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# United States Census 2020

## 2020 Census Group Quarters Electronic Response Data Transfer (eResponse)



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## INTRODUCTION

The goal of Group Quarters Enumeration in the 2020 Census is to count people who live or stay in group quarters on Census day, April 1, 2020. A group quarters is a place where people live or stay in a group living arrangement that is owned or managed by an entity or organization providing housing and/or services for the residents. These services may include custodial or medical care as well as other types of assistance, and residency is commonly restricted to those people receiving these services. This is not a typical household-type living arrangement. People living in group quarters are usually not related to each other.

Group Quarters (GQ) include such places as college residence halls, residential treatment centers, skilled-nursing facilities, group homes, military barracks, correctional facilities, and workers' dormitories.

The Electronic Response Data Transfer, or eResponse, system is used to count people in group quarters, or group living facilities. The eResponse system electronically transfers information from facility records that are maintained by administrators. This system allows a facility to respond to the 2020 Census without a personal visit by a Census Bureau worker or the use of paper census questionnaires. During eResponse, the GQ administrator (or GQ contact person) will sign-in to the Census Bureau portal, download the Census Bureau template, insert responses into the appropriate fields, and then upload the completed template.

The 2020 Census will collect GQ address and respondent-level data as of Census day, April 1, 2020. Census response data collected include name, sex, date of birth, age, Hispanic origin, race, and an alternate address where the person lives or stays when not at the facility. Based on our prior contact, you have chosen the Electronic Response Data Transfer (eResponse) method of enumeration to report for your GQ. The eResponse portal will be open from **April 1, 2020 through August 1, 2020. We are asking individuals who selected eResponse during the 2020 Group Quarters Advance Contact operation to complete your eResponse upload by June 1, 2020.** You will need to submit one data file using the Census Bureau template that contains GQ address and respondent information for each person who lived or stayed in the GQ(s) on April 1, 2020.

Please read the reporting instructions in this guide prior to uploading and submitting your data file directly to the secure Census Bureau website.

The Census Bureau is required by law to protect this 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. We are conducting the 2020 Census under the authority of Title 13, U.S. Code Sections 141, 193, 221, and 223. Per the Federal Cybersecurity Enhancement Act of 2015, data are protected from cybersecurity risks through screening of the systems that transmit data.

## HOW TO ACCESS TO THE GQ ELECTRONIC RESPONSE DATA TRANSFER (ERESPONSE) WEBSITE

Upon accessing the secured website, enter your unique User ID. Your User ID is listed in the official Census Bureau email you received from [dcmd.group.quarters.eresponse@census.gov](mailto:dcmd.group.quarters.eresponse@census.gov). Then complete the "I'm not a robot" verification.

The screenshot shows the login page for the 2020 Census Group Quarters Enumeration. The page title is "Group Quarters Enumeration" and it includes a "Welcome to the 2020 Census Group Quarters Enumeration" message. The page contains instructions for logging in, a "User ID" input field, a "Login" button, and a CAPTCHA verification section with the text "I'm not a robot". There are also links for "CONTACT US" and "INSTRUCTIONS" in the top right corner. At the bottom, there are links for "BURDEN STATEMENT", "ACCESSIBILITY", "PRIVACY", and "SECURITY". A footer contains a U.S. Census Bureau Notice and Consent Warning.

**Note:** When entering your User ID for the first time, a system generated PIN will be assigned to you. **Please retain this PIN. It is very important that you retain this PIN** because the PIN is used to log into the eResponse system each time.

The screenshot shows the security question page for the 2020 Census Group Quarters Enumeration. The page title is "Group Quarters Enumeration" and it includes a "Please make note of the 6-digit PIN below" message. The PIN is displayed as "602861". The page contains two security questions, each with a dropdown menu for the question and a text input field for the response. There is a "Next >" button at the bottom. There are also links for "MY CENSUS IDS", "CONTACT US", "INSTRUCTIONS", and "LOG OUT" in the top right corner. At the bottom, there are links for "BURDEN STATEMENT", "ACCESSIBILITY", "PRIVACY", and "SECURITY". A footer contains a U.S. Census Bureau Notice and Consent Warning.

1. Next, you will be asked to select and provide responses to two security questions. Complete these security questions, then click Next. **Note: Do not skip the security questions as they are needed to reset your PIN if necessary.** Also please make sure you select answers to questions that are easy to remember.

United States Census Bureau Group Quarters Enumeration MY CENSUS IDS CONTACT US INSTRUCTIONS LOG OUT

Please make note of the 6-digit PIN below.

**PIN: 602861**

Please select verification questions. If you forget your PIN, you will be asked to provide this response to enter the survey.

Security Question 1:  
Please select a verification question. [Dropdown]  
Response: [Text Box]

Security Question 2:  
Please select a verification question. [Dropdown]  
Response: [Text Box]

[Next >](#)

BURDEN STATEMENT ACCESSIBILITY PRIVACY SECURITY

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2. Now, you will see the Main Menu page.

United States Census Bureau Group Quarters Enumeration MY CENSUS IDS CONTACT US INSTRUCTIONS LOG OUT

**My Census ID Tab** (indicated by a red arrow)

**Main Menu**

- Start reporting data by clicking the 'Start' button below.
- To see a list of your Group Quarters, click the 'My Census IDs' link in the upper right hand corner on any screen.
- Please download instruction Manual before continuing.
- To add a new group quarters for submission in eResponse, please contact DCMD at 301-763-9333 or [dcmd.group.quarters@census.gov](mailto:dcmd.group.quarters@census.gov)

Start reporting data

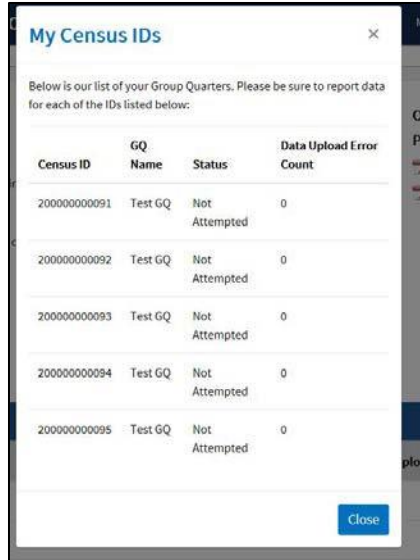
[Start](#)

**Overall Facility Status:** Not Attempted  
**Point of Contact:** CUSTODIA SANTIAGO

[Instruction Manual](#)  
[Paper Questionnaire](#)

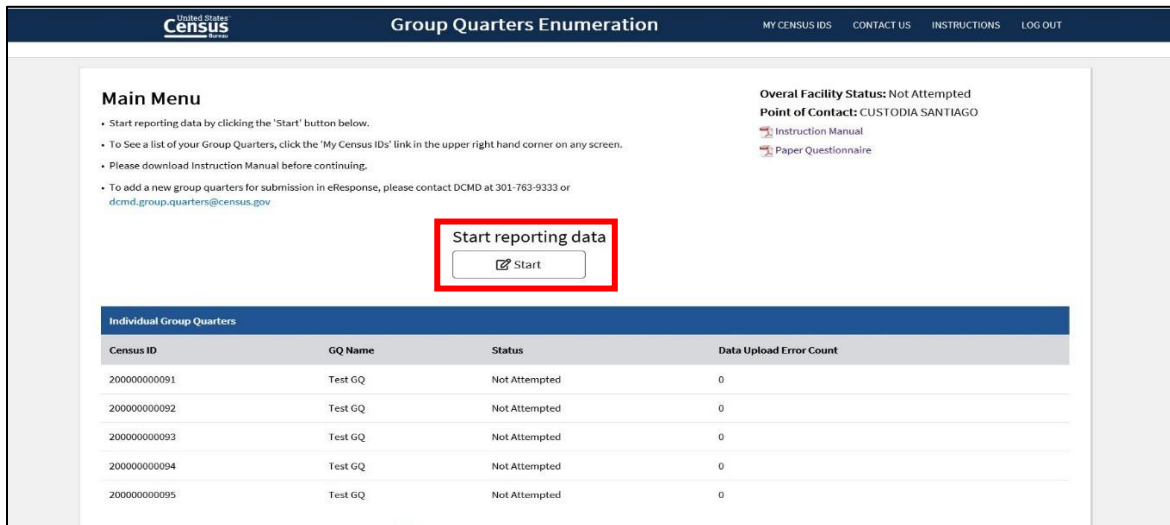
Individual Group Quarters			
Census ID	GQ Name	Status	Data Upload Error Count
200000000091	Test GQ	Not Attempted	0
200000000092	Test GQ	Not Attempted	0
200000000093	Test GQ	Not Attempted	0
200000000094	Test GQ	Not Attempted	0
200000000095	Test GQ	Not Attempted	0

3. At any time when accessing the secure website, you can view all of your Group Quarters IDs. Click on the “**My Census IDs**” tab located at the top right of the screen (noted in red in the above image). A unique Census ID is assigned to each GQ, and information for each GQ needs to be reported using a Census Bureau template. To return to the Main Menu from this page, click on “Close” at the bottom right side of the screen, as shown below. **Note: Your Census IDs are different from your User ID.**



## DOWNLOADING THE CENSUS BUREAU TEMPLATE

1. Click on the “Start” button below the message ‘Start reporting data’ on the Main Menu page.



2. Verify or update your contact information. When finished, click “Save and Continue.”

The screenshot shows the 'Facility Validation' page. At the top, there is a header with the United States Census Bureau logo and the title 'Group Quarters Enumeration'. Navigation links include 'MY CENSUS IDS', 'CONTACT US', 'INSTRUCTIONS', and 'LOG OUT'. The main content area is titled 'Facility Validation' and contains the instruction: 'Please review the contact information for the group quarters and supply any necessary corrections:'. Below this are four input fields: 'Name: CUSTODIA SANTIAGO', 'Title: RESIDENT MENTOR', 'Phone: 6346424', and 'Email: rmenor@testdomain.com'. A blue 'Save and Continue >' button is positioned below the fields. At the bottom of the form, there are four tabs: 'BURDEN STATEMENT', 'ACCESSIBILITY', 'PRIVACY', and 'SECURITY'. The footer of the page displays 'OMB No.: 0607-0999 | Approval Expires: 09/30/2020'.

3. Next, download the Census Bureau template by clicking the ‘Download Census Template’ button directly above the ‘Previous’ button in the lower left of the screen.

The screenshot shows the 'Export Wizard' page. The header is identical to the previous screenshot. The main content area is titled 'Export Wizard' and includes the instruction: 'Download the 'Census Template' provided below, and enter the requested data directly into the template.' Below this, it states 'DO NOT SUBMIT THE FOLLOWING:' followed by a bulleted list: 'Personal Social Security numbers or Federal Tax ID', 'Information not requested by the Census Bureau', and 'Domestic violence shelter data'. A 'Please Note:' section follows with another bulleted list: 'Data will only be accepted using the provided Census template.', 'Please verify your completed Census Template before submitting.', 'The Census ID field is required on both tabs of the uploaded spreadsheet.', 'The data you provide will be validated.', 'Please do not email any address or respondent level data directly to the Census Bureau', and 'To add a new group quarters for submission in eResponse, please contact DCMD at 301-763-9333 or dcmd.group.quarters@census.gov'. A red box highlights a button labeled 'Download Census Template' with a download icon. Below the button are three navigation buttons: 'Previous', 'Return to Main Menu', and 'Next >'. At the bottom, there are four tabs: 'BURDEN STATEMENT', 'ACCESSIBILITY', 'PRIVACY', and 'SECURITY'. The footer displays 'OMB No.: 0607-1006 | Approval Expires: 11/30/2021'.

4. Once you download the Census template please do the following:
  - a. Save the Census template to your PC.
  - b. Click in "**Enable Editing**" in order to edit the document.
  - c. Then go to the "**GQ Name**" tab and start entering your data.
  - d. Start entering data on line 4.

## INSTRUCTIONS FOR ENTERING DATA IN THE CENSUS BUREAU TEMPLATE

**Please note:** For copying and pasting data from your data source into the Census Bureau template, please follow the steps below. These steps will help to keep your data in the correct format for processing by the Census Bureau:

- a. Select the cell or cells with the data you want to copy and press Ctrl+C (or Cmd+C on Mac products).
- b. Click the top most left cell of the paste area and use the Paste Special options to paste your data into the cells.
- c. The Paste Special dialog box will appear.
- d. Click the OK button.
- e. Your data will appear in the appropriate cells.

**NOTE:** When uploading a template, you may submit **ONE** template so long as it contains **EACH** of your assigned Census IDs and their corresponding information. This means that you do NOT need to submit a separate template for each Census ID.

### Once you download the Census Bureau template:

1. In the **GQ Name tab**, enter the following:

- Census ID
- GQ Name
- GQ Type Description
- GQ Address Number
- GQ Street Name
- GQ City
- GQ State
- GQ ZIP Code
- GQ Location Description

GQ Population on Census Day, April 1, 2020

If this information is not available, please leave the field blank. For more guidelines on the GQ Definitions, see Appendix A.

**Note: Enter ALL Census IDs associated with the User ID in Column A of the Census Bureau template.** You can find your Census IDs by clicking on the “My Census IDs” tab in the online system.



Census ID	GQ Name	GQ Type Description	GQ Address Number	GQ Street Name	GQ City	GQ State	GQ ZIP
<p>In order to continue, you must provide your Census ID. The Census ID is located in the letter you received.</p> <p>OMB No. 0607-0999 Approval Expires 09/30/2020</p> <p>See Example data in Row 3:</p>							
<p>Please read the Instructions tab before completing the template.</p> <p>It's very important to enter the Census ID for every row for each reporting GQ.</p>							
123456789125	Freshman Hall	501-College/University Student Housing (College/University)	123	Terrapin Road	University Park	MD	20742

**Enter all Census IDs Associated with this User ID**

←

2. In the **GQ Client** tab, enter the following information for each person in the GQ:

- Census ID (Enter the appropriate Census ID for every person listed.)
- GQ Name
- First Name
- Middle Initial
- Last Name(s)
- Sex
- Date of Birth (three separate fields)
  - Month of Birth (MM)
  - Day of Birth (DD)
  - Year of Birth (YYYY)
- Age on April 1, 2020
- Hispanic, Latino or Spanish Origin (Y/N)
- Hispanic, Latino or Spanish Origin Details
- Race
- Race Details
- Live or Stay at GQ Most of the Time (Y/N)
- Alternate Address: Address Number
- Alternate Address: Street Name
- Alternate Address: Apt/Unit
- Alternate Address: Rural Route Address
- Alternate Address: City
- Alternate Address: State
- Alternate Address: Zip Code
- Alternate Address: Location Description

If this information is not available, please leave the field blank. For more guidelines on GQ Resident/Client data definitions, see Appendix B or the Instructions tab in the Census template.

**Do NOT submit the following information:** Social Security Number or Federal Tax ID, Domestic Violence Shelter data, or information the Census Bureau did not request.

**Note: Be sure to add the Census ID for each GQ client. Note: If you are responding for multiple GQs, you can use this one template, but make sure to use the correct Census ID. Every GQ has its own individual Census ID.**

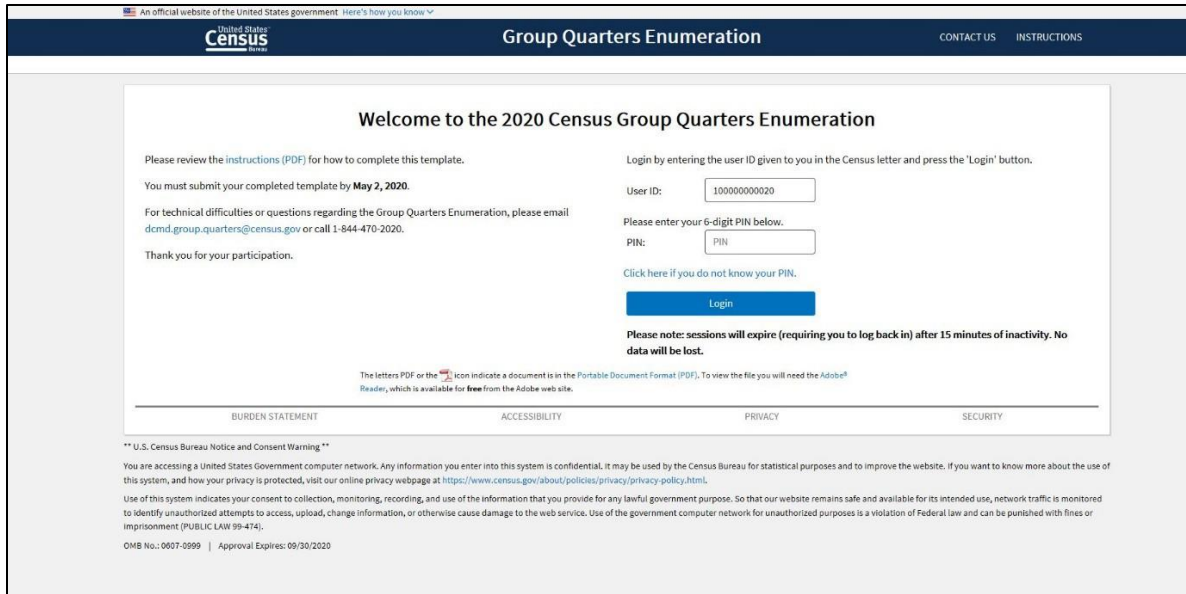
A	B	C	D	E	F	G	
Census ID	GQ Name	First Name	Middle Initial	Last Name(s)	Sex	Date of Birth	
						Month of Birth (MM) Day	
In order to continue, you must provide your Census ID. The Census ID is located in the letter you received. OMB No. 0607-0999 Approval Expires 09/30/2020 Example data is in Rows 4, 5, and 6		Please read the instructions tab before completing the template. It's very important to enter the Census ID for every row for each person in the GQ.					
4	123456789125	Freshman Hall	Mary	Q	Jones	Female	03 05
5	123456789125	Freshman Hall	John	D	Kay	Male	02 20
6	123456789125	Freshman Hall	Omar		Barry Senior	Male	10 15
7							
8							
9							
10							
11							
12							
13							
14							

3. Save the Census Bureau template file to your local desktop. Saving your document periodically is a safe practice.
4. Now, you are ready to upload the Census Bureau template file.

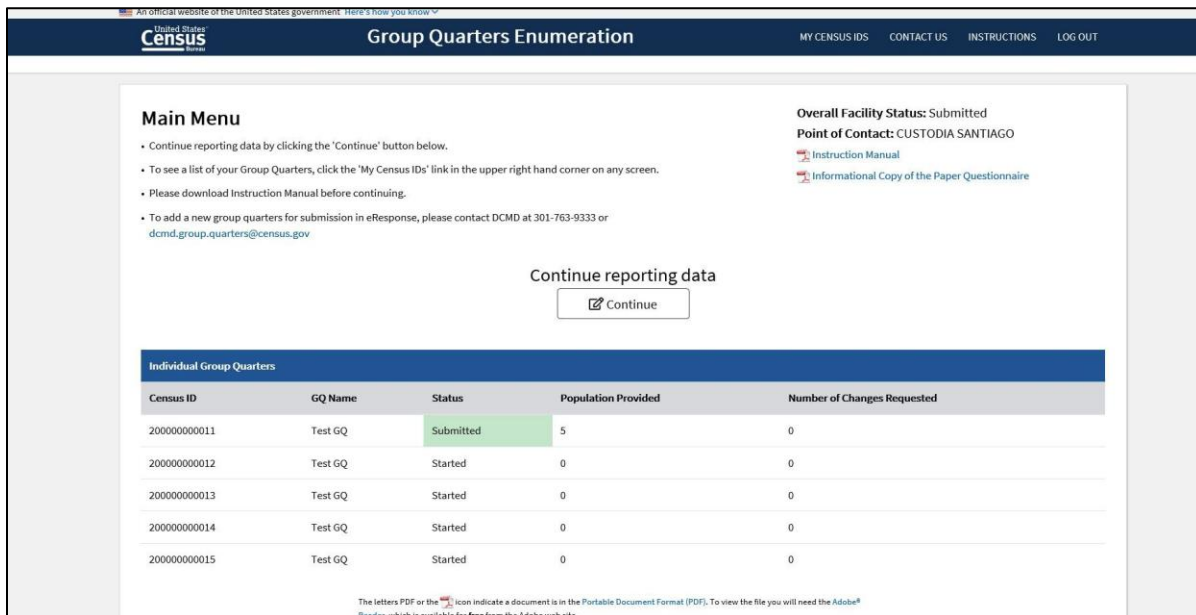
## UPLOADING THE ERESPONSE CENSUS BUREAU TEMPLATE

1. When you are ready to upload your file, you will have to access the secure website. Enter in your User ID, complete the "I'm not a robot" verification, and then click on "Login."

2. After entering your User ID and PIN, click on "Login."



3. Click on the “Continue” button on the Main Menu.



4. Verify or update your contact information. Click “Save and Continue.”

**Facility Validation**

Please review the contact information for the group quarters and supply any necessary corrections:

Name: CUSTODIA SANTIAGO

Title: RESIDENT MENTOR

Phone: 6346424

Email: rmenor@testdomain.com

[Save and Continue >](#)

[BURDEN STATEMENT](#)   [ACCESSIBILITY](#)   [PRIVACY](#)   [SECURITY](#)

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5. Next, click the “Browse” button.

**Import Wizard**

- To search for the file you want to upload to our site, click the button indicated as “Browse” OR “Choose File”.
- Select the file you want to upload.
- Click the “Upload File” button to start the uploading process.
- Once your file has been uploaded successfully, the file name will appear in the box below.
- After completing submission, please click Submit Data button to complete your submission.

Please be sure that you have included data for each Group Quarters listed in your mailing materials and on the ‘My Census IDs’ list.

Select File to Upload:  [Browse...](#)

[Upload File](#)

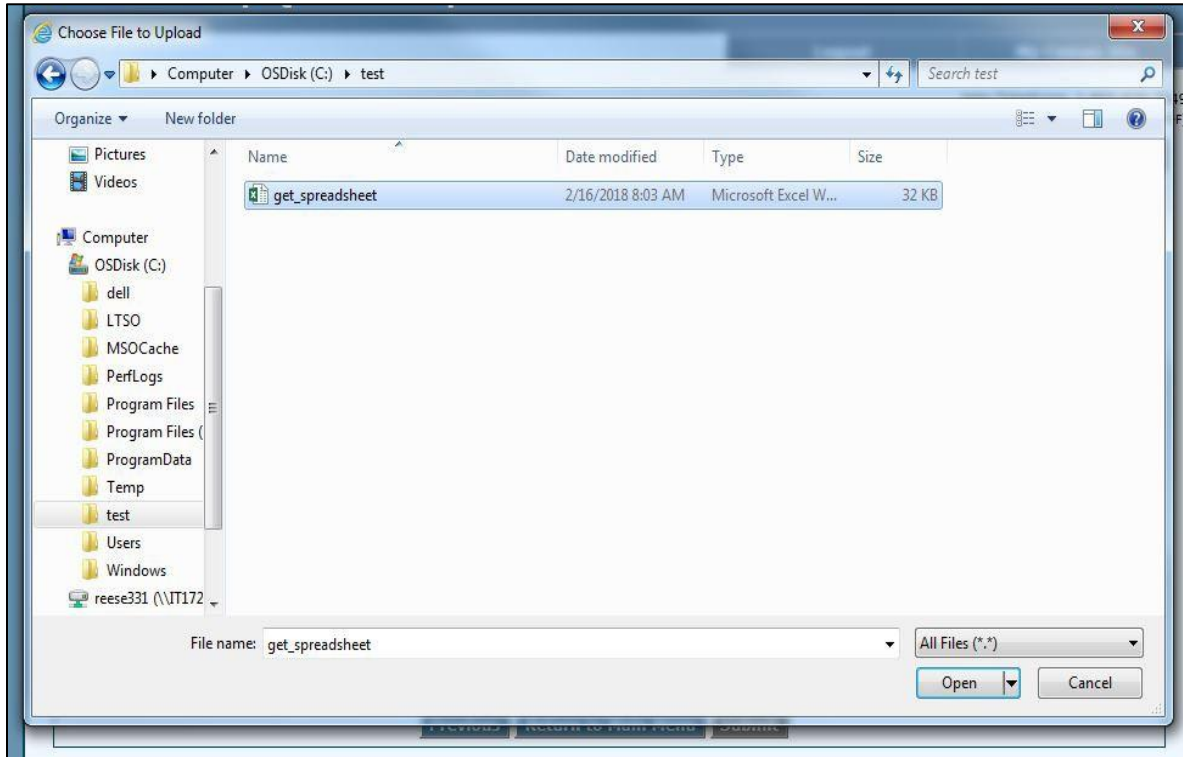
No files have been uploaded.

[Previous](#)   [Return to Main Menu](#)   [Submit Data](#)

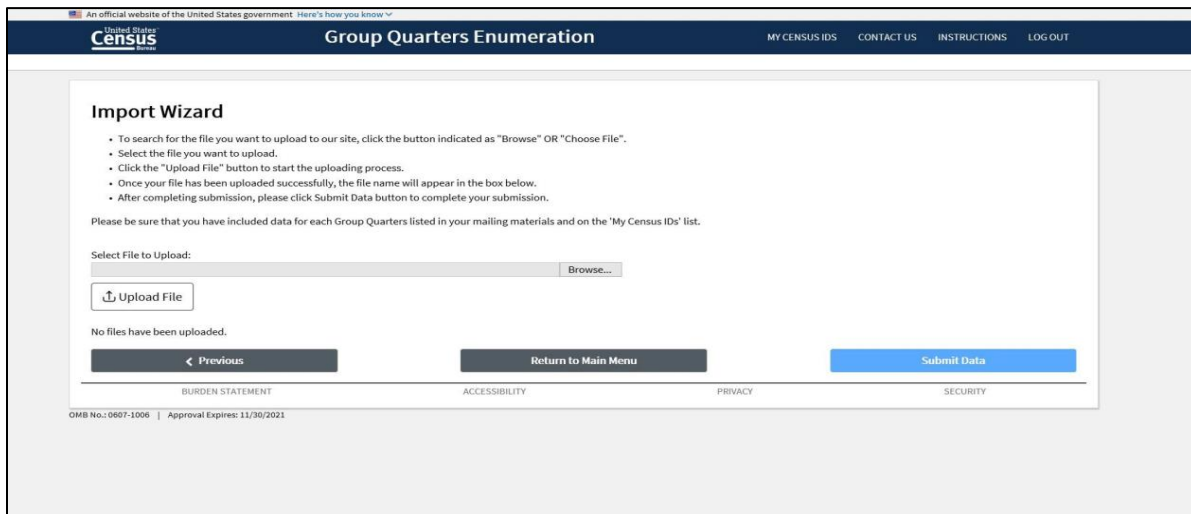
[BURDEN STATEMENT](#)   [ACCESSIBILITY](#)   [PRIVACY](#)   [SECURITY](#)

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6. Find the file you would like to upload. Click “Open.”



7. Next, click the “Upload File” button.



8. Next, click the “Submit Data” button.

The screenshot shows a web interface with a light blue header area containing an information icon and the text "Upload Pending". Below this, a message states: "Your file has been uploaded successfully. Please be patient while we prepare your data for submission. You will receive a notification when your upload summary report is available. On average, this process takes less than one minute to complete." Below the message is the "Import Wizard" section, which includes a list of instructions: "To search for the file you want to upload to our site, click the button indicated as 'Browse' OR 'Choose File'." "Select the file you want to upload." "Click the 'Upload File' button to start the uploading process." "Once your file has been uploaded successfully, the file name will appear in the box below." "After completing submission, please click Submit Data button to complete your submission." Below the instructions is a note: "Please be sure that you have included data for each Group Quarters listed in your mailing materials and on the 'My Census IDs' list." A progress bar labeled "Processing ..." is shown. Below the progress bar is a table titled "Current File Import" with columns for "Filename", "Date", and "Status". The table contains one row: "test\_20202.xlsx", "06-17-2019 09:11:15 AM", and "QUEUED". Below the table are three buttons: "Previous", "Return to Main Menu", and "Submit Data". At the bottom of the page are links for "BURDEN STATEMENT", "ACCESSIBILITY", "PRIVACY", and "SECURITY".

9. A confirmation message will display after the Census Bureau template has successfully been uploaded.

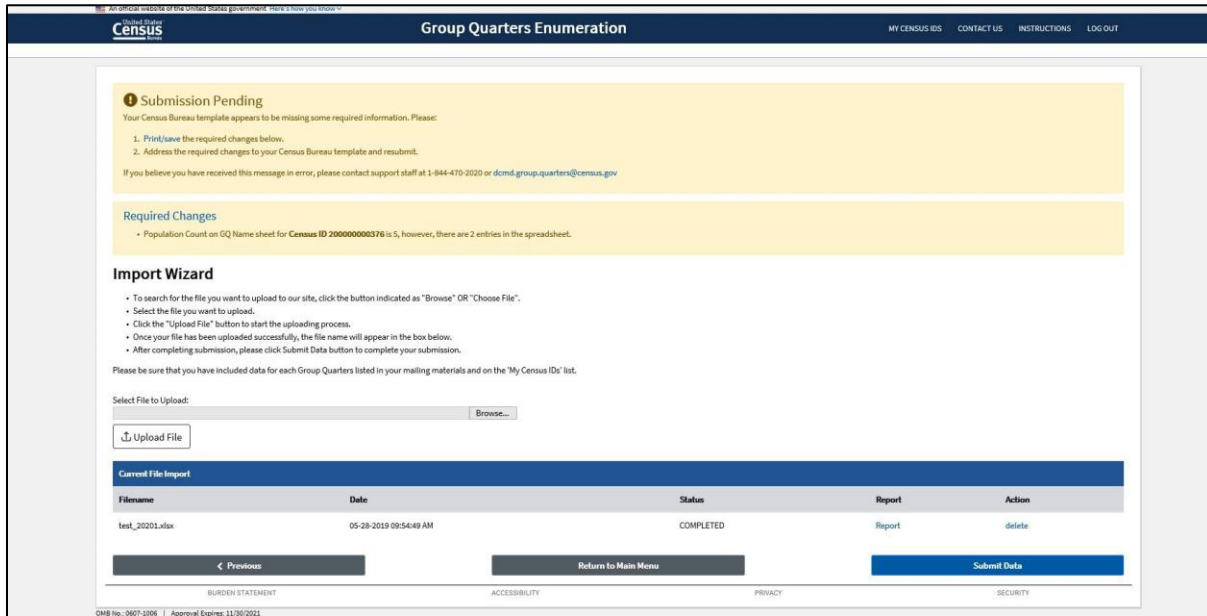
The screenshot shows a web interface with a dark blue header area containing the text "An official website of the United States government. Here's how you know" and the "United States Census Bureau" logo. The page title is "Group Quarters Enumeration". The header also contains links for "MY CENSUS IDS", "CONTACT US", "INSTRUCTIONS", and "LOG OUT". The main content area is titled "Submission Confirmation" and contains the following text: "Thank you for completing your Group Quarters eResponse template for the 2020 Census. Please print this listing for your records by clicking the 'Print Confirmation' button below. If you need to make any changes to your submissions, please contact us at 1-844-470-2020. Data Submitted: Fri Mar 29 11:10:23 2019". Below the text are two buttons: "Print Confirmation" and "Return to Main Menu". At the bottom of the page are links for "BURDEN STATEMENT", "ACCESSIBILITY", "PRIVACY", and "SECURITY". At the very bottom, there is a footer: "OMB No.: 0607-0999 | Approval Expires: 09/30/2020".

Thank you for submitting your Census Bureau template. If you have questions, please refer to the Uploading Census Bureau template section of this manual.

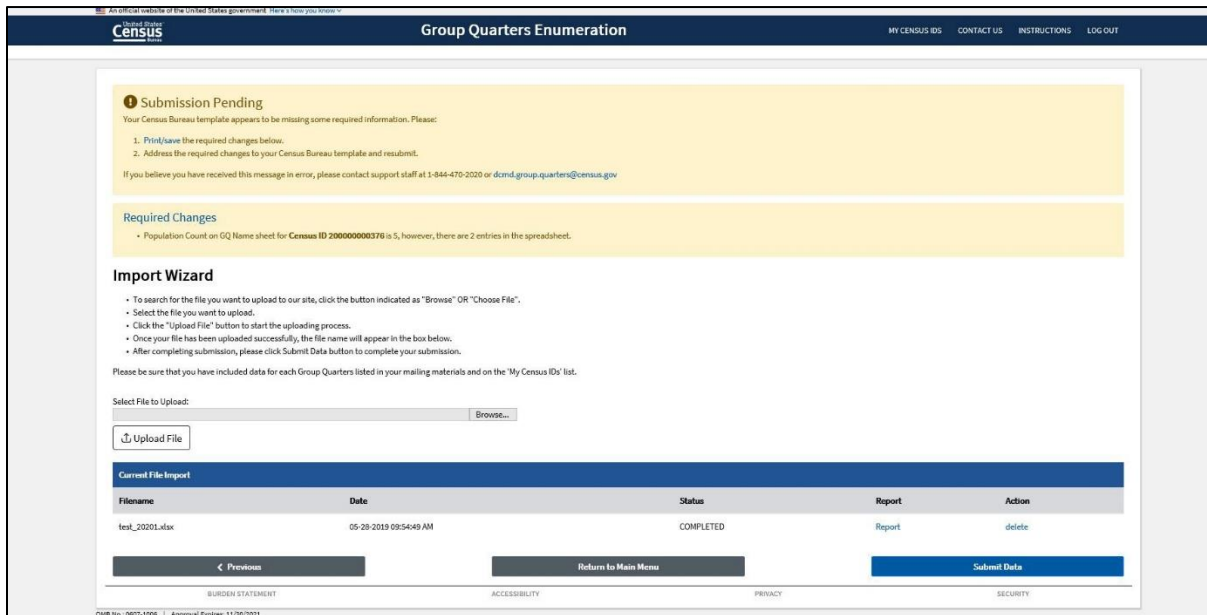
## RECEIVED ERRORS WHEN SUBMITTING CENSUS BUREAU TEMPLATE

If you have received an error or errors during the submission of the Census Bureau template:

1. The GQ administrator will receive an error message of what the error(s) are in the submitted template.

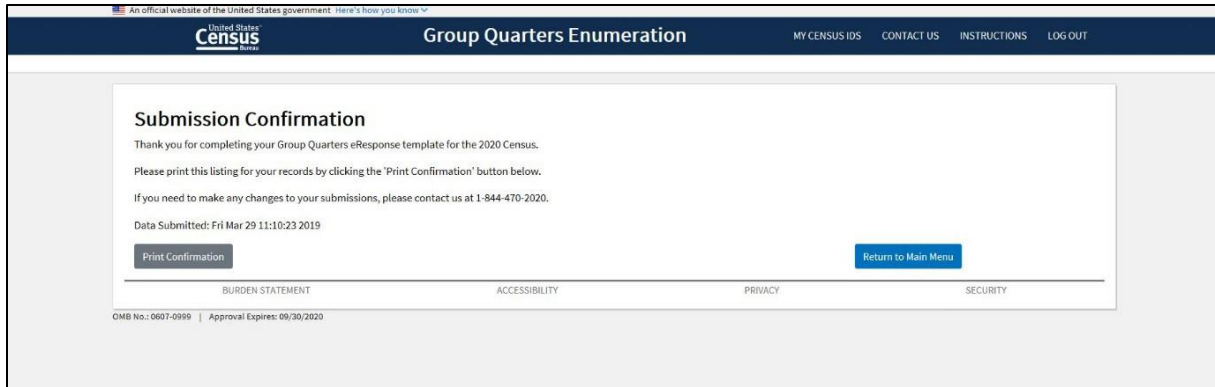


2. The GQ administrator will have the opportunity to fix their template.
3. After correcting the errors on the template, the GQ administrator can re-submit the template.
4. Next, click the “Submit Data” button.



5. If all errors have been fixed, a confirmation message will be displayed after the Census Bureau template has successfully been uploaded.

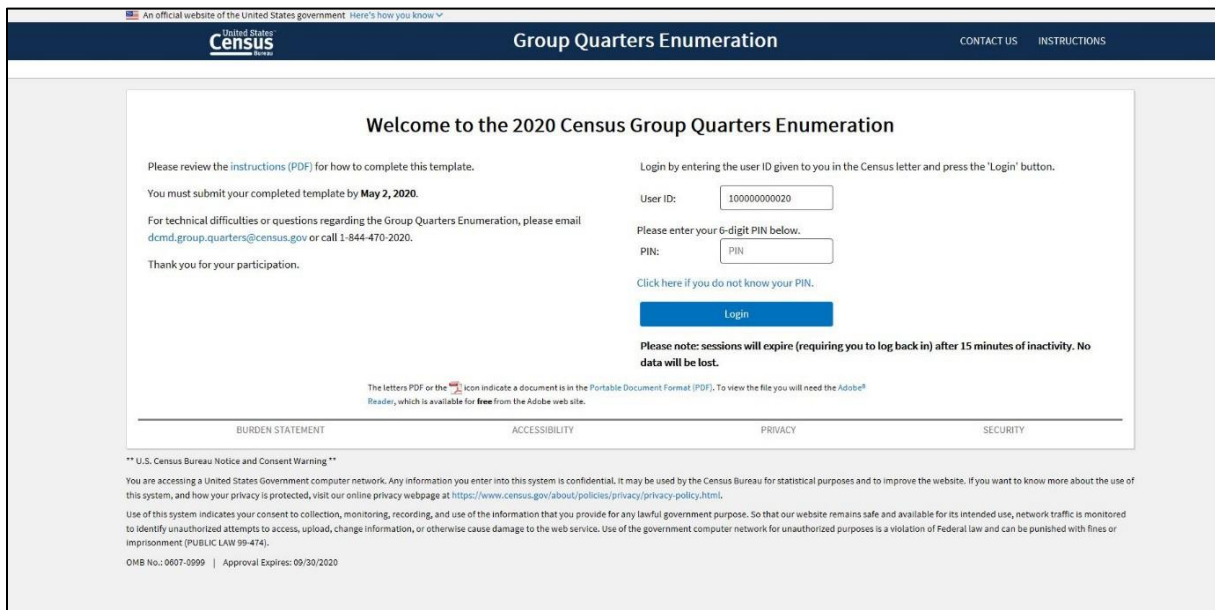




## PIN RECOVERY

If you have lost or cannot remember your PIN, complete the following steps.

1. Enter your unique User ID. Then, click on “Click here if you do not know your PIN.”



2. Answer the security question. Then, click “Submit.”



United States  
**Census**  
BUREAU

Group Quarters Enumeration

CONTACT US INSTRUCTIONS

### PIN Recovery

Please answer the following verification question.

What is the name of your first pet?

Response:

[Submit](#)

[BURDEN STATEMENT](#) [ACCESSIBILITY](#) [PRIVACY](#) [SECURITY](#)

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3. If you answer the security question correctly, you will receive a new PIN.

United States  
**Census**  
BUREAU

Group Quarters Enumeration

CONTACT US INSTRUCTIONS

### PIN Recovery

Your new PIN is: **461393**

Please log in using your new PIN.

[Return to Login](#)

[BURDEN STATEMENT](#) [ACCESSIBILITY](#) [PRIVACY](#) [SECURITY](#)

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## GENERAL/TECHNICAL ASSISTANCE

For assistance in completing the Census Bureau template, contact Census Questionnaire Assistance at 1-844-470-2020 or email [dcmd.group.quarters.eresponse@census.gov](mailto:dcmd.group.quarters.eresponse@census.gov).

## APPENDIX A. DEFINITIONS

**Census ID:** For each GQ, you must report the Census ID that was provided in the letter you received. This is the unique identifier that the Census Bureau uses to process each GQ response.

**GQ Name:** For each GQ, please report the name of the GQ. This is the name of the actual building where residents, clients, and/or staff live or stay.

**GQ Type Description:** For each GQ, please report the GQ Type Description, which is located in Appendix D of this manual. The Census Bureau uses GQ Type Codes and Descriptions to classify each GQ into specific categories that are used for a variety of purposes including procedures, processing, and tabulation.

**GQ Address Number:** For each GQ, please report the address number (i.e., street number) of the GQ's physical address (for example: 5007). The physical address of the GQ is the physical location of the building where residents, clients, and/or staff live or stay. Do not enter a P.O. Box address.

**GQ Street Name:** For each GQ, please report the street (i.e., street name, street type, and any street direction) of the GQ's physical address (for example: N Maple Ave). The physical address of the GQ is the physical location of the building where residents, clients, and/or staff live or stay. Do not enter a P.O. Box address.

**GQ City:** For each GQ, please report the City (or Town) of the GQ's physical address. The physical address of the GQ is the physical location of the building where residents, clients, and/or staff live or stay.

**GQ State:** For each GQ, please report the State of the GQ's physical address. The physical address of the GQ is the physical location of the building where residents, clients, and/or staff live or stay.

**GQ ZIP Code:** For each GQ, please report the 5-digit ZIP Code of the GQ's physical address. The physical address of the GQ is the physical location of the building where residents, clients, and/or staff live or stay.

**GQ Location Description:** If a physical address for the GQ is not available, please report a location description of the GQ's actual physical location hosting the residents or clients.

**GQ Population on Census Day:** For each GQ, please report the number of people who were living or staying in the GQ on Census Day (April 1, 2020). This number should match the number of person rows you enter for that GQ on the second tab of the template: GQ Client Data.

**IMPORTANT:** When determining the number of people to count in the GQ, please refer to the 3-digit GQ Type Code that was provided in the letter you received, and follow these instructions regarding who to include.

- If the GQ Type Code is more than 500, include all residents/clients who were living or staying there on Census Day (April 1, 2020), as well as any staff members who were living there at that time and did not have any other usual residence elsewhere.
- If the GQ Type Code is less than 500, include all residents/clients who were living or staying there on Census Day (April 1, 2020), but do not include any staff members who were living or staying there. Any staff members who were living there and did not have any other usual residence elsewhere, should be counted in a different GQ record with a GQ Type Code of 901, using the separate Census ID that was provided for the Workers' Group Living Quarters at that location.
- If the GQ Type Code is 103, 104, 105, and 203 (state and local correctional facilities), do not include federal detainees held at your facility. The particular federal agencies that have jurisdiction over those federal detainees will report them to the Census Bureau, and we do not want to count them twice.

## APPENDIX B. GQ RESPONDENT DATA

**Census ID:** For each person, you must report the Census ID for the GQ where the person was staying on Census Day (April 1, 2020). The Census ID for the GQ was provided in the letter you received. The unique Census ID for each GQ helps the Census Bureau link the data for each resident to the specific GQ where they are living or staying on Census Day (April 1, 2020). Since the Census ID is associated with the GQ, each person who was staying at the same GQ should have the same Census ID.

**GQ Name:** For each person, please report the name of the GQ where the person was staying on Census Day (April 1, 2020). The GQ Name should line up with the Census ID for that GQ, and each person who was staying at the same GQ should have the same GQ Name.

**First Name:** Enter the First Name of a person who was living or staying in the GQ on Census Day (April 1, 2020).

**Middle Initial:** Enter the Middle Initial of a person who was living or staying in the GQ on Census Day (April 1, 2020).

**Last Name(s):** Enter the Last Name(s) of a person who was living or staying in the GQ on Census Day (April 1, 2020). If the person uses "Junior" or "Senior" in their name, enter the last name and the suffix (for example: Smith, Jr.) in the Last Name(s) field.

**Sex:** Please report the person's biological sex as Male or Female. If this information is not available, please leave the field blank.

**Date of Birth:** What is this person's date of birth? If you know the date of birth, enter it. If you do not know the exact date of birth, enter as much as you know.

- Month of Birth: Provide month of birth in numeric format as two digits (January=01, February=02, March=03, April=04, May=05, June=06, July=07, August=08, September=09, October=10, November=11, December=12)
- Day of Birth: Provide day of birth in numeric format as two digits.
- Year of Birth: Provide four-digit year of birth.

**Age on Census Day (April 1, 2020):** Enter the person's age (in years) as of Census Day (April 1, 2020). For babies less than 1 year old, do not enter the age in months; enter "0" years as the age. Do not round the age up if the person was close to having a birthday on April 1, 2020. If the person's age is not available, please leave the field blank; do not calculate the person's age from the date of birth that you provide.

**Hispanic Origin and Race:** Please answer BOTH questions about Hispanic origin and race. For this census, Hispanic origins are not races.

**Hispanic, Latino, or Spanish Origin:** Enter "Yes" or "No" to answer the following question – Is this person of Hispanic, Latino, or Spanish origin? If "Yes," enter the person's Hispanic, Latino, or Spanish group in the next column.

“Hispanic, Latino, or Spanish origin” includes all individuals who identify with one or more nationalities or ethnic groups originating in Mexico, Puerto Rico, Cuba, Central and South America, and other Spanish cultures. Examples of these groups include, but are not limited to, Mexican or Mexican American, Puerto Rican, Cuban, Salvadoran, Dominican, and Colombian. “Hispanic, Latino, or Spanish origin” also includes groups such as Guatemalan, Honduran, Spaniard, Ecuadorian, Peruvian, Venezuelan, etc.

**Race:** Report the person’s race in the first column and any additional details in the second column. You may report more than one group.

### **White**

The category “White” includes all individuals who identify with one or more nationalities or ethnic groups originating in Europe, the Middle East, or North Africa. Examples of these groups include, but are not limited to, German, Irish, English, Italian, Lebanese, and Egyptian. The category also includes groups such as Polish, French, Iranian, Slavic, Cajun, Chaldean, etc. Enter the person’s White group or groups.

### **Black or African American**

The category “Black or African American” includes all individuals who identify with one or more nationalities or ethnic groups originating in any of the black racial groups of Africa. Examples of these groups include, but are not limited to, African American, Jamaican, Haitian, Nigerian, Ethiopian, and Somali. The category also includes groups such as Ghanaian, South African, Barbadian, Kenyan, Liberian, Bahamian, etc. Enter the person’s Black or African American group or groups.

### **Asian**

The category “Asian” includes all individuals who identify with one or more nationalities or ethnic groups originating in the Far East, Southeast Asia, or the Indian subcontinent. Examples of these groups include, but are not limited to, Chinese, Filipino, Asian Indian, Vietnamese, Korean, and Japanese. The category also includes groups such as Pakistani, Cambodian, Hmong, Thai, Bengali, Mien, etc. Enter the person’s Asian group or groups.

### **American Indian or Alaska Native**

The category “American Indian or Alaska Native” includes all individuals who identify with any of the original peoples of North and South America (including Central America) and who maintain tribal affiliation or community attachment. It includes people who identify as “American Indian” or “Alaska Native” and includes groups such as Navajo Nation, Blackfeet Tribe, Mayan, Aztec, Native Village of Barrow Inupiat Traditional Government, Nome Eskimo Community, etc. Enter the person’s American Indian or Alaska Native tribe or tribes.

### **Native Hawaiian or Other Pacific Islander**

The category “Native Hawaiian or Other Pacific Islander” includes all individuals who identify with one or more nationalities or ethnic groups originating in Hawaii, Guam, Samoa, or other Pacific Islands. Examples of these groups include, but are not limited to,

Native Hawaiian, Samoan, Chamorro, Tongan, Fijian, and Marshallese. The category also includes groups such as Palauan, Tahitian, Chuukese, Pohnpeian, Saipanese, Yapese, etc. Enter the person's Native Hawaiian or Other Pacific Islander group or groups.

**Some other race**

The category "Some other race" includes all other responses not included in the categories above. Enter the person's detailed "Some other race" group or groups.

**Live or Stay at GQ Most of the Time:** Enter "Yes" or "No" to answer the following question – "Does the person live or stay at this GQ most of the time?" Enter "Yes" if the person lives and sleeps at this GQ more often than any other place as of Census Day (April 1, 2020).

**Alternate Address: Address Number:** Enter the address number (i.e., street number) of the person's alternate address (for example: 5007). Do not enter a P.O. Box address.

**NOTE:** The alternate address is the physical address of another place where the person sometimes lives or stays when not at this GQ. If the person never stays at any place other than this GQ, leave the Alternate Address fields blank. If the person has more than one alternate address, enter the address of the place where they live or stay more often.

**Alternate Address: Street Name:** Enter the Street Name (along with street type and any street direction) of the person's alternate address (for example: N Maple Ave). Do not enter a P.O. Box address.

**Alternate Address: Apt/Unit:** If applicable, enter the Apartment or Unit portion of the person's alternate address (for example: Apt A or Lot 3).

**Alternate Address: Rural Route Address:** If applicable, and no street address is available, enter the Rural Route Address portion of the person's alternate address (for example: RR 45 Box 7C).

**Alternate Address: City:** Enter the City (or Town) of the person's alternate address.

**Alternate Address: State:** Enter the State of the person's alternate address. This can be entered as a full state name (for example: Alaska), or as a 2-letter U.S. Postal Service abbreviation for the state (for example: AK).

**Alternate Address: ZIP Code:** Enter the 5-digit ZIP Code of the person's alternate address.

**Alternate Address: Location Description:** If there is no address of another place, where person sometimes lives or stays when not at this GQ.

## **APPENDIX C. FREQUENTLY ASKED QUESTIONS (FAQ)**

### **Why are you asking about the people in this group quarters?**

The goal of the 2020 Census is to count everyone once, only once, and in the right place. Establishing an accurate population count is critical for determining how many representatives a state should have in Congress, and population counts are factored into the distribution of federal funds.

### **How are data on males and females used?**

Many federal, state, and local agencies use data on males and females for planning, funding, implementing, and evaluating their programs. Laws promoting equal employment opportunity for women are one example. This information also can be important for analyzing social and economic trends. We ask about sex, because many federal programs use data on males and females to plan and implement programs. For example, laws promoting equal employment opportunity for women.

### **Why do we ask about sex?**

We ask about sex, because many federal programs use data on males and females to plan and implement programs. For example, laws promoting equal employment opportunity for women.

### **How are Hispanic origin and race data used?**

Questions about Hispanic origin and race are asked because these data are required for Federal and state programs and are critical factors in the basic research behind numerous policies, particularly for civil rights. These data are also used to promote equal employment opportunities.

### **What does “most of the time” mean?**

Some people have more than one residence, and they may cycle between staying at each residence in a weekly, monthly, or yearly cycle. Therefore, select "Yes" if this person currently sleeps at this GQ most (or all) nights of each week, month, or year (for example: 4 nights of each week at this GQ, and 3 nights of each week elsewhere). However, select "No" if this person currently sleeps most nights (of each week, month, or year) somewhere other than this GQ (for example: 1 week of each month at this GQ, and 3 weeks of each month elsewhere).

**Why do you ask whether the person lives or stays at the GQ most of the time? Why do you ask for the person’s Alternate Address?** Some people in group quarters may also have another residence where they sometimes live or stay. Information about where the person lives or stays most of the time, and their alternate address (if available), helps the Census Bureau count each person once, only once, and in the right place.

## APPENDIX D. GROUP QUARTERS CODES AND DESCRIPTIONS

GQ Type Codes and Descriptions	
Code	Description
<b>Correctional Facilities for Adults</b>	
101	Federal Detention Centers*
102	Federal Prisons*
103	State Prisons
104	Local Jails and Other Municipal Confinement Facilities
105	Correctional Residential Facilities
106	Military Disciplinary Barracks and Jails
<b>Juvenile Facilities</b>	
201	Group Homes for Juveniles (non-correctional)
202	Residential Treatment Centers for Juveniles (non-correctional)
203	Correctional Facilities Intended for Juveniles
<b>Nursing Facilities/Skilled-Nursing Facilities</b>	
301	Nursing Facilities/Skilled-Nursing Facilities
<b>Other Institutional Group Quarters</b>	
401	Mental (Psychiatric) Hospitals and Psychiatric Units in Other Hospitals
402	Hospitals with Patients Who Have No Usual Home Elsewhere
403	In-Patient Hospice Facilities
404	Military Treatment Facilities with Assigned Patients
405	Residential Schools for People with Disabilities
<b>College/University Student Housing</b>	
501	College/University Student Housing (owned/leased/managed by a college/university)
502	College/University Student Housing (owned/leased/managed by a private company/agency)
<b>Military Quarters</b>	
601	Military Quarters
602	Military Ships**
<b>Service-Based Enumeration (SBE)</b>	
701	Emergency and Transitional Shelters (with Sleeping Facilities) for People Experiencing Homelessness
702	Soup Kitchens
704	Regularly Scheduled Mobile Food Vans
706	Targeted Non-Sheltered Outdoor Locations
<b>Other Non-Institutional Group Quarters</b>	
703	Domestic Violence Shelters**
801	Group Homes Intended for Adults (non-correctional)
802	Residential Treatment Centers for Adults (non-correctional)
900	Maritime/Merchant Vessels**
901	Workers' Group Living Quarters and Job Corps Centers
902	Religious Group Quarters
903	Living Quarters for Victims of Natural Disaster
999	Unknown