

Point In Time Count of Homeless Persons

January 2011

Victims of DV and households with an individual with HIV/AIDS: do not provide name, birth month or birth day

ONE FORM PER HOUSEHOLD

Location: Where did you stay last night? (choose one - applies to entire household)

Out of Doors (street, tent, etc) Emergency Shelter/Motel Voucher Program (program name: _____)
 Vehicle Homeless Transitional Housing Program (program name: _____)
 Abandoned Building Permanent Supportive Housing Program* (program name: _____)
 Temp. Living w/ Family or Friends* Other (describe: _____)
 (Currently in Jail)*

*Indicates not considered homeless by HUD; Optional

City/Town: _____

Have you been continuously homeless for a year or more? Yes No

How many episodes of homelessness have you had in the past three (3) years? Less than 4 At least 4

Is anyone in your family a victim of domestic violence? (If yes, leave name columns below blank) Yes No

Household Information												
(Please enter each HH member below. Use additional forms if needed.)												
How many people are in your household? Adults: _____ Children: _____						Disabilities						
Last Known Permanent City _____ ZIP _____						Check all that apply to each client or "None Apply"						
Relation to Head of Household (if applicable) Spouse/Partner/Child/Etc.	First Name	Last Name	Birth Date (or if DOB refused; Year of Birth)	Gender	Veteran (y/n) (served in Armed Forces)	Physical Disability (Permanent)	Developmental Disability	Chronic Substance Abuse	Mental Health (Substantial & Long-Term)	Chronic Health Condition (Permanently Disabling)	HIV/AIDS (don't include names)	NONE APPLY

Circumstances that Caused Your Homelessness (check all that apply)

<input type="checkbox"/> Alcohol/Substance Abuse	<input type="checkbox"/> Primarily Economic Reasons	<input type="checkbox"/> Displacement/lost temp. living sit.	<input type="checkbox"/> Language Barrier
<input type="checkbox"/> Domestic Violence	<input type="checkbox"/> Job Loss	<input type="checkbox"/> Aged out of Foster Care	<input type="checkbox"/> Out of Home Youth
<input type="checkbox"/> Mental Illness	<input type="checkbox"/> Eviction	<input type="checkbox"/> Discharged from an Institution	<input type="checkbox"/> Transient on the Road
<input type="checkbox"/> Family Crisis/Break-up	<input type="checkbox"/> Lack of Childcare	<input type="checkbox"/> Lack of Job Skills	<input type="checkbox"/> Don't Know
<input type="checkbox"/> Illness/Health Problems	<input type="checkbox"/> Medical Costs	<input type="checkbox"/> Conviction (misdemeanor/felony)	<input type="checkbox"/> Refused

Source(s) of Household Income and Benefits (check all that apply)

<input type="checkbox"/> None	<input type="checkbox"/> Public Assistance	<input type="checkbox"/> Farm/Other Migrant Agricultural Work
<input type="checkbox"/> Veterans Administration Benefits	<input type="checkbox"/> L&I/Workers' Compensation	<input type="checkbox"/> Relatives, Partners or Friends
<input type="checkbox"/> Unemployment Insurance	<input type="checkbox"/> Part-time Work	<input type="checkbox"/> Don't Know
<input type="checkbox"/> Social Security	<input type="checkbox"/> Employed Full-time at Low-wage Job	<input type="checkbox"/> Refused

I agree to the inclusion of my household's information for count purposes described in the release on the back of this form.

Signature(s) (each adult or unaccompanied youth must sign): _____

Client Release of Information

Washington State HMIS for Annual Point in Time Count

Data for this point in time count is entered into the Washington State Homeless Management Information System (HMIS) which collects information, over time, about the characteristics and service needs of men, women, and children experiencing homelessness.

To provide the most effective services in moving people from homelessness to permanent housing, we need an accurate count of all people experiencing homelessness in Washington State. In order to make sure that clients are not counted twice if services are received by more than one agency, we need to collect some personal information. Specifically, we need: **name and birth date**. Your information will be stored in our database for 7 years.

- We will guard this information with strict security policies to protect your privacy. Our computer system is highly secure and uses up-to-date protection features such as data encryption, passwords, and identity checks required for each system user. There is a small risk of a security breach, and someone might obtain and use your information inappropriately. If you ever suspect the data in HMIS has been misused, immediately contact the HMIS System Administrator at (360) 725-3028.
- The data you provide will be combined with data from the Department of Social and Health Services (DSHS) for the purpose of further analysis. Your name and other identifying information will not be included in any reports or publications. Only a limited few staff members in the research division who have signed confidentiality agreements will be able to see this information.
- Your decision to participate in the HMIS will not affect the quality or quantity of services you are eligible to receive from any service provider, and will not be used to deny outreach, shelter or housing. However, if you do choose to participate, services in the region may improve if we have accurate information about homeless individuals and the services they need.

By signing the front page of this form you are consenting to the inclusion of your household information in HMIS and authorize information collected to be shared with partner agencies. I understand that my personal information will not be made public and will only be used with strict confidentiality. I also understand that I may withdraw my consent at any time.

Thank you for helping us improve services to homeless persons.

INSTRUCTIONS FOR SURVEYORS

All information in the survey is required. Forms will not be used if *location, gender or year of birth* is missing. If someone refuses to answer questions for the survey, please make sure to fill in at least these three fields for them. If you do not know the exact birth year of a household member, guesses are OK.

****Important: DO NOT provide name, birth day, or birth month for households with an individual who is: 1) in a DV agency; 2) currently fleeing or in danger from a domestic violence, dating violence, sexual assault or stalking situation; 3) has HIV/AIDS or 4) anyone you do not have written informed consent from (signature on first page).** ** However, a signature is not needed to collect other information. All homeless households and individuals should have a form filled out.

The purpose of this survey is to help with the planning of providing services and housing to homeless individuals and to identify the types of assistance needed. It is also a requirement to receive funding from HUD and the WA State Dept. of Commerce.

Disabilities: Please make sure to record applicable disabilities for each household member. If a household member has no disabilities please select NONE APPLY. If the disability section is blank we will assume the question wasn't asked or the client refused to answer.

Shelter Programs: If surveys are being collected at a shelter program (emergency, transitional or permanent supportive) please make sure to write somewhere on the form the name of the shelter program and batch them together when submitting to lead PIT agency.

Individuals and families in **Permanent Supportive Housing** programs are not required to fill out a complete survey. However, each agency will be required to submit to Commerce the number of clients staying in their programs on the night of the count. This survey is a great tool for that tally.

All homeless persons should complete this survey. "Homeless" means persons who, on one particular day or night, do not have a decent and safe shelter or sufficient funds to purchase a place to stay. People living in a dwelling lacking any of the following should be considered homeless (check "living out of doors"): ability to cook hot food, drinking water, restroom, heat, or ability to bathe (this includes "Tent Cities"). People living in emergency shelters (including motel vouchers) and transitional housing are considered homeless. (For the purposes of this survey, transitional housing refers to housing with a 2 year stay limit where being homeless is a prerequisite for eligibility and case management services are required as part of the program.) People living temporarily with family or friends due to loss of housing, economic hardship, or a similar reason (often referred to as "doubled-up" or "couch surfing") should complete the survey, although it is not required. Individuals in Jail will not be counted as homeless; therefore counties are not expected to count this population.

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.**

If you have any questions about how to fill out this survey or how this data will be used, please don't hesitate to call Commerce at (360) 725-3028.