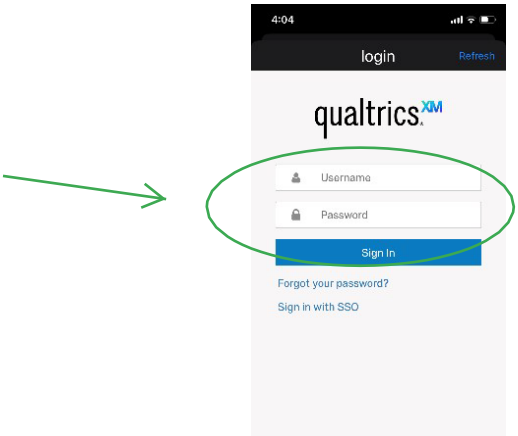
TCP Housing and Participant Assessment Report Survey App Instructions

How to download the Qualtrics Survey App.

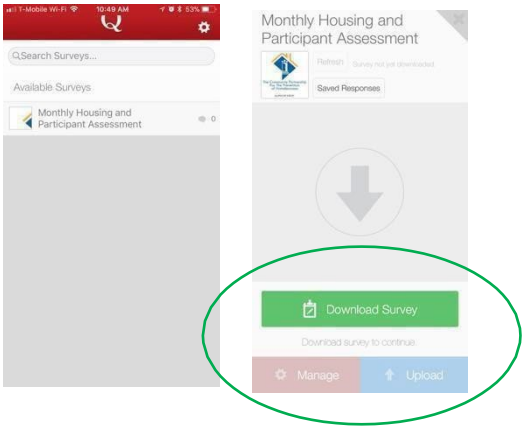
1. **Search for and download "Qualtrics Surveys" in the Apple or Android app stores**. (It is free!)

2. **Open the App. You will enter the following information:**

- Username: housingreports@community-partnership.org
- Password: HMIS12345!



3. You're logged-in! Next you will see the "App Survey Monthly Housing and Participant Assessment" survey as an available survey. Click on it and then select **download.**

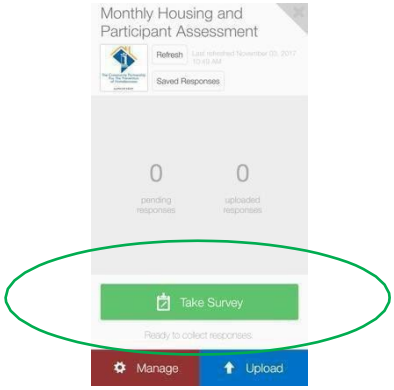


Make sure to select the app survey!

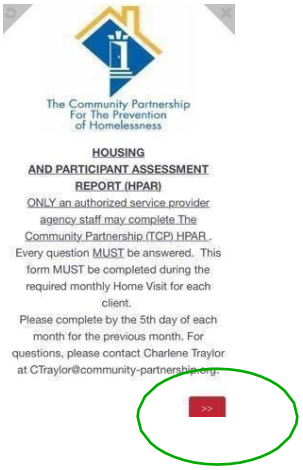
4. Now the survey is available in your app ! When you are ready to start collecting surveys move on to the instructions in the next section!

How to use the Qualtrics Survey App.

1. Open the app and click on "take survey".

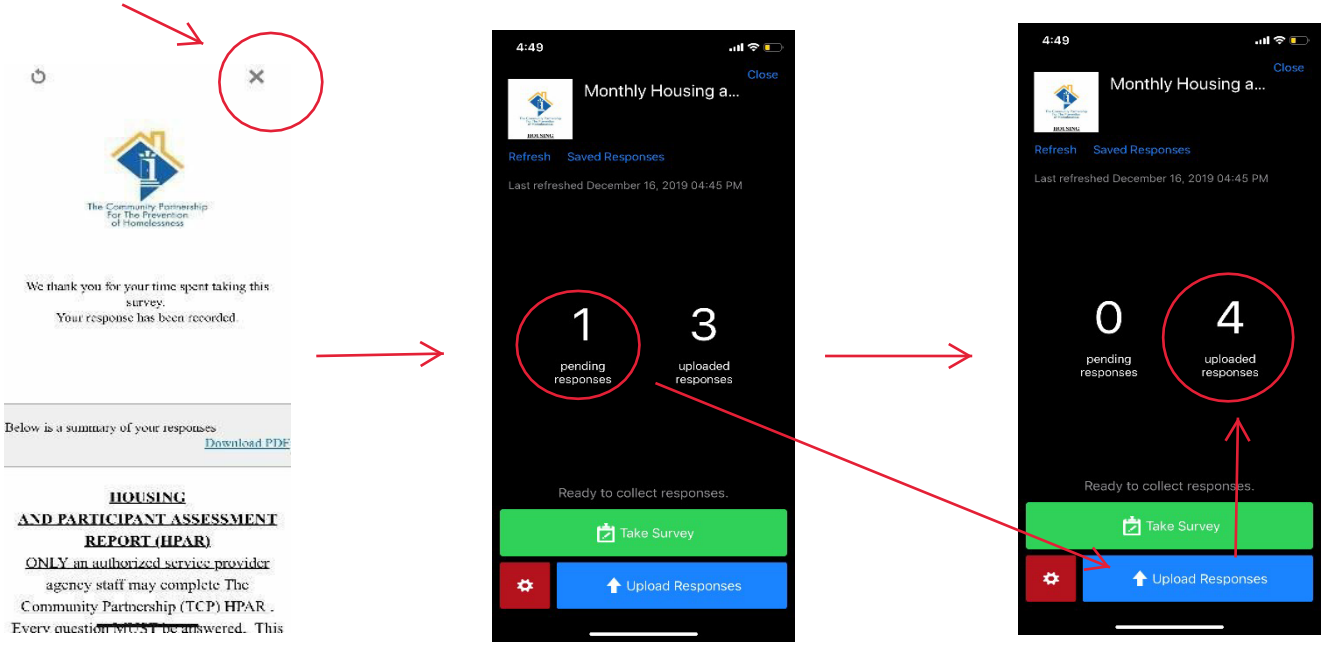


2. Then just proceed with taking the survey!



3. **You can complete multiple offline surveys, one after the other.**
    - Once you complete a survey, hit the X in the top right corner. You will see a screen that populates indicating, "pending responses"**: YOU MUST HIT THE, "UPLOAD," BUTTON TO SUBMIT THE PENDING RESPONSES**
    - **You DO NOT have** to submit the pending response after every survey, just periodically throughout the day or at the end of your shift (i.e., all HPAR's can be submitted at one time).
    - Please make sure that ALL surveys are uploaded into the system before the end of your shift, otherwise we risk losing the completed HPAR's.

4. **To upload the responses to the Qualtrics Database, you must be connected to an active internet connection. Once connected, click on "upload, button, this will upload all of the completed HPAR's.**
Once uploaded you will see the pending number as '0' and the completed number has increased.



THAT'S IT!!!! Congratulations you have complete an offline app survey!!!

For support, please contact: Shawn Billups Jr [sbillups@community-partnership.org]