



## Disaster Data

Sharing Data to Improve How We Cooperate,  
Coordinate, Communicate & Collaborate

# Presentation Outline

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1. Introductions
2. Background
3. What is Data?
4. Structuring Data
5. Using Data
6. Q&A

# Who we are

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Devin Balkind



Founder of Sarapis  
Technologist

Marie Irvine



Director of EM, Sarapis  
Stakeholder Engagement

# Sarapis

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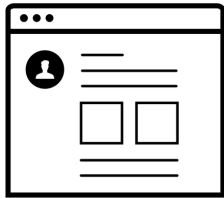
501c3, founded in 2012 to provide **open solutions to local challenges**

Our mission is to bring together **technologists, subject matter-experts and communities** to create and use open-source technology to better prepare, respond and recover from disasters



# Our Toolbox

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**websites**

Used for:

News, Events  
and General  
Knowledge



**data repository**

Used for:

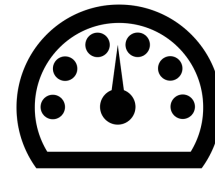
Any Type of  
Disaster Data



**service directory**

Used for:

Public Access  
to Disaster  
Services



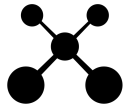
**EM Software**

Used for:

Donations  
Contact Directories,  
Facilities Mgt  
Asset Mgt  
News & Events,  
Volunteer Mgt  
Mapping,  
etc.

# Our Programs

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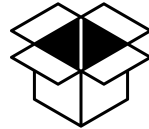
## X:Prepared

Enterprise-class information management system

**Software:** Sahana EDEN platform (IFRC, NYCEM), Ohana, CKAN

**Capabilities:** Contact Directory, Facilities, Mapping, Data, News & Events, Services (current), Volunteers, Donations, Warehousing... (pending)

**Pilot:** NYC:Prepared ([nycprepared.org](http://nycprepared.org))



## Recovery in a Box

Websites & project management tools

**Software:** WordPress, Google Apps, Google Drive

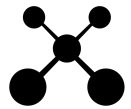
### Examples:

NYCVOAD

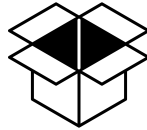
NYC Long-Term Recovery Coalition

Brooklyn, Staten Island and Queens LTRGs, etc.

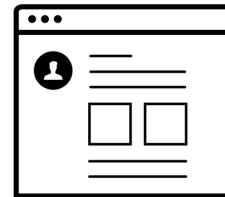
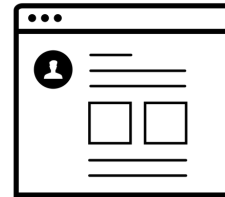
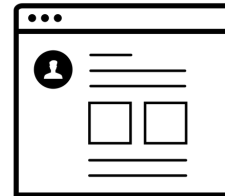
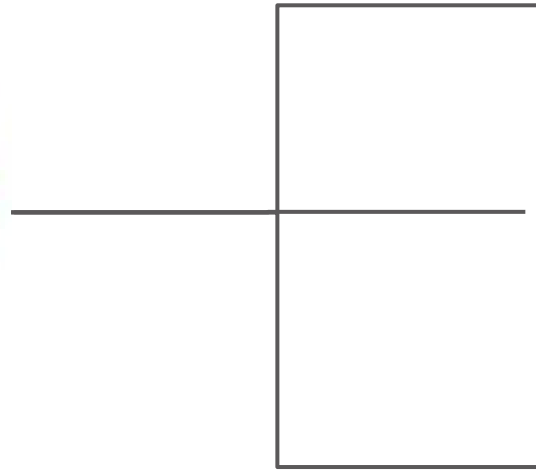
# Connectivity



**X:Prepared**



**Recovery in a Box**



**websites**

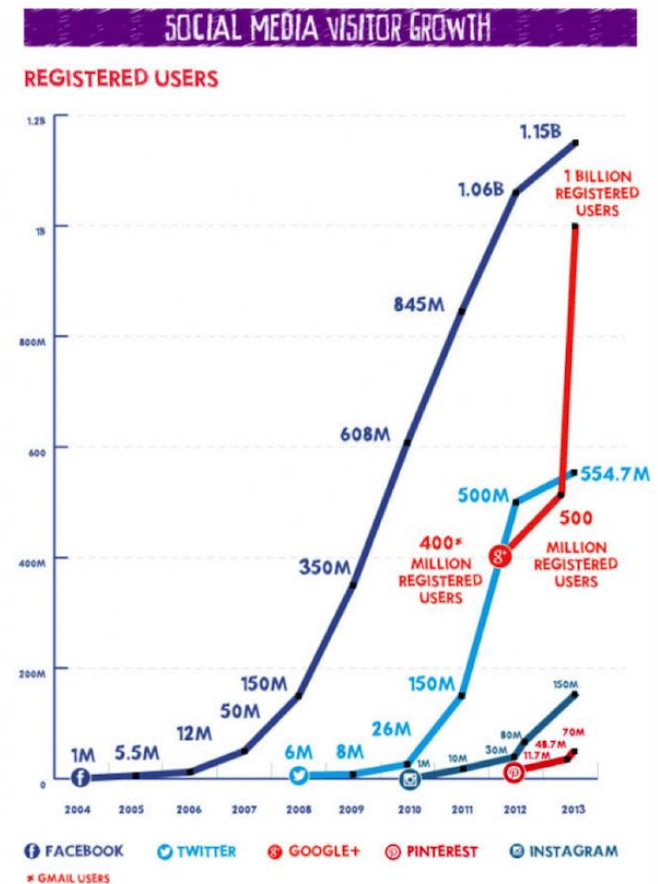
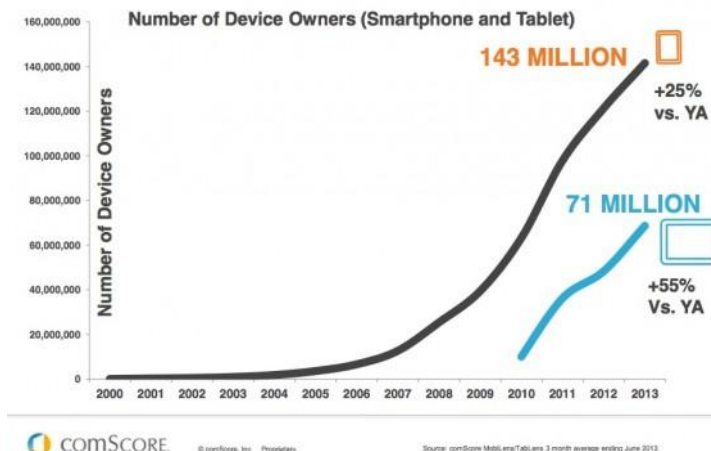
# Background



# Background: High Technology Accessibility

Technology landscape has transformed over the last decade:

- Smartphone proliferation
- Social media adoption
- Widespread use of collaborative documents
- Increasingly advanced open source software



# Background: Rise of GDRNs and VTCs

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These factors are transforming the public's role in disasters, both locally and globally, offline and online.

## LOCAL: Grassroots Disaster Relief Networks (GDRNs)

are groups of self-organized ordinary people with prior relationships leveraging technology to respond to disasters **locally**

## GLOBAL: Volunteer & Technical Communities (V&TCs)

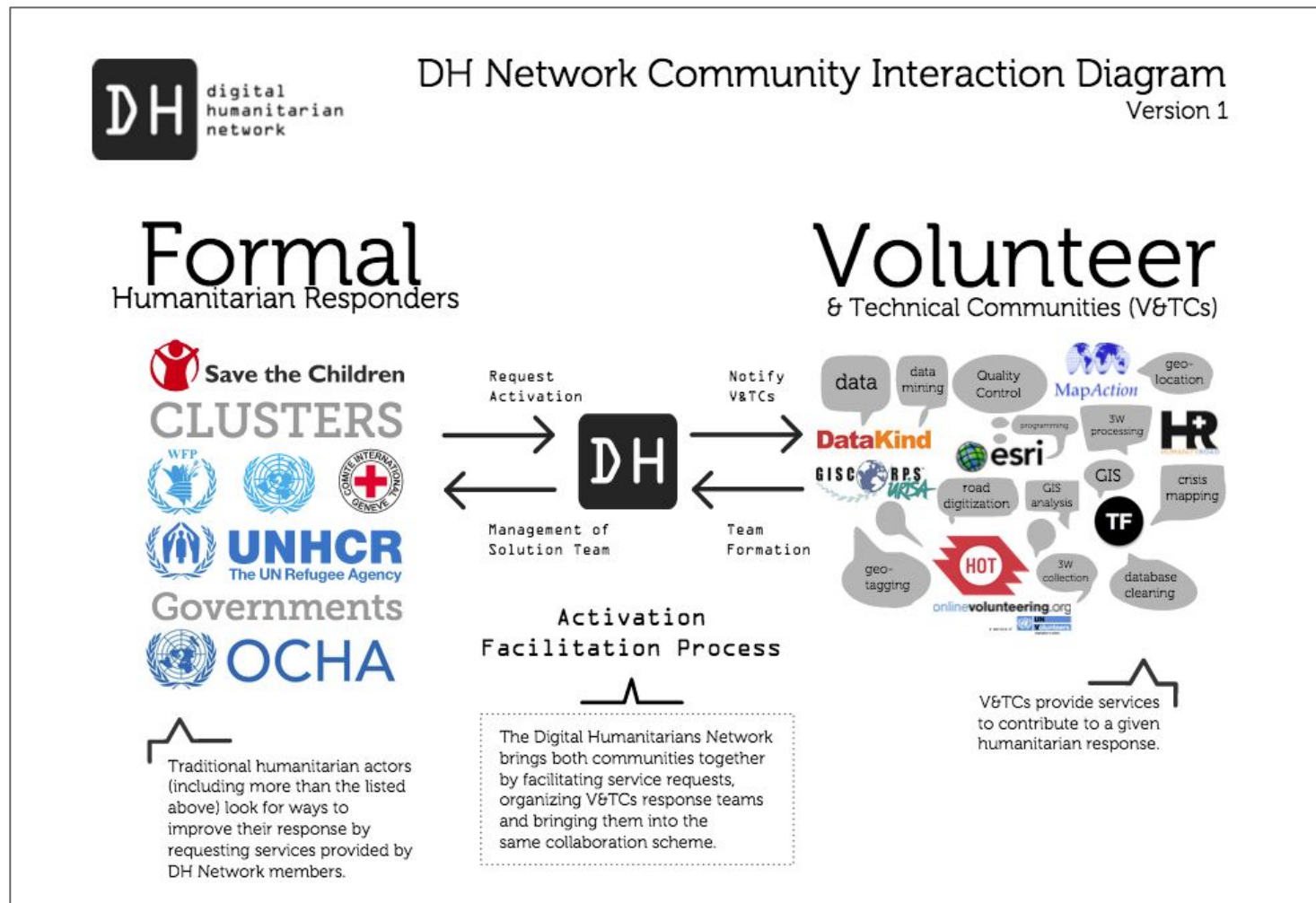
also called “digital humanitarians”, VTCs are groups of organized volunteers collaborating **online** to assist in disaster

# Grassroots Disaster Relief Networks (GDRNs)

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- Prior relationships with each other and communities
- Horizontal structure
- Form into groups that organize with each other to create larger networks
- Privately resourced, often by their communities
- Characterized by their heavy use of social media, free and open source software systems
- Over time they can incorporate themselves into conventional relief structures and local recovery groups (501c3s)

# Volunteer & Technical Communities (VTCs)



# Why are GDRNs & VTCs Important?

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- **Technology** will continue to make GDRNs & VTCs more effective.
- We can leverage insights and advances in grassroots relief work to **accelerate institutional innovation**.
- **Integration** between grassroots and institutional relief will lead to fantastic outcomes.



# Background: Superstorm Sandy

Superstorm Sandy hit New York City  
on October 30th, 2012.  
2nd most impactful in US history.



147 people died.  
300k/750k homes  
affected in NYC/USA.  
\$19B/\$65B cost of  
damage in NYC/USA.



# Case Study: Occupy Sandy's Impact

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## Within 48 hours

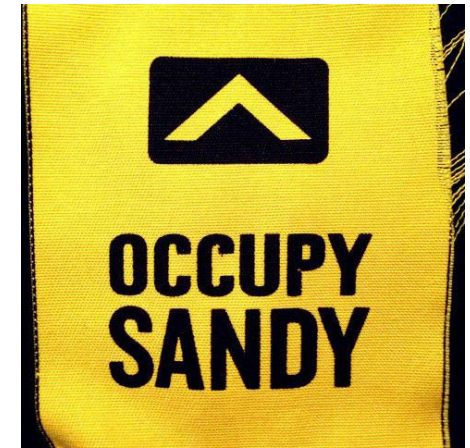
- Social network profiles
- Website and volunteer database
- First base of operations
- Cell phone mass communications

## Within two weeks

- 3 main hubs producing 10k-20k meals/day
- Supplying approximately 20 relief sites

## In Total

- \$2.5 million raised
- 12k signed in volunteers
- 60k volunteers mobilized



\* <http://homelandsecurity.org/Docs/The%20Resilient%20Social%20Network.pdf>



# GDRN Response & Recovery

Hundreds of groups and “relief sites” sprang up in the NYC area for Sandy response. Many of these groups had never before been involved in disaster preparedness or relief efforts.

Within 30 days  
of the storm...



...360 relief sites and organizations  
connected to Occupy Sandy “central hubs”  
in NYC.

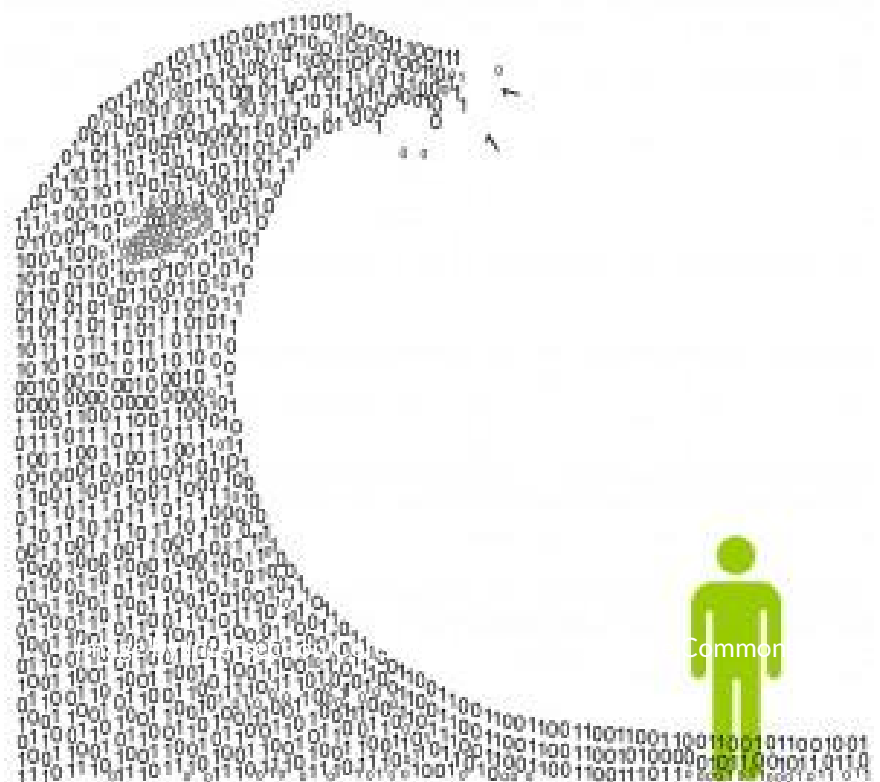


# Challenge: Too much poorly organized info

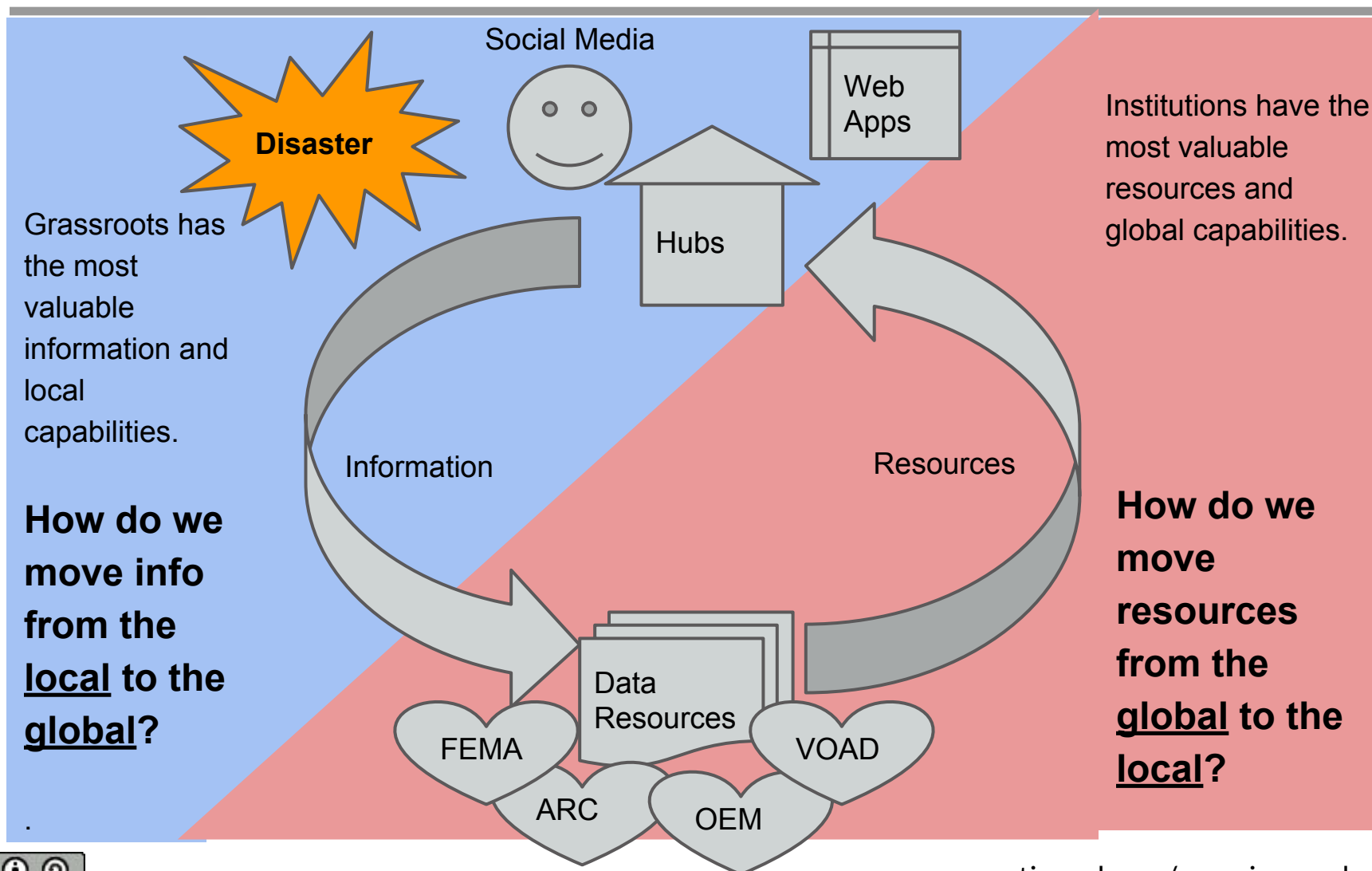
Neither grassroots nor institutional relief have central software systems for coordination.

- Hundreds of organizations - each with their own systems.
- Politics ensures there will never be a single “miracle” solution everyone uses.
- Information is money and power.

We need a strategy that enables many independent solutions to work together.

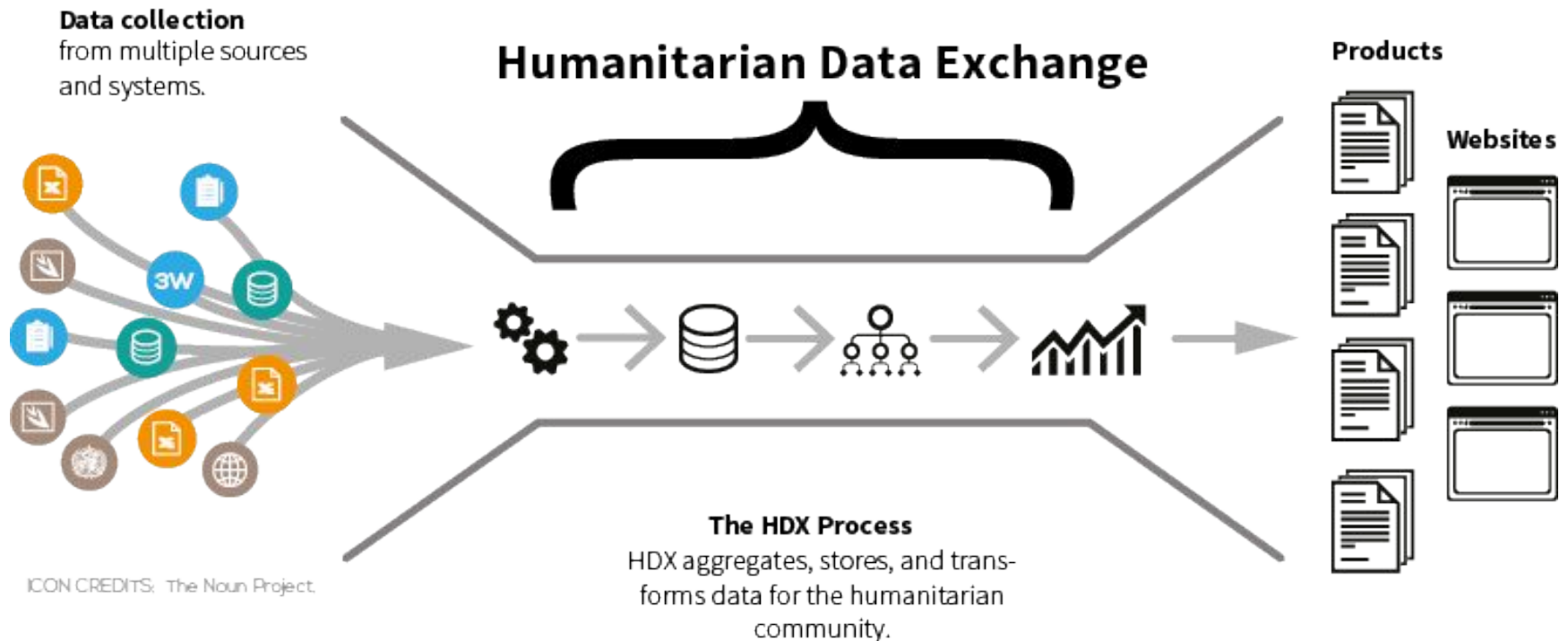


# Goal: Grassroots & Institutional Collaboration



# UN OCHA is Tackling this Problem

Humanitarian Data Exchange (HDX) project allows participants to upload data in the most accessible file formats (ex. CSV) and then produces information products with it.



ICON CREDITS: The Noun Project

<http://docs.hdx.rwlab.org/>

[tinyurl.com/sarapisnvoad](http://tinyurl.com/sarapisnvoad)

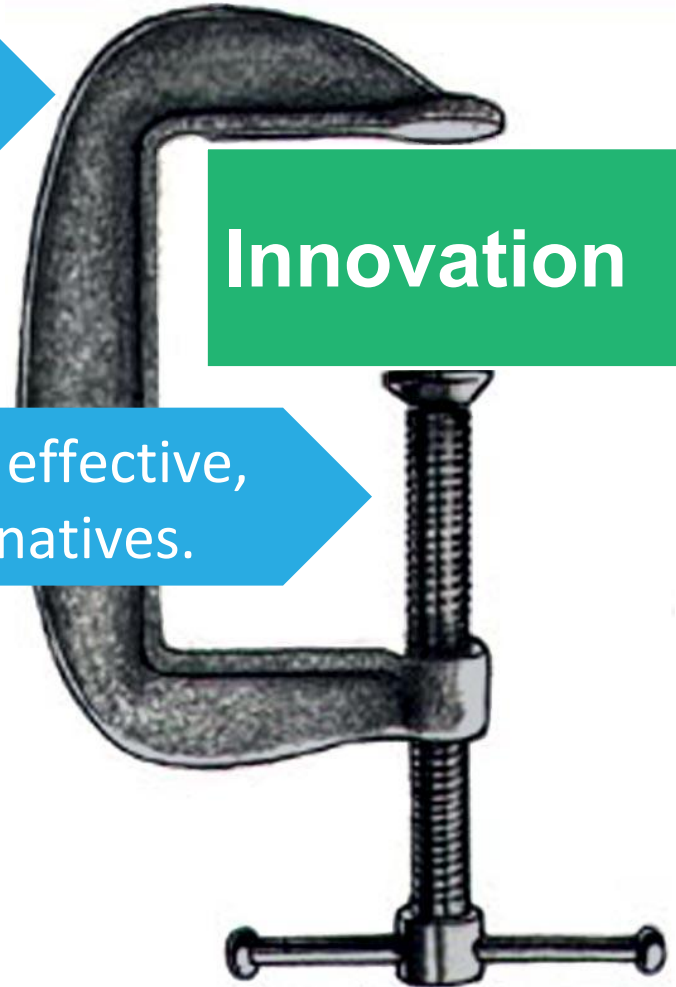
# Approach: The Clamp

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Pressure from within  
institutions to do better.

Citizens modeling effective,  
innovative alternatives.

**Innovation**



# What's the strategy?

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## Open Tech

Social Media

Online Collaborative Documents

GIS/Mapping

Open Source Software



## Open Data

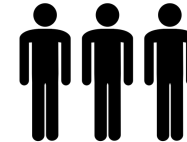
Public Data Models

Explicit Governance

Open Licensing

Open Formats

Downloadable Files



## Open Networks

Grassroot Disaster Response Networks (GDRN)

Digital Humanitarians/VTCs

Data Sharing Communities

Institutions & Government

# Let's Talk About Data

# Collaborating with Data

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## Defining Data

Types  
Elements  
Formats  
Usefulness

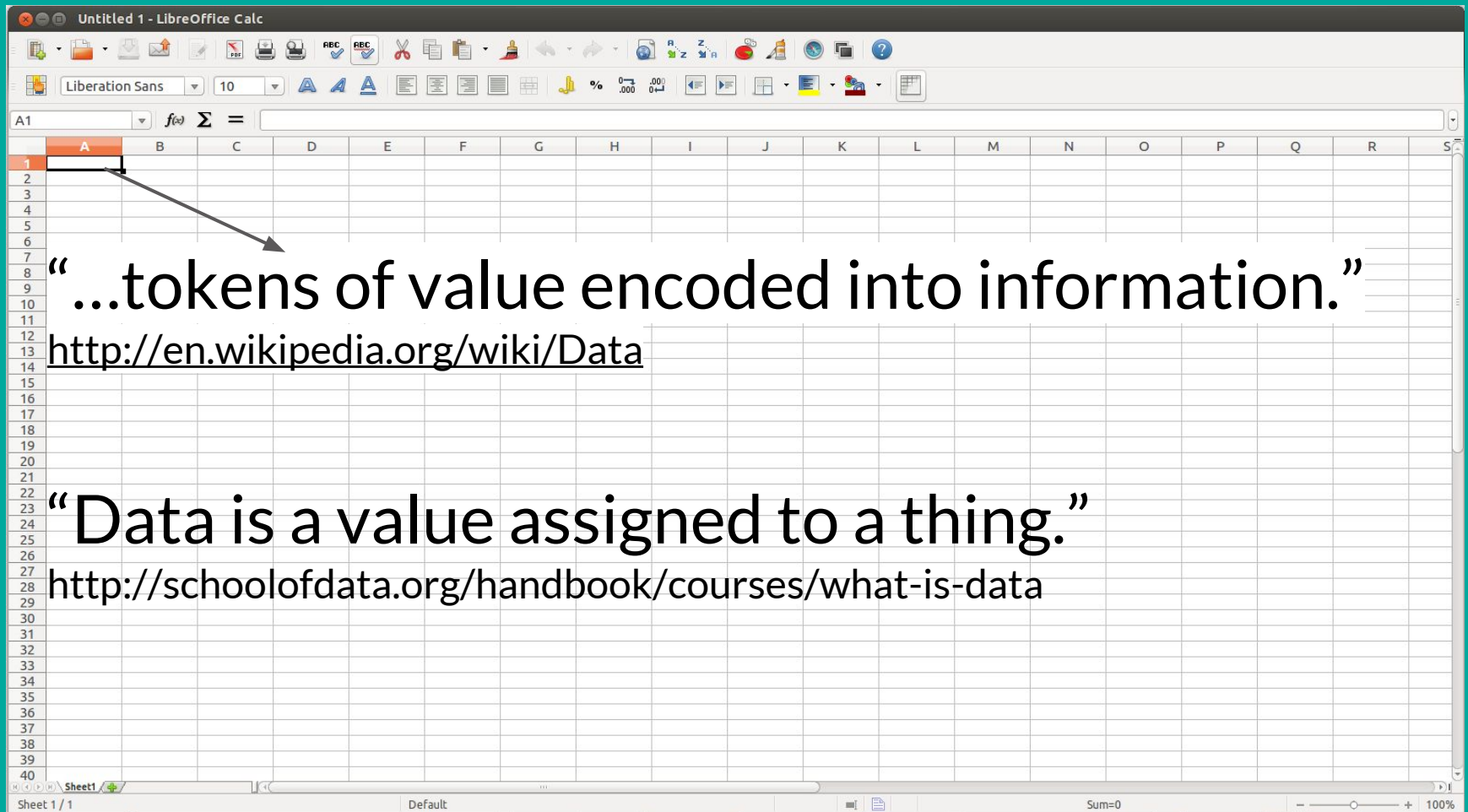
## Structuring Data

Data Models  
Schema  
Taxonomies  
Formats  
Licenses  
Governance  
Data Standards

## Using Data Tools

Directories  
Maps  
Work Queues

# What is Data?



A screenshot of the LibreOffice Calc application window. The window title is "Untitled 1 - LibreOffice Calc". The interface shows a standard spreadsheet grid with columns A through S and rows 1 through 40. The cell A1 is selected, and a black arrow points from it towards the text below. The text is overlaid on the spreadsheet grid. The text includes a definition of data and a URL. The status bar at the bottom shows "Sheet 1 / 1", "Default", and "Sum=0".

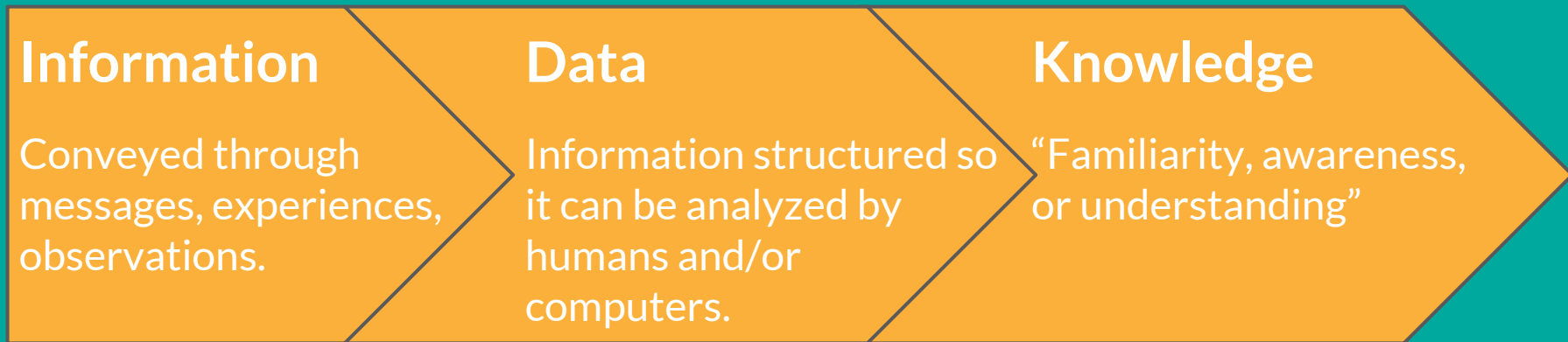
“...tokens of value encoded into information.”  
<http://en.wikipedia.org/wiki/Data>

“Data is a value assigned to a thing.”  
<http://schoolofdata.org/handbook/courses/what-is-data>



# Data Turns Information into Knowledge

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<http://en.wikipedia.org/wiki/Knowledge>

# Types of Data

	Qualitative	Quantitative	Categorical
<b>Definition</b>	Refers to the quality of something.	Refers to a number.	Associates with a term, defined by a taxonomy.
<b>Description</b>	A description of colours, texture and feel of an object, a description of experiences, and interviews.	The quantity of a thing, sizes, the prices, scores, ratings, etc.	Defined an item as “new”, “used”, “broken” or status as “active” or “inactive”.
<b>Example</b>	<u>Blue</u> bike	<u>4</u> bikes	<u>Road</u> bike

<http://schoolofdata.org/handbook/courses/what-is-data/>

# How Data Works

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Data often comes in the form of a key-value pair:

- **Key** defines what is being described
- **Value** does the describing

Key	Value
Item	Bike
Quantity	4
Color	Blue

# Data Formats



<https://www2.fin.ucar.edu/sites/default/files/u164/bluebike%20copy.jpg>

## Unstructured Information

“four blue road bikes”

## Data Table (Spreadsheet)

Key	Value
Item	Bike
Quantity	4
Color	Blue

## CSV (Spreadsheet)

Item,Quantity,  
Color,"Bike,4,Blue

## XML (RSS Feed)

Item,Quantity,  
Color,"Bike,4,Blue

## JSON (APIs)

Item,Quantity,  
Color,"Bike,4,Blue

# Same Data, Different Views

## Row View

se...	name	alternative_name	alt_type	parent_s...	service_type	organization	short_desc
1	Access to Home Program		Access and Functional Needs, Aging, Disabilities	Assistance for Organiza...	Resources for Non-profits, Non-profit Financial Assistance	New York State Homes & Community Renewal	State program that provides funding to non-profits for accessibility-focused retrofits
2	Accessible Taxi Dispatch Program		Access and Functional Needs, Aging, Disabilities	Services	Transportation Services	Accessible Dispatch	Wheelchair-accessible dispatch service (trips originating in Manhattan only)
3	Medical Equipme... Service - AmeriCare		Access and Functional Needs, Aging, Disabilities	Material Donations	Other Material Donations	AmeriCares	Partnering with Independent Living Services centers to provide medical equipment and supplies to those with functional medical needs/disabilities.
4	Case Manage... - ANIBIC		Access and Functional Needs, Aging, Disabilities	Services	Case Management	ANIBIC	Advocacy group/service provider for children and adults with developmental disabilities
5	NYS Justice Center for the Protection		Access and Functional Needs, Aging, Disabilities	Services	Referral Services, Adult Care, Benefits Assistance	NYS Justice Center for the Protection of People with Special	Referral line for New York State residents seeking disability services

## Card View

Assistance for Organizations >> Resources for Non-profits, Non-profit Financial Assistance

### #1: Access to Home Program

Provided by: New York State Homes & Community Renewal  
For people in: New York State  
Who-identify as: Municipalities, Non-profits  
Who want: Accessible dwelling units  
And are: Municipalities, Non-profits which have disabled service provision experience

**State program that provides funding to non-profits for accessibility-focused retrofits**

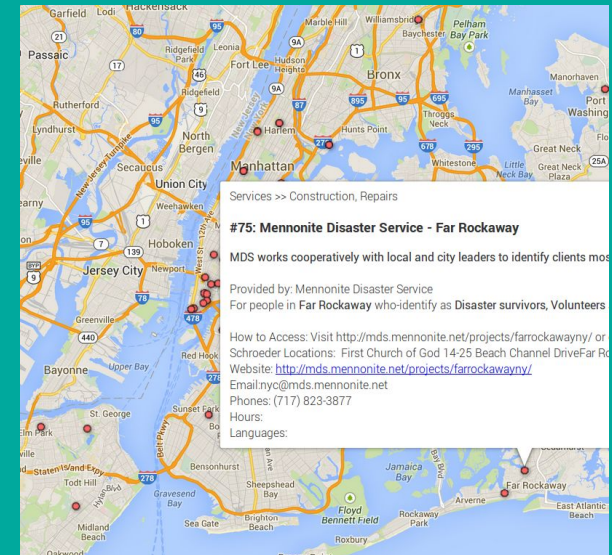
#### How to Access

Once a NOFA is made available, applicants are encouraged to submit Access to Home Program application exhibits and attachments electronically over the web using the Community Development On-line application system (CDOL). Paper or OmniForm applications may also be submitted. Complete directions on use of the online application system are found on the website at [www.nyshcr.org](http://www.nyshcr.org). Requirements: Organizations must have been in existence for at least a year before applying; Must have experience providing services for the elderly and disabled

#### Contact Info

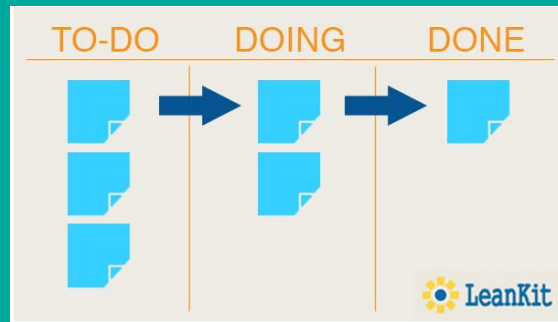
Locations:  
Website: <http://www.nyshcr.org/Programs/accesstohome/>  
Email:  
Phones:  
Hours:  
Languages:  
Contacts:

## Map View



# Interaction Leads to Knowledge and Action

## Workflows



## Reporting

**Total Funding to the Syrian Crisis 2014**  
(appeals & other reported funding)\*

**US\$ 2,084,768,894**

Pledges: US\$ 1,073,215,785

**Total funding to the appeals (SHARP and RRP)**



Revised  
Requirements:  
US\$ 6,540,867,065

**Funding Received:  
US\$ 1,638,804,448**

Unmet Requirements:  
US\$ 4,902,062,617

**Syria Humanitarian Assistance  
Response Plan (SHARP)**



**20%  
funded**

Revised Requirements:  
US\$ 2,276,149,354

**Funding Received:  
US\$ 461,105,043**

Unmet Requirements:  
US\$ 1,815,044,311

**Syria Regional Refugee  
Response Plan (RRP)**



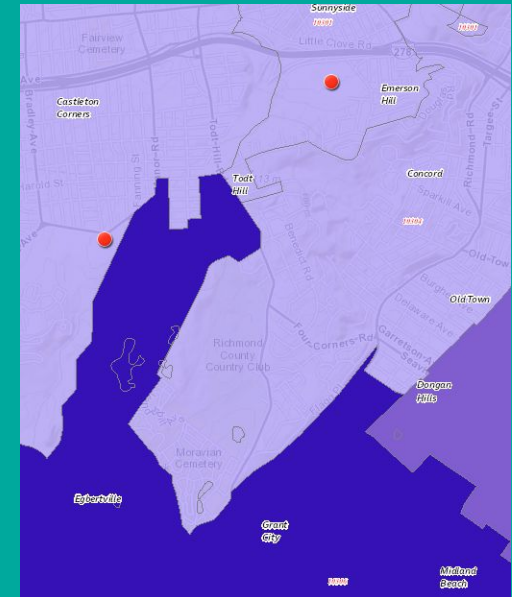
**28%  
funded**

Revised Requirements:  
US\$ 4,264,717,711

**Funding Received:  
US\$ 1,177,699,405**

Unmet Requirements:  
US\$ 3,087,018,306

## Insights



<http://fts.unocha.org/pageloader.aspx?page=special-syriancrisis>

[tinyurl.com/sarapisnvoad](http://tinyurl.com/sarapisnvoad)

# Structuring Data

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- Data Models
  - Schema
  - Taxonomies
  - Formats
  - Licenses
  - Governance

# What is a Data Model?

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Data models are descriptions of the structure of data. An example is a top row of a spreadsheet.

Data models answer questions like:

- What info do you need to know about something (ex. an organization)?
- What terms do you use to classify that thing?
- How does one thing relate to another thing?

They are useful for:

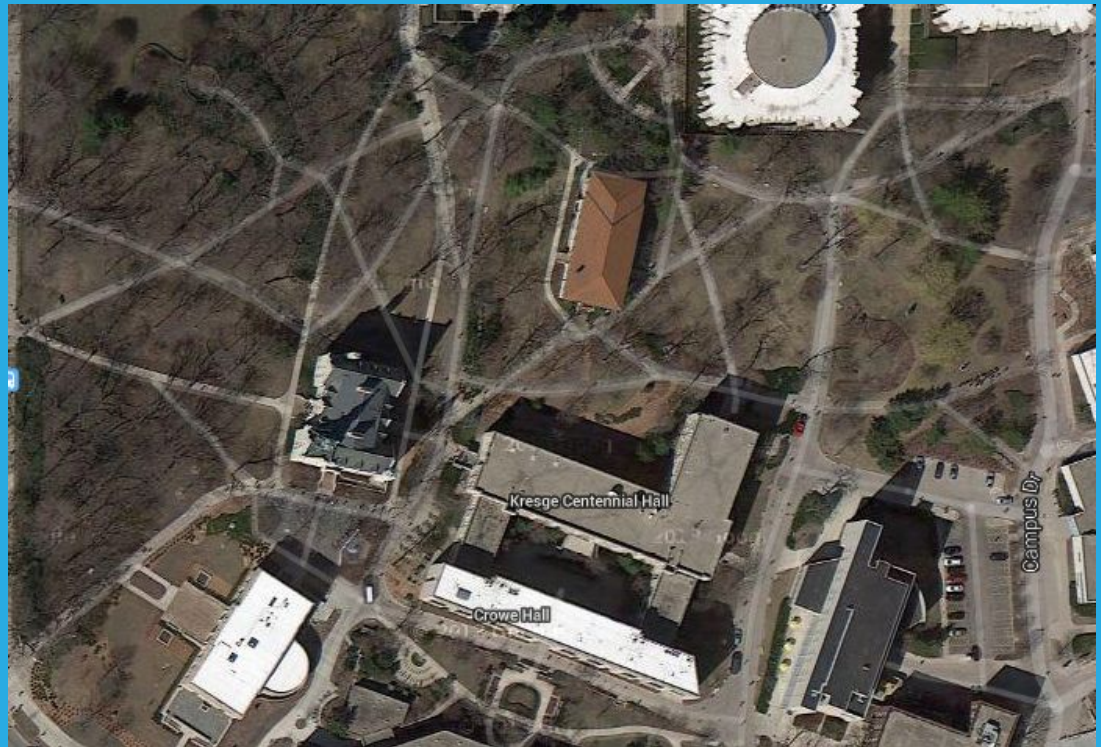
- building directories of relevant information
- sharing information with others
- developing software applications to process this information



# Data Models are Pathways

Data models emerge naturally as people identify the info they need and begin to manage it.

By freely sharing the top rows of spreadsheets, we reveal data models and enable people to efficiently share data.



# Components of a Data Model

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Data models contain the following components:

- Schemas
- Taxonomies
- Format
- Licenses
- Governance

# Data Models: Schemas

“A blueprint for how information is constructed.”

In spreadsheets:  
Use column headers to define the data you're capturing for each item/row.



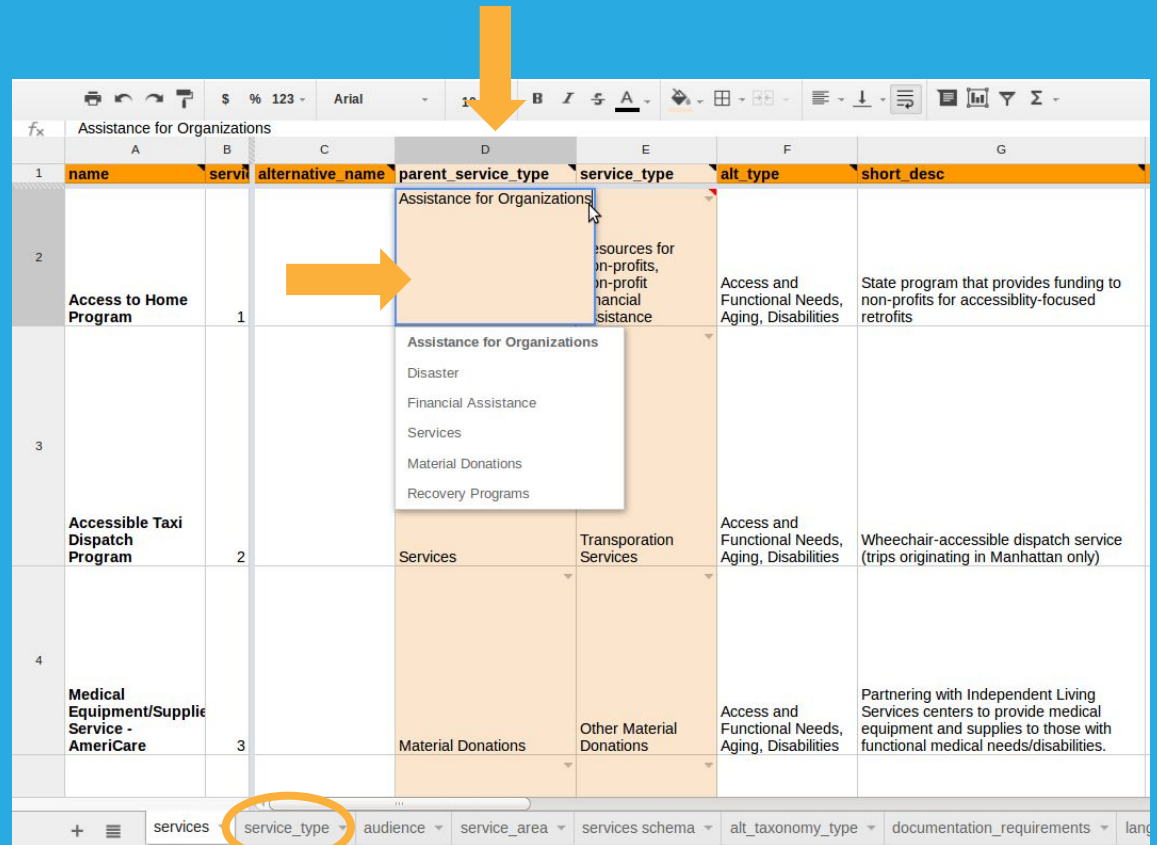
	A	B	C	D	E	F	G
1	name	servi	alternative_name	parent_service_type	service_type	alt_type	short_desc
2	Access to Home Program	1		Assistance for Organizations	Resources for Non-profits, Non-profit Financial Assistance	Access and Functional Needs, Aging, Disabilities	State program that provides funding to non-profits for accessibility-focused retrofits
3	Accessible Taxi Dispatch Program	2		Services	Transportation Services	Access and Functional Needs, Aging, Disabilities	Wheelchair-accessible dispatch service (trips originating in Manhattan only)
4	Medical Equipment/Supplies Service - AmeriCare	3		Material Donations	Other Material Donations	Access and Functional Needs, Aging, Disabilities	Partnering with Independent Living Services centers to provide medical equipment and supplies to those with functional medical needs/disabilities.
5	Case Management - ANIBIC	4		Services	Case Management	Access and Functional Needs, Aging, Disabilities	Advocacy group/service provider for children and adults with developmental disabilities
6	NYS Justice Center for the Protection of People with Special Needs				Referral Services, Adult		

[http://en.wikipedia.org/wiki/Database\\_schema](http://en.wikipedia.org/wiki/Database_schema)

# Data Models: Taxonomies

Sets of terms used to classify items.

In spreadsheets:  
Terms can be defined in another sheet and made accessible through “data validation” functions.

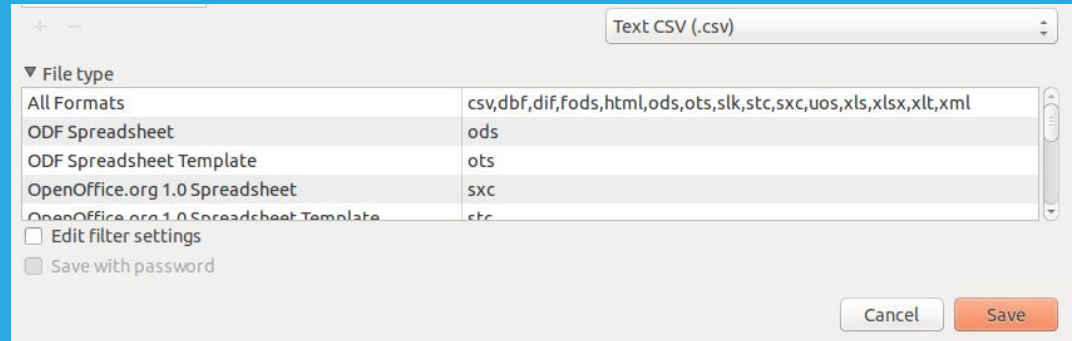


name	service_id	alternative_name	parent_service_type	service_type	alt_type	short_desc
Assistance for Organizations			Assistance for Organizations			
Access to Home Program	1		Assistance for Organizations	Resources for non-profits, non-profit financial assistance	Access and Functional Needs, Aging, Disabilities	State program that provides funding to non-profits for accessibility-focused retrofits
Accessible Taxi Dispatch Program	2		Services	Transportation Services	Access and Functional Needs, Aging, Disabilities	Wheelchair-accessible dispatch service (trips originating in Manhattan only)
Medical Equipment/Supply Service - AmeriCare	3		Material Donations	Other Material Donations	Access and Functional Needs, Aging, Disabilities	Partnering with Independent Living Services centers to provide medical equipment and supplies to those with functional medical needs/disabilities.

services service\_type audience service\_area services schema alt\_taxonomy\_type documentation\_requirements lang

# Data Models: Formats

All spreadsheets can export/save data in a variety of formats: some are proprietary and require specific programs to access, while others are open and can be used by free tools.



.CSV formats are the most openly accessible but only work on a sheet by sheet basis.

To save the entire spreadsheet, you can use .ods (Open Document) instead of xls (Microsoft).

# Data Models: Licenses

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Define what people are allowed to do with your data.

If you don't pick a license, you create ambiguity: which can be useful for “plausible deniability” but can also discourage action.

Consider an “Open” license so you can share your data with others and they can contribute to it as well.



OPEN DATA

*“A piece of data or content is open if anyone is free to use, reuse, and redistribute it — subject only, at most, to the requirement to attribute and/or share-alike.”*

<http://opendefinition.org/>



# Data Models: Governance

It's likely that your data model will need to change over time so it's important to have a clear decision making process for changing the models and a technical process for implementing those changes.

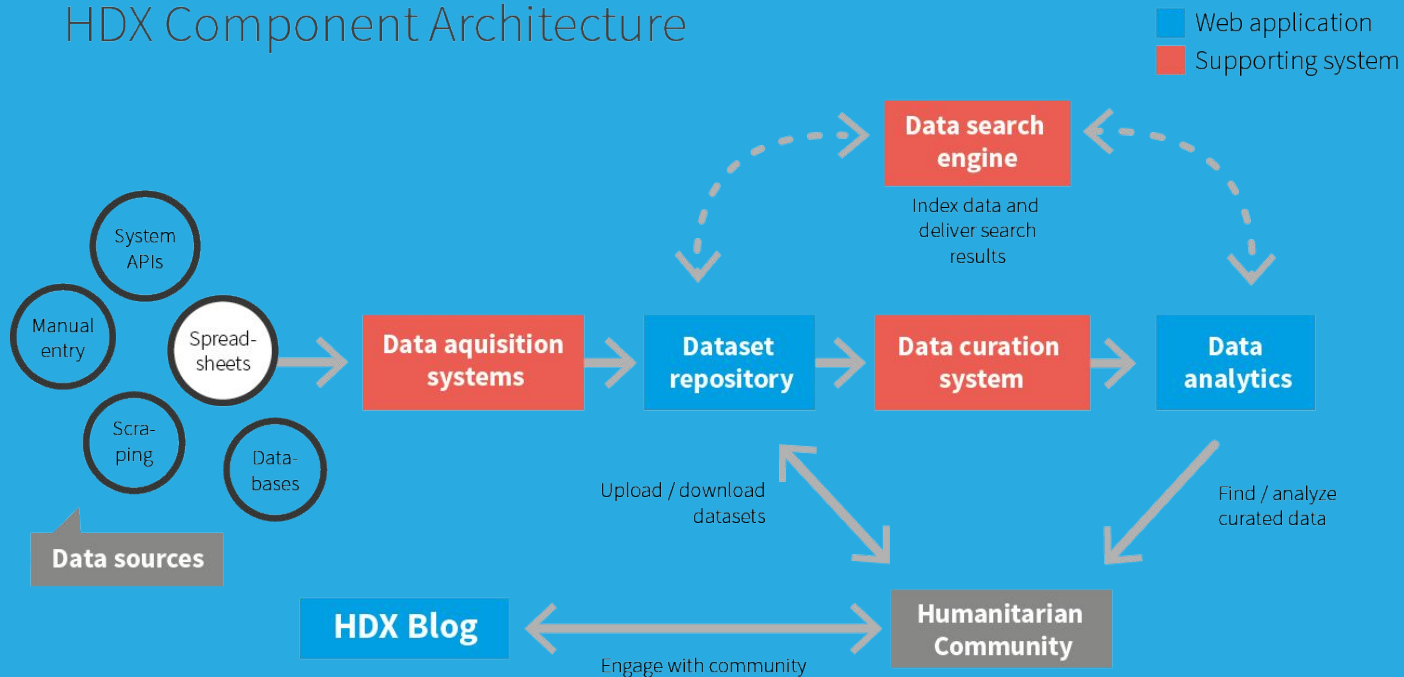


[http://en.wikipedia.org/wiki/File:King\\_Arthur\\_and\\_the\\_Knights\\_of\\_the\\_Round\\_Table.jpg](http://en.wikipedia.org/wiki/File:King_Arthur_and_the_Knights_of_the_Round_Table.jpg)

# Data Workflows

As more groups adopt a set of data models, it becomes easier for them to build shared workflows.

## HDX Component Architecture



<http://docs.hdx.rwlab.org/>



# Why Data Standards?

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**Problem:** Many groups that want to share information with each other find it difficult because it's structured differently.

**Solution:** Establish a data standard that anyone can use who wants to share information with the group, and then create tools so that it's easy for people to adopt the standard.

# What Data Could Be Standardized?

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We use data standards all the time:

- Internet (Consortia)
- Tweet or Facebook APIs (Corporate)
- 990s (IRS)
- 311 Complaints (City)

We need more data standards for disaster relief/recovery operations!

Examples —>

- News & Events
- Requests
  - Supplies
  - People
- Facilities
- Organizations
- People
- Resources
  - Assets
  - Inventories
  - Services
- Assessments
  - Canvass
  - Unmet Need
  - Damage

# A Basic Process

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1. Establish a “standards group” to approve data models and determine which types of data you want to standardize.
2. Analyze existing data models by collecting examples of how stakeholders are currently structuring their data.
3. Create a shared data model that meet as many needs as possible.
4. Create a set of templates that make it easy for people to manage data using the standardized data model.
5. Approve the data standard and establish how it can be modified to meet future needs.

# 1. Establishing a Standards Group

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- Make sure representatives from major stakeholder groups and organizations are involved.
- Outline the scope of the group.
- What data types should it address?
- Define:
  - Membership
  - Decisionmaking process
  - Frequency of meetings
  - Process for modifying standards
  - Process for implementing data standards

## 2. Analyze Datasets

- Create a list of all the potential data sources and aggregate relevant info about them:

	A	B	C	D	E	F	G	H
1	Title	Data Group	Data Source Link	Update Feed	Format	Status	# of Entries (est)	Last Updated
2	Occupy Directory	<a href="http://directory.occupy.net">directory.occupy.net</a>	<a href="http://directory.occupy.net">http://directory.occupy.net</a>	<a href="http://directory.occupy.net">http://directory.occupy.net</a>	CSV	Available	1600	NA
3	HackerSpaces.org	<a href="http://hackerspaces.org">hackerspaces.org</a>	<a href="http://hackerspaces.org">http://hackerspaces.org</a>	<a href="http://hackerspaces.org">http://hackerspaces.org</a>	Semantic Media Wik	Available	1200	NA
4	Coworking Directory	<a href="http://coworking.com">coworking.com</a>	na	na	na	Needs Organizing	1000	NA
5	Cohousing Directory	<a href="http://cohousing.org">cohousing.org</a>	<a href="http://www.cohousing.org">http://www.cohousing.org</a>	<a href="https://www.cohousing.org">https://www.cohousing.org</a>	Drupal	Need Export	400	NA
6	Food Not Bombs	<a href="http://foodnotbombs.net">foodnotbombs.net</a>	<a href="http://foodnotbombs.net">http://foodnotbombs.net</a>	none	HTML	Need Export		
7	IC Directory	<a href="http://ic.org">ic.org</a>	<a href="http://directory.ic.org">http://directory.ic.org</a>	none	Python/Perl	Need Export		
8	Activist Farms	<a href="http://serveyourcountryfarms.org">serveyourcountryfarms.org</a>	<a href="http://serveyourcountryfarms.org">http://serveyourcountryfarms.org</a>	none	Leaflet?	Need Export		
9	Ecovillages.org	<a href="http://gen.ecovillage.org">http://gen.ecovillage.org</a>	<a href="http://gen.ecovillage.org">http://gen.ecovillage.org</a>	<a href="http://gen.ecovillage.org">http://gen.ecovillage.org</a>	Joomla	Need Export		
10	Brooklyn Organizations	<a href="http://www.brooklyn.org/pub/departments/csb/index.htm">http://www.brooklyn.org/pub/departments/csb/index.htm</a>	<a href="http://websites.brooklyn.org/organizations/">http://websites.brooklyn.org/organizations/</a>	none	HTML	Need Export		
11	User Space	<a href="http://www.userspace.org/index.php/Main_Page">http://www.userspace.org/index.php/Main_Page</a>	<a href="http://www.userspace.org/index.php/LUGDBmanage">http://www.userspace.org/index.php/LUGDBmanage</a>	<a href="http://www.userspace.org/index.php/Special:RecentChanges">http://www.userspace.org/index.php/Special:RecentChanges</a>	MediaWiki	Need Export		

	A	B	C	D	E	F	G
1	All	coworking/registry	Coworking App	Emergent Research	<a href="http://hackerspaces.org">Hackerspaces.org</a>	<a href="http://ic.org">IC.org</a>	<a href="http://NonprofitCenters.org">NonprofitCenters.org</a>
2	Name	x	x	x	x	x	x
3	Website	x	x	x	x	x	x
4	Phone number	x	x			x	x
5	Fax Number	x	x				x
6	Address Line 1	x	x				x
7	Address Line 2	x	x				x
8	Address Line 3	x	x				
9	City	x	x	x			x
10	State/Province	x	x	x	x		x
11	ZIP/Post Code	x	x				x
12	Country	x	x		x		
13	Semantic Address	x			x	x	
14	Latitude	x	x		x	x	
15	Longitude	x	x		x	x	
16	Email Address	x	x			x	x
17	Facebook page	x	x				
18	Twitter handle	x	x				
19	Description	x	x (>150 words)			x	x
20	Free drop-in? (y/n)	x	x				
21	Drop-in day rate (\$)	x	x				
22	Drop-in comments	x	x				
23	Link to logo (photo only)	x	x		x (file)	x (file)	
24	Link to Yelp page	x	x				
25	Link to Google Places page	x	x				
26	Coworking Visa Accepted? (y/n)	x	x				
27	Date Founded				x	x	x
28	Mailing List Link				x		
29	Semantic Address	x			x	x	
30	Number of Members				x		
31	Membership Fee				x		
32	Status	x			x		x

- Compare schemas and taxonomies, identifying what's shared and what isn't.

# 3. Create a Shared Data Model







- Determine your schema, taxonomies, format and license.
- Define what is core (required) and what is supplemental (optional).
- Implement the model using a spreadsheet.

A		B	
		Schema	
1			
2	<b>Services</b>	<b>Description</b>	
3	name	Name of Service	
4	service_id	An ID that uniquely identifies the service	
5	alternative_name	Alternate names for the service.	
6	parent_service_type	[recommended] Top level term describing service. Separate with comas.	
7	service_type	The set of types that describe the nature of the service. Separate with comas.	
8	alt_type	[recommended] category/type used by service information source.	
9	short_desc	Description of service using under 200 characters.	
10	description	Full description of the service.	
11	outcomes	The tangible thing generated by the service, e.g. a passport, permit, etc.	
12	how_to_access	The channels through which the service can be accessed.	
13	organization	The organization or agency that is providing the service.	
14	service_area	The geographic areas where the service is provided. Separate with comas.	
15	audience	The audiences for whom this service is directed. Separate with comas.	
16	eligibility	What makes someone eligible for this service?	
17	documentation_ref	Specific documents needed to access this service.	
18	facilities	Locations where this service is offered. Don't include offices where services are administered.	
19	languages	The set of languages used to offer the service.	
20	urls	URLs that the service can be accessed from. Separate with comas.	
21	emails	[recommended] Email addresses for service inquiries. Separate with comas.	
22	phones	[recommended] Phone numbers for service inquiries. Separate with comas.	
23	hours_available	Days and times services can be accessed.	
24	staff_contacts	Name, titles and/or contact info of staff to contact about services	
25	fees	Amount service costs.	
26	method_of_payment	Accepted means for paying for the service.	
27	funding_sources	Organizations/agencies that fund this service.	
28	wait	Time to wait/process service requests.	
29	Source	Name/Link to the source(s) of information about the service used to create this entry.	
30	Last Updated	Last time this entry was researched/updated.	
31	Notes	Additional information.	
32			
33	<b>Organization</b>	<b>Description</b>	
34	organization	Name of the organization	
35	branch	If the organization is a branch of a larger one	
36	acronym	If the organization has a popular acronym	
37	organization_type	Classification of organization - pulled from organization_type sheet	
38	service_areas	The geographic areas (neighborhood level) where the service is provided. Separate with comas.	
39	service_types	The set of types that describe the nature of the service. Separate with comas.	
40	networks	Any coordination/collaboration networks, coalitions, associations they're involved with.	
41	region	Broader areas in which the organization is active. Separate with comas.	
42	website	Relevant URLs of this organization.	

# 4. Make Usable Templates

Produce templates and documentation for others:

- forms
- spreadsheets
- training documentation

<input type="checkbox"/>	TITLE
<input type="checkbox"/> ☆ 	Data Standards Introduction Shared
<input type="checkbox"/> ☆ 	Assessments Template Shared
<input type="checkbox"/> ☆ 	Resources Template Shared
<input type="checkbox"/> ☆ 	Organizations Template Shared
<input type="checkbox"/> ☆ 	Facilities Template Shared
<input type="checkbox"/> ☆ 	Requests Template Shared

**Site \***  
The name of the location that supplies are to be sent.

**Address \***  
The address of the site that the supplies are to be sent.

**Site Contact (Primary) \***  
Name, Phone, Email (This is very important information to gather)

**Site Contact (Secondary)**  
Name, Phone, Email

**Site Resources**

**Cell Service?**  
Does the site have reliable cell service?  
☐ Yes  
☐ No  
☐ Unreliable / Unsure

**Has Electricity?**  
Does the site have electricity?  
☐ Yes  
☐ No  
☐ Partial / Unreliable

Sample Template <http://tinyurl.com/nposervices>

## 5. Add Data Governance to Responsibilities

---

- Vote to approve the data model to turn it into a “standard”.
- Create space (on and offline) where people can discuss changes to the standard and how it can be improved.
- Incorporate conversations and decision making about data standards into your regularly scheduled meetings.
- Ensure resources are available to implement changes going forward.



# VOAD: Let's Establish Standards!

---

- Add data standard development and maintenance to VOAD responsibilities.
- Turn existing templates and recommendations into standards.
- Expand the catalog of standards available to the community.
- Implement standards into all types of interesting tools — both online and offline.

# Questions?

# Get in Touch

---



*"I take treat  
donations"*  
- office data dog Augs

**Link to Presentation**  
[tinyurl.com/sarapisnvoad](http://tinyurl.com/sarapisnvoad)

**Learn More**  
[sarapis.org](http://sarapis.org)

**Contact**  
[devin@sarapis.org](mailto:devin@sarapis.org)  
[marie@sarapis.org](mailto:marie@sarapis.org)

**Follow Us on Twitter**  
[@devinbalkind](https://twitter.com/devinbalkind)  
[@disasterdane](https://twitter.com/disasterdane)

**OPEN TECH**  
**OPEN DATA**  
**OPEN NETWORKS**

# Tutorials

---

- Directories
- Maps
- Request Queues

# Directories

---

**Problem:** How do we track information about our organization/coalition partners and publish some of that information online?

**Solution:** Use a spreadsheet/Fusion-table powered directory with public sheets that you embed on your website and private sheets that you share internally.

# Directories: Create a Directory Data Model

## Public Info

- Organization Name
- General Contact Info (Phone/Email)
- Mailing Address
- Website
- Products/Services They Offer

## Private/Internal Info

- Personal contact info
- Name of their leader
- Relationship to group (active member, paid dues, etc)
- Contact notes (last time spoke, etc)

A	B	C	D	E	F	G	H	I	J	K	L	M
Organization Name	Contact	Address	Phone	Email	Website	Services	Phone 2	Leader Name	Leader Contact	Committees?	Status	Comments
Project Hospitality	Karen Jackson	100 Park Avenue, Staten Island, NY 10302	718-448-1544 x166	karen_jackson@	<a href="http://www.projecthospitality.org">http://www.projecthospitality.org</a>	Referral Services, Housing Re-location, Food, Furniture, Mental Health, Spiritual Care, Volunteer Housing, Volunteer Coordination, Volunteer Showers, Immigrant Services	212.555.1212	Terry Troia	xyz@projecthos	Needs Assessment	Active	

**TIP:** Make public and private columns different colors so people know what info will go where.

# Directories: Create a Public Sheet

- Create a new sheet within the spreadsheet.
- Add a formula that pulls information from the public portion of the other sheet.
  - `= 'Sheet_Name '!`  
`Column#`
- Pull all data into the sheet you want made public.
- Go to File > Publish to the Web
- Select public info sheet
- Copy and paste the URL or embed code

Publish to the web

Sheets to publish

Public Select Sheet

☒ Automatically republish when changes are made  
☐ Require viewers to sign in with their sarapisfoundation.org account.

Stop publishing Republish now Published on Jun 10, 2014, 6:09 PM

Note: Publishing a doc does not affect its visibility option. [Learn more](#)

Get a link to the published data

Web page

All cells

<https://docs.google.com/spreadsheet/pub?key=0ArhSktWsQi1VdDI5ZzBJUzB1SjJuVzNTaG...> Copy Code

Copy and paste the link above

Close

# Directories: Link or Embed in Web Page

## Web Page

https://docs.google.com/spreadsheets/pubkey=0A95589D1VdD15Z8JuzB15JuVzNTaGNuazI2awc&single=true&glid=0&output=html

Most Visited Getting Started YouTube Triggers Photoshop Tutorial Find a Hike Find 432702645\_309s Watch The Glymps Guide to file form...

**NYC Tier 2 Data Sets : Tier 2**

Name	Data Group	Data Tags	Hamonized Tags	Eden Group	Details
NYC Borough Boundaries	Boundaries				http://mydata.pediacies
2010 Census Block Groups Polygons	Boundaries				http://mydata.pediacies
NYC City Council Districts	Boundaries				http://mydata.pediacies
NYC Police Precincts	Boundaries				http://mydata.pediacies
NYC School Districts	Boundaries				http://mydata.pediacies
NYC Community Districts	Boundaries				http://mydata.pediacies
CERT Zones	Boundaries				https://myopendata.socrata.com
Map of NYCHA REES Zones	Boundaries				https://data.cityofnewyork.org
Sea Level Rise Maps (2050s 100-year Floodplain)	Geography				https://data.cityofnewyork.org
Sea Level Rise Maps (2050s 500-year Floodplain)	Geography				https://data.cityofnewyork.org
Flood Plan Scenario - Rapid Ice Melt (2025/2050/2080)	Geography				https://data.cityofnewyork.org
NYC FEMA Flood Insurance Rate Map	Geography				http://mydata.pediacies
Elevation	Geography				https://myopendata.socrata.com
Contours Lines (2 foot)	Geography				https://data.cityofnewyork.org
NYC Hurricane Evacuation Zones	Emergency				https://data.cityofnewyork.org
Hurricane Evacuation Centers	Emergency				https://myopendata.socrata.com
Daytime Warning Shelters	Services: Emergency				https://data.cityofnewyork.org
Privately Owned Public Spaces	Supplemental				https://myopendata.socrata.com
Open Spaces (Courts, Tracks, Cemetery Outlines)	Supplemental				https://data.cityofnewyork.org
Vacant Lots Cleaned	Services: City				https://data.cityofnewyork.org
Police Stations	Services: City				https://data.cityofnewyork.org
Fire Houses	Services: City				https://myopendata.socrata.com
Hospitals	Services: City				https://myopendata.socrata.com
NYCHA Facilities and Service Centers	Services: City				https://myopendata.socrata.com
NYC Women's Resource Network Database	Services: Civic				https://data.cityofnewyork.org
Senior Center Directory	Services: Civic				https://data.cityofnewyork.org
Wastewater Treatment Plants	Environmental Hazards				https://data.cityofnewyork.org
Hurricane Sandy - Sewer	Environmental Hazards				https://data.cityofnewyork.org
Nursing Homes	Services: Civic				https://data.cityofnewyork.org
Agency Service Center	Services: Civic				https://data.cityofnewyork.org
Directory Of Homeless Drop-In Centers	Services: Civic				https://data.cityofnewyork.org
Community Health Centers	Services: Civic				https://data.cityofnewyork.org
Medicaid Offices	Services: Civic				https://data.cityofnewyork.org
Directory of NYCHA Community Facilities	Services: NYCHA				https://data.cityofnewyork.org
Map of NYCHA Community Facilities	Services: NYCHA				https://data.cityofnewyork.org
Directory of Counseling, Advocacy and Other Services	Services: Benefits				https://data.cityofnewyork.org
Directory of Food Stamp Centers	Services: Civic				https://data.cityofnewyork.org
Directory of Hospitals with Domestic Violence Coordinators	Services: Civic				https://data.cityofnewyork.org
Directory of Programs List - Mayor's Office	Services: Civic				https://data.cityofnewyork.org
Young Adult Borough Centers 2012-2013	Services: Civic				https://data.cityofnewyork.org
Food Scrap Drop Off Sites	Supplemental				https://data.cityofnewyork.org

## Embed

**Add New Page** Screen Options Help

Events Manager is ready to go! It is highly recommended you read the [Getting Started](#) guide on our site, as well as checking out the [Settings Page](#). Dismiss

**Tier 2 Data**

Permalink: [http://folab.org/demo/?page\\_id=81](http://folab.org/demo/?page_id=81) Change Permalinks

View Page

Add Media Visual Text

code more close tags

Below is a bunch of [datasets](#) useful for resilience planning.

&nbsp;

```
<iframe width='500' height='300' frameborder='0'
src='https://docs.google.com/spreadsheets
/pubkey=0A95589D1VdD15Z8JuzB15JuVzNTaGNuazI2awc&
single=true&glid=0&output=html&widget=true'></iframe>
```

Word count: 10 Draft saved at 10:30:54 pm.

**Publish**

Save Draft Preview

Status: Draft [Edit](#)

Visibility: Public [Edit](#)

[Publish Immediately](#) [Edit](#)

[Move to Trash](#) [Publish](#)

**Page Attributes**

Parent: (no parent)

Template: Default Template

Order: 0

Need help? Use the Help tab in the upper right of your screen.

## TIER 2 DATA

Below is a bunch of datasets useful for resilience planning.

**NYC Tier 2 Data Sets : Tier 2**

Name	Data Group
NYC Borough Boundaries	Boundaries
2010 Census Block Groups Polygons	Boundaries
NYC City Council Districts	Boundaries
NYC Police Precincts	Boundaries
NYC School Districts	Boundaries
NYC Community Districts	Boundaries
CERT Zones	Boundaries
Map of NYCHA REES Zones	Boundaries
Sea Level Rise Maps (2050s 100-year Floodplain)	Geography
Sea Level Rise Maps (2050s 500-year Floodplain)	Geography

Tier 2

EDIT

### LEAVE A REPLY

Logged in as user1. [Log out?](#)

Comment



# Maps

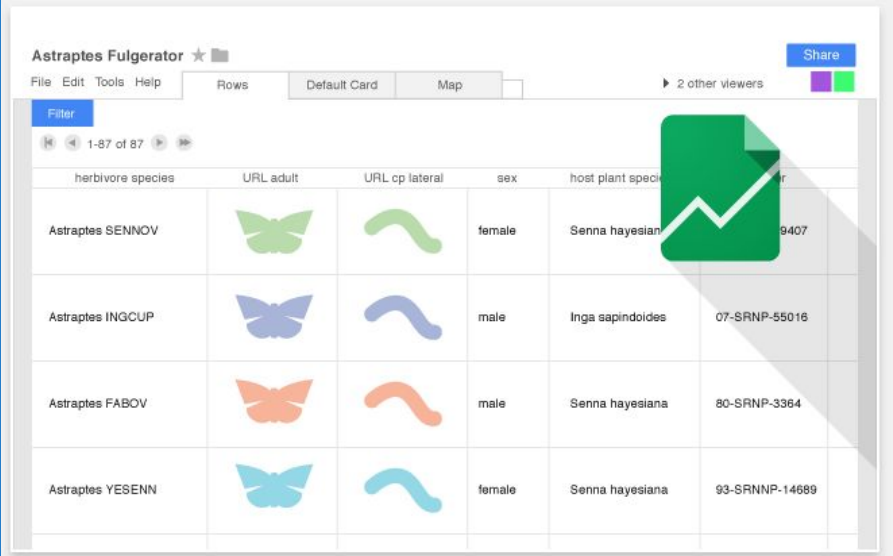
---

**Problem:** How can we place our data onto a map and control how it's displayed and by whom?

**Solution:** Define your data in a Google Spreadsheet and then import it into a Fusion-table that you can share internally and embed on your website.

# More Options with Google Fusion Tables









- Fusion Tables allow you to create more types of views (table, card, map) and configure them in specific ways (change size, layout, display of information).
- They can be embedded into web pages just like Google Spreadsheets.



**Astraptes Fulgurator** ★

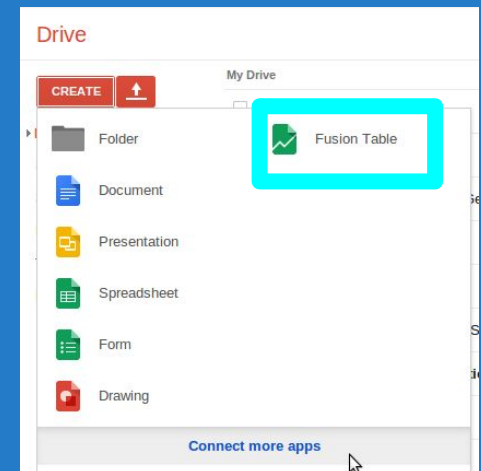
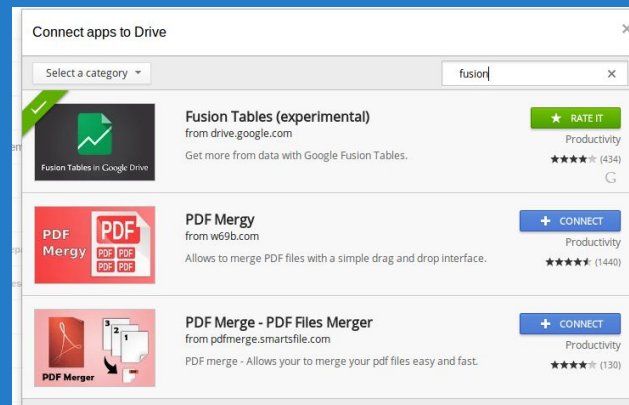
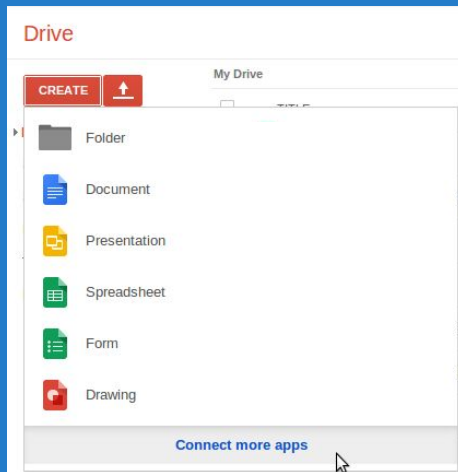
File Edit Tools Help Rows Default Card Map 2 other viewers Share

Filter 1-87 of 87

herbivore species	URL adult	URL cp lateral	sex	host plant species	
Astraptes SENNOV			female	Senna hayesian	9407
Astraptes INGCUP			male	Inga sapindoides	07-SRNP-55016
Astraptes FABOV			male	Senna hayesiana	80-SRNP-3364
Astraptes YESENN			female	Senna hayesiana	93-SRNP-14689

# Active Google Fusion Tables

- Go to Google Drive > Create > Connect More Apps to begin the process of activating Fusion Tables.
- Search for Fusion Tables
- Click Connect



# Directories: Import Spreadsheet

Import new table

From this computer  No file chosen

Google Spreadsheets You can upload spreadsheets, delimited text files (.csv, .tsv, or .txt), and Keyhole Markup Language files (.kml). [Learn more](#)

Create empty table

Or search public data tables

New to Fusion Tables?  
Take a peek! [Play with a data set](#) or [try a tutorial](#).

Import new table

Column names are in row

1	Orga... Name	Contact	Addr...	Phone	Email	Website	Servi...	Phone 2
2	Project Hospi...	Karen Jackson	100 Park Avenue, Staten Island, NY 10302	718-448- 1544 x166	karen...	http://...	Referral Servi... Housing Re- location, Food, Furn...	212.5...

Rows before the header row will be ignored.

New to Fusion Tables?  
Take a peek! [Play with a data set](#) or [try a tutorial](#).

Import new table

Table name

Allow export ☒ [?](#)

Attribute data to  [?](#)

Attribution page link

Description

For example, what would you like to remember about this table in a year?

New to Fusion Tables?  
Take a peek! [Play with a data set](#) or [try a tutorial](#).

Select a spreadsheet

Spreadsheets

LAST MODIFIED

☒ Test Spreadsheet

☐ HXL data dictionary (draft)

Or paste a web address here:

Import new table

Select the sheet to import:

Orga... Name	Conta	Addr...	Phone	Email	Webs	Servi...	Phon 2	Leads Name	Leads Conta	Comm	Status	Comm	Notes
Orga... Name	Conta	Addr...	Phone	Email	Webs	Servi...	Phon 2	Leads Name	Leads Conta	Comm	Status	Comm	Notes
Projec Hospi Jack	Karen Jacks	100 Park Avenue, Staten Island x166	718- 448- 1544 x166	karen...	http://	Refer Servic Hospi Re- locati Food, Furnit	212.5...	Terry Troya	xyz@	Needs Asses	Active		

New to Fusion Tables?  
Take a peek! [Play with a data set](#) or [try a tutorial](#).

# Directories: Fusion Table Views

## Row View

se...	name	alternative_name	alt_type	parent_s...	service_type	organization	short_desc
1	Access to Home Program		Access and Functional Needs, Aging, Disabilities	Assistance for Organizations	Resources for Non-profits, Non-profit Financial Assistance	New York State Homes & Community Renewal	State program that provides funding to non-profits for accessibility-focused retrofits
2	Accessible Taxi Dispatch Program		Access and Functional Needs, Aging, Disabilities	Services	Transportation Services	Accessible Dispatch	Wheelchair-accessible dispatch service (trips originating in Manhattan only)
3	Medical Equipment Service - AmeriCare		Access and Functional Needs, Aging, Disabilities	Material Donations	Other Material Donations	AmeriCares	Partnering with Independent Living Services centers to provide medical equipment and supplies to those with functional medical needs/disabilities.
4	Case Management - ANIBIC		Access and Functional Needs, Aging, Disabilities	Services	Case Management	ANIBIC	Advocacy group/service provider for children and adults with developmental disabilities
5	NYS Justice Center for the Protection		Access and Functional Needs, Aging, Disabilities	Services	Referral Services, Adult Care, Benefits Assistance	NYS Justice Center for the Protection of People with Special	Referral line for New York State residents seeking disability services

## Card View

Assistance for Organizations >> Resources for Non-profits, Non-profit Financial Assistance

### #1: Access to Home Program

Provided by: New York State Homes & Community Renewal  
For people in: New York State  
Who identify as: Municipalities, Non-profits  
Who want: Accessible dwelling units  
And are: Municipalities, Non-profits which have disabled service provision experience

**State program that provides funding to non-profits for accessibility-focused retrofits**

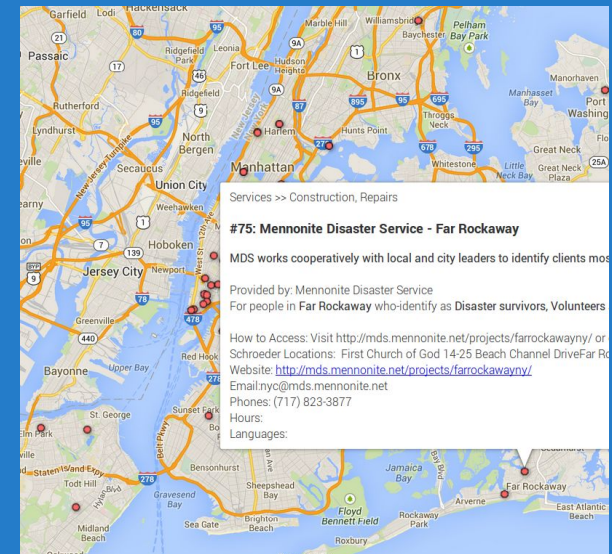
#### How to Access

Once a NOFA is made available, applicants are encouraged to submit Access to Home Program application exhibits and attachments electronically over the web using the Community Development On-line application system (CDOL). Paper or OmniForm applications may also be submitted. Complete directions on use of the online application system are found on the website at [www.nyshcr.org](http://www.nyshcr.org). Requirements: Organizations must have been in existence for at least a year before applying; Must have experience providing services for the elderly and disabled

#### Contact Info

Locations:  
Website: <http://www.nyshcr.org/Programs/accesstohome/>  
Email:  
Phones:  
Hours:  
Languages:  
Contacts:

## Map View



**TIP:** To create a map, put the entire address of the location into a single column. Google will geocode it as if you searched for that address on Google.com.

# Directories: Embed into Webpage

The screenshot displays a web application interface for managing a directory. On the left, a table lists organizations, with a context menu open over the first row. The menu includes options like 'Rename...', 'Move to front', 'Duplicate', 'Remove', 'Publish...', 'Summarize...', and 'Select columns...'. The 'Publish...' option is highlighted. In the center, a 'Publish' dialog box is shown, providing instructions on how to embed the directory into a website. It includes a URL and an HTML iframe code snippet. On the right, a 'Member Directory' sidebar is visible, showing the permalink, a 'View Page' button, and a 'Publish' button. The sidebar also includes a 'Page Attributes' section with options for parent, template, and order.

**Table Data:**

Organization Name
Catholic Charities Community Services Archdiocese of NY

**Context Menu Options:**

- Rename...
- Move to front
- Duplicate
- Remove
- Publish...
- Summarize...
- Select columns...

**Embed Code:**

```
<iframe width="500" height="300" scrolling="yes"
frameborder="no"
src="https://www.google.com/fusiontables/embedviz?
viz=GVIZ6amp;t=TABLE6amp;q=select+col0%2C+col1%2C+col2%2C+
col3%2C+col4%2C+col5%2C+col6%2C+col7%2C+col8%2C+col9%2C+co
l10%2C+col11%2C+col12%2C+col13+from+1-
8fFkbXNR5DPSf1wKNBNwThedM0peRqV_6dYS0Y6amp;containerId=goo
glt-gviz-canvas"></iframe>
```

**Publish Dialog:**

Send a link in email or IM

[https://www.google.com/fusiontables/embedviz?viz=GVIZ&t=TABLE6&q=select+col0%2C+col1%2C+col2%2C+col3%2C+col4%2C+col5%2C+col6%2C+col7%2C+col8%2C+col9%2C+col10%2C+col11%2C+col12%2C+col13+from+1-8fFkbXNR5DPSf1wKNBNwThedM0peRqV\\_6dYS0Y6&containerId=googlt-gviz-canvas](https://www.google.com/fusiontables/embedviz?viz=GVIZ&t=TABLE6&q=select+col0%2C+col1%2C+col2%2C+col3%2C+col4%2C+col5%2C+col6%2C+col7%2C+col8%2C+col9%2C+col10%2C+col11%2C+col12%2C+col13+from+1-8fFkbXNR5DPSf1wKNBNwThedM0peRqV_6dYS0Y6&containerId=googlt-gviz-canvas)

Paste HTML to embed in a website

```
<iframe width="500" height="300" scrolling="yes" frameborder="no"
```

Width  Height

**Member Directory Sidebar:**

Permalink: [http://fllab.org/demo/?page\\_id=80](http://fllab.org/demo/?page_id=80) Change Permalinks

View Page

Add Media

Visual Text

more close tags

Publish

Save Draft Preview

Status: Draft Edit

Visibility: Public Edit

Publish immediately Edit

Move to Trash Publish

Page Attributes

Parent (no parent)

Template Default Template


Order 0

Need help? Use the Help tab in the upper right of your screen.

Featured Image



# Directories: Cards Embedded into Web Page



*Staten Island Interfaith & Community Long Term Recovery Org.*


Sponsored by Staten Island Clergy Leadership and the Stephen Siller Foundation

[HOME](#) [ABOUT](#) [UPDATES](#) [RESOURCE GUIDES](#) [CALENDAR](#) [CONTACT](#) [DONATE](#)

## Member Directory

Below is a list of the member organizations of the Staten Island Community and Interfaith Long-Term Recovery Organization.

If your organization would like to become a member, please don't hesitate to [contact us](#).



<p><a href="#">All Hands Volunteer</a>            Contact: Paul Radant            Address:            Phone: 718-273-9040            Email:            Services: Muck Out, Mold Remediation, Rebuilding, Volunteer Coordination</p>	<p><a href="#">American Red Cross</a>            Contact: Carmen Nieves            Address: 520 W 49th St, New York, NY            Phone: 917-751-4854            Email: carmen.nieves@redcross.org            Services: Disaster Case Management, Rental Assistance, Disaster Preparedness</p>
<p><a href="#">Beacon of Hope NY</a>            Contact: Deidre McGrath            Address: 164 Roma Avenue, Staten Island, NY            Phone: 347-934-9726            Email: dmcgrath@beaconofhopeny.org            Services: Referral Services, Volunteer Coordination, Disaster Preparedness</p>	<p><a href="#">Boots on the Ground</a>            Contact: Mike Hoffman            Address: 1940 Richmond Ave            Phone: 917-548-0523            Email: mikeloco@msn.com            Services: Muck Out, Rebuilding, Mold Remediation, Food, Volunteer Coordination, Volunteers</p>
<p><a href="#">Brooklyn Cyclones</a>            Contact: Gary Perone            Address: 1904 Surf Avenue, Brooklyn NY 11224            Phone: 718-382-2608            Email: gary@brooklyncyclones.com            Services: Fundraising, Financial Assistance, Volunteer Coordination</p>	<p><a href="#">CHASI</a>            Contact: Deb Powell            Address: 56 Bay St., Staten Island, NY            Phone: 347-733-5777            Email: debra-powell@hotmail.com            Services: Health/Safety Training, Health, Mental Health</p>

Embedded  
Fusion Table  
"Card View"

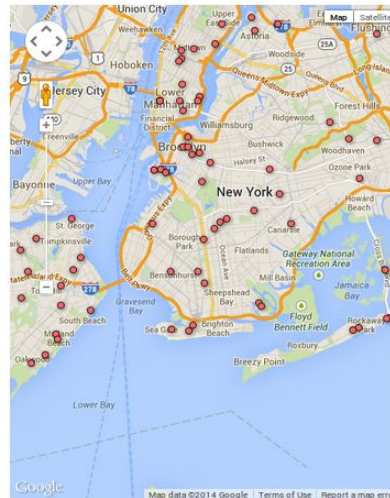


# Embedding Maps, Tables and Forms

Embedded  
Fusion Table  
“Map View”

Embedded  
Fusion Table  
“Card View”

## SANDY RELIEF



Open/Closed	Name of Organization	Call Status (Initials)	Street
Closed	Alianza	HW Complete	
Open	23-74 38th St	RB Complete	23-74 38th St
Closed	489 Midland	Number is disconnected/busy 1/7 HR	489 Midland Ave
Closed	Abounding Grace Ministries	RB Complete	393 E 8th St
Open	Addabbo Family Health Center	Busy TC	120 Richards St
Closed	Advent Lutheran Church	RB Complete	2504 Broadway
Ongoing	Adventist Community Services	Left Message TC	3308 Edison Ave
Open	African Refuge Youth Center	RB Complete	185 Park Hill Ave

## UPCOMING EVENTS

JUN 11 Wed	7:00 pm NYC American Herbalist Guild (AH...) @ NY Botanical Garden Midtown Education Center, 20 West 44th Street, NYC
JUN 12 Thu	6:00 pm 99 Pickets Monthly Meeting - Fig... @ 310 W 43rd St, New York City, NY, United States
JUN 14 Sat	3:00 pm Bed-Stuy Food Not Bombs @ Lafayette & Marcy Aves., Brooklyn, NY
JUN 15 Sun	4:00 pm Grub Community Building Meal @ 21 Clinton Ave, Brooklyn, NY
JUN 17 Tue	9:00 pm Occupy - Grassroots: Help Build ... @ A telephone
JUN 20 Fri	7:00 pm Earth's Patterns of Evolution w... @ The Commons Brooklyn, 388 Atlantic Avenue, Brooklyn, NY 11217
JUN 21 Sat	3:00 pm Bed-Stuy Food Not Bombs @ Lafayette & Marcy Aves., Brooklyn, NY
JUN 28 Sat	3:00 pm Bed-Stuy Food Not Bombs @ Lafayette & Marcy Aves., Brooklyn, NY
JUL 1 Tue	7:00 pm Monthly Permaculture Meetup @ Whole Foods, 95 E Houston St., NYC
	9:00 pm Occupy - Grassroots: Help Build ... @ A telephone

This could be  
a form

## META

[Log in](#)

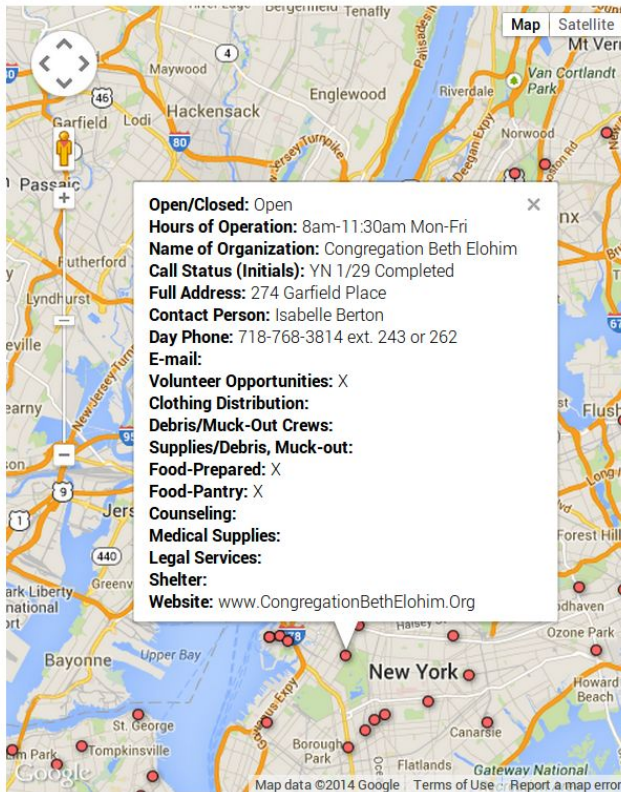
[Entries RSS](#)

[Comments RSS](#)

[WordPress.org](#)

# Change Info Box Display

## SANDY RELIEF



### Change info window layout

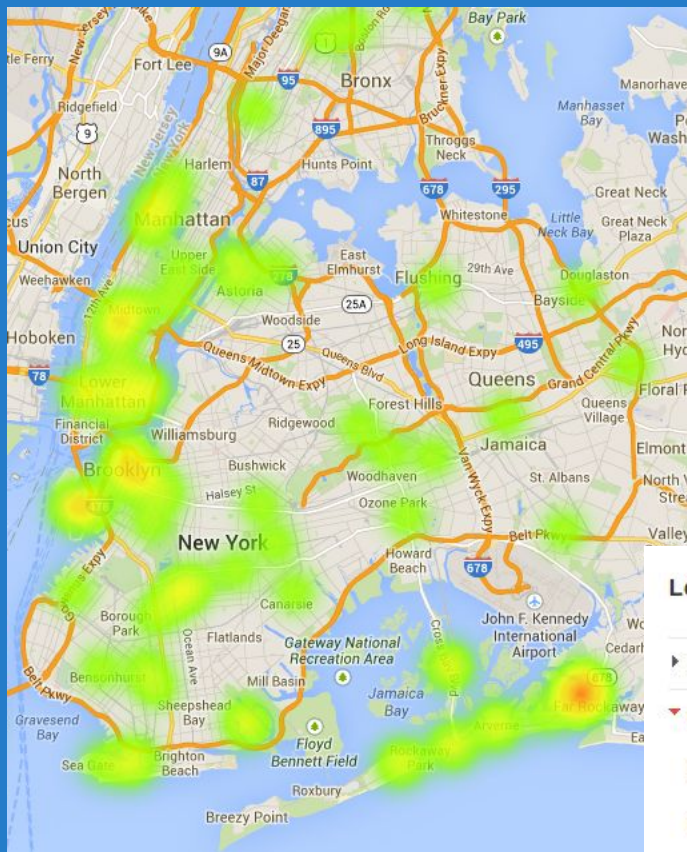
Automatic Custom

Write the HTML for your info window with column placeholders like {column name}. [Learn more](#)

Open/Closed	<div class='googft-info-window'>
Date Open	<b>Open/Closed:</b> {Open/Closed} 
Date Closed	<b>Hours of Operation:</b> {Hours of Operation} 
Hours of Operation	<b>Name of Organization:</b> {Name of Organization} 
Name of Organization	<b>Call Status (Initials):</b> {Call Status (Initials)} 
Call Status (Initials)	<b>Full Address:</b> {Full Address} 
Partnerships	<b>Contact Person:</b> {Contact Person} 
FBO/CBO/ Government	<b>Day Phone:</b> {Day Phone} 
Type of Organization	<b>E-mail:</b> {E-mail} 
Street	<b>Volunteer Opportunities:</b> {Volunteer Opportunities} 
Apartment/Suite #	<b>Clothing Distribution:</b> {Clothing Distribution} 
Cross Street	<b>Debris/Muck-Out Crews:</b> {Debris/Muck-Out Crews} 
Zip Code	<b>Supplies/Debris, Muck-out:</b> {Supplies/Debris, Muck-out} 
Full Address	<b>Food-Prepared:</b> {Food-Prepared} 
Neighborhood	<b>Food-Pantry:</b> {Food-Pantry} 
Borough	<b>Counseling:</b> {Counseling} 
Head of organization	<b>Medical Supplies:</b> {Medical Supplies} 
Contact Person	<b>Legal Services:</b> {Legal Services} 
	<b>Shelter:</b> {Shelter} 
	<b>Website:</b> {Website} 
	</div>

Save Cancel

# Change Display of Pins



Location Full Address ▼

► Feature map

▼ Heatmap

Radius  33

Opacity  84%

Weight No weighting ▼

[Learn more](#)

## Change map feature styles

### Points

Marker icon

### Polygons

Fill color

Border color

Border width

### Lines

Line color

Line width

### Legend

Automatic legend

### Map marker icons

[Fixed](#)

[Column](#)

[Buckets](#)

☒ Divide into 9 buckets

Column Zip Code ▼

8,270 - 21,776 [use this range](#)

+	-	0.0	up to 11.111	
+	-	11.111	up to 22.222	
+	-	22.222	up to 33.333	
+	-	33.333	up to 44.444	
+	-	44.444	up to 55.556	

Save

Cancel

# Request Queues

---

**Problem:** People want to request resources (supplies, volunteers, etc) from your group or coalition and you need to track that process.

**Solution:** Use a form & spreadsheet combination to publish capabilities, record requests and track them through fulfillment.

# Set Up a Request System

---

Follow the process below:

- Create an inventory spreadsheet for your resources.
- Make a portion of it publicly viewable at a link accessible via a request form.
- Create a request form and make it publicly viewable.
- Add fulfillment info columns to the form responses sheet.



# Track Inventory in a Spreadsheet

f <sub>x</sub>	Warehouse						
	A	B	C	D	F	J	P
1	Warehouse	Organization	SKU#	Category	Item Name	Units	Quantity
2	Redacted		TM101	Mattress	TWIN MATTERSS	Each	128
3			FM102	Mattress	FULL MATTRESS	Each	52
4			QM103			Each	41
5			TB201			Each	103
6			FB202	Box Spring	FULL BOX SPRING	Each	53
7			QB203	Box Spring	QUEEN BOX SPRING	Each	41
8			TBF351	Frames	TWIN BED FRAMES	Each	130
9			FBF352	Frames	FULL BED FRAMES	Each	39
10			QBF353	Frames	QUEEN BED FRAMES	Each	20
11			TPS001	Sofa	2 PIECE SOFA	Each	3
12			SB002	Sofa Bed	SOFA BED	Each	1
13			DBL550	Sink	LANGLADE SMART DIVIDE DBL EQUAL SINK	Each	1
14			BBR-L550	Sink Acc	BOTTOM BASIN RACK - LEFT	Each	1
15			BBR-R550	Sink Acc	BOTTOM BASIN RACK - RIGHT	Each	1
16			UCO551	Sink	INDIO UNDERCOUNTER OFFSET SINK - 2 HOLE	Each	1
17			SRR552	Sink	MAYFIELD 25X22 SR SINK - 3 HOLE	Each	1
18			CIS553	Sink	CAPE DORY CAST IRON SINK - S/R	Each	1
19			DES554	Sink	HARTLAND DBL EQUAL, UC, SINK - 5 HOLE	Each	1
20			FMC650	Cabinet	FAIRHAVEN MEDIUM CABINET ROBERN	Each	1
21			MCC651	Cabinet	19 1/4" x 30" MED CABINET - CHROME	Each	1
22			MMC652	Cabinet	18" X 30" METALLICA MED CABINET/CHROME	Each	1
23			MCR653	Cabinet	24" x 27 1/2" MEDICINE CABINET ROBERN	Each	1
24			CDT654		36 x 36 CASCADE DOUBLE THRESH BASE	Each	1
25			DSB655	Sink	KOHLER 33X22-4 S/S DOUBLE SINK K3246-4-NA BALLAD SS SINK 4 HOLE	Each	1
26			WRB656	Sink Acc	WIRE RINSE BASKET 13 1/2" X 15 1/4"	Each	1
27			BRB657	Sink Acc	BASIN RACK - BOTTOM 12 3/4" x 14 1/2"	Each	1
28			MCR658	Cabinet	19 1/4" x 30" METALLIQUE CABINET ROBERN	Each	1
29			LHAB659		60"x30" L/H ACRYLIC BASE	Each	1
30			SRP660	Prep Sink	SHAWS RND PREP SINK 18" BSC	Each	1
31			BPS661	Prep Sink	ALLIA 1 BWL BAR/PREP SINK BSC 17"	Each	1
32			COH750	Sink	15X15 CELEBRITY S/R 1 HOLE HOSP. ELKAY	Each	1
33			CVO751		CERAMIC VESSEL - ROUND W/O OVERFLOW WHITE	Each	1
34			CPT752	Bath Sink	COLONY PEDESTAL TOP 4" WHITE	Each	1
35			CPL753	Bath Sink Acc	COLONY PEDESTAL LEG	Each	1
36			RSRL754		BRYANT ROUND SELF-RIMMING LAV/4 CC	Each	1
37			BTMC755		31X22 TOP, 8" C/S - MYSTIC COAL	Each	1
38			ASBF756		48x21 AMERICAN SHAKER BLACK FAIRMONT	Each	1
39							

SKU's are Unique Identifiers

Redacted

# Create a Public Inventory Sheet

44			
45			
46			
47			
	+	☰	Public Inventory ▾ Warehouse ▾

Publish to the web

**Sheets to publish**

- All sheets
- Public Inventory Changes are made
- Warehouse
- Requests

Quality option. [Learn more](#)

---

**Get a link to the published data**

Web page ▾

All sheets ▾

All cells

Start publishing to get the link

Close

SKU#	Category	Item Name	Status
TM101	Mattress	TWIN MATTERSS	0
FM102	Mattress	FULL MATTRESS	0
QM103	Mattress	QUEEN MATTRESS	0
TB201	Box Spring	TWIN BOX SPRING	50
FB202	Box Spring	FULL BOX SPRING	0
QB203	Box Spring	QUEEN BOX SPRING	0
TBF351	Frames	TWIN BED FRAMES	50
FBF352	Frames	FULL BED FRAMES	0



# Create a Form and Link it to Spreadsheet

The screenshot illustrates the process of creating a form and linking it to a spreadsheet. On the left, the Google Drive 'CREATE' menu is open, showing options like Folder, Document, Presentation, Spreadsheet, Form, and Drawing. The 'Form' option is highlighted. On the right, the 'Awesome Request Form' interface is shown. A red box highlights the 'Choose response destination' button in the top bar. Below this, a dialog box titled 'Choose response destination' is displayed. It offers two options: 'New spreadsheet' (with a text field 'Untitled form (Responses)') and 'New sheet in an existing spreadsheet...' (which is selected). To the right of the options is a diagram showing 'FORM RESPONSES' (a green icon with a list) pointing to 'SPREADSHEET' (a green icon with a grid). Below the diagram, text reads: 'Modify, re-arrange, and analyze without affecting original form responses.' At the bottom of the dialog are buttons for 'Choose', 'Keep responses only in Forms', and a 'Learn More' link.

Drive

Networks

My Drive > Sarapis > Networks

CREATE

Folder

Document

Presentation

Spreadsheet

Form

Drawing

Connect more apps

Awesome Request Form

File Edit View Insert Responses (0) Tools Help All changes saved in Drive

Theme... Choose response destination Accepting responses View live form

Choose response destination

☐ New spreadsheet

Untitled form (Responses)

☒ New sheet in an existing spreadsheet...

Choose Keep responses only in Forms Learn More

FORM RESPONSES SPREADSHEET

Modify, re-arrange, and analyze without affecting original form responses.

# Add a Link on the Form to your Public Sheet

If you want people to request specific items (supplies/people) create an inventory in a spreadsheet and link to a public view on the form

## Request Form

### Client Info

Client First Name \*

Client Last Name \*

Phone \*

Delivery Address \*

Items Requested \*

Request specific items by typing SKU#, then a comma (,) and then quantity desired. For example: "CDR446,2". Please put one item request per line. You can view available inventory here:

<https://docs.google.com/spreadsheets/pub?>

[key=0ArhSktWsQ1VdHpmb0VrY1VJZFZDdUJX1p5cUhvV0E&single=true&gid=20&output=html](https://docs.google.com/spreadsheets/pub?key=0ArhSktWsQ1VdHpmb0VrY1VJZFZDdUJX1p5cUhvV0E&single=true&gid=20&output=html)

## Public Inventory

SI LTRO Inventory : Public Inventory

SKU#	Category	Item Name	Status
TM101	Mattress	TWIN MATTERSS	0
FM102	Mattress	FULL MATTRESS	0
QM103	Mattress	QUEEN MATTRESS	0
TB201	Box Spring	TWIN BOX SPRING	50
FB202	Box Spring	FULL BOX SPRING	0
QB203	Box Spring	QUEEN BOX SPRING	0
TBF351	Frames	TWIN BED FRAMES	50
FBF352	Frames	FULL BED FRAMES	0
QBF353	Frames	QUEEN BED FRAMES	0
TPS001			Available
SB002			Available
DBL550	Sink	LANGLADE SMART DIVIDE DBL EQUAL SINK	Available
BBR-L550	Sink Acc	BOTTOM BASIN RACK - LEFT	Available
BBR-R550	Sink Acc	BOTTOM BASIN RACK - RIGHT	Available
UCO551	Sink	INDIO UNDERCOUNTER OFFSET SINK - 2 HOLE	Available
SRR552	Sink	MAYFIELD 25X22 SR SINK - 3 HOLE	Available
CIS553	Sink	CAPE DORY CAST IRON SINK - S/R	Available
DES554	Sink	HARTLAND DBL EQUAL, UC, SINK - 5 HOLE	Available
FMC650	Cabinet	FAIRHAVEN MEDIUM CABINET ROBERN	Available
MCC651	Cabinet	19 1/4" x 30" MED CABINET - CHROME	Available
MMC652	Cabinet	18" X 30" METALLICA MED CABINET/CHROME	Available
MCR653	Cabinet	24" x 27 1/2" MEDICINE CABINET ROBERN	Available
CDT654		36 x 36 CASCADE DOUBLE THRESH BASE	Available
DSB655	Sink	KOHLER 33X22-4 S/S DOUBLE SINK K3246-4-NA BALLAD SS SINK 4 HOLE	Available
WRB656	Sink Acc	WIRE RINSE BASKET 13 1/2" X 15 1/4"	Available
BRB657	Sink Acc	BASIN RACK - BOTTOM 12 3/4" x 14 1/2"	Available
		QUEEN CABINET ROBERN	Available
		BASE	Available
		NK 18" BSC	Available
		SP SINK BSC 17"	Available
COH750	Sink	15X15 CELEBRITY S/R 1 HOLE HOSP. ELKAY	Available
CV0751		CERAMIC VESSEL - ROUND W/O OVERFLOW WHITE	Available
CDT752	Bath Sink	COLONY PEDESTAL TOP 4" WHITE	Available
	Bath Sink Acc	COLONY PEDESTAL LEG	Available
		BRYANT ROUND SELF-RIMMING LAV/4 CC	Available
		31X22 TOP, 8" C/S - MYSTIC COAL	Available
ASBF756		48x21 AMERICAN SHAKER BLACK FAIRMONT	Available

SKU's are Made Public

Link to Public Inventory

Use SKU for Requests

# Add Columns to Document Fulfillment

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Your form will format a spreadsheet with the questions going along the top.

You can add columns to the right of the last column created by the form to record info such as

- Status (committed, in-transit, complete)
- Actioned By (name of person who sending resources)
- Notes

Instead of adding a status column, some people like to color the entire row to indicate status.

# Additional Resources

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**Go Deeper:**

<http://schoolofdata.org/courses/#DataFundamentals>