

# 2022 Point in Time Survey - Instructions

These instructions are based on the Annual Point in Time survey and should guide conducting the intake survey.

## General

1. Always begin by asking if the guest is currently homeless (see sidebar).
2. **DO NOT** make assumptions or 'correct' the answers you are given as an intake person. The guests are asked to self-report and we trust the information they give us. If you feel something self-reported is inaccurate, notes it on the back of the form.
3. Each guest interviewed will have their own survey form.
4. All answers are to be recorded directly on the survey form.
5. When it comes to dates, if unsure, it is reasonable for guests to provide you with a "best guess".
6. If you ask the question and they have a ready answer, go ahead and mark it; otherwise you need to read the options. At no point should you push the form for them to review and select – we must be sensitive to the possibility of language or literacy barriers as well as those who may need glasses.

## Important

**DO NOT** enter name, birth day, or birth month if a household member is:

1. **Being served by a Domestic Violence agency (YWCA for example);**
2. **Currently fleeing or in danger from a domestic violence, dating violence, sexual assault or stalking situation;**
3. **Anyone you do not have written informed consent from (signature on back page of PIT survey form or previously signed HMIS consent form).**

**However, a signature is not needed to collect other information. All homeless households and individuals in those households (adults and minors) should be entered.**

**If a client refuses to sign the PIT survey form, all household information (adults and minors) will still be entered into HMIS without any personally identifying information such as name, full date of birth, and any other information or combination of information that can be used to identify the client.**

1. The first question on the survey itself regards domestic violence. This **MUST** be completed for every guest, even single men, to protect the safety of anyone fleeing domestic violence. This includes adults who have been victims of domestic violence, dating violence, sexual assault, or stalking.
  - a. If the guest is fleeing domestic violence, **DO NOT** record initials, and record only birth year instead of full date of birth.
2. Where appropriate, there are places for you to record a refusal. Do not leave questions blank or the guest may not be properly counted.

## DEFINITION OF HOMELESS

### Sheltered

Living in a supervised publicly or privately-operated shelter designated to provide temporary living arrangement (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, or local government programs for low income individuals)

### Unsheltered

Staying in a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, abandoned building, bus or train station, airport, RV/Boat Lacking any of the following amenities: *Drinking water, restroom, heat, ability to cook hot food, ability to bathe, out of doors, on the street, or tent.*

### Couch Surfing

Persons temporarily staying with family or friends doubling up.

## Specific Questions

Each question has a specific reason for inclusion on the intake survey form, and must be completed appropriately for the information on the form to be useful. Follow along on the provided copy of the survey to reference the questions.

- **Location of Interview** - Make sure you identify the location where the survey was taken and fill in your name in the surveyor line. This will help if there are any follow-up questions for the survey taker.
- **Domestic Violence** - To protect victims or those at risk from domestic violence everyone (including single men) must confirm whether they are threatened by domestic violence. This includes adults who have been victims of domestic violence, dating violence, sexual assault, or stalking.

## Individual Information

- **Relation to HoH** – The Head of Household (HoH) is traditionally the individual completing the form. All household members must be present during the interview to help avoid duplication. Please identify the relationship of the household members to the HoH; Spouse, Son, Significant Other, Friend. A Household is defined by those in the household.
- **Name** - It is very important to capture this information completely and legibly. Only when someone in the household is threatened by domestic violence, or have not given consent, should any of this information be left incomplete.
- **Birthday** – Please enter the two-digit month, day, and year unless someone in the household is threatened by domestic violence, or have not given consent. When this occurs, only enter the birth year.
- **Gender** - Used in deduplication and a defining field for some reports, and must be completed for everyone. Do not assume the gender, but instead ask “What Gender do you identify with?” Gender identity is a sensitive issue and it is important that all surveyors be sensitive to every person’s gender identity as they count persons experiencing homelessness. The code for filling in this box is at the bottom of the form.
- **Sexual Orientation** – Added by Commerce for the first-time last year, the code for filling in this box is at the bottom of the form.
- **Veteran Status** - Both questions must be answered, since reporting specifically on veterans is both required and useful for planning. If the guest refuses to answer the question, the refusal must be recorded (by writing R). If the second follow-up question is not relevant (i.e., they have not served), it can be left blank.
- **Race** - Each guest should indicate the races they identify with out of the listed options. In the past, only one race could be selected. Recently HUD had clarified that an individual may identify with multiple race categories – when reporting, they will be counted as multiple race. It should not be left blank and may be recorded as refused if the guests do not identify with any of the available options.
- **Enrolled** – If the individual reports they are American Indian or Alaska Native, please ask the following follow-up questions:
  - Are you currently an enrolled member of a federally recognized tribe?
    - Yes – Ask which one and indicate it in the affiliation box below
    - No – ask the next question
  - Are any of your parents currently an enrolled member of a federally recognized tribe?
    - Yes – Ask which one and indicate it in the affiliation box below

If there are more than one household members who have different tribal affiliation, please number the households and indicate in the tribal affiliation box which household member you are referring to.

- **Ethnicity** - Each guest should indicate whether or not they consider themselves to be Hispanic or Latino. The US Census defines ethnicity as the heritage, nationality group, lineage, or country of birth of the person or the person’s parents or ancestors before their arrival in the US. People who identify as Hispanic, or Latino may be of any race.
- **Education** - Record the highest level of education each individual has completed.
- **Disability** – Guests must be informed prior to responding to any disability question that their response is voluntary and that their refusal to respond will not result in a denial of service. No questions should be posed regarding the

nature or severity of the person's disability. This field is very important in determining chronically homeless status and MUST be completed. If they refuse to answer, it must be recorded as 'Refused'.

## Household Information

- **Where did you live when you became homeless** - This field is meant to capture the last place the guest lived where they were not homeless. It is also used as a proxy for a location of origin.
- **What Month & Year did you become homeless this time?** This response defines the length of the current homeless episode, and is very important in determining homeless status. If the exact month can't be remembered it is acceptable to use a 'best guess', but it MUST be completed. This is another field that defines chronic homelessness and should reflect the member with the earliest date.
- **Has any adult or minor head of household been continuously without housing for a year or more?** This is important for the chronically homeless determination and is required.
- **Has any adult or minor head of household been without housing 4 or more times in the last 3 years?** Another question used to determine if they are chronically homeless.
- **Do these times without housing, added together, amount to a year or more?** Another question used to determine if they are chronically homeless. It is important to analyze if the responses make sense logically.
- **What city did you stay in last night?** - This question allows reviewers to estimate the distribution of the homeless population around the county, and is required. If the guest did not stay within a city but was in a rural area, the closest city or location may be used.
- **List of locations** Which of the following best describes where you stayed last night - The form lists a specific date – but the question should be where did you stay last night. This question defines the housing status for the guest. It must be completed, and only **ONE** option may be selected. If the guest stayed in a housing program, the name of the program and the sponsoring agency should be identified. This will be important when de-duplicating the results.
- **Source of Household Income** - The income sources of the guest should all be indicated here, or 'None' should be selected. There is no limit to the number that can be recorded, and since a guest may have multiple different types of income it's expected that there may be some guests with a large number of responses.
- **What circumstances contributed the most to your homelessness?** The guest should select, with your assistance, what they see as the primary causes of their homelessness.

Walk the guest through the informed consent section of the form. All adults over the age of 18 must sign the form. If they refuse, redact any identifying information from the form including:

- Name
- Birth Day and Month