UNITED STATES DEPARTMENT OF COMMERCE
Bureau of the Census
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MASTER FILE

DSSD CENSUS 2000 PROCEDURES AND OPERATIONS MEMORANDUM SERIES #J-3

MEMORANDUM FOR: Michael J. Longini
Chief, Decennial Systems and Contracts Management Office

Judith N. Petty
Chief, National Processing Center

From: Howard Hogan
Chief, Decennial Statistical Studies Division

Prepared by: Erin Whitworth
Decennial Statistical Studies Division

Subject: Specifications for the Keying of the D-1402, D-1402(R), D-1402(S), D-1402(V)–Interview of Households in Selected Language Groups, Evaluation of Response Process Census 2000 Evaluation A.5

I. Introduction

Interviewers in the Tucson Call Center telephoned a sample of non-English speaking respondents to learn more about how they coped with the census response process. The respondents in the first and second waves were those that had mailed back their census form, and those that were enumerated in Non-Response Follow-up, respectively. There were four groups of respondents–Russian, Vietnamese, Spanish, and English. There were the same number of questions for the Vietnamese and Spanish respondents, with only a subset of questions for the Russians, and an even smaller subset for the English respondents, who were in sample for comparison purposes

II. Milestone Schedule

08/23/00	First wave of D-1402 forms sent to NPC
09/28/00	Second wave of D-1402 forms sent to NPC
12/2000	Keying begins in NPC

III. Document Preparations

There are 38 boxes of forms for the first wave and 38 for the second wave. Separate forms by language for ease of keying. Forms are grouped by panel number, and should be returned to this grouping after keying. Each form is held together by a staple, and, if possible, should remain stapled throughout keying.

Attachment 1 is a file PanelSizesBoxNumbers–Specs.xls that lists the following:

- Each panel for each wave,
- The box number in which the forms arrived from Tucson,
- The number of cases in each panel, and
- Whether or not that particular panel should be keyed.

Panels were submitted to sample in ascending numerical order by panel number, and thus as the call center reached the required numbers of completed cases, panels were no longer submitted to sample. The remaining unused panels are still bundled together with cardboard and thick plastic bands. It should be readily apparent which panels were not used in sample. DO NOT KEY THESE PANELS, AND DO NOT OPEN THEM UP. Leave these panels with all the other ones and await further instructions on final questionnaire disposition.

After the questionnaires have been keyed, forms should be stored on shelves by wave, form type, and panel–essentially by the batch ID (described below). Please see the attached file.

Questionnaires should be batched by Wave, Form Type (language), and panel. The batch naming convention will create a variable 8 characters in length. For example: DA5E0110 represents English questionnaires from panel 01 in the first wave.

For example:

- The first three characters will be **DA5** (this identifies the particular Evaluation A.5).
- The fourth character will be an **E, R, S,** or **V**, depending on the language of the form (English–D-1402, Russian–D-1402(R), Spanish–D-1402(S), or Vietnamese–D-1402(V), respectively).
- The next character will be a **1** or a **2** to represent Wave 1 or Wave 2, respectively.
- The next two characters will be the panel number **(01-99)**. There are actually 100 panels for three of the languages, but this is irrelevant since panel 100 was never used in the survey. Panel 100, for all form types and both waves, will be destroyed and not keyed.

- The last character is a 1-digit work unit number that will be used if individual questionnaires are rejected and must be resubmitted for keying. They will be resubmitted under a new batch number, for ease of keying.

The keying program should verify that the batch ID has not been duplicated.

- **Keying Requirements**

The keying requirements are found in the Excel spreadsheet accompanying this memorandum–Specs.xls, in Attachment 2. The output record be created in a fixed field record length, with variable position numbers clearly communicated to DSSD.

For fields where only one box should have been marked, and there are more boxes marked, the keyer shall key a "+." The same practice will follow for the write-in fields if they are illegible. If any part of a write-in field is illegible, the keyer shall key a "+" and then key into the field any legible text.

If there is text that is longer than the available field length, that text should be truncated. Disregard extraneous notes. Key only what is in the fields, unless otherwise specified. The only exception is in the list of contact numbers on the first page. We noticed that some interviewers took the liberty of making 6 and even 7 contacts. They wrote this information down on the bottom of the page. We have included fields for these 2 extra contacts. Contacts should be entered in the order in which they occur. If there are more than 7 contacts, the questionnaire shall be rejected and await further review.

It is entirely possible that during keying, situations will arise that have not been anticipated. Should a questionnaire fail keying requirements, it shall be rejected for further review. Please FedEx all rejected questionnaires to Erin Whitworth on a daily basis–SFC 2, Rm. 2228, 4700 Silver Hill Rd., Suitland, MD 20746 (ph: 301-457-8024).

XIV. Pre-testing

NPC will provide a test file to DSSD (Erin Whitworth, specifically) that will include the first batch of each type (wave and form type), for a total of 8 types. NPC will not key anything further until receiving approval from DSSD.

XV. Disposition Requirements

Following the transmittal and review of the D-1402 data files, headquarters staff will notify NPC when all the D-1402 forms (approximately 16,000) can be destroyed. (Please note that there are not 16,000 forms to be keyed. There are only about 8,000 forms that actually need to be keyed. There was an excess of forms that was never used, but these also will be destroyed with the used forms since all contain confidential data.)

XVI. Contacts

Attachment 3 is an English version of the Vietnamese questionnaire. If you have any questions regarding this document, contact Erin Whitworth at (301) 457-8024 or Erin.M.Whitworth@census.gov.

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Attachment 1 12/07/2000

NEE Wave 1--Panel Tracking												
	English			Russian			Spanish			Vietnamese		
Panel	Box Number	Number of Cases	Key?	Box Number	Number of Cases	Key?	Box Number	Number of Cases	Key?	Box Number	Number of Cases	Key?
1	15	24	Yes	10	24	Yes	11	24	Yes	16	24	Yes
2	15	24	Yes	10	24	Yes	11	24	Yes	16	24	Yes
3	15	24	Yes	10	24	Yes	11	24	Yes	16	23	Yes
4	15	24	Yes	10	24	Yes	11	24	Yes	16	24	Yes
5	15	24	Yes	10	24	Yes	11	24	Yes	16	24	Yes
6	15	24	Yes	10	24	Yes	11	24	Yes	16	24	Yes
7	15	24	Yes	10	24	Yes	11	24	Yes	16	24	Yes
8	15	24	Yes	10	24	Yes	11	24	Yes	16	24	Yes
9	15	24	Yes	10	24	Yes	11	24	Yes	13	24	Yes
10	15	24	Yes	10	24	Yes	11	24	Yes	13	24	Yes
11	15	24	Yes	10	23	Yes	17	24	Yes	13	23	Yes
12	2	24	Yes	12	24	Yes	17	24	Yes	13	24	Yes
13	2	24	Yes	12	24	Yes	17	24	Yes	13	24	Yes
14	2	24	Yes	12	24	Yes	17	24	Yes	13	24	Yes
15	2	24	Yes	12	24	Yes	17	24	Yes	13	24	Yes
16	2	24	Yes	12	24	Yes	17	24	Yes	13	24	Yes
17	15	24	Yes	12	24	Yes	17	24	Yes	19	23	Yes
18	2	24	Yes	12	24	Yes	17	24	Yes	19	24	Yes
19	2	24	Yes	12	24	Yes	17	24	Yes	19	24	Yes
20	2	24	Yes	12	24	Yes	14	24	Yes	19	24	Yes
21	2	24	Yes	12	23	Yes	14	24	Yes	19	24	Yes
22	2	24	Yes	12	24	Yes	14	24	Yes	19	24	Yes
23	2	24	Yes	21	24	Yes	14	24	Yes	19	23	Yes
24	2	24	Yes	21	24	Yes	14	24	Yes	19	24	Yes
25	24	24	Yes	21	24	Yes	14	24	Yes	25	24	Yes
26	24	24	Yes	21	24	Yes	14	24	Yes	25	24	Yes
27	24	24	No	21	24	Yes	14	24	Yes	25	24	Yes
28	24	24	No	21	24	Yes	14	24	Yes	25	23	Yes
29	24	24	No	21	24	Yes	14	24	Yes	25	24	Yes
30	24	24	No	21	24	Yes	26	24	Yes	25	23	Yes
31	24	24	No	21	24	Yes	26	24	Yes	25	24	Yes
32	24	24	No	21	24	Yes	26	24	Yes	25	24	Yes
33	24	24	No	21	24	Yes	26	24	Yes	20	12	Yes
34	24	24	No	8	24	Yes	26	24	Yes	20	12	Yes
35	24	24	No	8	24	Yes	26	24	Yes	20	12	Yes
36	24	24	No	8	24	Yes	26	24	Yes	20	12	Yes
37	1	24	No	8	24	Yes	26	24	Yes	20	12	Yes
38	1	24	No	8	24	Yes	26	24	Yes	20	12	Yes
39	1	24	No	8	24	Yes		24	Yes	20	12	Yes
40	1	24	No	8	24	Yes		24	Yes	20	12	Yes
41	1	24	No	5	24	Yes	29	24	Yes	20	12	Yes
42	1	24	No	8	24	Yes	29	24	Yes	20	12	Yes
43	1	24	No	8	24	Yes	29	24	No	20	12	Yes
44	1	24	No	8	24	Yes	29	24	No	20	12	Yes
45	1	24	No	5	24	Yes	29	24	No	20	12	Yes
46	1	24	No	5	24	Yes	32	24	No	20	12	Yes
47	1	24	No	5	N/A	No	29	24	No	22	12	Yes
48	1	24	No	5	N/A	No	29	24	No	22	12	Yes
49	28	24	No	5	N/A	No	32	24	No	22	12	Yes
50	28	24	No	5	N/A	No	32	24	No	20	12	Yes
51	28	24	No	5	N/A	No	32	24	No	20	12	Yes
52	28	24	No	5	N/A	No	32	24	No	22	12	Yes
53	28	24	No	5	N/A	No	32	24	No	33	12	Yes

NEE Wave 1--Panel Tracking												
	English			Russian			Spanish			Vietnamese		
Panel	Box Number	Number of Cases	Key?	Box Number	Number of Cases	Key?	Box Number	Number of Cases	Key?	Box Number	Number of Cases	Key?
54	28	24	No	6	N/A	No	32	24	No	33	12	Yes
55	28	24	No	6	N/A	No	32	24	No	33	12	Yes
56	28	24	No	6	N/A	No	32	24	No	33	12	Yes
57	28	24	No	6	N/A	No	35	24	No	33	12	Yes
58	28	24	No	6	N/A	No	35	24	No	33	12	Yes
59	28	24	No	6	N/A	No	35	24	No	33	12	Yes
60	28	24	No	6	N/A	No	35	24	No	29	12	Yes
61	18	24	No	6	N/A	No	38	24	No	33	12	Yes
62	18	24	No	6	N/A	No	35	24	No	33	12	Yes
63	18	24	No	6	N/A	No	35	24	No	33	12	Yes
64	18	24	No	9	N/A	No	35	24	No	33	12	Yes
65	18	24	No	9	N/A	No	35	24	No	33	N/A	No
66	18	24	No	9	N/A	No	38	24	No	33	N/A	No
67	18	24	No	9	N/A	No	38	24	No	33	N/A	No
68	18	24	No	9	N/A	No	38	24	No	33	N/A	No
69	18	24	No	9	N/A	No	38	24	No	33	N/A	No
70	18	24	No	9	N/A	No	38	24	No	29	N/A	No
71	18	24	No	9	N/A	No	38	24	No	37	N/A	No
72	18	24	No	9	N/A	No	38	24	No	37	N/A	No
73	23	24	No	9	N/A	No	36	24	No	37	N/A	No
74	23	24	No	27	N/A	No	36	24	No	37	N/A	No
75	23	24	No	27	N/A	No	36	24	No	37	N/A	No
76	23	24	No	27	N/A	No	36	24	No	37	N/A	No
77	23	24	No	27	N/A	No	36	24	No	37	N/A	No
78	23	24	No	27	N/A	No	36	24	No	37	N/A	No
79	23	24	No	27	N/A	No	36	24	No	37	N/A	No
80	23	24	No	27	N/A	No	36	24	No	37	N/A	No
81	23	24	No	27	N/A	No	36	24	No	37	N/A	No
82	23	24	No	27	N/A	No	30	24	No	31	N/A	No
83	23	24	No	27	N/A	No	30	24	No	31	N/A	No
84	23	24	No	7	N/A	No	30	24	No	37	N/A	No
85	3	24	No	7	N/A	No	30	24	No	37	N/A	No
86	3	24	No	7	N/A	No	30	24	No	37	N/A	No
87	3	24	No	7	N/A	No	30	24	No	37	N/A	No
88	3	24	No	7	N/A	No	30	24	No	31	N/A	No
89	3	24	No	7	N/A	No	30	24	No	37	N/A	No
90	3	24	No	7	N/A	No	30	24	No	31	N/A	No
91	3	24	No	7	N/A	No	34	24	No	31	N/A	No
92	3	24	No	7	N/A	No	34	24	No	31	N/A	No
93	3	24	No	7	N/A	No	34	24	No	31	N/A	No
94	3	24	No	4	N/A	No	34	24	No	31	N/A	No
95	3	24	No	4	N/A	No	30	24	No	31	N/A	No
96	3	24	No	4	N/A	No	34	24	No	31	N/A	No
97	4	24	No	4	N/A	No	34	24	No	31	N/A	No
98	4	24	No	4	N/A	No	34	24	No	31	N/A	No
99	4	24	No	4	N/A	No	34	24	No	31	N/A	No
100	4	24	No	4	N/A	No	34	24	No	31	N/A	No

Field Name	Field Description	Acceptable Value Ranges	Field Size	Field Edits and Value Assignments	Notes
Batch number	Unique number for each batch	alpha-numeric	8	First three digits are D, A, 5, the next digit is either E, S, R, or V (depending on the language of form), the next digit is either 1, 2 (depending on the wave), digits 6 and 7 are the panel number (01-99), and the last digit is an extra 1-digit work unit number.	
PrintSeries	Upper-right hand corner of each page	NUMERIC 0-9999	4	Not necessary to include leading zeros.	This is a number assigned by the printer to keep track of the different pages of each form. If, for some reason, individual pages get separated, use this number to match them. This is unique within a wave within language. Please program as such.
Case ID	Preprinted number--in the information panel.	Numeric 0-9999	4	Right justify, space fill.	This is unique within a wave. Please program as such.
MAF ID	Preprinted number--in the information panel.	Numeric	12	Right justify, zero fill.	If the ID is only 11 digits, put a "0" at the beginning of the ID. The printing didn't include this leading zero, so in the case of states like CA, the "6" should have been a "06." This is unique across the board. Please program as such.
Contact Number--1	Record of Contacts--1	NUMERIC--1	1	Other values not acceptable	emit
Date-1	Date of Contact-1	DATE--MM/DD/YYYY	10	Other values not acceptable	Must have a value. Keyer should convert date to the given format. Keyer only need key the MM/DD part--the output record should have the year added. These are all 2000.
Time-1	Time of Contact-1	Time--HH:MM AM/PM	7		Might be blank
Time-1a	End Time of Contact-1	Time--HH:MM AM/PM	7		Might be blank

Field Name	Field Description	Acceptable Value Ranges	Field Size	Field Edits and Value Assignments	Notes
Length-1	Length of call-1	NUMERIC	3	Convert hours to minutes--keyer can do in head, hopefully.	This might be blank--I'm including a field in case the interviewer coded the length of the phone call.
Outcome Code-1	Outcome of Contact-1	ALPHANUMERIC, 1, 2, 3, 4, 5, 6, 7, RNA,	15		Must have a value--type what you see.
Callback Date--1	Scheduled Date of Callback-1	DATE--MM/DD/YYYY	10	Other values not acceptable	Might be blank
Callback Time--1	Scheduled Time of Callback-1	Time--HH:MM AM/PM	7		
Interviewer Code-1	Code of the interviewer for contact-1	ALPHANUMERIC	5	The first two digits should be ALPHA, the next two or three should be NUMERIC	This will be split into two "records/fields" with the alpha (first two characters) being right justified, and the numeric (last three characters) being left justified, space fill.
Contact Number--2	Record of Contacts--2	NUMERIC--1	1	Other values not acceptable	emit
Date-2	Date of Contact-2	DATE--MM/DD/YYYY	10	Other values not acceptable	Might be blank
Time-2	Time of Contact-2	Time--HH:MM AM/PM	7		Might be blank
Time-2a	End Time of Contact-2	Time--HH:MM AM/PM	7		Might be blank
Length-2	Length of call-2	NUMERIC	3		This might be blank--I'm including a field in case the interviewer coded the length of the phone call.
Outcome Code-2	Outcome of Contact-2	ALPHANUMERIC, 1, 2, 3, 4, 5, 6, 7, RNA,	15		Might be blank
Callback Date--2	Scheduled Date of Callback-2	DATE--MM/DD/YYYY	10	Other values not acceptable	Might be blank
Callback Time--2	Scheduled Time of Callback-2	Time--HH:MM AM/PM	7		
Interviewer Code-2	Code of the interviewer for Contact-2	ALPHANUMERIC	5	The first two digits should be ALPHA, the next two or three should be NUMERIC	Might be blank. This will be split into two "records/fields" with the alpha (first two characters) being right justified, and the numeric (last three characters) being left justified, space fill

Field Name	Field Description	Acceptable Value Ranges	Field Size	Field Edits and Value Assignments	Notes
Contact Number--3	Record of Contacts--3	NUMERIC--1	1	Other values not acceptable	emit
Date-3	Date of Contact-3	DATE--MM/DD/YYYY	10	Other values not acceptable	Might be blank
Time-3	Time of Contact-3	Time--HH:MM AM/PM	7		Might be blank
Time-3a	End Time of Contact-3	Time--HH:MM AM/PM	7		Might be blank
Length-3	Length of call-3	NUMERIC	3		This might be blank--I'm including a field in case the interviewer coded the length of the phone call.
Outcome Code-3	Outcome of Contact-3	ALPHANUMERIC, 1, 2, 3, 4, 5, 6, 7, RNA,	15		Might be blank
Callback Date--3	Scheduled Date of Callback-3	DATE--MM/DD/YYYY	10	Other values not acceptable	Might be blank
Callback Time--3	Scheduled Time of Callback-3	Time--HH:MM AM/PM	7		
Interviewer Code-3	Code of the interviewer for Contact-3	ALPHANUMERIC	5	The first two digits should be ALPHA, the next two or three should be NUMERIC	Might be blank. This will be split into two "records/fields" with the alpha (first two characters) being right justified, and the numeric (last three characters) being left justified, space fill.
Contact Number--4	Record of Contacts--4	NUMERIC--1	1	Other values not acceptable	emit
Date-4	Date of Contact-4	DATE--MM/DD/YYYY	10	Other values not acceptable	Might be blank
Time-4	Time of Contact-4	Time--HH:MM AM/PM	7		Might be blank
Time-4a	End Time of Contact-4	Time--HH:MM AM/PM	7		Might be blank
Length-4	Length of call-4	NUMERIC	3		This might be blank--I'm including a field in case the interviewer coded the length of the phone call.
Outcome Code-4	Outcome of Contact-4	ALPHANUMERIC, 1, 2, 3, 4, 5, 6, 7, RNA,	15		Might be blank
Callback Date--4	Scheduled Date of Callback-4	DATE--MM/DD/YYYY	10	Other values not acceptable	Might be blank
Callback Time--4	Scheduled Time of Callback-4	Time--HH:MM AM/PM	7		

Field Name	Field Description	Acceptable Value Ranges	Field Size	Field Edits and Value Assignments	Notes
Interviewer Code-4	Code of the interviewer for Contact-4	ALPHANUMERIC	5	The first two digits should be ALPHA, the next two or three should be NUMERIC	Might be blank. This will be split into two "records/fields" with the alpha (first two characters) being right justified, and the numeric (last three characters) being left justified, space fill.
Contact Number--5	Record of Contacts--5	NUMERIC--1	1	Other values not acceptable	emit
Date-5	Date of Contact-5	DATE--MM/DD/YYYY	10	Other values not acceptable	Might be blank
Time-5	Time of Contact-5	Time--HH:MM AM/PM	7		Might be blank
Time-5a	End Time of Contact-5	Time--HH:MM AM/PM	7		Might be blank
Length-5	Length of call-5	NUMERIC	3		This might be blank--I'm including a field in case the interviewer coded the length of the phone call.
Outcome Code-5	Outcome of Contact-5	ALPHANUMERIC, 1, 2, 3, 4, 5, 6, 7, RNA,	15		Might be blank
Callback Date--5	Scheduled Date of Callback-5	DATE--MM/DD/YYYY	10	Other values not acceptable	Might be blank
Callback Time--5	Scheduled Time of Callback-5	Time--HH:MM AM/PM	7		
Interviewer Code-5	Code of the interviewer for Contact-5	ALPHANUMERIC	5	The first two digits should be ALPHA, the next two or three should be NUMERIC	Might be blank. This will be split into two "records/fields" with the alpha (first two characters) being right justified, and the numeric (last three characters) being left justified, space fill.
Contact Number--6	Record of Contacts--6	NUMERIC--1	1	Other values not acceptable	emit
Date-6	Date of Contact-6	DATE--MM/DD/YYYY	10	Other values not acceptable	Most likely will be blank
Time-6	Time of Contact-6	Time--HH:MM AM/PM	7		Most likely will be blank
Time-6q	End Time of Contact-6	Time--HH:MM AM/PM	7		Most likely will be blank
Length-6	Length of call-6	NUMERIC	3		Most likely will be blank
Outcome Code-6	Outcome of Contact-6	ALPHANUMERIC, 1, 2, 3, 4, 5, 6, 7, RNA,	15		Most likely will be blank

Field Name	Field Description	Acceptable Value Ranges	Field Size	Field Edits and Value Assignments	Notes
Callback Date--6	Scheduled Date of Callback-6	DATE--MM/DD/YYYY	10	Other values not acceptable	Most likely will be blank
Callback Time--6	Scheduled Time of Callback-6	Time--HH:MM AM/PM	7		Most likely will be blank
Contact Number--7	Record of Contacts--7	NUMERIC--1	1	Other values not acceptable	emit
Date-7	Date of Contact-7	DATE--MM/DD/YYYY	10	Other values not acceptable	Most likely will be blank
Time-7	Time of Contact-7	Time--HH:MM AM/PM	7		Most likely will be blank
Time-7a	End Time of Contact-7	Time--HH:MM AM/PM	7		Most likely will be blank
Length-7	Length of call-7	NUMERIC	3		Most likely will be blank
Outcome Code-7	Outcome of Contact-7	ALPHANUMERIC, 1, 2, 3, 4, 5, 6, 7, RNA,	15		Most likely will be blank
Callback Date--7	Scheduled Date of Callback-7	DATE--MM/DD/YYYY	10	Other values not acceptable	Most likely will be blank
Callback Time--7	Scheduled Time of Callback-7	Time--HH:MM AM/PM	7		Most likely will be blank
Interviewer Code-6	Code of the interviewer for Contact-6	ALPHANUMERIC	5	The first two digits should be ALPHA, the next two or three should be NUMERIC	Most likely will be blank. This will be split into two "records/fields" with the alpha (first two characters) being right justified, and the numeric (last three characters) being left justified, space fill.
INTRO 1	INTRO 1 outcome	NUMERIC, 1-6	1	Other values not acceptable	There should only be notes if number 6 is marked--if more than one box is marked, keyer keys a "9."
INTRO 1--NOTES	Notes relating to outcome 6 for INTRO 1	ALPHA	200 (60-70 per line)	Key what is seen, if part of the field is illegible, key a +, then key what you can key.	Keyer will only key this field if there is something written on the questionnaire. Start the field with a "I1" and then continue with text. No need to release each field.
INTRO 2	INTRO 2 outcome	NUMERIC, 1-6	1	Other values not acceptable	There should only be notes if number 6 is marked--if more than one box is marked, keyer keys a "9."

Field Name	Field Description	Acceptable Value Ranges	Field Size	Field Edits and Value Assignments	Notes
INTRO 2--NOTES	Notes relating to outcome 6 for INTRO 2	ALPHA	200	Key what is seen, if part of the field is illegible, key a +, then key what you can key.	Keyer will only key this field if there is something written on the questionnaire. Start the field with a "I1" and then continue with text. No need to release each field.
INTRO 3	INTRO 3 outcome	NUMERIC, 1-6	1	Other values not acceptable	There should only be notes if number 6 is marked--if more than one box is marked, keyer keys a "9."
INTRO 3--NOTES	Notes relating to outcome 6 for INTRO 3	ALPHA	200	Key what is seen, if part of the field is illegible, key a +, then key what you can key.	Keyer will only key this field if there is something written on the questionnaire. Start the field with a "I1" and then continue with text. No need to release each field.
Q1	Heard about Census	NUMERIC 1-4	1	Other values not acceptable	Other values not acceptable--if more than one box is marked, keyer keys a "9."
Q2	Understand Census	NUMERIC 1-4	1	Other values not acceptable	Other values not acceptable--if more than one box is marked, keyer keys a "9."
Q3	Main purpose of Census	ALPHA	200	Key what is seen, if part of the field is illegible, key a +, then key what you can key.	If illegible, key a "+".
Q4	Community needs	NUMERIC 1-6	1	Other values not acceptable	Other values not acceptable--if more than one box is marked, keyer keys a "9."
Q5	Citizen counts	NUMERIC 1-6	1	Other values not acceptable	Other values not acceptable--if more than one box is marked, keyer keys a "9 "
Q6	Answers used against	NUMERIC 1-6	1	Other values not acceptable	Other values not acceptable--if more than one box is marked, keyer keys a "9."
Q7	Form matters	NUMERIC 1-6	1	Other values not acceptable	Other values not acceptable--if more than one box is marked, keyer keys a "9."
Q8	Promise of Confidentiality	NUMERIC 1-6	1	Other values not acceptable	Other values not acceptable--if more than one box is marked, keyer keys a "9."
Q9	Law Require	NUMERIC 1-3	1	Other values not acceptable	Other values not acceptable--if more than one box is marked, keyer keys a "9."
Q10	Receive English form	NUMERIC 1-3	1	Other values not acceptable	Other values not acceptable--if more than one box is marked, keyer keys a "9."

Field Name	Field Description	Acceptable Value Ranges	Field Size	Field Edits and Value Assignments	Notes
Q11	Expecting English form	NUMERIC 1-2	1	Other values not acceptable	Other values not acceptable--if more than one box is marked, keyer keys a "9."
Q12	Completed English form	NUMERIC 1-2	1	Other values not acceptable	Other values not acceptable--if more than one box is marked, keyer keys a "9."
Q13	Tried to fill out English form	NUMERIC 1-2	1	Other values not acceptable	Other values not acceptable--if more than one box is marked, keyer keys a "9."
Q13a	Reasons for not filling out English form	ALPHA	140	Key what is seen, if part of the field is illegible, key a +, then key what you can key.	This should only be answered if Q13 = 1. If illegible, key a "+". If Q13 =1, and no data in this field, then key "&"
Q14	Ease of filling out form	NUMERIC 1-6	1	Other values not acceptable	Other values not acceptable--if more than one box is marked, keyer keys a "9."
Q14A	Other	ALPHA	140	Key what is seen, if part of the field is illegible, key a +, then key what you can key.	This should only be answered if Q14=6. If illegible, key a "+" If Q14 =6, and no data in this field, do NOT key "&"
Q15	Difficulty filling out form	NUMERIC 1-5	1	Other values not acceptable	Other values not acceptable--if more than one box is marked, keyer keys a "9."
Q15A	Other	ALPHA	140	Key what is seen, if part of the field is illegible, key a +, then key what you can key.	This should only be answered if Q15 =6. If Q15=6 and no data in this field, do NOT key "&"
Q16	Help to finish	NUMERIC 1-2	1	Other values not acceptable	Other values not acceptable--if more than one box is marked, keyer keys a "9."
Q17-1	QAC	NUMERIC 0-1	1	Other values not acceptable	If the box is checked, key a 1. If not checked, key a 0 (or have it automatically fill a 0).
Q17-2	TQA	NUMERIC 0-1	1	Other values not acceptable	If the box is checked, key a 1. If not checked, key a 0 (or have it automatically fill a 0).
Q17-3	Other person	NUMERIC 0-1	1	Other values not acceptable	If the box is checked, key a 1. If not checked, key a 0 (or have it automatically fill a 0).
Q17-4	Internet site	NUMERIC 0-1	1	Other values not acceptable	If the box is checked, key a 1. If not checked, key a 0 (or have it automatically fill a 0).

Field Name	Field Description	Acceptable Value Ranges	Field Size	Field Edits and Value Assignments	Notes
Q17-5	Didn't get help	NUMERIC 0-1	1	Other values not acceptable	If the box is checked, key a 1. If not checked, key a 0 (or have it automatically fill a 0).
Q17-6	Other	NUMERIC 0-1	1	Other values not acceptable	If the box is checked, key a 1. If not checked, key a 0 (or have it automatically fill a 0).
Q17A	Other	ALPHA	140	Key what is seen, if part of the field is illegible, key a +, then key what you can key.	This should only be answered if Q17-6=1. If no data and Q17-6=1, do NOT key "&"
Q18	Mail back English form	NUMERIC 1-2	1	Other values not acceptable	Other values not acceptable--if more than one box is marked, keyer keys a "9."
Q18A	Why not mailed back	ALPHA	140	Key what is seen, if part of the field is illegible, key a +, then key what you can key.	This should only be answered if Q18=2. If no data, do NOT key "&"
Q19	Vietnamese form	NUMERIC 1-2	1	Other values not acceptable	
Q20	Requested if heard about it	NUMERIC 1-2	1	Other values not acceptable	
Q20A	Why not requested	ALPHA	140	Key what is seen, if part of the field is illegible, key a +, then key what you can key.	This should only be answered if Q18=2. If no data, key "&"
Q21-1	Census mailing	NUMERIC 0-1	1	Other values not acceptable	Mark a "1" if present, a "0" if not present
Q21-2	Advertisement	NUMERIC 0-1	1	Other values not acceptable	Mark a "1" if present, a "0" if not present
Q21-3	Community group	NUMERIC 0-1	1	Other values not acceptable	Mark a "1" if present, a "0" if not present
Q21-4	Advance letter	NUMERIC 0-1	1	Other values not acceptable	Mark a "1" if present, a "0" if not present
Q21-5	Other	NUMERIC 0-1	1	Other values not acceptable	Mark a "1" if present, a "0" if not present
Q21-5a	Other-write-in	ALPHA	140	Key what is seen, if part of the field is illegible, key a +, then key what you can key.	This should only be answered if Q21-5=1. If no data, do NOT key "&"
Q22	Request Vietnamese form	NUMERIC 1-2	1	Other values not acceptable	
Q22A	Why not requested	ALPHA	140	Key what is seen, if part of the field is illegible, key a +, then key what you can key.	This should only be answered if Q22=2. If no data, key "&"

Field Name	Field Description	Acceptable Value Ranges	Field Size	Field Edits and Value Assignments	Notes
Q23	Time for form to arrive	NUMERIC 1-6	1	Other values not acceptable	
Q24	Ease of filling out Vietnamese form	NUMERIC 1-5	1	Other values not acceptable	
Q24A	Other	ALPHA	140	Key what is seen, if part of the field is illegible, key a +, then key what you can key.	This should only be answered if Q24=5. If no data, do NOT key "&"
Q25	Difficulty filling out Vietnamese form	NUMERIC 1-4	1	Other values not acceptable	
Q25A	Other reason	ALPHA	140	Key what is seen, if part of the field is illegible, key a +, then key what you can key.	This should only be answered if Q25=4. If no data, do NOT key "&"
Q26	Vietnamese form mailed back	NUMERIC 1-2	1	Other values not acceptable	
Q26A	Why not mailed back?	ALPHA	140	Key what is seen, if part of the field is illegible, key a +, then key what you can key.	This should only be answered if Q26=2. If no data, key "&"
Q27	Language Assistance Guide (LAG) awareness	NUMERIC 1-2	1	Other values not acceptable	
Q28	Used Vietnamese LAG	NUMERIC 1-2	1	Other values not acceptable	
Q28A	Why not used?	ALPHA	140	Key what is seen, if part of the field is illegible, key a +, then key what you can key.	This should only be answered if Q28=2. If no data, key "&"
Q29-1	How learned about Vietnamese LAG--Census mailing	NUMERIC 0-1	1	Other values not acceptable	Mark a "1" if present, a "0" if not present
Q29-2	Advertisement	NUMERIC 0-1	1	Other values not acceptable	Mark a "1" if present, a "0" if not present
Q29-3	Community group	NUMERIC 0-1	1	Other values not acceptable	Mark a "1" if present, a "0" if not present
Q29-4	Assistance center	NUMERIC 0-1	1	Other values not acceptable	Mark a "1" if present, a "0" if not present
Q29-5	On the Internet	NUMERIC 0-1	1	Other values not acceptable	Mark a "1" if present, a "0" if not present
Q29-6	Child/spouse/household member	NUMERIC 0-1	1	Other values not acceptable	Mark a "1" if present, a "0" if not present
Q29-7	Some other way	NUMERIC 0-1	1	Other values not acceptable	Mark a "1" if present, a "0" if not present

Field Name	Field Description	Acceptable Value Ranges	Field Size	Field Edits and Value Assignments	Notes
Q29A	Other	ALPHA	140	Key what is seen, if part of the field is illegible, key a +, then key what you can key.	This should only be answered if Q29-7=1. If no data, do NOT key "&"
Q30	Obtain Vietnamese LAG	NUMERIC 1-2	1	Other values not acceptable	
Q30A	Why didn't obtain	ALPHA	140	Key what is seen, if part of the field is illegible, key a +, then key what you can key.	This should only be answered if Q30=2. If no data, key "&"
Q31	LAG helpful	NUMERIC 1-4	1	Other values not acceptable	
Q32-1	Difficult translation	NUMERIC 0-1	1	Other values not acceptable	Mark a "1" if present, a "0" if not present
Q32-2	No explanation of questions	NUMERIC 0-1	1	Other values not acceptable	Mark a "1" if present, a "0" if not present
Q32-3	Couldn't read it	NUMERIC 0-1	1	Other values not acceptable	Mark a "1" if present, a "0" if not present
Q33-4	Have problems reading	NUMERIC 0-1	1	Other values not acceptable	Mark a "1" if present, a "0" if not present
Q34-5	Other	NUMERIC 0-1	1	Other values not acceptable	Mark a "1" if present, a "0" if not present
Q32A	Other	ALPHA	140	Key what is seen, if part of the field is illegible, key a +, then key what you can key.	This should only be answered if Q32-5=1. If no data, do NOT key "&"
Q33	Hear about QAC	NUMERIC 1-2	1	Other values not acceptable	
Q33A	Kinds of places	ALPHA	140	Record verbatim	This should only be answered if Q33=1. If no data, key "&"
Q34	Obtained help if known	NUMERIC 1-2	1	Other values not acceptable	
Q34A	Why wouldn't obtain help	ALPHA	140	Key what is seen, if part of the field is illegible, key a +, then key what you can key.	This should only be answered if Q34=2. If no data, key "&"
Q35	Household member obtain help	NUMERIC 1-2	1	Other values not acceptable	
Q36-1	Hassle	NUMERIC 0-1	1	Other values not acceptable	Mark a "1" if present, a "0" if not present
Q36-2	Too far away	NUMERIC 0-1	1	Other values not acceptable	Mark a "1" if present, a "0" if not present
Q36-3	Inconvenient hours	NUMERIC 0-1	1	Other values not acceptable	Mark a "1" if present, a "0" if not present
Q36-4	Spouse filled out form	NUMERIC 0-1	1	Other values not acceptable	Mark a "1" if present, a "0" if not present
Q36-5	Didn't need it	NUMERIC 0-1	1	Other values not acceptable	Mark a "1" if present, a "0" if not present
Q36-5	Other reason	NUMERIC 0-1	1	Other values not acceptable	Mark a "1" if present, a "0" if not present

Field Name	Field Description	Acceptable Value Ranges	Field Size	Field Edits and Value Assignments	Notes
Q36A	Other	ALPHA	140	Key what is seen, if part of the field is illegible, key a +, then key what you can key.	This should only be answered if Q36-6=1. If no data, do NOT key "&"
Q37	What kind of help	NUMERIC 1-3	1	Other values not acceptable	
Q37A	Other	ALPHA	140	Key what is seen, if part of the field is illegible, key a +, then key what you can key.	This should only be keyed if Q37=3. If no data, do NOT key "&"
Q38	Obtain needed help	NUMERIC 1-2	1	Other values not acceptable	
Q38A	Why didn't obtain needed help	ALPHA	140	Key what is seen, if part of the field is illegible, key a +, then key what you can key.	This should only be keyed if Q38=2. If no data, KEY "&"
Q39	Vietnamese-speaking clerk	NUMERIC 1-2	1	Other values not acceptable	
Q40	Hear about TQA	NUMERIC 1-2	1	Other values not acceptable	
Q41	Would have called if known	NUMERIC 1-2	1	Other values not acceptable	
Q41A	Why wouldn't have called	ALPHA	140	Key what is seen, if part of the field is illegible, key a +, then key what you can key.	This should only be keyed if Q41=2. If no data, KEY "&"
Q42	Try to call TQA	NUMERIC 1-2	1	Other values not acceptable	
Q42A	Why didn't try to call	ALPHA	140	Record verbatim	This should only be keyed if Q42=2. If no data, KEY "&"
Q43	What kind of help needed	NUMERIC 1-3	1	Other values not acceptable	
Q43A	Other	ALPHA	140	Key what is seen, if part of the field is illegible, key a +, then key what you can key.	This should only be keyed if Q43=3. If no data, do NOT key "&"
Q44	Obtain needed help	NUMERIC 1-2	1	Other values not acceptable	
Q44A	Why didn't obtain needed help	ALPHA	140	Key what is seen, if part of the field is illegible, key a +, then key what you can key.	This should only be keyed if Q44=2. If no data, KEY "&"
Q45	Census taker visit home	NUMERIC 1-3	1	Other values not acceptable	
Q46	English interview	NUMERIC 1-2	1	Other values not acceptable	

Field Name	Field Description	Acceptable Value Ranges	Field Size	Field Edits and Value Assignments	Notes
Q47	Vietnamese-speaking enumerator	NUMERIC 1-2	1	Other values not acceptable	
Q48	Feelings about participation	ALPHA	420	Key what is seen, if part of the field is illegible, key a +, then key what you can key.	
Q49	Suggestions for next time	ALPHA	840	Key what is seen, if part of the field is illegible, key a +, then key what you can key.	
NOTES	Interviewer notes and comments	ALPHA	630	Key what is seen, if part of the field is illegible, key a +, then key what you can key.	

FORM D-1402(V)
(6-7-2000)

U.S. DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS

INTERVIEW OF HOUSEHOLDS IN SELECTED LANGUAGE GROUPS

EVALUATION OF RESPONSE PROCESS

CENSUS 2000 EVALUATION A.5

United States Census 2000

Place control label here

RECORD OF CONTACTS

Contact Number (a)	Date (b)	Time (c)	Outcome code *(See below)* (d)	Callback (e) Date	Callback (e) Time	Interviewer Code (f)
1		☐ a.m. ☐ p.m.			☐ a.m. ☐ p.m.	
2		☐ a.m. ☐ p.m.			☐ a.m. ☐ p.m.	
3		☐ a.m. ☐ p.m.			☐ a.m. ☐ p.m.	
4		☐ a.m. ☐ p.m.			☐ a.m. ☐ p.m.	
5		☐ a.m. ☐ p.m.			☐ a.m. ☐ p.m.	

OUTCOME CODES

1 – Completed
2 – Partial
3 – Refusal
4 – Answering machine/Voice mail
5 – Busy signal
6 – Nonworking number
7 – Other – *Specify in the table above*

INTRODUCTION

INTRO 1. **Hello, my name is** *(your name)* **from the U.S. Census Bureau. May I please speak to** *(Respondent Name)***?**

1 ☐ This is the correct person – ***CONTINUE WITH INTRO.***
2 ☐ Correct person called to the phone – ***CONTINUE WITH INTRO.***
3 ☐ Person not home now or not available now – ***SET UP A CALLBACK TIME*** *(REFER TO TRAINING MATERIALS),* ***END INTERVIEW***
4 ☐ Person unknown at this number – ***END INTERVIEW***
5 ☐ Person no longer lives there (includes deceased individuals) – ***END INTERVIEW***
6 ☐ Other outcome or problem interviewing respondent – ***END INTERVIEW, PLEASE NOTE***

_____

_____

INTRO CONTINUED **– I have a few questions about your opinions about the Census. We are conducting this survey to evaluate our language assistance programs. Your participation is voluntary. The Census Bureau will use the information you provide for statistical purposes only and will protect the confidentiality of the information in accordance with Title 13 of the U.S. Code. My supervisor is working with me today and may listen in to evaluate my performance. This should take less than twenty minutes.**

FIRST WAVE HOUSEHOLDS

INTRO 2. **May I speak with someone who filled out the census form for your household?** *(EXPLAIN, IF NECESSARY, WHAT THE FORM WAS.)*

1 ☐ This is the correct person – ***CONTINUE WITH SURVEY***
2 ☐ Correct person called to the phone – ***CONTINUE WITH SURVEY***
3 ☐ Person not home now or not available now – ***SET UP A CALLBACK TIME*** *(REFER TO TRAINING MATERIALS),* ***END PHONE CALL***
4 ☐ Person unknown at this number – ***END INTERVIEW***
5 ☐ Person no longer lives there (includes deceased individuals) – ***END INTERVIEW***
6 ☐ Other outcome or problem interviewing respondent – ***END INTERVIEW, PLEASE NOTE***

_____

_____

SECOND WAVE HOUSEHOLDS

INTRO 3. ***May I speak with someone who spoke with the census taker?*** *(EXPLAIN, IF NECESSARY, ABOUT THE CENSUS TAKER VISIT.)*

1 ☐ This is the correct person – ***CONTINUE WITH SURVEY***
2 ☐ Correct person called to the phone – ***CONTINUE WITH SURVEY***
3 ☐ Person not home now or not available now – ***SET UP A CALLBACK TIME*** *(REFER TO TRAINING MATERIALS),* ***END PHONE CALL***
4 ☐ Person unknown at this number – ***END INTERVIEW***
5 ☐ Person no longer lives there (includes deceased individuals) – ***END INTERVIEW***
6 ☐ Other outcome or problem interviewing respondent – ***END INTERVIEW, PLEASE NOTE***

_____

_____

Section 1 – GENERAL CENSUS AWARENESS QUESTIONS

1. How much have you heard or seen recently about the Census of the United States, also known as Census 2000?

1 ☐ **A great deal,**
2 ☐ **Some,**
3 ☐ **A little, or**
4 ☐ **Nothing at all.**

2. How well do you feel you understand the purpose of the Census?

1 ☐ **Very well,**
2 ☐ **Pretty well,**
3 ☐ **Not very well, or**
4 ☐ **Not at all.**

3. What do you think was the main purpose of the Census? *RECORD VERBATIM RESPONSE.*

_____

_____

_____

I am going to read some opinions about the Census. As I read each one, tell me if you strongly agree, agree, neither agree nor disagree, disagree or strongly disagree with each statement.

4. Filling out the Census will let the government know what my community needs.

1 ☐ Strongly agree
2 ☐ Agree
3 ☐ Neither agree nor disagree
4 ☐ Disagree
5 ☐ Strongly disagree
6 ☐ DON'T KNOW

5. The Census counts citizens and non-citizens alike.

1 ☐ Strongly agree
2 ☐ Agree
3 ☐ Neither agree nor disagree
4 ☐ Disagree
5 ☐ Strongly disagree
6 ☐ DON'T KNOW

6. My answers to the Census could be used against me.

1 ☐ Strongly agree
2 ☐ Agree
3 ☐ Neither agree nor disagree
4 ☐ Disagree
5 ☐ Strongly disagree
6 ☐ DON'T KNOW

7. Filling out the Census form matters for my family and community.

1 ☐ Strongly agree
2 ☐ Agree
3 ☐ Neither agree nor disagree
4 ☐ Disagree
5 ☐ Strongly disagree
6 ☐ DON'T KNOW

Section 1 – GENERAL CENSUS AWARENESS QUESTIONS – Continued

8. The Census Bureau promise of confidentiality can be trusted. *EXPLAIN IF NECESSARY. SEE FAQ SHEET.*

1 ☐ Strongly agree
2 ☐ Agree
3 ☐ Neither agree nor disagree
4 ☐ Disagree
5 ☐ Strongly disagree
6 ☐ DON'T KNOW

9. As far as you know, does the law require you to answer the Census questions? *EXPLAIN IF NECESSARY. SEE FAQ SHEET.*

1 ☐ Yes
2 ☐ No
3 ☐ Don't know

Section 2 – GENERAL QUESTIONS ABOUT THIS FORM

10. Did your household receive a Census form in English delivered to you at your home?

1 ☐ Yes
2 ☐ No – *SKIP TO 19*
3 ☐ Don't know – *SKIP TO 19*

11. Before the English Census form arrived, were you expecting to get a Census form?

1 ☐ Yes
2 ☐ No

12. Was the English form completed?

1 ☐ Yes – *SKIP TO 14*
2 ☐ No

13. Did you try to fill out the English form?

1 ☐ Yes – *CONTINUE WITH 14*
2 ☐ No – *ASK:* **WHY NOT?** ➢ *SKIP TO 18*

_____

_____

14. Was the English form –

1 ☐ **Very easy to fill out** – *SKIP TO 16*
2 ☐ **Somewhat easy to fill out** – *SKIP TO 16*
3 ☐ **Somewhat hard to fill out** – *CONTINUE WITH 15*
4 ☐ **Very hard to fill out** – *CONTINUE WITH 15*
5 ☐ Don't know/Don't remember – *SKIP TO 18*
6 ☐ *Other – PLEASE NOTE* ➢ *SKIP TO 18*

_____

_____

15. What was hard about it? *MARK (X) ALL THAT APPLY AND RECORD VERBATIM RESPONSE.*

1 ☐ The form was in English; I have trouble with English.
2 ☐ The form was too complicated.
3 ☐ I have difficulty reading.
4 ☐ I have difficulty seeing.
5 ☐ Other reason – *PLEASE NOTE*

_____

_____

16. Did you need any help to finish it?

1 ☐ Yes
2 ☐ No – *SKIP TO 18*

Section 2 – GENERAL QUESTIONS ABOUT THIS FORM – Continued

17. Who helped you? *MARK (X) ALL THAT APPLY AND RECORD VERBATIM RESPONSE.*

1 ☐ Visited an assistance center
2 ☐ Called the Census Bureau's help number printed on the form
3 ☐ Obtained help from someone else
4 ☐ Went to the Census Internet site
5 ☐ Didn't get help
6 ☐ Other – *PLEASE NOTE*

_____

_____

18. Was the English form mailed back?

1 ☐ Yes
2 ☐ No – *ASK:* **Why was the English form not mailed back?**

_____

_____

Section 3 – QUESTIONS ABOUT THE NON-ENGLISH FORM

19. Did you hear that you could obtain a Census form in Vietnamese?

1 ☐ Yes – *SKIP TO 21*
2 ☐ No

20. If you had heard about a Census form in Vietnamese, would you have requested one and filled it out?

1 ☐ Yes – *SKIP TO 27*
2 ☐ *No – ASK:* **Why not?** ↓ *SKIP TO 27*

_____

_____

21. How did you learn about the Vietnamese Census form? *MARK (X) ALL THAT APPLY AND RECORD VERBATIM RESPONSE.*

1 ☐ From a Census mailing,
2 ☐ An advertisement,
3 ☐ A community group,
4 ☐ The letter that was sent before the English form, or
5 ☐ Other – *PLEASE NOTE*

_____

_____

22. Did you request a Census form in Vietnamese?

1 ☐ Yes – *CONTINUE WITH 23*
2 ☐ *No – ASK:* **Why not?** ↓ *SKIP TO 27*

_____

_____

23. Approximately how long after you requested it did the Vietnamese form arrive?

1 ☐ 1 week or less
2 ☐ Between 1 and 2 weeks
3 ☐ Between 2 and 3 weeks
4 ☐ More than 3 weeks
5 ☐ Don't know
6 ☐ Form did not arrive – *SKIP TO 27*

24. Was the form . . .

1 ☐ **Very easy to fill out** – *SKIP TO 26*
2 ☐ **Somewhat easy to fill out** – *SKIP TO 26*
3 ☐ **Somewhat hard to fill out** – *CONTINUE WITH 25*
4 ☐ **Very hard to fill out** – *CONTINUE WITH 25*
5 ☐ Other – *PLEASE NOTE* ↓ *SKIP TO 26*

_____

_____

Section 3 – QUESTIONS ABOUT THE NON-ENGLISH FORM – Continued

25. What was hard about it? *MARK (X) ALL THAT APPLY AND RECORD VERBATIM RESPONSE.*

1 ☐ The form was too complicated
2 ☐ I have difficulty reading
3 ☐ I have difficulty seeing
4 ☐ Other reason ✗

26. Was the Vietnamese form mailed back?

1 ☐ Yes
2 ☐ No – *ASK:* **Why was the Vietnamese form not mailed back?**

Section 4 – QUESTIONS ABOUT THE LANGUAGE ASSISTANCE GUIDES

27. The Census Bureau provided a translation of the Census form to be used along with the English form. This translation is a language guide to help respondents understand the questions in their own language. Did you hear that you could obtain a language guide in Vietnamese?

1 ☐ Yes – *SKIP TO 29*
2 ☐ No

28. If you had known about the Vietnamese language guide, would you have used one?

1 ☐ Yes – *SKIP TO 33*
2 ☐ No – *ASK:* **Why not?** → *SKIP TO 33*

_____

_____

29. How did you learn about the Vietnamese language guide? *MARK (X) ALL THAT APPLY AND RECORD VERBATIM RESPONSE.*

1 ☐ From a Census mailing,
2 ☐ An advertisement,
3 ☐ A community group,
4 ☐ An assistance center,
5 ☐ On the Internet
6 ☐ My child/spouse/household member
7 ☐ Some other way – *PLEASE NOTE*

_____

_____

30. Did you obtain a language guide?

1 ☐ Yes – *CONTINUE WITH 31*
2 ☐ No – *ASK:* **Why not?** → *SKIP TO 33*

_____

_____

31. How helpful was the language guide?

1 ☐ Very helpful – *SKIP TO 33*
2 ☐ Somewhat helpful – *CONTINUE WITH 32*
3 ☐ Not helpful – *CONTINUE WITH 32*
4 ☐ Don't remember – *SKIP TO 33*

32. In what ways was the guide not helpful? *MARK (X) ALL THAT APPLY AND RECORD VERBATIM RESPONSE.*

1 ☐ Translation was difficult to understand
2 ☐ No explanation of questions
3 ☐ Couldn't read it
4 ☐ Have problems reading
5 ☐ Other – *PLEASE NOTE*

_____

_____

Section 5 – QUESTIONS ABOUT QUESTIONNAIRE ASSISTANCE CENTERS

33. Did you hear about places that you could go to receive help in filling out your Census form?

1 ☐ Yes – ***PROBE:*** **What kind of places were they?** ➢ *SKIP TO 35*

_____

_____

2 ☐ No

34. If you had known about a place in your neighborhood where you could get help to fill out your Census form, would you have tried to obtain help there?

1 ☐ Yes – *SKIP TO 40*
2 ☐ No – *ASK:* **Why not?** ➢ *SKIP TO 40*

_____

_____

35. Did anyone in your household go to one of these places to get help filling out your Census form?

1 ☐ Yes – *SKIP TO 37*
2 ☐ No

36. Why didn't you go to one of these places? *MARK (X) ALL THAT APPLY AND RECORD VERBATIM RESPONSE.*

1 ☐ Too much of a hassle to get to – *SKIP TO 40*
2 ☐ Too far away – *SKIP TO 40*
3 ☐ Inconvenient hours – *SKIP TO 40*
4 ☐ My spouse filled out the form for me – *SKIP TO 40*
5 ☐ Didn't need it – *SKIP TO 40*
6 ☐ Other reason – *PLEASE NOTE* ➢ *SKIP TO 40*

_____

_____

37. What kind of help were you looking for? *ASK QUESTION, MARK (X) ALL THAT APPLY, AND CODE RESPONSES NOT FALLING IN THE CATEGORIES.*

1 ☐ I needed a Language Assistance Guide.
2 ☐ I needed help filling out my form.
3 ☐ Other reason – *PLEASE NOTE*

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Section 5 – QUESTIONS ABOUT QUESTIONNAIRE ASSISTANCE CENTERS – Continued

38. Did you obtain the help you needed?

1 ☐ Yes
2 ☐ No – *ASK:* **Why not?**

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39. Did the person who tried to help you speak Vietnamese?

1 ☐ Yes
2 ☐ No

Section 6 – QUESTIONS ABOUT TELEPHONE QUESTIONNAIRE ASSISTANCE

40. The Census Bureau had a toll-free number to answer questions about the census in Vietnamese. Did you know that you could have received help by phone in Vietnamese?

1 ☐ Yes – *SKIP TO 42*
2 ☐ No

41. If you had heard about the toll-free assistance number, would you have called it?

1 ☐ Yes – *SKIP TO 45*
2 ☐ No – *ASK:* **Why not?** ➢ *SKIP TO 45*

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42. Did you try to call the toll-free number?

1 ☐ Yes – *CONTINUE WITH 43*
2 ☐ No – *ASK:* **Why not?** ➢ *SKIP TO 45*

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43. What kind of help did you need? *MARK (X) ALL THAT APPLY, AND RECORD VERBATIM RESPONSE.*

1 ☐ I needed a Language Assistance Guide.
2 ☐ I needed help filling out my form.
3 ☐ Other reason – *PLEASE NOTE*

_____

_____

44. Did you obtain the help you needed?

1 ☐ Yes
2 ☐ No – *ASK:* **Why not?**

_____

_____

Section 7 – SUMMARY QUESTIONS

45. Did a Census taker visit you at your home to collect information about your household?

1 ☐ Yes
2 ☐ No – *SKIP TO 48*
3 ☐ Don't know – *SKIP TO 48*

46. Was the interview conducted in English?

1 ☐ Yes – *SKIP TO 48*
2 ☐ No

47. Did the Census taker speak Vietnamese?

1 ☐ Yes
2 ☐ No

48. How did you feel about participating in the census? *RECORD VERBATIM RESPONSE.*

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49. What do you think might be done to make it easier for you to answer the Census next time? *RECORD VERBATIM RESPONSE.*

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Section 7 – SUMMARY QUESTIONS – Continued

Thank you for your participation in this survey. Your opinion is important and will be used to improve our language assistance programs.

Comments may be sent to:
Associate Director for Management Services
Paperwork Reduction Act Project (0607-0870)
Room 3104, Federal Building 3
Bureau of the Census
Washington, DC 20233-0001

The Office of Management and Budget has approved this survey and has assigned 0607-0870 as the survey's number. Without this approval, we would not be able to conduct this survey. Our approval to conduct this survey expires December 31, 2000. Again, this is *(your name)*, and I thank you for your time.

INTERVIEWER NOTES AND COMMENTS: