

Elmira/Steuben, Allegany, Livingston, Chemung, Schuyler Counties CoC January 2012 Point-in-Time Study

Final Report



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History, Purpose, and Methodology

The fallback position of the ineffectual is that nothing can be done about a problem because we don't understand it. People feel ineffectual about homelessness in general, and rural homelessness in particular, because it takes time to understand what it is, who it happens to, and why.

To understand and deal with homelessness, a national movement to pull together agencies and the influential resulted in the creation of coalitions, guided by the federal department of Housing and Urban Development (HUD). In our area, the "Continuum of Care" – the HUD term for a regional homelessness coalition – includes public and private nonprofit agencies in Allegany, Chemung, Livingston, Schuyler, and Steuben counties. The CoC ("**NY-501CoC**," by name) is facilitated by the Institute for Human Services, Inc., located in Bath, New York. The NY-501 CoC helps identify needs and services, pull together planners and providers, and manage homelessness funding and larger service grants awarded by HUD.

CoCs across the country also help administer the national "Point in Time" study (PIT), a type of census administered one night the last week of each January to help count the homeless. Nationally, the Point-in-Time Count – a requirement of the U. S. Department of Housing and Urban Development – is defined as a "*one night count of sheltered and unsheltered homeless persons*" within a specific geographic area, with a purpose "*to understand the number and characteristics of people sleeping in shelters and on the street, or in other places not meant for human habitation.*"

The agencies of the NY-501 CoC have expanded upon HUD's intent, conducting a broader assessment of those in the region who are not only currently homeless or "at-risk" of becoming homeless, but also those who have reached out for help at social services offices and human service agencies for needs that might indicate that they are at-risk of homelessness. The term "at-risk" is intended to include individuals or families who are seeking emergency-based services, such as housing, financial, or food assistance, or who are already enrolled in such services. While these individuals cannot be counted in the report given to HUD's to complete its official homeless census, their numbers and needs become an element of understanding the local characteristics of rural poverty so that we feel we are able to do something positive about it.

The 2012 PIT Study in our region was conducted by trained volunteers using a standardized survey form. (We have included a copy of this form as an appendix.) In this, we acknowledge the work of Hannah Murray, Education and Administration Specialist, who led the lioness's share of the volunteer trainings. Volunteers came from human service agencies, faith groups, social service districts, and even a community college class.

All surveys were administered by volunteers and agency staff for clients seeking services between January 26th and February 1st, and all participants were asked to voluntarily answer questions about themselves and about where they spent the night of **Wednesday, January 25th**. The surveys were conducted as confidential, face-to face interviews at agencies and locations in the region that are either known homeless locations, or locations where an individual or family who is

“at-risk” might seek services. These sites include food pantries, community or “soup” kitchens, and agencies or places that regularly provide services to homeless individuals.

Part of the difficulty of this kind of study is that everyone’s definition of who is “homeless” is different. For HUD’s requirements, our study attempted to identify two categories of people: sheltered homeless and unsheltered homeless, as well as anyone meeting a definition of being “chronically homeless,” meaning homeless for either a long time, or for many short periods over the last few years. The survey also captured characteristics of non-homeless people who sought services from a variety of helping agencies. The results presented in this document are a “count” of those who reported specific characteristics about their households. We know that it is not likely to have reached every person or family meeting anyone’s definition of “homeless,” but we have tried to reach as many people as possible through this process, known as a “Service-Based Count” by its methodology.

We protected against duplicate counts by asking survey responders to provide just their first name, first initial of their last name, and the number of their birth month and year. In our system, this data was turned into an information tag that, we believe, protected confidentiality while also being unique enough to catch if different volunteers surveyed the same person twice within our survey period. This happened in a handful of cases, and our system allowed us to correct for the duplication by counting only one of the multiple responses.

By strict statistical rules, since the methods do not assure a random sample, the results and percentages in this report should not be used to describe the general population, or even the general population of homeless or at-risk people. They are, however, considered an accurate summary of those surveyed and the problems or challenges that they face, and can be used in service planning by public and private service agencies and charitable groups alike.

The report includes information on the five-county region as a whole, and then a county-by-county section of reports for use in more local planning. The HUD-applicable parts of the PIT Study results will be reported to the U.S. Department of Housing and Urban Development (HUD), and will also be used to help identify services that are needed within our region, and to plan future services as appropriate. The local use of these results is, at least partly, up to you, to be effective in understanding, planning, and serving the most vulnerable of our neighbors.

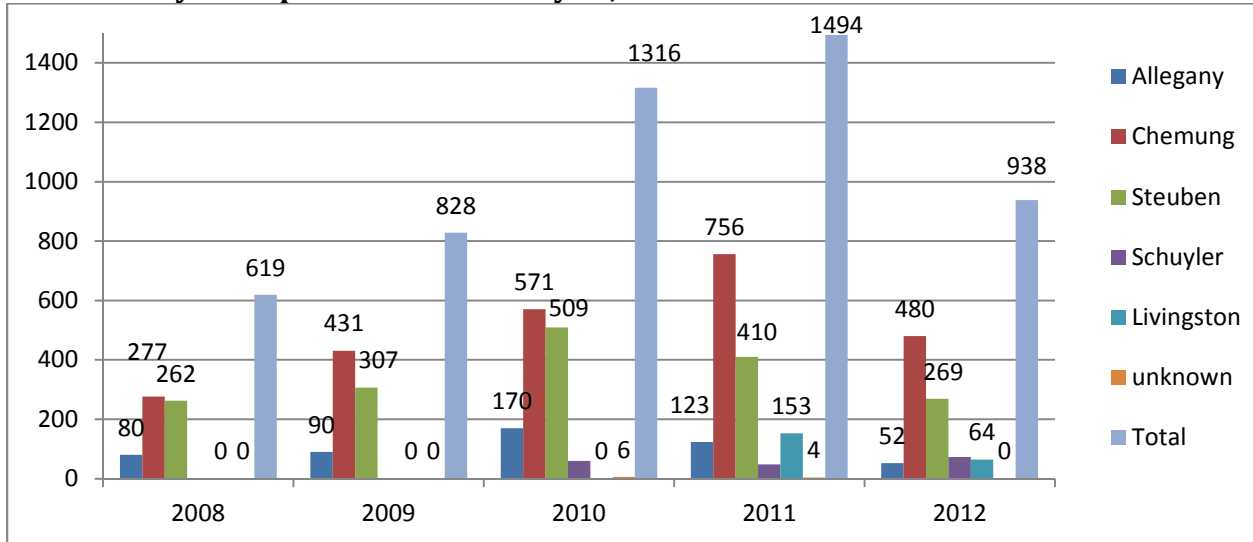
-- *Kevin Williams*

Director of Project Planning and Resource Development

Bath, NY, April, 2012

Results across the NY-501 Continuum of Care

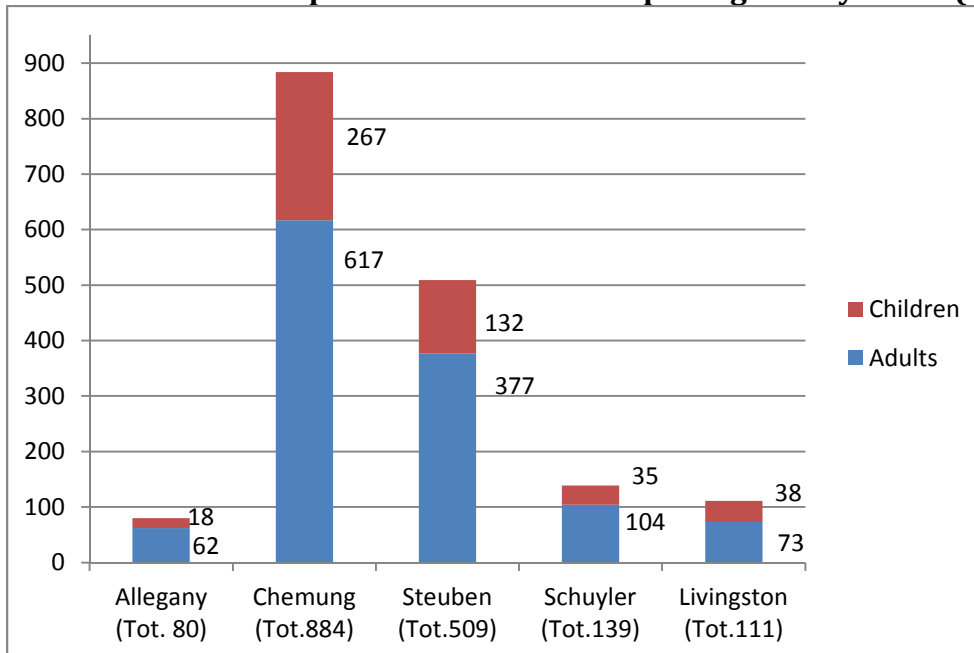
Total Surveys Completed: Trend Analysis, 2008 - 2012



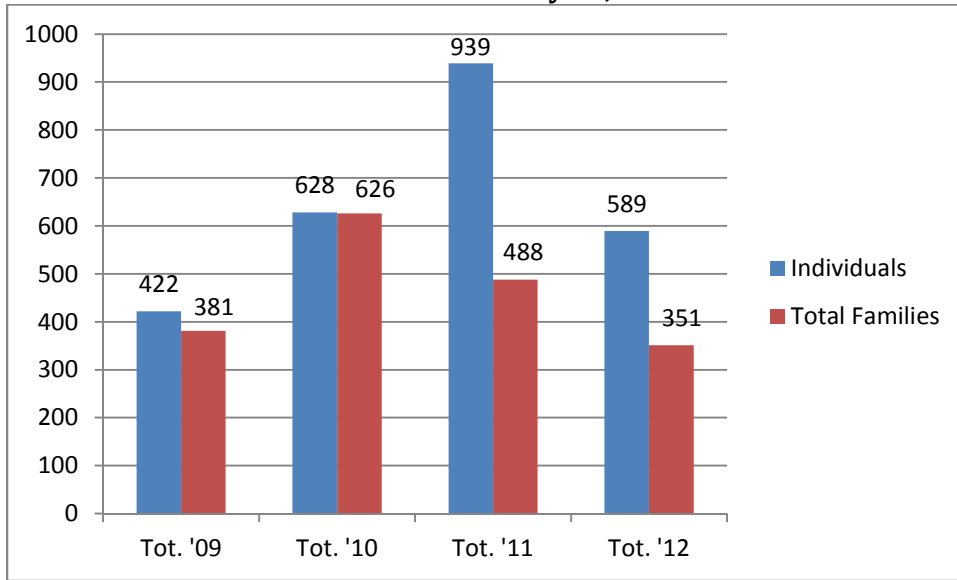
Conclusions/Notes:

- Schuyler County was first included in the PIT surveys in 2010, and Livingston in 2011.
- Surveys were administered in agencies and service places to which people in need reached out for assistance the week of 1/26/12 – 2/1/12. These numbers are thus not the numbers of homeless individuals or families, but rather the total population of those who sought services and were therefore more “at-risk” of homelessness.
- The decrease in the number of completed surveys in 2012 is not reflective of a decrease in need.

Total Number of People in Households Completing Survey: 2012 (Total: 1,723)



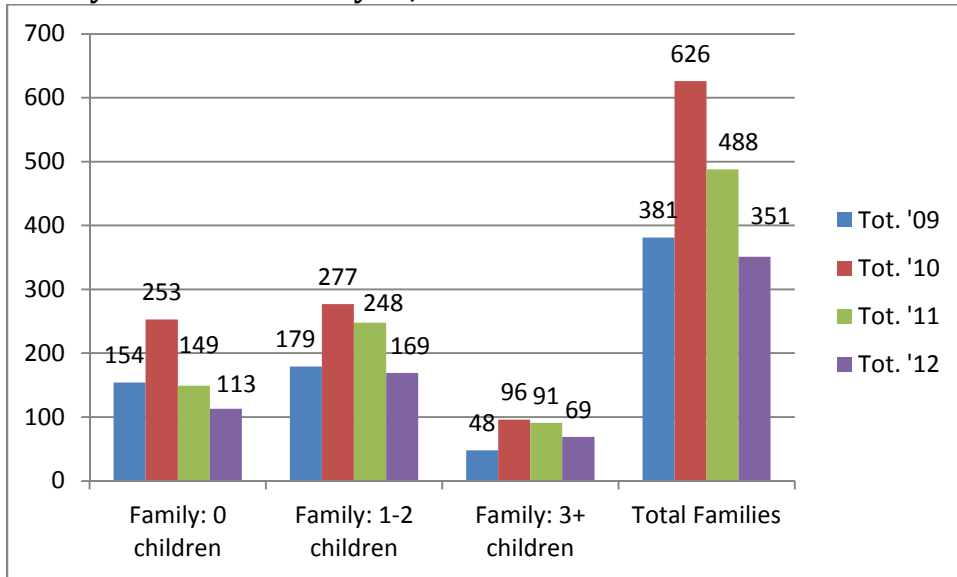
Individuals and Families: Trend Analysis, 2009 - 2012



Conclusions/Notes:

- The number of individuals approaching area agencies and programs for services during the survey period has, for two years now, almost doubled the number of families seeking services.

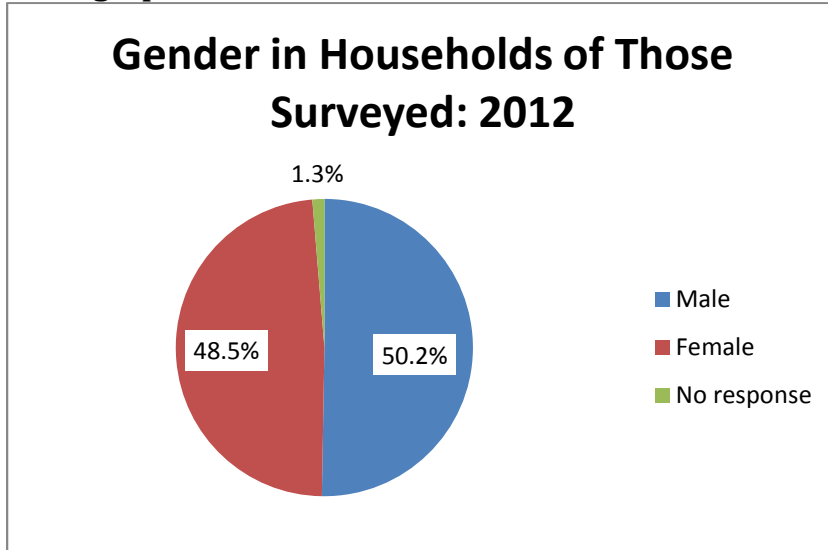
Family Size: Trend Analysis, 2009 - 2012



Conclusions/Notes:

- While the number of families in the survey population has decreased, families with 3 or more children represent a growing proportion of the total number of families seeking services.

Demographics – Gender: 2012



Conclusions/Notes:

- Prior to 2011, gender was recorded for the respondent only, making a trend analysis from previous survey years difficult.
- Males, in the households of those surveyed this year, slightly outnumber females.

Demographics: Race/Ethnicity

Race of Survey Respondents – 2012 (n=975)

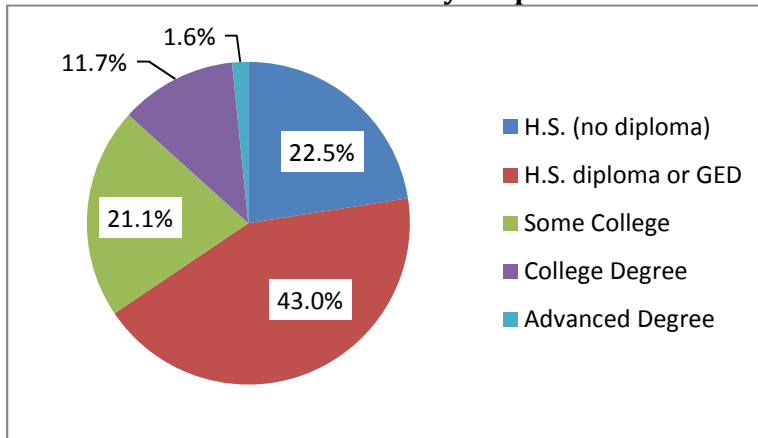
	Asian	Black/African-American	White	American Indian/Alaskan Native	Native Hawai'ian/Other Pacific Islander	Other	No response
PIT	0.3%	11.1%	80.3%	2.6%	0.2%	2.9%	2.7%
Census 2010 (NY-501 region)	1.1%	3.0%	93.4%	0.3%	less than 0.1%	2.0%	0%

Ethnicity: In addition, 3.9% of survey respondents identified themselves as Hispanic/Latino. The U.S. Census 2010 reports 2.0% of the total population identifies as Latino or Hispanic.

Conclusions/Notes:

- There is a greater percentage of most racial and ethnic minorities in the survey population of people in need than there is in the general U.S. Census 2010 population report. This disparity suggests that poverty in our area has had a disproportionate effect on most racial and ethnic minorities. The exception is the population identifying their race as Asian.

Educational Attainment of Survey Respondents: 2012



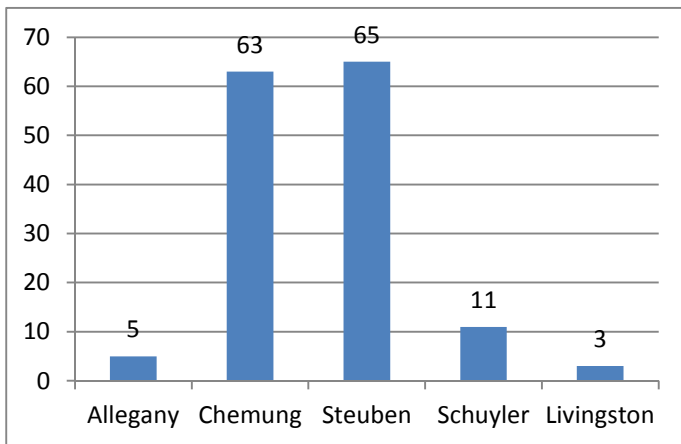
n=932	H.S. (no diploma)	H.S. diploma or GED	Some College	College Degree	Advanced Degree
Number	210	401	197	109	15
Percentage	22.5%	43.0%	21.1%	11.7%	1.6%

Conclusions/Notes:

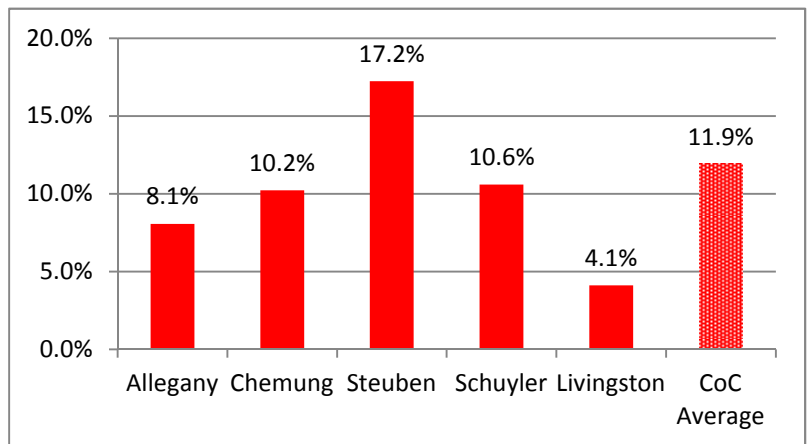
- Approximately two-thirds (65.5%) of the survey respondents – people reaching out for or receiving critical human services the last week of January 2012 – had, as their highest level of education, a high school diploma/GED or less.

Veteran Status

2012 Veterans – Numbers



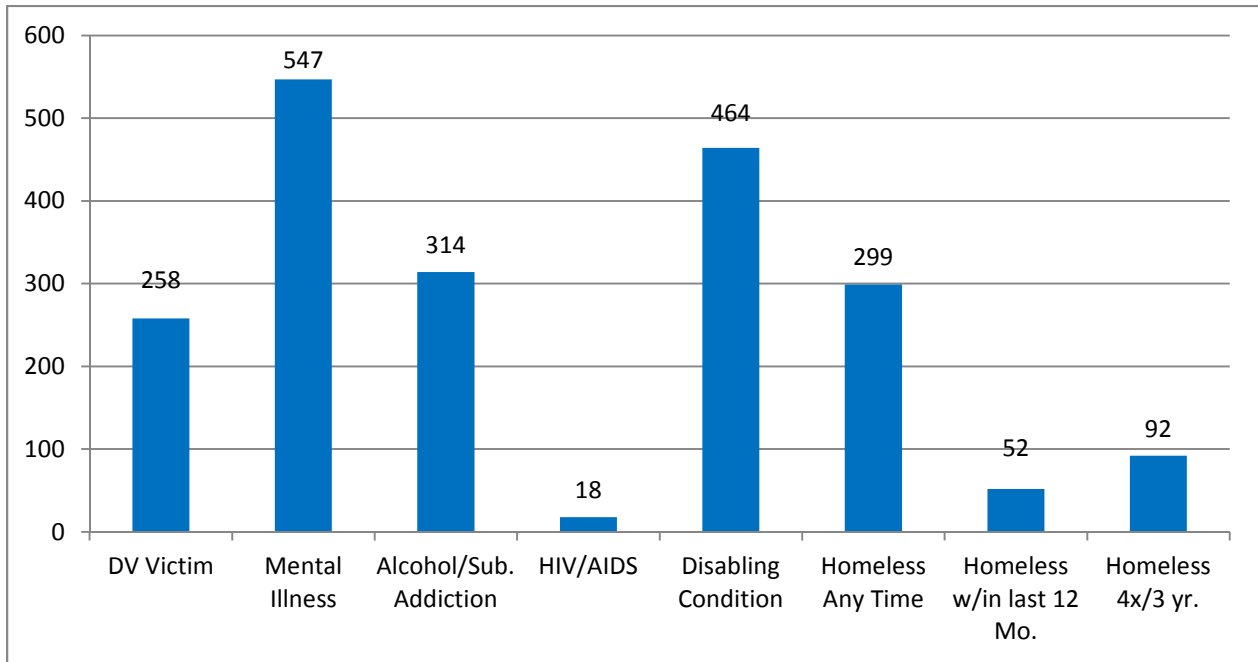
2012 Veterans % of Total Adults/Unaccompanied Youth Surveyed



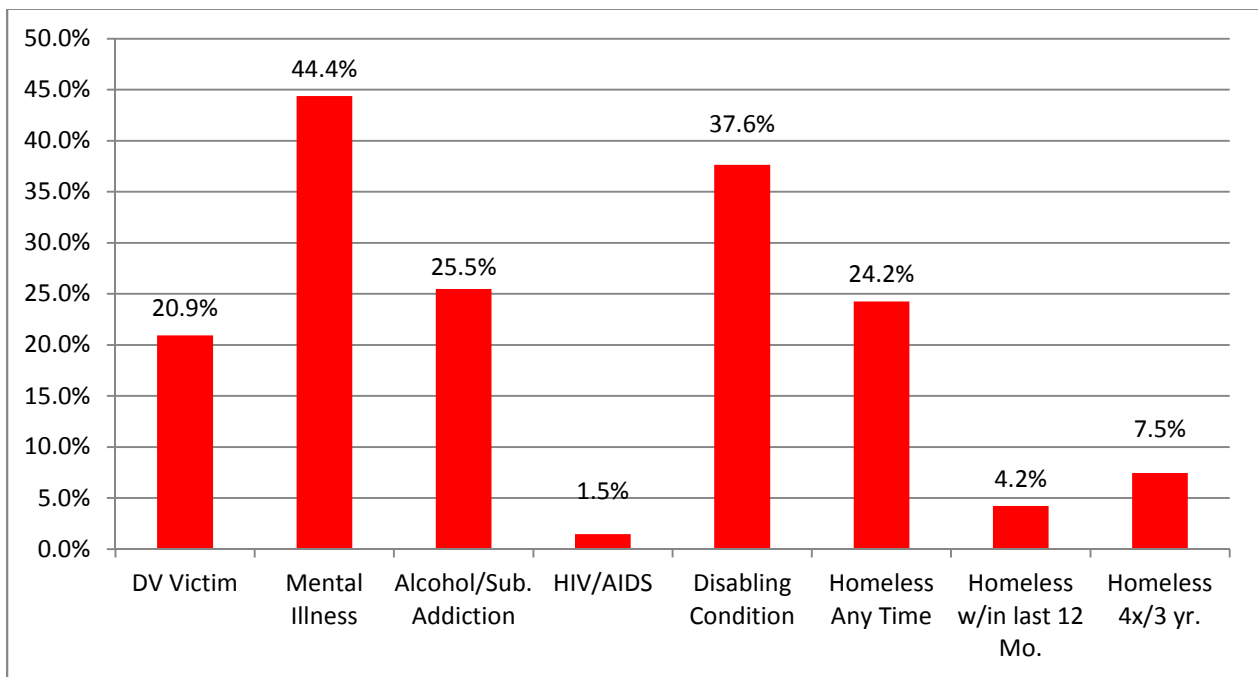
Conclusions/Notes:

- Veterans made up, on average, about a tenth of the population of those surveyed. Numbers within counties were higher for Steuben, which has a regional veterans hospital and medical center.

Conditions of Survey Respondents - Numbers



Conditions of Survey Respondents - Percentage of Those Surveyed



Conclusions/Notes:

- Problems that the survey respondents reported facing are self-reported, and are not verified by volunteers or CoC staff.

- Percentages do not add to 100 because those surveyed may report multiple problems or conditions.
- Mental illness is reported as a personal challenge for nearly half of all those surveyed, confirming this as, at best, a significant additional problem, and at worst, a contributing factor to other housing, food, education, or employment challenges faced by individuals and families in need.
- A disability or disabling condition is reported in over a third of all those surveyed.
- Over a quarter of those surveyed self-reported facing alcohol or substance abuse addictions in their lives.
- One-fifth of those surveyed reported domestic violence as a personal or family issue.
- Just under one-quarter of all those surveyed reported having been homeless at some point in their lives.

Conditions of Survey Respondents – County by County Percentage Breakdown, 2012

	DV Victim	Mental Illness	Alcohol/Sub. Addiction	HIV/AIDS	Disabling Condition	Homeless Any Time Previously	Homeless w/in last 12 Mo.	Homeless 4x/3 yr.
Allegany	14.5%	67.7%	37.1%	0.0%	61.3%	46.8%	4.8%	0.0%
Chemung	18.3%	45.9%	24.0%	1.3%	37.1%	16.0%	2.6%	4.5%
Steuben	26.0%	43.8%	26.5%	2.1%	39.3%	27.3%	4.5%	12.5%
Schuyler	19.2%	24.0%	19.2%	1.9%	26.9%	28.8%	7.7%	8.7%
Livingston	24.7%	43.8%	31.5%	0.0%	28.8%	52.1%	11.0%	11.0%
Total CoC	20.9%	44.4%	25.5%	1.5%	37.6%	24.2%	4.2%	7.5%

Conclusions/Notes:

- Tip for reading the table: the percentages reported for each county are based on the percent of the total surveyed within each county. For example, 14.5% of the total surveyed within Allegany County alone reported domestic violence as a problem situation or concern.
- The three categories for “homeless “ – homeless at any prior time, homeless within the last twelve months, and homeless four or more times within the last three years – are designed to accommodate both local interest in the homeless population, and to identify those meeting HUD’s stricter criteria for homelessness.

Service Needs of Survey Respondents

Top four needs reported or requested overall by survey respondents:

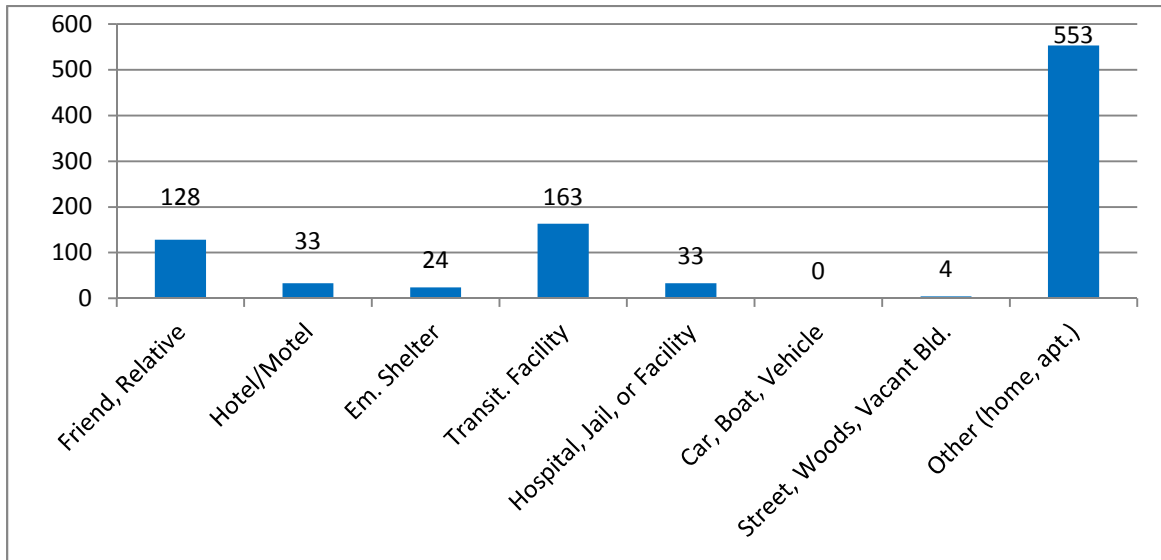
<u>2011</u>	<u>2012</u>
1. Transitional or permanent housing	1. Transportation
2. Food/meals	2. Transitional or permanent housing
3. Transportation	3. Financial assistance
4. Education and training	4. Food/meals

2012 PIT	Total	Allegany	Chemung	Livingston	Schuylar	Steuben
Em. Shelter	2.3%	1.9%	2.3%	3.1%	0.0%	4.1%
Medical Services	8.1%	5.8%	9.4%	12.5%	4.1%	8.6%
Transportation	17.2%	7.7%	12.3%	28.1%	20.5%	17.5%
Trans. or Perm. Housing	16.8%	9.6%	6.9%	53.1%	5.5%	8.9%
Dental Services	10.4%	9.6%	11.0%	14.1%	8.2%	8.9%
Day care	1.8%	0.0%	2.3%	4.7%	0.0%	2.2%
Veterans' Services	1.5%	1.9%	1.3%	0.0%	1.4%	3.0%
Mental Health Services	4.5%	7.7%	2.3%	7.8%	0.0%	4.5%
Clothing	8.1%	1.9%	9.6%	10.9%	11.0%	7.1%
Edu. or Job Training	9.5%	13.5%	9.0%	14.1%	1.4%	9.7%
Alc. or Drug Treatment	2.1%	3.8%	1.5%	3.1%	0.0%	1.9%
Food or Meals	13.9%	7.7%	14.8%	14.1%	2.7%	30.1%
Legal Services	4.1%	5.8%	2.1%	6.3%	2.7%	3.7%
Medication Assistance	3.7%	3.8%	3.8%	3.1%	1.4%	6.3%
Identification	2.8%	1.9%	3.8%	6.3%	0.0%	2.2%
Drop-in Center	1.8%	0.0%	0.8%	7.8%	0.0%	0.4%
Financial Asst.	16.3%	13.5%	17.5%	35.9%	4.1%	10.4%

Conclusions/Notes:

- Three of the top four service needs of respondents have not changed from last year. However, “Financial assistance” this year has edged out “Education and training” from last year as a top four reported need.
- Tip for reading the table: the percentages reported for each county are based on the percent of the total surveyed within each county, while the “Total” column reports percentages for the entire NY-501 CoC region. For example, 7.7% of the total surveyed within Allegany County alone reported transportation services as a need; however, 17.2% of everyone in the five-county continuum identified this as a need.

Where Participants Spent the Night of Wednesday, January 25th - Numbers



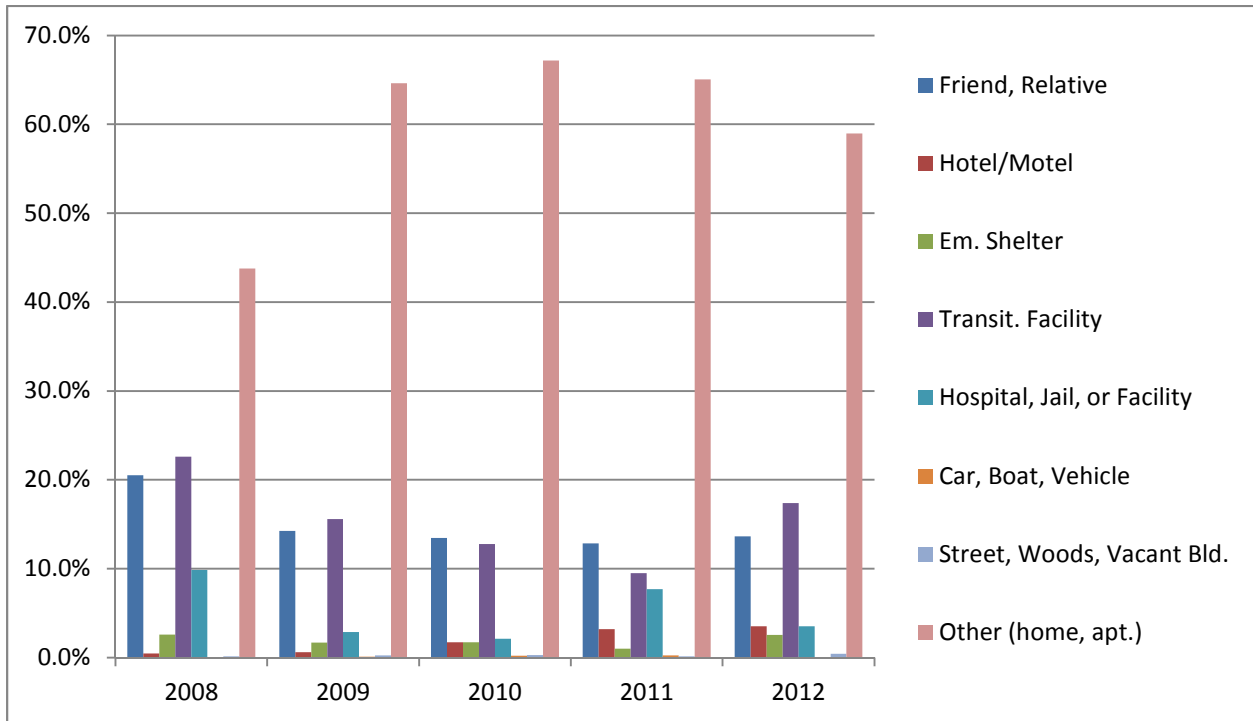
Where Participants Spent the Night of Wednesday, January 25th - Numbers, County-by-County

	Friend, Relative	Hotel/Motel	Em. Shelter	Transit. Facility	Hospital, Jail, or Facility	Car, Boat, Vehicle	Street, Woods, Vacant Bld.	Other (home, apt.)	Total
Allegany	29	5	3	0	1	0	0	14	52
Chemung	38	0	6	106	10	0	2	318	480
Steuben	22	7	7	54	18	0	0	161	269
Schuyler	28	6	0	0	4	0	0	35	73
Livingston	11	15	8	3	0	0	2	25	64
Total	128	33	24	163	33	0	4	553	938

Conclusions/Notes:

- The survey asked respondents where they (and any in the household with them) spent the night of Wednesday, January 25, 2012. HUD requirements for the annual “point-in-time” survey state that the survey night must be one night the final week of January.
- The survey was conducted for the full week following the survey night. The assumption was that asking the most vulnerable or unhoused people (in whom HUD has the most interest) where they stayed any longer than a week before could add uncertainty to their answers, particularly if they are moving place-to-place each few nights.
- While most survey respondents did not report staying the “point in time night” in places outside their own home, there were significant numbers who were staying with a friend or relative on the night in question, or in a transitional housing facility.

Where Participants Spent the Night on Previous Survey Nights – Trend Analysis



	Friend, Relative	Hotel/Motel	Em. Shelter	Transit. Facility	Hospital, Jail, or Facility	Car, Boat, Vehicle	Street, Woods, Vacant Bld.	Other (home, apt.)
2008	20.5%	0.5%	2.6%	22.6%	9.9%	0.0%	0.2%	43.8%
2009	14.3%	0.6%	1.7%	15.6%	2.9%	0.1%	0.2%	64.6%
2010	13.4%	1.7%	1.7%	12.8%	2.1%	0.2%	0.3%	67.2%
2011	12.9%	3.2%	1.0%	9.5%	7.7%	0.3%	0.1%	65.1%
2012	13.6%	3.5%	2.6%	17.4%	3.5%	0.0%	0.4%	59.0%

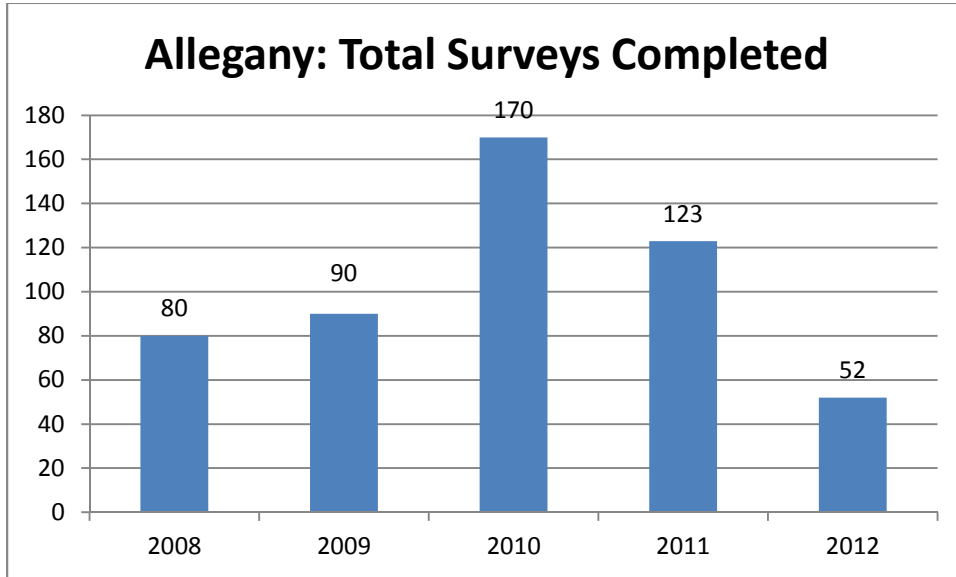
Conclusions/Notes:

- See also notes on survey methodology in the introduction and on page 10.
- There is a growing trend of survey respondents being in a hotel or motel on the survey night in question.
- After a three-year declining trend, the percentage of survey respondents who reported staying in a transitional facility on the survey night nearly doubled from 2011 to 2012.

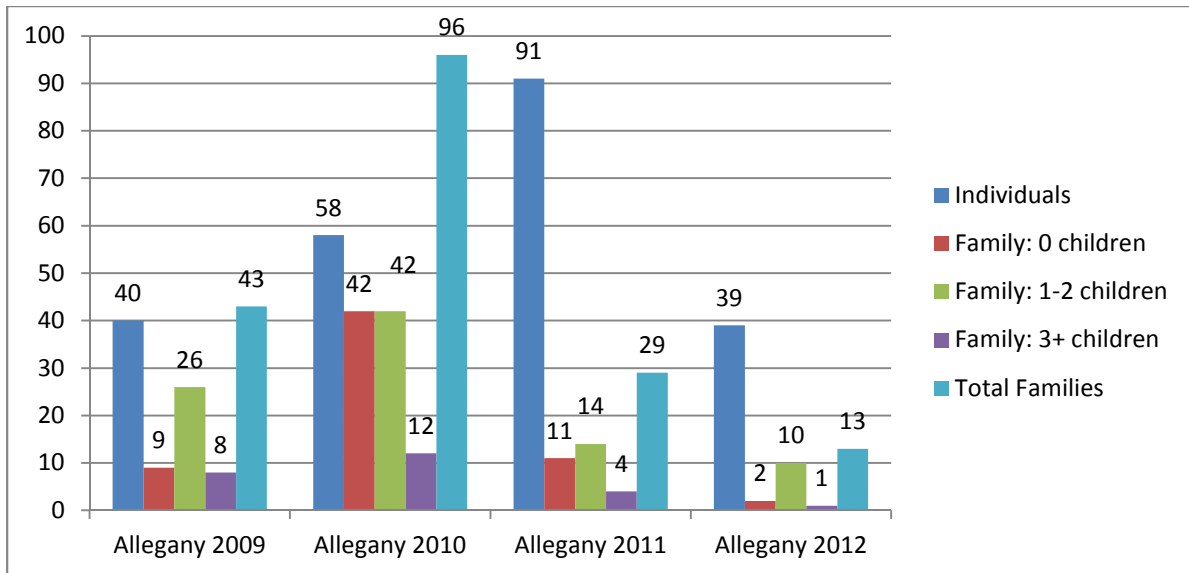
Results by County

Allegany County

Total Surveys Completed - Allegany



Individuals and Families - Allegany

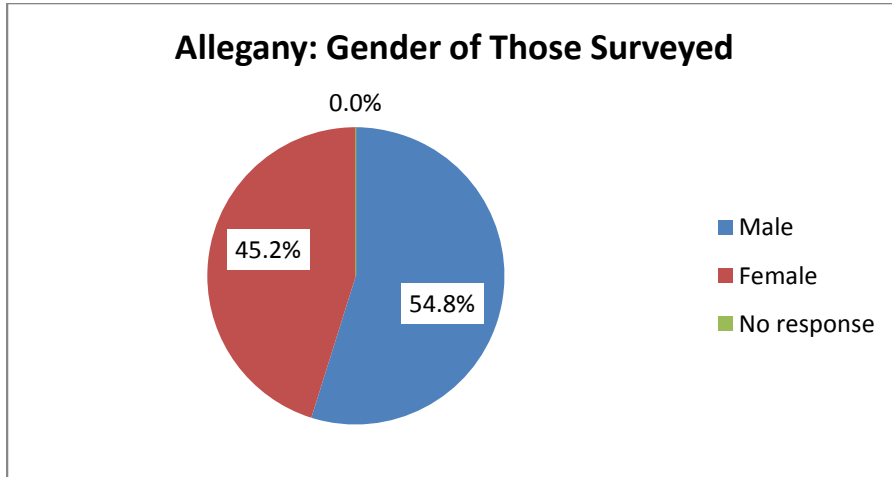


Conclusions/Notes:

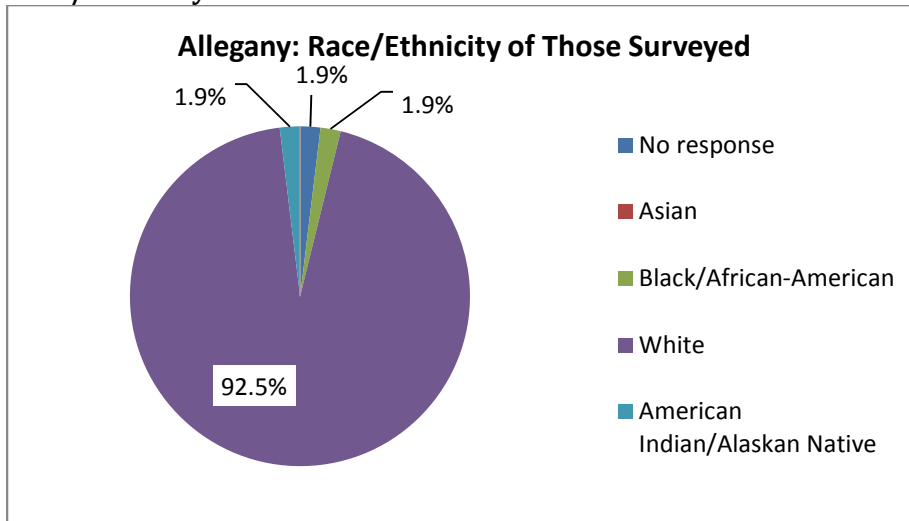
- See notes on the general survey, page 4. The decrease in the number of completed surveys in 2012 is not reflective of a decrease in need.
- There is a two-year trend of individuals outnumbering families in the population of those surveyed in Allegany County, a reverse of the previous reports.

Demographics - Allegany

Gender



Race/Ethnicity

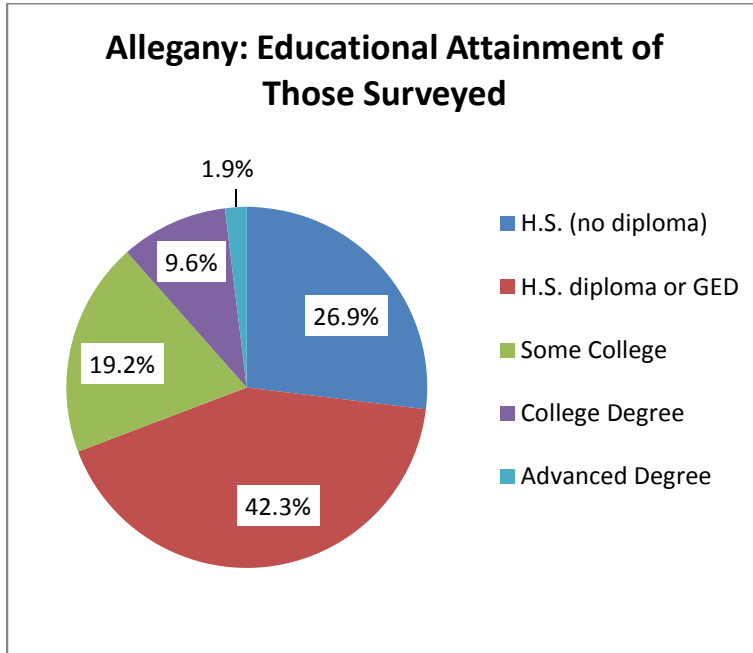


	Latino	No response	Asian	Black/African-American	White	American Indian/Alaskan Native	Native Hawai'ian/Other Pacific Islander	Other
Census-Allegany	1.4%	0.0%	0.9%	1.1%	96.2%	0.2%	0.0%	0.4%
Census-501 CoC	2.0%	0.0%	1.1%	3.0%	93.4%	0.3%	0.0%	0.5%
Allegany-PIT survey	1.9%	1.9%	0.0%	1.9%	92.5%	1.9%	0.0%	0.0%

Conclusions/Notes:

- General minority representation in the Allegany population surveyed exceeds, even slightly, the percentage of minorities in the general population.

Educational Attainment



Conclusions/Notes:

- Over a quarter of the Allegheny population surveyed – those reaching out for help from services during the survey week – had not completed high school or a GED program.

Veteran Status: 8.1% of those surveyed or in the households of those surveyed, in Allegheny, were veterans.

Conditions of Survey Respondents – Allegheny County

Rank	2009	2010	2011	2012
#1	Financial Asst.	Medical	Food/Meals	Edu. or Job Training (13.5%)
#2	Food/Meals	Financial Asst.	Transportation	Financial Asst. (13.5%)
#3	Mental Health	Dental	Trans. or Perm. Housing	Trans. or Perm. Housing (9.6%)
#4	Transportation	Transportation	Transportation	Dental Services (9.6%)

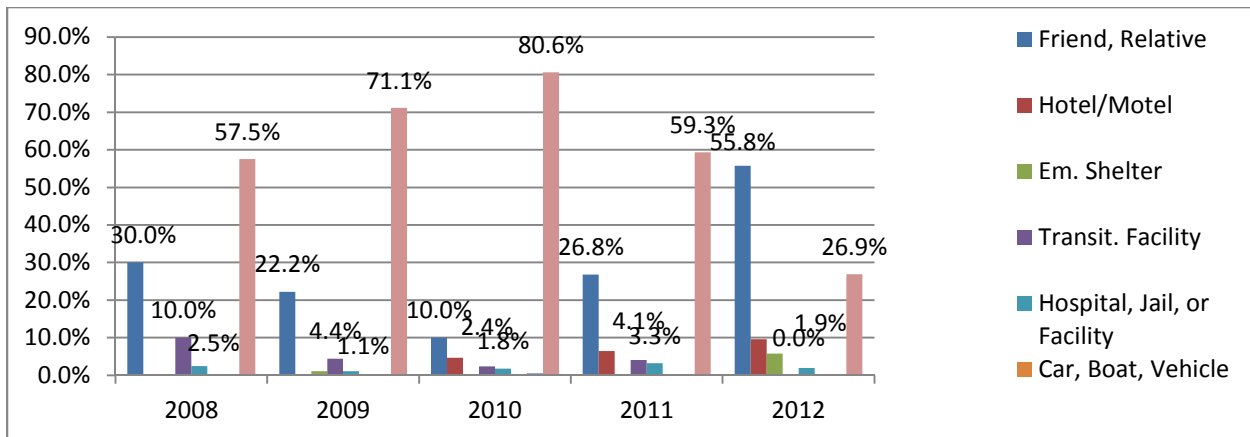
Conclusions/Notes:

- The top four reported needs of those surveyed in Allegheny have changed, year to year. Categories that are frequently present (at least 3 of the four years) include “Financial Assistance” and “Transportation.”

Where Participants Spent the Night of Wednesday, January 25th – Allegany Numbers

	Friend, Relative	Hotel/Motel	Em. Shelter	Transit. Facility	Hospital, Jail, or Facility	Car, Boat, Vehicle	Street, Woods, Vacant Bld.	Other (home, apt.)	Total
Allegany	29	5	3	0	1	0	0	14	52
Total (CoC)	128	33	24	163	33	0	4	553	938

Where Participants Spent the Night – Percentage Trend Analysis for Allegany Co.



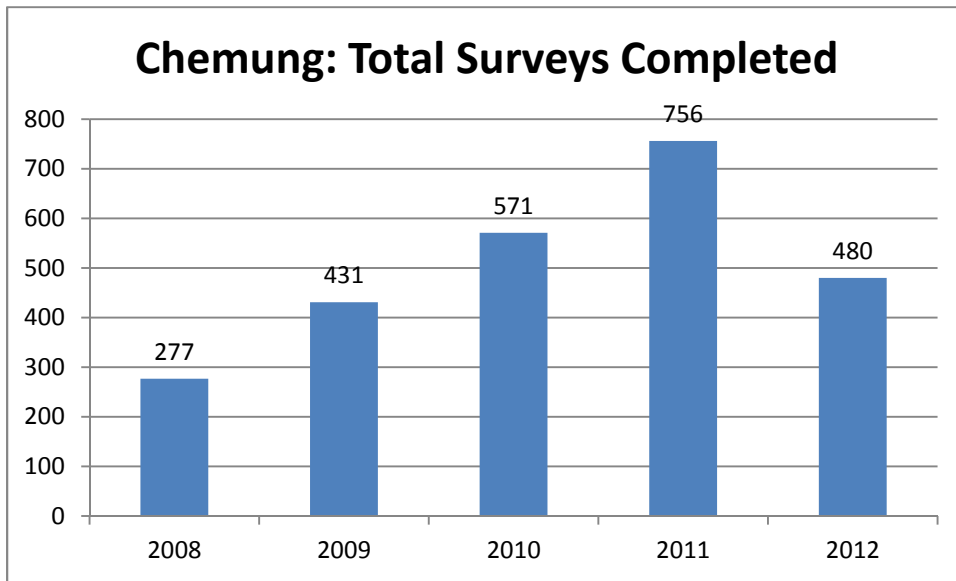
	Friend, Relative	Hotel/Motel	Em. Shelter	Transit. Facility	Hospital, Jail, or Facility	Car, Boat, Vehicle	Street, Woods, Vacant Bld.	Other (home, apt.)
2008	30.0%	0.0%	0.0%	10.0%	2.5%	0.0%	0.0%	57.5%
2009	22.2%	0.0%	1.1%	4.4%	1.1%	0.0%	0.0%	71.1%
2010	10.0%	4.7%	0.0%	2.4%	1.8%	0.0%	0.6%	80.6%
2011	26.8%	6.5%	0.0%	4.1%	3.3%	0.0%	0.0%	59.3%
2012	55.8%	9.6%	5.8%	0.0%	1.9%	0.0%	0.0%	26.9%

Conclusions/Notes:

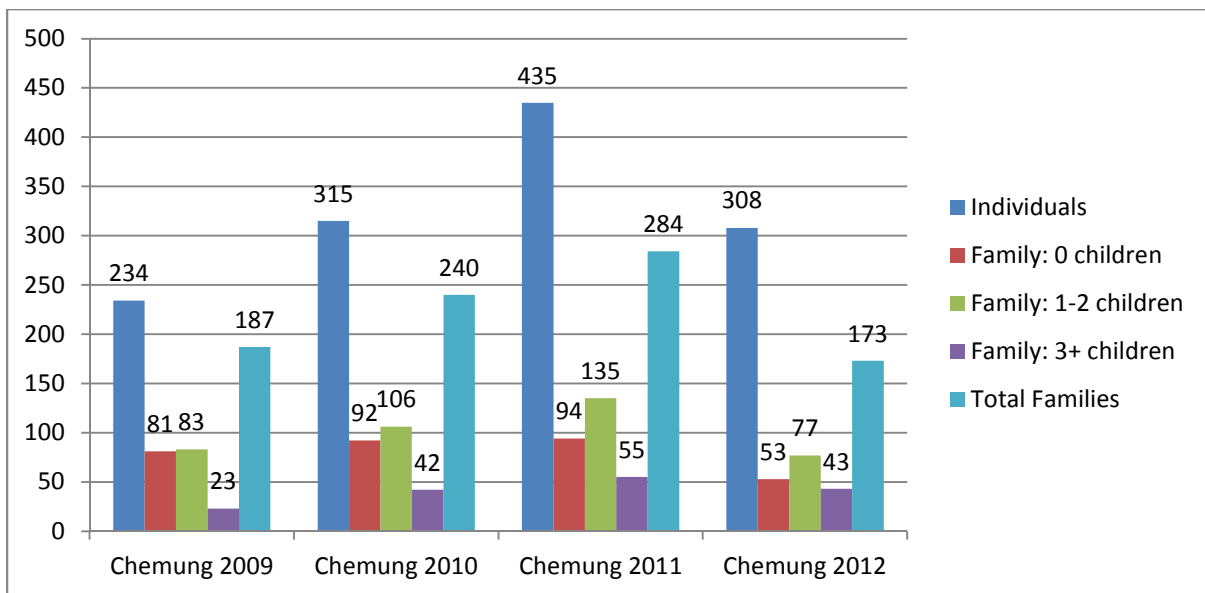
- In 2012, for the first time, there were more people surveyed in Allegany who were staying in places other than their own home or apartment on the point-in-time survey night in question. This included double the percentage staying with a friend or relative, and sharp increases in those staying in a hotel/motel or emergency shelter.

Chemung County

Total Surveys Completed - Chemung



Individuals and Families - Chemung

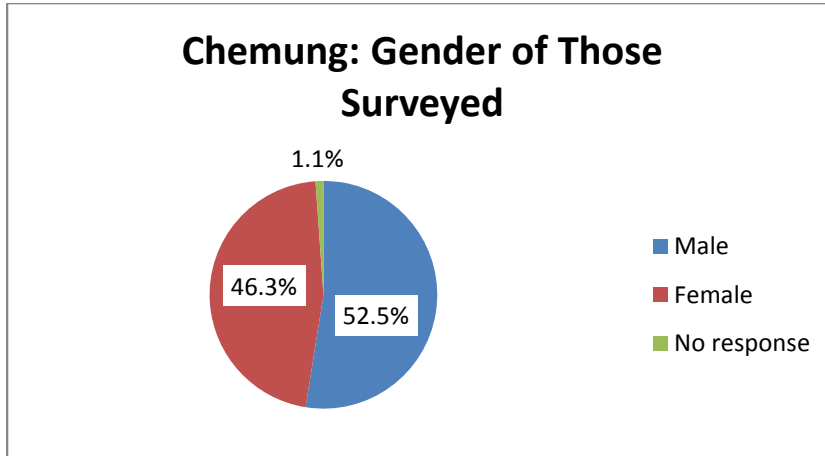


Conclusions/Notes:

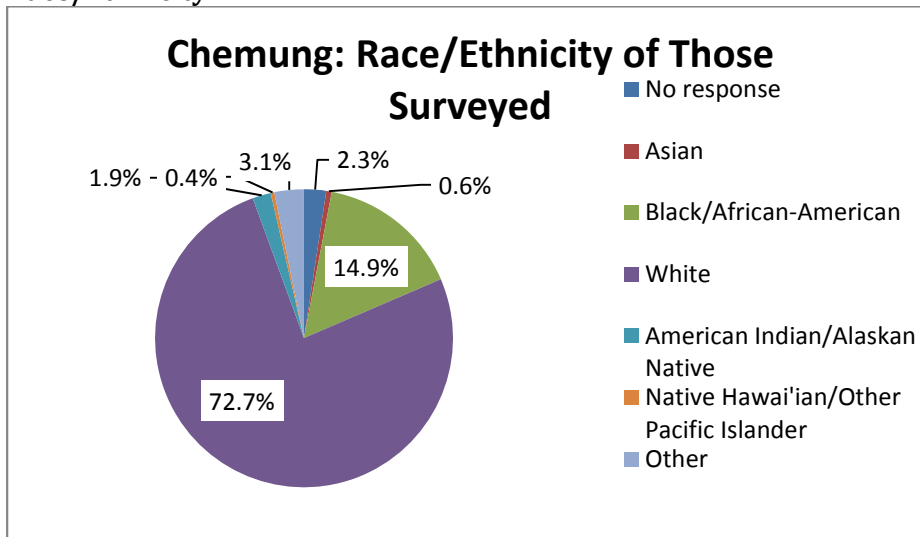
- See notes on the general survey, page 4. The decrease in the number of completed surveys in 2012 is not reflective of a decrease in need.
- The trend of the increasing proportion of individuals completing the survey, versus those in families, has continued in each survey year.
- The proportion of large-sized families (families with at least one adult and 3 or more children) is on a generally increasing trend.

Demographics - Chemung

Gender



Race/Ethnicity

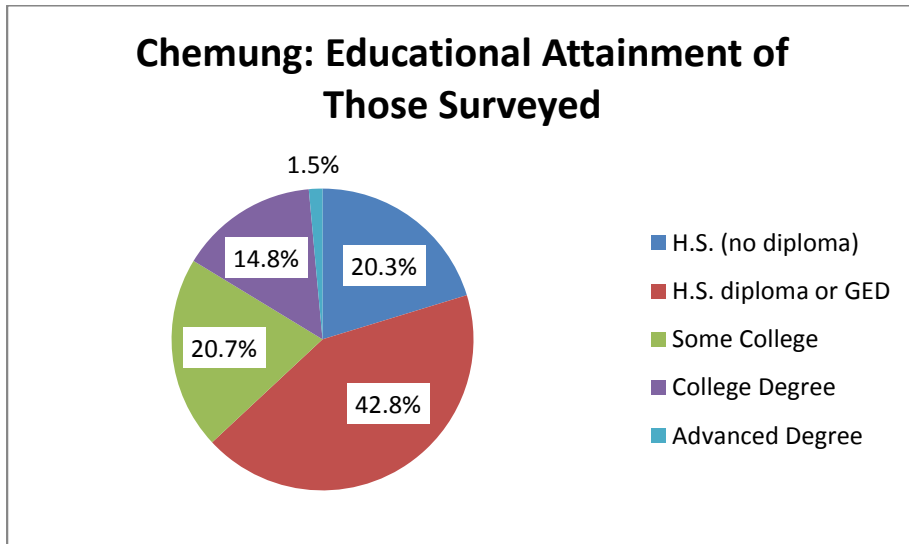


	Latino	No response	Asian	Black/African-American	White	American Indian/Alaskan Native	Native Hawai'ian/Other Pacific Islander	Other
Census-Chemung	2.5%	0.0%	1.2%	6.6%	88.7%	0.3%	0.0%	0.6%
Census-501 CoC	2.0%	0.0%	1.1%	3.0%	93.4%	0.3%	0.0%	0.5%
Chemung-PIT survey	4.2%	2.3%	0.6%	14.9%	72.7%	1.9%	0.4%	3.1%

Conclusions/Notes:

- General minority representation in the Chemung population surveyed exceeds, by almost double, for some categories, the percentage in the general population.

Educational Attainment



Conclusions/Notes:

- A fifth of the Chemung population surveyed – those reaching out for help from services during the survey week – had not completed high school or a GED program.

Veteran Status: 10.2% of those surveyed or in the households of those surveyed, in Chemung, were veterans.

Conditions of Survey Respondents – Chemung County

Rank	2009	2010	2011	2012
#1	Medical services	Dental services	Food/Meals	Financial Assistance (17.5%)
#2	Food/Meals	Transportation	Clothing	Food/Meals (14.8%)
#3	Clothing	Medical services	Transportation	Transportation (12.3%)
#4	Dental services	Financial Assistance	Medical services	Dental services (11.0%)

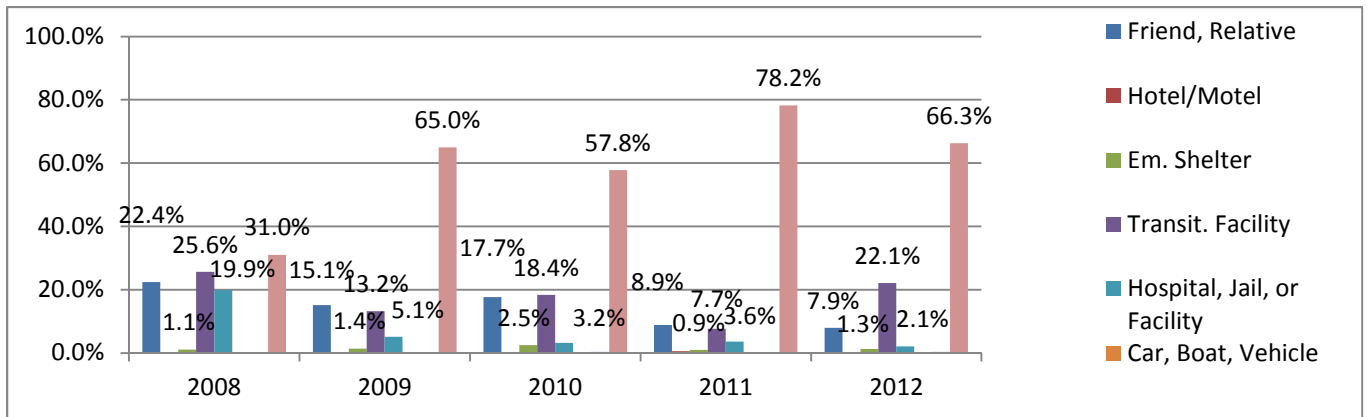
Conclusions/Notes:

- The top four reported needs of those surveyed in Allegany have changed slightly, year to year. Categories that are frequently present (at least 3 of the four years) include “Medical services,” “Food/Meals,” “Dental services,” and “Transportation.”
- The top reported need in 2012 – “Financial Assistance” – had not been previously seen in the top four identified needs since 2010, when it was fourth.

Where Participants Spent the Night of Wednesday, January 25th – Chemung Numbers

	Friend, Relative	Hotel/Motel	Em. Shelter	Transit. Facility	Hospital, Jail, or Facility	Car, Boat, Vehicle	Street, Woods, Vacant Bld.	Other (home, apt.)	Total
Chemung	38	0	6	106	10	0	2	318	480
Total CoC	128	33	24	163	33	0	4	553	938

Where Participants Spent the Night – Percentage Trend Analysis for Chemung Co.



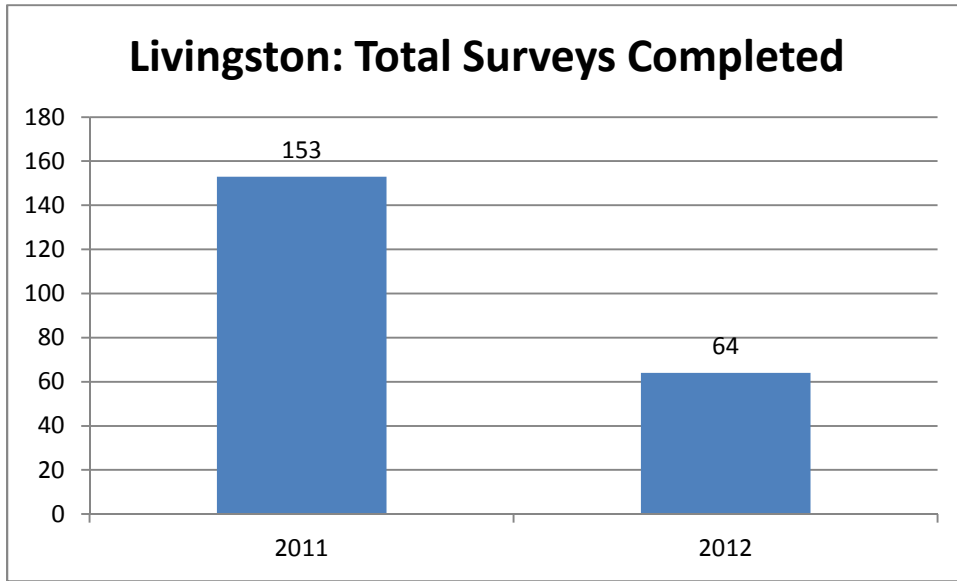
	Friend, Relative	Hotel/Motel	Em. Shelter	Transit. Facility	Hospital, Jail, or Facility	Car, Boat, Vehicle	Street, Woods, Vacant Bld.	Other (home, apt.)
2008	22.4%	0.0%	1.1%	25.6%	19.9%	0.0%	0.0%	31.0%
2009	15.1%	0.0%	1.4%	13.2%	5.1%	0.0%	0.2%	65.0%
2010	17.7%	0.2%	2.5%	18.4%	3.2%	0.0%	0.4%	57.8%
2011	8.9%	0.5%	0.9%	7.7%	3.6%	0.1%	0.1%	78.2%
2012	7.9%	0.0%	1.3%	22.1%	2.1%	0.0%	0.4%	66.3%

Conclusions/Notes:

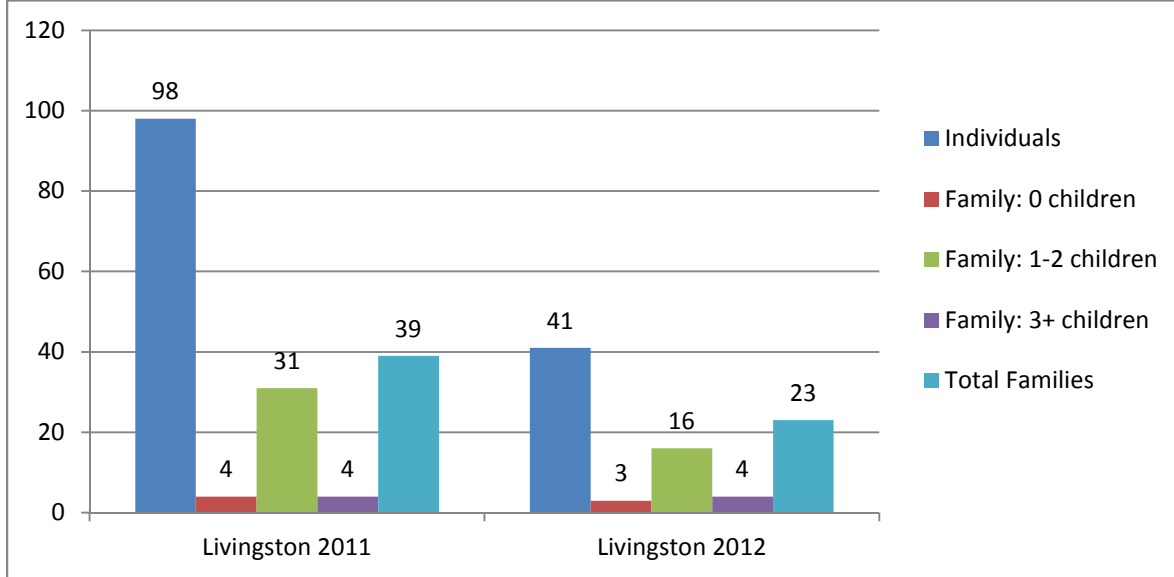
- Unlike other counties in the continuum, Chemung has seen a consistently decreasing trend of those responding to the survey who are not staying in their own home or apartment. The exceptions include respondents staying in transitional housing, and an overall small number, but significant rise, in those staying in the street, vacant buildings, or other places not meant for habitation.

Livingston County

Total Surveys Completed - Livingston



Individuals and Families - Livingston

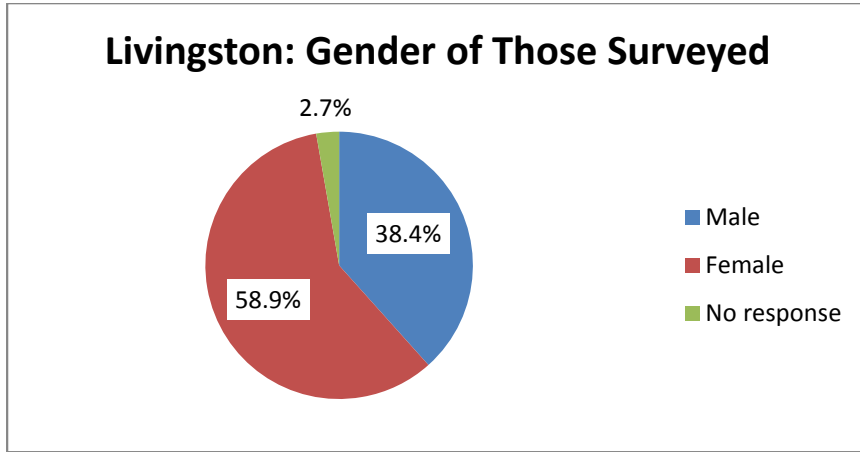


Conclusions/Notes:

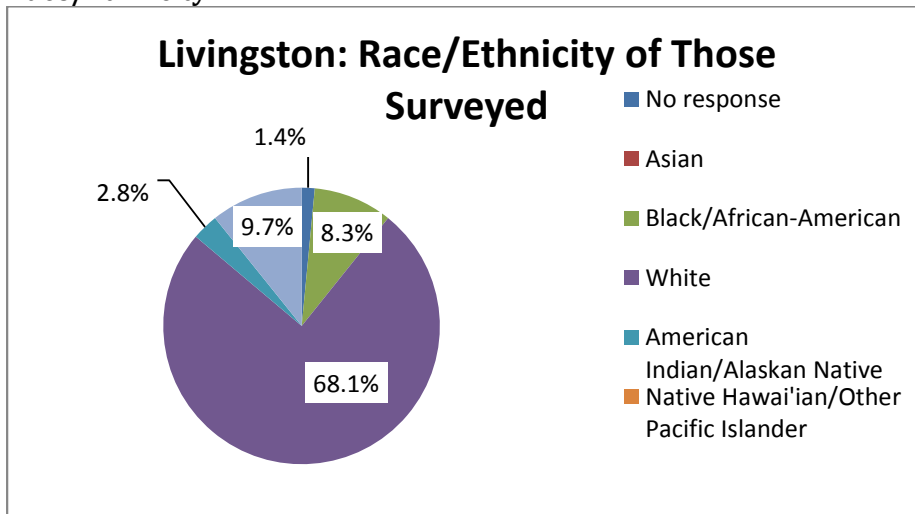
- See notes on the general survey, page 4. The decrease in the number of completed surveys in 2012 is not reflective of a decrease in need.
- Livingston County first started to take part in the Point in Time surveys in 2011.
- As with other counties in the continuum, individuals reaching out for help in Livingston County, and responding to the survey, outnumber those in families by almost two to one.

Demographics - Livingston

Gender



Race/Ethnicity

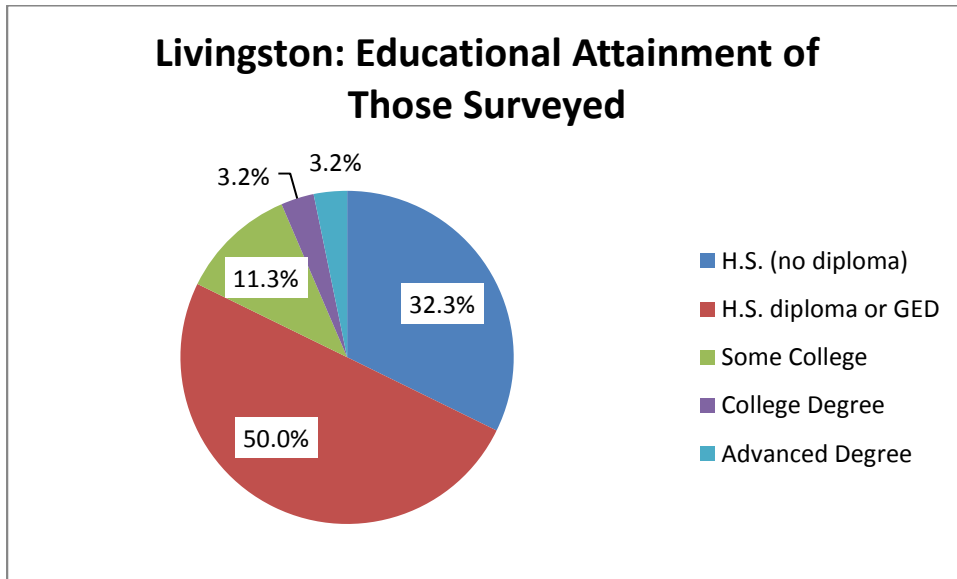


	Latino	No response	Asian	Black/African-American	White	American Indian/Alaskan Native	Native Hawai'ian/Other Pacific Islander	Other
Census-Livingston	2.8%	0.0%	1.2%	2.4%	93.8%	0.3%	0.0%	0.8%
Census-501 CoC	2.0%	0.0%	1.1%	3.0%	93.4%	0.3%	0.0%	0.5%
Livingston-PIT survey	9.7%	1.4%	0.0%	8.3%	68.1%	2.8%	0.0%	9.7%

Conclusions/Notes:

- General minority representation in the Livingston population surveyed far exceeds the percentage in the general population for every ethnicity category except the Asian population.

Educational Attainment



Veteran Status: 4.1% of those surveyed or in the households of those surveyed, in Livingston, were veterans.

Conditions of Survey Respondents - Livingston County

Rank	2011	2012
#1	Temp./Permanent Housing	Temp./Permanent Housing (53.1%)
#2	Financial Assistance	Financial Assistance (35.9%)
#3	Dental services	Transportation (28.1%)
#4	Transportation	Dental services // Food or Meals (tie for fourth – 14.1% each)

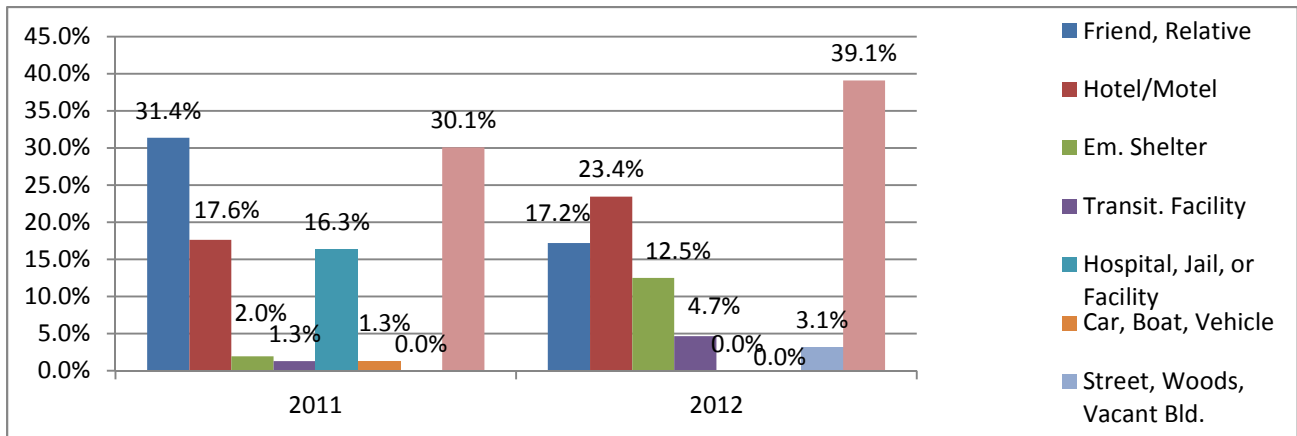
Conclusions/Notes:

- See notes on the general survey, page 4. The decrease in the number of completed surveys in 2012 is not reflective of a decrease in need.
- The top four reported needs of those surveyed in Livingston County was virtually unchanged from 2011 to 2012.
- Over half of those surveyed reported needs for assistance with housing.
- Over a third of those surveyed reported needs for financial assistance.
- Over a quarter of those surveyed reported transportation as a high need.

Where Participants Spent the Night of Wednesday, January 25th – Livingston Numbers

	Friend, Relative	Hotel/Motel	Em. Shelter	Transit. Facility	Hospital, Jail, or Facility	Car, Boat, Vehicle	Street, Woods, Vacant Bld.	Other (home, apt.)	Total
Livingston	11	15	8	3	0	0	2	25	64
Total	128	33	24	163	33	0	4	553	938

Where Participants Spent the Night – Percentage Trend Analysis for Livingston Co.



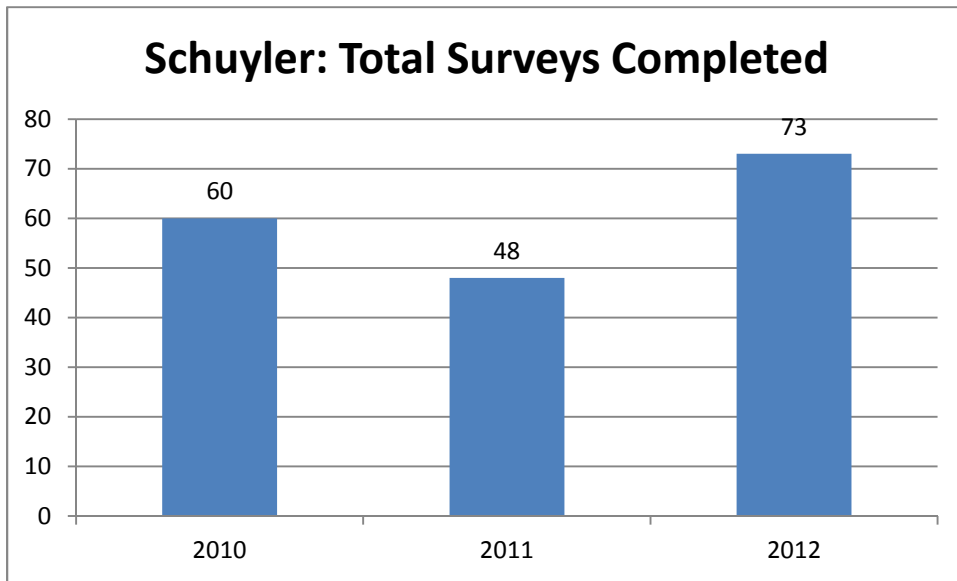
	Friend, Relative	Hotel/Motel	Em. Shelter	Transit. Facility	Hospital, Jail, or Facility	Car, Boat, Vehicle	Street, Woods, Vacant Bld.	Other (home, apt.)
2011	31.4%	17.6%	2.0%	1.3%	16.3%	1.3%	0.0%	30.1%
2012	17.2%	23.4%	12.5%	4.7%	0.0%	0.0%	3.1%	39.1%

Conclusions/Notes:

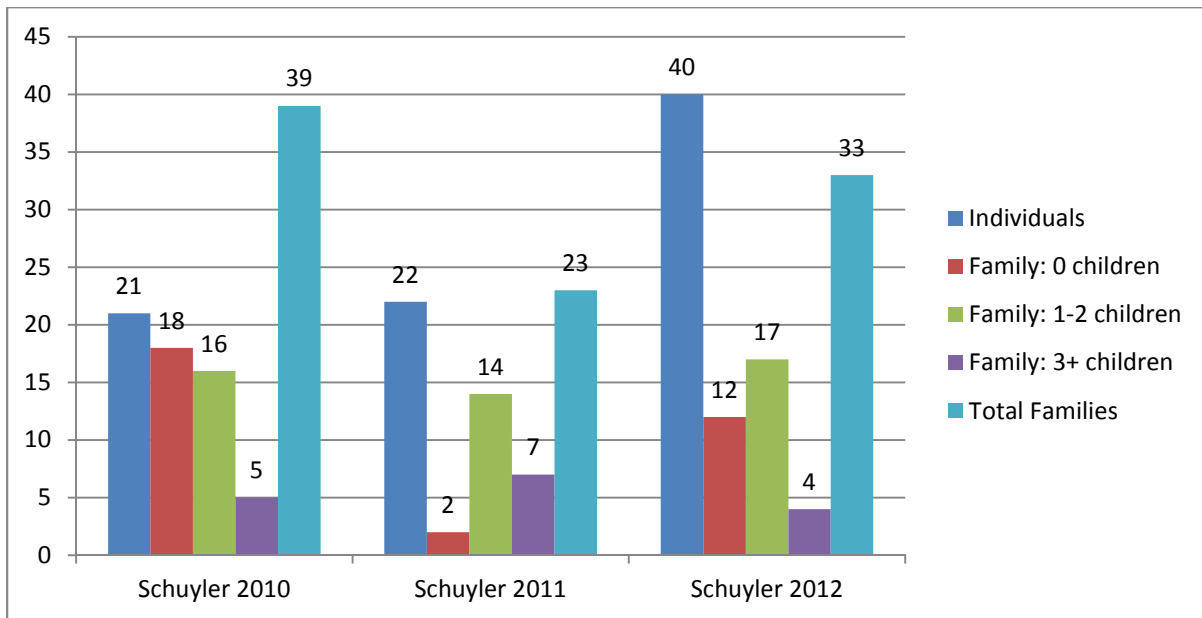
- While the percentage of those responding to the survey who are in their own home or apartment increased from 2011 to 2012, so did the percentage of those staying in a hotel or motel, an emergency shelter, a transitional facility, or in the street, the woods, a vacant building, or another place not meant for human habitation.

Schuyler County

Total Surveys Completed



Individuals and Families

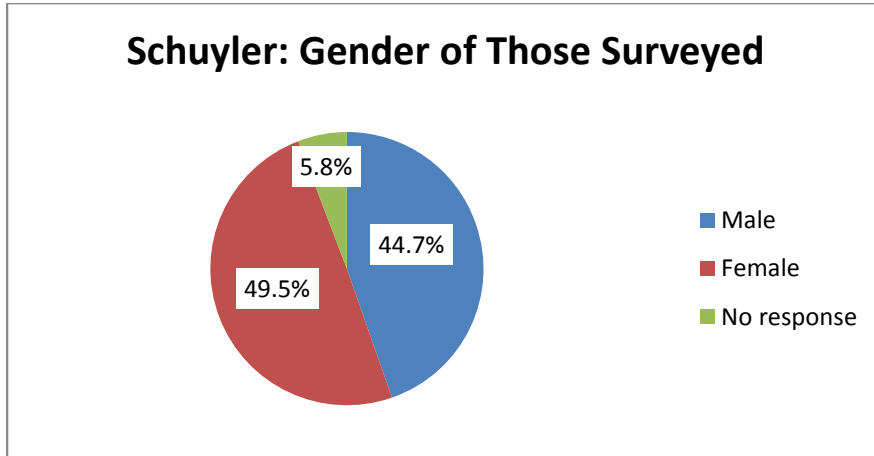


Conclusions/Notes:

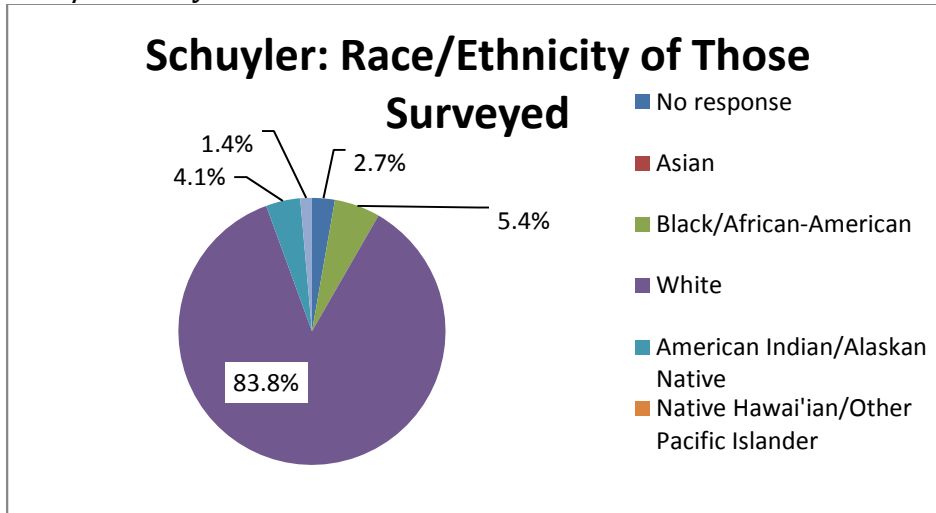
- Schuyler County first started to take part in the Point in Time surveys in 2010.
- See notes on the general survey, page 4. The decrease in the number of completed surveys in 2012 is not reflective of a decrease in need.
- As with other counties in the continuum, individuals reaching out for help in Schuyler County has, over time, overtaken the number of those in families.

Demographics - Schuyler

Gender



Race/Ethnicity

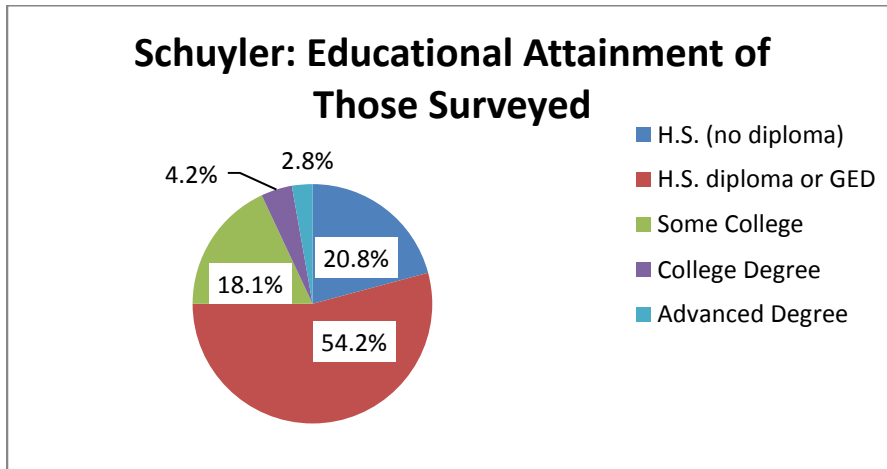


	Latino	No response	Asian	Black/African-American	White	American Indian/Alaskan Native	Native Hawai'ian/Other Pacific Islander	Other
Census-Schuyler	1.3%	0.0%	0.3%	0.9%	97.1%	0.3%	0.0%	0.2%
Census-501 CoC	2.0%	0.0%	1.1%	3.0%	93.4%	0.3%	0.0%	0.5%
Schuyler-PIT survey	2.7%	2.7%	0.0%	5.4%	83.8%	4.1%	0.0%	1.4%

Conclusions/Notes:

- General minority representation in the Schuyler population surveyed exceeds the percentage in the general population for every ethnicity category reporting except the Asian population.

Educational Attainment



Conclusions/Notes:

- A fifth of those surveyed had not completed high school or a GED program.
- The majority of those surveyed (54.2%) had completion of high school as their highest educational attainment.

Veteran Status: 10.6% of those surveyed or in the households of those surveyed, in Schuyler, were veterans.

Conditions of Survey Respondents – Schuyler County

Rank	2010	2011	2012
#1	Dental services	Temp./Permanent Housing	Transportation (20.5%)
#2	Transportation	Dental services	Clothing (11.0%)
#3	Education and training	Education and training	Dental services (8.2%)
#4	Medical services	Transportation	Temp. or Permanent Housing (5.5%)

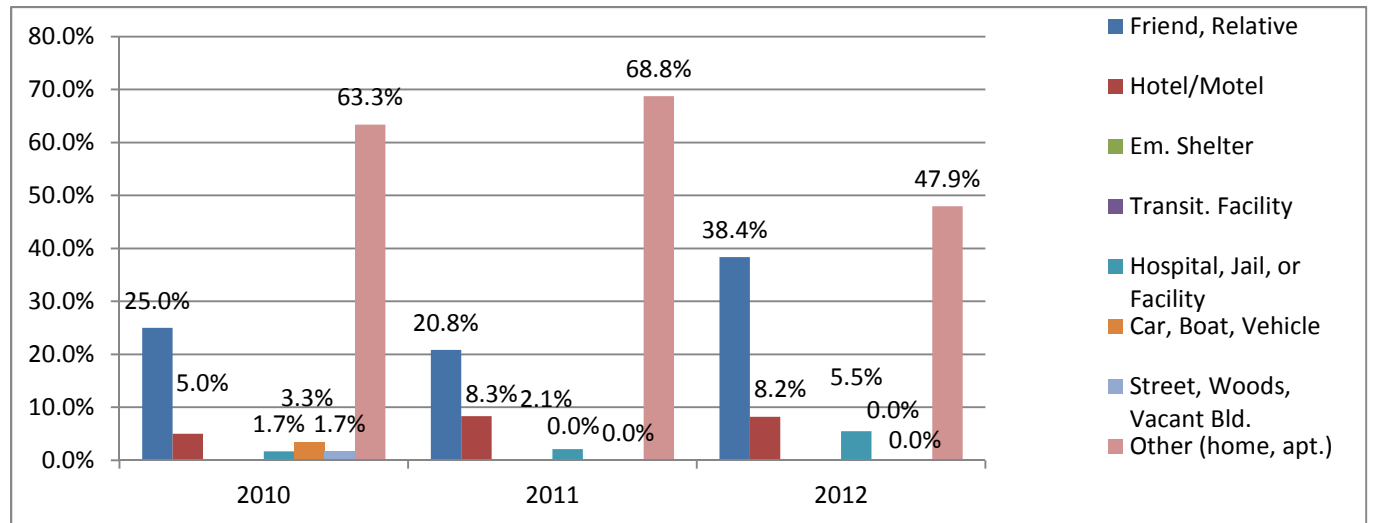
Conclusions/Notes:

- The top four reported needs of those surveyed in Schuyler have changed, year to year. Categories that are frequently present (in all 3 years) include “Dental services” and “Transportation.”
- Over a fifth of those surveyed reported transportation as a high need.

Where Participants Spent the Night of Wednesday, January 25th – Schuyler Numbers

	Friend, Relative	Hotel/Motel	Em. Shelter	Transit. Facility	Hospital, Jail, or Facility	Car, Boat, Vehicle	Street, Woods, Vacant Bld.	Other (home, apt.)	Total
Schuyler	28	6	0	0	4	0	0	35	73
Total CoC	128	33	24	163	33	0	4	553	938

Where Participants Spent the Night – Percentage Trend Analysis for Schuyler Co.



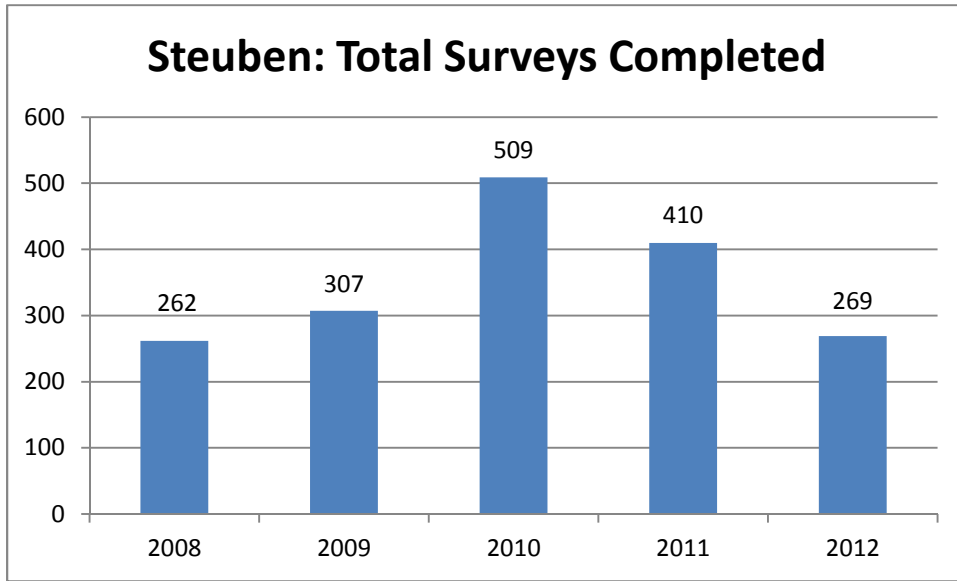
	Friend, Relative	Hotel/Motel	Em. Shelter	Transit. Facility	Hospital, Jail, or Facility	Car, Boat, Vehicle	Street, Woods, Vacant Bld.	Other (home, apt.)
2010	25.0%	5.0%	0.0%	0.0%	1.7%	3.3%	1.7%	63.3%
2011	20.8%	8.3%	0.0%	0.0%	2.1%	0.0%	0.0%	68.8%
2012	38.4%	8.2%	0.0%	0.0%	5.5%	0.0%	0.0%	47.9%

Conclusions/Notes:

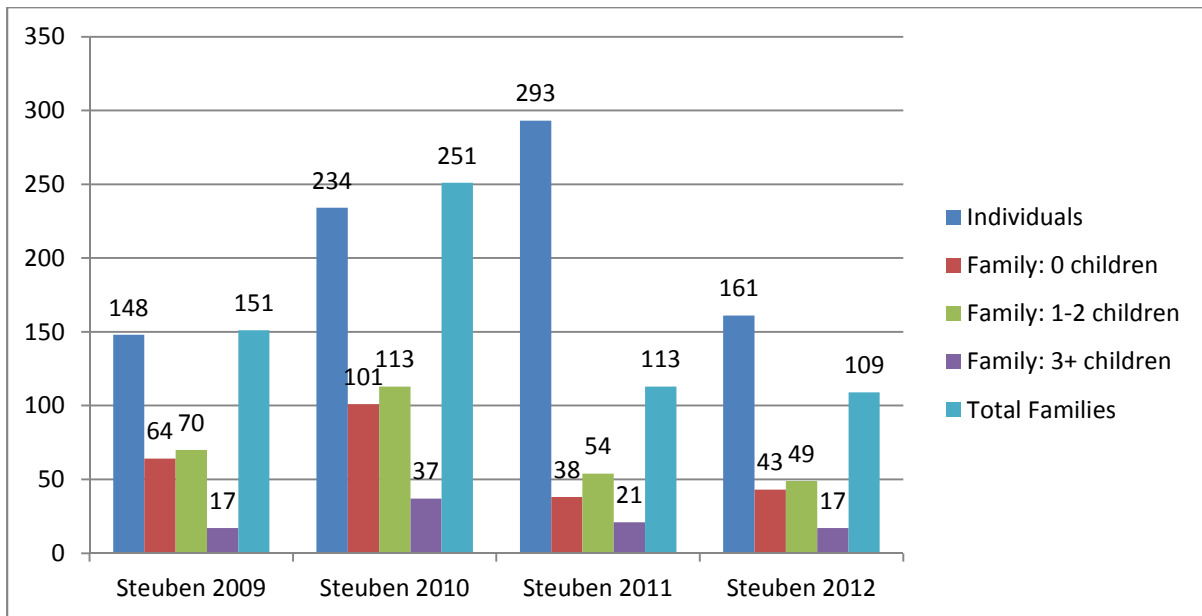
- The percentage of those responding to the survey who stayed the point-in-time night in their own home or apartment decreased from 2011 to 2012. Increasing were the percentages of those who spent the indicated night in a hospital, jail, or facility, and those staying in a hotel or motel or with friends or relatives.

Steuben County

Total Surveys Completed



Individuals and Families – Steuben

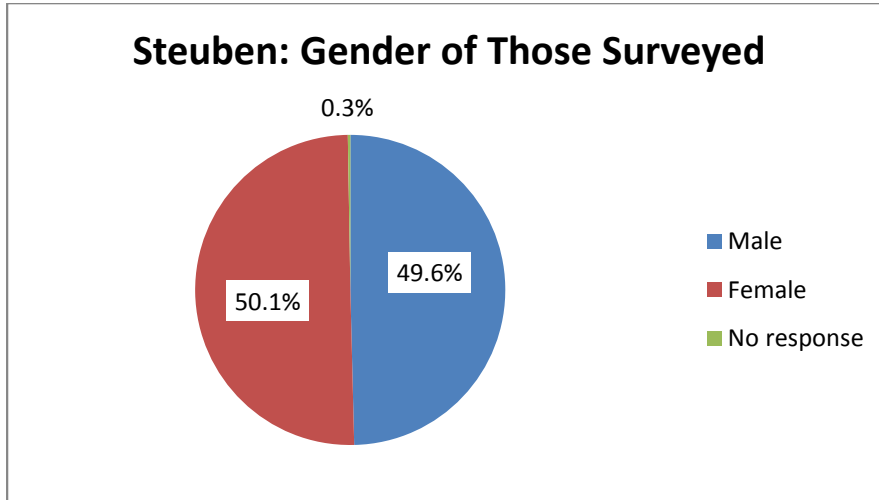


Conclusions/Notes:

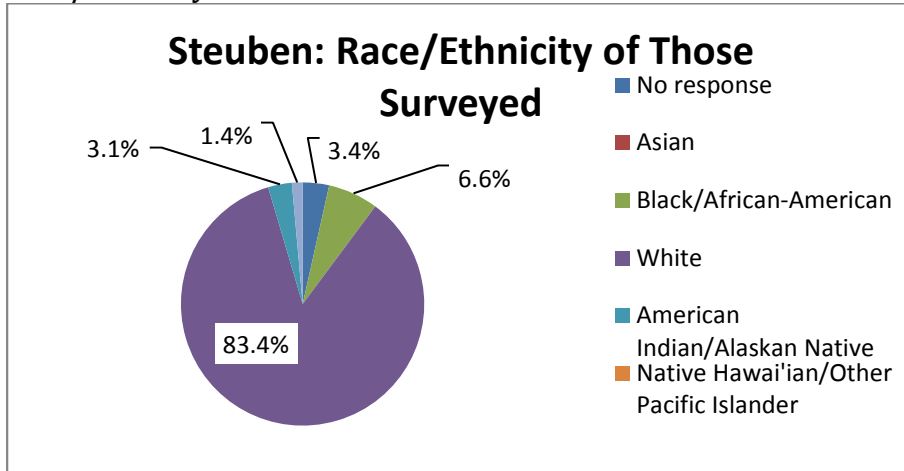
- See notes on the general survey, page 4. The decrease in the number of completed surveys in 2012 is not reflective of a decrease in need.
- There is a two-year trend of individuals outnumbering families in the population of those surveyed in Steuben County, a reverse of the previous reports.
- Larger-sized families (an adult plus 3 or more children) represent a greater proportion of those completing surveys in 2012.

Demographics - Steuben

Gender



Race/Ethnicity

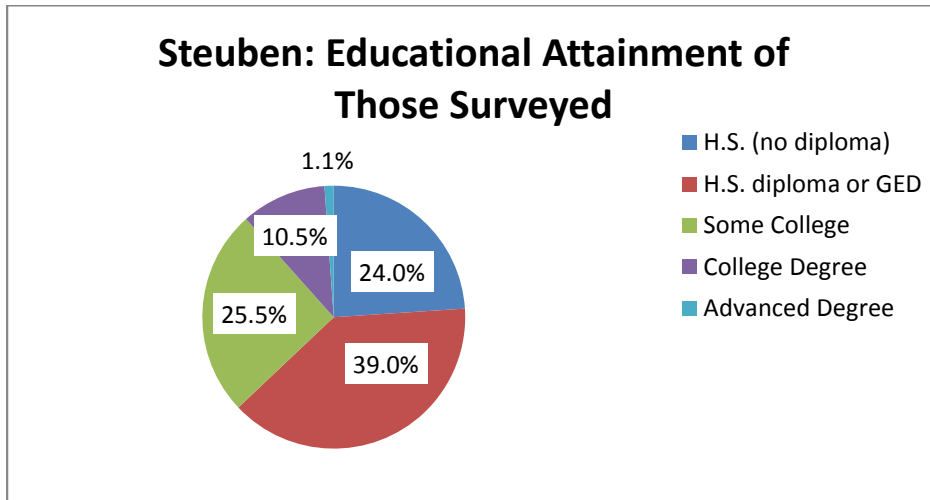


	Latino	No response	Asian	Black/African-American	White	American Indian/Alaskan Native	Native Hawai'ian/Other Pacific Islander	Other
Census-Steuben	1.4%	0.0%	1.2%	1.6%	95.3%	0.2%	0.0%	0.3%
Census-501 CoC	2.0%	0.0%	1.1%	3.0%	93.4%	0.3%	0.0%	0.5%
Steuben-PIT survey	2.1%	3.4%	0.0%	6.6%	83.4%	3.1%	0.0%	1.4%

Conclusions/Notes:

- General minority representation in the Steuben population surveyed exceeds the percentage in the general population for every ethnicity category reporting except the Asian population.

Educational Attainment



Veteran Status: 17.2% of those surveyed or in the households of those surveyed, in Steuben, were veterans. This was the highest percentage reported in the NY-501 CoC, and is most likely attributable to the presence in central Steuben County of the Bath VA Medical Center, with specialized services for veterans across the northeast region.

Conditions of Survey Respondents – Steuben County

Rank	2009	2010	2011	2012
#1	Food or Meals	Food or Meals	Education or training	Food or Meals (30.1%)
#2	Transportation	Transportation	Temp. or permanent housing	Transportation (17.5%)
#3	Dental services	Dental services	Transportation	Financial Assistance (10.4%)
#4	Financial Assistance	Medical services	Food or Meals	Education or training (9.7%)

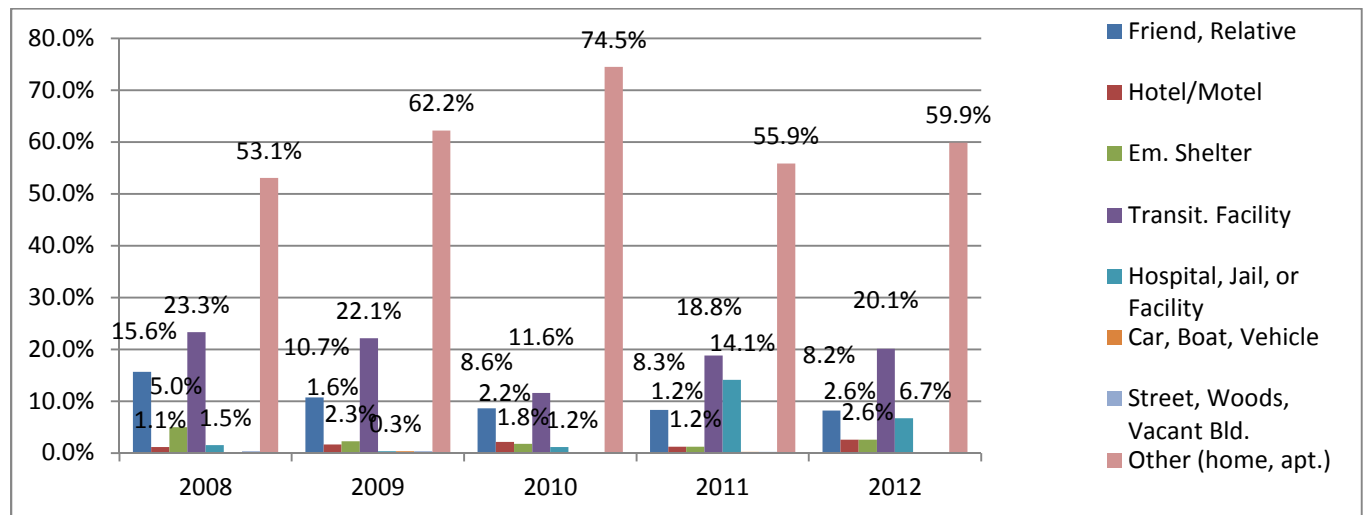
Conclusions/Notes:

- The top four reported needs of those surveyed in Steuben have only slightly changed, year to year. Categories that are frequently present (at least 3 of the four years) include “Food or Meals” (appearing all four years, and topping the list 3 of the 4 years), and “Transportation” (present all four years). Almost a third of those surveyed reported a need for assistance with food or meals.

Where Participants Spent the Night of Wednesday, January 25th – Steuben Numbers

	Friend, Relative	Hotel/Motel	Em. Shelter	Transit. Facility	Hospital, Jail, or Facility	Car, Boat, Vehicle	Street, Woods, Vacant Bld.	Other (home, apt.)	Total
Steuben	22	7	7	54	18	0	0	161	269
Total CoC	128	33	24	163	33	0	4	553	938

Where Participants Spent the Night – Percentage Trend Analysis for Steuben Co.



	Friend, Relative	Hotel/Motel	Em. Shelter	Transit. Facility	Hospital, Jail, or Facility	Car, Boat, Vehicle	Street, Woods, Vacant Bld.	Other (home, apt.)
2008	15.6%	1.1%	5.0%	23.3%	1.5%	0.0%	0.4%	53.1%
2009	10.7%	1.6%	2.3%	22.1%	0.3%	0.3%	0.3%	62.2%
2010	8.6%	2.2%	1.8%	11.6%	1.2%	0.2%	0.0%	74.5%
2011	8.3%	1.2%	1.2%	18.8%	14.1%	0.2%	0.2%	55.9%
2012	8.2%	2.6%	2.6%	20.1%	6.7%	0.0%	0.0%	59.9%

Conclusions/Notes:

- The percentage of those responding to the survey who stayed the point-in-time night in their own home or apartment slightly increased in 2012. Increasing were the percentages of those who spent the indicated night in a hotel or motel or put up in emergency shelter.

HUD Reporting – Homeless and Chronically Homeless

The category of reporting of homeless numbers to HUD follows certain specific definitions and criteria. These include (from the Point in Time instructions):

- Persons counted in permanent supportive housing should not be included in the PIT count of homeless persons reported to HUD.
- Persons counted in any location not listed on the Housing Inventory should not be included in the PIT count of homeless persons reported to HUD (e.g. residential treatment facilities, doubled-up with family or friends).
- PIT counts of homeless persons should not include persons residing in beds/units funded by HPRP as part of a Rapid Re-housing or Homelessness Prevention Program.
- Persons in HPRP funded hotel/motel vouchers should be counted under Emergency Shelter.
- Persons in families who are housed in programs funded with 2008 Rapid Re-Housing Demonstration (RRHD) grants should be counted in the Sheltered Transitional Housing category.

Furthermore, we were instructed:

- “Chronically homeless” is defined as: 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) episodes of homelessness in the past three (3) years. 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. Disabling condition is defined as "a diagnosable substance use disorder, serious mental illness, developmental disability, or chronic physical illness or disability, including the co-occurrence of two or more of these conditions."
- Do not count persons residing in transitional housing as chronically homeless.
- Persons under the age of 18 are not counted as chronically homeless individuals.
- Count persons in emergency shelters, transitional housing and safe havens in the sheltered count.

Filtering our survey answers through these definitions, we have reported the following tables of information to HUD for our NY-501 Continuum of Care. Note, for comparison purposes, that Schuyler County joined the continuum in 2010, and Livingston in 2011.

Survey nights:

- Jan. 28, 2009
- Jan. 27, 2010
- Jan. 26, 2011
- Jan. 25, 2012

Persons in Household with at least one Adult and one Child

NY-501 CoC	2009			2010			2011			2012		
	Em. Shelter	Transitional	Unsheltered	Em. Shelter	Transitional	Unsheltered	Em. Shelter	Transitional	Unsheltered	Em. Shelter	Transitional	Unsheltered
# households	6	7	1	6	11	1	16	9	0	11	13	1
# persons (adu.+ ch.)	18	18	3	19	31	4	44	28	0	43	40	2

Persons in Households with only children

(Note: There were none in this category in any survey year.)

Persons in Households without children

NY-501 CoC	2009			2010			2011			2012		
	Em. Shelter	Transitional	Unsheltered	Em. Shelter	Transitional	Unsheltered	Em. Shelter	Transitional	Unsheltered	Em. Shelter	Transitional	Unsheltered
# households	13	122	2	33	154	6	70	132	15	48	149	17
# persons (adu.+ ch.)	14	128	3	34	161	0	74	135	16	53	150	17

Chronically Homeless and Veteran subpopulations

NY-501 CoC	2009		2010		2011		2012	
	Em. Shelter	Unsheltered	Em. Shelter	Unsheltered	Em. Shelter	Unsheltered	Em. Shelter	Unsheltered
Chronically homeless indiv.	2	0	5	0	4	16	22	12
Chronically homeless families (tot. in h-h)	0	0	0	0	0	0	0	0
Veterans	11	0	14	0	40	4	10	13

Other homeless subpopulations

NY-501 CoC	2009		2010		2011		2012	
	Em. Shelter	Unsheltered	Em. Shelter	Unsheltered	Em. Shelter	Unsheltered	Em. Shelter	Unsheltered
Severely mentally ill	123	1	191	1	169	3	177	10
Chron. sub. abu.	51	0	93	1	113	11	89	18
HIV/AIDS	2	0	1	0	0	1	1	0
Victims of Dom. Viol.	15	0	33	0	42	5	66	4
Unaccompanied children	0	0	0	0	0	0	0	0

Attachments:

- **Point in Time Survey Form, 2012**

(Note: the form is normally printed on 8 ½" x 14" paper. It is altered here to fit standard-sized sheets. The form was also available online for volunteers to enter information directly, if they were near an internet-connected computer at the time of the survey.)

- **Point in Time Volunteer Training Packet, 2012**

**Elmira/Steuben, Allegany, Livingston, Chemung, Schuyler Counties Continuum of Care
2012 Point-In-Time Survey**

Person conducting survey: _____	Date completed: _____
Agency or Community Location where survey completed: _____	
County: __Allegany __Chemung __Livingston __Steuben __Schuyler	

Please read to person being surveyed:

"I am assisting with a survey that is being conducted by local agencies to better understand the services that are needed in our communities. Your answers will help to better provide services that are needed. This survey is voluntary. You may choose not to answer some questions. Your answers will not affect the services available to you or your family. Would you take a few minutes to answer some important questions?"

Please ask/enter the following information for the person you are interviewing/reporting:

First Name: _____	Last Initial: _____	Birth Month: _____	Birth Year: _____
-------------------	---------------------	--------------------	-------------------

NOTE: This information is important. You may explain to the individual that the survey is confidential, and that this information insures that the same person is not surveyed more than one time. Their full name is not needed.

1. Person Being Interviewed/Other Adults: This section deals only with the person being interviewed and any other ADULTS who live in the household, and who are related. An adult is defined as anyone who is 18 years of age or older, even if they are the son or daughter of the person being interviewed.

****Note, the person being interviewed should be considered "Adult A" – even if they are under 18 years of age.****

<i>Adult "A" is the person being interviewed. Use B-F for other adults if needed</i>		Adults					
<i>Adult</i>	Sample	A	B	C	D	E	F
a. Age	<i>24</i>						
b. Gender: Male (M) or Female (F)	<i>M</i>						
Put an "X" in the column for each of the adults who meet any of the following descriptions:							
c. Served in the U.S. Armed Forces, or were called into active duty as a member of the National Guard or Reserve.	<i>X</i>						
d. Is or has been a victim of domestic violence							
e. Have been diagnosed with a mental illness							
f. Have been diagnosed with an alcohol or substance abuse addiction							
g. Have been diagnosed with HIV/AIDS							
h. Have been diagnosed with a disabling condition	<i>X</i>						
i. Have been homeless at <u>any time</u> in the past year?	<i>X</i>						
j. Have been <u>continuously</u> homeless for the past 12 months or more							
k. Have been homeless at least four separate times in the past 3 years	<i>X</i>						

2. How many CHILDREN under the age of 18 live with you? # _____

3. On the night of Wednesday, January 25, 2012, did you/your family spend the night in any of the following?

i. A friend or relative's home, apartment, or other residence?	___ Yes	___ No
ii. A Hotel/Motel paid for by an agency? (If yes, what agency: _____)	___ Yes	___ No
iii. An Emergency Shelter operated by an agency? (If yes, what agency: _____)	___ Yes	___ No
iv. A Transitional Housing Facility operated by an agency? (If yes, what agency: _____)	___ Yes	___ No
v. A Hospital, jail or treatment facility that you have been in for less than 91 days? (If yes, were you homeless just prior to intake/arrest? Yes ___ No ___)	___ Yes	___ No
vi. A car, boat, or other vehicle?	___ Yes	___ No
vii. A Street, Woods, Unheated Cabin or Vacant Building?	___ Yes	___ No

If you said yes to any of these, in what town was it located? _____

4. Do you consider yourself to be Latino or Hispanic? <input type="checkbox"/> Yes <input type="checkbox"/> No		
5. Which of the following do you consider yourself? (check all that apply)		
<input type="checkbox"/> Asian	<input type="checkbox"/> Black/African American	<input type="checkbox"/> White
<input type="checkbox"/> American Indian/Alaskan Native	<input type="checkbox"/> Native Hawaiian/Other Pacific Islander	<input type="checkbox"/> Other
6. What is your highest level of education completed? (check one)		
<input type="checkbox"/> Highest Grade (if no diploma)	<input type="checkbox"/> High School Diploma or GED	<input type="checkbox"/> Some College
<input type="checkbox"/> College Degree	<input type="checkbox"/> Advanced Degree	
7. Do you need any of the following services that are not currently available to you? (check all that apply)		
<input type="checkbox"/> Emergency Shelter	<input type="checkbox"/> Medical Services	<input type="checkbox"/> Transportation
<input type="checkbox"/> Transitional or Permanent Housing	<input type="checkbox"/> Dental Services	<input type="checkbox"/> Day Care
<input type="checkbox"/> Veterans' Services	<input type="checkbox"/> Mental Health Services	<input type="checkbox"/> Clothing
<input type="checkbox"/> Education or Job Training	<input type="checkbox"/> Alcohol or Drug Treatment Services	<input type="checkbox"/> Food or Meals
<input type="checkbox"/> Legal Services	<input type="checkbox"/> Medication Assistance	<input type="checkbox"/> Identification
<input type="checkbox"/> Drop-In Center (shower, phone, etc...)	<input type="checkbox"/> Financial Assistance (purpose?): _____	

For CoC Staff Only: Unsheltered; Emergency; Transitional; Chronic

**Elmira/Steuben, Allegany, Livingston, Chemung, Schuyler Counties Continuum of Care
2012 Point-In-Time Survey
VOLUNTEER TRAINING PACKET**

Dear Volunteer

Thank you! You have volunteered to participate in a very important project. Human Service agencies throughout Allegany, Chemung, Livingston, Schuyler, and Steuben Counties, are conducting an annual study to assess the status of homelessness in the region, and you will be a very important part of this process. We truly appreciate your concern and willingness to help in this project.

You are reading the Volunteer Training Packet, which will prepare you to take part in the study. It is very important that you understand why and how the study is being conducted, and this training packet is designed to help you do so.

*****Please continue reading this packet, even if you have participated in the study before.*****

After reading through the packet, if you have additional questions, please do not hesitate to contact Kevin Williams at the Institute for Human Services at (607) 776-9467, ext. 227. Or you may email him at williamsk@ihsnet.org.

After you have read and understand the information, please sign the Training Roster below and follow the directions provided. Again thank you for helping with this important study.

*Sincerely,
PIT Study Committee*

TRAINING ROSTER:

Directions:

1. **Read the attached Training Packet:** to clarify any information, contact Kevin Williams at the Institute for Human Services at (607) 776-9467, ext. 227.
2. **Sign this Training Roster:** by signing below, you are indicating that you understand the information presented in the Training Packet. (make additional copies as needed)
3. **Call with Questions:** If you have specific questions while administering the survey between January 25th and February 1st, and between 8:30 a.m. and 5:00 p.m., you may call an operator at 2-1-1 Helpline.
4. **Send this Training Roster:** to IHS, Attn: P.I.T. Study, 6666 County Route 11, Bath, NY 14810.

Survey Site: _____ County: _____

Name (printed)	Signature	Address or E-mail address <i>(not required, complete if you would like to receive the PIT Study results or to volunteer with other homeless initiatives)</i>

2012 POINT-IN-TIME VOLUNTEER TRAINING PACKET

Directions: Please read the following information thoroughly. As a volunteer, it is important that you fully understand the purpose and procedures for interviewing survey participants and recording the information accurately. If you have questions after reading the packet, please do not hesitate to contact Kevin Williams at the Institute for Human Services at (607) 776-9467, ext. 227. Or you may email him at williamsk@ihsnet.org. After you fully understand the information, please sign the Training Roster on the front page and follow the directions provided. Thank you for helping with this important study!

If you have specific questions while administering the survey between January 26th and February 1st, and between 8:30 a.m. and 5:00 p.m., you may call an operator at 2-1-1 Helpline for assistance.

I. What is a Point-In-Time Study?

A “Point-In-Time” study, commonly referred to as a PIT Study, is a coordinated effort within a specific region to count the number of homeless persons during a specific one-day point in time. ***The current study will focus on Allegany, Chemung, Livingston, Schuyler, and Steuben Counties in New York, on the night of Wednesday, January 25, 2012.*** Literally, we want to know how many people are “homeless” in those five counties on that date.

It is important to understand that the results of this PIT Study will be reported to the U.S. Department of Housing and Urban Development (HUD), and will also be used to help identify services that are needed within our region, and to plan future services as appropriate. It is therefore critical that our efforts and count are:

- **Unduplicated** – we must count each person or family only one time; and
- **Valid and Reliable** – the information that we gain is accurate, and the procedures for gaining the information are the same at all survey sites.

Your reading of this Training Packet will help to insure that our study is unduplicated, valid, and reliable. You will be asked to sign a Training Roster, which indicates that you have read, and that you understand, this information.

II. Who is Organizing and Participating in this PIT Study?

A regional network, known as the ***Elmira/Steuben, Allegany, Livingston, Chemung, and Schuyler Counties Continuum of Care*** (CoC) is coordinating this PIT study. The CoC consists of private and public agencies in all five counties with the goal of reducing homelessness throughout the region. The CoC process is facilitated by the Institute for Human Services, Inc., located in Bath, New York.

III. Who are the “Homeless” that are being surveyed?

Part of the difficulty of this kind of study is that everyone’s definition of who is “homeless” is different. For HUD’s requirements, our study will attempt to identify two categories of people, sheltered homeless and unsheltered homeless. ***As a volunteer, you do not need to decide if a person is homeless or in what category they should be included.*** The staff who compile the results of the study will make these determinations. Your role will be to politely approach individuals who come into your assigned survey site seeking services and, if they agree to participate, to read through a brief list of questions and record their answers.

IV. When is the PIT Study being conducted?

The PIT Study will be conducted over the course of a week, from the night of Wednesday, January 25, 2012 through Wednesday, February 1, 2012. However, the objective is to determine where those who are interviewed spent the night of Wednesday, January 25, 2012. If you are conducting interviews on Tuesday, January 31st, for example, you will still be asking people where they stayed on the night of Wednesday, the 25th. This will give us our “single point in time” number that is needed.

At each survey site, we hope to have staff or volunteers conduct interviews the next available day that the site is open after Wednesday, the 25th. Many locations, in particular the larger agencies, will be conducting surveys

on Thursday, Jan. 26th. Other locations, such as many food pantries, are only open one or two times each week, such as every Saturday afternoon or Monday morning. At these locations, the goal is to conduct surveys during the first time that they are regularly open after January 25th. Some programs may elect to conduct surveys during multiple days, but the survey must always refer back to the night of Wednesday, January 25, 2012.

Note for Shelter or housing programs and other human service providers: Please complete a survey form for every individual or family for whom you provide housing services for the night of Wednesday, January 25, 2012. This is the only way to ensure that your residents are not counted twice if they should happen to seek additional services during the day, such as at a food pantry, etc... There will also be a separate form that will allow you to capture the number of your beds/units that are occupied on the night of the survey.

V. Where is the PIT Study being conducted?

The PIT Study surveys will be conducted at dozens of locations throughout Allegany, Chemung, Livingston, Schuyler, and Steuben Counties that are likely to be visited by someone who is homeless, or who is at risk of becoming homeless. These sites include food pantries, community or “soup” kitchens, and agencies that regularly provide services to homeless individuals. We know that it is not likely to reach every person or family who is homeless with this study. We have tried to reach as many people as possible, given the number of volunteers that are expected to be available.

VI. What will happen after the PIT Study?

The PIT Study will provide information that will be useful to many people and agencies. The data from the study will help local government and not-for-profit agencies understand the needs of the homeless in our region and provide services that fill those needs. This PIT study is being conducted at a “grassroots” level, by residents of our communities who are concerned about their neighbors.

Information gained from the PIT Study will also be reported as part of a national initiative to the U.S. Department of Housing and Urban Development (HUD). HUD requests this information in an effort to better understand and address homelessness at a national level. As a result of this PIT Study, federal funds could be used to address homeless issues specifically within our region.

VII. How can I help?

We’re glad you asked! Please continue reading this packet, including section IX – “PIT STUDY: INTERVIEW PROCEDURES.” Once you have read these procedures, please sign the Training Roster included on the front of this packet. You will then be prepared to conduct survey interviews at your assigned survey site. If you have questions at any time, please contact Kevin Williams, whose contact information should appear on the front page. Also note that ***if you have specific questions while administering the survey*** between January 25th and February 1st, and between 8:30 a.m. and 5:00 p.m., you may call an operator at 2-1-1 Helpline for technical assistance. It is critical that you understand and are comfortable with your role in this study.

After you have finished your volunteer assignment, please arrange with Kevin Williams or the person who provided the surveys to you to forward your completed surveys to them. Even if you conducted no interviews, please contact him/her to let them know.

VIII. What if I feel unsafe conducting an interview?

At no point should you put yourself in a situation where you do not feel safe. If you do not feel safe interviewing an individual, please do not approach that individual. Take what precautions you need in order to ensure your safety. Once you do feel safe, please consider if there is someone else who is present, and who has read this Training Packet, who could conduct the interview with the individual. If this is not possible or advisable, the individual will simply not be included in the PIT Study.

IX. PIT STUDY INTERVIEW PROCEDURES

(At this point, please locate a copy of the “2012 Point-In-Time Survey” form and become familiar with it as you read through this section.)

IMPORTANT: The PIT Study survey is to be conducted by a trained staff member or volunteer. Please do not hand the survey to a participant and ask them to “fill it out” themselves.

The PIT Study Survey form is designed to both provide information to the participant about the survey, and to gather information from the participants regarding their status on the night of Wednesday, January 25, 2012. As you will see, the survey form includes several sections, including:

A. Volunteer/Interviewer Information

In the heavy box at the top of the survey form are four questions which help the survey organizers to improve the effectiveness of the study’s procedures, and ensure the reliability of the survey. In this section, please complete the following information:

- Your name (Person conducting survey);
- Date you surveyed the participant;
- Location where the survey was completed. This could be either an agency, such as DSS or a specific shelter, or it could be a community site, such as a food pantry, library, or other service provider; and
- Check the county where the survey was completed.

B. Information Section

This section is designed to explain to the person you are interviewing why you are approaching them, and what kind of information they can be expected to provide. This section should be read to the participant directly as it is written. This will insure that all participants receive the same information.

C. Participant Coding Information

It is important to understand that the PIT Study is completely confidential. The form does not ask for the participant’s last name, address, or other identifying information.

While we must maintain confidentiality in the study, we must also eliminate the chance of counting the same person twice. The survey form asks for some very basic information about the participant, including their first name, last initial, and month and year of birth. This information is not sufficient to identify the person answering the questions, but will be combined to create a unique “code” for that person’s responses. Collectively, these codes will ensure that each person is counted only once in our survey, even if he or she completes the survey at multiple locations across the region.

Obtaining the coding information in this section is critical to the success of the survey. If someone is unwilling to provide this information, assure them that the survey is confidential and that there is not enough information requested to “identify” them. If they still refuse to provide their first name, last initial, and month/year of birth, their information may not be included in the final analysis of the service needs for the region.

D. The Questions

There are a total of 7 questions on the PIT Study survey, which are written in a combination of fill-in-the-box and check-off formats. In a very few situations, a question may ask for a brief written response. In all surveys that you complete, please improve the accuracy of the study by remembering the following guidelines:

- If you are asked to write information (such as a name), please do so as neatly as possible, so that the information can be read easily;

- If a question has several possible answers and you are unsure which answer “fits” the answer the person gave you, you may read the options aloud to the individual and ask them to decide which is most accurate.
- We simply ask that you do your best to capture the person’s information. The survey can not predict every person’s situation. If you have any questions, ask another interviewer or contact your county coordinator.

Question 1: **ADULTS**

When surveying an individual who lives as part of a family, the form asks you to report the specific circumstances of each adult in the family individually. Up to six adults in one family can be recorded on one survey form. HUD has asked us to identify Chronically Homeless Families, and the definition requires us to obtain information on each adult within the family.

The form contains six columns, labeled as Adult A, B, C, D, E, and F. Please follow these guidelines when including the information on the adults:

- **The Person being interviewed:** In all cases, the person you are interviewing should be considered “Adult A”, regardless of if the person lives alone or with a family.
- **Other Adults:** If there are any other adults in the household, each person should be identified as a different adult. The form can contain up to six total adults, including the person you are interviewing. **Definition: an “Adult” is anyone who is 18 years of age or older.** A son or daughter who is 18 or older is considered an adult, and should be identified in one of the columns. Also:
 - Do not count adults who are not related to the person you are interviewing – *this survey is about family members only, not friends who live together;*
 - Do not count adults who do not live with the person being interviewed – *they must reside in the same household to be counted*
- If the participant indicates that there are more than 6 adults in the family, please attach a second form to the first, and write “Form Continued for Number of Adults” at the top of the form. (*Note: All of the adults included must be related and must reside in the same household.*)

For each Adult identified in the family, also please ask and record the following information.

- **Line a. - Age:** For each adult in the family, ask the age of that person and record it in a separate column under A, B, C, D, E, or F. The age of the person being interviewed should be included on line a: “Age”, under Adult A. The ages of other adults should be recorded similarly, with each adult having their own column.
- **Line b. – Gender:** For each adult in the family, please ask if that person is a Male (M) or a Female (Female), and record either an “M” or an “F” under their age in the appropriate column. The gender of the person being interviewed should be included on Line b: “Gender”, under Adult A. The genders of other adults should be recorded similarly, with each adult having their own column, and their gender being recorded under their age.

- **Line c. – veteran:** For each adult in the family, ask if that person served in the U.S. Armed Forces, or was called into active duty as a member of the National Guard or Reserve. For each qualifying Adult, place a check in the box in the appropriate column, on Line c.
- **Line d. – victim of domestic violence:** For each adult in the family, ask if that person is, or has been, a victim of domestic violence. For each qualifying Adult, place a check in the box in the appropriate column, on Line d.
- **Line e. – mental illness:** For each adult in the family, ask if that person has been diagnosed with a mental illness. For each qualifying Adult, place a check in the box in the appropriate column, on Line e.
- **Line f. – alcohol/substance abuse addiction:** For each adult in the family, ask if that person has been diagnosed with an alcohol or substance abuse addiction. For each qualifying Adult, place a check in the box in the appropriate column, on Line f.
- **Line g. – HIV/AIDS:** For each adult in the family, ask if that person has been diagnosed with HIV/AIDS. For each qualifying Adult, place a check in the box in the appropriate column, on Line g.
- **Line h. – disabling condition:** For each adult in the family, ask if that person has been diagnosed with a disabling condition. For each qualifying Adult, place a check in the box in the appropriate column, on Line h. *(A disabling condition is defined as: 1) a disability as defined in Section 223 of the Social Security Act; 2) a physical, mental, or emotional impairment which is expected to be of long-continued and indefinite duration, substantially impedes an individual’s ability to live independently, and of such a nature that the disability could be improved by more suitable conditions; or 3) a developmental disability as defined in Section 102 of the Developmental Disabilities Assistance and Bill of Rights Act.)*
- **Line i. – homeless anytime:** For each adult in the family, ask if that person has been homeless at any time in the past year. For each qualifying Adult, place a check in the box in the appropriate column, on Line i.
- **Line j. – continuous homeless:** For each adult in the family, ask if that person has been continuously homeless for the past 12 months. For each qualifying Adult, place a check in the box in the appropriate column, on Line j.
- **Line k. – frequently homeless:** For each adult in the family, ask if that person has been homeless at least four separate times in the past three years. For each qualifying Adult, place a check in the box in the appropriate column, on Line k.

Note: On any individual Adult, it is most likely that some of the responses to Lines “c” through “k” will be left blank. For some Adults, and possibly all Adults listed on one survey form, all of the lines “c” through “k” will be blank if they do not meet any of the descriptors.

Question 2: CHILDREN

In the box provided, write in the number of children under 18 years of age that the participant indicates live in the family. If there are no children in the family, enter a zero in the box.

Note: If the participant claims to have children living with them who are 18 years of age or older, they should have been included as "Other Adults" in Question #1, and should not be included here.

EXAMPLE SCENARIO

At a local food pantry, Elizabeth interviews a woman who indicates that she lives with her husband and three children. She provides the following information:

- o The woman is 49 years old, and her husband is 51.
- o Her three children include a daughter – age 19, a son, 17, and another daughter 13.
- o Her husband is unable to work due to a disability; she has struggled to maintain steady employment.
- o The husband served in the U.S. Army, and has also had an alcohol addiction.
- o The two oldest children have both been diagnosed with a mental illness.
- o The family has been homeless five times in the past two years.

This family’s information would be recorded on the survey form as follows:

8. Person Being Interviewed/Other Adults: This section deals only with the person being interviewed and any other ADULTS who live in the household, and who are related. An adult is defined as anyone who is 18 years of age or older, even if they are the son or daughter of the person being interviewed.
****Note, the person being interviewed should be considered "Adult A" – even if they are under 18 years of age.****

<i>Adult "A" is the person being interviewed. Use B-F for other adults if needed</i>	Adults						
<i>Adult</i>	Sample	A	B	C	D	E	F
<i>a. Age</i>	<i>24</i>	49	51	19			
<i>b. Gender: Male (M) or Female (F)</i>	<i>M</i>	F	M	F			
Put an "X" in the column for each of the adults who meet any of the following descriptions:							
c. Served in the U.S. Armed Forces, or were called into active duty as a member of the National Guard or Reserve.	<i>X</i>		X				
d. Is or has been a victim of domestic violence							
e. Have been diagnosed with a mental illness				X			
f. Have been diagnosed with an alcohol or substance abuse addiction			X				
g. Have been diagnosed with HIV/AIDS							
h. Have been diagnosed with a disabling condition	<i>X</i>		X				
i. Have been homeless at <u>any time</u> in the past year?	<i>X</i>	X	X	X			
j. Have been <u>continuously</u> homeless for the past 12 months or more							
k. Have been homeless at least four separate times in the past 3 years	<i>X</i>	X	X	X			

9. How many **CHILDREN under the age of 18** live with you? # 2

Note: In completing the above scenario, note that one of the three children was considered an adult because she was over 18 years old. Thus, the person being interviewed was considered Adult A, her husband was considered Adult B, and the oldest daughter was considered Adult C. There were only two children under 18 years old to enter for question #2. Also, the mental illness of the middle child is not recorded as he is not counted as an Adult.

Questions 3: NIGHT OF THE STUDY

This is a critical question for the Point-In-Time Study because it will assess if the person/family might be homeless. Please ask the participant if he/she spent the night of Wednesday, January 25, 2012, in

any of the situations listed as lines “i” through “vii”. Please ask each of the options aloud and check either “yes” or “no”, according to the answers provided.

It is acceptable that none of the options are marked as “yes”, but please mark a response for each line.

- If the participant answers “yes” to question “ii”, please ask which agency paid for the hotel/motel room
- If the participant answers “yes” to question “iii” or “iv”, please ask which agency operated the shelter or facility in which they spent the night.
- If the participant answers “yes” to question “v”, please ask the follow-up question that asks if they were “homeless just prior to intake/arrest”. This is critical in determining if this person is considered to be homeless.

Also, if the participant answers “yes” to any of the questions “i” through “vii”, please ask and record the town in which the site was located.

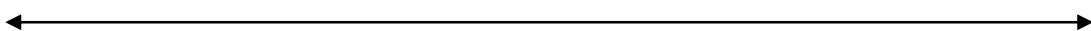
Question #4 Ask if the person considers him/herself to be Latino or Hispanic, and check the appropriate response from those provided. Please do not assume the answer, even if it appears obvious. Simply record the answer that the participant reports.

Question #5 Check all answers that apply. A participant may report more than one race. Do not assume, guess, or attempt to interpret the individual’s race, even if it appears obvious. Simply record the answer(s) that the participant reports.

Question #6 Check the response that best indicates the highest level of education completed by the participant.

Question #8 Please check any and all services that the individual says they need but are not currently available to them. You do not need to record a service as “needed” if they are already receiving that service, or if they have it available but choose not to take advantage of it. If you are unaware of where he or she might be able to receive the needed services, suggest that they call 2-1-1 HELPLINE .

That’s it! You have finished interviewing this person, and you can move onto the next person. After you have finished your volunteer assignment, please arrange with Kevin Williams or the person who provided the surveys to you to forward your completed surveys to them. Even if you conducted no interviews, please contact him/her to let them know.



This is the end of the Volunteer Training Packet. If you have questions regarding the study, contact your county coordinator or Kevin Williams at (607) 776-9467, ext. 227. **Please do not forget to sign the Training Roster on the front page of this Volunteer Training Packet.**

Thank you for your participation!