2022 Point-in-Time Count Methodology Plan

Introduction

The purpose of this plan is to ensure stakeholders are informed about how the MD-514 Maryland Balance of State Continuum of Care (CoC) will implement the 2022 Point in Time (PIT) Count and Housing Inventory Count.

The CoC is required by HUD to conduct, at least biennially, a point-in-time count of (1) Homeless persons who are living in a place not designed or ordinarily used as a regular sleeping accommodation for humans ("unsheltered") and (2) Persons living in emergency shelters and transitional housing projects ("sheltered"). HUD requires that the count be carried out on one night in the last 10 calendar days of January (24 CFR 578.3). Additionally, the CoC is required to inventory all beds and units primarily dedicated to serving people who are homeless on the same night of the PIT Count – this is called the Housing Inventory Count.

The PIT Count is a critical source of data regarding the number and characteristics of people who are homeless in the United States and is a measure of local and national progress related to preventing and ending homelessness. Nationally, PIT data is published annually on the HUD Exchange website, which can be viewed by CoCs and the general public. PIT data is also provided during the annual Continuum of Care Program Funding Competition in addition to an annual report to Congress as part of the Annual Homeless Assessment Report (AHAR). The AHAR is used by Congress, HUD, other federal departments, and the general public to understand the nature and extent of homelessness. PIT Count data is used to assess progress on Home Together: the Federal Strategic Plan to Prevent and End Homelessness.

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PIT Planning Roles and Responsibilities

The CoC PIT Count Committee creates and approves the overarching plan for how and when the PIT Count will be conducted, the survey tool and the strategies used to count people experiencing homelessness on a given night. Membership on the committee is open to the public and must include at least one representative from each Local Homelessness Coalition.

Conducting a comprehensive and accurate count requires significant time and expense from many organizations and that all parties work collaboratively within their roles and responsibilities:

CoC Lead Agency Responsibilities
- Recruit membership for and facilitate PIT Count planning committee
- Draft methodology plan and unsheltered survey questions in compliance with HUD requirements
- Distribute final unsheltered survey (paper & electronic version) and policies to LHC representatives
- Create PIT virtual volunteer training materials
- Provide technical assistance and support to LHCs in determining where and when they will count
- Review and approve submission of HDX Report

HMIS Lead Agency Responsibilities
- Create and distribute survey template to shelters and projects not participating in HMIS to obtain bed inventory and client demographic data
- Compile, analyze and enter into HDX all data necessary to fulfill HUD reporting requirements
- Review draft HDX report for with the CoC HMIS Committee prior to submission

PIT Committee/Local Homelessness Coalition Responsibilities
- Determine the hours, days, and locations for unsheltered surveys to be conducted in geographic area
- Determine volunteer needs and recruit volunteers to fill available shifts within their LHC
- Provide local survey sites with training materials, surveys, and resources needed to conduct count
- Review program list and inform CoC and HMIS Lead of any program changes and contact information for program representatives
- Review draft report for accuracy and notify CoC Lead and HMIS Lead of inaccuracies

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Point-In-Time Count Methodology

CoCs are required to conduct this count in accordance with the following HUD guidance:

- [Notice CPD-21-12: 2022 HIC and PIT Data Collection for CoC and ESG Programs (2021)](#)
- [Point-in-Time Count Methodology Guide](#) (2015)
- [HIC and PIT Count Safety Considerations for Counting During COVID-19 (2021)](#)
- [How to Use Sampling within a CoC to Conduct an Unsheltered Point-in-Time (PIT) Count](#) (2020)

The CoC is required to conduct both a sheltered and unsheltered count. HUD requires that the **sheltered count** include individuals and families "living in a supervised publicly or privately operated shelter designated to provide temporary living arrangement (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, or local government programs for low-income individuals)" on the night designated for the count. HUD requires that the **unsheltered count** include individuals and families "with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground."

HUD requires that persons residing in the following settings on the night of the count are <u>not</u> included in the Point-in-Time Count:

- Persons residing in permanent housing projects,
- Persons counted in any location not listed on the HIC (e.g., staying in projects with beds/units not dedicated for persons who are homeless, such as a halfway home for ex-offenders),
- Persons temporarily staying with family or friends (i.e., "doubled-up" or "couch surfing"),
- Persons residing in housing they rent or own (i.e., permanent housing), including persons residing in rental housing with assistance from a RRH project on the night of the count, and
- Persons residing in institutions (e.g., jails, juvenile correction facilities, foster care, hospital beds, detox centers).

The Maryland Balance of State Continuum of Care has designated January 26, 2022 as the official night of the count. The inclement weather backup date is Friday, January 28, 2022.

Sources of Data

Three sources of data will be combined to ascertain the total count, including both the sheltered count and unsheltered count. These are:

- Sheltered Count
  - Homeless Management Information Systems (HMIS) data from Emergency Shelter (ES), Safe Haven (SH) and Transitional Housing (TH) projects that use HMIS
  - Survey data from Emergency Shelter (ES), Safe Haven (SH) and Transitional Housing (TH) projects that do not participate in HMIS, including Domestic Violence Providers

- Unsheltered Count
  - Individual surveys conducted with people living in a place not designed or ordinarily used as a regular sleeping accommodation for humans

Count Type	Data Source	Population Counted	Where/When Data is Collected	How Data is Collected	De-Duplication Strategy
Sheltered Count	HMIS	People residing in HMIS-participating ES, SH and TH projects	Immediately after "night of the count" (1/26/2022)	Downloaded from HMIS	FN, LN, DOB, SSN Last 4, against surveys
	Surveys	People staying in non-HMIS ES, SH and TH projects	Immediately after "night of the count" (1/26/2022)	*Providers fill out a project-level aggregate data survey**	Assume clients did not stay in 2 shelters the same night or take a survey and report that they were unsheltered on the night of the count (small error rate)
Unsheltered Count	Surveys	People living in a place not designed or ordinarily used as a regular sleeping accommodation for humans	Surveys collected over 7 days (1/27/2022 – 2/2/2022) at locations where unsheltered people frequent (drop-in centers, meal programs)	Survey	FN, LN, DOB, SSN Last 4, against other surveys and against HMIS data

The specific data collection method will be finalized pending receipt of additional information from LHC

Sheltered Count Plan

The total sheltered count will come from a combination of data obtained directly from HMIS and data obtained through surveys of HMIS non-participating projects.

Projects that do not participate in HMIS will submit data through a project-level data collection tool. If there are non-participating projects that do not collect all of the required client data for the PIT Count, the missing elements will be extrapolated and totaled in to the CoC as a whole.

Sheltered Survey Design

The sheltered count will make use of project-level PIT data to collect HUD required data elements. In 2022, PIT data required by HUD for sheltered homelessness includes:

1. Type of project: Emergency Shelter (ES), Transitional Housing (TH), Safe Haven (SH)
2. Household Type
   - A. Persons in households with at least one adult and one child. This category includes households with one adult and at least one child under age 18.
   - B. Persons in households without children. This category includes single adults, adult couples with no children, and groups of adults.
   - C. Persons in households with only children. This category includes persons under age 18, including children in one-child households, adolescent parents (under age 18) and their children, adolescent siblings, or other household configurations composed only of children.

3. Within each household type, the total number of persons and households within each age category:
    ○ Persons in households with at least one adult and one child:
        ■ The number of children under age 18;
        ■ The number of young adults ages 18 to 24; and
        ■ The number of adults over age 24.
    ○ Persons in households without children:
        ■ The number of young adults ages 18 to 24; and
        ■ The number of adults over age 24.
4. Gender, race, and ethnicity for all sheltered persons.
5. Data on veterans: the total number of veteran households, the total number of veterans, the total number of persons in veteran households, and the gender, race, and ethnicity of veterans
6. Data on youth households, including gender, race, and ethnicity for parenting youth and unaccompanied youth.
7. Counts of adults in the subpopulations outlined in the chart below. Note: These terms do not directly correspond to the program requirements of HUD funding streams and must only be used for the purposes of the HIC and PIT.

Subpopulations Required in PIT Report to HUD

Subpopulation	Definition Created by HUD for the Purpose of the PIT Count

Chronically Homeless Households without Children (Single Adults/Multiple Adults)	An individual who is 18 years of age or older and:
	A. Is homeless and lives in a place not meant for human habitation, a safe haven, or in an emergency shelter (Persons living in transitional housing at the time of the PIT count should not be included.); and
	B. Has been homeless and living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter continuously for at least 1 year or on at least four separate occasions in the last 3 years; and
	    C. (C1) Can be diagnosed with one or more of the following conditions: substance use disorder, serious mental illness, developmental disability, post-traumatic stress disorder, cognitive impairments resulting from brain injury, or chronic physical illness (Persons with these disabling conditions identified above must also meet the qualifications identified in the term for "disability,"e.g., "is expected to be long-continuing or indefinite duration" OR (C2) An individual with a "disability" meeting with one or more of the following conditions:
	        A. A physical, mental, or emotional impairment, including an impairment caused by alcohol or drug abuse, post-traumatic stress disorder, or brain injury that:(1) Is expected to be long-continuing or of indefinite duration; (2) Substantially impedes the individual's ability to live independently; and (3) Could be improved by the provision of more suitable housing conditions.
	        B. The disease of acquired immunodeficiency syndrome (AIDS) or

	any condition arising from the etiologic agency for acquired immunodeficiency syndrome (HIV).
Chronically Homeless Households with at Least One Adult and One Child (Families)	A family with at least one adult head of household and at least one minor child who meets all of the criteria for a chronically homeless individual, including a family whose composition has fluctuated while the head of household has been homeless.
Persons in Chronically Homeless Families	(See above definition for "chronically homeless.")
Chronically Homeless Households with Only Children	A household comprised only of children under 18 years of age and who meet all of the criteria for a chronically homeless individual.
Parenting Youth	Youth who identify as the parent or legal guardian of one or more children who are present with or sleeping in the same place as that youth parent, where there is no person over age 24 in the household.
Unaccompanied Youth	Persons under age 25 who are not presenting or sleeping in the same place as their parent or legal guardian, including: A. single youth; B. youth couples; and C. groups of youth presenting as a household
Adults with a Serious Mental Illness	This subpopulation category of the PIT includes adults with a severe and persistent mental illness or emotional impairment that seriously limits a person's ability to live independently. Adults with SMI must also meet the qualifications identified in the term for "disability" (e.g., "is expected to be long-continuing or indefinite duration").
Adults with a Substance Use Disorder	This subpopulation category of the PIT includes adults with a substance abuse problem (alcohol abuse, drug abuse, or both). Adults with a substance use disorder must also meet the qualifications identified in the term for "disability" (e.g., "is expected to be long-continuing or indefinite duration").
Adults with HIV/AIDS	This subpopulation category of the PIT includes adults who have been diagnosed with AIDS and/or have tested positive for HIV.
Adult Victims of Domestic Violence (optional)	This subpopulation category of the PIT includes adults who have been victims of domestic violence, dating violence, sexual assault, or stalking.

Unsheltered Count Plan

HUD has indicated that there is an expectation that CoC's complete an unsheltered count in 2022 if required to do so based on regulatory policy. The count is not expected to be significantly modified due to COVID19, however, CoC's are expected to implement safety protocol as appropriate. Should COVID19 increase and lead to additional concern about the safety and public health risks of those involved, HUD will consider any modification on a case by case basis.

Time Frame

The official 2022 Point in Time Count date will be January 26, 2022. LHCs will have up to 7 days after the count to identify and collect data on individuals living in an unsheltered location on January 26, 2022. LHCs will have the ability to determine the duration of the count based on local capacity and may opt to conduct the count on one day as a blitz, or over the course of several days. However, all counting efforts must conclude by February 2, 2022. LHCs may conduct all counting efforts during the usual hours that services are offered and are not required to expand the hours of operation.

Locations

PIT Count surveys will be conducted at known geographic unsheltered areas and service-based sites, including locations that provide day services, soup kitchens, emergency shelters, or any other site where those living in unsheltered situations may present during the day. LHCs will identify the locations and hours that surveys will be conducted.

LHCs will be required to register the details of their 2022 PIT Count plan with DHCD when requested. The registration request will include, at a minimum: counting locations, counting hours and timeframe, primary contacts, data deduplication efforts, intended counting staff and safety considerations.

Enumerators

PIT Count surveys may be administered by existing staff or community volunteers. Staff could include employees from local shelters, street outreach teams and supportive service providers. If volunteers are utilized, LHCs must provide sufficient personal protective equipment (PPE), such as a mask and gloves, and have adequate sanitation supplies available at all survey locations.

Data & Methodology

The 2022 unsheltered survey will include HUD required data elements. Enumerators are expected to collect as much data as an individual is comfortable and willing to provide. If a client will not or cannot provide personal information, observation-based responses will be accepted. LHCs will need to consider methods to deduplicate client data, especially if counting over the course of multiple days.

Optional Upgrades

LHCs are only required to collect the HUD required data elements included in the BoS unsheltered survey. If an LHC would like to increase the data elements collected in the survey, they may do so. However, any data collected outside of the required basic elements are the responsibility of the LHC, the BoS will not review or report on additional data elements.

COVID19 Contingency Plan

Due to the ongoing COVID19 pandemic, it is possible that local jurisdictions and the State of Maryland could implement restrictions on programs, services, and safety standards – including a full "shutdown". The PIT Count committee will monitor trends in COVID19 cases and shutdown measures up to the day of the count and will consult with HUD on appropriate actions should the need arise.

Unsheltered Survey Design

The unsheltered survey will be available in an online and paper format. The online survey will be available via Google Forms, and can be accessed via computer, smartphone or tablet. A paper version of the survey will be available for use during the count, however all survey data shall be ultimately entered into the Google Form for inclusion in the BoS PIT Count report by the designated deadline.

Eligible Survey Participants

Individuals and families "with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground" on the night designated for the count.

One survey should be completed per household. The survey will allow for data to be collected on each adult and child identified in the household. Additional training on household data will be provided.

Survey Data Elements

Each survey will ask about an individual and the household members with whom they are experiencing homelessness. Survey questions are designed to meet the minimum HUD reporting criteria for 2022. Survey questions include:

1. Time and location of survey
2. Participant's living situation on the night of 1/26/2022
3. Participant and household members' names, dates of birth, gender, race, and ethnicity

Reporting to HUD

The CoC will report data to HUD using the following household types and age category breakdowns:

1. **Persons in households with at least one adult and one child.** This category includes households with one adult and at least one child under age 18.
   a. The number of children under age 18;
   b. The number of young adults ages 18 to 24; and
   c. The number of adults over age 24.

2. **Persons in households without children.** This category includes single adults, adult couples with no children, and groups of adults (including adult parents with their adult children).
   a. The number of young adults ages 18 to 24; and
   b. The number of adults over age 24.

3. **Persons in households with only children**. This category includes persons under age 18, including children in one-child households, adolescent parents (under age 18) and their children, adolescent siblings, or other household configurations composed only of children.

Additional reporting will include veteran households, unaccompanied and parenting youth households and basic information on identified select diagnosis, disability status and other HUD required subpopulation elements.

MD-514 PIT Count Timeline

Action	Responsible Party	Deadline
Verify & Schedule PIT Planning Committee	CoC Lead	11/29/2021
Approve Count Plan Timeline	PIT Committee	12/03/2021
Approve Draft Unsheltered Survey Tool	PIT Committee	12/03/2021
Approve PIT Date & Backup	PIT Committee	12/03/2021
Approve Required & Optional Training Tool Kit	PIT Committee	12/17/2021
Finalize Training Tools	CoC & HMIS Lead	01/07/2022
Finalize Unsheltered Survey	CoC & HMIS Lead	01/07/2022
Develop & Report Local PIT Plan to Lead	LHC Lead	01/07/2022
Develop Non-HMIS project & DV provider data collection tool	CoC & HMIS Lead	01/07/2022
Distribute BoS Training Materials to Count Teams	LHC Lead	01/14/2022
Confirm all ES & TH projects for inclusion in the sheltered count	LHC Lead	01/14/2022
Final Committee Run Through	PIT Committee	01/14/2022
COUNT NIGHT	LHC Lead	1/26/2022
Deadline to enter Unsheltered Survey Data into Google Forms	LHC Lead	02/04/2022
Deadline to add / correct client data in HMIS	LHC Lead	02/04/2022
Deadline for non-HMIS & DV providers to return sheltered client data	LHC Lead	02/04/2022
Pull HMIS reports for sheltered count	HMIS Lead	02/07/2022
Develop preliminary BoS-wide PIT report	CoC & HMIS Lead	March 2022
Submit preliminary report to LHC contacts for review	LHC Lead	March 2022
Finalize all data	CoC & HMIS Lead	April 2022
Submit PIT report to HUD	CoC & HMIS Lead	April 2022

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