

Utah 2012 Point-In-Time Count (PIT) and Housing Inventory Chart (HIC)

PIT Date: Wednesday, January 25th, 2012

Background: The U.S. Department of Housing and Urban Development (HUD) requires that States complete a physical count of homeless persons on a single night during the last week of January. Information from the PIT is used to **determine the need/gaps in services** across the state and as an estimate for the total number of Utahns who will experience homelessness throughout the year. In Utah, the Point-In-Time is administered by the Utah State Community Services Office (SCSO).

As Part of the Continuum of Care Process: PIT is a community-based measure of homelessness that reflects both social and economic forces as well as a community's ability to address the housing needs of homeless persons. Reducing chronic homelessness, family homelessness and the number of persons who are unsheltered are goals of HUD and the Continua, and PIT results can inform projects and planning to meet those goals. Measuring the characteristics of homeless persons also helps communities plan for appropriate services.

Housing Inventory Chart and Sheltered Point-In-Time Count

NOTE: SCSO will be contacting Shelter and Housing Providers directly with surveys and instructions

Housing Inventory Chart (HIC): The HIC represents bed capacity, or the number of designated beds for homeless persons, including beds in permanent housing, transitional housing, emergency shelters, motel vouchers and overflow beds.

Instructions for HIC:

- Housing and Shelter providers will be asked to verify their HIC from 2011 and confirm or indicate any changes via email (rsbrown@utah.gov) by December 15th.
- A report reflecting the number of designated beds will be created from HMIS on Friday, January 27th.

Sheltered Point-In-Time Count (PIT): The Sheltered PIT Count will be conducted through the Utah Homeless Management Information System (HMIS) for all those agencies who use HMIS. For DV shelters and those agencies that do not use UHMIS, a paper survey will be administered by the State Community Services Office. Note: The Sheltered PIT Count must reconcile with each agency's HIC.

Instructions for Sheltered PIT (HMIS):

- During January, Rachele will send instructions on how to pull your PIT report in HMIS in order to verify client information prior to the night of the PIT.
- On Thursday, January 26th, update all HMIS information and run a PIT report for your agency to verify the information is accurate.
- SCSO will run a report reflecting the above number of sheltered individuals and their characteristics on Friday, January 27th, meaning all input, exit, individual characteristic and chronic data (for the night of Wednesday, January 25th) will need to be finalized by Thursday, January 26th.

Instructions for Sheltered PIT (non-HMIS):

- Electronic surveys will be sent to each organization one week prior to the date of the point in time count.
- For each individual who was sheltered with your organization on the night of Wednesday, January 25th, enter demographic and characteristic information into the electronic survey.
- Completed electronic surveys should be submitted via email (rsbrown@utah.gov) by end of day Friday, January 27th.

Unsheltered Point-In-Time Count – Surveys and Street Count

NOTE: Each region will have a Local Homeless Coordinating Committee (LHCC) Point Person who will be contacting all non-shelter based providers and organizing street counts where appropriate.

Unsheltered PIT Survey Count: Surveys are administered by non-shelter based providers to clients during the week of January 26th – February 1st. Surveys should be administered to all willing individuals who either stayed the night of the 25th in a place not meant for human habitation, such as a car, park, camp or tent (PNMH) or who stayed with friends or family, but are unable to stay more than 14 days and do not have another place to go for shelter or will only be able to find housing in a shelter. Note: while it is acceptable for clients to complete the survey themselves, it is preferable for the survey questions to be asked and filled out by a volunteer or service provider.

Instructions for Survey Count:

- Identify non-shelter service providers within the LHCC area and notify them of the count in Dec. Briefly train each of these providers on the survey process and HUD's definition of homelessness.
- Identify which non-shelter service providers, if any, will need volunteer help and determine who will identify and train these volunteers.
- One to two weeks prior to the week of the count, copy (on purple paper) and distribute surveys to each of the identified non-shelter service providers. Note: you may wish to input the provider/organizations name onto the survey prior to distribution.
- Notify each organization to deliver the completed surveys back to you (the lead) by Thursday, February 2nd.
- Skim the surveys for completion or area information and mail the paper copies to the State Community Services Office: c/o Ashley Tolman, PO Box 45249, SLC, UT, 84111, by Monday, February 6th. Note: you will receive an electronic summary of the raw survey data to distribute to your area once the data has been entered.

Unsheltered PIT Street Count: The street count should be performed during the day time and may be done in one day's time or over the course of multiple days as long as there is reason to believe a multiple day count will not double count any individuals.

Instructions for Survey Count:

- Collect information from outreach service providers, current or formerly homeless individuals, law enforcement and others knowledgeable about the community to identify common inhabited locations not meant for human habitation.
- Organize teams of skilled volunteers to cover designated areas and count the total number of persons staying in Places Not Meant for Human Habitation (PNMH), record their housing status, and if possible additional characteristics or observations.
- Contact area hospitals, jails, prisons, and other institutions to count the number of homeless persons who stayed at these locations the night of Wednesday, January 25th.
- Enter above data into the provided excel form and submit to the State Community Services Office by Wednesday, February 8th.

Training and Technical Assistance/Contact

Unsheltered PIT - Ashley Tolman, atolman@utah.gov, w) 801-538-8701, c) 801-228-7909
HIC and sheltered PIT - Rachele Brown, rsbrown@utah.gov, w) 801-538-8874
Data Analysis - Patrick Frost, pfrost@utah.gov, w) 801-538-8726

Updated: January 6, 2012