

2018 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. All questions ICA has received in the lead up to PIT are documented and answered below.

Be sure to visit our website for the most complete and up-to-date PIT materials: <http://hmismn.org/point-in-time-count/>.

FREQUENTLY ASKED QUESTIONS

GENERAL

QUESTION	ANSWER
<p>Is there a bottom age limit for the surveys? I work at a youth shelter and many of our youth are unaccompanied and are under 8 years old.</p> <p>What if the individual/household I call is staying in a county outside of my CoC?</p>	<p>There is no bottom age limit to the survey. It is categorized by Under 18 and 18-24. An unaccompanied minor would be considered a household with only children.</p> <p>If the individual or household stayed in a county outside your CoC, you can complete the survey anyway.</p> <p>ICA and the CoC team will include this check during the data review (if any surveys collected include counties outside the CoC). We will then move the survey response to the correct CoC and check for duplication.</p>
<p>Should Incarcerated individuals be counted only if being released on the date of the PIT?</p> <p>Persons in hospital/inpatient treatment/detox, should they only counted if released on date of?</p>	<p>Persons in an institutional setting (jail, hospital, detox) should not be counted unless they were released the day of PIT. Those are considered "neutral" housing events and are not counted as sheltered or unsheltered.</p> <p>Persons in an institutional setting (jail, hospital, detox) should not be counted unless they were released the day of PIT. Those are considered "neutral" housing events and are not counted as sheltered or unsheltered.</p>
<p>The deadlines listed on your website vary from the direction I received locally. Which do I follow?</p>	<p>PLEASE FOLLOW LOCAL deadlines, they supersede (and are likely earlier than) ours. Please defer to your CoC Coordinator and/or local PIT Lead to verify when data entry must be completed.</p>

SHELTERED COUNT: HMIS PROJECTS

QUESTION	ANSWER
How is PIT data pulled in HMIS?	All ES and TH projects in HMIS with a valid CoC code are included in the PIT count. We do NOT run PIT reports by reporting groups (this is different from AHAR).
In the PIT live survey, there is a "male-to-female" and "female-to-male" option. But in HUD's notice, there is only a transgender option. Why is there a difference?	Great catch! The 2017 HUD Data Standards changes included expanded options for transgender individuals. The PIT LIVE and HMIS reflect those changes. However, you're correct. The HDX tables will condense those two answers to simply transgender.
If I work at a shelter, I will only be completing this for the families that are in my shelter, correct?	Yes! If you complete data entry in HMIS, there is no additional data entry.
Can we call persons on our CES priority list and ask where they stayed on the night of the PIT?	Yes! You can call persons/households on the priority list and ask where they stayed the night of January 24 th for 10 days after the PIT. The best data collection method here is to complete a paper survey (available on our website), then depending on the response, enter their data into the corresponding PIT LIVE link. For example, if they respond that they are staying with friends, you would complete the PIT LIVE Doubled Up survey. If they are staying in a different shelter or housing program, you should NOT complete the survey, as they will have completed the survey at the shelter (and, ideally, will answer the question "Have you completed this survey already" with an affirmative "yes").
We would like to call persons on our CES priority list, but do not list contact information. Can we have a report that includes the contact info?	ICA will do our best to accommodate this request, but time is running short. Please discuss with your CoC Coordinator and/or PIT Lead, then submit an urgent request to our mnhmis@icalliances.org .
Are we expected to interview people on the waitlist?	No. That decision should be made locally.
What CoC does a scattered sites Transitional Housing Program report data to?	If the TH project is in HMIS, the data will pull by CoC Code. So, if a single scattered site provider spans multiple CoCs, whichever is the CoC of record is where they will count. If the TH project is not in HMIS, then you should be sure to obtain the PIT LIVE links for each CoC, and complete the one that corresponds to the physical location of the building. If you'd like to discuss HMIS options for this, contact the Helpdesk at mnhmis@icalliances.org .

<p>Do we count RRH that we are paying full rent?</p>	<p>RRH projects are not included in the PIT Count (though they are included in the HIC).</p> <p>If a client is enrolled in RRH but not yet housed, and stays in shelter on the night of PIT, they should be counted in the Emergency Shelter count.</p>
<p>I only administer transitional housing programs. So as long as my HMIS data is up to date I should be ok?</p>	<p>You bet!</p>
<p>Do we enter our data in either HMIS or PIT LIVE?</p>	<p>If your project participates in HMIS, then you should not complete PIT LIVE.</p>
<p>If we are an emergency domestic violence shelter, do we participate in our typical data entry or PIT LIVE?</p>	<p>If you provide shelter to victim/survivors of domestic violence, we recommend consulting your CoC Coordinator about the best way to participate in the Point-in-Time.</p> <p>This can vary depending on a number of factors, including the percentage of beds designated to DV. See HUD'S 2018 Notice on HIC and PIT Data Collection.</p> <p>Reporting on the count of DV survivors (as a distinct subpopulation) is optional.</p>
<p>Can ES do unsheltered surveys with people they have to turn away?</p>	<p>Yes! They can absolutely include these individuals/families in the unsheltered count as long as they verify where they stayed the night of the PIT.</p>

SHELTERED COUNT: NON-HMIS PROJECTS

QUESTION	ANSWER
<p>Our region has a church of the week rotating shelter program that does not participate in HMIS. Are individuals/families in this program considered sheltered or unsheltered?</p>	<p>While PIT guidance does not directly address this situation, HUD guidance elsewhere categorizes rotating shelter projects at religious institutions as sheltered overflow facilities. We recommend including this project in the non-HMIS emergency shelter count.</p> <p>However, we also recommend connecting with your CoC Coordinator or PIT Lead to affirm this.</p>
<p>I work at a complex agency/scattered site facility that spans more than one CoC, which survey should I use?</p>	<p>If the TH project is not in HMIS, then you should be sure to obtain the PIT LIVE links for each CoC, and complete the one that corresponds to the physical location of the building.</p> <p>Be sure to get the links directly from each CoC or PIT Lead.</p>
<p>For non HMIS TH programs, when are the PIT LIVE forms due?</p>	<p>ICA's deadline for non-HMIS Transitional Housing programs is Friday, February 16th. Be sure to connect with your local PIT Lead to confirm the deadline is not earlier.</p>

UNSHELTERED COUNT: PIT LIVE AND PAPER SURVEYS

QUESTION	ANSWER
<p>Is there a Veteran rapid response team available this year?</p>	<p>Yes!</p>
<p>Immigration status: The paper survey asks if the respondent is an "immigrant, asylee, or refugee" with a "yes, no, refused" response options, but PIT LIVE asks about each of these options individually. If I used the paper survey first, what should I do?</p>	<p>This inconsistency was not caught prior to the PIT. We regret this oversight. We recommend selecting "immigrant" as it is the most inclusive option if the answer cannot be obtained from the respondent directly.</p>
<p>There are more than 2 adults in the household I surveyed, but PIT LIVE only allows for 2 adults. What do I do?</p>	<p>That is correct. PIT LIVE allows for 2 adults and up to 6 children. For any households beyond 2, we recommend completing a separate PIT LIVE survey for this adult.</p>
<p>Did you know that your paper survey starts with #2?</p>	<p>Yes. The origin of this numbering choice is a mystery.</p>
<p>I see a PIT LIVE Demo on your website. Will this link work the night of the PIT count?</p>	<p>No! We will close the demo survey the day before the PIT. We are currently working to build and test the best PIT LIVE we can. We tailor this tool by count and by CoC.</p> <p>Your CoC Coordinator and PIT Leads will receive PIT LIVE links specifically designated to your region. BE SURE you're using the correct links before you set out to survey.</p>

<p>When do community events occur?</p>	<p>Community events like Project Connect typically occur after sunrise of the PIT, and surveyors ask about the night before.</p>
<p>Can I conduct a survey using PIT LIVE on my iPhone, tablet, or other device?</p>	<p>Yes! As long as you have reliable data or wireless connections, you can complete PIT LIVE on a mobile device.</p> <p>PIT LIVE has the same functionality as Google Forms.</p> <p>Note: <u>The survey must be administered by a trained surveyor. Respondents should not complete the survey independently.</u></p>
<p>Initial info from the state indicated a separate survey for Doubled Up -- is there a separate survey from the Unsheltered Survey?</p>	<p>Yes. This does vary somewhat from CoC to CoC. There are 4 PIT LIVE surveys per CoC: Unsheltered, non-HMIS TH, non-HMIS ES, and Doubled Up. The paper version of the survey in some areas includes both options in the same survey.</p> <p>Doubled Up counts are NOT included in the PIT submission to HUD. Instead, these numbers are used locally, and at the state level, to highlight this hidden homelessness.</p>
<p>Should Incarcerated individuals be counted only if being released on the date of the PIT?</p>	<p>Persons in an institutional setting (jail, hospital, detox) should not be counted unless they were released the day of PIT. Those are considered "neutral" housing events and are not counted as sheltered or unsheltered.</p>
<p>Persons in hospital/inpatient treatment/detox, should they only counted if released on date of?</p>	<p>Persons in an institutional setting (jail, hospital, detox) should not be counted unless they were released the day of PIT. Those are considered "neutral" housing events and are not counted as sheltered or unsheltered.</p>
<p>Is there a bottom age limit for the surveys? I work at a youth shelter and many of our youth are unaccompanied and are under 8 years old.</p>	<p>There is no bottom age limit to the survey. It is categorized by Under 18 and 18-24. An unaccompanied minor would be considered a household with only children.</p>
<p>Where is the observation tool?</p>	<p>The Observation Tool is located in the Unsheltered and Doubled Up surveys (it is not a separate link). To navigate to the Observation Tool, complete the first page of the survey as usual, then select the most appropriate "No" option on the Consent page.</p> <div data-bbox="721 1472 1511 1877" style="border: 1px solid black; padding: 10px;"> <p>Consent</p> <p>Does the individual consent to survey? *</p> <p>Hello, my name is [Name] and I'm a volunteer for the [Name of CoC]. We are conducting a survey to count homeless people to provide better programs and services to them. Your participation is voluntary and your responses to questions will not be shared with anyone outside of our team. I need to read each question all the way through. Can I have about 10 minutes of your time?</p> <p> <input type="radio"/> Yes <input checked="" type="radio"/> No (Refused) <input type="radio"/> No (Person is sleeping and we didn't or couldn't wake them) <input type="radio"/> No (Site is not safe/accessible) </p> <p> <input type="button" value="« Back"/> <input type="button" value="Continue »"/> </p> </div>

The survey will then navigate to the Observation Tool:

Unsheltered Point-in-Time Count

* Required

Observation Tool

(IMPORTANT - Exclude people:

- In uniform (e.g. security guards, police, building maintenance people)
- Engaged in illegal activities (e.g. selling drugs or prostitution)
- Conducting commercial transactions (e.g. delivering newspapers or other goods)
- Who are obviously not homeless (e.g. people leaving bar at 2 am)

Are you able to complete an observation tool for this person/family? *

Yes
 No

DOUBLED UP COUNT

QUESTION	ANSWER
<p>Does this refer to persons doubled up at entry into an ES or TH program in HMIS?</p>	<p>No. Living situation prior to entry is not factored into the PIT Count.</p> <p>The PIT LIVE Doubled Up survey, and Doubled Up Count in Minnesota, is an attempt to shed light on an oft hidden side of homelessness.</p> <p>This count often derived from local partnerships, like food pantries, schools, and CES wait lists.</p>
<p>What do you mean by “Doubled Up”?</p>	<p>Doubled up means “temporarily staying with family or friends”, less than 12 months, or “couch hopping”.</p> <p>HUD does not track this as a form of homelessness, but Minnesota does.</p>
<p>My CoC Coordinator sent me only one survey for Unsheltered and Doubled Up.</p>	<p>Yep! This was upon request. We will be sure the right answers go to the right PIT LIVE link.</p>

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>Yes, HOWEVER, the standard set by HUD is that the count be conducted face-to-face.</p> <p>The only exception does apply to school-based surveys with a clear delineation: 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>

We recommend providing context to the family about what the PIT is and how the data is used. See HUD guidance here: https://www.hudexchange.info/faqs/3124/can-i-use-a-phone-or-web-based-survey/
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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/resource/4036/point-in-time-count-methodology-guide/>
- <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/>