

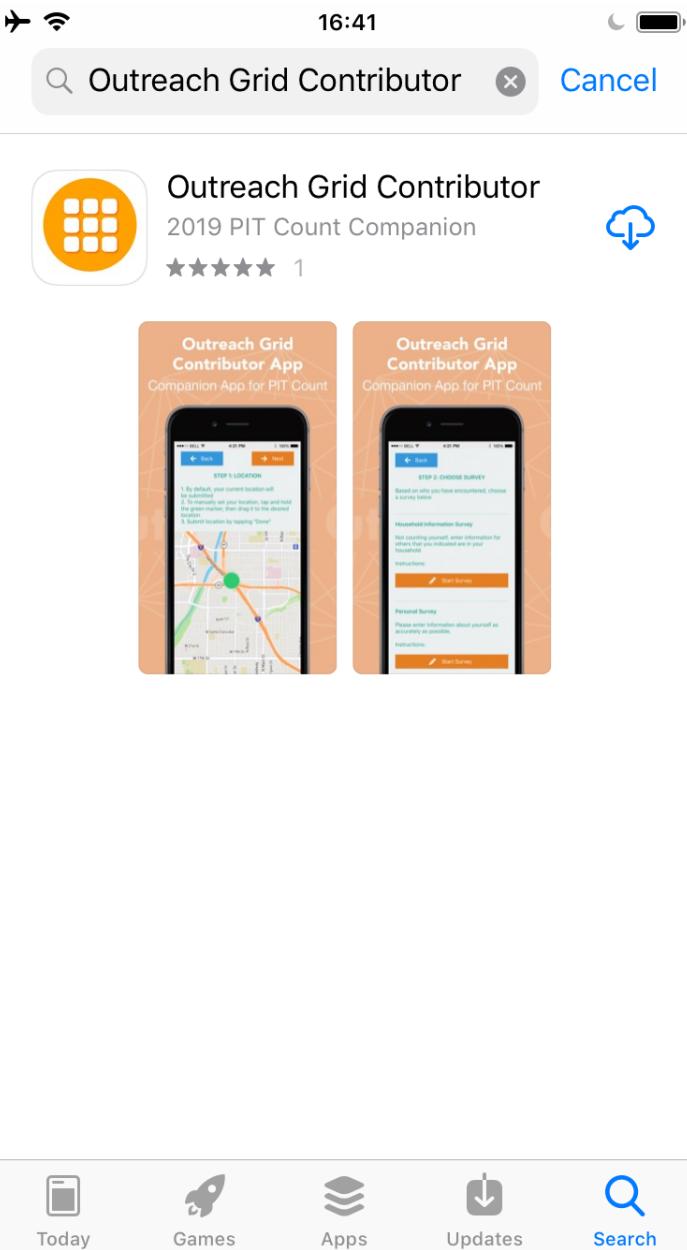


PIT Count Contributors App Guide

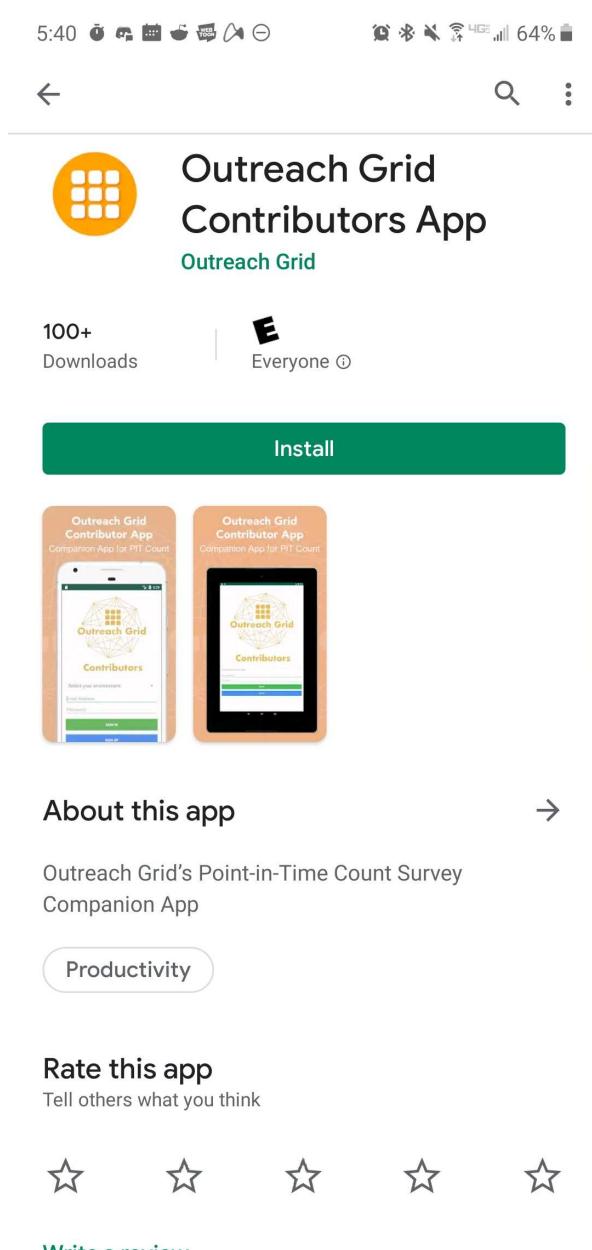
Revised December 2019

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!



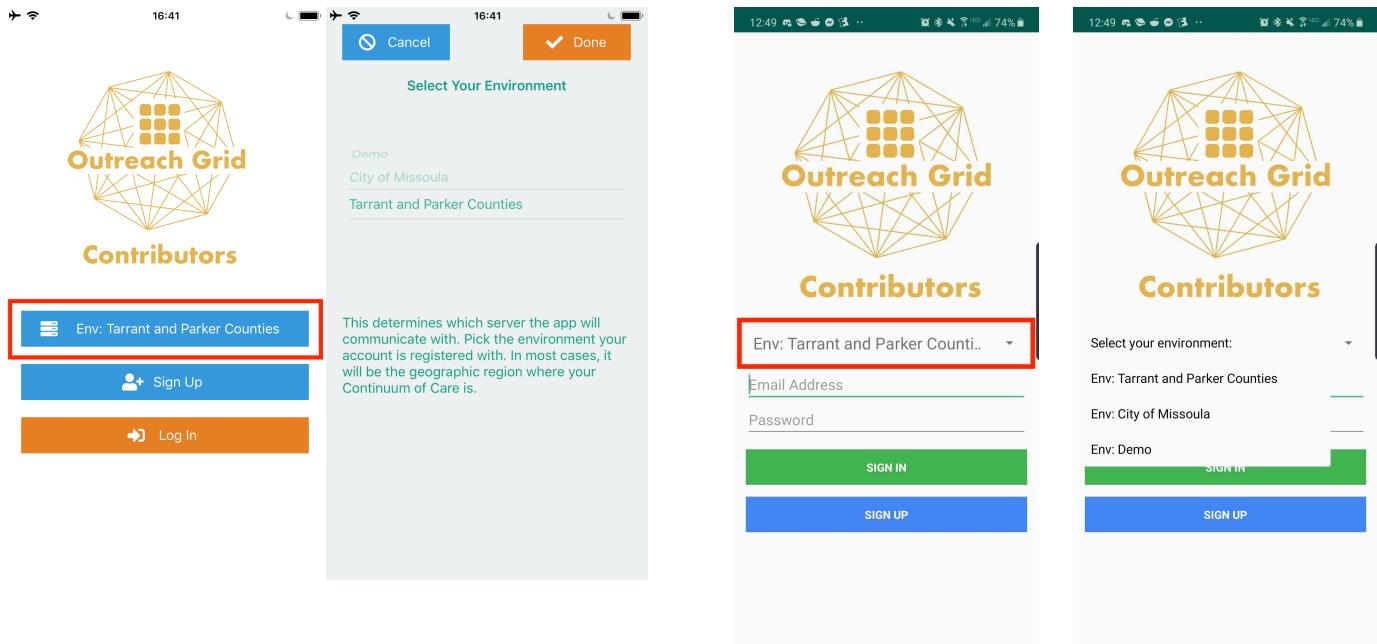
The image shows a screenshot of an iOS device's App Store search results. The search bar at the top contains the text "Outreach Grid Contributor". Below the search bar, the app "Outreach Grid Contributor" is listed. The app icon is a yellow square with a white grid of dots. The app name is "Outreach Grid Contributor" and the subtitle is "2019 PIT Count Companion". It has a 5-star rating with 1 review. Two screenshots of the app interface are shown: one showing a map with a green dot and the text "STEP 1: LOCATION", and another showing a survey selection screen with "Household Information Survey" and "Personal Survey" options. The status bar at the top of the screen shows the time as 16:41 and battery level as 64%.



The image shows a screenshot of an Android device's Google Play Store search results. The search bar at the top contains the text "Outreach Grid Contributor". Below the search bar, the app "Outreach Grid Contributors App" is listed. The app icon is a yellow square with a white grid of dots. The app name is "Outreach Grid Contributors App" and the developer is "Outreach Grid". It has 100+ downloads and is rated for "Everyone". A large green "Install" button is prominently displayed. Below the button, two screenshots of the app interface are shown: one showing a survey selection screen with "Household Information Survey" and "Personal Survey" options, and another showing a survey form with "Outreach Grid Contributors" branding. The status bar at the top of the screen shows the time as 5:40 and battery level as 64%.

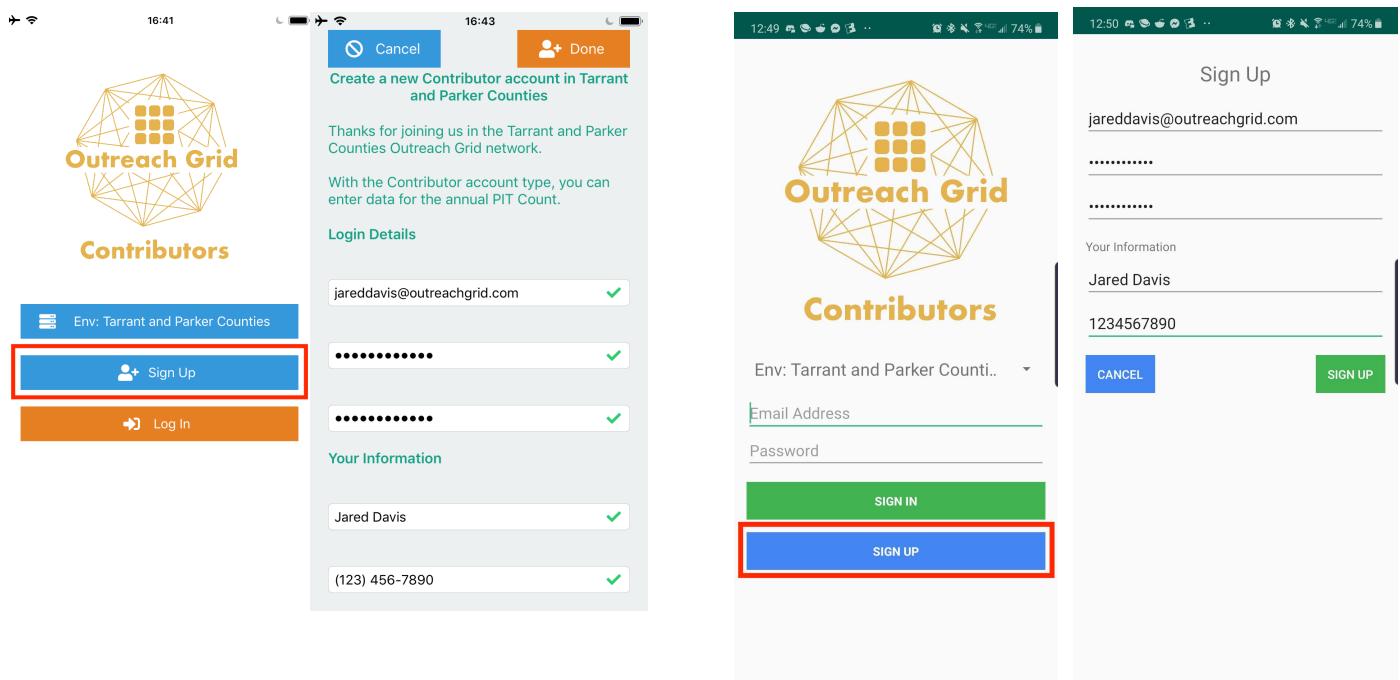
Selecting Your Environment

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”.



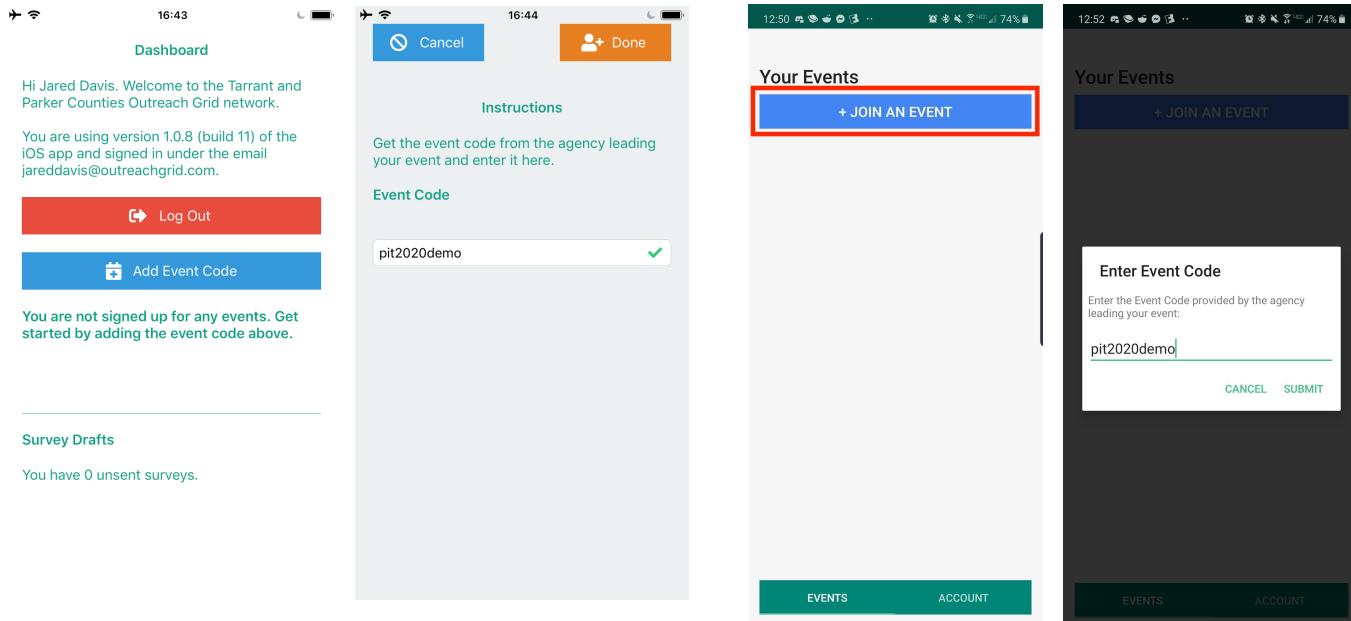
Creating an Account

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.



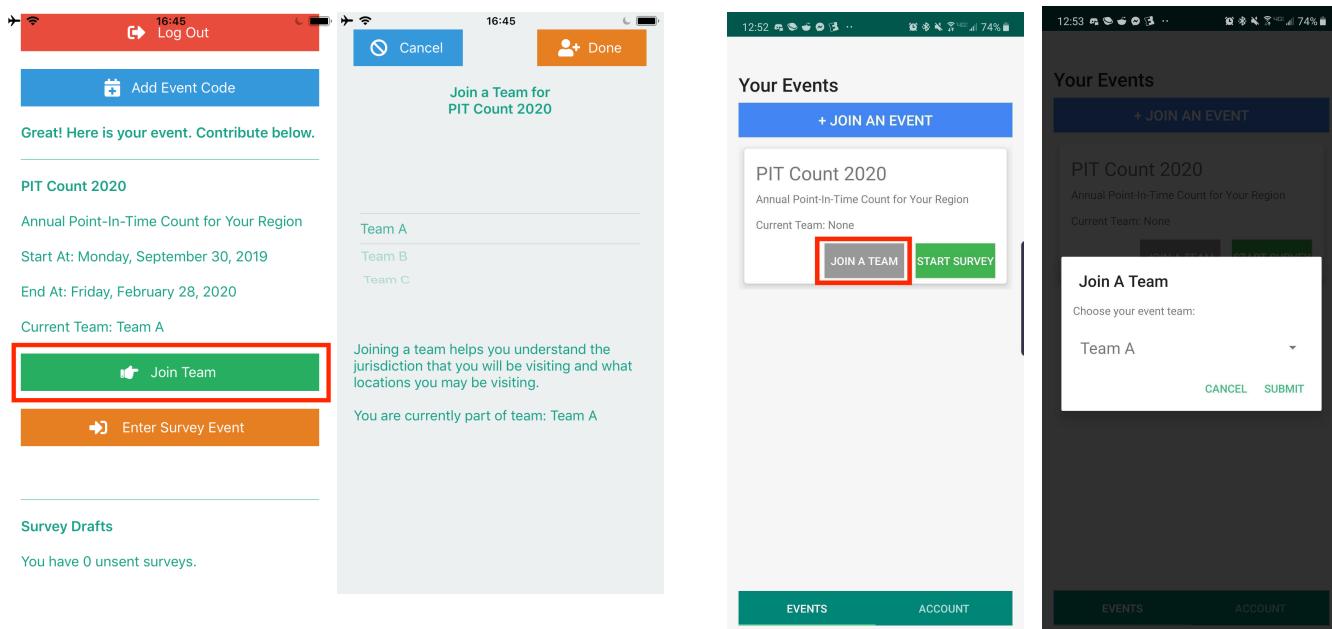
Signing up for an Event

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.



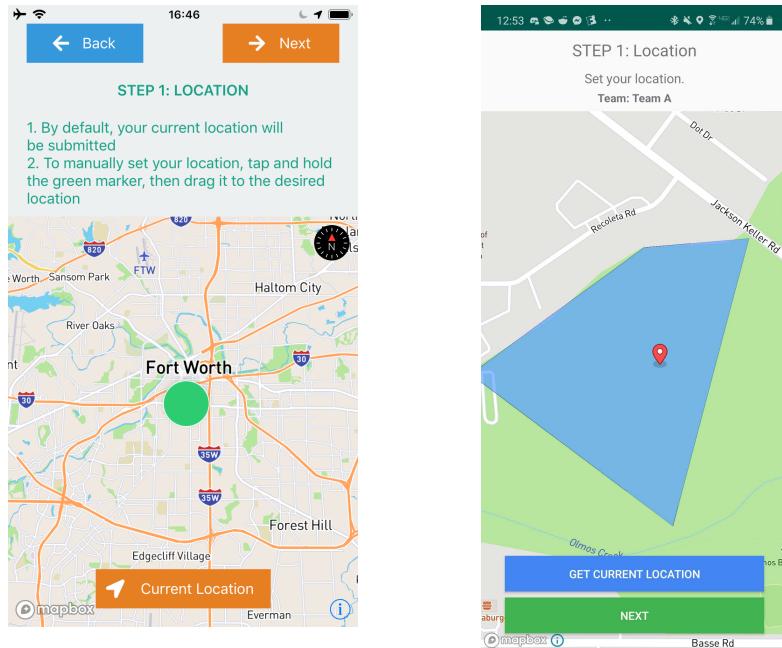
Join a Team

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.



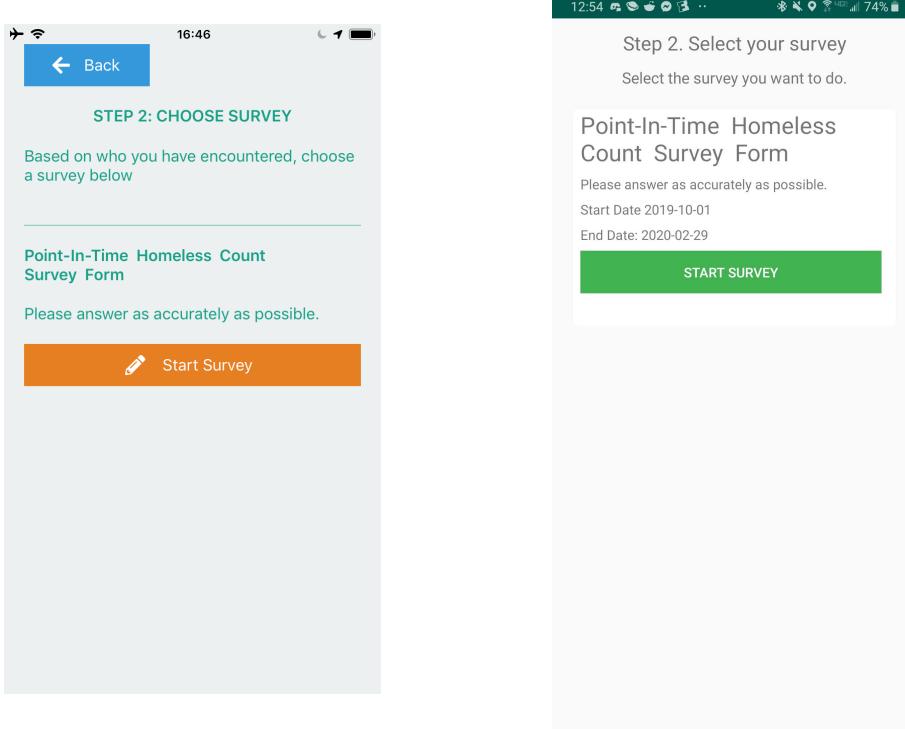
Setting Your Location

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.

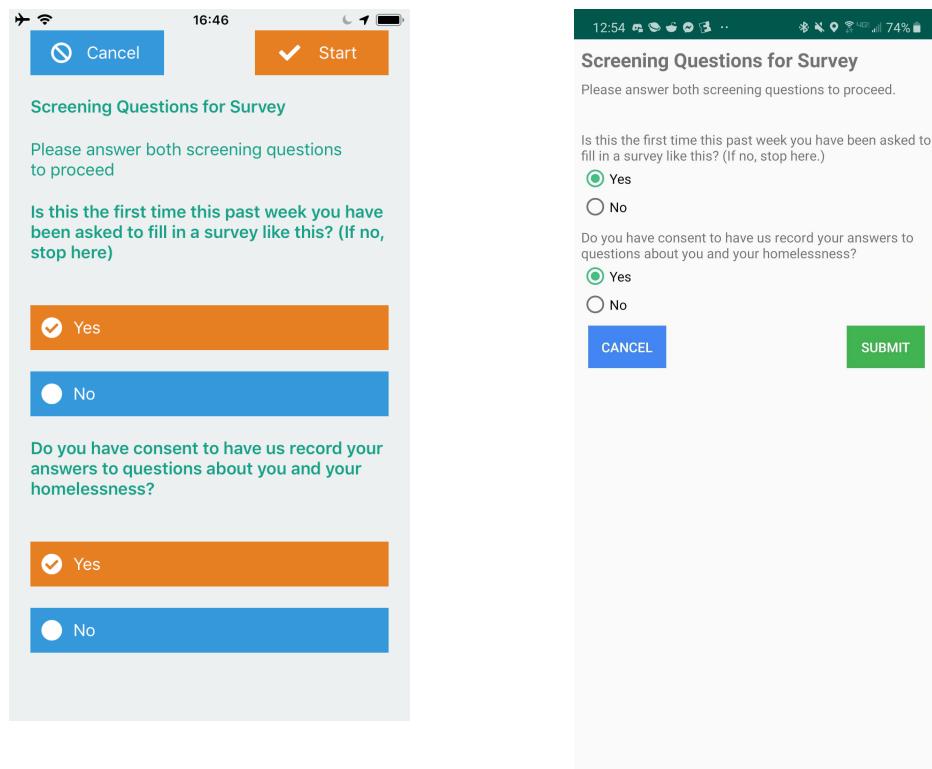


Conducting the Survey

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

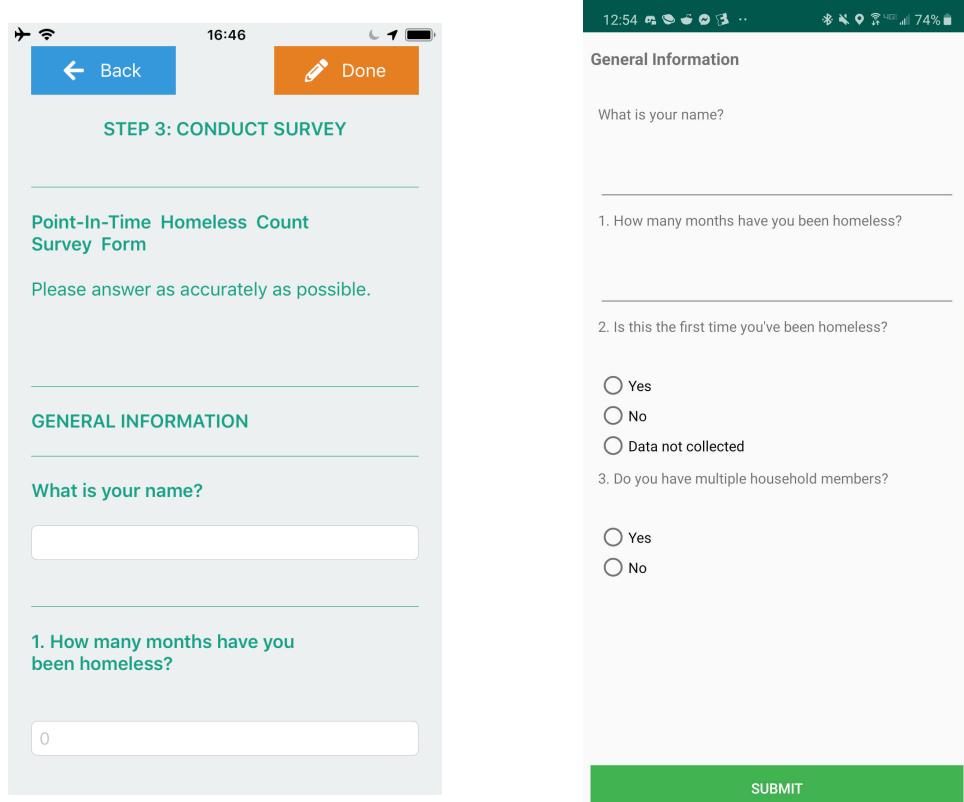


Before beginning the survey, two screening questions are required to be answered. These questions help prevent double entry. If the individual you are interacting with gives their consent and confirms that it's the first time they are being surveyed, you can begin the survey!



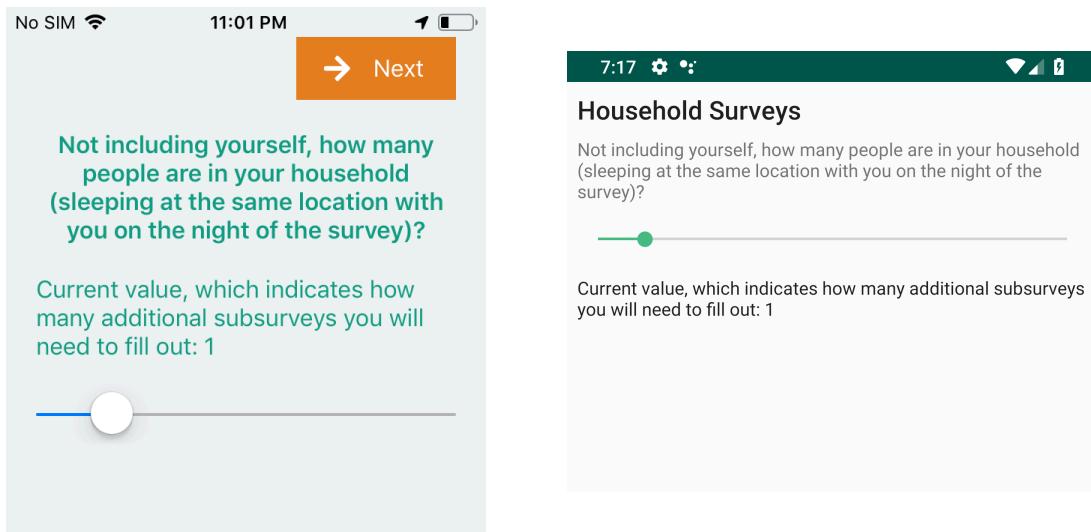
The image shows two screenshots of a mobile application interface for a survey. The top screenshot shows the 'Screening Questions for Survey' screen. It has a 'Cancel' button (blue with white text) and a 'Start' button (orange with white text). The text on the screen reads: 'Screening Questions for Survey', 'Please answer both screening questions to proceed', and 'Is this the first time this past week you have been asked to fill in a survey like this? (If no, stop here)'. Below this are two buttons: 'Yes' (orange with white text and checked) and 'No' (blue with white text). The bottom screenshot shows the 'Screening Questions for Survey' screen again, with the 'Yes' button checked. It also includes the question 'Do you have consent to have us record your answers to questions about you and your homelessness?' with 'Yes' and 'No' buttons, and a 'SUBMIT' button (green with white text) on the right.

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



The image shows a screenshot of a mobile application interface for a survey. The top part of the screen shows the 'General Information' section with the question 'What is your name?' and a text input field. The bottom part shows the 'STEP 3: CONDUCT SURVEY' section. It includes the 'Point-In-Time Homeless Count Survey Form' header, a note to answer accurately, and a 'GENERAL INFORMATION' section. The 'What is your name?' question is repeated with a text input field. Below it is a question '1. How many months have you been homeless?' with a text input field containing '0'. To the right of the survey form are numbered questions: '1. How many months have you been homeless?', '2. Is this the first time you've been homeless?', and '3. Do you have multiple household members?'. Each question has 'Yes', 'No', and 'Data not collected' radio button options. A 'SUBMIT' button (green with white text) is located at the bottom right of the survey area.

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.



No SIM 11:01 PM

Not including yourself, how many people are in your household (sleeping at the same location with you on the night of the survey)?

Current value, which indicates how many additional subsurveys you will need to fill out: 1

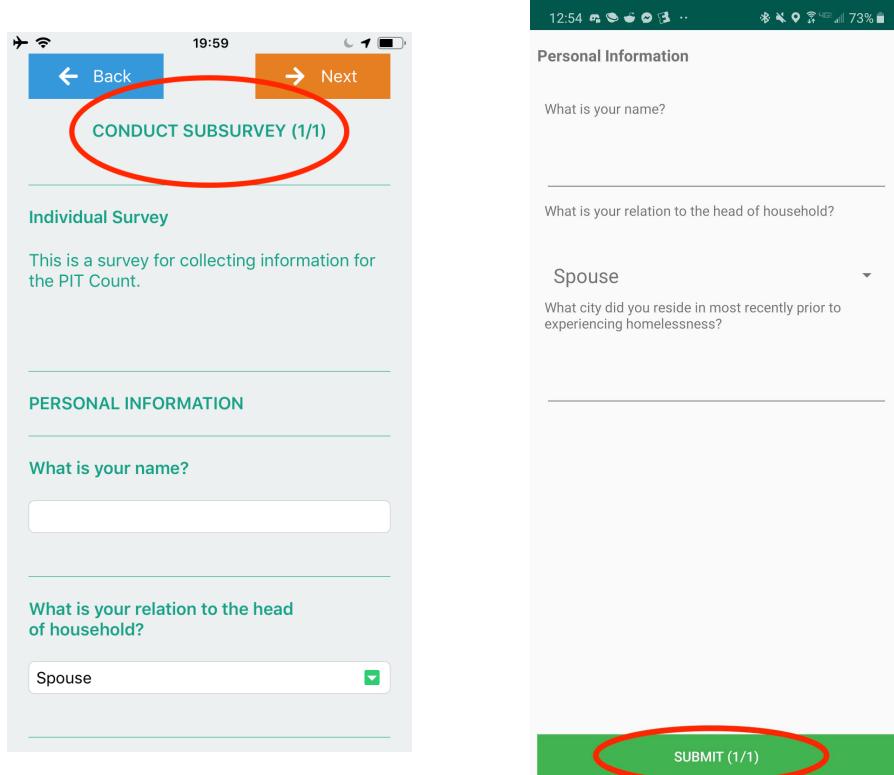
11:01 PM

Household Surveys

Not including yourself, how many people are in your household (sleeping at the same location with you on the night of the survey)?

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.



19:59

Back Next

CONDUCT SUBSURVEY (1/1)

Individual Survey

This is a survey for collecting information for the PIT Count.

PERSONAL INFORMATION

What is your name?

What is your relation to the head of household?

Spouse

12:54

Personal Information

What is your name?

What is your relation to the head of household?

Spouse

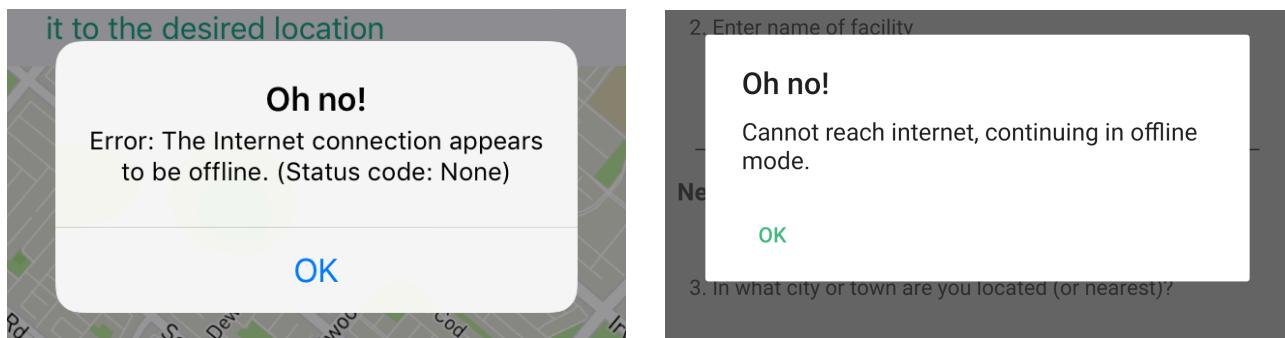
What city did you reside in most recently prior to experiencing homelessness?

SUBMIT (1/1)

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.

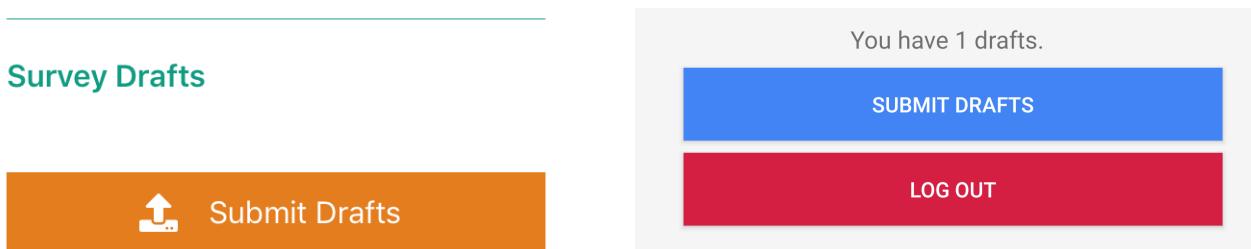
Worried about Internet Connectivity? No Problem!:

-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.



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.