The POINT-IN-TIME survey is a 24-hour snapshot that documents the number of individuals, families and their children, and unaccompanied children who experience homelessness for that time. The results help to document the need and determine priorities for homeless assistance.

The 24-hour period survey will conducted **WEDNESDAY noon, January 25 to THURSDAY noon, January 26, 2017 for where participants “slept” from dawn to dusk that period.** *If your agency does not run programs during this time, do not submit.*

The SNOW DATE for this survey will be conducted MONDAY January 30 through TUESDAY January 31 from noon to noon for where participants “slept” from dawn to dusk that period(the determining factor for postponing the survey due to snow will be if the Harrisburg school district closes--not just delays--on Jan 25 or 26 for snow)

Housing providers are asked to fill out a HOUSING INVENTORY document as well.

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The 2017 PIT form is a Microsoft Excel based form that can be filled out as a data entry form on MS Excel or manually as a hardcopy survey form.

When filling out on computer: Start by clicking on “enable content” to open the UserForm. Begin at the Demographic-Anonymous Unique ID frame and use the lists and option buttons.

If using hardcopy hand fill out blanks and circle/check the appropriate answers that are visible.

FORM CONTENT

The form has a header to fill out your **Organization** AND what distinct homeless or housing **Program** in your organization if your organization has more than one submitting, for example: YWCA (organization) and Emergency Shelter (Program).

There are NINE frames or categories for data entry in the form and the questions and answer choice are mostly self-explanatory:

1. DEMOGRAPHIC INFORMATION (also used to create an ANONYMOUS UNIQUE ID)

**First Name Initial**. Simple first name initial e.g. G for George.

**Birth Month** – Use numerical and two digit format, e.g. “02” for February rather than “2.”

**Last 2 digits of Birth Year; First 2 Digits of Social Security Number**

**Veteran Status**. Pick from list. If a Veteran answer **Veterans benefits** question as well.

**Gender; Ethnicity; Race**. Pick from list.

The **Unique ID** is created from alpha and numeric code based on all of the demographic information, except veteran’s benefits. The alpha-numeric key/code is written in parenthesis next to each answer on the list and “x” if the answer is “blank,” “don’t know” or “client refused” (xx for Birth Month.) The numbers and letters are then strung together to form a unique ID.

For example, based on stringing the key/code for the information in the example below the Unique ID would be **G106740NM03,** with “x” if any of the 11 characters were missing.

First Name George – G

Birth Month – 10 (October)

Last 2 digits of Birth Year - 6, 7

First 2 digits of Social Security - 4, 0

Veteran Status – N

Gender – M

Ethnicity – 0 (Non-Hispanic)

Race – 3 (Asian)

Press “**Create Unique ID**” button to create a unique ID based on the demographic information.

If filling out by hand use the key/code for the answers on the list or you can just leave this and the unique ID will be filled out when entered later in the computer.

2. FAMILY STATUS

For families with children the survey is meant to be survey of the adults and not the children. The only exception are unaccompanied homeless minors i.e. those who are not with an adult.

**Type of Household:** Choose from the list. “Under 18” responses is for minors who are NOT part of an adult homeless family.

**# of Children with you** the number of children who are experiencing homelessness with them i.e. only child dependents with them (or for Dauphin County Children and Youth Only, children who had to be displaced because of their homelessness) and not over 18.

**How Many are Male** allows us to determine mathematically the number of both boys and girls.

3**. SOURCES OF INCOME/BENEFITS**: Check any and all the sources that apply. If the participant has no source of income and none that apply just leave blank.

4. CURRENT HOMELESS SITUATION:

When interviewing a person, first ask if the person is homeless. If not then the survey ends as it is not intended for them. However, if the participant identifies him or herself as being homeless, there are three categories they may fit under: Please choose ONLY one of those categories

1. **Unsheltered**: Circle from the options provided.
2. Sheltered: With a roof over their head but housed but in temporary or permanent housing intended for homeless persons i.e.

B1**. Emergency Shelter** (10-30 days) AND winter overnight only shelter

B2. **Transitional Housing** (Longer term but temporary usually 6 months to 2 years)

B3. **Permanent Housing** (created for) homeless persons e.g. Shelter Plus Care, Permanent Housing for disabled homeless persons, SHARP, HUD-VASH, etc.

B4. **Safe Haven** – Susquehanna Safe Harbor (but NOT the winter overnight program also located there)

B5. **Rent Assistance** programs for homelessness that are temporary, limited and often one time in nature, such as Rapid Rehousing through HELP or Veterans SSVF programs.

1. **Near Homeless**: Circle from the options provided.

If under any of the above categories, a named housing option is not listed, type (or write if using hardcopy survey) in the name of the given housing program. Certain housing programs, while “transitional” in nature, such as prison release or recovery half-way houses, does not necessarily qualify the participant as homeless. Nevertheless, if the person identifies as homeless, or you are not sure, still type/write the name of the program in the appropriate category box.

5. HOMELESS LOCATION: Determines the participant’s local residency e.g**. Harrisburg or Dauphin County**, when homelessness occurred. Only one of the check box option applies. If homelessness occurred outside of county or city then leave blank. Click the clear button beside the specific question if you clicked an answer by mistake.

6. REASONS FOR HOMELESSNESS: For **PRIMARY** Reason, choose from the dropdown list or for hardcopy entries, select the number from the list of secondary reason below, ONLY the ONE primary given reason. For **OTHER (Secondary)** reasons, check any and all that apply.

7. DISABILITIES: Check any or all that apply.

8. DURATION/CHRONIC HOMELESSNESS: This question is ONLY for Unsheltered and Emergency Shelter participants. All others participants can skip this question.

1. **First time** being homeless as unsheltered or in emergency shelter. If so skip question 2 and go to 3.

2. If **NOT first time** have they been unsheltered or in emergency shelter for **4 times or more, or not in the past 3 years**. This is a chronic homelessness determination question.

2a. **IF** 4 times or more… is the combined length of time of all instances of being in shelter or unsheltered 12 months or more?

3. Determine the **length of time for the current instance** of homelessness.

\*\*\*Click the **CLEAR** button beside a specific question if you clicked an answer by mistake. \*\*\*

9. CONTROL BUTTONS for submission and record navigation.

**SUBMIT RECORD**: transfers your information to the excel spreadsheet and automatically creates their unique ID. It then clears the form for the next record entry, so if you want to print the form for yourself, do so before you submit the record.

**PRINT -** Shrinks user form to printable size and prints out the user form with its information. **!!DO NOT!!** print the excel sheet as it is not formatted to fit onto printable pages and you will end up printing several, possibly hundreds of pages.

**SAVE & EXIT**: Saves the workbook and exits the userform which then brings up the excel worksheet just for final look.

Although you can enter directly onto the excel worksheet, please use the userform, especially if there are multiple shared users accessing that sheet. It cuts down on data error where there are no drop down options since pre-determined answers has to be (spelled) consistent for the eventual data processing.

Brings up First record

Brings up Last Record

 Brings up Previous Record Entry

Brings up Next Record Entry

For shared users this will navigate to first, last, previous, next records of all not just current user.

**CLEAR FORM** Clears the whole form.

**SEARCH UNIQUE ID** – Enter the Unique ID OR enter the demographic information section only, and then click on this button to bring up the FIRST (only) existing record. If there are duplicate entry of the same person or by error, you may want to look by scrolling through the excel sheet for the unique ID.

**MODIFY: You can ONLY MODIFY a record by doing a “Search Unique ID” and then modifying that record. If you use the first, last, next, previous navigation buttons you will only bring up the record screen, but making any changes and hitting save will save it as a NEW (duplicate) record.**

**Please email all data workbooks or deliver hardcopies NO LATER THAN FEBRUARY 10TH to**

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THANK YOU SO MUCH FOR YOUR PARTICIPATION!!!!