Point in Time Homeless Census Cheat Sheet

What you need to begin:
- A charged phone or device that you will use for the Count
- Download the "Counting Us" app from either Google Play or the App Store.
- Register an account and log in.
- Enter **FL505200** as the Project Key for your region. If you don't know what it is then ask a count administrator.
- Tap "Get Started!" to get to 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 homeless.

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 within the "Counting Us" app as best you can, and submit it.

The unsheltered Point in Time count is intended to report only on people who are sleeping in a place not meant for human habitation, as identified below. People who are staying in sheltered locations should not be included.

Unsheltered/ Places not meant for human habitation		Sheltered locations / housing / other
• Street/sidewalk • Vehicle (car, van, RV, truck) • Park • Abandoned building	• Bus, train station, airport • Under bridge/overpass • Woods/outdoor encampment • Other unsheltered location	• Emergency shelter • Transitional housing • Motel/hotel • House/apartment • Jail, hospital, treatment program

If your region has selected to ask the question "What is your sleeping location on the night of the count?" within the app then the reports will automatically exclude people who are not considered to be unsheltered. If your region chose to not include this question directly within the app then we suggest asking this question after introducing yourself and not complete surveys for people who are not in unsheltered locations.

3) Conduct the Individual or Household Unsheltered Survey.
- You will first pick the activity that you are doing by selecting the survey that you are completing.
- Identify your location on the next screen. 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 into the app later.
- The rest of the survey gathers the all the HUD elements and a few extra to help the region. Complete the survey and tap "Submit Survey". If you do 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.