

How to Enter Point In Time Forms

If you have any question about entering the data, please don't hesitate to call 360/725-3028 or email nicholasm@cted.wa.gov.

IMPORTANT NOTE: DO NOT THROW AWAY YOUR PAPER FORMS AFTER ENTERING THEM. Until the results have been tabulated and finalized, we may need the paper forms to complete the count. When the results are published, you can dispose of the forms.

Log in to the system

- Obtain a login and password from your count coordinator.
- Point your internet web browser (such as Microsoft Internet Explorer) to the address: <https://housing-information.net/count/>
You may get some warnings about security of the site. Ignore them and click "OK".
- Enter your login and password

Entering a Form - Individual Information

- After logging in (see above), you should see a screen with a yellow-colored menu on the left hand side. Click your mouse pointer on the "Add New Client(s)" option.
- You should now see an online version of the first part of the paper form. You can start entering the data.
- **You MUST at least enter a gender and birth year**
- **You MUST NOT enter initials, birth month, or birth day UNLESS you have a signed client consent (located on back of survey form).**

DATA ENTRY HINTS (how to enter forms without the time-consuming use of the mouse):

- You can use the TAB button to move between questions on the form.
- To change the selection on "radio button" questions (such as "Gender"), use the arrow keys.
- For the "Birth Month" question, you can Tab to the question, then hit the key corresponding to the first letter of the month. Example, to bring up September, hit the "s" key. For months that start with the same letter (January, June, July), hit the "j" key multiple times until your selection appears.
- To check a "check box" question (such as "Disabilities") use the space bar.
- When you are done entering data, you can either click on the "Submit" button on the bottom of the page, OR hit the "Enter" key on your keyboard.

QUESTIONS TO SKIP

- For the purposes of this point-in-time count, please ignore the "Relationship to Respondent", "Client Identifier" and "Client Info Shared" questions. Empty or default answers in these questions are OK.

More than Three Individuals on Form

If you have more than three household members reported on the paper form, enter the total number of people in the household in the question labeled "If you need additional entry blanks, enter the total number of household members here:" on the bottom of the electronic form.

Entering a Form - Household Information

- Once you have entered the individual information, and clicked your mouse on the "Click Here to Enter Form" button on the bottom of the form, you will see the "Homeless Survey - Household Questions Report, which collects the "Household Information" portion of the paper form. This is information that applies to every individual entered on the last form.
- **You MUST select an answer under to the question "Where did you stay last night?"**

QUESTION TO SKIP

- For the purposes of this point-in-time count, please ignore the "Share report with other organizations" questions.

Once you have entered this form, click on the "Click Here to Enter new Household Report" button on the bottom of the page.

Errors on the Forms

If you make a data entry error, after you click on the "Submit" button the form will come back with an error message highlighted in red, with the offending question highlighted in red.

If your form has missing data the system insists that you enter, see the "Missing/Incorrect Data Entry Guidelines" in the next section.

Editing a Form

If you make a mistake on a form, you can come back to it later and edit it. To find previously entered forms:

- Click on the "Look-Up a Client In System" option on the menu on the left hand side of the screen.
- Enter the client identifying information into the first section, and click the "Find best match" button.
- You should now see a list of client and household reports entered for that client.
- Click on the report you want to edit, edit the report, and click on the "Submit" button.

Missing or Incorrect Data Entry Guidelines/Rules

Purpose of Guidelines

Inevitably, some of the data collected on the forms will be missing or entered incorrectly. These guidelines will provide consistent methods for handling these problems when entering the information into the database.

Individual Information

- *Missing Initials/Birth Month/Birth Day:* The only information required to be entered is gender and birth year. Initials do not need to be capitalized- either upper or lower case is OK.
- *Missing Birth Year, Individual #1:* If the birth year is missing for individual #1, the survey cannot be used. People collecting forms should work to make sure a birth year is included. A guess is OK, as long it is within 10 years.
- *“Other” checked in Disabilities:* If answer was written in, try to adjust answer to fit into one of the options. If the “Other” truly does not fit into one of the categories, click on "Other", and enter the written-in entry into the "Other" space provided in the database in the following form: "Disabilities-[answer]". If “Other” is checked with nothing written in, simply click "Other".
- *Missing Birth Year, Individuals #2-#4:* If the birth year is missing, use the birth year of individual #1.
- *Missing Gender, Individuals #2-#4:* If the birth year is answered, but the gender is missing, use the opposite gender of individual #1.

Household Information

- *More than one Current Living Status checked:* Use the first one selected, reading left to right.
- *Month/year became homeless left blank:* Leave blank.
- *Other answer written-in for “Where did you stay last night?”:* Select the best fit option for the answer. If the written-in answer is some form of permanent, safe housing they are not homeless, so do not enter any of the form into the database.
- *“Other” checked in “Situations have caused...”:* If answer was written in, try to adjust answer to fit into one of the options. If the “Other” truly does not fit into one of the categories, click on “Other”, and enter the written-in entry into the space provided in the database in the following form: "Cause-[answer]". If “Other” is checked with nothing written-in, simply click "Other".
- *“Other” checked in Income:* If answer was written in, try to adjust answer to fit into one of the options. If the “Other” truly does not fit into one of the categories, click “Other”, and enter the written-in entry into the space provided in the database in the following form: "Income-[answer]". If “Other” is checked with nothing written-in, simply click "Other".

IMPORTANT NOTE REGARDING REPORTS (HUD, Details, Summary)

The point in time database requires a manual update in order for data to be displayed in a report. Reports include all data entered within a specified range up to the most recent update. All data entered after the last update will not be included in the report. It is strongly recommended that you run your final report a couple of days after your last record has been entered.

Updates will be run at least once each weekday in the evening starting February 2, 2009 or upon request. Please call 360/725-3028 or email nicholasm@cted.wa.gov to request an update.