

**NORTHWEST MINNESOTA**  
*Continuum of Care*

# 2024 Point in Time Count Training

January 8<sup>th</sup>, 2024

1pm

[ZOOM Link](#)

# Agenda

- ▶ PIT/HIC 2024 Timeline; slides 3-4
- ▶ Important changes to the 2024 PIT/HIC count; slide 5
- ▶ Doubled-up defined; slide 6
- ▶ The PIT defined; slides 7-10
- ▶ The HIC defined; slides 11-15
- ▶ Sheltered PIT count; slide 16
- ▶ Unsheltered PIT count forms; slide 17
- ▶ How schools fit in; slide 18
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- ▶ Data Collection and Submission; slide 33
- ▶ What Happens Next?; slide 34
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# 2024 PIT/HIC Count Timeline

December  
4-15

- Early look at HIC, identify project closings, and any project changes
- Early start on engaging PIT/HIC partners

December  
18-31

- PIT paper surveys available on ICA website
- PIT training resources to be finalized first week of January
- CoC prepare for local training

January 1-  
19

- January 8 Full ICA project launch
- January 8 NWCoC PIT training
- January 10 ICA Aggregate Lab

# 2024 PIT/HIC Count Timeline

January 24

- PIT Night

January 22

- HIC data collection tool, instructions, engagement materials finalized

January 22-  
February 2

- HMIS participating programs have completed any backlog data entry
- Paper surveys have all been collected and returned, via email, to Barbara by February 2nd
- Emails sent out to agencies prompting them to review/update their HIC rows



# Important Changes to the 2024 PIT/HIC Count

## PIT Changes

- ▶ Added 2024 HUD PIT changes for race, ethnicity, and gender based on the data standard change that went into effect in October 2023
- ▶ No long PIT survey version this year.
- ▶ Our region will be counting individuals who are doubled-up or couch-hopping-see slide 6

## HIC Changes

- ▶ 3 new funding sources: HUD Rural Special NOFO/HUD Unsheltered Special NOFO/ESG Rapid Unsheltered Survivor Housing (RUSH)
- ▶ Data to be collected on Stability Vouchers
- ▶ Clarification for providers prohibited from using HMIS by VAWA, to use a separate record for the organization in data collection

## Doubled-Up Count

Our region will be counting individuals who are doubled-up or couch-hopping.

- ▶ The doubled-up count in Minnesota is an attempt to shed light on an often-hidden side of homelessness.
- ▶ This count does not refer to individuals who were doubled up at entry into ES or TH HMIS programs.
- ▶ Doubled-up means temporarily staying with family or friends (less than 12 months) - it is also often referred to as “couch-hopping”. HUD does not track this as a form of homelessness, but Minnesota does.
- ▶ Doubled-up responses will NOT be included in HUD tables, but they will be available in the raw data ICA provides to CoCs for local analysis.
- ▶ Both PIT LIVE and paper surveys allow this response option without the need for a separate link or survey.



# What is the Point-in-Time (PIT) count?

- ▶ A literal count of all the people experiencing homelessness in our community on a single night (i.e., at a point in time)
- ▶ Conducted by every community nationwide in the last 10 days of January
- ▶ The PIT Count provides a snapshot of homelessness on this one night in our communities



# Who is counted in the PIT count?

The U.S. Department of Housing and Urban Development's (HUD's) [definition of "homeless,"](#) for the purpose of the PIT count, includes two main types of homelessness:

- **Unsheltered:** Individuals or families whose primary nighttime residence is a public place not meant for human habitation
- **Sheltered:** Individuals or families residing in a place dedicated to serving people who would otherwise be unsheltered



# Who is counted in the PIT count?

## Sheltered PIT Count

- ▶ Emergency shelters (including those using hotel and motel vouchers)
- ▶ Transitional housing
- ▶ Safe Havens

## Unsheltered PIT Count

- ▶ Car
- ▶ Park
- ▶ Abandoned building
- ▶ Bus/train station
- ▶ Airport
- ▶ Camping ground
- ▶ Parking lots

# 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

# What is the Housing Inventory Count (HIC)?

- ▶ The HIC is a point-in-time inventory, January 24<sup>th</sup>, of projects within your CoC that provide beds and units dedicated to serving persons who are homeless.
- ▶ It is intended to provide HUD and CoCs with information about the shelter and housing capacity of homeless crisis response systems.
- ▶ It should reflect the number of beds and units available for occupancy on the night designated for the count that are dedicated to serve persons who are homeless (and, for permanent housing projects, persons who were homeless at entry), per the HUD homeless definition.

## The types of homeless projects to include in the HIC

Beds and units in the HIC must be dedicated to serving persons experiencing homelessness, for permanent housing projects, dedicated for persons who were homeless at entry.

- Emergency Shelter (ES)
- Transitional Housing (TH)
- Permanent Housing (PH)
- Permanent Supportive Housing (PSH)
- Rapid Re-housing (RRH)
- Other PH (OPH)

Also included are VA projects:

- Bridge Housing (TH)
- Low Demand (SH)
- Service Intensive (TH)
- Hospital to Housing (TH)
- Clinical Treatment (TH)
- Transition in Place (OPH)

## The types of homeless projects to include in the HIC

Beds and units in the HIC must be dedicated to serving persons experiencing homelessness, for permanent housing projects, dedicated for persons who were homeless at entry.

### Runaway & Homeless Youth (RHY)

- Coordination with HHS and RHY projects with dedicated beds serving homeless youth

### HUD PIH Programs

- Set aside or homeless preference vouchers
- Emergency Housing Vouchers (EHV)
- Family Unification Vouchers (FUP)
- HUD-VA Supportive Housing (VASH)

## HMIS Data for HIC

Instructions for collecting and entering project descriptor data found [here](#).

- ▶ HUD strongly encourages CoCs to use their HMIS data as a starting point to generate the HIC. CoCs must collect and enter project descriptor data for all CoC projects in the CoC's HMIS, regardless of whether the CoC project participates in HMIS (i.e., makes a reasonable effort to record all universal data elements on all clients served in HMIS).

## Completing the Bed Inventory

Full instructions for the HIC can be found [here](#).

Information needed to complete this section includes the following:

- ▶ Organization, project ID and name
- ▶ Status
- ▶ Project type (i.e. ES)
- ▶ Target population
- ▶ HUD McKinney Vento funding or other federal funding
- ▶ Housing type (i.e. site-based)
- ▶ Victim service provider
- ▶ Inventory and household types
- ▶ Unit and bed inventory

# Sheltered Point-in-Time Count

For more information, [see appendix A of the guide.](#)

If you are an Emergency Shelter, Transitional Housing, program that participates in HMIS, your job is to enter complete and accurate data into HMIS like you usually do!

- ▶ Agencies that enter data into HMIS should NOT complete the paper surveys or PIT LIVE. This is duplicative.
- ▶ RRH is permanent housing and, therefore, individuals and families who are enrolled in RRH *and residing* in permanent housing on the night of the PIT count are not included in the sheltered count.
- ▶ Persons enrolled in the TH project of a HUD-funded joint TH/RRH grant should be counted as sheltered persons experiencing homelessness.



# Unsheltered PIT Count Forms

## General Survey Form

- For all people or households who are willing and able to answer your survey questions.

## Youth Survey Addendum Form

- For use in addition to the general survey form for individual people under 25, or for households headed by someone under 25, who are willing and able to answer your survey questions.

## Observation Form

- For use in specific circumstances if:
- You are unable to obtain consent
- You are unable to enter a site
- You do not wish to disturb someone sleeping outside, in a car or abandoned building

## How Do Schools Fit In?

Schools are important partners in the PIT count. School liaisons have crucial knowledge about how best to communicate with families experiencing homelessness. They can help identify families who are unsheltered, doubled up or staying in a shelter on the night of the PIT count and administer the PIT survey to ensure those families are counted.

## How Do You Count?

- Review materials and local school district policies
- Obtain information from local CoC
- Confirm appropriate consent
- Contact individuals within 7 calendar days of January 24 to determine where they spent the night on the 24<sup>th</sup> of January
- Conduct the survey if appropriate
- Turn in survey forms to [barbaraj@nwmf.org](mailto:barbaraj@nwmf.org) by February 2<sup>nd</sup>



# Surveying Quick Tips

- ▶ Remember that you are speaking to highly vulnerable people and asking some very sensitive questions. Always lead with respect for the person you're speaking with and respect for their dignity.
- ▶ Everyone has the right to refuse to answer any or all of your questions.
- ▶ Ask all questions, unless the person has already given the answer to the question over the course of your conversation.
- ▶ Always ask questions as they are written; do not ask questions in a way that shows you think you already know the answer.
  - ▶ Example: Ask: "How do you identify your gender?" Do not ask: "You're male, right?"

# Unsheltered Interview Guide

## Step 1: Approach & Introduction

- ▶ Approach the person and introduce yourself
- ▶ Ask if the person has a few minutes to answer some questions
- ▶ Keep in mind:
  - ▶ Individuals sleeping outside may be dealing with active addiction, mental health concerns, and significant trauma histories. Do not sneak up on or startle people. Never shine flashlights in people's faces.
  - ▶ Maintain eye contact (if possible) and an open stance with your hands visible. Use a tone of voice that's approachable. Speak slowly, be polite, and don't shout.

## Example:

- ▶ “Hi, my name is [name]. We're out here trying to talk to folks who might not have a safe place to sleep tonight. Do you have a safe place to sleep tonight? Do you know where I might find some people around here who don't?”

# Unsheltered Interview Guide

## Step 2: Explain what you're doing & get consent

- ▶ Explain why you're there
- ▶ If they consent to answering your questions, continue with the interview. If they don't, thank them for their time, and use the observation form.

## Example:

- ▶ “We’re conducting a survey, and your participation will help the community provide better services and resources for people who might not have a safe home to sleep at night. It’ll take about 4-5 minutes, you don’t have to answer any questions you don’t want to answer, and it’s all anonymous - meaning your name won’t be used. Are you willing to answer these questions?”

# Unsheltered Interview Guide

## Step 3: Conduct the interview

- ▶ Go through each question in the survey form.
  - ▶ Remember: people have the right not to answer all questions!
- ▶ Add any notes that may be helpful
  - ▶ Example: If a person says that they have their own apartment, but they're sitting on a bench outside of a 24-hour grocery store at 2:00 am with what appear to be all of their belongings, write down that you think there may be a discrepancy in what they are saying vs. where they will sleep that night.

## 2024 MN Point-in-Time Count – January 24, 2024 (SHORT FORM)

Institute for Community Alliances

### SURVEYOR QUESTIONS

|   |                   |                                    |
|---|-------------------|------------------------------------|
| Surveyor name: <b>First/Last</b>                    | Surveyor phone #: | Surveyor email:                    |
| Continuum of Care: <b>NWC</b>                       | County:           | Agency/team: <b>Where you work</b> |
| School district: <b>[School-based surveys only]</b> |                   |                                    |

|   |  |   |
|---|--|---|
| Is this the first survey you are filling out for this family/household? | <input type="checkbox"/> Yes                       | <input type="checkbox"/> No – I am adding additional family members |
| Specific location of survey:  | Do not complete this section for Domestic Violence |   |
| Household ID: <b>[See instructions. Complete after survey]</b>          |  |   |

**[Surveyor Narrative]** Hello, my name is [Name] and I am a volunteer for [Name of CoC/agency/county]. We are surveying people experiencing homelessness to help improve programs and services. This survey asks questions about you and others in your household. It asks about where you stay now and some of your life experiences. Your participation is voluntary, and your responses will only be used anonymously.

|  |  |  |
|--|--|--|
| Can I have about 10 minutes of your time?  | <input type="checkbox"/> Yes                         | <input type="checkbox"/> No <b>[END THE SURVEY. Complete the observation form if able]</b> |
| Did another volunteer already ask you where you are staying tonight/where you stayed last night? | <input type="checkbox"/> Yes <b>[END THE SURVEY]</b> | <input type="checkbox"/> No  |

Surveyor contact information is needed in the event there are questions.

Only applies to school liaisons.

The household ID is typically filled out at the end when it's identified one is needed.

Where did you/will you sleep on Wednesday night (January 24th, 2024)?

**UNSHELTERED:**

- Abandoned building/house without utilities
- Bridge/overpass/railroad
- Bus/light rail/train
- Doorway/skyway
- Park
- Private property (storage, barn, fish house)
- Street or sidewalk
- Vehicle (car, truck, van, camper)
- Woods/caves/open space
- Restaurant/laundromat
- Up all night walking
- Other (Unsheltered)

**SHELTERED:**

- Emergency shelter (shelter name \_\_\_\_\_)
- Motel/hotel (voucher stay agency providing \_\_\_\_\_)
- Transitional housing (agency providing \_\_\_\_\_)

**Doubled-Up:**

- Couch-hopping/Temporarily staying with family or friends

**Other:**

- Hospital, jail, or treatment program\*

\*If Hospital, jail or treatment program is selected, end the survey. All other responses should continue the survey.

If you are a non-HMIS shelter, you will need to complete the survey for individuals you are providing services to.

The NWCoC IS counting doubled-up individuals for the A2024 PIT.

In which county did you/will you stay on Wednesday night (January 24th, 2024)?

\_\_\_\_\_

In which city did you/will you stay on Wednesday night (January 24th, 2024)?

\_\_\_\_\_

What are the first three letters of your first name?  
What are the first three letters of your last name?

First: \_\_\_\_\_  
Last: \_\_\_\_\_

How old are you?

[Write down the age]

Will anyone/did anyone stay with you tonight/that night?

- Yes [Go to the next question]
- No [SKIP to Demographics section]

How old is each person in your household or group? [If couch-hopping/staying with family or friends, do not count the permanent residents.]

[Write down the age of each person] Click or tap here to enter text.

If a client refuses to share name or has a shorter name, you may use AAA, BBB, etc.

[If the household *does not* include any adults 25+ then ask:] Including yourself, how many are the parent or legal guardian of a child in your household?

\_\_\_\_\_ # of Parents Age 18-24

\_\_\_\_\_ # of Parents Age 17 and younger



# Household ID Survey Examples

You survey Jamie Smith at a food pantry. She and her partner, Tom Jones, are staying together in her vehicle in Polk County (Northwest CoC) the night of the PIT.

- First respondent surveyed in this household: Jamie Smith
- Surveyor's CoC: Northwest (abbreviated NWC)
- Household ID for Jamie and Tom would be: NWC-Jam-Smi

# Household ID Survey Examples

You survey Ethan Rodriguez, his wife Maria Rodriguez, and son Gunner Rodriguez in the Northwest CoC the night of the PIT.

- ▶ First respondent: Ethan Rodriguez
- ▶ Person 2: adult, Maria Rodriguez
- ▶ Person 3: child, Gunner Rodriguez
- ▶ Surveyor's CoC: NWC
- ▶ Household ID for Ethan, Maria and Gunner ALL should read: NWC-Eth-Rod

2024 MN Point-in-Time Count – January 24, 2024



| Demographics   |  |
|--|--|
| How do you identify your gender? Include <b>all</b> that apply.  | How do you identify your race/ethnicity? Include <b>all</b> that apply.                |
| <u>Woman (Girl, if child)</u> <input type="checkbox"/>   | <u>American Indian, Alaska Native, or Indigenous</u> <input type="checkbox"/>          |
| <u>Man (Boy, if child)</u> <input type="checkbox"/>  | <u>Asian or Asian American</u> <input type="checkbox"/>                                |
| <u>Culturally specific gender</u> <input type="checkbox"/>   | <u>Black, African American, or African</u> <input type="checkbox"/>                    |
| <u>Transgender</u> <input type="checkbox"/>  | <u>Hispanic/Latina/e/o</u> <input type="checkbox"/>                                    |
| <u>Non-Binary</u> <input type="checkbox"/>   | <u>Middle Eastern or North African</u> <input type="checkbox"/>                        |
| <u>Questioning</u> <input type="checkbox"/>  | <u>Native Hawaiian or Pacific Islander</u> <input type="checkbox"/>                    |
| <u>Different Identity</u> <input type="checkbox"/>   | <u>White</u> <input type="checkbox"/>  |
| <u>Don't Know/Prefers not to answer</u> <input type="checkbox"/>   | <u>Don't Know/Prefers not to answer</u> <input type="checkbox"/>                       |
| If Native American, of which tribe are you an enrolled member?<br><b>[SKIP if not American Indian, Alaska Native, or Indigenous]</b> | <u>Not an enrolled member of any tribe</u> <input type="checkbox"/>                    |
|  | <u>Minnesota Chippewa Tribe - Bois Forte</u> <input type="checkbox"/>                  |
|  | <u>Minnesota Chippewa Tribe - Grand Portage</u> <input type="checkbox"/>               |
|  | <u>Minnesota Chippewa Tribe - Mille Lacs Band</u> <input type="checkbox"/>             |
|  | <u>Lower Sioux Indian Community in the State of Minnesota</u> <input type="checkbox"/> |
|  | <u>Red Lake Band of Chippewa Indians</u> <input type="checkbox"/>                      |
|  | <u>Shakopee Mdewakanton Sioux Community of Minnesota</u> <input type="checkbox"/>      |
|  | <u>Mdewakanton Sioux Indians</u> <input type="checkbox"/>                              |
|  | <u>Minnesota Chippewa Tribe - Fond du Lac</u> <input type="checkbox"/>                 |
|  | <u>Minnesota Chippewa Tribe - Leech Lake</u> <input type="checkbox"/>                  |
| <u>Minnesota Chippewa Tribe - White Earth</u> <input type="checkbox"/>   |  |
| <u>Prairie Island Indian Community in the State of Minnesota</u> <input type="checkbox"/>  |  |
| <u>Upper Sioux Community</u> <input type="checkbox"/>  |  |
| <u>Other</u> <input type="checkbox"/>  |  |

More than one answer may be selected.

At any point an individual being surveyed may refuse to respond and that is okay.

### Housing History

The next set of questions are about your housing history. **[If currently couch-hopping/temporarily staying with family or friends, these questions refer to times you've been in shelter or staying outside only.]**

Have you been continuously homeless – *like in a shelter or staying outside* – for a year or more?  Yes  No  DK/prefers not to answer

Is this the first time you've been *homeless – like in a shelter or staying outside*?  Yes **[SKIP to Veteran section]**  No  DK/prefers not to answer

Think back over the last three years. During that time, have you been homeless 4 or more times – *like in a shelter or staying outside*?  Yes  No **[SKIP to Veteran section]**  DK/prefers not to answer

If yes, do these times, added together, amount to a year or more?  Yes  No  DK/prefers not to answer

### Veteran Status (Adults 18+ Only; Skip if Respondent is under 18)

Did you serve in the United States Armed Forces, which includes the Army, Navy, Air Force, Marine Corps, Coast Guard, or Space Force?  Yes  No  DK/prefers not to answer

Have you joined the Homeless Veterans Registry?  Yes  No  DK/prefers not to answer

**[If respondent has not joined registry or is unsure, state:]** When we complete this survey, I'd be happy to help you apply for the [veteran's registry](#) or provide the number to connect you to the resources they offer.

If this answer is “yes”, then the next question may not be also be “yes”. You may not both be homeless for the first time and have been homeless four or more times in the past three years.

## 2024 MN Point-in-Time Count – January 24, 2024



### Sensitive Questions

**[Surveyor Narrative]** The next set of questions asks about sensitive topics and may be upsetting. We want to keep your information private. If you prefer, you may read each question silently and point to the answers that apply to you. Otherwise, I can read them out loud and you can respond with the numbers or a quick yes or no. You don't have to answer any question you don't want to, and I'll simply move on. How would you like to proceed?

**[Give respondent a moment to decide, then proceed with questions, if permission is given.]**

Are you, or have you been, a victim/survivor of domestic violence?

Yes     No     DK/prefers not to answer

**[clarify if needed]** Has anyone you stayed with ever tried to harm you, control your daily activities, resources, and/or documents, or force you to do things you do not want to do?

Are you currently fleeing a domestic violence situation?

Yes     No     DK/prefers not to answer

Now I'm going to ask about your health. Do any of the following apply to you?

**[Check all that apply. Skip question if none apply.]**

- AIDS or HIV-related illness
- Chronic health condition (such as diabetes, cancer, or heart disease)
- Developmental Disability
- Drug or alcohol use disorder
- Physical disability or mobility impairment
- PTSD (Post Traumatic Stress Disorder)
- Psychiatric or emotional conditions such as depression or schizophrenia

Thank you, I appreciate your time. Your responses will be combined with those of other people taking this survey and used to help improve programs for people experiencing homelessness.

These questions are sensitive. It is up to the respondent whether or not they would like to answer. Even if you may know the answer to a question, do not fill it in unless the client gives you the information or permission to do so.

improve programs for people experiencing homelessness  
**[If there are additional household members, Adults (18+) and/or Children (under 18), CONTINUE]**

| Additional Family Members   |   |   |   |
|---|---|---|---|
|   | Household Member 2:   | Household Member 3:   | Household Member 4:   |
| <b>Household ID</b><br>[Surveyor Only - COMPLETE FOR EACH HOUSEHOLD. These fields MUST be completed and will be used to link group members. Refer to instructions if needed.] | ____ - ____ - ____  | ____ - ____ - ____  | ____ - ____ - ____  |
| Will you/did you also stay in a shelter or outside Wednesday night (January 24th, 2024)? [or in same location as first respondent if staying with family or friends]          | <input type="checkbox"/> Yes<br><input type="checkbox"/> No [END SURVEY]  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No [END SURVEY]  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No [END SURVEY]  |
| Can I ask you a few additional questions?   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No [END SURVEY]  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No [END SURVEY]  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No [END SURVEY]  |
| What are the first three letters of your first and last names?  | First: _____<br>Last: _____   | First: _____<br>Last: _____   | First: _____<br>Last: _____   |
| How old are you? (Write down the age)   |   |   |   |
| How do you identify your gender?<br>Select <b>all</b> that apply.   | <input type="checkbox"/> Woman (Girl, if child)<br><input type="checkbox"/> Man (Boy, if child)<br><input type="checkbox"/> Culturally specific gender<br><input type="checkbox"/> Transgender<br><input type="checkbox"/> Non-Binary<br><input type="checkbox"/> Questioning<br><input type="checkbox"/> Different Identity<br><input type="checkbox"/> DK/prefers not to answer | <input type="checkbox"/> Woman (Girl, if child)<br><input type="checkbox"/> Man (Boy, if child)<br><input type="checkbox"/> Culturally specific gender<br><input type="checkbox"/> Transgender<br><input type="checkbox"/> Non-Binary<br><input type="checkbox"/> Questioning<br><input type="checkbox"/> Different Identity<br><input type="checkbox"/> DK/prefers not to answer | <input type="checkbox"/> Woman (Girl, if child)<br><input type="checkbox"/> Man (Boy, if child)<br><input type="checkbox"/> Culturally specific gender<br><input type="checkbox"/> Transgender<br><input type="checkbox"/> Non-Binary<br><input type="checkbox"/> Questioning<br><input type="checkbox"/> Different Identity<br><input type="checkbox"/> DK/prefers not to answer |

Note: If the additional household members are all under the age of 18, stop survey here. It is only necessary to continue to this section if household members are 18 years of age or older.



### Additional Family Members (18+ Only): Sensitive Questions

The next set of questions asks about sensitive topics and may be upsetting. We want to keep your information private. If you prefer, you may read each question silently and point to the answers that apply to you. Otherwise, I can read them out loud and you can respond with the numbers or a quick yes or no. You don't have to answer any question you don't want to, and I'll simply move on. How would you like to proceed?

**[Give respondent a moment to decide, then proceed with questions, if permission is given.]**

|  | Household Member 2:  | Household Member 3:  | Household Member 4:  |
|--|--|--|--|
| Are you, or have you been, a victim/survivor of domestic violence?                                       | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> DK/prefers not to answer | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> DK/prefers not to answer | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> DK/prefers not to answer |
| Are you currently fleeing a domestic violence situation?   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> DK/prefers not to answer | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> DK/prefers not to answer | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> DK/prefers not to answer |
| Do any of the following apply to you?<br><br><b>[Check all that apply. Skip question if none apply.]</b> | 1. AIDS or HIV-related illness   | <input type="checkbox"/>   | <input type="checkbox"/>   |
|  | 2. Chronic health condition (such as diabetes, cancer, or heart disease)   | <input type="checkbox"/>   | <input type="checkbox"/>   |
|  | 3. Developmental Disability  | <input type="checkbox"/>   | <input type="checkbox"/>   |
|  | 4. Drug or alcohol use disorder  | <input type="checkbox"/>   | <input type="checkbox"/>   |
|  | 5. Physical disability or mobility impairment  | <input type="checkbox"/>   | <input type="checkbox"/>   |
|  | 6. PTSD (Post Traumatic Stress Disorder)   | <input type="checkbox"/>   | <input type="checkbox"/>   |
|  | 7. Psychiatric or emotional conditions such as depression or schizophrenia                                       | <input type="checkbox"/>   | <input type="checkbox"/>   |

Acknowledging the time that has been given for the survey and thanking them for their answers is important.

A good time to make connection with any available resources.

Thank you, I appreciate your time. Your responses will be combined with those of other people taking this survey and used to help improve programs for people experiencing homelessness.

**Day One domestic violence hotline: 1-866-223-1111 Homeless Veteran Registry: 1-888-546-5838**

# Unsheltered Interview Guide

## Step 4: Closing the interview

- ▶ Thank the person for their time
- ▶ Refer them to any services or resources they may have asked about or may need. **Offer everyone a resource sheet / contact card**

## Step 5: Recording

- ▶ Walk away from the person interviewed to a safe place
- ▶ Take a few minutes after your conversation to double check that you've completed the whole survey form
- ▶ Include any additional notes or details
- ▶ Make sure everything you have written is readable



# Data Collection and Submission

- ▶ Please do not enter any data into PIT Live
- ▶ Data entry and submission into PIT Live will be done by Northwest Minnesota Foundation
- ▶ When the paper surveys have been completed, please scan or email them to [barbaraj@nwmf.org](mailto:barbaraj@nwmf.org), keeping the original copies for your files.
- ▶ Please have staff take training to ensure information is accurately collected and filled out as legibly as possible.

# What Happens Next?

- ▶ The deadline for the PIT surveys to be returned to Northwest Minnesota Foundation is February 2, 2024.
- ▶ HIC Data Collection Tool and accompanying engagement materials - on track to release by January 22
- ▶ HIC data collection has begun (Emails have been sent out to agencies prompting them to review/update their HIC rows via the interactive tool)

# Helpful Resources

## HUD Resources

- [HUD guide for reporting gender in the PIT count](#)
- ▶ [HUD PIT/HIC Webpage](#)

## ICA Resources

- ▶ [ICA PIT/HIC Website](#)
- ▶ [Resources for Count Participants](#)
- ▶ Lab session with ICA, January 10<sup>th</sup> from 10:30-1:30pm to discuss aggregate data collection: [Zoom link](#)
- ▶ [PIT Survey](#)
- ▶ [2024 PIT Surveyor Guide](#)