

2020 Census

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

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

CFS Name _____ Date Assigned _____ GQ Type Code _____

GQ Name _____ GQ Control No. _____

No.	Question
1	<p>Hello. My name is <i>(Your name)</i>. May I speak to <i>(CONTACT NAME printed on the ACR)?</i></p> <p>I am from the U.S. Census Bureau. <i>(Show your Census ID Badge)</i></p> <p>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 <i>(say GQ NAME printed on the ACR) at</i> <i>(say the ADDRESS NUMBER and STREET NAME or LOCATION DESCRIPTION printed on the ACR).</i></p> <p>Are you the contact person for this location?</p> <p><i>If yes, mark the box 'Contact person is correct' and follow the instructions.</i></p> <p><i>If no, mark the box 'Contact Person has changed' and follow the instructions.</i></p> <p><i>If there is no contact name on the ACR, use the following introduction:</i></p> <p>I am here to conduct the Group Quarters Advance Contact in preparation for the 2020 Census. I need to talk with someone about this facility and to schedule an enumeration appointment. Are you the contact person for this location? <i>Mark the box 'Contact person has changed' and follow the instructions.</i></p> <p><input type="checkbox"/> Contact person is correct. <i>Confirm their phone number and title from the ACR, if that information is preprinted there. Update or collect their phone number, title and business email in the spaces below.</i></p> <p>Contact Title _____</p> <p>Contact Area Code _____ Phone Number _____ Ext _____</p> <p>Contact Business Email _____</p> <p><input type="checkbox"/> Contact person has changed. <i>Ask for the right person. Once you are with the right person, repeat your introduction. Collect their name, phone number, title and business email in the spaces below.</i></p> <p>Contact Name _____</p> <p>Contact Title _____</p> <p>Contact Area Code _____ Phone Number _____ Ext _____</p> <p>Contact Business Email _____</p> <p><i>Go to QUESTION 2.</i></p>

<p>1, cont.</p>	<p><input type="checkbox"/> Housing Unit. <i>Hand the respondent a Form D-CN-GE(E/S), Confidentiality Notice, ask them to read it, write 'This is an HU' in the NOTES and then skip to QUESTION 16.</i></p> <p>NOTES: _____</p> <p><input type="checkbox"/> Nonresidential. <i>End interview by saying:</i> Thank you very much for your time and participation. This is the all the information I need.</p> <p><input type="checkbox"/> Vacant</p> <p><i>The facility is no longer occupied. Write 'This is a Vacant' and an explanation in the NOTES below and then go to your next assignment.</i></p> <p>NOTES: _____</p> <p><input type="checkbox"/> Cannot locate (D1)</p> <p><i>If you cannot locate the address as printed on the ACR, write an explanation in the NOTES below and then go to your next assignment.</i></p> <p>NOTES: _____</p>
<p>2</p>	<p>To prepare for the 2020 Census, I need to collect some information about this facility. I have just a few questions to ask you.</p> <p>We estimate this interview will take approximately 15 minutes.</p> <p>Here is a packet of information about the 2020 Census that you will find helpful. Included in this packet is our confidentiality statement for you to read. (Hand the contact an Information Packet.)</p> <p><i>Go to QUESTION 3.</i></p>

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

(Read all the information for the GQ and the GQ contact as shown on the ACR to the contact person, spelling the GQ Name, Facility Name, and Street Name or Location Description.

*If GQ or Facility Name is incorrect or missing, make changes in the appropriate fields below. The only other change allowed here is **minor** misspellings of Location Street Name)*

GQ Name: _____

Facility Name: _____

Location Address Number: No updates can be made

Location Street Name: _____

Location Apt/Unit: No updates can be made

Location Description: No updates can be made

Location City: No updates can be made

Location County: No updates can be made

Location State: No updates can be made

Location ZIP Code: No updates can be made

Location ZIP +4: No updates can be made

Building Name (if applicable): No updates can be made

Building Number (if applicable): No updates can be made

If no updates or only minor changes as described above, go to QUESTION 4.

If any of the other address fields have changed, complete an Add Verification Form to collect the new information. If you can complete an interview for the original address printed on the ACR, do so by continuing with the next question. If that is not possible, mark D1 in QUESTION 1 for this address and then skip to QUESTION 22.

4	<p>We currently have the structure at this address listed as the following type of group quarters: <i>(Read the GQ Type description printed on the ACR.) Is that correct? Mark the appropriate box and follow the instructions.</i></p> <p><input type="checkbox"/> Yes <i>Go to QUESTION 5.</i></p> <p><input type="checkbox"/> No, <i>Use "GQAC CFS GQ Type Code Job Aid" to update GQ Type Code</i> <i>Write the new type code chosen from the job aid in space provided:</i></p> <p style="padding-left: 40px;">GQ Type _____</p> <p><i>Change to the appropriate script based on the new GQ Type Code. If the new type code is either 702 or 704, start with QUESTION 5 in the new script. Any other GQ Type Code, go to QUESTION 4c in the Non-SBE GQ Script.</i></p> <p><input type="checkbox"/> Out of Scope GQ <i>Write the new type code in the space above. Then end the interview by saying:</i></p> <p style="padding-left: 40px;">Thank you very much for your time and participation. This is the all the information I need. This facility will not be counted during the 2020 Census.</p> <p><input type="checkbox"/> Transitory Location <i>End the interview by saying:</i></p> <p style="padding-left: 40px;">Thank you very much for your time and participation. This is the all the information I need at the moment. You will be contacted soon to gather the specific information we need for your location.</p> <p><input type="checkbox"/> Housing Unit <i>Skip to QUESTION 16.</i></p> <p><input type="checkbox"/> Nonresidential <i>Then end the interview by saying:</i></p> <p style="padding-left: 40px;">Thank you very much for your time and participation. This is the all the information I need.</p>
5	<p>What is the maximum number of people who can live or stay here at this shelter? This number should include any staff that live here as well.</p> <p style="padding-left: 40px;">Max Pop _____</p> <p><i>Go to QUESTION 6.</i></p>
6	<p>Will this shelter be open or operating on Monday, March 30th?</p> <p><input type="checkbox"/> Yes <i>Skip to QUESTION 8.</i></p> <p><input type="checkbox"/> No <i>Go to QUESTION 7.</i></p>

<p>7</p>	<p>Will this shelter be open or operating on Tuesday, March 31st or Wednesday, April 1st?</p> <p><input type="checkbox"/> Yes <i>Skip to QUESTION 9.</i></p> <p><input type="checkbox"/> No <i>Say: 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 this facility."</i></p> <p><i>Enter '0' into Expected Pop in Question 10' enter 'GQ out of scope – not operating' in NOTES. Skip to QUESTION 22.</i></p> <p>NOTES: _____</p>
<p>8</p>	<p>The Census Bureau workers will come to this shelter on Monday, March 30th to gather information for the people who are receiving services on that date. Is this acceptable?</p> <p><input type="checkbox"/> Yes <i>Skip to QUESTION 10.</i></p> <p><input type="checkbox"/> No <i>Go to QUESTION 9.</i></p>
<p>9</p>	<p>Our Census Bureau workers can come to your shelter to count the people who are receiving services there on Tuesday, March 31st or Wednesday, April 1st. Which day do you prefer?</p> <p><i>If the contact chooses one of these date, mark 'Yes' and write the date in the space provided below.</i></p> <p><i>If the contact does not choose either of these dates, mark 'No' and follow the instructions.</i></p> <p><i>Note to CFS: The enumeration appointment cannot be scheduled outside of March 30th, March 31st, or April 1st.</i></p> <p><input type="checkbox"/> Yes <i>Write the date chosen here: _____ / _____ / _____. Go to QUESTION 10.</i></p> <p><input type="checkbox"/> No. <i>Write the reason they refuse in the NOTES space, and then skip to QUESTION 22.</i></p> <p>NOTES: _____</p>

<p>10</p>	<p>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.</p> <p>Expected Pop _____ <i>Expected Pop cannot be greater than Max Pop in QUESTION 5. If it is greater, change the Max Pop to equal the Expected Pop.</i></p> <p><i>Go to QUESTION 11a.</i></p>
<p>11a</p>	<p>To determine the best way to count people that are served at this facility, please select from the following enumeration options:</p> <ul style="list-style-type: none"> • <i>As a reminder, do not suggest an enumeration method to the GQ contact person.</i> • <i>Read the main categories (the bolded and underlined text) that apply for the GQ Type Code. If clarification is needed, read the description verbatim, use the guidelines in your manual, and refer to the D-640, GQAC FAQs.</i> <p><input type="checkbox"/> <u>In-Person Interview</u> <i>Skip to QUESTION 12.</i></p> <p>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.</p> <p><input type="checkbox"/> <u>Paper Response Data Collection</u> <i>Go to QUESTION 11b.</i></p> <p>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. 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.</p>
<p>11b</p>	<p>What is the best time for us to pick up the paper listing on the appointment date we just set? Write the date and time in the spaces below and circle 'am' or 'pm' as appropriate.</p> <p>Time: _____ : _____ am / pm</p> <p><i>Skip to QUESTION 15.</i></p>
<p>12</p>	<p>What time does the shelter open and close for clients? Write the times in the spaces below and circle 'am' or 'pm' as appropriate.</p> <p>GQ Open _____ : _____ am / pm</p> <p>GQ Closed _____ : _____ am / pm</p> <p><i>Go to QUESTION 13.</i></p>

13	<p>How early do clients arrive? <i>Write the time in both fields below and circle 'am' or 'pm' as appropriate.</i></p> <p>Scheduled Visit Time: _____:_____ am / pm</p> <p>Arrival Time: _____:_____ am / pm</p> <p>Go to <u>QUESTION 14</u>.</p>
14	<p>What is the latest time clients can enter the shelter? <i>Write the times in the spaces below and circle 'am' or 'pm' as appropriate.</i></p> <p>Ending Time: _____:_____ am / pm</p> <p>Go to <u>QUESTION 15</u>.</p>
15	<p>Does this shelter serve males only, females only, or both males and females? <i>Mark the appropriate answer below.</i></p> <p><input type="checkbox"/> Males</p> <p><input type="checkbox"/> Females</p> <p><input type="checkbox"/> Both Males and Females</p> <p><i>If Enumeration method is Paper Response Data Collection, skip to QUESTION 20.</i></p> <p><i>If Enumeration method is In Person Interview, skip to QUESTION 18.</i></p>
16	<p>Including yourself, how many people will be living or staying at (say the ADDRESS NUMBER and STREET NAME listed on ACR) on April 1st, 2020? <i>Write the answer in the space below.</i></p> <p>Expected Pop _____</p> <p>The census response data that we ask for each person are name, sex, date of birth, age on Census Day (April 1, 2020), Hispanic origin, race, citizenship, and an alternate address where they live or stay when not at this location.</p> <p>We will send a Census 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.</p> <p><i>Update the Contact Information in Q1 for the Housing unit. Check 'In-Person interview' in QUESTION 11a. Write 'This is a housing unit' in the NOTES below:</i></p> <p>NOTES: _____</p> <p>Go to <u>QUESTION 17</u>.</p>

17	<p>What is the best time for us to conduct the interviews at this location between April 6th, 2020 to April 30th, 2020? <i>Write the date and time in the spaces below and circle 'am' or 'pm' as appropriate.</i></p> <p>Date _____ / _____ / _____ Time: _____ : _____ am / pm</p> <p><i>Go to QUESTION 18.</i></p>
18	<p>Are there any people at this location that do not speak or understand English?</p> <p><input type="checkbox"/> Yes, then ask: What languages do they speak? <i>(For example Spanish, Vietnamese, Korean, etc.) List them here:</i> _____</p> <p><input type="checkbox"/> No</p> <p><i>If this is a Housing Unit, skip to Question 24.</i></p> <p><i>If this is a GQ, go to QUESTION 19.</i></p>
19	<p>What are the general procedures clients follow when they enter the shelter?</p> <p>NOTES: _____</p> <p><i>For example – do clients line up in single file and enter through one door to sign in or males enter one door and female another and they sign in as they come in?</i></p> <p><i>Go to QUESTION 20.</i></p>
20	<p>Are there any specific instructions that Census Bureau workers need to know in order to count the people at this location? <i>(For example, if need to enter a certain door, stay in one area during enumeration, curfews, access to rooms, parking options.)</i></p> <p><input type="checkbox"/> Yes <i>Write the instructions below:</i></p> <p>_____</p> <p>_____</p> <p>_____</p> <p><input type="checkbox"/> No</p> <p><i>If Enum Method is Paper Response Data Collection, skip to QUESTION 22.</i></p> <p><i>If Enum Method is In-Person Interview, go to QUESTION 21.</i></p>

<p>21</p>	<p>During enumeration, are you able to provide us a printed list of all the people at this facility, as of Census Day?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><i>Go to QUESTION 22.</i></p>
<p>22</p>	<p>Are you responsible for any additional facilities, either at this address or elsewhere?</p> <p><input type="checkbox"/> Yes <i>Complete an Add Verification Form for each additional facility. Be sure to ask that these addresses are NOT housing units – you should only list potential group quarters.</i></p> <p><i>NOTE: If contact tells you they are not responsible for other facilities but know their organization has other facilities, document those on an Add Verification Form as well.</i></p> <p><i>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 back at another time to complete an interview for each one. Now let us continue.</i></p> <p><input type="checkbox"/> No</p> <p><i>If the GQ contact has facilities that will be enumerated, and the Enum Method is Paper Response Data Collection, skip to Question 25.</i></p> <p><i>If the GQ contact has facilities that will be enumerated, and the Enum Method is In-Person Interview, go to Question 23.</i></p>
<p>22, cont.</p>	<p><i>If the GQ contact does not have facilities that will be enumerated, end the interview saying:</i></p> <p>That is all the information I need. If you have any additional questions, please call the Area Census Office at (Please provide the ACO telephone number) or look at the information packet I gave you.</p> <p>Thank you very much for your time and participation.</p>

23	<p>On the day of enumeration, Census Bureau workers will arrive at the shelter prior to the time clients are allowed to enter the building.</p> <p>We ask that you let the clients know that the Census Bureau will be conducting the 2020 Census at that time and all data we collect are protected by law and kept confidential. Someone from the Census Bureau will contact you prior to your appointment to discuss details about counting your clients.</p> <p>To learn more about our privacy policy and data protection, please visit our Web site at census.gov and click on “Data Protection and Privacy Policy” at the bottom of the home page.</p> <p>If you have any additional questions, please call the Area Census Office at <i>(Please provide the ACO telephone number)</i> or look at the information packet I gave you.</p> <p>That is all the information I need at this time. If we need more information, we may call you. Thank you very much for your time and participation.</p>
24	<p>On the day of enumeration, Census Bureau workers will arrive at your facility at your scheduled appointment time.</p> <p>We ask that you let the residents know that the Census Bureau will be conducting the 2020 Census at that time and all data we collect are protected by law and kept confidential. Someone from the Census Bureau will contact you prior to your appointment to discuss details about counting your residents. We appreciate your cooperation.</p> <p>To learn more about our privacy policy and data protection, please visit our Web site at census.gov and click on “Data Protection and Privacy Policy” at the bottom of the home page.</p> <p>If you have any additional questions, please call the Area Census Office at <i>(Please provide the ACO telephone number)</i> or look at the information packet if one was given to you.</p> <p>That is all the information I need at this time. Thank you very much for your time and participation.</p>
25	<p>On the appointment date and time, a Census Bureau worker will arrive at your facility to collect the Paper Response Data Collection Listing.</p> <p>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.</p> <p>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.</p> <p>If you have any additional questions, please call the Area Census Office at <i>(Please provide the ACO telephone number)</i> or look at the information packet I gave you.</p> <p>That is all the information I need at this time. If we need more information, we may call you. Thank you very much for your time and participation.</p>

Additional Notes: