

# INDIANA BALANCE OF STATE 2013 POINT-IN-TIME (PIT) HOMELESS COUNT PLANNING WEBINAR

INDIANA HOUSING AND COMMUNITY DEVELOPMENT AUTHORITY  
OCTOBER 31, 2012

**PRESENTERS:**

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# PIT COUNT 2013: WED., JANUARY 30<sup>TH</sup>, 2013

## Purpose:

- Understand size, scope and characteristics of homeless individuals and families on a local and state level.
- PIT shows snapshot of demand for emergency housing in one night. Compare with Housing Inventory chart, shows snapshot of supply on same night.
- Required for McKinney-Vento Balance of State application- must be conducted within the last 10 days of January
- Required for State Emergency Solutions Grant sub-recipients and all TH Programs who receive CoC Program funding, ie. McKinney Vento Homeless funds

## Importance of accurate data:

- Plan services and programs appropriately to address local needs
- Measure progress in addressing homelessness
- Measure performance of individual programs and the system as a whole

# COMPONENTS OF PIT COUNT

## 1. Sheltered Count

- a) Emergency Shelters(ES) & Transitional Housing (TH) use HMIS
- b) ES & TH that do ***not*** use HMIS
  - DV Shelters
  - Faith-based shelters, others that don't receive federal funds and don't choose to use the HMIS system

## 2. Unsheltered Count

- a) Service-based locations (food pantries, trustee offices, hospitals, etc.) – *required*
- b) Public Places/ Street count - *optional*



# HOMELESS DEFINITION-WHO IS COUNTED

An **unsheltered** homeless person resides in a place not meant for human habitation:

- Such as cars, parks, sidewalks, abandoned buildings, streets, parks, etc.

A **sheltered** homeless person resides in:

- Emergency shelters. Includes temporary emergency weather shelters and domestic violence shelters.
- Transitional housing (for homeless persons who originally came from the streets or emergency shelters).
- Residential programs for runaway/homeless youth (not foster care or government funded youth programs)
- Hotel, motel, or apartment voucher arrangements paid by a public or private agency because the person or family is homeless.

# WHO IS NOT COUNTED?

- Individuals living in doubled-up situations (with family or friends) or precariously housed, on the edge of becoming homeless
- Formerly homeless persons now residing in permanent supportive housing units (SHP, SRO, Shelter plus Care, VASH vouchers).
- RRH assisted people residing in own unit. (can count only if homeless, accepted to RRH, and *not yet* housed)
- Persons counted in any location not in HIC (staying in program with units not dedicated for homeless).
- Children or youth who are temporarily residing in institutions due to a parent's homelessness or abandonment (i.e. emergency foster care, treatment facilities).
- Adults in mental health facilities, chemical dependency facilities, or criminal justice facilities.

# INDIANA'S PIT COUNT: IN A NUTSHELL

- All regions conduct service-based count.
- Street count -optional in each region. (often for larger/mid-size cities)
- Non-HMIS shelters complete paper surveys; Data entry volunteers enter data into Survey Monkey.
- DV shelters complete paper surveys and enter data into Survey Monkey.

# PLANNING TIMELINE

## Planning Shelter Count (Nov.)

- Housing Inventory Chart (HIC) sent to each PIT Coordinator & Regional Planning Council (RPC) chair , around **Nov 9<sup>th</sup> (Webinar on HIC)**
- Contact all shelters on list. Confirm participation & HIC chart info. **By Nov. 30<sup>th</sup>**

## Planning Unsheltered Count (Nov.)

- Develop list of service-based locations for entire region. Confirm participation. Coordinate logistics. Fill out form from Angie.
- If street count : Plan locations, times and volunteer logistics.
- **By Nov. 30<sup>th</sup>** : Coordinators submit unsheltered count plan /list (service based and street count) to Angie at IHCDCA

## Volunteer Recruitment (Dec.)

- Determine volunteer need. Recruit volunteers for:
  - Planning committee (start in Oct./Nov.)
  - Survey volunteers/enumerators
  - Data entry volunteers

### **Other misc. tasks (if applicable):**

- Secure participant incentives- backpacks, blankets, toiletries
- Submit PIT Grant Agreement to IHCDCA. Maintain records of eligible expenditures



# SHELTERED COUNT: HOUSING INVENTORY CHART (HIC)

- Each PIT Coordinator and RPC Chair will receive the HIC for their region on or right after a webinar training on the HIC **Nov. 9<sup>th</sup>**.
- **Contact all shelters on the HIC by Nov. 30<sup>th</sup>.**
  - Confirm that the details on the HIC. Have they added beds?
  - Confirm participation in count (date, times, survey/HMIS).
  - For Non-HMIS shelters: Will volunteers be needed to complete surveys or can they use their own staff? Give Webinar training info.
  - For HMIS shelters: HMIS data should be up-to-date as of **1-29-13**. HMIS staff will follow up with those shelters with data quality issues.
  - Ask for ideas on service-based locations (particularly in rural counties) for non sheltered persons.
  - Designate one contact person per location, address, phone and e-mail.



# SHELTERED COUNT: HMIS

## Residential programs that currently use HMIS:

Residential programs that currently use HMIS have it simple. Make sure your data is accurate and you'll be prepared for the PIT Count.

- Prior to January 30<sup>th</sup> , run Demographics Report to make sure that your data is up-to-date and accurate.
- Make sure any clients who are no longer residing at your facility have been discharged.
- Make sure all data about clients who stayed at your shelter on the night of **1/29** are entered into HMIS **by Friday, 2/1**.
- **Contact the helpdesk with questions:**  
[HMISHelpDesk@ihcdaonline.com](mailto:HMISHelpDesk@ihcdaonline.com)



# SHELTERED COUNT: SURVEY MONKEY

## Programs that do *not* currently use HMIS:

- Trained volunteers/shelter staff complete a paper survey for each family that stays in shelter the night of the 29th. *One survey per family.* Surveys are returned to RPC PIT contact by Friday, 2/1.
- RPC needs to designate “Data Entry Volunteers” who will be responsible for entering this data into Survey Monkey.
- Training will be held for data entry volunteers in mid-January.

# SHELTERED COUNT: DV PROGRAMS

## Domestic Violence Programs

People fleeing domestic violence **do meet** HUD's definition of literally homeless and **should be included in the Point In Time count.**

**Data entry:** The staff at the domestic violence programs (or a designated RPC Data Entry Volunteer) will be responsible for entering their surveys into a Survey Monkey account. Because of the sensitive nature of their data no personally identifiable data will be collected. Staff must attend Data Entry training.

\*DV shelter surveys are distinguishable in they are formatted with border and states "DV Shelter Survey " at top. Questions are the same, except for personal identifiable info.



# WHY AN UNSHELTERED COUNT?

- Estimated 1/3 to 1/4 of adult homeless population are unsheltered
- Find out number of homeless outside shelter system and key intercept locations
- Find out what they need and will accept to end their homelessness
- Provides good data on **chronically homeless**
- This is your opportunity to document that unsheltered homeless people exist in your community!



# CHRONICALLY HOMELESS

## Homeless “Episode” :

A separate, distinct, and sustained stay on the streets and/or in an emergency homeless shelter.

## “Disabling Condition”:

Any one of (1) a disability as defined in Section 223 of the Social Security Act; (2) a physical, mental, or emotional impairment which is (a) expected to be of **long-continued and indefinite duration**, (b) **substantially impedes an individual’s ability to live independently**, and (c) of such a nature that such ability could be improved by more suitable housing conditions; (3) a developmental disability as defined in Section 102 of the Developmental Disabilities Assistance and Bill of Rights Act; (4) the disease of acquired immunodeficiency syndrome or any conditions arising from the etiological agency for acquired immunodeficiency syndrome; or (5) a diagnosable substance abuse disorder.

\*Chronically homeless definition now includes **families**, not just individuals.\*



# UNSHELTERED COUNT: DEVELOPING A PLAN

- **Two Types:**
  1. **Service-based locations - required for all!**
  2. **Street Count/canvassing known locations - *optional***
- **When to conduct count?**

Consider focusing count when sheltered homeless are in the shelters.  
Must be homeless the night of the 29<sup>th</sup>. Where did you sleep last night?
- **Where should we go?**

Consider how to reduce duplication, how to identify key intercept points w/ free community resources (libraries, health clinics, emergency rooms, police, food pantries, clothing banks, church meals, etc.)
- **Who to count?**

Know homeless definitions, communicate to volunteers and staff who would NOT be counted.
- **How to count?**

No head counts, all completed by surveys. If sleeping on street and can't survey, don't count.

# UNSHELTERED COUNT: SERVICE-BASED LOCATIONS



- All regions are required to conduct service-based count
- Good way to capture people not found in obvious public places
- If an area is conducive for a street count can do a combination of both public places & service-based count. Be mindful of duplication.

**Ex.'s:** Trustee offices, soup kitchens, food pantries, emergency rooms, outreach programs, libraries, day centers, community centers, community health clinics, community mental health centers, jails & police stations, day labor sites, clothing programs, warming centers, community action agencies, drop-in centers, employment centers, churches, schools, housing offices, detox facilities, psychiatric/addiction treatment centers, mainstream resources: TANF & Social Security offices, etc.

# UNSHELTERED COUNT: PUBLIC PLACES/STREET COUNT



**1<sup>st</sup> step: Decide if this approach is necessary in your region. Questions to ask:**

- How many volunteers do we need and can find to accomplish this? Are volunteers willing to go out in early morning or late evening?
- Would we count as many if we incentivized people to come to us
- Can we get police support and/or assistance?

**If so, where should you go?**

Count all adults, children and unaccompanied youth sleeping in places **not meant for human habitation**, which include:

Streets, parks, alleys, parking ramps, under bridges, all night commercial establishments (movie theaters, laundromats, restaurants), abandoned buildings, building roofs or stairwells, chicken coops and other farm outbuildings, bus stations, caves, campgrounds, vehicles, etc.



# UNSHELTERED COUNT: MINIMIZE DUPLICATION

- Survey questions
  - 1<sup>st</sup> Question for Unsheltered: Have you been asked these questions today?
  - Minimum info. required to be counted: First and Last Name and Date of Birth. Try to get SSN.
- If public place/street count done, clearly specify and assign boundaries of surveyors in advance
- Conduct all service-based counts at same time.
- Conduct street/ count when people are in the shelters.

# UNSHELTERED COUNT: SURVEY MONKEY

- Paper Surveys must be completed for all homeless clients and entered into Survey Monkey by data entry volunteers.



# UNSHELTERED COUNT: RECRUITING VOLUNTEERS

- **Where can I find volunteers?**
  - PATH & ACT Teams –mental health outreach teams.
  - Consider using formerly homeless people to conduct public places count
  - Representatives from social service agencies
  - Community members, University social work students
- **Primary need for volunteers:**
  - Planning committee
  - Data entry
  - Day of count survey volunteers/enumerators for:
    - Service –based locations
    - Public places/Street canvassing
    - Shelters (non-HMIS shelters only)



# VOLUNTEER RECRUITMENT- OTHER CONSIDERATIONS

- Recruit enough people to go out in teams of two or more. Do not send alone. Pair experienced person w/ less experienced.
- Determine where volunteers are needed and assign all volunteers in advance of count.
- Consider developing uniform identification badge/name tag visible to count participants
- Webinar trainings for Survey Volunteers and Data Entry Volunteers will be provided by IHCD (Kerrie & Angie) in mid-January.



# SURVEYS

- Some ***new*** info collected this year:
  - Age groups: under 18, 18-24, 24+
  - New sub-population: female veterans
  - Specific questions to ask veterans added to make sure we capture that sub-population.
- Will email out then post online.
- Surveys must all be entered completely and accurately by **February 15, 2013** in order to be counted.
- Hold onto all surveys until region reviews IHCD's final numbers. Store securely.

# TIMELINE AFTER THE COUNT

Results	Date
Regions' data entry completed	February 15
<b><i>IHCDA staff compare data collected with Housing Inventory chart</i></b>	
IHCDA sends preliminary <u>sheltered</u> count numbers to PIT Coordinators	Early March
PIT Coordinators confirm sheltered count numbers	Late March
IHCDA sends preliminary <u>unsheltered</u> count numbers to PIT Coordinators	Early April
PIT Coordinators/RPC Chairs confirm numbers	Late April
Final Statewide, BOS and Regional PIT numbers released	Late Spring (May/early June)



# PIT GRANT

- Total \$25,000 granted last year.
- Currently working on getting the exact amount for this year.
- Will send out e-mail to PIT Coordinators to designate recipient. Generate contracts and claim form.
- **Eligible Activities:**
  - Data entry costs
  - Costs related to coordinating activities for PIT Count
  - Incentives provided to homeless individuals to participate in PIT count (no cash)
- Track time spent, keep records, receipts of incentives purchased.
- Contact Angie if questions on activity eligibility.

# IHCDA POINT-IN-TIME CONTACTS

Contact Person	Questions on:
Angie Hass 317-234-7579 <a href="mailto:ahass@ihcda.in.gov">ahass@ihcda.in.gov</a>	Coordinating the count, unsheltered count, PIT grant
Kerrie Kikendall 317-234-6973 <a href="mailto:kkikendall@ihcda.in.gov">kkikendall@ihcda.in.gov</a>	Sheltered Count- HIC changes, HMIS, Data collection, data volunteers, reports
Brennan Butler 317-363-2268 <a href="mailto:bbutler1@ihcda.in.gov">bbutler1@ihcda.in.gov</a>	Sheltered Count- HIC changes, HMIS, Data collection and volunteers, reports

We will be updating our website soon with info re: Point-In-Time.



# QUESTIONS?

*Thank you for attending! Please distribute info. to others involved in count in your region.*