How to Set Up Your Point In Time Database

As the point in time count coordinator for your county, you are responsible for setting up the database accounts for each organization serving homeless persons in your county. If you prefer to have someone walk you through the process of setting up accounts over the phone (instead of wading through these instructions), don't hesitate to call Nick Mondau at 360/725-3028.

Identify the organizations participating in the count

Before you begin your setup process, you should identify the organizations you will need to set up accounts for. There should be a separate account for each organization collecting point in time forms. For instance, you should have a separate account for each emergency shelter, transitional housing program, and food bank.

After the count, the forms collected from each organization will be entered into the associated database account. For instance, any forms collected at the Salvation Army would be entered into the Salvation Army database account. Entering forms from different organizations into separate accounts makes it possible to create reports that specify how many people were served by an individual facility (i.e., "There were 45 people at the Salvation Army shelter."). <u>Number of individuals served by each emergency shelter, homeless transitional housing and permanent supportive housing facility is required for the county annual report.</u>

Log in to the system

- Obtain a login and password from your count coordinator.
- Point you 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

Organizations Already Setup

<u>If you used this count database last year, organizations you set up last year are still in the system.</u> To see what organizations are already set up for your county, click on the menu item “Change to Another Login ID”. You will see a list of all the organizations in the system for your county, and their logins and passwords.

Adding New Organizations

- If you need to add new organizations (see above), click on “Add Organization to System” on the yellow menu on the left side of the screen.
- Type in the organization name along with a user first name, last name, login and password. The login and password must be at least eight characters long.

  *If you plan on having this organization enter its own forms into the database, be sure to write-down the login and password so you can give it to them later.

  *If you are going to enter all the form data into the database yourself, you will not need to remember the login and password- you can always navigate to this organization from your main login (see below).

- Click on the "Submit New Organization" button at the bottom of the page. After submitting the form you should see a message in green saying "Organization successfully added" near the top right side of the screen.

After submitting the form, you will be presented with a blank form you can use to add your next organization account.

*While you can not delete an organization, if you do not enter any forms into an organization during the time period for which you run your report, no data will be displayed in your report. You can also deactivate a program or change a program's name by clicking on "Edit User Info" from the menu bar on the left.

Log in to one of the accounts you just created

The login and password given to you by CTED give you access to a "Group Administrator" account. The "Organization Accounts" you set up above are the accounts that will be used to actually enter information collected on the paper point in time forms.

To log in to one of the organization accounts you created, click on "Change to Another Login ID" on the yellow menu on the left side of the screen. You will now see a list of organization accounts. Click on one to log in as that organization.

Once you are logged in as one of those organizations, you can now enter that organization's forms (see the document *How to Enter Point in Time Forms* at www.cted.wa.gov/PIT (skip past the step "Log in to the System").

To change to another organization's account, click on the link "Click Here to Change Back to Original Identify of ___" on the upper left side of the screen. You are now logged in as the "Group Administrator" again, and can access other organization accounts as described above.

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.