**Instructions for completing the GAPS Survey for Service Providers**

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.

1. Links for the Survey Monkey survey and paper copies of the survey will be sent to COC leads.
2. COC leads should distribute as widely as possible and include as many sectors of the service providers as possible, and should include, but are not limited to:
	1. Human Services, mental health providers, family & children’s services
	2. Domestic violence agencies
	3. Homeless and homeless prevention services providers
	4. Health care providers
	5. Faith community
	6. Law enforcement
	7. Local leaders such as mayors, county board supervisors or city commissioners/town boards
	8. Community members
	9. Veteran’s service agencies
	10. Youth providers
	11. Legal services
	12. Landlords
3. Inform all participants of the deadlines and set up a location where completed paper copies of the surveys can be dropped off.
4. Enter all paper copies of surveys received into Survey Monkey
5. Destroy all paper copies