

Operational Updates for SBE

There are some operational updates since your manual was printed and Lesson 9 on SBEs was recorded.

- 1) Only enumerate the locations in your workload. The deadline for adding potential SBE locations to the workload has already passed. Complete the work you are assigned and do not look for additional SBE locations.
- 2) Domestic Violence Shelter or DVS. If you discover that an SBE location assigned to you is a DVS, you will continue to enumerate the residents at the DVS. **Under no circumstances indicate on any form that this location is a DVS. Do not change the type code either.** Keep it as a regular shelter, GQ Type Code 701.
- 3) Changes to enumeration methods offered at SBE locations. Shelters were offered a choice between In-Person Interview, Drop Off/Pick Up or Paper Response Data Collection. This is different from the information in your manual but this is what is in place now. If the shelter has chosen Drop Off/Pick Up, set a time to pick up the forms that same day or first thing the next morning. SBE only lasts 3 days so you have to collect the forms quickly. Keep in mind there are special instructions regarding enumeration at Salvation Army locations. See page 5-9 in your manual.
- 4) At Soup Kitchens and Mobile Food Van Stops, the only method offered is In-Person Interview.

- 5) Handwritten updates on the Enumeration Record. Those updates are the latest information collected from the GQ contact at the SBE location. It could be a new estimated or maximum population, additional instructions as to what to do when you arrive or a new enumeration method.

- 6) It is possible that the GQ contact is not comfortable with enumerators conducting interviews or even being in the SBE location. If a supervisor cannot convince the GQ contact then the supervisor offers the option of doing a head count of their clients/residents. If that is agreeable, then the note of 'Observation Only' is made for that case and has to be noted on the appropriate Enumeration Record. You will not be talking to the clients at the SBE location but only counting how many people are receiving services. Do not interfere with the locations normal procedures for taking care of their clients.

- 7) Additional step to help be sure you have counted everyone at a Soup Kitchen. When the whole team of enumerators have finished their work, the Lead Enumerator will add up all the ICQs or the head counts to get a total number of people enumerated at the location. After that number is calculated, the Lead Enumerator should ask the manager of the Soup Kitchen how many people they had just fed. That number is compared to the total from the enumeration team. If the number from the manager is higher, the Lead Enumerator will create the appropriate number of ICQs to make up the difference using Person 1, Person 2, etc., if ICQs were used. If the total number of ICQs or head counts from the enumerators is different than the number from the manager, then the Lead Enumerator will use the larger count as the Census Day Pop and will enter that number on the Soup Kitchen's Enumeration Record.