

2016 Point in Time Homeless Survey Instructions

On Wednesday, January 27, 2016, the Circle of Caring/Homelessness Board will be conducting a survey of all the homeless in our community. All surveys in Carroll County must be completed January 27th and returned no later than Friday, January 29th.

Agencies may also complete surveys with clients that they see up to 7 days after the count (February 3rd or 4th if the snow date is used). These surveys should be returned immediately after they are completed.

***Note:** In case of severe, inclement weather, the survey will be conducted on Thursday, January 28, 2015. All participating agencies and volunteers will be notified by 5pm on Tuesday, January 26, if the survey is going to be moved to Thursday.*

The Circle of Caring Homeless Board will have staff and volunteers in the following locations to survey the homeless:

1. All HSP Emergency Shelters including Men's, Women's, Intact Family, Domestic Violence, Safe Haven and Cold Weather
2. Ascension Episcopal Church Soup Kitchen (Wednesday) or St. Paul's United Church of Christ (Thursday)
3. Lobby of Citizen Services, Department of Social Services, and HSP
4. Carroll Food Sunday
5. Carroll County Public Library (Westminster Branch)
6. On Our Own of Carroll County
7. Outreach efforts in Hampstead, Taneytown, Mt. Airy and Sykesville.

If your staff serves a homeless individual or family on this day that has not been surveyed elsewhere by one of our volunteers, we are asking for your help.

1. Please ask any person that you serve on Wednesday January 27, 2014 who you believe is homeless, if they have completed a survey. If they haven't, please ask them to complete a survey.

a. Homeless Definitions:

- i. **Homeless Definition Final Rule** [Includes individuals and families]
"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)."
- ii. **Chronically Homeless Individual** An unaccompanied homeless adult individual (persons 18 years or older) with a disabling condition who has either been continuously homeless for a year or more OR has had at least four (4) separate occasions of homelessness in the past three (3) years that would cover at least a year. To be considered chronically homeless, persons must have been sleeping in a place not meant for human habitation (e.g., living on the streets) and/or in an emergency shelter/Safe Haven during that time. Persons under the age of 18 are not counted as chronically homeless. For purposes of the PIT, persons living in transitional housing at the time of the PIT count should not be included in this subpopulation category.

- iii. **Literally Homeless** People who have no fixed, regular or adequate nighttime residence; someone who is sleeping in a public or private place that is not designed for regular nighttime human habitation. The literally homeless would also include someone whose primary nighttime residence is a shelter or a temporary placement prior to institutionalization.
 - iv. **Precariously Housed** People who are in danger of becoming literally homeless because they have no place of their own or their current living situation is tenuous. This includes those who are doubled up – those living with friends or relatives on a temporary basis who could be asked to move at any time.
- 2. Volunteers can assist with the completion of the survey by reading the survey to and/or completing the survey for the person being surveyed.
 - 3. ***All information is completely confidential and individual surveys will never be shared with anyone without the client's permission.*** The identifying data is only asked to ensure that no one is counted twice. If the client wants to share this data with certain agencies, they may indicate that.

Survey Instructions

Question 1 – Be sure to ask this question, so that we do not count people twice.

Question 2 – This determines the homeless count that we report to HUD. Please make sure that it is answered. If they are in their own stable home, do not continue with the survey.

Question 3 – Last night's stay is the most significant information for the PIT count. Where they are going to stay tonight is for Carroll County's use in helping us paint a more accurate picture of homelessness in the county.

Question 4 – A household is a group of people who are sleeping in the same location and report that they are a household. If an encampment has 16 people, and they say they are one household, it is one household. If they all say they are single, it is 16 single people.

This survey is one document per household. The columns in the tables represent different people in the household.

For the data in the table on pg 2, if a client refuses to provide the information, volunteers should take their best guess and initial in the box to indicate that they did so.

When asking a client's age, please start with their date of birth, then their age. If they refuse both, please ask their age range. If they refuse this as well, volunteers should take their best guess on the age range and initial the box.

The grey table is for adults only. Any column with an adult household member should be completed. Disability status is based on what the client says.

Signature and Privacy Policy: The survey **will be kept confidential and will not be shared.** The client's data may be shared with the agencies specified on the form if the client chooses and signs to indicate that this is ok. This helps the client minimize intake time if they should seek services from an agency that they have chosen to share their data with.

Staff should sign in Staff/Volunteer Signature box in case we have any questions about the survey and should also check off where the survey was completed.

5. For questions on the day of the Survey, please call HSP Reception, 410-857-2999, with any questions, your call will be redirected to someone that can serve you.
6. Return all surveys immediately to:

Miranda Gregory
Carroll County Community Service Point
10 Distillery Drive
Westminster, MD 21157
410.386.3625 (office)
410-876-5255 (fax)
mgregory@ccg.carr.org

7. If your agency does not complete any surveys, please send an email to mgregory@ccg.carr.org so your participation can be logged.

Thank you for assisting the Circle of Caring with this effort!