

POINT-IN-TIME COUNT FOR JANUARY 28, 2009 INSTRUCTIONS

The Department of Housing and Urban Development requests a homeless count be conducted every two years during the last 10 days of January. The State of Utah will conduct their homeless count on the evening of January 28, through the morning of January 29, 2009, for both sheltered and unsheltered individuals and families. This is the only time period from which information will be collected.

Every agency that has been identified as a homeless services provider will be asked to download a copy of the survey from which to work. Please conduct the survey as outlined in the following instructions:

1. Do not leave any field blank. Since some programs may serve only individuals, or only families, some sections of this survey will not apply. **For those questions that do not apply, please enter zero.**
2. The **homeless services** to be included in the sheltered survey are:
 - a) Emergency shelter (includes motel vouchers)
 - b) Seasonal shelter (Emergency Shelters open for a specific period of time)
 - c) Overflow (setting up extra cots or blankets on the floor of an emergency shelter)
 - d) Transitional housing
 - e) Permanent Supportive Housing

If your agency provides emergency shelter, transitional housing and/or permanent supportive housing, you may need to complete up to **three surveys**, one for emergency shelter, one for transitional housing and/or one for permanent supportive housing. If you only provide one service, you would only fill out one survey.

3. Within each **homeless service**, the homeless categories to be counted are:
 - a) Unaccompanied individuals (18 & older)
 - b) Families
 - c) Unaccompanied children (17 & younger)

Carefully read the definitions for each category, and count each person only ONCE.

If you are not sure about a person's category or don't have complete records, respond with the closest approximation.

4. This past grant, HUD asked for information regarding Permanent Supportive Housing, **for the first time**. Please provide data for any **permanent supportive housing** project.
5. If your agency provides only the housing units, and another agency provides the case management, **the case management agencies are to complete the survey.**

6. For those agencies that use MetSYS (HMIS), your January 28th numbers pulled from MetSYS (HMIS) are to match your physical count. Most of the information that needs to be captured on each individual can be found in the **P.I.T. Individual Shelter Survey**. This document will be located on the UHMIS website at www.uhmis.org on the Home page under important links along with other PIT forms that you might need.

Your will need your data entered into METSYS by February 3rd, run the report (**All-Point In Time Count 2009**) and compare the data with your physical count and the printed survey. If you have questions or have trouble reconciling your MetSYS report with your physical count, call ReAnne Hart at 801-505-7826 or 801-520-8109.

7. The Local Homeless Coordinating Council Representative will collect the surveys for all agencies within their area and review the data for accuracy. After this is done, they will email or fax a copy of actual point-in-time surveys results to Eileen Dwyer at edwyer@utahcontinuum.org and/or Kristina Keene kkeene@utahcontinuum.org. Fax Number: 801-505-7825.

All agencies are to complete and send their entries to their representative no later than Wednesday, February 11, 2009. All data must be sent to Eileen Dwyer or Kristina Keene by February 13, 2009.

JANUARY 28, 2009 POINT-IN-TIME SURVEY

1. Shelter (complete a separate survey for each shelter service)

- _____ Emergency Shelter (include motel vouchers)
- _____ Transitional Housing
- _____ Permanent Supportive Housing (PSH)
- _____ Seasonal Shelter
- _____ Overflow

2. Contact Information (the person completing the survey)

Your name: _____
E-mail address: _____
Phone number: _____
Agency name: _____
County & LHCC: _____

| 3. Bed Capacity | Units | Beds |
|------------------------------------|--------------|-------------|
| Emergency Family Units/Beds | _____ | _____ |
| Emergency Individual Units/Beds | _____ | _____ |
| Transitional Family Units/Beds | _____ | _____ |
| Transitional Individual Units/Beds | _____ | _____ |
| PSH Family Units/ Beds | _____ | _____ |
| PSH Individual Units/Beds | _____ | _____ |
| Seasonal Family Beds | | _____ |
| Seasonal Individual Beds | | _____ |
| Overflow Beds | | _____ |

| |
|--------------------------------------------------|
| UNACCOMPANIED ADULTS (age 18 and over) |
|--------------------------------------------------|

Unmarried, single, separated and divorced adults aged 18 and over, **without** any accompanying family or children. (See *Unaccompanied Children* section to list runaways and abandoned children).

4. Total Unaccompanied Adults

_____ How many unaccompanied adults were sheltered/housed on January 28, 2009?

5. Age of unaccompanied adults

| | |
|-------------------|--------------------------|
| _____ 18-39 | _____ Unknown |
| _____ 40-64 | _____ TOTAL (same as #4) |
| _____ 65 or above | |

6. Gender of unaccompanied adults

_____ Male

_____ Unknown

_____ Female

_____ TOTAL (same as #4)

7. Ethnicity of unaccompanied adults (as defined by HUD)

_____ Hispanic or Latino

_____ TOTAL (same as #4)

_____ Non-Hispanic or non-Latino

8. Race of unaccompanied adults (as defined by HUD)

_____ American Indian/Alaskan Native

_____ Asian & White

_____ Asian

_____ Black/African American & White

_____ Black/African American

_____ American Indian/Alaskan & Black/African

_____ Native Hawaiian/Other Pacific

American

Islander

_____ Other Multi-Racial or Unknown

_____ White

_____ TOTAL (same as #4)

_____ American Ind./Alaskan Native & White

9. Of all unaccompanied individuals, what is the significant complication for each individual?

Understanding that a person may have multiple complications, please list only one per individual.

_____ Serious Mental Illness

_____ Chronic Substance Abuse

_____ Served in the Military (Veterans)

_____ Persons with HIV/AIDS

_____ Victims of Domestic Violence

_____ None/Unknown

10. CHRONIC HOMELESS

In order to count a homeless individual as chronic, he/she **must** meet the HUD definition below. If you are unsure, please make your best estimate.

“A person who is considered **Chronically Homeless** is an UNACCOMPANIED INDIVIDUAL with a disabling condition who has been continuously homeless for a year or more, OR an unaccompanied individual with a disabling condition who has had at least four episodes of homelessness in the past three years.”

_____ Number of unaccompanied individuals served on the evening of January 28, or the morning of January 29, 2009, that meet the chronically homeless definition.

FAMILIES

Families are defined as two parent, or a single parent of any age with children or couples without minor children. Youth who are parents and who are accompanied by their children belong in the family category.

11. Total Families

- _____ a. How many **families** were sheltered/housed on the night of January 28th?
- _____ b. Number of total **individuals** in the above families?
- _____ c. Number of **parents** (of any age)?
- _____ d. Number of **children** (17 or younger) in families served?
- _____ e. Number of **young adults** (18 and over) in families served?
- _____ f. Number of **individuals (married)** without children served?
- _____ TOTAL c, d, e, and f (should equal the number of individuals identified in b)

12. Parental Information

- _____ a. Number of parents in two-parent families
- _____ b. Number of parents in single-parent families
- _____ TOTAL (should equal the number of parents identified in #11c)

13. Gender of Single-Parent

- _____ Single-parent families headed by females
- _____ Single-parent families headed by males
- _____ Unknown
- _____ TOTAL (should equal the number of parents identified in #12b)

14. Ethnicity of Parent/Individual in a couple (as defined by HUD)

- _____ Hispanic or Latino
- _____ Non-Hispanic or non-Latino
- _____ TOTAL (should equal combined total of parents and couples identified in #11 c and f)

15. Race of Parent/Individual in a couple (as defined by HUD)

- _____ American Indian/Alaskan Native
- _____ Asian
- _____ Black/African American
- _____ Native Hawaiian/Other Pacific Islander
- _____ White
- _____ American Ind./Alaskan Native & White
- _____ Asian & White
- _____ Black/African American & White
- _____ American Indian/Alaskan & Black/African American
- _____ Other Multi-Racial or Unknown
- _____ TOTAL (should equal combined total of parents and couples identified in #11 c and f)

16. Gender of children in families

- _____ Male
- _____ Female
- _____ Unknown
- _____ TOTAL (should equal #11 d)

17. Gender of young adults in families

- _____ Male
- _____ Female

_____ Unknown

_____ TOTAL (should equal #11 e)

18. Parental status of children in families

_____ Number of children as part of two-parent families

_____ Number of children as part of single-parent families

_____ TOTAL (should equal #11 d)

19. Ethnicity of children (as defined by HUD)

_____ Hispanic or Latino

_____ Non-Hispanic or non-Latino

_____ TOTAL (should equal #11 d)

20. Race of children (as defined by HUD)

_____ American Indian/Alaskan Native

_____ Asian & White

_____ Asian

_____ Black/African American & White

_____ Black/African American

_____ American Indian/Alaskan & Black/African

_____ Native Hawaiian/Other Pacific Islander

American

_____ White

_____ Other Multi-Racial or Unknown

_____ American Ind./Alaskan Native & White

_____ TOTAL (should equal #11 d)

UNACCOMPANIED CHILDREN
(17 or Younger)

Unaccompanied Children are defined as runaways, abandoned children, and children transitioning between foster care families. *Note that youth who are parents (and who are accompanied by their children) belong in the family category above.*

21. Total unaccompanied children

_____ How many unaccompanied children (17 or younger) were sheltered/housed on the night of January 28th?

22. Gender of unaccompanied children

_____ Male

_____ Unknown

_____ Female

_____ TOTAL (should equal #21)

23. Ages of unaccompanied children

_____ Age 0-2

_____ Age 12-13

_____ Age 3-4

_____ Age 14-17

_____ Age 5

_____ Unknown

_____ Age 6-11

_____ TOTAL (should equal #21)

24. Ethnicity of unaccompanied children (as defined by HUD)

_____ Hispanic or Latino

_____ Non-Hispanic or non-Latino

_____ TOTAL (should equal #21)

25. Race of children (as defined by HUD)

_____ American Indian/Alaskan Native

_____ Asian & White

_____ Asian

_____ Black/African American & White

_____ Black/African American

_____ American Indian/Alaskan & Black/African American

_____ Native Hawaiian/Other Pacific Islander

American

_____ White

_____ Other Multi-Racial or Unknown

_____ American Ind./Alaskan Native & White

_____ TOTAL (should equal #21)

UNMET NEED FOR HOUSING

The next two questions are indicators to explain to HUD, and Local officials, the unmet need for housing in your area. One indicator is the number of people on your waiting list plus the total number of people turned away on the evening of January 28, 2009. Please do your best to track this information on the date of the count, or provide your best estimates.

26. How many were on your waiting list on January 28th?

_____ Number of FAMILIES (families can be married couples without children, single parent families, and two parent families)

_____ Number of PEOPLE in those families

_____ Number of unaccompanied INDIVIDUALS (not in families)

27. How many families and/or individuals were turned away on the evening of January 28, 2009? To avoid a duplicate count, please count only those who were NOT referred by another shelter.

_____ Number of FAMILIES turned away (couples without children, single parent families, or two parent families)

_____ Total number of PEOPLE in the above families

_____ Number of UNACCOMPANIED INDIVIDUALS turned away

_____ Number of UNACCOMPANIED YOUTH turned away

_____ Number of families given a referral to another agency

_____ Number of unaccompanied individuals given a referral to another agency

_____ Number of families turned away without a referral because there was no service option available in your community

_____ Number of unaccompanied individuals turned away without a referral because there were not service options available in your community