



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

SPECIAL CENSUS

GROUP QUARTERS ADVANCE CONTACT

SCRIPT

Special Census Group Quarters Advance Contact Script

- 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.

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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 SC-225 **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 SC-637, "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 SC-637, "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 Non-sheltered Outdoor Locations, go to Question 11.

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

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

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

Then go to Item 27 and mark the appropriate status code.

Transitory Location: *End the interview by saying:*

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

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*Write down all the information you have about the TL on a SC-225 **INFO-COMM** and provide it to your supervisor. Then go to Item 27 and mark the appropriate status code.*

Housing Unit: *End the interview by saying:*

Thank you very much for your time and participation. This is 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.

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

Then go to Item 27 and mark the appropriate status code.

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.*

If the expected pop count is zero, mark Closed on Special Census Day.

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.

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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.

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 ensure that each person completes and returns the questionnaires, and then a Special Census worker will pick up the completed questionnaires from you at an agreed-upon time.

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

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- 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 ensure that each person completes and returns the questionnaires, and then a Special Census worker will pick up the completed questionnaires from 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 Non-sheltered Outdoor Locations, mark 'In Person' for Enumeration Method and go to Question 18.*

All other GQ Type Codes, go to Question 14.

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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 check '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 check 'am' or 'pm' as appropriate.*

Go to Question 15b.

15b. How early do the clients arrive? *Enter the time in Item 20 and Item 22 on the SC-116 and check '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 check '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 16a.

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.

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- 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 a SC-225 **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 a SC-225 **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.

List and definitions of the GQ Status Codes are found on Pages 9 - 10 of this document.

GQ Type Codes and Names	
Code	Names
	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 Status Codes for the GQAC Interview	
GQ Status Code	Definition
Cannot Locate	Location could not be found by the field employee.
Military or Maritime Vessel	No interview is conducted, and you report the case to the appropriate supervisor.
Closed on Special Census Day	The GQ was not open on the Special Census Day so it is not enumerated.
Nonresidential	Any locations where people do not live or stay, such as a formal office building, a bank, car dealership, etc.
Complete	An interview was completed for a GQ. This means that an enumeration method and appointment date and time have been set.
Out of Enumeration Area	The address is not within the boundaries of the Special Census area.
Dangerous Address	There is reason to believe that hurt, harm, or injury may occur at the location, or the location is currently deemed dangerous
Refusal	The GQ Contact Person refused to participate in Census activities or complete the interview as well as when you are not allowed onto the GQ property.
Demolished/Burned Out	For GQs which are already demolished, or to be demolished if there is reinforcing evidence, such as a sign, notice, or mark on the structure or in the block, indicating that the structure is to be demolished but on which demolition has not yet been started. Also, for structures that have been torn down or burned out.
Transitory Location	A transitory location (TL) is a location where people are unlikely to live year-round due to the transitory/temporary/impermanent nature of the location. Transitory locations include places such as campgrounds, recreational vehicle (RV) parks, marinas, hotels, motels, racetracks, circuses, or carnivals. Generally, people living or staying at a transitory location either pay fees to stay there, or they work there temporarily.
Duplicate Survivor ID	The GQ is already in the workload and only one should be kept in the workload. The GQ you decide to use is the 'survivor' GQ. You mark the 'duplicate' box then write the ID of the survivor. There is space provided on the Control record to write in the survivor ID. Also write an explanation in the Notes section to explain that the record is a duplicate. Be sure to include the GQ Control Number of the remaining Enumeration Record in your note.
Uninhabitable (open to the elements/ Condemned/Under Construction)	The structure is exposed to the elements, that is, if the roof, walls, windows, or doors no longer protect the interior from the elements. There is reinforcing evidence, such as a sign, notice, or mark on the structure or in the block, that the unit, has been condemned but not yet demolished (see Demolished/Burned Out).the structure is falling down, in disrepair or is still being built but no one is living there yet.

GQ Status Codes for the GQAC Interview – *Continued*

GQ Status Code	Definition
Housing Unit	A house, an apartment, a mobile home, a group of rooms or a single room that is occupied (or if vacant, is intended for occupancy) as separate quarters.
Unresolved	During the phone interview there may be cases that could not be reached by phone, refused to complete the interview, is nonresidential or could be a potential duplicate of another case. Any case that falls into any of these categories is considered 'unresolved'. The case goes to the field interview for verification. During the in-field interview, this status code would only apply if none of the other codes can identify the situation at the address. Detailed notes about an 'unresolved' case must be written on a SC-225, INFO-COMM.