



**TREASURE COAST HOMELESS SERVICES COUNCIL, INC.**  
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## Minutes of the meeting of the Treasure Coast Homeless Services Council, Inc. – January 12, 2018- PIT Training

This meeting took place at 9:00 am at Community Church, Vero Beach, FL

**Present:** Anita Cocoves, Louise Hubbard, Michelle Akins, Dona Alexander, Anthony Arroyo, Cynthia Beddow, Alice Blanco, Jennifer Bresnahan, Scott Bray, Mike Brooks, Deborah Catapano, Michael Catapano, Karen Collins, Carla Paula DaSilva, Penny Dietzen, Renee Deschenes, Sara Donovan, Soledad Dorminier, Emily Durham, Peter Davey, Sherry Evans, Natasha Frantz, Lesley Frederick, Jermy Gable, Odetta Gintoli, Joel Herman, Lauren Johnson, Jason Kittendorf, Penny Ledesky, Jesse Lewis, Adam Lobrutto, David Long, Kelly Long, Stacy Malinowski, Sharon McPeak, Victor Melendez, Taefa K. Mills-Johnson, Barbara Moody, Angela Morris, Jessica Munoz, Pat Peer, Constantine Petrides, John Porta, Carolyn Price-Valenti, Moses Santos, Renee Scott, Paige Shortsleeves, Cindi Siepel, Daniel Silvestri, Jane Snead, Julie Summers, Chris Taylor-Cronin, Anita Wester, Cindy Wilson

This meeting was dedicated to formalizing the participants, plans and processes for conducting the 2018 Point in Time Count in Indian River, St. Lucie and Martin Counties on January 26, 2018.

### **PIT 2018**

Team Leaders were identified during the meeting. All key leaders were provided with a list of volunteers who had signed up on the website to participate in the count in their team area.

### **VOLUNTEER ASSIGNMENT**

Anthony Arroyo, Treasure Coast Homeless Services Council, reviewed the agency decision to assign volunteers differently this year to improve the focus on three distinct target locations, including Woods & Encampments, Parking Lots, Libraries and Hospitals and Feeding sites. This would require that volunteers go out at very distinct times during the day to encounter people in cars with children before they left for school in various locations and seeking out encampments at the beginning of the day or after dinner.

### **SURVEY ADMINISTRATION**

There was discussion about the need for interviewer to follow the agreed upon process to not deviate from the survey. It is not recommended for any volunteer to hand out surveys to groups of people or staff of other programs, without interviewing each person who is willing to be interviewed. The integrity of the responses requires that there is a one on one process for interviewing people at feeding sites and other group locations to assure that volunteers did not fill out questionnaires on behalf of all of those persons who were at the site. This is necessary to assure that the demographic information, including length of time homeless and family status is correct and can be reported. Louise Hubbard, Executive Director, reported that our Data Quality Manager had to eliminate more than a hundred surveys which we filled out with exactly the same information on every survey.

Louise also, provided responses to questions about the actual PIT survey items and how to get the most accurate response to the questions.

### **2018 PIT CHANGES**

There was also a review and discussion of the 2018 HUD changes to the PIT including the updated 2017 HMIS Data Dictionary to include gender non conforming persons, a clarification of domestic violence status reporting and separating the reporting category for parenting youth under the age of 18. The information was contained in the meeting packet.

Special attention was given to the use of HMIS data only as the source of information for the count. HMIS data must be up to date and valid for the day of the count and cannot be used as the sole source of data for PIT answers. In many cases the key data elements are not always collected at service sites and batch data entry does not specify enough detail to accurately count who is homeless and for how long and who is sheltered on that day.

### **SCHOOL DATA**

Discussion included the need to meet separately with school liaisons in each of the three districts to assure that they would participate in the survey, provide data and recognize the importance of deduplication in the counting of homeless children who are attending school and are self-declared as homeless. There is a difference in the definition of homelessness being used by the school districts, which is an allowable HUD definition for the school system but which is not considered literally homeless for the PIT count. The literally homeless definition is the only definition allowable for submission to HUD and the State Office as an official Point in Time Count. A follow-up meeting with school liaisons is scheduled prior to the January 26<sup>th</sup> date of the count.

The remainder of the meeting was turned over to Team Leaders to meet personally with the members of their teams to finalize meeting times assignments and locations as identified on the map. Plans were also made to pick up “incentives and giveaways” to encourage participation in the survey.

Sincerely,

Louise Hubbard  
Executive Director



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## **PIT 2018**

This year's 2018 PIT will be conducted on **Friday January 26<sup>th</sup> 2018**. The training date for the PIT will be held on January 12<sup>th</sup> 2018 @ 9:00 AM at Community Church.

In addition to the above date, the school district housing liaisons will each be asked have an additional meeting with TCHSC PIT staff to formulate a more focused approach to obtaining the most usable data.

This year, PIT volunteers will be separated into 3 target group types:

1. Woods & Encampments
2. Parking Lots, Libraries, & Hospitals
3. Feeding sites

### PLEASE NOTE:

Parking lots need to be visited well before school hours. This focus will help to survey those families with children who are living in their cars.

- Outreach Teams should also plan early morning visits to homeless persons living in the woods, as they will likely leave the camps early in the morning for their daily activities.
- PIT Outreach Teams volunteers should be the people attending the training on the 12<sup>th</sup> of January. We have found that sending a representative to the training who will not be conducting the survey can lead to non-useable surveys.
- PIT surveys completed using an agency database can only be completed for persons who are literally homeless on the day of the count.

2018 HUD PIT changes include the following:

A. Consistent with the updated [2017 HMIS Data Dictionary](#), HUD changed the "Don't identify as male, female, or transgender" gender response option to "Gender Non-Conforming (i.e. not exclusively male or female)."

B. HUD is requiring that data reported on survivors of domestic violence should be limited to reporting on those who are CURRENTLY experiencing homelessness because they are fleeing domestic violence, dating violence, sexual assault, or stalking, as opposed to reporting on survivors who have ever experienced these circumstances.

C. CoCs are now required to report the number of children of parenting youth families where the parent is under 18 separately from the children of parenting youth families where the parent is aged 18 to 24.