

Homelessness Point-in-Time Counts Documentation 2.3

Introduction to Homelessness Point-in-Time Counts

Homelessness Point-in-Time Counts can be used to conduct point-in-time counts of sheltered and unsheltered individuals experiencing homelessness.

The solution allows you to rapidly conduct counts of persons experiencing homelessness who are sheltered in transitional housing, emergency shelters, and safe havens. Communities that meet the United States Department of Housing and Urban Development (HUD) in Continuum of Care requirements can increase homelessness service capability and funding. Using field apps and location-based information to conduct point-in-time counts helps these communities quickly summarize the extent of homelessness and streamlines requests for federal funding. The Homelessness Point-in-Time Counts solution is typically implemented by health and human services agencies that want to understand the state of homelessness and collect information necessary to redirect services, funding, and resources to those in need.

The Homelessness Point-in-Time Counts solution delivers a set of capabilities that help you capture surveys during counts, visualize the extent of homelessness and filter key metrics captured in the survey, and export this information in a report that can be delivered to HUD.

Requirements

Homelessness Point-in-Time Counts requires the following:

1. ArcGIS Online

Information products

Homelessness Point-in-Time Counts includes the following information products:

Item	Description	Required user type
Homelessness Counts	An ArcGIS Survey123 form used by health and human service agencies and their network of volunteers to conduct sheltered and unsheltered homelessness surveys	Mobile Worker
Homelessness Count Dashboard	An ArcGIS Dashboards app used by health and human service agencies to monitor results of a point-in-time count of sheltered and unsheltered persons experiencing homelessness	Viewer
HUD Report	An ArcGIS Notebooks app used by health and human service staff to generate a report of homelessness point in-time counts to meet United States Department of Housing and Urban Development (HUD) requirements.	Creator

Configure Homelessness Point-in-Time Counts

Learn how to configure the Homelessness Point-in-Time Counts solution to meet specific needs in your organization and load your data if needed.

Extend homelessness count survey

The Homelessness Point-in-Time Counts solution includes a Homelessness Counts survey that can be used by volunteers to conduct annual point-in-time counts. The questions provided are standard from guidance provided by the U.S. Department of Housing and Urban Development (HUD). However, you can extend this survey with your own questions. Review the pre-configured questions and adjust as necessary to remain in compliance with your organizational policies. In addition, ensure you secure the survey and underlying layers and only share the content with appropriate members of your organization.

Update feature layer views

The Homelessness Point-in-Time Counts solution includes a series of views created from feature layers provided with the solution. You can modify the Homelessness Point-in-Time Counts survey by first adding new fields to the feature layers and then configuring the surveys to use the newly created fields. The new fields must be exposed in the appropriate views. When adding new questions, begin with the steps listed below. For changes such as removing questions or formatting the survey, proceed to the [Modify homelessness count form survey](#) section.

To add one or more fields to a layer and recreate the views, complete the following steps:

1. Sign in to your ArcGIS Online organization and search for the Homelessness Counts hosted feature layer.
2. [Add a new field](#) to a layer in the Homelessness Counts hosted feature layer.
3. [Update the fields of the associated layer views](#) Homelessness Count_dashboard, Homelessness Count_public, and Homelessness_Count_submit.

Tip:

The Homelessness Count_join join view was created to support the HUD household questions with dependencies on individual questions. This join view should only need to be recreated if household questions with dependencies on individual questions are added. If dependant questions are added then you should republish the layer.

Modify homelessness count survey form

To modify the Homelessness Counts survey, complete the following steps:

1. Install [ArcGIS Survey123 Connect](#).
2. Start ArcGIS Survey123 Connect and sign in to your ArcGIS organization.
3. Click Homelessness Counts to download the survey.
4. In the **Download** window, click **Download** and click **OK**.
5. Click Homelessness Counts to open the survey.
6. On the left, from the side toolbar, click the **XLSForm** button.
7. At the bottom of the Microsoft Excel spreadsheet, click the **choices** tab.

This tab comprises all the selectable options for survey questions.

8. Revise the survey to reflect your needs.
9. Save and close the Microsoft Excel spreadsheet and preview your changes in ArcGIS Survey123 Connect.
10. In ArcGIS Survey123 Connect, in the left toolbar, click **Publish** to publish your changes.
11. Click **Publish survey** to publish your changes, and then click **OK**.

Note:

Extending the Homelessness Counts survey will require you to update the Homelessness Count Dashboard and associated map if you'd like to include the new information in the dashboard.

Add shelter names pick list

Organizations conducting point-in-time counts may want to add a list of selectable shelter names. Adding the shelter names as a pick list can help maintain data consistency and save time in the field.

To add your list of shelter names to a pick list, complete the following steps:

1. Install [ArcGIS Survey123 Connect](#).
2. Start ArcGIS Survey123 Connect and sign in to your ArcGIS organization.
3. Click Homelessness Counts to download the survey.
4. Click Homelessness Counts again to open the survey.
5. On the left pane, click **Open XLSForm Spreadsheet**.
6. In the Microsoft Excel spreadsheet, click the **choices** tab.
This tab comprises all the selectable options for survey questions.
7. Update the name and label for shelter_name with your local areas shelters. Add additional shelter names and rows as needed, and if necessary, delete all placeholder information.
8. Click the **survey** tab and in cell A4, change the word text to select_one shelter_name.

Note:

If you encounter a Not a valid XLSFORM Type warning then validate the form type. If the form type is valid and the warning still persists choose **Yes** to continue.

9. In cell I5, type in the word minimal.
10. Save the Microsoft Excel spreadsheet and preview your changes in ArcGIS Survey123 Connect.
11. In ArcGIS Survey123 Connect, click **Publish** in the left pane to publish your changes.

Note:

To view your changes in ArcGIS Survey123 Connect, on the Download Surveys page, click **Download** to download the updated survey.

Add spatial query to Homelessness Count Dashboard

Organizations conducting point-in-time counts may want to add features such as neighborhoods, or city boundaries, as a spatial query to the Homelessness Count Dashboard.

To add geometries as a spatial query, complete the following steps:

1. Sign in to your ArcGIS Online organization.
2. Browse to the Homelessness Count Dashboard map.
3. Click **Add** and choose a layer, and then edit the layer style.
4. Save the map.
5. Browse to Homelessness Count Dashboard and click **Edit Dashboard**.
6. In the upper left corner of the dashboard editor click **Add element**. Click the plus sign in the title panel and click **Add Category Selector** in the drop-down menu.
7. On the Data tab, change **Categories from** to **Features**. Choose your layer and click **Select Layer**.
8. On the Selector tab, change **Selection** to **Multiple**.
9. In the **Label** text box, type in a selector's title.
10. Click the **Actions** tab on the left pane.
11. Expand **Filter**.
12. Choose an available target and once the target has been chosen, set the **Method** to **Spatial**.
13. Click **Done** and Save the dashboard.

Use Homelessness Point-in-Time Counts

Homelessness Point-in-Time Counts delivers a set of capabilities that help you conduct point-in-time counts, visualize the extent of homelessness, and share homelessness reports with the U.S. Department of Housing and Urban Development (HUD).

In this topic, you'll learn how to use the solution by assuming the role of a user and performing the workflows below.

Note:

Use your organization's data or configured apps to follow these workflows.

Conduct point-in-time counts

You'll assume the role of an outreach worker conducting an interview for a homelessness point-in-time count.

To conduct a point-in-time count, follow the steps below.

1. Download the Survey123 field app onto your mobile device.
2. Open Survey123 and sign in to your ArcGIS organization.
3. At the upper right, tap your avatar and tap **Download Surveys**.
4. Search for Homelessness Count and tap the **Download** button.
5. In the Homelessness Counts survey, provide the following information:

Note:

Many of the questions will appear based upon the previous answer.

Parameter	Value
Surveyor name	Type your name.
Is the person in a shelter?	Select Yes
What is the name of the shelter/program?	Type the name of the shelter or program.
What is the type of shelter/program?	Select Emergency Shelter.
Are you able to survey this person?	Select Yes
Can I have 10 minutes of your time?	Select Yes
Did another volunteer or survey worker already ask you questions about where you are staying tonight?	Select No
Including yourself (Person 1), how many adults are there in your (their) household, who are sleeping in the same location tonight?	Type 1
How many children <18 are there in your (their) household, who are sleeping in the same location tonight?	Type 2

6. Proceed with the interview by filling in the following questions.
 - For all of the **Household Questions** text boxes, enter any values as if you were conducting the interview.
 - For Location, type an address in the search box and press Enter.
7. Click **Submit**.

Visualize point-in-time data

You'll assume the role of a health and human service agency, or CoC, director that wants to see the point-in-time count results in real time.

1. In a browser, go to the Homelessness Count Dashboard.
2. Zoom around on the map to note how the heat map changes based upon the extent of the map.

All information entered in the Homelessness Counts survey automatically appears in this dashboard when submitted.
3. To the left of the app, click the arrow to expand the pane to filter.
4. Under **Gender**, click Man. Notice how the map and all associated charts change.
5. Under **Gender**, click All.

Examine the other filters on the map.
6. Close the dashboard when done exploring the various filters.

Examine point-in-time data details

You'll assume the role of a GIS analyst in a health and human service agency that wants to see more in-depth results from the point-in-time data.

1. In a browser, go to the **Homelessness Point-in-Time Count Survey** site and sign in.
2. Click the Homelessness Count survey.
3. Click the **Analyze** tab.
4. Scroll down to examine the various questions that were asked during the survey.

The results will visualize the data differently depending on the type of data collected.
5. Click the **Filter** button in the upper left corner of the app.
6. Select **What is the type of shelter/program?** in the **Surveyor name** drop-down menu.
7. Select **Emergency Shelter** in the drop-down list for the value.
8. In the bottom of the filter panel, click **Apply**.

All of the associated data and charts are now filtered.
9. In the upper right corner of the app in the green bar, click **Data**.
10. Click any individual record in the table to see the details of that survey.

Tip:

You can export the data and create reports from this data.

Generate HUD Report

The Department of Housing and Urban Development (HUD) has specific guidelines that govern how Continuums of Care must report the results of their point-in-time counts. The Homelessness Point in Time solution accounts for these requirements in the data schema and provides a tool that generates a Microsoft Excel workbook in the format required by HUD.

Note:

You must be assigned a role of Administrator or custom role which includes the privilege to Create and edit notebooks in order to run an [ArcGIS Notebooks](#) and complete the following steps.

1. In a browser, go to your content in your ArcGIS organization and find the HUD Report ArcGIS Notebook included with the solution.
2. Browse the instructions included with the notebook.

Note:

There are two cells that need to be executed. The first allows the notebook to create Excel spreadsheets and may take a few minutes to execute. The second cell creates the spreadsheet.

3. Upon completion of the notebook, click the link to the report and download the spreadsheet.
This HUD Report is a summary of all the individual point-in-time surveys that were conducted compiled with metrics that can then be shared with HUD. Each HUD Report is given a date time stamp and stored in your ArcGIS Online account for future reference.