

2020 Census 14. Update Enumerate (UE)

Version: 2.8b

Revision Date: 08/15/2018



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Major Revision Change History

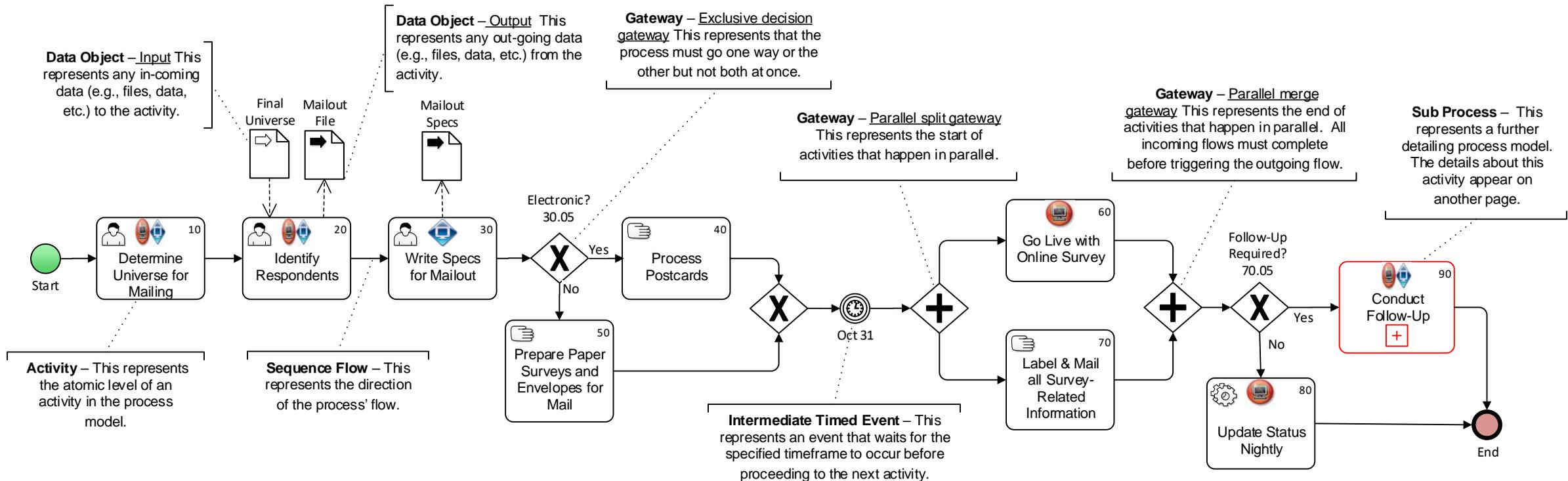
Date	Description	Author	Version #	Page #'s
07/18/2016	Initial Baseline	Aurelia Gardner	1.0	All
09/27/2016	Revised per DOP Kick-off with MITRE	Aurelia Gardner	1.1	All
10/21/2016	Updated prior to deliverable on 10/28/2016	Susan Alexander	1.2	All
01/11/2017	Revised after completing final 2020 BPM	Susan Alexander	1.3	All
02/06/2017	Revised based on changes for DOP	Susan Alexander	1.4	1, 3, 8
03/06/2017	Revised based on descopeing meeting	Susan Alexander	1.5	1, 3, 8
03/22/2017	Revised based on changes to operational design	Andrey Fomil	1.6	All
04/04/2017	Revised based on changes to operational design	Susan Alexander	1.7	All
04/14/2017	Revised based on changes to operational design	Peter LaMois	1.8	All
04/25/2017	Revised based on changes to operational design	Peter LaMois	1.9	All
05/30/2017	CR P-0363 draft	Peter LaMois	2.0	All
06/07/2017	Revised to include GQ/TL process	Peter LaMois	2.1	All
06/09/2017	Revised in coordination with MITRE	Peter LaMois	2.2	All
06/30/2017	Revised in coordination with MITRE	Peter LaMois	2.3	All
07/07/2017	Revised and annotated in coordination with MITRE	Peter LaMois	2.4	All
07/25/2017	Revised and added an additional process	Peter LaMois	2.5	All
09/20/2017	Updated context model	Peter LaMois	2.6	3
07/23/2018	Updated models for processing paper field materials	Peter LaMois	2.7	13, 14
07/30/2018	Revised activities and activity numbers	Godfrey Maynor	2.8	13, 14, 15
08/15/2018	Updated annotation	MITRE	2.8b	All

Reading and Understanding the Model

Example Activity Model

BPM Purpose

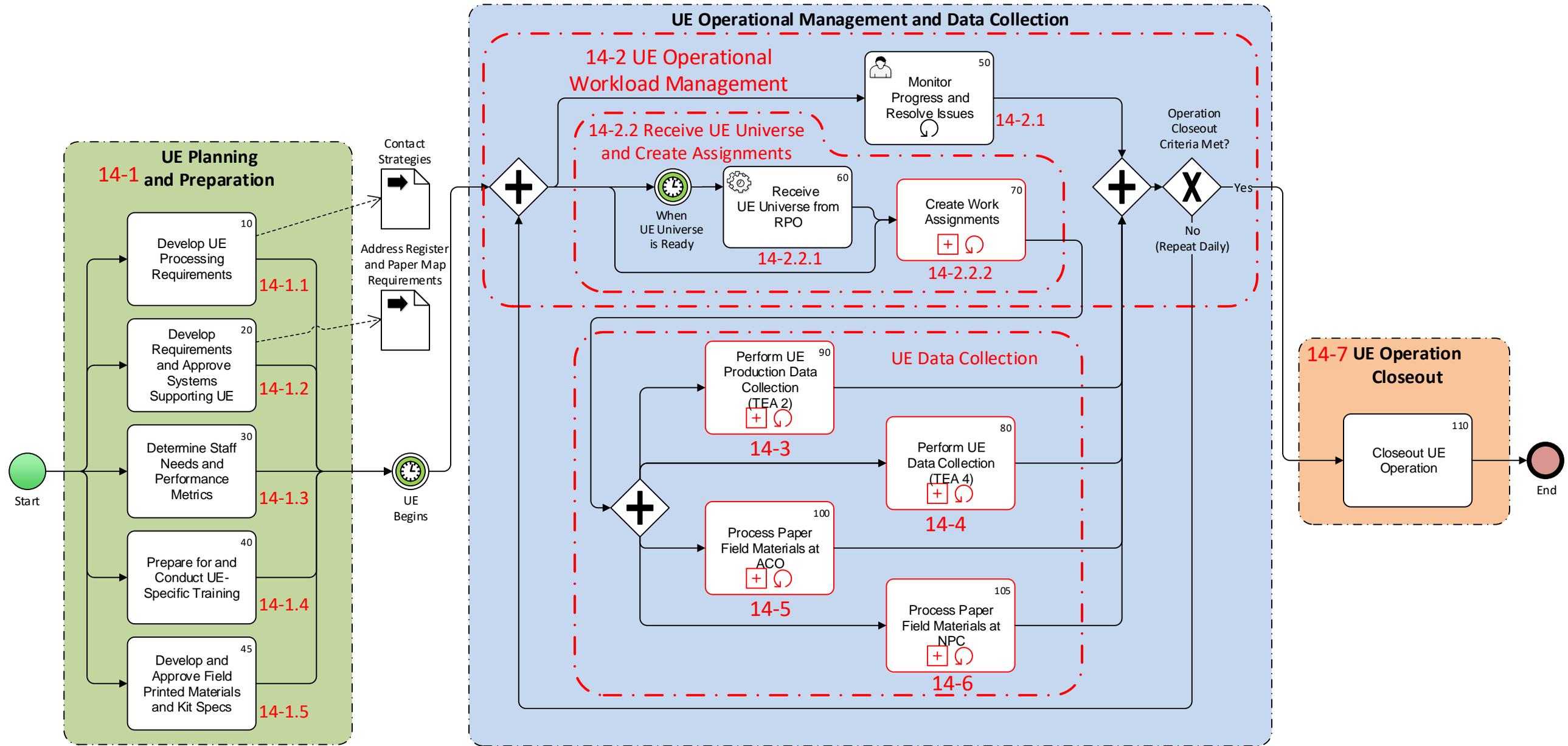
- Describe Census Operations business processes – activities, resources and key milestones
- Provide the details necessary for non-subject matter experts to understand the business process
- Contribute to the requirements development process
- Facilitate the linkage of business processes to IT capabilities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



Key:	Activities	Gateways	Data Objects	Other
Events	Activity at atomic level: 10	Exclusive:	Input:	Sequence Flow:
Start:	Activity containing a sub process: 20	Parallel:	Output:	Association:
End:	Optional Activity Numbering: 10, 20	Event Based:	Data Store:	Annotation:
Intermediate Timed Event:	Activity involving:			<small>This file is created by the SME before this process kicks off.</small>
Flow continued on another page:	→ USER interacting with a system or software: Activity			
Flow continued from another page:	→ MANUAL activity (no system/software involved): Activity			
	→ SENDING a message: Activity			
	→ RECEIVING a message: Activity			
	→ SERVICE or batch processing: Activity			
	→ RECURRING steps: Activity			
	→ Any system developed specifically for Census' use: Activity			
	→ Any commercial-off-the-shelf (COTS) products: Activity			
	→ Both a system developed specifically for Census' use <u>and</u> COTS products: Activity			

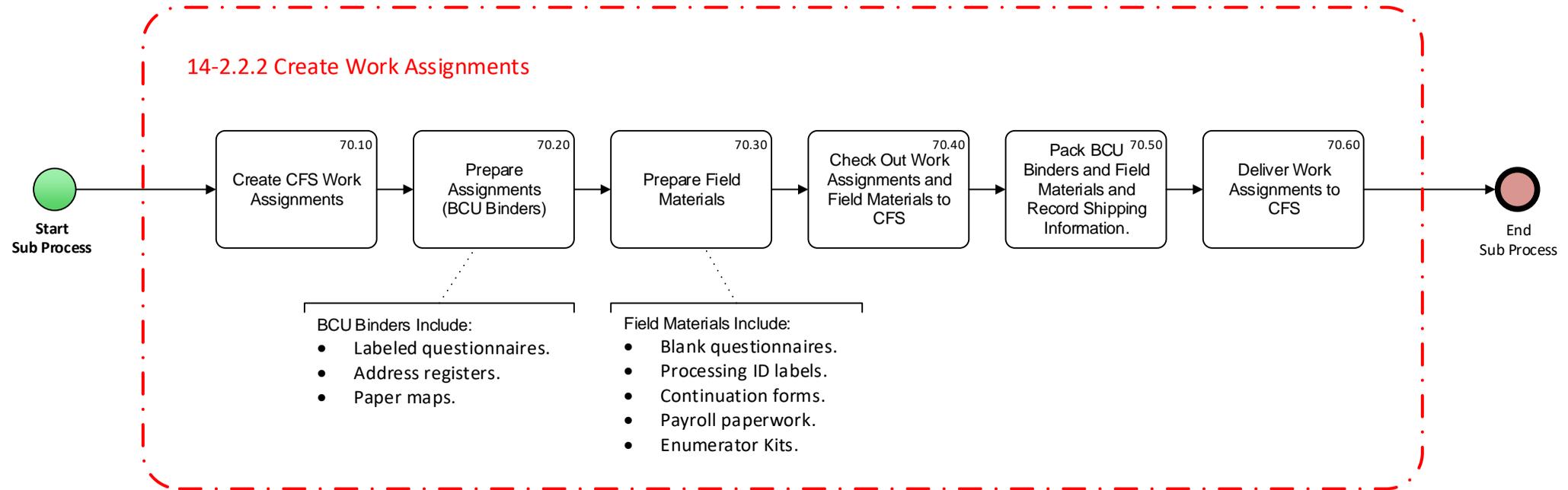
2020 Census 14. Update Enumerate Operation (UE)

Purpose: Update the address list and enumerate the housing units in certain designated geographic areas.



70 Create Work Assignments

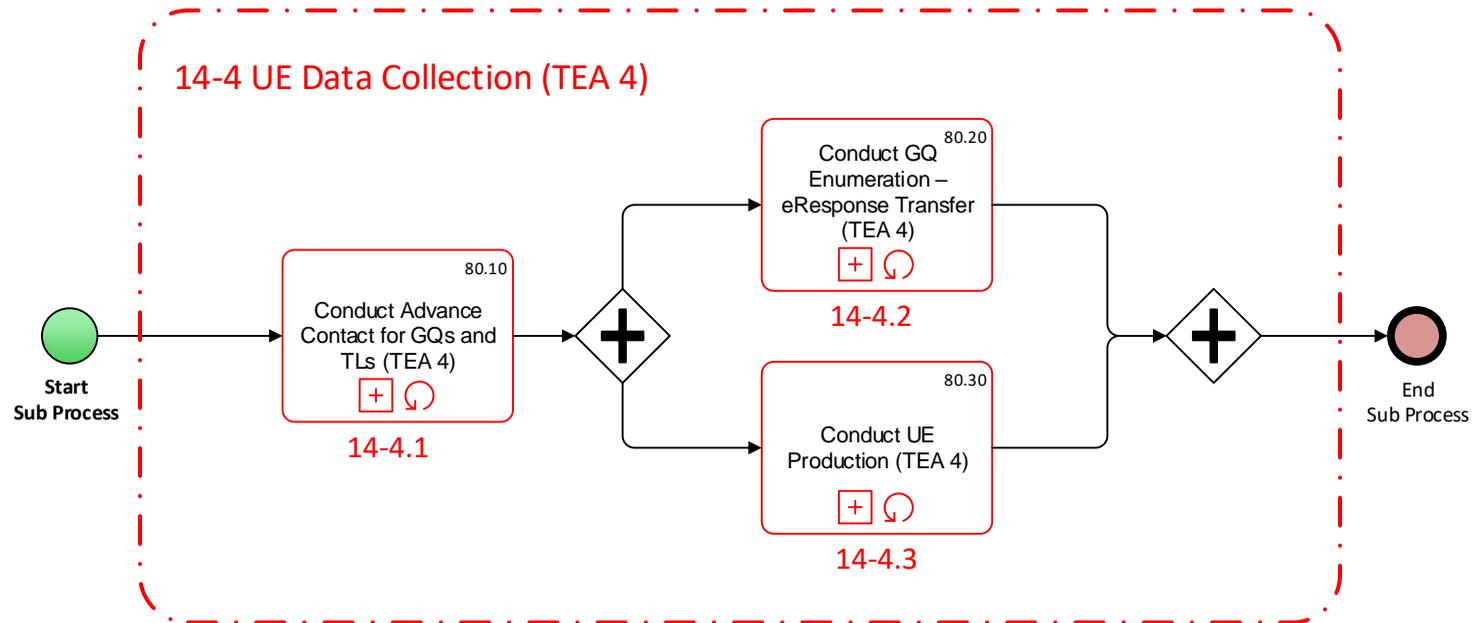
Purpose: To create work assignments and assemble field materials at the ACO to be assigned to a CFS.





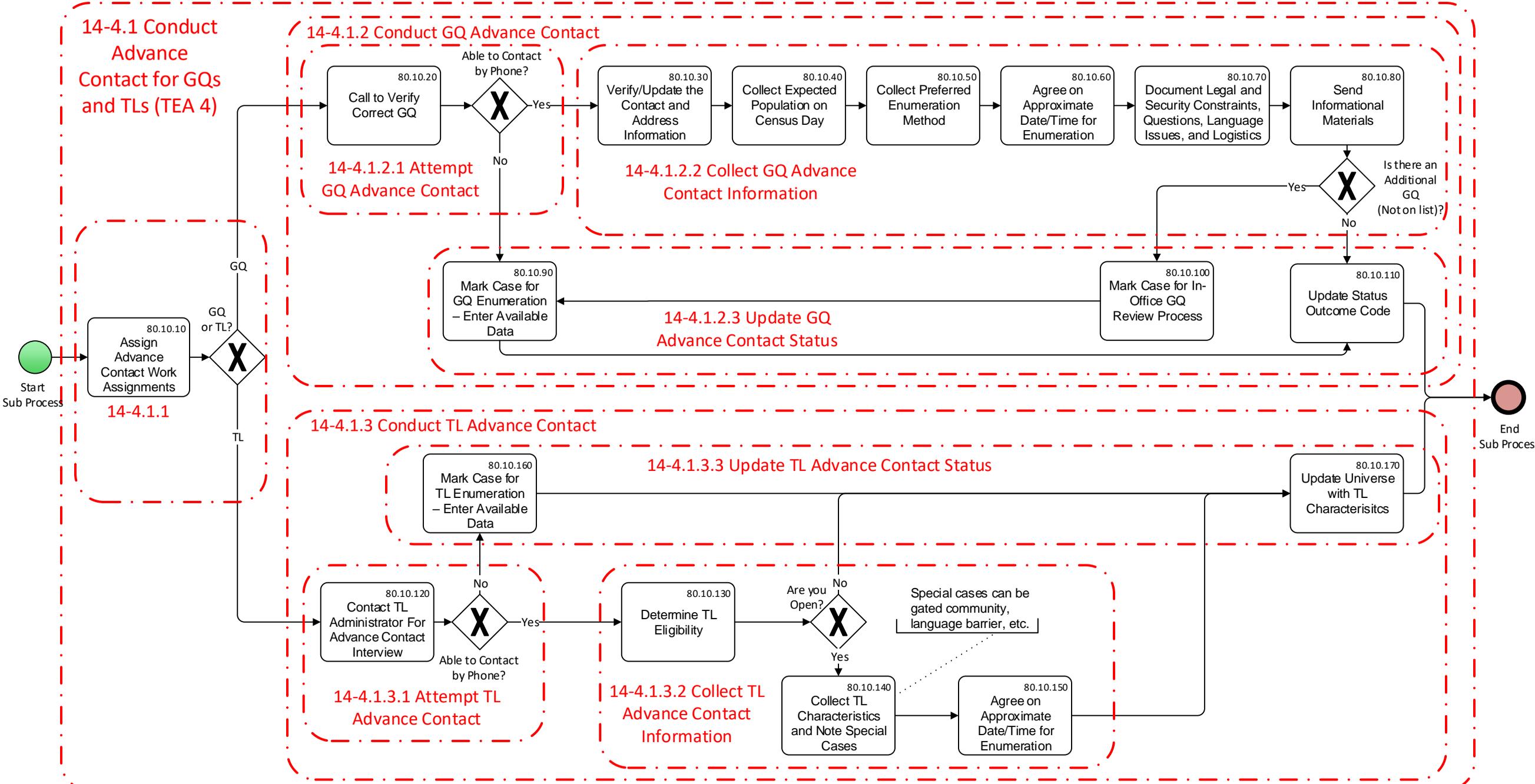
80 Perform UE Data Collection (TEA 4)

Purpose: To conduct census data collection in TEA 4.



80.10 Conduct Advance Contact for GQs and TLs (TEA 4)

Purpose: To verify and/or update GQ or TL contact information collect data regarding the GQs preferred enumeration method, schedule appointments and logistics for GQ and TL enumeration in TEA 4.





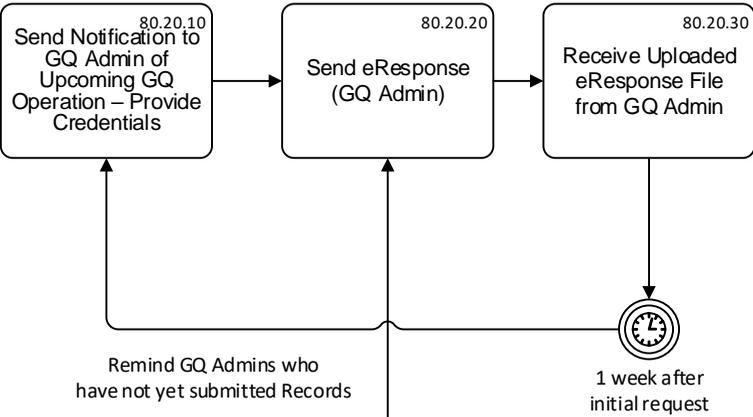
80.20 Conduct GQ Enumeration – eResponse Transfer (TEA 4)

Purpose: To collect GQ Respondent Data via the eResponse records transfer from GQ Administrators to Census in TEA 4.

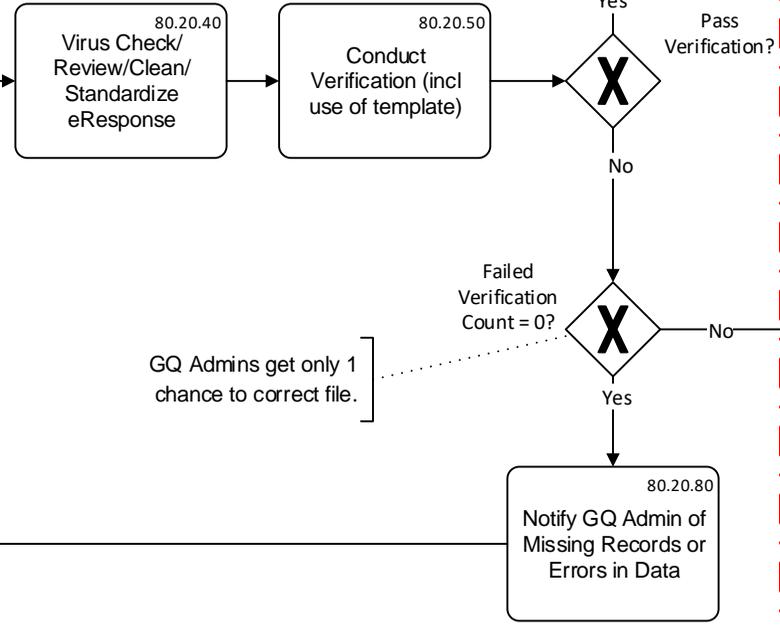


14-4.2 Conduct GQ Enumeration – eResponse Transfer (TEA 4)

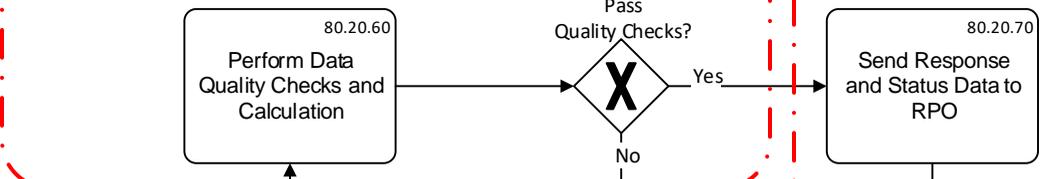
14-4.2.1 Request and Receive eResponse File from GQ Administrator



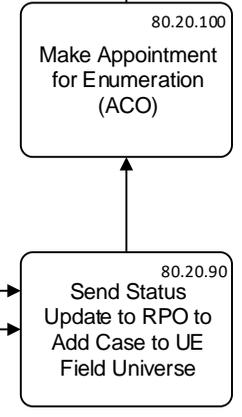
14-4.2.2 Conduct Verification of eResponse File



14-4.2.3 Perform Data Quality Checks and Calculations

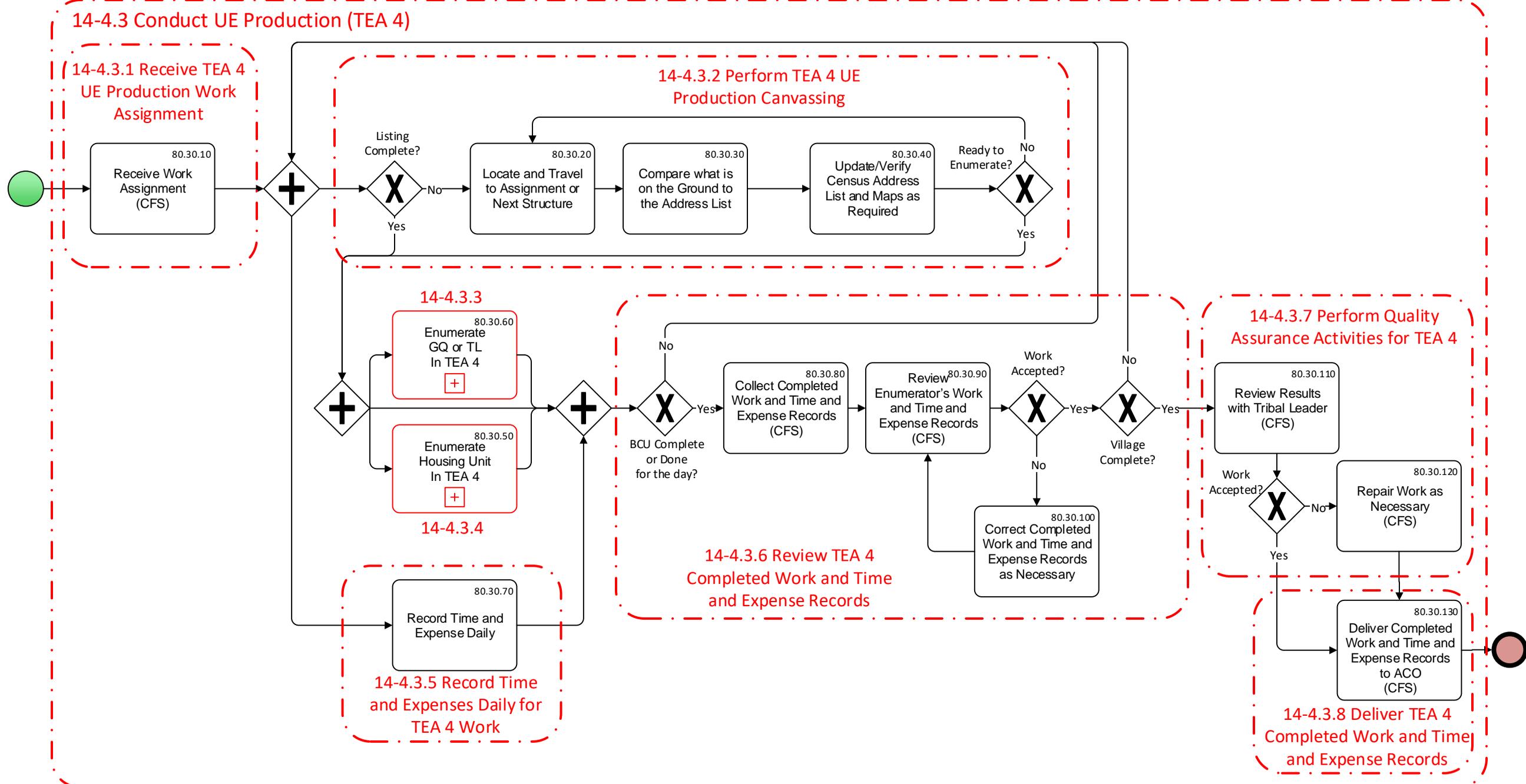


14-4.2.4 Closeout Case



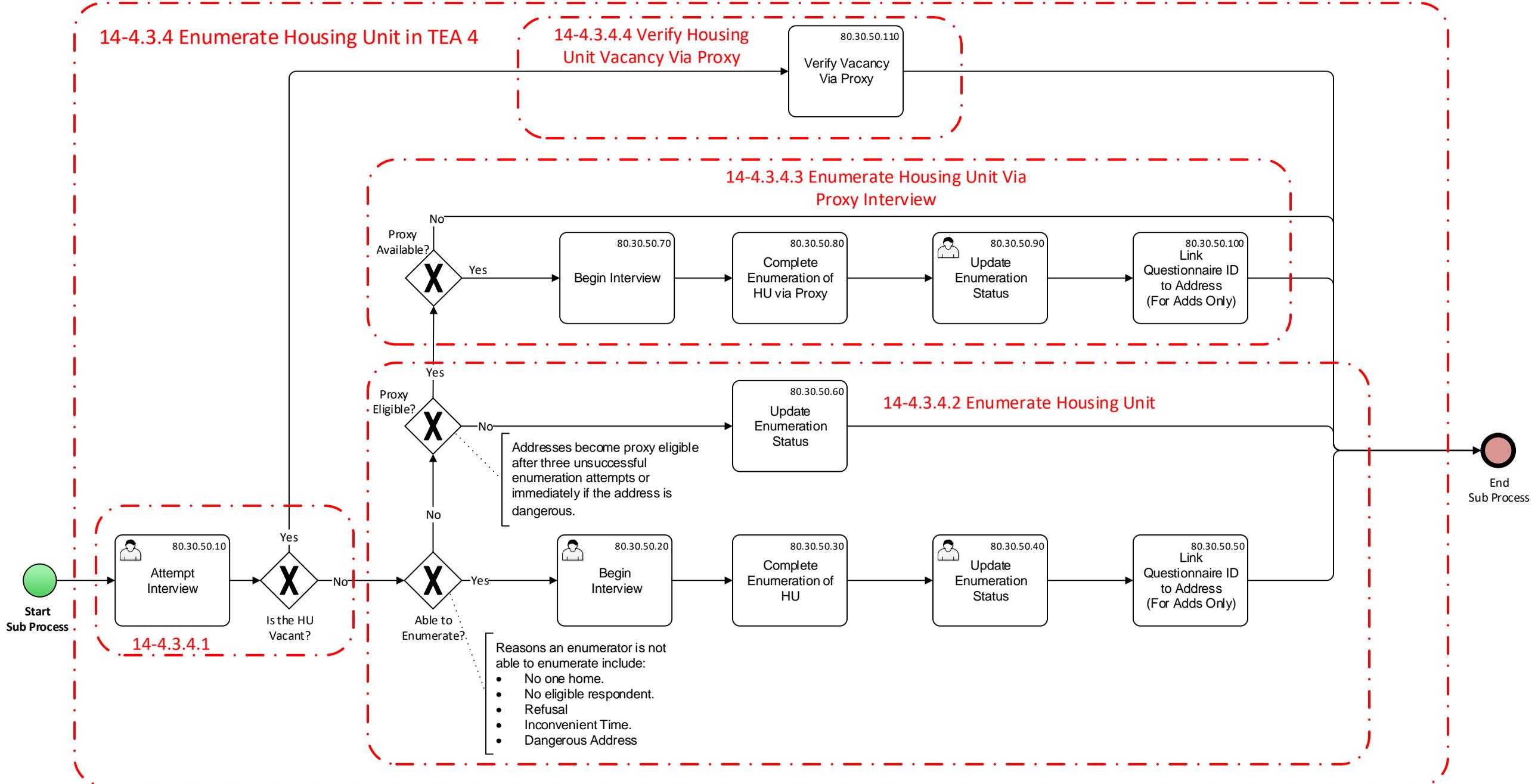
80.30 Conduct UE Production (TEA 4)

Purpose: To conduct canvassing and enumeration of designated address in TEA 4.



80.30.50 Enumerate Housing Unit in TEA 4

Purpose: To attempt to collect responses from a suitable respondent during UE Production in TEA 4.



80.30.60 Enumerate Group Quarters or Transitory Location in TEA 4

Purpose: To attempt to collect responses from suitable respondents at group quarters or transitory locations during UE Production in TEA 4.

14-4.3.3 Enumerate Group Quarters or Transitory Location in TEA 4

14-4.3.3.1 Enumerate Group Quarters

14-4.3.3.1.1 Enumerate GQ with In-Person Interview

In-Person Interview
(or eResponse not received by time of visit)

80.30.60.10
Obtain a Roster Form and Census Day POP from GQ Contact if Available

80.30.60.20
Interview GQ Respondents

Sufficient Response Data Collected?

Yes

No

80.30.60.40
Collect Missing Data and Census Day POP Count with the Help of the GQ Contact

80.30.60.30
Pick up Paper Response Data File

Paper Response Date File Pick Up

Pick Up Time

14-4.3.3.1.2 Enumerate GQ with Paper Response Data File

14-4.3.3.1.3 Review and Complete GQ Response

14-4.3.3.2 Enumerate Transitory Location

Site Occupied?

Yes

No

80.30.60.50
Contact First or Next Transitory Unit (TU)

80.30.60.60
Conduct TU Interview

Interview Successful?

Yes

No

First Attempt?

80.30.60.70
Enumerate TU via Proxy

TL Complete?

No

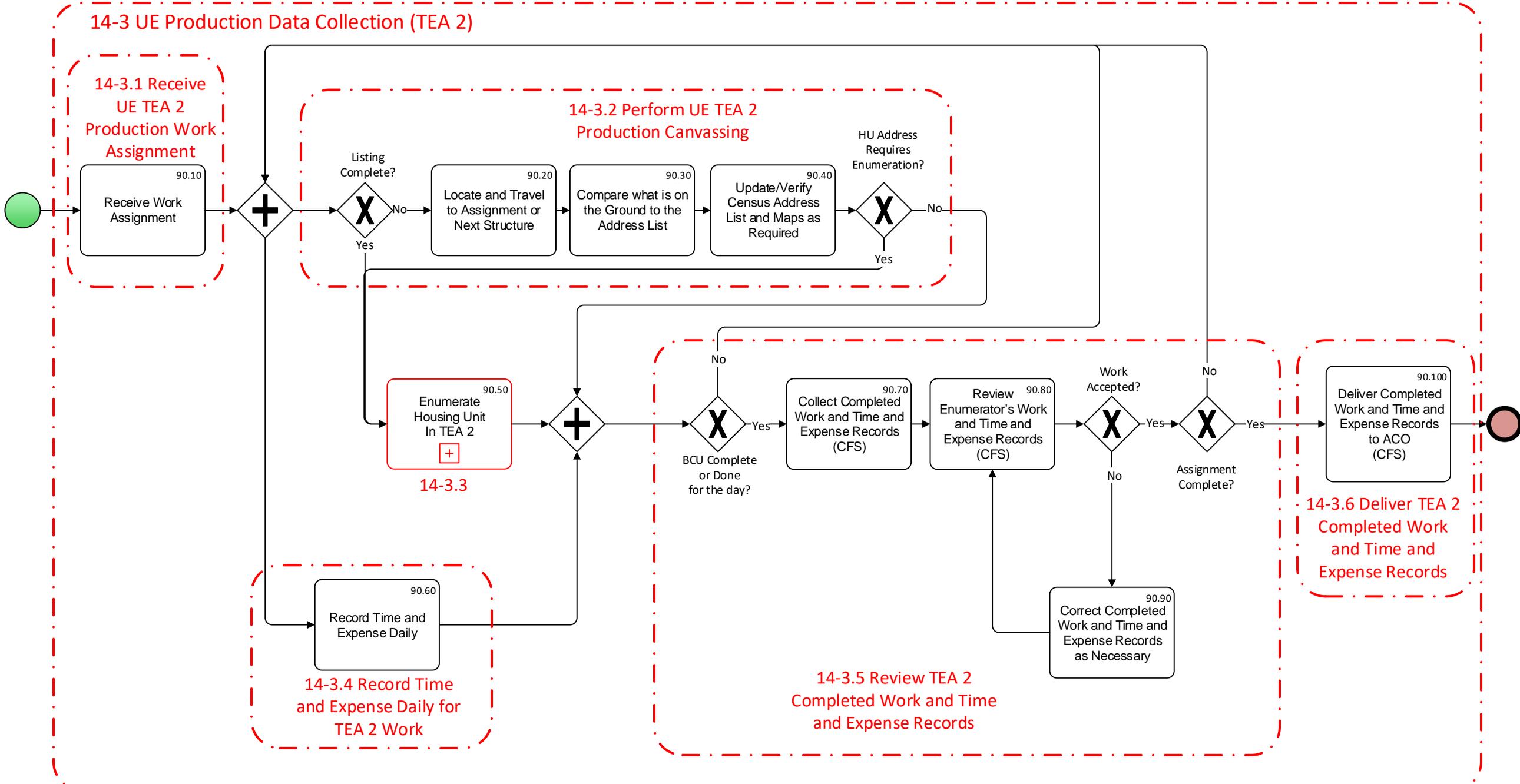
Yes

Start Sub Process

End Sub Process

90 Perform UE Production Data Collection (TEA 2)

Purpose: To conduct canvassing and enumeration of designated address in TEA 2.



90.50 Enumerate Housing Unit in TEA 2

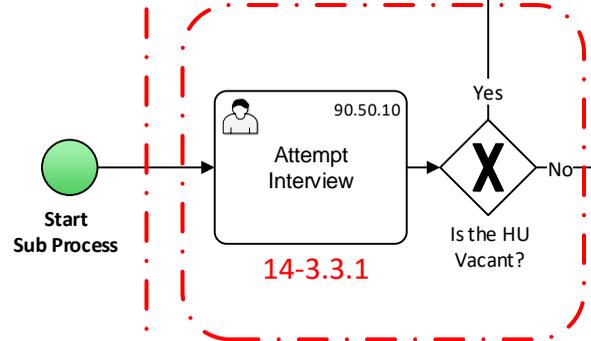
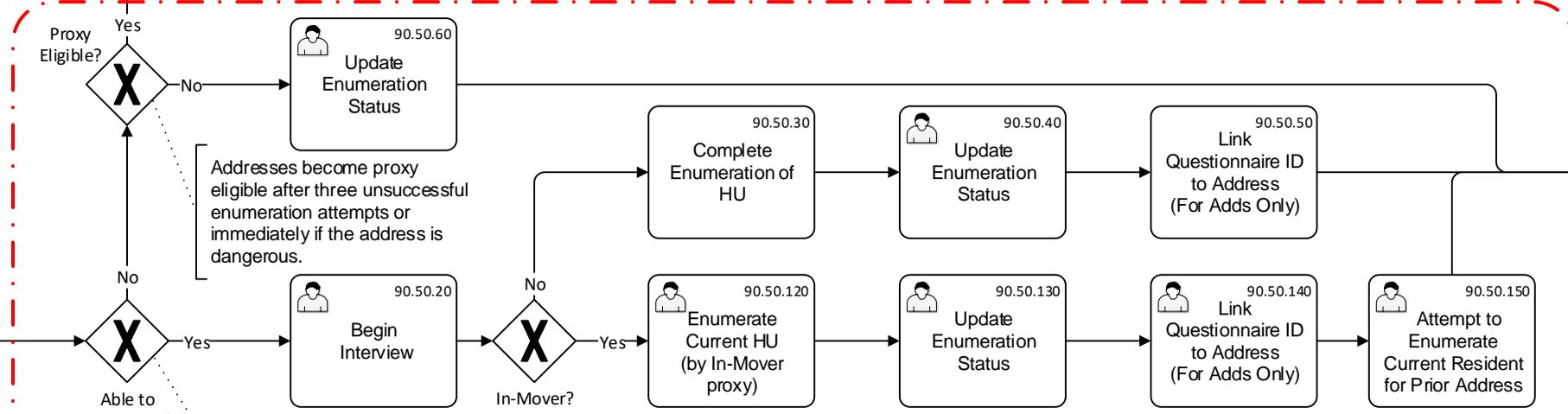
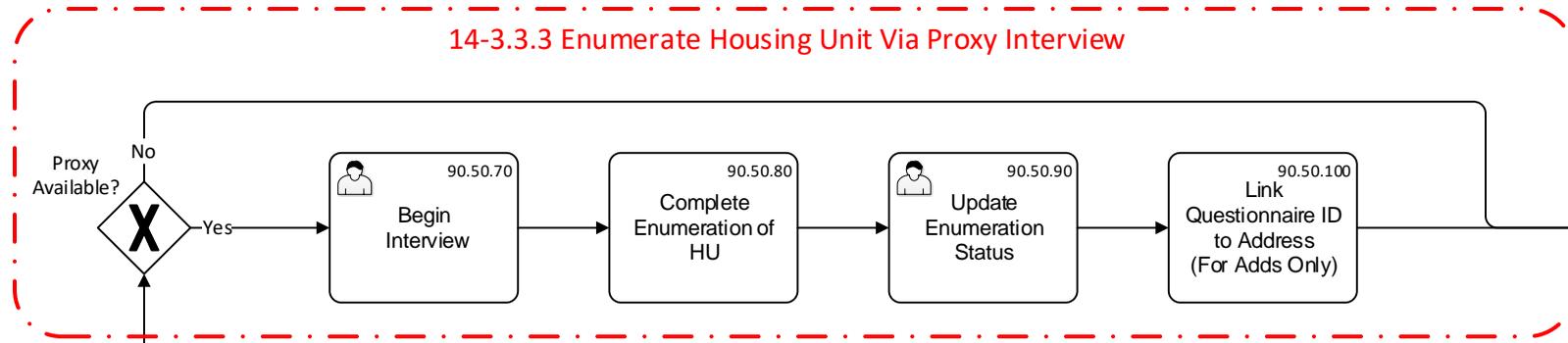
Purpose: To attempt to collect responses from a suitable respondent during UE Production in TEA 2.

14-3.3 Enumerate Housing Unit in TEA 2

14-3.3.4 Verify Housing Unit Vacancy Via Proxy



14-3.3.3 Enumerate Housing Unit Via Proxy Interview



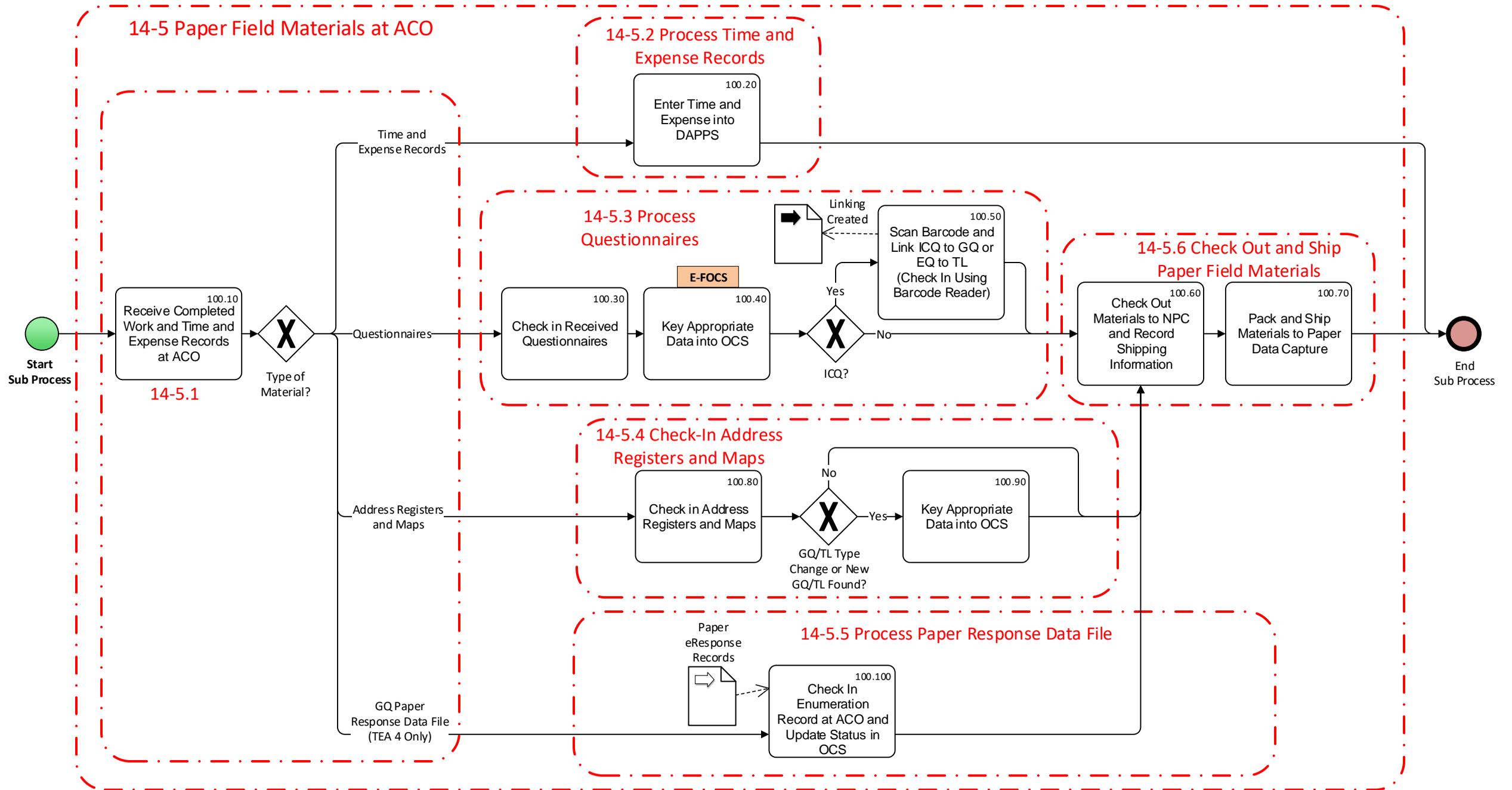
Addresses become proxy eligible after three unsuccessful enumeration attempts or immediately if the address is dangerous.

- Reasons an enumerator is not able to enumerate include:
- No one is Home
 - No Eligible Respondent
 - Refusal
 - Inconvenient Time
 - Dangerous Address

14-3.3.2 Enumerate Housing Unit

100 Process Paper Field Materials at ACO

Purpose: To collect and process completed field materials at the ACO and ship to processing center for paper data capture.





105 Process Paper Field Materials at NPC

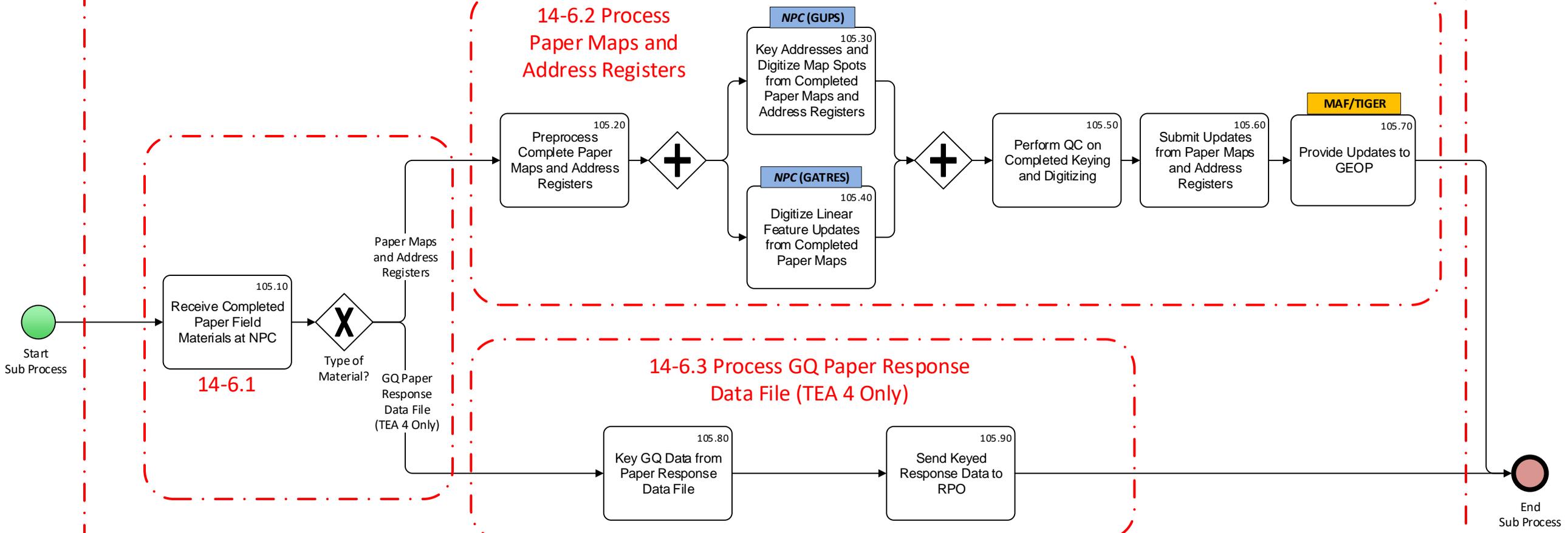
Purpose: To collect, process, and key completed paper maps, address registers, and GQ paper response data files..



14-6 Paper Field Materials At NPC

14-6.2 Process Paper Maps and Address Registers

14-6.3 Process GQ Paper Response Data File (TEA 4 Only)





Systems and Actors List

Notes:

- “Systems” are either current systems (like iCADE or MAF/TIGER) or planned systems (like Matching or E-FOCS).
- System Acronyms are in plain text.
- “Actors” are either Organizations (like DSSD or NPC) or Operations (like CQA or FPD).
- Actor Acronyms are in *italic* text.

Note: Systems and Actors Icons on BPM Sheets are in a Visio Layer that can be hidden as needed.

ARC	Archiving Operation
ATAC	Automated Tracking and Control System
CAES	Concurrent Analysis and Estimation System
CaRDS	Control and Response Data System (Universe Creation Function)
CQA	Census Questionnaire Assistance Operation
CDL	Census Data Lake
DMS	Census Data Management System
DRPS	Decennial Response Processing System (Decennial Response Processing Function)
DSSD	Decennial Statistical Studies Division
EAE	Evaluations and Experiments Operation
ECaSE-OCS	ECaSE Operational Control System (Operational Control Function)
E-FOCS	ECaSE Field Operational Control System (Field Operational Control Function)
E-IGQ	ECaSE Internet Self Response System (Internet Respondent and CQA CSR Response Data Capture Function)
E-ISR	ECaSE Internet Self Response GQ System (GQ Administrator Records Upload Function)
FDS	Fraud Detection System
FPD	Forms Printing and Distribution Operation
GEOP	Geographic Programs Operation (Geographic Data Processing Function)
iCADE	Integrated Computer Assisted Data Entry System (Paper Data Capture Function)
IPTS	Intelligent Mail Barcode (IMB) Postal Tracking System (USPS Mail Item Tracing Function)
IAC	Island Areas Censuses Operation
IARP	Island Areas Response Processing System
ISR	Internet Self Response Operation
MAF/TIGER	Master Address File/Topologically Integrated Geographic Encoding and Referencing System
Matching	Matching System (Planned)
NID	Non-ID Processing Operation
NPC	National Processing Center
NRFU	Nonresponse Followup Operation
PEARSIS	Production Environment for Administrative Records Staging, Integration and Storage System
POP	Population Division
PRIA	Puerto Rico and Island Areas Division
SEHSD	Social, Economic & Housing Statistics Division
SMaRCS	Sampling, Matching, Review and Coding System (Quality Control Management Function)
UTS	Unified Tracking System