

4. During the Count

Using Paper Count Forms

www.scag.ca.gov



Disclaimer



- This web-based system and the data it contains is provided for general information purposes only. Your use of or reliance upon any information within this system is at your own risk. Please be advised that the Southern California Association of Governments (SCAG) designs and maintains this system to serve as a useful repository of information but does not confirm nor guarantee the accuracy of the data contained herein. The contents of the data reflect the views of various contributors who assume the responsibility for accurately gathering the data presented. The contents do not reflect the official views or policies of SCAG. SCAG shall not be liable for any damages, losses or causes of action of any nature arising from any use of data in this system.
- This presentation is to be used in conjunction with the Active Transportation Database and supporting tools develop by SCAG in partnership with regional and state partners. SCAG and its partners are not liable for any actions taken by third parties that use the information provided herein.
- For questions about the database and this presentation contact atdb@scag.ca.gov

Suggested Technology



It is recommended that users utilize Google Chrome, Firefox, or Safari when using the ATDB. Internet Explorer has limited functionality.

When to Use Paper Count Forms

- Use paper count forms when the mobile app is not accessible or you do not have a smart phone
- Use paper count forms if you prefer or feel more comfortable writing rather than tapping a screen
- Data collected through paper form counts will be binned in 15 minute increments which means some granularity will be lost
- Data will not be available for each facility at the location and will be collected as an aggregate facility

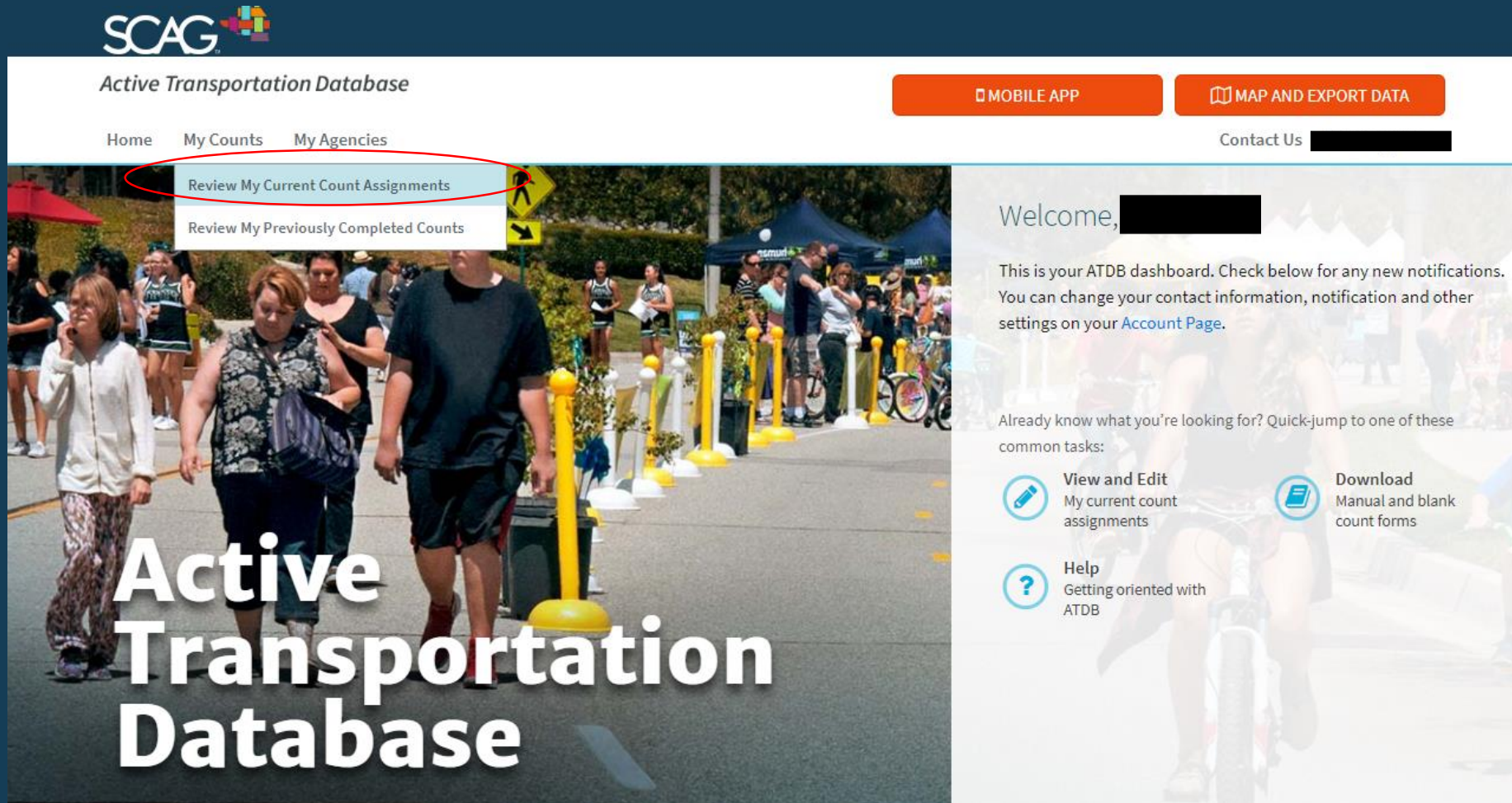
Before the Count Checklist

- Register with ATDB*
- Be recruited by an Agency
- Receive an assignment from your Agency
- Review assignment location, date, details, and instructions
- Print count forms

*Welcome Email may take a few hours. Please allow time for registration process.

Review Count Assignment

- Go to 'My Counts' and select 'Review My Current Count Assignments' subtab



SCAG
Active Transportation Database

Home My Counts My Agencies

MOBILE APP MAP AND EXPORT DATA

Contact Us

Review My Current Count Assignments
Review My Previously Completed Counts

Welcome, [REDACTED]

This is your ATDB dashboard. Check below for any new notifications. You can change your contact information, notification and other settings on your [Account Page](#).

Already know what you're looking for? Quick-jump to one of these common tasks:

- View and Edit**
My current count assignments
- Download**
Manual and blank count forms
- Help**
Getting oriented with ATDB

Active Transportation Database

Review Count Assignment

- Select count assignment you wish to work on and expand to review the details and instructions
- If you wish to have a hard copy of the count assignment details and instructions, select the count assignment and click the 'Download Count Assignment' button
- Upon reviewing the assignment, if you do not wish to complete it, select the assignment and click the 'Decline Assignment' button and provide reason for declining
- If you choose to accept the assignment, click the 'Download Count Assignment' and print your forms

Expand to see assignment details

Decline or Download Assignment



SCAG

Active Transportation Database

Home My Assignments Manual Counts Automated Counts Co

Home / My Assignments / Review My Current Assignments

Review My Current Count Assignments

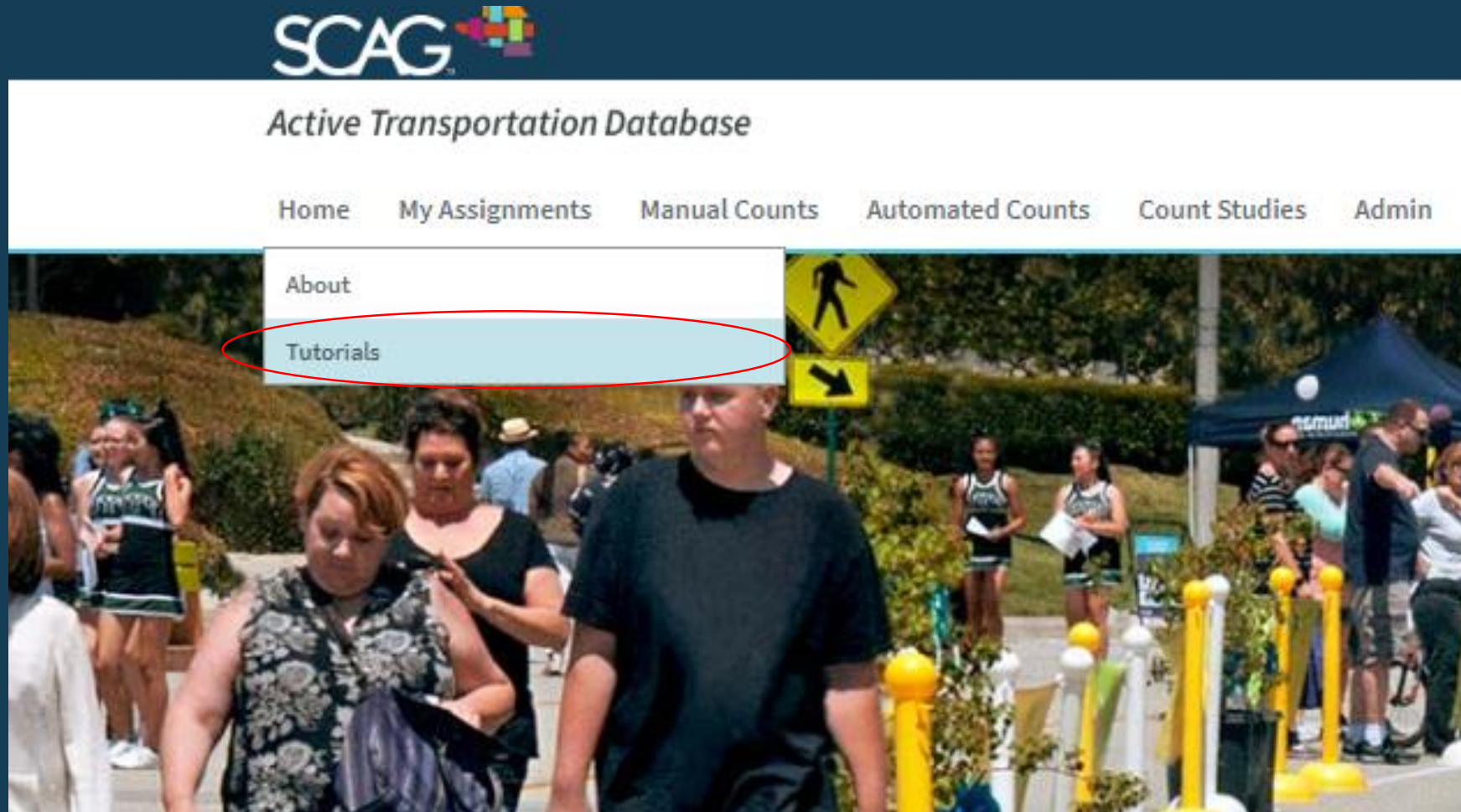
All Agencies

Agency	Location	Administrator	Phone
Study: [REDACTED]			
[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	

Decline Assignment Download Count Assignment

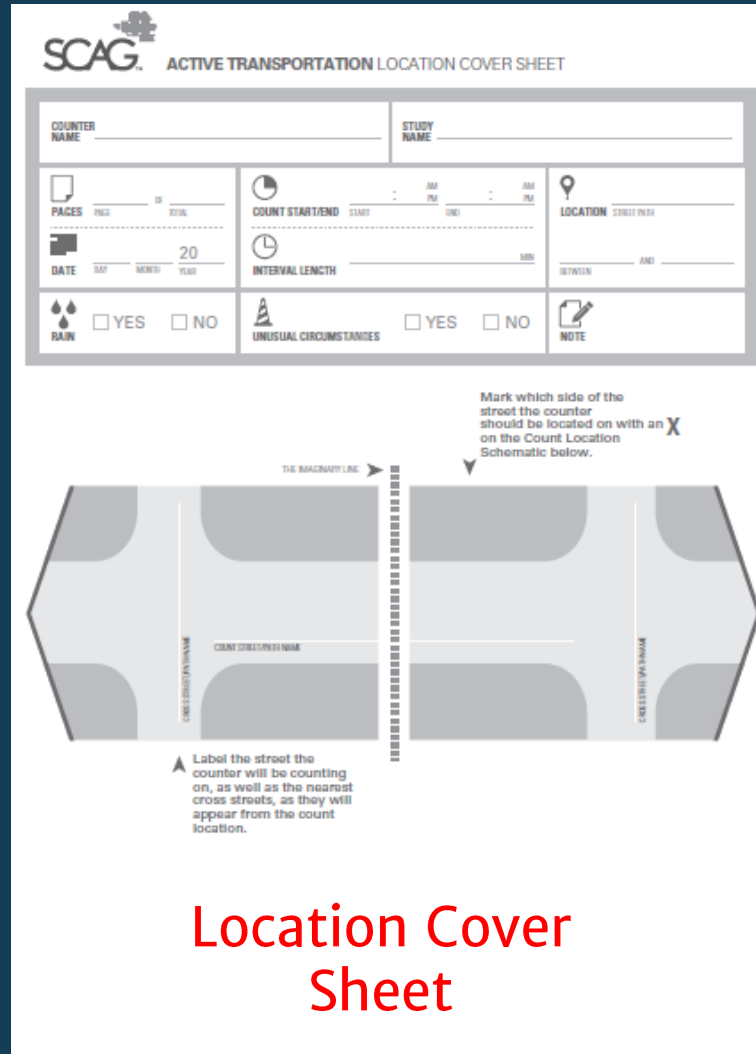
Download Paper Forms

- Forms are available for download on the 'Tutorials' page in the 'During the Count' section



The Form

- Use *one* location cover sheet per assignment
- Use *separate* interval count forms for each interval. E.g.; if your assignment calls for 15 min intervals for a duration of 120 minutes, use 8 separate interval count forms



SCAG ACTIVE TRANSPORTATION LOCATION COVER SHEET

COUNTER NAME _____ STUDY NAME _____

PAGES PAGE _____ OF _____ TOTAL _____

DATE SEP MONTH YEAR 20 _____

RAIN YES NO

COUNT START/END START _____ AM _____ PM _____ END _____ AM _____ PM _____

INTERVAL LENGTH _____ MIN

UNUSUAL CIRCUMSTANCES YES NO

LOCATION STREET NAME _____ BETWEEN _____ AND _____

NOTE _____

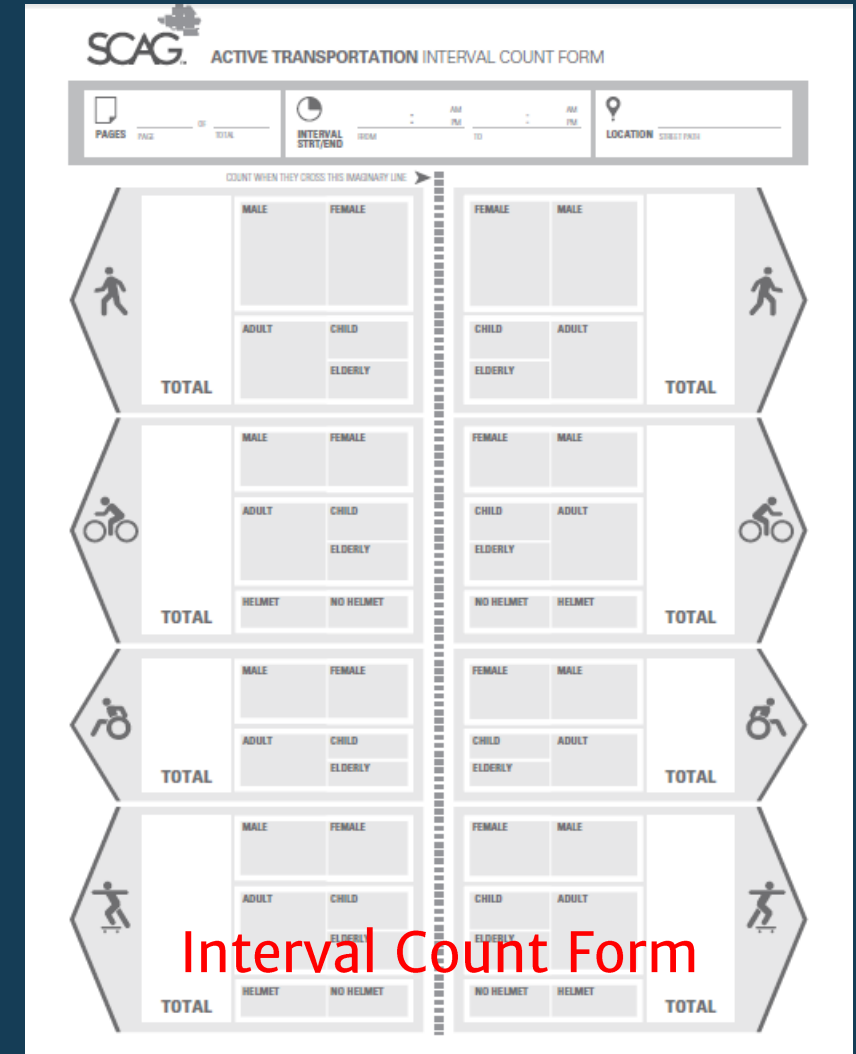
Mark which side of the street the counter should be located on with an X on the Count Location Schematic below.

THE MAGINARY LINE

COUNT STREET NAME

Label the street the counter will be counting on, as well as the nearest cross streets, as they will appear from the count location.

Location Cover Sheet



SCAG ACTIVE TRANSPORTATION INTERVAL COUNT FORM

PAGES PAGE _____ OF _____ TOTAL _____

INTERVAL START/END _____ AM _____ PM _____ TO _____ AM _____ PM _____

LOCATION STREET NAME _____

COUNT WHEN THEY CROSS THIS MAGINARY LINE

TOTAL	MALE	FEMALE	TOTAL
	ADULT	CHILD	
		ELDERLY	

FEMALE	MALE	TOTAL
CHILD	ADULT	
ELDERLY		

TOTAL	MALE	FEMALE	TOTAL
	ADULT	CHILD	
	HELMET	NO HELMET	

FEMALE	MALE	TOTAL
CHILD	ADULT	
NO HELMET	HELMET	

TOTAL	MALE	FEMALE	TOTAL
	ADULT	CHILD	
		ELDERLY	

FEMALE	MALE	TOTAL
CHILD	ADULT	
ELDERLY		

TOTAL	MALE	FEMALE	TOTAL
	ADULT	CHILD	
	HELMET	NO HELMET	

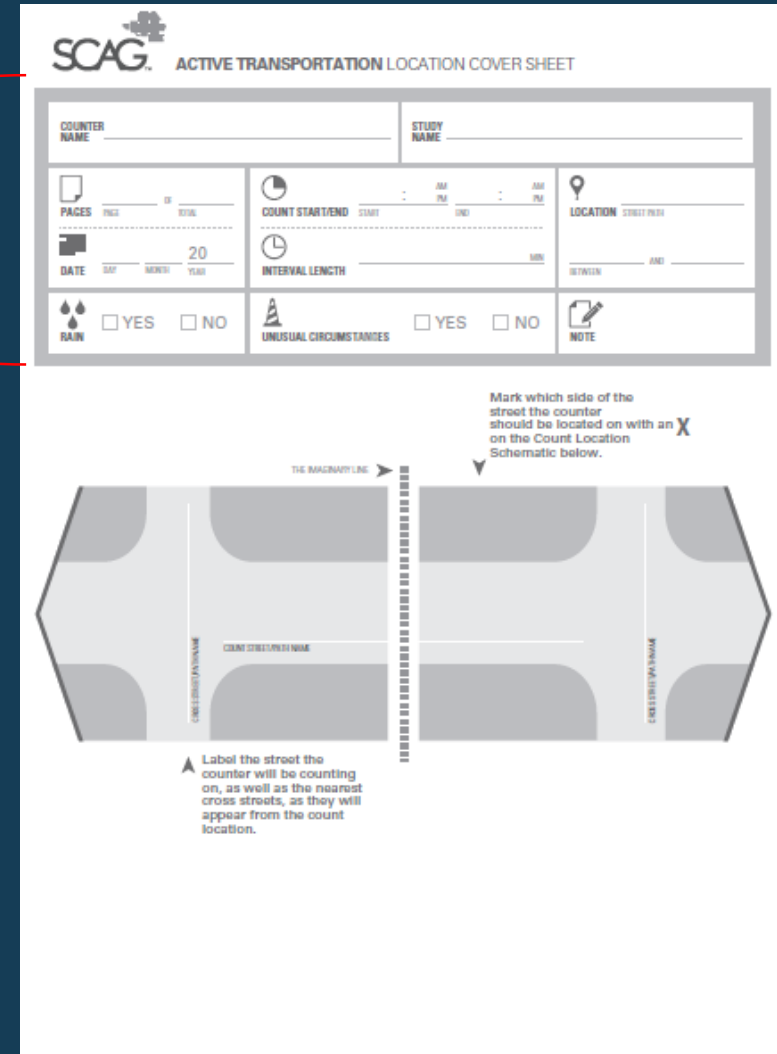
FEMALE	MALE	TOTAL
CHILD	ADULT	
NO HELMET	HELMET	

Interval Count Form

Before Starting Count

- Fill in the following information on the location cover sheet before starting the count:
 - Your Name
 - Name of the Study
 - Date (mm/dd/yr)
 - Start time
 - Interval length
 - Street on, to, and from
 - Is it raining: yes/no
 - Unusual circumstances: yes/no – if yes, describe E.g.; construction
 - Page numbers and total, E.g.; 2 of 5
 - Any other notes

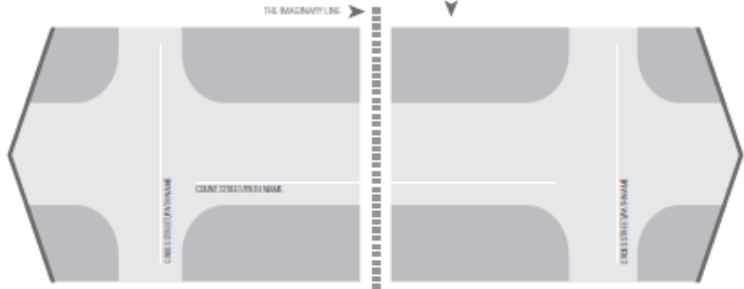
Fill out



SCAG ACTIVE TRANSPORTATION LOCATION COVER SHEET

COUNTER NAME _____		STUDY NAME _____	
PAGES: _____ of _____	COUNT START/END: START _____ END _____	LOCATION: STREET FROM _____ STREET TO _____	
DATE: DAY _____ MONTH _____ YEAR _____	INTERVAL LENGTH: _____ MIN	DETAILS: _____ AND _____	
RAIN: <input type="checkbox"/> YES <input type="checkbox"/> NO	UNUSUAL CIRCUMSTANCES: <input type="checkbox"/> YES <input type="checkbox"/> NO	NOTE: _____	

Mark which side of the street the counter should be located on with an **X** on the Count Location Schematic below.



Label the street the counter will be counting on, as well as the nearest cross streets, as they will appear from the count location.

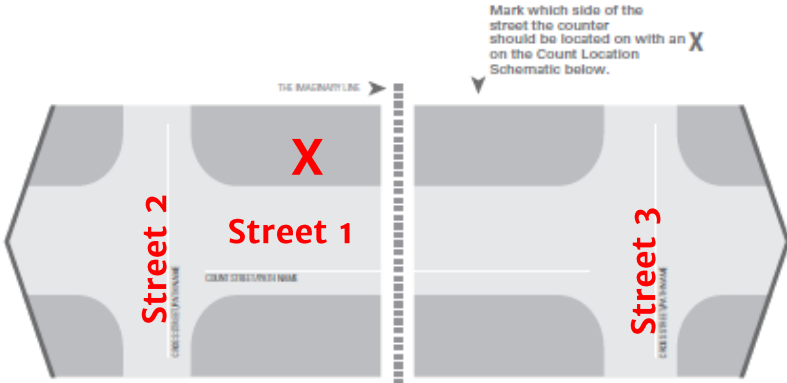
Before Starting Count

- Count Admin should mark location diagram with an 'X' for where counter should stand and label the streets
- If location diagram is not already filled out by Count Admin, the Counter may fill it out and confirm with Count Admin they are in the right location

SCAG ACTIVE TRANSPORTATION LOCATION COVER SHEET

COUNTER NAME _____		STUDY NAME _____	
PAGES PAGE _____ OF _____ TOTAL _____	COUNT START/END START _____ AM _____ PM _____ END _____ AM _____ PM _____	LOCATION STREET PREFIX _____	
DATE DAY _____ MONTH _____ YEAR _____ 20____	INTERVAL LENGTH _____ MIN	BETWEEN _____ AND _____	
RAIN <input type="checkbox"/> YES <input type="checkbox"/> NO	UNUSUAL CIRCUMSTANCES <input type="checkbox"/> YES <input type="checkbox"/> NO	NOTE _____	

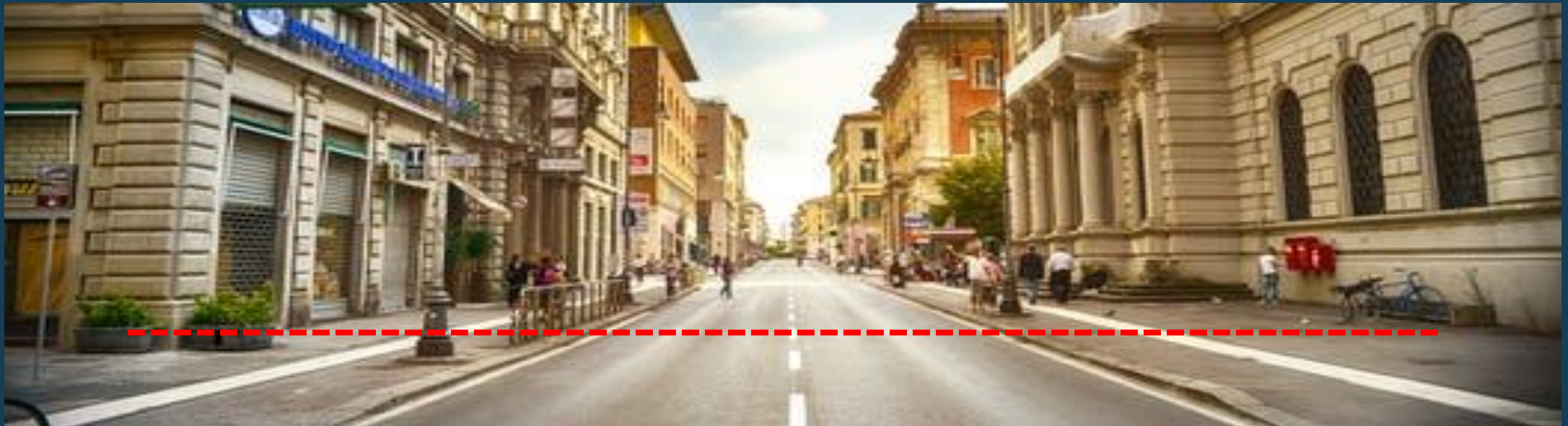
Mark which side of the street the counter should be located on with an X on the Count Location Schematic below.



Label the street the counter will be counting on, as well as the nearest cross streets, as they will appear from the count location.

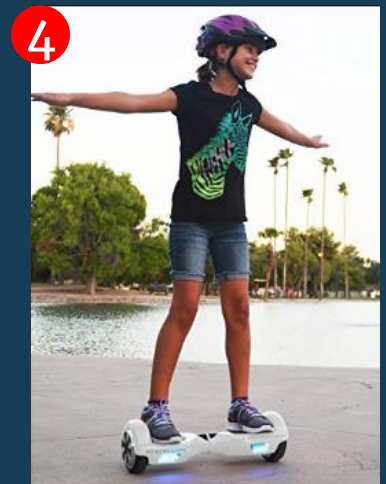
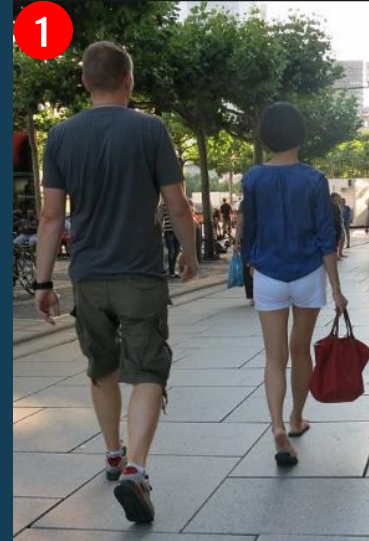
Before Starting Count

- Choose your screenline, which is the imaginary line used to count people when they cross it
- Use stationary objects on either side of the street/sidewalk as a reference and imagine a line that connects them
- Choose a safe position where your view will likely not be obstructed
- When counting, focus on your screenline and only count when it is crossed
- Count the number of people that cross the screenline – not the number of transportation devices



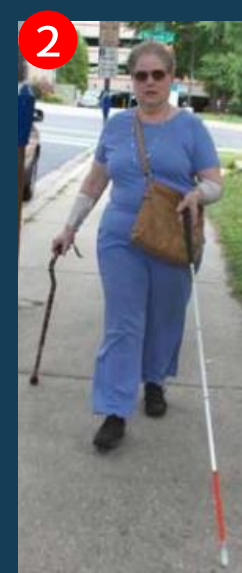
During the Count (1 of 4)

- 1 Pedestrian: Any person walking, a child being carried.
- 2 Bicyclist: Any person on a bicycle. One tally per person (tandem = 2). Bicycle trailers = bicycle
- 3 Wheelchair/Mobility Device: Any person using a wheelchair, walker or other mobility device (not canes or crutches)
- 4 Other Wheeled Device: Any person using skates, skateboards, scooters, segways, hoverboards, etc.



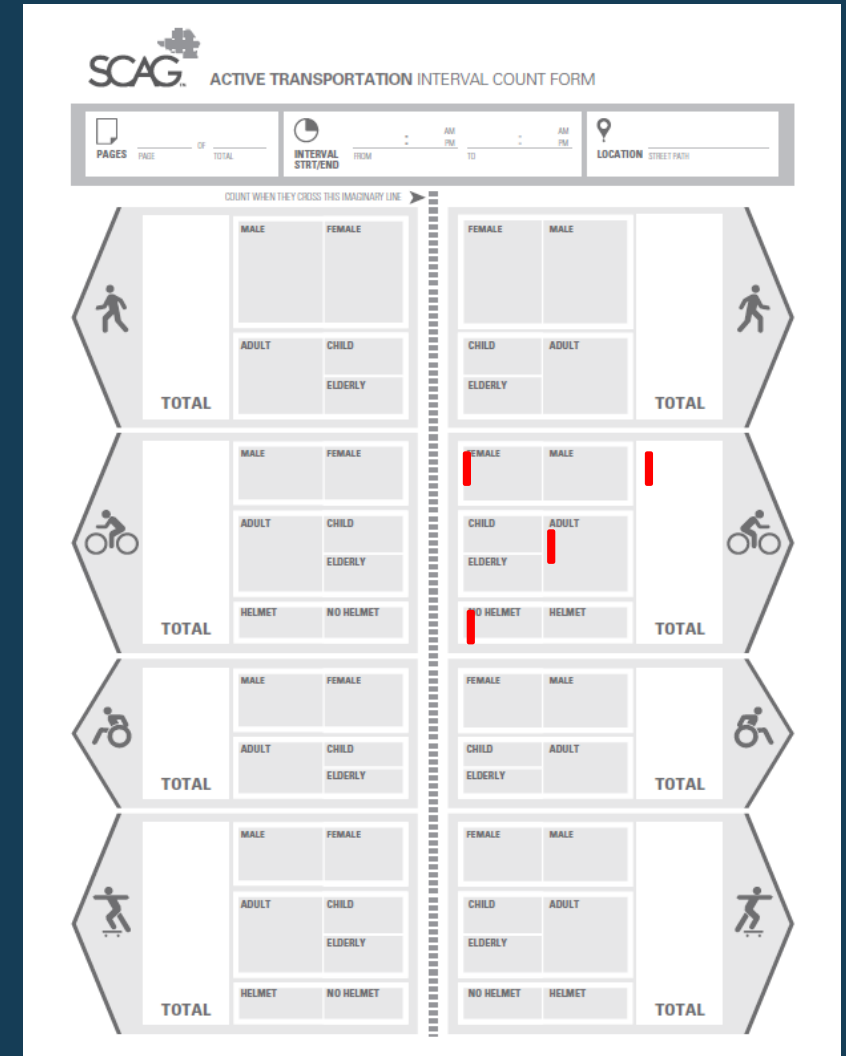
During the Count (2 of 4)

- 1** Example: 2 pedestrians and 1 other wheeled device
 - 1 female adult pedestrian, 1 male adult pedestrian, and 1 child in other wheeled device
- 2** Example: 1 Pedestrian
 - 1 elderly female
- 3** Example: 1 other wheeled device
 - 1 adult male
- 4** Example: 3 bicyclists
 - 1 male adult w/helmet, 1 male child w/helmet, 1 child w/helmet
- 5** Example: 1 wheelchair/mobility device
 - 1 elderly female



During the Count (3 of 4)

- When a bicyclist, pedestrian, wheelchair, or other wheeled device is observed crossing the screenline, put a tally in the 'Total' box on the appropriate side
- In addition, tally the following observations:
 - Male/Female
 - Adult/Child/Elderly
 - No helmet
- To the right is an example of an observation of one adult female bicyclist without a helmet



SCAG ACTIVE TRANSPORTATION INTERVAL COUNT FORM

PAGES PAGE OF TOTAL INTERVAL STRT/END FROM : AM PM TO : AM PM LOCATION STREET PATH

COUNT WHEN THEY CROSS THIS IMAGINARY LINE

Mode	Gender	Age Group	Helmet	Total
Pedestrian	MALE	ADULT		
	FEMALE	CHILD		
Bicyclist	MALE	ADULT		
	FEMALE	CHILD		
Wheelchair	MALE	ADULT		
	FEMALE	CHILD		
Skateboarder	MALE	ADULT		
	FEMALE	CHILD		

The form shows a grid of observation categories. The 'Bicyclist' row shows a red tally mark in the 'FEMALE' column under 'ADULT' and another red tally mark in the 'TOTAL' column on the right side of the grid.

During the Count (4 of 4)

Example: Female, adult, pedestrian

Example: Male, child, scooter, no helmet

SCAG ACTIVE TRANSPORTATION INTERVAL COUNT FORM

PAGES: PAGE OF TOTAL

INTERVAL: FROM : AM P.M. TO : AM P.M.

LOCATION: STREET PATH

COUNT WHEN THEY CROSS THIS IMAGINARY LINE

	MALE	FEMALE	
	ADULT	CHILD	
TOTAL			TOTAL
	MALE	FEMALE	
	ADULT	CHILD	
TOTAL			TOTAL
	ELDERLY		
	NO HELMET	HELMET	
	MALE	FEMALE	
	ADULT	CHILD	
TOTAL			TOTAL
	MALE	FEMALE	
	ADULT	CHILD	
TOTAL			TOTAL
	ELDERLY		
	NO HELMET	HELMET	

SCAG ACTIVE TRANSPORTATION INTERVAL COUNT FORM

PAGES: PAGE OF TOTAL

INTERVAL: FROM : AM P.M. TO : AM P.M.

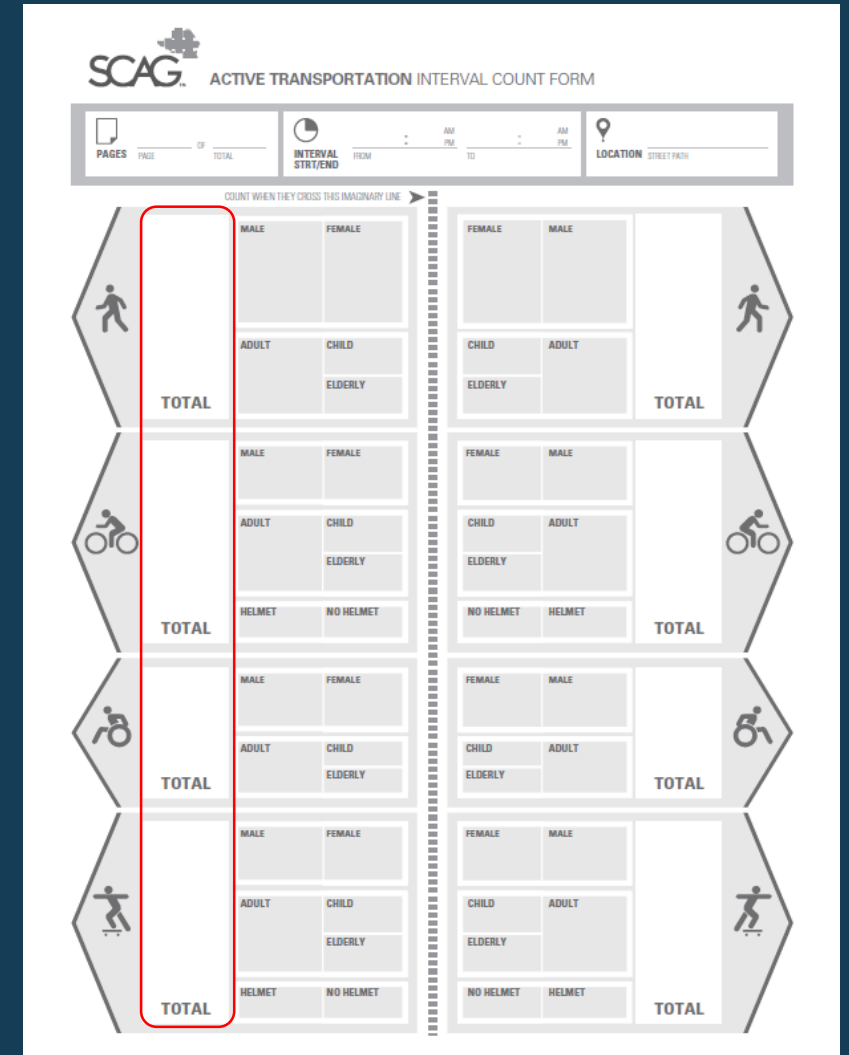
LOCATION: STREET PATH

COUNT WHEN THEY CROSS THIS IMAGINARY LINE

	MALE	FEMALE	
	ADULT	CHILD	
TOTAL			TOTAL
	MALE	FEMALE	
	ADULT	CHILD	
TOTAL			TOTAL
	ELDERLY		
	NO HELMET	HELMET	
	MALE	FEMALE	
	ADULT	CHILD	
TOTAL			TOTAL
	MALE	FEMALE	
	ADULT	CHILD	
TOTAL			TOTAL
	ELDERLY		
	NO HELMET	HELMET	

Counting Busy Locations









- When counting busy locations, where all details are difficult to observe, prioritize the 'Total' by mode as the most important field to record (*unobserved details will be noted in the database upon data entry*)
- Split busy locations into manageable portions by assigning multiple counters



SCAG ACTIVE TRANSPORTATION INTERVAL COUNT FORM

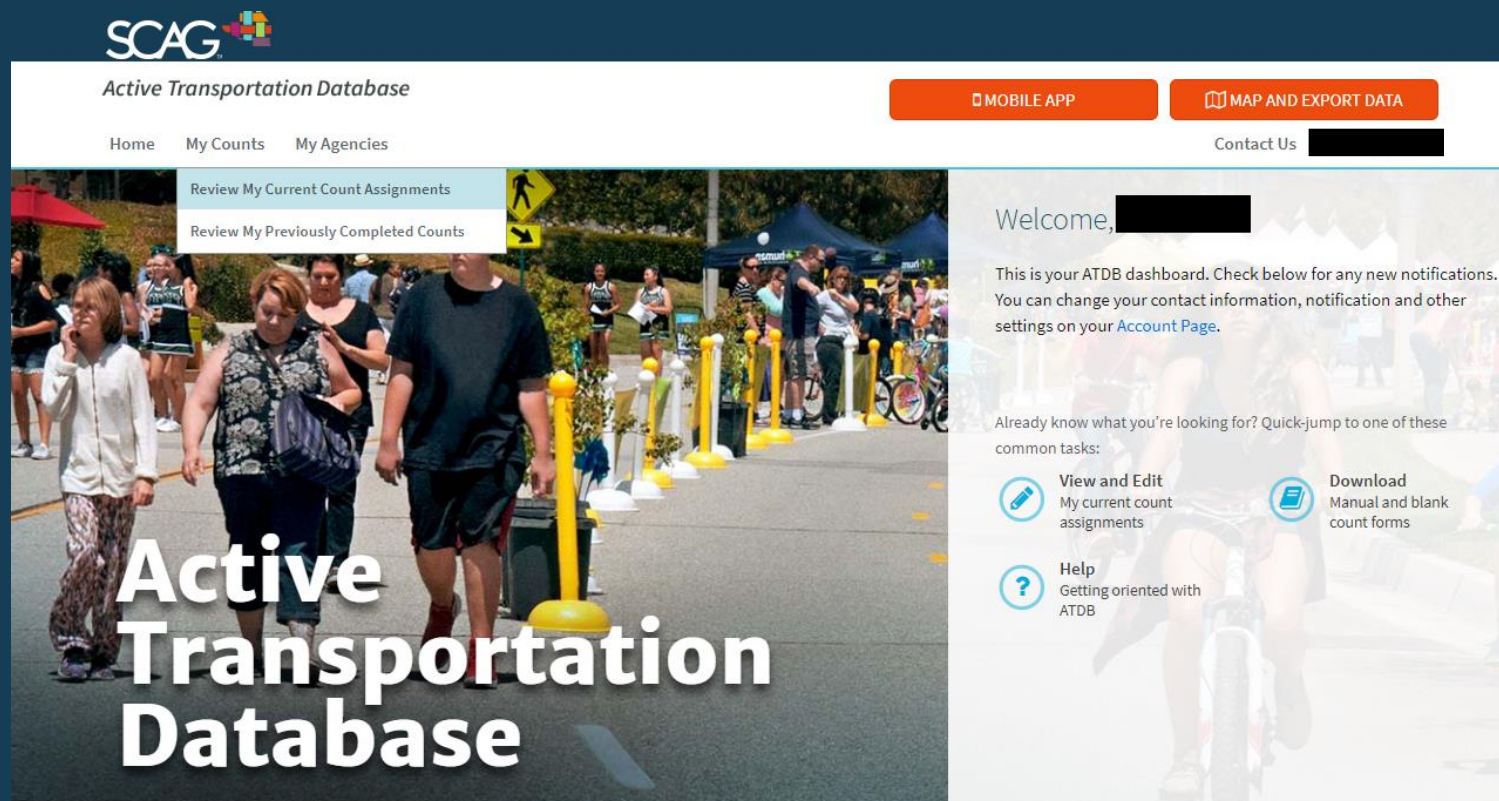
PAGES PAGE OF TOTAL INTERVAL START/END FROM AM TO AM PM TO AM PM LOCATION STREET PATH

COUNT WHEN THEY CROSS THIS IMAGINARY LINE

 TOTAL	MALE	FEMALE	FEMALE	MALE	TOTAL 
	ADULT	CHILD	CHILD	ADULT	
		ELDERLY	ELDERLY		
 TOTAL	MALE	FEMALE	FEMALE	MALE	TOTAL 
	ADULT	CHILD	CHILD	ADULT	
	HELMET	NO HELMET	NO HELMET	HELMET	
 TOTAL	MALE	FEMALE	FEMALE	MALE	TOTAL 
	ADULT	CHILD	CHILD	ADULT	
		ELDERLY	ELDERLY		
 TOTAL	MALE	FEMALE	FEMALE	MALE	TOTAL 
	ADULT	CHILD	CHILD	ADULT	
		ELDERLY	ELDERLY		
	HELMET	NO HELMET	NO HELMET	HELMET	

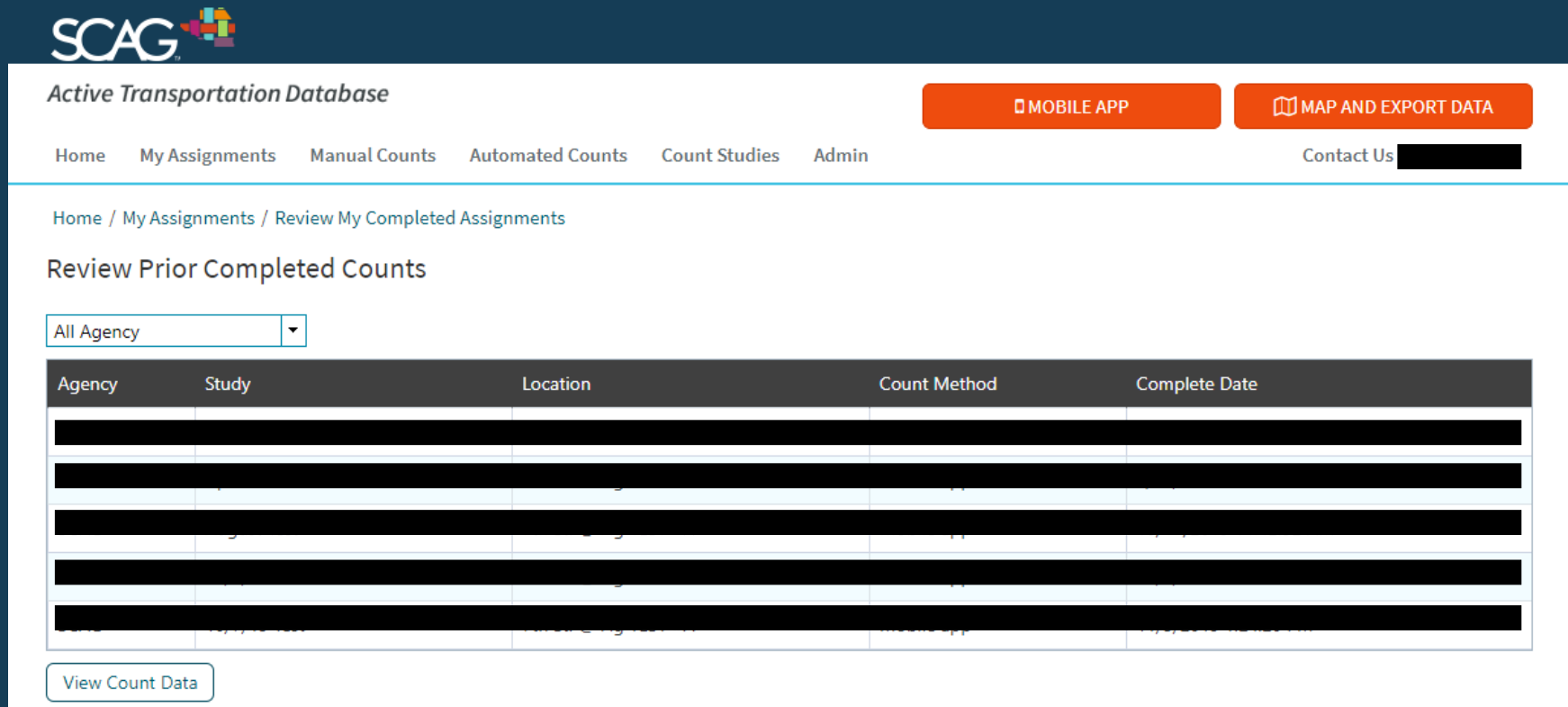
Completing the Count

- After completing the count assignment submit form to Count Admin
- The Count Admin will enter and upload the data into the database



Completing the Count

- After completing the count assignment send form to Count Admin
- The Count Admin will enter and upload the data into the database
- Counters may review completed assignments once data has been uploaded by going to 'My Counts' and selecting the 'Review My Previously Completed Counts' subtab



The screenshot shows the SCAG Active Transportation Database interface. At the top, there is a navigation bar with the SCAG logo, the title 'Active Transportation Database', and buttons for 'MOBILE APP' and 'MAP AND EXPORT DATA'. Below the navigation bar, there are links for 'Home', 'My Assignments', 'Manual Counts', 'Automated Counts', 'Count Studies', and 'Admin'. A 'Contact Us' link is also present, followed by a redacted area.

The main content area shows the breadcrumb 'Home / My Assignments / Review My Completed Assignments' and the title 'Review Prior Completed Counts'. There is a dropdown menu for 'All Agency' with a downward arrow. Below this is a table with the following columns: Agency, Study, Location, Count Method, and Complete Date. The table contains five rows of data, all of which are redacted with black bars. At the bottom of the table, there is a button labeled 'View Count Data'.

Thank You

atdb@scag.ca.gov

www.scag.ca.gov

