

PIT LIVE SURVEY INSTRUCTIONS

VOLUNTEERS

WHEN COMPLETING THE SURVEY

For the unsheltered count, you should have links to two PIT LIVE surveys: *2018 Unsheltered PIT Count – CoC* and *2018 Doubled Up PIT Count – CoC*¹.

(For service providers who are using this tool, refer to your CoC Coordinator or PIT Lead for specific instruction on who is and how the survey data will be entered.)

Begin the survey with the head of household if you are talking to a family.

Do not hit 'back' on your browser. If you need to edit your responses to a question on a previous page, you can hit the back button at the bottom of the page. You will also have the option to edit your responses after you submit the survey.

The most important questions in the survey are:

- *Name Information*
- *Age Range*
- *Does this person have a disabling condition?*
 - As the question on the survey indicates, DO NOT ask this question to the person. Answer it based on their previous responses.
- *Is anyone from your current family household staying with you tonight?*
 - 'Staying with' means sleeping in the same location.
- *Which of the following describes the family household that is with you tonight?*
 - Please read the options carefully.
 - Note: You will only be prompted with this question if the person indicated that there is someone else staying with them that night.

The survey covers up to 2 adults/parents and 6 children in a household.

Always begin with the Unsheltered survey. If a respondent shares they are "temporarily staying with family or friends", or doubled up, select this option and end the Unsheltered survey. You will then need to navigate to the Doubled Up survey and complete the first few questions again.

Reach out to your PIT Lead or Continuum of Care Coordinator if you have questions or needed clarifications.

¹ Your CoC, Continuum of Care, will be listed here.

FOR COC COORDINATORS / PIT LEADS

BEFORE THE COUNT

During this practice period, acquaint yourself with the flow of the surveys so that you may be able to field questions and problem solve after the count.

As mentioned, each of the 4 PIT LIVE surveys - *Unsheltered*, *Doubled Up*, *non-HMIS Emergency Shelter*, and *non-HMIS Transitional Housing* - has an attending Google Sheet. Each sheet collects the survey responses. There are several hidden filter tabs that tabulate and total the responses, which are then populated in the HDX Totals tabs. These tabs mirror what you will see for the HDX submission.

The visible sheets include:

- **Survey Responses:** raw data from each response, regardless of whether it was completed.
- **Error Key:** the Survey Responses tab contains conditional formatting that will flag potential duplicate entries. This key describes the color coding.
- **HDX Totals:** this tab will subtotal all responses based on household type.
- **HDX Veterans:** this tab will subtotal all responses based on Veteran status.
- **HDX Youth:** this tab will subtotal all responses for youth 24 and under.
- **HDX Subpopulations:** this tab will subtotal all responses for adults who fit the definition of the four subpopulations HUD recommends: *serious mental illness*, *substance use disorder*, *adults with HIV/AIDS*, and *victims of domestic violence*.
- **Deduplication Chart Instructions (optional, Unsheltered only):** this chart contains instructions for how to read the *Note: the deduplication function won't work on its own*. If you would like to test this out, let us know after you've entered data and we will update the sheets to reflect this conditional formatting.
- **Deduplication Chart (optional, Unsheltered only):** this chart is optional, but can be used to manually sift through potential duplicates (that are automatically pulled in).

Note that the HDX tabs will pull in totals for one type of count. The totals across counts (ES, TH, Unsheltered) are not aggregated. Additionally, Doubled Up counts are for use in Minnesota only and will not be submitted to HDX.

DAY OF THE COUNT

ICA will email new PIT LIVE surveys prior the morning of the PIT count. They will not be “live” until that morning. Each CoC will receive 4 surveys and their attending Google Sheets: *Unsheltered*, *non-HMIS ES*, *non-HMIS TH*, and *Doubled Up*. The surveys will be specific to your CoC (unlike the demo which is shared statewide).

The CoC Coordinator or PIT Lead should disseminate these surveys to the volunteers and surveyors.

AFTER THE COUNT

For data not collected live, **you have until February 16th to enter data into the online surveys.**

Let ICA know when all your surveys have been entered. There is one step ICA must complete before you clean your survey data.

Once ICA has completed this step, **download the spreadsheet as an Excel file**. Navigation: File > Download as > Microsoft Excel (.xlsx).

Conduct all data clean-up in Excel. Excel will retain all formulas from the spreadsheet, so you can clean data and obtain your counts in Excel, while keeping your original data safe on Google Drive.

Once you have cleaned up your data, **send the Excel spreadsheet to ICA so that they can verify** the accuracy of the counts.

CORRECTING ERRORS AND CHECKING FOR DUPLICATES

In the **Survey Responses** tab, potential duplicates and errors will be highlighted in the *Timestamp* and *Surveyor Name* columns, respectively. Check the **Error Key** tab for more information.

Erroneous entries – for example, if the household type doesn't match the data you entered – will not be calculated in the counts. Duplicates will be counted.

- **To delete a duplicate:** right-click on the row number and select 'Delete Row.'
- **To correct an error:** you can edit the survey responses in the Survey Responses tab. If you edit the survey response, it **MUST** exactly match one of the original options from the survey question. Let ICA know if you encounter any difficulties with this.

"DON'T KNOW / REFUSED TO ANSWER" AND EXTRAPOLATING DATA

It is possible that respondents will not answer some HUD-required questions, in particular *gender*, *ethnicity* and *race*. These missing numbers will NOT show up in your HDX totals in their respective subcategory. The individual will be counted in the total persons (therefore, the total persons and subcategory will not match. For instance, if 10 people respond – 4 non- and 4 Hispanic/Latino - but 2 refuse to state their ethnicity, totals will show 10 persons, 4 Hispanic/Latino and 4 non-Hispanic/Latino). HDX will not accept numbers that do not match exactly.

To correct for this, you must take two additional steps:

- Check to see if you have DK/Ref responses in the **HDX_Totals** tab. There is a cross tabulation on the right-hand side that will list the number of DK/Ref responses for *gender*, *ethnicity*, and *race*.
- If you have DK/Ref responses, open the **HUD Extrapolation Tool** (a separate Excel file). Enter what you have from the **HDX_Totals** tab. This will extrapolate what the gender, ethnicity and race of the missing respondents is likely to be. Eighty percent (80%) of your responses must contain complete demographic information in order for the Extrapolation Tool to work.

Once these extrapolated numbers are obtained, you can then take these totals and upload them into HDX.

AGGREGATE COUNTS OUTSIDE THE ONLINE TOOL

IF YOU ARE PROVIDING AGGREGATED COUNTS, please follow these additional steps:

- Prior to merging the totals from the online tool (the spreadsheet you have downloaded) and your aggregate counts, upload the totals from the online tool to HDX (and use the Extrapolation Tool as needed prior to).
- Check to see if all numbers match and notify ICA. We will help with validation issues, if any arise.

- Once we confirm the submission is error-free, you can then go back into HDX and add the aggregate counts. This will ensure that the data in the online tool is accurate; we will not be able to assist in correcting aggregate counts.

OBSERVATIONS

- If your surveyors collected observations on the night of the PIT, you will need to manually count them.
- Observation tool information is located at the far-right of the Survey Responses tab.