

# 2014 BALANCE OF STATE COC POINT-IN-TIME COUNT TRAINING

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North Carolina Coalition to End Homelessness

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

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# Welcome

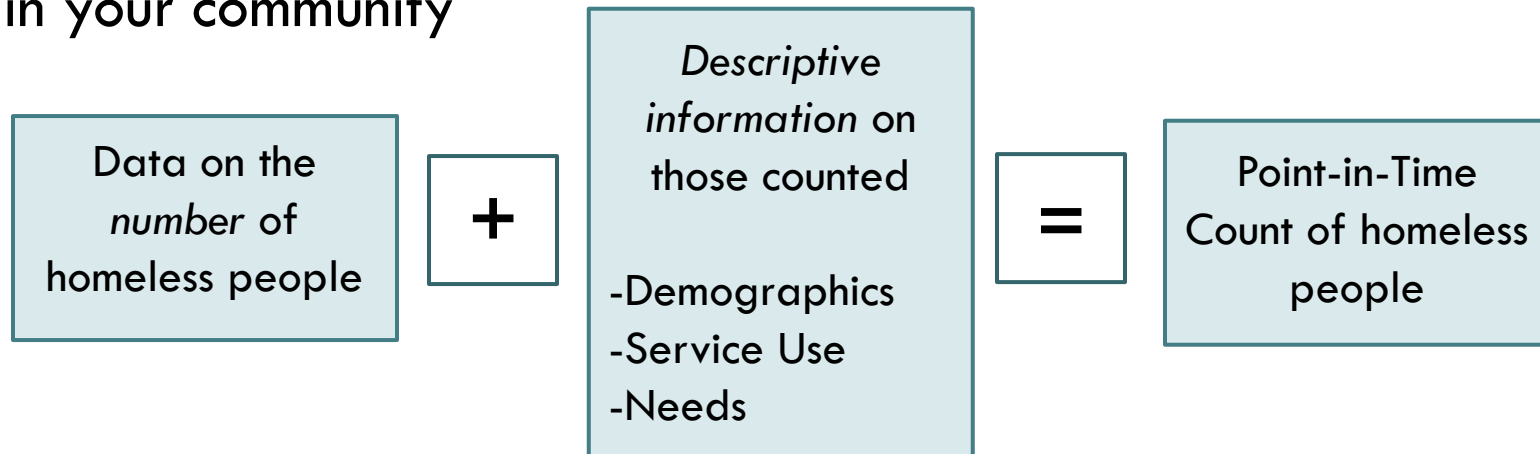
- Reminders:
  - \*6 to mute/unmute line
    - Please mute your line to cut down on background noise.
  - If your phone plays music while on hold, please do not put us on hold during the call.
- This presentation is posted on the NCCEH website at <http://www.ncceh.org/2014pit/>

# Agenda

- Background & Purpose of PIT Count
- Requirements & Methodologies: Who, What, Where, When
- Definitions
- New in 2014
- Reporting Forms & Deadlines
- Questions

# What Is the Point-in-Time Count?

- HUD mandates that all Continuums of Care (CoCs) hold annual Point-in-Time Counts
- “Count” = collecting information about the homeless population in your community



- “Point-in-Time” = a snapshot of the homeless population on a single night

# HUD Point-in-Time Count Requirements

- Sheltered counts required annually
- Unsheltered counts required biennially (odd years)
  - NC conducts annual sheltered & unsheltered counts
- Must collect required data on people counted
  - Household type, age, gender, chronic homelessness, veteran, subpopulations (mental illness, substance abuse, domestic violence, HIV/AIDS)
- PIT counts must be based on statistically reliable methods, not guesstimates
- One-night count must occur during last ten calendar days in January

**NC PIT Count is night of Wednesday, January 29**

# How do CoCs use PIT data?

- Communities need accurate data to:
  - Determine the size and scope of homelessness at the local level
  - Plan services and programs to appropriately address local needs
  - Measure progress towards eliminating homelessness
- To be useful, data must be accurate and reliable
  - No guesstimates

# How does HUD use PIT data?

*Data flow: Agency/Community* → CoC → HUD

- Understand the extent and nature of homelessness throughout the country
- Provide Congress with info on services provided, gaps, and progress in eliminating homelessness
  - PIT is data source for the Annual Homeless Assessment Report to Congress (AHAR)
- Track progress towards ending homelessness
  - CoC progress reported in funding applications
  - National progress checked against Federal Strategic Plan

# Balance of State CoC PIT Logistics

- Each BoS Regional Committee has local coordinator
  - Should contact agencies about local process
- Each agency conducts its own count & fills out form
- Agency forms must be submitted to NCCEH
  - Directly by agency or by local coordinator
- NCCEH compiles total for each county & for BoS CoC
  - Submits data to HUD via HIC and the CoC application
  - Posts data on website: [www.ncceh.org/PITdata](http://www.ncceh.org/PITdata)



# Who to Count

- Count people where they are on the night of the PIT (January 29)
- Only count people who are **literally homeless** according to HUD's definition.
- They must be staying in:
  - Emergency shelter, including:
    - Domestic violence shelter
    - Seasonal shelter
    - Hotel/motel vouchers paid for by an agency because the person is homeless
  - Transitional housing dedicated for homeless persons
  - A place not meant for human habitation, such as a car, park, abandoned building, sidewalk, bus/train station (unsheltered)

# Who to Count

- Programs dedicated for homeless persons:
  - Primary intent of program is to serve homeless persons
  - Program verifies homeless status as part of eligibility
  - Actual program clients are predominantly homeless
- Ask us if you're not sure!

# Who NOT to Count

- Do not report:
  - People staying with family or friends (“doubled-up” or “couch surfing”)
  - People living in hotels/motels they pay for themselves
  - People in institutions (hospitals, mental health/substance use treatment, detox, jail, foster care, juvenile corrections)
  - 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.

# Point-in-Time vs. Housing Inventory Chart

During the count, we collect data for TWO purposes:

- Point-in-Time Count: Homeless count
- Housing Inventory Chart: Inventory of system
  - Info about all homeless programs in CoC (bed inventory, populations served, geographic distribution, etc.)

PLUS

- Info about programs for formerly homeless people
  - Rapid re-housing
  - Permanent supportive housing

# Sheltered PIT: When to Count

Count people where they are staying on the night of  
**Wednesday, Jan. 29<sup>th</sup>, 2014**

Set a 24-hr. period for data collection: 6 pm Jan. 29<sup>th</sup>  
to 6 pm Jan. 30<sup>th</sup>

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

Applies to:

- Shelters and transitional housing (for homeless count)
- Rapid re-housing & permanent supportive housing (for HIC)

# Sheltered PIT: How to Count

- Manual count
  - Use survey/interview method
  - Homeless Demographic & Needs Survey available to help you conduct interviews
- Administrative records
  - Only if info is current and accurate (age, household type, chronic homeless status, all subpopulation info)
- HMIS (if agency uses it)

# Using HMIS for Sheltered PIT Count

- HUD recommends using HMIS for sheltered count
- Must ensure HMIS data is accurate first
  - Data Completeness Report Card: check clients are in right program, enrollment dates, fields filled out
- CHIN working on HMIS PIT report
  - Delay from software vendor – expect report by Jan. 31
  - CHIN will modify to fit NC needs
  - CHIN will hold trainings on how to run report – expect by week of Feb. 10
- CHIN Help Desk: (877) 703-3176  
[support@nchomeless.org](mailto:support@nchomeless.org)

# Unsheltered PIT: Who Is Counted?

- Count people where they are on the night of **Wednesday, Jan. 29<sup>th</sup>, 2014**
- People in place not meant for human habitation
  - Parks, sidewalks/streets, cars, abandoned buildings, encampments, bus/train stations
- Report only the number of unsheltered people actually counted during the Point-in-Time Count
  - Verify that person is homeless
  - **Do not** use unscientific adjustment factors or multipliers



# Unsheltered PIT: How to Count

## Methods of counting unsheltered homeless persons:

1. **Simple street count with observation**
  - Confirm homelessness & record observations of people
2. **Street count with interviews**
  - Better method – get more information
3. **Services-based count**
  - Interviews at non-shelter service locations that homeless people rely on – soup kitchens, food banks, drop-in centers, healthcare centers, emergency rooms, DSS, libraries
  - Use Homeless Demographic & Needs Survey to conduct interviews
  - HUD Mobile PIT App (demo: <http://www.hudpointintime.com/mobile/>)
  - Must be activated by regional coordinator

# Unsheltered PIT: When to Count

- Street count – usually a ‘blitz’ on the night of the PIT
- Services-based count – can be conducted up to 2 weeks after the night of the PIT
- The longer the time period for data collection, the greater the chance for duplicate counting
  - Information collected with interviews helps reduce the chance for counting people more than once
- Always 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 29<sup>th</sup>?”

# Definitions

## Chronically Homeless

- Individual or family with head of household who:
  - Has a disabling condition
- 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 active duty in US military

## Youth

- Persons under age 25

# Definitions

## Household Types

### Households with Adults and Children

- At least 1 adult (18 or over) and at least 1 child (17 or under) together on the night of the count

### Households without Children

- At least 1 adult (18 or over)
  - Can be single adult, adult couple without children, adult siblings, parent with adult son/daughter

### Households of Only Children

- All members of household are under 18
  - Can be unaccompanied children, teen siblings, teen parents with their children

# New in 2014

## Race & Ethnicity

- Race: Non-Hispanic/Non-Latino or Hispanic/Latino
- Ethnicity: White, Black/African-American, Asian, American Indian/Alaska Native, Native Hawaiian/Other Pacific Islander, Multiple Races

## Gender Options

- Male, Female, Transgender

# New in 2014

## Veteran Households

- Veteran household = at least one adult member is a veteran
- Must report veteran households and non-veteran households separately on forms

## Beds Dedicated to Veterans

## Beds Dedicated to Youth

- Beds for youth under 18
- Beds for youth 18-24
- Beds for youth up to 24 (i.e. under 18 plus 18-24)

# Emphasis on Counting Homeless Youth

- Youth = people under age 25
- HUD seeking more data on this population
- Strategies to include homeless youth in PIT Count:
  - Collaborate with school homeless liaisons
    - Make sure to only count HUD homeless & de-duplicate counts
  - Engage youth service organizations, including HHS Runaway & Homeless Youth programs
    - List of RHY programs:  
[https://onecpd.info/resources/documents/2013HICandPITGuidance\\_Youth.pdf](https://onecpd.info/resources/documents/2013HICandPITGuidance_Youth.pdf)
  - Recruit currently/formerly homeless youth to help with unsheltered count

# Emphasis on Counting VA Programs

- **Emergency Shelter:**
  - Health Care for Homeless Veterans Community Contract Emergency Housing
  - Health Care for Homeless Veterans Community Contract Residential Treatment
  - Mental Health Rehabilitation Treatment
- **Transitional Housing:**
  - VA Grant and Per Diem
  - VA Compensated Work Therapy-Transitional Residence
- **Rapid Re-Housing:**
  - Supportive Services for Veteran Families (SSVF)
- **Permanent Supportive Housing:**
  - HUD-VASH (Veterans Affairs Supportive Housing)

Find your local VA Homeless Coordinator:

[va.gov/homeless/hmls\\_vet\\_prog\\_coord.asp](https://va.gov/homeless/hmls_vet_prog_coord.asp)



# Reporting Forms

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

Forms posted at <http://www.ncceh.org/2014pit/>

# Sheltered Count Form

For Emergency Shelter, Seasonal Shelter, & Transitional Housing

## Bed Inventory Section:

- Record total number of beds in the program
  - Except hotel beds and overflow beds – only count beds in use during PIT
- Bed Types:
  - Beds for singles, families, or households of only children
  - Beds dedicated for veterans or youth
  - Hotel/motel: paid for by agency **because** person is homeless
  - Overflow: available on ad hoc basis when “regular” beds are full
  - Seasonal: open during high-demand months (indicate dates open)
- Record changes in bed inventory since 2013 count

# Sheltered Count Form

## Sheltered Count Section

- Separate sections for veteran households vs. non-veteran households
- 3 household types – with children, without children, only children
- Record chronically homeless individuals AND persons in chronically homeless families
- Record subpopulation information (DV, mentally ill, substance abuse, HIV/AIDS)
- Record discharge information from systems
- Definitions of key terms are on the last page

# Permanent Housing Count Form

## Use for:

- Rapid Re-Housing: ESG, SSVF
- Permanent Supportive Housing: Shelter+Care, SHP-PH, HUD-VASH

## Bed Inventory Section

- RRH: Record the beds used the night of the PIT
- PSH: Record the total number of beds in the program

## Bed Types:

- Beds for singles, families, or households of only children
- Beds dedicated for chronically homeless people (PSH only)
- Beds dedicated to veterans or youth

Record any changes in bed inventory since 2013 count

# Permanent Housing Count Form

## Permanent Housing Count Section

- Record people in 3 household types – with children, without children, only children
  - Record chronically homeless individuals AND persons in chronically homeless families
  - Record subpopulation information (veterans, DV, mentally ill, substance abuse, HIV/AIDS)
  - Record discharge information from systems
- 
- Definitions of key terms are on the last page

# Unsheltered Count Form

Use for street and services-based counts of unsheltered homeless people

## Unsheltered Count Section

- Separate sections for veteran households vs. non-veteran households
- Record people in 3 household types – with children, without children, only children
- Record chronically homeless individuals AND families
- Record subpopulation information (veterans, DV, mentally ill, substance abuse, HIV/AIDS)
- Record discharge information from systems

Definitions of key terms on the last page

# Homeless Demographic & Needs Survey

- This **optional** form may be used for interviewing persons during your count.
- Can be used for both Sheltered and Unsheltered Counts
- Gathers information for required subpopulation info and helps your community assess needs
- Should be compiled at local level
- You may edit the survey to suit your community's needs
  
- The information gathered by using this form will help you complete your PIT forms as well as inform your community's planning process.

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

# Due Dates to Return Forms to NCCEH

- All forms due to NCCEH **Friday, February 14<sup>th</sup>**
  - Unsheltered Count Form - one per community
  - Sheltered Count Form - one per agency
  - Permanent Housing Count Form – one per agency
- Email: [data@ncceh.org](mailto:data@ncceh.org)
- Fax: 1-888-742-3465



# Frequently Asked Questions

- A woman in my shelter has children, but they are not at the shelter with her. Do I record the woman under households with children or households without children?
  - Households without children. The children must be present with the adult to count as a household with children.
- Should programs that are not dedicated to serving homeless persons, but sometimes serve homeless persons, be included in the PIT Count?
  - No. Only programs that are dedicated to serving homeless persons should be included in the PIT. Programs that happened to serve a homeless person on the night of the PIT (such as residential treatment programs) should not be included.

# Frequently Asked Questions

- Should a person who is in an institution on the night of the PIT (jail, hospital, detox) and was homeless before entering the institution be counted?
  - No. This person is not in a literally homeless situation on the night of the PIT, so they cannot be counted. However, many communities find this type of information very important for program planning, particularly discharge and prevention planning.

# Additional Resources

- PIT Count Guidance: [www.ncceh.org/pointintimehowto](http://www.ncceh.org/pointintimehowto)
  - Slides from this presentation
  - HUD documents
    - Guide to Counting Unsheltered Homeless People
    - Guide to Counting Sheltered Homeless People
    - 2014 HIC and PIT Guidance
- 2014 PIT Forms: <http://www.ncceh.org/2014pit/>
- NCCEH PIT Technical Assistance  
[data@ncceh.org](mailto:data@ncceh.org) (919) 755-4393