

# **Charter for the 2020 Census Undercount of Young Children Task Force**

## **Statement of Purpose**

This charter establishes a 2020 Census Undercount of Young Children (UYC) Task Force, hereafter referred to as the "Task Force." The purpose of the Task Force is to organize and champion efforts to understand and address the potential undercount of children in the 2020 Census.

The Census Bureau acknowledges the long-standing undercount of young children in decennial censuses and in Census Bureau surveys. This undercount can bias survey estimates, affect population estimates, impact the amount of government funding states, programs, and advocacy groups focused on children receive, and influence when and where economic entities establish their businesses.

In response to this pervasive issue, the Census Bureau has spent years researching children who were missed in the 2010 Census. Prior work on this topic has included the creation of an informal Task Force on the Undercount of Young Children and the subsequent interdivisional Undercount of Young Children Research Team.

The Census Bureau has already taken steps to attempt to reduce this undercount in the 2020 Census and established a UYC Implementation Team, within the Coverage Improvement Integrated Project Team. This Task Force is being established as a continuation of that effort. As we approach final preparation for the 2020 Census and begin 2030 planning, the Census Bureau wants to ensure that the various threads of research findings and suggestions for improvement from stakeholders are assessed and, where feasible, woven into the decennial operations, communications, and evaluation efforts.

## **Mission**

The mission this Task Force is threefold: 1) to assess the recommendations made to reduce the undercount of young children in the 2020 Census with priority on those affecting production operations, communications, and evaluations; 2) to ensure that agreed upon solutions are poised for implementation in the 2020 Census; and 3) to understand 2020 shortcomings and effectiveness of 2020 coverage improvement efforts, and plan the research agenda on this topic in preparation for 2030.

## **Scope**

The scope of the Task Force is to:

1. Gather findings from research, suggestions from stakeholders including advisory groups and child advocate groups, and proposals from internal interested parties that are aimed at improving the count of young children.
2. Unduplicate and summarize these ideas into a single list.
3. Organize ideas into three major categories: production operations, communication/partnerships, and research/evaluation with appropriate subcategories such as 'instrument-related' or 'training' for operations ideas.

4. Meet with senior management and relevant internal program managers and/or Integrated Project Team (IPT) leads to determine the disposition of each idea: already complete, feasible for 2020 Census, possible for 2030 Census, and not feasible. This includes exploring variations or alternative to the ideas with the goal of increasing their feasibility and implementation for the 2020 Census.
5. Prioritize those ideas that can be implemented in the 2020 Census.
6. Work with senior management to empower program managers to implement agreed upon solutions. This includes advocating senior management to provide funding and personnel as well as to consider deprioritizing other initiatives if necessary.

The scope of Task Force communication includes working with key external stakeholders to keep them abreast of progress, solicit feedback, and share findings that may influence their own efforts to count all young children in the 2020 Census.

Activities outside the scope of the Task Force include:

- Securing budget, personnel, or other resources required to implement agreed upon solutions.
- Ensuring that the agreed upon solution ideas actually are implemented in 2020 Census. This will become the work of management once the Task Force has concluded.

### **Deliverables and Proposed Schedule**

The Census Bureau recognizes the limited time remaining to effect 2020 Census production; therefore the timeline for the initial work is aggressive. Delivery of a final solution set, which will be the genesis for the research and planning agenda on the topic of counting young children for the 2030 Census, will conclude the Task Force's work.

1. Develop initial list of recommendations and suggestions – 31 December 2018
2. Unduplicate, summarize, and (initially) categorize list – 31 January 2019
3. Determine initial disposition and prioritization of each solution idea – 28 February 2019
4. Obtain management approval of initiatives to be implemented in the 2020 Census – 31 March 2019.
  - a. Approval may be dependent upon resource proposals from affected IPT leads.
  - b. Once management approves an initiative and assigns responsibilities, IPTs will begin implementation.
5. Produce final report summarizing disposition and prioritization of each solution idea – 31 October 2019
6. The Task Force is expected to provide written or oral updates to internal and external stakeholders at least monthly starting no later than March of 2019 which may include advisory council meetings, Program Management Reviews, and requests by external advocate groups. All presentations to external audiences must adhere to Census Bureau guidelines for review and release.

## Membership and Governance

The Task Force will be composed of knowledgeable individuals from the principle Census Bureau divisions/offices or activities involved in 2020 Census production. Membership will be expanded/contracted as dictated by the work and may include contracted support. Initial membership should be composed of the following entities:

- Subject Matter Experts (SME) on existing research
- SMEs on communication, partnerships, and outreach
- SMEs on decennial operations, including evaluations

The Committee will report to the Assistant Director for Decennial Census Programs, Operations & Schedule Management who will also assign the chair. The Assistant Director will be the final decision maker on which potential solutions are implemented in the 2020 Census.

## Meetings and Support

The Task Force will meet weekly or as needed, as determined by the Chair. If there are urgent matters between meetings, the Chair will attempt to handle them through other means such as individual meetings or email.

Meeting schedules, agendas, and documentation will be managed by assigned staff in the Decennial Census Programs directorate.

## Approval

The undersigned acknowledges review this charter and authorizes the creating of 2020 Census Task Force on the Undercount of Young Children Force.

James B. Treat (signature) 1/23/19 (date)

James B. Treat  
Assistant Director for Decennial Census Programs, Operations & Schedule Management.

Burton H. Reist (signature) 01/23/19 (date)

Burton H. Reist  
Assistant Director, Communications Directorate