



United States®
Census
Bureau

**FOR
PARA**

YOUR RESPONSE HELPS YOUR COMMUNITY.

The Census Bureau is conducting the Special Census. To ensure the accuracy of this census, it is important that everyone be counted. Please complete the enclosed census questionnaire. Put the completed questionnaire in this envelope and seal.

SU RESPUESTA AYUDA A SU COMUNIDAD.

La Oficina del Censo está realizando el Censo Especial. Para garantizar la precisión de este censo, es importante que todos sean contados. Por favor, complete el cuestionario del censo adjunto. Ponga el cuestionario completado en este sobre y ciérrelo.

Return To:	
Entregar a:	

Return By Date:	
Entréguelo antes de esta fecha:	

DO NOT MAIL. Return as instructed.

NO LO ENVÍE POR CORREO. Envíelo como se indica.

For Official Use Only Para uso oficial solamente	GQ	PN
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DRAFT

Your Answers Are Confidential.

The U.S. Census Bureau is required by law to protect your 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. We are conducting the Special Census under the authority of Title 13, U.S. Code, Section 196. By law, the Census Bureau can only use your responses to produce statistics. For more information about how we protect your information, please visit our Web site at census.gov and click on "Data Protection and Privacy Policy" at the bottom of the home page.

Thank you for your cooperation. The Census Bureau appreciates your help.

Sus respuestas son confidenciales.

La Oficina del Censo de los EE. UU. está obligada por ley a proteger su información (Sección 9 del Título 13 del Código de los EE. UU.). A la Oficina del Censo no se le permite divulgar sus respuestas de manera que nadie pudiera ser identificado. Estamos realizando el Censo Especial en conformidad con las Sección 196 del Título 13 del Código de los EE. UU. Por ley, la Oficina del Censo solo puede usar sus respuestas para producir estadísticas. Para obtener más información sobre cómo protegemos su información, visite nuestro sitio web census.gov y haga clic en "Data Protection and Privacy Policy" (Normas de protección de datos y privacidad) en la parte inferior de la página principal.

Gracias por su cooperación. La Oficina del Censo agradece su ayuda.



United States[®]
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U.S. Census Bureau

Washington, DC 20233-0001

Office of the Director

To Facility Manager:

The U.S. Census Bureau is conducting a Special Census and we need your help to count everyone by providing basic information about all the people living or staying at this facility. The Special Census includes people who live or stay in group quarters, such as college or university residence halls, nursing/skilled-nursing facilities, group homes, residential treatment centers, workers' group living quarters, and correctional facilities.

A Census Bureau worker will contact you soon to:

- Verify the name of this facility, its address, phone number, and business email address.
- Collect information about the residents who live, stay, or receive services at your facility.
- Schedule an enumeration appointment.
- Answer any questions you may have about the Special Census.

Your participation in the Special Census is voluntary, but extremely important. The information the Special Census receives from you ensures the completeness and accuracy of the results. Tribal, state, and local governments use census data to make a wide variety of decisions to improve their communities.

The Census Bureau collects data in compliance with privacy rules and regulations. The Health Insurance Portability and Accountability Act of 1996 (HIPAA) permits a covered entity to disclose protected health information to the Census Bureau to the extent required by Title 13.

The Census Bureau collects data in compliance with the Family Educational Rights and Privacy Act (FERPA). For students who do not respond, FERPA permits colleges and universities to disclose appropriately designated directory information from students' education records to the Census Bureau without the consent of the student. Depending on the institution's directory information policy, directory information could include a student's name, date of birth, address, and dates of attendance. For questions about this permitted disclosure under FERPA, school officials may email <FERPA@ed.gov>.

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. We are conducting the Special Census under the authority of Title 13, U.S. Code, Section 196. By law, the Census Bureau can only use responses to produce statistics.

Thank you for your cooperation, and we look forward to working with you.

Sincerely,

Robert L. Santos
Director



United States[®]
Census
Bureau

U.S. Census Bureau

Washington, DC 20233-0001

Office of the Director

Estimado(a) Administrador(a) de esta instalación:

La Oficina del Censo de los EE. UU. realiza un Censo Especial y necesitamos su ayuda para contar a todos en los Estados Unidos al proveer información básica sobre todas las personas que viven, se quedan o reciben servicios en esta instalación. Para el Censo Especial, necesitamos incluir a las personas que viven o se quedan en alojamientos de grupo, tales como residencias universitarias, hogares de ancianos o centros de atención médica especializada, hogares de grupo, centros de tratamiento residenciales, alojamientos de grupo para trabajadores e instalaciones correccionales.

Un empleado de la Oficina del Censo se comunicará con usted para:

- Verificar erificar el nombre de esta instalación, la información de la dirección, el número de teléfono y la dirección de correo electrónico de la empresa.
- Reecopilar información sobre los residentes que viven, se quedan o reciben servicios en su instalación.
- Hacer o confirmar una cita para la enumeración.
- Responder a cualquier pregunta que usted pueda tener sobre el Censo Especial.

Su participación en el Censo Especial es voluntaria, pero sumamente importante. La información que el Censo Especial recibe de usted garantiza que los resultados estén completos y sean precisos. Los gobiernos tribales, estatales y locales usan los datos del censo para tomar una amplia variedad de decisiones a fin de mejorar sus comunidades.

La Oficina del Censo recopila datos conforme a las reglas y regulaciones de privacidad. La Ley de Portabilidad y Responsabilidad de Seguros de Salud de 1996 (HIPAA, por sus siglas en inglés) permite que una entidad cubierta revele información protegida sobre la salud a la Oficina del Censo en la medida que lo requiera el Título 13.

La Oficina del Censo recopila información en cumplimiento con la Ley de Derechos Educativos y Privacidad de las Familias (FERPA, por sus siglas en inglés). Para los estudiantes que no respondan, FERPA permite a las universidades divulgar información de directorio de los archivos de los estudiantes designada según corresponda a la Oficina del Censo sin el consentimiento previo de los estudiantes. Según la norma de la institución, la información de directorio puede incluir el nombre, la fecha de nacimiento, la dirección y fechas de asistencia de un estudiante. Para preguntas acerca de esta divulgación permitida por FERPA, los funcionarios de la escuela pueden enviar un correo electrónico a <FERPA@ed.gov>.

La Oficina del Censo está obligada por ley a proteger su información (Sección 9 del Título 13 del Código de los EE. UU.). A la Oficina del Censo no se le permite divulgar sus respuestas de manera que usted o su hogar pudieran ser identificados. Estamos realizando el Censo Especial en conformidad con la Sección 196 del Título 13 del Código de los EE. UU. Por ley, la Oficina del Censo solo puede usar sus respuestas para producir estadísticas.

Gracias por su cooperación, y esperamos poder trabajar con usted.

Atentamente,

Robert L. Santos
Director



GROUP QUARTERS CONTROL RECORD

Special Census

THIS LISTING CONTAINS INFORMATION, THE RELEASE OF WHICH IS PROHIBITED BY TITLE 13, U.S.C.

Barcode placeholder
Words deleted after design approval

<p>A. Case ID: <input style="width: 100%;" type="text"/></p> <p>B. SCID/GU Name: <input style="width: 100%;" type="text"/></p> <p>C. GQ Name: <input style="width: 100%;" type="text"/></p> <p>D. Facility Name: <input style="width: 100%;" type="text"/></p> <p>E. Street Address: <input style="width: 100%;" type="text"/></p> <p>F. City: <input style="width: 100%;" type="text"/></p>	<p>G. State: <input style="width: 50px;" type="text"/> / <input style="width: 50px;" type="text"/></p> <p>H. Zip Code: <input style="width: 150px;" type="text"/></p> <p>I. County: <input style="width: 150px;" type="text"/></p> <p>J. GQ Type Code: <input style="width: 100px;" type="text"/></p> <p>K. AA: <input style="width: 100px;" type="text"/></p> <p>L. Tract: <input style="width: 100px;" type="text"/></p> <p>M. Block: <input style="width: 100px;" type="text"/></p> <p>N. Map Spot: <input style="width: 100px;" type="text"/></p> <p>O. Location Description: <input style="width: 150px;" type="text"/></p> <p>P. Building Name: <input style="width: 150px;" type="text"/></p> <p>Q. Building Number: <input style="width: 100px;" type="text"/></p>
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Section A – Group Quarters Facility Contact Information

Confirm, update or collect the GQ Contact information. (Complete Items 1 to 3)

<p style="border: 1px solid black; display: inline-block; padding: 2px;">Question 1, SC-351</p> 1. Contact Name: <input style="width: 90%;" type="text"/>	<p style="border: 1px solid black; display: inline-block; padding: 2px;">Question 2, SC-351</p> 2. Contact Title: <input style="width: 90%;" type="text"/>
<p>3. Telephone Number(s), including () - - () - - - - - area code and extension: Cell Home/Other Ext.</p>	

Section B – Group Quarters Information

<p style="border: 1px solid black; display: inline-block; padding: 2px;">Question 3, SC-351</p> 4. GQ Name: <input style="width: 90%;" type="text"/> <i>(Only MINOR spelling corrections are allowed)</i> <p>5. Street Name: <input style="width: 90%;" type="text"/></p> <p>6. Facility Name: <input style="width: 90%;" type="text"/></p> <p>7. Potential Duplicate: 1 <input type="checkbox"/> YES 2 <input type="checkbox"/> NO</p>	<p style="border: 1px solid black; display: inline-block; padding: 2px;">Question 4, SC-351</p> 8. Is GQ Type Code correct? 1 <input type="checkbox"/> YES 2 <input type="checkbox"/> NO → New GQ Type Code: <input style="width: 100px;" type="text"/> <p style="border: 1px solid black; display: inline-block; padding: 2px;">Question 5, SC-351</p> 9. Max Pop: <input style="width: 100px;" type="text"/> <p style="border: 1px solid black; display: inline-block; padding: 2px;">Question 6, SC-351</p> 10. GQ operating on Special Census Date: 1 <input type="checkbox"/> YES 2 <input type="checkbox"/> NO 3 <input type="checkbox"/> Don't know
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Continued on next page

Section B – Group Quarters Information – Continued

Question 7, SC-351

Question 8, SC-351

11. Expected Pop: _____ → **12.** 1 Male 2 Female 3 Both

Question 9a, SC-351

Question 9b, SC-351

13. Records with requested information: 1 YES 2 NO **14.** Type of Records: 1 Paper 2 Computer 3 Both

Question 9c, SC-351

15. Records available to Census worker: 1 YES 2 NO

Question 10a and 10b, SC-351

16. Enumeration Method: 1 Administrative Records 2 In Person Interview 3 Drop Off/Pick Up

Question 11, SC-351

17. Approximate number of persons at TNSOL: _____

Question 12, SC-351

18. Other Languages: 1 NO 2 YES (*List Languages*) → ① _____ ② _____

Question 13, SC-351

19. Specific instructions _____

Question 14, Questions 15b and 15e, SC-351

20. Enumeration Appointment: _____ / _____ / _____ Time _____ : _____ 1 am
2 pm

Question 15a, SC-351

21a. Shelter Opening Time: _____ : _____ 1 am 2 pm **21b.** Shelter Closing Time: _____ : _____ 1 am 2 pm

Question 15b, SC-351

22. Client arrival time: _____ : _____ 1 am 2 pm **23.** Latest time clients can enter shelter: _____ : _____ 1 am 2 pm

Question 15c, SC-351

Question 15d, SC-351

Question 16a, SC-351

24. Procedures when clients enter the shelter

25a. Enumeration contact same as facility contact: 1 YES 2 NO

Contact name _____

Contact title _____

Contact phone No. (____) _____ - _____

Question 16b, SC-351

Question 17, SC-351

25b. Staff helping with enumeration? 1 YES 2 NO **26.** GQ Contact responsible for additional locations? 1 YES 2 NO

27. Status code for the GQAC interview (*Select one*):

- | | | |
|--|--|--|
| 1 <input type="checkbox"/> Complete | 6 <input type="checkbox"/> Cannot Locate | 11 <input type="checkbox"/> Closed on Special Census Day |
| 2 <input type="checkbox"/> Housing Unit | 7 <input type="checkbox"/> Demolished/Burned Out | 12 <input type="checkbox"/> Uninhabitable (<i>Open to the Elements/Condemned/Under Construction</i>) |
| 3 <input type="checkbox"/> Transitory Location | 8 <input type="checkbox"/> Duplicate Survivor ID # _____ | 13 <input type="checkbox"/> Dangerous Address |
| 4 <input type="checkbox"/> Out of Enumeration Area | 9 <input type="checkbox"/> Refusal | 14 <input type="checkbox"/> Unresolved (<i>Cannot reach by phone</i>) |
| 5 <input type="checkbox"/> Nonresidential | 10 <input type="checkbox"/> Military or Maritime Vessel | |

Notes

Section C – Enumeration Information

Print Field Representative's Name _____ Month/Day/Year _____
28. Assigned to _____ **29.** Date Assigned: ____/____/____
Month/Day/Year
30. Date Enumeration completed: ____/____/____ **31.** Total ICQs: _____ (Total Pop)

Certification

Field Representative – *I certify that the entries made on this form are true and correct to the best of my knowledge.*

32. Field Representative Signature _____ **33.** Date Signed _____

For Supervisory Use Only

- 34.** Zero Pop. reason (Mark (X) only ONE):
- 1 Refusal
 - 2 Duplicate Survivor ID # _____
 - 3 Military or Maritime Vessel
 - 4 Out of Enumeration Area
 - 5 Cannot Locate
 - 6 Nonresidential
 - 7 Occupied As of Special Census Day but no one there as of Enumeration Date
 - 8 Dangerous Address
 - 9 Demolished/Burned Out
 - 10 Uninhabitable (Open to the Elements/Condemned/Under Construction)

For SCO Use Only

35. Our records show our Census Field Representative visited your facility on _____
(transcribe date from Item 20 above) to count your residents/clients. Is this correct?
1 YES (Go to item 36.) 2 NO – Thank the respondent and end the interview. Record response here ↘ 3 I don't know (Go to item 36.)

36. What is the approximate number of residents/clients you think were counted as a result of that visit? This number might be different than the maximum number of persons you could have at at your facility.
Number of residents/clients _____ I don't know

37. SCO Clerk Signature: _____
Month/Day/Year

38. Clerk ID: _____ **39.** Date Signed: _____

For Supervisor Use Only – RI Result

- 1 Pass 2 Soft Fail 3 Hard Fail 4 Non-Interview

Notes



THIS LISTING CONTAINS INFORMATION, THE RELEASE OF WHICH IS PROHIBITED BY TITLE 13, U.S.C.



**GROUP QUARTERS CONTROL RECORD
CONTINUATION PAGE
Special Census**

U.S. DEPARTMENT OF COMMERCE
U.S. CENSUS BUREAU

SECTION D: List of Residents/Clients for Enumeration Continuation Page

Room/Bed Number (1)	Person Name (2)	Participant Number (3)	Checked in <i>Mark (X) if received</i> (4)	Mark (X) one (5)	
				Incomplete	Complete

Barcode ID _____

Case ID _____

GQ Name _____

SCID/GU Name _____

Field Representative Name _____

Supervisor Name _____

AA _____

Block _____

Tract _____

Map Spot _____

SPECIAL CENSUS

GROUP QUARTERS ADVANCE CONTACT

SCRIPT

DRAFT

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

* Special procedures required

**Note: Not part of Special Census operations

1. Hello. My name is *(Your name)*. May I speak with *(Say the contact's name located on the SC-116)*? I am from the U.S. Census Bureau. We are conducting a special census for this area. I need to talk with someone about this facility and to schedule an appointment to count your residents/clients. Are you the contact person for this location?

If this person is still serving as the contact person, verify their phone number and title as shown on the SC-116. If their phone number or title has changed, enter the Items 2 and 3 on the SC-116.

If the contact person has changed, ask for the right person.- Once you are speaking with the right person, repeat the introduction and enter their information in the spaces provided in Items 1,2 and 3 on SC-116.

Go to QUESTION 2.

2. We estimate this interview will take approximately 15 minutes.

Before we start, this is our confidentiality statement.

(If this is a phone interview, read the statement as shown below. If this is an in-person interview, hand the contact person a copy of the Confidentiality Notice – SC-CN(E/S) and allow them time to read it.)

The U.S. Census Bureau is required by law to protect your 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 you or your household. We are conducting the Special Census under the authority of Title 13, U.S. Code, Section 196. By law, the Census Bureau can only use your responses to produce statistics.

Title 13 of the U.S. Code protects the confidentiality of all your information. Violating the confidentiality of a respondent is a federal crime with serious penalties, including a federal prison sentence of up to five years, a fine of up to \$250,000, or both. Only authorized individuals have access to the stored data, and the information you provide to the Census Bureau may only be used by a restricted number of authorized individuals who are sworn for life to protect the confidentiality of your individual responses. Your answers cannot be used against you by any government agency or court.

For more information about how we protect your information, please visit our Web site at [census.gov](https://www.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-3, Special Censuses, Surveys, and Other Studies.

Although the individual responses are voluntary, the information the Special Census receives from you ensures the completeness and accuracy of the results. Tribal, state, and local governments use census data to make a wide variety of decisions to improve their communities. The Census Bureau estimates that completing the questionnaire will take 10 minutes on average.

Thank you for your cooperation. The Census Bureau appreciates your help.

Go to QUESTION 3.

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

(Read all the information for the GQ on the top of the SC-116 and/or information handwritten on the SC-116 to the contact person, spelling the GQ Name, Facility Name, and Street Name, Location Description, Building Name or Building number.

If GQ or Facility Name is incorrect or missing, make changes in the Items 4 and 6 on the SC-116. The only other change you can make are minor misspellings of Street Name and you update that in Item 5. Go to Question 4.

If no updates to the street name or only minor misspellings of the street name, mark 'No' for 'Potential Duplicate' in Item 7 and then go to QUESTION 4.

If any of the other address fields have changed or there are major changes to the street name, complete an INFO-COMM to collect the new information. End the interview with the following:

We will check to see if your new location is in the Special Census area. Mark 'Yes' for 'Potential Duplicate' in Item 7 for this address and then skip to QUESTION 19.

NOTE: If the case is a military GQ, you must write or update the military installation name in the Facility Name field.

4. We currently have the group quarters at this address identified as the following:

Read the GQ Type description from the "GQ Type Code Job Aid" for the GQ Type code shown at the top of the SC-116. Is that correct? Mark the appropriate answer in Item 8 on the SC-116 and follow the instructions below based on the answer given.

Yes, go to Question 5.

No, different GQ Type: Use "GQ Type Code Job Aid" to update GQ Type Code.

Write the new type code chosen from the job aid in Item 8 of the SC - 116 and then go to Question 5:

If the GQ Type Code is 706, Targeted Nonsheltered Outdoor Locations, go to Question 11.

If not an GQ or this location is a Domestic Violence Shelter/Military or Maritime Vessel, follow the instructions below based on status of the address.

DVS or Military/Maritime Vessel: *Then end the interview by saying:*

Thank you very much for your time and participation. This is the all the information I need.

Then go to Item 27 and mark the appropriate status code. NOTE: Use 27a for the phone interview and 27b for the in-field interview.

Transitory Location: *End the interview by saying:*

Thank you very much for your time and participation. This is the all the information that I need. Someone from the Census office will contact you to complete an interview for this specific location.

Write down all the information you have about the TL on an INFO-COMM and provide it to your supervisor. Then go to Item 27 and mark the appropriate status code. NOTE: Use 27a for the phone interview and 27b for the in-field interview.

Housing Unit: *End the interview by saying:*

Thank you very much for your time and participation. This is the all the information I need. We will send a Special Census worker to conduct an in-person interview for each person who was living or staying at this location on the Special Census Day.

Then go to Item 27 and mark the appropriate status code. NOTE: Use 27as for the phone interview and 27b for the in-field interview.

Nonresidential *Then end the interview by saying:* **Thank you very much for your time and participation. This is the all the information I need.**

Then go to Item 27 and mark the appropriate status code. NOTE: Use 27a for the phone interview and 27b for the in-field interview.

5. What is the maximum number of people who can live or stay here at this group quarters?

Write the contact's answer in Item 9 on the SC-116. Remember if the:

- *GQ Type Code is 501, 502, 701, 801, 802, 901, 902 and 903, the max pop must include any staff who live or stay at the GQ.*
- *GQ Type is 901, and the GQ is a separate staff quarter, the max pop includes staff only.*
- *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.*

Go to QUESTION 6.

6. Will this facility be operating on (Special Census Date)? *Mark the appropriate answer in Item 10.*

Yes, *go to QUESTION 7.*

No. **Then say:** **This facility will not be counted during the Special Census. Someone from the Special Census Office may contact you by telephone to verify that we spoke with you about counting the people residing in this facility.** *Enter 0 into Expected Pop in Item 11 of the SC-116. Skip to QUESTION 17.*

Don't Know *Go to QUESTION 7.*

7. What is the expected population at this facility on (Special Census Date)? **If you do not know the exact number right now, please provide an estimate.** *Enter the answer in Item 11 on the SC-116.*

- *GQ Type Code is 501, 502, 701, 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 in the expected pop number 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 pop number.*

Expected pop cannot be greater than Max Pop in Item 9. If it is greater, change the max pop to equal the expected pop.

Go to QUESTION 8.

8. Does this group quarters serve males only, females only, or both males and females?

Mark the appropriate box in Item 12 on the SC-116 and then go to QUESTION 9a.

9a. Does your facility keep records that provide demographic information such as age, race, Hispanic origin, and/or sex of your residents and/or clients? (Note: If the contact person has most of these items, mark Yes below.)

Mark the appropriate box in Item 13 on the SC-116. Based on the answer, go to the next appropriate question.

NOTE: If the Facility contact says they only have some of the information, that is acceptable.

Yes – *Go to Question 9b.*
No - *Go to Question 10b.*

9b. Are these paper records, computer records, or both?

Mark the appropriate box in Item 14 on the SC-116 and then go to Question 9c.

Paper
Computer
Both

9c. If requested, could you make these records available to the Special Census worker?

Mark the appropriate box in Item 15 on the SC-116. Based on the answer, go to the next appropriate question.

Yes -*Go to Question 10a.*
No -*Go to Question 10b.*

10a. Since you have records or a listing of your clients/residents you are willing to share with the Special Census worker, you can select from the following enumeration methods.

Administrative Records.

A Special Census worker will visit your facility and using your records, fill out a separate Census questionnaire for each person that was served or stayed at your facility on the (Special Census Date).

In-Person Interview

You will need to provide a list of persons who were served or stayed at your facility on the (Special Census Date). The Special Census worker will conduct a face-to-face, in-person interview with each person on your list.

Drop Off/Pick Up of Questionnaire

You will need to provide a list of persons who were served or stayed at your facility on the (Special Census Date). A Special Census worker will leave census questionnaires with you to distribute to each person who was staying at this facility on the (Special Census Date). You will be sure that each person completes and returns the questionnaires, and then a Special Census worker will pick up the completed questionnaires from the you at an agreed-upon time.

Mark the appropriate Enumeration Method in Item 16 on the SC-116. Go to Question 12.

10b. Since you do not have a listing or do not want to share a listing with all the information, you can select from the following enumeration methods.

In-Person Interview

You will need to provide a list of persons who were served or stayed at your facility on the (Special Census Date). The Special Census worker will conduct a face-to-face, in-person interview with each person on your list.

Drop Off/Pick Up of Questionnaire

You will need to provide a list of persons who were served or stayed at your facility on the (Special Census Date). A Special Census worker will leave census questionnaires with you to distribute to each person who was staying at this facility on the (Special Census Date). You will be sure that each person completes and returns the questionnaires, and then a Special Census worker will pick up the completed questionnaires from the you at an agreed-upon time.

Mark the appropriate Enumeration Method in Item 16 on the SC-116. Go to Question 12.

11. Approximately, how many people will be here on (Special Census Date) from 12:00 midnight to 6:00 am?

Enter the number given in Item 17 on the SC-116. Go to Question 12.

12: Are there any people at this location that do not speak or understand English?

Mark the appropriate answer in Item 18 on the SC-116 and follow the instructions below.

Yes, then ask: What languages do they speak? List the languages in Item 18 on the SC-116. For example, Spanish, Vietnamese, Korean, etc

No

Go to Question 13.

13. Are there any specific instructions that the Special Census workers need to know in order to count the people at this location? *(For example, if need to enter a certain door, stay in one area during the counting process, parking options.)*

Yes, *list the instructions in Item 19 on the SC-116,*

No

If the GQ Type Code is:

-- 701, Emergency and Transitional Shelters, go to Question 15a.

--706, Targeted Nonsheltered Outdoor Locations, mark 'In Person' for Enumeration Method and go to Question 18.

All other GQ Type Codes, go to Question 14.

14. What is the best date and time for us to conduct the interviews at this location between (Special Census Dates)? *Enter the date and time in Item 20 on the SC-116 and circle 'am' or 'pm' as appropriate.*

Go to Question 16a

15a. What time does the shelter open and close for clients? *Enter the times in Item 21a and 21b on the SC-116 and circle 'am' or 'pm' as appropriate.*

Go to Question 15b.

15b. How early do the clients arrive? *Enter the time in Item 22 and Item 20 on the SC-116 and circle 'am' or 'pm' as appropriate.*

Go to Question 15c.

15c. What is the latest time clients can enter the shelter? *Enter the time in Item 23 on the SC-116 and circle 'am' or 'pm' as appropriate.*

Go to Question 15d.

15d. What are the general procedures clients follow when they enter the shelter? *Enter the answer in Item 24 on the SC-116.*

Go to Question 15e.

15e. What is the best date for us to conduct the interviews at this location between (Special Census Dates)? *Enter the date in Item 20 on the SC-116.*

Go to Question 16.

16a. When the Special Census worker comes to conduct the count, are you the person they should speak with? *Mark the appropriate answer in Item 25a and follow instruction based on the answer.*

Yes - *Go to Question 16b*

No – *Ask for the name of the person to contact as well as their title and phone number and enter the information in Item 25a on the SC-116.*

16b: Will you or a staff member be helping with the enumeration? *Mark the appropriate answer in Item 25b.*

Yes

No

Go to Question 17.

17. *If GQ Type is 501, 502, 601,701, 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.**

Mark the appropriate answer in Item 26 and follow instructions based on the answer.

Yes Complete an INFO COMM for each additional facility. Be sure to ask that these addresses are NOT housing units – you should only list potential group quarters.

NOTE: If contact tells you they are not responsible for other facilities but know their organization has other facilities, document those on an INFO-COMM as well.

Once you have collected the information, say: We will check our current address file to see if we have these facilities and will call you at another time to complete an interview for each one. Now let us continue.

No

If the GQ contact has facilities that will be enumerated, go to QUESTION 18.

If the GQ contact does not have facilities that will be enumerated, end the interview saying:

That is all the information I need. If you have any additional questions, please call the Special Census Office at (Please provide the SCO telephone number).

Thank you very much for your time and participation.

18. Special Census workers will arrive at your facility at the scheduled date and time.

We ask that you let the residents/clients know that there will be a Special Census at that time and encourage their cooperation. All data we collect are protected by law and kept confidential. Someone from the Special Census staff will contact you before your appointment as a reminder and to discuss further 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](https://www.census.gov) and click on “Data Protection and Privacy Policy” at the bottom of the home page.

Go to QUESTION 19.

19. If you have any additional questions, call the Special Census Office at *(Please provide the SCO telephone number)*.

That is all the information I need. If we need further information, we may call you. Thank you very much for your time and participation.

Then go to Item 27 and mark the appropriate status code. NOTE: Use 27a is for the phone interview and 27b for the in-field interview.

DRAFT