2020 CENSUS

GROUP QUARTERS ADVANCE CONTACT FOR NON-SBE GQ CALLING SCRIPT

(GQ Type Codes: 101, 102, 103, 104, 105, 106, 201, 202, 203, 301, 401, 402, 403, 404, 405, 501, 502, 601, 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: HQ Staff only- except those located on American Indian Reservations or in Alaska Native Villages
**Note: Out of Scope GQs

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INTRODUCTION		
#	**Question**	**Action**
1a	Hello. My name is *(Your name).* May I speak to (*Say the* **CONTACT NAME** *located in the GQ Response column*)? I am calling 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. By enumeration, I mean we will come to your facility to count your residents/clients. I have some questions to ask you about (*Say the* **GQ NAME** *listed in the GQ Response column*) at (*Say the* **ADDRESS NUMBER** *and* **STREET NAME or LOCATION DESCRIPTION** *listed in the GQ Response column*). Are you the contact person for this location?	*If this is Housing Unit, change GQ Type to blank. Go to QUESTION 6.* *If this person is still serving as the contact person for the group quarter, read interview QUESTION 2a.* *If the contact person has changed, ask for the right person; when they arrive on the call read interview QUESTION 1b.* *If this is the wrong number ask the respondent on the phone if a second number is available, call the second number. Go to the* **Contact History** *screen and select the appropriate attempt number for this call from the* **Attempt** *field.* *If this is the wrong number and you are unable to retrieve a second phone number, go to* **Not Complete** *(located on the* **Contact History screen***), select the appropriate response, and end the interview by saying:* "Thank you for your time." *Go to the* **Contact History** *screen and select the appropriate attempt number for this call from the* **Attempt** *field.*

INTERVIEW		
#	**Question**	**Action**
1b	Hello. My name is *(Your name).* I am calling 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. By enumeration, I mean we will come to your facility to count your residents/clients. I have some questions to ask you about (*Say the **GQ NAME** listed in the GQ Response column*) at (*Say the **ADDRESS NUMBER** and **STREET NAME** or **LOCATION DESCRIPTION** listed in the GQ Response column*). Are you the contact person for this location? May I have your name, title, and business email address?	*Enter into the **Contact Name, Contact Title, and Contact Business Email** fields.* *Go to QUESTION 2a.*

2a	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.	*Read all the information for the GQ and the GQ contact shown in the **GQ Response** column to the contact person, spelling out the GQ Name, Facility Name, and Street Name or Location Description (these fields are also listed below). If any information is incorrect or missing, make changes in the **GQ Update** section for the fields that are available to update. Only minor spelling changes are permitted to Street Name.*
	Before we start, I will read you our confidentiality statement: All of the information that you provide will remain confidential. We are conducting the 2020 Census under the authority of Title 13, U.S. Code, Sections 141, 193, 221 and 223. You are required by law to respond to the census.	*If any of the other address fields have changed, go to the **Contact History** screen and update the **Attempt** field to **Final**, and add a Note on the **Edit** screen. Enter the information into the Add Verification form. Then, proceed to QUESTION 16.*
	Read if necessary:	
	This collection of information has been approved by the Office of Management and Budget (OMB). The eight-digit OMB approval number 0607-1006 confirms this approval.	**GQ Name:** **Facility Name:** **Loc Address Number:** **Loc Street Name:** **Loc Apt/Unit:** **Location Description:** **Loc City:**
	The Census Bureau is required by law to protect this information (Title 13, U.S. Code, Section 9). The Census Bureau is not permitted to publicly release your responses in a way that could identify anyone. By law, the Census Bureau can only use responses to produce statistics. Per the Federal Cybersecurity Enhancement Act of 2015, data are protected from cybersecurity risks through screening of the systems that transmit data.	**Loc County:** **Loc State:** **Loc ZIP Code:** **Loc ZIP+4 Code:** **Building Name (if applicable):** **Building Number (if applicable):** **Contact Name:** **Contact Phone Number:** **Contact Phone Extension:** **Contact Title:** **Contact Business Email**:
	To learn more about our privacy policy and data protection, please visit our Web site at census.gov and click on "Data Protection and Privacy Policy" at the bottom of the home page. This page also includes information about the collection, storage, and use of these records. Click on "System of Records Notices (SORN)" and look for Privacy Act System of Records Notice COMMERCE/CENSUS-5, Decennial Census Program.	*(If applicable)* **2nd Contact Name:** **2nd Contact Phone Number:** **2nd Contact Phone Extension:** **2nd Contact Title:** **2nd Contact Business Email:** *Go to QUESTION 2b.*
	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.	

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INTERVIEW		
#	**Question**	**Action**
2b	We currently have the structure at this address listed as the following type of group quarters: *(Read the **GQ Type** description listed in the **GQ Update** column).* Is that correct?	*If Yes, and GQ Type is 501, go to QUESTION 2c.* *If Yes, and GQ Type is <u>not</u> 501, go to QUESTION 2d.* *If No, use "GQAC Job Aid: Identify GQ Type Code" to update **GQ Type Code**. Then select the appropriate script for the new GQ Type Code.*
2c	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?	*If owned/leased/managed by a college, university, or seminary, then update/confirm that **GQ Type** is 501.* *If owned/leased/managed by a private company, or agency, then update/confirm that **GQ Type** is 502.* *Go to QUESTION 2d.*
2d	What is the maximum number of people who can live or stay here at this group quarters?	• *If GQ Type Code is 501, 502, 801, 802,901, 902, and 903 the max pop must include any staff who live or stay at the GQ.* • *If GQ Type is 901, and the GQ is a separate staff quarter, the max pop includes staff only.* • *If GQ Type is 901 and the GQ is a Job Corp Centers, Workers Group Living Quarters, or vocation training facility, the max pop includes staff and residents in the maximum number.* *Update the **Max Pop** in the **GQ Update** column.* *Go to QUESTION 3.*

INTERVIEW		
#	**Question**	**Action**
3	Will this facility be operating on April 1st, 2020? *Note for office staff: Operating refers to whether residents or clients were living or staying at the facility on April 1st.*	*If yes, select Y from the* **GQ Operating** *field, and go to QUESTION 4a.* *If no, select N from the* **GQ Operating** *field, and end the interview using the statement:* "Thank you very much for your time and participation. 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." *Go to Status Code and choose:* **GQ out-of-scope.** *Choose* **Not Operating on Census Day** *from the* **OS Reason** *field. Click* **SAVE**. *Go to QUESTION 16.* *If don't know, go to QUESTION 5.*
4a	*If GQ Type is <u>not</u> a correctional facility (103, 104, 105, or 203), go to QUESTION 4b.* *If GQ Type is a correctional facility (103, 104, 105, or 203), then ask:* When the 2020 Census enumeration occurs at this facility, we request that you exclude any federal detainees from the population count, if possible. The particular federal agencies that have jurisdiction over federal detainees will report them to the Census Bureau through separate enumeration procedures, and we do not want to count them twice. Based on that guidance, 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.	*Enter this information into the* **Expected Pop** *field.* *Go to QUESTION 5.*

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INTERVIEW		
#	**Question**	**Action**
4b	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.	• *GQ Type Code is 501, 502, 801, 802, 901, 902, and 903: include any staff who live or stay at the GQ in this number.* • *GQ Type is 901, and the GQ is a separate staff quarter, include staff only.* • *If GQ Type is 901 and the GQ is a Job Corp Centers, Workers Group Living Quarters, or vocation training facility, include staff and residents in the expected number.* *Enter this information into the **Expected Pop** field.* *Go to QUESTION 5.*
5	Does this group quarters serve males only, females only, or both males and females? **Note for office staff: When enumerators are assigned during the GQE operation, this information is used. Male enumerators are assigned to all-male GQs, and vice versa for females.*	*Enter this information into the **Pop Sex** field.* *If this is a military GQ Type (106, 404, or 601), go to QUESTION 7a.* *All other GQ Types, go to QUESTION 7b.*
6	Including yourself, how many people will be living or staying at *(Say the **ADDRESS NUMBER** and **STREET NAME** listed in the GQ Response column)* on April 1, 2020? We will send a Census Bureau worker to your location to conduct an in-person interview for each person who was living or staying at this location on Census Day.	*Enter this information into the **Expected Pop** field.* *Update the Contact Information, and enter **in-person interview** into the **Enum Method** field.* *Type:* "This is a housing unit" in the Notes section. *Go to QUESTION 8.*

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INTERVIEW		
#	**Question**	**Action**

7a	We will conduct the 2020 Census Group Quarters Enumeration from April 6, 2020 to June 2, 2020. The following enumeration options are available for your facility:
	
	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 FAQs.
	
	    (Only for military GQ Type 106)
	a. **Electronic Response Data Transfer (eResponse)**
	    Is a secure website for you 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. You will be provided a unique user ID. The requested data must be entered into the Census template format and uploaded to our website.
	
	b. **Facility Self Enumeration**
	    A Census Bureau 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.
		Enter enumeration method selected into the **Enum Method** *field.*
		
		If Facility Self Enumeration is selected, go to QUESTION 10.
		
		If Electronic Response Data Transfer (eResponse) is selected, go to QUESTION 15.

7b	We will conduct the 2020 Census Group Quarters Enumeration from April 6, 2020 to June 2, 2020. 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 FAQs.* a. **In-Person Interview** A Census Bureau 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. b. **Drop Off/Pick Up of Questionnaire** A Census Bureau 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. c. **Paper Response Data Collection** A Census Bureau 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. *(GQ Type 999 not eligible)* d. **Electronic Response Data Transfer (eResponse)** Is a secure website for you 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. You will be provided a unique	*Enter enumeration method selected into the* ***Enum Method*** *field.* *If In-Person Interview is selected, go to QUESTION 8.* *If Drop Off/Pick Up of Questionnaire is selected, go to QUESTION 9.* *If Facility Self Enumeration is selected, go to QUESTION 10.* *If Paper Response Data Collection is selected, go to QUESTION 11.* *If Electronic Response Data Transfer (eResponse) is selected, go to QUESTION 15.*	

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INTERVIEW		
#	**Question**	**Action**
	user ID. The requested data must be entered into the Census template format and uploaded to our website. e. *Only for correctional facilities [101, 102, 103, 104, 105, and 203] or health care facilities [202, 301, 401, 402, 403, and 802].* **Facility Self Enumeration** A Census Bureau 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.	
8	What is the best date and time for us to conduct the interviews at this location between April 6, 2020 to April 30, 2020?	*Select the date and time in the **Scheduled Visit** section.* *Go to QUESTION 12.*
9	What is the best date and time for us to leave the questionnaires at this location between April 6, 2020 to May 29, 2020?	*Select the date and time in the **Scheduled Visit** section.* *Go to QUESTION 12.*
10	What is the best date and time for us to train the contact person and leave the enumeration materials April 6, 2020 to May 29, 2020?	*Select the date and time in the **Scheduled Visit** section.* *Go to QUESTION 12.*
11	What is the best date and for us to pick up the paper listing between April 6, 2020 to May 29, 2020?	*Select the date and time in the **Scheduled Visit** section.* *Go to QUESTION 16.*

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INTERVIEW		
#	**Question**	**Action**
12	Are there any people at this location that do not speak or understand English? *Note for office staff: This information is used for planning purposes to best prepare to count the residents living at a GQ.*	*If yes, select Y from the **Other Languages** field, and ask, What language(s) do they speak? (For example Spanish, Vietnamese, Korean).* *Select all languages spoken in the **GQ Languages** field. If this is not a Housing Unit, go to QUESTION 13.* *If this is a Housing Unit, set the <u>STATUS CODE to HU and click **SAVE**</u>. Then, go to QUESTION 18.* *If no, leave N selected in the **Other Languages** dropdown field. Go to QUESTION 13.*
13	Are there any specific instructions that census staff need to know in order to count the people at this location? *Note for office staff: N, or no, is the default option. Only select Y, or yes, if the GQ provides specific instructions.*	*If yes, select Y from the **Specific Instructions** dropdown field. Enter the instructions into the **Specific Instructions** notes field.* *If no, leave N selected in the **Specific Instructions** dropdown field.* *Go to QUESTION 14.*
14	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?	*Select response from the **Roster Available** field.* **(!) Click SAVE** *Check to make sure the **Status Code** has been updated to the correct code (Complete). Go to QUESTION 16.*
15	What is the mailing address that you would like to use for receiving login information and instructions for eResponse? *Note for office staff: After selecting the eResponse enumeration method, a separate screen will pop-up for you to verify and update the GQ mailing address information. The initial address on the screen will be the location address. A GQ may have a different address for mail, so be sure to confirm/enter that information here.*	*If any of the mailing address fields are incorrect, please update.* ***Mail Address Number:*** ***Mail Street Name:*** ***Mail Apt/Unit:*** ***PO Box:*** ***Rural Route Addr:*** ***Mail City:*** ***Mail State:*** ***Mail ZIP Code:*** ***Mail ZIP+4:*** *Go to QUESTION 16.*

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INTERVIEW		
#	**Question**	**Action**
16	I am going to check our records to determine if we have you listed as the contact person for any other locations that do not have an enumeration appointment scheduled. Thank you for your patience. *Note for office staff: Be sure to SAVE the information on the Edit Screen before leaving the screen!* *Reminder: In order to save your updates you will need to click on the SAVE button first and then click CLOSE last. Clicking on close, without first clicking save will not save your updated information. Be sure to do this two-step process each time.*	**(!)** Click **SAVE** *Go to the Search Screen and conduct a search on the contact person's name to determine if other cases are listed for them.* *If there are other cases listed for this contact person that do not have an enumeration appointment scheduled, go to QUESTION 17.* *If there are no other cases listed for this contact person, say* "I have checked our records and we do not have you listed as a contact person for any other locations," *go to QUESTION 18.*
17	According to our census records, we have you responsible for (*Say the GQ NAME and refer to page 2 to read the GQ Type Code Description for the type code listed*). Is this correct?	*If yes, then inform the GQ Administrator that you would like to conduct interviews for the other locations.* *If they respond no, but they are listed as being responsible for other GQs, accept their response, and ask* 'Do you know the contact person for this location?' *Update the contact details for those location(s) (if applicable).* *Go to QUESTION 18.*

INTERVIEW		
#	**Question**	**Action**
18	*If GQ Type is 501, 502, 601, 801, 802, or 901-903, ask:* Are you responsible for any additional facilities, either at this address or elsewhere? *If GQ Type is 101-106, 201-203, 301, or 401-405, ask*: Are you responsible for any additional facilities, either at this address or elsewhere? Include workers' group living quarters that staff use as their usual residence.	*Complete an Add Verification Form for each location. Once you have collected the information, tell the contact person:* We will check our files to see if we have these locations and will call you back at another time to complete an interview for each location. Now let us continue. *If GQ administrator has GQs that will be enumerated and does not choose Electronic Response Data Transfer (eResponse) as the preferred method of enumeration, go to QUESTION 19a.* *If GQ administrator has GQs that will be enumerated and chooses Electronic Response Data Transfer (eResponse) as the preferred method of enumeration, go to QUESTION 19b.* *If GQ administrator has no GQs that will be enumerated, go to QUESTION 19c.*
19a	On the day of enumeration, Census Bureau workers will arrive at your facility at your scheduled appointment time. 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. 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.	*Go to QUESTION 19c.*

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INTERVIEW		
#	**Question**	**Action**
19b	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 website using the Census Bureau's template. If you have any additional questions, call this number at (*Please provide the ACO telephone number)* or please visit our website at 2020census.gov/gq. On our website, you will find informational materials about the 2020 Census in your community.	<u>*As an alternative:*</u> *If contact person does not have internet access, ask for their mailing address to forward documents.*
19c	That is all the information I need at this time. If we need further information, we may call you back. Thank you very much for your time and participation. If you have any additional questions, please call the area census office at *(Please provide the ACO telephone number)* or visit our website at 2020census.gov/gq. On our website, you will find informational materials about the 2020 Census in your community.	<u>*As an alternative:*</u> *If contact person does not have internet access, ask for their mailing address to forward documents.*

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GQAC Job Aid: Identify GQ Type Code

Q1. **How would you describe or categorize the type for this facility?**
Find the category in the Living Quarters Table that best matches the respondent's answer. If clarification is necessary, you can read the category descriptions to the respondent to confirm you are selecting the most appropriate category. When the appropriate category is identified, use the table to determine the correct GQ Type Code. For some categories (as indicated in the table), you will need to probe to identify the appropriate sub-category and corresponding GQ Type Code. While searching for the appropriate category, you may say the following: "Thank you for your patience. I am searching our living quarters categories so that I can correctly list your location."
- If chosen category (or sub-category):
  - **Has different type codes for Residents and Staff** -- Use Residents or Staff column, as applicable, to update GQ Type Code. If Residents, proceed to Q2 of this Job Aid. If Staff, skip to Q6 of this Job Aid.
  - **Has same type code for Residents and Staff** -- Update GQ Type Code, and then return to GQAC script: Question 2d.
  - **Is an Out-of-Scope GQ Type** -- If the GQ Type is Maritime Vessel (900) or Military Ship (602), update GQ Type Code, and update the Status Code to "GQ Out-Of-Scope," and select the reason that it is GQ Type Out of Scope from the OS Reason field. Then end GQAC interview using the following statement: "Thank you very much for your time and participation. This is all the information I need. " If the GQ Type is a Domestic Violence Shelter (703), apologize and end the interview, and follow the special instructions for handling Domestic Violence Shelters.
  - **Is labeled as Transitory Location** -- Change GQ Type Code to blank. Go to the Contact History screen and update the Attempt field to Final, select "Not a Group Quarters" from the Not Complete field, and add a detailed note in the Contact History Notes field. You may also add a Note on the Edit screen. Then end GQAC interview using the following statement: "Thank you very much for your time and participation. This is all the information I need. Your facility will be contacted at a later date to setup an enumeration appointment."
  - **Is labeled as a Housing Unit** -- Change GQ Type Code to blank. Then go to the non-SBE GQAC Calling Script: Question 6.
  - **Is labeled as Nonresidential** – Change GQ Type Code to blank, and update Status Code to "Nonresidential." Then end GQAC interview using the following statement: "Thank you very much for your time and participation. This is all the information I need."

Q2. **What is the maximum number of residents who can live or stay here at this group quarters?**
- Update Max Pop, and then proceed to Q3 of this Job Aid.

Q3. **At this group quarters, in addition to housing for residents, is there also housing for staff that is used as their usual residence?**
- If Yes, proceed to Q4 of this Job Aid.
- If No, return to GQAC calling script: Question 3.

Q4.   **Is the name or address of the housing for the staff different? If so, what is the name or address?**
The PCS universe will need to be search to determine if a record exist for this facility having a GQ Type code of 901. If the record exists, it will need to be updated. If the record does not exist, then it will need to be added as a new GQ.

Q5.   **What is the maximum number of staff who can live at this group quarters?**
Note the maximum population to add to the GQ Type code 901 record.

- Then return to GQAC calling script: Question 3. Based on the new GQ Type Code use the appropriate calling script.

Q6.   **What is the maximum number of staff who can live at this group quarters?**
Update Max Pop, and then return to GQAC calling script: Question 3 on the non-SBE calling script.

Living Quarters Table

Category Description	Sub-Category (if applicable)	GQ Type Code	
		Residents	**Staff (If their usual residence)**
1. Group Home (non-correctional) for Adults or Juveniles Community-based group living arrangements in residential settings that are able to accommodate three or more clients of a service provider that provides room and board and services, including behavioral, psychological, or social programs. Generally, clients are not related to the caregiver or to each other.	Intended for adults	801	
	Intended for juveniles	201	901
2. Residential Treatment Center (non-correctional) for Adults or Juveniles Residential facilities that provide treatment on-site in a highly structured live-in environment for the treatment of drug/alcohol abuse, mental illness, and emotional/behavioral disorders.	Intended for adults	802	
	Intended for juveniles	202	901
3. College or University Student Housing Includes residence halls, and other buildings, including apartment-style student housing, designed primarily to house college and university students in a group living arrangement either on or off campus. These facilities are owned, leased, or managed either by a college, university, or seminary, or by a private company or agency that provides a 'by the bed' lease to students. Fraternity and sorority housing recognized by the college or university is included as college student housing.	Owned/leased/managed by a college, university, or seminary	501	
	Owned/leased/managed by a private company or agency (typically offering "by the bed" or single-liability leases)	502	

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4. Residential School for People with Disabilities *(such as schools for the physically or developmentally disabled)* Includes schools that teach the skills for daily living and provide education programs and care for students with disabilities in a live-in environment.		**405**	**901**
5. Workers' Group Living Quarters, Group Housing at Job Corps Centers, or Staff Housing at Boarding Schools Includes dormitories, bunkhouses, and other group living arrangements for workers who live or stay in places such as migratory farm worker camps, ranch housing, construction worker camps, vocational training facilities, or staff housing for boarding schools or other facilities.		**901**	
6. Hospital Includes general or Veterans Affairs hospitals, as well as mental or psychiatric hospitals. Also includes psychiatric units, skilled-nursing units, and in-patient hospice units within a larger hospital.	Mental or psychiatric unit or floor	**401**	**901**
	Skilled-nursing unit	**301**	**901**
	In-patient hospice unit	**403**	**901**
	Patients with no disposition or exit plan (patients who have no usual residence elsewhere)	**402**	**901**

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7. **Nursing or Skilled-Nursing Facility, Independent or Assisted Living Facility, or Continuing Care Facility** *Nursing/Skilled-Nursing Facility:* Facilities that provide long-term 24-hour non-acute medical care with licensed nurses. (Note: These facilities may also be referred to as nursing homes.) *Independent/Assisted Living Facility:* Facilities that provide housing for older adults and coordinates personal support services, 24-hour supervision and assistance to meet needs in a way that promotes maximum dignity and independence for each resident. These facilities are designed for people who need regular help with the activities of daily living but do not necessarily require skilled medical care. (Note: These facilities may also contain a nursing/skilled-nursing unit or hospice unit.) *Continuing Care Facility:* Facilities that provide residents with a lifetime continuum of care so that the residents can "age in place." They offer the resident independent living for as long as possible, and provide for nursing assistance if or when it is needed. (Note: These facilities may also be referred to as continuing care retirement communities [CCRC's] or multi-level care facilities, and they may also contain a nursing/skilled-nursing unit or hospice unit.)	Nursing or skilled-nursing unit	301	901
	In-patient hospice unit	403	901
	Independent living, assisted living, or continuing care unit	**Housing Unit**	
8. **In-Patient Hospice Facility (free-standing only)** Includes in-patient hospice facilities that provide palliative, comfort, and supportive care for terminally ill patients and their families.		403	901

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9. **Shelter for People Experiencing Homelessness (emergency and transitional)** Places with beds or cots, where people experiencing homelessness stay at least overnight.		**701**
10. **Soup Kitchen** Provide meals, organized as food service lines or bag or box lunches, primarily to people experiencing homelessness.		**702**
11. **Regularly Scheduled Mobile Food Van** Provide meals at regularly scheduled stops that primarily serve people experiencing homelessness.		**704**
12. **Living Quarters for Victims of Natural Disasters** Temporary group living arrangements established as a result of natural disasters.		**903**
13. **Domestic Violence Shelter** Community-based homes, shelters or crisis centers that provide housing for people who have sought shelter from household violence and may have been physically abused.		**Out-of-Scope GQ** (703)
14. **Religious Group Living Quarters Intended to House their Members** *(such as convents, monasteries, or abbeys)* Facilities owned or operated by religious organizations that are intended to house their members in a group living situation. (Note: Seminary students living in group quarters are classified as college student housing, not religious group living quarters.)		**902**
15. **Recreational Vehicle (RV) Park, Campground, Carnival, Marina, or Racetrack** Includes both commercial and private facilities.		**Transitory Location**

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16. Hotel, Motel, Hostel, Single-Room Occupancy Units, Inn, Resort, Lodge, or Bed and Breakfast All types of lodging facilities that may include permanent housing for some clients and/or housing for people experiencing homelessness.	If all rooms/units are used ENTIRELY to house people experiencing homelessness	**701**
	Otherwise, if any rooms/units are occupied by people who live or stay there most of the time	**Transitory Location**

17. Correctional Facility for Adults or Juveniles *All Federal, State, County or Local prisons, jails, detention centers, and correctional residential facilities.* **_For Adults:_** **_Federal and State Prisons:_** Also includes hospitals operated by or for federal or state correctional facilities. Also includes privately operated correctional facilities housing primarily federal or state inmates. **_Local Jails and Other Municipal Confinement Facilities:_** Also includes correctional facilities operated by or for counties, cities,	Federal prison for adults	**HQ Only*** (102) *except those located on American Indian Reservations or in Alaska Native Villages
	State prison for adults	**103**	**901**
	Local jail/municipal confinement facility for adults	**104**	**901**

and American Indian and Alaska Native (AIAN) tribal governments. Also includes work farms and camps holding people awaiting trial or serving short sentences. Also includes privately operated correctional facilities housing primarily local or county inmates. **Federal Detention Centers:** Also includes Metropolitan Detention Centers, Metropolitan Correctional Centers, Bureau of Indian Affairs (BIA) Detention Centers, Immigration and Customs Enforcement (ICE) Service Processing Centers, and ICE contract detention facilities.	Federal detention center for adults	**HQ Only*** (101) *except those located on American Indian Reservations or in Alaska Native Villages	
	Correctional residential facility for adults	**105**	**901**
Correctional Residential Facilities: Also includes halfway houses, restitution centers, prerelease centers, work release centers, and study centers. **For Juveniles:** **Juvenile Correctional Facilities:** Also includes halfway houses operated for correctional purposes, residential training schools and farms, reception and diagnostic centers, group homes operated by or for correctional authorities, and boot camps for juvenile delinquents.	Juvenile correctional facility	**203**	**901**
18. Military Quarters **Military barracks/dormitories:** These facilities include military personnel living in barracks (including "open" barrack transient quarters) and dormitories.	Military barracks/dormitories	**601**	
	Military disciplinary barracks and jails	**106**	**901**

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Military disciplinary barracks and jails: Correctional facilities managed by the military to hold those awaiting trial or convicted of crimes. **Military treatment facilities with assigned patients:** These facilities include military hospitals and medical centers with active duty patients assigned to the facility. Only these patients are enumerated in this category.	Military treatment facilities with assigned patients	**404**	**901**
19. Private Residence These are not Group Quarters (GQ) living quarters. Some examples include houses, apartments, and mobile homes.		**Housing Unit**	
20. Maritime/Military Vessel	Military ships	**Out-of-Scope GQ** (602)	
	Maritime/merchant vessels	**Out-of-Scope GQ** (900)	

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2020 CENSUS

GROUP QUARTERS ADVANCE CONTACT FOR REGULARLY SCHEDULED MOBILE FOOD VANS CALLING SCRIPT

(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: HQ Staff only- except those located on American Indian Reservations or in Alaska Native Villages
**Note: Out of Scope GQs

GQ ADVANCE CONTACT FOR REGULARLY SCHEDULED MOBILE FOOD VANS CALLING SCRIPT

INTRODUCTION		
#	**Question**	**Action**
1a	Hello. My name is *(Your name).* May I speak to (*Say the* **CONTACT NAME** *located in the GQ Response column*)? I am calling 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. By enumeration, I mean we will come to your location to count your residents/clients. I have some questions to ask you about (*Say the* **GQ NAME** *listed in the GQ Response column*) at (*Say the* **ADDRESS NUMBER** *and* **STREET NAME** *or* **LOCATION DESCRIPTION** *listed in the GQ Response column*). Are you the contact person for this location?	*If this person is still serving as the contact person for the group quarters, read interview QUESTION 2a.* *If the contact person has changed, ask for the right person; when they arrive on the call read interview QUESTION 1b.* *If this is the wrong number ask the respondent on the phone if a second number is available, call the second number. Go to the* **Contact History** *screen and select the appropriate attempt number for this call from the* **Attempt** *field.* *If this is the wrong number and you are unable to retrieve a second phone number, go to* **Not Complete** *(located on the* **Contact History** *screen), select the appropriate response, and end the interview by saying:* "Thank you for your time." *Go to the* **Contact History** *screen and select the appropriate attempt number for this call from the* **Attempt** *field.*

GQ ADVANCE CONTACT FOR REGULARLY SCHEDULED MOBILE FOOD VANS
CALLING SCRIPT

	INTERVIEW	
#	**Question**	**Action**
1b	Hello. My name is *(Your name)*. I am calling 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. By enumeration, I mean we will come to your location to count your residents/clients. I have some questions to ask you about (*Say the GQ NAME listed in the GQ Response column*) at (*Say the ADDRESS NUMBER and STREET NAME or LOCATION DESCRIPTION listed in the GQ Response column*). Are you the contact person for this location? May I have your name, title, and business email address?	*Enter into the Contact Name, Contact Title and Contact Business Email fields.* *Go to QUESTION 2a.*

2a	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.	*Read all the information for the GQ and the GQ contact shown in the **GQ Response** column to the contact person, spelling out the GQ Name, Facility Name, Street Name, and Location Description (these fields are also listed below). If any information is incorrect or missing, make changes in the **GQ Update** section for the fields that are available to update. Only minor spelling changes are permitted to Street Name.*
	Before we start, I will read you our confidentiality statement: All of the information that you provide will remain confidential. We are conducting the 2020 Census under the authority of Title 13, U.S. Code, Sections 141, 193, 221 and 223. You are required by law to respond to the census.	*If any of the other address fields have changed, go to the **Contact History** screen and update the **Attempt** field to **Final**, and add a Note on the **Edit** screen. Enter the information into the Add Verification form. Then, proceed to QUESTION 21.*
	Read if necessary:	
	This collection of information has been approved by the Office of Management and Budget (OMB). The eight-digit OMB approval number 0607-1006 confirms this approval.	***GQ Name:*** ***Facility Name:*** ***Loc Address Number:*** ***Loc Street Name:*** ***Loc Apt/Unit:*** ***Location Description:*** ***Loc City:***
	The Census Bureau is required by law to protect this information (Title 13, U.S. Code, Section 9). The Census Bureau is not permitted to publicly release your responses in a way that could identify anyone. By law, the Census Bureau can only use responses to produce statistics. Per the Federal Cybersecurity Enhancement Act of 2015, data are protected from cybersecurity risks through screening of the systems that transmit data.	***Loc County:*** ***Loc State:*** ***Loc ZIP Code:*** ***Loc ZIP+4 Code:*** ***Building Name (if applicable):*** ***Building Number (if applicable):*** ***Contact Name:*** ***Contact Phone Number:*** ***Contact Phone Extension:***
	To learn more about our privacy policy and data protection, please visit our Web site at census.gov and click on "Data Protection and Privacy Policy" at the bottom of the home page. This page also includes information about the collection, storage, and use of these records. Click on "System of Records Notices (SORN)" and look for Privacy Act System of Records Notice COMMERCE/CENSUS-5, Decennial Census Program.	***Contact Title:*** ***Contact Business Email:*** *(If applicable)* ***2nd Contact Name:*** ***2nd Contact Phone Number:*** ***2nd Contact Phone Extension:*** ***2nd Contact Title:*** ***2nd Contact Business Email:***
	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.	*Go to QUESTION 2b.*

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INTERVIEW		
#	**Question**	**Action**
	*Note for office staff: Remember MFV addresses may require unique handling depending on what is in PCS. Refer to your manual as needed.	
2b	We currently have this location listed as the following type of group quarters: *(Read the* **GQ Type** *description listed in the* **GQ Update** *column).* Is that correct?	*If Yes, go to QUESTION 2c.* *If No, use "GQAC Job Aid: Identify GQ Type Code" to update* **GQ Type Code***. Then select the appropriate script for the new GQ Type Code.*
2c	Is the address that we have just confirmed the address for your administrative office or for your mobile food van stop?	*If this is the office of the MFV service provider, update the* **Status Code** *to Nonresidential, and go to QUESTION 20.* *If this is a mobile food van stop, go to QUESTION 3.*
3	Will this mobile food van be operating on Tuesday, March 31st? **Note for office staff: Operating refers to whether clients are able to be served from this mobile food van on March 31st.*	*If yes, go to QUESTION 5.* *If no, go to QUESTION 4.*
4	Will this mobile food van be operating on Monday, March 30th or Wednesday, April 1st 2020? **Note for office staff: Operating refers to whether clients are able to receive services from this mobile food van Monday, March 30th or Wednesday, April 1st.*	*If yes, go to QUESTION 5.* *If no, end interview using this statement:* "Thank you very much for your time and participation. 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." *Go to Status Code and choose:* **GQ Out-Of-Scope.** *Choose* **Not Operating on Census Day** *from the* **OS Reason** *field. Go to QUESTION 21.*

INTERVIEW		
#	Question	Action
5	How many stops does this mobile food van make?	*Enter this number in the **Notes** section.* *If one stop, continue with QUESTION 6.* *If more than one stop, continue with QUESTION 7.*
6	We consider each mobile food van stop a group quarters and have to enumerate the people you serve there. What is the maximum number of people you can serve from this regularly scheduled mobile food van stop?	*Update the **Max Pop** in the **GQ Update** column.* *Go to QUESTION 8.*
7	We consider each mobile food van stop a group quarter and have to enumerate the people you serve there. The following questions apply to the stop we just confirmed. I will collect information about your other stops in a few minutes. What is the maximum number of people you can serve at this regularly scheduled mobile food van stop?	*Update the **Max Pop** in the **GQ Update** column.* *Go to QUESTION 8.*
8	Is this stop serviced on Tuesday, March 31st ?	*If yes, go to QUESTION 10.* *If no, go to QUESTION 9.*
9	Is this stop serviced on Monday, March 30th or Wednesday April 1st?	If yes, go to *QUESTION 11.* If no, and there is more than one stop, go to *QUESTION 20.* If no, and there is only one stop, go to *QUESTION 21.*
10	The Census Bureau workers(s) will come to this facility on Tuesday, March 31st to gather information for the people who are receiving services on that date. Is this acceptable?	*If yes, enter March 31st into the **Scheduled Visit Date** field, and then go to QUESTION 12* *If no, go to QUESTION 11.*

INTERVIEW		
#	**Question**	**Action**
11	Would you prefer our Census Bureau workers come to your facility to gather information for people who are receiving services there on Monday, March 30th or Wednesday, April 1^{st.?} *Note for office staff: The enumeration appointment cannot be scheduled outside of March 30th, March 31st, or April 1st.*	*Enter the date selected into the **Scheduled Visit Date** field, and then go to QUESTION 12.*
12	We will send Census Bureau workers to your location to conduct an in-person interview with each person who is served at your mobile food van stop on Census Day.	*Enter In-Person Interview into the **Enum Method** field.* *Be sure that the service provider's name is in the **Facility Name** field and the mobile food van stop is in the **GQ Name** field. For example, if this is the first mobile food van stop, enter "MFV Stop 1" in the **GQ Name** field.* *Go to QUESTION 13.*
13	What is the major intersection of this stop?	*Verify if these are the intersecting streets for the address/location description you confirmed at the start of this interview. Collect as much information about the stop as possible, ask about landmarks, etc.* *For example: Parking lot of drug store at the northeast corner of Bristol Drive and US Highway 45* *Go to QUESTION 14.*
14	What is the arrival and departure time of this stop?	*Enter the arrival time into the **Arrival Time** field and **Scheduled Visit Time** fields, and enter the departure time into the **Ending Time** field.* *Go to QUESTION 15.*
15	Do clients stay near the van while eating?	*Select this information in the **Eat Near Van** field.* *Go to QUESTION 16.*
16	How many clients are expected at this stop?	*Enter this information into the **Expected Pop** field.* *Go to QUESTION 17.*

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INTERVIEW		
#	**Question**	**Action**
17	Do clients line up, congregate, or use another method of grouping to receive their food?	*Select this information from the **Method Recv Food** field. If there is another method of grouping, also describe this method in the **Notes** field.* *Go to QUESTION 18.*
18	Are there any clients who do not speak or understand English? **Note for office staff: This information is used for planning purposes to best prepare to count the residents living at a GQ.*	*If yes, select Y from the **Other Languages** field, ask, What language(s) do they speak? (For example Spanish, Vietnamese, Korean)* *Select all the languages spoken in the **GQ Languages** field. Go to QUESTION 19.* *If no, leave N selected in the **Other Languages** dropdown field. Go to QUESTION 19.*
19	Are there any specific instructions that census staff need to know in order to count the clients that use these services? **Note for office staff: N, or no, is the default option. Only select Y, or yes, if the GQ provides specific instructions.*	*If yes, select Y from the **Specific Instructions** dropdown field. Enter the instructions into the **Specific Instructions** notes field.* *If no, leave N selected in the **Specific Instructions** dropdown field.* *Check to make sure the **Status Code** has been updated to the correct code.* *If there is only one mobile food van stop, Go to QUESTION 21.* *If there is more than one mobile food van stop, go to QUESTION 20*

INTERVIEW			
#	**Question**		**Action**
20	Now I need to collect address/location information for your other stops.		*Complete an Add Verification Form for each stop. Be sure you have filled one out for each stop based on the number given in Question 5. It must have enough information so the address can be searched for in BLQ.* *Once you have collected the information for each additional stop, tell the contact person:* We will check our files to see if we have these locations and will call you back at another time to complete an interview for each stop. Now let us continue. *Go to QUESTION 21.*
21	I am going to check our records to determine if we have you listed as the contact person for any other locations that do not have an enumeration appointment scheduled. Thank you for your patience. **Note for office staff: Be sure to SAVE the information on the Edit Screen before leaving the screen!* *Reminder: In order to save your updates you will need to click on the **SAVE** button first and then click **CLOSE** last. Clicking on close, without first clicking save will not save your updated information. Be sure to do this two-step process each time.*		**(!)** Click **SAVE** *Go to the Search Screen to determine if other cases are also assigned to this contact person.* *If there are other cases listed for this contact person that do not have an enumeration appointment scheduled, go to QUESTION 22.* *If there are no other cases listed for this contact person,* "Thank you for your patience, I have checked our records and we do not have you listed as a contact person for any other locations," *go to QUESTION 23.*
22	According to our census records, we have you responsible for (*Say the **GQ NAME** and refer to page 2 to read the **GQ Type Code Description** for the type code listed*). Is this correct?		*If yes, then inform the GQ Contact that you would like to conduct interviews for the other locations.* *If they respond no, but they are listed as being responsible for other GQs, accept their response, and ask* 'Do you know the contact person for this location?' *update the contact details for those location(s) (if applicable) Go to QUESTION 23.*

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INTERVIEW		
#	**Question**	**Action**
23	Are you responsible for any additional facilities, other than the mobile food van stops we just discussed?	*Complete an Add Verification Form for each location. Once you have collected the information, tell the contact person:* We will check our files to see if we have these locations and will call you back at another time to complete an interview for each location. Now let us continue. *If GQ administrator has GQs that will be enumerated, go to QUESTION 24.* *If GQ administrator has no GQs that will be enumerated, end the interview using the following statement:* "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 (Please provide the ACO telephone number) or visit our website at 2020census.gov/gq. On our website, you will find informational materials about the 2020 Census in your community."

INTERVIEW		
#	**Question**	**Action**
24	On the day of enumeration, Census Bureau 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. 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. If you have any additional questions, please call the Area Census Office at *(Please provide the ACO telephone number)* or visit our website at 2020census.gov/gq. On our website, you will find informational materials about the 2020 Census in your community. That is all the information that I need at this time. If we need further information, we may call you back. Thank you very much for your time and participation.	*As an alternative: If contact person does not have internet access, ask for their mailing address to forward documents.*

GQAC Job Aid: Identify GQ Type Code

Q1. **How would you describe or categorize the type for this facility?**
Find the category in the Living Quarters Table that best matches the respondent's answer. If clarification is necessary, you can read the category descriptions to the respondent to confirm you are selecting the most appropriate category. When the appropriate category is identified, use the table to determine the correct GQ Type Code. For some categories (as indicated in the table), you will need to probe to identify the appropriate sub-category and corresponding GQ Type Code. While searching for the appropriate category, you may say the following: "Thank you for your patience. I am searching our living quarters categories so that I can correctly list your location."
- If chosen category (or sub-category):
  - **Has different type codes for Residents and Staff** -- Use Residents or Staff column, as applicable, to update GQ Type Code. If Residents, proceed to Q2 of this Job Aid. If Staff, skip to Q6 of this Job Aid.
  - **Has same type code for Residents and Staff** -- Update GQ Type Code, and then return to GQAC script: Question 2d.
  - **Is an Out-of-Scope GQ Type** -- If the GQ Type is Maritime Vessel (900) or Military Ship (602), update GQ Type Code, and update the Status Code to "GQ Out-Of-Scope," and select the reason that it is GQ Type Out of Scope from the OS Reason field. Then end GQAC interview using the following statement: "Thank you very much for your time and participation. This is all the information I need." If the GQ Type is a Domestic Violence Shelter (703), apologize and end the interview, and follow the special instructions for handling Domestic Violence Shelters.
  - **Is labeled as Transitory Location** -- Change GQ Type Code to blank. Go to the Contact History screen and update the Attempt field to Final, select "Not a Group Quarters" from the Not Complete field, and add a detailed note in the Contact History Notes field. You may also add a Note on the Edit screen. Then end GQAC interview using the following statement: "Thank you very much for your time and participation. This is all the information I need. Your facility will be contacted at a later date to setup an enumeration appointment."
  - **Is labeled as a Housing Unit** -- Change GQ Type Code to blank. Then go to the non-SBE GQAC Calling Script: Question 6.
  - **Is labeled as Nonresidential** – Change GQ Type Code to blank, and update Status Code to "Nonresidential." Then end GQAC interview using the following statement: "Thank you very much for your time and participation. This is all the information I need."

Q2. **What is the maximum number of residents who can live or stay here at this group quarters?**
- Update Max Pop, and then proceed to Q3 of this Job Aid.

Q3. **At this group quarters, in addition to housing for residents, is there also housing for staff that is used as their usual residence?**
- If Yes, proceed to Q4 of this Job Aid.
- If No, return to GQAC calling script: Question 3.

Q4. **Is the name or address of the housing for the staff different? If so, what is the name or address?**
The PCS universe will need to be search to determine if a record exist for this facility having a GQ Type code of 901. If the record exists, it will need to be updated. If the record does not exist, then it will need to be added as a new GQ.

Q5. **What is the maximum number of staff who can live at this group quarters?**
Note the maximum population to add to the GQ Type code 901 record.

- Then return to GQAC calling script: Question 3. Based on the new GQ Type Code use the appropriate calling script.

Q6. **What is the maximum number of staff who can live at this group quarters?**
Update Max Pop, and then return to GQAC calling script: Question 3 on the non-SBE calling script.

Living Quarters Table

Category Description	Sub-Category (if applicable)	GQ Type Code	
		Residents	**Staff (If their usual residence)**
1. Group Home (non-correctional) for Adults or Juveniles Community-based group living arrangements in residential settings that are able to accommodate three or more clients of a service provider that provides room and board and services, including behavioral, psychological, or social programs. Generally, clients are not related to the caregiver or to each other.	Intended for adults	**801**	
	Intended for juveniles	**201**	**901**
2. Residential Treatment Center (non-correctional) for Adults or Juveniles Residential facilities that provide treatment on-site in a highly structured live-in environment for the treatment of drug/alcohol abuse, mental illness, and emotional/behavioral disorders.	Intended for adults	**802**	
	Intended for juveniles	**202**	**901**
3. College or University Student Housing Includes residence halls, and other buildings, including apartment-style student housing, designed primarily to house college and university students in a group living arrangement either on or off campus. These facilities are owned, leased, or managed either by a college, university, or seminary, or by a private company or agency that provides a 'by the bed' lease to students. Fraternity and sorority housing recognized by the college or university is included as college student housing.	Owned/leased/managed by a college, university, or seminary	**501**	
	Owned/leased/managed by a private company or agency (typically offering "by the bed" or single-liability leases)	**502**	

4.	**Residential School for People with Disabilities** *(such as schools for the physically or developmentally disabled)* Includes schools that teach the skills for daily living and provide education programs and care for students with disabilities in a live-in environment.		**405**	**901**
5.	**Workers' Group Living Quarters, Group Housing at Job Corps Centers, or Staff Housing at Boarding Schools** Includes dormitories, bunkhouses, and other group living arrangements for workers who live or stay in places such as migratory farm worker camps, ranch housing, construction worker camps, vocational training facilities, or staff housing for boarding schools or other facilities.		**901**	
6.	**Hospital** Includes general or Veterans Affairs hospitals, as well as mental or psychiatric hospitals. Also includes psychiatric units, skilled-nursing units, and in-patient hospice units within a larger hospital.	Mental or psychiatric unit or floor	**401**	**901**
		Skilled-nursing unit	**301**	**901**
		In-patient hospice unit	**403**	**901**
		Patients with no disposition or exit plan (patients who have no usual residence elsewhere)	**402**	**901**

7. **Nursing or Skilled-Nursing Facility, Independent or Assisted Living Facility, or Continuing Care Facility** ***Nursing/Skilled-Nursing Facility:*** Facilities that provide long-term 24-hour non-acute medical care with licensed nurses. (Note: These facilities may also be referred to as nursing homes.)	Nursing or skilled-nursing unit	**301**	**901**
Independent/Assisted Living Facility: Facilities that provide housing for older adults and coordinates personal support services, 24-hour supervision and assistance to meet needs in a way that promotes maximum dignity and independence for each resident. These facilities are designed for people who need regular help with the activities of daily living but do not necessarily require skilled medical care. (Note: These facilities may also contain a nursing/skilled-nursing unit or hospice unit.)	In-patient hospice unit	**403**	**901**
Continuing Care Facility: Facilities that provide residents with a lifetime continuum of care so that the residents can "age in place." They offer the resident independent living for as long as possible, and provide for nursing assistance if or when it is needed. (Note: These facilities may also be referred to as continuing care retirement communities [CCRC's] or multi-level care facilities, and they may also contain a nursing/skilled-nursing unit or hospice unit.)	Independent living, assisted living, or continuing care unit	**Housing Unit**	
8. **In-Patient Hospice Facility (free-standing only)** Includes in-patient hospice facilities that provide palliative, comfort, and supportive care for terminally ill patients and their families.		**403**	**901**
9. **Shelter for People Experiencing Homelessness (emergency and transitional)** Places with beds or cots, where people experiencing homelessness stay at least overnight.		**701**	

10. Soup Kitchen Provide meals, organized as food service lines or bag or box lunches, primarily to people experiencing homelessness.		**702**
11. Regularly Scheduled Mobile Food Van Provide meals at regularly scheduled stops that primarily serve people experiencing homelessness.		**704**
12. Living Quarters for Victims of Natural Disasters Temporary group living arrangements established as a result of natural disasters.		**903**
13. Domestic Violence Shelter Community-based homes, shelters or crisis centers that provide housing for people who have sought shelter from household violence and may have been physically abused.		**Out-of-Scope GQ** (703)
14. Religious Group Living Quarters Intended to House their Members *(such as convents, monasteries, or abbeys)* Facilities owned or operated by religious organizations that are intended to house their members in a group living situation. (Note: Seminary students living in group quarters are classified as college student housing, not religious group living quarters.)		**902**
15. Recreational Vehicle (RV) Park, Campground, Carnival, Marina, or Racetrack Includes both commercial and private facilities.		**Transitory Location**
16. Hotel, Motel, Hostel, Single-Room Occupancy Units, Inn, Resort, Lodge, or Bed and Breakfast All types of lodging facilities that may include permanent housing for some clients and/or housing for people experiencing homelessness.	If all rooms/units are used ENTIRELY to house people experiencing homelessness	**701**
	Otherwise, if any rooms/units are occupied by people who live or stay there most of the time	**Transitory Location**

17. Correctional Facility for Adults or Juveniles *All Federal, State, County or Local prisons, jails, detention centers, and correctional residential facilities.* **_For Adults:_** **_Federal and State Prisons:_** Also includes hospitals operated by or for federal or state correctional facilities. Also includes privately operated correctional facilities housing primarily federal or state inmates. **_Local Jails and Other Municipal Confinement Facilities:_** Also includes correctional facilities operated by or for counties, cities, and American Indian and Alaska Native (AIAN) tribal governments. Also includes work farms and camps holding people awaiting trial or serving short sentences. Also includes privately operated correctional facilities housing primarily local or county inmates. **_Federal Detention Centers:_** Also includes Metropolitan Detention Centers, Metropolitan Correctional Centers, Bureau of Indian Affairs (BIA) Detention Centers, Immigration and Customs Enforcement (ICE) Service Processing Centers, and ICE contract detention facilities. **_Correctional Residential Facilities:_** Also includes halfway houses, restitution centers, prerelease centers, work release centers, and study centers. **_For Juveniles:_** **_Juvenile Correctional Facilities:_** Also includes halfway houses operated for correctional purposes, residential training schools and farms, reception and diagnostic centers, group homes operated by or for correctional authorities, and boot camps for juvenile delinquents.	Federal prison for adults	**HQ Only*** (102) *except those located on American Indian Reservations or in Alaska Native Villages	
	State prison for adults	**103**	**901**
	Local jail/municipal confinement facility for adults	**104**	**901**
	Federal detention center for adults	**HQ Only*** (101) *except those located on American Indian Reservations or in Alaska Native Villages	
	Correctional residential facility for adults	**105**	**901**
	Juvenile correctional facility	**203**	**901**

18. Military Quarters ***Military barracks/dormitories:*** These facilities include military personnel living in barracks (including "open" barrack transient quarters) and dormitories. ***Military disciplinary barracks and jails:*** Correctional facilities managed by the military to hold those awaiting trial or convicted of crimes. ***Military treatment facilities with assigned patients:*** These facilities include military hospitals and medical centers with active duty patients assigned to the facility. Only these patients are enumerated in this category.	Military barracks/dormitories	**601**	
	Military disciplinary barracks and jails	**106**	**901**
	Military treatment facilities with assigned patients	**404**	**901**
19. Private Residence These are not Group Quarters (GQ) living quarters. Some examples include houses, apartments, and mobile homes.		**Housing Unit**	
20. Maritime/Military Vessel	Military ships	**Out-of-Scope GQ** (602)	
	Maritime/merchant vessels	**Out-of-Scope GQ** (900)	

2020 CENSUS

GROUP QUARTERS ADVANCE CONTACT FOR EMERGENCY AND TRANSITIONAL SHELTERS (WITH SLEEPING FACILITIES) FOR PEOPLE EXPERIENCING HOMELESSNESS CALLING SCRIPT

(GQ Type Code:701)

GQ ADVANCE CONTACT FOR EMERGENCY AND TRANSITIONAL SHELTERS
CALLING SCRIPT

Code	Description
GQ Type Codes and Descriptions	
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: HQ Staff only- except those located on American Indian Reservations or in Alaska Native Villages
**Note: Out of Scope GQs

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INTRODUCTION		
#	**Question**	**Action**
1a	Hello. My name is *(Your name)*. May I speak to (*Say the* **CONTACT NAME** *located in the GQ Response column*)? I am calling 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. By enumeration, I mean we will come to your facility to count your residents/clients. I have some questions to ask you about (*Say the* **GQ NAME** *listed in the GQ Response column*) at (*Say the* **ADDRESS NUMBER** *and* **STREET NAME** *or* **LOCATION DESCRIPTION** *listed in the GQ Response column*). Are you the contact person for this location?	*If this person is still serving as the contact person for the group quarters, read interview QUESTION 2a.* *If the contact person has changed, ask for the right person; when they arrive on the call read interview QUESTION 1b.* *If this is the wrong number ask the respondent on the phone if a second number is available, call the second number. Go to the* **Contact History** *screen and select the appropriate attempt number for this call from the* **Attempt** *field.* *If this is the wrong number and you are unable to retrieve a second phone number, go to* **Not Complete** *(located on the* **Contact History** *screen), select the appropriate response, and end the interview by saying:* "Thank you for your time." *Go to the* **Contact History** *screen and select the appropriate attempt number for this call from the* **Attempt** *field.*

INTERVIEW		
#	**Question**	**Action**
1b	Hello. My name is *(Your name).* I am calling 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. By enumeration, I mean we will come to your facility to count your residents/clients. I have some questions to ask you about (*Say the **GQ NAME** listed in the GQ Response column*) at (*Say the **ADDRESS NUMBER** and **STREET NAME** or **LOCATION DESCRIPTION** listed in the GQ Response column*). Are you the contact person for this location? May I have your name, title, and business email address?	*Enter into the **Contact Name, Contact Title,** and **Contact Business Email** fields.* *Go to QUESTION 2a.*

2a	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.	*Read all the information for the GQ and the GQ contact shown in the **GQ Response** column to the contact person, spelling out the GQ Name, Facility Name, Street Name, and Location Description (these fields are also listed below). If any information is incorrect or missing, make changes in the **GQ Update** section for the fields that are available to update. Only minor spelling changes are permitted to Street Name.*
	Before we start, I will read you our confidentiality statement: All of the information that you provide will remain confidential. We are conducting the 2020 Census under the authority of Title 13, U.S. Code, Sections 141, 193, 221 and 223. You are required by law to respond to the census.	*If any of the other address fields have changed, go to the **Contact History** screen and update the **Attempt** field to **Final**, and add a Note on the **Edit** screen. Enter the information into the Add Verification form. Then, proceed to QUESTION 17.*
	Read if necessary:	
	This collection of information has been approved by the Office of Management and Budget (OMB). The eight-digit OMB approval number 0607-1006 confirms this approval.	**GQ Name:** **Facility Name:** **Loc Address Number:** **Loc Street Name:** **Loc Apt/Unit:** **Location Description:** **Loc City:**
	The Census Bureau is required by law to protect this information (Title 13, U.S. Code, Section 9). The Census Bureau is not permitted to publicly release your responses in a way that could identify anyone. By law, the Census Bureau can only use responses to produce statistics. Per the Federal Cybersecurity Enhancement Act of 2015, data are protected from cybersecurity risks through screening of the systems that transmit data.	**Loc County:** **Loc State:** **Loc ZIP Code:** **Loc ZIP+4 Code:** **Building Name** *(if applicable)*: **Building Number** *(if applicable)*:
	To learn more about our privacy policy and data protection, please visit our Web site at census.gov and click on "Data Protection and Privacy Policy" at the bottom of the home page. This page also includes information about the collection, storage, and use of these records. Click on "System of Records Notices (SORN)" and look for Privacy Act System of Records Notice COMMERCE/CENSUS-5, Decennial Census Program.	**Contact Name:** **Contact Phone Number:** **Contact Phone Extension:** **Contact Title:** **Contact Business Email:** *(If applicable)* **2nd Contact Name:** **2nd Contact Phone Number:** **2nd Contact Phone Extension:** **2nd Contact Title:** **2nd Contact Business Email:**
	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.	*Go to QUESTION 2b.*

INTERVIEW		
#	**Question**	**Action**
2b	We currently have the structure at this address listed as the following type of group quarters: *(Read the **GQ Type** description listed in the **GQ Update** column).* Is that correct?	*If Yes, go to QUESTION 2c.* *If No, use "GQAC Job Aid: Identify GQ Type Code" to update **GQ Type Code**. Then select the appropriate script for the new GQ Type Code.*
2c	What is the maximum number of people who can live or stay here at this group quarters? This number should include any staff that live here as well.	*Update the **Max Pop** in the **GQ Update** column.* *Go to QUESTION 3.*
3	Will this facility be open or operating on Monday, March 30th? *Note for office staff: Operating refers to whether residents or clients were living or staying at the facility on March 30th.*	*If yes, go to QUESTION 5.* *If no, QUESTION 4.*
4	Will this facility be open or operating on Tuesday, March 31st or Wednesday, April 1st? *Note for office staff: Operating refers to whether residents or clients were living or staying at the facility on March 31st or April 1st.*	*If yes, go to QUESTION 6.* *If no, end interview using this statement:* "Thank you very much for your time and participation. 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." *Go to **Status Code** and choose: **GQ Out-Of-Scope**. Choose **Not Operating on Census Day** from the **OS Reason** field. Click **SAVE**. Go to QUESTION 17.*
5	The Census Bureau workers(s) will come to this facility on Monday, March 30th to gather information for the people who are receiving services on that date. Is this acceptable?	*If yes, enter March 30th into the **Scheduled Visit Date** field, go to QUESTION 7.* *If no, go to QUESTION 6.*

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	INTERVIEW	
#	**Question**	**Action**
6	Would you prefer our Census Bureau workers(s) come to your facility to gather information for people who receiving services there on Tuesday, March 31st or Wednesday, April 1st? *Note for office staff: The enumeration appointment cannot be scheduled outside of March 30th, March 31st, or April 1st.*	*Enter the date selected into the **Scheduled Visit Date** field, go to QUESTION 7.*
7	How many clients do you expect at this shelter on this day? Also include any staff in this number that will be living here as of that day.	*Enter this information into the **Expected Pop** field.* *Go to QUESTION 8a.*
8a	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 FAQs.* a. **In-Person Interview** A Census Bureau worker will conduct an in-person interview with each person who was served or was staying at this facility on Census Day. b. **Paper Response Data Collection** A Census Bureau 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.	*Enter the enumeration method selected into the **Enum Method** field.* *If Enum Method selected is In-Person Interview, go to QUESTION 9.* *If Enum Method selected is Paper Response Data Collection, go to QUESTION 8b.*
8b	What is the best time for us to pick up the paper listing on the appointment date we just set?	*Select the time in the **Scheduled Visit Time** field.* *Go to QUESTION 12.*

INTERVIEW		
#	**Question**	**Action**
9	What time does the shelter open and close for clients?	*Select the time in the **GQ Open and GQ Closed** fields.* *Go to QUESTION 10.*
10	How early do clients arrive?	*Select the time in the **Scheduled Visit Time** and **Arrival Time** fields.* *Go to QUESTION 11.*
11	What is the latest time clients can enter the shelter?	*Select the time in the **Ending Time** field.* *Go to QUESTION 12.*
12	Does this shelter serve males only, females only, or both males and females? **Note for office staff: When enumerators are assigned during the GQE operation, this information is used. Male enumerators are assigned to all-male GQs, and vice versa for females.*	*Enter this information into the **Pop Sex** field.* *Go to QUESTION 13.* *If Enum Method is Paper Response Data Collection, go to QUESTION 15.*
13	Are there any people at this location that do not speak or understand English? **Note for office staff: This information is used for planning purposes to best prepare to count the residents living at a GQ.*	*If yes, select Yes from the **Other Languages** field, and ask What language(s) do they speak? (For example Spanish, Vietnamese, Korean).* *Select all the languages spoken in the **GQ Language** field. Go to QUESTION 14.* *If no, leave N selected in the **Other Languages** dropdown field. Go to QUESTION 14.*
14	What are the general procedures clients follow when they enter the shelter?	*Enter information into **Notes** field.* *Go to QUESTION 15.*

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INTERVIEW		
#	**Question**	**Action**
15	Are there any specific instructions that census staff need to know in order to count the people at this location?	*If yes, select Y from the **Specific Instructions** dropdown field. Enter the instructions into the **Specific Instructions** notes field.* *If no, leave N selected in the **Specific Instructions** dropdown field.* *If respondent has no special instructions and/or the enumeration type is Paper Response Data Collection, leave N selected in the **Specific Instructions** dropdown field, go to QUESTION 17.* *All other options, go to QUESTION 16.*
16	During enumeration, will you be able to provide us a printed list of all people at this facility, as of Census Day?	*Select response from the **Roster Available** field.* *Check to make sure the **Status Code** has been updated to the correct code.* *Go to QUESTION 17.*
17	I am going to check our records to determine if we have you listed as the contact person for any other locations that do not have an enumeration appointment scheduled. Thank you for your patience. **Note for office staff: Be sure to SAVE the information on the Edit Screen before leaving the screen!* *Reminder: In order to save your updates you will need to click on the **SAVE** button first and then click **CLOSE** last. Clicking on close, without first clicking save will not save your updated information. Be sure to do this two-step process each time.*	(!) Click **SAVE** *Go to the **Search Screen** and conduct a search on the contact person's name to determine if other cases are listed for them.* *If there are other cases listed for this contact person that do not have an enumeration appointment scheduled, go to QUESTION 18.* *If there are no other cases listed for this contact person, say* "I have checked our records and we do not have you listed as a contact person for any other locations," *go to QUESTION 19.*

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INTERVIEW		
#	**Question**	**Action**
18	According to our census records, we have you responsible for (*Say the* **GQ NAME** *and refer to page 2 to read the* **GQ Type Code Description** *for the type code listed*). Is this correct?	*If yes, then inform the GQ Contact that you would like to conduct interviews for the other locations.* *If they respond no, but they are listed as being responsible for other GQs, accept their response, and ask* 'Do you know the contact person for this location?' *Update the contact details for those location(s) (if applicable). Go to QUESTION 19.*
19	Are you responsible for any additional facilities, either at this address or elsewhere?	*Complete an Add Verification Form for each location. Once you have collected the information, tell the contact person:* We will check our files to see if we have these locations and will call you back at another time to complete an interview for each facility. Now let us continue. *If GQ administrator has GQs that will be enumerated and chooses Paper Response Data Collection as the preferred method of enumeration, go to QUESTION 21.* *If GQ administrator has GQs that will be enumerated and chooses In-Person Interview as the preferred method of enumeration, go to QUESTION 20.* *If GQ administrator has no GQs that will be enumerated, end the interview using the following statement:* "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 (Please provide the ACO telephone number) or visit our website at 2020census.gov/gq. On our website, you will find informational materials about the 2020 Census in your community."

INTERVIEW		
#	**Question**	**Action**
20	On the day of enumeration, Census Bureau workers will arrive at the shelter prior to the time clients are allowed to enter the building. 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. That is all the information I need at this time. If we need further information, we may call you back. Thank you very much for your time and participation. If you have any additional questions, please call the area census office at *(Please provide the ACO telephone number)* or visit our website at 2020census.gov/gq. On our website, you will find informational materials about the 2020 Census in your community.	*As an alternative: If contact person does not have internet access, ask for their mailing address to forward documents.*

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INTERVIEW		
#	**Question**	**Action**
21	On the appointment date and time, a Census Bureau worker will arrive at your shelter to collect the Paper Response Data Collection listing. All data we collect are protected by law and kept confidential. Someone from the Census Bureau will contact you prior to your appointment. We appreciate your cooperation. 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. That is all the information I need at this time. If we need further information, we may call you back Thank you very much for your time and participation. If you have any additional questions, please call the area census office at *(Please provide the ACO telephone number)* or visit our website at 2020census.gov/gq. On our website, you will find informational materials about the 2020 Census in your community.	*As an alternative:* If contact person does not have internet access, ask for their mailing address to forward documents.

GQAC Job Aid: Identify GQ Type Code

Q1. **How would you describe or categorize the type for this facility?**
Find the category in the Living Quarters Table that best matches the respondent's answer. If clarification is necessary, you can read the category descriptions to the respondent to confirm you are selecting the most appropriate category. When the appropriate category is identified, use the table to determine the correct GQ Type Code. For some categories (as indicated in the table), you will need to probe to identify the appropriate sub-category and corresponding GQ Type Code. While searching for the appropriate category, you may say the following: "Thank you for your patience. I am searching our living quarters categories so that I can correctly list your location."

- If chosen category (or sub-category):
    - **Has different type codes for Residents and Staff** -- Use Residents or Staff column, as applicable, to update GQ Type Code. If Residents, proceed to Q2 of this Job Aid. If Staff, skip to Q6 of this Job Aid.
    - **Has same type code for Residents and Staff** -- Update GQ Type Code, and then return to GQAC script: Question 2d.
    - **Is an Out-of-Scope GQ Type** -- If the GQ Type is Maritime Vessel (900) or Military Ship (602), update GQ Type Code, and update the Status Code to "GQ Out-Of-Scope," and select the reason that it is GQ Type Out of Scope from the OS Reason field. Then end GQAC interview using the following statement: "Thank you very much for your time and participation. This is all the information I need. " If the GQ Type is a Domestic Violence Shelter (703), apologize and end the interview, and follow the special instructions for handling Domestic Violence Shelters.
    - **Is labeled as Transitory Location** -- Change GQ Type Code to blank. Go to the Contact History screen and update the Attempt field to Final, select "Not a Group Quarters" from the Not Complete field, and add a detailed note in the Contact History Notes field. You may also add a Note on the Edit screen. Then end GQAC interview using the following statement: "Thank you very much for your time and participation. This is all the information I need. Your facility will be contacted at a later date to setup an enumeration appointment."
    - **Is labeled as a Housing Unit** -- Change GQ Type Code to blank. Then go to the non-SBE GQAC Calling Script: Question 6.
    - **Is labeled as Nonresidential** – Change GQ Type Code to blank, and update Status Code to "Nonresidential." Then end GQAC interview using the following statement: "Thank you very much for your time and participation. This is all the information I need."

Q2. **What is the maximum number of residents who can live or stay here at this group quarters?**
- Update Max Pop, and then proceed to Q3 of this Job Aid.

Q3. **At this group quarters, in addition to housing for residents, is there also housing for staff that is used as their usual residence?**
- If Yes, proceed to Q4 of this Job Aid.
- If No, return to GQAC calling script: Question 3.

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Q4. **Is the name or address of the housing for the staff different? If so, what is the name or address?**
The PCS universe will need to be search to determine if a record exist for this facility having a GQ Type code of 901. If the record exists, it will need to be updated. If the record does not exist, then it will need to be added as a new GQ.

Q5. **What is the maximum number of staff who can live at this group quarters?**
Note the maximum population to add to the GQ Type code 901 record.

- Then return to GQAC calling script: Question 3. Based on the new GQ Type Code use the appropriate calling script.

Q6. **What is the maximum number of staff who can live at this group quarters?**
Update Max Pop, and then return to GQAC calling script: Question 3 on the non-SBE calling script.

Living Quarters Table

Category Description	Sub-Category (if applicable)	GQ Type Code	
		Residents	**Staff (If their usual residence)**
1. Group Home (non-correctional) for Adults or Juveniles Community-based group living arrangements in residential settings that are able to accommodate three or more clients of a service provider that provides room and board and services, including behavioral, psychological, or social programs. Generally, clients are not related to the caregiver or to each other.	Intended for adults	801	
	Intended for juveniles	201	901
2. Residential Treatment Center (non-correctional) for Adults or Juveniles Residential facilities that provide treatment on-site in a highly structured live-in environment for the treatment of drug/alcohol abuse, mental illness, and emotional/behavioral disorders.	Intended for adults	802	
	Intended for juveniles	202	901
3. College or University Student Housing Includes residence halls, and other buildings, including apartment-style student housing, designed primarily to house college and university students in a group living arrangement either on or off campus. These facilities are owned, leased, or managed either by a college, university, or seminary, or by a private company or agency that provides a 'by the bed' lease to students. Fraternity and sorority housing recognized by the college or university is included as college student housing.	Owned/leased/managed by a college, university, or seminary	501	
	Owned/leased/managed by a private company or agency (typically offering "by the bed" or single-liability leases)	502	

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4. Residential School for People with Disabilities *(such as schools for the physically or developmentally disabled)* Includes schools that teach the skills for daily living and provide education programs and care for students with disabilities in a live-in environment.		**405**	**901**
5. Workers' Group Living Quarters, Group Housing at Job Corps Centers, or Staff Housing at Boarding Schools Includes dormitories, bunkhouses, and other group living arrangements for workers who live or stay in places such as migratory farm worker camps, ranch housing, construction worker camps, vocational training facilities, or staff housing for boarding schools or other facilities.		**901**	
6. Hospital Includes general or Veterans Affairs hospitals, as well as mental or psychiatric hospitals. Also includes psychiatric units, skilled-nursing units, and in-patient hospice units within a larger hospital.	Mental or psychiatric unit or floor	**401**	**901**
	Skilled-nursing unit	**301**	**901**
	In-patient hospice unit	**403**	**901**
	Patients with no disposition or exit plan (patients who have no usual residence elsewhere)	**402**	**901**

7. **Nursing or Skilled-Nursing Facility, Independent or Assisted Living Facility, or Continuing Care Facility** ***Nursing/Skilled-Nursing Facility:*** Facilities that provide long-term 24-hour non-acute medical care with licensed nurses. (Note: These facilities may also be referred to as nursing homes.)	Nursing or skilled-nursing unit	**301**	**901**
Independent/Assisted Living Facility: Facilities that provide housing for older adults and coordinates personal support services, 24-hour supervision and assistance to meet needs in a way that promotes maximum dignity and independence for each resident. These facilities are designed for people who need regular help with the activities of daily living but do not necessarily require skilled medical care. (Note: These facilities may also contain a nursing/skilled-nursing unit or hospice unit.)	In-patient hospice unit	**403**	**901**
Continuing Care Facility: Facilities that provide residents with a lifetime continuum of care so that the residents can "age in place." They offer the resident independent living for as long as possible, and provide for nursing assistance if or when it is needed. (Note: These facilities may also be referred to as continuing care retirement communities [CCRC's] or multi-level care facilities, and they may also contain a nursing/skilled-nursing unit or hospice unit.)	Independent living, assisted living, or continuing care unit	**Housing Unit**	
8. **In-Patient Hospice Facility (free-standing only)** Includes in-patient hospice facilities that provide palliative, comfort, and supportive care for terminally ill patients and their families.		**403**	**901**
9. **Shelter for People Experiencing Homelessness (emergency and transitional)** Places with beds or cots, where people experiencing homelessness stay at least overnight.		**701**	

10. Soup Kitchen		**702**
Provide meals, organized as food service lines or bag or box lunches, primarily to people experiencing homelessness.		
11. Regularly Scheduled Mobile Food Van		**704**
Provide meals at regularly scheduled stops that primarily serve people experiencing homelessness.		
12. Living Quarters for Victims of Natural Disasters		**903**
Temporary group living arrangements established as a result of natural disasters.		
13. Domestic Violence Shelter		**Out-of-Scope GQ** (703)
Community-based homes, shelters or crisis centers that provide housing for people who have sought shelter from household violence and may have been physically abused.		
14. Religious Group Living Quarters Intended to House their Members		**902**
(such as convents, monasteries, or abbeys) Facilities owned or operated by religious organizations that are intended to house their members in a group living situation. (Note: Seminary students living in group quarters are classified as college student housing, not religious group living quarters.)		
15. Recreational Vehicle (RV) Park, Campground, Carnival, Marina, or Racetrack Includes both commercial and private facilities.		**Transitory Location**
16. Hotel, Motel, Hostel, Single-Room Occupancy Units, Inn, Resort, Lodge, or Bed and Breakfast	If all rooms/units are used ENTIRELY to house people experiencing homelessness	**701**

All types of lodging facilities that may include permanent housing for some clients and/or housing for people experiencing homelessness.	Otherwise, if any rooms/units are occupied by people who live or stay there most of the time	**Transitory Location**	

17. Correctional Facility for Adults or Juveniles *All Federal, State, County or Local prisons, jails, detention centers, and correctional residential facilities.* **For Adults:** **Federal and State Prisons:** Also includes hospitals operated by or for federal or state correctional facilities. Also includes privately operated correctional facilities housing primarily federal or state inmates. **Local Jails and Other Municipal Confinement Facilities:** Also includes correctional facilities operated by or for counties, cities, and American Indian and Alaska Native (AIAN) tribal governments. Also includes work farms and camps holding people awaiting trial or serving short sentences. Also includes privately operated correctional facilities housing primarily local or county inmates. **Federal Detention Centers:** Also includes Metropolitan Detention Centers, Metropolitan Correctional Centers, Bureau of Indian Affairs (BIA) Detention Centers, Immigration and Customs Enforcement (ICE) Service Processing Centers, and ICE contract detention facilities. **Correctional Residential Facilities:** Also includes halfway houses, restitution centers, prerelease centers, work release centers, and study	Federal prison for adults	**HQ Only*** (102) *except those located on American Indian Reservations or in Alaska Native Villages	
	State prison for adults	**103**	**901**
	Local jail/municipal confinement facility for adults	**104**	**901**
	Federal detention center for adults	**HQ Only*** (101) *except those located on American Indian Reservations or in Alaska Native Villages	
	Correctional residential facility for adults	**105**	**901**

centers. **_For Juveniles:_** **_Juvenile Correctional Facilities:_** Also includes halfway houses operated for correctional purposes, residential training schools and farms, reception and diagnostic centers, group homes operated by or for correctional authorities, and boot camps for juvenile delinquents.	Juvenile correctional facility	**203**	**901**
18. Military Quarters **_Military barracks/dormitories:_** These facilities include military personnel living in barracks (including "open" barrack transient quarters) and dormitories. **_Military disciplinary barracks and jails:_** Correctional facilities managed by the military to hold those awaiting trial or convicted of crimes. **_Military treatment facilities with assigned patients:_** These facilities include military hospitals and medical centers with active duty patients assigned to the facility. Only these patients are enumerated in this category.	Military barracks/dormitories	**601**	
	Military disciplinary barracks and jails	**106**	**901**
	Military treatment facilities with assigned patients	**404**	**901**
19. Private Residence These are not Group Quarters (GQ) living quarters. Some examples include houses, apartments, and mobile homes.		**Housing Unit**	
20. Maritime/Military Vessel	Military ships	**Out-of-Scope GQ** (602)	
	Maritime/merchant vessels	**Out-of-Scope GQ** (900)	

2020 CENSUS

GROUP QUARTERS ADVANCE CONTACT FOR SOUP KITCHENS CALLING SCRIPT

(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: HQ Staff only- except those located on American Indian Reservations or in Alaska Native Villages
**Note: Out of Scope GQs

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INTRODUCTION		
#	**Question**	**Action**
1a	Hello. My name is *(Your name).* May I speak to (*Say the* **CONTACT NAME** *located in the GQ Response column*)? I am calling 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. By enumeration, I mean we will come to your facility to count your residents/clients. I have some questions to ask you about (*Say the* **GQ NAME** *listed in the GQ Response column*) at (*Say the* **ADDRESS NUMBER** *and* **STREET NAME** *or* **LOCATION DESCRIPTION** *listed in the GQ Response column*). Are you the contact person for this location?	*If this person is still serving as the contact person for the group quarters, read interview QUESTION 2a.* *If the contact person has changed, ask for the right person; when they arrive on the call read interview QUESTION 1b.* *If this is the wrong number ask the respondent on the phone if a second number is available, call the second number. Go to the* **Contact History** *screen and select the appropriate attempt number for this call from the* **Attempt** *field.* *If this is the wrong number and you are unable to retrieve a second phone number, go to* **Not Complete** *(located on the* **Contact History** *screen), select the appropriate response, and end the interview by saying:* "Thank you for your time." *Go to the* **Contact History** *screen and select the appropriate attempt number for this call from the* **Attempt** *field.*

INTERVIEW		
#	**Question**	**Action**
1b	Hello. My name is *(Your name).* I am calling 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. By enumeration, I mean we will come to your facility to count your residents/clients. I have some questions to ask you about (*Say the* **GQ NAME** *listed in the GQ Response column*) at (*Say the* **ADDRESS NUMBER** *and* **STREET NAME** *or* **LOCATION DESCRIPTION** *listed in the GQ Response column*). Are you the contact person for this location?	May I have your name, title, and business email address? *Enter into the* **Contact Name, Contact Title** *and* **Contact Business Email** *fields.* *Go to QUESTION 2a.*
2a	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. Before we start, I will read you our confidentiality statement: All of the information that you provide will remain confidential. We are conducting the 2020 Census under the authority of Title 13, U.S. Code, Sections 141, 193, 221 and 223. You are required by law to respond to the census. *Read if necessary:* This collection of information has been approved by the Office of Management and Budget (OMB). The eight-digit OMB approval number 0607-1006 confirms this approval. The Census Bureau is required by law to protect this information (Title 13, U.S. Code, Section 9). The Census Bureau is not permitted to publicly release responses in a way that could identify anyone. By law, the Census Bureau can only use responses to produce statistics. Per the Federal Cybersecurity Enhancement Act of 2015, data are protected from cybersecurity risks through	*Read all the information for the GQ and the GQ contact shown in the* **GQ Response** *column to the contact person, spelling out the GQ Name, Facility Name, Street Name, and Location Description (these fields are also listed below). If any information is incorrect or missing, make changes in the* **GQ Update** *section for the fields that are available to update. Only minor spelling changes are permitted to Street Name.* *If any of the other address fields have changed, go to the* **Contact History** *screen and update the* **Attempt** *field to* **Final***, and add a Note on the* **Edit** *screen. Enter the information into the Add Verification form. Then, proceed to QUESTION 16.* **GQ Name:** **Facility Name:** **Loc Address Number:** **Loc Street Name:** **Loc Apt/Unit:** **Location Description:** **Loc City:** **Loc County:** **Loc State:** **Loc ZIP Code:** **Loc ZIP+4 Code:** **Building Name (if applicable):**

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	screening of the systems that transmit data. To learn more about our privacy policy and data protection, please visit our Web site at census.gov and click on "Data Protection and Privacy Policy" at the bottom of the home page. This page also includes information about the collection, storage, and use of these records. Click on "System of Records Notices (SORN)" and look for Privacy Act System of Records Notice COMMERCE/CENSUS-5, Decennial Census Program. 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.	***Building Number (if applicable):*** ***Contact Name:*** ***Contact Phone Number:*** ***Contact Phone Extension:*** ***Contact Title:*** ***Contact Business Email:*** *(If applicable)* ***2nd Contact Name:*** ***2nd Contact Phone Number:*** ***2nd Contact Phone Extension:*** ***2nd Contact Title:*** ***2nd Contact Business Email:*** *Go to QUESTION 2b.*
2b	We currently have the structure at this address listed as the following type of group quarters: *(Read the* **GQ Type** *description listed in the* **GQ Update** *column).* Is that correct?	*If Yes, go to QUESTION 2c.* *If No, use "GQAC Job Aid: Identify GQ Type Code" to update* **GQ Type Code**. *Then select the appropriate script for the new GQ Type Code.*
2c	What is the maximum number of people who are served at this soup kitchen?	*Update the* **Max Pop** *in the* **GQ Update** *column.* *Go to QUESTION 3.*
3	Will this soup kitchen be operating on Tuesday, March 31st? **Note for office staff: Operating refers to whether clients are able to receive services from this soup kitchen on Tuesday, March 31st.*	*If yes, go to QUESTION 5.* *If no, QUESTION 4.*
4	Will this soup kitchen be open or operating on Monday, March 30th or Wednesday, April 1st? **Note for office staff: Operating refers to whether clients are able to receive services from this soup kitchen on Monday, March 30th or Wednesday, April 1st.*	*If yes, go to QUESTION 6.* *If no, end interview using this statement:* "Thank you very much for your time and participation. This is all the information that I need. This soup kitchen 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 served at this facility." *Go to* **Status Code** *and choose:* **GQ Out-Of-Scope**. *Choose* **Not Operating on Census Day** *from the* **OS Reason** *field. Click* **Save**. *Go to*

		QUESTION 16.
5	The Census Bureau workers(s) will come to this soup kitchen on Tuesday, March 31st to gather information for people who are receiving services on that date. Is this acceptable?	*If yes, enter March 31st in the **Scheduled Visit Date** field. Go to QUESTION 7.* *If no, go to QUESTION 6.*
6	Would you prefer our Census Bureau workers(s) come to your soup kitchen to gather information for the people who are receiving services there on Monday, March 30th or Wednesday, April 1st? *Note for office staff: The enumeration appointment cannot be scheduled on a date outside of March 30th, March 31st, or April 1st.*	*Enter date selected into the **Scheduled Visit Date** field. Go to QUESTION 7.*
7	We will send Census Bureau workers to your location to conduct an in-person interview with each person who is served at your soup kitchen on Census Day.	*Select **In-Person Interview** from the **Enum Method** field.* *Go to QUESTION 8.*
8	Which meal serves the largest number of clients?	*Select either Breakfast, Lunch, or Dinner in the **Largest Meal Served** field.* *If the respondent doesn't know, leave this section blank.* *Go to QUESTION 9.*
9	How many clients do you expect to serve at this soup kitchen during this meal?	*Enter this information into the **Expected Pop** field.* *Go to QUESTION 10.*
10	What time is this meal served?	*Enter the time into the **Arrival Time** field.* *Go to QUESTION 11.*
11	What time do you stop serving this meal?	*Enter into the **Ending Time** field.* *Go to QUESTION 12.*
12	What time do clients start to assemble for this meal?	*Enter time into the **Scheduled Visit Time** field.* *Go to QUESTION 13.*

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13	Do clients line up, congregate, or use another method of grouping while waiting to enter the soup kitchen?	*Select this information from the **Method Recv Food** field. If there is another method of grouping, also describe the method in the **Notes** field.* *Go to QUESTION 14.*
14	Are there any people at this location that do not speak or understand English? **Note for office staff: This information is used for planning purposes to best prepare to count the residents living at a GQ.*	*If yes select Y from the **Other Languages** field, and ask,* What language (s) do they speak*? (For example Spanish, Vietnamese, Korean)* *Select all the languages spoken in the **GQ Languages** field. Go to QUESTION 15.* *If no, leave N selected in the **Other Languages** dropdown field. Go to QUESTION 15.*
15	Are there any specific instructions that Census Bureau workers need to know in order to count the people at this location? **Note for office staff: N, or no, is the default option. Only select Y, or yes, if the GQ provides specific instructions.*	*If yes, select Y from the **Specific Instructions** dropdown field. Enter the instructions into the **Specific Instructions** notes field.* *If no, leave N selected in the **Specific Instructions** dropdown field.* *Check to make sure the **Status Code** has been updated to the correct code.* *Go to QUESTION 16.*
16	I am going to check our records to determine if we have you listed as the contact person for any other locations that do not have an enumeration appointment scheduled. Thank you for your patience. **Note for office staff: Be sure to SAVE the information on the Edit Screen before leaving the screen!* *Reminder: In order to save your updates you will need to click on the **SAVE** button first and then click **CLOSE** last. Clicking on close, without first clicking save will not save your updated information. Be sure to do this two-step process each time.*	**(!)** Click **SAVE** *Go to the **Search Screen** and conduct a search on the contact person's name to determine if other cases are listed for them.* *If there are other cases listed for this contact person that do not have an enumeration appointment scheduled, go to QUESTION 17.* *If there are no other cases listed for this contact person,* "I have checked our records and we do not have you listed as a contact person for any other locations," *go to QUESTION 18.*
17	According to our census records, we have you responsible for (*Say the **GQ NAME** and refer*	*If yes, then inform the GQ Contact that you would like to conduct interviews for the other locations.*

	*to page 2 to read the **GQ Type Code Description** for the type code listed*). Is this correct?	*If they respond no, but they are listed as being responsible for other GQs, accept their response, and ask* 'Do you know the contact person for this location?' *Update the contact details for those location(s) (if applicable).* *Go to QUESTION 18.*
18	Are you responsible for any additional facilities, either at this address or elsewhere?	*Complete an Add Verification Form for each location. Once you have collected the information, tell the contact person:* We will check our files to see if we have these locations and will call you back at another time to complete an interview for each facility. Now let us continue. *If GQ administrator has GQs that will be enumerated, go to QUESTION 19.* *If GQ administrator has no GQs that will be enumerated, end the interview using the following statement:* "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 (Please provide the ACO telephone number) or visit our website at 2020census.gov/gq. On our website, you will find informational materials about the 2020 Census in your community."
19	On the day of enumeration, Census Bureau workers will arrive at the soup kitchen prior to the time clients are allowed to enter the building. 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.	<u>*As an alternative:*</u> *If contact person does not have internet access, ask for their mailing address to forward documents.*

	That is all the information I need at this time. If we need further information, we may call you back. Thank you very much for your time and participation. If you have any additional questions, please call the area census office at *(Please provide the ACO telephone number)* or visit our website at 2020census.gov/gq. On our website, you will find informational materials about the 2020 Census in your community.	

GQAC Job Aid: Identify GQ Type Code

Q1. **How would you describe or categorize the type for this facility?**
Find the category in the Living Quarters Table that best matches the respondent's answer. If clarification is necessary, you can read the category descriptions to the respondent to confirm you are selecting the most appropriate category. When the appropriate category is identified, use the table to determine the correct GQ Type Code. For some categories (as indicated in the table), you will need to probe to identify the appropriate sub-category and corresponding GQ Type Code. While searching for the appropriate category, you may say the following: "Thank you for your patience. I am searching our living quarters categories so that I can correctly list your location."
- If chosen category (or sub-category):
  - **Has different type codes for Residents and Staff** -- Use Residents or Staff column, as applicable, to update GQ Type Code. If Residents, proceed to Q2 of this Job Aid. If Staff, skip to Q6 of this Job Aid.
  - **Has same type code for Residents and Staff** -- Update GQ Type Code, and then return to GQAC script: Question 2d.
  - **Is an Out-of-Scope GQ Type** -- If the GQ Type is Maritime Vessel (900) or Military Ship (602), update GQ Type Code, and update the Status Code to "GQ Out-Of-Scope," and select the reason that it is GQ Type Out of Scope from the OS Reason field. Then end GQAC interview using the following statement: "Thank you very much for your time and participation. This is all the information I need. " If the GQ Type is a Domestic Violence Shelter (703), apologize and end the interview, and follow the special instructions for handling Domestic Violence Shelters.
  - **Is labeled as Transitory Location** -- Change GQ Type Code to blank. Go to the Contact History screen and update the Attempt field to Final, select "Not a Group Quarters" from the Not Complete field, and add a detailed note in the Contact History Notes field. You may also add a Note on the Edit screen. Then end GQAC interview using the following statement: "Thank you very much for your time and participation. This is all the information I need. Your facility will be contacted at a later date to setup an enumeration appointment."
  - **Is labeled as a Housing Unit** -- Change GQ Type Code to blank. Then go to the non-SBE GQAC Calling Script: Question 6.
  - **Is labeled as Nonresidential** – Change GQ Type Code to blank, and update Status Code to "Nonresidential." Then end GQAC interview using the following statement: "Thank you very much for your time and participation. This is all the information I need."

Q2. **What is the maximum number of residents who can live or stay here at this group quarters?**
- Update Max Pop, and then proceed to Q3 of this Job Aid.

Q3. **At this group quarters, in addition to housing for residents, is there also housing for staff that is used as their usual residence?**
- If Yes, proceed to Q4 of this Job Aid.
- If No, return to GQAC calling script: Question 3.

Q4. **Is the name or address of the housing for the staff different? If so, what is the name or address?**
The PCS universe will need to be search to determine if a record exist for this facility having a GQ Type code of 901. If the record exists, it will need to be updated. If the record does not exist, then it will need to be added as a new GQ.

Q5. **What is the maximum number of staff who can live at this group quarters?**
Note the maximum population to add to the GQ Type code 901 record.

- Then return to GQAC calling script: Question 3. Based on the new GQ Type Code use the appropriate calling script.

Q6. **What is the maximum number of staff who can live at this group quarters?**
Update Max Pop, and then return to GQAC calling script: Question 3 on the non-SBE calling script.

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Living Quarters Table

Category Description	Sub-Category (if applicable)	GQ Type Code	
		Residents	**Staff (If their usual residence)**
1. **Group Home (non-correctional) for Adults or Juveniles** Community-based group living arrangements in residential settings that are able to accommodate three or more clients of a service provider that provides room and board and services, including behavioral, psychological, or social programs. Generally, clients are not related to the caregiver or to each other.	Intended for adults	**801**	
	Intended for juveniles	**201**	**901**
2. **Residential Treatment Center (non-correctional) for Adults or Juveniles** Residential facilities that provide treatment on-site in a highly structured live-in environment for the treatment of drug/alcohol abuse, mental illness, and emotional/behavioral disorders.	Intended for adults	**802**	
	Intended for juveniles	**202**	**901**
3. **College or University Student Housing** Includes residence halls, and other buildings, including apartment-style student housing, designed primarily to house college and university students in a group living arrangement either on or off campus. These facilities are owned, leased, or managed either by a college, university, or seminary, or by a private company or agency that provides a 'by the bed' lease to students. Fraternity and sorority housing recognized by the college or university is included as college student housing.	Owned/leased/managed by a college, university, or seminary	**501**	
	Owned/leased/managed by a private company or agency (typically offering "by the bed" or single-liability leases)	**502**	
4. **Residential School for People with Disabilities** *(such as schools for the physically or developmentally disabled)* Includes schools that teach the skills for daily living and provide education programs and care for students with disabilities in a live-in environment.		**405**	**901**

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5. **Workers' Group Living Quarters, Group Housing at Job Corps Centers, or Staff Housing at Boarding Schools** Includes dormitories, bunkhouses, and other group living arrangements for workers who live or stay in places such as migratory farm worker camps, ranch housing, construction worker camps, vocational training facilities, or staff housing for boarding schools or other facilities.		**901**	
6. **Hospital** Includes general or Veterans Affairs hospitals, as well as mental or psychiatric hospitals. Also includes psychiatric units, skilled-nursing units, and in-patient hospice units within a larger hospital.	Mental or psychiatric unit or floor	**401**	**901**
	Skilled-nursing unit	**301**	**901**
	In-patient hospice unit	**403**	**901**
	Patients with no disposition or exit plan (patients who have no usual residence elsewhere)	**402**	**901**

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7. **Nursing or Skilled-Nursing Facility, Independent or Assisted Living Facility, or Continuing Care Facility** ***Nursing/Skilled-Nursing Facility:*** Facilities that provide long-term 24-hour non-acute medical care with licensed nurses. (Note: These facilities may also be referred to as nursing homes.) ***Independent/Assisted Living Facility:*** Facilities that provide housing for older adults and coordinates personal support services, 24-hour supervision and assistance to meet needs in a way that promotes maximum dignity and independence for each resident. These facilities are designed for people who need regular help with the activities of daily living but do not necessarily require skilled medical care. (Note: These facilities may also contain a nursing/skilled-nursing unit or hospice unit.) ***Continuing Care Facility:*** Facilities that provide residents with a lifetime continuum of care so that the residents can "age in place." They offer the resident independent living for as long as possible, and provide for nursing assistance if or when it is needed. (Note: These facilities may also be referred to as continuing care retirement communities [CCRC's] or multi-level care facilities, and they may also contain a nursing/skilled-nursing unit or hospice unit.)	Nursing or skilled-nursing unit	**301**	**901**
	In-patient hospice unit	**403**	**901**
	Independent living, assisted living, or continuing care unit	**Housing Unit**	
8. **In-Patient Hospice Facility (free-standing only)** Includes in-patient hospice facilities that provide palliative, comfort, and supportive care for terminally ill patients and their families.		**403**	**901**
9. **Shelter for People Experiencing Homelessness (emergency and transitional)** Places with beds or cots, where people experiencing homelessness stay at least overnight.		**701**	

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10. Soup Kitchen Provide meals, organized as food service lines or bag or box lunches, primarily to people experiencing homelessness.		**702**
11. Regularly Scheduled Mobile Food Van Provide meals at regularly scheduled stops that primarily serve people experiencing homelessness.		**704**
12. Living Quarters for Victims of Natural Disasters Temporary group living arrangements established as a result of natural disasters.		**903**
13. Domestic Violence Shelter Community-based homes, shelters or crisis centers that provide housing for people who have sought shelter from household violence and may have been physically abused.		**Out-of-Scope GQ** (703)
14. Religious Group Living Quarters Intended to House their Members *(such as convents, monasteries, or abbeys)* Facilities owned or operated by religious organizations that are intended to house their members in a group living situation. (Note: Seminary students living in group quarters are classified as college student housing, not religious group living quarters.)		**902**
15. Recreational Vehicle (RV) Park, Campground, Carnival, Marina, or Racetrack Includes both commercial and private facilities.		**Transitory Location**
16. Hotel, Motel, Hostel, Single-Room Occupancy Units, Inn, Resort, Lodge, or Bed and Breakfast All types of lodging facilities that may include permanent housing for some clients and/or housing for people experiencing homelessness.	If all rooms/units are used ENTIRELY to house people experiencing homelessness	**701**
	Otherwise, if any rooms/units are occupied by people who live or stay there most of the time	**Transitory Location**

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17. Correctional Facility for Adults or Juveniles	Federal prison for adults	**HQ Only*** (102) *except those located on American Indian Reservations or in Alaska Native Villages	
All Federal, State, County or Local prisons, jails, detention centers, and correctional residential facilities.			
For Adults:	State prison for adults	**103**	**901**
Federal and State Prisons: Also includes hospitals operated by or for federal or state correctional facilities. Also includes privately operated correctional facilities housing primarily federal or state inmates.			
Local Jails and Other Municipal Confinement Facilities: Also includes correctional facilities operated by or for counties, cities, and American Indian and Alaska Native (AIAN) tribal governments. Also includes work farms and camps holding people awaiting trial or serving short sentences. Also includes privately operated correctional facilities housing primarily local or county inmates.	Local jail/municipal confinement facility for adults	**104**	**901**
Federal Detention Centers: Also includes Metropolitan Detention Centers, Metropolitan Correctional Centers, Bureau of Indian Affairs (BIA) Detention Centers, Immigration and Customs Enforcement (ICE) Service Processing Centers, and ICE contract detention facilities.	Federal detention center for adults	**HQ Only*** (101) *except those located on American Indian Reservations or in Alaska Native Villages	
Correctional Residential Facilities: Also includes halfway houses, restitution centers, prerelease centers, work release centers, and study centers.	Correctional residential facility for adults	**105**	**901**
For Juveniles:	Juvenile correctional facility	**203**	**901**
Juvenile Correctional Facilities: Also includes halfway houses operated for correctional purposes, residential training schools and farms, reception and diagnostic centers, group homes operated by or for correctional authorities, and boot camps for juvenile delinquents.			

Last Modified 6/6/2019

18. Military Quarters ***Military barracks/dormitories:*** These facilities include military personnel living in barracks (including "open" barrack transient quarters) and dormitories. ***Military disciplinary barracks and jails:*** Correctional facilities managed by the military to hold those awaiting trial or convicted of crimes. ***Military treatment facilities with assigned patients:*** These facilities include military hospitals and medical centers with active duty patients assigned to the facility. Only these patients are enumerated in this category.	Military barracks/dormitories	**601**	
	Military disciplinary barracks and jails	**106**	**901**
	Military treatment facilities with assigned patients	**404**	**901**
19. Private Residence These are not Group Quarters (GQ) living quarters. Some examples include houses, apartments, and mobile homes.		**Housing Unit**	
20. Maritime/Military Vessel	Military ships	**Out-of-Scope GQ** (602)	
	Maritime/merchant vessels	**Out-of-Scope GQ** (900)	

Last Modified 6/6/2019

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/Barriada/Sector/Parcela/Comunidad) _____

Location Area 2(Barrio/Barriada/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:**

Last Modified 11/30/2018

2020 CENSUS

GROUP QUARTERS ADVANCE CONTACT FOR REGULARLY SCHEDULED MOBILE FOOD VANS CALLING SCRIPT

(GQ Type Code: 704)

Code	Description
	**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: HQ Staff only- except those located on American Indian Reservations or in Alaska Native Villages
**Note: Out of Scope GQs

GQ ADVANCE CONTACT FOR REGULARLY SCHEDULED MOBILE FOOD VANS
CALLING SCRIPT

INTRODUCTION		
#	**Question**	**Action**
1a	Hello. My name is *(Your name).* May I speak to (*Say the* **CONTACT NAME** *located in the GQ Response column*)? I am calling 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. By enumeration, I mean we will come to your location to count your residents/clients. I have some questions to ask you about (*Say the* **GQ NAME** *listed in the GQ Response column*) at (*Say the* **ADDRESS NUMBER** *and* **STREET NAME** *or* **ADDRESS NUMBER** *and* **URBANIZACIÓN** *or* **APARTMENT COMPLEX** *and* **UNIT/APT** *or* **LOCATION DESCRIPTION** *listed in the GQ Response column*). Are you the contact person for this location?	*If this person is still serving as the contact person for the group quarter, read interview QUESTION 2a.* *If the contact person has changed, ask for the right person; when they arrive on the call read interview QUESTION 1b.* *If this is the wrong number ask the respondent on the phone if a second number is available, call the second number. Go to the* **Contact History** *screen and select the appropriate attempt number for this call from the* **Attempt** *field.* *If this is the wrong number and you are unable to retrieve a second phone number, go to* **Not Complete** *(located on the* **Contact History** *screen), select the appropriate response, and end the interview by saying:* "Thank you for your time." *Go to the* **Contact History** *screen and select the appropriate attempt number for this call from the* **Attempt** *field.*

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INTERVIEW		
#	**Question**	**Action**
1b	Hello. My name is *(Your name).* I am calling 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. By enumeration, I mean we will come to your location to count your residents/clients. I have some questions to ask you about (*Say the **GQ NAME** listed in the GQ Response column*) at (*Say the **ADDRESS NUMBER** and **STREET NAME** or **ADDRESS NUMBER** and **URBANIZACIÓN** or **APARTMENT COMPLEX** and **UNIT/APT** or **LOCATION DESCRIPTION** listed in the GQ Response column*). Are you the contact person for this location? May I have your name, title, and business email address?	*Enter into the **Contact Name, Contact Title** and **Contact Business Email** fields.* *Go to QUESTION 2a.*

| 2a | 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.

Before we start, I will read you our confidentiality statement: All of the information that you provide will remain confidential. We are conducting the 2020 Census under the authority of Title 13, U.S. Code, Sections 141, 193, 221 and 223. You are required by law to respond to the census.

Read if necessary:

This collection of information has been approved by the Office of Management and Budget (OMB). The eight-digit OMB approval number 0607-1006 confirms this approval.

The Census Bureau is required by law to protect this information (Title 13, U.S. Code, Section 9). The Census Bureau is not permitted to publicly release your responses in a way that could identify anyone. By law, the Census Bureau can only use responses to produce statistics. Per the Federal Cybersecurity Enhancement Act of 2015, data are protected from cybersecurity risks through screening of the systems that transmit data.

To learn more about our privacy policy and data protection, please visit our Web site at census.gov and click on "Data Protection and Privacy Policy" at the bottom of the home page. This page also includes information about the collection, storage, and use of these records. Click on "System of Records Notices (SORN)" and look for Privacy Act System of Records Notice COMMERCE/CENSUS-5, Decennial Census Program.

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 shown in the **GQ Response** column to the contact person, spelling out the GQ Name, Facility Name, Street Name, or Urbanización, or Apartment Complex, or Location Description (these fields are also listed below). If any information is incorrect or missing, make changes in the **GQ Update** section for the fields that are available to update. Only minor spelling changes are permitted to Street Name, Urbanización, Apartment Complex, Barrio/Barriada/Sector/Parcela/Comunidad.*

*If any of the other address fields have changed, go to the **Contact History** screen and update the **Attempt** field to **Final**, and add a Note on the **Edit** screen. Enter the information into the Add Verification form. Then, proceed to QUESTION 21.*

GQ Name:
Facility Name:
Loc Address Number:
Loc Street Name:
Loc Urbanización:
Loc Apartment Complex:
Loc Building Desc:
Loc Building ID:
Loc Apt/Unit:
Location Description:
Loc Area 1 (Barrio/Barriada/Sector/Parcela/Comunidad):
Loc Area 2 (Barriada/Sector/Parcela/Comunidad):
Loc KMHM:
Loc Municipio:
Loc State: PR
Loc ZIP Code:
Loc ZIP+4:
Building Name (if applicable):
Building Number (if applicable):

Contact Name:
Contact Phone Number:
Contact Phone Extension:
Contact Title:
Contact Business Email:

(If applicable)
2ⁿᵈ Contact Name:
2ⁿᵈ Contact Phone Number: | |

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INTERVIEW		
#	**Question**	**Action**
	Note for office staff: Remember MFV addresses may require unique handling depending on what is in PCS. Refer to your manual as needed.	***2nd Contact Phone Extension:*** ***2nd Contact Title:*** ***2nd Contact Business Email:*** *Go to QUESTION 2b.*
2b	We currently have this location listed as the following type of group quarters: *(Read the **GQ Type** description listed in the **GQ Update** column).* Is that correct?	*If Yes, go to QUESTION 2c.* *If No, use "GQAC Job Aid: Identify GQ Type Code" to update **GQ Type Code**. Then select the appropriate script for the new GQ Type Code.*
2c	Is the address that we have just confirmed the address for your administrative office or for your mobile food van stop?	*If this is the office of the MFV service provider, update the **Status Code** to Nonresidential, and go to QUESTION 20.* *If this is a mobile food van stop, go to QUESTION 3.*
3	Will this mobile food van be operating on Tuesday, March 31? *Note for office staff: Operating refers to whether clients are able to be served from this mobile food van on March 31st.*	*If yes, go to QUESTION 5.* *If no, go to QUESTION 4.*
4	Will this mobile food van be operating on Monday, March 30th, or Wednesday, April 1st 2020? *Note for office staff: Operating refers to whether clients are able to receive services from this mobile food van Monday, March 30th or Wednesday, April 1st.*	*If yes, go to QUESTION 5.* *If no, end interview using this statement:* "Thank you very much for your time and participation. 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. " *Go to Status Code and choose: **GQ Out-Of-Scope**. Choose **Not Operating on Census Day** from the **OS Reason** field. Go to QUESTION 21.*
5	How many stops does this mobile food van make?	*Enter this number in the **Notes** section.* *If one stop, continue with QUESTION 6.* *If more than one stop, continue with QUESTION 7.*

INTERVIEW		
#	**Question**	**Action**
6	We consider each mobile food van stop a group quarters and have to enumerate the people you serve there. What is the maximum number of people you can serve from this regularly scheduled mobile food van stop?	*Update the **Max Pop** in the **GQ Update** column.* *Go to QUESTION 8.*
7	We consider each mobile food van stop a group quarter and have to enumerate the people you serve there. The following questions apply to the stop we just confirmed. I will collect information about your other stops in a few minutes. What is the maximum number of people you can serve at this regularly scheduled mobile food van stop?	*Update the **Max Pop** in the **GQ Update** column.* *Go to QUESTION 8.*
8	Is this stop serviced on Tuesday, March 31st?	*If yes, go to QUESTION 10.* *If no, go to QUESTION 9.*
9	Is this stop serviced on Monday, March 30th or Wednesday April 1st?	If yes, go to *QUESTION 11.* If no, and there is more than one stop, go to *QUESTION 20.* If no, and there is only one stop, go to *QUESTION 21.*
10	The Census Bureau workers(s) will come to this facility on Tuesday, March 31st to gather information for the people who are receiving services on that date. Is this acceptable?	*If yes, enter March 31st into the **Scheduled Visit Date** field and then go to QUESTION 12* *If no, go to QUESTION 11.*
11	Would you prefer our Census Bureau workers come to your facility to gather information for people who receiving services there on Monday, March 30th or Wednesday, April 1st.? *Note for office staff: The enumeration appointment cannot be scheduled outside of March 30th, March 31st, or April 1st.*	*Enter the date selected into the **Scheduled Visit Date** field, and then go to QUESTION 12.*

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INTERVIEW		
#	**Question**	**Action**
12	We will send Census Bureau workers to your location to conduct an in-person interview with each person who is served at your mobile food van stop on Census Day.	*Enter In-**Person Interview** into the **Enum Method** field.* *Be sure that the service provider's name is in the **Facility Name** field and the mobile food van stop is in the **GQ Name** field. For example, if this is the first mobile food van stop, enter "Parada 1" in the **GQ Name** field.* *Go to QUESTION 13.*
13	What is the major intersection of this stop?	*Verify if these are the intersecting streets for the address/location description you confirmed at the start of this interview. Collect as much information about the stop as possible, ask about landmarks, etc.* *For example: El estacionamiento abierto localizado en la esquina de Estancias las Colinas y Avenida Ignacio Perfecto al lado de la Farmacia Rios.* *Go to QUESTION 14.*
14	What is the arrival and departure time of this stop?	*Enter the arrival time into the **Arrival Time** field and **Scheduled Visit Time** fields, and enter the departure time into the **Ending Time** field.* *Go to QUESTION 15.*
15	Do clients stay near the van while eating?	*Enter this information into the **Eat Near Van** field.* *Go to QUESTION 16.*
16	How many clients are expected at this stop?	*Enter this information into the **Expected Pop** field.* *Go to QUESTION 17.*
17	Do clients line up, congregate, or use another method of grouping to receive their food?	*Select this information from the **Method Recv Food** field. If there is another method of grouping, also describe this method in the **Notes** field.* *Go to QUESTION 18.*

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INTERVIEW		
#	**Question**	**Action**
18	Are there any clients who do not speak or understand Spanish? *Note for office staff: This information is used for planning purposes to best prepare to count the residents living at a GQ.*	*If yes, select Y from the **Other Languages** field, ask, What language(s) do they speak? (For example English, Vietnamese, Korean)* *Select all the languages spoken in the **GQ Languages** field. Go to QUESTION 19.* *If no, leave N selected in the **Other Languages** dropdown field. Go to QUESTION 19.*
19	Are there any specific instructions that census staff need to know in order to count the clients that use these services? *Note for office staff: N, or no, is the default option. Only select Y, or yes, if the GQ provides specific instructions.*	*If yes, select Y from the **Specific Instructions** dropdown field. Enter instructions into the **Specific Instructions** notes field.* *If no, leave N selected in the **Specific Instructions** dropdown field.* *Check to make sure the **Status Code** has been updated to the correct code.* *If there is only one mobile food van stop, Go to QUESTION 21.* *If there is more than one mobile food van stop, go to QUESTION 20.*
20	Now I need to collect address/location information for your other stops.	*Complete an Add Verification Form for each stop. Be sure you have filled one out for each stop based on the number given in Question 5. It must have enough information so the address can be searched for in BLQ.* *Once you have collected the information for each additional stop, tell the contact person:* We will check our files to see if we have these locations and will call you back at another time to complete an interview for each stop. Now let us continue. *Go to QUESTION 21.*

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INTERVIEW		
#	**Question**	**Action**
21	I am going to check our records to determine if we have you listed as the contact person for any other locations that do not have an enumeration appointment scheduled. Thank you for your patience. *Note for office staff: Be sure to SAVE the information on the Edit Screen before leaving the screen!* *Reminder: In order to save your updates you will need to click on the **SAVE** button first and then click **CLOSE** last. Clicking on close, without first clicking save will not save your updated information. Be sure to do this two-step process each time.*	(!) Click **SAVE** *Go to the Search Screen to determine if other cases are also assigned to this contact person.* *If there are other cases listed for this contact person that do not have an enumeration appointment scheduled, go to QUESTION 22.* *If there are no other cases listed for this contact person,* "Thank you for your patience, I have checked our records and we do not have you listed as a contact person for any other locations," *go to QUESTION 23.*
22	According to our census records, we have you responsible for *(Say the **GQ NAME** and refer to page 2 to read the **GQ Type Code Description** for the type code listed).* Is this correct?	*If yes, then inform the GQ Contact that you would like to conduct interviews for the other locations.* *If they respond no, but they are listed as being responsible for other GQs, accept their response, and ask* 'Do you know the contact person for this location?' *update the contact details for those location(s) (if applicable) Go to QUESTION 23.*

INTERVIEW		
#	**Question**	**Action**
23	Are you responsible for any additional facilities, other than the mobile food van stops we just discussed?	*Complete an Add Verification Form for each location. Once you have collected the information, tell the contact person:* We will check our files to see if we have these locations and will call you back at another time to complete an interview for each location. Now let us continue. *If GQ administrator has GQs that will be enumerated, go to QUESTION 24.* *If GQ administrator has no GQs that will be enumerated, end the interview using the following statement:* "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 (Please provide the ACO telephone number) or visit our website at 2020census.gov/gq. On our website, you will find informational materials about the 2020 Census in your community."

INTERVIEW		
#	**Question**	**Action**
24	On the day of enumeration, Census Bureau 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. 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. If you have any additional questions, please call the Area Census Office at *(Please provide the ACO telephone number)* or visit our website at 2020census.gov/gq. On our website, you will find informational materials about the 2020 Census in your community. That is all the information that I need at this time. If we need further information, we may call you back. Thank you very much for your time and participation.	<u>*As an alternative:*</u> *If contact person does not have internet access, ask for their mailing address to forward documents.*

GQAC Job Aid: Identify GQ Type Code

Q1. **How would you describe or categorize the type for this facility?**
Find the category in the Living Quarters Table that best matches the respondent's answer. If clarification is necessary, you can read the category descriptions to the respondent to confirm you are selecting the most appropriate category. When the appropriate category is identified, use the table to determine the correct GQ Type Code. For some categories (as indicated in the table), you will need to probe to identify the appropriate sub-category and corresponding GQ Type Code. While searching for the appropriate category, you may say the following: "Thank you for your patience. I am searching our living quarters categories so that I can correctly list your location."

- If chosen category (or sub-category):
    - o **Has different type codes for Residents and Staff** -- Use Residents or Staff column, as applicable, to update GQ Type Code. If Residents, proceed to Q2 of this Job Aid. If Staff, skip to Q6 of this Job Aid.
    - o **Has same type code for Residents and Staff** -- Update GQ Type Code, and then return to GQAC script: Question 2d.
    - o **Is an Out-of-Scope GQ Type** -- If the GQ Type is Maritime Vessel (900) or Military Ship (602), update GQ Type Code, and update the Status Code to "GQ Out-Of-Scope," and select the reason that it is GQ Type Out of Scope from the OS Reason field. Then end GQAC interview using the following statement: "Thank you very much for your time and participation. This is all the information I need." If the GQ Type is a Domestic Violence Shelter (703), apologize and end the interview, and follow the special instructions for handling Domestic Violence Shelters.
    - o **Is labeled as Transitory Location** -- Change GQ Type Code to blank. Go to the Contact History screen and update the Attempt field to Final, select "Not a Group Quarters" from the Not Complete field, and add a detailed note in the Contact History Notes field. You may also add a Note on the Edit screen. Then end GQAC interview using the following statement: "Thank you very much for your time and participation. This is all the information I need. Your facility will be contacted at a later date to setup an enumeration appointment."
    - o **Is labeled as a Housing Unit** -- Change GQ Type Code to blank. Then go to the non-SBE GQAC Calling Script: Question 6.
    - o **Is labeled as Nonresidential** – Change GQ Type Code to blank, and update Status Code to "Nonresidential." Then end GQAC interview using the following statement: "Thank you very much for your time and participation. This is all the information I need."

Q2. **What is the maximum number of residents who can live or stay here at this group quarters?**
- Update Max Pop, and then proceed to Q3 of this Job Aid.

Q3. **At this group quarters, in addition to housing for residents, is there also housing for staff that is used as their usual residence?**
- If Yes, proceed to Q4 of this Job Aid.
- If No, return to GQAC calling script: Question 3.

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Q4. **Is the name or address of the housing for the staff different? If so, what is the name or address?**
The PCS universe will need to be search to determine if a record exist for this facility having a GQ Type code of 901. If the record exists, it will need to be updated. If the record does not exist, then it will need to be added as a new GQ.

Q5. **What is the maximum number of staff who can live at this group quarters?**
Note the maximum population to add to the GQ Type code 901 record.

- Then return to GQAC calling script: Question 3. Based on the new GQ Type Code use the appropriate calling script.

Q6. **What is the maximum number of staff who can live at this group quarters?**
Update Max Pop, and then return to GQAC calling script: Question 3 on the non-SBE calling script.

Living Quarters Table

Category Description	Sub-Category (if applicable)	GQ Type Code	
		Residents	**Staff (If their usual residence)**
1. Group Home (non-correctional) for Adults or Juveniles Community-based group living arrangements in residential settings that are able to accommodate three or more clients of a service provider that provides room and board and services, including behavioral, psychological, or social programs. Generally, clients are not related to the caregiver or to each other.	Intended for adults	801	
	Intended for juveniles	201	901
2. Residential Treatment Center (non-correctional) for Adults or Juveniles Residential facilities that provide treatment on-site in a highly structured live-in environment for the treatment of drug/alcohol abuse, mental illness, and emotional/behavioral disorders.	Intended for adults	802	
	Intended for juveniles	202	901
3. College or University Student Housing Includes residence halls, and other buildings, including apartment-style student housing, designed primarily to house college and university students in a group living arrangement either on or off campus. These facilities are owned, leased, or managed either by a college, university, or seminary, or by a private company or agency that provides a 'by the bed' lease to students. Fraternity and sorority housing recognized by the college or university is included as college student housing.	Owned/leased/managed by a college, university, or seminary	501	
	Owned/leased/managed by a private company or agency (typically offering "by the bed" or single-liability leases)	502	

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4. **Residential School for People with Disabilities** *(such as schools for the physically or developmentally disabled)* Includes schools that teach the skills for daily living and provide education programs and care for students with disabilities in a live-in environment.		405	901
5. **Workers' Group Living Quarters, Group Housing at Job Corps Centers, or Staff Housing at Boarding Schools** Includes dormitories, bunkhouses, and other group living arrangements for workers who live or stay in places such as migratory farm worker camps, ranch housing, construction worker camps, vocational training facilities, or staff housing for boarding schools or other facilities.		901	
6. **Hospital** Includes general or Veterans Affairs hospitals, as well as mental or psychiatric hospitals. Also includes psychiatric units, skilled-nursing units, and in-patient hospice units within a larger hospital.	Mental or psychiatric unit or floor	401	901
	Skilled-nursing unit	301	901
	In-patient hospice unit	403	901
	Patients with no disposition or exit plan (patients who have no usual residence elsewhere)	402	901

7. **Nursing or Skilled-Nursing Facility, Independent or Assisted Living Facility, or Continuing Care Facility** *Nursing/Skilled-Nursing Facility:* Facilities that provide long-term 24-hour non-acute medical care with licensed nurses. (Note: These facilities may also be referred to as nursing homes.) *Independent/Assisted Living Facility:* Facilities that provide housing for older adults and coordinates personal support services, 24-hour supervision and assistance to meet needs in a way that promotes maximum dignity and independence for each resident. These facilities are designed for people who need regular help with the activities of daily living but do not necessarily require skilled medical care. (Note: These facilities may also contain a nursing/skilled-nursing unit or hospice unit.)	Nursing or skilled-nursing unit	**301**	**901**
	In-patient hospice unit	**403**	**901**
Continuing Care Facility: Facilities that provide residents with a lifetime continuum of care so that the residents can "age in place." They offer the resident independent living for as long as possible, and provide for nursing assistance if or when it is needed. (Note: These facilities may also be referred to as continuing care retirement communities [CCRC's] or multi-level care facilities, and they may also contain a nursing/skilled-nursing unit or hospice unit.)	Independent living, assisted living, or continuing care unit	**Housing Unit**	
8. **In-Patient Hospice Facility (free-standing only)** Includes in-patient hospice facilities that provide palliative, comfort, and supportive care for terminally ill patients and their families.		**403**	**901**
9. **Shelter for People Experiencing Homelessness (emergency and transitional)** Places with beds or cots, where people experiencing homelessness stay at least overnight.		**701**	
10. **Soup Kitchen** Provide meals, organized as food service lines or bag or box lunches, primarily to people experiencing homelessness.		**702**	

11. Regularly Scheduled Mobile Food Van Provide meals at regularly scheduled stops that primarily serve people experiencing homelessness.		**704**
12. Living Quarters for Victims of Natural Disasters Temporary group living arrangements established as a result of natural disasters.		**903**
13. Domestic Violence Shelter Community-based homes, shelters or crisis centers that provide housing for people who have sought shelter from household violence and may have been physically abused.		**Out-of-Scope GQ** (703)
14. Religious Group Living Quarters Intended to House their Members *(such as convents, monasteries, or abbeys)* Facilities owned or operated by religious organizations that are intended to house their members in a group living situation. (Note: Seminary students living in group quarters are classified as college student housing, not religious group living quarters.)		**902**
15. Recreational Vehicle (RV) Park, Campground, Carnival, Marina, or Racetrack Includes both commercial and private facilities.		**Transitory Location**
16. Hotel, Motel, Hostel, Single-Room Occupancy Units, Inn, Resort, Lodge, or Bed and Breakfast All types of lodging facilities that may include permanent housing for some clients and/or housing for people experiencing homelessness.	If all rooms/units are used ENTIRELY to house people experiencing homelessness	**701**
	Otherwise, if any rooms/units are occupied by people who live or stay there most of the time	**Transitory Location**

17. **Correctional Facility for Adults or Juveniles**	Federal prison for adults	**HQ Only*** (102) *except those located on American Indian Reservations or in Alaska Native Villages	
All Federal, State, County or Local prisons, jails, detention centers, and correctional residential facilities.			
For Adults:	State prison for adults	**103**	**901**
Federal and State Prisons: Also includes hospitals operated by or for federal or state correctional facilities. Also includes privately operated correctional facilities housing primarily federal or state inmates.			
Local Jails and Other Municipal Confinement Facilities: Also includes correctional facilities operated by or for counties, cities, and American Indian and Alaska Native (AIAN) tribal governments. Also includes work farms and camps holding people awaiting trial or serving short sentences. Also includes privately operated correctional facilities housing primarily local or county inmates.	Local jail/municipal confinement facility for adults	**104**	**901**
Federal Detention Centers: Also includes Metropolitan Detention Centers, Metropolitan Correctional Centers, Bureau of Indian Affairs (BIA) Detention Centers, Immigration and Customs Enforcement (ICE) Service Processing Centers, and ICE contract detention facilities.	Federal detention center for adults	**HQ Only*** (101) *except those located on American Indian Reservations or in Alaska Native Villages	
Correctional Residential Facilities: Also includes halfway houses, restitution centers, prerelease centers, work release centers, and study centers.	Correctional residential facility for adults	**105**	**901**
Military Disciplinary Barracks and Jails: Correctional facilities managed by the military to hold those awaiting trial or convicted of crimes.	Military Disciplinary Barracks and Jails	**HQ Only** (106)	
For Juveniles:			
Juvenile Correctional Facilities: Also includes halfway houses operated for correctional purposes, residential training schools and farms, reception and diagnostic centers, group homes operated by or for correctional authorities, and boot camps for juvenile delinquents.	Juvenile correctional facility	**203**	**901**

18. **Military Quarters** Includes military barracks or dormitories (non-disciplinary) and military hospitals and medical centers with assigned Active Duty patients or patients with no disposition or exit plan.		(Mil. barracks/dormitories: 601 Mil. hospital/treatment center: 404)
19. **Private Residence** These are not Group Quarters (GQ) living quarters. Some examples include houses, apartments, and mobile homes.		**Housing Unit**
20. **Maritime/Military Vessel**	Military ships	**Out-of-Scope GQ** (602)
	Maritime/merchant vessels	**Out-of-Scope GQ** (900)

2020 CENSUS

GROUP QUARTERS ADVANCE CONTACT FOR NON-SBE GQ CALLING SCRIPT

(GQ Type Codes: 101, 102, 103, 104, 105, 106, 201, 202, 203, 301, 401, 402, 403, 404, 405, 501, 502, 601, 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: HQ Staff only- except those located on American Indian Reservations or in Alaska Native Villages
**Note: Out of Scope GQs

INTRODUCTION		
#	**Question**	**Action**
1a	Hello. My name is *(Your name).* May I speak to (*Say the* **CONTACT NAME** *located in the GQ Response column*)? I am calling 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. By enumeration, I mean we will come to your facility to count your residents/clients. I have some questions to ask you about (*Say the* **GQ NAME** *listed in the GQ Response column*) at (*Say the* **ADDRESS NUMBER** *and* **STREET NAME** *or* **ADDRESS NUMBER** *and* **URBANIZACIÓN** *or* **APARTMENT COMPLEX** *and* **UNIT/APT** *or* **LOCATION DESCRIPTION** *listed in the GQ Response column*). Are you the contact person for this location?	*If this is Housing Unit, change GQ Type to blank. Go to QUESTION 6.* *If this person is still serving as the contact person for the group quarter, read interview QUESTION 2a.* *If the contact person has changed, ask for the right person; when they arrive on the call read interview QUESTION 1b.* *If this is the wrong number ask the respondent on the phone if a second number is available, call the second number. Go to the* **Contact History** *screen and select the appropriate attempt number for this call from the* **Attempt** *field.* *If this is the wrong number and you are unable to retrieve a second phone number, go to* **Not Complete** (*located on the* **Contact History screen**), *select the appropriate response, and end the interview by saying:* "Thank you for your time." *Go to the* **Contact History** *screen and select the appropriate attempt number for this call from the* **Attempt** *field.*

INTERVIEW		
#	**Question**	**Action**
1b	Hello. My name is *(Your name)*. I am calling 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. By enumeration, I mean we will come to your facility to count your residents/clients. I have some questions to ask you about (*Say the* **GQ NAME** *listed in the GQ Response column*) at (*Say the* **ADDRESS NUMBER** *and* **STREET NAME** *or* **ADDRESS NUMBER** *and* **URBANIZACIÓN** *or* **APARTMENT COMPLEX** *and* **UNIT/APT** *or* **LOCATION DESCRIPTION** *listed in the GQ Response column*). Are you the contact person for this location? May I have your name, title, and business email address?	*Enter into the* **Contact Name, Contact Title, and Contact Business Email** *fields.* *Go to QUESTION 2a.*

| 2a | 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.

Before we start, I will read you our confidentiality statement: All of the information that you provide will remain confidential. We are conducting the 2020 Census under the authority of Title 13, U.S. Code, Sections 141, 193, 221 and 223. You are required by law to respond to the census.

Read if necessary:

This collection of information has been approved by the Office of Management and Budget (OMB). The eight-digit OMB approval number 0607-1006 confirms this approval.

The Census Bureau is required by law to protect this information (Title 13, U.S. Code, Section 9). The Census Bureau is not permitted to publicly release your responses in a way that could identify anyone. By law, the Census Bureau can only use responses to produce statistics. Per the Federal Cybersecurity Enhancement Act of 2015, data are protected from cybersecurity risks through screening of the systems that transmit data.

To learn more about our privacy policy and data protection, please visit our Web site at census.gov and click on "Data Protection and Privacy Policy" at the bottom of the home page. This page also includes information about the collection, storage, and use of these records. Click on "System of Records Notices (SORN)" and look for Privacy Act System of Records Notice COMMERCE/CENSUS-5, Decennial Census Program.

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 shown in the* **GQ Response** *column to the contact person, spelling out the GQ Name, Facility Name, Street Name, or Urbanización, or Apartment Complex, or Location Description (these fields are also listed below). If any information is incorrect or missing, make changes in the* **GQ Update** *section for the fields that are available to update. Only minor spelling changes are permitted to Street Name, Urbanización, Apartment Complex, Barrio/Barriada/Sector/Parcela/Comunidad.*

 If any of the other address fields have changed, go to the **Contact History** *screen and update the* **Attempt** *field to* **Final***, and add a Note on the* **Edit** *screen. Enter the information into the Add Verification form. Then, proceed to QUESTION 16.*

GQ Name:
Facility Name:
Loc Address Number:
Loc Street Name:
Loc Urbanización:
Loc Apartment Complex:
Loc Building Desc:
Loc Building ID:
Loc Apt/Unit:
Location Description:
Loc Area 1 (Barrio/Barriada/Sector/Parcela/Comunidad):
Loc Area 2 (Barriada/Sector/Parcela/Comunidad):
Loc KMHM:
Loc Municipio:
Loc State: PR
Loc ZIP Code:
Loc ZIP+4:
Building Name (if applicable):
Building Number (if applicable):

Contact Name:
Contact Phone Number:
Contact Phone Extension:
Contact Title:
Contact Business Email:

(If applicable) | |

Last Modified 6/6/2019

INTERVIEW		
#	**Question**	**Action**
		2ⁿᵈ Contact Name: *2ⁿᵈ Contact Phone Number:* *2ⁿᵈ Contact Phone Extension:* *2ⁿᵈ Contact Title:* *2ⁿᵈ Contact Business Email:* *Go to QUESTION 2b.*
2b	We currently have the structure at this address listed as the following type of group quarters: *(Read the **GQ Type** description listed in the **GQ Update** column).* Is that correct?	*If Yes, and GQ Type is 501, go to QUESTION 2c.* *If Yes, and GQ Type is underlined not 501, go to QUESTION 2d.* *If No, use "GQAC Job Aid: Identify GQ Type Code" to update **GQ Type Code**. Then select the appropriate script for the new GQ Type Code.*
2c	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?	*If owned/leased/managed by a college, university, or seminary, then update/confirm that **GQ Type** is 501.* *If owned/leased/managed by a private company or agency, then update/confirm that **GQ Type** is 502.* *Go to QUESTION 2d.*
2d	What is the maximum number of people who can live or stay here at this group quarters?	• *If GQ Type Code is 501, 502, 801, 802, 901, 902, and 903 the max pop must include any staff who live or stay at the GQ.* • *If GQ Type is 901, and the GQ is a separate staff quarter, the max pop includes staff only.* • *If GQ Type is 901 and the GQ is a Job Corp Centers, Workers Group Living Quarters, or vocation training facility, the max pop includes staff and residents in the maximum number.* *Update the **Max Pop** in the **GQ Update** column.* *Go to QUESTION 3.*

INTERVIEW		
#	**Question**	**Action**
3	Will this facility be operating on April 1, 2020? *Note for office staff: Operating refers to whether residents or clients were living or staying at the facility on April 1st.*	*If yes, select Y from the **GQ Operating** field, and go to QUESTION 4a.* *If no, select N from the **GQ Operating** field, and end the interview using the statement:* "Thank you very much for your time and participation. 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." *Go to Status Code and choose: **GQ out-of-scope**. Choose **Not Operating on Census Day** from the **OS Reason** field. Click **SAVE**. Go to QUESTION 16.* *If don't know, go to QUESTION 5.*
4a	*If GQ Type is <u>not</u> a correctional facility (103, 104, 105, or 203), go to QUESTION 4b.* *If GQ Type is a correctional facility (103, 104, 105, or 203), then ask:* When the 2020 Census enumeration occurs at this facility, we request that you exclude any federal detainees from the population count, if possible. The particular federal agencies that have jurisdiction over federal detainees will report them to the Census Bureau through separate enumeration procedures, and we do not want to count them twice. Based on that guidance, 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.	*Enter this information into the **Expected Pop** field.* *Go to QUESTION 5.*

INTERVIEW		
#	**Question**	**Action**
4b	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.	• *GQ Type Code is 501, 502, 801, 802, 901, 902, and 903: include any staff who live or stay at the GQ in this number.* • *GQ Type is 901, and the GQ is a separate staff quarter, include staff only.* • *If GQ Type is 901 and the GQ is a Job Corp Centers, Workers Group Living Quarters, or vocation training facility, include staff and residents in the expected number.* *Enter this information into the **Expected Pop** field.* *Go to QUESTION 5.*
5	Does this group quarters serve males only, females only, or both males and females? **Note for office staff: When enumerators are assigned during the GQE operation, this information is used. Male enumerators are assigned to all-male GQs, and vice versa for females.*	*Enter this information into the **Pop Sex** field.* *If this is a military GQ Type (106, 404, or 601), go to QUESTION 7a.* *All other GQ Types, go to QUESTION 7b.*
6	Including yourself, how many people will be living or staying at *(Say the **ADDRESS NUMBER** and **STREET NAME** or **ADDRESS NUMBER** and **URBANIZACIÓN** or **APARTMENT COMPLEX** and **UNIT/APT** or **LOCATION DESCRIPTION** listed in the GQ Response column)* on April 1, 2020. We will send a Census Bureau to your location to conduct an in-person interview for each person who was living or staying at this location on Census Day.	*Enter this information into the **Expected Pop** field.* *Update the Contact Information, and enter **in-person interview** into the **Enum Method** field.* *Type:* "This is a housing unit" in the Notes section. *Go to QUESTION 8.*

INTERVIEW		
#	**Question**	**Action**
7a	We will conduct the 2020 Census Group Quarters Enumeration from April 6, 2020 to June 2, 2020. The following enumeration options are available for your facility: *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 FAQs.* *(Only for military GQ Type 106)* a. **Electronic Response Data Transfer (eResponse)** Is a secure website for you 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. You will be provided a unique user ID. The requested data must be entered into the Census template format and uploaded to our website. b. **Facility Self Enumeration** A Census Bureau 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.	*Enter enumeration method selected into the* **Enum Method** *field.* *If Facility Self Enumeration is selected, go to QUESTION 10.* *If Electronic Response Data Transfer (eResponse) is selected, go to QUESTION 15.*

7b	We will conduct the 2020 Group Quarters Enumeration from April 6, 2020 to June 2 2020. 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 FAQs.
	
	  a. **In-Person Interview**
	    A Census Bureau worker will conduct a face-to-face, in-person interview with each person who served or staying at this facility on Census Day, April 1, 2020.
	
	  b. **Drop Off/Pick Up of Questionnaire**
	    A Census Bureau worker will leave census questionnaires with you to distribute to each person who 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.
	
	  c. **Paper Response Data Collection**
	    A Census Bureau worker will meet with you or your staff at this facility to obtain a paper listing of census response data for each person who served or was staying at this facility on Census Day, April 1, 2020.
	
	  d. *(GQ Type 999 not eligible)*
	    Electronic Response Data Transfer (eResponse)
	    Is a secure website for you 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. You will be provided a unique user ID. The requested data must be
		*Enter enumeration method selected into the **Enum Method** field.*
		
		If In-Person Interview is selected, go to QUESTION 8.
		
		If Drop Off/Pick Up of Questionnaire is selected, go to QUESTION 9.
		
		If Facility Self Enumeration is selected, go to QUESTION 10.
		
		If Paper Response Data Collection is selected, go to QUESTION 11.
		
		If Electronic Response Data Transfer (eResponse) is selected, go to QUESTION 15.	

INTERVIEW		
#	**Question**	**Action**
	entered into the census template format and uploaded to our website. e. *Only for correctional facilities [101, 102, 103, 104, 105, and 203] or health care facilities [type 202,301, 401, 402, 403, and 802]* **Facility Self Enumeration** A Census Bureau 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 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.	
8	What is the best date and time for us to conduct the interviews at this location between April 6, 2020 to April 30, 2020?	*Select the date and time in the **Scheduled Visit** section.* *Go to QUESTION 12.*
9	What is the best date and time for us to leave the questionnaires at this location between April 6, 2020 to May 29, 2020?	*Select the date and time in the **Scheduled Visit** section.* *Go to QUESTION 12.*
10	What is the best date and time for us to train the contact person and leave the enumeration materials between April 6 to May 29, 2020?	*Select the date and time in the **Scheduled Visit** section.* *Go to QUESTION 12.*
11	What is the best date and for us to pick up the paper listing between April 6, 2020 to May 29, 2020?	*Enter date and time in the **Scheduled Visit** section.* *Go to QUESTION 16.*

INTERVIEW		
#	**Question**	**Action**
12	Are there any people at this location that do not speak or understand Spanish? *Note for office staff: This information is used for planning purposes to best prepare to count the residents living at a GQ.*	*If yes, select Y from the **Other Languages** field, and ask, What language(s) do they speak? (For example English, Vietnamese, Korean).* *Select all languages spoken in the **GQ Languages** field. If this is not a Housing Unit, go to QUESTION 13.* *If this is a Housing Unit, set the <u>STATUS CODE to HU and click **SAVE**</u>. Then, go to QUESTION 18.* *If no, leave N selected in the **Other Languages** dropdown field. Go to QUESTION 13.*
13	Are there any specific instructions that census staff need to know in order to count the people at this location? *Note for office staff: N, or no, is the default option. Only select Y, or yes, if the GQ provides specific instructions.*	*If yes, select Y from the **Specific Instructions** dropdown field. Enter the instructions into the **Specific Instructions** notes field.* *If no, leave N selected in the **Specific Instructions** dropdown field.* *Go to QUESTION 14.*
14	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?	*Select response from the **Roster Available** field.* **(!)** Click **SAVE** *Check to make sure the **Status Code** has been updated to the correct code (Complete). Go to QUESTION 16.*

INTERVIEW		
#	**Question**	**Action**
15	What is the mailing address that you would like to use for receiving login information and instructions for eResponse? *Note for office staff: After selecting the eResponse enumeration method, a separate screen will pop-up for you to verify and update the GQ mailing address information. The initial address on the screen will be the location address. A GQ may have a different address for mail, so be sure to confirm/enter that information here.*	*If any of the mailing address fields are incorrect, please update.* ***Mail Address Number:*** ***Mail Street Name:*** ***Mail Urbanización:*** ***Mail Apartment Complex:*** ***Mail Building Desc:*** ***Mail Building ID:*** ***Mail Apt/Unit:*** ***Mail Area 1 (Barrio/Barriada/Sector/Parcela/Comunidad):*** ***Mail Area 2 (Barriada/Sector/Parcela/Comunidad):*** ***Mail KMHM:*** ***PO Box:*** ***Rural Route Addr:*** ***Mail Municipio:*** ***Mail State:*** ***Mail ZIP Code:*** ***Mail ZIP+4:*** *Go to QUESTION 16.*
16	I am going to check our records to determine if we have you listed as the contact person for any other locations that do not have an enumeration appointment scheduled. Thank you for your patience. *Note for office staff: Be sure to SAVE the information on the Edit Screen before leaving the screen!* *Reminder: In order to save your updates you will need to click on the **SAVE** button first and then click **CLOSE** last. Clicking on close, without first clicking save will not save your updated information. Be sure to do this two-step process each time.*	**(!)** Click **SAVE** *Go to the **Search Screen** and conduct a search on the contact person's name to determine if other cases are listed for them.* *If there are other cases listed for this contact person that do not have an enumeration appointment scheduled, go to QUESTION 17.* *If there are no other cases listed for this contact person, say* "I have checked our records and we do not have you listed as a contact person for any other locations," *go to QUESTION 18.*

INTERVIEW		
#	**Question**	**Action**
17	According to our census records, we have you responsible for *(Say the **GQ NAME** and refer to page 2 to read the **GQ Type Code Description** for the type code listed).* Is this correct?	*If yes, then inform the GQ Administrator that you would like to conduct interviews for the other locations.* *If they respond no, but they are listed as being responsible for other GQs, accept their response, and ask* 'Do you know the contact person for this location?' *Update the contact details for those location(s) (if applicable).* *Go to QUESTION 18.*
18	*If GQ Type is 501, 502, 601, 801, 802, or 901-903, ask:* Are you responsible for any additional facilities, either at this address or elsewhere? *If GQ Type is 101-106, 201-203, 301, or 401-405, ask*: Are you responsible for any additional facilities, either at this address or elsewhere? Include workers' group living quarters that staff use as their usual residence.	*Complete an Add Verification Form for each location. Once you have collected the information, tell the contact person:* We will check our files to see if we have these locations and will call you back at another time to complete an interview for each location. Now let us continue. *If GQ administrator has GQs that will be enumerated and does not choose Electronic Response Data Transfer (eResponse) as the preferred method of enumeration, go to QUESTION 19a.* *If GQ administrator has GQs that will be enumerated and chooses Electronic Response Data Transfer (eResponse) as the preferred method of enumeration, go to QUESTION 19b.* *If GQ administrator has no GQs that will be enumerated, go to QUESTION 19c.*

INTERVIEW		
#	**Question**	**Action**
19a	On the day of enumeration, Census Bureau workers will arrive at your facility at your scheduled appointment time. 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. 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.	*Go to QUESTION 19c.*
19b	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 website using the Census Bureau's template. If you have any additional questions, call this number at (*Please provide the ACO telephone number)* or please visit our website at 2020census.gov/gq. On our website, you will find informational materials about the 2020 Census in your community.	*As an alternative: If contact person does not have internet access, ask for their mailing address to forward documents.*
19c	That is all the information I need at this time. If we need further information, we may call you back. Thank you very much for your time and participation. If you have any additional questions, please call the area census office at *(Please provide the ACO telephone number)* or visit our website at 2020census.gov/gq. On our website, you will find informational materials about the 2020 Census in your community.	*As an alternative: If contact person does not have internet access, ask for their mailing address to forward documents.*

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GQAC Job Aid: Identify GQ Type Code

Q1. How would you describe or categorize the type for this facility?
Find the category in the Living Quarters Table that best matches the respondent's answer. If clarification is necessary, you can read the category descriptions to the respondent to confirm you are selecting the most appropriate category. When the appropriate category is identified, use the table to determine the correct GQ Type Code. For some categories (as indicated in the table), you will need to probe to identify the appropriate sub-category and corresponding GQ Type Code. While searching for the appropriate category, you may say the following: "Thank you for your patience. I am searching our living quarters categories so that I can correctly list your location."

- If chosen category (or sub-category):
    - **Has different type codes for Residents and Staff** -- Use Residents or Staff column, as applicable, to update GQ Type Code. If Residents, proceed to Q2 of this Job Aid. If Staff, skip to Q6 of this Job Aid.
    - **Has same type code for Residents and Staff** -- Update GQ Type Code, and then return to GQAC script: Question 2d.
    - **Is an Out-of-Scope GQ Type** -- If the GQ Type is Maritime Vessel (900) or Military Ship (602), update GQ Type Code, and update the Status Code to "GQ Out-Of-Scope," and select the reason that it is GQ Type Out of Scope from the OS Reason field. Then end GQAC interview using the following statement: "Thank you very much for your time and participation. This is all the information I need. " If the GQ Type is a Domestic Violence Shelter (703), apologize and end the interview, and follow the special instructions for handling Domestic Violence Shelters.
    - **Is labeled as Transitory Location** -- Change GQ Type Code to blank. Go to the Contact History screen and update the Attempt field to Final, select "Not a Group Quarters" from the Not Complete field, and add a detailed note in the Contact History Notes field. You may also add a Note on the Edit screen. Then end GQAC interview using the following statement: "Thank you very much for your time and participation. This is all the information I need. Your facility will be contacted at a later date to setup an enumeration appointment."
    - **Is labeled as a Housing Unit** -- Change GQ Type Code to blank. Then go to the non-SBE GQAC Calling Script: Question 6.
    - **Is labeled as Nonresidential** – Change GQ Type Code to blank, and update Status Code to "Nonresidential." Then end GQAC interview using the following statement: "Thank you very much for your time and participation. This is all the information I need."

Q2. What is the maximum number of residents who can live or stay here at this group quarters?
- Update Max Pop, and then proceed to Q3 of this Job Aid.

Q3. At this group quarters, in addition to housing for residents, is there also housing for staff that is used as their usual residence?
- If Yes, proceed to Q4 of this Job Aid.
- If No, return to GQAC calling script: Question 3.

Q4. **Is the name or address of the housing for the staff different? If so, what is the name or address?**
The PCS universe will need to be search to determine if a record exist for this facility having a GQ Type code of 901. If the record exists, it will need to be updated. If the record does not exist, then it will need to be added as a new GQ.

Q5. **What is the maximum number of staff who can live at this group quarters?**
Note the maximum population to add to the GQ Type code 901 record.

- Then return to GQAC calling script: Question 3. Based on the new GQ Type Code use the appropriate calling script.

Q6. **What is the maximum number of staff who can live at this group quarters?**
Update Max Pop, and then return to GQAC calling script: Question 3 on the non-SBE calling script.

Living Quarters Table

Category Description	Sub-Category (if applicable)	GQ Type Code	
		Residents	**Staff (If their usual residence)**
1. **Group Home (non-correctional) for Adults or Juveniles** Community-based group living arrangements in residential settings that are able to accommodate three or more clients of a service provider that provides room and board and services, including behavioral, psychological, or social programs. Generally, clients are not related to the caregiver or to each other.	Intended for adults	801	
	Intended for juveniles	201	901
2. **Residential Treatment Center (non-correctional) for Adults or Juveniles** Residential facilities that provide treatment on-site in a highly structured live-in environment for the treatment of drug/alcohol abuse, mental illness, and emotional/behavioral disorders.	Intended for adults	802	
	Intended for juveniles	202	901
3. **College or University Student Housing** Includes residence halls, and other buildings, including apartment-style student housing, designed primarily to house college and university students in a group living arrangement either on or off campus. These facilities are owned, leased, or managed either by a college, university, or seminary, or by a private company or agency that provides a 'by the bed' lease to students. Fraternity and sorority housing recognized by the college or university is included as college student housing.	Owned/leased/managed by a college, university, or seminary	501	
	Owned/leased/managed by a private company or agency (typically offering "by the bed" or single-liability leases)	502	

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4. **Residential School for People with Disabilities** *(such as schools for the physically or developmentally disabled)* Includes schools that teach the skills for daily living and provide education programs and care for students with disabilities in a live-in environment.		405	901
5. **Workers' Group Living Quarters, Group Housing at Job Corps Centers, or Staff Housing at Boarding Schools** Includes dormitories, bunkhouses, and other group living arrangements for workers who live or stay in places such as migratory farm worker camps, ranch housing, construction worker camps, vocational training facilities, or staff housing for boarding schools or other facilities.		901	
6. **Hospital** Includes general or Veterans Affairs hospitals, as well as mental or psychiatric hospitals. Also includes psychiatric units, skilled-nursing units, and in-patient hospice units within a larger hospital.	Mental or psychiatric unit or floor	401	901
	Skilled-nursing unit	301	901
	In-patient hospice unit	403	901
	Patients with no disposition or exit plan (patients who have no usual residence elsewhere)	402	901

7. Nursing or Skilled-Nursing Facility, Independent or Assisted Living Facility, or Continuing Care Facility ***Nursing/Skilled-Nursing Facility:*** Facilities that provide long-term 24-hour non-acute medical care with licensed nurses. (Note: These facilities may also be referred to as nursing homes.) ***Independent/Assisted Living Facility:*** Facilities that provide housing for older adults and coordinates personal support services, 24-hour supervision and assistance to meet needs in a way that promotes maximum dignity and independence for each resident. These facilities are designed for people who need regular help with the activities of daily living but do not necessarily require skilled medical care. (Note: These facilities may also contain a nursing/skilled-nursing unit or hospice unit.) ***Continuing Care Facility:*** Facilities that provide residents with a lifetime continuum of care so that the residents can "age in place." They offer the resident independent living for as long as possible, and provide for nursing assistance if or when it is needed. (Note: These facilities may also be referred to as continuing care retirement communities [CCRC's] or multi-level care facilities, and they may also contain a nursing/skilled-nursing unit or hospice unit.)	Nursing or skilled-nursing unit	**301**	**901**
	In-patient hospice unit	**403**	**901**
	Independent living, assisted living, or continuing care unit	**Housing Unit**	
8. In-Patient Hospice Facility (free-standing only) Includes in-patient hospice facilities that provide palliative, comfort, and supportive care for terminally ill patients and their families.		**403**	**901**
9. Shelter for People Experiencing Homelessness (emergency and transitional) Places with beds or cots, where people experiencing homelessness stay at least overnight.		**701**	

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10. Soup Kitchen Provide meals, organized as food service lines or bag or box lunches, primarily to people experiencing homelessness.		**702**
11. Regularly Scheduled Mobile Food Van Provide meals at regularly scheduled stops that primarily serve people experiencing homelessness.		**704**
12. Living Quarters for Victims of Natural Disasters Temporary group living arrangements established as a result of natural disasters.		**903**
13. Domestic Violence Shelter Community-based homes, shelters or crisis centers that provide housing for people who have sought shelter from household violence and may have been physically abused.		**Out-of-Scope GQ** (703)
14. Religious Group Living Quarters Intended to House their Members *(such as convents, monasteries, or abbeys)* Facilities owned or operated by religious organizations that are intended to house their members in a group living situation. (Note: Seminary students living in group quarters are classified as college student housing, not religious group living quarters.)		**902**
15. Recreational Vehicle (RV) Park, Campground, Carnival, Marina, or Racetrack Includes both commercial and private facilities.		**Transitory Location**
16. Hotel, Motel, Hostel, Single-Room Occupancy Units, Inn, Resort, Lodge, or Bed and Breakfast	If all rooms/units are used ENTIRELY to house people experiencing homelessness	**701**

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All types of lodging facilities that may include permanent housing for some clients and/or housing for people experiencing homelessness.	Otherwise, if any rooms/units are occupied by people who live or stay there most of the time	**Transitory Location**

17. Correctional Facility for Adults or Juveniles *All Federal, State, County or Local prisons, jails, detention centers, and correctional residential facilities.* *<u>For Adults:</u>* ***Federal and State Prisons:*** Also includes hospitals operated by or for federal or state correctional facilities. Also includes privately operated correctional facilities housing primarily federal or state inmates. ***Local Jails and Other Municipal Confinement Facilities:*** Also includes correctional facilities operated by or for counties, cities, and American Indian and Alaska Native (AIAN) tribal governments. Also includes work farms and camps holding people awaiting trial or serving short sentences. Also includes privately operated correctional facilities housing primarily local or county inmates. ***Federal Detention Centers:*** Also includes Metropolitan Detention Centers, Metropolitan Correctional Centers, Bureau of Indian Affairs (BIA) Detention Centers, Immigration and Customs Enforcement (ICE) Service Processing Centers, and ICE contract detention facilities. ***Correctional Residential Facilities:*** Also includes halfway houses, restitution centers, prerelease centers, work release centers, and study	Federal prison for adults	**HQ Only*** (102) *except those located on American Indian Reservations or in Alaska Native Villages
	State prison for adults	**103** / **901**
	Local jail/municipal confinement facility for adults	**104** / **901**
	Federal detention center for adults	**HQ Only*** (101) *except those located on American Indian Reservations or in Alaska Native Villages
	Correctional residential facility for adults	**105** / **901**

centers. ***For Juveniles:*** ***Juvenile Correctional Facilities:*** Also includes halfway houses operated for correctional purposes, residential training schools and farms, reception and diagnostic centers, group homes operated by or for correctional authorities, and boot camps for juvenile delinquents.	Juvenile correctional facility	**203**	**901**
18. Military Quarters ***Military barracks/dormitories:*** These facilities include military personnel living in barracks (including "open" barrack transient quarters) and dormitories. ***Military disciplinary barracks and jails:*** Correctional facilities managed by the military to hold those awaiting trial or convicted of crimes. ***Military treatment facilities with assigned patients:*** These facilities include military hospitals and medical centers with active duty patients assigned to the facility. Only these patients are enumerated in this category.	Military barracks/dormitories	**601**	
	Military disciplinary barracks and jails	**106**	**901**
	Military treatment facilities with assigned patients	**404**	**901**
19. Private Residence These are not Group Quarters (GQ) living quarters. Some examples include houses, apartments, and mobile homes.		**Housing Unit**	
20. Maritime/Military Vessel	Military ships	**Out-of-Scope GQ** (602)	
	Maritime/merchant vessels	**Out-of-Scope GQ** (900)	

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2020 CENSUS

GROUP QUARTERS ADVANCE CONTACT FOR EMERGENCY AND TRANSITIONAL SHELTERS (WITH SLEEPING FACILITIES) FOR PEOPLE EXPERIENCING HOMELESSNESS CALLING SCRIPT

(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: HQ Staff only- except those located on American Indian Reservations or in Alaska Native Villages
**Note: Out of Scope GQs

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GQ ADVANCE CONTACT FOR EMERGENCY AND TRANSITIONAL SHELTERS
CALLING SCRIPT

INTRODUCTION		
#	**Question**	**Action**
1a	Hello. My name is *(Your name).* May I speak to (*Say the **CONTACT NAME** located in the GQ Response column*)? I am calling 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. By enumeration, I mean we will come to your facility to count your residents/clients. I have some questions to ask you about (*Say the **GQ NAME** listed in the GQ Response column*) at (*Say the **ADDRESS NUMBER** and **STREET NAME** or **ADDRESS NUMBER** and **URBANIZACIÓN** or **APARTMENT COMPLEX** and **UNIT/APT** or **LOCATION DESCRIPTION** listed in the GQ Response column*). Are you the contact person for this location?	*If this person is still serving as the contact person for the group quarters, read interview QUESTION 2a.* *If the contact person has changed, ask for the right person; when they arrive on the call read interview QUESTION 1b.* *If this is the wrong number ask the respondent on the phone if a second number is available, call the second number. Go to the **Contact History** screen and select the appropriate attempt number for this call from the **Attempt** field.* *If this is the wrong number and you are unable to retrieve a second phone number, go to **Not Complete** (located on the **Contact History** screen), select the appropriate response, and end the interview by saying:* "Thank you for your time." *Go to the **Contact History** screen and select the appropriate attempt number for this call from the **Attempt** field.*

INTERVIEW		
#	**Question**	**Action**
1b	Hello. My name is *(Your name).* I am calling 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. By enumeration, I mean we will come to your facility to count your residents/clients. I have some questions to ask you about (*Say the* **GQ NAME** *listed in the GQ Response column*) at (*Say the* **ADDRESS NUMBER** *and* **STREET NAME** *or* **ADDRESS NUMBER** *and* **URBANIZACIÓN** *or* **APARTMENT COMPLEX** *and* **UNIT/APT** *or* **LOCATION DESCRIPTION** *listed in the GQ Response column*). Are you the contact person for this location? May I have your name, title, and business email address?	*Enter into the* **Contact Name, Contact Title, and Contact Business Email** *fields.* *Go to QUESTION 2a.*

2a	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. Before we start, I will read you our confidentiality statement: All of the information that you provide will remain confidential. We are conducting the 2020 Census under the authority of Title 13, U.S. Code, Sections 141, 193, 221 and 223. You are required by law to respond to the census. *Read if necessary*: This collection of information has been approved by the Office of Management and Budget (OMB). The eight-digit OMB approval number 0607-1006 confirms this approval. The Census Bureau is required by law to protect this information (Title 13, U.S. Code, Section 9). The Census Bureau is not permitted to publicly release your responses in a way that could identify anyone. By law, the Census Bureau can only use responses to produce statistics. Per the Federal Cybersecurity Enhancement Act of 2015, data are protected from cybersecurity risks through screening of the systems that transmit data. To learn more about our privacy policy and data protection, please visit our Web site at census.gov and click on "Data Protection and Privacy Policy" at the bottom of the home page. This page also includes information about the collection, storage, and use of these records. Click on "System of Records Notices (SORN)" and look for Privacy Act System of Records Notice COMMERCE/CENSUS-5, Decennial Census Program. 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	*Read all the information for the GQ and the GQ contact shown in the* **GQ Response** *column to the contact person, spelling out the GQ Name, Facility Name, Street Name, or Urbanización, or Apartment Complex, or Location Description (these fields are also listed below). If any information is incorrect or missing, make changes in the* **GQ Update** *section for the fields that are available to update. Only minor spelling changes are permitted to Street Name, Urbanización, Apartment Complex, Barrio/Barriada/Sector/Parcela/Comunidad.* *If any of the other address fields have changed, go to the* **Contact History** *screen and update the* **Attempt** *field to* **Final**, *and add a Note on the* **Edit** *screen. Enter the information into the Add Verification form. Then, proceed to QUESTION 17.* **GQ Name:** **Facility Name:** **Loc Address Number:** **Loc Street Name:** **Loc Urbanización:** **Loc Apartment Complex:** **Loc Building Desc:** **Loc Building ID:** **Loc Apt/Unit:** **Location Description:** **Loc Area 1 (Barrio/Barriada/Sector/Parcela/Comunidad):** **Loc Area 2 (Barriada/Sector/Parcela/Comunidad):** **Loc KMHM:** **Loc Municipio:** **Loc State: PR** **Loc ZIP Code:** **Loc ZIP+4:** **Building Name (if applicable):** **Building Number (if applicable):** **Contact Name:** **Contact Phone Number:** **Contact Phone Extension:** **Contact Title:** **Contact Business Email:** *(If applicable)*	

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INTERVIEW		
#	**Question**	**Action**
	information is missing.	*2nd Contact Name:* *2nd Contact Phone Number:* *2nd Contact Phone Extension:* *2nd Contact Title:* *2nd Contact Business Email:* *Go to QUESTION 2b.*
2b	We currently have the structure at this address listed as the following type of group quarters: *(Read the **GQ Type** description listed in the **GQ Update** column).* Is that correct?	*If Yes, go to QUESTION 2c.* *If No, use "GQAC Job Aid: Identify GQ Type Code" to update **GQ Type Code**. Then select the appropriate script for the new GQ Type Code.*
2c	What is the maximum number of people who can live or stay here at this group quarters? This number should include any staff that live here as well.	*Update the **Max Pop** in the **GQ Update** column.* *Go to QUESTION 3.*
3	Will this facility be open or operating on Monday, March 30th? **Note for office staff: Operating refers to whether residents or clients were living or staying at the facility on March 30th.*	*If yes, go to QUESTION 5.* *If no, QUESTION 4.*
4	Will this facility be open or operating on Tuesday, March 31st, or Wednesday, April 1st? **Note for office staff: Operating refers to whether residents or clients were living or staying at the facility on March 31stor April 1st*	*If yes, go to QUESTION 6.* *If no, end interview using this statement:* "Thank you very much for your time and participation. 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." *Go to **Status Code** and choose: **GQ Out-Of-Scope**. Choose **Not Operating on Census Day** from the **OS Reason** field. Click **SAVE**. Go to QUESTION 17.*
5	The Census Bureau workers(s) will come to this facility on Monday, March 30, to gather information for the people who are receiving services on that date. Is this acceptable?	*If yes, enter March 30th into the **Scheduled Visit Date** field, go to QUESTION 7.* *If no, go to QUESTION 6.*

INTERVIEW		
#	**Question**	**Action**
6	Would you prefer our Census Bureau workers(s) come to your facility to gather information for people who are receiving services there on Tuesday, March 31st, or Wednesday, April 1st? *Note for office staff: The enumeration appointment cannot be scheduled outside of March 30th, March 31st, or April 1st.*	*Enter the date selected into the **Scheduled Visit Date** field, go to QUESTION 7.*
7	How many clients do you expect at this shelter on this day? Also include any staff in this number that will be living here as of that day.	*Enter this information into the **Expected Pop** field.* *Go to QUESTION 8a.*
8a	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 FAQs* a. **In-Person Interview** A Census Bureau worker will conduct an in-person interview with each person who was served or was staying at this facility on Census Day. b. **Paper Response Data Collection** A Census Bureau 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.	*Enter the enumeration method selected into the **Enum Method** field.* *If Enum Method selected is In-Person Interview, go to QUESTION 9.* *If Enum Method selected is Paper Response Data Collection, go to QUESTION 8b.*
8b	What is the best time for us to pick up the paper listing on the appointment date we just set?	*Select the time in the **Scheduled Visit Time** field.* *Go to QUESTION 12.*

INTERVIEW		
#	**Question**	**Action**
9	What time does the shelter open and close for clients?	*Select the time in the **GQ Open** and **GQ Closed** fields.* *Go to QUESTION 10.*
10	How early do clients arrive?	*Select the time in the **Scheduled Visit Time** and **Arrival Time** fields.* *Go to QUESTION 11.*
11	What is the latest time clients can enter the shelter?	*Select the time in the **Ending Time** field.* *Go to QUESTION 12.*
12	Does this shelter serve males only, females only, or both males and females? **Note for office staff: When enumerators are assigned during the GQE operation, this information is used. Male enumerators are assigned to all-male GQs, and vice versa for females.*	*Enter this information into the **Pop Sex** field.* *Go to QUESTION 13.* *If Enum Method is Paper Response Data Collection, go to QUESTION 15.*
13	Are there any people at this location that do not speak or understand Spanish? **Note for office staff: This information is used for planning purposes to best prepare to count the residents living at a GQ.*	*If yes, select Yes from the **Other Languages** field, and ask What language(s) do they speak? (For example English, Vietnamese, Korean).* *Select all the languages spoken in the **GQ Language** field. Go to QUESTION 14.* *If no, leave N selected in the **Other Languages** dropdown field. Go to QUESTION 14.*
14	What are the general procedures clients follow when they enter the shelter?	*Enter information into the **Notes** field.* *Go to QUESTION 15.*

INTERVIEW		
#	**Question**	**Action**
15	Are there any specific instructions that census staff need to know in order to count the people at this location?	*If yes, select Y from the **Specific Instructions** dropdown field. Enter the instructions into the **Specific Instructions** notes field.* *If no, leave N selected in the **Specific Instructions** dropdown field.* *If respondent has no special instructions and/or the enumeration type is Paper Response Data Collection, leave N selected in the **Specific Instructions** dropdown field, go to QUESTION 17.* *All other options, go to QUESTION 16.*
16	During enumeration, will you be able to provide us a printed list of all people at this facility, as of Census Day?	*Select response from the **Roster Available** field.* *Check to make sure the **Status Code** has been updated to the correct code.* *Go to QUESTION 17.*
17	I am going to check our records to determine if we have you listed as the contact person for any other locations that do not have an enumeration appointment scheduled. Thank you for your patience. *Note for office staff: Be sure to SAVE the information on the Edit Screen before leaving the screen!* *Reminder: In order to save your updates you will need to click on the **SAVE** button first and then click **CLOSE** last. Clicking on close, without first clicking save will not save your updated information. Be sure to do this two-step process each time.*	**(!)** Click **SAVE** *Go to the **Search Screen** and conduct a search on the contact person's name to determine if other cases are listed for them.* *If there are other cases listed for this contact person that do not have an enumeration appointment scheduled, go to QUESTION 18.* *If there are no other cases listed for this contact person, say* "I have checked our records and we do not have you listed as a contact person for any other locations," *go to QUESTION 19.*

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INTERVIEW		
#	**Question**	**Action**
18	According to our census records, we have you responsible for *(Say the **GQ NAME** and refer to page 2 to read the **GQ Type Code Description** for the type code listed).* Is this correct?	*If yes, then inform the GQ Contact that you would like to conduct interviews for the other locations.* *If they respond no, but they are listed as being responsible for other GQs, accept their response, and ask* 'Do you know the contact person for this location?' *Update the contact details for those location(s) (if applicable). Go to QUESTION 19.*
19	Are you responsible for any additional facilities, either at this address or elsewhere?	*Complete an Add Verification Form for each location. Once you have collected the information, tell the contact person:* We will check our files to see if we have these locations and will call you back at another time to complete an interview for each facility. Now let us continue. *If GQ administrator has GQs that will be enumerated and chooses Paper Response Data Collection as the preferred method of enumeration, go to QUESTION 21.* *If GQ administrator has GQs that will be enumerated and chooses In-Person Interview as the preferred method of enumeration, go to QUESTION 20.* *If GQ administrator has no GQs that will be enumerated, end the interview using the following statement:* "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 (Please provide the ACO telephone number) or visit our website at 2020census.gov/gq. On our website, you will find informational materials about the 2020 Census in your community."

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INTERVIEW		
#	**Question**	**Action**
20	On the day of enumeration, Census Bureau workers will arrive at the shelter prior to the time clients are allowed to enter the building. 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. That is all the information I need at this time. If we need further information, we may call you back. Thank you very much for your time and participation. If you have any additional questions, please call the area census office at *(Please provide the ACO telephone number)* or visit our website at 2020census.gov/gq. On our website, you will find informational materials about the 2020 Census in your community.	<u>*As an alternative:*</u> *If contact person does not have internet access, ask for their mailing address to forward documents.*

INTERVIEW		
#	**Question**	**Action**
21	On the appointment date and time, a Census Bureau worker will arrive at your shelter to collect the Paper Response Data Collection listing. All data we collect are protected by law and kept confidential. Someone from the Census Bureau will contact you prior to your appointment. We appreciate your cooperation. 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. That is all the information I need at this time. If we need further information, we may call you back Thank you very much for your time and participation. If you have any additional questions, please call the area census office at *(Please provide the ACO telephone number)* or visit our website at 2020census.gov/gq. On our website, you will find informational materials about the 2020 Census in your community.	_As an alternative:_ *If contact person does not have internet access, ask for their mailing address to forward documents.*

GQAC Job Aid: Identify GQ Type Code

Q1. **How would you describe or categorize the type for this facility?**
Find the category in the Living Quarters Table that best matches the respondent's answer. If clarification is necessary, you can read the category descriptions to the respondent to confirm you are selecting the most appropriate category. When the appropriate category is identified, use the table to determine the correct GQ Type Code. For some categories (as indicated in the table), you will need to probe to identify the appropriate sub-category and corresponding GQ Type Code. While searching for the appropriate category, you may say the following: "Thank you for your patience. I am searching our living quarters categories so that I can correctly list your location."

- If chosen category (or sub-category):
  - **Has different type codes for Residents and Staff** -- Use Residents or Staff column, as applicable, to update GQ Type Code. If Residents, proceed to Q2 of this Job Aid. If Staff, skip to Q6 of this Job Aid.
  - **Has same type code for Residents and Staff** -- Update GQ Type Code, and then return to GQAC script: Question 2d.
  - **Is an Out-of-Scope GQ Type** -- If the GQ Type is Maritime Vessel (900) or Military Ship (602), update GQ Type Code, and update the Status Code to "GQ Out-Of-Scope," and select the reason that it is GQ Type Out of Scope from the OS Reason field. Then end GQAC interview using the following statement: "Thank you very much for your time and participation. This is all the information I need. " If the GQ Type is a Domestic Violence Shelter (703), apologize and end the interview, and follow the special instructions for handling Domestic Violence Shelters.
  - **Is labeled as Transitory Location** -- Change GQ Type Code to blank. Go to the Contact History screen and update the Attempt field to Final, select "Not a Group Quarters" from the Not Complete field, and add a detailed note in the Contact History Notes field. You may also add a Note on the Edit screen. Then end GQAC interview using the following statement: "Thank you very much for your time and participation. This is all the information I need. Your facility will be contacted at a later date to setup an enumeration appointment."
  - **Is labeled as a Housing Unit** -- Change GQ Type Code to blank. Then go to the non-SBE GQAC Calling Script: Question 6.
  - **Is labeled as Nonresidential** – Change GQ Type Code to blank, and update Status Code to "Nonresidential." Then end GQAC interview using the following statement: "Thank you very much for your time and participation. This is all the information I need."

Q2. **What is the maximum number of residents who can live or stay here at this group quarters?**
- Update Max Pop, and then proceed to Q3 of this Job Aid.

Q3. **At this group quarters, in addition to housing for residents, is there also housing for staff that is used as their usual residence?**
- If Yes, proceed to Q4 of this Job Aid.
- If No, return to GQAC calling script: Question 3.

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Q4. **Is the name or address of the housing for the staff different? If so, what is the name or address?**
The PCS universe will need to be search to determine if a record exist for this facility having a GQ Type code of 901. If the record exists, it will need to be updated. If the record does not exist, then it will need to be added as a new GQ.

Q5. **What is the maximum number of staff who can live at this group quarters?**
Note the maximum population to add to the GQ Type code 901 record.

- Then return to GQAC calling script: Question 3. Based on the new GQ Type Code use the appropriate calling script.

Q6. **What is the maximum number of staff who can live at this group quarters?**
Update Max Pop, and then return to GQAC calling script: Question 3 on the non-SBE calling script.

Living Quarters Table

Category Description	Sub-Category (if applicable)	GQ Type Code	
		Residents	Staff (If their usual residence)
1. Group Home (non-correctional) for Adults or Juveniles Community-based group living arrangements in residential settings that are able to accommodate three or more clients of a service provider that provides room and board and services, including behavioral, psychological, or social programs. Generally, clients are not related to the caregiver or to each other.	Intended for adults	801	
	Intended for juveniles	201	901
2. Residential Treatment Center (non-correctional) for Adults or Juveniles Residential facilities that provide treatment on-site in a highly structured live-in environment for the treatment of drug/alcohol abuse, mental illness, and emotional/behavioral disorders.	Intended for adults	802	
	Intended for juveniles	202	901
3. College or University Student Housing Includes residence halls, and other buildings, including apartment-style student housing, designed primarily to house college and university students in a group living arrangement either on or off campus. These facilities are owned, leased, or managed either by a college, university, or seminary, or by a private company or agency that provides a 'by the bed' lease to students. Fraternity and sorority housing recognized by the college or university is included as college student housing.	Owned/leased/managed by a college, university, or seminary	501	
	Owned/leased/managed by a private company or agency (typically offering "by the bed" or single-liability leases)	502	

4. Residential School for People with Disabilities *(such as schools for the physically or developmentally disabled)* Includes schools that teach the skills for daily living and provide education programs and care for students with disabilities in a live-in environment.		**405**	**901**
5. Workers' Group Living Quarters, Group Housing at Job Corps Centers, or Staff Housing at Boarding Schools Includes dormitories, bunkhouses, and other group living arrangements for workers who live or stay in places such as migratory farm worker camps, ranch housing, construction worker camps, vocational training facilities, or staff housing for boarding schools or other facilities.		**901**	
6. Hospital Includes general or Veterans Affairs hospitals, as well as mental or psychiatric hospitals. Also includes psychiatric units, skilled-nursing units, and in-patient hospice units within a larger hospital.	Mental or psychiatric unit or floor	**401**	**901**
	Skilled-nursing unit	**301**	**901**
	In-patient hospice unit	**403**	**901**
	Patients with no disposition or exit plan (patients who have no usual residence elsewhere)	**402**	**901**

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7. Nursing or Skilled-Nursing Facility, Independent or Assisted Living Facility, or Continuing Care Facility ***Nursing/Skilled-Nursing Facility:*** Facilities that provide long-term 24-hour non-acute medical care with licensed nurses. (Note: These facilities may also be referred to as nursing homes.)	Nursing or skilled-nursing unit	**301**	**901**
Independent/Assisted Living Facility: Facilities that provide housing for older adults and coordinates personal support services, 24-hour supervision and assistance to meet needs in a way that promotes maximum dignity and independence for each resident. These facilities are designed for people who need regular help with the activities of daily living but do not necessarily require skilled medical care. (Note: These facilities may also contain a nursing/skilled-nursing unit or hospice unit.)	In-patient hospice unit	**403**	**901**
Continuing Care Facility: Facilities that provide residents with a lifetime continuum of care so that the residents can "age in place." They offer the resident independent living for as long as possible, and provide for nursing assistance if or when it is needed. (Note: These facilities may also be referred to as continuing care retirement communities [CCRC's] or multi-level care facilities, and they may also contain a nursing/skilled-nursing unit or hospice unit.)	Independent living, assisted living, or continuing care unit	**Housing Unit**	
8. In-Patient Hospice Facility (free-standing only) Includes in-patient hospice facilities that provide palliative, comfort, and supportive care for terminally ill patients and their families.		**403**	**901**
9. Shelter for People Experiencing Homelessness (emergency and transitional) Places with beds or cots, where people experiencing homelessness stay at least overnight.		**701**	

10. Soup Kitchen Provide meals, organized as food service lines or bag or box lunches, primarily to people experiencing homelessness.		**702**
11. Regularly Scheduled Mobile Food Van Provide meals at regularly scheduled stops that primarily serve people experiencing homelessness.		**704**
12. Living Quarters for Victims of Natural Disasters Temporary group living arrangements established as a result of natural disasters.		**903**
13. Domestic Violence Shelter Community-based homes, shelters or crisis centers that provide housing for people who have sought shelter from household violence and may have been physically abused.		**Out-of-Scope GQ** (703)
14. Religious Group Living Quarters Intended to House their Members *(such as convents, monasteries, or abbeys)* Facilities owned or operated by religious organizations that are intended to house their members in a group living situation. (Note: Seminary students living in group quarters are classified as college student housing, not religious group living quarters.)		**902**
15. Recreational Vehicle (RV) Park, Campground, Carnival, Marina, or Racetrack Includes both commercial and private facilities.		**Transitory Location**
16. Hotel, Motel, Hostel, Single-Room Occupancy Units, Inn, Resort, Lodge, or Bed and Breakfast	If all rooms/units are used ENTIRELY to house people experiencing homelessness	**701**

All types of lodging facilities that may include permanent housing for some clients and/or housing for people experiencing homelessness.	Otherwise, if any rooms/units are occupied by people who live or stay there most of the time	**Transitory Location**

17. Correctional Facility for Adults or Juveniles *All Federal, State, County or Local prisons, jails, detention centers, and correctional residential facilities.* ***For Adults:*** ***Federal and State Prisons:*** Also includes hospitals operated by or for federal or state correctional facilities. Also includes privately operated correctional facilities housing primarily federal or state inmates. ***Local Jails and Other Municipal Confinement Facilities:*** Also includes correctional facilities operated by or for counties, cities, and American Indian and Alaska Native (AIAN) tribal governments. Also includes work farms and camps holding people awaiting trial or serving short sentences. Also includes privately operated correctional facilities housing primarily local or county inmates. ***Federal Detention Centers:*** Also includes Metropolitan Detention Centers, Metropolitan Correctional Centers, Bureau of Indian Affairs (BIA) Detention Centers, Immigration and Customs Enforcement (ICE) Service Processing Centers, and ICE contract detention facilities. ***Correctional Residential Facilities:*** Also includes halfway houses, restitution centers, prerelease centers, work release centers, and study	Federal prison for adults	**HQ Only*** (102) *except those located on American Indian Reservations or in Alaska Native Villages	
	State prison for adults	**103**	**901**
	Local jail/municipal confinement facility for adults	**104**	**901**
	Federal detention center for adults	**HQ Only*** (101) *except those located on American Indian Reservations or in Alaska Native Villages	
	Correctional residential facility for adults	**105**	**901**

centers. ***For Juveniles:*** ***Juvenile Correctional Facilities:*** Also includes halfway houses operated for correctional purposes, residential training schools and farms, reception and diagnostic centers, group homes operated by or for correctional authorities, and boot camps for juvenile delinquents.	Juvenile correctional facility	**203**	**901**
18. Military Quarters ***Military barracks/dormitories:*** These facilities include military personnel living in barracks (including "open" barrack transient quarters) and dormitories.	Military barracks/dormitories	**601**	
	Military disciplinary barracks and jails	**106**	**901**
Military disciplinary barracks and jails: Correctional facilities managed by the military to hold those awaiting trial or convicted of crimes. ***Military treatment facilities with assigned patients:*** These facilities include military hospitals and medical centers with active duty patients assigned to the facility. Only these patients are enumerated in this category.	Military treatment facilities with assigned patients	**404**	**901**
19. Private Residence These are not Group Quarters (GQ) living quarters. Some examples include houses, apartments, and mobile homes.		**Housing Unit**	
20. Maritime/Military Vessel	Military ships	**Out-of-Scope GQ** (602)	
	Maritime/merchant vessels	**Out-of-Scope GQ** (900)	

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2020 CENSUS

GROUP QUARTERS ADVANCE CONTACT FOR SOUP KITCHENS CALLING SCRIPT

(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 (College/University owned/leased/managed)
502	College/University Student Housing (Privately owned/leased/managed)
	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: HQ Staff only- except those located on American Indian Reservations or in Alaska Native Villages
**Note: Out of Scope GQs

INTRODUCTION		
#	**Question**	**Action**
1a	Hello. My name is *(Your name)*. May I speak to (*Say the* **CONTACT NAME** *located in the GQ Response column*)? I am calling 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. By enumeration, I mean we will come to your facility to count your residents/clients. I have some questions to ask you about (*Say the* **GQ NAME** *listed in the GQ Response column*) at (*Say the* **ADDRESS NUMBER** *and* **STREET NAME** *or* **ADDRESS NUMBER** *and* **URBANIZACIÓN** *or* **APARTMENT COMPLEX** *and* **UNIT/APT** *or* **LOCATION DESCRIPTION** *listed in the GQ Response column*). Are you the contact person for this location?	*If this person is still serving as the contact person for the group quarters, read interview QUESTION 2a.* *If the contact person has changed, ask for the right person; when they arrive on the call read interview QUESTION 1b.* *If this is the wrong number ask the respondent on the phone if a second number is available, call the second number. Go to the* **Contact History** *screen and select the appropriate attempt number for this call from the* **Attempt** *field.* *If this is the wrong number and you are unable to retrieve a second phone number, go to* **Not Complete** *(located on the* **Contact History** *screen), select the appropriate response, and end the interview by saying:* "Thank you for your time." *Go to the* **Contact History** *screen and select the appropriate attempt number for this call from the* **Attempt** *field.*

INTERVIEW		
#	**Question**	**Action**
1b	Hello. My name is *(Your name).* I am calling 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. By enumeration, I mean we will come to your facility to count your residents/clients. I have some questions to ask you about (*Say the* **GQ NAME** *listed in the GQ Response column*) at (*Say the* **ADDRESS NUMBER** *and* **STREET NAME** *or* **ADDRESS NUMBER** *and* **URBANIZACIÓN** *or* **APARTMENT COMPLEX** *and* **UNIT/APT** *or* **LOCATION DESCRIPTION** *listed in the GQ Response column*). Are you the contact person for this location? May I have your name, title, and business email address?	*Enter into the* **Contact Name, Contact Title** *and* **Contact Business Email** *fields.* *Go to QUESTION 2a.*
2a	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. Before we start, I will read you our confidentiality statement: All of the information that you provide will remain confidential. We are conducting the 2020 Census under the authority of Title 13, U.S. Code, Sections 141, 193, 221 and 223. You are required by law to respond to the census. *Read if necessary*: This collection of information has been approved by the Office of Management and Budget (OMB). The eight-digit OMB approval number 0607-1006 confirms this approval. The Census Bureau is required by law to protect this information (Title 13, U.S. Code, Section 9). The Census Bureau is not permitted to publicly release your responses in a way that could identify anyone. By law,	*Read all the information for the GQ and the GQ contact shown in the* **GQ Response** *column to the contact person, spelling out the GQ Name, Facility Name, Street Name, or Urbanización, or Apartment Complex, or Location Description (these fields are also listed below). If any information is incorrect or missing, make changes in the* **GQ Update** *section for the fields that are available to update. Only minor spelling changes are permitted to Street Name, Urbanización, Apartment Complex, Barrio/Barriada/Sector/Parcela/Comunidad. If any of the other address fields have changed, go to the* **Contact History** *screen and update the* **Attempt** *field to* **Final***, and add a Note on the* **Edit** *screen. Enter the information into the Add Verification form. Then, proceed to QUESTION 16.* **GQ Name:** **Facility Name:** **Loc Address Number:** **Loc Street Name:** **Loc Urbanización:**

	the Census Bureau can only use responses to produce statistics. Per the Federal Cybersecurity Enhancement Act of 2015, data are protected from cybersecurity risks through screening of the systems that transmit data. To learn more about our privacy policy and data protection, please visit our Web site at census.gov and click on "Data Protection and Privacy Policy" at the bottom of the home page. This page also includes information about the collection, storage, and use of these records. Click on "System of Records Notices (SORN)" and look for Privacy Act System of Records Notice COMMERCE/CENSUS-5, Decennial Census Program. 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.	*Loc Apartment Complex:* *Loc Building Desc:* *Loc Building ID:* *Loc Apt/Unit:* *Location Description:* *Loc Area 1 (Barrio/Barriada/Sector/Parcela/Comunidad):* *Loc Area 2 (Barriada/Sector/Parcela/Comunidad):* *Loc KMHM:* *Loc Municipio:* *Loc State: PR* *Loc ZIP Code:* *Loc ZIP+4:* *Building Name (if applicable):* *Building Number (if applicable):* *Contact Name:* *Contact Phone Number:* *Contact Phone Extension:* *Contact Title:* *Contact Business Email:* *(If applicable)* *2nd Contact Name:* *2nd Contact Phone Number:* *2nd Contact Phone Extension:* *2nd Contact Title:* *2nd Contact Business Email:* *Go to QUESTION 2b.*
2b	We currently have the structure at this address listed as the following type of group quarters: *(Read the **GQ Type** description listed in the **GQ Update** column).* Is that correct?	*If Yes, go to QUESTION 2c.* *If No, use "GQAC Job Aid: Identify GQ Type Code" to update **GQ Type Code**. Then select the appropriate script for the new GQ Type Code.*
2c	What is the maximum number of people who are served at this soup kitchen?	*Update the **Max Pop** in the **GQ Update** column.* *Go to QUESTION 3.*
3	Will this soup kitchen be operating on Tuesday, March 31st? **Note for office staff: Operating refers to whether clients are able to receive services from this soup kitchen on Tuesday, March 31st.*	*If yes, go to QUESTION 5.* *If no, QUESTION 4*

4	Will this soup kitchen be open or operating on Monday, March 30th, or Wednesday, April 1st? *Note for office staff: Operating refers to whether clients are able to receive services from this soup kitchen on Monday, March 30th or Wednesday, April 1st.*	*If yes, go to QUESTION 6.* *If no, end interview using this statement:* "Thank you very much for your time and participation. This is all the information that I need. This soup kitchen 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 served at this facility." *Go to **Status Code** and choose: **GQ Out-Of-Scope.** Choose **Not Operating on Census Day** from the **OS Reason** field. Click **Save**. Go to QUESTION 16.*
5	The Census Bureau workers(s) will come to this soup kitchen on Tuesday, March 31st, to gather information for people who are serviced on that date. Is this acceptable?	*If yes, enter March 31st in the **Scheduled Visit Date** field. Go to QUESTION 7.* *If no, go to QUESTION 6.*
6	Would you prefer our Census Bureau workers(s) come to your soup kitchen to gather information for the people who are receiving services there on Monday, March 30th, or Wednesday, April 1st? *Note for office staff: The enumeration appointment cannot be scheduled on a date outside of March 30th, March 31st, or April 1st.*	*Enter date selected into the **Scheduled Visit Date** field. Go to QUESTION 7.*
7	We will send Census Bureau workers to your location to conduct an in-person interview with each person who is served at your soup kitchen on Census Day.	*Select **In-Person Interview** from the **Enum Method** field.* *Go to QUESTION 8.*
8	Which meal serves the largest number of clients?	*Select either Breakfast, Lunch, or Dinner into the **Largest Meal Served** field.* *If the respondent doesn't know, leave this section blank.* *Go to QUESTION 9.*
9	How many clients do you expect to serve at this soup kitchen during this meal?	*Enter this information into the **Expected Pop** field.* *Go to QUESTION 10.*

10	What time is this meal served?	*Enter time into the **Arrival Time** field.* *Go to QUESTION 11.*
11	What time do you stop serving this meal?	*Enter into the **Ending Time** field.* *Go to QUESTION 12.*
12	What time do clients start to assemble for this meal?	*Enter time into the **Scheduled Visit Time** field.* *Go to QUESTION 13.*
13	Do clients line up, congregate, or use another method of grouping while waiting to enter the soup kitchen?	*Select this information from the **Method Recv Food** field. If there is another method of grouping, also describe the method in the **Notes** field.* *Go to QUESTION 14.*
14	Are there any people at this location that do not speak or understand Spanish? **Note for office staff: This information is used for planning purposes to best prepare to count the residents living at a GQ.*	*If yes select Y from the **Other Languages** field, and ask,* What language (s) do they speak? *(For example English, Vietnamese, Korean)* *Select all the languages spoken in the **GQ Languages** field. Go to QUESTION 15.* *If no, leave N selected in the **Other Languages** dropdown field. Go to QUESTION 15.*
15	Are there any specific instructions that Census Bureau workers need to know in order to count the people at this location? **Note for office staff: N, or no, is the default option. Only select Y, or yes, if the GQ provides specific instructions.*	*If yes, select Y from the **Specific Instructions** dropdown field. Enter the instructions into the **Specific Instructions** notes field.* *If no, leave N selected in the **Specific Instructions** dropdown field.* *Check to make sure the **Status Code** has been updated to the correct code.* *Go to QUESTION 16.*
16	I am going to check our records to determine if we have you listed as the contact person for any other locations that do not have an enumeration appointment scheduled. Thank you for your patience.	**(!)** Click **SAVE** *Go to the **Search Screen** and conduct a search on the contact person's name to determine if other cases are listed for them.*

	*Note for office staff: Be sure to SAVE the information on the Edit Screen before leaving the screen! *Reminder: In order to save your updates you will need to click on the **SAVE** button first and then click **CLOSE** last. Clicking on close, without first clicking save will not save your updated information. Be sure to do this two-step process each time.*	*If there are other cases listed for this contact person that do not have an enumeration appointment scheduled, go to QUESTION 17.* *If there are no other cases listed for this contact person,* "I have checked our records and we do not have you listed as a contact person for any other locations," *go to QUESTION 18.*
17	According to our census records, we have you responsible for *(Say the **GQ NAME** and refer to page 2 to read the **GQ Type Code Description** for the type code listed).* Is this correct?	*If yes, then inform the GQ Contact that you would like to conduct interviews for the other locations.* *If they respond no, but they are listed as being responsible for other GQs, accept their response, and ask* 'Do you know the contact person for this location?' *Update the contact details for those location(s) (if applicable).* *Go to QUESTION 18.*
18	Are you responsible for any additional facilities, either at this address or elsewhere?	*Complete an Add Verification Form for each location. Once you have collected the information, tell the contact person:* We will check our files to see if we have these locations and will call you back at another time to complete an interview for each facility. Now let us continue. *If GQ administrator has GQs that will be enumerated, go to QUESTION 19.* *If GQ administrator has no GQs that will be enumerated, end the interview using the following statement:* "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 (Please provide the ACO telephone number) or visit our website at 2020census.gov/gq. On our website, you will find informational materials about the 2020 Census in your community."

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19	On the day of enumeration, Census Bureau workers will arrive at the soup kitchen prior to the time clients are allowed to enter the building.	_As an alternative:_ _If contact person does not have internet access, ask for their mailing address to forward documents._	
	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.		
	That is all the information I need at this time. If we need further information, we may call you back. Thank you very much for your time and participation. If you have any additional questions, please call the area census office at _(Please provide the ACO telephone number)_ or visit our website at 2020census.gov/gq. On our website, you will find informational materials about the 2020 Census in your community.		

GQAC Job Aid: Identify GQ Type Code

Q1. **How would you describe or categorize the type for this facility?**
Find the category in the Living Quarters Table that best matches the respondent's answer. If clarification is necessary, you can read the category descriptions to the respondent to confirm you are selecting the most appropriate category. When the appropriate category is identified, use the table to determine the correct GQ Type Code. For some categories (as indicated in the table), you will need to probe to identify the appropriate sub-category and corresponding GQ Type Code. While searching for the appropriate category, you may say the following: "Thank you for your patience. I am searching our living quarters categories so that I can correctly list your location."
- If chosen category (or sub-category):
    - **Has different type codes for Residents and Staff** -- Use Residents or Staff column, as applicable, to update GQ Type Code. If Residents, proceed to Q2 of this Job Aid. If Staff, skip to Q6 of this Job Aid.
    - **Has same type code for Residents and Staff** -- Update GQ Type Code, and then return to GQAC script: Question 2d.
    - **Is an Out-of-Scope GQ Type** -- If the GQ Type is Maritime Vessel (900) or Military Ship (602), update GQ Type Code, and update the Status Code to "GQ Out-Of-Scope," and select the reason that it is GQ Type Out of Scope from the OS Reason field. Then end GQAC interview using the following statement: "Thank you very much for your time and participation. This is all the information I need. " If the GQ Type is a Domestic Violence Shelter (703), apologize and end the interview, and follow the special instructions for handling Domestic Violence Shelters.
    - **Is labeled as Transitory Location** -- Change GQ Type Code to blank. Go to the Contact History screen and update the Attempt field to Final, select "Not a Group Quarters" from the Not Complete field, and add a detailed note in the Contact History Notes field. You may also add a Note on the Edit screen. Then end GQAC interview using the following statement: "Thank you very much for your time and participation. This is all the information I need. Your facility will be contacted at a later date to setup an enumeration appointment."
    - **Is labeled as a Housing Unit** -- Change GQ Type Code to blank. Then go to the non-SBE GQAC Calling Script: Question 6.
    - **Is labeled as Nonresidential** – Change GQ Type Code to blank, and update Status Code to "Nonresidential." Then end GQAC interview using the following statement: "Thank you very much for your time and participation. This is all the information I need."

Q2. **What is the maximum number of residents who can live or stay here at this group quarters?**
- Update Max Pop, and then proceed to Q3 of this Job Aid.

Q3. **At this group quarters, in addition to housing for residents, is there also housing for staff that is used as their usual residence?**
- If Yes, proceed to Q4 of this Job Aid.
- If No, return to GQAC calling script: Question 3.

Q4. **Is the name or address of the housing for the staff different? If so, what is the name or address?**
The PCS universe will need to be search to determine if a record exist for this facility having a GQ Type code of 901. If the record exists, it will need to be updated. If the record does not exist, then it will need to be added as a new GQ.

Q5. **What is the maximum number of staff who can live at this group quarters?**
Note the maximum population to add to the GQ Type code 901 record.

- Then return to GQAC calling script: Question 3. Based on the new GQ Type Code use the appropriate calling script.

Q6. **What is the maximum number of staff who can live at this group quarters?**
Update Max Pop, and then return to GQAC calling script: Question 3 on the non-SBE calling script.

Living Quarters Table

Category Description	Sub-Category (if applicable)	GQ Type Code	
		Residents	Staff (If their usual residence)
1. **Group Home (non-correctional) for Adults or Juveniles** Community-based group living arrangements in residential settings that are able to accommodate three or more clients of a service provider that provides room and board and services, including behavioral, psychological, or social programs. Generally, clients are not related to the caregiver or to each other.	Intended for adults	801	
	Intended for juveniles	201	901
2. **Residential Treatment Center (non-correctional) for Adults or Juveniles** Residential facilities that provide treatment on-site in a highly structured live-in environment for the treatment of drug/alcohol abuse, mental illness, and emotional/behavioral disorders.	Intended for adults	802	
	Intended for juveniles	202	901
3. **College or University Student Housing** Includes residence halls, and other buildings, including apartment-style student housing, designed primarily to house college and university students in a group living arrangement either on or off campus. These facilities are owned, leased, or managed either by a college, university, or seminary, or by a private company or agency that provides a 'by the bed' lease to students. Fraternity and sorority housing recognized by the college or university is included as college student housing.	Owned/leased/managed by a college, university, or seminary	501	
	Owned/leased/managed by a private company or agency (typically offering "by the bed" or single-liability leases)	502	
4. **Residential School for People with Disabilities** *(such as schools for the physically or developmentally disabled)* Includes schools that teach the skills for daily living and provide education programs and care for students with disabilities in a live-in environment.		405	901

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		901	
5. **Workers' Group Living Quarters, Group Housing at Job Corps Centers, or Staff Housing at Boarding Schools** Includes dormitories, bunkhouses, and other group living arrangements for workers who live or stay in places such as migratory farm worker camps, ranch housing, construction worker camps, vocational training facilities, or staff housing for boarding schools or other facilities.			
6. **Hospital** Includes general or Veterans Affairs hospitals, as well as mental or psychiatric hospitals. Also includes psychiatric units, skilled-nursing units, and in-patient hospice units within a larger hospital.	Mental or psychiatric unit or floor	**401**	**901**
	Skilled-nursing unit	**301**	**901**
	In-patient hospice unit	**403**	**901**
	Patients with no disposition or exit plan (patients who have no usual residence elsewhere)	**402**	**901**

7. **Nursing or Skilled-Nursing Facility, Independent or Assisted Living Facility, or Continuing Care Facility** ***Nursing/Skilled-Nursing Facility:*** Facilities that provide long-term 24-hour non-acute medical care with licensed nurses. (Note: These facilities may also be referred to as nursing homes.)	Nursing or skilled-nursing unit	**301**	**901**
Independent/Assisted Living Facility: Facilities that provide housing for older adults and coordinates personal support services, 24-hour supervision and assistance to meet needs in a way that promotes maximum dignity and independence for each resident. These facilities are designed for people who need regular help with the activities of daily living but do not necessarily require skilled medical care. (Note: These facilities may also contain a nursing/skilled-nursing unit or hospice unit.)	In-patient hospice unit	**403**	**901**
Continuing Care Facility: Facilities that provide residents with a lifetime continuum of care so that the residents can "age in place." They offer the resident independent living for as long as possible, and provide for nursing assistance if or when it is needed. (Note: These facilities may also be referred to as continuing care retirement communities [CCRC's] or multi-level care facilities, and they may also contain a nursing/skilled-nursing unit or hospice unit.)	Independent living, assisted living, or continuing care unit	**Housing Unit**	
8. **In-Patient Hospice Facility (free-standing only)** Includes in-patient hospice facilities that provide palliative, comfort, and supportive care for terminally ill patients and their families.		**403**	**901**
9. **Shelter for People Experiencing Homelessness (emergency and transitional)** Places with beds or cots, where people experiencing homelessness stay at least overnight.		**701**	

10. Soup Kitchen Provide meals, organized as food service lines or bag or box lunches, primarily to people experiencing homelessness.		**702**
11. Regularly Scheduled Mobile Food Van Provide meals at regularly scheduled stops that primarily serve people experiencing homelessness.		**704**
12. Living Quarters for Victims of Natural Disasters Temporary group living arrangements established as a result of natural disasters.		**903**
13. Domestic Violence Shelter Community-based homes, shelters or crisis centers that provide housing for people who have sought shelter from household violence and may have been physically abused.		**Out-of-Scope GQ** (703)
14. Religious Group Living Quarters Intended to House their Members *(such as convents, monasteries, or abbeys)* Facilities owned or operated by religious organizations that are intended to house their members in a group living situation. (Note: Seminary students living in group quarters are classified as college student housing, not religious group living quarters.)		**902**
15. Recreational Vehicle (RV) Park, Campground, Carnival, Marina, or Racetrack Includes both commercial and private facilities.		**Transitory Location**
16. Hotel, Motel, Hostel, Single-Room Occupancy Units, Inn, Resort, Lodge, or Bed and Breakfast All types of lodging facilities that may include permanent housing for some clients and/or housing for people experiencing homelessness.	If all rooms/units are used ENTIRELY to house people experiencing homelessness	**701**
	Otherwise, if any rooms/units are occupied by people who live or stay there most of the time	**Transitory Location**

17. Correctional Facility for Adults or Juveniles *All Federal, State, County or Local prisons, jails, detention centers, and correctional residential facilities.* **<u>For Adults:</u>** ***Federal and State Prisons:*** Also includes hospitals operated by or for federal or state correctional facilities. Also includes privately operated correctional facilities housing primarily federal or state inmates. ***Local Jails and Other Municipal Confinement Facilities:*** Also includes correctional facilities operated by or for counties, cities, and American Indian and Alaska Native (AIAN) tribal governments. Also includes work farms and camps holding people awaiting trial or serving short sentences. Also includes privately operated correctional facilities housing primarily local or county inmates. ***Federal Detention Centers:*** Also includes Metropolitan Detention Centers, Metropolitan Correctional Centers, Bureau of Indian Affairs (BIA) Detention Centers, Immigration and Customs Enforcement (ICE) Service Processing Centers, and ICE contract detention facilities. ***Correctional Residential Facilities:*** Also includes halfway houses, restitution centers, prerelease centers, work release centers, and study centers. **<u>For Juveniles:</u>** ***Juvenile Correctional Facilities:*** Also includes halfway houses operated for correctional purposes, residential training schools and farms, reception and diagnostic centers, group homes operated by or for correctional authorities, and boot camps for juvenile delinquents.	Federal prison for adults	**HQ Only*** (102) *except those located on American Indian Reservations or in Alaska Native Villages	
	State prison for adults	**103**	**901**
	Local jail/municipal confinement facility for adults	**104**	**901**
	Federal detention center for adults	**HQ Only*** (101) *except those located on American Indian Reservations or in Alaska Native Villages	
	Correctional residential facility for adults	**105**	**901**
	Juvenile correctional facility	**203**	**901**

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18. Military Quarters ***Military barracks/dormitories:*** These facilities include military personnel living in barracks (including "open" barrack transient quarters) and dormitories. ***Military disciplinary barracks and jails:*** Correctional facilities managed by the military to hold those awaiting trial or convicted of crimes. ***Military treatment facilities with assigned patients:*** These facilities include military hospitals and medical centers with active duty patients assigned to the facility. Only these patients are enumerated in this category.	Military barracks/dormitories	**601**	
	Military disciplinary barracks and jails	**106**	**901**
	Military treatment facilities with assigned patients	**404**	**901**
19. Private Residence These are not Group Quarters (GQ) living quarters. Some examples include houses, apartments, and mobile homes.		**Housing Unit**	
20. Maritime/Military Vessel	Military ships	**Out-of-Scope GQ** (602)	
	Maritime/merchant vessels	**Out-of-Scope GQ** (900)	

2020 CENSUS
Remote Alaska

GROUP QUARTERS ADVANCE CONTACT FOR NON-SBE GQ CALLING SCRIPT

(GQ Type Codes: 101, 102, 103, 104, 105, 106, 201, 202, 203, 301, 401, 402, 403, 404, 405, 501, 502, 601, 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 GQ

*Note: HQ Staff only- except those located on American Indian Reservations or in Alaska Native Villages
**Note: Out of Scope GQs

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INTRODUCTION		
#	**Question**	**Action**
1a	Hello. My name is *(Your name).* May I speak to (*Say the* **CONTACT NAME** *located in the GQ Response column*)? I am calling from the U.S. Census Bureau. We are currently conducting the 2020 Census and we would like to review some details with you. I have some questions to ask you about (*Say the* **GQ NAME** *listed in the GQ Response column*) at (*Say the* **ADDRESS NUMBER** *and* **STREET NAME** *or* **LOCATION DESCRIPTION** *listed in the GQ Response column*). Are you the contact person for this location?	*If this is Housing Unit, change GQ Type to blank. Go to QUESTION 6.* *If this person is still serving as the contact person for the group quarter, read interview QUESTION 2a.* *If the contact person has changed, ask for the right person; when they arrive on the call read interview QUESTION 1b.* *If this is the wrong number ask the respondent on the phone if a second number is available, call the second number. Go to the* **Contact History** *screen and select the appropriate attempt number for this call from the* **Attempt** *field.* *If this is the wrong number and you are unable to retrieve a second phone number, go to* **Not Complete** *(located on the* **Contact History screen**), *select the appropriate response, and end the interview by saying:* "Thank you for your time." *Go to the* **Contact History** *screen and select the appropriate attempt number for this call from the* **Attempt** *field.*

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INTERVIEW		
#	**Question**	**Action**
1b	Hello. My name is *(Your name)*. I am calling from the U.S. Census Bureau. We are currently conducting the 2020 Census and we would like to review some details with you. I have some questions to ask you about (*Say the **GQ NAME** listed in the GQ Response column*) at (*Say the **ADDRESS NUMBER** and **STREET NAME** or **LOCATION DESCRIPTION** listed in the GQ Response column*). Are you the contact person for this location? May I have your name, title, and business email address?	*Enter into the **Contact Name, Contact Title,** and **Contact Business Email** fields.* *Go to QUESTION 2a.*

2a	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. Before we start, I will read you our confidentiality statement: All of the information that you provide will remain confidential. We are conducting the 2020 Census under the authority of Title 13, U.S. Code, Sections 141, 193, 221 and 223. You are required by law to respond to the census. *Read if necessary*: This collection of information has been approved by the Office of Management and Budget (OMB). The eight-digit OMB approval number 0607-1006 confirms this approval. The Census Bureau is required by law to protect this information (Title 13, U.S. Code, Section 9). The Census Bureau is not permitted to publicly release your responses in a way that could identify anyone. By law, the Census Bureau can only use responses to produce statistics. Per the Federal Cybersecurity Enhancement Act of 2015, data are protected from cybersecurity risks through screening of the systems that transmit data. To learn more about our privacy policy and data protection, please visit our Web site at census.gov and click on "Data Protection and Privacy Policy" at the bottom of the home page. This page also includes information about the collection, storage, and use of these records. Click on "System of Records Notices (SORN)" and look for Privacy Act System of Records Notice COMMERCE/CENSUS-5, Decennial Census Program. 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 shown in the* **GQ Response** *column to the contact person, spelling out the GQ Name, Facility Name, Street Name, and Location Description (these fields are also listed below). If any information is incorrect or missing, make changes in the* **GQ Update** *section for the fields that are available to update. Only minor spelling changes are permitted to Street Name.* *If any of the other address fields have changed, go to the* **Contact History** *screen and update the* **Attempt** *field to* **Final***, and add a Note on the* **Edit** *screen. Enter the information into the Add Verification form. Then, proceed to QUESTION 11.* **GQ Name:** **Facility Name:** **Loc Address Number:** **Loc Street Name:** **Loc Apt/Unit:** **Location Description:** **Loc City:** **Loc County:** **Loc State:** **Loc ZIP Code:** **Loc ZIP+4:** **Building Name (if applicable):** **Building Number (if applicable):** **Contact Name:** **Contact Phone Number:** **Contact Phone Extension:** **Contact Title:** **Contact Business Email**: *(If applicable)* **2ⁿᵈ Contact Name:** **2ⁿᵈ Contact Phone Number:** **2ⁿᵈ Contact Phone Extension:** **2ⁿᵈ Contact Title:** **2ⁿᵈ Contact Business Email:** *Go to QUESTION 2b.*

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INTERVIEW		
#	**Question**	**Action**
2b	We currently have the structure at this address listed as the following type of group quarters: *(Read the **GQ Type** description listed in the **GQ Update** column). Is that correct?*	*If Yes, and GQ Type is 501, go to QUESTION 2c.* *If Yes, and GQ Type is <u>not</u> 501, go to QUESTION 2d.* *If No, use "GQAC Job Aid: Identify GQ Type Code" to update **GQ Type Code**. Then select the appropriate script for the new GQ Type Code.*
2c	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?	*If owned/leased/managed by a college, university, or seminary, then update/confirm that **GQ Type** is 501.* *If owned/leased/managed by a private company or agency, then update/confirm that **GQ Type** is 502.* *Go to QUESTION 2d.*
2d	What is the maximum number of people who can live or stay here at this group quarters?	• *If GQ Type Code is 501, 502, 801, 802,901, 902, and 903 the max pop must include any staff who live or stay at the GQ.* • *If GQ Type is 901, and the GQ is a separate staff quarter, the max pop includes staff only.* • *If GQ Type is 901 and the GQ is a Job Corp Centers, Workers Group Living Quarters, or vocation training facility, the max pop includes staff and residents in the maximum number.* *Update the **Max Pop** in the **GQ Update** column.* *Go to QUESTION 3a.*

INTERVIEW		
#	**Question**	**Action**
3a	Will this facility be operating between January 21st and April 30th, 2020? *Note for office staff: Operating refers to whether residents or clients were living or staying at the facility between January 21st and April 30th.*	*If yes, select Y from the **GQ Operating** field, and go to QUESTION 3b.* *If no, select N from the **GQ Operating** field, and end the interview using the statement:* "Thank you very much for your time and participation. 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." *Go to Status Code and choose: **GQ out-of-scope**. **Choose Not Operating on Census Day** from the **OS Reason** field. Click **SAVE**. Go to QUESTION 11.* *If don't know, go to QUESTION 5.*
3b	Will this facility be non-operational at any time between January 21st and April 30th, 2020? If yes, when will it not be in operation?	*If yes, go to QUESTION 4a.* *If no, add a **Note** on the Edit screen of when the facility will not be in operation. Go to QUESTION 4a.*
4a	*If GQ Type is <u>not</u> a correctional facility (103, 104, 105, or 203), go to QUESTION 4b.* *If GQ Type is a correctional facility (103, 104, 105, or 203), then ask:* When the 2020 Census enumeration occurs at this facility, we request that you exclude any federal detainees from the population count, if possible. The particular federal agencies that have jurisdiction over federal detainees will report them to the Census Bureau through separate enumeration procedures, and we do not want to count them twice. Based on that guidance, 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.	*Enter this information into the **Expected Pop** field.* *Go to QUESTION 5.*

INTERVIEW		
#	**Question**	**Action**
4b	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.	• *GQ Type Code is 501, 502, 801, 802, 901, 902, and 903: include any staff who live or stay at the GQ in this number.* • *GQ Type is 901, and the GQ is a separate staff quarter, include staff only.* • *If GQ Type is 901 and the GQ is a Job Corp Centers, Workers Group Living Quarters, or vocation training facility, include staff and residents in the expected number.* *Enter this information into the **Expected Pop** field.* *Go to QUESTION 5.*
5	Does this group quarters serve males only, females only, or both males and females? **Note for office staff: When enumerators are assigned during the GQE operation, this information is used. Male enumerators are assigned to all-male GQs, and vice versa for females.*	*Enter this information into the **Pop Sex** field.* *If this is a military GQ Type (106, 404, or 601), go to QUESTION 7a.* *All other GQ Types, go to QUESTION 7b.*
6	Including yourself, how many people will be living or staying at *(Say the **ADDRESS NUMBER** and **STREET NAME** listed in the GQ Response column)* on Census Day, April 1, 2020? *Enter this information into the **Expected Pop** field.* 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.	*Enter this information into the **Expected Pop** field.* *Update the Contact Information, and enter **in-person interview** into the **Enum Method** field.* *Type:* "This is a housing unit" in the Notes section. *Go to QUESTION 8.*

INTERVIEW		
#	**Question**	**Action**
7a	We will conduct the 2020 Census Group Quarters Enumeration from January 21, 2020 to April 30, 2020. The following enumeration options are available for your facility: *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 FAQs.* *(Only for military GQ Types 404 and 601)* a. **In-Person Interview** A census worker will conduct a face-to-face, in-person interview with each person who will be served or staying at this facility on Census Day, April 1, 2020. *(Only for military GQ Types 404 and 601* b. **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 will be served or staying at this facility on Census Day, April 1, 2020. c. **Electronic Response Data Transfer (eResponse)** Is a secure website for you 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. You will be provided a unique user ID. The requested data must be entered into the Census template format and uploaded to our website. This option is available starting January 17th.	*Enter enumeration method selected into the* ***Enum Method*** *field.* *If In-Person Interview, go to QUESTION 8.* *If Paper Response Data Collection, go to QUESTION 9.* *If Electronic Response Data Transfer (eResponse) is selected go to QUESTION 7c.*

INTERVIEW		
#	**Question**	**Action**

7b	We will conduct the 2020 Census Group Quarters Enumeration from January 21, 2020 to April 30, 2020. 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 FAQs.
	
	  a. **In-Person Interview**
	     A census worker will conduct a face-to-face, in-person interview with each person who will be served or staying at this facility on Census Day, April 1, 2020.
	
	  b. **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 will be served or staying at this facility on Census Day, April 1, 2020.
	
	  c. **Electronic Response Data Transfer (eResponse)**
	     Is a secure website for you 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. You will receive a unique user ID. The requested data must be entered into the Census template format and uploaded to our website. This option is available starting January 17th.
		Enter enumeration method selected into the ***Enum Method*** *field.*
		
		If In-Person Interview, go to QUESTION 8.
		
		If Paper Response Data Collection, go to QUESTION 9.
		
		If Electronic Response Data Transfer (eResponse) is selected go to QUESTION 7c.

INTERVIEW		
#	**Question**	**Action**
7c	You should or will receive a letter in the mail with login details and information explaining how to submit your census response data. This letter is dated January 3rd. Have you received this letter yet?	*If yes, go to QUESTION 11.* *If no, tell the contact person:* Please call our help desk at 1-844-846-8443, and give them your ID (*provide the SS Case ID*). They will provide you the information you need to login and submit your data. That is all the information I need. Thank you very much for your time and participation.
8	Are there any people at this location that do not speak or understand English? *Note for office staff: This information is used for planning purposes to best prepare to count the residents living at a GQ.*	*If yes, select Y from the **Other Languages** field, and ask, What language(s) do they speak? (For example, Yupik, Inupiaq, etc). Enter the Alaska Native Language into the Notes section.* *Select all languages spoken in the **GQ Languages** field. If this is not a Housing Unit, go to QUESTION 13.* *If this is a Housing Unit, set the STATUS CODE to HU and click **SAVE**. Then, go to QUESTION 11.* *If no, leave N selected in the **Other Languages** dropdown field. Go to QUESTION 9.*
9	Are there any specific instructions that census staff need to know in order to count the people at this location? *Note for office staff: N, or no, is the default option. Only select Y, or yes, if the GQ provides specific instructions.*	*If yes, select Y from the **Specific Instructions** dropdown field. Enter the instructions into the **Specific Instructions** notes field.* *If no, leave N selected in the **Specific Instructions** dropdown field.* *Go to QUESTION 10.*
10	During enumeration, are you able to provide us a printed list of all the people at this facility, as of Census Day?	*Select response from the **Roster Available** field.* **(!) Click SAVE** *Check to make sure the **Status Code** has been updated to the correct code (Complete). Go to QUESTION 11.*

INTERVIEW		
#	**Question**	**Action**
11	I am going to check our records to determine if we have you listed as the contact person for any other locations that do not have an enumeration method selected. Thank you for your patience. (!) Click **SAVE** *Note for office staff: Be sure to SAVE the information on the Edit Screen before leaving the screen!* *Reminder: In order to save your updates you will need to click on the **SAVE** button first and then click **CLOSE** last. Clicking on close, without first clicking save will not save your updated information. Be sure to do this two-step process each time.*	(!) Click **SAVE** *Go to the **Search Screen** and conduct a search on the contact person's name to determine if other cases are listed for them.* *If there are other cases listed for this contact person that do not have an enumeration appointment scheduled, go to QUESTION 12.* *If there are no other cases listed for this contact person, say* "I have checked our records and we do not have you listed as a contact person for any other locations," *go to QUESTION 13.*
12	According to our Census records, we have you responsible for (*Say the **GQ NAME** and **GQ Type Code Description***) Is this correct?	*If yes, then inform the GQ Administrator that you would like to conduct interviews for the other locations.* *If they respond no, but they are listed as being responsible for other GQs, accept their response, and ask* 'Do you know the contact person for this location?' *Update the contact details for those location(s) (if applicable).* *Go to QUESTION 13.*

INTERVIEW		
#	**Question**	**Action**
13	*If GQ Type is 501, 502, 601, 801, 802, or 901-903, ask:* Are you responsible for any additional facilities, either at this address or elsewhere? *If GQ Type is 101-106, 201-203, 301, or 401-405, ask*: Are you responsible for any additional facilities, either at this address or elsewhere? Include workers' group living quarters that staff use as their usual residence.	*If yes, Complete an Add Verification Form for each location. Once you have collected the information, tell the contact person:* We will check our files to see if we have these locations and will call you back at another time to complete an interview for each location. Now let us continue. *If GQ administrator has GQs that will be enumerated and does not choose Electronic Response Data Transfer (eResponse) as the preferred method of enumeration, go to QUESTION 14a.* *If GQ administrator has GQs that will be enumerated and chooses Electronic Response Data Transfer (eResponse) as the preferred method of enumeration, go to QUESTION 14b.* *If GQ administrator has no GQs that will be enumerated, go to QUESTION 14c.*
14a	Once Census Bureau workers arrive at your village, they will contact you to arrange enumeration. 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 enumeration to discuss details about counting your residents. We appreciate your cooperation. 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.	*Go to QUESTION 14c.*

INTERVIEW		
#	**Question**	**Action**
14b	That is all the information I need. Thank you very much for your time and participation. You will receive or may have already received a letter in the mail with a unique User ID with instructions on how to provide your response data to a secure website using the Census Bureau's template. If you have any additional questions, call this number at (*Please provide the ACO telephone number)* or please visit our website at 2020census.gov/gq On our website, you will find informational materials about the 2020 Census in your community.	*As an alternative:* *If contact person does not have internet access, ask for their mailing address to forward documents.*
14c	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 *(Please provide the ACO telephone number)* or visit our website at 2020census.gov/gq. On our website, you will find informational materials about the 2020 Census in your community.	*As an alternative:* *If contact person does not have internet access, ask for their mailing address to forward documents.*

GQAC Job Aid: Identify GQ Type Code

Q1. **How would you describe or categorize the type for this facility?**
Find the category in the Living Quarters Table that best matches the respondent's answer. If clarification is necessary, you can read the category descriptions to the respondent to confirm you are selecting the most appropriate category. When the appropriate category is identified, use the table to determine the correct GQ Type Code. For some categories (as indicated in the table), you will need to probe to identify the appropriate sub-category and corresponding GQ Type Code. While searching for the appropriate category, you may say the following: "Thank you for your patience. I am searching our living quarters categories so that I can correctly list your location."

- If chosen category (or sub-category):
  - **Has different type codes for Residents and Staff** -- Use Residents or Staff column, as applicable, to update GQ Type Code. If Residents, proceed to Q2 of this Job Aid. If Staff, skip to Q6 of this Job Aid.
  - **Has same type code for Residents and Staff** -- Update GQ Type Code, and then return to GQAC script: Question 2d.
  - **Is an Out-of-Scope GQ Type** -- If the GQ Type is Maritime Vessel (900) or Military Ship (602), update GQ Type Code, and update the Status Code to "GQ Out-Of-Scope," and select the reason that it is GQ Type Out of Scope from the OS Reason field. Then end GQAC interview using the following statement: "Thank you very much for your time and participation. This is all the information I need." If the GQ Type is a Domestic Violence Shelter (703), apologize and end the interview, and follow the special instructions for handling Domestic Violence Shelters.
  - **Is labeled as Transitory Location** -- Change GQ Type Code to blank. Go to the Contact History screen and update the Attempt field to Final, select "Not a Group Quarters" from the Not Complete field, and add a detailed note in the Contact History Notes field. You may also add a Note on the Edit screen. Then end GQAC interview using the following statement: "Thank you very much for your time and participation. This is all the information I need. Your facility will be contacted at a later date to setup an enumeration appointment."
  - **Is labeled as a Housing Unit** -- Change GQ Type Code to blank. Then go to the non-SBE GQAC Calling Script: Question 6.
  - **Is labeled as Nonresidential** – Change GQ Type Code to blank, and update Status Code to "Nonresidential." Then end GQAC interview using the following statement: "Thank you very much for your time and participation. This is all the information I need."

Q2. **What is the maximum number of residents who can live or stay here at this group quarters?**
- Update Max Pop, and then proceed to Q3 of this Job Aid.

Q3. **At this group quarters, in addition to housing for residents, is there also housing for staff that is used as their usual residence?**
- If Yes, proceed to Q4 of this Job Aid.
- If No, return to GQAC calling script: Question 3.

Q4.   **Is the name or address of the housing for the staff different? If so, what is the name or address?**
The PCS universe will need to be search to determine if a record exist for this facility having a GQ Type code of 901. If the record exists, it will need to be updated. If the record does not exist, then it will need to be added as a new GQ.

Q5.   **What is the maximum number of staff who can live at this group quarters?**
Note the maximum population to add to the GQ Type code 901 record.

- Then return to GQAC calling script: Question 3. Based on the new GQ Type Code use the appropriate calling script.

Q6.   **What is the maximum number of staff who can live at this group quarters?**
Update Max Pop, and then return to GQAC calling script: Question 3 on the non-SBE calling script.

Living Quarters Table

Category Description	Sub-Category (if applicable)	GQ Type Code	
		Residents	Staff (If their usual residence)
1. **Group Home (non-correctional) for Adults or Juveniles** Community-based group living arrangements in residential settings that are able to accommodate three or more clients of a service provider that provides room and board and services, including behavioral, psychological, or social programs. Generally, clients are not related to the caregiver or to each other.	Intended for adults	801	
	Intended for juveniles	201	901
2. **Residential Treatment Center (non-correctional) for Adults or Juveniles** Residential facilities that provide treatment on-site in a highly structured live-in environment for the treatment of drug/alcohol abuse, mental illness, and emotional/behavioral disorders.	Intended for adults	802	
	Intended for juveniles	202	901
3. **College or University Student Housing** Includes residence halls, and other buildings, including apartment-style student housing, designed primarily to house college and university students in a group living arrangement either on or off campus. These facilities are owned, leased, or managed either by a college, university, or seminary, or by a private company or agency that provides a 'by the bed' lease to students. Fraternity and sorority housing recognized by the college or university is included as college student housing.	Owned/leased/managed by a college, university, or seminary	501	
	Owned/leased/managed by a private company or agency (typically offering "by the bed" or single-liability leases)	502	

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4. Residential School for People with Disabilities *(such as schools for the physically or developmentally disabled)* Includes schools that teach the skills for daily living and provide education programs and care for students with disabilities in a live-in environment.		**405**	**901**
5. Workers' Group Living Quarters, Group Housing at Job Corps Centers, or Staff Housing at Boarding Schools Includes dormitories, bunkhouses, and other group living arrangements for workers who live or stay in places such as migratory farm worker camps, ranch housing, construction worker camps, vocational training facilities, or staff housing for boarding schools or other facilities.		**901**	
6. Hospital Includes general or Veterans Affairs hospitals, as well as mental or psychiatric hospitals. Also includes psychiatric units, skilled-nursing units, and in-patient hospice units within a larger hospital.	Mental or psychiatric unit or floor	**401**	**901**
	Skilled-nursing unit	**301**	**901**
	In-patient hospice unit	**403**	**901**
	Patients with no disposition or exit plan (patients who have no usual residence elsewhere)	**402**	**901**

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7. **Nursing or Skilled-Nursing Facility, Independent or Assisted Living Facility, or Continuing Care Facility** ***Nursing/Skilled-Nursing Facility:*** Facilities that provide long-term 24-hour non-acute medical care with licensed nurses. (Note: These facilities may also be referred to as nursing homes.)	Nursing or skilled-nursing unit	**301**	**901**
Independent/Assisted Living Facility: Facilities that provide housing for older adults and coordinates personal support services, 24-hour supervision and assistance to meet needs in a way that promotes maximum dignity and independence for each resident. These facilities are designed for people who need regular help with the activities of daily living but do not necessarily require skilled medical care. (Note: These facilities may also contain a nursing/skilled-nursing unit or hospice unit.)	In-patient hospice unit	**403**	**901**
Continuing Care Facility: Facilities that provide residents with a lifetime continuum of care so that the residents can "age in place." They offer the resident independent living for as long as possible, and provide for nursing assistance if or when it is needed. (Note: These facilities may also be referred to as continuing care retirement communities [CCRC's] or multi-level care facilities, and they may also contain a nursing/skilled-nursing unit or hospice unit.)	Independent living, assisted living, or continuing care unit	**Housing Unit**	
8. **In-Patient Hospice Facility (free-standing only)** Includes in-patient hospice facilities that provide palliative, comfort, and supportive care for terminally ill patients and their families.		**403**	**901**
9. **Shelter for People Experiencing Homelessness (emergency and transitional)** Places with beds or cots, where people experiencing homelessness stay at least overnight.		**701**	

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10. Soup Kitchen		**702**
Provide meals, organized as food service lines or bag or box lunches, primarily to people experiencing homelessness.		
11. Regularly Scheduled Mobile Food Van		**704**
Provide meals at regularly scheduled stops that primarily serve people experiencing homelessness.		
12. Living Quarters for Victims of Natural Disasters		**903**
Temporary group living arrangements established as a result of natural disasters.		
13. Domestic Violence Shelter		**Out-of-Scope GQ** (703)
Community-based homes, shelters or crisis centers that provide housing for people who have sought shelter from household violence and may have been physically abused.		
14. Religious Group Living Quarters Intended to House their Members *(such as convents, monasteries, or abbeys)* Facilities owned or operated by religious organizations that are intended to house their members in a group living situation. (Note: Seminary students living in group quarters are classified as college student housing, not religious group living quarters.)		**902**
15. Recreational Vehicle (RV) Park, Campground, Carnival, Marina, or Racetrack Includes both commercial and private facilities.		**Transitory Location**
16. Hotel, Motel, Hostel, Single-Room Occupancy Units, Inn, Resort, Lodge, or Bed and Breakfast All types of lodging facilities that may include permanent housing for some clients and/or housing for people experiencing homelessness.	If all rooms/units are used ENTIRELY to house people experiencing homelessness	**701**
	Otherwise, if any rooms/units are occupied by people who live or stay there most of the time	**Transitory Location**

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17. Correctional Facility for Adults or Juveniles *All Federal, State, County or Local prisons, jails, detention centers, and correctional residential facilities.* **For Adults:** ***Federal and State Prisons:*** Also includes hospitals operated by or for federal or state correctional facilities. Also includes privately operated correctional facilities housing primarily federal or state inmates. ***Local Jails and Other Municipal Confinement Facilities:*** Also includes correctional facilities operated by or for counties, cities, and American Indian and Alaska Native (AIAN) tribal governments. Also includes work farms and camps holding people awaiting trial or serving short sentences. Also includes privately operated correctional facilities housing primarily local or county inmates. ***Federal Detention Centers:*** Also includes Metropolitan Detention Centers, Metropolitan Correctional Centers, Bureau of Indian Affairs (BIA) Detention Centers, Immigration and Customs Enforcement (ICE) Service Processing Centers, and ICE contract detention facilities. ***Correctional Residential Facilities:*** Also includes halfway houses, restitution centers, prerelease centers, work release centers, and study centers. **For Juveniles:**	Federal prison for adults	**HQ Only*** (102) *except those located on American Indian Reservations or in Alaska Native Villages
	State prison for adults	**103** · **901**
	Local jail/municipal confinement facility for adults	**104** · **901**
	Federal detention center for adults	**HQ Only*** (101) *except those located on American Indian Reservations or in Alaska Native Villages
	Correctional residential facility for adults	**105** · **901**

Juvenile Correctional Facilities: Also includes halfway houses operated for correctional purposes, residential training schools and farms, reception and diagnostic centers, group homes operated by or for correctional authorities, and boot camps for juvenile delinquents.	Juvenile correctional facility	**203**	**901**
18. Military Quarters *Military barracks/dormitories:* These facilities include military personnel living in barracks (including "open" barrack transient quarters) and dormitories. *Military disciplinary barracks and jails:* Correctional facilities managed by the military to hold those awaiting trial or convicted of crimes. *Military treatment facilities with assigned patients:* These facilities include military hospitals and medical centers with active duty patients assigned to the facility. Only these patients are enumerated in this category.	Military barracks/dormitories	**601**	
	Military disciplinary barracks and jails	**106**	**901**
	Military treatment facilities with assigned patients	**404**	**901**
19. Private Residence These are not Group Quarters (GQ) living quarters. Some examples include houses, apartments, and mobile homes.		**Housing Unit**	
20. Maritime/Military Vessel	Military ships	**Out-of-Scope GQ** (602)	
	Maritime/merchant vessels	**Out-of-Scope GQ** (900)	

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