



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

May 31, 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 will contact you during the Group Quarters Advance Contact operation between June 18, 2018, and July 10, 2018, to conduct a telephone interview to:

- Verify the group quarters' name, address information, contact name, phone number, and business email address.
- Collect an expected Census Day population count.
- Allow facility managers to choose a method of enumeration from those available to their group quarters, such as: in-person interview, drop off/pick up of questionnaire, paper response data collection, and electronic response data transfer (eResponse).
- Schedule an enumeration appointment starting July 25, 2018 through August 15, 2018.

Many federal laws require the use of census data to distribute funding and monitor important programs that provide services to the community. States, cities, counties, and tribal governments use census data to plan future programs, services, and community development projects such as those for the older population, hospitals, libraries, and schools.

The Census Bureau collects data in compliance with the privacy rules and regulations such as the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the Family Educational Rights and Privacy Act (FERPA).

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. Additional questions can be answered when a Census Bureau worker contacts you. Thank you in advance for your cooperation. We look forward to working with you.