Updated BPM after overall review with SMEs for March
Updated BPM based on JAD session
Updated BPM based on changes proposed in preparation for SRR

Dan Ladino.

Removed flow

Version BASELINE
Dan Ladino.

Cover

Note: The detail pages of this BPM have been moved as appendix (Decision made during GEOP JAD session on 9/11/2017)
**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

---

**Example Activity Model**

1. **Start**
2. **Determine Universe for Mailing**
3. **Identify Respondents**
4. **Write Specs for Mailout**
5. **Process Postcards**
6. **Prepare Paper Surveys and Envelopes for Mail**
7. **Go Live with Online Survey**
8. **Label & Mail all Survey-Related Information**
9. **Conduct Follow-Up**
10. **Update Status Nightly**

---

**Legend**

- **Data Object – Input**: This represents any incoming data (e.g., files, data, etc.) to the activity.
- **Data Object – Output**: This represents any outgoing data (e.g., files, data, etc.) from the activity.
- **Gateway – Exclusive decision gateway**: This represents 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.
- **Sub Process**: This represents a further detailing process model. The details about this activity appear on another page.

---

**Activities**

- **Activity**: This represents the atomic level of an activity in the process model.
- **Activity – Activity containing a sub-process**: This represents an activity that includes a sub-process.
- **Optional Activity Numbering**: This represents an activity that can be optional or required based on certain conditions.

**Data Objects**

- **Input**: This represents any incoming data (e.g., files, data, etc.) to the activity.
- **Output**: This represents any outgoing data (e.g., files, data, etc.) from the activity.

**Gateways**

- **Exclusive**: This represents an exclusive decision gateway. The process must go one way or the other but not both at once.
- **Parallel**: This represents a parallel split or merge gateway. Activities can happen in parallel.

**Key**

- **Activities**: Activity at atomic level: 
  - **Activity involving**:
    - USER interacting with a system or software:
    - SENDING a message:
    - RECEIVING a message:
    - SENDING steps:
  - MANDATORY activity (the system/software involved):
  - OPTIONAL Activity (the system/software involved):
  - SERVICE or batch processing:
  - Any system developed specifically for Census’ use:
  - Any commercial-off-the-shelf (COTS) product:
  - Any system developed specifically for Census’ use and COTS products:
  - Both a system developed specifically for Census’ use and COTS products:

- **Data Objects**: Input:
  - Sequence Flow:
  - Association:
  - Annotate:
Purpose: To provide the geographic foundation in support of the 2020 Census data collection and tabulation activities within the Master Address File/Topologically Integrated Geographic Encoding and Referencing (MAF/TIGER) System.
Purpose: To show the activities associated with creating and disseminating partnership promotional activities using various dissemination modes to inform partners about the 2020 Geographic Partnership Programs

6-2.1 Geographic Partnership and Communications

10.10 Plan Geographic Partnership Programs

6-2.1.1

10.20 Prepare Geographic Partnership Programs Promotional Materials

6-2.1.2

10.30 Conduct Geographic Partnership Programs Promotional Activities

6-2.1.3

10.40 Support 2020 Census Geographic Partnership Programs

6-2.1.4
2020 Census 06. Geographic Programs Operation – Geographic Data Processing (GEOP/GDP)

Purpose: To show the processing which supports geographic programs, field work, evaluations, MAF/TIGER maintenance and any area that needs geographic products or services to support the Census.

20.70 Closeout

6-3.7 GEOP/GDP Closeout

6-3.5 MAF/TIGER Address and Spatial Updates

6-3.4 MAF/TIGER Address, Spatial, and Reference Products

6-3.3 Frame Data Benchmarks

6-3.1 GDP Frame Development

Start

End

Provide Frame Development Support

Provide Geocoding Support

Receive MAF/TIGER Product Requirements

Create MAF/TIGER Data Benchmarks

Produce Address, Spatial, Reference and Map Files

Deliver MAF/TIGER Data Products

Does the operation need an update?

Yes

No

Collect and Process Address and Spatial Data

Update MAF/TIGER

Delineated, Certified Geography Boundaries

Address and Feature Deliveries

20.07

20.05

20.10

20.20

20.30

20.40

20.50

20.60

20.70

6-3.2 Geocoding

6-3.6 Geographic Area Reconciliation Program (GARP)

Conduct Geographic Areas Reconciliation Program (GARP)

Provide Geocoding Support

Provide Frame Development Support

20.05

20.07

20.10

20.20

20.30

20.40

20.50

20.60

20.70

80

20 Geographic Data Processing (GEOP/GDP)

2020 Census BPM - 06. Geographic Programs Operation (GEOP) DRAFT.vsd

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2020 Census 06. Geographic Programs Operation (GEOP) – 40 Collection Geography Delineation

Purpose: To determine, delineate, and update the Geographic Area Boundaries for 2020 Census Data Collection.

**Perform BCU Delineation**

**Perform TEA Delineation**

**Perform FMA Delineation**

---

**40.10 Develop BCU Criteria**

**40.20 Perform BCU Batch Delineation**

**40.30 Maintain BCU Integrity and Recalculate Attribution (PIB)**

**2016**

**40.40 Update BCU Attribution**

**2013**

**2018**

**40.50 Prepare to Perform BCU Interactive Review**

**40.60 Perform BCU Interactive Review**

**40.60 Maintain BCU Integrity and Recalculate Attribution (PIR)**

---

**40.70 Develop Type of TEA Criteria**

**40.80 Perform TEA Batch Delineation**

2017

**40.90 Perform TEA Interactive Review**

2018

**40.100 Develop FMA Criteria**

**40.110 Perform FMA Batch Delineation**

2018

**40.120 Perform FMA Interactive Review**

---

**40.130 Closeout Collection Geography Delineation**

---

**40.10 Develop FMA Criteria**

**40.11 Perform FMA Batch Delineation**

**40.12 Perform FMA Interactive Review**

---

**40.10 Develop FMA Criteria**

**40.11 Perform FMA Batch Delineation**

---

**40.10 Develop FMA Criteria**

**40.11 Perform FMA Batch Delineation**
Map Production

Purpose: To show the high level workflow for producing Census maps
2020 Census 06. Geographic Programs Operation (GEOP) – Geographic Partnership Programs

Purpose: To determine, delineate, and update the geographic area boundaries with partners for Geographic Partnership Programs.

6-2-2.1 Generalized Geographic Partnerships (GP) Program Process

6-2.2.1.1 Prepare for Program Outreach Activities

6-2.2.1.2 Provide Geographic Materials and Training Materials Needed for Program Participation

6-2.2.1.3 Support Participant Review and Submissions

6-2.2.1.4 Perform Geographic Updates and Final QC

6-2.2.1.5 Close the Program/Phase
Purpose: To show the activities associated with reconciling discrepancies between boundaries or features.
Purpose: To provide updates to the legal, statistical, and administrative boundary data that is entered into the MAF/TIGER Database and used to delineate the tabulation geography

6-1.2 Tabulation Geography Delineation

6-1.2.1 Tabulation Block Delineation

6-1.2.2 Additional Tabulation Geography Delineations

6-1.2.3 Tabulation Geography Delineation Closeout
95 Tabulation Block Delineation

Purpose: To determine, delineate, and update the Geographic Area Boundaries for 2020 Census tabulation blocks

6-1.2.1 Tabulation Block Delineation

6-1.2.1.1 Establish Tabulation Block Working Group

6-1.2.1.2 Develop Tabulation Block Delineation Criteria

6-1.2.1.3 Perform Tabulation Block Batch Delineation - including QC

6-1.2.1.4 Closeout Tabulation Block Delineation

Sub Process Start

- BBSP Sample
- BBSP
- BBSP Verification
- 2020 Tabulation

Sub Process End

2020 Tabulation Delivery?

Yes

No

95.10

95.20

95.30

95.40
100 Additional Tabulation Geography Delineations

Purpose: To show the processes associated with ZCTA and Urban Area Delineations

6-1.2.2 Additional Tabulation Geography Delineations

100.10 Develop Criteria for Additional Tabulation Geography Delineations

100.20 Perform Batch Delineation for Additional Tabulation Geography

100.30 Perform Interactive Delineation for Additional Tabulation Geography

100.40 Upload Additional Geographic Delineation Results and Create Output Data/Maps

100.50 Closeout Additional Tabulation Geography Delineations

Start Sub Process

Federal Register Shape Files
Relationship Files
Other Lists

Land Coverage Data Set

End Sub Process

6-1.2.2.1 Develop Criteria for Additional Tabulation Geography Delineations

6-1.2.2.2 Perform Batch Delineation for Additional Tabulation Geography

6-1.2.2.3 Perform Interactive Delineation for Additional Tabulation Geography

6-1.2.2.4 Upload Additional Geographic Delineation Results and Create Output Data/Maps

6-1.2.2.5 Closeout Additional Tabulation Geography Delineations
110 Geographic Partnership Support

Purpose: To show the sub-processes and activities associated with the 2020 Geographic Partnership Support activities

6-2.3 Geographic Partnership Support

6-2.3.1 Geographic Update Partnership Software (GUPS)

Provide GUPS Software

Support GUPS Issue Identification and Resolution for GP

6-2.3.1.1

6-2.3.1.2

Perform Issue Identification for GP Participants

Perform Issue Resolution for GP Participants

Perform Process Improvement/Lessons Learned for GP Support

6-2.3.2.1

6-2.3.2.2

6-2.3.2.3

Conduct Outbound Calling for GP Participants

6-2.3.2.4

6-2.3.2 Geographic Partnership Support Desk (GPSD)
2020 Census 06. Geographic Programs Operation (GEOP) - Appendix

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10.10 Plan 2020 Geographic Partnership Programs

Purpose: To show the activities associated with planning and creating the communications plan and associated schedule.

6-2.1 Geographic Partnership and Communications

6-2.1.1 Plan Geographic Partnership Programs

Sub Process Start

Identify Programs

Identify Participants

Prepare Overview

Develop Communications Plan/Schedule

Sub Process End
10.20 Prepare Geographic Partnership (GEOP) Promotional Materials

Purpose: To show the activities associated with creating the promotion materials

6-2.1 Geographic Partnership and Communications

6-2.1.2 Prepare Geographic Partnership Promotional Materials

- 10.20.10 Create Geographic Partnership Promotional Requirements
- 10.20.20 Identify Promotion Products
- 10.20.30 Identify Promotion Dissemination Modes
- 10.20.40 Develop Promotion Materials
- 10.20.50 Review/Update Promotional Material
10.30 Conduct Geographic Partnership Promotional Activities

Purpose: To show the activities associated with executing the communication activities associated with the promotion products launch.

6-2.1 Geographic Partnership and Communications

6-2.1.3 Conduct Geographic Partnership Promotional Activities

Sub Process Start

Implement Communications Plan

Launch Promotion Products

Sub Process End
10.40 Support 2020 Census Geographic Partnerships

Purpose: To show the activities associated with responding to participant inquiries and handling rapid response issues.
20.05 Provide Frame Development Support

Purpose: Support the receipt and processing of various address records from sources such as the USPS, state and local governments, and third-party data sources. These data help ensure accurate address coverage within the 2020 Census Frame.
20.07 Provide Geocoding Support

**Purpose**: To provide a mechanism for geocoding street addresses and providing the corresponding geographic codes

---

6-3.2 Geocoding

- One City style street address
- One set of X-Y coordinates
- Formatted Address batch file
- Sub Process Start
- Provide Geocoding Services
- Sub Process End
- Scores 90 percent and over
- Top scored result
- Multiple Results with same Top Score
- Multiple Results with same Top Score
20.10 Receive MAF/TIGER Product Requirements

Purpose: To show the activities associated with receiving MAF/TIGER product requirements from customers.

6-3.3 Frame Data Benchmarks (In Part)

Sub Process Start

Receive Customer Requirements (CRD) for MAF/TIGER Products from Customer

CRD

Yes

Create Software Requirements Specification (SRS)

Review CRD and SRS with Customer

No

Receive Customer Approval of Requirements Document(s)

CRD New?

Yes

Update existing Software Requirements Specification (SRS)

No

Sub Process End

Received Customer Requirements (CRD) for MAF/TIGER Products from Customer

Create Software Requirements Specification (SRS)

Received CRD and SRS with Customer

Required Document(s) Approved?

Yes

Received Customer Approval of Requirements Document(s)

No

Update existing Software Requirements Specification (SRS)
Purpose: To show the activities associated with creating MAF/TIGER data benchmarks

6-3.3 Frame Data Benchmarks (In Part)

- Changes in the benchmarking process may impact schedule and requirements

Start

- Provide Product Schedule and Context Requirements

- Updates Needed?
  - Yes
  - No

- Create Data Benchmarks

End
20.30 Produce Address, Spatial, Reference and Map Files

Purpose: To show the activities associated with address, spatial, reference and map files production

6-3.4 MAF/TIGER Address, Spatial, and Reference Products (In Part)

Sub Process Start

- Set-up Exchange Environment
- Prepare MAF/TIGER Products to be used for Product Testing
- Conduct User Acceptance of MAF/TIGER Test Products

20.30.10
20.30.20
20.30.30

Test Product Pass QA/QC? 20.30.30.10

Yes

No

Sub Process End
20.40 Deliver Final MAF/TIGER Products

Purpose: To deliver the Final MAF/TIGER products to customers

6-3.4 MAF/TIGER Address, Spatial, and Reference Products (In Part)

- Produce Final MAF/TIGER Products
  - Final Product Pass QA/QC? 20.40.10.10
  - Yes
    - Store Final MAF/TIGER Products in Repository 20.40.20
    - Notify Customer Final MAF/TIGER Products are Ready for Delivery 20.40.30
    - Send Final MAF/TIGER Products to Customer 20.40.40
    - Generate Final MAF/TIGER Products Delivery Report 20.40.50
  - No
    - Produce Final MAF/TIGER Products

Purpose: To collect and process address and spatial data from internal and external stakeholders.

6-3.5 MAF/TIGER Address and Spatial Updates (In Part)

1. **Check in Boundaries, Addresses, Features**
2. **Assign for Review Classification**
3. **Determine Initial Acceptable Address and Spatial Updates received from Internal Stakeholders**
4. **Determine Initial Acceptable Address and Spatial Updates received from External Stakeholders**
5. **Process External Stakeholder Returns**

Sub Process Start ➔ Check in Boundaries, Addresses, Features ➔ Assign for Review Classification ➔ Determine Initial Acceptable Address and Spatial Updates received from Internal Stakeholders ➔ Determine Initial Acceptable Address and Spatial Updates received from External Stakeholders ➔ Process External Stakeholder Returns ➔ Sub Process End
20.60 Update MAF/TIGER

Purpose: To show the activities associated with updating the MAF/TIGER with address and spatial updates

6-3.5 MAF/TIGER
Address and Spatial Updates (In Part)

Sub Process Start

Employ Selected MAF/TIGER Update

Upload to MAF/TIGER Database

Create Results Report

Sub Process End
20.70 Closeout GEOP/GDP Component Activities

Purpose: To show the activities associated with closing the 2020 Geographic Data Processing.
40.05 Prepare to Perform SLU Updates

Purpose: To develop plan for SLU updates, obtain/assess source materials, write SLU update procedures and conduct training.

6-1.1.1.1 Prepare to Perform SLU Updates

Sub Process Start

Develop Plan for Updates to SLU areas

Obtain Source Materials

Assess Source Materials

Modify Boundary Quality Assessment and Review Project (BQARP) Procedures for SLU Update

Conduct SLU Update Training

Sub Process End
40.07 Perform SLU Updates

Purpose: To determine workload and perform SLU updates

6-1.1.1.2 Perform SLU Updates

- Assessed National Park Files
- Assessed Military Areas Files
- Updated Polygons Shapefiles
- UMAP/TIGER Database Updates
- MAF/TIGER Database Updates

Sub Process Start

Determine Workload to update polygons Shapefiles

40.07.10

Perform SLU Updates

40.07.20

Perform SLU Update QA/QC

40.07.30

Sub Process End
40.10 Develop BCU Criteria

Purpose: To modify MAF/TIGER Database structure, identify BCU customer requirements and write software requirements to support BCU development and creation.

6-1.1.2.1 Develop BCU Criteria

- Establish Collection Geography Working Group
- Perform BCU Software Requirements Gathering Sessions
- Write BCU Software Requirements
- Write CR for MAF/TIGER Database Schema to Restructure the Database
- Update MAF/TIGER Database Structure – performed by GEOP/GDP
- Write CR to Update Benchmarking Requirements
- Update Benchmarking Software – performed by GEOP/GDP
- Participate in Software Test and Acceptance Activities for All BCU Delineation Related Software – performed with GEOP/GDP
- Release BCU Delineation Related Software – performed by GEOP/GDP
- Send Deficiencies to GEOP/GDP Development Staff

Includes requirements for:
- WebCS (WEB Enabled Batch Control System)
- BCU Batch Delineation Software
- BCU Interactive Review Software (i.e. CR for BCU Updates in GATRES)
- CRs for USRDS
- Production Control System (PCS)
40.20 Perform BCU Batch Delineation

Purpose: To delineate BCUs in the MAF/TIGER Database via a batch delineation process.

6-1.1.2.2 Perform BCU Batch Delineation

Run BCU Batch Delineation – performed by GEOP/GDP

Perform QC on BCU Batch Delineation

Create BCU Batch Results Products – performed by GEOP/GDP

Provide BCU Batch Results Products

Run Geocoding Software – performed by GEOP/GDP

Provide BCU Batch Delineation Lessons Learned Questions

Send Deficiencies to GEOP/GDP Development Staff

BCU Batch Delineation

Lessons Learned

Questions

Geocoding software

MAF/TIGER Database Updates

Outputs for QC

BCU Batch Results Products

Sub Process Start

Sub Process End

Passed?

Yes

No

40.20.10

40.20.20

40.20.40

40.20.50

40.20.60

40.20.70

40.20.30

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40.30 Maintain BCU Integrity and Recalculate Attribution (PDB)

Purpose: To ensure the BCU geography remains intact with regard to the original specifications and recalculate BCU attribution as the need is identified.

6-1.1.2.3 Maintain BCU Integrity and Recalculate Attribution (Post Batch Delineation)

- Identify BCU Business Rules and Legal Values
- Write CR to Update Business Rules and Legal Values Integrated Control System (BRICS) for BCUs
- Update BRICS – performed by GEOP/GDP
- Run BRICS – performed by GEOP/GDP
- Write CR to Recalculate BCU Attribution
- Run Geocoding Software – performed by GEOP/GDP
- Run BCU Attribution Recalculation – performed by GEOP/GDP
- MAF/TIGER Database Updates

Sub Process Start

CR

CR

CR

CR

Sub Process End
40.40 Update BCU Attribution

Purpose: To update BCU Legal Values and Attributes based on in-office ADCAN attribution.

6-1.1.2.4 Update BCU Attribution

Sub Process Start

Create TABBLOCK to BCU crosswalk

In-Office ADCAN Attribution

Receive Attribution from In-Office ADCAN

CR

Write CRs to Update BCU Legal Values

Update BRICS for BCUs – performed by GEOP/GDP

CR

Updated BRICS with BCU Legal Values

Write CR to Update BCU Attribution

BCUs flagged for In-Field

Update BCU Attribution – performed by GEOP/GDP

Sub Process End
40.50 Prepare to Perform BCU Interactive Review

Purpose: To identify BCU Interactive Review inputs, write procedures and conduct training.

- Identify BCU Interactive Review Inputs and References
  - Includes (Inputs and References):
    - BCUs Flagged for In-Field
    - BCU BRICS Failures
    - BCU Batch Results Products
    - BCU USRDS Shapefiles

- Write BCU Interactive Review Procedures
- Develop BCU Interactive Review Training
- Conduct BCU Interactive Review Training
- Write BCU Interactive Review QA/QC Procedures
- Develop BCU Interactive Review QA/QC Training
- Conduct BCU Interactive Review QA/QC Training
40.60 Perform BCU Interactive Review

Purpose: To resolve issues with BCU boundaries following BCU Batch Delineation.

6-1.2.6 Perform BCU Interactive Review

- Run Geocoding Software – performed by GEOP/GDP
- Run BCU Attribution Recalculation – performed by GEOP/GDP
- Execute LISRDS to Create BCU Shapefiles

Includes (Inputs and References):
- BCU BRICS Failures
- BCU Batch Results Products
- BCU LISRDS Shapefiles

Both NPC and RCC staff perform this step before beginning their work to ensure the most recent BCU geography is used for Interactive Review.

Provide BCU Interactive Review Results Products

Provide BCU Interactive Review Lessons Learned Questions

Sub Process End
40.65 Maintain BCU Integrity and Recalculate Attribution (PIR)

Purpose: To ensure the BCU geography remains intact with regard to the original specifications and recalculate BCU attribution as the need is identified.

6-1.1.2.7 Maintain BCU Integrity and Recalculate Attribution (Post Interactive Review)

- Identify BCU Business Rules and Legal Values
- Write CR to Recalculate BCU Attribution
- Run Geocoding Software
- Run BRICS – performed by GEOP/GDP
- Update BRICS with BCU Business Rules and Legal Values
- Write CR to Update Business Rules and Legal Values Integrated Control System (BRICS) for BCUs
- Run BRICS – performed by GEOP/GDP
- BCU BRICS Failures
- MAF/TIGER Database Updates
- Updated BRICS

Sub Process Start

Sub Process End
40.70 Develop TEA Criteria

Purpose: To modify the MAF/TIGER Database structure, identify 2020 TEA requirements and write software requirements to support TEA attribution within BCUs.

6-1.1.3.1 Develop TEA Criteria

- Review existing TEA Batch and Interactive Criteria Requirements
- Establish TEA Working Group
- Perform Preliminary TEA Delineation
- Write CR to update BRICS with TEA Legal Values on BCUs
- Update BRICS with TEA Legal Values on BCUs – performed by GEOP/GDP
- Participate in Software Test and Acceptance Activities for all TEA Related Software – performed with GEOP/GDP
- Send Deficiencies to GEOP/GDP Development Staff

Includes requirements for:
- TEA Batch Delineation Software
- TEA Interactive Review Software (software requirements document for GAADS)
- Production Control System (PCS)
40.80 Perform TEA Batch Delineation

Purpose: To populate the BCU in the MAF/TIGER Database database with the TEA attribute via a Batch Delineation process.

6-1.1.3.2 Perform TEA Batch Delineation

- Run TEA Batch Delineation Software to Assign Attribute to BCUs – performed by GEOP/GDP
- Perform QC of TEA Batch Delineation
  - Pass?
    - Yes
      - Create TEA Batch Results Products – performed by GEOP/GDP
      - Provide TEA Batch Results Products
        - Conduct Upper Management Review of TEAs
          - Yes
            - Distribute TEA Batch Results Products
          - No
            - Provide TEA Batch Delineation Lessons Learned Questions
- No
  - 2016?
    - Yes
      - Yes
    - No
      - Send Deficiencies to GEOP/GDP Development Staff
- 2020 TEA Assignments

2017 TEA Batch Delineation performed AFTER completion of Update BCU Attribution (40.40)
2018 TEA Batch Delineation performed AFTER completion of Perform BCU Interactive Review (40.60)
### 40.90 Perform TEA Interactive Review

**Purpose:** To interactively review and modify TEA attribution; occurs in 2017 and 2018.

#### 6-1.1.3.3 Perform TEA Interactive Review

- **Identify TEA Interactive Review Inputs and References**
  - Includes (Inputs and References):
    - USPS Delivery Type Data
    - TEA Batch Results Products
    - Others (TBD)

- **Write TEA Interactive Review Procedures**

- **Perform TEA Interactive Review Training**

- **Write TEA Interactive Review QA/QC Procedures**

- **Perform TEA Interactive Review QA/QC**
  - Includes (Inputs and References):
    - USPS Delivery Type Data
    - TEA Batch Results Products
    - Others (TBD)

- **Perform TEA Interactive Review**

- **Perform TEA Interactive Review QA/QC**

- **Write CR to Update TEA Attribution**
  - Update TEA Attribute on BCU – performed by GEOP/GDP
  - CR

- **Create TEA Interactive Review Results Products**

- **Provide TEA Interactive Review Results Products**

- **Conduct Upper Management Review of TEAs**

- **Distribute TEA Interactive Review Results Products**

- **Provide TEA Interactive Review Lessons Learned Questions**

- **Update TEA Attribute on BCU** – performed by GEOP/GDP

- **Perform TEA Interactive Review QA/QC Training**

- **Perform TEA Interactive Review QA/QC Procedures**

- **Perform TEA Interactive Review QA/QC Procedures**

- **Sub Process Start**

- **Sub Process End**
40.100 Develop FMA Criteria

Purpose: To modify MAF/TIGER Database structure, identify FMA customer requirements and write software requirements to support FMA development.

(Regional Census Center (RCC), Area Census Office (ACO), and Census Field Manager (CFM))

- Develop FMA Criteria
- Establish FMA Working Group
- Perform FMA Customer Requirements Gathering Sessions
- Write FMA Software Requirements
- Write CR for MAF/TIGER Database Schema Changes
- Update MAF/TIGER Database Structure – performed by GEOP/GDP
- Update Benchmarking Software – performed by GEOP/GDP

Includes requirements for:
- Criteria for CFM
- Lists for ACO and RCC

CR for LISRDS

Write CR to update Benchmarking Requirements

Participate in Software Test and Acceptance Activities for All FMA Delineation Related Software – performed with GEOP/GDP

Passed? Yes

Release FMA Delineation Related Software – performed by GEOP/GDP

No

Send Deficiencies to GEOP/GDP Development Staff

40.100 Develop FMA Criteria

2020 Census BPM - 06. Geographic Programs Operation (GEOP) DRAFT.vsd
Purpose: To delineate FMAs in the MAF/TIGER system (MAF/TIGER Database) via Batch Delineation (at the appropriate time, for the appropriate operation).

- Perform FMA Batch Delineation

>>> Start

Run FMA Batch Delineation Software

Perform FMA Batch Delineation

Passed?

Yes

No

Send Deficiencies to GEO/GDP Development Staff

Create FMA Batch Delineation Results

Products

RCC, ACO or CFM/CFS?

Yes

No

Provide FMA Batch Delineation Products

- performed by GEO/GDP

40.110.30

40.110.40

40.110.50

RCC, ACO or CFM/CFS?

Yes

No

40.110.70

Distribute FMA Batch Delineation Products

RCC, ACO or CFM/CFS?

Yes

No

40.110.90

Upload FMAs into MAF/TIGER Database – performed by GEO/GDP

Conduct HQ Management Review of FMA

Write CR to Upload FMAs

ACO, CFM/CFS

RCC

End Sub Process

2016 FMA-RCC and FMA-ACO Batch Delineations performed AFTER BCU Batch Delineation (40.20) in 2016

2018 FMA-CFM Batch Delineation performed AFTER TEA Interactive Review (40.90) in 2018

40.110 Perform FMA Batch Delineation

2020 Census BPM - 06. Geographic Programs Operation (GEOP) DRAFT.vsd

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40.120 Perform FMA Interactive Review

Purpose: To review and modify the various FMAs following their respective Batch Delineation. (applies only to ACO and CFM)

- **Perform FMA Interactive Review**

  Include (Inputs and References):
  - FMA Batch Delineation Results Products
  - ACO Inputs (TBD)
  - CFM Operational Requirements (TBD)

  Includes (Inputs and References):
  - FMA Batch Delineation Results Products
  - ACO Inputs (TBD)
  - CFM Operational Requirements (TBD)

  Include (Inputs and References):
  - FMA Batch Delineation Results Products
  - ACO Inputs (TBD)
  - CFM Operational Requirements (TBD)

- **Identify FMA Interactive Review Inputs and References**
- **Write FMA Interactive Review Procedures**
- **Perform FMA Interactive Review Training**
- **Perform FMA Interactive Review**
- **Perform QA/QC on FMA Interactive Review**
- **Create FMA Interactive Review Products (using GAADS)**
- **Provide FMA Interactive Review Products**
- **Conduct HQ Management Review of FMAs**
- **Upload FMAs into MAF/TIGER Database**
- **Write CR to Upload FMAs**
- **Provide FMA Interactive Review Learned Questions**

Sub Process Start

Sub Process End
40.130 Closeout Collection Geography Delineation

Purpose: To create final Collection Geography data products, adequately document Lessons Learned and close-out 2020 Collection Geography activities.

6-1.1.5 Collection Geography Delineation Closeout

- 6-1.1.5.1 Create Final Collection Geography Data Products - performed by GEOP/GDP
- 6-1.1.5.2 Compile and Document Overall Collection Geography Lessons Learned

Various Batch Delineation Lessons Learned Questions and Answers
Various Interactive Review Lessons Learned Questions and Answers
50.10 Receive Map Production Requirements

Purpose: To show the activity level associated with receiving requirements
50.20 Create Map Production Environment

Purpose: To show the activities associated with creating the map production and plotting environment

Includes WEBCS and GPQCPS (mapping QC and plotting control system)
50.30 Create Map Product

Purpose: To show the activities associated with creating a map product based on requirements
50.40 Perform Map Quality Control

Purpose: To show the activities associated with quality control for produced maps
50.50 Deliver Final Map Product

Purpose: To show the activities associated delivering the final map product

Potential Deliver Destinations:
- Posted to web
- Sent for Plotting/Printing
- CD creation
- Copied to another division location
50.60 Close Map Production Activities

Purpose: To show the activities associated with closing map production

Sub Process Start

50.60.10
Analyze Map Production Results

50.60.20
Archive Map Files

Sub Process End
60.10 Prepare Requirements and Criteria

Purpose: To determine the criteria and associated requirements to be used for Geographic Partnership Programs.

- Prepare Requirements and Criteria
### 60.20 Notify Program Stakeholders

**Purpose:** To notify Stakeholders about participation in the Geographic Partnership Programs.

#### 6-2.2.1.1 Prepare for Program Outreach Activities (In Part)

- **Identify Stakeholders**
- **Prepare Criteria Review Notification**
- **Get Notification Approval**
- **Send Notification**
- **Receive Feedback/Acceptance**
- **Publish Final Federal Notifications**

**Feedback/Acceptance**

**Publish Notification**

**Federal Register, RCC, RDO, States, Participants, Tribal**

**Sub Process Start**

**Sub Process End**
60.30 Review Tracking and Control for Updates

Purpose: To create a means to track and control updates received from the Geographic Programs participants.

6.2.2.1.1 Prepare for Program Outreach Activities (In Part)

1. **Review Existing Tracking and Control Approach**
   - 60.30.10
   - Update Existing Or New?
   - Yes: **Update Existing Tracking and Control Approach**
   - No: **No**

2. **Review Tracking and Control for Updates**
   - 60.30.10
   - Update Existing Or New?
   - Yes: **Update Existing Tracking and Control Approach**
   - No: **No**

3. **Perform Integrated Tracking and Control Readiness Review on Tracking and Control Approach – performed with GEOP/GDP**
   - 60.30.40
   - Pass Readiness Review? 50.30.40.10
   - Yes: **Perform**
   - No: **No**

4. **Release Tracking and Control System Approach – performed by GEOP/GDP**
   - 60.30.50
   - Yes: **Release**
   - No: **No**
### 60.40 Prepare Geographic Materials

#### Purpose:
To show the activities associated with preparing geographic delineation materials

#### Materials Needed for Program Participation (In Part)

- **Participant Procedures**
  - Develop/Write Participant Procedures
  - Prepare Systems and Participant Access Environment
  - Set-up Participant Access Environment
  - Write Invitation Letter
  - Send Geographic Partnership Materials to OMB
  - Receive OMB Clearance
  - Prepare Geographic Materials

- **Invitation Letter**
  - Send Invitation Letter to OMB
  - Receive OMB Clearance
  - Provide Geographic Material and Training

- **OMB Clearance**
  - Is this program PSAP?
  - Send Confirmation Letter to Participants
  - Contact Participants

- **Participant Procedures**
  - Receive OMB Clearance
  - Send Confirmation Letter to Participants
  - Call to Participant to Confirm Participation
  - Update PSAP Entities

- **Reminder Email**
  - Send Reminder Email to Confirm Participation
  - Call to Participant to Confirm Participation
  - Update PSAP Entities

- **Update Participant Contact Database**

- **PSAP Entities**
  - Update PSAP Entities

- **Prepare Geographic Materials**
  - Perform Internal Review of PSAP entities
  - Prepare Geographic Materials
  - Review Geographic Materials

- **Update Production Control**
  - Update Production Control

- **Reminder Email**
  - Send Reminder Email to Confirm Participation
  - Call to Participant to Confirm Participation
  - Update PSAP Entities
Purpose: To show the activities associated with geographic materials benchmarking.

- **6.2.2.1.2 Provide Geographic Materials and Training Materials Needed for Program Participation (In Part)**

  - Write CR for Geographic Materials Requirements
  - Develop/Test Environment – performed with GEOP/GDP
  - Write CR to Create Geographic Materials Benchmarks – performed by GEOP/GDP
  - Participate in the QC of Geographic Materials Benchmarks – performed with GEOP/GDP
  - Create Results Document – performed by GEOP/GDP

  QC Updates Needed? Yes No

  - Yes: CR
  - No: CR

Sub Process Start – Benchmark to Produce Geographic Materials

Sub Process End
60.60 Provide Geographic Materials

Purpose: To show the activities associated with providing geographic materials to participants.

6-2.2.1.2 Provide Geographic Materials and Training
Materials Needed for Program Participation (In Part)

- Provide Geographic Materials
- Send Geographic Materials to Participants
- Update Geographic Materials Receipt Tracking and Control Status

Sub Process Start

Sub Process End
60.70 Prepare Training Materials

Purpose: To prepare internal and external training materials.

6-2.2.1.2 Provide Geographic Materials and Training Materials Needed for Program Participation (In Part)
60.80 Provide Training Materials

Purpose: To provide the training materials to the Regional Census Centers.

- Provide Training Materials

6-2.2.1.2 Provide Geographic Materials and Training Materials Needed for Program Participation (In Part)

Sub Process Start

Send Training Materials to Participants and Staff

Update Training Materials Receipt Tracking and Control Status

Sub Process End
60.90 Provide Geographic Programs Participant Support Services

Purpose: To provide support services to the Geographic Programs participants

Geographic Programs Participant Support Services include all Geographic Partnership Programs and LUCA, Redistricting

6-2.2.1.3 Support Participant Review and Submissions (In Part)

- Provide Geographic Programs Participant Support Services
60.100 Support Participant Review and Updates

**Purpose:** To provide support to participants during the review and update period

---

**6-2.2.1.3 Support Participant Review and Submissions (In Part)**

1. **Retrieve Submission Information from Directory** – performed by GEOP/GDP
2. **Perform Submission Preprocessing** – performed by GEOP/GDP
3. **Update Tracking and Control Status**
   - **Does Submission Pass Preprocessing Checks?**
     - **Yes**
       - **Send Submission Receipt to Participant**
     - **No**
       - **Provide Feedback to Participant**
4. **Does Submission Pass Preprocessing Checks?**
   - **Yes**
     - **Update Tracking and Control with Feedback Status**
   - **No**
     - **Resubmission required?**
      - **Yes**
        - **Retrieve Submission Information from Directory**
      - **No**

---

- Support Participant Review and Updates
60.110 Perform Updates

Purpose: To show the activities associated with processing the boundary and edge information received from participants

6.2.2.1.4 Perform Geographic Updates and Final QC (In Part)
60.120 Conduct Final Quality Control Review

Purpose: To show the activities associated with processing the boundary and edge information received from participants

6-2.2.1.4 Perform Geographic Updates and Final QC (In Part)

- Order Redesigned Final QC Set
- Perform Final Quality Control Review
- Update Tracking and Control Status
- Review Final QC Results
- Update MAF/TIGER Database with final QC Results corrections – performed by GEOP/GDP
- Make Final QC Results Corrections
- Update Pass/Fail Status

Sub Process Start

- Conduct Final QC Review

Sub Process End
60.130 Close Program Phase

Purpose: To show the activities associated with closing out all activities with participants and updating the source repository with new information, preparing for the next benchmark and documenting lessons learned.

- Perform Close-out Activities
- Prepare for Next Benchmark
- Document Lessons Learned

6-2.2.1.5 Close the Program/Phase
80.10 Develop GARP Criteria
Purpose: To develop and review criteria for the Geographic Area Reconciliation
80.20 Create GARP Tracking and Control

Purpose: To create a means to track and control updates during Geographic Areas Reconciliation Program (GARP)
80.30 Identify Geographic Area Discrepancies

Purpose: To allow for the differences between boundary, address, features to be identified
80.40 Make Rules Based Decision

Purpose: To allow for a rules based decision based upon specific criteria to be applied and accepted.
80.50 Follow-up to Determine Action

Purpose: To allow the identification, selection and implementation of follow-up

Sub Process Start

80.50.10
Identify Action Options

80.50.20
Select Option

80.50.30
Implement Action

Sub Process End
80.60 Produce GARP Geographic Materials

Purpose: To produce and review produced Geographic Materials prior to delivery

Sub Process Start → Prepare Requirements for Reconciliation → Deliver Requirements → Set-Up Reconciliation Tool → Prepare Geographic Materials → Review Produced Geographic Materials → Sub Process End
80.70 Prepare GARP Training Materials

Purpose: To allow for the creation, review and production of GARP training materials
80.80 Provide GARP Geographic Materials

Purpose: To provide the GARP Geographic Materials to the customer and record materials receipt

Business Process Modeling & Analysis Toolkit

Send Geographic Area Reconciliation Materials

Enter Materials Receipt Tracking and Control Status

Sub Process Start

Sub Process End
80.90 Provide GARP Training Materials

Purpose: To provide the GARP training materials to the customer

Start

Training materials

Sub Process Start

Send Training Materials

80.90.10

Enter Training Materials Receipt Tracking and Control Status

80.90.20

Sub Process End

End
80.100 Conduct GARP Training

Purpose: To conduct GARP training
80.110 Perform GARP Updates

Purpose: To show the activities associated with updating the boundary information

80.110.10 Confirm All Census Updates Complete
80.110.20 Enter Change Action/Geography Information
80.110.30 Update MAF/TIGER with Boundary Submission
80.110.40 Generate Final Boundary Review Copy
80.110.50 Review Boundary Topology Results

Make Corrections to Failed Boundaries

Are corrections needed? Yes No

Update Final Status in Tracking and Control

Sub Process Start

Sub Process End
80.120 Close GARP
Purpose: To close all 2020 GARP activities

- Perform Close-out Activities
- Prepare For Next 2020 Tabulation Benchmark
- Document Lessons Learned
95.20 Develop Tabulation Block Delineation Criteria

Purpose: To identify the various tabulation block customer requirements and write software requirements to support tabulation blocks in the MAF/TIGER database.

6-1.2.1.2 Develop Tabulation Block Delineation Criteria

Includes requirements for:
- BBSP Sample
- BBSP
- BBSP Verification
- 2020 Tabulation

Includes requirements for:
- WebCS (WEB Enabled Batch Control System)
- Tabulation Block Delineation software (BBSP Sample, BBSP and BBSP Verification and 2020 Tabulation**)
- **only 2020 Tabulation is considered tabulation block; other three are considered Prototype blocks

Send Deficiencies to GEOP/GDP Development Staff
95.30 Perform Tabulation Block Batch Delineation

Purpose: To delineate prototype and tabulation blocks in the MAF/TIGER Database via a batch delineation process.
95.40 Closeout Tabulation Block Delineation

Purpose: To create final 2020 Tabulation block data products, adequately document Lessons Learned and close-out 2020 Prototype and Tabulation block delineation activities.

6-1.2.1.4 Tabulation Block Delineation Closeout

- 6-1.2.1.4.1 Create Final 2020 Tabulation Block Products – performed by GEOP/GDP
- 6-1.2.1.4.2 Compile and Document Tabulation Block Delineation Lessons Learned

Sub Process Start

Sub Process End
Develop Criteria for Additional Tabulation Geography Delineations

Purpose: To show the activities associated with creating the ZCTA and Urban Areas delineation criteria

Business Process Modeling & Analysis Toolkit

100.10 Develop Criteria for Additional Tabulation Geography Delineations

<table>
<thead>
<tr>
<th>Start Sub Process</th>
<th>Establish Area Working Group</th>
<th>Identity Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>100.10.10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>100.10.20</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Perform Additional Tab. Geog. Software Requirements Gathering Sessions
  - 100.10.60

- Write Additional Tab. Geog. Software Requirements
  - 100.10.70

- Participate in Software Test and Acceptance Activities for All Additional Tab. Geog. Delineation Related Software – performed with GEOP/GDP
  - 100.10.80

- Incorporate Feedback
  - 100.10.40

- Publish Federal Register Notice with Proposed Criteria
  - 100.10.30

- Publish Final Federal Register Notice
  - 100.10.50

- Incorporate Feedback
  - 100.10.40

- Establish Area Working Group or ZCTA?
  - 100.10.10

- Identifying Criteria
  - 100.10.10

- Part in Software Test and Acceptance Activities for All Additional Tab. Geog. Delineation Related Software – performed by GEOP/GDP
  - 100.10.90

- Release Additional Tab. Geog. Delineation Related Software
  - 100.10.90

- Send Deficiencies to GEOP/GDP Development Staff
  - 100.10.100

- Additional Tab. Geog. Requirements
  - Includes Additional Tab. Geog. requirements for:
    - Production Control System (PCS)
    - Batch Delineation Software
    - Interactive Review Software
    - Block Equivalency and Name Files
    - Data Products

End Sub Process
100.20 Perform Batch Delineation for Additional Tabulation Geography

Purpose: To show the activities for performing the ZCTA and Urban Areas Batch Delineation

End Sub Process

Start Sub Process

6-1.2.2.2 Perform Batch Delineation for Additional Tabulation Geography

Create Batch Delineation

Perform Quality Control for Batch Delineation

End Sub Process
100.30 Perform Interactive Delineation for Additional Tabulation Geography

Purpose: To show the activities for performing the ZCTA and Urban Areas Batch Delineation

6-1.2.2.3 Perform Interactive Delineation for Additional Tabulation Geography
100.40 Upload Additional Geographic Delineation Results and Create Output Data/Maps

Purpose: To show the activities for performing the ZCTA and Urban Areas Batch Delineation

6-1.2.2.4 Upload Additional Geographic Delineation Results and Create Output Data/Maps

6-1.2.2.4.1 Upload Delineation Results for Additional Tabulation Geography

Start Sub Process

100.40.10 Produce Block Equivalency and Name Files

100.40.20 Provide Updates to Address/Spatial Source Repository (MAF/TIGER Database)

6-1.2.2.4.2 Create Output Data/Maps for Additional Tabulation Geography Delineations

100.40.30 Develop Data Products

100.40.40 Deliver Data Products

End Sub Process
100.50 Create Output Data/Maps for Additional Tabulation Geography Delineations

Purpose: To show the activities for creating ZCTA and Urban Areas Data Products
100.60 Create Output Data/Maps

Purpose: To show the activities for creating ZCTA and Urban Areas Data Products
100.70 Close Delineations

Purpose: To show the activities for closing ZCTA and Urban Areas
110.30 Perform Issue Identification for GP Participants

Purpose: To answer inbound participant inquiries and manage help requests

6-2.3.2.1 Perform Issue Identification for GP Participants

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>110.30.10</td>
<td>Receive Help Request</td>
</tr>
<tr>
<td>110.30.20</td>
<td>Capture Nature of Help Request</td>
</tr>
<tr>
<td>110.30.30</td>
<td>Determine Nature of Help Request</td>
</tr>
<tr>
<td>110.30.40</td>
<td>Search for In-Progress Help Request</td>
</tr>
<tr>
<td>110.30.60</td>
<td>Review Help Request Information</td>
</tr>
<tr>
<td>110.30.50</td>
<td>Open New Help Request</td>
</tr>
</tbody>
</table>
Perform Issue Resolution for GP Participants

Purpose: To resolve, escalate and document GP Participants help requests

110.40.10 Attempt to Resolve Help Request (Tier 1)

110.40.20 Capture Help Request Outcome at Tier 1

Yes

110.40.30 Escalate Help Request to Tier 2 or Tier 3

No

110.40.40 Attempt to Resolve Help Request (Tier 2 or 3)

Yes

110.40.50 Capture Help Request Outcome at Tier 2 or 3

No

Sub Process Start

Sub Process End

Status: In Progress
Resolved
Escalated
Cancelled

Request Resolved? 110.40.20.20

Request Resolved? 110.40.40.10
110.50 Perform Process Improvements/Lessons Learned for GP Support

Purpose: To use information captured during the help request resolution to improve the existing knowledge base for each project.
110.60 Conduct Outbound Calling for GP Participants

Purpose: To support outbound telephone calls based upon the needs of the program

Identify Participants to Contact

Perform Outbound Call

Participant Contacted? 110.60.20.10

Yes

No

Capture Results

Sub Process Start

Sub Process End
120 Closeout Tabulation Geography Delineation

Purpose: To adequately document Lessons Learned and close-out 2020 Tabulation Geography activities.

6-1.2.3 Tabulation Geography Delineation Closeout

6-1.2.3.1 Compile and Document Overall Tabulation Geography Lessons Learned

Sub Process Start

Compile and Document Overall Tabulation Geography Lessons Learned

Sub Process End