

Field Requirements

2006 Census Test Address Canvassing Operation

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Document Approval

Name and Area Represented	Approved	Disapprove	Date
Karen Field (FLD)	X		1/27/05
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Sandy Dyer (TMO)	X		1/26/05
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Lucy Baird (TMO)	X		1/25/05
Brian De Vos (TMO)	X		1/24/05

Reason for disapproval.

Change Control for this Document

During the course of the Address Canvassing Operation, these Field Requirements are subject to review and updates by the Change Control Board (CCB).

The Change Control Board will consist of the following people:

Field Staff

Andrea Johnson
Karen Field

TMO PIT

Lucy Baird
Brian De Vos

TMO Decennial Development

Sandy Dyer
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The Revision History table tracks changes to the Field Requirements. Each revision is subject to the CCB document review and approval process, before becoming final. When changes are finalized and approved by the CCB, a new version of the Field Requirements will be posted on the G drive at G:TMO/Address Canvassing 2006/2006 Address Canvassing Baselined Requirements, for all members of the CCB.

Document Change/Revision History

Revision	Date	Description
Enter Employee Screen for production and QC	Approved by CCB on 3/3/05	OCS shall allow an inactive employee to be reactivated. Remedy ticket #437562, CCR OCS_022805001
History tab of View More screen for production and QC	Approved by CCB on 3/3/05	Display Employee name. Remedy ticket #437628, CCR OCS_022805002
Create Mail screen for production and QC	Approved by CCB on 3/3/05	OCS shall allow the user to delete an email prior to enum assign being run.

Table of Contents

1.1 Purpose and Scope	6
1.2 Intended Audience	6
Attachment A	2006 OCS Address Canvassing Production Requirements
Attachment B	2006 AMS Address Canvassing Production Requirements
Attachment C	2006 OCS Address Canvassing Quality Control Requirements
Attachment D	2006 AMS Address Canvassing Quality Control Requirements

1. Project Management Plan Overview

1.1 Purpose

The Field Requirements for the Address Canvassing operation is intended to provide detailed requirements for the 2006 Address Canvassing operation. The requirements cover the needs for OCS and AMS for both production and quality control.

1.2 Intended Audience

The intended audience for the Field Requirements for Address Canvassing Operation will be the Planning and Implementation Team (TMO) and the Decennial Development Team (TMO).

Attachment A

Address Canvassing, 2006 Census Test Field Requirements, OCS Production Requirements

Assumptions:

- A-1 Screens shall allow for header sorting of the different columns on the screen by Clicking on the column heading.
- A-2 Each screen shall display a count of the number of AAs or blocks displayed on the screen at all times. This number must be updated when actions are taken on the screen. AAs and blocks will leave or appear on the screen according to action taken.
- A-3 CLD is always displayed as a 4-digit number.
- A-4 The system shall run Check-in, Enum Assign, and the DD-370 on schedule and on demand.
- A-5 OCS shall run “back-end” reports daily by 7am EST.
- A-6 OCS shall not change a CLD of an AA that has already been assigned.
- A-7 OCS shall send a disable flag to the HHC of the previous lister for an AA that has been reassigned.
- A-8 AAs can only be split prior to an initial assignment.
- A-9 A lister can only be moved to another CLD once their work is checked in by OCS or reassigned.
- A-10 A lister cannot receive an AA outside of their CLD. The lister has to be moved to the new CLD in order to receive that assignment.
- A-11 If the user attempts to leave any screen after making changes but before saving the changes, the system will prompt the user to save the changes. This action shall present a Pop-up screen asking if the user wants to save the change Y or N.
- A-12 Only one record for each AA will be sent to GEO and that is the AA record that has passed QC.
- A-13 There will be two operations, one for listing (production) and one for QC.
- A-14 OCS shall display CFO/LCO on screens as appropriate.

- A-15 Users will be able to view and print various reports using OCS. Specifications for these reports will be contained in separate documents.
- A-16 GRF-Cs will be loaded before training.
- A-17 The operation code for Address Canvassing production is 39.
- A-18 OCS shall provide the user with visual indication that the software is working if an OCS function takes longer than 3 seconds to complete after initiation.

1.0 Staff shall have the ability to make initial assignments in OCS.

1.1 Staff shall have the ability to key CA/RC assignments in OCS as designated by the CL in the field from the DD-201 (AC-P).

1.2 Staff shall be able to assign by AA.

1.2.1 Display the unassigned AAs.

1.2.1.1 Display AA number, including the alpha suffix for split AAs.

1.2.1.2 Display number of blocks of selected AA.

1.2.1.3 Display name/transmission account.

1.2.1.3.1 Display dropdown list of names in CLD of AA.

1.2.1.3.2 After two AAs are selected to be assigned to a lister, OCS shall display a pop-up as a confirmation if the user is assigning more than two AAs.

1.3 OCS shall allow staff the ability to split AAs before initial assignments to make assignments.

1.3.1 OCS shall include a display button to split AAs.

1.3.2 Display button shall note to the user, click "Split AA."

1.3.3 OCS shall display blocks to choose for the new AA.

1.3.3.1 OCS shall display initial number of HUs for selected block(s).

1.3.3.2 OCS shall allow the user to select multiple blocks to create a new AA.

1.3.4 OCS shall prompt the user to save the new split AA.

1.3.5 OCS shall allow the user to assign an alpha suffix to each sub-set of blocks forming the newly created AA.

1.3.6 OCS shall display AA number, including the alpha suffix.

1.3.7 OCS shall not allow the user to close the screen until all the blocks in the AA have been assigned and saved.

1.3.8 OCS shall inform the user when an AA cannot be split: already assigned, in RC, or already split.

1.3.9 OCS shall not allow the user to reassemble an AA once it has been split.

2.0 OCS shall provide the ability for staff to enter employee data.

2.1 OCS shall provide staff the ability to assign a transmission account number to an employee.

- 2.2** OCS shall provide staff the ability to make an employee inactive.
 - 2.2.1** Prior to making an employee inactive, the office staff must reassign all outstanding work for lister. OCS shall display a pop-up to confirm to the user that work is still assigned.
 - 2.3** OCS shall provide staff the ability to assign a CLD to employee.
 - 2.3.1** CLD shall be selected from a dropdown menu.
 - 2.3.1.1** List CLDs in ascending order.
 - 2.4** OCS shall provide staff the ability to assign employee type to employee.
 - 2.4.1** Employee type shall be selected from a dropdown menu
 - 2.4.1.1** Field default shall be lister
 - 2.4.1.2** Other options for employee type are: CLA, CL, FOS, CLK, and OOS.
 - 2.4.1.3** If employee type = lister, then the user must enter a CLD.
 - 2.5** CL does *not have to be* assigned to a CLD.
 - 2.6** OCS shall allow an inactive employee to be reactivated.
 - 2.7** OCS shall allow only one active CL per CLD.
 - 2.8** A lister cannot be moved to another FOS/CLD if they have work that is not checked in by OCS.
 - 2.8.1** If user tries to move a lister to another CLD when all of their work has not been checked in then OCS will display a pop-up to inform the user the empls CLD cannot be changed, there are AAs not checked in.
-
- 3.0** OCS shall provide staff the ability to assign or move AAs to different FOS/CLD.
 - 3.1** Need to have editable field to change FOS/CLD.
 - 3.1.1** FOS/CLD shall be selected from a dropdown menu.
 - 3.1.1.1** Dropdown menu shall list FOS/CLD in CFO/LCO.
 - 3.1.2** Display all AAs assigned to selected CFO/LCO.
 - 3.1.3** Display tract where the AAs reside.
 - 3.1.4** Display number of blocks in AA.
 - 3.1.5** Display state where AA is located.
 - 3.1.6** Display county where AA is located.
 - 3.1.7** OCS shall not allow adjustments to AAs, once assignments have been made to the CLD.
 - 3.1.7.1** If a user tries to adjust FOS/CLD once assignments have been made in the CLD then OCS will display a pop-up to inform the user AA XXXXXX has already been assigned to a lister. Cannot change the FOS/CL values.
-
- 4.0** OCS shall provide staff the ability to reassign AAs.
 - 4.1** OCS shall display assigned AAs.
 - 4.2** OCS shall display unassigned AAs that have failed DQC and are in RC.
 - 4.2.1** OCS shall not allow the same lister that conducts a CA assignment, conduct a RC assignment.
 - 4.3** OCS shall display number of blocks in AA.
 - 4.4** OCS shall display the reassign reason:

Field Requirements 2006 Address Canvassing Requirements

- 4.4.1 Lister no longer employed (existing version)
 - 4.4.2 Workload redistribution (existing version)
 - 4.4.3 Quality Issue (original version)
 - 4.5 If a reassignment is made to the same lister then give the following reassign reasons
 - 4.5.1 Restore (original version)
 - 4.5.2 Resend (existing version)
 - 4.6 OCS shall display employee name.
 - 4.7 OCS shall display CLD.
 - 4.8 OCS shall display task code of AA.
 - 4.8.1 Task Code = CA, RC, or RA
 - 4.9 OCS shall display status of AA.
 - 4.10 OCS shall display the action taken on an AA, before the action is saved.
 - 4.11 OCS shall display a checked-in date to OCS.
 - 4.12 OCS shall display date assigned to lister.
 - 4.13 OCS shall display date received by lister.
 - 4.14 OCS shall display date re-transmitted.
 - 4.15 OCS shall display transmission account number of lister.
 - 4.16 OCS shall display “Y” if AA passed QC
- 5.0** OCS shall contain a “View In” screen that provides staff ability to view AAs that are waiting to be checked in to OCS.
- 5.1 OCS shall display employee name.
 - 5.2 OCS shall display transmission account number.
 - 5.3 OCS shall display the number of files.
 - 5.3.1 Need to display the total file size of each file being transmitted.
 - 5.4 OCS shall display date received by OCS.
- 6.0** OCS shall contain a “View Out” screen that provides staff ability to view AAs that are waiting to be picked up by a lister.
- 6.1 OCS shall display employee name.
 - 6.2 OCS shall display transmission account number.
 - 6.3 OCS shall display the number of AAs waiting for lister transmission.
 - 6.4 OCS shall display the number of files waiting for lister transmission.
 - 6.4.1 Display earliest file date.
 - 6.4.2 Display latest file date.
 - 6.5 OCS shall display date and time of last successful transmission by lister.
 - 6.6 Display the number of emails waiting for lister transmission.
 - 6.7 Display the number of acknowledgements waiting for lister transmission.
 - 6.8 Display the number of AAs no longer assigned to a lister (deletes).
- 7.0** OCS shall contain a “View More” option that displays AA history and block information.
- 7.1 Display AA number
 - 7.2 Display Employee name
 - 7.3 Display date assigned
 - 7.4 Display date received by OCS.

- 7.5** Display the task code for the AA.
 - 7.5.1** Task Code = to CA, RC and RA
- 7.6** Display the CLD for the AA.
- 7.7** Display the status for the AA.
 - 7.7.1** Status for the AA is as follows: CA= 10, 11, 12; RC= 10, 11, 12; RA= 10, 11, 12
- 7.8** Display the number of blocks in AA.
 - 7.8.1** Display block numbers in AA.
- 7.9** Display initial number of HUs in the block.
- 7.10** Display status of the block.
 - 7.10.1** Status Codes = to N (not started), I (incomplete), and C (complete)

- 8.0** Need to be able to send mail to field employees.
 - 8.1** Need to be able to create mail messages for field staff (individually).
 - 8.2** Need to be able to open previously sent messages.
 - 8.3** Need to provide menu of different groups.
 - 8.3.1** A dropdown menu of different groups shall include, All FOS, All FOS-CL, All Field Staff, and Selected Staff.
 - 8.4** Need to be able to sort staff by last name.
 - 8.5** OCS shall allow the user to delete an email prior to enum assign being run.

- 9.0** OCS shall provide the staff with the ability to key observation reports
 - 9.1** Shall provide the ability to key lister name
 - 9.2** Shall provide the ability to key observer name
 - 9.3** Shall provide the ability to select areas where the lister needs improvement
 - 9.3.1** Need to be able to select multiple entries
 - 9.3.1.1** Canvassing/Interviewing
 - 9.3.1.2** Address Records
 - 9.3.1.3** Census Maps/GPS
 - 9.3.1.4** None
 - 9.4** Shall provide the ability to key the date of the observation
 - 9.5** Shall provide the ability to select an action taken as a result of the observation
 - 9.5.1** Successfully Completed
 - 9.5.2** Satisfactorily Retrained
 - 9.5.3** 2nd Obs Scheduled
 - 9.5.4** Referred to Supervisor
 - 9.6** Shall provide the ability to enter notes from the observation
 - 9.7** Shall provide the ability to key the second observers name if there was a second observation
 - 9.8** Shall provide the ability to select the areas where the lister needs improvement after the second observation
 - 9.8.1** Need to be able to select multiple entries
 - 9.8.1.1** Canvassing/Interviewing
 - 9.8.1.2** Address Records
 - 9.8.1.3** Census Maps/GPS

9.8.1.4 None

9.9 Shall provide the ability to key the date of the second observation

9.10 Shall provide the ability to select the action taken as a result of the 2nd observation

9.10.1 Successfully Completed

9.10.2 Referred to Supervisor

9.11 Shall provide the ability to enter notes for the second observation

9.12 Shall provide the ability for the AMFO to enter their recommendation

9.12.1 Shall provide a separate log-in for AMFO.

9.13 Shall provide the ability for the LCOM to enter their decision

9.13.1 Shall provide a separate log-in for LCOM.

10.0 OCS shall provide the supervisors the ability to enter recommendations for actions to be taken for listers whose AAs fail the quality control check.

10.1 Shall display the name of the lister whose AA failed

10.2 Shall display the trans account of the lister whose AA failed.

10.3 Shall display the failed AAs for each lister

10.4 Shall provide a dropdown menu permitting only the AMQA to select the action to be taken

10.4.1 Terminate

10.4.2 Not Terminate

10.4.3 Retrain

10.5 Shall provide a dropdown menu permitting only the AMFO to select the action to be taken

10.5.1 Terminate

10.5.2 Not Terminate

10.5.3 Retrain

10.6 Shall provide a dropdown menu permitting only the LCOM to select the action to be taken

10.6.1 Terminate

10.6.2 Not Terminate

10.6.2.1 If Not Terminate is selected then provide a window for the LCOM to enter notes.

10.6.3 Retrain

11.0 OCS shall provide the following reports for production (for details see specification for each report):

11.1 DD-201 (AC-P), Master Assignment Report

11.2 DD-201 (AC-P-ADD), Master Assignment Report Add Page

11.3 DD-208D (AC-P), Field Cost vs. Budget

11.4 DD-220A (AC-P), Lister Level Performance Report

11.5 DD-220B (AC-P), CL Level Performance Report

11.6 DD-220OR (AC-P), Performance Outlier Report

11.7 DD-325A (AC-P), Assignment Directory Listing by AA

11.8 DD-325B (AC-P), Assignment Directory by CLD

11.9 DD-325C (AC-P), Assignment Directory by Block

11.10 DD-342A (AC-P), AAs Not Assigned

Field Requirements 2006 Address Canvassing Requirements

- 11.11** DD-342B (AC-P), AAs Not Checked-in
- 11.12** DD-342C (AC-P), Dependent Quality Control Failure Report
- 11.13** DD-370B (AC-P), CL Assignment Summary
- 11.14** DD-370C (AC-P), FOS Assignment Summary
- 11.15** DD-454 Transmission Accounts Generated, Not Assigned
- 11.16** DD-958 (AC-P), Observation Status Report
- 11.17** DD-959 (AC-P), Quality Control Check Status Report
- 11.18** DD-994 (AC-P), Observation Action Taken Report
- 11.19** DD-995 (AC-P), Quality Control Check Action Taken Report
- 11.20** DD-1019 (AC-P), Lister Roster
- 11.21** DD-1020 (AC-P), Transmission Account Tracking Report
- 11.22** DD-1021 (AC), Active/Inactive Report
- 11.23** DD-1113A (AC-P), GPS Collection Summary by AA
- 11.24** DD-1113B (AC-P), GPS Collection Summary by CLD
- 11.25** DD-1114A (AC-P), Action Code Summary by AA
- 11.26** DD-1114B (AC-P), Action Code Summary by CLD

Attachment B

Address Canvassing, 2006 Census Test

Field Requirements

Assignment Management System (AMS),

Lister Production Requirements

Purpose: The Lister will use AMS to receive, track, and transmit assignments.

Assumptions:

A-1 AMS must have date/time stamp functionality.

A-2 AMS and the Listing and Mapping Instrument (LAMI) data must be backed up daily to reduce loss.

A-3 AMS screens shall have filter functionality, as specified.

A-4 AMS will receive an acknowledgement of receipt from OCS 2006 for blocks sent to OCS2006.

A-5 The TMO developers will design the AMS screens to provide the information and functionality required and set the user interface in the most user-friendly, least complex manner within the necessary parameters. The TMO developers will consult with FLD on developing the user interface.

A-6 Date and time will be set by the system. If this cannot be done then year will be displayed in dates.

A-7 The device shall have the ability to accept daily transmissions.

A-8 The device shall have the ability to accept transmissions that are partially completed AAs that may include completed block(s) with updated data.

A-9 AMS requires the ability to transmit partially completed AAs.

A-10 AMS will communicate with the LAMI on the progress of each AA via the LAMI_AMS Work Unit Status File.

A-11 The device shall have the ability to transmit map bundles at the AA/Block level.

A-12 The device requires listing and map updates to be transmittable.

A-13 AAs can only be split prior to assignment in production OCS.

A-14 AMS shall track information for the lister.

A-15 AMS shall contain help for the user where possible.

A-16 AMS shall provide the user with visual indication that the software is working if an AMS function takes longer than 3 seconds to complete after initiation.

Lister Level:

1.0 The lister shall have the ability to receive assignments.

1.1 The lister shall have the ability to receive assignments (AAs) that were administratively split in OCS production. These split AAs will be numbered with an alpha suffix. Ex. 391154A

2.0 The lister shall have the ability to choose an assignment (AA) through the **Choose AA** screen.

2.1 The AMS **Choose AA** screen should contain various information about the AA.

2.1.1 AMS shall display number of uncompleted blocks in the AA. **(REM)**

2.1.1.1 A block is considered “incomplete” when the code in the **AL_Status** field of the *LAMI_AMS Work Unit Status File* is = **N** (Not Started) or **I** (In Progress)

2.1.2 AMS shall display number of completed blocks **(COMP)**

2.1.2.1 A block is considered “complete” when the code in the the **AL_Status** field of the *LAMI_AMS Work Unit Status File* is = **C** (Complete)

2.1.3 AMS shall display total number of blocks in AA. **(WKLD)**

2.1.4 AMS shall display the current status of each AA. **(STAT):**

11 – Not Started

12 – In progress

10 - Complete

2.1.5 AMS shall display Task code for each AA **(TASK).**

2.1.5.1 CA = Canvass

2.1.5.2 RA = Reassign

2.1.5.3 RC = Recanvass

2.1.6 AMS shall display date AA loaded by lister **(DATE LD).**

2.1.7 AMS shall display the AA number for each AA.

Columns to display

AA	TASK	STAT	WKLD	REM	COMP	DATE LD
----	------	------	------	-----	------	------------

2.2 The AMS AA selection function shall contain various displays (filters):

2.2.1 The remaining AA selection view shall display AAs that have not been finished or started. **(REMAINING VIEW)**

2.2.1.1 To be considered not finished/ or not started one or more blocks in the AA will have a status of **N** (Not Started) or **I** (In Progress).

AMS will fill the block status from the **AL_Status** field of the *LAMI_AMS Work Unit Status File*.

2.2.1.2 To be considered not finished, the AA will have a status code of 12.

2.2.1.3 To be considered not started, the AA will have a status code of 11.

2.2.2 AMS shall display a view of AAs that have been completed (**COMPLETED VIEW**)

2.2.2.1 To be considered completed, all blocks in the AA will contain a status of **C** (for completed). AMS will fill the block status from the **AL_Status** field of the *LAMI_AMS Work Unit Status File*.

2.2.2.2 To be considered completed the AA will have a status code of 10.

2.2.3 AMS shall display a view of AAs that have been transmitted (**TRANSMITTED VIEW**) or received.

2.2.3.1 To be considered transmitted, each block in the AA must have a transmitted status = to “T” or “R.” AMS will display ”T” or “R.”

2.2.4 AMS shall display a view of all AAs (**SHOW ALL VIEW**)

2.2.5 The fields displayed on all displays (filters) of the AA selection function will be the same.

Views to display

Show Remaining Only
Show Completed Only
Show Transmitted Only
Show All

2.3 The lister shall have the ability to select an AA and invoke the LAMI (Address List and Maps) application from AMS.

3.0 The lister shall have the ability to view the status of the block in an AA.

3.1 The AMS View Blocks screen should contain various information about the blocks

3.1.1 AMS shall display list of blocks in AA.

3.1.2 AMS shall display the initial number of HUs in the block; set by OCS and remains static. (**HUS**)

3.1.3 AMS shall display total number of action codes assigned by the lister. This field is calculated by summing the following action codes: A+C+D1+D2+N+U+V+Z. (TOT AC)

3.1.4 For each block, AMS shall display counts (in alpha order) for the following HU actions: (these counts are calculated in the LAMI & passed to AMS via the LAMI_AMS Work Unit Status file)

3.1.4.1 Adds (**A**)

3.1.4.2 Corrections (**C**)

3.1.4.3 Deletes (**D1**)

3.1.4.4 Duplicates (**D2**)

- 3.1.4.5 Nonresidential (**N**)
- 3.1.4.6 Uninhabitable (**U**)
- 3.1.4.7 LQs Verified (**V**)
- 3.1.4.8 Other Living Quarters (OLQs) (**Z**)
- 3.1.5 AMS shall display Number of Successful GPS captures for each block. (this is calculated in the LAMI & passed to AMS via the LAMI_AMS Work Unit Status file) (**GPS**)
- 3.1.6 AMS shall display whether a block is **C** (Complete), **I** (In Progress), or **N** (Not Started). This is calculated in the LAMI & passed to AMS from the **AL_Status** field of the *LAMI_AMS Work Unit Status File*. (**STAT**)
- 3.1.7 AMS shall display transmitted complete blocks. (**TRANS**).
 - 3.1.7.1 “T” for transmitted.
 - 3.1.7.2 “R” for transmitted and received by OCS.
- 3.1.8 AMS shall display date when complete blocks are checked into OCS 2006. Date HQs received. (**DATE RCD**)

Columns to Display

BLOCK	STAT	TRANS	HUS	TOT AC	A	C	D1
-------	------	-------	-----	-----------	---	---	----

D2	N	U	V	Z	GPS	DATE RCD
----	---	---	---	---	-----	-------------

- 3.2 AMS View Blocks screen shall contain various displays (filters):
- 3.2.1 The remaining AMS selection view shall display blocks with a status of not started or not finished. (**REMAINING VIEW**)
 - 3.2.1.1 To be considered not started a block will have a status of **N**. This is calculated in the LAMI & passed to AMS via the **AL_STATUS** field of the LAMI_AMS Work Unit Status file.
 - 3.2.1.2 To be considered not finished a block will have a status of **I**. This is calculated in the LAMI & passed to AMS via the **AL_STATUS** field of the LAMI_AMS Work Unit Status file.
 - 3.2.2 AMS shall display a view of completed blocks. (**COMPLETED VIEW**)
 - 3.2.2.1 To be considered completed, a block will have a status of **C** (for complete). This is calculated in the LAMI & passed to AMS via the **AL_STATUS** field of the LAMI_AMS Work Unit Status file.
 - 3.2.3 AMS shall display a view of blocks that have been transmitted or received by OCS. (**TRANSMITTED VIEW**).
 - 3.2.3.1 To be considered transmitted, each block shall have an a transmission status of “T” or “R.” AMS will display “T” or “R.”
 - 3.2.4 AMS shall display a view of all blocks within the AA. (**SHOW ALL**).
 - 3.2.4.1 The block status will be either I, N or C. This is calculated in the LAMI & passed to AMS via the **AL_STATUS** field of the LAMI_AMS Work Unit Status file.

Views to display

Show Remaining Only
Show Completed Only
Show Transmitted Only
Show All

4.0 The lister shall have the ability to transmit data for AA(s)/block(s).

4.1 The lister shall have the ability to make preset transmissions.

4.2 The lister shall have the ability to make an immediate transmission.

4.3 The lister shall have the ability to view a transmission log.

4.3.1 AMS shall display transmission date from HHC.

4.3.2 AMS shall display transmission time from HHC.

4.3.3 AMS shall display if transmission was successful or unsuccessful.

4.3.4 AMS shall display number of blocks in the AA sent by lister.

4.3.5 AMS shall display number of AAs received by lister.

4.3.6 AMS shall display if new mail is received.

4.3.7 AMS shall display AA(s) deleted from the lister's device.

5.0 The lister shall have the ability to view mail.

Attachment C

Address Canvassing, 2006 Census Test

Field Requirements,
Quality Control OCS Production Requirements

Assumptions:

- A-1 Screens shall allow for header sorting of the different columns on the screen by Clicking on the column heading.
- A-2 Each screen shall display a count of the number of AAs or blocks displayed on the screen at all times. This number must be updated when actions are taken on the screen. AAs and blocks will leave or appear on the screen according to action taken.
- A-3 CLD is always displayed as a 4-digit number.
- A-4 The system shall run Check-in, Enum Assign, and the DD-370 on schedule and on demand.
- A-5 OCS shall run “back-end” reports by 7am EST.
- A-6 OCS shall send a disable flag to the HHC of the previous QC lister for an AA that has been reassigned.
- A-7 A QC lister can only be moved to another CLD once their work is checked in by OCS or reassigned.
- A-8 A QC lister cannot receive an AA outside of their CLD. The QC lister has to be moved to the new CLD in order to receive that assignment.
- A-9 If the user attempts to leave any screen after making changes but before saving the changes, the system will prompt the user to save the changes. This action shall present a pop-up screen asking if the user wants to save the change Y or N.
- A-10 Only one record for each AA will be sent to GEO and that is the AA record that has passed QC.
- A-11 There will be two operations, one for listing and one for QC.
- A-12 OCS shall display CFO/LCO on screens as appropriate.

- A-13 Users will be able to view and print various reports using OCS. Specifications for these reports will be contained in separate documents.
- A-14 The operation code for Address Canvassing Quality Control is 48.
- A-15 OCS must receive from AMS certain counts for a completed AA that are passed from the LAMI thru the LAMI_AMS work unit status file.
- A-16 All AAs displayed on the QC side will start with 48.
- A-17 AAs cannot be split in QC.
- A-18 AMS and LAMI shall determine the QC sample.
- A-19 OCS shall provide the user with visual indication that the software is working if an OCS function takes longer than 3 seconds to complete after initiation.

Requirements:

- 1.0** QC assignments shall automatically populate the Make Assignments Screen once an AA has checked in as complete on the production side.
 - 1.1** Staff shall have the ability to key DQ assignments in OCS as designated by the CL in the field from the DD-201 (AC-QC).
 - 1.2** Staff shall be able to assign by AA.
 - 1.3** Display the unassigned QC AAs.
 - 1.3.1** Display AA number, including the alpha suffix for split AAs (Example: 48-1001A).
 - 1.3.2** Display number of blocks of selected AA.
 - 1.3.3** Display name/transmission account.
 - 1.3.3.1** Display dropdown list of names in the CLD of AA.
 - 1.1.1.1** After two AAs are selected to be assigned to a QC lister, OCS shall display a pop-up as a confirmation if the user is assigning more than two AAs.
- 2.0** OCS shall provide the ability for staff to enter new employee data.
 - 2.1** OCS shall provide staff the ability to assign a transmission account number to an employee.
 - 2.2** OCS shall provide staff the ability to make an employee inactive.
 - 2.2.1** Prior to making an employee inactive, the office staff must reassign all outstanding work for lister. OCS shall display a pop-up to confirm to the user that work is still assigned.
 - 2.3** OCS shall provide staff the ability to assign a CLD to employee.
 - 2.3.1** CLD shall be selected from a dropdown menu.
 - 2.3.1.1** List CLDs in ascending order.
 - 2.4** OCS shall provide staff the ability to assign employee type to employee.

- 4.14** OCS shall display date re-transmitted.
 - 4.15** OCS shall display transmission account number of QC lister.
 - 4.16** OCS shall display “Y” if AA passed QC
 - 4.17** OCS shall display “N” if AA did not pass QC

- 5.0** OCS shall contain a “View In” screen that provides staff ability to view AAs that are waiting to be checked-in to OCS.
 - 5.1** OCS shall display employee name.
 - 5.2** OCS shall display transmission account number.
 - 5.3** OCS shall display the number of files.
 - 5.3.1** Need to display the file size of each file being transmitted.
 - 5.4** OCS shall display date received by OCS.

- 6.0** OCS shall contain a “View Out” screen that provides staff ability to view AAs that are waiting to be picked up by a QC lister.
 - 6.1** OCS shall display employee name.
 - 6.2** OCS shall display transmission account number.
 - 6.3** OCS shall display the number of AAs waiting for lister transmission.
 - 6.4** OCS shall display the number of files waiting for lister transmission.
 - 6.4.1** Display earliest file date.
 - 6.4.2** Display latest file date.
 - 6.5** OCS shall display date and time of last successful transmission by QC lister.
 - 6.6** Display the number of emails waiting for lister transmission.
 - 6.7** Display the number of acknowledgements waiting for lister transmission
 - 6.8** Display the number of AAs no longer assigned to a lister (deletes).

- 7.0** OCS shall contain a “View More” option that displays AA history and block information.
 - 7.1** Display AA number (Ex. 48-1001A).
 - 7.2** Display employee name.
 - 7.3** Display date assigned.
 - 7.4** Display date received by OCS.
 - 7.5** Display the task code for the AA.
 - 7.5.1** Task Code = DQ or RA.
 - 7.6** Display the CLD for the AA.
 - 7.7** Display status for the AA.
 - 7.7.1** Status code for Task DQ could be 11, 12, 20 or 97.
 - 7.7.2** Status code for Task RA could be 11, 12, 20, or 97.
 - 7.8** Display the number of blocks in AA.
 - 7.8.1** Display block numbers in AA.
 - 7.9** Display the # of HUs in each block of the AA.
 - 7.10** Display status of the block.
 - 7.10.1** Status Codes = to N (not started), I (incomplete), and C (complete)

- 8.0** Need to be able to send mail to field employees.
 - 8.1** Need to be able to create mail messages for field staff (individually).

- 8.2** Need to be able to open previously sent messages.
- 8.3** Need to provide menu of different groups.
 - 8.3.1** A dropdown menu of different groups shall include, All FOS, All FOS-CL, All Field Staff, and Selected Staff.
- 8.4** Need to be able to sort staff by last name.
- 8.5** OCS shall allow the user to delete an email prior to enum assign being run.

9.0 OCS shall provide the following reports for Quality Control (for details, see specification for each report):

- 9.1** DD-201 (AC-QC), Master Assignment Report
- 9.2** DD-201 (AC-QC ADD), Master Assignment Report Add Page
- 9.3** DD-208D (AC-QC), Field Cost vs. Budget
- 9.4** DD-220A (AC-QC), Lister Level Performance Report
- 9.5** DD-220B (AC-QC), CL Level Performance Report
- 9.6** DD-220OR (AC-QC), Performance Outlier Report
- 9.7** DD-325A (AC-QC), Assignment Directory Listing by AA
- 9.8** DD-325B (AC-QC), Assignment Directory Listing by CLD
- 9.9** DD-342A (AC-QC), AAs Not Assigned
- 9.10** DD-342B (AC-QC), AAs, Not Checked-In
- 9.11** DD-342C (AC-QC), Dependent Quality Control (DQC) Failure Report
- 9.12** DD-370B (AC-QC), Crew Leader Assignment Summary
- 9.13** DD-370C (AC-QC), FOS Assignment Summary
- 9.14** DD-454, Transmission Accounts Generated, Not Assigned
- 9.15** DD-1019 (AC-QC), Lister Roster
- 9.16** DD-1020 (AC-QC), Transmission Account Tracking Report
- 9.17** DD-1021 (AC-QC), Active/Inactive Report

Attachment D

Address Canvassing, 2006 Census Test

Field Requirements

Assignment Management System (AMS),
Quality Control (QC) Lister Requirements

Purpose: Quality control listers will use AMS to select AAs that were complete in production to conduct dependent quality control (DQC). The QC lister will be able to view and track the progress of AAs in DQC via AMS.

Assumptions:

- A-1 AMS must have date/time stamp functionality.
- A-2 AMS and the Listing and Mapping Instrument (LAMI) data must be backed up daily to reduce data loss.
- A-3 AMS screens shall have filter functionality, as specified.
- A-4 AMS will receive an acknowledgement of receipt from OCS 2006 for blocks sent to OCS2006.
- A-5 The TMO developers will design the AMS screens to provide the information and functionality required and set the user interface in the most user-friendly, least complex manner within the necessary parameters. The TMO developers will consult with FLD on developing the user interface.
- A-6 Date and time will be set by the system. If this cannot be done then year will be displayed in dates.
- A-7 OCS will pass the original address list and the lister's version of the address lists and maps for conducting DQC. (The original address lists and lister's address list will be contained in one file and will be transparent to TMO)
- A-8 LAMI will automatically tally the DQC results for pass/fail status.
- A-9 The device shall have the ability to accept daily transmissions
- A-10 Will communicate with the LAMI on the progress of each AA via the LAMI_AMS Work Unit Status File

- A-11 AAs can only be split prior to assignment in production OCS.
- A-12 The device shall have the ability to transmit map bundles at the AA/Block level.
- A-13 The device requires DQC listing and map updates to be transmittable.
- A-14 AMS shall track information for the QC lister
- A-15 When reassigning the AA for DQC, the LAMI will automatically pick a new random sample start for the AA.
- A-16 Reassignments will contain updates of the lister's work and not updates from the QC lister from which the AA is reassigned from.
- A-17 AMS shall contain help for the user where possible.
- A-18 AMS shall provide the user with visual indication that the software is working if an AMS function takes longer than 3 seconds to complete after initiation.

Requirements:

AMS shall provide AAs for the QC lister to conduct DQC.

Lister Level:

- 1.0 The QC lister shall have the ability to receive a DQC assignment.
 - 1.1 The QC lister shall have the ability to receive assignments (AAs) that were administratively split in OCS production.
- 2.0 The QC lister shall have the ability to choose an assignment (AA) through the Choose AA selection screen.
 - 2.1 The AMS **Choose AA** screen should contain various information about the AA.
 - 2.1.1 AMS shall display the current status of each AA. **(STAT)**
 - 11 = Not Started
 - 12 = In Progress
 - 20 = Passed/Complete
 - 97 = Failed/CompleteAMS will calculate the AA status from the QCResult field of the LAMI_AMS Work Unit Status File using the following guidelines:
 - When QCResult = 0, AA status is assigned a value of 20
 - When QCResult = 1,2, or 3, AA status is assigned a value or 97
 - 2.1.2 AMS shall display total number of blocks in AA. **(BLKS)**
 - 2.1.3 AMS shall display date received by OCS **(DATE RCD)**
 - 2.1.4 AMS shall display the date the AA was loaded **(DATE LD)**
 - 2.1.5 AMS shall display Task code for each AA. **(TASK)**

2.1.5.1 DQ = Quality Control

2.1.5.2 RA = Reassign

2.1.6 For the 2006 Census Test, AMS shall display the initial QC workload = 12 for Travis County, or 8 for the Cheyenne River Sioux Indian Reservation (region specific), + total number of deletes + duplicates + House number changes made by the production lister. (**WKLD**). For training files (88008), and testing files, the initial workload is 8 + total number of deletes + duplicates + house number changes made by the production lister.

2.1.6.1 OCS provides the number of deletes made by production lister.

The variable name is ‘# of deleted HUs’, which is brought over to OCS via data collected in the LAMI_AMS Work Unit Status file from production.

2.1.6.2 OCS provides the number of duplicates made by the production lister. The variable name is ‘# of duplicate HUs’, which is brought over to OCS via data collected in the LAMI_AMS Work Unit Status file from production.

2.1.6.3 OCS provides the number of House # changes made by the production lister. The variable name is (# of HNC), which is brought over to OCS via data collected in the LAMI_AMS Work Unit Status file from production.

2.1.7 AMS shall display the AA number for each AA.

Columns to display

AA	TASK	STAT	BLKS	WKLD	DATE LD	DATE RCD
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2.2 The AMS AA selection function shall contain various displays (filters):

2.2.1 AMS shall display a view of remaining AAs with a status code of not started or not finished. (**REMAINING VIEW**)

2.2.1.1 To be considered not finished, the AA will have a **status code of 12**.

2.2.1.2 To be considered not started, the AA will have a **status code of 11**.

2.2.1.3 The remaining View shall be the default view

2.2.2 AMS shall display a view of completed AAs. (**COMPLETED VIEW**)

2.2.2.1 To be considered completed, all blocks in the AA will contain a **C** (for complete) in the AL-Status field of the LAMI_AMS Work Unit Status File.

2.2.2.2 To be considered completed, the AA will have a **status code of 20 (DQC = passed) or 97 (DQC = fail)**.

2.2.3 AMS shall display a view of AAs that have been transmitted. (**TRANSMITTED VIEW**) or received.

2.2.3.1 To be considered transmitted, each block in the AA must have an Transmission Status = “T” or “R.” AMS will display “T” or “R.”

- 2.2.4 AMS shall display a view of all AAs assigned for DQC (**SHOW ALL**)
 - 2.2.4.1 **Status = 20, 11, 12, or 97**
- 2.2.5 AMS will display Task for each AA. (**TASK**)
 - 2.2.5.1 DQ = quality control
 - 2.2.5.2 RA = reassigned
- 2.2.6 The fields displayed on all displays (filters) of the AA selection function will be the same.
- 2.3 The QC lister shall have the ability to select an AA and invoke the LAMI (Address List and Maps) application from AMS to conduct the DQC.

Views to display

Show Remaining Only
Show Completed Only
Show Transmitted Only
Show All

- 3 The QC lister shall have the ability to view the blocks of an AA in the **VIEW BLOCKS** selection screen.
 - 3.2 The AMS **View Blocks** screen should contain various information about the blocks
 - 3.2.1 AMS shall display list of blocks in AA. (**BLOCK**)
 - 3.2.2 AMS shall display status of the block. (**STAT**)
 - 3.2.2.1 The status of the block is either **C** (Complete), **I** (In Progress), or **N** (Not Started).
 - 3.2.2.1.1 Provided by the **AL_Status** field of the *LAMI_AMS Work Unit Status File*.
 - 3.2.3 AMS shall display the initial number of HUs in the block.
 - 3.2.3.1 This is a view only field and will not change during the operation. (**HUs**) The initial number of HUs in the block is sent by OCS and is the # that was provided by the Production input file.
 - 3.2.3.2 This is a view only field and will not change during the operation. (**INITHUS**) The initial number of HUs in the block is brought over to OCS via LAMI_AMS Work Unit Status file from production.
 - 3.2.4 AMS shall display the number of deletes that the lister made during production.
 - 3.2.4.1 This is a view only field and will not change during the operation. OCS provides number of deletes made by production lister. The variable name is '**# of deleted HUs**', which is brought over to OCS via data collected in the LAMI_AMS Work Unit Status file from production. (**DEL**)
 - 3.2.5 AMS shall display the number of duplicates that the lister listed during production.
 - 3.2.5.1 This is a view only field and will not change during the operation. OCS provides number of duplicates made by production lister.

The variable name is ‘# of duplicate HUS’, which is brought over to OCS via data collected in the LAMI_AMS Work Unit Status file from production. (DUP)

- 3.2.6 AMS shall display the number of HOUSE # changes that the lister listed during production.
 - 3.2.6.1 This is a view only field and will not change during the operation. Number of HOUSE # changes made by production lister is provided by OCS. The variable name is (# of HNC), which is brought over to OCS via data collected in the LAMI_AMS Work Unit Status file from production. (HNC)

Columns to Display

BLOCK	STAT	HUS	DEL	DUP	HNC
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- 3.3 AMS View Blocks screen shall contain various displays (filters):
 - 3.3.1 The AMS shall display remaining blocks with a status of not started or not finished. (**REMAINING VIEW**)
 - 3.3.1.1 To be considered not started, a block will have a status of **N** in the **AL_STATUS** field of the LAMI_AMS Work Unit Status file.
 - 3.3.1.2 To be considered not finished, a block will have a status of **I** in the **AL_STATUS** field of the LAMI_AMS Work Unit Status file.
 - 3.3.1.3 The remaining view shall be the default view.
 - 3.3.2 AMS shall display a view of completed blocks. (**COMPLETED VIEW**)
 - 3.3.2.1 To be considered completed, a block will have a status of **C** (for complete) in the **AL_STATUS** field of the LAMI_AMS Work Unit Status file.
 - 3.3.3 AMS shall display a view of blocks that have been transmitted and received by OCS. (**TRANSMITTED VIEW**).
 - 3.2.3.1 To be considered transmitted, each block shall have an transmission status = to “T” or “R.” AMS will display “T” or “R.”
 - 3.3.4 AMS shall display a view of all blocks within the AA. (**SHOW ALL**).
 - 3.3.4.1 **AL_STATUS = I, N or C**

Views to display

Show Remaining Only
Show Completed Only
Show Transmitted Only
Show All

- 4 The QC lister shall have the ability to transmit data for AA(s).
 - 4.2 The QC lister shall have the ability to make preset transmissions.
 - 4.3 The QC lister shall have the ability to make an immediate transmission.

4.4 The QC lister shall have the ability to view a transmission log.

4.4.1 AMS shall display transmission date from HHC.

4.4.2 AMS shall display transmission time from HHC.

4.4.3 AMS shall display if transmission was successful or unsuccessful.

4.4.4 AMS shall display number of blocks sent by QC lister.

4.4.5 AMS shall display number of AAs received by QC lister.

4.4.6 AMS shall display if new mail is received.

4.4.7 AMS shall display AA(s) deleted from the QC lister's device.

5.0 The QC lister shall have the ability to view mail.