

Survivor Sheltering Assessment Tool User Guide

September 2017



FEMA

RECOVERY REPORTING AND
ANALYTICS DIVISION



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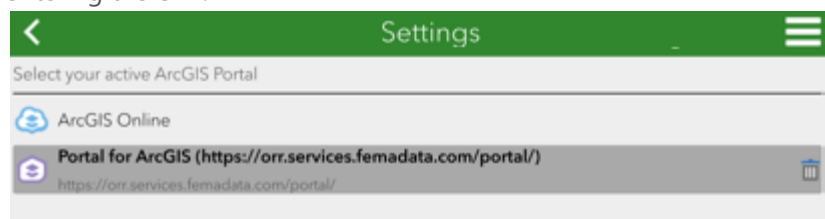
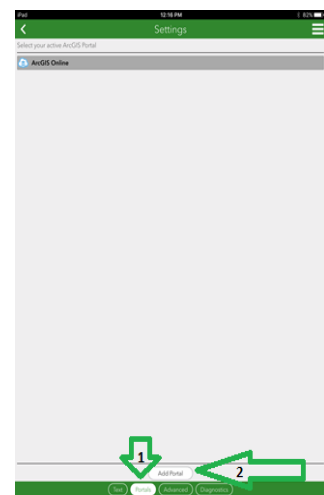
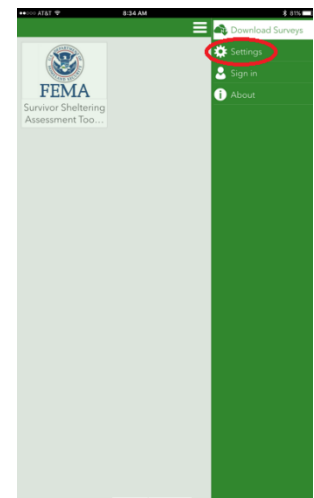
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The Survivor Sheltering Assessment Tool is an instrument used to collect data from survivors residing in shelters. The tool utilizes ESRI's Survey123 application. This guide will help you get Survey123 set up on your iPhone or iPad, and understand the survey administration process. This document is intended as supplement, not a replacement, for in person training.

Using Survey123

Getting Started

1. Please request an ESRI account using the following link. <https://www.femadata.com/request-forms/account-request/>. Fill out the form, and select the "Systems requesting access to: FEMA GeoPlatform" check box at the bottom of the page. In the "Brief Justification" field, enter that you are to be added to the Survivor Sheltering Assessment survey.
2. Request to be added to the *Survivor Sheltering Assessment User Group*. To request, send an email to victoria.pugliese@fema.dhs.gov, including your user name and the subject line "SSAT User Group Request"
3. Download the Survey123 application on Apple's App Store. [Download here](#) or visit the App Store and search for "Survey123". Click *Get* and then *Install*.
4. If you already have a version of Survey123 on your phone, please ensure that it is version 2.3.29 or higher.
5. Once you have received confirmation that you have been added to the user group, open the application. Sign into your ESRI account when prompted.
6. Click the Menu button ("Hamburger" icon) on the top right of the screen to open the menu.
7. Select the *Settings* option from the menu.
8. At the bottom of the screen, select the *Portals* button.
9. Select the *Add Portals* button.
10. Enter or paste the following URL in the *URL of your Portal for ArcGIS* field: <https://orr.services.femadata.com/portal/>.
Be careful of autocorrecting text when entering the URL.
11. If you have entered a valid URL, the portal will appear in the Portals tab. See example.
12. Click the back arrow on the top left of the screen. You may be prompted to log in again.



Downloading a survey

1. Select the Menu button (“Hamburger” icon) on the top right of the screen.
2. Select the *Download Surveys* option.
3. Select the survey titled *Survivor Sheltering Assessment v1.x*. If you are unable to see the form please email victoria.pugliese@fema.dhs.gov

Administering the Survey

1. The *My Surveys* home screen will now include the survey you have downloaded. To open the survey, select the survey. Select the *Collect* button at the bottom of the screen.
2. Read the following when beginning the survey. It will appear at the top of the screen:
“The purpose of this survey is to help FEMA understand how best it can support survivors as they transition out of temporary shelters. No information given will be used to determine eligibility for assistance. Eligibility for assistance will only be determined through the separate registration process. It is estimated that this survey will take 10 minutes to complete. Do you wish to continue?”
3. If the survivor does wish to continue, continue with the survey. If they do not wish to continue, exit the survey and select *Close this survey and lose changes*.
4. While giving the survey, **please ensure you enter data correctly**. Be careful that Autocorrect does not change responses you have typed. Spell back responses such as names, cities, and Registration Number.
5. You will be prompted to read the privacy statement at the beginning of the survey. The survivor must accept the privacy statement to continue taking the survey.
6. See the tables below for instructions on how to answer each question. Read the tables thoroughly **before** administering your first survey.
7. The first set of questions ask about the registrants identity and location or their pre disaster residence:

Date:	Current date and time
Shelter Name:	Official name of the shelter. Please to not use any shorthand or abbreviations.
Have you registered for FEMA assistance?	Has the survivor registered with FEMA? If survivor answers Yes, a Registration Number field will display.
Registration Number:	Must be 9 digit number.
Last Name:	
First Name:	
What was your pre-disaster housing situation?	Selecting <i>Homeless</i> will skip the later HUD and home accessibility questions.
Street Address:	Survivor’s primary residence. If homeless, leave blank.
City:	Survivor’s primary residence.
State:	Survivor’s primary residence. If survivor lives outside of listed options, make note in the comment field.
County:	Survivor’s primary residence. Includes only a list of counties under federal declaration. If they live elsewhere, move onto next question.
Zip Code:	Survivor’s primary residence. Five digit ZIP code only. If unknown, leave blank
Mobile Phone:	Only enter digits of phone number. (ie. no dashes or parentheses) Mobile phone number preferred. If not available, accept an alternate phone number. If none, leave blank

8. The next set of questions ask about when the survivor plans to leave the shelter and where they plan to go:

Do you have a scheduled move out date from your current shelter?	Selecting <i>Yes</i> will prompt a question asking to specify the scheduled move out date.
Move Out Date:	Date they plan on leaving the current shelter.
Do you live in HUD-assisted housing?	Such as Section 8, subsidized housing, etc.
What is your current housing plan?	What they plan to do in the near future, especially as they leave the shelter.
Is your home inaccessible?	Answering yes will prompt a cause of inaccessibility.
What is the cause of inaccessibility?	

9. The next questions attempt to identify needs which need to be fulfilled for the survivor to move out of the shelter. The survey ends with a few questions about household composition.

Are you having difficulty finding housing?	Answering yes will prompt a reason for difficulty.
What is the reason?	Selecting reason re: pet will prompt to enter the type of pet
What type of pet(s) are you currently responsible for?	
Are you willing to move 50 to 100 miles away from your pre disaster home?	
Is water currently operable at your pre disaster home?	Selecting <i>No</i> will prompt question asking about expected utility restoration date.
What is the expected date of utility restoration at your pre disaster home?	If unknown leave blank.
Is electricity currently operable at your pre disaster home?	Selecting <i>No</i> will prompt question asking about expected utility restoration date.
What is the expected date of utility restoration at your pre disaster home?	If unknown leave blank.
Do you need specialized medical equipment?	If yes, list in note field at bottom of survey.
Do you need funds to move household belongings?	
Do you need voluntary agencies to assist with removing debris or mud out of your pre disaster home?	
How many adults are in your immediate family?	Immediate family includes significant other, children and extended family who were in the household or homeless with the survivor prior to the disaster. If none, leave blank.
How many children are in your immediate family?	Immediate family includes significant other, children and extended family who were in the household or homeless with the survivor prior to the disaster. If none, leave blank.
Do you have transportation issues that prevent you from meeting with an inspector?	If they have registered but cannot meet at their home for inspection. Answering yes will prompt a reason for the transportation issue.
What issues do you have with your primary transportation?	

Do you consent to share information with other agencies that may be of post disaster assistance?

Additional Notes

DO NOT add any PII in this field.

10. Note to interviewer: If appropriate refer survivor to shelter services that may be beneficial to the survivor based on information collected in this survey
11. When the survey has been completed, select the check button on the bottom right corner of the screen. Select *Send Now* to submit the survey. Select *Continue this survey* to make any changes before submitting.
12. Make sure the survey was sent successfully. Click on the *Sent* button at the bottom of the survey screen, and make sure the most recent survey does not have any error messages (as marked with a red !)
13. Thank the survivor for their time.

Any questions regarding the content of the survey can be sent to fema-recovery-field-analytics@fema.dhs.gov. This inbox will not be able to provide any technical assistance regarding the Survey123 app. The user guide is current as of 1 September 2017. Future versions of the survey may have different questions or log in procedures.