**Project Homeless Count**

**POINT-IN-TIME (PIT)**

**INTRO**- *On January 25-26, 2018, please help us conduct a count and simple survey of people who are homeless in this local area. Your participation will help provide better programs and services for the people who are homeless in Rochester and Monroe County. The survey will help us to comply with federal requirements and bring HUD grant funding into the community to mitigate homelessness. The survey will be administered in a manner that protects participant privacy and safety, as well as the safety of the person completing the survey. Thank you for your help in this effort to end homelessness.*

**WHAT TIME IS THE COUNT? The 2018 Point in Time Count will begin at 8:00pm on the night of Thursday, January 25, 2018 and will end January 264:00 pm**

**Point in Time (PIT)** -This form collects data about people who are unsheltered homeless in our community at 8:00 pm on Thursday, January 25th, 2018.

**Coverage** - Will be all of Monroe county throughout the night of count

**Volunteers needed-** Filling bags for the night of count. Count Shifts: 7:30pm to 2am Jan 25- Jan 26, 1:30am to 8am Jan 26 and 7:30am to 2:00pm Jan 26

**Training Dates- Team Leader training December 12th 3:30pm -5:00pm at Trillium 259 Monroe Ave Rochester**

 **Team Leader training December 18th 9:00am -11:00am at Trillium 259 Monroe Ave Rochester**

 **Volunteer training January 10th 9:00am – 11:00am at Trillium 259 Monroe Ave Rochester**

**Volunteer training January 10th 2:00pm – 4:00pm at Trillium 259 Monroe Ave Rochester**

**Volunteer training January 10th 5:30pm – 7:30pm at Trillium 259 Monroe Ave Rochester**

 (**any volunteer must attend one of the trainings to go out on the count)**

**Meeting place night of Count-** Trillium Health Care 259 Monroe Ave, Rochester NY from 8pm to 7:30am then 8am to 2pm 466 West Main Street Rochester NY.

**Submission -**Surveys will be submitted online, paper surveys may also be dropped off at the Continuum of Care office located at 466 West Main Street Rochester, NY 14608. Pick-up/drop-off of surveys may be arranged by calling Charles Bollinger III. at (585) 319-5091 x 101 (office).

HUD uses paragraph (1)(i) of its homeless definition in 24 CFR 578.3 to determine who should be identified as unsheltered on the night of the PIT count. This means any “individual or family with 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, park, abandoned building, bus or train station, airport, or camping ground.

 **” Homeless”** **does** **not** include the following:

* HUD VASH
* RRH
* PSH
* Temporarily with friends or family
* Rent or own
* HOUSED in RRH
* In an institution including foster care

**DISABILITY**- A physical or mental impairment that substantially limits one or more of the major life activities, which impairs them from living independently.

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**De-duplication methodology:**

1. Complete census count (counting every homeless person) in accordance with HUD Standard 6
	1. Note that count begins with a count of homeless on Jan 25, 2018 because the Chronic Homeless Subcommittee in partnership with St Mary’s Hospital and the OMH RED team has met on Tuesday nights bi-monthly for over 18 months and established relationships with the chronic homeless unsheltered population that can be found at the tent encampment on South Avenue in the Center City area of Rochester/Monroe County. Thus, Tuesday late night (10pm) will be maintained as a point-of-contact and count date for the homeless in this area. The next part of the count on Jan 28 will be utilized to count all the people who are homeless and stay in outlying areas of the city; those who are NOT typically found at the South Avenue encampment but are nevertheless part of the unsheltered population. De-duplication for the survey’s integrity and reliability will be maintained by several means:
2. Nighttime Blitz count technique (if at night, fewer people likely to be moving around and counted twice)
3. Using HMIS data for those already collected and entered in HMIS for ES, SH, and TH that participate in HMIS, in accordance with HUD standard 8.
4. Using survey question: “has anyone else asked you these questions tonight?” and comparing tabulated identified clothing, tattoos, etc. noted by interviewers.
5. Working with RCSD Liaison for schoolchildren count—only ask survey questions of children who are not in shelters. Do not include those in foster care or those staying with family or friends in the PIT numbers, but track for local purposes.
6. De-duplication coding that maintains anonymity and privacy of the participant:
	1. First initial of first name, first initial of last name, six-digit day of birth.
	2. Example: Joe Q Public born 1/23/75 would be coded as JQP012375

**Glossary:**

**CHRONICALLY HOMELESS** - To be considered chronically homeless, a person must be: living in a place not meant for human habitation, a safe haven, or in an emergency shelter; and have been homeless and living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter continuously for at least one year or on at least four separate occasions in the last three years; and can be diagnosed with one or more of the following conditions: substance use disorder, serious mental illness, developmental disability, post-traumatic stress disorder, cognitive impairments resulting from brain injury, or chronic physical illness or disability.

**HOMELESS** - HUD’s sheltered PIT count is limited to individuals and families who meet the definition of homeless under paragraph (1)(ii) in 24 CFR 578.3 (Category 1). This means any “individual or family 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).”

**Emergency Shelter Beds:**

Facility-based: Beds (including cots or mats) located in a residential homeless assistance facility dedicated for use by persons who are homeless.

Voucher: Beds located in a hotel or motel and made available by the homeless assistance project through vouchers or other forms of payment.

Other: Beds located in a church or other facility not dedicated for use by persons who are homeless.

**ETHNICITY –** Hispanic/Latino/Spanish OR Non-Hispanic/Non-Latino/Non-Spanish

**HOUSEHOLD** -(sheltered): All the people who occupy a housing unit. A household includes the related family members and all the unrelated people, if any, such as lodgers, foster children, wards, or employees who share the housing unit. A person living alone in a housing unit, or a group of unrelated people sharing a housing unit such as partners or roomers, is also counted as a household

**HOUSEHOLD (unsheltered) -**See above, but instead of “in the same housing unit”, see PIT Model Survey, which says “*Sleeping in the same location* with the person interviewed on the night of the survey.

**HOMELESS SHELTER –** (not a complete definition) The shelter must be dedicated to serve homeless; i.e., primary intent is to serve homeless, shelter verifies homelessness, and actual clients are predominantly homeless.

**RACE –** American Indian or Alaskan Native, Asian, Black or African American, Native Hawaiian or other Pacific Islander, White, or Specify (can choose more than one) Multiple Race- 2 or more races

**Help:** If you have any questions about the PIT, contact the Coordinator of the Rochester/Monroe County Homeless Continuum of Care, by emailing cbollinger@rochesterhomelesscoc.org. You can also call the CoC office at (585) 319-5091 x 101.

Thank you for your help in identifying those who are homeless via the PIT and helping us determine our formerly homeless. This is one step in developing strategies that will help eliminate homelessness!