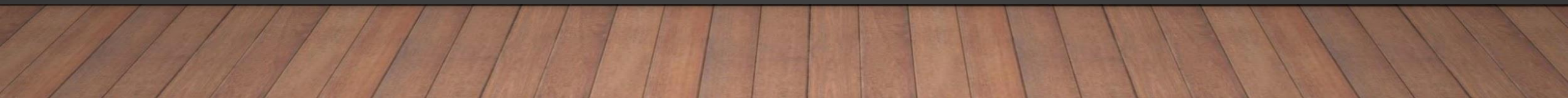# 2025 PIT GUIDANCE

TODAY'S AGENDA

- PIT/HIC Overview

- Activities to Get Ready for the PIT/HIC

- Review of Data Collection Forms and Instructions

- Q&A

WHAT IS THE PIT AND HIC?

- PIT : Point In Time Count
  - A count of individuals and families experiencing homelessness on a single night of the year

- HIC: Housing Inventory Count
  - The count of beds dedicated to individuals and families experiencing homelessness in a community.

FEDERAL REQUIREMENTS FOR THE PIT

- According to HUD, the PIT is a "count of sheltered and unsheltered homeless persons carried out on one night in the last 10 calendar days of January or at such other time as required by HUD."

MICHIGAN PIT AND HIC

- The Michigan Balance of State will be conducting the PIT on Thursday, January 30, 2025. Independent Jurisdiction CoCs can choose another date within the last 10 days of January, however we encourage all of Michigan to join us on the 30th, if possible.

- Data is submitted to HUD through the HUDHDX.info website, and the typical submission window is during the month of April. The official timeline has not yet been released.

2025 PIT CHANGES

- Per updates to the FY2025 HMIS Data Standards, HUD combined the race and ethnicity options into a single element that now allows for the response options below.

    1) American Indian, Alaska Native, or Indigenous

    2) Asian or Asian American

    3) Black, African American, or African

    4) Hispanic/Latina/e/o

    5) Middle Eastern or North African

    6) Native Hawaiian or Pacific Islander

    7) White

2024 PIT CHANGES

- Per updates to the FY2024 HMIS Data Standards, HUD updated the gender options which now allow for the following response options:

1) Woman (Girl if child)

2) Man (Boy if child)

3) Culturally Specific Identity (e.g., Two-Spirit)

4) Transgender

5) Non-Binary

6) Questioning

7) Different Identity

2024 PIT CHANGES

- 8) More Than One Gender For those people who identified as having more than one gender we are asking the CoC to also provide a breakdown of which genders were selected. CoCs will report the following.

  Of those that selected More Than One Gender, how many people reported gender identities that:

  1) Includes Woman (Girl if child)

  2) Includes Man (Boy if child)

  3) Includes Culturally Specific Identity (e.g., Two-Spirit)

  4) Includes Transgender

  5) Includes Non-Binary

  6) Includes Questioning

  7) Includes Different Identity

ACTIVITIES TO GET READY FOR PIT/HIC

- Training Count Volunteers and Workers
  - The Homeless Definition for the PIT
  - The Count Window
  - Data Collection Forms
  - Issues of Safety and Client Confidentiality

TRAINING: THE HOMELESS DEFINITION

The Homeless Definition used for the PIT Count is a subset of the HUD Homeless Definition and includes only persons who are:

- "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)" (Sheltered)

- living "with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground" (Unsheltered)

TRAINING: THE COUNT WINDOW

If your Count Date is Wednesday, January 30th, your Count window will be from Sunset on the 29th through Sunrise on January 30th.

TRAINING: THE COUNT WINDOW

- This means that to count a person, they must:

  - Have stayed in a place unfit for human habitation starting on the night of the count and ending on the night after the count. (Unsheltered Counts Only)

  - Have been in an ES, TH or Safe Haven defined facility for homeless persons starting on the night of the count and ending on the night after the count.

TRAINING: THE COUNT WINDOW

- Unsheltered Count for 2025: When conducting street counts, there are two primary strategies communities often use:

  - Night of the Count Approach: Communities send count teams throughout the entire jurisdiction, or into known locations on the night of the count to identify homeless individuals.

  - Service Based Approach: Communities are permitted to go to places that offer homeless based services up to seven days after the night of the count to identify persons who were homeless on the count night.

TRAINING: THE COUNT WINDOW

- HUD guidelines permit that communities use a mixed strategy of both a Night of the Count Approach and a Services Based Approach, provided that communities ensure that clients are unduplicated, and that they are asked whether they were homeless on the night of the count itself.

TRAINING: DATA COLLECTION FORMS

- Environments where Data will be collected in:
  - HMIS Participating Agencies

  - Non-HMIS Participating Homeless Service Providers

  - Domestic Violence/Victim Service Providers

  - Unsheltered Persons Counted by CoC Partners/Local Volunteers

TRAINING: DATA COLLECTION FORMS

- <u>Non-HMIS Participating Agencies:</u> Data collection forms should be distributed to all Non-HMIS Participating Agencies within the community. The forms can either be completed by agency staff, or by volunteers whom the agencies are partnering with to collect client information for the PIT night. This information will then be entered into HMIS following the count.

TRAINING: DATA COLLECTION FORMS

- <u>Victim Service Provider Agencies</u>: Data collection forms should be distributed to each DV agency within the CoC. DV agency staff should complete the forms using the specific DV forms and instructions. Forms should be secured in a private envelope and returned to the data entry staff who will be responsible for the PIT Count data.

TRAINING: DATA COLLECTION FORMS

Use Anonymous 1, 2, 3 etc to identify each unique DV Homeless Client. Use Anonymous 1, Child 1, Child 2, Child 3 to identify each unique child in the Anonymous Client 1's Household

HMIS Number	Last Name	First Name	Location	Relationship to Head of Household		Date of Birth			Gender		
				(select 1)		mo	day	yr	(select 1)		
Optional: As you enter information into HMIS record HMIS client ID here. The ID may be a new or existing ID number.	(Full last name. If unable to obtain full last name a minimum of the first 3 letters should be provided)	(Full first name. If unable to obtain full first name a minimum of the first 3 letters should be provided)	If Unsheltered, write a brief description of the location where the person is sleeping tonight	Self	See codes on Instruction Sheet for Other Household Member options	Opt.	Opt.	Must Have	See codes on Instruction Sheet for Gender options		
	Anynomous 1			X				5			
	Anynomous 1	Child 1			C			3			
	Anynomous 1	Child 2			C			2			

Use the Age Range Codes on the Data Collection Form's Instruction sheet to mask the Date of Birth. For example, Jane Doe is 36 so she is a 5, Jack is 13, and a code 3, Jill is 10 and a code 2.

As an example for DV Providers using the MCAH forms, if a client named Jane Doe with a Birthdate of 5/13/1985 is fleeing Domestic Violence, and she has two children, Jack, born 1/13/2008 and Jill born 2/5/2011, the information should be entered using the masking technique above.

TRAINING: DATA COLLECTION FORMS

- New to the 2025 Data Collection Forms:

  Forms have been updated to reflect the new data standards and to better align with the HMIS PIT Assessment that will be used when entering collected data into HMIS.

TRAINING: DATA COLLECTION FORMS

- A few follow up notes on Data Collection Forms:

  - For persons with multiple responses in any category, separate each response with a comma.

  - Be sure to complete the "Number of Household Members" column.

  - The disability types are designed to align with which disabilities the Wellsky report draws from. Other disabilities, while HUD values, do not pull into the Wellsky report, thus are not listed.

ISSUES OF SAFETY AND CLIENT CONFIDENTIALITY

- ****CRITICAL**** Always provide training to ALL PIT volunteers prior to sending them out in the field. This training should include:

  - A fundamental understanding of the homeless definition used for the count.

  - Instructions on properly filling out the forms

  - Information on how to effectively interview homeless clients

  - Basic principals on safety and confidentiality

ISSUES OF SAFETY AND CLIENT CONFIDENTIALITY

- If using Count Teams in the field on the Night of the Count:

  - Have Count Teams wear identification badges so people know who they are. Make sure they identify themselves as they approach individuals in the field.

  - Always make sure Count Teams are made up of multiple individuals, four persons is ideal.

  - Have Count Teams carry flashlights when walking around after dark.

  - Each Count Team should have at least one member with a cell phone and instructions to call 911 in case of an emergency. They also should have the phone number of a PIT Team Organizer to call with questions.

ISSUES OF SAFETY AND CLIENT CONFIDENTIALITY

- If using Count Teams in the field on the Night of the Count:

  - Count Teams should never walk into situations that make them feel uncomfortable. They should not enter abandoned buildings, go into places not easily accessed or closed off from view. If text messaging technology is available, they should frequently report changes of location to PIT organizers to keep them informed on where they're at.

  - A PIT Team Organizer should be available at all times at a central team dispatch location to answer questions and provide count guidance

ISSUES OF SAFETY AND CLIENT CONFIDENTIALITY

- If using Count Teams in the field on the Night of the Count:

  - If available, PIT Team members should receive training ahead of the count on the fundamental principles of conflict de-escalation by counseling professionals. (Often, counselors from CoC mental health, substance and alcohol use agencies are happy to provide this service as part of the PIT training process.)

ISSUES OF SAFETY AND CLIENT CONFIDENTIALITY

- Important Notes on Confidentiality:

  - Always look for ways to ensure communication between individuals being interviewed is confidential. When interviewing persons, attempt to do so in a fashion that keeps their responses out of the hearing range of others.

  - When writing responses on data collection forms, keep them out of the line of sight of others in the vicinity. Once data collection has been finished, forms should be returned to a privacy envelope. After the interviewing process is complete, only the person entering the data into HMIS should be permitted to see the completed forms.

2025 PIT/HIC GUIDANCE FOR COMMUNITIES

- The MCAH Staff is always here to help you with PIT/HIC questions you might have:

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MCAH Help Desk Email

- Michigan - mihelp@mihomeless.org

- North Carolina - nchelp@nchmis.org.