PIT COUNT 2018 - ADDITIONAL SURVEY INSTRUCTIONS

The below provides clarification on several of the survey fields for the 2018 PIT Count. Surveyors and volunteers should review the below before the week of the unsheltered count.

Single Survey Key Points

- Interviewer's name, Agency/Group, Site of Interview, and Date fields – These fields should all have 0% missing data rates. Coordinating agencies responsible for the collection of surveys should review survey forms daily to ensure that this information has been filled in correctly. Staff responsible for data entry should ensure that these fields have been filled on the hardcopy forms prior to entry into the PIT HMIS module
- Date field – As a data quality check, all survey dates should be in the range 1/23/18 to 1/29/18
- Site of Interview (*Actual Location*) - If this is an office location please denote as such Example: U.S.VETS (Office), FLC (Office), CAV (Office). This will allow distinction between interviews completed "on the streets" versus office settings.
- Clients indicating that they were sheltered on the night of 1/22/18 should not be surveyed. **If clients indicate that they were sheltered, STOP, and don't continue the survey.**
- Prior to entry into the PIT HMIS module, **survey records should be reviewed and checked against shelter census counts and sheltered locations to ensure that these records are not entered into the HMIS**. Statewide each year there are hundreds of inaccurately entered surveys that are ultimately weeded out of the dataset. A quick review can save time and improve reporting.
- **First/Last Name fields (1) – VERY IMPORTANT TO COMPLETE. These fields are incredibly important to link PIT and HMIS data, and unduplicate PIT datasets.** The rate of missing information can be improved as skilled outreach personnel interact with clients that they serve regularly. This is why 1) volunteers should be paired with skilled outreach staff, 2) outreach staff are asked as much as possible to use the whole PIT week, and 3) volunteers should let outreach personnel know if clients refuse to be surveyed so that they have the potential to be counted.
  Collection of first name and last initial is NOT a good substitute for collecting full last name and full first name. Example "John S." – CANNOT be linked to HMIS records.
- Surveys should be cleaned prior to entry by volunteers or agency staff to ensure that duplicate surveys are weeded out. After identifying duplicates, one survey should be entered based on the information on the duplicate surveys.
- DOB field – If client refuses to answer, estimate based on perception – this is better than unknown/missing data. DQ missing/unknown rates should be very low ~ 0%.
- Gender - DQ missing/unknown rates should be very low ~ 0%.

Household (HH) Survey Key Points

In addition to the above, the following will improve household data collection during the PIT Count week and the accuracy of the PIT reporting.

- Number of adults in HH field– This number should equal the number of hardcopy HoH and Other Adult surveys collected for the Household. Examples where the HH survey would be used include families, couples, and groups of adults/unaccompanied youth. Data quality checks should ensure that these equate prior to entry into the PIT HMIS module.
- It is recommended that household forms are printed on colored paper for easy identification and so that HH surveys are not accidentally entered as singles.
- Number of children under 18 – this number should match the actual number of children accounted for during the survey week and surveyed on the child form.

    NOTE: Only children staying unsheltered the night of the count should be counted. If children were sheltered on the night of 1/22/18 – these children should not be counted.

Specific Issues from Last Year to Eliminate or Minimize in 2018

1) Sheltered individuals inputted as unsheltered persons.

2) Unsheltered Persons active in HMIS programs. In the weeks leading up to the count, programs should review their open cases in the HMIS and exit if necessary. Active listings as of the PIT date can be used as checklists to improve the accuracy of the count.

3) Shelter programs (ES/TH) should ensure all exits and intakes are entered so that clients on internal census counts are also active in the HMIS.