2015 COC POINT-IN-TIME COUNT TRAINING

THURSDAY, JANUARY 8, 2015

North Carolina Coalition to End Homelessness

securing resources • encouraging public dialogue • advocating for public policy change

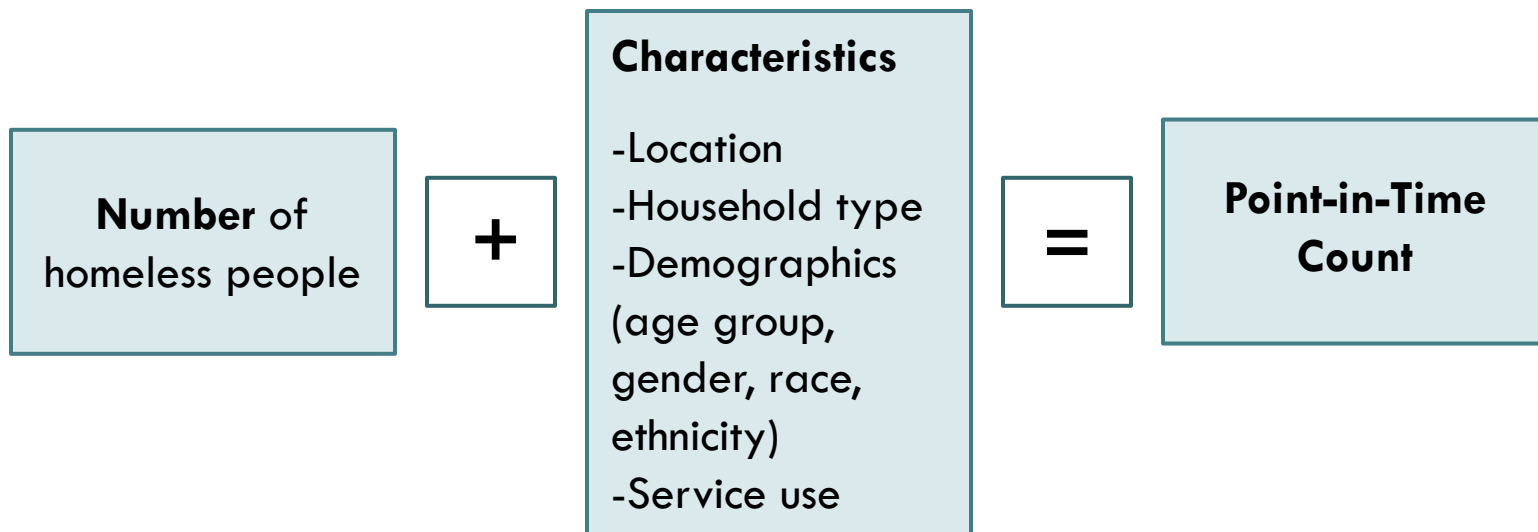919.755.4393 • www.ncceh.org

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Welcome

- Reminders:
  - *6 to mute/unmute line
    - Please mute your line to cut down on background noise.

  - If your phone plays music while on hold, please do not put us on hold during the call.

- This presentation is posted on the NCCEH website at www.ncceh.org/2015pit/

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Agenda

- Background & Purpose of PIT Count

- Requirements & Methodologies: Who, What, Where, When

- Definitions

- New in 2015

- Reporting Forms & Deadlines

- Questions

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What Is the Point-in-Time Count?

- HUD requires all Continuums of Care (CoCs) hold Point-in-Time Counts to collect data on their local homeless population

- "Point-in-Time" = snapshot of the homeless population on a single night (Wednesday, January 28)

- "Count" = Number + Characteristics

Number of homeless people

+

Characteristics

-Location
-Household type
-Demographics (age group, gender, race, ethnicity)
-Service use

=

Point-in-Time Count

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HUD Point-in-Time Count Standards

HUD's priority is "quality and accuracy of the count as opposed to merely the size of the count"

- Hold PIT during last 10 days in January
- CoCs must account for and report on all homeless people using methods consistent with HUD guidance
- CoCs must be able to verify that people counted meet HUD's definition of homeless on the night of the PIT

HUD Point-in-Time Count Standards

- Use HMIS as primary data source (for participating projects)

- Ensure people are only counted once (de-duplicate)

- Administer surveys in a manner that protects privacy & safety of participant and safety of survey giver

- People conducting PIT count must be appropriately trained

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HUD Resources for the PIT Count

- Communities should read HUD guidance while planning their counts

- Detailed explanations of methods & definitions

- HUD PIT Count Methodology Guide

- HUD 2015 Housing Inventory Count and PIT Count Data Collection Guidance
  - Posted at www.ncceh.org/pointintimehowto/

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How do CoCs use PIT data?

- Communities need accurate data to:
  - Determine the number and characteristics of homelessness
  - Adjust services and programs to appropriately address local needs
    - More efficient use of limited resources
  - Measure progress towards eliminating homelessness
  - Raise public awareness of challenges & successes

- To be useful, data must be accurate and reliable
  - No guesstimates

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How does HUD use PIT data?

$$Agency/Community \longrightarrow CoC \longrightarrow HUD$$

- Understand the extent and nature of homelessness throughout the country

- Provide Congress with info on homelessness
  - Annual Homeless Assessment Report (AHAR)

- Track progress towards ending homelessness
  - CoC progress scored in funding applications
  - National progress measured against goals in Opening Doors: Federal Strategic Plan

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PIT Count Logistics

- CoC leadership coordinates PIT at local level
  - Contacts agencies, plans unsheltered count, coordinates local training

- Each agency conducts its own count & fills out form
- CoC leads compile total count for CoC
  - Submit data to HUD via HIC and the CoC application
  - Submit data to NCCEH via CoC Reporting Form

- NCCEH compiles statewide total
  - Posts data on website: www.ncceh.org/PITdata

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Who to Count

- Count people **where they are on the night of the PIT** (January 28)

- Only count people who are **literally homeless** according to HUD's definition

  - Emergency shelter, including:
    - Domestic violence shelter
    - Seasonal shelter
    - Hotel/motel vouchers paid for by an agency because the person is homeless
  - Transitional housing <u>dedicated for homeless persons</u>
  - A place not meant for human habitation (unsheltered)
    - car, park, abandoned building, streets, encampment, etc.

Who to Count

- Programs <u>dedicated</u> for homeless persons:

  1) Primary intent of program is to serve homeless persons,

  2) Program verifies homeless status as part of eligibility,
     AND

  3) Actual program clients are predominantly homeless

- Ask us if you're not sure!

  - data@ncceh.org

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Who NOT to Count

- Do not report:
  - People staying with family or friends (doubled-up/couch surfing)
  - People living in hotels/motels they pay for themselves
  - People in institutions (hospitals, mental health/substance use residential treatment, detox, jail/prison, foster care)
  - People in any other type of facility not dedicated for homeless persons
  - Children or youth who are under government custody (i.e. emergency foster care, wards of the state)
- You can collect this info locally if you choose, but do not include it in your homeless count.

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Point-in-Time & Housing Inventory Count

During the count, we collect data for TWO purposes:

1) Point-in-Time Count = Homeless count

| Shelters | + | Transitional Housing | + | Unsheltered |

2) Housing Inventory Count (HIC) = Inventory of system

Programs for homeless people:
- Shelters
- Transitional housing

\+

Programs for formerly homeless people:
- Rapid re-housing
- Permanent supportive housing

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PIT Count Methodologies: When, Where, How

Different methodologies for sheltered vs. unsheltered count

"Sheltered" means:

- Shelters and transitional housing (for homeless count)
- Rapid re-housing & permanent supportive housing (for Housing Inventory Count)

"Unsheltered" means:

- People in places not meant for human habitation (for homeless count)
  - car, park, abandoned building, streets, encampment, etc.

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Sheltered PIT: When to Count

Count people where they are staying on the night of **Wednesday, January 28**

Set a time period for data collection

example: 6 p.m. Jan. 28th to 7 a.m. Jan. 29th

- Count people in the program on that night
- Collect bed inventory information for HIC

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Sheltered PIT: How to Count

3 Options:

- HMIS/CHIN
  - All agencies on HMIS should use it to generate PIT count
  - HMIS is HUD's preferred method for PIT
  - Data collection already complete – less work for agency
- Survey
  - Interview & fill out survey form for each person
  - NCCEH has created a PIT Count Survey form to collect needed info
- Statistical Sampling
  - For very large CoCs where complete survey is impractical
  - Must meet minimum sample size & consult experts
  - More info in HUD's PIT Count Methodology Guide

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Using HMIS for Sheltered PIT

- Must ensure HMIS data is accurate first
  - Fill out Project Entry/Exit dates for clients who entered or exited program on or before January 28
  - Fill in any missing data
  - Check data for errors

- Agencies: run the Data Completeness Report Card to identify data issues

- Superusers (CoC-level): can also run Raw Data Report

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Using HMIS for Sheltered PIT

- CHIN will provide HMIS PIT report when available
  - Software vendor working on report – expected in early February
- CHIN will provide instructions on how to run report
- NCCEH will provide instructions on how to use report to fill out PIT forms

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Unsheltered PIT: How to Count

1) ## Street count

 - Interview people who are staying in places not meant for human habitation on the night of the count (cars, parks, abandoned buildings, streets/sidewalks, encampments, etc.)
   - Complete coverage = whole region is canvassed
   - Known locations = count is done at all locations where unsheltered people are believed to be staying
   - Random sample = count done at random sample of locations where unsheltered people might be staying (requires expertise to run random sample and extrapolate results – must consult with statistician, college/university, etc.)

2) ## Services-based count

 - Interview people at service locations that homeless people rely on – soup kitchens, food banks, drop-in centers, DSS, libraries

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Unsheltered PIT: How to Count

- All regions should conduct a street count

- Can use a services-based count to supplement street count (recommended)

- Use PIT Survey form to conduct interviews
    - Includes questions for all info required by HUD
    - Includes identifiers to allow for de-duplication (making sure people aren't counted more than once)

- Optional: HUD Mobile PIT App
    - Info on HUD Exchange website
    - Must be activated by regional coordinator

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Unsheltered PIT: When to Count

- Street count: should be done on the night of the PIT

- Services-based count: begins the day after the PIT

  - Can continue up to 7 days after the PIT (Jan. 29-Feb. 4)

- The longer the time period for data collection, the greater the chance for duplicate counting

  - Interviews reduce chance of counting people more than once

- <u>Always</u> ask about homelessness on the night designated for the Point-in-Time Count

  - If data collection lasts into the following day or later, ask the person "Where did you sleep the night of January 28?"

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Unsheltered PIT: De-Duplication

- Ensure people not counted more than once

- During the count:
  - Ask people if they've already been interviewed
    - Print PIT Survey forms on colored paper
    - Have enumerators wear badges or other identifiers

- After the count:
  - Review PIT Survey forms for duplicate responses (same identifying information) & eliminate duplicates
  - Can use database program like Excel to sort responses

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Definitions

Chronically Homeless

- Homeless individual or family with head of household who:
  - Has a disabling condition (serious mental illness, substance use disorder, developmental disability, PTSD, cognitive impairments from brain injury, chronic physical illness, physical disability)

    AND
  - Has been homeless (in shelter or on streets) continuously for 1 year or on at least 4 occasions in last 3 years

Veteran

- Adult who has served on <u>active</u> duty in US military
- Does not include reserves/National Guard unless person was called to active duty

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Definitions

Household Types

Households with Adults **and** Children	Households **without** Children	Households of **Only** Children
At least 1 adult (18 or over) and at least 1 child (17 or under) together on the night of the count	One or multiple adults (18 or over) *Single adult, adult couple, adult siblings, parent with adult son/daughter*	All members of household are under 18 *Unaccompanied children, adolescent siblings, adolescent parents with their children*

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New in 2015

Overflow beds (emergency shelters only)

- If program has a set number of beds that they open all at once: count that number
- If program pulls out one bed at a time as extra people show up: count the number of beds occupied on PIT night

Multiple Races

- People who identify as "multiple races" should also be counted in at least 2 other race categories
- Race options: White, Black/African-American, Asian, American Indian/Alaska Native, Native Hawaiian/Other Pacific Islander, Multiple Races

Gender Options

- Male, Female, Transgender: Male to Female, Transgender: Female to Male

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New in 2015

Chronically Homeless Veterans

- Must report the number of chronically homeless veterans and chronically homeless veteran families
- This is a subset of the total chronically homeless people
- Required for homeless count only (not for RRH/PSH programs)

Youth Households

- Must report the number of youth households
  - = households in which all members are age 24 or younger
- This is a subset of the total households
- Required for homeless count only (not for RRH/PSH programs)

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New in 2015

2 Types of Youth Households

Parenting Youth Household

One or more parents age 24 or younger with their children present, where there is no one over age 24 in that household

Unaccompanied Youth Household

One or more people age 24 or younger who are not accompanied by a parent and are not a parent presenting with their children

Single youth, youth couple, group of youth

Emphasis on Homeless Youth & Veterans

Youth Count

- Collaborate with school homeless liaisons to conduct outreach
- Engage youth service organizations, including HHS Runaway & Homeless Youth programs
- Recruit currently/formerly homeless youth to help with unsheltered count
- Hold magnet events and/or provide incentives (food, services, transportation tickets)
- Use social media to raise awareness of count

Veterans Count

- Coordinate with VA homeless coordinators and outreach workers to identify unsheltered veterans
- Reach out to Veteran Service Organizations (American Legion, Disabled American Veterans, etc.)
- Work with other local veteran service providers
- Recruit currently/formerly homeless veterans to assist with unsheltered count

Reporting Forms

- Sheltered Homeless Count
  - Emergency Shelters, Seasonal Shelters, Transitional Housing
- Unsheltered Homeless Count
  - For street & services-based counts of unsheltered persons
- Permanent Supportive Housing Count
- Rapid Re-Housing Count
- Point-in-Time Count Survey
  - For conducting interviews with homeless persons being counted
- CoC Reporting Form

Forms posted at www.ncceh.org/2015pit/
- Word form=formulas, fill out on computer, PDF=print

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Sheltered Count Form

For Emergency/Seasonal Shelter & Transitional Housing Bed Inventory:

- Record total number of beds in the program
  - Except hotel beds – only count beds in use during PIT
- Bed Types:
  - For adults, families, or households of only children
  - Overflow: available on ad hoc basis when "regular" beds are full
  - Hotel/motel: paid for by agency **because** person is homeless
- Dedicated beds: for veterans or youth
- Record changes in bed inventory since 2014 count

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Sheltered Count Form

BED INVENTORY (see definitions at the end of this form)						
How many beds does your program have? (HMIS/CHIN users: verify beds listed here match the beds in HMIS)						
	# of beds for adults	# of beds for families	# of units for families	# of beds for households of only children	# of overflow beds	Hotel/motel voucher beds used
Emergency Shelter Beds						
Seasonal Shelter Beds Dates open: from ___ to ___					████	████
Transitional Housing Beds ☐ Traditional/Facility Model ☐ Rapid Re-Housing Model					████	████
Total Beds						
Out of your total beds, do you have any beds that are dedicated for:						
Veterans				████		
Youth under age 18 only	████	████	████			
Youth age 18-24 only				████		
Youth up to age 24 (under 18 and 18-24)						

Has your bed inventory changed since the 2014 count?

☐ Increased by _____ beds (explain:)
☐ Decreased by _____ beds (explain:)
☐ No change

If this program provides scattered-site housing, in what county are most of the beds located?

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Unsheltered Count Form

- No bed inventory
- Record location of count, time conducted, and methods used

LOCATION & CONTACT INFORMATION	
Location of Count (Community or Agency):	
Counties covered in this report:	

Date of Count:		Contact Person:	
Phone:		Email:	

Where was your count conducted?
☐ Public places (parks, streets, campgrounds)   ☐ Service agencies (soup kitchen, DSS, day center)   ☐ Both

When was your count conducted?
☐ Night of Jan. 28th   ☐ Morning/day of Jan. 29th   ☐ Within 7 day period after Jan. 28th

What methods were used to conduct your count? (check all that apply)
☐ Survey/interview   ☐ HMIS   ☐ Statistical sampling   ☐ Observation   ☐ Other (specify:)

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Sheltered & Unsheltered Count Forms

3 sections for the homeless count:

1) Total Homeless Count = everyone

TOTAL HOMELESS COUNT (all people)

2) Veteran Subpopulation Count = only households that included a veteran

VETERAN SUBPOPULATION COUNT:
Out of the total households listed above, please list the following information for <u>households that included a veteran</u>.

3) Youth Subpopulation Count = only households made up entirely of youth (24 or younger)

YOUTH SUBPOPULATION COUNT:
Out of the total households listed above, please list the following information for <u>households composed entirely of youth</u> (all people in the household are <u>age 24 or younger</u>).

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Sheltered & Unsheltered Count Forms

Household types within each section

Total Homeless Count	Veteran Subpopulation	Youth Subpopulation
▪ HHs with adults and children ▪ HHs without children ▪ HHs of only children	▪ HHs with adults and children ▪ HHs without children	▪ Parenting youth households (youth parent with child) ▪ Unaccompanied youth households (youth or children without parent present)

Need help? Definitions are on the last page of the form!

Permanent Supportive Housing Count Form

For Permanent Supportive Housing programs (CoC, Shelter+Care, SHP-PH, HUD-VASH)

Bed Inventory:

- Record total number of beds in the program
- Bed Types:
    - For adults, families, or households of only children
    - Beds dedicated for chronically homeless people (subset of total beds)
- Dedicated beds: for veterans or youth
- Record changes in bed inventory since 2014 count

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Permanent Supportive Housing Count Form

BED INVENTORY (see definitions on last page of form)					
How many beds does your program have? (HMIS/CHIN users: verify beds listed here match the beds in HMIS)					
	# of beds for adults	# of beds for families	# of units for families	# of beds for households of only children	# beds dedicated to chronically homeless persons
Permanent Supportive Housing Beds					
Out of your total beds, do you have any beds that are dedicated for:					
Veterans					
Youth under age 18 only					
Youth age 18-24 only					
Youth up to age 24 (under 18 and 18-24)					

Has your bed inventory changed since the 2014 count?

☐ Increased by _____ beds (explain:)

☐ Decreased by _____ beds (explain:)

☐ No change

If this program provides scattered-site housing, in what county are most of the beds located?

Permanent Supportive Housing Count Form

- Household types:
  - HHs with adults and children
  - HHs without children
  - HHs of only children

- No Veterans Subpopulation chart! (one line for total veterans count)
- No Youth Subpopulation chart!

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Rapid Re-Housing Count Form

Rapid re-housing is counted differently

Only count participants who are:

- Actively enrolled in program,

- Residing in permanent housing on night of the PIT, AND

- Receiving rental assistance from the RRH program

Bed inventory:

- Count 1 bed for each person who meets criteria above

Programs without any such participants: fill out Program Info on first page of form & turn it in

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Rapid Re-Housing Count Form

Every program fills out this section

PROGRAM INFORMATION			
Agency:		Program Name:	
County:		Contact Person:	
Phone:		Email:	
Address:			

Is this program under development (is fully funded, but is not yet operational)? ☐ Yes ☐ No

If yes, is the program expected to begin operation within the next 12 months? ☐ Yes ☐ No

Does this program receive Continuum of Care (CoC) or Emergency Solutions Grants (ESG) funding? ☐ Yes ☐ No

Does this program target one of the following populations (at least 75% of clients fall into the category):
☐ Victims of domestic violence ☐ Veterans ☐ People with HIV/AIDS

Use this to determine if program needs to fill out rest of form

SHOULD YOU REPORT YOUR PROGRAM PARTICIPANTS?

On the night of January 28th, did your program have any participants who were:
- Actively enrolled in the program,
- Residing in permanent housing,
  AND
- Receiving rental assistance from the program?

☐ YES: Please fill out the rest of the form. Report only those participants who meet the three criteria above.

☐ NO: You do not need to fill out the rest of this form. Please return this page to your local PIT Count coordinator.

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Rapid Re-Housing Count Form

Rest of the form is same as PSH form

- Household types:
  - HHs with adults and children
  - HHs without children
  - HHs of only children

- No Veterans Subpopulation chart! (one line for total veterans count)
- No Youth Subpopulation chart!

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Rapid Re-Housing Count Form

RRH programs should use HMIS to generate PIT count

Steps to ensure HMIS data is correct:

- Service start date must be after client entry

- Service end date must be before client exit

- Service dates should reflect the time period the rent covers

  - start date=first day of month covered by rent payment

  - end date=last day of the month covered by rent payment

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Rapid Re-Housing Count Form

Example: entry date 12/13/14, service dates 1/1/15 - 3/31/15

Rapid Re-Housing Count Form

- Complete the Date of Move-In field (found on Entry, Interim, or Exit screen in "RRH Projects Only" section)

Questions? Contact tia@ncceh.org or thurston@ncceh.org

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Point-in-Time Count Survey

- Use for conducting interviews during unsheltered count
  - Can also be used for sheltered counts (if doing survey method)
- Gathers required PIT info and helps your community assess needs
- You may edit the survey to add more questions if desired

- Forms should be reviewed at local level
  - De-duplicate & compile unsheltered count

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CoC Reporting Form

- CoC leadership uses this form to report the total count from their community.

- NCCEH working on updating form
  - Adding graphs/comparisons to previous years' data
  - Form will be posted at www.ncceh.org/2015pit and emailed to CoC leads

- CoC forms due to NCCEH **Thursday, April 30**
- Multi-county CoCs: submit one form per county
  - Email (preferred): data@ncceh.org
  - Fax: 1-888-742-3465

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Additional Resources

- PIT Count Guidance: www.ncceh.org/pointintimehowto
  - Slides from this presentation
  - HUD Resources
    - PIT Count Methodology
    - 2015 HIC and PIT Data Collection Guidance
  - HUD and National Alliance to End Homelessness webinars

- 2015 PIT Forms: www.ncceh.org/2015pit/

- NCCEH PIT Technical Assistance
  data@ncceh.org   (919) 755-4393

- HUD Technical Assistance: HUD Exchange Ask a Question
- www.hudexchange.info/get-assistance/my-question/

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