BOS CoC 2019 Unsheltered PIT Portal User Guide

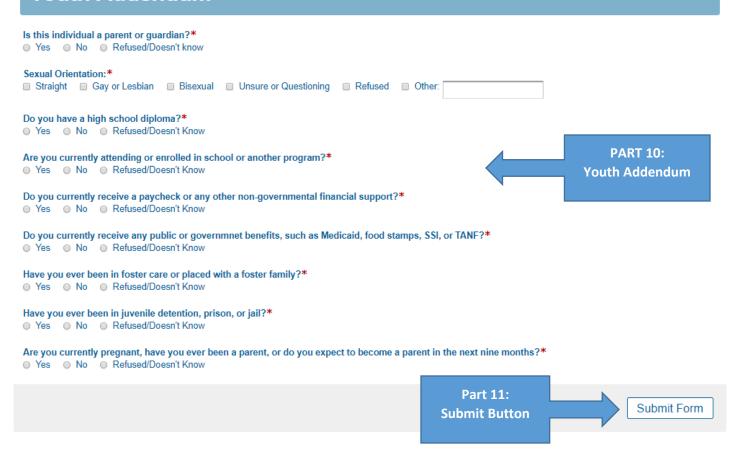# Institute for Community Alliances

Balance of State PIT Street Count Survey

This form to be completed on the night of January 30, 2019. (CLICK HERE) for the Street Count Survey Guide.
Un-answered questions will not be "*interpreted*". Include notes if necessary but answer all required questions to the best of your ability.

Surveyor Name: *

Surveyor Organization/Agency: (if applicable)

> **PART 1: Encounter Information**

County Survey Conducted In: *
[Select County From List] ▼

City Survey Conducted In: *

Type of Survey *
○ Interview   ○ Observational (I can't talk to this person.)   ○ Service Based

If unsheltered, please Indicate cross-streets or relative address the survey took place:

> **Part 2: Consent Statement**

Informed Consent Statement

We are conducting a statewide survey about people who are struggling with their housing. The information you provide will be used to create a report about how many people are experiencing homelessness in our community. This report helps our community get money to create programs that help people who are homeless get housing and other services.

- Participation is completely voluntary. You can stop at any time or skip any question you don't feel comfortable answering.
- Doing the survey or not doing the survey won't change what benefits you qualify for.
- We will keep your answers confidential.
- The information you provide will be used to create a report about how many people are experiencing homelessness in our community. This report helps our community get money to create programs that help people who are homeless get housing and other services.
- If you agree to participate, I will read the questions to you and I will record your answers. It will take approximately 10 minutes to complete.

Consent Statement Was Read to Respondent: *
☐ Yes

First Initial of First Name of Person Experiencing Homelessness *

`X`
First letter of first name

First 3 letters of last name of person experiencing homelessness *

`XXX`
First 3 letters of last name

> **PART 3a: Client Information**

Are any members living in the household over the age of 24 years old? *
○ Yes   ○ No

> **PART 3b: Household Type Identifier**

Where did/will you sleep on the night of January 30, 2019? *
⦿ On Streets/Homeless Camp   ○ Vehicle/Car   ○ Local Shelter   ○ Friends/Family (Doubled Up)   ○ Apartment/Hotel/House   ○ Other:

> **PART 4: Sleeping**

2

Are you with a household tonight or are you by yourself? *
○ By Myself (Single)   ⦿ With Household (Family)

Are you Head of the Household? *
○ Yes   ○ No

TOTAL # of Persons in Household? *

[Enter Total Persons]

Includes Interviewee

PART 5:
Household
Information

Age Category *
○ Under 18   ○ 18-24   ○ 25 and Over   ○ Refused/Don't Know

Gender *
○ Male   ○ Female   ○ Transgender   ○ Gender Non-Conforming   ○ Refused/Don't Know

Race *
○ White   ○ Black or African American   ○ Asian   ○ American Indian or Alaska Native   ○ Native Hawaiian or Pacific Islander   ○ Multiple Races
○ Refused/Don't Know

Ethnicity *
○ Non-Hispanic/Non-Latino   ○ Hispanic/Latino   ○ Refused/Don't Know

PART 6:
Demographics

Part 7:
Reasons for Homelessness

Reasons for Homelessness: *
☐ Eviction History   ☐ Divorce/separation   ☐ Substance or Drug Use History   ☐ Physical Disability   ☐ Mental Health   ☐ No Income or Unemployment
☐ Sexual Orientation   ☐ Natural Disaster/Flooding   ☐ Refused   ☐ Other: [   ]

Select all that Apply

PART 8:
History of Homelessness

Has this household been homeless continuously for a year or more? *
○ Yes   ○ No   ○ Unknown/Refused

Please enter the total number of months your household spent at least one day homeless (on the streets or in emergency shelter) in the past three years: *

[   ]

Has this household experienced four or more expisodes of homelessness in the past three years? *
○ Yes   ○ No   ○ Unknown/Refused

Do any members of the household have a disability that is expected to be long-continuing or of indefinite duration and substantially impedes their ability to live independently? *
○ Yes   ○ No   ○ Unknown/Refused

Part 9a:
Disability Information

Do YOU have a disability? (MARK ALL THAT APPLY) *
☐ NONE   ☐ Drug Abuse Disorder   ☐ Alcohol Abuse Disorder   ☐ Mental Health   ☐ Physical   ☐ Developmental   ☐ Chronic Health Condition
☐ HIV/AIDS   ☐ Refused/Don't know

Have you ever been a victim of domestic violence? *
○ Yes   ○ No   ○ Refused/Don't Know

PART 9b:
Domestic Violence

Is the person currently serving or have they previously served in the Armed Forces? *
○ Yes   ○ No   ○ Refused/Don't Know

PART 9c:
Veteran Status

Have you ever been in foster care or placed with a foster family? *
○ Yes   ○ No   ○ Refused/Doesn't Know

PART 9d:
Foster Care

Additional Notes (if any):

[   ]

PART 9e:
Notes

12/18/2018

Youth Addendum

Is this individual a parent or guardian? *
○ Yes ○ No ○ Refused/Doesn't know

Sexual Orientation: *
☐ Straight ☐ Gay or Lesbian ☐ Bisexual ☐ Unsure or Questioning ☐ Refused ☐ Other: [   ]

Do you have a high school diploma? *
○ Yes ○ No ○ Refused/Doesn't Know

Are you currently attending or enrolled in school or another program? *
○ Yes ○ No ○ Refused/Doesn't Know

Do you currently receive a paycheck or any other non-governmental financial support? *
○ Yes ○ No ○ Refused/Doesn't Know

Do you currently receive any public or governmnet benefits, such as Medicaid, food stamps, SSI, or TANF? *
○ Yes ○ No ○ Refused/Doesn't Know

Have you ever been in foster care or placed with a foster family? *
○ Yes ○ No ○ Refused/Doesn't Know

Have you ever been in juvenile detention, prison, or jail? *
○ Yes ○ No ○ Refused/Doesn't Know

Are you currently pregnant, have you ever been a parent, or do you expect to become a parent in the next nine months? *
○ Yes ○ No ○ Refused/Doesn't Know

> **PART 10:**
> **Youth Addendum**

> **Part 11:**
> **Submit Button**

Submit Form

> **PART 12:**
> **Confirmation Page**

Institute for Community Alliances

Congratulations, you have completed the 2017 Homeless Street Count Survey entry!
Please **CLICK HERE** to enter any additional surveys.

4

Survey Content Information

- **PART 1 – Encounter information:** In this section you will record information about who conducted the interview and whether the encounter was an interview (you talked to the person) or observational (you cannot talk to the person). If Observational is selected, questions requiring a verbal response from the interviewee will not appear throughout the survey. In addition, you will record the county in which you engaged the homeless person being interviewed as well as a physical location where the interview was recorded.

- **PART 2 – Consent Statement:** You are required to read this statement to each interviewee to be sure they have a complete understanding of what the data will be used for and that they have the right to refuse. Check the box to confirm that the consent statement was read to the respondent.

- **PART 3a – Client Information:** Record the first initial and first 3 letters of the last name of the interviewee so that we can ensure that they are not counted multiple times.

- **PART 3b – Household Type Identifier:** Record whether there is anyone in the household over the age of 24. Recording a *"No,"* will identify the household as a <u>Youth Household</u>, and will prompt <u>Youth</u> specific questions to be asked throughout the survey.

- **PART 4 – Sleeping:** Indicate where the interviewee said they'd be sleeping the night of January 24th 2018. This question has different response options for <u>Youth Households</u>. If you don't see the specific location listed, use the other option to specify their specific answer.

- **PART 5 – Household Info:** The purpose of this question set it to determine whether the client is single or with a family also on the street.

    o The only question initially visible is *"Are you in a Household?"* If they answer *"Yes"* to that question you will then see: *"Total # of people in the Household?"* and *"Are you the Head of Household?"*
    o All household entries must begin with the Head of Household. If you are not speaking with the head of household, please complete the survey starting with the head of household.
    o Enter the total number of persons in the household, including the person you are talking to. The form has a maximum capacity of 9 household members. If there are more than 9 individuals in the household, break the household up across two surveys and add an explanatory note. You will be prompted to enter information about the same number of persons you enter for the *Total # of Persons in Household* question.

- **PART 6 – Demographics:** In this section you will enter the interviewee's *"Age Category", "Gender", "Race"* and *"Ethnicity".* Record all demographic information as reported by the interviewee, even if you observe something different. You must complete each category to submit the form, clients have the right to refuse however age is very important as youth homelessness is a particular focus in this year's count.

- **PART 7 – Reasons for Homelessness:** Different options will appear if no one in the household is over the age of 25. Please read all options to the interviewee and mark all that they report. This question has different response options for <u>Youth Households</u>.

- If "*Natural Disaster"* is selected as a reason for homelessness, you will be prompted to capture which natural disaster(s) caused the homelessness.

- **PART 8 – History of Homelessness:** This section is being used to determine chronic homelessness status. It will be visible unless the interviewee is part of a household, is not the head of household, and is under 18. For everyone else:

  - You will capture *"How long they have you been living on the streets or in emergency shelters?", "Number of times you have been homeless (on the streets or in emergency shelter) in the past 3 years?"* and *"Total number of months you have spent at least one day homeless (on the streets or in emergency shelter) in the past 3 years?"*
  - You will also gather *"Do any members of the household have a disability that is expected to be long-term continuing or of indefinite duration and substantially impedes their ability to live independently?"*

- **PART 9a – Disability information:** You will also gather "Do you have a disability?" information for each member of the household. You can mark more than one option for this question. Please read all options to the interviewee and mark all that they state that they have.

- **PART 9b – Domestic Violence:** This section will be visible unless the interviewee is part of a household, is not the head of household, and is under 18. Initially only the *"Have you been a victim of domestic violence?"* question will be visible, if you enter *"Yes"* you will then see the *"Are you currently fleeing?"* question. If they are and you enter *"Yes,"* you will get the national helpline to contact in order to connect them with immediate services to ensure their safety.

- **PART 9c – Veteran Status:** This section will not be visible if *"Under 18"* was selected for the *"Age Category"* question in PART 3. Initially you will only see *"Have you ever served in the military?"* If yes is selected, you see the *Branch of Service* and *National Guard/Reserve* questions appear.

- **PART 9d – Foster Care:** This question is asked of all survey respondents.

- **PART 9e – Notes:** This is an optional section where you may enter additional information that the interviewer or interviewee feels is important for the reviewer to be aware of.

- **PART 10 – Youth Addendum:** The youth addendum will appear only for Youth Households. Read each question to the respondent and record their answer.

- **PART 11 – Submit Button:** You must use this link to submit data when your entry is complete, you will receive an error message if a required question was not answered. If you indicated that there are multiple clients in the household you will see a next button, and then be prompted to enter the information about each additional household member.

- **PART 12 – Confirmation Page:** Indicates you successfully submitted your data, there is a link provided that will take you back to a new blank form for your next submission.