INSTRUCTIONS FOR SURVEYORS

General Instructions

- **Approach every person with courtesy and respect. Look them in the eyes. Ask for their help.**

- **Safety is the most important thing.** If you are doing outdoor surveying, stay with your survey team. If you feel unsafe in a situation, STOP and get to safety as quickly as possible.

- **Do not hand people surveys to fill out.** Volunteers should ask questions and fill in the answers to each survey question. Please print all information as clearly as possible!

- **Gather as much information as possible.**
    - If someone refuses to answer questions for the survey, please step away from the person and fill in a survey with at least <u>location, gender, and an estimated year of birth or age</u> .
    - Make every effort to collect names and birthdays. This will help ensure we can de-duplicate surveys if someone takes it more than once.

  > Minimum required fields

- **Remember to fill out information on the 2nd page.**

- **Local Questions –** If possible, please also fill out the <u>Local Questions</u> for each Head of Household and attach to the Point in Time Count Survey (if not already attached).

- **Offer people Sally's Resource Guide. If they are a veteran, also offer the Veterans Services Guide.**

- **Fill out the Kitsap County Volunteer Agreement and Roster and return with surveys.**

- **AS SOON AS POSSIBLE TURN IN ALL SURVEY FORMS to address above!**

Sample Greeting Dialogue

Surveyor approaches person and says: *"Hello, my name is _____, I'm a volunteer working with our community to collect information about people living without stable housing so that we can do a better job providing the kinds of housing and services that are needed. Would you be willing to talk with me for a few minutes as I fill out this survey form?"*

IF NO, Surveyor says "thank you" and steps away to fill out a survey with:
location, name of surveyor, gender, and estimated year of birth or age.

  > Minimum required fields

If YES, Surveyor continues: *"Thank you. Where did you/will you stay the night of Jan 22nd (may be easier to ask "last night")? Have you (or anyone in your household) been continuously homeless for a year or more?......."*

Question Clarifications

A. **Location where survey was given** – Note the location where the household took the survey.

   City/Town where survey was given – Note the nearest City or Town where the survey was taken.

   Name of Surveyor – Please clearly write your name so that we may contact you if there are any questions or clarifications needed.

B. **Location** – Check or circle the answer that best matches their description.
C. **Chronic Homelessness & Length of Time Homeless** – Ask each question to determine if the person meets the definition of chronic homeless.
D. **Household (HH) Information –**
   i. **Household composition –** Mark if the household consists of only adults, adults & children, or only children
   ii. **Last Known Permanent City & Zip** – *"What is the last place you had a stable home?"* If person is unable to remember zip, leave it blank – do fill in City, State.
   iii. **First Name & Last Name** – PLEASE print clearly! Remember to fill in Relation to Head of Household. Generally, the first person you survey is indicated as the Head of Household, but it does not really matter which adult.
   iv. **Birth Date** – If full birthday is refused, then Year of Birth is OK. If year of birth is not given surveyor can make an estimate of the person's age.
   v. **Population Data** – Indicate Gender, Race, & Ethnicity using the definitions below the box.
      1. **Gender** – Ask: "What gender do you identify as?" Enter M, F, T, D, or R.
      2. **Race** – Ask: "What race or races do you identify as?" Enter all that apply.
      3. **Ethnicity** – Ask: "Do you consider yourself to be Hispanic?" Ethnicity may ONLY be entered as Hispanic (H) or Non-Hispanic (N). (NOTE: We are required to use these federal definitions and they can sometimes be offensive to individuals who don't identify this way.)
      4. **Fleeing Domestic Violence** – Ask: "Are fleeing domestic violence?" If anyone in the household says yes, then **DO NOT** have them sign the Release on the bottom.
      5. **Veteran** – Ask: "Have you ever served in the U.S. military?" Anyone who has served in the US military is considered to be a veteran.
   vi. **Disabilities** – Ask: "Do any of these apply to you: Chronic Substance Abuse, Physical Disability, etc." Check all that apply. IMPORTANT: If a household member has no disabilities please check **NONE APPLY**. If the disability section is blank we will assume the question wasn't asked or the client refused to answer.
E. **Release & Signature –** Ask the person to look over the Kitsap Client Release of Information on the back and sign the form. *"We'd like to include your information in a database that helps us collect information into reports for our funders. We will never release your name or personally identifying information to the public. Would you be willing to help by signing this release?"*

   Each adult in the household should sign the release form. They may refuse to sign the release form if they do not want personally identifying information entered into the database. They should **NOT** sign if they are currently fleeing from domestic violence, sexual assault or a stalking situation, OR less than 13 years old.
F. **Circumstances that Caused Your Homelessness –** Check all that apply. Or "Refused" if the client refuses or "Don't Know" if the CLIENT doesn't know.
G. **Source(s) of Household Income and Benefits –** Check all that apply. Or "Refused" if the client refuses or "Don't Know" if the CLIENT doesn't know.

Thank you for your help! If you have any questions about how to fill out this survey or how this data will be used, please call Cory Derenburger, Kitsap County Housing & Homelessness Division, 360-337-7287.