

Census contact information package (Hospital)

Thank you for acting as the census contact for your facility. Your assistance is valued and will contribute to the overall success of the 2016 Census. This package contains information about the census, as well as instructions for assisting with enumeration activities at your facility.

What is the census?

The census provides a portrait of our people and the places in which we live. Census information is important for your community and is vital for planning its public services.

Why are we contacting you?

By law, a census is conducted every five years. Statistics Canada is seeking your assistance during the 2016 Census enumeration activities. At facilities such as yours, an Enumerator and a census contact will work together to gather the information required to complete the census.

What do we need from you?

We need your help enumerating your facility. There are two options. We can complete the census using administrative records. Or, with your assistance, we can complete the census using paper questionnaires.

1. Using administrative or ward records

Administrative or ward records are electronic records that contain information about hospital patients. If your facility keeps electronic records that contain the required information to answer the census questions, we request that you print this information and provide it to the Enumerator. Patients can be enumerated directly from the information in the electronic records. An example of an electronic print-out is included in this information package.

If the administrative or ward records cannot be used to answer all of the census questions, please print the information that you have available. The Enumerator will work with you to collect the remaining information using your knowledge, or the knowledge of a staff member.

Inform the senior staff nurses who will be on duty in each ward or other area that an Enumerator will be arriving. They will be required to assist the Enumerator in updating the enumeration listings. The Enumerator will need to update the listings to account for any patients who have been released or admitted.

If possible, obtain the name of the senior nurse who will be on duty in each ward during the enumeration period so that the Enumerator can contact that person on arrival.

2. Completing paper questionnaires, with staff assistance

If your facility does not keep administrative records, we will require your help to assist the Enumerator in answering the census questions, using your knowledge or the knowledge of a staff member.

Keep all completed records or census forms in a secure place.

Who must be included in the census at this facility?

The census collects information on every man, woman and child living in Canada. Anyone living at this facility must be counted in the census. This includes patients, residents, and employees who live on-site and their family members living with them. To determine type of resident, Enumerators will need to confirm dates of admission and if residents have another address in Canada.

What information is collected for the census?

The census—the primary source of reliable demographic data in Canada—collects the following information:

- name
- other address in Canada
- date of birth and age
- sex
- legal marital status
- common-law status
- knowledge of official languages
- language spoken most often
- other language spoken regularly
- first language learned.

A census questionnaire is included in this information package. Please review it, as well as the administrative record example provided in the following pages.

In order to reduce the number of questions in each questionnaire, Statistics Canada will obtain income information from personal income tax and benefits records.

All answers are collected under the authority of the *Statistics Act* and will be kept strictly confidential.

The information that you provide may be used by Statistics Canada for other statistical and research purposes or may be combined with other survey or administrative data sources.

Thank you for your cooperation.

Example of administrative record – Hospital (Code 10)

Steps & Questions in the questionnaire		Step B		Step D	Q2	Q3		Q4	Q5	Q6	Q7	Q8a)	Q8b)	Q9
Room No.	Date of Admission	Family Name	Given Name	Provide address if main residence is elsewhere in Canada	Sex	Date of birth	Age	Legal Marital Status	Common-law Status	Status at facility (resident/employee)	Knowledge of official languages	Language spoken most often	Other language spoken regularly	First language learned
101		POLLOCK	LAUREN	2 MAIN ST. OTTAWA, ON, K1N 1N1	F	29/10/80	35	S	NO	EMPLOYEE	ENGLISH	ENGLISH		ENGLISH
102	29/10/2015	FRANCIS	SANDRA		F	29/10/1980	35	W	NO	PATIENT	ENGLISH	ENGLISH		ENGLISH
104	OCTOBER 29, 2015	RASHARD	ALEX		M	OCTOBER 29, 1980	35	M	NO	PATIENT	FRENCH	FRENCH		FRENCH
201	OCTOBER, 2015	DUQUETTE	AMY		F	OCTOBER, 1980	35	D	YES	PATIENT	BOTH ENGLISH AND FRENCH	SPANISH	ENGLISH	SPANISH
201	OCT. 29, 2015	CONRAD	JASON		M	OCT. 29, 1980	45	NM	YES	PATIENT	FRENCH	FRENCH	ENGLISH	FRENCH

Note : This table contains fictitious information.

Legend:

Type of Resident – (UR: Usual Resident, TR: Temporary Resident, FR: Foreign Resident)

Date format – DD/MM/YYYY

Sex – (F: Female, M: Male)

Legal Marital Status – (NM: Never Married, M: Married, S: Separated, W: Widowed, D: Divorced)

Instructions:

1. Shaded headers indicate mandatory information.
2. If your administrative record includes more information, additional columns are accepted.
3. The order of the columns can vary at your discretion.
4. Sort the list by room number.
5. Dates should be provided in DD/MM/YYYY format. If this cannot be done, please note the format in which the date is recorded.
6. If family and given names cannot be provided separately, please label the columns in the order in which they are recorded.
7. If Date of Birth is complete, age is not required.
8. Provide a legend to describe any symbols or information if necessary (for example F: Female, M: Male) – as shown above.
9. If any information is missing, leave the cell blank and the enumerator will try to fill them out with your knowledgeable staff.
10. If partial information is available, please record the information that is available (for example, a date only containing month and year).

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Français au verso
 CONFIDENTIAL WHEN COMPLETED

[Empty box for identification]

Prov. CD CU VR line No. CLD Questionnaire No. of FR UR
 EM TR

Message from the Chief Statistician of Canada

The census provides a portrait of our people and the places in which we live. Census information is important for your community and is vital for planning its public services. Be part of this new portrait of Canada and complete your census questionnaire.

In order to reduce the number of questions in this questionnaire, Statistics Canada will obtain your income information from personal income tax and benefits records.

By law, every person must complete a census questionnaire. Your answers are collected under the authority of the *Statistics Act* and will be kept strictly confidential.

The information that you provide may be used by Statistics Canada for other statistical and research purposes or may be combined with other survey or administrative data sources.

Thank you for your cooperation.



ARTIFICIAL TEST DATA

Wayne R. Smith
 Chief Statistician of Canada

ANY QUESTIONS?

- www.census.gc.ca
- Call us free of charge at 1-855-700-2016
-  TTY: 1-866-753-7083

Complete your census questionnaire:

- Please print using **C A P I T A L L E T T E R S**.
- Mark circles with "X".

STEP A

1. What is your **telephone number**? - - Ext.

2. What **email address** could we use to contact you, if applicable?

3. What is the **address** where you received this questionnaire?

Number (and suffix, if applicable) (e.g., 302, 151 B, 16 1/2) Street name, street type (e.g., DR = Drive), direction (e.g., N = North) Apartment/unit/room

City, municipality, town, village, Indian reserve Province/territory Postal code

4. What is the **mailing address** of this dwelling, if different from above?

(e.g., Rural Route, PO Box, Lot and Concession or General Delivery)

This information is collected under the authority of the *Statistics Act*, R.S.C. 1985, c. S-19.

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STEP B

What is your **name**?

Family name(s)

Given name(s)

The following questions refer to each person's situation on **May 10, 2016**.

STEP C

If you are:

- a **Canadian citizen**
- a **landed immigrant** (permanent resident)
- in Canada asking for **refugee status** (refugee claimant)
- a person from **another country** with a **work** or **study permit**

Continue with step D

If you are:

- a resident of **another country** visiting Canada, for example, on vacation or on a business trip
- a government representative of **another country**

Mark "X" the circle

STOP HERE and see instructions in **step E** on page 5.

STEP D

Is this your **main residence**?

- Yes
- No, but I have no other residence **in Canada**
- No, it is somewhere else **in Canada**

Continue with question 1 a) on the next page

↓ Specify complete address

Number and street or lot and concession

Apartment/unit

City, municipality, town, village, Indian reserve

Province/territory

Postal code

Telephone number



STOP HERE.

You should be included on the household questionnaire for the above address. See instructions in **step E** on page 5.

Visit www.census.gc.ca
Call 1-855-700-2016
Monday to Friday from 8:00 a.m. to 8:00 p.m.
Saturday and Sunday from 8:30 a.m. to 4:30 p.m.




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1 a) Is there any **other address** in Canada where someone may include you on the census form for that household?

For example, at the home of a parent, relative or friend, or a place where you live while working, or a vacation home.

No

 **Go to question 2**

Yes



Specify complete address

Number and street or lot and concession

Apartment/unit

City, municipality, town, village, Indian reserve

Province/territory

Postal code

Telephone number

b) Please give the name of **another adult** (if any) living at this other address.

Family name(s)

Given name(s)

No other adult

2 What is your sex?

Male

Female

3 What are your **date of birth** and age?

Example :

Day	Month	Year
23	02	1974

Age

42

If exact date is not known, enter best estimate.
For children under the age of 1, enter 0.

Day	Month	Year

Age

--	--	--

4 What is your **marital status**?

Mark "" one circle only.

Never legally married

Legally married (and not separated)

Separated, but still legally married

Divorced

Widowed

5 Are you living with a **common-law partner**?

Common-law refers to two people who live together as a couple but who are not legally married to each other.

Yes

No



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6 What is your **status** here (at the address you entered on the front cover)?

Mark "⊗" or specify one response only.

- Resident under care or custody (e.g., patient, inmate)
- Room-mate, lodger or boarder
- Employee
- Employee's family member

Other status — specify:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

7 Can you speak English or French well enough to conduct a conversation?

Mark "⊗" one circle only.

- English only
- French only
- Both English and French
- Neither English nor French

8 a) What language do you speak **most often** at home?

- English
- French

Other language — specify:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

b) Do you speak any other languages **on a regular basis** at home?

- No
- Yes, English
- Yes, French

Yes, other language — specify:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

9 What is the language that you **first learned** at home **in childhood** and **still understand**?

If you no longer understand the first language learned, indicate the second language learned.

- English
- French

Other language — specify:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

10 Do you **agree** to make your **2016 Census information available in 2108** (92 years after the census)?

Only if you answer "Yes" will your responses be available to future generations and historical researchers, **92 years after the 2016 Census, in 2108.**

- Yes
- No

Visit www.census.gc.ca
Call 1-855-700-2016
Monday to Friday from 8:00 a.m. to 8:00 p.m.
Saturday and Sunday from 8:30 a.m. to 4:30 p.m.



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STEP E

You have now completed your questionnaire.

Please see instructions on the envelope.

Thank you for your cooperation.

THE LAW PROTECTS WHAT YOU TELL US

The confidentiality of your responses is protected by law. All Statistics Canada employees have taken an oath of secrecy. Your personal information cannot be given to anyone outside Statistics Canada without your consent. This is your right.

REASONS WHY WE ASK THE QUESTIONS

Steps A to D and question 1 are asked to determine who should complete this questionnaire.

Questions 2 to 6 provide information about the living arrangements of people in Canada, the family size, the number of children living with one parent or two parents, and the number of people who live alone. This information is used for planning social programs, such as Old Age Security and the Canada Child Tax Benefit. It is also used by communities to plan a variety of services such as day care centres, schools, police, fire protection and residences for senior citizens.

Questions 7 to 9 are used to provide a profile of the linguistic diversity of Canada's population. This information is used to estimate the need for services in English and French, and to better understand the current status and the evolution of Canada's various language groups.

Question 10 provides each person with the opportunity to make an informed decision about what happens to his or her personal census information in 92 years. Consenting to the release of census information in 92 years will help future generations better understand the Canada of today, and will benefit historical, academic and genealogical research.

COMMENTS

Please use the space provided below if you have concerns, suggestions or comments to make about:

- the steps to follow or the content of this questionnaire (for example, a question that was difficult to understand or to answer),
- the characteristics of the questionnaire (for example, the design, the format, the size of the text, etc.).



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