

Online Data Entry Guide:
New Jersey Statewide Point-In-Time Count of the Homeless

Inputting Data Online

1. A practice SurveyMonkey link for the online tool will be available from December 16, 2015 to January 15, 2016. Anyone participating in data entry may use the site to familiarize themselves with the online survey format. Data collected during this time will not carryover to the live SurveyMonkey tool. **Do not enter final data final data into the practice SurveyMonkey online tool.**
2. The live SurveyMonkey link for the online tool will be available for data entry from Wednesday, January 20, 2016 to Wednesday, February 10, 2016. Only non-HMIS participating sheltered programs that are certain participants will remain in their program on the night of January 26th should enter information into the live SurveyMonkey online tool prior to the date of the count.
3. All agencies completing sheltered and unsheltered surveys must complete data entry by February 10, 2016. **THERE WILL BE NO EXCEPTIONS TO THIS DEADLINE**
4. It is recommended that one person from each agency enter the survey data, to reduce data entry differences from person to person. If more than one person will be entering data, it is suggested that they agree upon a uniform manner of data entry for the text fields. In particular, it is important to agree upon common spellings, punctuation, acronyms and abbreviations for any text entered. This will allow for better sorting and analysis of the data.
5. Click the link emailed to you for the survey. Be sure you are following the link for the LIVE survey.
6. Every question with an asterisk next to the number **MUST** be answered in order to move on to the next survey. If a question requires an answer but the respondent did not respond, or a question was left blank, select *'No Response.'* **If there is no answer to question 1 or the Age or Gender field for the Head of Household in question 6B, do not enter the survey online.**
7. When you complete page 1, 2, or 3 of the survey, click the "Next" button at the bottom of the screen. If you go to the next page of the survey, this confirms that the data you have just entered has been uploaded to the database. If you do not see this screen but instead are returned to the page you just completed, this means that a question requiring an answer has not been answered appropriately. The missing question will be marked in red. The system will automatically take you to the first required question on that page with missing information. Find any missing questions and complete them. Then click the "Next" button.
8. After completing page 4 of the survey, if it is fully completed, you will see a screen that says "Thank you for participating in NJ Counts 2016!" If you do NOT see this screen, then your

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information has NOT yet been uploaded to the database. Find any missing questions and complete them. Then click the "Done" button.

9. If you make an error in data entry while entering the survey you may correct the data by changing the answer on the screen displayed or clicking the "Prev" button if the incorrect information is on a page you have completed already.
10. Once the "Thank you for participating in NJ Counts 2016!" screen is displayed, you cannot change the information uploaded. If there is an error that must be corrected after this point, contact Monarch Housing Associates with the respondent identifier information for the survey containing the error.
11. After you see the "Thank you for participating in NJ Counts 2016!" screen, you may exit the survey by closing your browser window. If you would like to enter another survey, click the "Done" button at the bottom of the screen. This will bring you to another survey where you can again begin entering new data.

Completing the Survey Questions Online

Page 1 of 4

- Please enter the codes listed at the top of the survey in this first section. Be sure to enter the correct numbers in each box as this will help distinguish the program/agency the survey is associated with

Page 2 of 4 - Homeless Experience

- **1. Where did you spend the night of Tuesday, January 26th?** – Please select one option. If no response is available, the survey cannot be completed.
- **2. In what town did you spend the night?** - Please enter the full name of the town, county, state and agency/program (if applicable) into the text box. If no answer has been provided for this question, please enter 'none' in the field for 'Town'. You will need to provide an answer for at least one of the items listed in order to move on to the next screen. If no agency/program information is provided or the household was not connected with a program, please leave these fields blank
- **3. How long have you been in your current living situation?** – Please select one option. If there is not a response available, please select 'No Response'
- **4. How many separate times have you been homeless on the streets, in emergency shelter, or in a safe haven within the past 3 years? (since January 26, 2013)** – Please select the appropriate response from the drop down menu. If none, it should be 0. If no response is available, please select 'No Response'.
- **5. What is the total number of months you have been homeless on the streets, in emergency shelter, or in a safe haven within the past 3 years?** – Please select the appropriate response from the drop down menu. If answered 0 to question 4, answer should be N/A – Not Applicable. If no response is available, please select 'No Response'.

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Page 3 of 4 – Household information

- **6A Household Size** – please enter a number for adults and children in the household. If no adults or children in are in the household please enter '0'. There must be at least the number '1' filled into the adult or child field
- **6B Demographic Information** – please enter the identifying information provided for each member of the household. The first row should be reserved for the head of household completing the survey so that "Relationship to Head of Household" is indicated as 'Self'
- Be sure to fill out information for each dropdown item for the head of household. If no identifying initials are provided please select 'none' from the dropdown menu for 'First Initial', 'Middle Initial', 'First Letter of Last Name', and 'Second Letter of Last Name'
 - Please note identifying information should be completed for the respondent completing the survey. If the respondent has provided no answer, the surveyor should take their best guess in completing 'Age', 'Gender', 'Race', and 'Ethnicity'. If no response is selected on the paper survey please select no response for the fields that are blank
 - Information for the head of household on line 1 must be completely filled out in order to progress to the next section of the survey.
- **6B Household Characteristics** – please check all the boxes that apply to each member of the household. Please note that row 1 under characteristics corresponds to row 1 under identifying information. The same pattern is true for each subsequent household member

Page 4 of 4 – Service and Income Information

- **7. Where was your last permanent address before becoming homeless?** Please be sure to enter all information for the town, county, state and country. If no answer has been provided, please leave blank
- **8. What was your residence prior to your current living situation?** – Please select one option. If no response is available, please leave blank
- **9. Which of the following do you or anyone in your family receive?** – Please select all options that apply. If no response is available, please leave blank
- **10. What is your monthly household income?** – Please enter only numeric values in this field. Do not enter commas or periods
- **11. Would you, or anyone in your household, like to receive any of the following services?** – Please select all options that apply. If no response is available, please leave blank
- **12. What happened in your life that contributed to or caused your current living situation?** – Please select one option. If no response is available, please leave blank.

Questions and Contact Information

If you have any questions about this user guide or the survey, please contact:

Monarch Housing Associates
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908-272-5363 x 228