**For the Surveyor:**

Work with the PIT Coordinator/Agency Lead/Point Person to identify a safe space to conduct the survey if indoors. Many people are comfortable completing the surveys where you encounter them, it depends on the person/family!

When outdoors you’ll largely want to see if you and the person/family you’re surveying feel comfortable completing the survey in the space you’re in. Someone may want to walk away from a group if you’re at a camp. Make sure you feel comfortable doing so if this is the case and that you’re in visual range of your buddy/team. Keep multiple pens on you, especially in the cold! You’ll want to have options if the ink freezes.

**Make sure:**

* Any space provides an easy exit for you and participant.
* Any space offers privacy for the participant if that is important to them. (If it’s an open space and client isn’t comfortable in the exact spot you’re approaching them, suggest other options you’ve worked out with the Lead/Point Person in advance.)
* Prior to conducting surveys, develop a safety plan with the Lead/Point Person. This might include but is not limited to:
	+ Coded language to use with staff/other surveyors if you’re feeling unsafe.
	+ Excusing yourself from the survey to check-in with a staff or lead members.
	+ When part of an Unsheltered Count, utilize the **“Protocol for Unsheltered Count Volunteers – 2019 Point-in-Time”** for personal & group safety/needs.

**Familiarize yourself with the following language to survey participants:**

**Introduce yourself:**

Hello, I’m **(insert name)** with the **BoS CoC** (Colorado Balance of State Continuum of Care) and **(lead organization name).**

1. **Confirm Homelessness & if already surveyed:**

Are you/have you been experiencing homelessness? *(Sleeping in emergency shelter, on the streets, in abandoned buildings, vehicles, tents, etc.)*? Has anyone else asked you to do a survey about your current experience of homelessness? (If **yes, discontinue**. If **no, continue.)**

**2. Complete Intro:**

I have a quick survey I’d like to complete with you and it shouldn’t take more than 10 minutes. I’ll ask questions about where you’re **staying tonight / stayed last night** and some other questions that will help us understand the reasons you’re experiencing homelessness right now.

Your privacy is important to us so the questions are confidential and voluntary, so you may choose not to answer. We only take some of your personal information to help us make sure we’re not duplicating your survey, but the information we take isn’t able to identify you to anyone else. **(We’ll ask things like the first three letters of your first and last name along with questions about your gender, race and family makeup).** Would you be okay with me asking these questions?

1. **Begin Sheltered or Unsheltered PIT Survey**
2. **Youth Supplemental Survey (if participating): If a Youth under the age of 25 (14-24):**

Would you like to participate in an additional survey for youth? The questions were developed by youth experiencing homelessness and will be anonymous. It will be used to look at what resources exist, or you feel are lacking in the community. The questions are voluntary, and you may skip any question you do not want to answer. Do you have any questions for me? Would you like to participate? **Begin Youth Supplemental Survey**