



Office of Juvenile Justice and Delinquency Prevention National Institute of Justice

# Juvenile Facility Census Program (JFCP)

## Web Respondent Tool User Guide

March 2026

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# JFCP Dates

**Reference Date:** March 25, 2026

**Due Date:** April 30, 2026

**This guide was developed to explain the data entry process and provide information on the Juvenile Facility Census Program (JFCP).**

**The guide consists of a series of screen shots with explanatory text to highlight features of the JFCP Web Collection Tool.**

**Access the JFCP Website at:**

**<https://respond.census.gov/fomo>**

# Website Security

## Data are Encrypted at all Times

Our secure servers use Hypertext Transfer Protocol over Secure Socket Layer (HTTPS) to ensure the encrypted transmission of data between your browser and the U.S. Census Bureau. This means that instead of sending readable text over the Internet, both your browser and our servers encode (scramble) all text using a security key. That way, personal data sent to your browser and data you send back are extremely difficult to decode in the unlikely event of interception by an unauthorized party. As a result of this, your browser must be capable of using the required encryption protocol and strength in order to connect to our servers. If you cannot connect to our secure servers, please upgrade to a newer browser.

## Third Party Identity Proofing

Our secure servers use a digital certificate (digital ID) issued by a trusted, third party Certificate Authority (CA) as proof of identity. The only way to be sure of a web site's authenticity is to view their digital ID. In this way, you can be assured that you are not being "spoofed" or tricked by an imposter. The digital ID will contain information such as the name of the organization that owns the web site, the site's registered internet name/address, and the name of the Certification Authority under which the digital ID was issued. The method for viewing a web site's Digital Certificate/ID varies depending on the web browser. Please see your browser's "Help" information for instructions on how to verify a web site's identity.



## Welcome to the Juvenile Facility Census Program’s 2026 Facility Operations Module.

Your participation in this program makes it possible to provide comprehensive and reliable statistical data on the residential placement of juvenile offenders; facilitate the needs of juvenile justice agencies and social service organizations that address the many problems faced by today’s youth; and gather the most complete and accurate information regarding issues of juvenile detention, correction, and placement. Thank you for your participation in this endeavor.

Email us: [erd.jfcp@census.gov](mailto:erd.jfcp@census.gov)

Call us: 1-800-352-7229

Enter the 8-digit User ID provided on the letter we sent you.

User ID:

Login

**Please note: Sessions will expire (requiring you to log back in) after 15 minutes of inactivity. No data will be lost.**

### U.S. Census Bureau Notice and Consent Warning

You are accessing a United States Government computer network. Any information you enter into this system is confidential. It may be used by the Census Bureau for statistical purposes and to improve the website. If you want to know more about the use of this system, and how your privacy is protected, visit our online privacy webpage at <https://www.census.gov/about/policies/privacy/privacy-policy.html>.

Use of this system indicates your consent to collection, monitoring, recording, and use of the information that you provide for any lawful government purpose. So that our website remains safe and available for its intended use, network traffic is monitored to identify unauthorized attempts to access, upload, change information, or otherwise cause damage to the web service. Use of the government computer network for unauthorized purposes is a violation of Federal law and can be punished with fines or imprisonment (PUBLIC LAW 99-474).

This information system may contain Controlled Unclassified Information (CUI) that is subject to safeguarding or dissemination controls in accordance with law, regulation, or Government-wide policy.

OMB No.: 1121-0381

OMB Expiration Date: 12/31/2027

[Burden Statement](#) | [Accessibility](#) | [Privacy](#) | [Security](#)

<https://respond.census.gov/fomo>

# Logging In

Email us: [erd.jfcp@census.gov](mailto:erd.jfcp@census.gov)  
Call us: 1-800-352-7229

Enter the 8-digit User ID provided on the letter we sent you.

User ID:

Login

Where it says 'User ID' enter the 8-digit User ID number located on the survey form that was mailed to you. If you do not have your User ID please email [erd.jfcp@census.gov](mailto:erd.jfcp@census.gov)

Click the 'Login' button

# Logging in Continued

Please make note of the 4-digit PIN below.

**PIN: 5625**

This PIN will allow you to log back into the Web survey on your own and create a security question for recovering your PIN. If you happen to forget this PIN, you may be required to start the web survey over from the beginning.

Please select a security question to answer. If you forget your PIN, you will be asked to provide this answer to re-enter the survey.

Security Question:

Answer:

[Next >](#)

Once you have logged in, please make note of the 4-digit PIN provided. You will need to use this PIN next time you log in.

You are also asked to select a verification question and response in case you forget your PIN.

# Using The Toolbars

The screenshot displays the 'Juvenile Facility Census Program' interface. At the top left is the Department of Justice seal, followed by the program name. The top right features the 'United States Census Bureau' logo. A dark blue navigation toolbar contains links for 'Dashboard', 'About', 'PDF Options', 'Data Snapshot [PDF]', 'FAQs', 'Contact Us', and 'Logout'. Below this, the main content area shows 'Facility Name: EXAMPLE FACILITY NAME', 'User ID: 80539613', and 'Reference Date: 03/25/2026'. At the bottom left, it lists 'OMB No.: 1121-0381' and 'OMB Expiration Date: 12/31/2027'. A bottom toolbar contains links for 'Burden Statement', 'Accessibility', 'Privacy', and 'Security'. Two black arrows originate from the text on the right, pointing to the 'Contact Us' link in the top toolbar and the 'Burden Statement' link in the bottom toolbar.





These toolbars can be used to find additional information about the survey, including FAQs, contact info, and our Census policies on privacy, security, and accessibility.

# Dashboard

Action	Status	Section	Description
Review/Edit	Complete	0	Facility and User Contact Information
Review/Edit	Complete with Errors	1	General Facility Information
Start	Not Attempted	2	Facility Characteristics
Start	Not Attempted	3	Mental Health Services
Start	Not Attempted	4	Educational Services
Start	Not Attempted	5	Substance Use Services
Start	Not Attempted	6	Medical Services
Start	Not Attempted	7	The Prior Month
Start	Not Attempted	8	The Past Year

The Dashboard displays all survey sections and your progress through each. Use the Action button on each row to navigate directly to that section.

## Action Buttons:

-  **Start** – Section not yet begun; ready to complete
-  **Resume** – Section started but not yet finished
-  **Review/Edit** – Section complete; return to make changes
-  **Unavailable** – Section is locked or not required

# Verifying Your Facility Information

**VERIFICATION OF FACILITY NAME**

Please update the facility name below if corrections are needed:

Facility Name: **Bryant Group**

Yes, the name listed above is the correct name for this facility.  
 No, the name listed above is not the name of this facility. (Enter corrections below.)

What is the correct name for this facility?

**VERIFICATION OF PHYSICAL ADDRESS**

Is the address below the physical address of this facility?

**23623 Robert Isle  
Suite 603  
Prichard, AK 75957-0358**

Yes, the address listed above is the physical address for this facility.  
 No, the address listed above is not this facility's physical address. (Enter corrections below.)

Enter this facility's physical address.

Street Address (DO NOT provide P.O. Box)

Apt, Suite, or Unit (Optional)

City

State

Zip Code  -

**Review the pre-populated facility information to verify it is accurate. If corrections need to be made, select 'No' and make all necessary changes.**

# Navigating The Survey

**SECTION 1 - GENERAL FACILITY INFORMATION**

The next two questions ask who OPERATES this facility (either directly or under contract).

Who OPERATES this facility?  
*Select only one.*

a private non-profit agency  
 a for-profit agency  
 a government agency

What is the name of the private non-profit or for-profit agency that OPERATES this facility?

[< Previous](#)      [Next >](#)

The website will navigate you through the survey based on your answers to each question. Select response options by using the mouse to click your response.


You will use the 'Previous' and 'Next' buttons to move forward or back through the questions. Your responses will automatically be saved.

# Additional Instructions

Facility Name: EXAMPLE FACILITY NAME Reference Date: 03/25/2026  
User ID: 80539613


**SECTION 1 – GENERAL FACILITY INFORMATION**


[Show Instructions](#)


According to your records, at the end of the day on the reference date, how many persons had assigned beds in this facility in the following categories?   
*Include persons who were temporarily away but still had an assigned bed on the reference date. Do not include staff. Write "0" if there are no persons in a category.*

a. Total persons assigned beds

b. Persons age 21 or older

c. Persons under age 21 

d. Persons under age 21 charged with or court-adjudicated for an offense 

e. Persons under age 21 assigned beds for reasons other than an offense 

[< Previous](#) [Next >](#)

**Additional information is provided for some questions. Click on 'Show Instructions' and/or information icons to view the additional information.**

# Response Issues

You will be notified of response issues in red. Issues range from questions left blank to sum errors. If you want to continue without correcting the issue(s), click 'Next'.

You will also be able to review any outstanding issues on the 'Review your Responses' page at the end of each section.

**SECTION 1 – GENERAL FACILITY INFORMATION**

[Show Instructions](#)

**!** Please enter the total number of persons assigned beds in this facility.

According to your records, at the end of the day on the reference date, how many persons had assigned beds in this facility in the following categories? **?**  
*Include persons who were temporarily away but still had an assigned bed on the reference date. Do not include staff. Write "0" if there are no persons in a category.*

a. Total persons assigned beds

b. Persons age 21 or older

c. Persons under age 21 **?**

d. Persons under age 21 charged with or court-adjudicated for an offense **?**

e. Persons under age 21 assigned beds for reasons other than an offense **?**

[< Previous](#) [Next >](#)

# Review Your Responses

After completing Section I you will be directed to a 'Review Your Responses' screen. This screen will list any potential issues within that section.

Clicking on the page name will return you to that page to correct the issue. You will most likely be contacted if an issue is left unresolved.

If you are ready to proceed, you may click the 'Continue' button to move on to the next section.

**REVIEW YOUR RESPONSES - GENERAL FACILITY INFORMATION**

Listed below are potential issues. You may click on a page name to return to that page and review and/or correct any issues, or continue.

View Potential Issues Only

**Section 1**

- [Larger Agency](#) (has 0 issues)
- [Owner Type](#) (has 1 issue)
- [Operator Type](#) (has 0 issues)
- [Facility Type](#) (has 0 issues)
- [Standard Beds](#) (has 0 issues)
- [Makeshift Beds](#) (has 0 issues)
- [Population Counts](#) (has 0 issues)

[Continue](#)

# Review Your Submission

Action	Status	Section	Description
Review/Edit	Complete	0	Facility and User Contact Information
Review/Edit	Complete	1	General Facility Information
Review/Edit	Complete	2	Facility Characteristics
Review/Edit	Complete	3	Mental Health Services
Review/Edit	Complete	4	Educational Services
Review/Edit	Complete	5	Substance Use Services
Review/Edit	Complete	6	Medical Services
Review/Edit	Complete	7	The Prior Month
Review/Edit	Complete	8	The Past Year

[Submit Survey](#)

Before clicking **Submit Survey**, please review your Dashboard to ensure all required sections show a status of **Complete**.

Any sections marked **Complete with Errors** should be revisited and resolved prior to submission.

Once submitted, changes may not be possible, so confirm all information is accurate and complete before proceeding.

Please contact us at 1-800-352-7229 or [erd.jfcp@census.gov](mailto:erd.jfcp@census.gov) if you need to unlock your survey after submitting.

# Submitting Your Data

Once you finalize the survey, provide comments, and submit your data, you will be locked out of the survey and unable to change your responses. You will only be able to access the final thank you page of the survey.

Please contact us at 1-800-352-7229 or [erd.jfcp@census.gov](mailto:erd.jfcp@census.gov) if you need to unlock your survey after submitting.

# Additional Comments

**SECTION 1 - GENERAL FACILITY INFORMATION – COMMENTS**

(500 characters remaining)

Please provide any comments below:

[< Previous](#) [Next >](#)

**At the end of each section, you will have a chance to provide any additional comments.**


# Printing Your Form


Dashboard About PDF Options Data Snapshot [PDF] FAQs Contact Us Logout


Facility Name: Reference Date: 03/25/2026  
User ID:

Thank you for completing the Facility Operations Module of the Juvenile Facility Census Program on Tuesday, February 24, 2026, 09:44:18 PM EST. Your answers have been submitted to the U.S. Census Bureau. If you need to unlock your data, please send a request via [erd.jfcp@census.gov](mailto:erd.jfcp@census.gov)

[Exit Survey](#)

Would you like a PDF of the form with your answers? 

Would you like to see how your data was used from the last JRFC collection? 

The letters PDF or the  icon indicate a document is in the [Portable Document Format \(PDF\)](#). To view the file you will need the [Adobe® Reader](#), which is available for **free** from the Adobe web site.

OMB No.: 1121-0381  
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After submitting you are taken to the 'Thank you' page. Click the PDF icon to download a copy of the form with your responses.

We highly recommend saving this file to your computer and printing out a copy for your records.

# Contact Information

**JFCP Support**  
U.S. Census Bureau  
Economic Reimbursable Division  
Criminal Justice Statistics Branch

**Phone:** 1-800-352-7229

**Fax:** 1-888-891-2099

**Email:** [erd.jfcp@census.gov](mailto:erd.jfcp@census.gov)