

BALANCE OF STATE PIT LEAD TRAINING #1

June 25, 2015

Agenda

- Status of PIT methodology
- Night of Count – dates & times
- Geography – locations
- Survey Tool
- Post Count Process, requirements, deadline
- Data Collection
- PIT Lead responsibilities

PIT Methodology

Currently in draft form, utilizing original PIT manual as foundation

New PIT manual will be comprised of 6 parts:

- **Overview**

- Description, legal requirements, purpose, roles & responsibilities, PIT count (sheltered & unsheltered) methodology, who does/doesn't get counted, night & time, geography, and data collection

- **Planning**

- Development of plan, working with partner agencies & volunteers, strategies for subpopulations (youth, veterans, and chronic), training

- **Execution**

- Sheltered (HIC, HMIS, Non-HMIS) and Unsheltered (Geography, methods, service based)

- **After the Count**

- Survey collection, data entry & data cleaning, deduplication

- **Resources**

- **Appendix**

Light of the Count

The State of Wisconsin conducts a sheltered & unsheltered PIT count on the last Wednesday of July in each of the 4 HUD-recognized Continuum: Balance of State, Dane, Milwaukee, and Racine.

- The designated night is the overnight hours between: **Wednesday, July 29th – Thursday, July 30th**

The Balance of State CoC has set the following requirements for the time of counting:

- **No unsheltered street/known location count can begin before 10:00 pm on Wednesday, July 29th. The preferred start time is midnight.**
- **No unsheltered street/known location count can continue after 6:00 am on Thursday, July 30th.**

Note: this may change for the January 2016 count.

Geography

The Balance of State CoC is responsible for conducting a sheltered and unsheltered PIT count in the entire 69 county geography it represents.

Sheltered Count must consist of:

- All Emergency Shelters and motel voucher programs
- All Safe Haven
- All Transitional Housing projects

Unsheltered Count must consist of:

- Street count (urban areas including those with PATH funded programs)
- Known location counts (rural areas)

Geography Continued

The Balance of State 50,000+ square miles has been broken down into 21 local continua.

Each local continua is responsible for their **entire** geographic footprint.

For July, each PIT lead must extend their count to include areas not previously counted.

- Ex: if your continua includes 3 counties and you have typically only covered one – you must identify and visit new potential locations in one or both of the other counties.
- Ex: if your continua includes one main city and an outlining rural area and you have typically only covered the city – you must conduct an unsheltered count that includes some part of the outlining rural area.

The new PIT manual will have a process by which you can exempt certain parts of your geography from the count. This will be a component of the January 2016 count.

- Reasons may include: forest, marsh, swamp, lakes, vacation community, other specific communities (i.e. Amish)
- Other reasons to be further excluded may include lack of 24 hour establishments, no shelter or services located nearby, or historical data to confirm a low likelihood of people experiencing homelessness in the area

Survey Tool

For the July PIT count, the approved Survey Tools will be posted on the website & emailed out to PIT leads. The Balance of State will use two different forms: Interview and Observation.

One of these survey tools must be completed for all persons counted in the unsheltered count of the PIT.

- This includes the overnight street/known location count and the service based count.
- The Observation tool should only be considered as a last resort during the overnight street/known location count. It cannot be used in the service based count.

A continua can ALSO administer the VI-SPDAT and the F-VI-SPDAT, but at this time it is not required.

Note: which tool is used and what it looks like will continue to be a point of discussion with the PIT workgroup and finalized prior to the January 2016 count.

Post Count Window

HUD will allow an extended time frame (no more than 7 days) after the designated PIT count in order to identify additional people who were unsheltered on the night of the PIT but not counted.

Service-based counting focuses on conducting interviews with people experiencing homelessness but not seeking shelter who may utilize other mainstream resources and frequent community locations such as meal sites, food pantries, drop-in centers, day shelters, and libraries.

The service-based counting will serve as a SUPPLEMENT to the night of the count approach.

- It requires face-to-face contact with the person and the administration of the Interview Survey Tool.
- The Balance of State CoC will allow post-count surveys to be administered and collected until **Friday July 31st at noon.**

Service Based Counts

The service-based count uses the same survey from the night of the count.

Each person identified as potentially homeless and unsheltered on the night of the PIT count should be interviewed to determine:

- (1) homeless status,
- (2) whether he/she has already been interviewed, and
- (3) collect additional data elements.

If the person being interviewed meets the requirements of the PIT count homeless definition and was not interviewed during the PIT overnight count, then the survey/data collection tool should be administered.

The survey should then be submitted to the PIT lead for the screening and de-duplication process.

Data Collection – Sheltered Count

The Sheltered Count: total number of people for the PIT is reported on the Housing Inventory Chart (HIC).

The Sheltered Count: demographics & subpopulation information are reported in two different places:

- HMIS database

- For those projects using Service Point and who complete their data entry correctly, the information can be extracted from the system.
- Each project must ensure their data is complete and correct prior to submission to the PIT lead.

- Non-WISP Form in Google Drive

- For those projects that do not use Service Point, they must conduct a survey to gather the demographic and subpopulation information required.
- Those surveys must be reviewed, screened, totaled, and submitted to the PIT lead.
- The PIT lead is required to complete the Non-WISP form in Google Drive.

Data Collection – Housing Inventory Chart

The Housing Inventory Chart (HIC) is a list of all the emergency shelters, motel voucher programs, safe havens, and transitional housing projects in each of the 21 local continua that comprise the Balance of State CoC. There is also a section for permanent supportive housing and rapid re-housing projects.

- The HIC includes agencies that use HMIS and do not use HMIS.
- The HIC includes the number of beds, the number of units, seasonal, and overflow beds.

The last 5 columns of the HIC chart are for the total PIT counts for EACH project listed on the HIC.

- Total, # unaccompanied youth, # people in households with children, # people in households without children, utilization rate

The PIT count on the HIC shows total numbers for the SHELTERED COUNT.

- It does not provide detailed demographics or subpopulation information.
- It does not provide information about the unsheltered count.

Data Collection – Unsheltered Count

Unsheltered PIT count information is NOT recorded on the HIC.

The Unsheltered Count - demographics & subpopulation information are reported in two different locations using the same process.

Location:

- ✓ HMIS database
- ✓ Non-WISP Form

Process:

- A survey must be conducted to collect required information and to ensure (1) eligibility under the homeless definition and (2) de-duplication.
- Those surveys must be reviewed, screened, and either submitted to the PIT lead (non-WISP) or entered into Service Point (WISP).
- The PIT lead is required to complete the Non-WISP form in Google Drive.

Data Collection – Deduplication Chart

By allowing service-based counting, we increase the possibility of duplication. Therefore, HUD requires policies to ensure a de-duplicated count can be obtained.

The Balance of State CoC is going to use a new form, “De-duplication Chart” in Google Drive to ensure that those unsheltered persons counted during the overnight count are not duplicated with those counted during the post-count window.

- ✓ The PIT lead will be required to enter certain data fields for each person counted as unsheltered. This includes during the night of the count (both in HMIS and non-WISP) as well as surveys completed during the post count window through service-based counting.
- ✓ The CoC Coordinator will work with the HMIS lead to identify potential duplications among the 21 continua.
- ✓ The PIT lead will be responsible for “cleaning” the data to ensure de-duplication within his/her continua.

Deduplication Chart - Example

Survey ID	First in.	Last in.	Age	Gen.	Eth.	Race	Vet	D V	S/F	Dis.	CH	Locate
1	A	S	32	M	N	W	N	N	S	N	Y	HMIS
2	F	A	55	M	N	W	N	Y	S	MI	N	OV
3	H	R	23	F	Y	B	Y	N	S	PD	N	OV
4	G	W	43	F	N	As	N	N	F2	N	N	SB
5	N	S	19	F	N	AI	N	N	F1	AA	N	OV
6	S	J	4	M	N	AI	N	N	F1	N	N	OV
7	L	K	2	F	N	As	N	N	F2	N	N	SB

HMIS = entered into HMIS

OV = counted during the overnight street count

SB = service based count

Data Collection – Other

Multiple Race

- 1 race = identify the race
- 2+ races = do not have to identify each race; can just mark “multiple race”

Other data collection challenges from January count?

PIT Lead Responsibilities

The PIT lead is the person(s) selected by a local continua to be ultimately responsible for the continua's PIT count submission.

The PIT lead is responsible for the coordination and execution of the sheltered and unsheltered PIT count for their continua's entire geographic area.

The PIT lead is responsible for ensuring that staff, partner agency staff, and community volunteers have received adequate training on privacy, methodology, safety, and data collection requirements.

The PIT lead is responsible for the submission of data, including demographics and subpopulation information, for the sheltered and unsheltered PIT count.

- This includes both HMIS and non-HMIS data.
- This includes the HIC, the Non-WISP form, the deduplication chart, and the post-count survey.

Post Count PIT Survey

The PIT survey will be moved to a Google Drive document.

As part of the requirement for the post-count survey, each PIT lead will be required to submit additional documentation as described below:

- For urban areas with PATH-funded programs, you will be asked to submit a narrative explaining how the territory was divided and organized in order to conduct the PIT. The narrative must include the entire geographic area covered by the local continua.
- For rural areas without PATH-funded programs, you will be asked to submit a copy of the locations visited on the night of the PIT count.

Taking the information provided in the post-count survey for January (where a local continua did not go) and the post-count survey for July (where a local continua did go), we hope to develop a stronger sense of the exemption requirements and policies.

Other Responsible Parties

All of the HUD COC-funded agencies and Division of Housing ETH-funded agencies in a continuous effort are required to participate in the overnight street/known location unsheltered PIT count.

Institute for Community Alliances (ICA) as the HMIS lead for the Balance of State is responsible for providing training and technical assistance to ensure the HMIS data is extractable from the system for the purposes of the PIT count.

COC Coordinator is responsible for providing training to the PIT leads, working with the PIT workgroup on methodology and training requirements, working with the HMIS lead to consolidate and de-duplicate HMIS data, and assist PIT leads in consolidating and de-duplicating non-HMIS data.

COC Coordinator consolidates the HMIS and non-HMIS data for final review.

ICA and the COC Coordinator work together to complete the PIT data submission through the Homeless Data Exchange (HDX) to HUD.

PIT Lead Training #2

A Doodle poll will be sent out to PIT leads after this training to determine a date and time agreed on by the majority.

The training will be conducted via go-to webinar, recorded, and posted on the website.

The agenda items will include:

- Review locations
- Review date/time requirements
- Review service based count process
- Survey collection: interview & observation
- De-duplication chart
- Deadlines

PIT Lead Training #3

A Doodle poll will be sent out to PIT leads after the PIT Lead Training #2 training to determine a date and time agreed on by the majority.

The training will be conducted via go-to webinar, recorded, and posted on the website.

The agenda items will include:

- Housing Inventory Chart (HIC)
- Non-WISP Chart
- WISP Data
- De-duplication chart
- Deadlines

Questions?