



Instructions and Guidelines

OVERVIEW:

This form aims to offer uniform guidance to Supports Coordinators (SCs) for accurately addressing questions on the PUNS (Prioritization of Urgency of Need for Services) form, specifically within the Emergency Need Category.

The goal of this initiative is to make sure all SCs have a clear understanding of the key emergency questions to provide accurate responses in order for the County Program or Administrative Entities (AEs) to effectively prioritize funds.

The new supplemental form only applies to **Emergency Need Category** for PUNS.

PUNS SUPPLEMENTAL FORM:

About the Form:

The PUNS Supplemental Form is divided into sections to be completed by the SC.

Section 1: Demographic Information (ex. Name, MCI Number, Supports Coordinator, Supports Coordinator Supervisor)

Sections 2 – 11: 10 Primary Questions

- The form includes 10 primary questions, each followed by supporting detailed questions designed to provide additional context for the primary question.
- Please review each question and select the most appropriate answer.

EXAMPLE QUESTION

Question 2:		Yes	No
The primary caregiver has a serious health issue and/or is unavailable, and no alternate long-term caregiver is available.			
Supporting Detail			
1	Is the caregiver struggling to provide care due to illness and/or aging?	Yes	No
2	Does the serious health issue of the primary caregiver create a short-term risk (less than 90 days)?	Yes	No
3	Does the serious health issue of the primary caregiver create a long-term risk (greater than 90 days)?	Yes	No

Section 12: Budget Estimate: Space is provided to enter your annualized budget and budget estimate details for all existing and new services (ex. Provider/Service/Code, Cost Unit/Total Units, Total Cost of Service)

Additional Information

- Space is provided to enter additional information and comments

PUNS Supplemental Form Emergency Need Use ONLY



Pennsylvania
Department of Human Services

MICROSOFT FORMS – REVIEW AND MANAGEMENT GUIDE

This guide provides basic instructions for duplicating a Microsoft Form, sharing the form with respondents, and reviewing submitted responses.

1. Duplicate the Form

You must first create your own copy.

1. Open the provided [PUNS Supplemental Form](https://forms.office.com/Pages/ShareFormPage.aspx?id=QSiOQsgB1U2bbEf8Wpob3gO2FoDZt09NiuGTV5uLI25UOFIETEI2WVEyRFJHVFRONVISQUwyWEY1VS4u&sharetoken=iU7EXDHMuAuf7NHE8Y2P) (click hyperlink or cut & paste in browser)
<https://forms.office.com/Pages/ShareFormPage.aspx?id=QSiOQsgB1U2bbEf8Wpob3gO2FoDZt09NiuGTV5uLI25UOFIETEI2WVEyRFJHVFRONVISQUwyWEY1VS4u&sharetoken=iU7EXDHMuAuf7NHE8Y2P>
2. Select “Duplicate it” located in the upper right corner of the form.
3. A copy of the form will be created in your Microsoft Forms account.
4. Rename the form (for example: County Name – Emergency Supplemental Form). This ensures that responses submitted to the form are collected within your organization.
 - ✓ **Open Microsoft Forms**
Go to <https://forms.office.com> and sign in.
 - ✓ **Locate Your Duplicated Form**
The copied form will appear under **My Forms**.
 - ✓ **Open the Form**
Click on the duplicated form to open it.
 - ✓ **Edit the Form Title**
At the very top of the form, click on the **form title** (it will usually say the same name as the original template).
 - ✓ **Type the New Name**
Replace the existing title with your preferred name.

Example:

Original: *Emergency Supplemental Form*

Renamed: *Montgomery County – Emergency Supplemental Form*
 - ✓ **Changes Save Automatically**
Microsoft Forms automatically saves the new title once you click outside the title box.

PUNS Supplemental Form Emergency Need Use ONLY



2. Share the Form

Once your form is ready, you can distribute it to respondents.

1. Click Collect Responses in the top right corner.
2. Under Who can fill out this form, select Anyone can respond if the form will be completed by individuals outside of your organization.
3. Copy the response link.
4. Share the link with the intended respondents.

3. Access Submitted Responses

To review submissions:

1. Open the form in Microsoft Forms.
2. Select the Responses tab at the top of the screen.
3. This page displays:
 - Total number of responses received
 - Summary charts of responses
 - Access to individual submissions.

4. Review Individual Responses

To review responses one submission at a time:

1. Select View Results.
2. Review the submission details.
3. Use the left and right arrows to move between responses.

This view allows reviewers to examine each response for completeness and accuracy.

5. Review Response Summaries

Microsoft Forms automatically generates summary charts for each question.

These summaries allow reviewers to:

- Identify trends in responses
- Quickly review how questions were answered across submissions

PUNS Supplemental Form

Emergency Need Use ONLY



- Detect incomplete or inconsistent responses.

6. Export Responses to Excel (Recommended)

For easier review and tracking, responses can be exported to Excel.

1. Navigate to the **Responses** tab in the form.
2. Select **Open in Excel**.
3. Microsoft Forms will generate an Excel workbook containing all submitted responses.
4. Each row represents one response and includes the submission date and all answers provided.

This spreadsheet can be used to **sort, filter, and analyze responses**, as well as track review progress.

Best Practice

The Excel file created when selecting **Open in Excel** is stored in OneDrive or SharePoint and remains linked to the form. This means:

- New submissions will automatically appear in the spreadsheet
- Reviewers do not need to export responses repeatedly
- The spreadsheet can be shared with other reviewers if needed

*For ongoing review, it is recommended to save or bookmark the linked Excel workbook and use it as the primary review tool.