



# Kitsap County Annual Point-in-Time Count Survey Training

2024 | JANUARY 25TH



# WELCOME!

Thank you for joining us, we are excited that you are willing to help us with the Annual Kitsap County Point-in-Time Count. The Point-in-Time (PIT) Count gives us a snapshot of the population of people living without stable housing or experiencing homelessness during a particular time each year in Kitsap County.

The information collected by this survey is important to the people we serve, our service providers, legislators, and our community. Volunteers are a vital piece of collecting this information. Community members like you getting involved in reaching out and talking directly to people experiencing homelessness.



# Overview of Changes for the 2024 Point-in-Time Count

## ▶ Street Outreach Surveying Changes for 2024

▶ In 2024, street outreach groups are partnering to perform the outdoor surveying component of the Count. This has many advantages as we expect their knowledge and connections, through the services these programs provide to unsheltered individuals and households, to allow these groups to survey over the period of the count safer, faster, and more comprehensively than prior years.

- ▶ Outreach Workers that are participating in the Count as part of formal or informal groups still need to register.
- ▶ We need volunteers to sign-up help us survey people experiencing homelessness at Project Connect Fairs, food banks, and meal sites. Please register online and select the opportunities where you will survey.

▶ Timestamps are provided in the video for each chapter of the presentation.



# Returning Volunteers

- ▶ Street Outreach Teams are doing Outdoor Surveying
- ▶ Key Survey Form Changes as required by HUD or Commerce:
  - ▶ Verbal/Electronic Consent – this checkbox is removed as we are no longer allowed this temporary exception under the state of emergency from the pandemic.
  - ▶ Race and Ethnicity - now combined in a single field, selections have changed
  - ▶ Gender – selections have changed
  - ▶ Circumstances Leading to your housing status – added 'Housing affordability' as a response
- ▶ No other significant changes



# History and Background

## History

- What is the Point-in-Time Count?
- Who participates in the Count?
- Why do we perform a Count?
- When is the Count?

## Goals

- What are the goals of the Count?

## Benefits

- What does the collected data do for the people in our county?



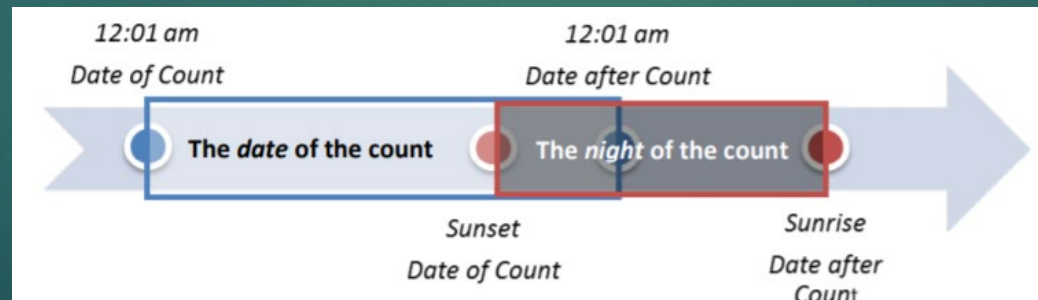
# Brief History

- ▶ The Point-in-Time (PIT) Count is a federal Housing and Urban Development (HUD) mandate.
- ▶ In Washington State The Homeless Housing and Assistance Act requires that each county conduct an annual point in time count of sheltered and unsheltered homeless persons.
- ▶ These are requirements for communities receiving federal and state dollars that serve homeless families and individuals.



# When is the Count?

- ▶ The Count represents a single period of time from sunset to sunrise which spans two actual dates.
- ▶ The Count is required to be held within the last 10 days of January. In Washington this is typically planned for the last Thursday of the month. **In 2024, the Count is scheduled for January 25<sup>th</sup>.**
- ▶ We are seeking to know where people were staying Thursday night into Friday morning.



Thursday

| Friday



# Goals

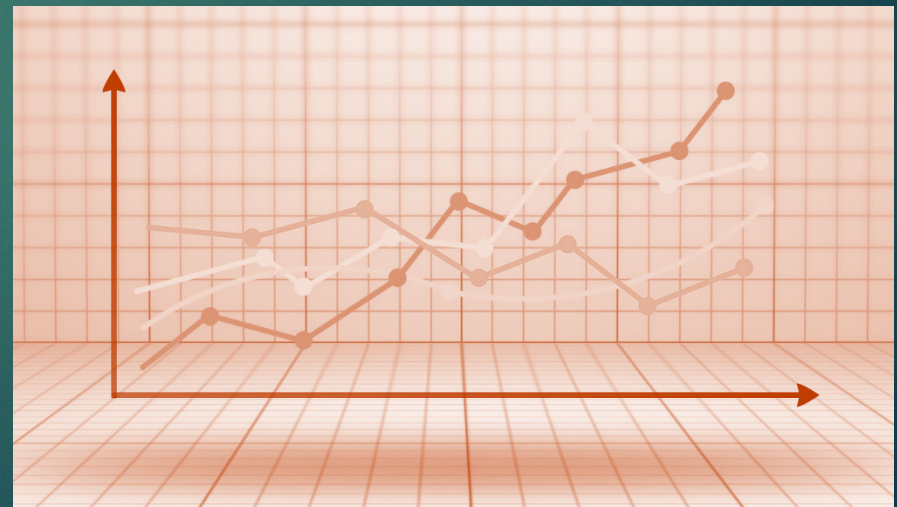
- ▶ The goal of the Point-in-Time (PIT) Count is to help identify and collect information about individuals and families in Kitsap County that are experiencing homelessness.





# Benefits

- ▶ The PIT Count helps to capture critical data about our community to help adjust our social services delivery system.
- ▶ Helps to understand the demographics of households experiencing homelessness, including groups such as veterans, children & youth, and people experiencing chronic homelessness.
- ▶ Helps the community when applying for federal, state, and local grants.
- ▶ The better we do our count, the better case we can make to receive the assistance needed to help people experiencing homelessness.





Who is Counted?

# Who is Counted?

## Sheltered

- Emergency Shelters and Transitional Housing
- Doubled-up – People Temporarily Staying with Friends or Family
- People residing in institutions e.g. Hospital, Detox, and Jail (not included in official count)

## Unsheltered

- People staying out of doors, on the streets, in tents, etc.
- People living in abandoned buildings
- People living in vehicles
- People living in RVs and boats that may not be in working condition or lacking any of the following amenities: drinking water, restrooms, heat, ability to cook hot food, ability to bathe



# Temporarily Staying with Friends/Family and Institutions

- ▶ Persons living temporarily with family or friends due to loss of housing or economic hardship (doubled-up or couch surfing) do not meet the HUD definition of homelessness, but in Kitsap County we collect this information to help identify the needs for housing and services.
- ▶ Persons that are in hospitals, detox facilities, other facilities, and the jail are not considered homeless per HUD definition, but we also collect information from these groups wherever possible.

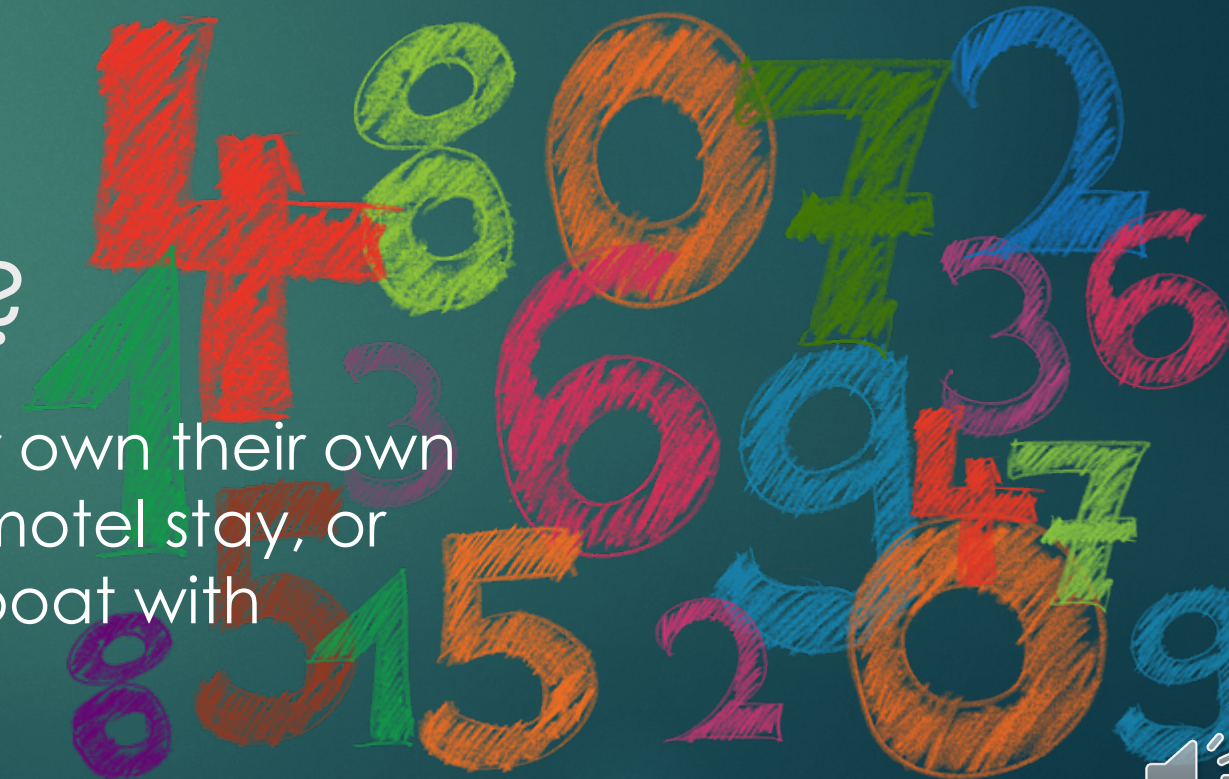


# Who is Counted?

- ▶ The count does not require rigorous screening to determine if a person is homeless. Persons who self-identify as living without stable housing should be counted.

# Who is Not Counted?

- ▶ Individuals or families that rent or own their own home, are paying for their own motel stay, or are living in a functioning RV or boat with facilities.





# Surveying at Project Connect Fairs, Food Banks, and Meal Sites

# Project Connect Fair Surveying

- ▶ If you registered and selected to survey at a Project Connect fair site:
  - ▶ Prior to the event you will receive an email with instructions about the address, date/time, entry, and parking.
  - ▶ A brief training will be held prior to the opening of the fair to help volunteer surveyors learn about the forms, how to choose which form(s) to use, outdoor gear tickets, and other details before the fair begins.
  - ▶ Please arrive early.
  - ▶ Commonly we need many volunteers at the opening of the fair, and surveyors may leave early as the number of guests decreases.



# Food Bank & Meal Site Surveying

- ▶ If you registered and selected to survey at a one or more food banks or meal sites:
  - ▶ Prior to the event you will receive an email with instructions about the address, date/time, and survey packet pickup location.
  - ▶ Packets with survey materials will be delivered to food banks prior to the count. The email should note where to find the packets or who to ask at the location.
    - ▶ Packets include: Survey forms, Surveyor Instructions (blue sheet), sign-in sheet (pink), volunteer badges, pens, (possibly clipboards)
  - ▶ Generally, we try to ensure there are 2 volunteers together at these location to work together.
  - ▶ Sign-in on the pink sheet.
  - ▶ Once a shift is completed volunteers will turn over the materials to the next shift, or if it is the last shift of the day return to the packet pickup location.
  - ▶ If it is the final day and shift at a site, we request that the volunteers either return the survey packet directly to the Housing & Homelessness Division or leave the packet at the pickup location.





# Initiating an Interview

# What to Expect

- ▶ It is normal to be apprehensive when going into places where people are living, especially when you are not sure how they will respond.
- ▶ Many people are willing to share their story and want to be heard. A few individuals may not be willing to speak with you, and we need to be respectful.
- ▶ If you approach people with respect and dignity they will usually respond positively and want to help.

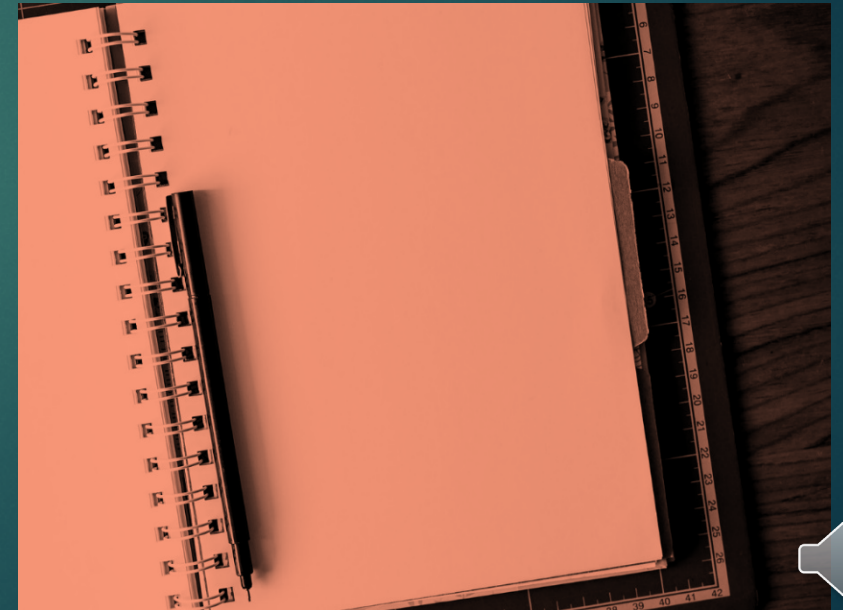






# Approaching to Interview

- ▶ Approach every person with courtesy and respect. Look them in the eyes. Ask for their help.
- ▶ Outreach - Safety is the most important consideration. Stay with your team. If you feel unsafe in a situation STOP and get to safety as quickly as possible.
- ▶ Do not hand people the surveys to fill out. Volunteers should ask questions and fill in each survey. This helps us to collect accurate, legible, and consistent information.  
(You can show the survey to the person being interviewed)



# Sample Greeting Dialogue

*"Hello, my name is \_\_\_\_\_"*

*I'm a volunteer working with our community to collect information about people living without stable housing so that we can do a better job providing the kinds of housing and services that are needed.*

*Would you be willing to talk with me for a few minutes as I fill out this survey form?"*



# Sample Greeting Dialogue

## ▶ IF YES

- ▶ *“Thank you. Have you already completed a survey with another volunteer earlier this week?”*
- ▶ *“Where (did you/will you) stay on the night of Thursday, January 25<sup>th</sup>?”*
- ▶ *“Have you (or anyone in your household) been continuously without housing for a year or more?”*

## ▶ IF NO

- ▶ Thank them for their help and fill out a survey with the following information:
  - ▶ Location (A&B)
  - ▶ Name of Surveyor (A)
  - ▶ Gender (D.iv.)
  - ▶ Estimated age or Year of Birth (D.v.)



# Collecting Information



# Collecting Information

- ▶ Gather as much information as possible.
  - ▶ If someone refuses to answer questions for the survey, please thank the person, step away, and fill in a survey with at least the following:

- ▶ Location
- ▶ Living Situation
- ▶ Gender
- ▶ Estimated age or year of birth

Required fields on the Unsheltered/Living with Family or Friends PIT forms stand out with thick double-line borders

Minimum required fields

- ▶ Make every effort to collect names and birthdays. Names and birthdays help us to ensure that we count each person only once, even if they happen to complete more than one survey.



# Clarification Questions

## ▶ A. Location where survey was given

- ▶ Note the location where the household took the survey. Businesses, landmarks, cross streets, etc.
- ▶ Name of Surveyor – Please write clearly so that we may contact you if there are any questions or clarifications needed.

**Kitsap Point In Time Count / WINTER – Use Form Jan 23 – 26, 2024**

***UNSHELTERED/LIVING WITH FAMILY OR FRIENDS***

- Is the household actively fleeing domestic violence? If yes, do not sign this form.
- If individual/household is staying at an emergency shelter, do not use this form, the shelter will collect this information.

**Return forms by 1/31/24 to:**

Cory Derenburger

Housing & Homelessness Division, Kitsap County  
345 6<sup>th</sup> Street, Suite 400, Bremerton WA 98337

A. Location survey was given: \_\_\_\_\_

City/Town survey given: \_\_\_\_\_ Name of Surveyor: \_\_\_\_\_



# Clarification Questions

## ▶ B. Where is the person sleeping on the Night of the Count

- ▶ Check or circle the answer that best matches their description.
- ▶ Where did the person stay Thursday night into Friday morning.
- ▶ Note: Jail and Shelter are provided here if needed, but are not considered meeting the criteria for being unsheltered for the purposes of the PIT Count.

<b>B. *Where did/will you sleep the night of Thursday, Jan 25<sup>th</sup>?</b> (choose one, applies to entire household)	
<input type="radio"/> <b>Out of Doors (street, tent, etc.)</b>	<input type="radio"/> Temp. Living w/ Family or Friends † _____ (how long)
<input type="radio"/> <b>Vehicle</b>	<input type="radio"/> Hospital/Detox/Other facility † _____ (which one)
<input type="radio"/> <b>Abandoned Building</b>	<input type="radio"/> Jail † _____ (which jail/prison)
<input type="radio"/> <b>RV/Boat Lacking Any of the Following Amenities</b> <small>Drinking water, restroom, heat, ability to cook hot food, ability to bathe</small>	<input type="radio"/> Shelter † _____ (which shelter)
	<small>†Not considered homeless for PIT by HUD; Optional</small>



# RV/Boat Lacking Amenities

- ▶ RV/Boats can be considered living unsheltered if they lack basic amenities such as drinking water, restrooms, heat, ability to cook hot food, or the ability to bathe.
- ▶ For RVs and Boats, the distinguishing factor as to whether the RV or boat is designed to be lived in, and if those facilities are degraded to the point that the RV or boat would not be distinguishable from living in a car.
- ▶ Avoid asking about if the RV or boat is fully functional for living, too much detail is not required.
- ▶ Only if the RV or boat looks severely degraded or non-functional should it be considered unsheltered.



# RV Parks

- ▶ NOT counted as Unsheltered for the Count if:
  - 1) If an RV or camper vans is parked in a mobile home park or campus that advertises itself as providing temporary stays and
  - 2) the RV is regularly connected to water, sewer and utilities or a septic system, well and generator, or the park campus provides toilets, showers, and communal food preparation or food services



# Clarification Questions

## ▶ C. Length of Time Without Stable Housing

- ▶ Ask each question to determine if the person meets the criteria of chronic homelessness.

### C. \*Length of Time Without Stable Housing

**i. Have you or anyone in the household been continuously without housing for a year or more?**

Yes (skip to iv)    No. Approximately how long? \_\_\_\_\_

**ii. Have you or anyone in the household been without housing 4 or more times in the last 3 years?**

Yes    No (skip to Section D)

**iii. Do these times without housing, added together, amount to a year or more?**    Yes    No

**iv. Does any person who answered yes for either i, or iii. have a disability?**    Yes    No



# Clarification Questions

- ▶ **D. Household Information** – Each member of a household should be listed in the Household Information section. A single person is considered a household (i.e. “a household consisting of one person”), so single individuals should complete the household Information section.
  - ▶ **i. Household Makeup** – Mark if the household is without Children, with Adults & Children, or Only Children
  - ▶ **ii. Last known Permanent City or Zip Code**
    - ▶ “What is the last place you had a stable home?” If person is unable to remember zip code leave it blank.

<b>D. *Household (HH) Information</b>		
(Please enter each HH member below. Use additional form if household has more than four members.) <b>Please check a HH type in the next box.</b>		
<b>i.</b>	<input type="checkbox"/> <b>Household without Children</b>	<input type="checkbox"/> <b>Household with Adults &amp; Children</b> <input type="checkbox"/> <b>Households with only Children</b>
<b>ii.</b>	<b>Last known permanent City, State</b>	<b>Zip</b>



# Clarification Questions

## ▶ D. Household Information – Continued

- ▶ iii. **First Name & Last Name** – PLEASE print CLEARLY. Generally, the first person you survey is the Head of Household, but it does not really matter which adult is in which line of the form.
- ▶ iv. **Birth Date** – If full birthdate is refused then year of birth is okay, or surveyor can estimate the person's age.

Relation to Head of Household (if applicable) Spouse/ Partner/ Child/Etc.	iii.		iv.
	First Name	Last Name	Birth Date (or if DOB refused, year of birth, or est. age)
<i>Self</i>			





# Clarification Questions

- ▶ **v. Population Data** – Indicate Gender, Race & Ethnicity
- ▶ Gender – Ask: “What gender do you identify as?”
  - ▶ Man (Boy, if child)(M), Woman (Girl, if child)(W), Transgender(T), Non-Binary(N), Questioning(Q), Culturally Specific Identity (eg Two-Spirit)(C), Different Identity(O), Doesn’t Know(D), Prefers not to answer(X)
- ▶ Race & Ethnicity – Ask: “What races or ethnicities do you identify as?” Enter all that apply
  - ▶ White(W), Black/African-American/African(B), Asian/Asian-American(A), American Indian/Alaska Native/Indigenous(I), Hispanic/Latina/e/o(H), Native Hawaiian/Pacific Islander(P), Middle Eastern/North African(M), Prefers not to answer (X)
- ▶ Fleeing Domestic Violence– Ask: “Are you fleeing domestic violence?” If anyone in the household says “Yes” then DO NOT have them sign the release in Section E. Mark Y/N.
- ▶ Veteran – Ask: “Have you ever served active duty in the US military?” Anyone who has served active duty in the US military is considered a veteran. Mark Y/N.



v. Population Data			
Gender <sup>1</sup>	Race and Ethnicity <sup>2</sup> (enter all that apply)	Fleeing Domestic Violence (Y/N)	Veteran (ever served active duty in the military) (Y/N)



\* New in 2024 - Gender selections have changed; Race & Ethnicity have been combined into a single field.

# Clarification Questions

- ▶ **vi. Disabilities** – Ask: “Do any of these apply to you? Chronic Substance Abuse, Permanent Physical Disability, Developmental Disability, Substantial & Long-Term Mental Health Condition, or a Chronic Health Condition which is Permanently Disabling?”
  - ▶ Enter all that apply. Answer Y/N.
  - ▶ If a household member has no disabilities please check NONE APPLY. If these questions are left blank we will assume that the answers were not asked or the client refused to answer.



vi. Disabilities					
Check <b>all</b> that apply to each client					
Chronic Substance Abuse	Physical Disability (Permanent)	Developmental Disability	Mental Health (Substantial & Long-Term)	Chronic Health Condition (Permanently Disabling)	NONE APPLY



# Clarification Questions

- ▶ Flip the page and complete sections F & G
- ▶ **F. Circumstances leading to your housing status**
  - ▶ Ask the circumstance options aloud and record the person's responses. Check all that apply.

<b>F. Circumstances leading to your housing status</b> (check all that apply)		<input type="checkbox"/> Prefers not to answer	<input type="checkbox"/> Don't Know
Housing & Economic	System & Legal	Health Issues	Family Conflict
<input type="checkbox"/> Job Loss/unemployment	<input type="checkbox"/> Discharged from hospital or other medical facility	<input type="checkbox"/> Mental Illness	<input type="checkbox"/> Domestic Violence
<input type="checkbox"/> Lack of job training/ unable to work	<input type="checkbox"/> Discharged from criminal/juvenile justice system	<input type="checkbox"/> Physical health/disability	<input type="checkbox"/> Guardian mental health/substance abuse
<input type="checkbox"/> Eviction/Loss of housing	<input type="checkbox"/> Aged out of foster care	<input type="checkbox"/> Alcohol/substance abuse	<input type="checkbox"/> Family Rejection/Kicked out
<input type="checkbox"/> Lack of childcare	<input type="checkbox"/> Medical costs	<input type="checkbox"/> Illness	<input type="checkbox"/> Abuse/Neglect
<input type="checkbox"/> Housing affordability			

\* New in 2024 "Housing Affordability" added as an option under Housing & Economic section.



# Clarification Questions

## ▶ G. Source(s) of Household Income and Benefits

- ▶ Ask the person if the person receives any public assistance like TANF, SSI/SSDI, Disability, VA, Unemployment, or Medicaid or Medicare. Check all that apply.
- ▶ Ask the person if they are employed. If so, is it full time, part time, or farm work/seasonal?
- ▶ Ask if the person has other income.

G. Source(s) of Household Income and Benefits (check all that apply)		<input type="checkbox"/> Prefers not to answer	<input type="checkbox"/> Don't Know
Public Assistance/Benefits		Employment	Other
<input type="checkbox"/> TANF	<input type="checkbox"/> VA	<input type="checkbox"/> Part time	<input type="checkbox"/> None
<input type="checkbox"/> SSI/SSDI	<input type="checkbox"/> Unemployment	<input type="checkbox"/> Full time	<input type="checkbox"/> Panhandling
<input type="checkbox"/> Temporary Disability/ABD/HEN	<input type="checkbox"/> Medicare/Medicaid/WA Apple Health	<input type="checkbox"/> Farm/seasonal	<input type="checkbox"/> Relative/friends





# Collecting Signatures to Sign for Consent

# Sign for Consent

- ▶ Ask the person to look over the Kitsap Client Release of Information on the back of the form
- ▶ *“We’d like to include your information in a database that helps us collect information into reports for our funders. We will never release your name or personally identifying information to the public. Would you be willing to help by signing this release?”*
  - ▶ The survey information will be entered into the Washington State Homeless Information Management System (HMIS). This database has strict security policies to protect privacy.
  - ▶ Client’s name and personal identifying information will not be included in any reports or publications. Information is only aggregated for analysis.
  - ▶ They may refuse to sign the release form if they do not want personally identifying information entered into the database. They should **NOT** sign if they are currently fleeing from domestic violence, sexual assault, or a stalking situation, OR are under 13 years of age.
- ▶ The surveyed person must sign the release in Section E to include their information for the Count purposes.
  - ▶ *If the person does not give consent, or if the signature is forgotten, the survey will be entered without identifying information. This will include only approximated year of birth, gender, and location of the survey.*



# Additional Kitsap Local Questions

# Kitsap Local Questions

- ▶ Included is an additional sheet of questions to ask the Head of Household.
- ▶ These questions are voluntary, but provide our county more useful information about families and individuals experiencing homelessness.
- ▶ On the paper version of the survey, questions 1 & 2 can be filled out by the surveyor, these are included in the event that these questions are separated from their PIT form.
- ▶ Additional questions include if the person:
  - ▶ has a service or companion animal,
  - ▶ has used emergency services,
  - ▶ their challenges to getting housing
  - ▶ If their last permanent address was in Kitsap, and if not, what brought them to Kitsap
  - ▶ the housing situations that they think would best fit their situation.





Survey Complete!

# FINISHED!

- ▶ You have now completed your survey. Please do the following:

## Thank You!

- Thank the person for their time and help.

## Handouts

- Offer the individual or family handouts
- Sally's Guide
- Veteran's Resource Guide (if appropriate)

## Return Forms

- At the completion of surveying hand in your completed forms to your team leader
- OR return to the Housing and Homelessness Program ASAP



# THANK YOU!!!!

- ▶ Thank you for volunteering your time and efforts to help Kitsap County conduct the Annual Point-in-Time Count.
- ▶ We hope that you will find this to be a rewarding experience, and hope that you will join us again in the future.

Thank  
You!



# Questions?

CONTACT

CORY DERENBURGER

[CDERENBU@KITSAP.GOV](mailto:CDERENBU@KITSAP.GOV) OR (360) 362-0404