

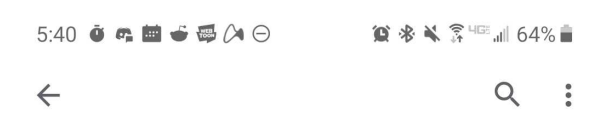
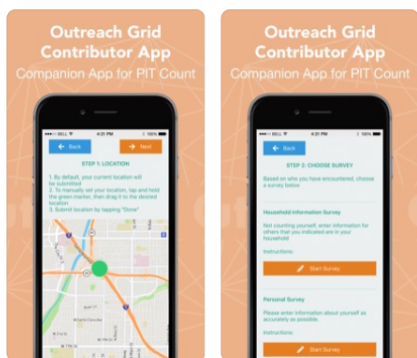
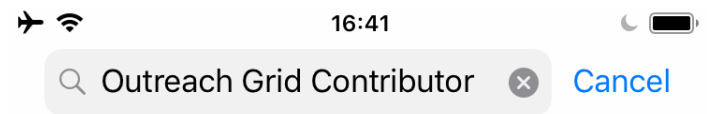


PIT Count Contributors App Guide

Revised December 2019

Downloading the App

Outreach Grid's Contributors App enables you to conduct surveys for Count Night right from your phone. Navigate to the App Store if you have an Apple iOS device or the Google Play Store if you have an Android device. Search for "Outreach Grid Contributors App" and download it!



100+ Downloads | Everyone



About this app →

Outreach Grid's Point-in-Time Count Survey Companion App

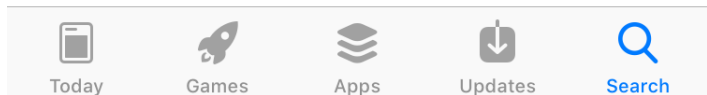
Productivity

Rate this app

Tell others what you think

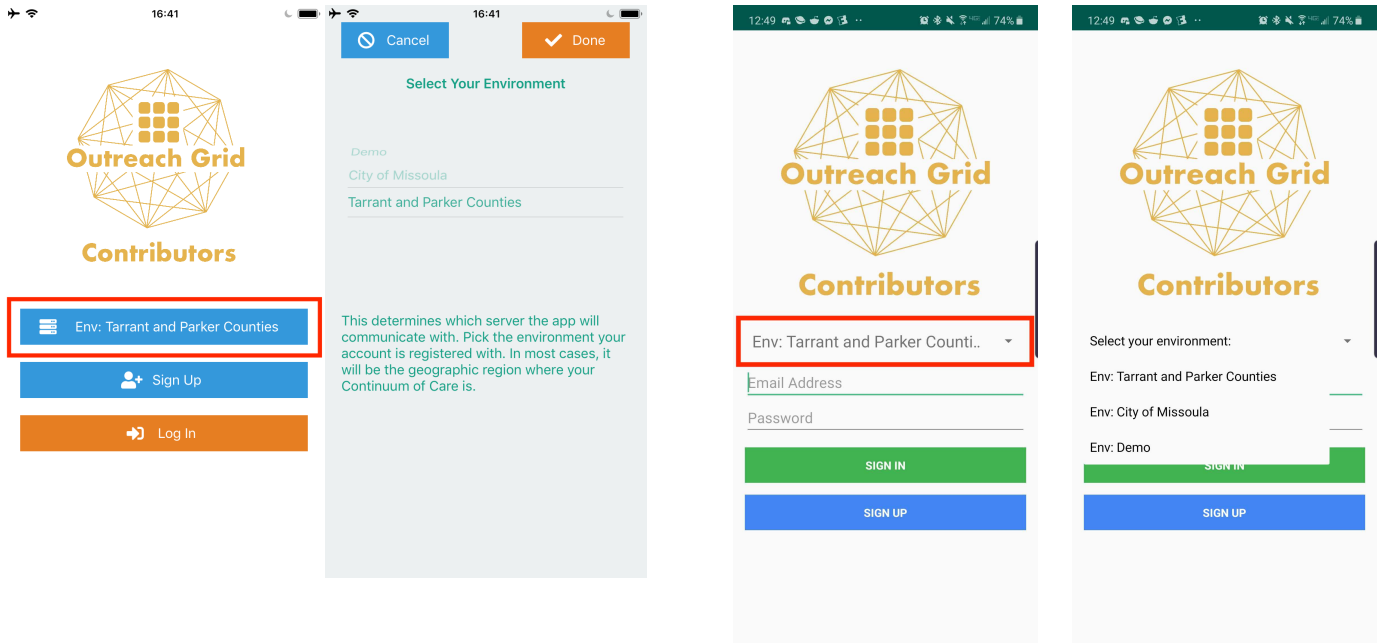


Write a review



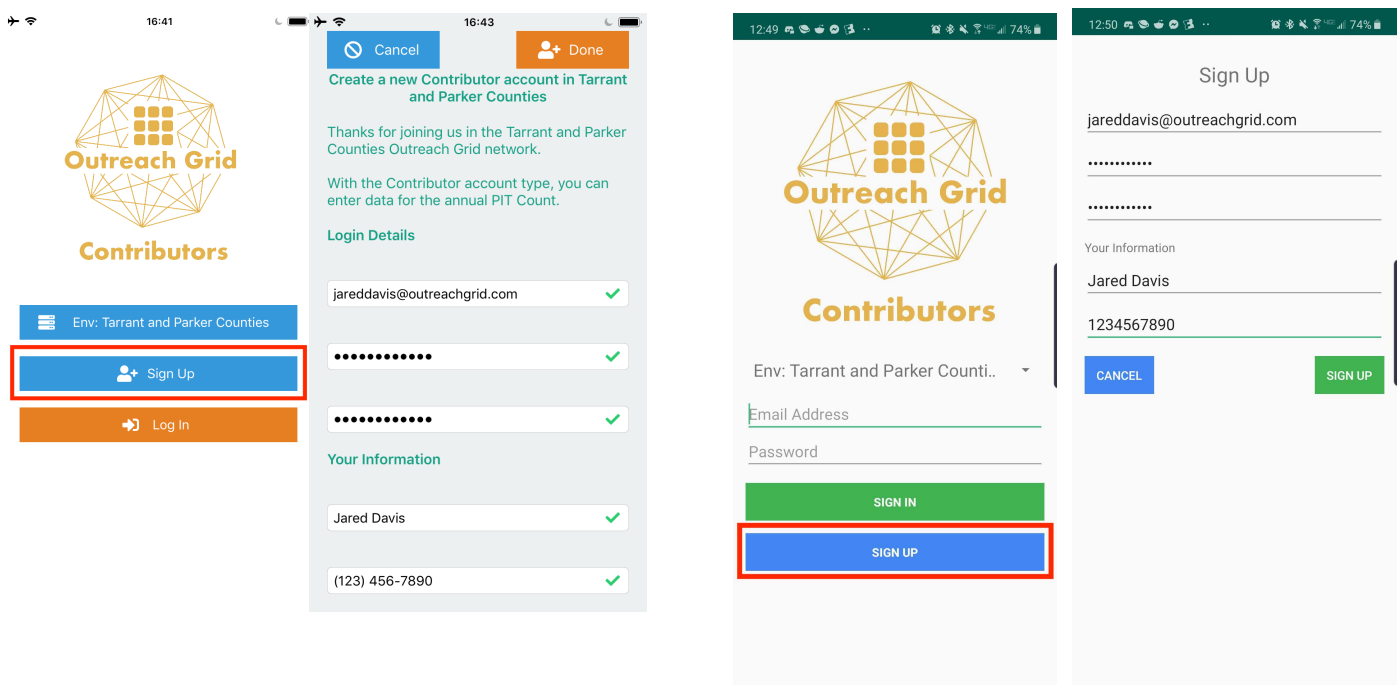
Selecting Your Environment

Open the app and you will be taken to the login screen. Tap the Environment Selector button and make sure to select the correct environment! Your environment for the PIT Count is “Tarrant and Parker Counties”.



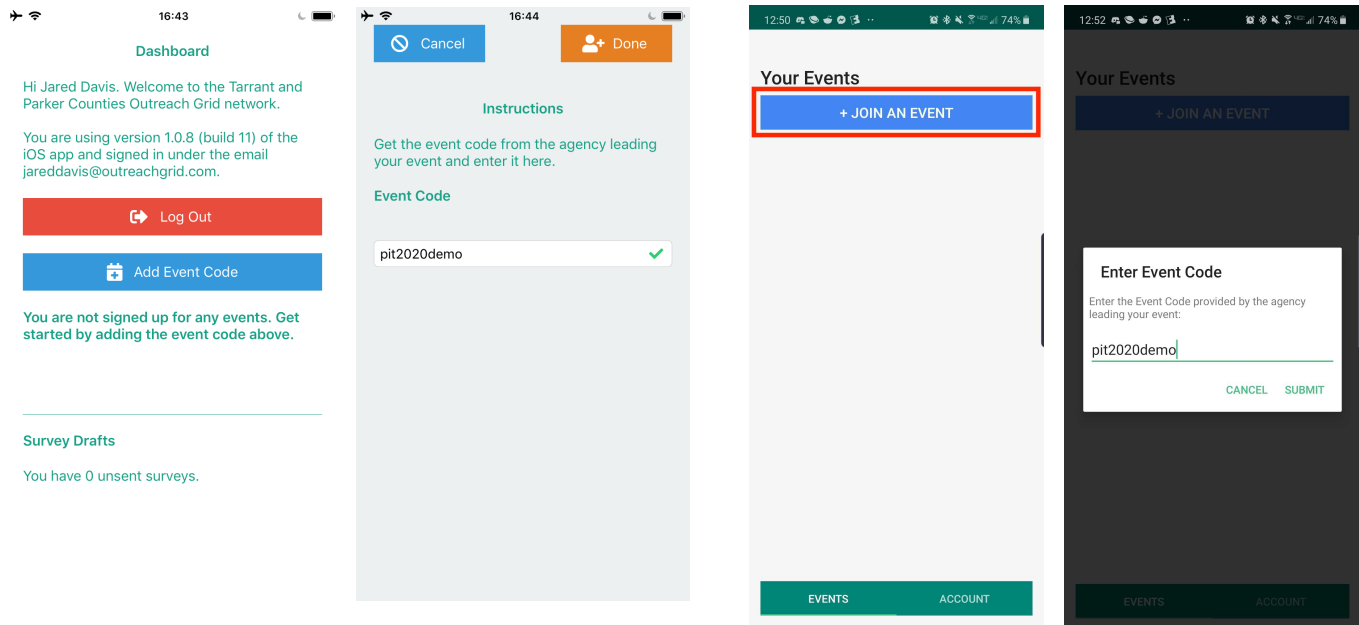
Creating an Account

If you do not have an account, tap the Sign Up button to create an account. Enter in your email, create a password, enter in your full name, provide a phone number, and submit the form to create an account.



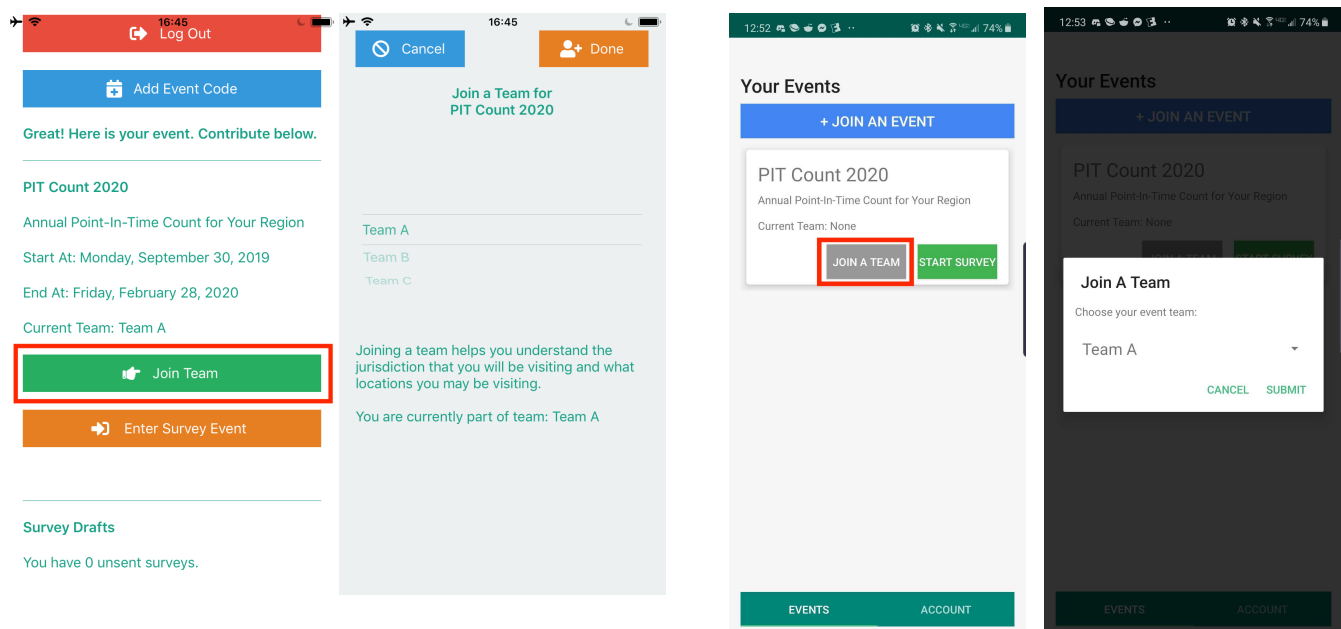
Signing up for an Event

After successfully creating an account, you'll automatically be logged in and taken to the Dashboard screen. Here you can sign up for a PIT Count Event and then be able to conduct surveys. Click "Add Event Code" on iOS or "Join an Event" on Android to enter in the event code provided to you by your PIT Count Administrator.



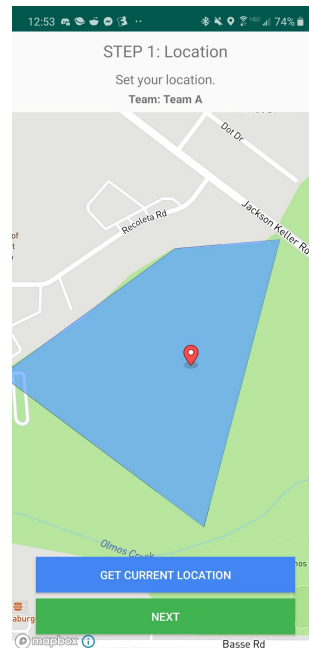
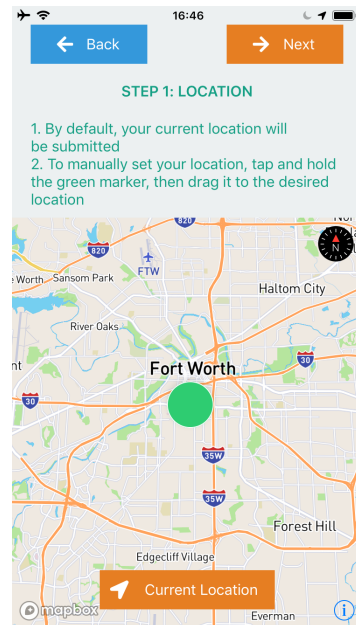
Join a Team

After signing up for an event, the details of the event will display on your dashboard screen. Before entering the event, make sure to join a team! Teams will be assigned to different areas across the region. Tap "Join Team" to select your assigned team! After doing so, you are ready to begin the count.



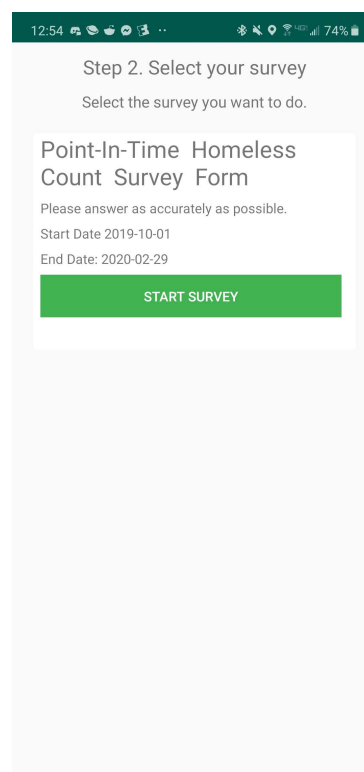
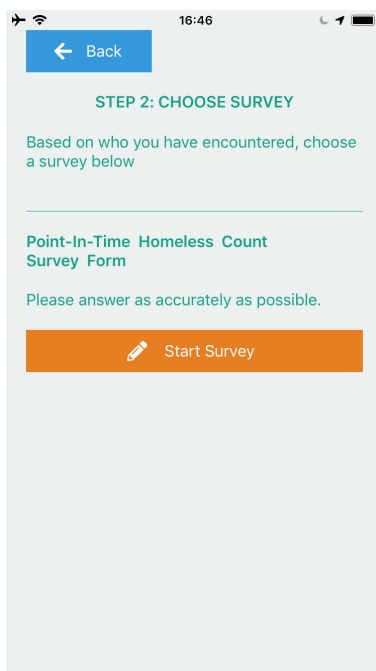
Setting Your Location

Make sure that your location services are on. The survey begins by recording your location. Your current location can be found by tapping the “Current Location” or “Get Current Location” button. If the marker is off from where the survey is actually taking place, tap and drag the marker to the correct location on iOS, or tap the correct location on the map on Android. Tap next to move on to the survey.



Conducting the Survey

The following page will prompt you to select a survey. Select the correct survey and tap “Start Survey”.



Before beginning the survey, two screening questions are required to be answered. These questions help prevent double entry. If the individual you are interacting with gives their consent and confirms that it's the first time they are being surveyed, you can begin the survey!

16:46

Cancel Start

Screening Questions for Survey

Please answer both screening questions to proceed

Is this the first time this past week you have been asked to fill in a survey like this? (If no, stop here)

☒ Yes

☐ No

Do you have consent to have us record your answers to questions about you and your homelessness?

☒ Yes

☐ No

12:54 74%

Screening Questions for Survey

Please answer both screening questions to proceed.

Is this the first time this past week you have been asked to fill in a survey like this? (If no, stop here.)

☒ Yes

☐ No

Do you have consent to have us record your answers to questions about you and your homelessness?

☒ Yes

☐ No

CANCEL SUBMIT

After submitting the screening questions, fill out the survey accordingly to the answers provided by the respondent.

16:46

Back Done

STEP 3: CONDUCT SURVEY

Point-In-Time Homeless Count Survey Form

Please answer as accurately as possible.

GENERAL INFORMATION

What is your name?

1. How many months have you been homeless?

0

12:54 74%

General Information

What is your name?

1. How many months have you been homeless?

2. Is this the first time you've been homeless?

☒ Yes

☐ No

☐ Data not collected

3. Do you have multiple household members?

☒ Yes

☐ No

SUBMIT

After submitting the respondent's survey, you can then collect information about that individual's household. The Outreach Contributors App collects household information using subsurveys. To begin, a sliding counter appears to indicate how many additional household members the respondent is reporting.

This screenshot shows a mobile app interface with a light blue background. At the top, there's a status bar with "No SIM", signal strength, time "11:01 PM", and battery level. Below the status bar, there's an orange button with a right arrow and the text "Next". The main text in teal says: "Not including yourself, how many people are in your household (sleeping at the same location with you on the night of the survey)?". Below this, it says: "Current value, which indicates how many additional subsurveys you will need to fill out: 1". At the bottom, there's a horizontal slider with a white circular handle positioned at the left end.

This screenshot shows a mobile app interface with a dark green header bar containing the time "7:17", settings, and status icons. Below the header, the title "Household Surveys" is in bold. The text below reads: "Not including yourself, how many people are in your household (sleeping at the same location with you on the night of the survey)?". Below this is a horizontal slider with a green circular handle positioned at the left end. At the bottom, it says: "Current value, which indicates how many additional subsurveys you will need to fill out: 1".

This number is used to create the appropriate number of subsurveys. As you complete the subsurveys, a counter will indicate the current subsurvey that you are completing.

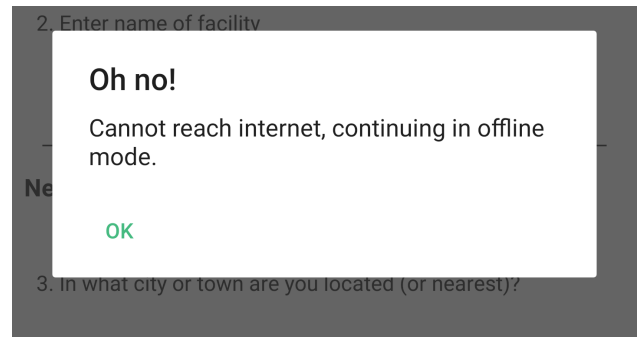
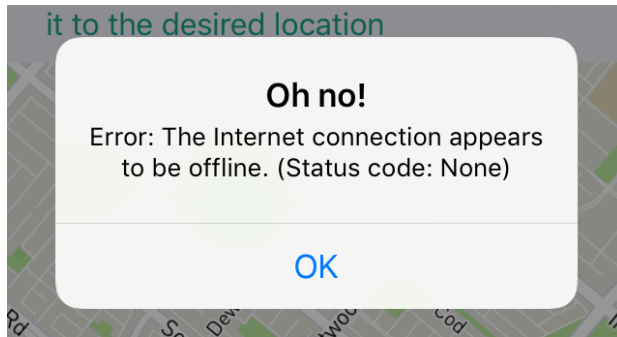
This screenshot shows a mobile app interface with a light blue background. At the top, there's a status bar with signal strength, time "19:59", and battery level. Below the status bar, there are two buttons: a blue "Back" button with a left arrow and an orange "Next" button with a right arrow. In the center, the text "CONDUCT SUBSURVEY (1/1)" is circled in red. Below this, there's a section titled "Individual Survey" with the text: "This is a survey for collecting information for the PIT Count." Below this is a section titled "PERSONAL INFORMATION" with two questions: "What is your name?" followed by a text input field, and "What is your relation to the head of household?" followed by a dropdown menu showing "Spouse" with a green checkmark icon.

This screenshot shows a mobile app interface with a dark green header bar containing the time "12:54", settings, and status icons. Below the header, the title "Personal Information" is in bold. The text below reads: "What is your name?" followed by a text input field. Below this is another question: "What is your relation to the head of household?" followed by a dropdown menu showing "Spouse". Below this is another question: "What city did you reside in most recently prior to experiencing homelessness?" followed by a text input field. At the bottom, there's a green button with the text "SUBMIT (1/1)" circled in red.

After completing the survey and all of its paired subsurveys, you will be taken back to the events page, where you can begin a new survey. This page will also be updated with the number of surveys and subsurveys that you have completed.

Worried about Internet Connectivity? No Problem!:

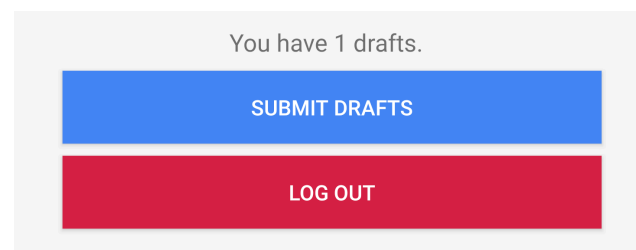
-If you lose connection, a popup will immediately appear indicating that service has been lost and that the app is now in offline mode. Acknowledge the alert and complete the survey. The app will continue to save all surveys completed in offline mode as drafts.



When connectivity is restored, if you still have drafts saved on your device, you can submit them on the dashboard page on iOS or by going to your accounts page on Android and hitting the "Submit Drafts" button.

*Please note, that in order to protect the confidentiality of clients and their information, contributors cannot access surveys after they have been completed, nor access finished drafts after they have been saved.

Survey Drafts



If you run into any problems:

- Make sure that you have selected the correct environment. (Tarrant and Parker Counties)
- Make sure that you have the most recent version of the app. (Version 3.0.0)
- Make sure that your location services are enabled for the app.
- For Android users, please make sure you are running the most recent version of Android that your phone supports.*

*The Outreach Grid Contributors App is incompatible with some older versions of Android.

If you have any additional questions about the Outreach Grid Contributors App, please contact support at support@outreachgrid.com.