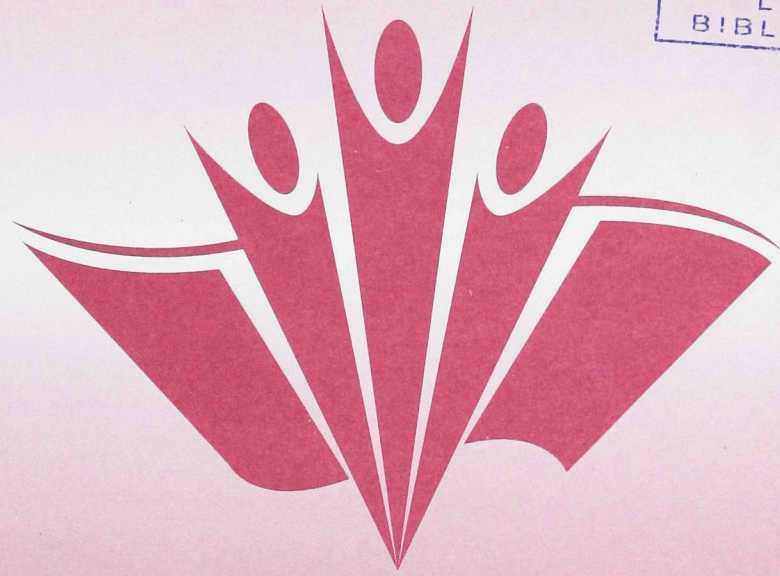


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**Head Office Processing
DA III
Reverse Record Check
Initial Search (Phase 1)**

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**Head Office Processing
DA III**

Reverse Record Check – Initial Search (Phase I)

Prepared by: Census Operations Division
Social, Institutions and
Labour Statistics Field

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I. Introduction

A. What Is the Reverse Record Check (RRC)?

The Reverse Record Check is a study whose main objective is to provide estimates of population and household undercoverage and overcoverage, that is, the number of persons and households missed in the 1996 Census, and the number counted more than once. These estimates are calculated at the national, provincial and territorial levels and also for various subgroups of the population (for example, by age and sex, by sex and marital status). This study provides users of census data with data quality measures and information on coverage to ensure proper analysis and interpretation of census data.

B. How Is the RRC Conducted?

1. A sample of approximately 56,000 Canadian residents, who should have been enumerated in the 1996 Census is selected from the following sources:
 - (a) persons enumerated in the 1991 Census;
 - (b) babies born between June 4, 1991 and May 13, 1996;
 - (c) immigrants who entered Canada between June 4, 1991 and May 13, 1996;
 - (d) persons who were not enumerated in the 1991 Census (identified from the 1991 Reverse Record Check Study);
 - (e) persons on work, student or ministerial permits and refugee claimants who were in Canada on May 14, 1996; and
 - (f) persons on territorial health care files (for Yukon and Northwest Territories only).
2. Each person selected in the study is referred to as a "Selected Person" (SP). For each selected person, we must determine the number of times he/she was enumerated in the 1996 Census and if not, why not. Two types of activities are conducted to do this: Tracing and Searching.

C. What Is Tracing?

Tracing attempts to establish the address of each SP on Census Day (May 14, 1996) or alternatively, to establish if the SP was either deceased or outside of Canada on Census Day. After the sample is selected, Data Quality (DQ) is responsible for updating addresses of SPs using authorized administrative data files. This is done to provide the regional offices (ROs) with the most current address as of early 1995. Forms (RRC-317) with the SP's information (80% of the cases) are sent to the appropriate Regional Office for tracing in June 1996. The remainder of the forms (20%) are scheduled to be sent in January 1997.

Starting with the information provided by DQ, the ROs are responsible for contacting each SP to determine the SP's address on Census Day. If the SP cannot be contacted with the information provided by DQ, the ROs are responsible for tracing the SP using publicly available data sources and/or more data provided by DQ. Once contacted, the SP completes a Reverse Record Check questionnaire (Form RRC-319) on which the SP reports his/her Census

Day address and all other addresses where he/she may be enumerated. The SP also reports his/her sex and date of birth as well as the sex and date of birth of every household member living with the SP at the SP's Census Day address. This information is very important for the searching operation. Once completed, the forms and RRC questionnaires are forwarded to Head Office Processing (HOP) – DA III – Special Processing.

D. What Is Searching?

Head Office Processing (HOP) – DA III – Special Processing is responsible for processing forms and questionnaires received from the regional offices and searching the 1996 Census documents for each address printed on a Document Search Form (Form H-332) for a SP. The work performed involves both manual and automated processing. There are three processing phases, that is, Initial Search (Phase 1); Edits & Reworks (Phase 2); and Classification (Phase 3).

The Initial Search (Phase 1) involves checking the 1996 Census documents completed for each address reported by the SP to determine the number of times the SP was enumerated in the census. This is carried out by combining automated and clerical operations.

The first automated process is called Geosearch. It processes an address and assigns a search area to it which consists of up to 10 PROV/FED/EAs where the address is likely to be located. The second automated process is called Docsearch. It uses the sex and date of birth of the SP and other household members and scans the census database for every household that contain persons with similar characteristics. When the similarity is strong enough, the SP is automatically coded as enumerated at the address. When the similarity is not strong enough, the information from the automated systems is printed on a (Form H-332). The census questionnaire must be verified by a clerk to determine if the SP and/or household members and/or other adult were enumerated at the address. This is the beginning of the clerical operation.

Phase 1 clerical operations consist of verifying census questionnaires to locate the SP and any other household members. When DOCSEARCH fails to find a similar household on the census database, a clerical search in the census documents is carried out to locate the census questionnaire for the address.

DQ will analyze the search results provided by Census Operations Division to determine how many times the SP was enumerated on a census questionnaire at all the addresses obtained and assign a final result for each SP (i.e. enumerated once or more than once, missed, deceased, emigrated, or not traced). A SP who is not enumerated at all will contribute to undercoverage. A SP who is enumerated more than once will contribute to overcoverage.

E. Phase 1 (Initial Search)

This manual will describe Phase 1 processing. The four operations are:

1. Control

This operation involves several activities. These are:

- (a) shipping of forms and questionnaires to the regional offices;
- (b) receiving and sorting of forms and questionnaires from the regional offices and the processing operations;
- (c) batching of forms to Data Capture; and
- (d) filing of forms and questionnaires.

2. Clean-up

This operation involves a manual comparison of the addresses printed on each Document Search Form (Form H-332) for a SP to identify addresses which are either duplicates or out of scope. Duplicate and out of scope addresses are coded and removed from further processing. The remaining document search forms are then sorted for either subsequent processing or filing.

3. Visitation Record (VR) Search

This operation involves a manual search in pre-identified Visitation Records to locate the address of the SP and/or the telephone number of the SP and/or the name(s) of either the SP or his/her household member(s) or the name of an adult, and to obtain the household number(s) for subsequent verification in the census questionnaires. This operation is undertaken when the automated systems are not successful in finding the SP on the census database.

4. Verification

This operation involves locating the census questionnaire(s) corresponding to households identified by either the automated systems or VR Search staff, comparing the data on the Document Search Form to that on the census questionnaire(s) and coding the results on the Document Search Form.

II. Description of Documents**A. Overview**

The forms and questionnaires which will be processed in Phase 1 (Initial Search) are included in a package provided by your supervisor. These include:

RRC-317 Selected Person Document

A preprinted form used by regional office interviewers to trace each SP. Section 1 identifies the selected person, his/her address and basic characteristics. Section 2 identifies all members of the SP's household (if any), their addresses and basic characteristics.

RRC-318 RRC Shipment Invoice

A form to record shipments of forms and questionnaires to and from the regional offices.

RRC-319 Reverse Record Check Questionnaire

A questionnaire completed by regional office interviewers for each SP.

RRC-319A Supplementary Record of Calls/Visits

A form completed by regional office interviewers to record additional tracing information that could not be recorded in Section A on the Form RRC-319.

H-332 Document Search Form

A preprinted form produced by the Docsearch system for processing each address obtained for a SP.

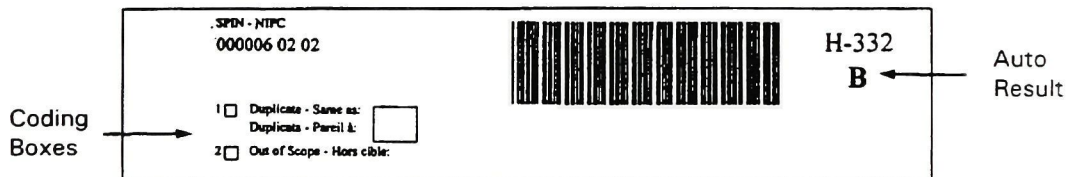
B. Form H-332 (Document Search Form)

The Form H-332 is a form produced by the Docsearch system for processing each address obtained for a SP. A description of each section of the form is provided below to aid you in understanding the various operations.

Top Margin

Identification entries are printed in the top margin. These include:

- SPIN** Selected Person Identification Number which uniquely identifies each selected person, the form type and address identification number.
- Bar Code** To be used by the automated form tracking system which will track all forms and questionnaires through the processing operations.
- Auto Result** An alphabetic code (i.e. A, B, C, D or E) which has been determined by the automated system is printed in the top right-hand corner below "H-332". The highest code is "A".
- Coding Boxes** To identify either a duplicate or an out of scope address during the Clean-up operation.

Diagram 1

Section 1 – Address

Address data are preprinted. Column (1) contains three boxes (i.e. Same, Different and Blank), one of which will be marked during the Verification operation. Column (2) contains a 2-digit address identification number (e.g. 01, 02,...) that will be used for the coding of duplicates during the Clean-up operation and the address and telephone number, if it is available.

Diagram 2

Section 1 - Address - Adresse			
(1)	02	(2)	Apt: App:
1 <input type="checkbox"/> Same - Pareil	LENNOX ISLAND BAND OFFICE		
2 <input type="checkbox"/> Different - Différent	BOX 134 LENNOX ISLAND		
3 <input type="checkbox"/> Blank - En blanc	PE COBPO	Telephone - Téléphone: (902) 831-2779	

Section 2 – Questionnaire Verification

All automated matches of persons to the census database are printed for the Verification operation. Matches are ordered by most likely match first. A maximum of 10 matches may be printed on each form. If no matches of persons to the census database are determined, this section will be blank.

Diagram 3

Section 2 - Questionnaire Verification - Vérification de questionnaires							
(1)	Prov (2)	FED - CEF (3)	EA - SD (4)	Hhld No - Ménage No (5)	FT - TF (6)	QNO (7)	POS (8)
1 <input type="checkbox"/>	11	002	070	061	01	001	3
2 <input type="checkbox"/>							
3 <input type="checkbox"/>							
4 <input type="checkbox"/>							
5 <input type="checkbox"/>							
6 <input type="checkbox"/>							
7 <input type="checkbox"/>							
8 <input type="checkbox"/>							
9 <input type="checkbox"/>							
10 <input type="checkbox"/>							

The data printed for each match are:

<u>Column No.</u>	<u>Name</u>	<u>Explanation</u>
(1)	(✓)	A check mark is entered during the Verification operation, if the line is to be keyed.
(2) – (3) – (4)	PROV/FED/EA	A PROV/FED/EA number which corresponds to the address in Section 1 is printed.
(5)	Hhld No.	A household number which corresponds to the census questionnaire where a person was matched is printed.
(6)	FT	The form type which corresponds to the census questionnaire where the SP was matched is printed. If a person other than the SP was matched, the form type will not be printed.
(7)	QNO	The questionnaire number which corresponds to the census questionnaire where the SP was matched is printed. If a person other than the SP was matched, the questionnaire number will not be printed.
(8)	POS	The position number which corresponds to the position of the person on the census questionnaire where the SP was matched is printed. If a person other than the SP was matched, the position number will not be printed.

The data coded are:

<u>Column No.</u>	<u>Name</u>	<u>Explanation</u>
(1)	(✓)	A check mark is entered during either the VR Search operation or the Verification operation, if the line is to be keyed.
(2) – (3) – (4)	PROV/FED/EA	A PROV/FED/EA number which corresponds to the address in Section 1 is printed. This column is blank if no PROV/FED/EA(s) are determined by the Geosearch system.
(5)	Hhld No.	The household number which corresponds to a census questionnaire located during either the VR Search or Verification operations is coded.
(6)	VR RES	Visitation Record (VR) result is coded during the VR Search operation.
(7)	FT	The form type which corresponds to a census questionnaire where the SP was matched during the Verification operation is coded.
(8)	QNO	The questionnaire number which corresponds to a census questionnaire where the SP was matched during the Verification operation is coded.
(9)	POS	The position number which corresponds to the position of the person on the census questionnaire where the SP was matched during the Verification operation is coded.
(10)	Hhld No. range	Household number ranges or sequences which correspond to census questionnaires located during the VR Search operation are coded.

Section 4 – Selected Person

SP’s data are preprinted. Column (1) contains boxes, one of which will be marked during the Verification operation. The SP’s family name and given name(s), date of birth (DD-MM-YYYY or 88-88-8888, if unknown), and sex (M, F or X, if unknown) are printed in Column (2). If the SP’s name was updated during tracing, it will be printed on the second line in Column (2).

Diagram 5

Section 4 - Selected Person - Personne choisie			
(1)	(2)		
0 <input type="checkbox"/> No SP - Aucune PC	MAYDA	IVAN	21-10-1978 M
1 <input type="checkbox"/> SP - PC	MAYDA	R.	

Section 5 – Household Members

Household member’s data, if any, are preprinted. Column (1) contains boxes which may be marked during the Verification operation. Each household member’s family name and given name(s), date of birth (DD-MM-YYYY or 88-88-8888, if unknown), and sex (M, F or X, if unknown) are printed in Column (2). A maximum of 14 household members can be printed.

Diagram 6

Section 5 - Household members - Membres du ménage			
(1)	(2)		
0 <input type="checkbox"/> No Household member - Aucun membre du ménage			
1 <input type="checkbox"/>	MAYDA	D.	14-06-1957 F
2 <input type="checkbox"/>	MAYDA	C.	13-04-1987 M
3 <input type="checkbox"/>	MAYDA	I.	23-10-1985 M
4 <input type="checkbox"/>	MAYDA	M.	28-11-1954 M
5 <input type="checkbox"/>			
6 <input type="checkbox"/>			
7 <input type="checkbox"/>			
8 <input type="checkbox"/>			
9 <input type="checkbox"/>			
10 <input type="checkbox"/>			
11 <input type="checkbox"/>			
12 <input type="checkbox"/>			
13 <input type="checkbox"/>			
14 <input type="checkbox"/>			

Section 6 – Other Adult

Other adult's data, if any, are preprinted. Column (1) contains boxes which may be marked during the Verification operation. Other adult's family name and given name(s), date of birth (DD-MM-YYYY or 88-88-8888, if unknown), and sex (M, F or X, if unknown) are printed in Column (2).

Diagram 7

Section 6 - Other Adult - Autre adulte	
(1)	(2)
0 <input type="checkbox"/> No Adult - Aucun Adulte	KAELIN KATO 25-12-1965 M
1 <input type="checkbox"/> Adult - Adulte	

Section 7 – Comments

VR or census questionnaire information that could aid in the search for the SP may be recorded by DA III staff during either the VR Search or Verification operations.

Diagram 8

Section 7 - Comments - Commentaires

Shaded Section

This area contains identification data for reference by DQ staff.

Diagram 9

Prov.	Frame – Base	Rep	
11	10	1	1101

III. Control

The Control operation in DA III is the focal point in the overall work flow, since all questionnaires and forms are handled in this operation. Each of the activities within the operation are outlined in the following sections.

A. Shipments

There are two types of shipments to the regional offices: **RRC Tracing Material** and **RRC Transfers**.

1. RRC Tracing Material

- (a) RRC Tracing Material, which includes Forms RRC-317, labels printed with selected person's data, sample lists and control data diskette, will be received from DQ.
- (b) A Form RRC-318 (RRC Shipment Invoice) is to be completed for each regional office.
 - (i) Enter a check mark (✓) in the "To RO" box located in the Type of shipment space.
 - (ii) Enter the name of the Regional Office where the tracing material is to be sent in the "Regional office" box. The RO is printed at the bottom of the Form RRC-317.
 - (iii) Enter the date in the "Date" box.
 - (iv) Enter 1 of 1 in the "Page" box located at the top of the form.
 - (v) Enter a check mark (✓) in the "List attached" box at the bottom of the Form RRC-318.
 - (vi) Enter the number of SPINS in the Total and Cumulative boxes at the bottom of the Form RRC-318.

Diagram 10



1996 Census of Canada
Data Quality Project

Recensement du Canada de 1996
Projet sur la qualité des données

Form
Formule **RRC-318**

RRC Shipment Invoice

Bordereau d'envoi - CVD

Type of shipment - Type d'envoi To RO - Au BR <input checked="" type="checkbox"/> To HOP - Au DBC <input type="checkbox"/>	Regional office - Bureau régional TORONTO	Date Y - A M - M D - J 9 6 0 1 2 5	Page / of de / 1 / 1
--	---	---	--------------------------------

SPIN - NIPC	SPIN - NIPC	SPIN - NIPC	SPIN - NIPC
1	21	41	61
2	22	42	62
3	23	43	63
4	24	44	64
5	25	45	65
6	26	46	66
7	27	47	67
8	28	48	68
9	29	49	69
10	30	50	70
11	31	51	71
12	32	52	72
13	33	53	73
14	34	54	74
15	35	55	75
16	36	56	76
17	37	57	77
18	38	58	78
19	39	59	79
20	40	60	80

List attached - Liste jointe

Page	Total 1,002
	Cumulative - Cumulatif 8,629

Distribution:
Diffusion :

White: File
Blanche : Dossier

Canary: Enclosed with shipment
Canari : Inclure avec l'envoi

8-4600-50: 1996-03-07



Canada

- (c) Separate the Form RRC-318 for each regional office and place the canary copy on top of the corresponding sample lists. Package all the materials including the Form RRC-318, the sample lists, the Forms RRC-317, the labels printed with the SP's data and control data diskette as directed by your supervisor. Affix the appropriate RO address label on the front of the package.

Note: Ensure that the correct RO address label has been placed on each package.

- (d) Place each shipment in the area identified for mailing.
- (e) Place the white copy of each Form RRC-318 in the appropriate folder (to be FAXED to RO) on your supervisor's desk.

2. RRC Transfers

- (a) Take Forms RRC-317 with attached RRC-319 from box identified for shipment to ROs. Using the address in Section J – Contact outside regional office jurisdiction on the Form RRC-319, sort by regional office as follows:

Province/territory	Regional Office
Newfoundland	Halifax
Prince Edward Island	Halifax
Nova Scotia	Halifax
New Brunswick	Halifax
Quebec	Montréal
Ontario	Toronto
Saskatchewan	Edmonton
Manitoba	Edmonton
Alberta	Edmonton
British Columbia	Vancouver
Yukon	Vancouver
Northwest Territories	Edmonton

- (b) A Form RRC-318 (RRC Shipment Invoice) is to be completed for each regional office where forms are to be sent.
 - (i) Enter a check mark (✓) in the "To RO" box located in the "Type of Shipment" space.
 - (ii) Enter the name of the Regional Office where the forms are being sent in the "Regional office" box. The RO is printed at the bottom of the Form RRC-317.
 - (iii) Enter the date in the "Date" box.
 - (iv) Enter the page number in the "Page" box located at the top of the form.
 - (v) Enter the first six digits of the SPIN for each Form RRC-317 with attached RRC-319 to be included in the shipment. (See Diagram 11.)
 - (vi) Enter the number of SPINs in the Total and Cumulative boxes at the bottom of the Form RRC-318.

Diagram 11

SPIN - NIPC Form
Formule RRC-317

123456 01 01 |||||

1996 Census of Canada - Recensement du Canada 1996
Reverse Record Check - Contre-verification des dossiers
Selected Person Document - Document de la personne choisie



1996 Census of Canada
Data Quality Project

Recensement du Canada de 1996
Projet sur la qualité des données

Form
Formule RRC-318

RRC Shipment Invoice

Bordereau d'envoi - CVD

Type of shipment - Type d'envoi To RO - Au BR <input checked="" type="checkbox"/> To HOP - Au DBC <input type="checkbox"/>	Regional office - Bureau régional TORONTO	Date Y - A M - M D - J 9 16 10 / 1 12 15	Page 1 of 1 de 1
--	--	--	---------------------

SPIN - NIPC	SPIN - NIPC	SPIN - NIPC	SPIN - NIPC
1 2 3 4 5 6	21	41	61
2	22	42	62
3	23	43	63
4	24	44	64
5	25	45	65
6	26	46	66
7	27	47	67
8	28	48	68
9	29	49	69
10	30	50	70
11	31	51	71
12	32	52	72
13	33	53	73
14	34	54	74
15	35	55	75
16	36	56	76
17	37	57	77
18	38	58	78
19	39	59	79
20	40	60	80

List attached - Liste jointe

Page	Total
	/
	Cumulative - Cumulatif
	/

Distribution: White: File: Canary: Enclosed with shipment
 Diffusion: Blanche: Dossier Canari: Inclure avec l'envoi

8-4800-50: 1996-03-07



- (c) Separate the Form(s) RRC-318 and place the canary copy(ies) on top of the corresponding Forms RRC-317 with attached Forms RRC-319 and place in an envelope. Seal the envelope and stamp "Confidential" on the front of it. Wrap the envelope and affix the appropriate RO address label on the front of the envelope.

Note: Ensure that the correct RO address label has been placed on each envelope.

- (d) Place the shipment in the box identified for mailing.
- (e) Place the white copy(ies) of Form RRC-318 in the appropriate folder (to be FAXED to RO) on your supervisor's desk.

B. Receipt of Forms

1. Forms RRC-317 and RRC-319

- (a) Shipments of Forms RRC-317 with attached Forms RRC-319 will be received from the regional offices in envelopes.
- (b) Remove the Form(s) RRC-318 (RRC Shipment Invoice) and Forms RRC-317 with attached Forms RRC-319 from each envelope.

Note: Each Form RRC-317 is stapled to the top of its corresponding Form RRC-319, so that the bar code can be read. They must remain attached.

- (c) Perform the following checks:
 - (i) Ensure that for each SPIN listed on the Form RRC-318 or printed on an attachment, there is a corresponding Form RRC-317 with the same SPIN. (The SPIN is located in the top left corner of the Form RRC-317.)

Note: If any discrepancies are found, refer the forms to your supervisor.

- (ii) Ensure that the SPIN on each Form RRC-317 corresponds to the SPIN on the attached Form RRC-319.

Note: There may also be more than one Form RRC-319A attached to the back of the Form RRC-319 that corresponds to the same Form RRC-317.

- (d) Sort the Forms RRC-317 with attached RRC-319 into three groups using the "Final Interview Status" (FIS) codes located at the bottom on the front cover of the Forms RRC-319.

Diagram 12

Selected Person's Data	Interview Data					
<p>SPIN - NIPC: 270017 01 01</p> <p>BLACK JENNIFER</p> <p>SEX - SEXE: F DATE: 28 OCT 1982</p>	<p>Respondent (where applicable)</p> <p>01 <input type="radio"/> SP</p> <p>02 <input type="radio"/> Husband/wife/common-law partner of SP</p> <p>03 <input checked="" type="radio"/> Father/mother/guardian of SP</p> <p>04 <input type="radio"/> Adult member of SP's household</p> <p>05 <input type="radio"/> Other adult</p>	<p>Final interview status</p> <p>01 <input checked="" type="radio"/> Complete</p> <p>02 <input type="radio"/> Partial</p> <p>03 <input type="radio"/> Refusal</p> <p>04 <input type="radio"/> Unable to trace</p> <p>05 <input type="radio"/> Unable to contact</p> <p>06 <input type="radio"/> Deceased before Census day</p> <p>07 <input type="radio"/> Outside of Canada on Census day</p> <p>08 <input type="radio"/> Other - Specify</p> <p><input type="radio"/> Contact outside RO jurisdiction</p>				
<p>Number of: <input type="text" value="0"/> <input type="text" value="1"/> Contacts <input type="text" value="0"/> <input type="text" value="1"/> Calls <input type="text" value="0"/> <input type="text" value="0"/> Visits</p>						
Name Change						
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-bottom: 1px solid black;">Family Name</td> <td style="width: 50%; border-bottom: 1px solid black;">Given name(s)</td> </tr> <tr> <td style="border-bottom: 1px solid black; height: 20px;"></td> <td style="border-bottom: 1px solid black; height: 20px;"></td> </tr> </table>			Family Name	Given name(s)		
Family Name	Given name(s)					

6-7200-212.1: 1996-01-26 STC/COP-015-04221



- (i) If the FIS is either Complete, Partial or Outside of Canada on Census Day, place the Forms RRC-317 with attached RRC-319 in the box identified for batching (Group 1).
- (ii) If the FIS is either Refusal, Unable to trace, Unable to contact, Deceased before Census Day or Other – Specify, place the Forms RRC-317 with attached RRC-319 in the box identified for batching (Group 2).
- (iii) If the FIS is Contact outside RO jurisdiction, place the Forms RRC-317 with attached RRC-319 in the box identified for Shipment to RO (Group 3).

Note: If the FIS has not been marked or more than one has been marked, refer the Forms RRC-317 with attached RRC-319 to your supervisor.

2. Forms H-332 from Automated Systems

The Forms H-332 were printed by the Docsearch system in groups (i.e. 1 to 7). Each group of forms has a cover page identifying the group.

- (a) Separate the Group 1 Forms H-332 from the other groups and place in the box identified for Filing.
- (b) Place all other groups in the box identified for Clean-up.

C. Batching

Batching is the preparation of forms for data capture. Use the following chart to prepare forms and questionnaires for delivery to Operations and Integration Division (OID):

Study Name	Form Type	Forms per Batch
Reverse Record Check	Group 1 – Forms RRC-317/RRC-319	25
Reverse Record Check	Group 2 – Forms RRC-317/RRC-319	50
Reverse Record Check	Forms H-332 marked as either "Duplicate" or "Out of scope"	50
Reverse Record Check	Forms H-332 with preprinted Auto Result code "C" or "D"	50

Note: Ensure that a Form RRC-317 is always attached to the Form RRC-319. If either a Form RRC-317 or a Form RRC-319 is not attached, refer form to your supervisor.

D. Filing

Filing of forms and questionnaires will occur throughout the processing cycle. Use the following chart to file forms:

Form	When	Method	Where
Form RRC-318	After receipt or shipment in control	By RO and date	Designated binders
Form RRC-317 with attached Form RRC-319	After data capture by OID	Ascending order by SPIN in SP file folders	Designated filing cabinets
Form H-332 printed as Group 1 ("A" or "B")	After receipt in Control operation	Ascending order by SPIN in SP file folders	Designated filing cabinets
Form H-332 identified as "A", "B" or "E"	After Clean-up operation	Ascending order by SPIN in SP file folders	Designated filing cabinets
Form H-332 marked as either "Duplicate" or "Out of scope"	After data capture by OID	Ascending order by SPIN in SP file folders	Designated filing cabinets
Form H-332 identified as "C" or "D"	After data capture by OID	Ascending order by SPIN in SP file folders	Designated filing cabinets

IV. Clean-up

Staff within the Clean-up operation compare all addresses for an SP to identify out of scope and duplicate addresses not already determined by the automated systems. Results are recorded, when applicable, on the Forms H-332. Forms H-332 are printed by group. Within each group, forms are printed in SPIN, Auto Result code and Address Identification Number (ADDID) order (e.g. SPIN 000001, AUTO RES "A", ADDID "02", followed by SPIN 000001, AUTO RES "B", ADDID "01", SPIN 000002, AUTO RES "B", ADDID "02", followed by SPIN 000002, AUTO RES "E", ADDID "01", ...).

A. Comparison of Addresses

For each SPIN, the addresses on each Form H-332 are to be compared to determine if an address is either an **out of scope address** or a **duplicate address**.

1. Determine if any address is out of scope. An address is considered to be out of scope if the address is not in Canada (i.e. foreign address) or does not correspond to a geographical location. Example of addresses that do not correspond to a geographical location are:
 - ▶ sleeping in a car;
 - ▶ near the General Hospital;
 - ▶ none of your business;
 - ▶ on the train;
 - ▶ somewhere in the bush.

If an address is out of scope, enter a check mark (✓) in the "Out of scope" box located in the top margin on the Form H-332 and place the Form H-332 in the box identified for batching. (Refer to the Form H-332 in your package of forms.)

2. Forms H-332 with an Auto Result code "A" have been automatically coded as a duplicate by the Geosearch system. Place the Forms H-332 with an Auto Result code "A" in the box identified for Filing.
3. With the remaining Forms H-332 for a SPIN, determine if the address is a duplicate.

The system cannot identify all duplicate addresses because of spelling mistakes or the way the addresses are reported. A manual comparison of addresses is carried out to code duplicate addresses not identified by the Geosearch system.

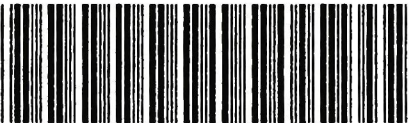
An address is considered to be a duplicate if all the components are the same. Address components include: a street name, civic number and apartment number if applicable, or a description of location; a city, town, village or Indian reserve; a province and a postal code. An address may also include the name of a **collective dwelling** (e.g. St. Vincent's Hospital). Spelling errors, abbreviations and/or different positioning of the components are acceptable. However, if the postal code is different, the address is not the same.

Identify all Forms H-332 with the same address. Among these, the Form H-332 with the highest Auto Result code is considered the "Master Form" and is not to be coded. Each Form H-332 having the same address as that on the Master Form is to be coded as follows:


- (a) Enter a check mark (✓) in the "Duplicate" box located in the top margin on the Form H-332.
- (b) Enter the ADDID from Column (2), Section 1 of the Master Form in the "Same as" box located beside the duplicate box located in the top margin on the Form H-332.
- (c) Place the coded Forms H-332 in the box identified for batching.

Diagram 13

"Master" Form H-332 (ADDID 01)

SPIN - NIPC 000006 02 01			H-332 C
1 <input type="checkbox"/> Duplicate - Same as: Duplicata - Pareil à: <input style="width: 40px; height: 20px;" type="text"/>			
2 <input type="checkbox"/> Out of Scope - Hors cible:			
Section 1 - Address - Adresse			
(1) 1 <input type="checkbox"/> Same - Pareil 2 <input type="checkbox"/> Different - Différent 3 <input type="checkbox"/> Blank - En blanc	01 36 WYNDEMERE ST. SUMMERSIDE PE C1N3E1	(2) Telephone - Téléphone: () 436-5536	Apt: App:

Form H-332 (ADDID 30)

SPIN - NIPC 000006 02 30			H-332 D
1 <input checked="" type="checkbox"/> Duplicate - Same as: Duplicata - Pareil à: <input style="width: 40px; height: 20px; text-align: center;" type="text" value="01"/>			
2 <input type="checkbox"/> Out of Scope - Hors cible:			
Section 1 - Address - Adresse			
(1) 1 <input type="checkbox"/> Same - Pareil 2 <input type="checkbox"/> Different - Différent 3 <input type="checkbox"/> Blank - En blanc	30 36 WYNDERMERE ST. SUMMERSIDE PE C1N3E1	(2) Telephone - Téléphone: () 436-5536	Apt: App:

-
4. Forms H-332 not marked as either out of scope or duplicate are to be placed in the appropriate box:
 - (a) If the Auto Result code is either a **B** or **E**, place Forms H-332 in the box identified for Filing.
 - (b) If the Auto Result code is a **C**, place Forms H-332 in the box identified for Verification.
 - (c) If the Auto Result code is a **D**, place Forms H-332 in the box identified for VR Search.

V. VR Search

This operation involves a manual search in visitation records (VRs) to locate the address or telephone number printed in Section 1 on the Form H-332 or the name of the SP or the name of a household member or the name of the other adult printed in Sections 4, 5 and 6, respectively. The Geosearch system identifies PROV/FED/EA number(s) corresponding to the address printed in Section 1. One or more PROV/FED/EAs are printed in Columns (2), (3) and (4) of Section 3.

A. Locating the VR(s)

Locate the VR(s) in the VR Library corresponding to the PROV/FED/EA(s) printed in Columns (2), (3) and (4) of Section 3 on the Form H-332.

B. Determining the Address Type

Determine the type of address printed in Section 1 on the Form H-332.

An **exact address with no collective dwelling name** is the location of one dwelling only. The components include: a street name, civic number and apartment number, if applicable; the name of a city, town, village or Indian reserve; a province and a postal code. Enter an "E" (exact) beside the telephone number in Column (2), Section 1 on the Form H-332 and continue with Step C.

Example 1

1444 Laurier Ave., Apt. 2
Ottawa, Ontario
K1R 6L1

An **inexact address with no collective dwelling name** is the location of one or more dwellings. The address gives an approximate location. The components include: a description of the location; the name of a city, town, village or Indian reserve; a province and a postal code. Enter an "I" (inexact) beside the telephone number in Column (2), Section 1 on the Form H-332 and continue with Step D.

Example 2

Lot 5, Con 2,
Lobo Twp, Ontario
NOL 1R0

An **address with a collective dwelling name** can be either an exact or inexact address. Enter either an "E" (exact) or "I" (inexact) beside the telephone number in Column (2), Section 1 on the Form H-332 and continue with Step E.

Example 3

St. Vincent's Hospital
Ottawa, Ontario

C. Searching for an Exact Address With No Collective Dwelling Name

1. Determine if the exact address printed in Section 1 on the Form H-332 is listed in Section I of the VR by searching Column (3) (Exact Location of Dwelling).
 - (a) If the exact address is listed in Column (3), Section I of the VR and there is no entry in either Form 4 columns (18-20) or Unoccupied May 14 column (21), make the following entries beside the corresponding PROV/FED/EA number in Section 3 on the Form H-332:
 - (i) Enter the household number from Column (2) of the VR in Column (5) (Hhld No.).
 - (ii) Enter a code "4" in Column (6) (VR RES).
 - (iii) Place the Form H-332 in the box identified for Verification.
 - (b) If the exact address is listed in Column (3), Section I of the VR and there is an entry in either Form 4 columns (18-20) or Unoccupied May 14 column (21), make the following entries beside the corresponding PROV/FED/EA number in Section 3 on the Form H-332:
 - (i) Enter a check mark (✓) in Column (1).
 - (ii) Enter the household number from Column (2) of the VR in Column (5) (Hhld No.).
 - (iii) Enter a code "4" in Column (6) (VR RES).
 - (iv) If there is an entry in Columns (18), (19), (20) (Form 4), enter a code "11" in Column (7) (FT).
 - (v) If there is an entry in Column (21) (Unoccupied May 14), enter a code "66" in Column (7) (FT).
 - (vi) Place the Form H-332 in the box identified for batching.
 - (c) If the exact address is not listed in Section I of the VR, continue with Step 2.
2. Determine if the exact address printed in Section 1 on the Form H-332 is listed in Section II of the VR by searching Column (3) (Exact Location of Dwelling).
 - (a) If the exact address is listed in Column (3), Section II of the VR and there is no entry in Column (14) (Remarks) of Section II of the VR indicating the collective dwelling is unoccupied, make the following entries beside the corresponding PROV/FED/EA number in Section 3 on the Form H-332:
 - (i) Enter the household number from Column (2) of the VR in Column (5) (Hhld No.).
 - (ii) Enter a code "4" in Column (6) (VR RES).
 - (iii) Place the Form H-332 in the box identified for Verification.

- (b) If the exact address is found listed in Column (3), Section II of the VR and there is an entry in Column (14) (Remarks) of Section II of the VR indicating the collective dwelling is unoccupied, make the following entries beside the corresponding PROV/FED/EA number in Section 3 on Form H-332:
- (i) Enter a check mark (✓) in Column (1).
 - (ii) Enter the household number from Column (2) of the VR in Column (5) (Hhld No.).
 - (iii) Enter a code "4" in Column (6) (VR RES).
 - (iv) Enter a code "66" in Column (7) (FT).
 - (v) Place the Form H-332 in the box identified for batching.
- (c) If the exact address is not listed in Section II of the VR, continue with Step 3.
3. Determine if the exact address printed in Section 1 on the Form H-332 should have been listed in Section I of the VR.
- (a) If there is evidence that the address should have been listed in the VR (i.e. the civic number of the address is in the range of the civic numbers listed in the VR), make the following entries beside the corresponding PROV/FED/EA number in Section 3 on the Form H-332:
- (i) Enter a check mark (✓) in Column (1).
 - (ii) If the exact address includes an apartment number and the VR lists other apartment numbers with the same civic number and street name, enter a code "7" in Column (6) (VR RES). For example, if you are looking for 10-103 Elm Street and the VR lists 8-103 Elm Street, 9-103 Elm Street, 11-103 Elm Street, code a "7".
 - (iii) If the exact address includes a civic number and apartment number and the VR lists civic numbers within the same range and no apartments are listed, enter a code "8" in Column (6) (VR RES). For example, if you are looking for 10-103 Elm Street and the VR lists 101 Elm Street and 105 Elm Street, code an "8".
 - (iv) If the exact address includes a civic number and no apartment number and the VR lists civic numbers within the same range, enter a code "9" in Column (6) (VR RES). For example, if you are looking for 103 Elm Street and the VR lists 101 Elm Street and 105 Elm Street, code a "9".
 - (v) Place the Form H-332 in the box identified for batching.
- (b) If there is no indication that the exact address should have been listed in the VR, make the following entries beside the corresponding PROV/FED/EA number in Section 3 on the Form H-332:
- (i) Enter a code "0" in Column (6) (VR RES).
 - (ii) If there is one or more PROV/FED/EAs to be searched, search the next PROV/FED/EA number in Section 3 on the Form H-332 following the same procedures.

- (iii) If all PROV/FED/EAs have been searched and all entries in Section 3 on the Form H-332 have a coded VR RES (Column 6) of "0", enter a check mark (✓) in the "Address, names not listed" box in Section 3 on the Form H-332 and place the Form H-332 in the box identified for batching.

D. Searching for an Inexact Address With No Collective Dwelling Name

1. Determine if the telephone number printed in Section 1 on the Form H-332 is listed in Section I of the VR by searching Column (12) (Telephone Number).
 - (a) If the telephone number is listed in Column (12), Section I of the VR and the Name of Person 1 in Column (7) of the VR is the same as one of the names printed in Sections 4, 5 or 6 on the Form H-332 and there is no entry in either Form 4 columns (18-20) or Unoccupied May 14 column (21), make the following entries beside the corresponding PROV/FED/EA number in Section 3 on the Form H-332:
 - (i) Enter the household number from Column (2) of the VR in Column (5) (Hhld No.).
 - (ii) Enter a code "5" in Column (6) (VR RES).
 - (iii) Place the Form H-332 in the box identified for Verification.
 - (b) If the telephone number is listed in Column (12), Section I of the VR and the Name of Person 1 in Column (7) of the VR is the same as one of the names printed in Sections 4, 5 or 6 on the Form H-332 and there is an entry in either Form 4 columns (18-20) or Unoccupied May 14 column (21), make the following entries beside the corresponding PROV/FED/EA number in Section 3 on the Form H-332:
 - (i) Enter a check mark (✓) in Column (1).
 - (ii) Enter the household number from Column (2) of the VR in Column (5) (Hhld No.).
 - (iii) Enter a code "5" in Column (6) (VR RES).
 - (iv) If there is an entry in Columns (18), (19), (20) (Form 4), enter a code "11" in Column (7) (FT).
 - (v) If there is an entry in Column (21) (Unoccupied May 14), enter a code "66" in Column (7) (FT).
 - (vi) Place the Form H-332 in the box identified for batching.
 - (c) If the telephone number is listed in Column (12), Section I of the VR and the Name of Person 1 in Column (7) of the VR is different from any of the names printed in Sections 4, 5 or 6 on the Form H-332, make the following entries beside the corresponding PROV/FED/EA number in Section 3 on the Form H-332:
 - (i) Enter the household number from Column (2) of the VR in Column (10) (Hhld No. range).
 - (ii) Enter a code "6" in Column (6) (VR RES).
 - (iii) Continue with Step 2.

(d) If the telephone number is not listed in Column (12), Section I of the VR, continue with Step 2.

2. Determine if the SP, a household member or the other adult printed in Sections 4, 5 or 6 on the Form H-332 is listed in Section I of the VR by searching Column (7) (Name of Person 1 in this household). Check all of Section I of the VR to ensure that you have located all households where the SP, a household member or the other adult might be found.

(a) If the SP, a household member or the other adult is listed in Column (7), make the following entries beside the corresponding PROV/FED/EA number in Section 3 on the Form H-332:

- (i) Enter household number(s) from Column (2) of the VR in Column (10) (Hhld No. range).
- (ii) Enter a code "6" in Column (6) (VR RES).
- (iii) If there is one or more PROV/FED/EAs to be searched, search the next PROV/FED/EA number in Section 3 on the Form H-332 following the same procedures.
- (iv) If all PROV/FED/EAs have been searched, place the Form H-332 in the box identified for Verification.

(b) If the SP, a household member or the other adult is not listed in Column (7) of the VR, make the following entries beside the corresponding PROV/FED/EA number in Section 3 on the Form H-332:

- (i) Enter a code "0" in Column (6) (VR RES).
- (ii) If there is one or more PROV/FED/EAs to be searched, search the next PROV/FED/EA number in Section 3 on the Form H-332 following the same procedures.
- (iii) If all PROV/FED/EAs have been searched and all entries in Section 3 on the Form H-332 have a coded VR RES (Column 6) of "0", enter a check mark (✓) in the "Address, names not listed" box in Section 3 on the Form H-332 and place the Form H-332 in the box identified for batching.

E. Searching for an Address With a Collective Dwelling Name

1. Determine if either the address or the name of the collective dwelling printed in Section 1 on the Form H-332 is listed in Section II of the VR by searching Column (3) (Exact Location of Dwelling) and Column (4) (Name of Dwelling).

(a) If either the address or the name of the collective dwelling is listed in Column (3), Section II of the VR and there is no entry in Column (14) (Remarks) of Section II of the VR indicating the collective dwelling is unoccupied, make the following entries beside the corresponding PROV/FED/EA number in Section 3 on the Form H-332:

- (i) Enter the household number from Column (2) of the VR in Column (5) (Hhld No.).
- (ii) Enter a code "4" in Column (6) (VR RES).
- (iii) Place the Form H-332 in the box identified for Verification.

- (b) If either the address or the name of the collective dwelling is listed in Column (3), Section II of the VR and there is an entry in Column (14) (Remarks) of Section II of the VR indicating the collective dwelling is unoccupied, make the following entries beside the corresponding PROV/FED/EA number in Section 3 on the Form H-332:
- (i) Enter a check mark (✓) in Column (1).
 - (ii) Enter the household number from Column (2) of the VR in Column (5) (Hhld No.).
 - (iii) Enter a code "4" in Column (6) (VR RES).
 - (iv) Enter a code "66" in Column (7) (FT).
 - (v) Place the Form H-332 in the box identified for batching.
- (c) If the address or the name of the collective dwelling is not listed in Section II of the VR, continue with Step 2.
2. Determine if the address printed in Section I on the Form H-332 is listed in Section I of the VR by searching Column (3) (Exact Location of Dwelling).
- (a) If the exact address is listed in Column (3), Section I of the VR and there is no entry in either Form 4 columns (18-20) or Unoccupied May 14 column (21), make the following entries beside the corresponding PROV/FED/EA number in Section 3 on the Form H-332:
- (i) Enter the household number from Column (2) of the VR in Column (5) (Hhld No.).
 - (ii) Enter a code "4" in Column (6) (VR RES).
 - (iii) Place the Form H-332 in the box identified for Verification.
- (b) If the exact address is listed in Column (3), Section I of the VR and there is an entry in either Form 4 columns (18-20) or Unoccupied May 14 column (21), make the following entries beside the corresponding PROV/FED/EA number in Section 3 on the Form H-332:
- (i) Enter a check mark (✓) in Column (1).
 - (ii) Enter the household number from Column (2) of the VR in Column (5) (Hhld No.).
 - (iii) Enter a code "4" in Column (6) (VR RES).
 - (iv) If there is an entry in Columns (18), (19), (20) (Form 4), enter a code "11" in Column (7) (FT).
 - (v) If there is an entry in Column (21) (Unoccupied May 14), enter a code "66" in Column (7) (FT).
 - (vi) Place the Form H-332 in the box identified for batching.
- (c) If the address is not listed in Section I of the VR, continue with Step 3.

3. Determine if the address printed in Section 1 on the Form H-332 should have been listed in either Section II or Section I of the VR.
 - (a) If there is evidence that the address should have been listed in the VR (i.e. the civic number of the address is in the range of the civic numbers listed in the VR), make the following entries beside the corresponding PROV/FED/EA number in Section 3 on the Form H-332:
 - (i) Enter a check mark (✓) in Column (1).
 - (ii) If the exact address includes a civic number and the VR lists civic numbers within the same range, enter a code "9" in Column (6) (VR RES). For example, if you are looking for 1003 Elm Street and the VR lists 1001 Elm Street and 1005 Elm Street, code a "9".
 - (iii) Place the Form H-332 in the box identified for batching.
 - (b) If there is no indication that the address should have been listed in the VR, make the following entries beside the corresponding PROV/FED/EA number in Section 3 on the Form H-332:
 - (i) Enter a code "0" in Column (6) (VR RES).
 - (ii) If there is one or more PROV/FED/EAs to be searched, search the next PROV/FED/EA number in Section 3 on the Form H-332 following the same procedures.
 - (iii) If all PROV/FED/EAs have been searched and all entries in Section 3 on the Form H-332 have a coded VR RES (Column 6) of "0", enter a check mark (✓) in the "Address, names not listed" box in Section 3 on the Form H-332 and place the Form H-332 in the box identified for batching.

VI. Verification

Verification staff are responsible for locating the census questionnaire that corresponds to each entry in either one of Sections 2 or 3 on the Form H-332. If the census questionnaire is located, the data on it is compared to the data on the Form H-332. Results are coded on the Form H-332.

Note: Only Forms H-332 with an Auto Result code of "C" or "D" are verified in this operation. Refer any Forms H-332 with an Auto Result code of "A", "B" or "E" to your supervisor.

A. Verification of Section 2

The Docsearch system matches the characteristics (i.e. sex and date of birth) of the SP and his/her household member(s), to characteristics of persons in households on the census database within the geographic area corresponding to the address on the Form H-332. A maximum of 10 matches may be printed in order of most likely match. PROV/FED/EA/Hhld No. (Columns 2 to 5) are printed for each match. FT/QNO/POS (Columns 6 to 8) are only printed if the SP is matched. Matches are to be processed in the order that they are printed.

1. Locate the EA box corresponding to the PROV/FED/EA number printed in Columns (2), (3) and (4) in Section 3.

Note: It is possible to have multi-box EAs. If there is a red dot on the bar-coded label, there is another box. If the EA box cannot be located, provide the PROV/FED/EA number to your supervisor.

2. Locate all the census questionnaire(s) corresponding to the household number printed in Column (5) (Hhld No.) in Section 2.

Note: If a census questionnaire cannot be located, and it has not been misfiled in the EA box, provide the PROV/FED/EA/Hhld No. to your supervisor.

3. Using the Name Match Definitions in the Appendix, compare the names of all persons printed in Sections 4, 5 and 6 on the reverse of the Form H-332 with the persons listed on the corresponding census questionnaire(s). For many cases, Column (6) (FT), Column (7) (QNO) and Column (8) (POS) in Section 2 on the Form H-332 will be printed to direct you to the SP. If the SP is not located in the printed position on the census questionnaire, look elsewhere on the census questionnaire. If the SP does not match to anyone on the census questionnaire, ensure that the correct census questionnaire has been located using PROV/FED/EA/Hhld No.

(a) If the SP or a household member or the other adult is matched, code the following results on the Form H-332:

- (i) Enter check marks (✓) in the appropriate box(es) in Sections 4, 5 and 6 for each matched person. If the SP is not matched, the "NO SP" box must be checked. If no household members are matched, the "No household member" box must be checked. If no other adult is matched, the No adult box must be checked.
- (ii) Enter a check mark (✓) in the appropriate box (i.e. "Same", "Different" or "Blank") in Column (1), Section 1 after comparing the address in Section 1 on the Form H-332 to the address on the census questionnaire.

The address is considered to be "Same" if differences are due to spelling errors, use of abbreviations, etc.

The address is considered to be "Different" if the civic number and/or apt. number do not match even though the street name, place name and postal code are the same. In rural areas, the address is "Different" in the case of a P.O. box and place name on one document compared to a lot, concession and place name on the other, even if the postal code is the same.

The address is "Blank" if there is no address on the census questionnaire.

- (iii) Enter a check mark (✓) in the Column (1) box in Section 2 beside the corresponding PROV/FED/EA/Hhld No. where the SP and/or a household member and/or the other adult was matched.
- (iv) Place the Form H-332 in the box identified for batching.

(b) If no persons were matched on the corresponding census questionnaire, enter a check mark (✓) in Column (8) (POS) in Section 2 beside the corresponding PROV/FED/EA/Hhld No. If all PROV/FED/EA/Hhld numbers have been verified, place the Form H-332 in the box identified for VR Search. Otherwise, verify the next PROV/FED/EA/Hhld No. printed in Section 2 on the Form H-332.

B. Verification of Section 3

One or more matches have been identified manually in Section 3 by VR Search staff in PROV/FED/EA(s) determined by the Geosearch system. Matches where the VR Result has been coded as 4, 5 or 6 are to be verified starting with the lowest VR Result code.

1. Locate the EA box corresponding to the PROV/FED/EA number printed in Columns (2), (3) and (4) in Section 3.

Note: It is possible to have multi-box EAs. If there is a red dot on the bar-coded label, there is another box. If the EA box cannot be located, provide the PROV/FED/EA number to your supervisor.

2. Locate all the census questionnaire(s) corresponding to the household numbers entered in either Column (5) (Hhld No.) or Column (10) (Hhld No. range) in Section 3.

Note: If a census questionnaire cannot be located and it has not been misfiled in the EA box, provide the PROV/FED/EA/Hhld No. to your supervisor.

3. Using the Name Match Definitions in the Appendix, compare the names of all persons printed in Sections 4, 5 and 6 on the reverse of the Form H-332 with the persons listed on the corresponding census questionnaire(s).

(a) If the SP or a household member or the other adult is matched, code the following results on the Form H-332:

- (i) Enter check marks (✓) in the appropriate box(es) in Sections 4, 5 and 6 for each matched person. If the SP is not matched, the "NO SP" box must be checked. If no household members are matched, the "No household member" box must be checked. If no other adult is matched, the "No adult" box must be checked.
- (ii) Enter a check mark (✓) in the appropriate box (i.e. "Same", "Different" or "Blank") in Column (1), Section 1 after comparing the address in Section 1 on the Form H-332 to the address on the census questionnaire.

The address is considered to be "Same" if differences are due to spelling errors, use of abbreviations, etc.

The address is considered to be "Different" if the civic number and/or apartment number do not match even though the street name, place name and postal code are the same. In rural areas, the address is "Different" in the case of a P.O. box and place name on one document compared to a lot, concession and place name on the other, even if the postal code is the same.

The address is "Blank" if there is no address on the census questionnaire.

- (iii) Enter a check mark (✓) in the Column (1) box in Section 3 beside the corresponding PROV/FED/EA/Hhld No. where the SP and/or a household member and/or the other adult was matched.
 - (iv) If a household number range or sequence was entered in Column (10) (Hhld No. range), enter the household number where the SP and/or household member(s) and/or the other adult was matched in Column (5) (Hhld No.).
 - (v) If the SP was matched, enter the Form type code from the identification boxes on the front of the corresponding census questionnaire (next to the Hhld No.) in Column (7) (FT).
 - (vi) If the SP was matched, enter the 3-digit Questionnaire No., from the identification boxes on the front of the corresponding census questionnaire (next to the No. of persons box) in Column (8) (QNO). If Questionnaire No., on the census questionnaire is blank, enter "001".
 - (vii) If the SP was matched, enter the 1-digit position number which refers to the SP's position number on the inside of the corresponding census questionnaire, in Column (9) (POS).
 - (viii) Place the Form H-332 in the box identified for batching.
- (b) If no persons were matched on the corresponding census questionnaire and VR RES is coded either a "4" or "5", code the following results on the Form H-332:
- (i) Enter a check mark (✓) in the appropriate box (i.e. "Same", "Different" or "Blank") in Column (1), Section 1.
 - (ii) Enter a check mark (✓) in the Column (1) box in Section 3 beside the corresponding PROV/FED/EA/Hhld No. for the address.
 - (iii) Enter the Form Type code from the identification boxes on the front of the corresponding census questionnaire (next to the Household Number) in Column (7) (FT).
 - (iv) Enter a check mark (✓) in the "No SP" box in Section 4.
 - (v) Enter a check mark (✓) in the "No household member" box in Section 5.
 - (vi) Enter a check mark (✓) in the "No adult" box in Section 6.
 - (vii) Place the Form H-332 in the box identified for batching.
- (c) If no persons were matched on the corresponding census questionnaire and the VR RES is coded a "6", verify the next PROV/FED/EA/Hhld No. entered in Section 3 on the Form H-332. If all PROV/FED/EA/Hhld Nos. have been verified, enter a check mark (✓) in the "Address, names not listed" box in Section 3 on Form H-332 and place the Form H-332 in the box identified for batching.

Appendix: Name Match for SP and/or Household Members and/or Other Adult

1. If the SP's FAMILY NAME agrees exactly and the GIVEN NAMES or INITIALS agree or are consistent, then the SP's name is a match.

e.g. James R. Smith	–	J.R. Smith
Arlene F. Martin	–	A. Fay Martin
Benjamin Michael Joshen	–	Benji Mike Joshen

2. If the SP's FAMILY NAME and the GIVEN NAMES have discrepancies for any reason listed below, determine if the FAMILY NAME and the GIVEN NAMES of at least one other household member or the other adult is a match as defined in 1 above. If the **FAMILY NAME and the GIVEN NAMES of at least one other household member or other adult is a match, then the SP's name is also a match.**

(a) **Omission of one of the GIVEN NAMES**

e.g. Lawrence Arthur Brown	–	Arthur Brown
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(b) **Use of a nickname or abbreviated name**

e.g. Elizabeth Joshen	–	Betty Joshen
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(c) **Only the initial(s) is (are) in disagreement or omitted**

e.g. Lucien S. Bédard	–	Lucien L. Bédard
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(d) **FAMILY NAME is misspelled**

e.g. Richard G. White	–	Richard G. Whyte
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(e) **Use of MAIDEN NAME (female only)**

e.g. Ellen M. Thompson	–	Ellen M. Moran
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Note: If there is any doubt about a name match, refer the census questionnaire and Form H-332 to your supervisor.

