

2021 SHELTERED HOMELESS POINT-IN-TIME COUNT INSTRUCTION GUIDE

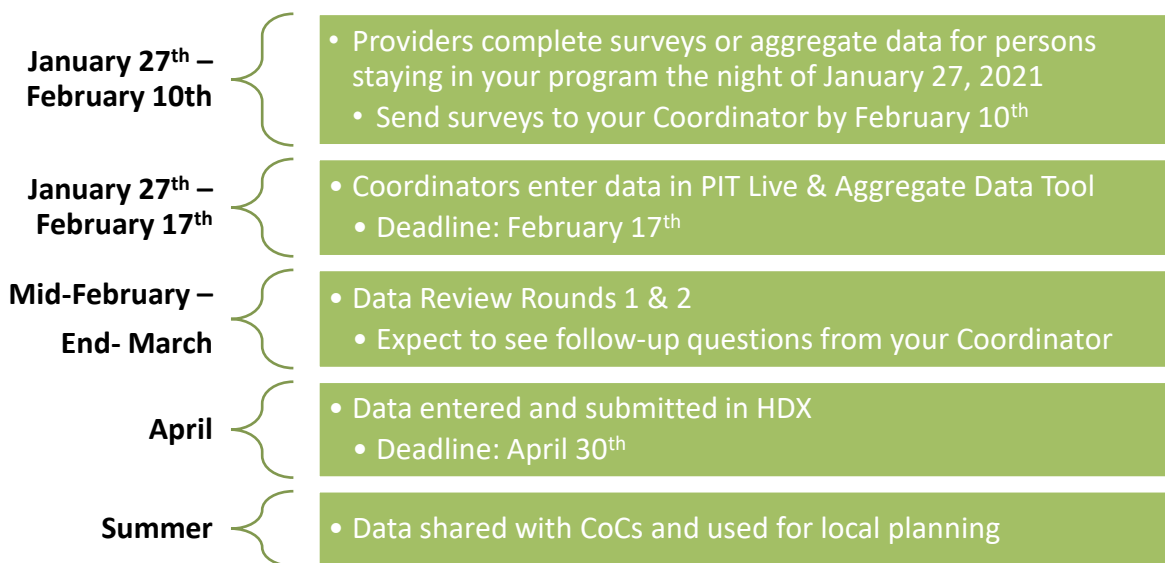
ST. LOUIS COUNTY & NORTHEAST MINNESOTA
CONTINUUMS OF CARE

2021 PIT NIGHT: Wednesday, January 27, 2021

PIT CONTACTS

St. Louis County CoC	Northeast MN CoC	HMIS Questions
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SHELTERED PIT TIMELINE



SHELTERED PIT OVERVIEW

What is the Sheltered PIT Count?

The PIT Count is a count of all people who are experiencing homelessness on a single night (Wednesday, January 27, 2021). The **Sheltered PIT Count** includes all people who are staying in Emergency Shelter (including hotel/motel voucher projects) and Transitional Housing on the night of January 27, 2021.

Most of the data for the Sheltered PIT Count will come from HMIS data. HMIS providers are asked to enter data in HMIS as usual. Non-HMIS providers will complete paper surveys or provide aggregate data for individuals staying in their project on PIT night.

Which projects participate in the Sheltered PIT Count?

Projects included in the Sheltered PIT Count are Emergency Shelter (ES) (including hotel/motel vouchers provided to people experiencing homelessness) and Transitional Housing (TH) projects where:

1. The primary intent of the project is to serve homeless persons
2. The project verifies homeless status as part of its eligibility determination
3. The actual project clients are predominantly homeless

SHELTERED PIT COUNT ROLES

Who participates in the Sheltered PIT Count?

- HMIS & Non-HMIS Providers:
- Emergency Shelter, including
 - Hotel/Motel Vouchers
 - Informal Shelters
 - Transitional Housing
 - Safe Havens (none in SLC & NE CoCs)
- CoC Leadership (Coordinators)
- ICA (Institute for Community Alliances)

PROVIDER ROLE

HMIS Providers

The Sheltered PIT Count is “business as usual” for you. Be sure to continue timely and complete data entry and to watch for data quality reminders from ICA and your Coordinator.

Non-HMIS Providers

Non-HMIS providers are asked to complete paper surveys or to provide aggregate data with information about individuals who are staying in your ES or TH program on the night of the PIT. See information below for some helpful guidance on deciding which tool (survey or aggregate data tool) is best for your project and how to accurately complete them.

COC COORDINATOR ROLE

Your local CoC Coordinator is responsible for the following for the 2021 Sheltered PIT Count:

- Provide training and guidance to regional providers
- Respond to any questions about the PIT and HIC process
- Enter non-HMIS data into PIT Live and the Aggregate Data Tool
- Lead regional PIT data quality process
- Enter and submit data in HDX
- Reach out to providers with questions about your projects

ICA ROLE

- Provide statewide tools for the PIT Count
 - Survey(s), Aggregate Tools, Instructions & Guides, Training Materials
- Oversee data quality
- Provide support to CoCs and providers
- Prepare PIT Live, Aggregate Data, and HMIS Data to enter in HDX

PROVIDER INSTRUCTIONS

NON-HMIS PROVIDERS

Non-HMIS providers will complete short paper surveys or provide aggregate data for individuals staying in your project on PIT night.

Which data collection method should I use?

Please review the aggregate tool and paper survey training videos to determine which method works best for your project. If you're still unsure which method is best for your project, reach out to your CoC Coordinator.

Tips to determine which method to use:

Paper Survey	<ul style="list-style-type: none">• The paper survey is completed with all heads of household in your project on PIT night.• This tool may be right for you if your agency doesn't already consistently collect demographic information needed in another way (i.e. in another database).• Pro: When agencies administer the survey by household, accuracy is higher. We are also using the Short Version of the survey this year, which requires less time to complete.• Con: It requires more work from staff and clients to complete surveys.
Aggregate Data Tool	<ul style="list-style-type: none">• The aggregate data tool provides a head count and summary characteristics of who stayed in your project on PIT night.• This tool may be right for you if your agency already consistently collects demographic information needed in another way (i.e. in another database).

	<ul style="list-style-type: none"> • Pro: This can reduce burden on clients or staff who would otherwise complete surveys. • Con: It relies on staff to tally your count accurately (i.e. 10 people, 6 households, 6 females, 3 male, 1 transgender). All counts need to add up by household type, which can be tricky if you aren't already collecting this data in another way. • Note: Please be sure to review the demographic information needed in the aggregate tool. If your agency already collects all of this information, then it may be the right tool for you. If you don't collect all of this information (i.e. your agency collects information about client race but not ethnicity), then you may want to consider completing surveys.
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Non-HMIS Provider Tasks

Non-HMIS Providers using the PIT Survey:

- Review the required training materials and helpful PIT resources below.
 - Note: Providers who participate in the Sheltered PIT Training on 1/22/21 will not need to re-watch training videos.
- Complete a [Short PIT Paper Survey](#) with each household staying in your project on PIT night (1/27/21).
 - The time period to complete these surveys is **1/27/2021 – 2/10/2021**. Surveys should only be completed for people who stayed in your project on 1/27/2021.
 - The Short PIT Paper Survey only collects information that is required by HUD. The St. Louis County and Northeast CoCs are both only collecting information using the Short PIT Survey in 2021.
 - Be sure to indicate on the survey which project the household is staying in on PIT night.
- Send your PIT surveys to your CoC Coordinator via email (see contact information above) no later than **Wednesday, 2/10/2021**.
 - If you have concerns about being able to email your surveys, please contact your Coordinator to identify an alternative option.
- Store any copies of PIT surveys in a secure location.
- Respond to follow-up questions from your CoC Coordinator.
 - Your CoC Coordinator will reach out to you with any questions about your PIT data during the data quality periods (see above timeline).

Non-HMIS Providers using the Aggregate Data Tool:

- Review the required training materials below.
 - Note: Providers who participate in the Sheltered PIT Training on 1/22/21 will not need to re-watch training videos.
- Complete the [Aggregate Data Form](#) (Excel document) with information about all individuals staying in your project on PIT night (1/27/21).

- The time period to complete this form is **1/27/2021 – 2/10/2021**. Information should only be provided for people who stayed in your project on 1/27/2021.
- Be sure to indicate which projects individuals stayed in on the form.
- Complete a separate form for each of your projects.
 - i.e. ABC Agency provides Transitional Housing (TH) and Emergency Shelter (ES) for victims of domestic violence. ABC Agency will complete separate forms for each of their projects (one for TH and one for ES).
- Send your Aggregate Data Form to your CoC Coordinator via email (see contact information above) no later than **Wednesday, 2/10/2021**.
- Respond to follow-up questions from your CoC Coordinator.
 - Your CoC Coordinator will reach out to you with any questions about your PIT data during the data quality periods (see above timeline).

PIT RESOURCES & TRAINING

STATEWIDE RESOURCES & TRAINING

Institute for Community Alliances (ICA) has lots of helpful PIT resources and training materials available on the ICA Point-in-Time Count web page.

[ICA Point-in-Time Count Training & Resources](#)

SHELTERED PIT RESOURCES:

Non-HMIS Providers using the PIT Survey:

- [2021 Paper Survey \(Short\)](#) ← This is the version we are using for the Sheltered PIT. Fill this out for each individual staying in your project on the night of the PIT.
- [Surveyor Instruction Guide](#) ← Review this before completing surveys with clients.
- [PIT Survey Training Video](#) ← Watch before completing surveys – it's only 5 minutes!
- [PIT Survey One Page Guide](#) ← Quick tips for completing surveys (including Household ID guidance)
- [Household ID Quiz](#) ← Test your knowledge for creating a household ID before it's time to complete surveys!

Non-HMIS Providers using the Aggregate Data Tool:

- [PIT Aggregate Tool Data Collection Template](#) ← Providers choosing to provide aggregate data will fill in this Excel spreadsheet with data for all individuals staying in your project on PIT night and return to your CoC Coordinator.
- [Aggregate Tool Guide](#) ← Review this before filling out the aggregate data form.
- [Aggregate Data Collection Training Video](#) ← Watch before filling out your aggregate data form – it's only 5 minutes!

HMIS Providers

- [HMIS Data Correction Guide](#) ← Guidance on how to make sure your PIT data is squeaky clean and accurately reflects who stayed in your project on PIT night.

PIT TRAINING VIDEOS

- [PIT Count Overview Training Video](#) (11 minutes) ← Required for all providers who are new to the PIT or who need a refresher. This video explains what the PIT is, why we do it, who's involved, and who gets counted. *Special voice appearance by Drew!*
- [Aggregate Data Collection Training Video](#) (5 minutes) ← Required for all providers who will provide aggregate data for the PIT.
- [PIT Survey Training Video](#) (5 minutes) ← Required for all providers who will complete PIT surveys for the PIT Count.
- [PIT Interview Techniques](#) (34 minutes) ← Not required but may be helpful for folks who are new to interviewing clients.

OTHER INFORMATION AND HELPFUL REMINDERS

COUNTING HOUSEHOLDS IN ES AND TH PROGRAMS

- **Clearly indicate which project people are staying in on your survey** - Be sure to identify the specific shelter or transitional housing project that an individual is staying in. If an individual completing the PIT survey reports staying in an emergency shelter (ES) and transitional housing (TH) program, please follow up to identify the specific shelter or housing program.
 - If the household was staying in a hotel/motel that was paid for by a program, identify the name of the program on the survey. Provide a contact for the program who can respond to follow-up questions if needed.
 - HUD requires us to report all ES and TH program beds when we submit the PIT and HIC (Housing Inventory Count). If we don't know the ES or TH program where the household stayed, we cannot include them in the count.
- Group homes and adult foster care settings are not considered transitional housing. These are permanent housing settings.
- Providers should not submit Non-HMIS PIT data (complete surveys or enter aggregate data) for clients who are also entered in HMIS.
 - Example: Your shelter has 10 beds that are entered in HMIS. You also provide hotel/motel vouchers that are not entered into HMIS because it's not required by your funder. You would complete surveys or enter aggregate data for your hotel vouchers and you would enter data for your shelter beds in HMIS *business as usual*.

HOUSING INVENTORY COUNT (HIC)

- The Housing Inventory Count (HIC) is an inventory of provider programs within a CoC that provide beds and units dedicated to serve people experiencing homelessness.

- HIC inventory is for the same night as the PIT Count (January 27, 2021).
- The HIC includes all housing projects (regardless of funding source) where:
 - The primary intent of the project is to serve homeless persons
 - The project verifies homeless status as part of its eligibility determination
 - The actual project clients are predominantly homeless (or, for permanent housing, were homeless at entry)
- All emergency shelter and transitional housing projects that are included on the HIC will also report numbers for the sheltered PIT Count.
 - The number of sheltered people counted in the PIT must equal the total number of sheltered people (in ES & TH projects) on the HIC.
- People included in the sheltered PIT Count must be staying in an emergency shelter or transitional housing project that is eligible to be included in the HIC.

PROJECTS INCLUDED IN THE HIC

Included	Not Included
<ul style="list-style-type: none"> • Emergency shelters, including hotel or motel units and campground spaces paid for with an emergency shelter voucher. • Transitional housing for homeless persons • Rapid re-housing programs that provide short- or medium-term assistance to homeless persons. • All permanent supportive housing for formerly homeless persons, such as SHP, S+C, or SRO Mod Rehab. • Residential programs for the homeless funded by private organizations. • Faith-based residential programs for the homeless. • Interfaith hospitality networks serving homeless persons. 	<ul style="list-style-type: none"> • Tenant-based housing provided by the Housing Choice Voucher program, unless the voucher(s) has been exclusively dedicated to serving homeless persons. • Project-based public housing, unless the housing has been exclusively dedicated to serving homeless persons. • Medical facilities, such as hospitals, psychiatric facilities, and nursing homes, where persons are admitted for care. • Jails, prisons or juvenile detention facilities. • Foster care homes or foster care group homes. • Market rate units that happen to accept formerly homeless persons. • Chemical dependency facilities, such as substance abuse treatment facilities and detox centers.