

**GROUP QUARTERS
ADVANCE CONTACT
for
NON-SBE GQ IN-FIELD SCRIPT

2020 CENSUS**

**(GQ Type Codes: 103, 104, 105, 201, 202, 203,
301, 401, 402, 403, 405, 501, 502, 801, 802, 901,
902, 903, 999)**

GQ Type Codes and Descriptions	
Code	Description
Correctional Facilities for Adults	
101	Federal Detention Centers*
102	Federal Prisons*
103	State Prisons
104	Local Jails and Other Municipal Confinement Facilities
105	Correctional Residential Facilities
106	Military Disciplinary Barracks and Jails*
Juvenile Facilities	
201	Group Homes for Juveniles (non-correctional)
202	Residential Treatment Centers for Juveniles (non-correctional)
203	Correctional Facilities Intended for Juveniles
Nursing Facilities/Skilled-Nursing Facilities	
301	Nursing Facilities/Skilled-Nursing Facilities
Other Institutional Group Quarters	
401	Mental (Psychiatric) Hospitals and Psychiatric Units in Other Hospitals
402	Hospitals with Patients Who Have No Usual Home Elsewhere
403	In-Patient Hospice Facilities
404	Military Treatment Facilities with Assigned Patients*
405	Residential Schools for People with Disabilities
College/University Student Housing	
501	College/University Student Housing (owned/leased/managed by a college/university)
502	College/University Student Housing (owned/leased/managed by a private company/agency)
Military Quarters	
601	Military Quarters*
602	Military Ships*
Service-Based Enumeration (SBE)	
701	Emergency and Transitional Shelters (with Sleeping Facilities) for People Experiencing Homelessness
702	Soup Kitchens
704	Regularly Scheduled Mobile Food Vans
706	Targeted Non-Sheltered Outdoor Locations
Other Non-Institutional Group Quarters	
703	Domestic Violence Shelters*
801	Group Homes Intended for Adults (non-correctional)
802	Residential Treatment Centers for Adults (non-correctional)
900	Maritime/Merchant Vessels*
901	Workers' Group Living Quarters and Job Corps Centers
902	Religious Group Quarters
903	Living Quarters for Victims of Natural Disaster
999	Unknown

*Note: Out of Scope GQs

CFS Name _____

Date Assigned _____

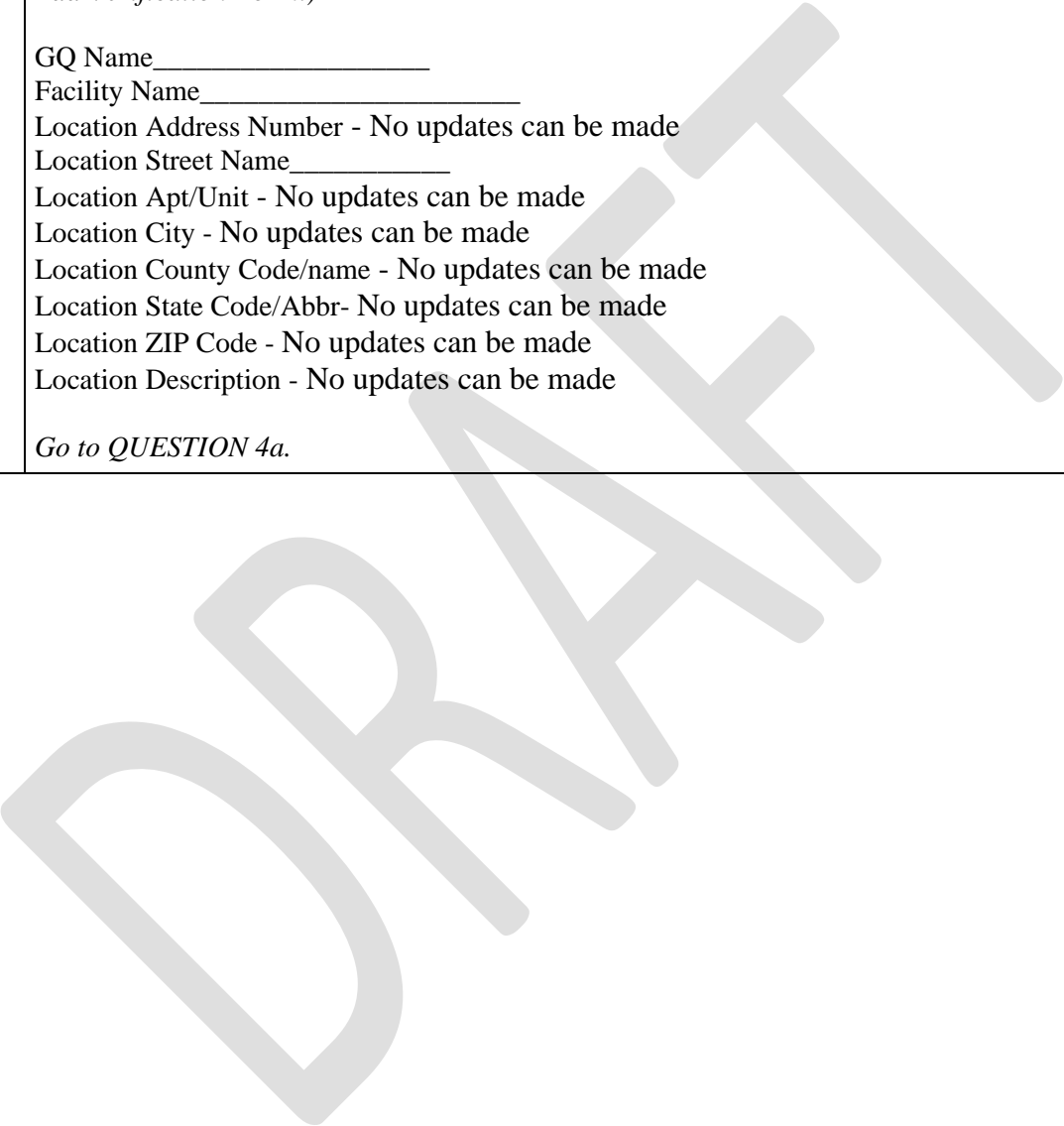
GQ Name _____

GQ Control # _____

#	Question
1	<p>Hello. My name is (<i>Your name</i>). May I speak to (<i>Say the CONTACT NAME printed on the ACR</i>)?</p> <p>I am from the U.S. Census Bureau. (<i>Show your Census ID Badge</i>) We are currently conducting the 2020 Census and would like to set up an enumeration appointment for your facility. I have some questions to ask you about (<i>Say the GQ NAME printed on the ACR</i>) at (<i>Say the ADDRESS NUMBER and STREET NAME or LOCATION DESCRIPTION printed on the ACR</i>).</p> <p>_____ <i>Housing Unit, Type Code = Blank, Status Code = Housing Unit. Go to QUESTION 8.</i></p> <p>_____ <i>Contact person is correct, confirm their phone number and title from the ACR, if that information is preprinted there. Update or collect their phone number, title as well as their business email.</i></p> <p>Contact Title _____ Contact Area Code _____ Phone Number _____ Ext _____ Contact Business Email _____</p> <p><i>Go to QUESTION 2.</i></p> <p>_____ <i>Contact person has changed, ask for the right person. Once you are with the right person, repeat your introduction and update the contact information by asking:</i></p> <p>May I have your name, title, phone number, and business email address? <i>Write this information in the spaces provided below.</i></p> <p>Contact Name _____ Contact Title _____ Contact Area Code _____ Phone Number _____ Ext _____ Contact Business Email _____</p> <p><i>Go to QUESTION 2.</i></p> <p>_____ <i>Nonresidential - Type code = Blank, Status Code = 'Nonresidential'. Then end GQAC interview by saying: "Thank you very much for your time and participation. This is the all the information I need."</i></p>
2	<p>To prepare for this census, I need to collect some information about this facility. I have just a few questions to ask you. We estimate this interview will take approximately 15 minutes. Here is a packet of information about the 2020 Census that you will find helpful. Included in this packet is our confidentiality statement for you to read. (<i>Hand the contact an Information Packet.</i>)</p> <p><i>Go to QUESTION 3.</i></p>

Group Quarters In-Field Advance Contact

3	<p>Now I am going to read you a summary of the group quarters information that I have. Please let me know if anything is incorrect, or if any information is missing.</p> <p><i>(Read all the information for the GQ and the GQ contact as shown on the ACR to the contact person, spelling out the GQ Name, Facility Name, and Street Name or Location Description. If GQ or Facility Name is incorrect or missing, make changes in the appropriate fields below. The only other change allowed here is minor misspellings of Location Street Name. Any other updates require you complete an Add Verification Form.)</i></p> <p>GQ Name _____ Facility Name _____ Location Address Number - No updates can be made Location Street Name _____ Location Apt/Unit - No updates can be made Location City - No updates can be made Location County Code/name - No updates can be made Location State Code/Abbr- No updates can be made Location ZIP Code - No updates can be made Location Description - No updates can be made</p> <p><i>Go to QUESTION 4a.</i></p>
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Group Quarters In-Field Advance Contact

<p>4a</p>	<p>We currently have the structure at this address listed as the following type of group quarters: <i>(Read the GQ Type description printed on the ACR.)</i> Is that correct?</p> <p>_____ Yes, and GQ Type is 501, go to QUESTION 4b.</p> <p>_____ Yes, and GQ Type is <u>not</u> 501, go to QUESTION 4c.</p> <p>_____ No, use “GQAC Job Aid: Identify GQ Type Code” to update GQ Type Code. Write the new type code chosen from the job aid in space provided: GQ Type _____ Change to the appropriate script based on the new type code.</p> <p>_____ Out-of-Scope GQ – <i>Status Code</i> = “GQ Out-of-Scope.” Then end GQAC interview by saying: “Thank you very much for your time and participation. This is the all the information I need.”</p> <p>_____ Transitory Location – <i>Type code</i> = Blank, <i>Status Code</i>= “Transitory Location” Continue with Question 4c.</p> <p>_____ Housing Unit – <i>Type code</i> = Blank, <i>Status Code</i> = ‘Housing Unit’. Continue with QUESTION 8.</p>
<p>4b</p>	<p>Is this student housing owned, leased, or managed by a college, university, or seminary? Or, is this student housing owned, leased, or managed by a private company or agency, which typically offers "by the bed" (or single-liability) leases to students?</p> <p>_____ Owned/leased/managed by a college, university, or seminary, then update/confirm that GQ Type is 501.</p> <p>_____ Owned/leased/managed by a private company, or agency, then update/confirm that GQ Type is 502.</p> <p>_____ Type code needs to be changed, write the new code here (either 501 or 502 based on the answer above compared to the GQ type code printed on the ACR): GQ Type _____</p> <p>Go to QUESTION 4c.</p>
<p>4c</p>	<p>What is the maximum number of people who can live or stay here at this group quarters?</p> <p>Max Pop _____</p> <p>Go to QUESTION 5.</p>

5	<p>Will this facility be operating on April 1st, 2020? <i>Check the appropriate answer below:</i></p> <p>_____ <i>Yes, go to QUESTION 6. (Operating Status =Y)</i></p> <p>_____ <i>No, end the interview using the statement: "Thank you very much for your time and participation. This is all the information I need. This facility will not be counted during the 2020 Census. Someone from the Census Bureau may contact you by telephone to verify that we spoke with you about counting the people (residing in/served at) this facility."</i></p> <p><i>Operating status = No, Status Code: GQ out-of-scope. Out of Scope reason: Not Operating on Census Day. Enter 0 into Expected Pop in Question 6. Go to your next assignment.</i></p> <p>_____ <i>Do not know, go to QUESTION 7.</i></p>
6	<p>What is the expected population at this facility on April 1st, 2020? If you do not know the exact number right now, please provide an estimate. <i>Write the contact's answer in the space below.</i></p> <p>Expected Pop _____</p> <p><i>Go to QUESTION 7.</i></p>

7	<p>Does this group quarters serve males only, females only, or both males and females? <i>Check the appropriate answer below.</i></p> <p><input type="checkbox"/> Males</p> <p><input type="checkbox"/> Females</p> <p><input type="checkbox"/> Both</p> <p><i>Enter the response marked above in Pop Sex field</i></p> <p><i>Go to QUESTION 9.</i></p>
8	<p>Including yourself, how many people will be living or staying at (Say the ADDRESS NUMBER and STREET NAME listed on ACR) on April 1, 2020? <i>Write the contact's answer in the space below.</i></p> <p>Expected Pop _____</p> <p>The census response data that we ask for each person are name, sex, date of birth, age on Census Day, Hispanic origin, race, citizenship, and an alternate address where they live or stay when not at this location.</p> <p>We will send a Census worker to your location to conduct an in-person interview for each person who was living or staying at this location on Census Day.</p> <p><i>Update the Contact Information for the Housing unit. Write 'In-person interview' in the Enum Method = In-Person Interview.</i></p> <p><i>Write "<u>This is a housing unit</u>" in the Notes below:</i></p> <p>Notes: _____</p> <p><i>Go to QUESTION 10.</i></p>

9

We will conduct the 2020 Census Group Quarters Enumeration from April 6, 2020 to June 5, 2020. The census response data that we ask for each person are name, sex, date of birth, age on Census Day, Hispanic origin, race, citizenship, and an alternate address where they live or stay when not at this facility. To determine the best way to count people that are served at this facility, we would like for you to select from the following enumeration options:

As a reminder, do not suggest an enumeration method to the GQ contact person. Read the main categories that apply for the GQ Type Code. If clarification is needed, read the description verbatim and refer to the GQAC FAQ in your job aid.

- a. **In-Person Interview:** A census worker will conduct a face-to-face, in-person interview with each person who was served or was staying at this facility on Census Day, April 1, 2020. The census response data that we ask for each person are name, sex, date of birth, age on Census Day, Hispanic origin, race, citizenship, and an alternate address where they live or stay when not at this facility.
- b. **Drop Off/Pick Up of Questionnaire:** A census worker will leave census questionnaires with you to distribute to each person who was staying at this facility on Census Day, April 1, 2020. You should ensure each person completes and returns the questionnaires, and then a Census worker will pick up the completed questionnaires from the contact person on another agreed-upon time. The census response data that we ask for each person are name, sex, date of birth, age on Census Day, Hispanic origin, race, citizenship, and an alternate address where they live or stay when not at this facility.
- c. **Paper Response Data Collection:** A census worker will meet with you or your staff at this facility to obtain a paper listing of census response data for each person who was served or was staying at this facility on Census Day, April 1, 2020. The census response data that we ask for each person are name, sex, date of birth, age on Census Day, Hispanic origin, race, citizenship, and an alternate address where they live or stay when not at this facility.
- d. **Electronic Response Data Transfer (eResponse):** Is a secure portal for GQ administrator to submit census response data to a secure portal for each person who will be staying at this facility on Census Day, April 1, 2020. The GQ administrator will be provided a unique user ID. The requested data may be entered into the Census template format and uploaded to our website. The census response data that we ask for each person are name, sex, date of birth, age on Census Day, Hispanic origin, race, citizenship, and an alternate address where they live or stay when not at this facility.
- e. *Only for correctional facilities [103, 104, 105, and 203] or health care facilities [202, 301, 401, 402, 403, and 802]* **Facility Self Enumeration:** A census worker will swear in and train you and your staff on how to conduct the enumeration. They will include in the enumeration each person who was staying at their facility on Census Day, April 1, 2020. The census worker provides all the materials needed to conduct enumeration. You will prepare forms for enumeration, distribute and collect forms, review completed materials and follow up on any missing data. A Census worker will come back to pick up the completed materials at an agreed upon time. The census response data that we ask for each person are name, sex, date of birth, age on Census Day, Hispanic Origin, race, citizenship, and an alternate address where they live or stay when not at this facility.

Write in the enumeration method chosen the space below:

Enum Method _____.

If Electronic Response Data Transfer (eResponse) is selected go to QUESTION 17.

If In-Person Interview, go to QUESTION 10.

If Drop Off/Pick Up of Questionnaire, go to QUESTION 11

	<p><i>If Facility Self Enumeration, go to QUESTION 12.</i> <i>If Paper Response Data Collection, go to QUESTION 13.</i></p>
10	<p>What is the best date and time for us to conduct the interviews at this location between April 6, 2020 to April 30, 2020?</p> <p>Scheduled Visit</p> <p>Date _____ Time _____.</p> <p>Go to QUESTION 14.</p>
11	<p>What is the best date and time for us to leave the questionnaires at this location between April 6, 2020 to May 29, 2020?</p> <p>Scheduled Visit</p> <p>Date _____ Time _____.</p> <p>Go to QUESTION 14.</p>
12	<p>What is the best date and time for us to train the contact person and leave the enumeration materials between April 6, 2020 to May 29, 2020?</p> <p>Scheduled Visit</p> <p>Date _____ Time _____.</p> <p>Go to QUESTION 14.</p>
13	<p>What is the best date and for us to pick up the paper listing between between April 6, 2020 to May 29, 2020?</p> <p>Scheduled Visit</p> <p>Date _____ Time. _____.</p> <p>Go to QUESTION 18.</p>

14	<p>Are there any people at this location that do not speak or understand English?</p> <p>_____ Yes _ (Other Languages), then ask,</p> <p>What language(s) do they speak (<i>For example Spanish, Chinese, Vietnamese, Korean?</i> List them here: _____ (GQ Languages) Go to QUESTION 15.</p> <p>_____ No (Other Languages) go to QUESTION 15.</p> <p>_____ Housing Unit, Go to QUESTION 19b.</p>
15	<p>Are there any specific instructions that census staff need to know in order to count the people at this location?</p> <p>_____ Yes (Specific Instructions). List the instructions below:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____ No (Specific Instructions).</p> <p>Go to QUESTION 16.</p>
16	<p>During enumeration, are you able to provide us a printed list of all the people at this facility, as of Census Day, April 1, 2020?</p> <p>_____ Yes (Roster Available).</p> <p>_____ No (Roster Available).</p> <p>Go to QUESTION 19a.</p>

17	<p>What is the mailing address that you would like to use for receiving login information and instructions for eResponse?</p> <p>Mail Address Number: _____ Mail Street Name: _____ Mail Apt/Unit: _____ PO Box: _____ Rural Route Addr: _____ Mail City: _____ Mail State: _____ Mail ZIP Code: _____ Mail ZIP+4: _____</p> <p><i>Go to QUESTION 18a.</i></p>
18a	<p>Are you responsible for any additional facilities, either at this address or elsewhere?</p> <p>_____ <i>Yes, complete an Add Verification Checklist for each additional facility. After you fill out the Add Verification Checklists, tell the contact person ‘We will check our current address file to see if those facilities are already listed. If we do not have them in our address file, we will contact you to conduct an interview for each place.’ Go to QUESTION 18b.</i></p> <p>_____ <i>No, go to QUESTION 18b.</i></p>
18b	<p>That is all the information I need. Thank you very much for your time and participation. You will receive a letter in the mail with a unique User ID with instructions on how to provide your response data to a secure portal using the Census Bureau’s template.</p> <p>If you have any additional questions, call this number at (<i>Please provide the ACO telephone number</i>) or please visit our website at 2020census.gov/groupquarters. In our website, you will find informational materials about the 2020 Census in your community.</p> <p><i>As an alternative: If contact person does not have internet access, ask for their mailing address to forward documents.</i></p>
19a	<p>Are you responsible for any additional facilities, either at this address or elsewhere?</p> <p>_____ <i>Yes, complete an Add Verification Checklist for each additional facility. After you fill out the Add Verification Checklists, tell the contact person ‘We will check our current address file to see if those facilities are already listed. If new do not have them in our address file, we will contact you to conduct an interview for each place.’ Go to QUESTION 19b.</i></p> <p>_____ <i>No, go to QUESTION 19b</i></p>

19b	<p>Now on the day of enumeration, census workers will arrive at your facility at your scheduled appointment time.</p> <p>We ask that you let the residents know that the Census Bureau will be conducting the 2020 Census at that time and all data we collect are protected by law and kept confidential. Someone from the Census Bureau will contact you prior to your appointment to discuss details about counting your residents. We appreciate your cooperation.</p> <p>To learn more about our privacy policy and data protection, please visit our website at census.gov and click on “Data Protection and Privacy Policy” at the bottom of the home page.</p> <p><i>Go to QUESTION 19c.</i></p>
19c	<p>That is all the information I need. Thank you very much for your time and participation. If you have any additional questions, please call the area census office at <i>(Please provide the ACO telephone number)</i> or visit our website at 2020census.gov/groupquarters. On our website, you will find informational materials about the 2020 Census in your community.</p> <p><u><i>As an alternative:</i></u> <i>If contact person does not have internet access, ask for their mailing address to forward documents.</i></p>

Additional Notes:

**GROUP QUARTERS
ADVANCE CONTACT
for
NON-SBE GQ IN-FIELD SCRIPT**

**2020 CENSUS
PUERTO RICO**

**(GQ Type Codes: 103, 104, 105, 201, 202, 203,
301, 401, 402, 403, 405, 501, 502, 801, 802, 901,
902, 903, 999)**

GQ Type Codes and Descriptions	
Code	Description
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401	Mental (Psychiatric) Hospitals and Psychiatric Units in Other Hospitals
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403	In-Patient Hospice Facilities
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405	Residential Schools for People with Disabilities
College/University Student Housing	
501	College/University Student Housing (owned/leased/managed by a college/university)
502	College/University Student Housing (owned/leased/managed by a private company/agency)
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Other Non-Institutional Group Quarters	
703	Domestic Violence Shelters*
801	Group Homes Intended for Adults (non-correctional)
802	Residential Treatment Centers for Adults (non-correctional)
900	Maritime/Merchant Vessels*
901	Workers' Group Living Quarters and Job Corps Centers
902	Religious Group Quarters
903	Living Quarters for Victims of Natural Disaster
999	Unknown

*Note: Out of Scope GQs

CFS Name _____

Date Assigned _____

GQ Name _____

GQ Control # _____

#	Question
1	<p>Hello. My name is <i>(Your name)</i>. May I speak to <i>(Say the CONTACT NAME printed on the ACR)</i>?</p> <p>I am from the U.S. Census Bureau. <i>(Show your Census ID Badge)</i> We are currently conducting the 2020 Census and would like to set up an enumeration appointment for your facility. I have some questions to ask you about <i>(Say the GQ NAME printed on the ACR)</i> at <i>(Say the ADDRESS NUMBER and STREET NAME or LOCATION DESCRIPTION printed on the ACR)</i>.</p> <p>_____ <i>Housing Unit, Type Code = Blank, Status Code = Housing Unit. Go to QUESTION 8.</i></p> <p>_____ <i>Contact person is correct, confirm their phone number and title from the ACR, if that information is preprinted there. Update or collect their phone number, title as well as their business email.</i></p> <p>Contact Title _____ Contact Area Code _____ Phone Number _____ Ext _____ Contact Business Email _____</p> <p><i>Go to QUESTION 2.</i></p> <p>_____ <i>Contact person has changed, ask for the right person. Once you are with the right person, repeat your introduction and update the contact information by asking:</i></p> <p>May I have your name, title, phone number, and business email address? <i>Write this information in the spaces provided below.</i></p> <p>Contact Name _____ Contact Title _____ Contact Area Code _____ Phone Number _____ Ext _____ Contact Business Email _____</p> <p><i>Go to QUESTION 2.</i></p> <p>_____ <i>Nonresidential - Type code = Blank, Status Code = 'Nonresidential'. Then end GQAC interview by saying: "Thank you very much for your time and participation. This is the all the information I need."</i></p>
2	<p>To prepare for this census, I need to collect some information about this facility. I have just a few questions to ask you. We estimate this interview will take approximately 15 minutes. Here is a packet of information about the 2020 Census that you will find helpful. Included in this packet is our confidentiality statement for you to read. <i>(Hand the contact an Information Packet.)</i></p> <p><i>Go to QUESTION 3.</i></p>

Now I am going to read you a summary of the group quarters information that I have. Please let me know if anything is incorrect, or if any information is missing.

(Read all the information for the GQ and the GQ contact as shown on the ACR to the contact person, spelling out the GQ Name, Facility Name, and Street Name or Location Description. If GQ or Facility Name is incorrect or missing, make changes in the appropriate fields below. The only other change allowed here is minor misspellings of Location Street Name. Any other updates require you complete an Add Verification Form.)

GQ Name_____

Facility Name_____

Location Address Number - No updates can be made

Location Street Name_____

Location Urbanización - No updates can be made

Location Apartment Complex - No updates can be made

Location Building Description/ID - No updates can be made

Location Apt/Unit - No updates can be made

Location Area 1(Barrío/Barriada/Sector/Parcela/Comunidad) - No updates can be made

Location Area 2(Barrío/Barriada/Sector/Parcela/Comunidad) - No updates can be made

Location KMHM - No updates can be made

Location Description - No updates can be made

Location Municipio - No updates can be made

Location ZIP Code - No updates can be made

Go to QUESTION 4a.

<p>4a</p>	<p>We currently have the structure at this address listed as the following type of group quarters: <i>(Read the GQ Type description printed on the ACR.)</i> Is that correct?</p> <p>_____ Yes, and GQ Type is 501, go to QUESTION 4b.</p> <p>_____ Yes, and GQ Type is <u>not</u> 501, go to QUESTION 4c.</p> <p>_____ No, use “GQAC Job Aid: Identify GQ Type Code” to update GQ Type Code. Write the new type code chosen from the job aid in space provided: GQ Type _____ Change to the appropriate script based on the new type code.</p> <p>_____ Out-of-Scope GQ – <i>Status Code</i> = “GQ Out-of-Scope.” Then end GQAC interview by saying: “Thank you very much for your time and participation. This is the all the information I need.”</p> <p>_____ Transitory Location – <i>Type code</i> = Blank, <i>Status Code</i>= “Transitory Location” Continue with Question 4c.</p> <p>_____ Housing Unit – <i>Type code</i> = Blank, <i>Status Code</i> = ‘Housing Unit’. Continue with QUESTION 8.</p>
<p>4b</p>	<p>Is this student housing owned, leased, or managed by a college, university, or seminary? Or, is this student housing owned, leased, or managed by a private company or agency, which typically offers "by the bed" (or single-liability) leases to students?</p> <p>_____ Owned/leased/managed by a college, university, or seminary, then update/confirm that GQ Type is 501.</p> <p>_____ Owned/leased/managed by a private company, or agency, then update/confirm that GQ Type is 502.</p> <p>_____ Type code needs to be changed, write the new code here (either 501 or 502 based on the answer above compared to the GQ type code printed on the ACR): GQ Type _____</p> <p>Go to QUESTION 4c.</p>
<p>4c</p>	<p>What is the maximum number of people who can live or stay here at this group quarters?</p> <p>Max Pop _____</p> <p>Go to QUESTION 5.</p>

5	<p>Will this facility be operating on April 1st, 2020? <i>Check the appropriate answer below:</i></p> <p>_____ <i>Yes, go to QUESTION 6. (Operating Status =Y)</i></p> <p>_____ <i>No, end the interview using the statement: "Thank you very much for your time and participation. This is all the information I need. This facility will not be counted during the 2020 Census. Someone from the Census Bureau may contact you by telephone to verify that we spoke with you about counting the people (residing in/served at) this facility."</i></p> <p><i>Operating status = No, Status Code: GQ out-of-scope. Out of Scope reason: Not Operating on Census Day. Enter 0 into Expected Pop in Question 6. Go to your next assignment.</i></p> <p>_____ <i>Do not know, go to QUESTION 7.</i></p>
6	<p>What is the expected population at this facility on April 1st, 2020? If you do not know the exact number right now, please provide an estimate. <i>Write the contact's answer in the space below.</i></p> <p>Expected Pop _____</p> <p><i>Go to QUESTION 7.</i></p>

7	<p>Does this group quarters serve males only, females only, or both males and females? <i>Check the appropriate answer below.</i></p> <p><input type="checkbox"/> Males</p> <p><input type="checkbox"/> Females</p> <p><input type="checkbox"/> Both</p> <p><i>Enter the response marked above in Pop Sex field</i></p> <p><i>Go to QUESTION 9.</i></p>
8	<p>Including yourself, how many people will be living or staying at (Say the ADDRESS NUMBER and STREET NAME listed on ACR) on April 1, 2020? <i>Write the contact's answer in the space below.</i></p> <p>Expected Pop _____</p> <p>The census response data that we ask for each person are name, sex, date of birth, age on Census Day, Hispanic origin, race, citizenship, and an alternate address where they live or stay when not at this location.</p> <p>We will send a Census worker to your location to conduct an in-person interview for each person who was living or staying at this location on Census Day.</p> <p><i>Update the Contact Information for the Housing unit. Write 'In-person interview' in the Enum Method = In-Person Interview.</i></p> <p><i>Write "<u>This is a housing unit</u>" in the Notes below:</i></p> <p>Notes: _____</p> <p><i>Go to QUESTION 10.</i></p>

9

We will conduct the 2020 Census Group Quarters Enumeration from April 6, 2020 to June 5, 2020. The census response data that we ask for each person are name, sex, date of birth, age on Census Day, Hispanic origin, race, citizenship, and an alternate address where they live or stay when not at this facility. To determine the best way to count people that are served at this facility, we would like for you to select from the following enumeration options:

As a reminder, do not suggest an enumeration method to the GQ contact person. Read the main categories that apply for the GQ Type Code. If clarification is needed, read the description verbatim and refer to the GQAC FAQ in your job aid.

- a. **In-Person Interview:** A census worker will conduct a face-to-face, in-person interview with each person who was served or was staying at this facility on Census Day, April 1, 2020. The census response data that we ask for each person are name, sex, date of birth, age on Census Day, Hispanic origin, race, citizenship, and an alternate address where they live or stay when not at this facility.
- b. **Drop Off/Pick Up of Questionnaire:** A census worker will leave census questionnaires with you to distribute to each person who was staying at this facility on Census Day, April 1, 2020. You should ensure each person completes and returns the questionnaires, and then a Census worker will pick up the completed questionnaires from the contact person on another agreed-upon time. The census response data that we ask for each person are name, sex, date of birth, age on Census Day, Hispanic origin, race, citizenship, and an alternate address where they live or stay when not at this facility.
- c. **Paper Response Data Collection:** A census worker will meet with you or your staff at this facility to obtain a paper listing of census response data for each person who was served or was staying at this facility on Census Day, April 1, 2020. The census response data that we ask for each person are name, sex, date of birth, age on Census Day, Hispanic origin, race, citizenship, and an alternate address where they live or stay when not at this facility.
- d. **Electronic Response Data Transfer (eResponse):** Is a secure portal for GQ administrator to submit census response data to a secure portal for each person who will be staying at this facility on Census Day, April 1, 2020. The GQ administrator will be provided a unique user ID. The requested data may be entered into the Census template format and uploaded to our website. The census response data that we ask for each person are name, sex, date of birth, age on Census Day, Hispanic origin, race, citizenship, and an alternate address where they live or stay when not at this facility.
- e. *Only for correctional facilities [103, 104, 105, and 203] or health care facilities [202, 301, 401, 402, 403, and 802]* **Facility Self Enumeration:** A census worker will swear in and train you and your staff on how to conduct the enumeration. They will include in the enumeration each person who was staying at their facility on Census Day, April 1, 2020. The census worker provides all the materials needed to conduct enumeration. You will prepare forms for enumeration, distribute and collect forms, review completed materials and follow up on any missing data. A Census worker will come back to pick up the completed materials at an agreed upon time. The census response data that we ask for each person are name, sex, date of birth, age on Census Day, Hispanic Origin, race, citizenship, and an alternate address where they live or stay when not at this facility.

Write in the enumeration method chosen the space below:

Enum Method _____.

If Electronic Response Data Transfer (eResponse) is selected go to QUESTION 17.

If In-Person Interview, go to QUESTION 10.

If Drop Off/Pick Up of Questionnaire, go to QUESTION 11

	<p><i>If Facility Self Enumeration, go to QUESTION 12.</i> <i>If Paper Response Data Collection, go to QUESTION 13.</i></p>
10	<p>What is the best date and time for us to conduct the interviews at this location between April 6, 2020 to April 30, 2020?</p> <p>Scheduled Visit</p> <p>Date _____ Time _____.</p> <p>Go to QUESTION 14.</p>
11	<p>What is the best date and time for us to leave the questionnaires at this location between April 6, 2020 to May 29, 2020?</p> <p>Scheduled Visit</p> <p>Date _____ Time _____.</p> <p>Go to QUESTION 14.</p>
12	<p>What is the best date and time for us to train the contact person and leave the enumeration materials between April 6, 2020 to May 29, 2020?</p> <p>Scheduled Visit</p> <p>Date _____ Time _____.</p> <p>Go to QUESTION 14.</p>
13	<p>What is the best date and for us to pick up the paper listing between between April 6, 2020 to May 29, 2020?</p> <p>Scheduled Visit</p> <p>Date _____ Time. _____.</p> <p>Go to QUESTION 18.</p>

14	<p>Are there any people at this location that do not speak or understand English?</p> <p>_____ Yes _ (Other Languages), then ask,</p> <p>What language(s) do they speak (<i>For example Spanish, Chinese, Vietnamese, Korean?</i> List them here: _____ (GQ Languages) Go to QUESTION 15.</p> <p>_____ No (Other Languages) go to QUESTION 15.</p> <p>_____ Housing Unit, Go to QUESTION 19b.</p>
15	<p>Are there any specific instructions that census staff need to know in order to count the people at this location?</p> <p>_____ Yes (Specific Instructions). List the instructions below:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____ No (Specific Instructions).</p> <p>Go to QUESTION 16.</p>
16	<p>During enumeration, are you able to provide us a printed list of all the people at this facility, as of Census Day, April 1, 2020?</p> <p>_____ Yes (Roster Available).</p> <p>_____ No (Roster Available).</p> <p>Go to QUESTION 19a.</p>

17	<p>What is the mailing address that you would like to use for receiving login information and instructions for eResponse?</p> <p>Mail Address Number: _____ Mail Street Name: _____ Mail Apt/Unit: _____ PO Box: _____ Rural Route Addr: _____ Mail City: _____ Mail State: _____ Mail ZIP Code: _____ Mail ZIP+4: _____</p> <p><i>Go to QUESTION 18a.</i></p>
18a	<p>Are you responsible for any additional facilities, either at this address or elsewhere?</p> <p>_____ <i>Yes, complete an Add Verification Checklist for each additional facility. After you fill out the Add Verification Checklists, tell the contact person 'We will check our current address file to see if those facilities are already listed. If we do not have them in our address file, we will contact you to conduct an interview for each place.' Go to QUESTION 18b.</i></p> <p>_____ <i>No, go to QUESTION 18b.</i></p>
18b	<p>That is all the information I need. Thank you very much for your time and participation. You will receive a letter in the mail with a unique User ID with instructions on how to provide your response data to a secure portal using the Census Bureau's template.</p> <p>If you have any additional questions, call this number at (<i>Please provide the ACO telephone number</i>) or please visit our website at 2020census.gov/groupquarters. In our website, you will find informational materials about the 2020 Census in your community.</p> <p><i>As an alternative: If contact person does not have internet access, ask for their mailing address to forward documents.</i></p>
19a	<p>Are you responsible for any additional facilities, either at this address or elsewhere?</p> <p>_____ <i>Yes, complete an Add Verification Checklist for each additional facility. After you fill out the Add Verification Checklists, tell the contact person 'We will check our current address file to see if those facilities are already listed. If new do not have them in our address file, we will contact you to conduct an interview for each place.' Go to QUESTION 19b.</i></p> <p>_____ <i>No, go to QUESTION 19b</i></p>

19b	<p>Now on the day of enumeration, census workers will arrive at your facility at your scheduled appointment time.</p> <p>We ask that you let them know that the Census Bureau will be conducting the 2020 Census at that time and all data we collect are protected by law and kept confidential. Someone from the Census Bureau will contact you prior to your appointment to discuss details about counting your residents. We appreciate your cooperation.</p> <p>To learn more about our privacy policy and data protection, please visit our website at census.gov and click on “Data Protection and Privacy Policy” at the bottom of the home page.</p> <p><i>Go to QUESTION 19c.</i></p>
19c	<p>That is all the information I need. Thank you very much for your time and participation. If you have any additional questions, please call the area census office at <i>(Please provide the ACO telephone number)</i> or visit our website at 2020census.gov/groupquarters. On our website, you will find informational materials about the 2020 Census in your community.</p> <p><i><u>As an alternative:</u> If contact person does not have internet access, ask for their mailing address to forward documents.</i></p>

Additional Notes:

GROUP QUARTERS ADVANCE CONTACT RECORD
(All data fields below are prepopulated based on the information in the GQ AC PCS)

GQ Name _____ Facility Name _____

Primary Contact: Name _____

Contact Area Code _____ Contact Phone Number _____ Contact Phone Ext _____

Contact Title _____ Contact Email _____

Secondary Contact: Name _____

Contact Area Code _____ Contact Phone Number _____ Contact Phone Ext _____

Contact Title _____ Contact Email _____

Location Address Number _____ Location Street Name _____

Location Apt/Unit _____ Location City _____

Location County Code/Name _____ Location State Code/Abbr _____ Location ZIP Code _____

Location Description _____

GQ Type code/description _____

Max Pop _____

Letter Sent *Y or N* UAA Reason (*Print the UAA reason displayed on the PCS Edit screen*)

Notes: _____

OFFICE USE ONLY	
Assigned Census Field Supervisor:	
GQ Control Number:	
Date Assigned:	Date Returned:

GROUP QUARTERS ADVANCE CONTACT RECORD – PUERTO RICO
(All data fields below are prepopulated based on the information in the GQ AC PCS)

GQ Name _____ Facility Name _____

Primary Contact Name _____

Contact Area Code _____ Contact Phone Number _____ Contact Phone Ext _____

Contact Title _____ Contact Email _____

Secondary Contact Name _____

Contact Area Code _____ Contact Phone Number _____ Contact Phone Ext _____

Contact Title _____ Contact Email _____

Location Address Number _____ Location Street Name _____

Location Urbanización _____

Location Apartment Complex _____

Location Building Description/ID _____

Location Apt/Unit _____

Location Area 1 (Barrio/Barrida/Sector/Parcela/Comunidad) _____

Location Area 2 (Barrio/Barrida/Sector/Parcela/Comunidad) _____

Location KMHM _____

Location Description _____

Location Municipio _____ Location State: Puerto Rico Location ZIP Code _____

GQ Type code/description _____ Max Pop _____

Letter Sent *Y or N* UAA Reason (*Print the UAA reason displayed on the PCS Edit screen*)

Notes: _____

OFFICE USE ONLY	
Assigned Census Field Supervisor:	
GQ Control Number:	
Date Assigned:	Date Returned:

**GROUP QUARTERS
ADVANCE CONTACT
for
REGULARLY SCHEDULED MOBILE FOOD
VANS
IN-FIELD SCRIPT**

2020 CENSUS

(GQ Type Code: 704)

GQ Type Codes and Descriptions	
Code	Description
Correctional Facilities for Adults	
101	Federal Detention Centers*
102	Federal Prisons*
103	State Prisons
104	Local Jails and Other Municipal Confinement Facilities
105	Correctional Residential Facilities
106	Military Disciplinary Barracks and Jails*
Juvenile Facilities	
201	Group Homes for Juveniles (non-correctional)
202	Residential Treatment Centers for Juveniles (non-correctional)
203	Correctional Facilities Intended for Juveniles
Nursing Facilities/Skilled-Nursing Facilities	
301	Nursing Facilities/Skilled-Nursing Facilities
Other Institutional Group Quarters	
401	Mental (Psychiatric) Hospitals and Psychiatric Units in Other Hospitals
402	Hospitals with Patients Who Have No Usual Home Elsewhere
403	In-Patient Hospice Facilities
404	Military Treatment Facilities with Assigned Patients*
405	Residential Schools for People with Disabilities
College/University Student Housing	
501	College/University Student Housing (owned/leased/managed by a college/university)
502	College/University Student Housing (owned/leased/managed by a private company/agency)
Military Quarters	
601	Military Quarters*
602	Military Ships*
Service-Based Enumeration (SBE)	
701	Emergency and Transitional Shelters (with Sleeping Facilities) for People Experiencing Homelessness
702	Soup Kitchens
704	Regularly Scheduled Mobile Food Vans
706	Targeted Non-Sheltered Outdoor Locations
Other Non-Institutional Group Quarters	
703	Domestic Violence Shelters*
801	Group Homes Intended for Adults (non-correctional)
802	Residential Treatment Centers for Adults (non-correctional)
900	Maritime/Merchant Vessels*
901	Workers' Group Living Quarters and Job Corps Centers
902	Religious Group Quarters
903	Living Quarters for Victims of Natural Disaster
999	Unknown

*Note: Out of Scope GQs

CFS Name _____ Date Assigned _____

GQ Name _____ GQ Control # _____

#	QUESTION
1	<p>Hello. My name is (<i>Your name</i>). May I speak to (<i>Say the CONTACT NAME printed on the ACR</i>)?</p> <p>I am from the U.S. Census Bureau. We are currently conducting the 2020 Census and would like to set up an enumeration appointment for your location. I have some questions to ask you about (<i>Say the GQ NAME printed above</i>) at (<i>Say the ADDRESS NUMBER and STREET NAME or LOCATION DESCRIPTION printed on the ACR</i>).</p> <p>_____ <i>Contact person is correct, confirm their phone number and title from the ACR, if that information is preprinted there. Update or collect their phone number, title as well as their business email.</i></p> <p>Contact Title _____ Contact Phone Number _____ Contact Business Email _____ <i>Now go to QUESTION 2.</i></p> <p>_____ <i>Contact person has changed, ask for the right person. Once you are with the right person, repeat your introduction and update the contact information by asking:</i></p> <p>May I have your name, title, phone number, and business email address? <i>Write this information in the spaces provided below.</i></p> <p>Contact Name _____ Contact Title _____ Contact Phone Number _____ Contact Business Email _____</p> <p><i>Go to QUESTION 2.</i></p>

<p>2</p>	<p>To prepare for this census, I need to collect some information about this facility. I have just a few questions to ask you. We estimate this interview will take approximately 15 minutes. Here is a packet of information about the Decennial that you will find helpful. Included in this packet is our confidentiality statement for you to read. <i>(Hand the contact an Information Packet.)</i></p> <p><i>Go to QUESTION 3.</i></p>
<p>3</p>	<p>I am going to read you a summary of the group quarters information that I have. Please let me know if anything is incorrect, or if any information is missing.</p> <p><i>Read all the information for the GQ and the GQ contact shown in the ACR to the contact person, spelling out the GQ Name, Facility Name, and Street Name or Location Description. If GQ or Facility Name is incorrect or missing, make changes in the appropriate fields below. The only other change allowed here is minor misspellings of Location Street Name. Any other updates require you complete an Add Verification Form.)</i></p> <p>GQ Name _____ Facility Name _____ Location Address Number - No updates can be made Location Street Name _____ Location Apt/Unit - No updates can be made Location City - No updates can be made Location County Code/name - No updates can be made Location State Code/Abbr- No updates can be made Location ZIP Code - No updates can be made Location Description - No updates can be made</p> <p><i>Go to QUESTION 4.</i></p>
<p>4</p>	<p>We currently have the structure at this address listed as the following type of group quarters: <i>(Read the GQ Type description printed on the ACR.)</i> Is that correct?</p> <p>_____ <i>Yes, go to QUESTION 5.</i></p> <p>_____ <i>No, use "GQAC Job Aid: Identify GQ Type Code" to update GQ Type Code. Write the new type code chosen from the job aid in space provided: GQ Type _____ Change to the appropriate script based on the new type code.</i></p> <p>_____ Out-of-Scope GQ – <i>Status Code = "GQ Out-of-Scope." Then end GQAC interview by saying: "Thank you very much for your time and participation. This is the all the information I need."</i></p> <p>_____ Transitory Location – <i>Type code = Blank, Status Code = "Transitory Location" Continue with Question 4c.</i></p> <p>_____ Housing Unit – <i>Type code = Blank, Status Code = 'Housing Unit'. Continue with QUESTION 8.</i></p> <p>_____ Nonresidential - <i>Type code = Blank, Status Code = 'Nonresidential'. Then end GQAC interview by saying: "Thank you very much for your time and participation. This is the all the information I need."</i></p>

5	<p>What is the maximum number of people you can serve from this regularly scheduled mobile food van?</p> <p>Max Pop _____</p> <p><i>Go to QUESTION 6</i></p>
6	<p>Will this mobile food van be operating on Tuesday, March 31st?</p> <p>____ <i>Yes, go to QUESTION 8.</i></p> <p>____ <i>No, go to QUESTION 7.</i></p>
7	<p>Will this mobile food van be operating on Monday, March 30th or April 1st 2020?</p> <p>____ <i>Yes, go to QUESTION 9.</i></p> <p>____ <i>No, end interview using this statement: “Thank you very much for your time and participation. This is all the information I need. Your mobile food van stops will not be enumerated during the 2020 Census. Someone from the Census Bureau may contact you by telephone to verify that we spoke with you about counting the people served at your mobile food van.”</i></p> <p><i>Status Code: GQ out-of-scope. Out of Scope reason: Not Operating on Census Day. Enter 0 into Expected Pop in Question 15. Go to your next assignment.</i></p>
8	<p>The Census employee(s) will come to this mobile food van on Tuesday, March 31st to count the people who are serviced on that date. Is this acceptable?</p> <p>____ <i>Yes, Scheduled Visit=March 31. Go to QUESTION 10.</i></p> <p>____ <i>No, go to QUESTION 9.</i></p>
9	<p>Would you prefer our Census employee(s) come to your mobile food van to count the people who are serviced there on Monday, March 30th or Wednesday, April 1st?</p> <p>Note to CFS: The enumeration appointment <u>cannot</u> be scheduled outside of March 30th, March 31st, or April 1st.</p> <p>____ <i>Scheduled Visit Date = March 30 or April 1. Go to QUESTION 10.</i></p>
10	<p>How many stops does this mobile food van make?</p> <p><i>Enter this number into the Note below:</i></p> <p><i>NOTE: This mobile food van makes _____ stops.</i></p> <p><i>Go to QUESTION 11.</i></p>

11	<p>The census response data that we ask for each person are name, sex, date of birth, age on Census Day, Hispanic origin, race, citizenship, and an alternate address where they live or stay when not at this facility.</p> <p>We will send Census employees to your location to conduct an in-person interview with each person who is served at your mobile food van on Census Day.</p> <p>Enum Method = In-Person interview.</p> <p><i>Go to QUESTION 12.</i></p>
12	<p>What is the major intersection of the first stop?</p> <p><i>Verify if this is the confirmed address.</i></p> <p><i>If this address has changed, update the Location Description field.</i></p> <p><i>Go to QUESTION 13.</i></p>
13	<p>What is the arrival and departure time of this stop?</p> <p>Arrival Time (Scheduled Visit time & Arrival Time) _____</p> <p>Departure Time (Ending Time) _____</p> <p><i>Go to QUESTION 14.</i></p>
14	<p>Do clients stay near the van while eating?</p> <p>_____ Yes, Eat Near Van</p> <p>_____ No, Eat Near Van</p> <p><i>Go to QUESTION 15</i></p>
15	<p>How many clients are expected at this stop?</p> <p>Expected POP _____</p> <p><i>Go to QUESTION 16.</i></p>
16	<p>Do clients line up, congregate, or use another method of grouping to receive their food? <i>Write answer in the field below.</i></p> <p>Method Recv Food _____</p> <p><i>Go to QUESTION 17.</i></p>

<p>17</p>	<p>Are there any clients who do not speak or understand English?</p> <p>_____ Yes _ (<i>Other Languages</i>), then ask,</p> <p>What language(s) do they speak (<i>For example Spanish, Chinese, Vietnamese, Korean?</i> List them here: _____ (<i>GQ Languages</i>) Go to QUESTION 15.</p> <p>_____ No (<i>Other Languages</i>) go to QUESTION 18.</p>
<p>18</p>	<p>Are there any specific instructions that Census staff need to know in order to count the clients that use these services?</p> <p>_____ Yes (<i>Specific Instructions</i>). List the instructions here: _____ (<i>Specific Instructions</i>).</p> <p>_____ No (<i>Specific Instructions</i>).</p> <p>Check to make sure the Status Code has been updated to the correct code.</p> <p>Go to QUESTION 19.</p>
<p>19</p>	<p>Are you responsible for any additional facilities, either at this address or elsewhere?</p> <p>_____ Yes, complete an Add Verification Checklist for each additional facility. After you fill out the Add Verification Checklists, tell the contact person ‘We will check our current address file to see if those facilities are already listed. If we do not have them in our address file, we will contact you to conduct an interview for each place.’ Go to QUESTION 20.</p> <p>_____ No, go to QUESTION 20</p>
<p>20</p>	<p>Now on the day of enumeration, census workers will arrive at the mobile food van stop at least 30 minutes before the van gets there to interview people as they are waiting and before they get their food.</p> <p>We ask that you let the clients know that the Census Bureau will be conducting the 2020 Census at that time and all data we collect are protected by law and kept confidential. Someone from the Census Bureau will contact you prior to your appointment to discuss details about counting your clients. To learn more about our privacy policy and data protection, please visit our website at census.gov and click on “Data Protection and Privacy Policy” at the bottom of the home page.</p> <p>If you have any additional questions, please call the Area Census Office at (<i>Please provide the ACO telephone number</i>) or visit our website at 2020census.gov/groupquarters. On our website, you will find informational materials about the 2020 Census in your community.</p> <p><u>As an alternative:</u> If contact person does not have internet access, ask for their mailing address to forward documents.</p>

**GROUP QUARTERS
ADVANCE CONTACT
For
REGULARLY SCHEDULED MOBILE FOOD
VANS
IN-FIELD SCRIPT**

**2020 CENSUS
PUERTO RICO**

(GQ Type Code: 704)

GQ Type Codes and Descriptions	
Code	Description
Correctional Facilities for Adults	
101	Federal Detention Centers*
102	Federal Prisons*
103	State Prisons
104	Local Jails and Other Municipal Confinement Facilities
105	Correctional Residential Facilities
106	Military Disciplinary Barracks and Jails*
Juvenile Facilities	
201	Group Homes for Juveniles (non-correctional)
202	Residential Treatment Centers for Juveniles (non-correctional)
203	Correctional Facilities Intended for Juveniles
Nursing Facilities/Skilled-Nursing Facilities	
301	Nursing Facilities/Skilled-Nursing Facilities
Other Institutional Group Quarters	
401	Mental (Psychiatric) Hospitals and Psychiatric Units in Other Hospitals
402	Hospitals with Patients Who Have No Usual Home Elsewhere
403	In-Patient Hospice Facilities
404	Military Treatment Facilities with Assigned Patients*
405	Residential Schools for People with Disabilities
College/University Student Housing	
501	College/University Student Housing (owned/leased/managed by a college/university)
502	College/University Student Housing (owned/leased/managed by a private company/agency)
Military Quarters	
601	Military Quarters*
602	Military Ships*
Service-Based Enumeration (SBE)	
701	Emergency and Transitional Shelters (with Sleeping Facilities) for People Experiencing Homelessness
702	Soup Kitchens
704	Regularly Scheduled Mobile Food Vans
706	Targeted Non-Sheltered Outdoor Locations
Other Non-Institutional Group Quarters	
703	Domestic Violence Shelters*
801	Group Homes Intended for Adults (non-correctional)
802	Residential Treatment Centers for Adults (non-correctional)
900	Maritime/Merchant Vessels*
901	Workers' Group Living Quarters and Job Corps Centers
902	Religious Group Quarters
903	Living Quarters for Victims of Natural Disaster
999	Unknown

*Note: Out of Scope GQs

CFS Name _____ Date Assigned _____

GQ Name _____ GQ Control # _____

#	QUESTION
1	<p>Hello. My name is (<i>Your name</i>). May I speak to (<i>Say the CONTACT NAME printed on the ACR</i>)?</p> <p>I am from the U.S. Census Bureau. We are currently conducting the 2020 Census and would like to set up an enumeration appointment for your location. I have some questions to ask you about (<i>Say the GQ NAME printed above</i>) at (<i>Say the ADDRESS NUMBER and STREET NAME or LOCATION DESCRIPTION printed on the ACR</i>).</p> <p>_____ <i>Contact person is correct, confirm their phone number and title from the ACR, if that information is preprinted there. Update or collect their phone number, title as well as their business email.</i></p> <p>Contact Title _____ Contact Phone Number _____ Contact Business Email _____ <i>Now go to QUESTION 2.</i></p> <p>_____ <i>Contact person has changed, ask for the right person. Once you are with the right person, repeat your introduction and update the contact information by asking:</i></p> <p>May I have your name, title, phone number, and business email address? <i>Write this information in the spaces provided below.</i></p> <p>Contact Name _____ Contact Title _____ Contact Phone Number _____ Contact Business Email _____</p> <p><i>Go to QUESTION 2.</i></p>

2	<p>To prepare for this census, I need to collect some information about this facility. I have just a few questions to ask you. We estimate this interview will take approximately 15 minutes. Here is a packet of information about the Decennial that you will find helpful. Included in this packet is our confidentiality statement for you to read. <i>(Hand the contact an Information Packet.)</i></p> <p><i>Go to QUESTION 3.</i></p>
3	<p>I am going to read you a summary of the group quarters information that I have. Please let me know if anything is incorrect, or if any information is missing.</p> <p><i>Read all the information for the GQ and the GQ contact shown in the ACR to the contact person, spelling out the GQ Name, Facility Name, and Street Name or Location Description. If GQ or Facility Name is incorrect or missing, make changes in the appropriate fields below. The only other change allowed here is minor misspellings of Location Street Name. Any other updates require you complete an Add Verification Form.)</i></p> <p>GQ Name _____ Facility Name _____ Location Address Number - No updates can be made Location Street Name _____ Location Urbanización - No updates can be made Location Apartment Complex - No updates can be made Location Building Description/ID - No updates can be made Location Apt/Unit - No updates can be made Location Area 1(Barrío/Barriada/Sector/Parcela/Comunidad) - No updates can be made Location Area 2(Barrío/Barriada/Sector/Parcela/Comunidad) - No updates can be made Location KMHM - No updates can be made Location Description - No updates can be made Location Municipio - No updates can be made Location ZIP Code - No updates can be made</p> <p><i>Go to QUESTION 4.</i></p>

<p>4</p>	<p>We currently have the structure at this address listed as the following type of group quarters: <i>(Read the GQ Type description printed on the ACR.)</i> Is that correct?</p> <p>_____ Yes, go to <i>QUESTION 5.</i></p> <p>_____ No, use “GQAC Job Aid: Identify GQ Type Code” to update GQ Type Code. Write the new type code chosen from the job aid in space provided: GQ Type_____ Change to the appropriate script based on the new type code.</p> <p>_____ Out-of-Scope GQ – Status Code = “GQ Out-of-Scope.” Then end GQAC interview by saying: “Thank you very much for your time and participation. This is the all the information I need.”</p> <p>_____ Transitory Location – Type code = Blank, Status Code= “Transitory Location” Continue with <i>Question 4c.</i></p> <p>_____ Housing Unit – Type code = Blank, Status Code = ‘Housing Unit’. Continue with <i>QUESTION 8.</i></p> <p>_____ Nonresidential - Type code = Blank, Status Code = ‘Nonresidential’. Then end GQAC interview by saying: “Thank you very much for your time and participation. This is the all the information I need.”</p>
<p>5</p>	<p>What is the maximum number of people you can serve from this regularly scheduled mobile food van?</p> <p>Max Pop _____</p> <p><i>Go to QUESTION 6.</i></p>
<p>6</p>	<p>Will this mobile food van be operating on Tuesday, March 31st?</p> <p>_____ Yes, go to <i>QUESTION 8.</i></p> <p>_____ No, go to <i>QUESTION 7.</i></p>
<p>7</p>	<p>Will this mobile food van be operating on Monday, March 30th or April 1st 2020?</p> <p>_____ Yes, go to <i>QUESTION 9.</i></p> <p>_____ No, end interview using this statement: “Thank you very much for your time and participation. This is all the information I need. Your mobile food van stops will not be enumerated during the 2020 Census. Someone from the Census Bureau may contact you by telephone to verify that we spoke with you about counting the people served at your mobile food van.”</p> <p><i>Status Code: GQ out-of-scope. Out of Scope reason: Not Operating on Census Day.</i> <i>Enter 0 into Expected Pop in Question 15. Go to your next assignment.</i></p>

8	<p>The Census employee(s) will come to this mobile food van on Tuesday, March 31st to count the people who are serviced on that date. Is this acceptable?</p> <p>_____ <i>Yes, Scheduled Visit=March 31. Go to QUESTION 10.</i></p> <p>_____ <i>No, go to QUESTION 9.</i></p>
9	<p>Would you prefer our Census employee(s) come to your mobile food van to count the people who are serviced there on Monday, March 30th or Wednesday, April 1st?</p> <p>Note to CFS: The enumeration appointment <u>cannot</u> be scheduled outside of March 30th, March 31st, or April 1st.</p> <p>_____ <i>Scheduled Visit Date = March 30 or April 1. Go to QUESTION 10.</i></p>
10	<p>How many stops does this mobile food van make?</p> <p><i>Enter this number into the Note below:</i></p> <p><i>NOTE: This mobile food van makes _____ stops.</i></p> <p><i>Go to QUESTION 11.</i></p>
11	<p>The census response data that we ask for each person are name, sex, date of birth, age on Census Day, Hispanic origin, race, citizenship, and an alternate address where they live or stay when not at this facility.</p> <p>We will send Census employees to your location to conduct an in-person interview with each person who is served at your mobile food van on Census Day.</p> <p><i>Enum Method = In-Person interview.</i></p> <p><i>Go to QUESTION 12.</i></p>
12	<p>What is the major intersection of the first stop?</p> <p><i>Verify if this is the confirmed address.</i></p> <p><i>If this address has changed, update the Location Description field.</i></p> <p><i>Go to QUESTION 13.</i></p>
13	<p>What is the arrival and departure time of this stop?</p> <p><i>Arrival Time (Scheduled Visit time & Arrival Time) _____</i></p> <p><i>Departure Time (Ending Time) _____</i></p> <p><i>Go to QUESTION 14.</i></p>

<p>14</p>	<p>Do clients stay near the van while eating?</p> <p>_____ <i>Yes, Eat Near Van</i></p> <p>_____ <i>No, Eat Near Van</i></p> <p><i>Go to QUESTION 15.</i></p>
<p>15</p>	<p>How many clients are expected at this stop?</p> <p><i>Expected POP</i> _____</p> <p><i>Go to QUESTION 16.</i></p>
<p>16</p>	<p>Do clients line up, congregate, or use another method of grouping to receive their food? <i>Write answer in the field below.</i></p> <p><i>Method Recv Food</i> _____</p> <p><i>Go to QUESTION 17.</i></p>
<p>17</p>	<p>Are there any clients who do not speak or understand English?</p> <p>_____ <i>Yes (Other Languages), then ask,</i></p> <p>What language(s) do they speak (<i>For example Spanish, Chinese, Vietnamese, Korean?</i> List them here: _____) <i>(GQ Languages) Go to QUESTION 15.</i></p> <p>_____ <i>No (Other Languages) go to QUESTION 18.</i></p>
<p>18</p>	<p>Are there any specific instructions that Census staff need to know in order to count the clients that use these services?</p> <p>_____ <i>Yes (Specific Instructions). List the instructions here:</i></p> <p>_____ <i>(Specific Instructions).</i></p> <p>_____ <i>No (Specific Instructions).</i></p> <p><i>Check to make sure the Status Code has been updated to the correct code.</i></p> <p><i>Go to QUESTION 19.</i></p>

19	<p>Are you responsible for any additional facilities, either at this address or elsewhere?</p> <p>_____ <i>Yes, complete an Add Verification Checklist for each additional facility. After you fill out the Add Verification Checklists, tell the contact person ‘We will check our current address file to see if those facilities are already listed. If we do not have them in our address file, we will contact you to conduct an interview for each place.’ Go to QUESTION 20.</i></p> <p>_____ <i>No, go to QUESTION 20</i></p>
20	<p>Now on the day of enumeration, census workers will arrive at the mobile food van stop at least 30 minutes before the van gets there to interview people as they are waiting and before they get their food.</p> <p>We ask that you let the clients know that the Census Bureau will be conducting the 2020 Census at that time and all data we collect are protected by law and kept confidential. Someone from the Census Bureau will contact you prior to your appointment to discuss details about counting your clients. To learn more about our privacy policy and data protection, please visit our website at census.gov and click on “Data Protection and Privacy Policy” at the bottom of the home page.</p> <p>If you have any additional questions, please call the Area Census Office at (<i>Please provide the ACO telephone number</i>) or visit our website at 2020census.gov/groupquarters. On our website, you will find informational materials about the 2020 Census in your community.</p> <p><u><i>As an alternative: If contact person does not have internet access, ask for their mailing address to forward documents.</i></u></p>

**GROUP QUARTERS
ADVANCE CONTACT
for
EMERGENCY AND TRANSITIONAL
SHELTERS (WITH SLEEPING FACILITIES)
FOR PEOPLE EXPERIENCING
HOMELESSNESS
IN-FIELD SCRIPT**

2020 CENSUS

(GQ Type Code:701)

GQ Type Codes and Descriptions	
Code	Description
Correctional Facilities for Adults	
101	Federal Detention Centers*
102	Federal Prisons*
103	State Prisons
104	Local Jails and Other Municipal Confinement Facilities
105	Correctional Residential Facilities
106	Military Disciplinary Barracks and Jails*
Juvenile Facilities	
201	Group Homes for Juveniles (non-correctional)
202	Residential Treatment Centers for Juveniles (non-correctional)
203	Correctional Facilities Intended for Juveniles
Nursing Facilities/Skilled-Nursing Facilities	
301	Nursing Facilities/Skilled-Nursing Facilities
Other Institutional Group Quarters	
401	Mental (Psychiatric) Hospitals and Psychiatric Units in Other Hospitals
402	Hospitals with Patients Who Have No Usual Home Elsewhere
403	In-Patient Hospice Facilities
404	Military Treatment Facilities with Assigned Patients*
405	Residential Schools for People with Disabilities
College/University Student Housing	
501	College/University Student Housing (owned/leased/managed by a college/university)
502	College/University Student Housing (owned/leased/managed by a private company/agency)
Military Quarters	
601	Military Quarters*
602	Military Ships*
Service-Based Enumeration (SBE)	
701	Emergency and Transitional Shelters (with Sleeping Facilities) for People Experiencing Homelessness
702	Soup Kitchens
704	Regularly Scheduled Mobile Food Vans
706	Targeted Non-Sheltered Outdoor Locations
Other Non-Institutional Group Quarters	
703	Domestic Violence Shelters*
801	Group Homes Intended for Adults (non-correctional)
802	Residential Treatment Centers for Adults (non-correctional)
900	Maritime/Merchant Vessels*
901	Workers' Group Living Quarters and Job Corps Centers
902	Religious Group Quarters
903	Living Quarters for Victims of Natural Disaster
999	Unknown

*Note: Out of Scope GQs

CFS Name _____

Date Assigned _____

GQ Name _____

GQ Control # _____

#	Question
1	<p>Hello. My name is <i>(Your name)</i>. May I speak to <i>(Say the CONTACT NAME printed on the ACR)</i>?</p> <p>I am from the U.S. Census Bureau. We are currently conducting the 2020 Census and would like to set up an enumeration appointment for your facility. I have some questions to ask you about <i>(Say the GQ NAME printed above)</i> at <i>(Say the ADDRESS NUMBER and STREET NAME or LOCATION DESCRIPTION printed on the ACR)</i>.</p> <p>_____ <i>Housing Unit, GQ Type Code=Blank, Status Code = Housing Unit. Go to QUESTION 16.</i></p> <p>_____ <i>Contact person is correct, confirm their phone number and title from the ACR, if that information is preprinted there. Update or collect their phone number, title as well as their business email.</i></p> <p>Contact Title _____ Contact Phone Number _____ Contact Business Email _____ <i>Now go to QUESTION 2.</i></p> <p>_____ <i>Contact person has changed, ask for the right person. Once you are with the right person, repeat your introduction and update the contact information by asking:</i></p> <p>May I have your name, title, phone number, and business email address? <i>Write this information in the spaces provided below.</i></p> <p>Contact Name _____ Contact Title _____ Contact Phone Number _____ Contact Business Email _____</p> <p><i>Go to QUESTION 2.</i></p> <p>_____ Nonresidential - Type code = Blank, Status Code ='Nonresidential'. Then end GQAC interview by saying: "Thank you very much for your time and participation. This is the all the information I need."</p>
2	<p>To prepare for this census, I need to collect some information about this facility. I have just a few questions to ask you. We estimate this interview will take approximately 15 minutes. Here is a packet of information about the Decennial that you will find helpful. Included in this packet is our confidentiality statement for you to read. <i>(Hand the contact an Information Packet.)</i></p> <p><i>Go to QUESTION 3.</i></p>

<p>3</p>	<p>Now I am going to read you a summary of the group quarters information that I have. Please let me know if anything is incorrect, or if any information is missing.</p> <p><i>(Read all the information for the GQ and the GQ contact as shown on the ACR to the contact person, spelling out the GQ Name, Facility Name, and Street Name or Location Description. If GQ or Facility Name is incorrect or missing, make changes in the appropriate fields below. The only other change allowed here is minor misspellings of Location Street Name. Any other updates require you complete an Add Verification Form.)</i></p> <p>GQ Name _____ Facility Name _____ Location Address Number - No updates can be made Location Street Name _____ Location Apt/Unit - No updates can be made Location City - No updates can be made Location County Code/name - No updates can be made Location State Code/Abbr- No updates can be made Location ZIP Code - No updates can be made Location Description - No updates can be made</p> <p><i>Go to QUESTION 4a.</i></p>
<p>4a</p>	<p>We currently have the structure at this address listed as the following type of group quarters: <i>(Read the GQ Type description printed on the ACR.)</i> Is that correct?</p> <p>_____ <i>Yes, go to QUESTION 5.</i></p> <p>_____ <i>No, use "GQAC Job Aid: Identify GQ Type Code" to update GQ Type Code. Write the new type code chosen from the job aid in space provided: GQ Type _____ Change to the appropriate script based on the new type code.</i></p> <p>_____ Out-of-Scope GQ – <i>Write the new type code in space above. Status Code = "GQ Out-of-Scope." Then end GQAC interview by saying: "Thank you very much for your time and participation. This is the all the information I need."</i></p> <p>_____ Transitory Location – <i>Type code = Blank, Status Code= "Transitory Location." Continue with Question 4b.</i></p> <p>_____ Housing Unit – <i>Type code = Blank, Status Code = 'Housing Unit'. Continue with QUESTION 16.</i></p>

4b	<p>Will this facility be operating on April 1st, 2020? <i>Check the appropriate answer below:</i></p> <p><input type="checkbox"/> <i>Yes, go to QUESTION 25</i></p> <p><input type="checkbox"/> <i>No, end the interview using the statement: “Thank you very much for your time and participation. This is all the information I need. This facility will not be counted during the 2020 Census. Someone from the Census Bureau may contact you by telephone to verify that we spoke with you about counting the people (residing in/served at) this facility.”</i></p> <p><i>Status Code: GQ out-of-scope. Out of Scope reason: Not Operating on Census Day. Enter 0 into Expected Pop in Question 25. Go to your next assignment.</i></p> <p><input type="checkbox"/> <i>Do not know, go to QUESTION 26.</i></p>
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5	<p>What is the maximum number of people who can live or stay here at this group quarters?</p> <p>Max Pop _____.</p> <p><i>Go to QUESTION 6</i></p>
6	<p>Will this facility be open or operating on Monday, March 30th?</p> <p><input type="checkbox"/> <i>Yes, go to QUESTION 8</i></p> <p><input type="checkbox"/> <i>No, QUESTION 7</i></p>
7	<p>Will this facility be open or operating on Tuesday, March 31st or Wednesday, April 1st?</p> <p><input type="checkbox"/> <i>Yes, go to QUESTION 9.</i></p> <p><input type="checkbox"/> <i>No, end interview using this statement: “Thank you very much for your time and participation. This is all the information I need. This facility will not be counted during the 2020 Census. Someone from the Census Bureau may contact you by telephone to verify that we spoke with you about counting the people (residing in/served at) this facility.”</i></p> <p><i>Status Code: GQ out-of-scope. Out of Scope reason: Not Operating on Census Day. Enter 0 into Expected Pop in Question 10. Go to your next assignment.</i></p>
8	<p>The Census employee(s) will come to this facility on Monday, March 30th to gather information for the people who are serviced on that date. Is this acceptable?</p> <p><input type="checkbox"/> <i>Yes, Scheduled Visit Date = March 30th, go to QUESTION 10.</i></p> <p><input type="checkbox"/> <i>No, go to QUESTION 9.</i></p>

9	<p>Would you prefer our Census employee(s) come to your facility to gather information for people who are serviced there on Tuesday, March 31st or Wednesday, April 1st?</p> <p>Note to CFS: The enumeration appointment <u>cannot</u> be scheduled outside of March 30th, March 31st, or April 1st.</p> <p>_____ <i>Scheduled Visit Date = March 31 or April 1st, go to QUESTION 10.</i></p>
10	<p>How many clients do you expect at this shelter on this day?</p> <p>_____ <i>Expected Pop.</i></p> <p><i>Go to QUESTION 11</i></p>
11	<p>The census response data that we ask for each person are name, sex, date of birth, age on Census Day, Hispanic origin, race, citizenship, and an alternate address where they live or stay when not at this facility. To determine the best way to count people that are served at this facility, we would like for you to select from the following enumeration options: <i>Read options, select method</i></p> <p>a. In-Person Interview: A census worker will conduct an in-person interview with each person who was served or was staying at this facility on Census Day. The census response data that we ask for each person are name, sex, date of birth, age on Census Day, Hispanic origin, race, citizenship, and an alternate address where they live or stay when not at this facility.</p> <p>b. Paper Response Data Collection: A census worker will meet with you or your staff to obtain a paper listing of Census response data for each person who was served or was staying at this facility on Census Day. The census response data that we ask for each person are name, sex, date of birth, age on Census Day, Hispanic origin, race, citizenship, and an alternate address where they live or stay when not at this facility.</p> <p>_____ <i>Enum Method= In-Person or Paper Response data Collection</i></p> <p><i>Go to QUESTION 12.</i></p>
12	<p>What time does the shelter open and close for clients?</p> <p>_____ <i>GQ Open</i></p> <p>_____ <i>GQ Closed</i></p> <p><i>Go to QUESTION 13.</i></p>

13	<p>How early do clients arrive? <i>Enter answer in both fields below.</i></p> <p>_____ Scheduled Visit Time</p> <p>_____ Arrival Time</p> <p><i>Go to QUESTION 14</i></p>
14	<p>What is the latest time clients can enter the shelter?</p> <p>_____ Ending Time.</p> <p><i>Go to QUESTION 15.</i></p>
15	<p>Does this shelter serve males only, females only, or both males and females? <i>Check the appropriate answer below.</i></p> <p>___ Males</p> <p>___ Females</p> <p>___ Both</p> <p><i>Enter the response marked above in Pop Sex field</i></p> <p><i>Go to QUESTION 18.</i></p>
16	<p>Including yourself, how many people will be living or staying at (<i>Say the ADDRESS NUMBER and STREET NAME listed on ACR</i>) on April 1, 2020? <i>Write the contact's answer in the space below.</i></p> <p>Expected Pop _____</p> <p>The census response data that we ask for each person are name, sex, date of birth, age on Census Day, Hispanic origin, race, citizenship, and an alternate address where they live or stay when not at this location.</p> <p>We will send a Census worker to your location to conduct an in-person interview for each person who was living or staying at this location on Census Day.</p> <p><i>Update the Contact Information for the Housing unit. Write 'In-person interview' in the Enum Method = In-Person Interview.</i></p> <p><i>Write "<u>This is a housing unit</u>" in the Notes below:</i></p> <p>Notes:</p> <p>_____</p> <p><i>Go to QUESTION 17.</i></p>

17	<p>What is the best date and time for us to conduct the interviews at this location between April 6, 2020 to April 30, 2020?</p> <p>Scheduled Visit</p> <p>Date _____ Time _____.</p> <p>Go to QUESTION 18.</p>
18	<p>Are there any people at this location that do not speak or understand English?</p> <p>_____ Yes (Other Languages), then ask,</p> <p>What language(s) do they speak (<i>For example Spanish, Chinese, Vietnamese, Korean?</i> List them here: _____) (GQ Languages) Go to QUESTION 19.</p> <p>_____ No, go to QUESTION 19.</p> <p>If this is a Housing Unit, Go to QUESTION 23.</p>
19	<p>What are the general procedures clients follow when they enter the shelter?</p> <p>Enter information into Notes field.</p> <p>Go to QUESTION 20.</p>
20	<p>Are there any specific instructions that census staff need to know in order to count the people at this location?</p> <p>_____ Yes (Specific Instructions). List the instructions here: _____ (Specific Instructions).</p> <p>_____ No (Specific Instructions).</p> <p>If respondent has no special instructions and the enumeration type is Paper Response Data Collection, end GQAC interview by saying: "Thank you very much for your time and participation. This is the all the information I need."</p> <p>All other options, go to QUESTION 21</p>
21	<p>During enumeration, will you be able to provide us a printed list of all people at this facility, as of Census Day?</p> <p>_____ Yes (Roster Available).</p> <p>_____ No (Roster Available).</p> <p>Go to QUESTION 22.</p>

<p>22</p>	<p>Are you responsible for any additional facilities, either at this address or elsewhere?</p> <p>_____ <i>Yes, complete an Add Verification Checklist for each additional facility. After you fill out the Add Verification Checklists, tell the contact person ‘We will check our current address file to see if those facilities are already listed. If we do not have them in our address file, we will contact you to conduct an interview for each place.’ Go to Question 23.</i></p> <p>_____ <i>No, go to QUESTION 23</i></p>
<p>23</p>	<p>Now on the day of enumeration, census workers will arrive at the shelter prior to the time clients are allowed to enter the building.</p> <p>We ask that you let the clients know that the Census Bureau will be conducting the 2020 Census at that time and all data we collect are protected by law and kept confidential. Someone from the Census Bureau will contact you prior to your appointment to discuss details about counting your clients.</p> <p>To learn more about our privacy policy and data protection, please visit our website at census.gov and click on “Data Protection and Privacy Policy” at the bottom of the home page.</p> <p>That is all the information I need. Thank you very much for your time and participation. If you have any additional questions, please call the area census office at <i>(Please provide the ACO telephone number)</i> or visit our website at 2020census.gov/groupquarters. On our website, you will find informational materials about the 2020 Census in your community.</p>
<p>24</p>	<p>Now on the day of enumeration, census workers will arrive at your facility at your scheduled appointment time.</p> <p>We ask that you let the residents know that the Census Bureau will be conducting the 2020 Census at that time and all data we collect are protected by law and kept confidential. Someone from the Census Bureau will contact you prior to your appointment to discuss details about counting your residents. We appreciate your cooperation.</p> <p>To learn more about our privacy policy and data protection, please visit our website at census.gov and click on “Data Protection and Privacy Policy” at the bottom of the home page.</p> <p>That is all the information I need. Thank you very much for your time and participation. If you have any additional questions, please call the area census office at <i>(Please provide the ACO telephone number)</i> or visit our website at 2020census.gov/groupquarters. On our website, you will find informational materials about the 2020 Census in your community.</p>

25	<p>What is the expected population at this facility on April 1st, 2020? If you do not know the exact number right now, please provide an estimate. <i>Write the contact's answer in the space below.</i></p> <p>Expected Pop _____</p> <p><i>Go to QUESTION 26.</i></p>
26	<p>The census response data we ask for each person are name, sex, date of birth, age on Census day, Hispanic origin, race, citizenship and a alternative address where they live or stay when not at this facility.</p> <p>We will send Census employees to your location to conduct an in-person interview with each person who is here on the day of enumeration.</p> <p>Enum method = In-Person Interview</p> <p><i>Go to QUESTION 27</i></p>
27	<p>What is the best date and time for us to conduct interviews at this location between April 6, 2020 to May 29, 2020?</p> <p>Scheduled Visit</p> <p><i>Date</i> _____ <i>Time</i> _____.</p> <p><i>Go to QUESTION 28.</i></p>
28	<p>Are there any people at this location that do not speak or understand English?</p> <p>_____ Yes (Other Languages), then ask,</p> <p>What language(s) do they speak (<i>For example Spanish, Chinese, Vietnamese, Korean?</i> List them here: _____) (GQ Languages) <i>Go to QUESTION 29.</i></p> <p>_____ No (Other Languages) go to <i>QUESTION 29.</i></p>

<p>29</p>	<p>Are there any specific instructions that census staff need to know in order to count the people at this location?</p> <p>_____ <i>Yes (Specific Instructions). List the instructions below:</i></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____ <i>No (Specific Instructions).</i></p> <p><i>Go to QUESTION 30</i></p>
<p>30</p>	<p>Are you responsible for any additional facilities, either at this address or elsewhere?</p> <p>_____ <i>Yes, complete an Add Verification Checklist for each additional facility. After you fill out the Add Verification Checklists, tell the contact person ‘We will check our current address file to see if those facilities are already listed. If we do not have them in our address file, we will contact you to conduct an interview for each place.’</i></p> <p>_____ <i>No, go to QUESTION 31.</i></p>
<p>31</p>	<p>Now on the day of enumeration, census workers will arrive at your facility at your scheduled appointment time.</p> <p>We ask that you let the clients know that the Census Bureau will be conducting the 2020 Census at that time and all data we collect are protected by law and kept confidential. Someone from the Census Bureau will contact you prior to your appointment to discuss details about counting your clients. We appreciate your cooperation.</p> <p>To learn more about our privacy policy and data protection, please visit our website at census.gov and click on “Data Protection and Privacy Policy” at the bottom of the home page.</p> <p><i>Go to QUESTION 32.</i></p>
<p>32</p>	<p>That is all the information I need. Thank you very much for your time and participation. If you have any additional questions, please call the area census office at <i>(Please provide the ACO telephone number)</i> or visit our website at 2020census.gov/groupquarters. On our website, you will find informational materials about the 2020 Census in your community.</p> <p><i>As an alternative: If contact person does not have internet access, ask for their mailing address to forward documents.</i></p>

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EMERGENCY AND TRANSITIONAL
SHELTERS (WITH SLEEPING FACILITIES)
FOR PEOPLE EXPERIENCING
HOMELESSNESS
IN-FIELD SCRIPT**

**2020 CENSUS
PUERTO RICO**

(GQ Type Code:701)

GQ Type Codes and Descriptions	
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Correctional Facilities for Adults	
101	Federal Detention Centers*
102	Federal Prisons*
103	State Prisons
104	Local Jails and Other Municipal Confinement Facilities
105	Correctional Residential Facilities
106	Military Disciplinary Barracks and Jails*
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201	Group Homes for Juveniles (non-correctional)
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203	Correctional Facilities Intended for Juveniles
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402	Hospitals with Patients Who Have No Usual Home Elsewhere
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900	Maritime/Merchant Vessels*
901	Workers' Group Living Quarters and Job Corps Centers
902	Religious Group Quarters
903	Living Quarters for Victims of Natural Disaster
999	Unknown

*Note: Out of Scope GQs

CFS Name _____

Date Assigned _____

GQ Name _____

GQ Control # _____

#	Question
1	<p>Hello. My name is <i>(Your name)</i>. May I speak to <i>(Say the CONTACT NAME printed on the ACR)</i>?</p> <p>I am from the U.S. Census Bureau. We are currently conducting the 2020 Census and would like to set up an enumeration appointment for your facility. I have some questions to ask you about <i>(Say the GQ NAME printed above)</i> at <i>(Say the ADDRESS NUMBER and STREET NAME or LOCATION DESCRIPTION printed on the ACR)</i>.</p> <p>_____ <i>Housing Unit, GQ Type Code=Blank, Status Code = Housing Unit. Go to QUESTION 16.</i></p> <p>_____ <i>Contact person is correct, confirm their phone number and title from the ACR, if that information is preprinted there. Update or collect their phone number, title as well as their business email.</i></p> <p>Contact Title _____ Contact Phone Number _____ Contact Business Email _____ <i>Now go to QUESTION 2.</i></p> <p>_____ <i>Contact person has changed, ask for the right person. Once you are with the right person, repeat your introduction and update the contact information by asking:</i></p> <p>May I have your name, title, phone number, and business email address? <i>Write this information in the spaces provided below.</i></p> <p>Contact Name _____ Contact Title _____ Contact Phone Number _____ Contact Business Email _____</p> <p><i>Go to QUESTION 2.</i></p> <p>_____ Nonresidential - Type code = Blank, Status Code ='Nonresidential'. Then end GQAC interview by saying: "Thank you very much for your time and participation. This is the all the information I need."</p>
2	<p>To prepare for this census, I need to collect some information about this facility. I have just a few questions to ask you. We estimate this interview will take approximately 15 minutes. Here is a packet of information about the Decennial that you will find helpful. Included in this packet is our confidentiality statement for you to read. <i>(Hand the contact an Information Packet.)</i></p> <p><i>Go to QUESTION 3.</i></p>

<p>3</p>	<p>Now I am going to read you a summary of the group quarters information that I have. Please let me know if anything is incorrect, or if any information is missing.</p> <p><i>(Read all the information for the GQ and the GQ contact as shown on the ACR to the contact person, spelling out the GQ Name, Facility Name, and Street Name or Location Description. If GQ or Facility Name is incorrect or missing, make changes in the appropriate fields below. The only other change allowed here is minor misspellings of Location Street Name. Any other updates require you complete an Add Verification Form.)</i></p> <p>GQ Name _____ Facility Name _____ Location Address Number - No updates can be made Location Street Name _____ Location Urbanización - No updates can be made Location Apartment Complex - No updates can be made Location Building Description/ID - No updates can be made Location Apt/Unit - No updates can be made Location Area 1(Barrío/Barriada/Sector/Parcela/Comunidad) - No updates can be made Location Area 2(Barrío/Barriada/Sector/Parcela/Comunidad) - No updates can be made Location KMHM - No updates can be made Location Description - No updates can be made Location Municipio - No updates can be made Location ZIP Code - No updates can be made</p> <p><i>Go to QUESTION 4a.</i></p>
<p>4a</p>	<p>We currently have the structure at this address listed as the following type of group quarters: <i>(Read the GQ Type description printed on the ACR.)</i> Is that correct?</p> <p>_____ <i>Yes, go to QUESTION 5.</i></p> <p>_____ <i>No, use “GQAC Job Aid: Identify GQ Type Code” to update GQ Type Code. Write the new type code chosen from the job aid in space provided: GQ Type _____ Change to the appropriate script based on the new type code.</i></p> <p>_____ Out-of-Scope GQ – <i>Write the new type code in space above. Status Code = “GQ Out-of-Scope.” Then end GQAC interview by saying: “Thank you very much for your time and participation. This is the all the information I need.”</i></p> <p>_____ Transitory Location – <i>Type code = Blank, Status Code= “Transitory Location” Continue with Question 4b.</i></p> <p>_____ Housing Unit – <i>Type code = Blank, Status Code = ‘Housing Unit’. Continue with QUESTION 16.</i></p>

4b	<p>Will this facility be operating on April 1st, 2020? <i>Check the appropriate answer below:</i></p> <p>_____ <i>Yes, go to QUESTION 25</i></p> <p>_____ <i>No, end the interview using the statement: “Thank you very much for your time and participation. This is all the information I need. This facility will not be counted during the 2020 Census. Someone from the Census Bureau may contact you by telephone to verify that we spoke with you about counting the people (residing in/served at) this facility.”</i></p> <p><i>Status Code: GQ out-of-scope. Out of Scope reason: Not Operating on Census Day. Enter 0 into Expected Pop in Question 25. Go to your next assignment.</i></p> <p>_____ <i>Do not know, go to QUESTION 26.</i></p>
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5	<p>What is the maximum number of people who can live or stay here at this group quarters?</p> <p>Max Pop _____.</p> <p><i>Go to QUESTION 6</i></p>
6	<p>Will this facility be open or operating on Monday, March 30th?</p> <p>_____ <i>Yes, go to QUESTION 8</i></p> <p>_____ <i>No, QUESTION 7</i></p>
7	<p>Will this facility be open or operating on Tuesday, March 31st or Wednesday, April 1st?</p> <p>_____ <i>Yes, go to QUESTION 9.</i></p> <p>_____ <i>No, end interview using this statement: “Thank you very much for your time and participation. This is all the information I need. This facility will not be counted during the 2020 Census. Someone from the Census Bureau may contact you by telephone to verify that we spoke with you about counting the people (residing in/served at) this facility.”</i></p> <p><i>Status Code: GQ out-of-scope. Out of Scope reason: Not Operating on Census Day. Enter 0 into Expected Pop in Question 10. Go to your next assignment.</i></p>
8	<p>The Census employee(s) will come to this facility on Monday, March 30th to gather information for the people who are serviced on that date. Is this acceptable?</p> <p>_____ <i>Yes, Scheduled Visit Date = March 30th, go to QUESTION 10.</i></p> <p>_____ <i>No, go to QUESTION 9.</i></p>

9	<p>Would you prefer our Census employee(s) come to your facility to gather information for people who are serviced there on Tuesday, March 31st or Wednesday, April 1st?</p> <p>Note to CFS: The enumeration appointment <u>cannot</u> be scheduled outside of March 30th, March 31st, or April 1st.</p> <p>_____ <i>Scheduled Visit Date = March 31 or April 1st, go to QUESTION 10.</i></p>
10	<p>How many clients do you expect at this shelter on this day?</p> <p>_____ <i>Expected Pop.</i></p> <p><i>Go to QUESTION 11</i></p>
11	<p>The census response data that we ask for each person are name, sex, date of birth, age on Census Day, Hispanic origin, race, citizenship, and an alternate address where they live or stay when not at this facility. To determine the best way to count people that are served at this facility, we would like for you to select from the following enumeration options: <i>Read options, select method</i></p> <p>a. In-Person Interview: A census worker will conduct an in-person interview with each person who was served or was staying at this facility on Census Day. The census response data that we ask for each person are name, sex, date of birth, age on Census Day, Hispanic origin, race, citizenship, and an alternate address where they live or stay when not at this facility.</p> <p>b. Paper Response Data Collection: A census worker will meet with you or your staff to obtain a paper listing of Census response data for each person who was served or was staying at this facility on Census Day. The census response data that we ask for each person are name, sex, date of birth, age on Census Day, Hispanic origin, race, citizenship, and an alternate address where they live or stay when not at this facility.</p> <p>_____ <i>Enum Method= In-Person or Paper Response data Collection</i></p> <p><i>Go to QUESTION 12.</i></p>
12	<p>What time does the shelter open and close for clients?</p> <p>_____ <i>GQ Open</i></p> <p>_____ <i>GQ Closed</i></p> <p><i>Go to QUESTION 13.</i></p>

<p>13</p>	<p>How early do clients arrive? <i>Enter answer in both fields below.</i></p> <p>_____ Scheduled Visit Time</p> <p>_____ Arrival Time</p> <p><i>Go to QUESTION 14</i></p>
<p>14</p>	<p>What is the latest time clients can enter the shelter?</p> <p>_____ Ending Time</p> <p><i>Go to QUESTION 15.</i></p>
<p>15</p>	<p>Does this shelter serve males only, females only, or both males and females? <i>Check the appropriate answer below.</i></p> <p>___ Males</p> <p>___ Females</p> <p>___ Both</p> <p><i>Enter the response marked above in Pop Sex field</i></p> <p><i>Go to QUESTION 18.</i></p>
<p>16</p>	<p>Including yourself, how many people will be living or staying at (<i>Say the ADDRESS NUMBER and STREET NAME listed on ACR</i>) on April 1, 2020? <i>Write the contact's answer in the space below.</i></p> <p>Expected Pop _____</p> <p>The census response data that we ask for each person are name, sex, date of birth, age on Census Day, Hispanic origin, race, citizenship, and an alternate address where they live or stay when not at this location.</p> <p>We will send a Census worker to your location to conduct an in-person interview for each person who was living or staying at this location on Census Day.</p> <p><i>Update the Contact Information for the Housing unit. Write 'In-person interview' in the Enum Method = In-Person Interview.</i></p> <p><i>Write "<u>This is a housing unit</u>" in the Notes below:</i></p> <p>Notes:</p> <p>_____</p> <p><i>Go to QUESTION 17.</i></p>

17	<p>What is the best date and time for us to conduct the interviews at this location between April 6, 2020 to April 30, 2020?</p> <p>Scheduled Visit</p> <p>Date _____ Time _____.</p> <p>Go to QUESTION 18.</p>
18	<p>Are there any people at this location that do not speak or understand English?</p> <p>_____ Yes (Other Languages), then ask,</p> <p>What language(s) do they speak (<i>For example Spanish, Chinese, Vietnamese, Korean?</i> List them here: _____) (GQ Languages) Go to QUESTION 19.</p> <p>_____ No, go to QUESTION 19.</p> <p>If this is a Housing Unit, Go to QUESTION 23.</p>
19	<p>What are the general procedures clients follow when they enter the shelter?</p> <p>Enter information into Notes field.</p> <p>Go to QUESTION 20.</p>
20	<p>Are there any specific instructions that census staff need to know in order to count the people at this location?</p> <p>_____ Yes (Specific Instructions). List the instructions here: _____ (Specific Instructions).</p> <p>_____ No (Specific Instructions).</p> <p>If respondent has no special instructions and the enumeration type is Paper Response Data Collection, end GQAC interview by saying: "Thank you very much for your time and participation. This is the all the information I need."</p> <p>All other options, go to QUESTION 21</p>
21	<p>During enumeration, will you be able to provide us a printed list of all people at this facility, as of Census Day?</p> <p>_____ Yes (Roster Available).</p> <p>_____ No (Roster Available).</p> <p>Go to QUESTION 22.</p>

<p>22</p>	<p>Are you responsible for any additional facilities, either at this address or elsewhere?</p> <p>_____ <i>Yes, complete an Add Verification Checklist for each additional facility. After you fill out the Add Verification Checklists, tell the contact person ‘We will check our current address file to see if those facilities are already listed. If we do not have them in our address file, we will contact you to conduct an interview for each place.’ Go to Question 23.</i></p> <p>_____ <i>No, go to QUESTION 23</i></p>
<p>23</p>	<p>Now on the day of enumeration, census workers will arrive at the shelter prior to the time clients are allowed to enter the building.</p> <p>We ask that you let the clients know that the Census Bureau will be conducting the 2020 Census at that time and all data we collect are protected by law and kept confidential. Someone from the Census Bureau will contact you prior to your appointment to discuss details about counting your clients.</p> <p>To learn more about our privacy policy and data protection, please visit our website at census.gov and click on “Data Protection and Privacy Policy” at the bottom of the home page.</p> <p>That is all the information I need. Thank you very much for your time and participation. If you have any additional questions, please call the area census office at <i>(Please provide the ACO telephone number)</i> or visit our website at 2020census.gov/groupquarters. On our website, you will find informational materials about the 2020 Census in your community.</p>
<p>24</p>	<p>Now on the day of enumeration, census workers will arrive at your facility at your scheduled appointment time.</p> <p>We ask that you let the residents know that the Census Bureau will be conducting the 2020 Census at that time and all data we collect are protected by law and kept confidential. Someone from the Census Bureau will contact you prior to your appointment to discuss details about counting your residents . We appreciate your cooperation.</p> <p>To learn more about our privacy policy and data protection, please visit our website at census.gov and click on “Data Protection and Privacy Policy” at the bottom of the home page.</p> <p>That is all the information I need. Thank you very much for your time and participation. If you have any additional questions, please call the area census office at <i>(Please provide the ACO telephone number)</i> or visit our website at 2020census.gov/groupquarters. On our website, you will find informational materials about the 2020 Census Test in your community.</p>

25	<p>What is the expected population at this facility on April 1st, 2020? If you do not know the exact number right now, please provide an estimate. <i>Write the contact's answer in the space below.</i></p> <p>Expected Pop _____</p> <p><i>Go to QUESTION 26.</i></p>
26	<p>The census response data we ask for each person are name, sex, date of birth, age on Census day, Hispanic origin, race, citizenship and a alternative address where they live or stay when not at this facility.</p> <p>We will send Census employees to your location to conduct an in-person interview with each person who is here on the day of enumeration.</p> <p>Enum method = In-Person Interview</p> <p><i>Go to QUESTION 27</i></p>
27	<p>What is the best date and time for us to conduct interviews at this location between April 6, 2020 to May 29, 2020?</p> <p>Scheduled Visit</p> <p><i>Date</i> _____ <i>Time</i> _____.</p> <p><i>Go to QUESTION 28.</i></p>
28	<p>Are there any people at this location that do not speak or understand English?</p> <p>_____ Yes _ (Other Languages), then ask,</p> <p>What language(s) do they speak (<i>For example Spanish, Chinese, Vietnamese, Korean?</i> List them here: _____ (GQ Languages) <i>Go to QUESTION 29.</i></p> <p>_____ No (Other Languages) go to QUESTION 29.</p>

<p>29</p>	<p>Are there any specific instructions that census staff need to know in order to count the people at this location?</p> <p>_____ <i>Yes (Specific Instructions). List the instructions below:</i></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____ <i>No (Specific Instructions).</i></p> <p><i>Go to QUESTION 30</i></p>
<p>30</p>	<p>Are you responsible for any additional facilities, either at this address or elsewhere?</p> <p>_____ <i>Yes, complete an Add Verification Checklist for each additional facility. After you fill out the Add Verification Checklists, tell the contact person ‘We will check our current address file to see if those facilities are already listed. If we do not have them in our address file, we will contact you to conduct an interview for each place.’</i></p> <p>_____ <i>No, go to QUESTION 31.</i></p>
<p>31</p>	<p>Now on the day of enumeration, census workers will arrive at your facility at your scheduled appointment time.</p> <p>We ask that you let the clients know that the Census Bureau will be conducting the 2020 Census at that time and all data we collect are protected by law and kept confidential. Someone from the Census Bureau will contact you prior to your appointment to discuss details about counting your clients. We appreciate your cooperation.</p> <p>To learn more about our privacy policy and data protection, please visit our website at census.gov and click on “Data Protection and Privacy Policy” at the bottom of the home page.</p> <p><i>Go to QUESTION 32.</i></p>
<p>32</p>	<p>That is all the information I need. Thank you very much for your time and participation. If you have any additional questions, please call the area census office at <i>(Please provide the ACO telephone number)</i> or visit our website at 2020census.gov/groupquarters. On our website, you will find informational materials about the 2020 Census in your community.</p> <p><i>As an alternative: If contact person does not have internet access, ask for their mailing address to forward documents.</i></p>

**GROUP QUARTERS
ADVANCE CONTACT
for
SOUP KITCHENS IN-FIELD SCRIPT

2020 CENSUS

(GQ Type Code:702)**

GQ Type Codes and Descriptions	
Code	Description
Correctional Facilities for Adults	
101	Federal Detention Centers*
102	Federal Prisons*
103	State Prisons
104	Local Jails and Other Municipal Confinement Facilities
105	Correctional Residential Facilities
106	Military Disciplinary Barracks and Jails*
Juvenile Facilities	
201	Group Homes for Juveniles (non-correctional)
202	Residential Treatment Centers for Juveniles (non-correctional)
203	Correctional Facilities Intended for Juveniles
Nursing Facilities/Skilled-Nursing Facilities	
301	Nursing Facilities/Skilled-Nursing Facilities
Other Institutional Group Quarters	
401	Mental (Psychiatric) Hospitals and Psychiatric Units in Other Hospitals
402	Hospitals with Patients Who Have No Usual Home Elsewhere
403	In-Patient Hospice Facilities
404	Military Treatment Facilities with Assigned Patients*
405	Residential Schools for People with Disabilities
College/University Student Housing	
501	College/University Student Housing (owned/leased/managed by a college/university)
502	College/University Student Housing (owned/leased/managed by a private company/agency)
Military Quarters	
601	Military Quarters*
602	Military Ships*
Service-Based Enumeration (SBE)	
701	Emergency and Transitional Shelters (with Sleeping Facilities) for People Experiencing Homelessness
702	Soup Kitchens
704	Regularly Scheduled Mobile Food Vans
706	Targeted Non-Sheltered Outdoor Locations
Other Non-Institutional Group Quarters	
703	Domestic Violence Shelters*
801	Group Homes Intended for Adults (non-correctional)
802	Residential Treatment Centers for Adults (non-correctional)
900	Maritime/Merchant Vessels*
901	Workers' Group Living Quarters and Job Corps Centers
902	Religious Group Quarters
903	Living Quarters for Victims of Natural Disaster
999	Unknown

*Note: Out of Scope GQs

CFS Name _____ Date Assigned _____

GQ Name _____ GQ Control # _____

#	Question
1	<p>Hello. My name is <i>(Your name)</i>. May I speak to <i>(Say the CONTACT NAME printed on the ACR)?</i></p> <p>I am from the U.S. Census Bureau. We are currently conducting the 2020 Census and would like to set up an enumeration appointment for your facility. I have some questions to ask you about <i>(Say the GQ NAME printed above)</i> at <i>(Say the ADDRESS NUMBER and STREET NAME or LOCATION DESCRIPTION printed on the ACR)</i>.</p> <p>_____ <i>Housing Unit, GQ Type Code=Blank, Status Code = Housing Unit. Go to QUESTION 17.</i></p> <p>_____ <i>Contact person is correct, confirm their phone number and title from the ACR, if that information is preprinted there. Update or collect their phone number, title as well as their business email.</i></p> <p>Contact Title _____ Contact Phone Number _____ Contact Business Email _____ <i>Now go to QUESTION 2.</i></p> <p>_____ <i>Contact person has changed, ask for the right person. Once you are with the right person, repeat your introduction and update the contact information by asking:</i></p> <p>May I have your name, title, phone number, and business email address? <i>Write this information in the spaces provided below.</i></p> <p>Contact Name _____ Contact Title _____ Contact Phone Number _____ Contact Business Email _____</p> <p><i>Go to QUESTION 2.</i></p>

#	Question
2	<p>To prepare for this census, I need to collect some information about this facility. I have just a few questions to ask you. We estimate this interview will take approximately 15 minutes. Here is a packet of information about the Decennial that you will find helpful. Included in this packet is our confidentiality statement for you to read. (<i>Hand the contact an Information Packet.</i>)</p> <p><i>Go to QUESTION 3.</i></p>
3	<p>Now I am going to read you a summary of the group quarters information that I have. Please let me know if anything is incorrect, or if any information is missing.</p> <p><i>(Read all the information for the GQ and the GQ contact as shown on the ACR to the contact person, spelling out the GQ Name, Facility Name, and Street Name or Location Description. If GQ or Facility Name is incorrect or missing, make changes in the appropriate fields below. The only other change allowed here is minor misspellings of Location Street Name. Any other updates require you complete an Add Verification Form.)</i></p> <p>GQ Name _____ Facility Name _____ Location Address Number - No updates can be made Location Street Name _____ Location Apt/Unit - No updates can be made Location City - No updates can be made Location County Code/name - No updates can be made Location State Code/Abbr- No updates can be made Location ZIP Code - No updates can be made Location Description - No updates can be made</p> <p><i>Go to QUESTION 4a.</i></p>
4a	<p>We currently have the structure at this address listed as the following type of group quarters: (<i>Read the GQ Type description printed on page 1.</i>) Is that correct?</p> <p>_____ <i>Yes, go to QUESTION 5.</i></p> <p>_____ <i>No, use "GQAC Job Aid: Identify GQ Type Code" to update GQ Type Code. Write the new type code in space provided: GQ Type _____ Change to the appropriate script based on the new type code.</i></p> <p>_____ Out-of-Scope GQ – <i>Write the new type code in space above. Status Code = "GQ Out-of-Scope." Then end GQAC interview by saying: "Thank you very much for your time and participation. This is the all the information I need."</i></p> <p>_____ Transitory Location – <i>Type code = Blank, Status Code= "Transitory Location"</i></p> <p><i>Continue with Question 4b.</i></p>

	<p>_____ Housing Unit – <i>Type code = Blank, Status Code = 'Housing Unit'</i>. Continue with QUESTION 17.</p>
4b	<p>Will this facility be operating on April 1st, 2020? <i>Check the appropriate answer below:</i></p> <p>_____ <i>Yes, go to QUESTION 24</i></p> <p>_____ <i>No, end the interview using the statement: "Thank you very much for your time and participation. This is all the information I need. This facility will not be counted during the 2020 Census. Someone from the Census Bureau may contact you by telephone to verify that we spoke with you about counting the people (residing in/served at) this facility."</i></p> <p><i>Status Code: GQ out-of-scope. Out of Scope reason: Not Operating on Census Day. Enter 0 into Expected Pop in Question 24. Go to your next assignment.</i></p> <p>_____ <i>Do not know, go to QUESTION 25</i></p>
5	<p>What is the maximum number of people who occupy this group quarters?</p> <p>Max Pop _____</p> <p><i>Go to QUESTION 6</i></p>
6	<p>Will this facility be operating on Tuesday, March 31st?</p> <p>_____ <i>Yes, go to QUESTION 8.</i></p> <p>_____ <i>No, QUESTION 7</i></p>
7	<p>Will this facility be open or operating on Monday, March 30th or Wednesday, April 1st?</p> <p>_____ <i>Yes, go to QUESTION 9.</i></p> <p>_____ <i>No, end interview using this statement: "Thank you very much for your time and participation. This is all the information I need. This facility will not be counted during the 2020 Census. Someone from the Census Bureau may contact you by telephone to verify that we spoke with you about counting the people (residing in/served at) this facility."</i></p> <p><i>Status Code: GQ out-of-scope. Out of Scope reason: Not Operating on Census Day. Enter 0 into Expected Pop in Question 12. Go to your next assignment.</i></p>
8	<p>The Census employee(s) will come to this facility on Tuesday, March 31st to gather information for people who are serviced on that date. Is this acceptable?</p> <p>_____ <i>Yes, Scheduled Visit Date = March 31st go to QUESTION 10.</i></p> <p>_____ <i>No, go to QUESTION 9.</i></p>

9	<p>Would you prefer our Census employee(s) come to your facility to gather information for the people who are serviced there on Monday, March 30th or Wednesday, April 1st?</p> <p>Note to CFS: The enumeration appointment <u>cannot</u> be scheduled outside of March 30th, March 31st, or April 1st.</p> <p style="text-align: center;"><i>Scheduled Visit Date = March 31 or April 1st, go to QUESTION 10.</i></p>
10	<p>The census response data that we ask for each person are name, sex, date of birth, age on Census Day, Hispanic origin, race, citizenship, and an alternate address where they live or stay when not at this facility.</p> <p>We will send Census employees to your location to conduct an in-person interview with each person who is served at your soup kitchen on your enumeration appointment date.</p> <p>Enum Method= in-person interview.</p> <p><i>Go to QUESTION 11.</i></p>
11	<p>Which meal serves the largest number of clients? <i>Mark one option:</i></p> <p>_____ <i>Breakfast</i></p> <p>_____ <i>Lunch</i></p> <p>_____ <i>Dinner</i></p> <p>Largest Meal Served= option marked above.</p> <p>_____ <i>Respondent doesn't know, leave this section blank.</i></p> <p><i>Go to QUESTION 12.</i></p>
12	<p>How many clients do you expect to serve at this soup kitchen during this meal?</p> <p>Expected Pop _____</p> <p><i>Go to QUESTION 13.</i></p>
13	<p>What time is this meal served?</p> <p>Arrival Time _____</p> <p><i>Go to QUESTION 14.</i></p>
14	<p>What time do you stop serving this meal?</p> <p>Ending Time _____</p> <p><i>Go to QUESTION 15.</i></p>

15	<p>What time do clients start to assemble for this meal?</p> <p>Scheduled Visit Time _____.</p> <p><i>Go to QUESTION 16.</i></p>
16	<p>Do clients line up, congregate, or use another method of grouping while waiting to enter the soup kitchen? <i>Write the answer in the space below.</i></p> <p>Method Recv Food _____</p> <p><i>Go to QUESTION 19</i></p>
17	<p>Including yourself, how many people will be living or staying at (<i>Say the ADDRESS NUMBER and STREET NAME listed on ACR</i>) on April 1, 2020? <i>Write the contact's answer in the space below.</i></p> <p>Expected Pop_____</p> <p>The census response data that we ask for each person are name, sex, date of birth, age on Census Day, Hispanic origin, race, citizenship, and an alternate address where they live or stay when not at this location.</p> <p>We will send a Census worker to your location to conduct an in-person interview for each person who was living or staying at this location on Census Day.</p> <p><i>Update the Contact Information for the Housing unit. Write 'In-person interview' in the Enum Method = In-Person Interview.</i></p> <p><i>Write "<u>This is a housing unit</u>" in the Notes below:</i></p> <p>Notes:</p> <hr/> <p><i>Go to QUESTION 18.</i></p>
18	<p>What is the best date and time for us to conduct the interviews at this location between April 6, 2020 to April 30, 2020?</p> <p>Scheduled Visit</p> <p><i>Date</i> _____ <i>Time</i> _____.</p> <p><i>Go to QUESTION 19.</i></p>
19	<p>Are there any people at this location that do not speak or understand English?</p> <p>_____ Yes (Other Languages), then ask,</p>

	<p>What language(s) do they speak (<i>For example Spanish, Chinese, Vietnamese, Korean?</i> List them here: _____ (GQ Languages) Go to QUESTION 20.</p> <p>_____ <i>No, go to QUESTION 20.</i></p> <p><i>If this is a Housing Unit, Go to QUESTION 23.</i></p>
20	<p>Are there any specific instructions that census staff need to know in order to count the people at this location?</p> <p>_____ <i>Yes (Specific Instructions). List the instructions here:</i> _____ (Specific Instructions).</p> <p>_____ <i>No (Specific Instructions).</i></p> <p><i>Go to QUESTION 21.</i></p>
21.	<p>Are you responsible for any additional facilities, either at this address or elsewhere?</p> <p>_____ <i>Yes, complete an Add Verification Checklist for each additional facility. After you fill out the Add Verification Checklists, tell the contact person ‘We will check our current address file to see if those facilities are already listed. If we do not have them in our address file, we will contact you to conduct an interview for each place.’ Go to QUESTION 22.</i></p> <p>_____ <i>No, go to QUESTION 22.</i></p>
22.	<p>Now on the day of enumeration, census workers will arrive at the soup kitchen prior to the time clients are allowed to enter the building.</p> <p>We ask that you let the clients know that the Census Bureau will be conducting the 2020 Census at that time and all data we collect are protected by law and kept confidential. Someone from the Census Bureau will contact you prior to your appointment to discuss details about counting your clients. To learn more about our privacy policy and data protection, please visit our website at census.gov and click on “Data Protection and Privacy Policy” at the bottom of the home page.</p> <p>That is all the information I need. Thank you very much for your time and participation. you have any additional questions, please call the area census office at <i>(Please provide the ACO telephone number)</i> or visit our website at 2020census.gov/groupquarters. In our website, you will find informational materials about the 2020 Census in your community.</p>
23	<p>Now on the day of enumeration, census workers will arrive at your facility at your scheduled appointment time.</p> <p>We ask that you let the clients know that the Census Bureau will be conducting the 2020 Census at that time and all data we collect are protected by law and kept confidential. Someone from the</p>

	<p>Census Bureau will contact you prior to your appointment to discuss details about counting your clients. We appreciate your cooperation.</p> <p>To learn more about our privacy policy and data protection, please visit our website at census.gov and click on “Data Protection and Privacy Policy” at the bottom of the home page.</p> <p>That is all the information I need. Thank you very much for your time and participation. If you have any additional questions, please call the area census office at (<i>Please provide the ACO telephone number</i>) or visit our website at 2020census.gov/groupquarters. On our website, you will find informational materials about the 2020 Census in your community.</p>
24	<p>What is the expected population at this facility on April 1st, 2020? If you do not know the exact number right now, please provide an estimate. <i>Write the contact’s answer in the space below.</i></p> <p>Expected Pop _____</p> <p>Go to QUESTION 25.</p>
25	<p>The census response data we ask for each person are name, sex, date of birth, age on Census day, Hispanic origin, race, citizenship and a alternative address where they live or stay when not at this facility.</p> <p>We will send Census employees to your location to conduct an in-person interview with each person who is here on the day of enumeration.</p> <p>Enum method = In-Person Interview</p> <p>Go to QUESTION 26</p>
26	<p>What is the best date and time for us to conduct interviews at this location between April 6, 2020 to May 29, 2020?</p> <p>Scheduled Visit</p> <p>Date _____ Time _____.</p> <p>Go to QUESTION 27.</p>
27	<p>Are there any people at this location that do not speak or understand English?</p> <p>_____ Yes _ (Other Languages), then ask,</p> <p>What language(s) do they speak (<i>For example Spanish, Chinese, Vietnamese, Korean?</i> List them here: _____ (GQ Languages) Go to QUESTION 28.</p>

	<p>_____ <i>No (Other Languages) go to QUESTION 28.</i></p>
28	<p>Are there any specific instructions that census staff need to know in order to count the people at this location?</p> <p>_____ <i>Yes (Specific Instructions). List the instructions below:</i></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____ <i>No (Specific Instructions).</i></p> <p><i>Go to QUESTION 29</i></p>
29	<p>Are you responsible for any additional facilities, either at this address or elsewhere?</p> <p>_____ <i>Yes, complete an Add Verification Checklist for each additional facility. After you fill out the Add Verification Checklists, tell the contact person ‘We will check our current address file to see if those facilities are already listed. If we do not have them in our address file, we will contact you to conduct an interview for each place.’</i></p> <p>_____ <i>No, go to QUESTION 30.</i></p>
30	<p>Now on the day of enumeration, census workers will arrive at your facility at your scheduled appointment time.</p> <p>We ask that you let the clients know that the Census Bureau will be conducting the 2020 Census at that time and all data we collect are protected by law and kept confidential. Someone from the Census Bureau will contact you prior to your appointment to discuss details about counting your clients. We appreciate your cooperation.</p> <p>To learn more about our privacy policy and data protection, please visit our website at census.gov and click on “Data Protection and Privacy Policy” at the bottom of the home page.</p> <p><i>Go to QUESTION 31.</i></p>
31	<p>That is all the information I need. Thank you very much for your time and participation. If you have any additional questions, please call the area census office at (<i>Please provide the ACO telephone number</i>) or visit our website at 2020census.gov/groupquarters. On our website, you will find informational materials about the 2020 Census in your community.</p> <p><i>As an alternative: If contact person does not have internet access, ask for their mailing address to forward documents.</i></p>

**GROUP QUARTERS
ADVANCE CONTACT
for
SOUP KITCHENS IN-FIELD SCRIPT**

**2020 CENSUS
PUERTO RICO**

(GQ Type Code:702)

GQ Type Codes and Descriptions	
Code	Description
Correctional Facilities for Adults	
101	Federal Detention Centers*
102	Federal Prisons*
103	State Prisons
104	Local Jails and Other Municipal Confinement Facilities
105	Correctional Residential Facilities
106	Military Disciplinary Barracks and Jails*
Juvenile Facilities	
201	Group Homes for Juveniles (non-correctional)
202	Residential Treatment Centers for Juveniles (non-correctional)
203	Correctional Facilities Intended for Juveniles
Nursing Facilities/Skilled-Nursing Facilities	
301	Nursing Facilities/Skilled-Nursing Facilities
Other Institutional Group Quarters	
401	Mental (Psychiatric) Hospitals and Psychiatric Units in Other Hospitals
402	Hospitals with Patients Who Have No Usual Home Elsewhere
403	In-Patient Hospice Facilities
404	Military Treatment Facilities with Assigned Patients*
405	Residential Schools for People with Disabilities
College/University Student Housing	
501	College/University Student Housing (owned/leased/managed by a college/university)
502	College/University Student Housing (owned/leased/managed by a private company/agency)
Military Quarters	
601	Military Quarters*
602	Military Ships*
Service-Based Enumeration (SBE)	
701	Emergency and Transitional Shelters (with Sleeping Facilities) for People Experiencing Homelessness
702	Soup Kitchens
704	Regularly Scheduled Mobile Food Vans
706	Targeted Non-Sheltered Outdoor Locations
Other Non-Institutional Group Quarters	
703	Domestic Violence Shelters*
801	Group Homes Intended for Adults (non-correctional)
802	Residential Treatment Centers for Adults (non-correctional)
900	Maritime/Merchant Vessels*
901	Workers' Group Living Quarters and Job Corps Centers
902	Religious Group Quarters
903	Living Quarters for Victims of Natural Disaster
999	Unknown

*Note: Out of Scope GQs

CFS Name _____ Date Assigned _____

GQ Name _____ GQ Control # _____

#	Question
1	<p>Hello. My name is <i>(Your name)</i>. May I speak to <i>(Say the CONTACT NAME printed on the ACR)?</i></p> <p>I am from the U.S. Census Bureau. We are currently conducting the 2020 Census and would like to set up an enumeration appointment for your facility. I have some questions to ask you about <i>(Say the GQ NAME printed above)</i> at <i>(Say the ADDRESS NUMBER and STREET NAME or LOCATION DESCRIPTION printed on the ACR)</i>.</p> <p>_____ <i>Housing Unit, GQ Type Code=Blank, Status Code = Housing Unit. Go to QUESTION 17.</i></p> <p>_____ <i>Contact person is correct, confirm their phone number and title from the ACR, if that information is preprinted there. Update or collect their phone number, title as well as their business email.</i></p> <p>Contact Title _____ Contact Phone Number _____ Contact Business Email _____ <i>Now go to QUESTION 2.</i></p> <p>_____ <i>Contact person has changed, ask for the right person. Once you are with the right person, repeat your introduction and update the contact information by asking:</i></p> <p>May I have your name, title, phone number, and business email address? <i>Write this information in the spaces provided below.</i></p> <p>Contact Name _____ Contact Title _____ Contact Phone Number _____ Contact Business Email _____</p> <p><i>Go to QUESTION 2.</i></p>

#	Question
2	<p>To prepare for this census, I need to collect some information about this facility. I have just a few questions to ask you. We estimate this interview will take approximately 15 minutes. Here is a packet of information about the Decennial that you will find helpful. Included in this packet is our confidentiality statement for you to read. <i>(Hand the contact an Information Packet.)</i></p> <p><i>Go to QUESTION 3.</i></p>
3	<p>Now I am going to read you a summary of the group quarters information that I have. Please let me know if anything is incorrect, or if any information is missing.</p> <p><i>(Read all the information for the GQ and the GQ contact as shown on the ACR to the contact person, spelling out the GQ Name, Facility Name, and Street Name or Location Description. If GQ or Facility Name is incorrect or missing, make changes in the appropriate fields below. The only other change allowed here is minor misspellings of Location Street Name. Any other updates require you complete an Add Verification Form.)</i></p> <p>GQ Name _____ Facility Name _____ Location Address Number - No updates can be made Location Street Name _____ Location Urbanización - No updates can be made Location Apartment Complex - No updates can be made Location Building Description/ID - No updates can be made Location Apt/Unit - No updates can be made Location Area 1 (Barrio/Barrida/Sector/Parcela/Comunidad) - No updates can be made Location Area 2 (Barrio/Barrida/Sector/Parcela/Comunidad) - No updates can be made Location KMHM - No updates can be made Location Description - No updates can be made Location Municipio - No updates can be made Location ZIP Code - No updates can be made</p> <p><i>Go to QUESTION 4a.</i></p>
4a	<p>We currently have the structure at this address listed as the following type of group quarters: <i>(Read the GQ Type description printed on page 1.)</i> Is that correct?</p> <p>_____ <i>Yes, go to QUESTION 5.</i></p> <p>_____ <i>No, use "GQAC Job Aid: Identify GQ Type Code" to update GQ Type Code. Write the new type code in space provided: GQ Type _____ Change to the appropriate script based on the new type code.</i></p>

	<p>_____ Out-of-Scope GQ – Write the new type code in space above. Status Code = “GQ Out-of-Scope.” Then end GQAC interview by saying: “Thank you very much for your time and participation. This is the all the information I need.”</p> <p>_____ Transitory Location – Type code = Blank, Status Code= “Transitory Location” Continue with Question 4b.</p> <p>_____ Housing Unit – Type code = Blank, Status Code = ‘Housing Unit’. Continue with QUESTION 17.</p>
4b	<p>Will this facility be operating on April 1st, 2020? Check the appropriate answer below:</p> <p>_____ Yes, go to QUESTION 24</p> <p>_____ No, end the interview using the statement: “Thank you very much for your time and participation. This is all the information I need. This facility will not be counted during the 2020 Census. Someone from the Census Bureau may contact you by telephone to verify that we spoke with you about counting the people (residing in/served at) this facility.”</p> <p><i>Status Code: GQ out-of-scope. Out of Scope reason: Not Operating on Census Day. Enter 0 into Expected Pop in Question 24. Go to your next assignment.</i></p> <p>_____ Do not know, go to QUESTION 25</p>
5	<p>What is the maximum number of people who occupy this group quarters?</p> <p>Max Pop _____</p> <p>Go to QUESTION 6</p>
6	<p>Will this facility be operating on Tuesday, March 31st?</p> <p>_____ Yes, go to QUESTION 8.</p> <p>_____ No, QUESTION 7</p>
7	<p>Will this facility be open or operating on Monday, March 30th or Wednesday, April 1st?</p> <p>_____ Yes, go to QUESTION 9.</p> <p>_____ No, end interview using this statement: “Thank you very much for your time and participation. This is all the information I need. This facility will not be counted during the 2020 Census. Someone from the Census Bureau may contact you by telephone to verify that we spoke with you about counting the people (residing in/served at) this facility.”</p> <p><i>Status Code: GQ out-of-scope. Out of Scope reason: Not Operating on Census Day. Enter 0 into Expected Pop in Question 12. Go to your next assignment.</i></p>
8	<p>The Census employee(s) will come to this facility on Tuesday, March 31st to gather information for people who are serviced on that date. Is this acceptable?</p>

	<p>_____ <i>Yes, Scheduled Visit Date = March 31st go to QUESTION 10.</i></p> <p>_____ <i>No, go to QUESTION 9.</i></p>
9	<p>Would you prefer our Census employee(s) come to your facility to gather information for the people who are serviced there on Monday, March 30th or Wednesday, April 1st?</p> <p>Note to CFS: The enumeration appointment <u>cannot</u> be scheduled outside of March 30th, March 31st, or April 1st.</p> <p>_____ <i>Scheduled Visit Date = March 31 or April 1st, go to QUESTION 10.</i></p>
10	<p>The census response data that we ask for each person are name, sex, date of birth, age on Census Day, Hispanic origin, race, citizenship, and an alternate address where they live or stay when not at this facility.</p> <p>We will send Census employees to your location to conduct an in-person interview with each person who is served at your soup kitchen on your enumeration appointment date.</p> <p>Enum Method= in-person interview.</p> <p><i>Go to QUESTION 11.</i></p>
11	<p>Which meal serves the largest number of clients? <i>Mark one option:</i></p> <p>_____ <i>Breakfast</i></p> <p>_____, <i>Lunch</i></p> <p>_____ <i>Dinner</i></p> <p>Largest Meal Served= option marked above.</p> <p>_____ <i>Respondent doesn't know, leave this section blank.</i></p> <p><i>Go to QUESTION 12.</i></p>
12	<p>How many clients do you expect to serve at this soup kitchen during this meal?</p> <p>Expected Pop _____</p> <p><i>Go to QUESTION 13.</i></p>
13	<p>What time is this meal served?</p> <p>Arrival Time _____</p> <p><i>Go to QUESTION 14.</i></p>

14	<p>What time do you stop serving this meal?</p> <p>Ending Time _____</p> <p><i>Go to QUESTION 15.</i></p>
15	<p>What time do clients start to assemble for this meal?</p> <p>Scheduled Visit Time _____.</p> <p><i>Go to QUESTION 16.</i></p>
16	<p>Do clients line up, congregate, or use another method of grouping while waiting to enter the soup kitchen? <i>Write the answer in the space below.</i></p> <p>Method Recv Food _____</p> <p><i>Go to QUESTION 19</i></p>
17	<p>Including yourself, how many people will be living or staying at (<i>Say the ADDRESS NUMBER and STREET NAME listed on ACR</i>) on April 1, 2020? <i>Write the contact's answer in the space below.</i></p> <p>Expected Pop _____</p> <p>The census response data that we ask for each person are name, sex, date of birth, age on Census Day, Hispanic origin, race, citizenship, and an alternate address where they live or stay when not at this location.</p> <p>We will send a Census worker to your location to conduct an in-person interview for each person who was living or staying at this location on Census Day.</p> <p><i>Update the Contact Information for the Housing unit. Write 'In-person interview' in the Enum Method = In-Person Interview.</i></p> <p><i>Write "<u>This is a housing unit</u>" in the Notes below:</i></p> <p>Notes:</p> <hr/> <p><i>Go to QUESTION 18.</i></p>
18	<p>What is the best date and time for us to conduct the interviews at this location between April 6, 2020 to April 30, 2020?</p> <p>Scheduled Visit</p> <p><i>Date</i> _____ <i>Time</i> _____.</p> <p><i>Go to QUESTION 19.</i></p>

<p>19</p>	<p>Are there any people at this location that do not speak or understand English?</p> <p>_____ Yes (<i>Other Languages</i>), then ask,</p> <p>What language(s) do they speak (<i>For example Spanish, Chinese, Vietnamese, Korean?</i> List them here: _____) (<i>GQ Languages</i>) Go to <i>QUESTION 20</i>.</p> <p>_____ No, go to <i>QUESTION 20</i>.</p> <p><i>If this is a Housing Unit, Go to QUESTION 23.</i></p>
<p>20</p>	<p>Are there any specific instructions that census staff need to know in order to count the people at this location?</p> <p>_____ Yes (<i>Specific Instructions</i>). List the instructions here: _____ (<i>Specific Instructions</i>).</p> <p>_____ No (<i>Specific Instructions</i>).</p> <p><i>Go to QUESTION 21.</i></p>
<p>21.</p>	<p>Are you responsible for any additional facilities, either at this address or elsewhere?</p> <p>_____ Yes, complete an Add Verification Checklist for each additional facility. After you fill out the Add Verification Checklists, tell the contact person ‘We will check our current address file to see if those facilities are already listed. If we do not have them in our address file, we will contact you to conduct an interview for each place.’ Go to <i>QUESTION 22</i>.</p> <p>_____ No, go to <i>QUESTION 22</i>.</p>
<p>22.</p>	<p>Now on the day of enumeration, census workers will arrive at the soup kitchen prior to the time clients are allowed to enter the building.</p> <p>We ask that you let the clients know that the Census Bureau will be conducting the 2020 Census at that time and all data we collect are protected by law and kept confidential. Someone from the Census Bureau will contact you prior to your appointment to discuss details about counting your clients. To learn more about our privacy policy and data protection, please visit our website at census.gov and click on “Data Protection and Privacy Policy” at the bottom of the home page.</p> <p>That is all the information I need. Thank you very much for your time and participation. you have any additional questions, please call the area census office at (<i>Please provide the ACO telephone number</i>) or visit our website at 2020census.gov/groupquarters. In our website, you will find informational materials about the 2020 Census in your community.</p>

<p>23</p>	<p>Now on the day of enumeration, census workers will arrive at your facility at your scheduled appointment time.</p> <p>We ask that you let the clients know that the Census Bureau will be conducting the 2020 Census at that time and all data we collect are protected by law and kept confidential. Someone from the Census Bureau will contact you prior to your appointment to discuss details about counting your clients. We appreciate your cooperation.</p> <p>To learn more about our privacy policy and data protection, please visit our website at census.gov and click on “Data Protection and Privacy Policy” at the bottom of the home page.</p> <p>That is all the information I need. Thank you very much for your time and participation. If you have any additional questions, please call the area census office at (<i>Please provide the ACO telephone number</i>) or visit our website at 2020census.gov/groupquarters. On our website, you will find informational materials about the 2020 Census in your community.</p>
<p>24</p>	<p>What is the expected population at this facility on April 1st, 2020? If you do not know the exact number right now, please provide an estimate. <i>Write the contact’s answer in the space below.</i></p> <p>Expected Pop _____</p> <p><i>Go to QUESTION 25.</i></p>
<p>25</p>	<p>The census response data we ask for each person are name, sex, date of birth, age on Census day, Hispanic origin, race, citizenship and a alternative address where they live or stay when not at this facility.</p> <p>We will send Census employees to your location to conduct an in-person interview with each person who is here on the day of enumeration.</p> <p>Enum method = In-Person Interview</p> <p><i>Go to QUESTION 26</i></p>
<p>26</p>	<p>What is the best date and time for us to conduct interviews at this location between April 6, 2020 to May 29, 2020?</p> <p>Scheduled Visit</p> <p><i>Date</i> _____ <i>Time</i> _____.</p> <p><i>Go to QUESTION 27.</i></p>
<p>27</p>	<p>Are there any people at this location that do not speak or understand English?</p>

	<p>_____ Yes (Other Languages), then ask,</p> <p>What language(s) do they speak (<i>For example Spanish, Chinese, Vietnamese, Korean?</i> List them here: _____) (GQ Languages) Go to QUESTION 28.</p> <p>_____ No (Other Languages) go to QUESTION 28.</p>
28	<p>Are there any specific instructions that census staff need to know in order to count the people at this location?</p> <p>_____ Yes (Specific Instructions). List the instructions below:</p> <p>_____.</p> <p>_____ No (Specific Instructions).</p> <p>Go to QUESTION 29</p>
29	<p>Are you responsible for any additional facilities, either at this address or elsewhere?</p> <p>_____ Yes, complete an Add Verification Checklist for each additional facility. After you fill out the Add Verification Checklists, tell the contact person ‘We will check our current address file to see if those facilities are already listed. If we do not have them in our address file, we will contact you to conduct an interview for each place.’</p> <p>_____ No, go to QUESTION 30.</p>
30	<p>Now on the day of enumeration, census workers will arrive at your facility at your scheduled appointment time.</p> <p>We ask that you let the clients know that the Census Bureau will be conducting the 2020 Census at that time and all data we collect are protected by law and kept confidential. Someone from the Census Bureau will contact you prior to your appointment to discuss details about counting your clients. We appreciate your cooperation.</p> <p>To learn more about our privacy policy and data protection, please visit our website at census.gov and click on “Data Protection and Privacy Policy” at the bottom of the home page.</p> <p>Go to QUESTION 31.</p>
31	<p>That is all the information I need. Thank you very much for your time and participation. If you have any additional questions, please call the area census office at (<i>Please provide the ACO telephone number</i>) or visit our website at 2020census.gov/groupquarters. On our website, you will find informational materials about the 2020 Census in your community.</p>

	<p><i>As an alternative: If contact person does not have internet access, ask for their mailing address to forward documents.</i></p>
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