

Shelter Providers PIT Count Quick Guide



- Counting Us can be downloaded on your mobile device via Google Play or the app store from Apple
- You can also access Counting Us online: counting.us
- You'll need to **register** for an account, and then **login**
- Then, join your local Count using the setup key provided by your Count Administrator
- Click the **Get Started** button
- Select the **Sheltered Homeless Survey**
- Select if you are entering information about an **Individual** or a **Household**

Shelter Providers PIT Count Quick Guide

- Select your **Project Type**
- Select your **Organization** (if you don't see yours in the list, send an email to your Count Administrator)
- Select your **Project**
- These selections will remain in place until you log out or close your browser tab!
- After clicking **Next Step**, please confirm the **location** of the project
 - You can enter the **address** of the project, if you are not located onsite
 - You can also zoom in and out of the map, or drag around with your mouse

The screenshot shows a web interface for selecting a project. At the top, there is a blue header bar with a 'Back' button on the left, the title 'Select a Project' in the center, and a three-dot menu icon on the right. Below the header, there are three dropdown menus stacked vertically. The first dropdown is labeled 'Project Type' and has 'All Types' selected. The second dropdown is labeled 'Organization*' and has 'Select an Organization' selected. The third dropdown is labeled 'Project*' and has 'Select a Project' selected. At the bottom of the form, there is a large green button labeled 'Next Step'.

Shelter Providers PIT Count Quick Guide

Back Sheltered Homeless Survey - 2021

Have you already been interviewed today for the Point in Time Count?

No

Personal Info

What is your first name?

What is your last name?

If hesitant, ask, "What are your initials?"

What is your gender?

- You'll now be in the **Sheltered Survey!**
- Use your mouse or finger to click or tap to make selections
- Make sure you look for scroll bars, as additional responses may not be initially visible
- The survey uses conditional logic, so certain questions only appear based on previous responses
 - For example, the follow up questions in the Disabilities section
- You can **submit** surveys or save them as **drafts**
 - Drafts can be accessed, edited, and submitted from the drafts folder on the main menu
- If you are entering information for a Household, you are first asked the **number of persons in the household**.
 - A survey should be completed for **each** household member

Shelter Providers PIT Count Quick Guide

- The survey questions are based on local needs and priorities
 - Required data for the HUD PIT Report
 - Additional information important for potential funding and community planning
- Very few questions are required, but please collect as much data as you can!
- A survey should be completed for each person who is residing in your Emergency Shelter, Safe Haven, or Transitional Housing program on the night of the Count.
- If you have any questions or need help, please reach out to your Count Administrator! You can also visit pointintime.info and submit a support request.

