

UNSHELTERED/LIVING WITH FAMILY OR FRIENDS

If person is not unsheltered or living temporarily with friends/family, do not complete a survey form

Return forms by 2/3/26 to:

Cory Derenburger
Housing & Homelessness Division, Kitsap County
345 6th Street, Suite 400, Bremerton WA 98337
360-362-0404

INSTRUCTIONS FOR FOOD BANK / MEAL SITE SURVEYORS

General Instructions

- Fill out the Kitsap County Volunteer Agreement and Roster (pink sheet)
- Approach every person with courtesy and respect. Look them in the eyes. Ask for their help.
- **SAMPLE DIALOG AND CLARIFYING QUESTIONS ARE PROVIDED BELOW.**
- **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 location, and an estimated year of birth or age.
 - Make every effort to collect names and birthdays. This will help ensure we can de-duplicate surveys if someone takes it more than once.
- **Remember to fill out information on the 2nd page and collect signatures if the person chooses to sign the Informed Consent form. IF THERE IS MORE THAN 1 ADULT PRESENT, attach an additional consent form for each adult (extra forms included with paper clips)**
- **Local Questions** – If possible, please also fill out the Local Questions for each Head of Household and attach to the Point in Time Count Survey (if not already attached).
- **AS SOON AS POSSIBLE RETURN ALL SURVEY FORMS to address above! Building open M-F, 9a-4p.** Take the elevator to the 4th floor, turn right and go down the hall past the WSU Classroom. There will be a table with a return box.

Minimum required fields

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? Are you unsheltered or staying temporarily with friends or family?”*

IF NO, Surveyor says “thank you for your time, have a great day.”

If YES, Surveyor continues: *“Thank you. Have you already been surveyed this week? Where did you/will you stay the night of Jan 29th? (may be easier to ask “last night” or Thursday night” depending on when the survey is being collected) Have you (or anyone in your household) been continuously homeless for a year or more?.....”*

Minimum required fields

Question Clarifications

A. Interview Location – Note the location where the household took the survey.

City/Town where household sleeping – Ask City or Town where the household is living or sleeping.

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

B. Where did you/will you sleep? – Check or circle the answer that best matches their description.

C. Housing Questions – Ask each question to determine if the person meets the definition of chronic homelessness.

- i. **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.

D. Household Information

- i. **Household composition** – Mark if the household consists of only adults, adults & children, or only children
- ii. **Fleeing Domestic Violence** – Ask: “Are you fleeing domestic violence?” If anyone in the household says yes, then **DO NOT** have them sign the Release on the bottom.
- iii. **Birth Date** – If full birthday is refused, then Year of Birth or age is OK. If year of birth or age is not given surveyor can make an estimate of the person’s age.
- iv. **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.
- v. **Race** – Ask: “What races or ethnicities do you identify as?” Enter all that apply. If the person is American Indian/Alaskan Native ask *“what is your tribal affiliation?”*
- vi. **Disabilities** – Ask: “Do any of these apply to you: Substance Use Disorder, Physical Disability, etc.” check all that apply.
- vii. **Veteran** – Ask: “Have you ever served active duty in the U.S. military?” Anyone who has served active duty in the US military is considered to be a veteran.

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 “Prefers not to answer” 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 “Prefers not to answer” if the client refuses or “Don’t Know” if the CLIENT doesn’t know.

<p>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, 360-362-0404.</p>
