



UNITED STATES DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. Census Bureau
Washington, DC 20233-0001
OFFICE OF THE DIRECTOR

July 30, 2018

A Message from the Director, U.S. Census Bureau

To: Facility Manager

To prepare for the 2020 Census, the Census Bureau is conducting the **2018 Census Test**. For the 2018 Census Test, we need to include people who live or stay in group quarters, such as college or university residence halls, nursing/skilled-nursing facilities, group homes, residential treatment centers, workers' group living quarters, and correctional facilities.

A Census Bureau worker contacted your facility to confirm a preferred enumeration method. Our records indicate that your facility chose the Electronic Response Data Transfer (eResponse) option. The eResponse period will be open for collection on **July 30, 2018**, and conclude on **August 24, 2018**.

Use your unique User ID to complete your eResponse using the following instructions:

- Use the website located on the back of this letter to access the eResponse home page.
- Enter your User ID on the eResponse home page.
- After entering your User ID, you will be asked to complete a few security questions.
- After you complete the security questions, eResponse will generate a PIN number.
- Please retain this PIN number. The PIN number is used to log into the eResponse system and report for the group quarters facility.
- After you complete these steps, download the Census Bureau template.
- Please retain and use the Census Bureau template to complete your eResponse.
- Once the Census Bureau eResponse template is completed, upload it to the Census Bureau secure website.
- After your upload is complete, please print the submission confirmation for your records.

The Census Bureau is required by law to protect your information (Title 13, U.S. Code, Section 9). The Census Bureau is not permitted to publicly release your responses in a way that could identify anyone at your facility. We are conducting this survey under the authority of Title 13, U.S. Code, Sections 141, 193, 221 and 223. Federal law protects your privacy and keeps your answers confidential (Title 13, U.S. Code, Section 9). Per the Federal Cybersecurity Enhancement Act of 2015, your data are protected from cybersecurity risks through screening of the systems that transmit your data. All web data submissions are encrypted in order to protect your privacy.

Title 13 of the U.S. Code protects the confidentiality of all your information. Violating the confidentiality of a respondent is a federal crime with serious penalties, including a federal prison sentence of up to five years, a fine of up to \$250,000, or both. Only authorized individuals have access to the stored data, and the information you provide to the Census Bureau may only be used by a restricted number of authorized individuals who are sworn for life to protect the confidentiality of your individual responses. Your answers cannot be used against you by any government agency or court.

For more information about how we protect your information, please visit our website at census.gov and click on "Data Protection and Privacy Policy" at the bottom of the home page. This page also includes information about the collection, storage, and use of these records; click on "System of Records Notices (SORN)" and look for Privacy Act System of Records Notice COMMERCE/CENSUS-5, Decennial Census Program.

Please visit our website at census.gov/2018censustest/gq for more information about the 2018 Census Test. Thank you for your cooperation, and we look forward to working with you.

User ID:

Website: respond.census.gov/gqe

Please respond by August 24, 2018.

For help completing the eResponse template, please call 301-763-9333.

Census ID	Group Quarters Type	Group Quarters Name