | JAH50@COLLEGE.EDU | |
| 3 | ROBERT | 0 | PERSONA | ROP02@COLLEGE.EDU | |

| Example: | | | |
|---------------|--------------------|---------------------|-------------------|
| First Name | MIDDL E NAME | LAST NAME (S) | Email Address |
| Mary | J | Smith | MJS21@COLLEGE.EDU |

Download file for your records

Submit

Return to Option 1 Start Page, download spreadsheet

An official website of the United States government Here's how you know >



Contact Us

GQ Admin Resources

Save and Log out

GQ-ISR - GQ Administrator Sends Email Addresses to the Census Bureau

Please select the method that you would like to use to provide the names and email addresses of the people who lived or stayed in each of your GQs on April 1, 2030.

Once you select a reporting method, it cannot be changed.

DOWNLOAD/ UPLOAD A SPREADSHEET

Download an Excel file template, enter the information for each group quarters, and upload the file with the information in it.

OR

SPREADSHEET

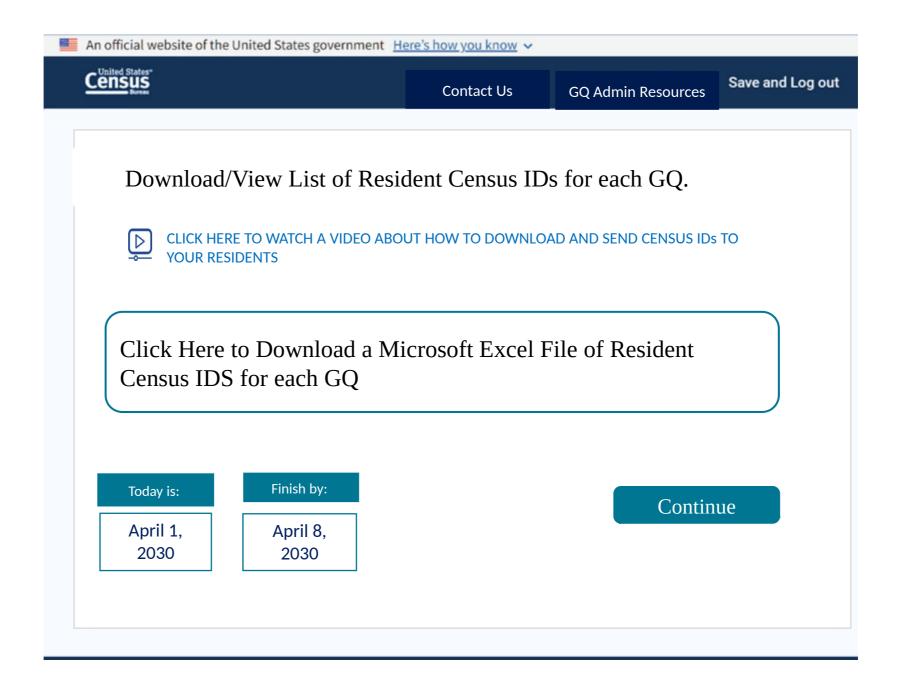
Enter the information for each group quarters into an online spreadsheet format.

Save and Continue

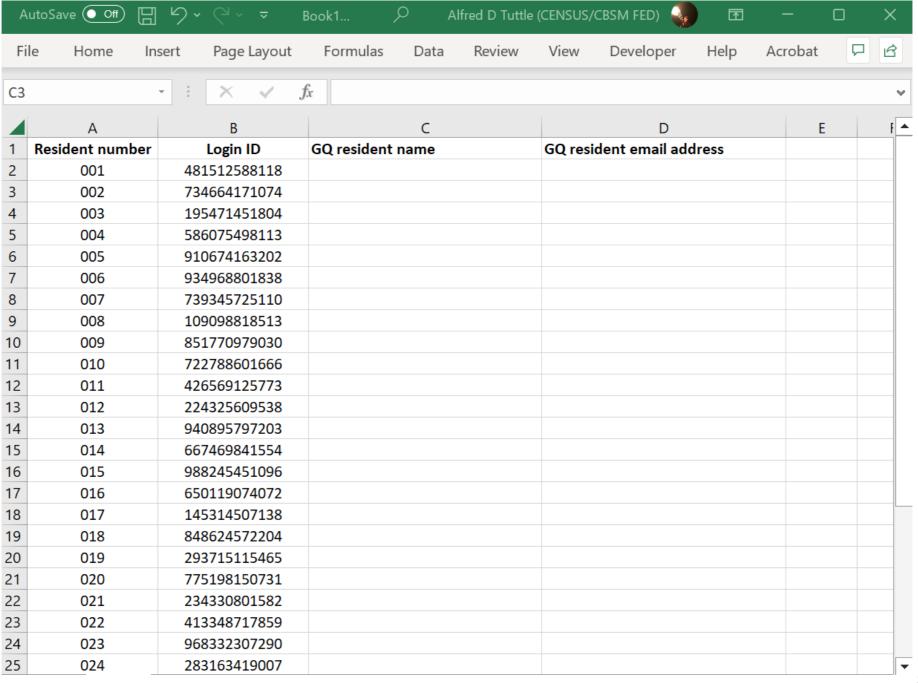
Option 1 – Submit resident roster via Excel template

| A | AutoSave Off ☐ ♥ ▼ ○ ▼ GQ ISR ID spreadsheet mockup Search Alfred D Tuttle (CENSUS/CE | | | | | | | | |
|----------|---|------------------------|------------------------------------|-----------------------|---------------------------|--|--|--|--|
| F | le Home Ins | sert Page Layout Fori | mulas Data Review View Dev | veloper Help Acrobat | | | | | |
| 111 | 1142 - 1 × 4 f. | | | | | | | | |
| пт | H13 \rightarrow \downarrow \times \checkmark f_x | | | | | | | | |
| | А | В | C | D | E | | | | |
| 1 | Resident number | GQ resident first name | GQ resident middle name (optional) | GQ resident last name | GQ resident email address | | | | |
| 2 | 001 | | | | | | | | |
| 3 | 002 | | | | | | | | |
| 4 | 003 | | | | | | | | |
| 5 | 004 | | | | | | | | |
| 6 | 005 | | | | | | | | |
| 7 | 006 | | | | | | | | |
| 8 | 007 | | | | | | | | |
| 9 | 008 | | | | | | | | |
| 10 | 009 | | | | | | | | |
| 11 | 010 | | | | | | | | |
| 12 | 011 | | | | | | | | |
| 13 | 012 | | | | | | | | |
| 14 | 013 | | | | | | | | |
| 15 | 014 | | | | | | | | |
| | | | | | | | | | |
| 16 17 | 015 016 | | | | | | | | |

Options 2 – Start page



Option 2 – Downloaded IDs



OPTION 2 - Full instructions

All official website of the officed states government. Here's flow you know



Contact Us

GQ Admin Resources

Save and Log out

Please read GQ ADMIN Resources for full instructions.

- 1. You have downloaded a list of unique RESIDENT CENSUS IDs for each of your GQs. The number of RESIDENT CENSUS IDs must equal the number of people who lived or stayed in that GQ on April 1, 2030. Please check your DOWNLOADS folder for this file and copy to a folder on your computer that you will recognize.
- 2. Download the sample GQ RESIDENT INSTRUCTION LETTER and REMINDER LETTER. Save these documents to a folder on your computer that you will recognize.
- 3. Assign a resident to each unique RESIDENT CENSUS ID.
- A. Open the Microsoft Excel file of RESIDENT CENSUS IDs.
- B. If you have a file containing the names and email addresses of residents by GQ, open that file.
- C. For each resident of a GQ, paste their name and email address next to one of the unique Resident Census IDs for that GQ. Repeat this step for each GQ.
- D. After you have assigned a resident to each Census ID in the Excel file, save the file with a name you will remember.
- 4. For each GQ, prepare a separate copy of the letter.
- A. Open the sample GQ RESIDENT INSTRUCTION LETTER.
- B. In the signature section, enter your name, the GQ name, and if applicable, the facility name.
- C. Save this copy of the letter for the GQ you entered in the signature section.
- 5. For each resident of a GQ, prepare and send a separate email:
- A. Copy and paste the contents of the letter for that GQ into the body of an email.
- B. Enter the resident's email address into the "To" field, and then paste their unique RESIDENT CENSUS ID (which you assigned to them during step 3) into the indicated space within the body of the email.
- 6. Repeat step 5 for every resident of each GQ.

Click Here to Download the **RESIDENT LETTER**

Respond.census.gov/2030

Click Here to Download the **REMINDER EMAIL**WATCH A VIDEO ABOUT HOW TO
DOWNLOAD AND SEND CENSUS IDS TO
YOUR RESIDENTS

Continue

OPTION 2 - Email template example

SENDER: Group Quarters Administrator Name/GQ Name/Facility Name

SUBJECT LINE: PLEASE RESPOND TO THE CENSUS

PREVIEW TEXT: TODAY IS CENSUS DAY

Dear Resident:

Today is Census Day, April 1, 2030, the 25th Decennial Census of the U.S. population.

Please complete the Individual Census Questionnaire (ICQ) as soon as possible, but no later than **May 2, 2030**, by clicking the link below; it should take only 10 minutes to complete. Your response is important as it represents people who live in facilities like yours.

Respond now at: <u>respond.census.gov/2030</u> Log in with this unique Census ID:

Remember, this ID has been assigned ONLY to you. Do not share this ID with anyone else.

Thank you for your prompt response. If you have any questions, please contact me.

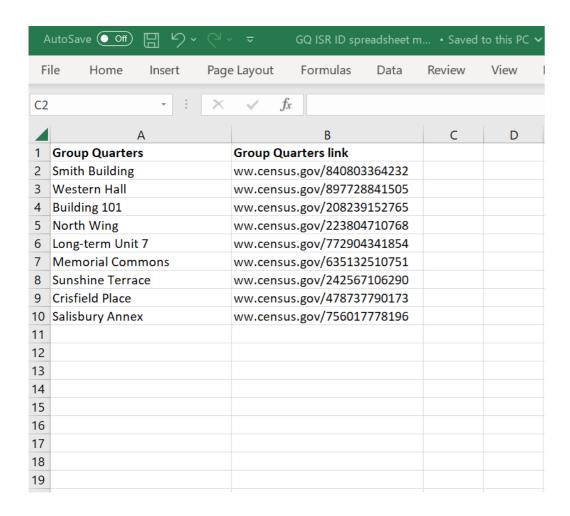
/S/GROUP QUARTERS ADMINISTRATOR

The Census Bureau is serious about protecting your privacy. By law, we keep your answers confidential and secure (Title 13, U.S. Code, Section 9). Every Census Bureau employee takes an oath to protect your information and keep it confidential.

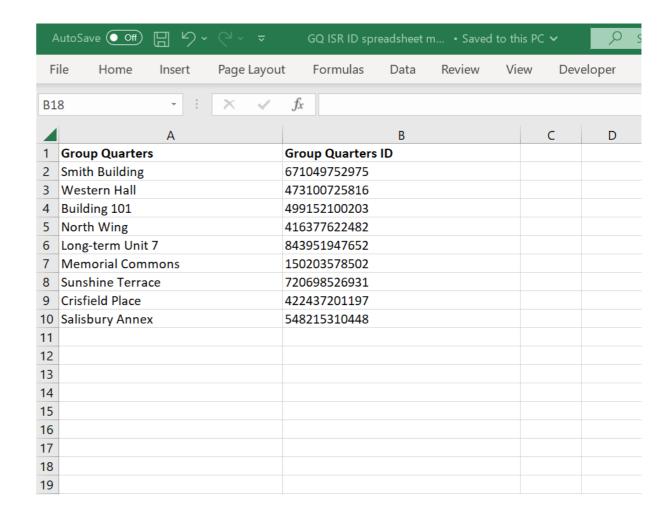
If you have any questions about the 2030 Census of group quarters, please visit the Census Bureau website at: <www.census.gov/gq/>

We are conducting this survey under the authority of Title 13, U.S. Code, Sections 141, 193, and 221. Title 13, Section 221, as changed by Title 18, imposes a penalty for not responding. Federal law protects your privacy and keeps your answers confidential (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. Per the Federal Cybersecurity Enhancement Act of 2015, your data are protected from cybersecurity risks through screening of the systems that transmit your data. Disclosure of the information provided to us is permitted under the Privacy Act of 1974 (5 U.S.C. § 552a) and may be shared with Census Bureau staff for work-related purposes. Disclosure of this information is also subject to the published routine uses as identified in the Privacy Act System of Record Notice COMMERCE/CENSUS-5, Decennial Census Programs. By law, the Census Bureau can only use your response to produce statistics.

Option 3 - GQ Administrator sends GQ-specific questionnaire link to residents by email



Option 4 - GQ Administrator sends generic link and GQ-specific Census IDs to residents by email



Monitor responses for each GQ

An official website of the United States government Here's how you know

Census

Contact Us

GQ Admin Resources

Save and Log out

Report Dashboard – The table below shows response rates for each of your GQs. Click the links in the "Residents Who Have Responded" column to see the names of those who have responded in each GQ. Please send reminders to residents who have not yet completed their census form using the reminder email template.

| Facility Name | GQ Name | GQ Address/Location Description | Number of people Living or Staying here on April 1, 2030 | Residents Who Have Not Responded | Residents Who Have Responded | % Complete |
|-------------------|---------------------|--|--|--|------------------------------------|------------|
| XYZ University | Residence Hall A | 451 Branch Ave Marlow Heights MD 20748 | 128 | 35 | 93 | 73% |
| XYZ University | Residence Hall B | 123 Silver Hill Rd Suitland MD 20745 | 75 | 0 | <u>75</u> | 100% |
| XYZ University | Residence Hall C | 1120 Allentown Rd Camp Springs MD 20748 | 125 | 17 | 108 | 86% |
| XYZ University | Residence Hall D | 9980 Branch Ave Suitland MD 20746 | 380 | 225 | 155 | 41% |
| T | OTAL | | 708 | 277 | 431 | 61% |

Today is:

Finish by:

April 1, 2030

May 2, 2030 Click here to download the GQ resident reminder email

Enumeration Method Descriptions

• For reference during interview if needed.

eResponse

- GQ Administrator/facility contact uploads their data/files to the Census Bureau portal and template.
- An ideal method especially for larger facilities like prisons and college/university student housing.
- GQs need someone who is IT savvy to create the file for the upload.
- All GQs that chose this method but have not responded by May 1, 2020 will be sent to the field for follow up.

GQ Resident Internet Self-Response (ISR)

- GQ residents are able to complete their own census forms using a secure website.
- The Census Bureau provides URLs for the online census form and login credentials
- GQ administrators are able to share the URLs and login credential with their residents via email.
- Census Bureau staff can also drop off paper letters with the URLs and login credentials that can be physically distributed to GQ residents.
- GQ administrators are able to monitor response progress for individual GQs and send email reminders to residents who have not yet responded.

In-Person Interview

- Enumerators use paper Individual Census Questionnaires to conduct the interview.
- Very time consuming. This method is best for locations with a small number of residents or when you can have multiple enumerators to help conduct interviews at the same time.
- Not ideal for GQs whose residents have varied schedules like college students, may have issues
 with answering questions or be alarmed by a stranger approaching them.

Paper Response Data Collection (paper listings)

- An Enumerator picks up a paper spreadsheet or listing of all the residents at the GQ. The spreadsheet should include all the requested demographic information as specified by the Census Bureau.
- All paper listings are sent to a processing center for keying and data capture.
- Ideal for larger GQs.
- Minimizes the time an Enumerator must spend at the facility.
- Census needs to ensure facility will only provide demographic and usual home elsewhere data and to exclude Social Security Numbers and other PII.

Facility Self-Enumeration

- Only offered to health care facilities, correctional facilities, and military quarters.
- CFS trains facility contact person to conduct enumeration of their own facility.
- Very time consuming for the facility personnel, but it minimizes the need to have a census employee on the premises especially if there are security or privacy concerns on the part of the facility.
- Census will not compensate facility personnel that conduct the enumeration.

Drop off/Pick up of Questionnaires

- Enumerators will drop off ICQ packets for each resident in the GQ and schedule a time to pick them up.
- Requires some help from the facility such as providing a list of current resident/clients and possible passing out and collecting forms.
- Will use ICQs, ICQ Envelopes, and GQ Envelopes

GQ Resident Internet Self-Response (ISR) Options

Option 1: GQ Administrator provides residents' names and email addresses to the Census Bureau

• GQ Administrator inputs the names and email addresses of the residents/clients into the system. The system emails the residents reminders to complete the GQ ISR questionnaire.

Option 2: GQ Administrator sends unique ID to each resident

• The system provides a list of unique Census IDS to the GQ administrator and an example email that they can send to their residents. The GQ administrator assigns each resident their unique Census ID outside of the system, and then emails each resident a link to the GQ ISR questionnaire, along with their Census ID and instructions.

Option 3: GQ Administrator sends customized questionnaire link to residents of each GQ

• The system will send the GQ Administrator a customized link to the GQ ISR questionnaire, which will contain a unique identifier for each GQ. The GQ Administrator will email the residents that customized link, along with instructions for completing the GQ ISR questionnaire.

Option 4: GQ Administrator distributes the link and ID

• The Census Bureau sends a generic questionnaire link and one unique Census ID via email for each GQ to the GQ Administrator (or the information can be made available on the GQ Administrator Dashboard). The GQ Administrator will email the residents the link and the same Census ID, along with instructions for completing the GQ ISR questionnaire.

Option 5: GQ ISR Paper Drop-Off

• The Enumerator drops off the appropriate number of GQ ISR invitation letters/flyers and hardcopy Individual Census Questionnaires (ICQs) based on the Census Day Population Count. The invitation letters/flyers would be pre-printed for each GQ that selects this GQ ISR method, so that the specific GQ name and GQ login ID will be printed on it. The GQ Administrator distributes the flyer/ICQ to each resident. The resident has the choice to complete their questionnaire online (GQ ISR) or complete the ICQ.

OPTION 1: GQ Administrator sends Email Addresses to Census

- GQ Administrator enters Census Day Population Count into the GQ ISR dashboard.
- GQ Administrator inputs the names and email addresses of the residents/clients into the Census system.
- The system will assign a Census ID to each resident, and then send each resident a link to the GQ ISR questionnaire, along with their Census ID and instructions.
- The system creates a list (report/dashboard) of Census IDs with no response submitted. The GQ admin will have the option to download this list.
- The system emails the residents reminders to complete the GQ ISR questionnaire.

OPTION 2: GQ Administrator Sends Unique ID to Each Resident

- GQ Administrator enters Census Day Population Count into the GQ ISR dashboard.
- The Census system will provide a list of Census IDS to the GQ admin. Census will also provide the administrator with an example email that they can send to their residents (downloadable from GQ ISR Dashboard).
- The GQ administrator assigns each resident a census-provided Census ID outside of the Census system, and then emails each resident a link to the GQ ISR questionnaire, along with their Census ID and instructions.
- The system creates a list (report/dashboard) of Census IDs with no response submitted and a list of residents who have responded. The GQ admin will have the option to download this list(s), so that they can link it to their offline list of assigned IDs and manually track who has or hasn't responded.
- The GQ administrator follows up with nonresponding residents.

OPTION 3: GQ Administrator Sends Questionnaire Link to Residents

- GQ Administrator enters Census Day Population count into the GQ ISR dashboard.
- Census will send the GQ Administrator a customized link to the GQ ISR questionnaire, which will have the GQ ISR link embedded in it.
- The GQ Administrator will email the residents that customized link, along with instructions for completing the GQ ISR questionnaire. When each resident responds, the system will generate and assign them a resident Census ID that is linked to the GQ ID.
- The system creates a list (report/dashboard) of Census IDs with the names of residents who have responded. The GQ Administrator will have the option to download this list(s).
- The GQ administrator will have to determine who has not responded and follows up with nonresponding residents.

OPTION 4: GQ Administrator Distributes the Link and ID

- GQ Administrator enters Census Day Population Count into the GQ ISR dashboard.
- The Census Bureau sends the questionnaire link and one Census ID for each GQ via email to the GQ Administrator (or the information can be made available on the GQ Administrator Dashboard).
- The GQ Administrator will email the residents the link and the same Census ID, along with instructions for completing the GQ ISR questionnaire.
- The system creates a list (report/dashboard) of Census IDs with the names of residents who have responded. The GQ Administrator will have the option to download this list(s).
- The GQ administrator will have to determine who has not responded and follows up with nonresponding residents.

OPTION 5: GQ ISR Drop Off Option

- GQ Administrator makes an appointment for the Enumerator to drop off census materials after providing them with the Census Day Population Count.
- The Enumerator drops off the appropriate number of GQ ISR invitation letters/flyers and hardcopy Individual Census Questionnaires (ICQs) based on the Census Day Population Count.
- The invitation letters/flyers would be pre-printed for each GQ that selects this GQ ISR method, so that the specific GQ name and GQ login ID will be printed on it.
- The GQ Administrator distributes the flyer/ICQ to each resident. The resident has the choice to complete their questionnaire online (GQ ISR) or complete the ICQ.
- The Enumerator will pick up the ICQs on an agreed upon date. If a resident responded via the GQ ISR, the Enumerator would download a list of those residents and will know how many ICQs would need to be picked up or completed based on the population count.