



2020 CENSUS PROGRAM MEMORANDUM SERIES: 2020.11

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MEMORANDUM FOR: The Record

From: Albert E. Fontenot, Jr.
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Subject: Documentation of Updates to the Content and Forms Design Operation

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This memorandum documents updates that have been made to the Content and Forms Design (CFD) operation since the release of the Content and Forms Design Detailed Operational Plan (DOP) on September 1, 2016. <<https://www.census.gov/programs-surveys/decennial-census/2020-census/planning-management/planning-docs/CFD-detailed-op-plan.html>>. The only operational changes are to the Business Process Model (BPM) diagrams, and none of the updates are related to the COVID-19 pandemic. These updates clarify portions of the existing model, and do not impact the conduct of the operation. The updates, summarized below, are provided to ensure accurate final documentation is available to the public.

- Figure 2, page 14: A new activity was added to the end of the operational context model to document providing informational materials online.
- Figure 7, page 20: Two new activities were added to activity 50, *Develop Content Specifications for Automated Instruments*. Activity 50.65 documents the submission of instrument specifications for inclusion in Information Collection Request documentation provided to the Office of Management and Budget. Activity 50.67 documents the instrument pretesting that occurs after initial development.
- Figure 9, page 22: A new decision step and activity were added to activity 30, *Design and Develop Paper Questionnaires*, to document testing of paper questionnaires.
- Figure 11, page 24: The final activity within activity 40, *Finalize Paper Questionnaire Print File*, was split into three component activities: Notify iCADE (Integrated Computer Assisted Data

Entry) Print File Testing Can Begin (40.27), Perform Print File Quality Review (40.30), and Send Print File to Printing and Distribution (40.35).

- Figure 14, page 27: The final activity within activity 45, *Finalize Nonquestionnaire Paper Materials Print File*, was split into two component activities: Perform Print File Quality Review (45.30), and Send Print File to Printing and Distribution and DLM (45.35). Activity 40.27 was removed.

The updated BPMs are posted to [census.gov](https://www.census.gov/programs-surveys/decennial-census/2020-census/planning-management/memo-series.html) and linked to the 2020 Census Memo Series at <<https://www.census.gov/programs-surveys/decennial-census/2020-census/planning-management/memo-series.html>>.

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