**Instructions for completing the GAPS Survey for Participants**

The results of the administered surveys are to be compiled in a manner as to allow for confidentiality. No personally identifiable information will be shared. Please remember that participation in this survey is completely voluntary and no program recipient should be forced to participant. Nor should any service delivery hinge on the completion of this survey.

To staff who are administering this survey, we are asking that you follow these basic instructions in order to insure that all information stays confidential and that no identifiable information can be traced back to the survey taker.

1. Explain to respondent the reason behind the survey:
	1. Gathering information for the BOSCOC that lets us know, as a State, what areas we lack resources in.
	2. Compiled data will help the BOSCOC plan for further development of programs and services that benefit those who are experiencing homelessness.
	3. Allows for the voice of service recipients in the guidance for the development of new resources.
2. Make every attempt to have survey takers access the survey monkey link if at all possible. Agencies can do this by making a computer station or laptops available.
3. If computer access to participants is not possible, administer survey through the use of pen and paper.
4. In all possibly instances, have the survey respondent take the survey by themselves. If someone asks for your assistance, then keep your assistance to the minimal amount possible.
5. Please tell respondents that the survey is completely voluntary, and if they feel like they do not want to answer a question, they do not have to.
6. Let the respondents know that the survey should take no more than 15 minutes to complete.
7. When the survey has been completed, please have the respondent put the survey in an unmarked envelope.
8. All paper surveys must be entered into Survey Monkey by a person other than the person who administered the survey.
9. When the survey has been completed, destroy the paper copies of the survey.