



2024 Point-in-Time (PIT) Count of Persons Experiencing Homelessness:

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

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)

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

PIT Count Overview

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

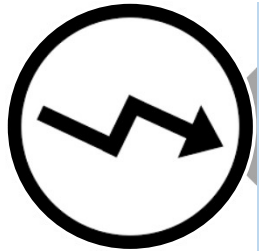
What is the PIT count?

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.

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

2024 PIT Count Date: **Wednesday, January 24, 2024**

This refers to where someone slept during overnight hours on Wednesday evening Jan. 24th through Thursday morning Jan. 25th.

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?



Sheltered PIT Count

Sheltered PIT Count Overview

The sheltered PIT count has two components:

1. Point-in-Time (PIT) data, which includes the number of people experiencing homelessness on January 24, 2024
2. Housing Inventory Count data, which includes all housing and shelter programs in the CoC that provide homeless assistance

Sheltered PIT Count Overview

PIT= people
HIC= beds/units


What's new for the 2024 Sheltered PIT?

- RACE and ETHNICITY have been consolidated into one category.

Please provide the RACE/ETHNICITY of each Household member. (check all that apply)				
<input type="checkbox"/> White <input type="checkbox"/> Black, African-American, or African <input type="checkbox"/> Hispanic/ Latina/e/o <input type="checkbox"/> Asian or Asian American <input type="checkbox"/> Middle Eastern or North African <input type="checkbox"/> American Indian, Alaska Native, or Indigenous <input type="checkbox"/> Native Hawaiian or Pacific Islander	<input type="checkbox"/> White <input type="checkbox"/> Black, African-American, or African <input type="checkbox"/> Hispanic/ Latina/e/o <input type="checkbox"/> Asian or Asian American <input type="checkbox"/> Middle Eastern or North African <input type="checkbox"/> American Indian, Alaska Native, or Indigenous <input type="checkbox"/> Native Hawaiian or Pacific Islander	<input type="checkbox"/> White <input type="checkbox"/> Black, African-American, or African <input type="checkbox"/> Hispanic/ Latina/e/o <input type="checkbox"/> Asian or Asian American <input type="checkbox"/> Middle Eastern or North African <input type="checkbox"/> American Indian, Alaska Native, or Indigenous <input type="checkbox"/> Native Hawaiian or Pacific Islander	<input type="checkbox"/> White <input type="checkbox"/> Black, African-American, or African <input type="checkbox"/> Hispanic/ Latina/e/o <input type="checkbox"/> Asian or Asian American <input type="checkbox"/> Middle Eastern or North African <input type="checkbox"/> American Indian, Alaska Native, or Indigenous <input type="checkbox"/> Native Hawaiian or Pacific Islander	<input type="checkbox"/> White <input type="checkbox"/> Black, African-American, or African <input type="checkbox"/> Hispanic/ Latina/e/o <input type="checkbox"/> Asian or Asian American <input type="checkbox"/> Middle Eastern or North African <input type="checkbox"/> American Indian, Alaska Native, or Indigenous <input type="checkbox"/> Native Hawaiian or Pacific Islander

- New GENDER options

Please provide the GENDER of each Household member. (check all that apply)				
<input type="checkbox"/> Woman/ girl <input type="checkbox"/> Man/ boy <input type="checkbox"/> Culturally Specific Identity (e.g. Two-Spirit) <input type="checkbox"/> Transgender <input type="checkbox"/> Non-Binary <input type="checkbox"/> Questioning <input type="checkbox"/> Different Identity	<input type="checkbox"/> Woman/ girl <input type="checkbox"/> Man/ boy <input type="checkbox"/> Culturally Specific Identity (e.g. Two-Spirit) <input type="checkbox"/> Transgender <input type="checkbox"/> Non-Binary <input type="checkbox"/> Questioning <input type="checkbox"/> Different Identity	<input type="checkbox"/> Woman/ girl <input type="checkbox"/> Man/ boy <input type="checkbox"/> Culturally Specific Identity (e.g. Two-Spirit) <input type="checkbox"/> Transgender <input type="checkbox"/> Non-Binary <input type="checkbox"/> Questioning <input type="checkbox"/> Different Identity	<input type="checkbox"/> Woman/ girl <input type="checkbox"/> Man/ boy <input type="checkbox"/> Culturally Specific Identity (e.g. Two-Spirit) <input type="checkbox"/> Transgender <input type="checkbox"/> Non-Binary <input type="checkbox"/> Questioning <input type="checkbox"/> Different Identity	<input type="checkbox"/> Woman/ girl <input type="checkbox"/> Man/ boy <input type="checkbox"/> Culturally Specific Identity (e.g. Two-Spirit) <input type="checkbox"/> Transgender <input type="checkbox"/> Non-Binary <input type="checkbox"/> Questioning <input type="checkbox"/> Different Identity

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Roles and Responsibilities for homeless- dedicated housing providers (HIC and PIT)

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***

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**

When is PIT
Count Data
Due?

Point in Time
Count surveys and
Housing Inventory
Count surveys will
be due by
February 14th,
2024.

Housing Inventory Count (HIC) Instructions

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 1/24/24.
- 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.

PIT Survey Instructions

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

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 24th (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

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!

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)**

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 1/24/24, 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*).

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!

PIT Count Survey: What Information are we Collecting?

- One form per household
- Number of persons in household
- For each person in household:
 - Age
 - Race/Ethnicity
 - Gender
- 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

PIT Count Survey Instructions: Demographics

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

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).

Responses to Gender include:

- Woman/girl
- Culturally specific identity (e.g. Two-Spirit)
- Transgender
- Questioning
- Man/ boy
- Non-Binary
- Different Identity

PIT Count Survey Instructions: Gender

Definitions:

- **Cultural specific identity (e.g. Two-Spirit):** refers to the shared identity within a cultural group. In addition to gender, culturally specific identities can include race, ethnicity, religion, customs and traditions.
- **Transgender:** A general term used to describe people whose gender identity differs from the sex they were assigned at birth.
- **Non-Binary:** a person who identifies with or expresses a gender identity that is neither entirely male nor entirely female
- **Questioning:** anyone who hasn't yet self-defined their gender identity

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 2021.
- 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.

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.

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).

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.

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.

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.

Walk through the survey

PIT Mobile App Quick Demo

Mobile App Testing

You can test out the mobile app here:

<https://arcg.is/11jTqC>

Next Steps

- **Week of January 15th:** HMIS Data quality check of sheltered programs that participate in HMIS
- **January 24, 2024: PIT COUNT DATE**
- **February 14, 2024:** HIC surveys and Point in Time Count interview forms due to DMA

Reminders

- Please share this training PPT with any staff/volunteers 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
2024 POINT-IN-TIME (PIT) COUNT: JANUARY 24, 2024**

If you operate a program serving individuals or families experiencing homelessness in Eastern or Western Pennsylvania, you will be asked to submit information for the 2024 Point-in-Time (PIT) Count. HUD requires that Continuums of Care (CoCs) conduct an annual PIT Count of all persons experiencing homelessness.

The 2024 PIT Count of individuals experiencing homelessness will occur on Wednesday, January 24, 2024. **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 HOUSING PROGRAMS**

SHELTERED PIT INTERVIEW FORMS - Due February 14, 2024

- Must be completed for all participants residing in your program on the night of Jan. 24th, 2024. One form per household.
- Can complete the forms on paper or via PIT mobile app. You will receive paper forms and instructions on accessing the app in early January. You will also receive a copy of the sheltered PIT training PowerPoint - please share this with any staff/volunteers 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.

HOUSING INVENTORY COUNT SURVEY - Due February 14, 2024

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

**RAPID REHOUSING, PERMANENT SUPPORTIVE HOUSING,
OTHER PERMANENT HOUSING**

HOUSING INVENTORY COUNT SURVEY - Due February 14, 2024

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

Questions: Email pahomelesscount@dma-housing.com or call DMA - Diana T. Myers and Associates (consultant for Eastern and Western PA CoCs) at 215-576-1558.

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, Leigh Howard, Ciarra Johnson (West), Paige Johns (West), Mary Penny (East)

CoC PIT Count website:

- <https://pennsylvaniacoc.org/2024-point-time-pit-count-and-housing-inventory-count-hic>
- All PIT materials will be posted here

thanks
again

**THANK YOU FOR
BEING PART OF THE
PIT COUNT IN 2024!**