2016 BALANCE OF STATE COC POINT-IN-TIME COUNT TRAINING

THURSDAY, JANUARY 7, 2016

North Carolina Coalition to End Homelessness

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

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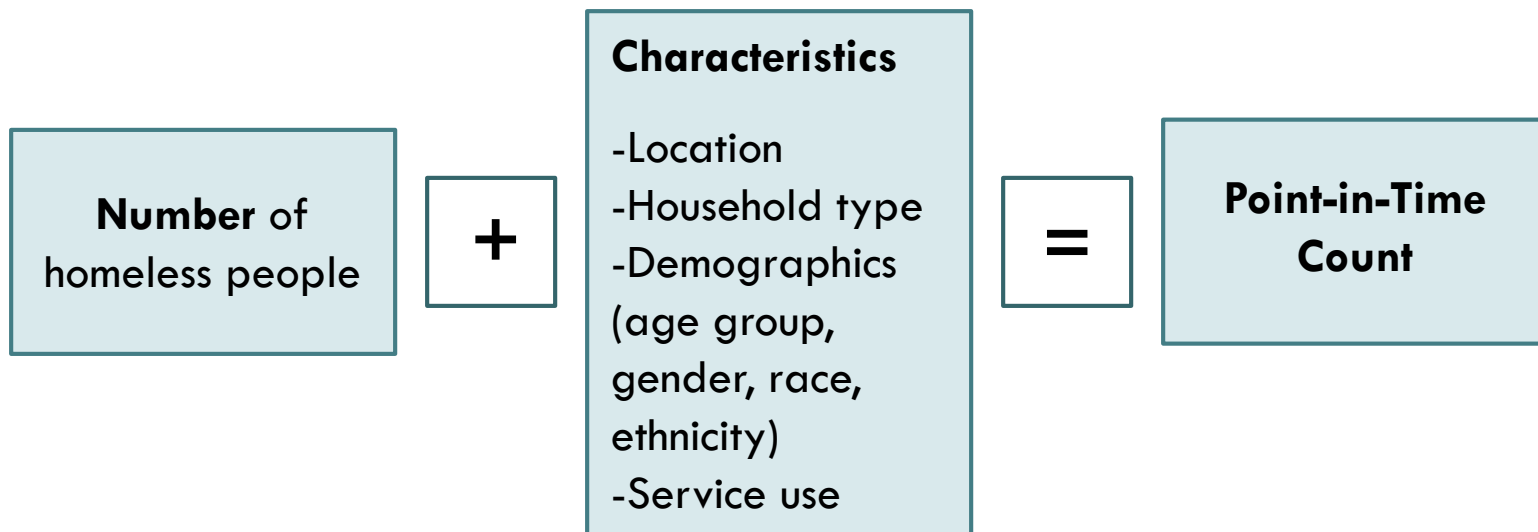
Welcome

- 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/2016pit/

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Agenda

- Background & Purpose of PIT Count & HIC

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

- Definitions

- New in 2016

- 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 27)

- "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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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

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

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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 2016 Housing Inventory Count and PIT Count Data Collection Guidance

  - Posted at www.ncceh.org/pointintimehowto/

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How do CoCs use PIT & HIC 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 & HIC 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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Balance of State CoC PIT Logistics

Regional Committee Responsibilities

(can be done by PIT lead or a group of people)

- Coordinate local count
  - Contact agencies for sheltered count
  - Plan locations, volunteers, etc. for unsheltered count
- Provide training to agency staff and volunteers
- Collect PIT forms
  - Verify data for accuracy
  - De-duplicate (no one counted more than once)
- Submit PIT forms to NCCEH by deadline

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Balance of State CoC PIT Logistics

- Submitting forms to NCCEH
  - Sheltered count: one form from each agency (shelters, transitional housing, rapid re-housing, permanent supportive housing)
  - Unsheltered count: one form from each county

- NCCEH compiles total for each county & for BoS CoC
  - Submits data to HUD via HDX and the CoC application
  - 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 27)

- For PIT: 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)
    - Streets/sidewalk, car, park, encampment, bus/train station, etc.

- For HIC: also count people in RRH and PSH programs

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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

Who NOT to Count

- Do not report:
  - People staying with family or friends (doubled-up/couch surfing)
  - People living in substandard housing
  - 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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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)
  - Streets/sidewalk, car, park, encampment, bus/train station, etc.

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Sheltered: When to Count

Count people where they are staying on the night of **Wednesday, January 27**

Set a time period for data collection

(example: 6 p.m. Jan. 27th to 7 a.m. Jan. 28th)

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

Sheltered: How to Count

2 Options:

- HMIS
  - 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

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Using HMIS for Sheltered Count

- Must ensure HMIS data is accurate first
  - Fill out Project Entry/Exit dates for clients who entered or exited program on or before January 27
  - Fill in any missing data (must be in file or from client)
  - Check data for errors

- Run the Data Completeness Report Card to identify data issues

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Using HMIS for Sheltered Count

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

Questions about data clean-up or using the HMIS report?

- Contact NCCEH Data Center: hmis@ncceh.org, (919) 410-6997

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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 (streets/sidewalks, cars, parks, encampments, bus/train stations, 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, health clinics

Unsheltered PIT: How to Count

- All regions should conduct a street count

- Can use a services-based count to supplement street count
  - Recommended: known locations street count + services-based count

- 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)

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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. 28-Feb. 3)

- 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 27?"

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

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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Definitions

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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New/Different in 2016

Chronically Homeless definition updated

- Homeless individual or family with head of household who:

  - Has a disability (serious mental illness, substance use disorder, developmental disability, PTSD, cognitive impairments from brain injury, chronic physical illness, physical disability)

    AND

  - Has been homeless (in emergency shelter or unsheltered situation) continuously for 1 year or on at least 4 occasions in last 3 years **where the combined length of time homeless on those occasions is at least 12 months**

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New/Different in 2016

Chronically Homeless definition now applies to minor heads of household:

- Unaccompanied youth under age 18
- Families with children that have a minor head of household under age 18 (count everyone in the household as chronically homeless)

Continue to also count:

- Individual adults age 18 and over
- Families with children with adult head of household (count everyone in the household as chronically homeless)

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New/Different in 2016

Gender Options

- Back to 3 options: Male, Female, Transgender
- No longer have to report Transgender as Male to Female or Female to Male

Youth Households

- Must report the number of youth households (same as 2015)
  - = 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/Different in 2016

2 Types of Youth Households

New this year: report data in 2 separate tables instead of 1 combined

Parenting Youth Household	**Unaccompanied 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	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*

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New/Different in 2016

Report Federal Funding Sources

- McKinney-Vento plus any others

Report dedicated beds by household type

- Dedicated to veterans or youth (all programs)
- Dedicated to chronically homeless (PSH only)

Transitional Housing Unit Type

- Single-site (congregate/project-based) vs. multiple-site (scattered or clustered)

Counting Rapid Re-Housing Participants

- Actively enrolled in RRH program AND
- In permanent housing on night of the count
- No longer need to be receiving rental assistance from RRH to be counted

Do not report VA Domiciliary Care programs in PIT/HIC

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

Forms posted at www.ncceh.org/2016pit/

- Word form=formulas, fill out on computer; PDF=print

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Reporting Forms

- Agencies using HMIS: submit your HMIS PIT report with your reporting form
  - NCCEH will use the HMIS report to compare/verify data
  - Helps ensure the data we report to HUD is correct and consistent with what is in HMIS system

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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 on PIT night
- 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 2015 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 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	# of hotel/motel voucher beds **used**
Emergency Shelter Beds						
Seasonal Shelter Beds Dates open: from ___ to ___					███	███
Transitional Housing Beds ☐ Single-Site/Project-Based Units ☐ Multiple-Site/Scattered Units					███	███
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 2015 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):			
County 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. 27th ☐ Morning/day of Jan. 28th ☐ Within 7 day period after Jan. 27th			
What methods were used to conduct your count? (check all that apply) ☐ Survey/interview ☐ HMIS ☐ Observation ☐ Statistical sampling ☐ Other (specify:) Please provide a brief description of how your count was conducted:			

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	- Unaccompanied youth households (youth or children without parent present) - Parenting youth households (youth parent with child)

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

- Dedicated beds: for veterans, youth, or chronically homeless people (subset of total beds)

- Record changes in bed inventory since 2015 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 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
Permanent Supportive Housing Beds				
Out of your total beds, do you have any beds that are dedicated for:				
Chronically Homeless Persons				
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 2015 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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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 (including people only receiving supportive services)

  AND

- Residing in permanent housing on night of the PIT

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

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

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 funding from any of the following federal sources (check all that apply):

☐ Continuum of Care (CoC)
☐ Emergency Solutions Grants (ESG)
☐ Supportive Services for Veteran Families (SSVF)
☐ Other (specify):

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

SHOULD YOU REPORT YOUR PROGRAM PARTICIPANTS?

On the night of January 27th, did your program have any participants who were:

- Actively enrolled in the program (including people only receiving services)
  AND
- Residing in permanent housing?

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

- Client must have a project entry in RRH project in HMIS
- Client must have "In Permanent Housing" set to "Yes" on Interim screen
- Client must have "Move-in Date" entered on Interim screen

- <u>ONLY</u> complete these steps for clients that are residing in permanent housing

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Rapid Re-Housing Count Form

- Complete the "In Permanent Housing" and "Date of Move-In" items on Interim screen

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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

These forms **do not** need to be turned in to NCCEH.

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Due Dates to Return Forms to NCCEH

- All forms due to NCCEH **Friday, February 19th**
  - Unsheltered Count Form – one per <u>county</u>
  - Sheltered Count Form – one per agency
  - Rapid Re-Housing Count form – one per agency
  - Permanent Supportive Housing Count Form – one per agency

HMIS users: Turn in your HMIS PIT report with your form!

  - Email (preferred): data@ncceh.org
  - Fax: 1-888-742-3465

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Additional Resources

- PIT & HIC Guidance: www.ncceh.org/pointintimehowto
    - HUD Resources
        - PIT Count Methodology Guide
        - 2016 HIC and PIT Data Collection Guidance
    - HUD and National Alliance to End Homelessness webinars

- 2016 Reporting Forms: www.ncceh.org/2016pit/

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

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