**This guide provides information on how to best answer survey questions. Each survey question will be referenced to reinforce the importance of answering EVERY question that is applicable, with client’s permission.**

1. Surveyors should be asking questions on the surveys, not providing the surveys directly to clients! This lessens confusion about how to answer questions and also makes sure the surveys are completely filled out.
2. A client is free to refuse to answer any question in the survey or the entire survey itself. However, try and figure out WHY the client is refusing and help them to understand how the information is used and how their identifying information is protected.
3. Please make sure all written information is legible!

**Begin Survey**

**Section 1 –** Basic questions around program name and the person surveying the clients.

**Section 2 –** Questions to help understand the amount of time someone has experienced homelessness.

* **1. Have you/your family been living in emergency shelters and/or on the streets continuously for a year or more? Yes or No**
	+ This is to the best of the clients knowledge. If they have a hard time remembering, give prompts like “Do you remember the month or season this episode of homelessness began?” “Was it cold out?” Questions that can help jog memories, and closest to the time as possible works!
* **2. How** **many times have you had to stay in emergency shelters and/or on the streets in the past three (3) years? Fewer than 4 or 4 Times of More**
	+ This question is similar to the first, but specific to the last 3 years. Each “episode” is separated by the living situation. Example: Living in an Emergency Shelter for a week (homelessness) → to staying at a friends home for a night (Housed) → to the streets (homelessness) would be 2 episodes of homelessness. Again, ask questions to help jog the participants memory. This will help answer the question: Fewer than 4 or Four Times or More.
* **3. What was the total amount of time spent in emergency shelters and/or on the streets during these past three (3) years?**

**Fewer than 12 Months 12 Months or More**

* + This is trying to get an idea of the total number of months someone has spent in homelessness. You can likely figure this out based on the previous questions, but make sure to confirm based on their answers if their time on the streets is under 12 months or 12 months or more.

**Section 3** – Demographic Questions

**ES/TH: Please fill in the following information for the household as well as any family member staying in the same place with the head of household:** <- This means anyone currently living in the same place as the head of household, for example we would not include a child who is in the parents custody, but is living with another family member on the night of the count.

**Household Members:** There is room for 5 household members on each paper form, the first person “Person #1 (you)” always being the Head of Household. Use a separate survey attached for additional household members, starting on the “Person #2 (not you)” box in the second survey for the remaining household members. Electronic forms will have unlimited household members. \*\*\*Head of Household is usually an adult in the household who is taking the survey. If for example a minor child is helping a parent take the survey for their household, make sure to list the adults information under “Person #1 (you).

**Demographic Questions**

**Person #1 (you)**

1. **1st 3 letters of First/Last name section:** The first two boxes are self-explanatory. We only ask for the first three letters of the first and last name to help protect privacy and have a way to de-duplicate surveys later.
2. **Gender:**

**Male** - Identify as male | **Female** - Identify as female | **Transgender** - Identify as Transgender |

**A gender other than singularly female or male** (e.g., non-binary, genderfluid, agender, culturally specific gender) - This category covers a lot of varying gender identities outside of the binary (female/male) genders. |

**Questioning** - A person who is questioning their gender identity.

1. **Age:** 0-17, 18-24, 25-55, 55+ - Choose option that fits closest to the person or household members age.
2. **Head of Household** (Box 1) and/or **Relationship to you** (Boxes 2 to 5) for people staying in the same place as the Head of Household on 1/25/2022: **Spouse/Partner** – Does not require legal status | **Biological/Legal Child** – Children in custody | **Other Family** – Could include cousins, siblings, aunts/uncles, etc. | **Friend** – if a friend is a member of the household, otherwise they should complete their own survey.
3. **Hispanic/Latin(a), (o), (x)** or **Non-Hispanic/Non-Latin(a), (o), (x)** – This ethnic group includes any person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
4. **Race** – Racial categories generally reflect a social definition of race recognized in this country and not an attempt to define race biologically, anthropologically, or genetically. Choose the option(s) that the participant best identifies with. Remember, if the participant chooses more than 1 “race” from the options given, mark “Multiple Races”.
5. **Veteran** – Mark yes for any member of the household who reports being a veteran of the US Military.
6. **Currently Fleeing Domestic Violence** –
7. **Disabling Conditions (check ONLY reported/known)** – Only check a box if a participant reports being diagnosed or experiencing symptoms of the listed conditions. If you have a relationship with the person and know their diagnosis, you can answer for them if they have trouble remembering.