

# 2024 POINT-IN-TIME COUNT SURVEYOR GUIDE

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## PURPOSE OF THIS INSTRUCTION GUIDE

This document is intended to be a companion document to the 2024 Minnesota Point in Time (PIT) Survey. It contains information to help surveyors navigate the PIT survey, from interviewing techniques to key terms they will encounter on the survey. All surveyors should review this instruction guide carefully before administering the PIT survey.

This resource should also be incorporated into and reviewed in all local PIT training(s). On the night of the PIT, one instruction guide should be distributed to each surveyor.

This guide is provided as a resource by the Institute for Community Alliances. For more information and the most up to date content on the PIT, visit <https://hmismn.org/point-in-time-count/>.

**This guide does not reference HMIS data entry.**

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## WHO SHOULD READ THIS GUIDE

**Anyone involved in completing Point-in-Time count surveys out in the community should review this guide.** Everyone who is directly involved in surveying persons experiencing homelessness on the PIT night, whether the sheltered or unsheltered count, should be as familiar as possible with the guidance below prior to surveying. This includes:

- Street outreach teams
- Survey volunteers
- Project Connect event volunteers
- Priority List Managers who may be contacting CES lists
- Case managers/shelter staff for agencies that **do not** participate in HMIS
- Transitional Housing staff for agencies that **do not** participate in HMIS
- Data entry staff
- Anyone submitting survey responses to PIT LIVE

## HOW TO NAVIGATE THE SURVEY

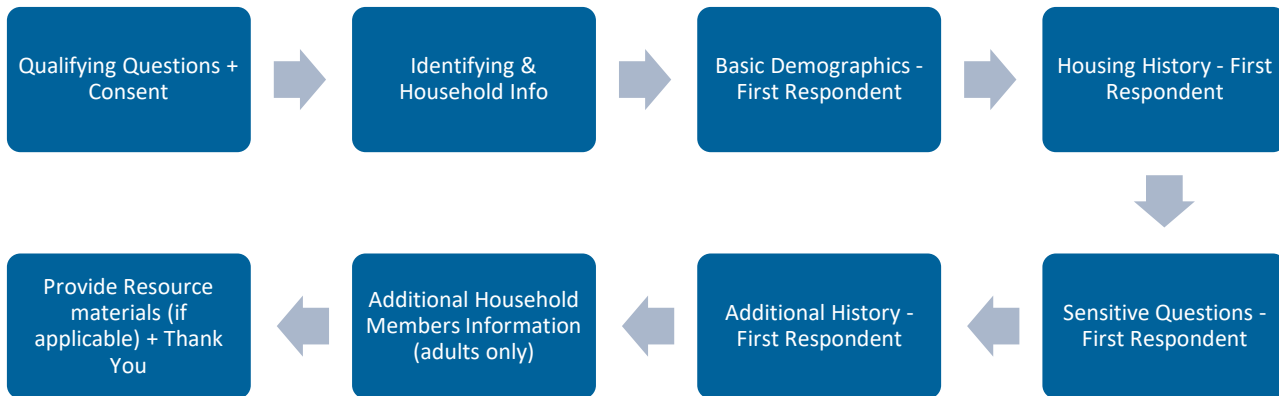
We highly recommend reading the survey questions in advance and rehearsing by asking and answering with a partner. This will allow you to navigate the questions smoothly, especially those that are dependent on a particular response.

Throughout this guide, we will reference the respondent (i.e., the person to whom you're asking survey questions) in a few ways. This is intentional, as how a person identifies the group, they are with may vary. We use the term *respondent*, *individual*, and *person* interchangeably – all mean the FIRST person you survey. A respondent's *family*, *household*, or *group* may be referenced interchangeably as well. A household (family or group) means people who live with you now or most of the time. See "Household" in [Terms and Definitions](#).

For the night of the count, we have created a one pager that is available on the HMIS PIT website page under Training Materials to carry with you that covers the most essential things to know when surveying.

## QUESTION FLOW

This chart describes the flow of the survey. It should take approximately 10 minutes to complete for a single respondent (and a bit longer if more than one adult is surveyed in a group).



Instructions for each survey section are built into the survey itself. For that reason, not all sections are covered in detail in this guide. What follows is guidance on navigating the critical portions of the survey that ensure complete data collection.

## REQUIRED SURVEYOR QUESTIONS

**Complete the top two boxes for EVERY SURVEY you conduct.** This routes responses to the correct region and ensures they are not counted more than once.

You will find this box in the top of **each** survey. This is the **FIRST THING to complete**. You can complete the first part of the box in advance of PIT night:

SURVEYOR QUESTIONS			
1 Surveyor name:	2 Surveyor phone #:	3 Surveyor email:	
4 Continuum of Care:	5 County:	6 Agency/team:	
	7 School district: [School-based surveys only]		

1. Name of person conducting survey.
2. Phone number of person conducting survey.
3. Email address of person conducting survey.
4. If you are unsure what Continuum of Care (CoC) you are in, ask your CoC Coordinator, PIT Lead, or trainer.
5. County where you physically interview the respondent (i.e., where the survey takes place). This may not be the same county where your respondent is staying on PIT night.
6. Name of agency or team with which you are conducting the survey. Your trainer should specify exactly what to write in this field. If you are a street outreach team, volunteer group, or part of an event, your trainer may designate a team name. If you are surveying clients staying at your emergency shelter or transitional housing program, list the name of your agency/program here.
7. ONLY applies to school liaisons.
8. This is the first PIT LIVE question after the intro screen, it is used to determine whether a response is a head of household (answer "Yes") or additional family member (answer "No").

Is this the first survey you are filling out for this family/household?	<input type="checkbox"/> Yes	<input type="checkbox"/> No – I am adding additional family members
Specific location:		
Household ID: [See instructions. Complete after survey]		

- Where you physically interview the respondent. For example: city, shelter name, Light Rail, gas station parking lot. If over the phone, denote the name of the agency and phone survey. If in shelter, denote the name of the shelter (or project within the shelter). Your trainer should specify exactly what level of detail to write in this field. **If DV shelter, do not put address of shelter here.**
- Household ID** is a combination of the CoC abbreviation where the survey is completed and the first 3 letters of the first and last name of the **FIRST PERSON SURVEYED** in this household. It should be the same for all household members (see [Terms and Definitions](#) for full instructions and definition of “household”).

Complete the bottom part of the box **after** administering a survey.

## WHAT TO SAY & WHAT TO READ

Here are examples of the survey’s layout. We use plain text, bolded text, and shading to indicate what surveyors should say aloud, what are instructions for the surveyor, and what are response options.

Questions and text written like this should be asked aloud:

Can I have about 10 minutes of your time?	<input type="checkbox"/> Yes
Did another volunteer already ask you where you’re staying tonight/where you stayed last night?	<input type="checkbox"/> Yes [END]

**[bolded, bracketed language like this is guidance directed at the surveyor and should not be read aloud]:**

[If household includes ONLY young adults and/or children, ask:] Including yourself, how many are the parent or legal guardian of a child in your household?

Gray shaded boxes contain responses to be completed:

<input type="checkbox"/> Yes	<input type="checkbox"/> No [END SURVEY. Complete observation form if able]
<input type="checkbox"/> Yes [END SURVEY]	<input type="checkbox"/> No

## TERMS AND DEFINITIONS

- Veteran**—This population category of the PIT includes adults who have served on active duty in the Armed Forces of the United States. This does not include inactive military reserves or the National Guard unless the person was called up to active duty.
- Adult:** Age 25 or older
- Young Adult:** Age 18-24
- Child:** 18 and under
- Youth** – Persons under age 25. HUD collects and reports youth data based on persons under 18 and persons between ages 18 and 24

- **Parenting Youth** – A youth who identifies as the parent or legal guardian of one or more children who are present with or sleeping in the same place as that youth parent, where there is no person aged 25 or older in the household.
- **Unaccompanied Youth** – Unaccompanied youth are persons under age 25 who are not accompanied by a parent or guardian, or any other household member aged 25 or older, and who are not a parent presenting with or sleeping in the same place as his/her child(ren). Unaccompanied youth are single youth, youth couples, and groups of youth presenting together as a household.
- **CoC: Continuum of Care**
- **Survivors of Domestic Violence**—This population category of the PIT includes adults who are currently experiencing homelessness because they are fleeing domestic violence, dating violence, sexual assault, or stalking.
- **Domestic Violence, Currently Fleeing Violence Since Becoming Homeless:** Specifically refers to their present situation.
- **Don't Know/Refused (DKR):** Respondent is unsure of the answer or does not want to answer a question. If this occurs, simply move on to the next question on the survey.
- **Emergency Shelter (ES):** Programs that offer temporary shelter for people experiencing homelessness.
- **First Respondent:** The person with whom you are conducting the survey (i.e., participant, interviewee). HUD often refers to the first respondent as the “head of household”. If this person is alone this is straightforward.
- **Homeless:** Living in a shelter, on the streets, or any place not meant for human habitation – such as a house with no utilities, an abandoned building, etc.
- **Homeless Veterans Registry:** The Registry helps ensure veterans experiencing homelessness have access to housing programs and services. Connect with the Registry online or by phone, depending on your region.
- **Household:** The people who live with you now or most of the time. This can be a parent + child, spouses or partners, group of youth living together, etc. This may also be referred to as family or group.
- **Household ID:** Household ID is a combination of letters used to link respondents together. The SAME household ID should be used for each member of the group.
- **Housing History:** These questions are used to determine whether a respondent qualifies as “chronically homeless” for the purposes of reporting data to HUD. ONLY time a respondent has spent in a shelter or in an unsheltered location should be included here.
- **Income:** Regular, recurrent earned income and cash benefits. Income in the context of the PIT Count is a broad term and can include any funds the respondent considers income.
- **Observation:** When surveyors are unable to interview respondents, they may use an observation tool to note household makeup and any demographic information that can be determined. (Your trainer should specify if your CoC allows observation forms)
- **PIT LIVE:** While each CoC organizes the Point-in-Time count locally, all responses gathered through these paper surveys are input into an online form produced by ICA called PIT LIVE. This is the central depository for PIT data collected in Minnesota. It is possible to conduct the survey directly through the PIT LIVE portal. However, if you interview households, you will need to track the Household ID of the first respondent (i.e., write it down) in order to link the household together.
- **Sheltered:** Individuals staying in emergency shelters (ES), safe havens (SH), and transitional housing (TH) on the night of the Point in Time count.
- **Doubled-up (Temporarily Staying with Family or Friends/ Couch Hopping):** Doubled-up data is not included in the HUD PIT count, but some CoCs do collect this data for local use. **Be sure to clarify with your local PIT lead how your CoC is approaching this!** If your CoC is collecting doubled-up data on PIT night, you can continue the survey. When gathering the number of people in the household, this does not refer to permanent residents of that household.
- **Transitional Housing (TH):** Programs that provide temporary lodging and are designed to facilitate the movement of homeless individuals and families into permanent housing within a specified period.
- **Unsheltered:** According to HUD, persons “with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground.”
- **Chronically Homeless Person** - A person who: o Is homeless and lives in a place not meant for human habitation, a safe haven, or in an emergency shelter; **and**

- Has been homeless and living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter continuously for at least 1 year or on at least four separate occasions in the last 3 years where the combined length of time homeless in those occasions is at least 12 months; **and**
- Has a disability.


**Note For purposes of PIT reporting:** When a household with one or more members includes an adult or minor head of household who qualifies as chronically homeless, then all members of that household should be counted as a chronically homeless person in the applicable household type table. **For example**, if one adult in a two adult household is identified as chronically homeless, both adults should be counted as a chronically homeless person in the households without children category of the PIT count.

## IDENTIFYING & HOUSEHOLD INFORMATION

The survey asks you to collect information about everyone in a household (or family or group), starting with their ages. The term household means people who live together now or most of the time.

Obtaining the age of each household member helps determine the household type. (i.e., how many folks experiencing homelessness are single adults? How many are young families?).

Ask the first respondent the age of everyone in the household and write down the age of all household members, including the first respondent. See example below:

How old is each person in your household or group? <b>[If couch-hopping/staying with family or friends, do not count the permanent residents.]</b>	
[Write down the age of each person]	
65,32,24 	
<b>[If household includes ONLY young adults and/or children, ask:]</b> <u>Including yourself</u> , how many are the parent or legal guardian of a child in your household?	
___ # of Parents Age 18-24	___ # of Parents Age 17 and younger

The survey layout collects all the information for the head of household (first respondent) first. If there are no more individuals in the household, END SURVEY and thank the respondent for their time. If there are more members in the household, continue to the Additional Family Members section. If you are interviewing respondents individually, read down the appropriate column for each person.

### 1. Additional Family Members Section

1 <b>Additional Family Members</b>			
	Household Member 2:	Household Member 3:	Household Member 4:
Household ID <b>[Surveyor Only – These fields MUST be completed and will be used to link household members. Refer to instructions if needed.]</b>	2 ____ - ____ - ____ <b>ENTER THE HOUSEHOLD ID FROM THE 1<sup>ST</sup> RESPONDENT</b>	____ - ____ - ____ <b>ENTER THE HOUSEHOLD ID FROM THE 1<sup>ST</sup> RESPONDENT</b>	____ - ____ - ____ <b>ENTER THE HOUSEHOLD ID FROM THE 1<sup>ST</sup> RESPONDENT</b>
Will you/did you also stay in a shelter or outside Wednesday night (January 25th, 2023)? <b>[in same location as first respondent if staying with family/friends]</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <b>[END SURVEY]</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <b>[END SURVEY]</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <b>[END SURVEY]</b>
Can I ask you a few additional questions?	<input type="checkbox"/> Yes <input type="checkbox"/> No <b>[END SURVEY]</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <b>[END SURVEY]</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <b>[END SURVEY]</b>
What are the first three letters of your first and last names?	First: _____ Last: _____	First: _____ Last: _____	First: _____ Last: _____

### One very important part about the section above...

**Household ID** is used to link results across multiple respondents in a household. It is composed of the CoC abbreviation where the survey is completed and the first 3 letters of the first and last name of the **FIRST RESPONDENT SURVEYED** in this household. This respondent's Household ID becomes the ID for the other household members. Respondents with shorter First and/or Last Names (3 letters or fewer) may refuse to disclose their names and have it used for Household ID creations due to easy identification. In this case, please write the Household ID in the form of 'CoC-AAA-BBB' OR 'First Respondent's last initial to protect the respondents' privacy.

If you are unsure what Continuum of Care (CoC) you are in, ask your agency or trainer. There is also a map of CoC's on the HMIS PIT website page under Training Materials.

See the [Appendix](#) for Household ID examples and [Household ID quiz](#).




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#### WHY ARE INITIALS NEEDED?

Respondent initials are collected to ensure someone is not counted twice.

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#### HOW WILL THE IDENTIFYING DATA BE USED?

Survey data is entered into a portal managed by the Institute for Community Alliances (ICA). Demographic and sensitive data about any one respondent or household is de-identified. That means for **respondents in shelter**, names, birthdates, and SSNs that may be kept in agency records are **NOT** included with the information submitted to HUD. For unsheltered or doubled up persons, that information is not gathered at all. If a respondent does not want to provide name information but will complete the survey, you may proceed.

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#### ADVICE FOR SPECIFIC QUESTIONS

Leave questions open-ended whenever possible. Instead of reading answer choices simply ask, for example, "How do you identify your gender?" and prompt respondent with choices if needed.

More guidance for specific questions:

- **Where did you/will you sleep on Wednesday night (January 24th, 2024)?** If respondent stayed multiple places, record the location where respondent spent most of the night.  
 In some cases, it may be unclear whether the respondent is homeless or "couch-hopping" (staying at the house of a friend or family member). If the respondent answers this question ambiguously, i.e. "I'm staying with my friend", follow up to determine if the friend is also homeless or if both are staying at the friend's permanent residence.
- **How many adults/young adults/children are in your household and staying with you tonight?** Allow respondents to identify who they consider their family/household. A family/household is defined as people who live together now or most of the time. This is a total count of **all** individuals staying together.
- **If family/household includes only young adults or children, ask: How many are the parent or legal guardian of a child in the household?** As stated, this question only applies to households in which NO ADULT AGED 25 OR OLDER is present. These youth-only households are the only ones that should answer this question.
- **Housing History:** These questions refer to the time the respondent has been *homeless – like in a shelter or staying outside*. Here, and everywhere else in the survey, "homeless" means living in a shelter, on the streets, or any place not meant for human habitation – such as a house with no utilities, an abandoned building, etc. This is used to determine chronic homelessness, which has a specific definition.

- **Sensitive Questions (trauma experience and health history):** Read the script given and allow respondent to choose if they would like to read the questions/answers silently. Do not assume respondent is/is not able to read the survey. When reading aloud each option, give respondent a moment to respond to each. They may wish to respond with the numerical value assigned (i.e., for “4. Drug or alcohol abuse” they would respond, “four”). On the HMIS PIT website page under Training Materials, refer to the Interview Technique section (13:20) in the Train the Trainer video or the One-Pager.

## ENDING THE SURVEY

Several questions direct surveyors to **END SURVEY** upon receiving a specific response. Whenever you see this direction, skip to the end of the main survey, and read the script as shown below. Provide CoC-specific resources if available and if respondent requested them.

Thank you, I appreciate your time. Your responses will be combined with those of other people taking this survey and used to help improve programs for people experiencing homelessness.

**[If there are additional household members, Adults (18+) and/or Children (under 18), CONTINUE]**

If the survey is only partially completed, defer to your CoC Coordinator or PIT Lead as to whether the survey can still be counted (**but do not complete an observation form instead**).

## OBSERVATION TOOL

The Observation tool may not be used in your region, **defer to your CoC for instructions**. If used, it should only be in specific circumstances, as simply observing a person and attempting to discern characteristics about them and their experience is inherently difficult.

### Only complete if:

1. You are unable to obtain consent
2. You are unable to enter a site
3. You do not wish to disturb someone sleeping outside, in a car or abandoned building

Note household makeup and any demographic information that can be determined. You should also be sure to record any identifying information about the person/household and location that could help with de-duplication (in case the person was/is surveyed at a different point in the night, i.e., color of clothing, street name, landmarks).

## PROVIDING LOCAL RESOURCES

Be sure to check with your CoC Coordinator, PIT Lead, or trainer to determine if there are resources available to hand out to persons who are interested in them on the PIT night. This may be a trifold handout with contact information for the Veteran’s Registry, Coordinated Entry services, Domestic Violence hotlines, etc.

If no such resources are available, do not suggest to your respondents that you have resources available.

## SURVEYOR TIPS & TECHNIQUES

ICA hosted a [train-the-trainer session in October 2018](#). John Tribbett, Street Outreach Program Manager from St. Stephen’s Human Services, joined us to share expertise he and his team have acquired over the years.

While the surveyor tips and techniques are focused on the unsheltered count, most tips apply to anyone working directly with vulnerable populations including case managers and other folks conducting sheltered surveys.



### *Things to keep in mind:*

- Surveyors come from a place of privilege, walking into respondents' lives, and asking questions that can be quite personal. Remember that certain questions could re-traumatize a respondent.
- Virtually everyone experiencing homelessness has a high degree of sleep deprivation. This in addition to other health problems and trauma may affect interactions.
- People experiencing homelessness are people, and just as with any person approached out of the blue for a survey, they may react in a variety of ways. Don't take it personally.
- It may be difficult to simply conduct a survey without being able to provide help to respondents. Know that the information collected helps improve services for people experiencing homelessness. Provide any resources specific to your CoC at the end of the survey.

### *Approaching a potential respondent:*

- Announce your presence when approaching tents or other private areas. Call out, "Knock knock..." and wait for response.
- Be cautious when entering private property. It is not advisable to enter abandoned buildings or homes.
- Likewise, avoid knocking on vehicle windows. Use the observation tool when needed.
- When surveying at a meal site or other event setting, use a systematic approach for selecting interviewees. Do not attempt to pick out individuals who "look" homeless.
- Avoid addressing only one member of a couple or family with multiple adults when asking for consent to survey.

### *Conducting an interview:*

- We've provided scripting throughout the survey to guide the conversation. Make the scripts your own. Be conversational.
- If respondent is sitting or lying down, get on the same level whenever possible to facilitate conversation (i.e. kneel down or sit, don't hover over the person).
- If a respondent does not want to take the survey or wishes to stop part way through, thank them and move on.
- Attempt to ensure respondents' privacy. See notes under "Sensitive questions" and tips for surveying in groups.
- Ensure your own safety: if you feel unsafe, move on to another respondent or leave the area.
- Avoid phrases like, "I understand", or comments that make promises.

### *Sensitive questions:*

- Read the script given or put it in your own words to alert respondents to these questions.
- Allow respondents to read questions and responses silently and point to their answer. However, do not assume that a respondent is able to read the survey. Offer to read out loud.
- Domestic violence questions: Often, a survivor of domestic violence may be near their abuser when being surveyed. If you feel asking a question puts a respondent in danger, skip the question.

### *Observation tool use:*

- Note time and location where data was collected. These notes help with de-duplication.

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## CONDUCTING INTERVIEWS IN TEAMS

Interviewing as a team? Use the following tips to get the most out of your group:

- Designate one team member to monitor the area where interviews are happening. Be alert for any safety concerns, additional people who should be surveyed, or other changes in the situation.
- Team interviewing can help ensure respondents' privacy. One team member can interview one member of a couple or group with other team members interviewing others some distance away.

- Help out if team members get caught in long conversations. Simply say that your group is trying to interview as many people as possible and ask if the interviewer can move on to another respondent.

## INTERVIEWING HOUSEHOLDS WITH MULTIPLE ADULTS

If multiple volunteers/team members/staff on your survey team are each interviewing an adult in the same household, it may be easier to use a separate copy of the survey for each interview. In this case, link the copies with **household ID** in the Additional Family Members section. See [Identifying & Household Information](#) section for instructions.

You may simply select one group member to be the first person surveyed or “head of household”. One team member interviews the “head of household” and fills out a copy of the paper survey as normal. The other team member interviews the head of household’s partner and begins the survey on page two, using the Person 2 column.



**Note: If you use this approach, you MUST fill out the household ID box under Additional Family Members. Otherwise, the household cannot be linked together.**

## WHAT TO DO IF

...my respondent wants to know how the data will be used	It’s important to note here that demographic and sensitive data about any one individual or family is de-identified. That means that ( <b>for persons in shelter</b> ) names, birthdates, and SSNs are <b>NOT included</b> with the information that is submitted to HUD. For unsheltered persons, that information isn’t gathered at all (but for initials and age to help ensure a person is not counted twice).
...my respondent is talking excessively/telling a long story	Thank the respondent for sharing the story and politely let the respondent know that you are looking to interview as many people as possible that night. Move on when possible.
...my respondent walks away or refuses to complete the survey	Respect the respondent’s wishes and do not attempt to continue the survey. If you were able to obtain consent and complete some demographic information, turn in the survey as-is. If not, complete the Observation Tool if possible (see Observation Tool section, above.)
...the person does not consent to the survey, but I am confident they are homeless.	Complete the Observation Tool to record any household make-up and demographic information you can determine.

## APPENDIX: HOUSEHOLD ID TRAINING

### Household ID Examples

You survey Jamie Smith at a food pantry. She and her partner, Tom Jones, are staying together in her vehicle in Rock County (Southwest CoC) the night of PIT.

- First respondent surveyed in this household: **Jamie Smith**
- Surveyor’s CoC: Southwest (abbreviated **SWC**)

So, the Household ID for Jamie and Tom would be: **SWC-Jam-Smi**

You survey Ethan Rodriguez, his wife Maria Rodriguez, and son Gunner Rodriguez in St. Louis CoC the night of PIT.

- First Respondent: **Ethan Rodriguez**
- Person 2: adult, **Maria Rodriguez**
- Person 3: child, **Gunner Rodriguez**
- CoC: St. Louis (abbreviated **SLC**)

Household ID for Ethan, Maria, and Gunner ALL should read: **SLC-Eth-Rod**

Think you got it? Take a [Household ID online pop quiz](#)! Don't have access to a computer? Use the paper quiz below.

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## HOUSEHOLD ID QUIZ

1. Why do we need Household IDs for survey respondents?
  - a. To link survey respondents together
  - b. To prevent survey respondents from being counted more than once
  - c. All of the above
2. Name the correct components of a Household ID (choose all that apply)
  - a. First Respondent's first and last initials
  - b. First 3 letters of the First Respondent's first and last name
  - c. County
  - d. CoC Code
  - e. First Respondent's last name
  - f. First Respondent's first name
3. True or False: Every survey respondent should have a unique Household ID
  - a. True
  - b. False

### Household Scenario I

- CoC Code: CNC (Central)
  - First Respondent: Ryan Reynolds, 24 (Parent)
  - Person 2: Ariana Grande, 5 (Child)
  - Person 3: Taylor Swift, 3 (Child)
4. What's the Household ID for this group of respondents?
    - a. CNC-R-R
    - b. RYA-REY
    - c. CENTRAL-RYA-REY
    - d. CNC-REYNOLDS-GRANDE-SWIFT
    - e. CNC-RYA-REY
    - f. CENTRAL-REYNOLDS
  5. What's the makeup of the household?

Adults 25+ \_\_\_\_\_

Young Adults 18-24 \_\_\_\_\_

Children 17 and younger \_\_\_\_\_

Parenting Youths 18-24 \_\_\_\_\_

Parenting Youths 17 and Younger \_\_\_\_\_

### Household Scenario II

- CoC Code: SLC (Saint Louis)
- First Respondent: Bo Koh, 19 (Friend); Refuses to have name used for HH ID due to easy identification
- Person 2: Pa Lee, 19 (Friend)

6. What's the Household ID of this group of respondents (Check all that apply) \*

- SLC-Bo-Koh
- Bo-Koh
- SLC-Koh-Lee
- SLC-B-K
- SLC-AAA-BBB

7. What's the makeup of this group of respondents?

Adults 25+ \_\_\_\_\_  
 Young Adults 18-24 \_\_\_\_\_  
 Children 17 and younger \_\_\_\_\_  
 Parenting Youths 18-24 \_\_\_\_\_  
 Parenting Youths 17 and Younger \_\_\_\_\_

**Household Scenario III**

- CoC Code: SWC (Southwest)
- First Respondent: John Lee, 40 (Parent)
- Person 2: Angela Lee, 40 (Parent)
- Person 3: Jake Lee, 15 (Child)

8. What's the Household ID of this group of respondents?

- a. SWC-J-L
- b. JOH-LEE
- c. SWC-JOH-LEE
- d. SOUTHWEST-JOH-LEE
- e. SWC-LEE-LEE-LEE
- f. SOUTHWEST-LEE

9. What's the makeup of the household?

Adults 25+ \_\_\_\_\_  
 Young Adults 18-24 \_\_\_\_\_  
 Children 17 and younger \_\_\_\_\_  
 Parenting Youths 18-24 \_\_\_\_\_  
 Parenting Youths 17 and Younger \_\_\_\_\_

**Household Scenario IV**

- CoC Code: RCC (Ramsey)
- First Respondent: Ross Geller, 25 (Partner)
- Person 2: Rachel Green, 22 (Partner)

10. What's the Household ID of this group of respondents?

- a. RCC-R-G

- b. ROS-GEL
- c. RAMSEY-ROS-GEL
- d. RCC-GELLER-GREEN
- e. RAMSEY-GELLER
- f. RCC-ROS-GEL

11. What's the makeup of this group of respondents?

Adults 25+ \_\_\_\_\_

Young Adults 18-24 \_\_\_\_\_

Children 17 and younger \_\_\_\_\_

Parenting Youths 18-24 \_\_\_\_\_

Parenting Youths 17 and Younger \_\_\_\_\_

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#### ANSWER KEY

- 1. C
- 2. B & D
- 3. B
- 4. E
- 5. Young Adults 18-24 \_\_\_\_1\_\_\_\_  
Parenting Youths 18-24 \_\_\_\_1\_\_\_\_  
Parenting Youths 17 and Younger \_\_2\_\_\_\_
- 6. SLC-B-K, SLC-AAA-BBB
- 7. Adults 18-24 \_\_\_\_1\_\_\_\_  
Children 17 and Younger \_\_\_\_2\_\_\_\_
- 8. C
- 9. Adults 25+ \_\_2\_\_\_\_  
Children 17 and younger \_1\_\_\_\_
- 10. F
- 11. Adults 25+ \_1\_\_\_\_  
Young Adults 18-24 \_\_\_\_1\_\_\_\_

## RESOURCES

More information on the Point in Time Count is available from HUD:

Most recent PIT Methodology guide: <https://www.hudexchange.info/resource/4036/point-in-time-count-methodology-guide/>

PIT Count notice: <https://www.hudexchange.info/resource/6963/notice-cpd-23-11-notice-for-hic-and-pit-count-data-collection-for-coc-and-esg-programs/>

PIT Train-the-Trainer video: <https://vimeo.com/298218554/3a39056be2>