

Welcome to the
Census Information Center (CIC)
Network

Orientation Booklet

Prepared by CLMSO, Data Users Branch

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Welcome to the Census Information Center (CIC) Network

This welcome packet will help you become acquainted with the numerous resources at your disposal pertaining to the Census Information Center (CIC) Network. It also will help you build or maintain a fully integrated network. We are here to help you succeed. In turn, we would like to receive your ideas on ways to ensure that the CIC network is the best partnership for your organization, the Census Bureau, and the nation.

CIC Program Description

The CIC program is a partnership between the U.S. Census Bureau and 52 non-profit national and community-based organizations including: national non-governmental organizations, minority colleges and universities, research groups and think tanks, minority chambers of commerce, civil rights and social justice organizations, organizations serving children and rural populations, and one Tribal Government. The goal of the CIC Program is to provide local access, education, and technical assistance on census data for planning and decision-making by underserved communities.

The mission of the CIC program is to promote and provide timely access to Census Bureau data and products through a wide network of organizations to empower underserved population groups.

The CIC vision statement is: (confirmed after the 2011 Annual Conference) to facilitate community empowerment through sustainable data access, analysis, and education.

CICs use census data to help local businesses make location decisions; to identify children in need of state and federal services; to designate empowerment zones and neighborhood revitalization areas; to measure the gaps in education for Latino children; to analyze the impact of crime in public housing; to analyze the needs for child care services, before and after school programs, and elderly health services; to measure the incidence of deaths from diseases for various racial groups; and to measure residential segregation of Hispanics. CICs provide free training to community data users and advocate

for reliable, accessible census data that accurately represent the diverse population across the nation.

CICs support many Census Bureau efforts, such as beta testing (e.g., American FactFinder , Alteryx). They also participate in focus groups and rollout meetings for new Census Bureau programs, products, and services, providing valuable feedback. They are actively supporting the American Community Survey at forums and town hall meetings across the country.

CIC Program History

In 1988, following a year of joint development, the National Urban League and the U.S. Census Bureau inaugurated the CIC program. Originally, the CIC program was modeled after the lead/affiliate structure of the State Data Center (SDC) Program, with five non-profit organizations assuming the role of lead organization: the National Urban League, the National Council of La Raza, the Asian and Pacific Islander American Health Forum, the Americans for Indian Opportunity (later succeeded by the Native American Public Telecommunications), and the Southwest Voter Research Institute (now the William C. Velasquez Institute). These organizations had a total of 31 affiliate organizations that assisted with providing awareness and access to diverse underserved population groups that otherwise might not have had access to Census Bureau data.

In April 2000, after an assessment and evaluation of the original program, the CIC program expanded to 59 non-profit organizations and abolished the lead/affiliate model. The original five leads remained part of the CIC program as did those affiliates that successfully applied to be part of the revised program. Organizations such as minority chambers of commerce; minority serving colleges and universities; civil rights, social justice and social service groups; minority think tanks, and research organizations became eligible to apply.

In August of 2002, an examination of the CIC program was conducted to determine if CICs were meeting program requirements; if the goals and objectives that were established were being met, to identify areas for improvement, and to make recommendations for continued success in the future.

Since the CIC Program was re-engineered, the number of CICs have fluctuated from as few as 52 to as many as 59. Currently there are 52 CICs, (*See complete on site*) and are located across the country. (*See appendix 2*)

Who's Who

Customer Liaison and Marketing Services Office (CLMSO)

CLMSO is the Census Bureau Office that oversees the Data User Branch (DUB), which consists of both the Census Information Center (CIC) and the State Data Center (SDC) programs. The CLMSO staff includes: Misty Reed (Acting Chief, CLMSO), Lakia Pullins, (Branch Chief, DUB), Toni Hall, Barbara LaFleur, Samantha Proctor and Termirah Brinkley. Please feel free to contact any of the staff at 301-763-1305 or CLMSO.DUB.Office.Group.List@census.gov.

CIC Steering Committee

The Steering Committee exists to promote and enhance the goals and the mission of the CIC Program. The committee assists the CLMSO with CIC program efforts; provides continuity, guidance, and a commitment to meeting CIC program goals; and actively seeks to facilitate communication between the entire CIC program membership and the CLMSO. The steering committee is comprised of seven members of the CIC Network. Members serve a three-year term and may serve only two consecutive terms. Network members are welcome to contact any steering committee member at any time. (*See current committee on website*).

Steering Committees Responsibilities

1. Mandatory Steering Committee and Program meetings - one annual in-person meeting, one webinar per quarter, and monthly conference calls.
2. Communicate with other CICs.
3. Help plan the annual training meetings and other training events.
4. Work on joint CIC projects (e.g., the working groups that have been established -- analysis, communications/website, race data, and training).

Elections for the Steering Committee currently occur at the fall annual meeting during the CIC business meeting. Steering committee terms end and begin at the end of the last day of the annual CIC meeting after all votes are tabulated and announced to the CIC

membership in attendance, with newly elected members. Each CIC gets one vote for each opening on the Steering Committee. For example, typically there will be three Steering Committee openings available, so each CIC can vote for their three preferred candidates to fill those positions.

Upon being elected, the new Steering Committee shall hold its first meeting during the Annual Training Conference to elect, among themselves, the following officers: Chair, Vice Chair and two Co-Secretaries.

CIC Tasks

Memorandum of Agreement (MOA)

The Memorandum of Agreement (MOA) is a legal document that explains the cooperative agreement between your organization and the U.S. Census Bureau. The MOA is signed by your organization and the CLMSO Division Chief. [This agreement is updated as necessary.] Within the MOA, the Census Bureau outlines the responsibilities of both your organization and the Bureau.

Annual Report

It is the responsibility of the CIC contact to gather information for the annual report, which is a summary report of the activities performed for the previous year. The information in the annual report is used by CLMSO to help justify program resources, including staffing, products, etc. Completing the annual report is essential to the existence of the program. In order to emphasize the importance of this report, CLMSO will not pay for travel to the annual meeting for any CIC that does not submit a complete annual report.

Annual Training Conference

The Census Bureau sponsors an annual training conference if funding permits. It is the responsibility of the CIC contact to attend the Annual Training Conference or send a representative. This conference provides the network members with training and technical support on Census Bureau data products and services. CLMSO will invite and cover the travel and lodging expenses for one representative from each CIC. CLMSO will not pay for travel to the annual meeting for any CIC that does complete an annual report.

CIC Activities

Working Groups

The CICs are organizing themselves into four working groups around the following collaborative projects: Analysis, Communications/Website, Race Data, and Training. A Steering Committee member chairs each working group. (*See appendix 1*).

The Analysis Working Group provides periodic feedback to CLMSO/DUB regarding questions that make up the CIC annual report instrument and reviews their analysis of the results. It also conducts surveys of the CIC network as needed and reports results to CLMSO/DUB and the network.

The Communications Working Group helps to facilitate better communication among the Bureau, CICs, and the public through an updated webpage, SharePoint, social media, calling trees, and the CIC listserv.

The Race/Ethnicity Data Working Group facilitates discussions around the collection, reporting, and dissemination of data on race and ethnicity and provides feedback to the Census Bureau based on those discussions.

The Training Working Group determines the training needs of the CICs through analysis of survey and annual report results, and other mechanisms. It also gives feedback to CLMSO/DUB on training provided during the annual training conference and through webinars.

Communications

Phone

The Census Bureau CLMSO staff can be reached at 301-763-1305. In addition to CLMSO staff, the Census Bureau Regional Offices are an essential asset to your job. A listing of Regional Offices and staff can be found by going to: <http://www.census.gov/regions/>. Click on your region to find contact information for the Partnership and Data Services staff that serves your location.

Emails and Listserv

There are a number of ways to communicate with CLMSO and the CIC network. CLMSO DUB will generally use GovDelivery to communicate with the network. The Census Bureau uses GovDelivery to send out any media releases and general updates. If you would like to contact CLMSO DUB, you can email us using the CLMSO DUB email CLMSO.DUB.Office.Group.List@census.gov. This will go to everyone on the DUB Staff. To email the entire CIC Network, you can use the CIC listserv. The listserv address is census.cic.network.list@census.gov. This will allow you to simultaneously communicate with all of the CICs, CLMSO, and others in the network by posting an announcement or by asking assistance to questions. The listserv is one of the quickest ways to get help from your network colleagues. The Census Bureau staff and others subscribe to this listserv. Please note that the usual rules of polite behavior and listserv etiquette apply.

Website

The official CIC website, which is housed and maintained by the Census Bureau, is located at <https://www.census.gov/about/partners/cic.html>. This site contains a listing of the members in the CIC network, information about the CIC program, program resources, and links to key census activities and programs.

Facebook

The CIC program has a Facebook page. The CIC Communications/Website leads maintain the CIC Facebook page. Check out and follow the page at <https://www.facebook.com/censusinfocenters> for the latest on the CIC program.

Embargo Access

The U.S. Census Bureau policy for embargoed news releases is 12:01 a.m. the day of release. **This information may not be released to the public by any means (including print, broadcast, Internet, podcasts, blogs, or in any other form) before 12:01 am the day of release. All parties MUST respect the Bureau's embargo policy, otherwise access to embargoed news releases and data sets may be revoked for any person or**

organization failing to adhere to this policy. Please contact the Public Information Office if you have any questions regarding this policy: 301-763-3030; or by email at pio@census.gov.

Access to embargoed information is based upon individual registration. Each user has a unique username and password. To sign up for access, please visit our website at www.census.gov. You will see, toward the bottom of the page under Newsroom, a link for Embargoed Releases, then click on other users, then CIC new-user or forgot password. Clicking on that link will walk you through the process. After you submit your email address, you will receive an email from the Census Bureau validating your request. Once you respond, we will approve access and you will receive a password.

Training

Annual Meeting

The Census Bureau sponsors an annual training conference if funding permits. This conference provides the network members with training and technical support on Census Bureau data products and services. CLMSO will invite and cover the travel and lodging expenses for one representative from each CIC. CLMSO will not pay for travel to the annual meeting for any CIC that does complete an annual report.

Other Training

In addition to the annual training, training also may occur at your Regional Office either by Regional or Headquarters Census Bureau staff.

CLMSO also coordinates webinars for the network on pertinent topics. These webinars are an excellent way to learn and interact with Bureau staff regarding Census Bureau data and programs. Other advantages of these webinars are that they reduce the need and cost of travel and also allow you to attend webinars based on your interests.

Resources

In addition to the listserv, you may want to sign up for other related Census Bureau and U.S. Department of Commerce email lists. These include:

Email Distribution List	Address to Sign-Up
Public- News Alerts (non-Media)	https://www.census.gov/newsroom/about.html
Federal Register Notices	https://www.census.gov/programs-surveys/acs/operations-and-administration/federal-register-notice.html

There will be many other Census Bureau websites that you may want bookmark as you become an expert in Census Bureau data. Below are some key Census Bureau links that will help you respond to your audience's data needs.

Description	Link
Census Bureau website	http://www.census.gov
Census Bureau, Census Information Center	https://www.census.gov/about/partners/cic.html
Census Bureau, State Data Center Program	https://www.census.gov/about/partners/sdc.html
American FactFinder(AFF) Access to Decennial Census Data, American Community Survey, Puerto Rico Community Survey, Population Estimates Program, Economic Census, Annual Economic Surveys	https://factfinder.census.gov/faces/nav/jsf/pages/index.xhtml
American Community Survey	https://www.census.gov/programs-surveys/acs/
American Community Survey Compass Handbooks (Handbooks on how to use and analyze the ACS data designed	https://www.census.gov/programs-surveys/acs/guidance/handbooks.html

for various audiences)	
ACS PUMS data using AFF	https://www.census.gov//programs-surveys/acs/technical-documentation/pums.html (Documentation) https://www.census.gov/programs-surveys/acs/data/pums.html
A-Z index for Census Bureau's website	https://www.census.gov/about/index.html
Census Population Estimates	https://www.census.gov/programs-surveys/popest.html
Economic Census	https://www.census.gov/econ/
Local Employment Dynamics (A marrying of demographic and employment data by industry)	https://lehd.ces.census.gov/
Data Ferrett	https://dataferrett.census.gov/
Data Access Tools	https://www.census.gov/data/data-tools.html?cssp=SERP
Current Population Survey (CPS) Table Creator	https://www.census.gov/cps/data/cpstablecreator.html

<https://www.census.gov//programs-surveys/acs/technical-documentation/pums.html>

Conclusion

This information packet was design to provide you with general information. If you have any questions, please ask CLMSO DUB staff, your steering committee, or another CIC member. We are all here to assist you!

Appendix 1

Working Group Members

Below is the outline of the tasks the working groups will be conducting along with their task leaders.

Analysis – Melanie Poulter

- i. Network Surveys
- ii. Metrics

Communications/Website –Norbert Nez, David Lee

- i. Facebook
- ii. Calling Trees
- iii. E-Data Blasts
- iv. List Serves (Google groups, CIC Steering Committee, CIC Program Network)

Race Data – Dan Ichinose, Norbert Nez

- i. Hispanic/Latino Issues
- ii. AQE
- iii. MENA (Middle Eastern North Africa)
- iv. Sub-Saharan

Training – Melanie Poulter

- i. Training needs– face-to-face/webinars
- ii. Annual Conference

Appendix 2

CIC Locations

