

# 2017 Point in Time Homeless Census Cheat Sheet

## What you need to begin:

- Download the “Counting.Us” app from either Google Play or the App Store.
- Register an account and log in.
- Enter in the Project Key that has been set up for your region. If you don’t know what it is then ask a count administrator.
- Tap “Get Started!” and you will be at the screen which displays the list of surveys. Follow the guidance below once you get to your designated count area and identify or engage a person whom you believe is experiencing homelessness.

## 1) Introduce Yourself

- If you believe you have encountered a person experiencing homelessness approach them, say hello, introduce yourself, and explain that you are a volunteer with the annual one-night homeless census.
- Ask if another volunteer has already spoken with them. If yes, thank them for their participation and move on.
- Don’t approach someone too closely too quickly. Maintain a cordial and respectful distance and don’t put yourself into any unsafe situations. It is always a good idea to stick with a partner.
- Be sensitive – imagine how this might feel if you were in their shoes.

## 2) Explain what the annual census is

- The annual survey is conducted with the goal of helping provide better programs & services to people experiencing homelessness. The information gathered helps demonstrate a need for these programs which in turn helps the region get resources to address these needs.
- The survey should take less than 10 minutes. Ask the person if he or she would be willing to participate.

**If they are willing to participate** proceed to Step 3.

**If they are not willing or able to participate but you believe they are homeless** then complete either the *Individual Observation* or *Household Observation* survey from within the “CountingUs” app to the best of your ability and submit it.

## 3) To ensure person is truly homeless ask, “Where you are sleeping tonight?”

Proceed to step 4 if the person responds with:		Stop the survey if the person responds with:
<ul style="list-style-type: none"> <li>• Street/sidewalk</li> <li>• Vehicle (car, van, RV, truck)</li> <li>• Park</li> <li>• Abandoned building</li> </ul>	<ul style="list-style-type: none"> <li>• Bus, train station, airport</li> <li>• Under bridge/overpass</li> <li>• Woods/outdoor encampment</li> <li>• Other unsheltered location</li> </ul>	<ul style="list-style-type: none"> <li>• Emergency shelter</li> <li>• Transitional housing</li> <li>• Motel/hotel</li> <li>• House/apartment</li> <li>• Jail, hospital, treatment program</li> </ul>

## 4) Conduct the Individual or Household Unsheltered Survey.

- You will first need to identify your location. Typically the map will pull up your exact location but if it does not you can drag and swipe the map to the proper location. You can also select “Enter Address” and enter in the nearest street of the interaction. This function is especially helpful when entering in surveys that were collected on paper and entered into the app later.
- Once the location has been identified, choose the appropriate survey type, complete the survey and tap “Submit Survey”. If you happen to not have cell service you can save the survey by tapping “Save Draft”. The information collected can be submitted when you are back in an area with cell coverage opening the “Survey Drafts” tab, opening the surveys that have yet to be submitted, scrolling to the bottom of each survey, and submitting each of them.