

Group Quarters (GQ) Frame Source Project

OMB Control No. 0607-0971
and Expiration date: 12/31/2025

September 28, 2023



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Privacy Act Statement

The U.S. Census Bureau is required by law to protect your information. The Census Bureau is not permitted to publicly release your responses in a way that could identify you. It is further understood that your participation in GQ/TL address collection is completely voluntary.

We are conducting this survey under the authority of Title 13, United States Code, Sections 6, 141 and 193. We are collecting information from Census Bureau partners and recording how the change to records enhances the group quarters and transitory locations data collection experience.

This collection will allow us to improve decennial operations, surveys and small-scale tests that are scheduled for 2025-2026, the 2028 Census Dress Rehearsal, and the 2030 Decennial Census.

Personal information collected includes name, address, telephone number, unique identifier code, and email address. Personal information submitted on this system is voluntary, there are no consequences if you do not provide the information.

Federal law protects your privacy and keeps your answers confidential (Title 13, United States Code, Section 9). Per the Federal Cybersecurity Enhancement Act of 2015, your data are protected from cybersecurity risks through screening of the systems that transmit your data.

Disclosure of the information provided to us is permitted under the Privacy Act of 1974 (5 U.S.C. § 552a) and may be shared with other Census Bureau staff for the work-related purposes identified in this statement. Disclosure of this information is also subject to the published routine uses as identified in the Privacy Act System of Record Notice COMMERCE/CENSUS-5, Decennial Census Program. The Census Bureau can use your responses only to produce statistics and is not permitted to publicly release your responses in a way that could identify you.

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INTRODUCTION

A. Participation in the Group Quarters Frame Source Project

The U.S. Census Bureau invites you to partner with us as we seek to improve the accuracy of our Group Quarters (GQ) records through our *GQ Frame Source Project*. Our goal is to use the data you provide to improve and enhance the coverage of GQs within the Master Address File/Topologically Integrated Geographic Encoding and Referencing (MAF/TIGER) System. With an accurate list of GQs, the Census Bureau is more likely to attain an accurate count of individuals residing in these facilities.

This collection has been approved by the Office of Management and Budget (OMB). The eight-digit OMB approval number that appears on the cover page of this material confirms this approval. If this number were not displayed, the Census Bureau could not conduct this operation. The Census Bureau conducts this operation under the legal authority of the Title 13 U.S. Code, Sections 6, 141, and 193. Any information received will be kept confidential.

B. Frequently Asked Questions (FAQs)

- **How to participate?** Follow the instructions within this user guide for detailed step-by-step directions to successfully submit a file.
- **What is the Census Bureau requesting?** The Census Bureau requests address-only data files containing name and address information for your GQs.
- **Who can we contact if we have questions or concerns?** You can find support by calling (301) 763-8868 or via email at dcmd.special.enumerations.branch.list@census.gov.
- **How long will it take to complete the address data submission?** The Census Bureau estimates that completing this address collection will take 15 minutes on average. If you have any questions concerning the estimated time for this collection you may contact us at dcmd.special.enumerations.branch.list@census.gov.

CHAPTER 1 PREPARING YOUR GROUP QUARTERS FILE FOR SUBMISSION

1.1 Group Quarters Address Data Request

The Census Bureau requests that you submit an unaltered export of your GQ addressing database as it currently exists, as well as a data dictionary. Our goal is to use the data you provide to improve and enhance the coverage of the MAF/TIGER System while facilitating the most efficient and accurate exchange of information possible. Please exclude Personally Identifiable Information (PII) such as resident names and demographic information. Also, your data dictionary should include details regarding current database design, field attributions, and descriptions (see also Section 1.2).

A GQ record is most likely to get added or matched if:

- The record includes a city-style address with street number, street name, ZIP Code, and the GQ name and GQ Type. For GQ Type codes, refer to **Attachment 2 (A2_GQ_Definitions_and_Codes_List)**. Please note, in preparation for the 2030 Census, the Census Bureau is currently researching potential revisions to some of the GQ type code definitions. Therefore, an updated version of the definitions will be provided in the future.
- It includes a valid latitude/longitude coordinate.

A GQ record is likely to get rejected if it:

- Contains an address of an administrative office instead of the location where people are living or staying.
- Is missing, incomplete, or incorrect data provided for the city-style address fields.
- Is missing a GQ name.

1.2 File Format

Included with this user guide is '**Attachment 1' (A1_GQ_Data_Submission_Guidelines)**, which is an Excel file with two tabs displaying the optimal file submission:

- Tab 1, **Requested Data Elements**, includes the addresses data elements and metadata that the Census Bureau requests for your submission. Each data element is defined.
- Tab 2, **Sample Layout**, is a sample address header file. If you prefer to not submit your GQ address database in the unaltered format as it currently exists, then please use this file to format your address data.

Complete														
Address		Complete Street								GQ Contact		GQ Phone	GQ Phone	GQ Max
Unique ID	Number	Name	WSID	ZIP Code	Latitude	Longitude	Facility Name	GQ Name	GQ Type	Name	GQ Contact Title	Number	Extension	Pop
100EXAMPLE	123	NW Main Street		28999	38.8472	-76.9311	Census University	Oak Residence Hall	501	Sam Person	Housing Coordinator	111-111-2222	33	175

If possible, provide a data dictionary which reflects your current database design and field attribution with descriptions. This will assist us with understanding your database and to crosswalk your records to the MAF/TIGER System. Please exclude Personally Identifiable Information (PII) such as resident names and demographic information.

The preferred file type for GQ address submission is pipe-delimited .CSV format or Excel. Specify the delimiter if the data is in .CSV but has a different delimiter than pipe. If using Excel, please ensure the data types are set to 'text' so leading zeroes are not dropped in ZIP Codes and phone numbers. If the data is in another format besides .CSV or Excel please contact us at (301) 763-8868 or by email at dcmd.special.enumerations.branch.list@census.gov to determine if your file is an acceptable format.

Checklist prior to submission

Ensure you complete the following below prior to submitting your file.

- Utilize the '**Sample Layout**' format displayed in **Attachment 1** to prepare your submission, if you prefer to not submit the data in its unaltered format as it currently exists.
- Ensure you include the required data for each field. Refer to the '**Requested Data Elements**' tab in **Attachment 1** to view the data we request.
- Prepare a data dictionary that includes details regarding current database design, field attributions, and descriptions.

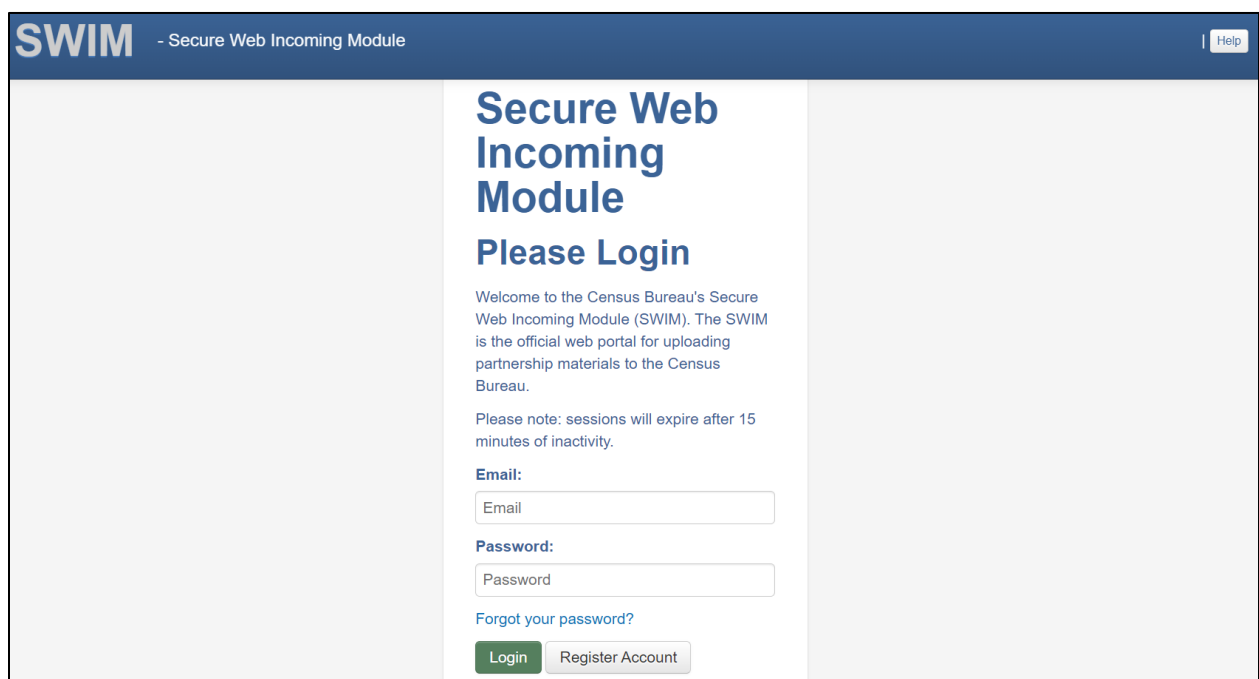
CHAPTER 2 SUBMITTING YOUR FILE THROUGH SWIM

The Secure Web Incoming Module (SWIM) is a web-based interface that allows partners to securely upload and submit data files to the Census Bureau's Geography Division. Importantly, the SWIM is the only authorized method for participants to upload materials to the Geography Division.

2.1 SWIM Login and Registration

To use the SWIM:

1. **Navigate** to the following URL: <https://respond.census.gov/swim/login>

A screenshot of the SWIM (Secure Web Incoming Module) login page. The page has a dark blue header with the SWIM logo and the text '- Secure Web Incoming Module' on the left, and a 'Help' link on the right. The main content area is white and contains the title 'Secure Web Incoming Module' in large blue font, followed by 'Please Login' in bold blue font. Below this, there is a welcome message: 'Welcome to the Census Bureau's Secure Web Incoming Module (SWIM). The SWIM is the official web portal for uploading partnership materials to the Census Bureau.' and a note: 'Please note: sessions will expire after 15 minutes of inactivity.' There are two input fields: 'Email' and 'Password'. Below the password field is a link 'Forgot your password?'. At the bottom, there are two buttons: 'Login' (green) and 'Register Account' (grey).

2. If you do not have a SWIM account, click **Register Account** to create one. If you do have an account, proceed to **Section 2.2**.
3. Fill out the fields listed on the **Account Registration** page (see below). Review the descriptions below for each field and note that certain fields are case sensitive.
4. Once all fields are filled out, click '**Submit**'.
5. Once your SWIM account is created, you are now ready to submit files to the Census Bureau.

SWIM
- Secure Web Incoming Module

Already Registered? [Login](#) | [Help](#)

Account Registration

Registration Token:

First Name:

Last Name:

Phone Number: - - #

Agency/Organization:

Email:

Confirm Email:

Password:

Confirm Password:

Security Question: Please select a verification question.

Answer:

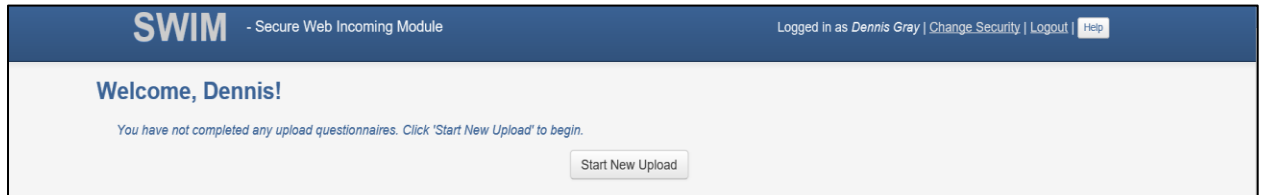
- **Registration Token** - is a unique number provided to each user by the Census Bureau for creating an account in the SWIM software. Importantly, this number is unique to assigned user and cannot be reused once activated.
 - ***Please note that your Census Bureau point of contact will provide you with a SWIM registration token in your invitation email.***
- **First Name** – Registering user’s first name.
- **Last Name** – Registering user’s last name.
- **Phone Number** – Registering user’s contact number.
- **Agency/Organization** – The group that user represents.
- **Email** – Registering user’s email [**Case Sensitive**].
- **Confirm Email** – Confirms the user’s email is correct [**Case Sensitive**].
- **Password**- Password Requirements 8 characters in length, 1 uppercase character, 1 lowercase, 1 number, 1 special character from the following:
! # \$ * & ? ~
- **Security Question** – Used to reset user’s password if forgotten.

Security Question:	Please select a verification question.
	What color was your first car?
	What is your high school's mascot?
Answer:	What is the name of your first pet?
	In what city were you born?
	What is your paternal grandfather's first name?

- **Answer**- Type in an answer for the selected Security Question [**Case Sensitive**].

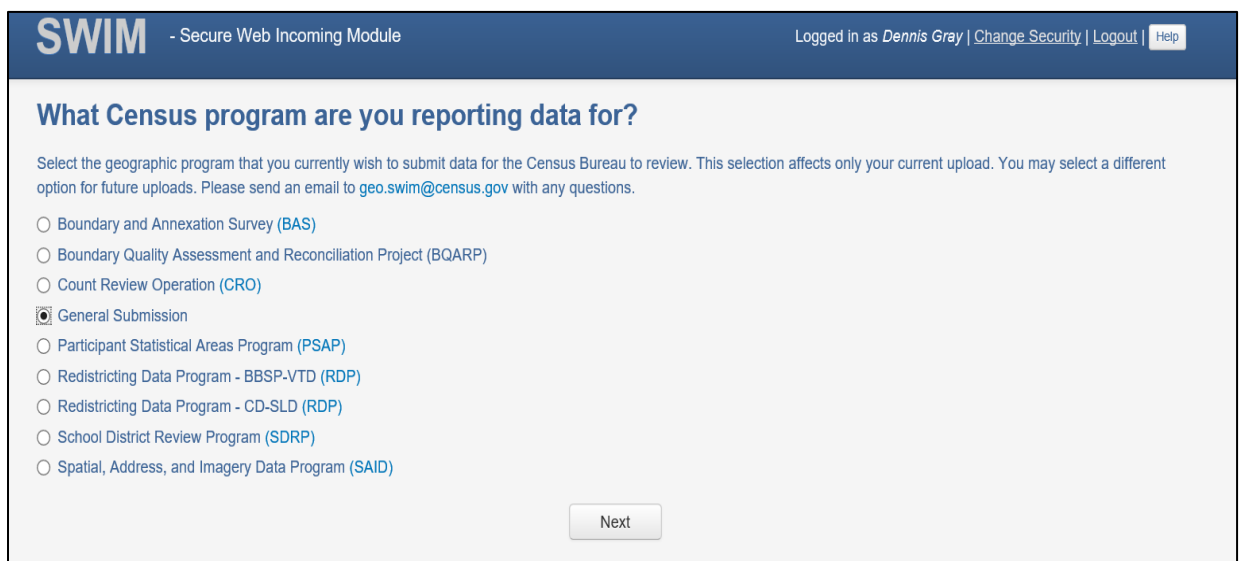
2.2 Upload and Submission of Files in SWIM

1. Return to the Login Screen and enter the Email and Password with which you registered, then click '**Login**'.
2. Click '**Start New Upload**' on the 'Welcome' page.



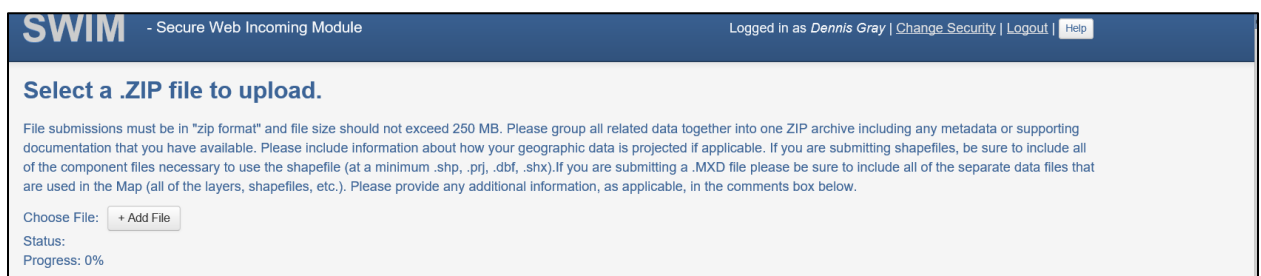
The screenshot shows the SWIM (Secure Web Incoming Module) login page. The header includes the SWIM logo and the text '- Secure Web Incoming Module'. On the right, it says 'Logged in as Dennis Gray' with links for 'Change Security', 'Logout', and 'Help'. The main content area says 'Welcome, Dennis!' and includes a message: 'You have not completed any upload questionnaires. Click "Start New Upload" to begin.' Below this message is a button labeled 'Start New Upload'.

3. Select the '**General Submission**' radio button to submit data.



The screenshot shows the SWIM page titled 'What Census program are you reporting data for?'. The header is the same as the previous page. The main content area asks the user to select a geographic program for data submission. It lists several options with radio buttons: 'Boundary and Annexation Survey (BAS)', 'Boundary Quality Assessment and Reconciliation Project (BQARP)', 'Count Review Operation (CRO)', 'General Submission' (which is selected), 'Participant Statistical Areas Program (PSAP)', 'Redistricting Data Program - BBSP-VTD (RDP)', 'Redistricting Data Program - CD-SLD (RDP)', 'School District Review Program (SDRP)', and 'Spatial, Address, and Imagery Data Program (SAID)'. Below the list is a 'Next' button.

4. To upload a file, click '**Add File**'.

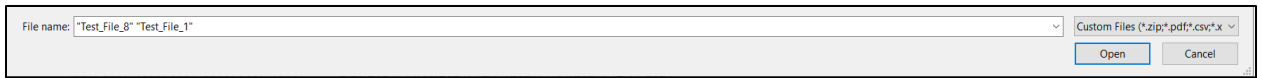


The screenshot shows the SWIM page titled 'Select a .ZIP file to upload.'. The header is the same. The main content area provides instructions: 'File submissions must be in "zip format" and file size should not exceed 250 MB. Please group all related data together into one ZIP archive including any metadata or supporting documentation that you have available. Please include information about how your geographic data is projected if applicable. If you are submitting shapefiles, be sure to include all of the component files necessary to use the shapefile (at a minimum .shp, .prj, .dbf, .shx). If you are submitting a .MXD file please be sure to include all of the separate data files that are used in the Map (all of the layers, shapefiles, etc.). Please provide any additional information, as applicable, in the comments box below.' Below the instructions is a 'Choose File:' label and a button labeled '+ Add File'. At the bottom, it shows 'Status:' and 'Progress: 0%'.

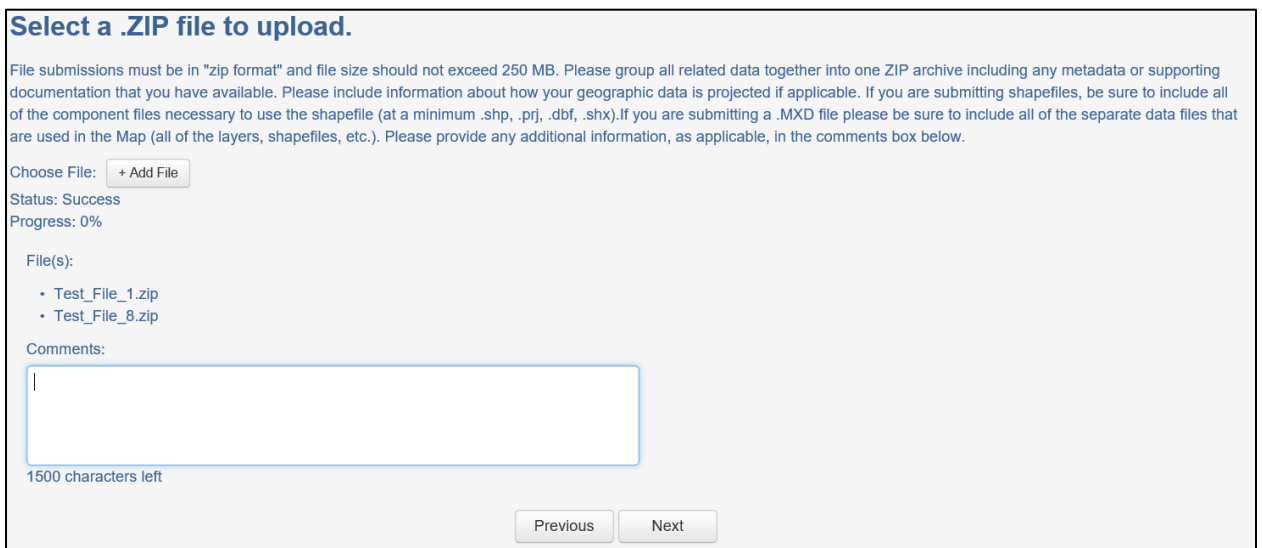
5. Navigate to the location of the file(s) that are to be submitted.
 - ✓ **Note:** The file size should not exceed 250MB and it should not be a .ZIP file embedded within a .ZIP file.
6. Select File(s).

- ✓ **Note:** although the description refers to .ZIP file for uploads, the *default* setting is 'Custom Files'. The 'Custom Files' allows for file types: **.zip, .xls, .csv, .txt, .doc, .xlsx, .docx, .pdf, .ppt**.

7. Once File(s) are selected, click '**Open**'.



8. Verify that selected files uploaded. They will be listed under Files(s). The 'Status' field notes '**Success**' if upload was successful.



9. Type any additional information in the '**Comments**' box <maximum 1500 characters>.

10. Once done, click '**Next**'.

Select a .ZIP file to upload.

File submissions must be in "zip format" and file size should not exceed 250 MB. Please group all related data together into one ZIP archive including any metadata or supporting documentation that you have available. Please include information about how your geographic data is projected if applicable. If you are submitting shapefiles, be sure to include all of the component files necessary to use the shapefile (at a minimum .shp, .prj, .dbf, .shx). If you are submitting a .MXD file please be sure to include all of the separate data files that are used in the Map (all of the layers, shapefiles, etc.). Please provide any additional information, as applicable, in the comments box below.

Choose File:

Status:
Progress: 0%

File(s):

- Test_File_1.zip
- Test_File_8.zip

Comments:

This is a test submission. Please ignore submission

1449 characters left

11. **Submission Complete!** A confirmation screen displays the files submitted and the selected program.

Thank you for using SWIM.

You have successfully submitted **Test_File_1.zip**, **Test_File_8.zip**, for the **General Submission** program. You will receive a confirmation from the program area once processing has started on your file.

File(s):

1. Test_File_1.zip
2. Test_File_8.zip

You may [Log Out](#) or return to the [upload form](#), to submit more files.

12. Once all submissions are complete, click the **'Log Out'** link to exit. However, if additional submissions are required, click the **'upload form'** link at the bottom of the page to return to the main screen.

Thank you for partnering with the Census Bureau. For additional information pertaining to this project, or if you have any questions or concerns, please contact us at (301) 763-8868 or by email at dcmd.special.enumerations.branch.list@census.gov.

For any questions concerning SWIM, please contact us by email at geo.swim@census.gov.