

# STREET NEEDS ASSESSMENT

## Indoor Survey Methodology Key Points Study Coordinators and Indoor Study Leads

### Who to Survey

- You can conduct surveys with people who are:
  - 16 years or older; **and**
  - Staying overnight at your site anytime between April 19 to 23 (they don't have to be staying the whole week); **and**
  - Have not already completed the survey earlier in the week; **and**
  - Consent to complete the survey
- Anyone 16 years of older can do the survey even if they are accompanied by a parent/guardian/family member
- Each individual can only do the survey once
- Check in SMIS in the Client Summary to confirm that someone has not already done the survey, and update SMIS if they do complete it or decline to participate.
- Keep track of how many surveys have been done, such as by tracking how many gift cards have been given as an honorarium so you know how many surveys are remaining until you have reached your target

### How to do the Survey

- Surveys are conducted on your mobile device via the CheckMarket link that was emailed to you
- Please ensure you are using a mobile device, laptop or computer with internet access
- To start a survey, open the CheckMarket link that has been sent to you
- The survey tool has been set up so you can conduct surveys with multiple people. When you finish a survey and hit "submit", a new button will come up saying "Start New Survey" to begin another survey with a client.
- Do not allow participants to complete the survey themselves. **You should read the question to the participant and record all answers.**
- Begin reading the opening script - Do not skip over the opening script and informed consent section as it contains important information that a person needs to make an informed decision to participate.
- Follow the exact wording and order of questions on the survey. Follow the prompts provided in asking the questions.

- Ask the participant to specify when they have given an "Other" or "Not Listed" response. Be sure to enter the response that is provided.
- Read the surveyor's closing script when you have completed the survey, thank the participant, and provide the gift card.
- Do not write the participant's or any other person's name or personal information on the survey – the survey is anonymous.
- You **must** select the name of the program that the person is staying overnight in and not the name of the organization (e.g., "Annex Program" instead of "Seaton House")
- Do not guess what the participant means when they provide a response. You can ask a follow-up question to clarify, or if necessary, record the response under 'Other/Not Listed'.
- At any point you can end the survey by selecting "Stop Survey"

### **Gift Card Provision**

- Any individual who has started the survey should receive **one** \$10 gift card regardless of whether they finish the survey completely
- Do not give multiple gift cards to families if only the head of household completes the survey
- The only individuals who should not be given a gift card are those who are not eligible for the survey or do not consent to participate (i.e., you never started the survey with them).
- It is okay to end the survey early if the person is unable or unwilling to continue. Give the individual the \$10 gift card even if they do not complete the survey.
- Keep the gift cards secure while you are surveying and return them to the Study Coordinator at the end of your shift.