

2015 Point-in-Time Volunteer Training

1/21/15

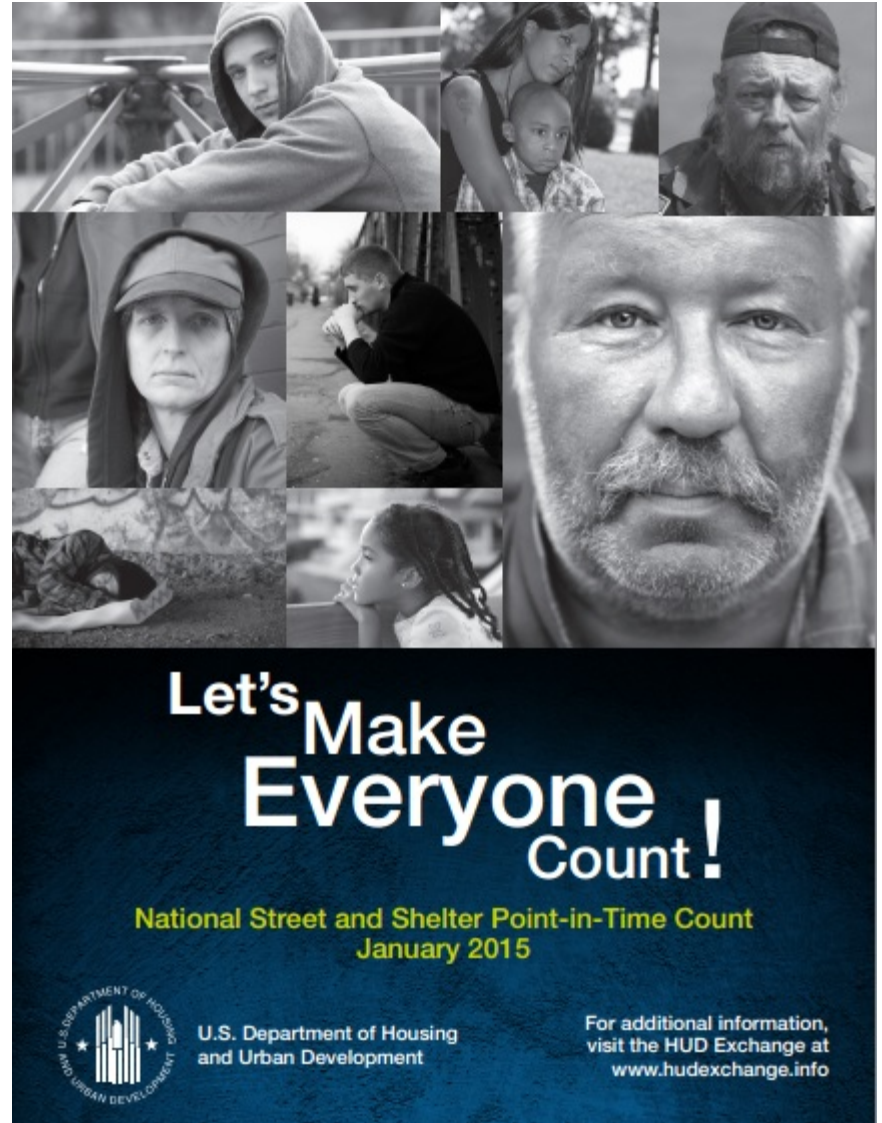
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Today's Agenda

- 1) HPC Overview
- 2) What is Point-in-Time?
- 3) Review Survey Tools
- 4) Logistics
- 5) Questions



Homeless Planning Council of DE

- ▶ Continuum of Care Lead Agency for Delaware
 - ❖ Administer CMIS: Data Collection & Analysis
 - ❖ CoC funding application to HUD annually
 - ❖ Responsible for coordinating Point in Time Count
 - ❖ Prevent and End Homelessness in Delaware
 - ❖ Promote and support the implementation of Best Practices
 - ❖ Administer Centralized Intake

The Point-in-Time Count

- ▶ A Snap-Shot of homelessness in Delaware
- ▶ Communities utilizing HUD funding for homeless and housing programs are required to conduct an annual count of the **sheltered** and **unsheltered** homeless individuals and families in their community **during the last 10 day in January.**

The Point-in-Time Count

- ▶ Obtain current and accurate data on the number and characteristics of homeless persons
 - *Annual Projection (usually approx. 4x as many)*
- ▶ Policy and planning decisions to help us end homelessness
- ▶ Public awareness and education about homelessness

Point-in-Time History

▶ Delaware's PIT Studies

- 2005 and 2006 – January and August
- 2007 – August
- 2008, 2009, 2010, 2011 – January
- 2012 – Sheltered Count in January
- 2012 – Unsheltered Count in June
- 2013 – Sheltered and Unsheltered Count in January
- 2014 – Sheltered and Unsheltered Count in January
- 2015 – Sheltered and Unsheltered Count in January

Point in Time Methodology

January 29, 2015

- ▶ Sheltered: “Census”
 - CMIS client data
 - Paper surveys > non-CMIS agencies and cold weather sanctuaries

- ▶ Unsheltered: “Known Locations”
 - Canvas outdoors and other places not meant for human habitation

- ▶ Report PIT data to HUD

Review of Survey Tools

- » - Definition of Homeless
- Survey Tools
 - Unsheltered
 - Sheltered
 - Observation Tool

Definition of Homeless

The definition of homelessness is:

- ▶ Anyone who is sleeping in a place not meant for human habitation (streets, parks, cars, abandoned buildings, etc.)
- ▶ Hotel/Motel with a voucher or other charitable subsidy
- ▶ Domestic Violence Shelter
- ▶ Homeless temporary shelter
 - Emergency Shelter, Transitional Housing, DV Shelter, Cold Weather/Code Purple Shelter

*Does not include people who are doubled with family/friends; couch surfing

The 2015 Survey Tools

- ▶ Unsheltered Survey
 - Only for people who are unsheltered, in a place not meant for human habitation – not to be used in Code Purple or other temporary shelter sites

- ▶ Sheltered Survey
 - Code Purple/Cold Weather Sanctuaries, Emergency Shelters, Transitional Housing, DV shelters

- ▶ Observation Tool

Location/Site/Agency

Name: _____

- If being performed in Church, include church name
- If being performed in Shelter, include shelter name

Program Type: (NIGHT OF JAN 29)

- ▶ Code Purple/Cold Weather Sanctuary
- ▶ Emergency Shelter
- ▶ Transitional Housing
- ▶ Domestic Violence Shelter
- ▶ Other: (e.g. hotel/motel paid for with voucher or by charitable organization)

SHELTERED

- ▶ City/County/Zip Code are important

- ▶ Location/Site (e.g. behind KMART)

Where are you sleeping tonight?

- ▶ On the street or sidewalk
- ▶ Vehicle
- ▶ Park
- ▶ Abandoned Building
- ▶ Bus, Train Station, Airport
- ▶ Under Bridge or Overpass
- ▶ Woods/Outdoor Encampment
- ▶ Other:

UNSHELTERED

Survey

HPC STAFF ONLY:

Do not write in these boxes

- ▶ Step 1: Already taken survey?
- ▶ Informed Consent
 - Read in full to each person
 - Get Initials
 - Encouragement is ok, but no one should ever be pressured
 - If NO > Go to Observation Tool

Observation Tool

1. Please indicate why you are using the observation tool:

- You are unable to enter a site
- You cannot conduct a PIT survey (person refused to answer questions, language or other problems)
- You do not wish not to disturb people sleeping

2. Total persons staying together as household: (USE SEPARATE OBSERVATION FORMS FOR EACH HOUSEHOLD)

a. Adults _____ b. Children _____ c. Not sure if Adult/Child _____ TOTAL _____

	Person 1	Person 2	Person 3	Person 4	Person 5
3. Location where observed <i>Example: northwest corner of 1st Avenue and Main Street</i>					
4. Is this person homeless? How certain are you that the person meets HUD's criteria of staying in a place not meant for human habitation (e.g., tent, vehicle, park bench, etc.)?	<input type="checkbox"/> Definitely <input type="checkbox"/> Possibly <input type="checkbox"/> Not sure	<input type="checkbox"/> Definitely <input type="checkbox"/> Possibly <input type="checkbox"/> Not sure	<input type="checkbox"/> Definitely <input type="checkbox"/> Possibly <input type="checkbox"/> Not sure	<input type="checkbox"/> Definitely <input type="checkbox"/> Possibly <input type="checkbox"/> Not sure	<input type="checkbox"/> Definitely <input type="checkbox"/> Possibly <input type="checkbox"/> Not sure
5. What is this person's age?	<input type="checkbox"/> Under 18 <input type="checkbox"/> 18-24 <input type="checkbox"/> 25 + <input type="checkbox"/> Not sure	<input type="checkbox"/> Under 18 <input type="checkbox"/> 18-24 <input type="checkbox"/> 25 + <input type="checkbox"/> Not sure	<input type="checkbox"/> Under 18 <input type="checkbox"/> 18-24 <input type="checkbox"/> 25 + <input type="checkbox"/> Not sure	<input type="checkbox"/> Under 18 <input type="checkbox"/> 18-24 <input type="checkbox"/> 25 + <input type="checkbox"/> Not sure	<input type="checkbox"/> Under 18 <input type="checkbox"/> 18-24 <input type="checkbox"/> 25 + <input type="checkbox"/> Not sure
6. Is this person male or female?	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Not sure	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Not sure	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Not sure	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Not sure	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Not sure



	Person 1	Person 2	Person 3	Person 4	Person 5
7. What is this person's <u>race</u>? [SELECT ALL THAT APPLY]	<input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> White <input type="checkbox"/> Other _____ <input type="checkbox"/> Not Sure	<input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> White <input type="checkbox"/> Other _____ <input type="checkbox"/> Not Sure	<input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> White <input type="checkbox"/> Other _____ <input type="checkbox"/> Not Sure	<input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> White <input type="checkbox"/> Other _____ <input type="checkbox"/> Not Sure	<input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> White <input type="checkbox"/> Other _____ <input type="checkbox"/> Not Sure
8. What is this person's ethnicity?	<input type="checkbox"/> Hispanic/ Latino <input type="checkbox"/> non-Hispanic / non-Latino <input type="checkbox"/> Not sure	<input type="checkbox"/> Hispanic/ Latino <input type="checkbox"/> non-Hispanic / non-Latino <input type="checkbox"/> Not sure	<input type="checkbox"/> Hispanic/ Latino <input type="checkbox"/> non-Hispanic / non-Latino <input type="checkbox"/> Not sure	<input type="checkbox"/> Hispanic/ Latino <input type="checkbox"/> non-Hispanic / non-Latino <input type="checkbox"/> Not sure	<input type="checkbox"/> Hispanic/ Latino <input type="checkbox"/> non-Hispanic / non-Latino <input type="checkbox"/> Not sure
9. <u>Other information</u> or identifying characteristics If possible, please include: <ul style="list-style-type: none"> • Clothing (hats, accessories, any military or other emblems) • Other physical characteristics or conditions like tattoos, scars, braces, casts, etc. 					

Survey

Don't Know

Refused

[Respondent can always refuse to answer any question]

▶ Location Description – County/City Important

▶ **Section I. Demographic Information**

- ₁ Yes **(SKIP TO Q3)** -> be sure to follow **SKIP** Instructions
- Q2 – Single adult definition => no other household members sleeping in same location tonight
- Head of Household Questions: help us capture family data correctly

Survey

7. How old are you?

- Under 18
- 18-24 [Youth Count: Unaccompanied and Parenting]
- 25+
- Don't Know
- Refused

(HUD REQUIRED) = Must get this information or the person cannot be counted in our official HUD report

PAGE 3

- **Q8: GENDER**
- **Q9: RACE**
- **Q10: ETHNICITY**

Q9: Race

Multiple Races (Surveyor ONLY)

Client can choose all race identifications that apply. If more than one are selected, surveyor should ALSO mark the “multiple races” box

Survey

Section II. Household Composition

- ONLY for Households with more than one person sleeping in that location on January 29
 - Household does NOT equal Family (no need to be legally or biologically related)

Q13. Other Adult Chart

Record basic information about other adult, but ALSO complete full survey of ALL adults

- Allows us to know who are members of the same household

Q14. Minor Household Members (Under 18 years old)

- Overflow on Page 8

Survey

Section III. History of Homelessness

- Allows us to understand vulnerability, need, and **CHRONIC HOMELESS STATUS**
- Statewide **GOAL to END CHRONIC HOMELESSNESS by the end of 2016**

Yes (**SKIP to Q17**)

- > make sure to follow **SKIP** instructions

Survey

Section IV. Health and Wellbeing

- ▶ Sensitive Questions – do not force people to answer
- ▶ Also helps us determine **CHRONIC HOMELESS STATUS**
- ▶ **May seem repetitive; Ask it anyway**
For example: Q21. Do you have a disabling condition? AND Q28. Do you have a physical disability?

Section V. Other

- ▶ Information that is locally important
- ▶ Monthly income: Includes **ALL INCOME**: public benefits, earned income, alimony, child support, or other income

Logistics

- »» Release Forms
- Teams
- Meeting Locations

The Basics

- ▶ Meeting Time and location in each community
- ▶ Form teams and get materials needed (surveys, pens, snacks/goodies, etc.)
- ▶ Meet back at that location at a certain time to return any completed surveys (depends on the community)

Volunteer Release Forms

▶ Release Form

- Waives HPC of any legal responsibility for any injury, medical issues, damage to property, etc.

▶ Photo Release Form

- Gives HPC rights to any images captured during your time volunteering

Outdoor/Street Teams

- ▶ You will go out in teams of at least 4-5 people
- ▶ Each team will have a team leader
- ▶ When you arrive at the meeting location you will be assigned to your team. Your team leader will have locations that he/she will take you to canvas.

Code Purple Teams

**There may be a separate meeting time and location for Code Purple teams in Wilmington & Newark

- ▶ We will not know until the **day of** if it is a Code Purple night in Wilmington and Newark.
- ▶ If you are on a Code Purple team in Wilmington or Newark, consider yourself “on call:” you will be notified on that day by 4pm of the meeting time and location
- ▶ If there is no Code Purple on January 29, you will be assigned to an outdoor team

Meeting Locations and Times

City	Team Type	Meeting Location	Time	Team Leader
Wilmington	Outdoor/Streets	Rick Van Story Resource Center <i>500 West 2nd St Wilmington 19801</i>	10:30pm	PATH Outreach Workers
Wilmington	Code Purple	Salvation Army <i>400 N. Orange St. Wilmington 19801</i>	10:00pm	Phyllis Chamberlain
Newark	Both	TBD	TBD	Susan Starrett
Dover	Both	Dover Interfaith <i>684 Forest St Dover DE 19904</i>	8:30pm	Jeanine Kleimo Rebecca Martin
Rehoboth & Lewes		TBD	TBD	Nan Ruhl
Seaford	Outdoor/Streets & Code Purple	ACE Center <i>547 N. BRADFORD STREET SEAFORD DE 19947</i>	10:00pm	Jim Martin
Milford	Outdoor/Streets & Code Purple	Milford Community Center	TBD	Lisa Davis

Surveying Do's

- Maintain respectful distance
 - (e.g. do not touch to wake people up, do not enter personal space/encampment without permission)

- Remain calm: de-escalate, do not escalate

- Do not force anyone to take the survey
 - Reminder: Observation Tool

Surveying Do's

- ▶ Stay with your group
- ▶ Dress warmly
- ▶ Wear bright-colored or white clothing and comfortable shoes
- ▶ Bring an ID, cell phone, & flashlight
- ▶ Have cell phone # of team leader

Surveying Don'ts

- Do not touch people to wake them up
- Invade personal space
- Mandate participation in the survey or photos
- Separate from your team
- Promise housing or services as a result of survey
- Share Confidential information about survey participants

Questions And Answers



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