



2023 Point-in-Time (PIT) Count of Persons Experiencing Homelessness:

Training for SHELTERED PIT Count (for homeless assistance project staff)



Eastern and Western PA Continuums of Care

by Diana T. Myers & Associates, Inc. (DMA)
on behalf of the PA Department of Community
and Economic Development (DCED)

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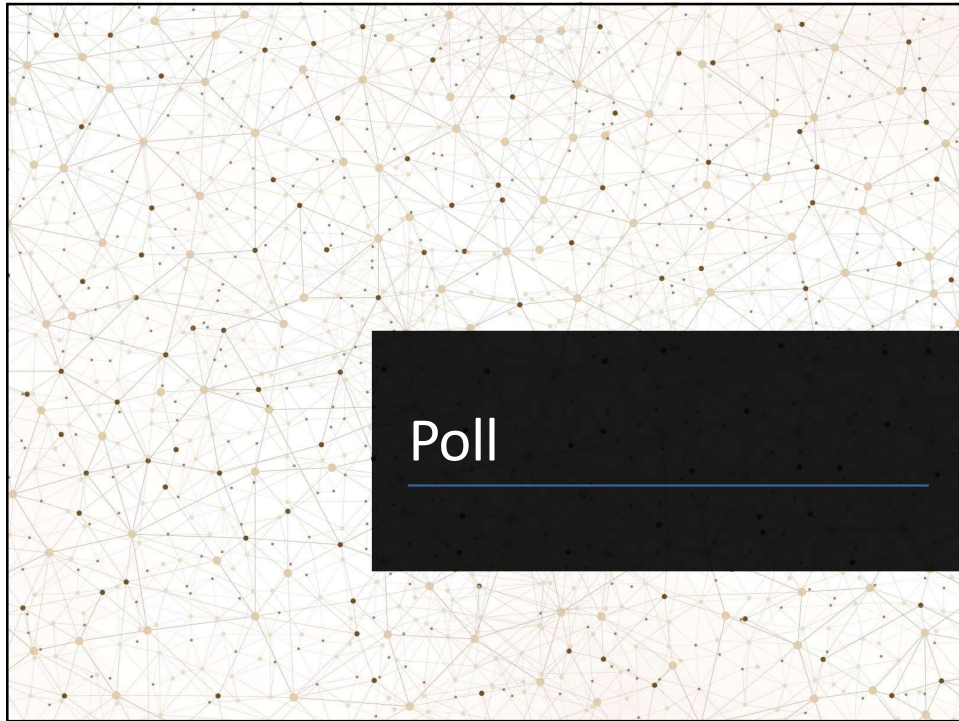
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Agenda

- PIT Count Overview
- Sheltered PIT Count Overview
- Roles and Responsibilities for homeless-dedicated housing providers
- Housing Inventory Count (HIC) Instructions
- PIT Survey Instructions
- PIT Mobile App
- Next Steps

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What is the PIT count?

“Point-in-Time” (PIT) = a **snapshot** of the number of people experiencing homelessness on a given night

Includes people sleeping in:

SHELTERED locations. This can include emergency shelters, domestic violence shelters, sometimes motels, transitional housing

UNSHELTERED locations. This includes people experiencing homelessness in **UNSHELTERED** locations

Required by HUD nationally during last 10 days of January

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What is the PIT count?

The PIT Count includes 3 parts:

- **Housing Inventory Count**
- **Sheltered PIT**
- Unsheltered PIT (*not covered today*)

A census or count of all people experiencing homelessness on a single night (i.e., at a given point in time), including some **required demographic information and characteristics about those people**, as defined in the annual HIC/PIT Data Collection Notice.

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Why do we do a PIT count?



To measure and monitor trends and changes in homelessness on local and national levels



To help our community understand what resources we need and strategize the best ways to use them to end homelessness



To comply with federal regulations and requirements

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2023 PIT Count Date: **Wednesday, January 25, 2023**

This refers to where someone slept during overnight hours on Wednesday evening Jan. 25th through Thursday morning Jan. 26th.

NOTE: The date cannot be changed by one county, RHAB, or program. The entire CoC must conduct the count on the same date.

When is the
PIT count
conducted?



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Sheltered PIT Count

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Sheltered PIT Count Overview

The sheltered PIT count has two components:

1. Housing Inventory Count data, which includes the number & type of beds that provide homeless assistance
2. Point-in-Time (PIT) data, which includes the number of people experiencing homelessness on January 25, 2023

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Sheltered PIT Count Overview

HIC= beds/units
PIT= people

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What's new for the 2023 Sheltered PIT?

- Age question changed – more options for age range. If you don't have exact age for a person, can indicate age range.

Please provide the AGE of each Household member.				
Age: _____	Age: _____	Age: _____	Age: _____	Age: _____
If estimating age:	If estimating age:	If estimating age:	If estimating age:	If estimating age:
<input type="checkbox"/> Under 18 <input type="checkbox"/> 45-54	<input type="checkbox"/> Under 18 <input type="checkbox"/> 45-54	<input type="checkbox"/> Under 18 <input type="checkbox"/> 45-54	<input type="checkbox"/> Under 18 <input type="checkbox"/> 45-54	<input type="checkbox"/> Under 18 <input type="checkbox"/> 45-54
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Roles and Responsibilities for homeless-dedicated housing providers (HIC and PIT)

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Requirements for ALL Housing Providers

Housing Inventory Count (HIC) online survey

The week of the PIT count, DMA will send a link to an online survey. ***ALL projects and project types (ES, TH, RRH, PSH, other permanent housing) must complete the online survey... even if the program is in HMIS***

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Requirements
for Emergency
and
Transitional
Housing
Providers



Housing Inventory Count
(HIC) online survey



**Point in Time (PIT) Count
Surveys:** Using HMIS or
Interview Forms or
Mobile App

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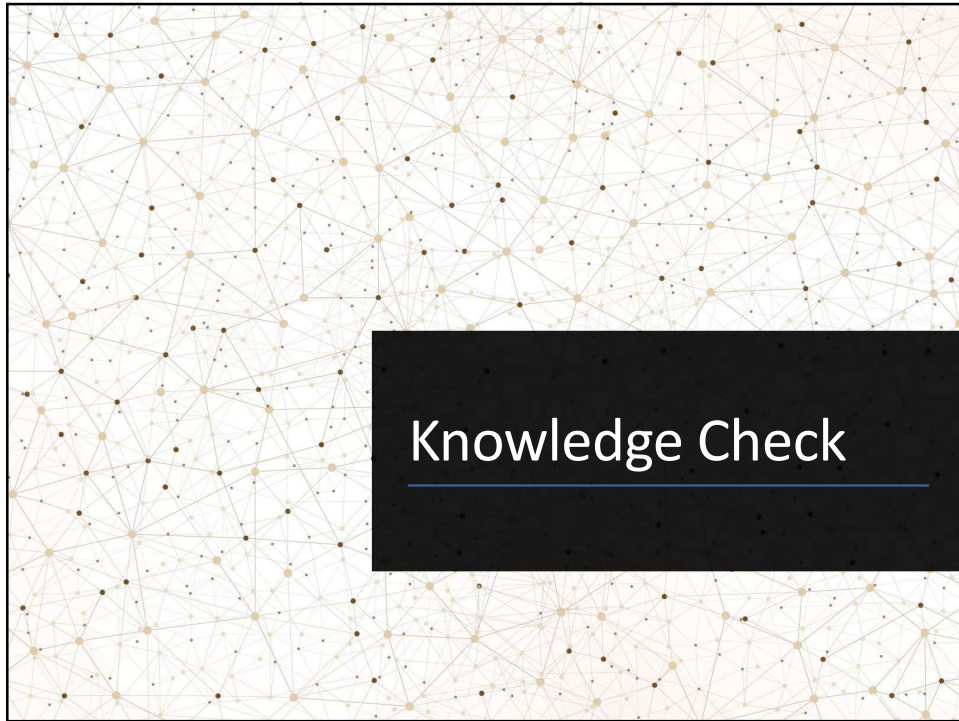
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When is PIT
Count Data
Due?

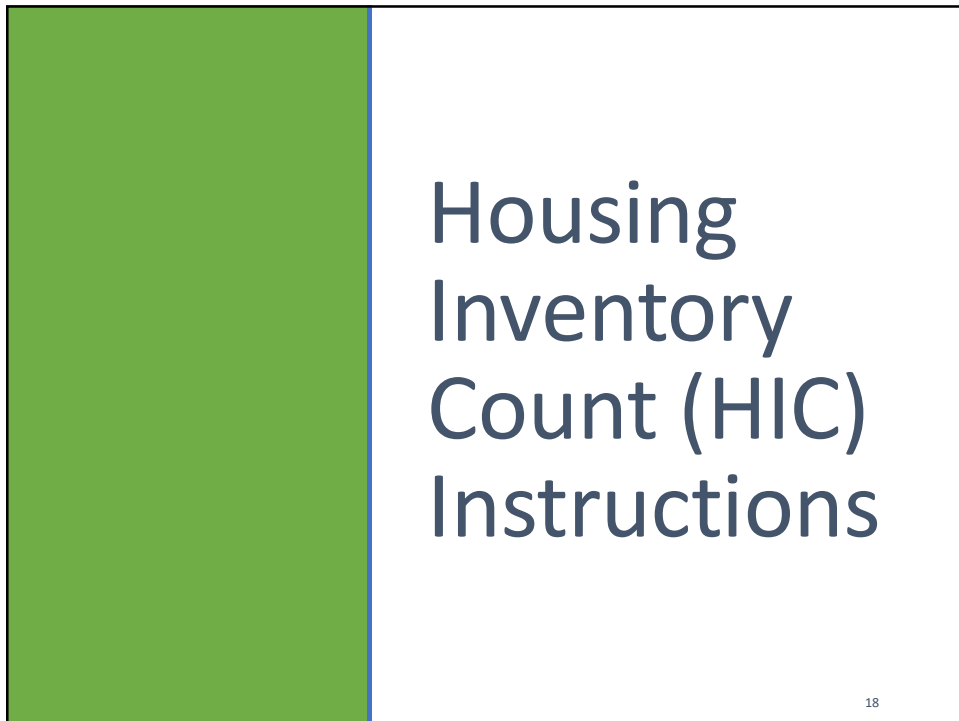
Point in Time
Count surveys and
Housing Inventory
Count surveys will
be due by
February 15th,
2023.

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HIC Instructions

Housing Inventory Count (HIC) data includes the number of beds, bed types, funding sources and other programmatic data. This data is collected through an online survey from all emergency shelters (including hotel/motel voucher programs), transitional housing, rapid re-housing, permanent supportive housing, and other permanent housing projects.

ALL Programs providing homeless assistance will need to complete an on-line survey to report housing inventory, regardless of HMIS participation.

- Survey collects information about your program (e.g. funding, # of beds, etc.)
- Survey collects the total number of people in your program on 1/25/23.
- Please ensure the # of people reported on the online survey matches:
 - the # of people reported in HMIS; OR
 - submitted through the Interview Forms; OR
 - submitted through the PIT mobile app.

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PIT Survey Instructions

(Emergency shelters & transitional housing providers only, including hotel/motel and DV)

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Overview: Sheltered PIT Count

Sheltered PIT data includes the number of people assisted in emergency shelter, domestic violence shelters, hotel/motel voucher programs and transitional housing programs on the night of January 25th (Wednesday night through Thursday morning), as well as the demographic data of those households.

This data is collected through either

- 1) PA-HMIS, or
- 2) Interview Forms, or
- 3) PIT mobile app

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Data Source for Sheltered PIT Count

Option 1: HMIS as PIT data source:

- Emergency Shelter and Transitional Housing programs that enter data into PA-HMIS (the CoC's Homeless Management Information System) will be informed if their HMIS data quality is sufficient for generating the PIT count data. In this case, the program staff will not need to conduct interviews or complete Interview Forms.

We HIGHLY prefer to use HMIS as the data source if your program participates in HMIS – it saves time for you, your participants, and the CoC. But the data must be updated and clean!

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Data Source for Sheltered PIT Count

Option 1: HMIS as PIT data source:

- If your ES or TH program participates in HMIS, DMA will review your data to check whether it passes a data quality threshold:
 - Program entries/exits entered regularly
 - Program enrollments roughly align with program inventory (e.g. you do not have 50 people in the program when you only have 15 beds)
 - If your program has good data quality, we will use HMIS data for PIT Count. If not, you will need to complete interview forms for all households.
- **You can start working on data quality now, by ensuring that your HMIS records are up to date (former clients exited, all current clients enrolled, program census is accurate)**

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Data Source for Sheltered PIT Count

Option 2: Paper Interview Forms as PIT data source:

- **An Interview Form must be completed with each household who is residing in your program the night of 1/25/23**, including those that enter after hours.
- Prior to making copies, please complete the information at the top of the form, indicating: the county in which your program is located; agency name; program name.
- Make enough copies so that you can complete one form with each household. Households with more than 5 members will need two forms (*please mark clearly – e.g., form 1 of 2; form 2 of 2*).
- If your program is accepting people/households identified through the unsheltered count, please coordinate with the individual transporting the household to the shelter in order to ensure that only one Interview Form is submitted for each household (*in this scenario, the household would be counted as sheltered*).

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Data Source for Sheltered PIT Count

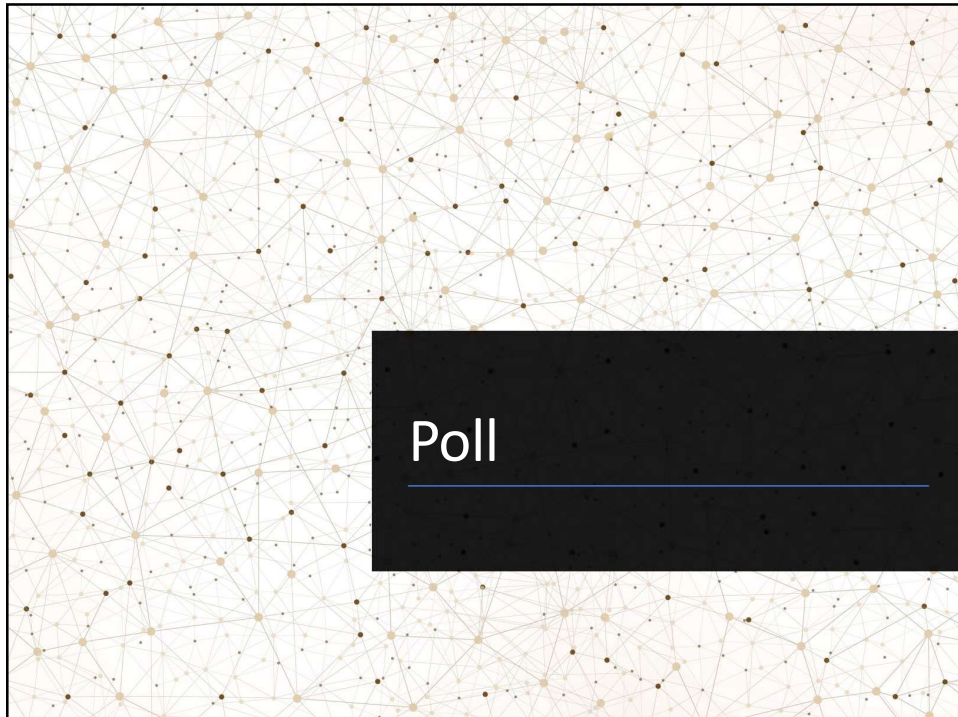
Option 3: PIT mobile app as PIT data source:

- You may also opt to collect the PIT data into the PIT app. The questions within the PIT app are the same as the questions on the Interview Forms but are submitted electronically. Information to access and test the PIT app will be provided prior to the PIT count.
- You can do the surveys on a mobile device (phone, tablet) OR on a computer. ***You do not have to download an app unless you want to – surveys can be down in computer browser.***

Easy to use and may be a great option for many providers!

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PIT Count Survey: What Information are we Collecting?

- One form per household
- Number of persons in household
- For each person in household:
 - Age
 - Ethnicity
 - Gender
 - Race
- Additional data collected for adults or youth under 18 who are head of household:
 - Number of homeless episodes and length of time homeless
 - Domestic violence status (not asked in front of two adults who have identified that they are part of the same household)
 - Veteran status
 - Disability information

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PIT Count Survey Instructions: Demographics

- Initials only, no name
- Age – Estimate if person does not reveal
- Gender, ethnicity, and race – Read the lists out loud and have the person self-identify their response. Please do not assume a response.

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PIT Count Survey Instructions: Gender

Gender identity is a sensitive issue and staff and volunteers must be non-judgmental and respectful of anyone being interviewed. Gender should be self-identified by the person (not assumed).

Definitions:

- **Transgender:** A general term used to describe people whose gender identity differs from the sex they were assigned at birth.
- **A gender other than singularly female or male:** May include persons who are nonbinary, genderfluid, agender, or a culturally specific gender

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PIT Count Survey Instructions: Homeless History

Questions related to the length of time homeless and number of homeless episodes.

- This may be difficult to recall. It is OK if you believe someone is estimating or not 100% certain about their responses.
- When asking about the # of times homeless in the last three years, it may be helpful to indicate that this refers to the period of time since January 2020.
- These questions ask about homelessness experiences in an unsheltered situation or emergency shelter. It does not include sleeping in the home of a friend/family member.

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PIT Count Survey Instructions: Domestic Violence

- Did you need to leave the place you were last staying due to someone making you feel unsafe? Do you feel unable to return there because you feel unsafe?
- If yes:
 - Would you like to speak to someone who can talk to you about increasing your safety? If yes, please provide the National DV Hotline number, as provided on the Interview Form.
 - I have a series of additional sensitive questions to ask you. Is that ok, or do you feel like answering additional questions would compromise your safety?

If two or more adults are being interviewed together, skip these questions for safety reasons.

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PIT Count Survey Instructions: Disability

- Read the questions as they are written and check “yes” or “no” based on the information provided by the individual.
- Do not answer question based on observed behaviors.
- Do not ask follow up questions regarding the nature or severity of the person’s disability.
- All disability-related questions should be asked of every adult being interviewed (or youth under 18 who are head of household).

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PIT Count Survey Instructions: Veterans

- Please offer to provide each Veteran or service member with the phone number of the VA's National Call Center for Homeless Veterans, which is provided on each Interview Form.
- We recommend that you write the phone # down on a card such as 3x5 index card and give it to each Veteran.

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PIT Count Survey Instructions: Additional Reminders

- All questions should be asked as they are written
- Do not ask about disability, veteran status, and domestic violence of children who are in a household with their parents.
- If a child/teenager (under 18) is alone or only with other children, ask about disability status.

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PIT Count Survey Instructions: Additional Reminders

- Please inform all individuals being interviewed that their participation is voluntary, and they may refuse to answer some or all questions.
- Refusal to participate should not result in a denial of shelter, service, or other assistance.
- If a household/individual does not want to participate, please record the following information on the Interview Form/ PIT app for **each member of the household**, based on your observation or knowledge: initials, estimated age. If you have additional info from your program intake, you may also use that to complete remaining questions.
- If person refuses to give initials, complete rest of interview anyway. Please assign initials to at least one household member.

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Walk through the survey

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PIT Mobile App Quick Demo

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Mobile App Testing

You can test out the mobile app here:

<https://arcg.is/159nvu0>

(This link is for the 2022 version, but most questions are identical for 2023)

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Next Steps

- **November 2022 through January 2023:** Confirmation of all sheltered programs and PIT contact person, identification of new/closed programs
 - You should have already heard from DMA about this. If you haven't, please let us know.
- **Early January 2023:** HMIS Data quality check of sheltered programs that participate in HMIS
- **January 25, 2023: PIT COUNT DATE**
- **February 15, 2023:** HIC surveys and Point in Time Count interview forms due to DMA

Reminders

- Please share this training PPT with any staff who will be completing PIT surveys in your organization.
- You will also receive a one-page PIT “what to expect” document summarizing what is needed from all homeless service organizations.

WHAT TO EXPECT
EASTERN & WESTERN PENNSYLVANIA COCS
2023 POINT-IN-TIME (PIT) COUNT:
JANUARY 25, 2023

If you operate a program serving individuals or families experiencing homelessness in Western Pennsylvania, you will be asked to submit information for the 2023 Point-in-Time PIT Count. HUD requires that Continuums of Care (CoCs) conduct an annual PIT Count of all persons experiencing homelessness.

The 2023 PIT Count of individuals experiencing homelessness will occur on Wednesday, January 25, 2023. All emergency shelters, domestic violence shelters, agencies that provide hotel/motel vouchers, transitional housing, rapid re-housing, permanent supportive housing, and other permanent housing programs are required to submit information for the PIT Count.

EMERGENCY SHELTERS, DOMESTIC VIOLENCE SHELTERS, HOTEL/MOTEL VOUCHER PROGRAMS, TRANSITIONAL/BRIDGE PROGRAMS
SHELTERED PIT INTERVIEW FORMS - Due February 15, 2023

- Must be completed for all participants residing in your program on the night of Feb. 23, 2022.
- Can complete the forms on paper or via PIT mobile app. You will receive paper forms and instructions on accessing the app in early February. You will also receive a copy of the sheltered PIT mobile app upon request. Please share this with any staff who will be conducting PIT surveys.
- If your program participates in HMIS, you will be notified in mid-January whether your HMIS data can be used for the PIT Count. Based on data quality, if your data from HMIS can be used, you will not be required to submit PIT interview forms.

2023 Point-in-Time Housing Inventory Survey - Due February 15, 2023

- All programs must also complete an online survey with basic information about your program, including your housing inventory and total people served the night of PIT Count. You will receive link to the survey the week of the PIT Count.

RAPID REHOUSING, PERMANENT SUPPORTIVE HOUSING, OTHER PERMANENT HOUSING
2023 Point-in-Time Housing Inventory Survey - Due February 15, 2023

- All programs must also complete an online survey with basic information about your program, including your housing inventory and total people served the night of PIT Count. You will receive link to the survey the week of the PIT Count.

Questions: Email pahomelesscount@thehousing.com or call Diana T. Myers and Associates (contractor for Eastern and Western PA CoC) at 215-576-1508.

Questions?

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Contact Info

Please contact DMA staff with questions

- **Email:** pahomelesscount@dma-housing.com (email is fastest way to reach us)
- **Phone:** (215) 576-1558
- **DMA Staff you may hear from related to PIT:** Jessica Sones, Fern Cutler, Ciarra Karnes (West), Brittany Sines (West), Mary Penn (East)

CoC PIT Count website:

- <https://pennsylvaniacoc.org/2023-point-time-pit-count>
- All PIT materials will be posted here

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*thanks
again*

**THANK YOU FOR
BEING PART OF THE
PIT COUNT IN 2023!**

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