

2018 SCHOOL-BASED POINT-IN-TIME FAQs

PURPOSE

This quick reference guide is designed to supplement the ICA PIT training and ensure our partners engaged in the 2018 PIT are successful.

SCHOOL-BASED COUNT: GUIDANCE FOR SCHOOL LIAISONS

Many school liaisons participated in data collection for PIT in 2017. We recognize that increased clarity is needed to ensure school partners have context and parameters for both appropriate privacy (in accordance with FERPA), reasonableness of the data collection method, and compliance with accepted data collection methodology.

QUESTION	ANSWER
<p>How should school-based partners (i.e. McKinney Vento liaisons, case workers) approach the PIT count?</p>	<p>While the planning for PIT varies by CoC, generally, school-based partners can look to their McKinney Vento-identified student list, or transportation list, to identify students who may be “doubled-up” (temporarily staying with family or friends or residing in shelter).</p> <p>You may call families from this list up to 10 days after the PIT night (Wednesday, January 24th) and ask where they stayed ON THE NIGHT OF THE PIT.</p> <p>You can complete the survey on paper or directly on the PIT LIVE link.</p>
<p>Some of the PIT survey questions are invasive, do we need to ask the families every question?</p>	<p>We understand that reaching out to families and asking questions about sensitive subject matter is invasive and should be handled with discretion.</p> <p>In 2018, we are providing a reduced list of questions that only include the HUD and Minnesota-required questions (about 15 less questions).</p> <p>If conducting the survey in person or by phone, be sure to let the respondent know that they can refuse to answer any question they choose.</p>
<p>What does “who stayed with you” mean?</p>	<p>This question, “who stayed with you last night”, refers to the family members/persons who were ALSO experiencing homelessness.</p> <p>In the event the household is doubled up, it does NOT refer to the make up of the household with whom they are staying.</p> <p>For example, if mom and son are staying with grandma, grandma should not be listed in the survey.</p> <p>This was a common data error last year.</p>

<p>Can I send the PIT LIVE link to families on my caseload through email?</p>	<p>No. The standard set by HUD is that the count be conducted face-to-face.</p> <p>However, there is a clear delineation for school-based surveys: a case manager can reach out to clients on his/her/their existing caseload; <u>BUT the survey must be administered by a trained surveyor. Respondents should not complete the survey independently.</u></p> <p>We recommend providing context to the family about what the PIT is and how the data is used. You can reach out to your existing caseload via email to ask for participation, then conduct the survey by phone. But the survey cannot be self-reported.</p> <p>See HUD guidance here: https://www.hudexchange.info/faqs/3124/can-i-use-a-phone-or-web-based-survey/</p>
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Please refer to your CoC Coordinator or local PIT Lead for local deadlines, methodology, and instructions. If you have additional questions, please reach out to our HMIS Helpdesk at mnhmis@icalliances.org.

ADDITIONAL RESOURCES

Please visit the HUD Exchange website for more information about the HUD HMIS Data Standards:

- <https://www.hudexchange.info/resource/5611/notice-cpd-17-08-2018-hic-and-pit-data-collection-for-coc-and-esg-programs/>
- <https://www.hudexchange.info/trainings/courses/preparing-for-your-2018-housing-inventory-and-point-time-counts/2252/>
- <https://www.hudexchange.info/resource/3824/hmis-data-dictionary/>

For data collection forms, recorded trainings, and more, please visit the ICA Minnesota website:

- <http://hmismn.org/>