Reading and Understanding the Model
Legend ............................................................................................................. 2

Business Process Model
Context Model ................................................................................................. 3
30 Perform UL Data Collection ........................................................................... 4

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<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Author</th>
<th>Version #</th>
<th>Page #’s</th>
</tr>
</thead>
<tbody>
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BPM Purpose

- Describe Census Operations business processes – activities, resources and key milestones
- Provide the details necessary for non-subject matter experts to understand the business process
- Contribute to the requirements development process
- Facilitate the linkage of business processes to IT capabilities
- Capture Operations inputs and outputs

Reading and Understanding the Model

Example Activity Model

Legend

- Start
- End
- Intermediate Timed Event: Flow continued on another page
- Flow continued from another page
- Activity at atomic level
- Activity involving:
  - USER interacting with a system or software
  - SENDING a message
  - RECEIVING a message
- Activity involving:
  - MANUFACTURE activity for system or software
  - SERVICE or batch processing
  - RECURRING steps
- Activity containing a sub process:
  - Sub Process
- Optional Activity Numbering:
  - Sub Process
  - Sub Process
- Gateways
  - Exclusive
  - Parallel
- Data Objects
  - Input
  - Output
- Data Stores
  - Event Based
  - Sequence Flow

Activity – This represents the atomic level of an activity in the process model.

Sequence Flow – This represents the direction of the process’ flow.

Data Object – Input: This represents any in-coming data (e.g., files, data, etc.) to the activity.

Data Object – Output: This represents any out-going data (e.g., files, data, etc.) from the activity.

Gateway – Exclusive decision gateway: This represents that the process must go one way or the other but not both at once.

Gateway – Parallel split gateway: This represents the start of activities that happen in parallel.

Gateway – Parallel merge gateway: This represents the end of activities that happen in parallel. All incoming flows must complete before triggering the outgoing flow.

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Sub Process – This represents a further detailing process model. The details about this activity appear on another page.

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2020 Census 35. Update Leave Operation (UL)

Purpose: To deliver choice questionnaire packages to HUs and update address lists and maps in geographic areas where the majority of addresses do not have a mailable, city-style address (TEA 6).

UL Planning and Preparation

35-1.1 Develop UL Quality Control Plan

35-1.2 Develop Requirements and Approve Systems Supporting UL

35-1.3 Determine UL Staff Needs and Performance Metrics

35-1.4 Prepare for and Conduct UL-Specific Training

35-1.5 Develop and Approve Field Printed Materials and Kit Specs

UL Operational Management and Data Collection

35-2 UL Operational Workload Management

35-2.1 Monitor Progress and Resolve Issues

35-2.2 Receive and Process UL Universe and Updates

UL Data Collection

35-3 Perform UL Data Collection

UL Operation Closeout

35-4 Closeout UL Operation

Context Model
### Purpose

To update the address list, ensure all housing units receive a questionnaire package, and to perform quality control to measure and improve quality of the listing data collected.

#### 30 Perform UL Data Collection

- **30.10** Receive Work Assignment
- **30.20** Locate and Travel to Assignment or Next Structure
- **30.30** Compare what is on the Ground to the Address List
- **30.40** Update/Verify Census Address List and Maps as Required

#### 35-3.1 Receive Work Assignment

- **35-3.2 List Address**
  - **35-3.3 Leave Questionnaire Package at Address**
    - **35-3.3.1** Link Questionnaire ID to Housing Unit
    - **35-3.3.2** Leave Questionnaire Package at Housing Unit

#### 35-3.4 Determine QC Results

- **35-3.4.1** Determine if Work is Within Specified Threshold
  - **35-3.4.2** Sufficient Data to Determine QC Results?
    - Yes: Determined QC Results
    - No: QC Phase?

#### 35-3.5 Perform End of Day UL Activities

- **35-3.5.1** Mark Assignment as Complete
  - **35-3.5.2** Provide Linking IDs to RPO
  - **35-3.5.3** Submit T&E and Paradata