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TO: Chief Executive Officers
Long Term Care Executives
Hospice Executives
Assisted Living Executives
Behavioral Health Executives

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SUBJECT: **2020 Census – Important Information for Hospitals, Nursing Homes/SNFs, Inpatient Hospice and Psychiatric Hospitals**

Activity related to the 2020 Census has begun to accelerate, and there are key steps that nursing homes, inpatient hospices and psychiatric hospitals will be required to take by March 6, 2020. In addition, certain steps will be required of hospitals for patients who have no other home, and therefore, must be counted as residents of the hospital. Federal law requires hospitals and health care facilities to cooperate with the census process; an accurate count is also critical to ensuring that New Jersey receives appropriate federal funding for many different programs and services.

Group Quarters – Nursing Homes, Skilled Nursing Facilities, Psychiatric Hospitals and Inpatient Hospices

Beginning this month, Census Bureau representatives will call each group quarters facility to explain the enumeration process and collect certain facility identifying information. This is a follow up to a Census Bureau letter that group quarters facilities received in January (see attached sample). Group quarters include places such as nursing facilities/skilled-nursing facilities, psychiatric hospitals and inpatient hospices. For purposes of the census, assisted living residences may or may not be considered group quarters. In 2010, they were not considered group quarters. For 2020, the process for assisted living depends on things like whether each resident has an individual mailbox. If this is the case, then the census will be conducted like any apartment setting. If your assisted living community is contacted by the Census Bureau under the group quarters process, it will be important to follow the requirements. More information about the group quarters enumeration process is available here: <https://2020census.gov/en/conducting-the-count/gq/gqe.html>

To prepare for the phone call with the Census Bureau, administrators should review the options for enumeration and select a preferred method. The following enumeration methods are available:

Electronic Response Data Transfer (eResponse)– The group quarters administrator fills in a template with group quarters data and respondent level data for each person who is staying at the facility on Census Day (April 1, 2020). The group quarters administrator electronically sends the census response data to the Census Bureau.

- **In-Person Interview** – A census worker conducts a face-to-face, in-person interview with each person who is served or staying at the facility on Census Day, April 1, 2020.
- **Drop-Off/Pickup of Questionnaire** – A census worker leaves census questionnaires to be completed by or for each person who is staying at the facility on Census Day, April 1, 2020. The census worker then picks up the completed questionnaires at an agreed-upon time.
- **Paper Response Data Collection** – A census worker meets with the administrator of the facility to obtain a paper listing of census response data for each person who is served or staying at the facility on Census Day, April 1, 2020.
- **Facility Self-Enumeration** – A census worker swears in and trains the group quarters facility administrator and leaves behind census materials so that the administrator can conduct the enumeration for each person who is living or staying at the facility on Census Day, April 1, 2020. A census worker then returns to pick up the completed questionnaires at an agreed-upon time. Only military installation group quarters, correctional facilities, and health care facilities can select this option.

If the Census Bureau is unable to complete a phone interview with a Group Quarters administrator, representatives will do facility visits between Feb. 21 and March 6, 2020.

Group Enumeration for the 2020 Census will be conducted across the United States from April 2 through June 5, 2020.

Hospital Enumeration for Patients Identified as Having No Other Home

Hospitals are required to assist census staff with identifying patients who are at the hospital and have no other home, and therefore, must be counted as residents of the hospital. The official count of these individuals can be done by census workers, or the hospital can choose to have census-taking functions delegated to hospital staff. Hospitals that want to pursue delegation will have to select staff to go through a short training session and be sworn in as census takers. Considerations include what will be least intrusive for hospital patients and staff, the number of people to be counted and confidentiality issues.

Hospital responsibilities will include:

- Selecting personnel to help with the count.
- Creating lists of all persons living at the facility on April 1. These lists are required to conduct a complete enumeration.
- Determining the best enumeration method for your facility, as needed.

- Obtaining necessary materials from the Census Bureau staff.
- Working with the Census Bureau staff to prepare the Individual Census Questionnaire packets for each resident counted in your facility.
- Making sure that each resident who must be counted at the facility completes the appropriate census questionnaire packet.
- Completing census questionnaires from administrative records for any individual who is not present or able to complete it at the time of the count, but was still a resident of the facility on April 1.
- Reviewing completed materials for accuracy and legibility.
- Turning in completed materials to the Census Bureau staff.

In addition to the responsibilities associated with enumeration of patients and residents, providers are in a unique position to work in their communities to promote participation in the 2020 Census. NJHA will be sharing resources your organization can use to engage with your communities. In addition, NJHA will provide support for members throughout the census taking process, as needed. Psychiatric hospital and substance use disorder providers should contact Mary Ditri, mditri@njha.com 609-275-4279, with questions. For non-psychiatric group quarters facility questions, please contact Theresa Edelstein, tedelstein@njha.com, 609-275-4102.

Attachment