Tuesday, January 23, 2018, South Dakota will be conducting the Annual Point-In-Time Homeless Count and Housing Inventory Count (HIC). The counts are required by HUD nationwide and the information is collected and reported to Congress. The information obtained is also used for measuring progress, identifying strengths in services, identifying gaps in services, increasing public awareness and enhancing system planning.

**PIT Count** - The Point-in-Time (PIT) Count is a count and survey of sheltered and unsheltered homeless persons on a single night in January. Each count is planned, coordinated, and carried out locally.

- PIT Counts are counts of the number of people in a community who are homeless and are;
  - Staying in an emergency shelter;
  - Enrolled in a transitional housing program dedicated to homeless individuals and families;
  - Staying in a motel/hotel that is being paid for by a source other than the tenant (if the tenant is paying for the hotel themselves, do NOT count them); and
  - Sleeping outside, in cars, tents or in places not meant for human habitation.

**Persons in jails, detox, and treatment centers (not dedicated to homeless persons) are NOT to be counted during this time.**

- The PIT Count provides a community with a unique snapshot of their unsheltered homeless population as this data is generally not provided for by other measures.

How does the PIT Count help your community?

- Assess the size of the sheltered and unsheltered homeless population
- Allow for some limited analysis of different subpopulations, including unaccompanied children, survivors of domestic violence, veterans, and chronically homeless persons
- Allow a community to assess progress in ending homelessness
- Recognize the importance of homelessness as a community and bring attention to the people experiencing homelessness

The PIT Count doesn’t tell us everything about needs in a community or in the US, but it does provide some very valuable information as to the scope of homelessness, including demonstrating unmet need represented by the number of unsheltered people on the streets, and the demonstrating any progress being made in ending homelessness.
**HIC Count** - The Housing Inventory Count (HIC) is a point-in-time inventory of provider programs within a Continuum of Care that provide beds and units (bedrooms) dedicated to serve persons who are homeless, categorized by five Program Types: Emergency Shelter; Transitional Housing; Rapid Re-housing; Safe Haven; and Permanent Housing (Permanent Supportive Housing, Rapid Rehousing or other Permanent Housing).

All projects categorized as one of the types above need to be recorded in Housing Inventory Count. Not just the projects that are receiving HUD funding. This includes projects funded by the other federal agencies (e.g. VA, HHS), faith-based organizations, and other public and private funding sources.

For the purpose of the HIC, a project with dedicated beds/units is one where:

- The primary intent of the project is to serve homeless persons;
  - While there might be an occasion where a project with dedicated beds serves a non-homeless person, beds in these types of projects could still be counted as dedicated beds.
- The project verifies homeless status as part of its eligibility determination; the actual project clients are predominantly homeless (or, for permanent housing, were homeless at entry).

Beds in institutional settings not specifically dedicated for persons who are homeless such as detox facilities, emergency rooms, jails, and acute crisis or treatment centers shouldn’t be included in the HIC. HUD considers extreme weather shelters as dedicated homeless inventory and should be included in the HIC.

Agencies that do NOT house people, need only complete the individual surveys for those homeless encountered over the twenty-four hour period. When individuals are surveyed it is important to know where they are spending the night so that they may be matched with a HIC form if applicable.

HUD requires for Housing Inventory Count that we count EVERY homeless bed and unit (bedroom) available for homeless in programs in the statewide Continuum of Care. We also need to record how many people are sleeping in those beds over the twenty-four hour period. For every person recorded on the HIC, in those beds on the night of the count, an accompanying PIT survey must be completed. This is only for those programs that are Emergency shelter, and Transitional Housing (there are no Safe Havens within this CoC). For example, ABC Shelter states they have 57 beds for homeless and 29 people were in those beds on the night of the count, there must be 29 PIT surveys completed. It is very important that the HIC and PIT survey numbers match for each project reporting. If the HIC and PIT data for a project does not match, data is lost and folks are not counted.

**HMIS Bed** – Any bed that is included in the HIC count and client information is recorded in HMIS for that bed is an HMIS bed and should be marked as such on the HIC form.

**Survey Tools:**

**Counting Us App, [https://counting.us/](https://counting.us/):** This is the primary survey tool for this year’s count. The sheltered, unsheltered and observation surveys can all be done using this app.

**Who will use the App:** Volunteers across the state may use the App. If the App is used, there are no surveys collected by the coordinator. The information comes directly to SDHDA. Practice may still be
done using Counting US App. The set-up key for the test count is SD2018. The test site will be reset prior to the test day and will become the count site as well.

Detailed instructions for downloading the App to a mobile device using Google Play or the App Store, technical support, FAQs, and other info are located at http://pointintime.info/support/simtech-resources/.

The set-up key for the 2018 PIT Count is SD2018 and the count name SD2018.

This app uses very little data, but if data is an issue the surveys can be done ‘offline’ and saved. Once in an area where wifi is available the saved surveys can be uploaded.

Surveys can also be completed via a computer or tablet by navigating your browser to https://counting.us/. Individuals/organizations will need to register and enter a count code just as they did when using the mobile app.

Paper Surveys (sheltered, unsheltered, observation) – Will include all information included on the App. The paper surveys will need to be returned to the coordinators for entry. The information from the paper forms can be entered into the desktop version of the Counting Us App by volunteers or they can be collected and entered by coordinators.

The observation form is to be used for those situations where an individual either does not want to be surveyed, is unapproachable, or is unable to answer the questions. Please only use this form if you cannot get the information for the survey.

• **DV Shelters – The CoC will be responsible for their PIT and HIC counts. DV shelters will complete the shelter spreadsheet and the HIC forms and return them directly to SDHDA.**

• Please make sure the agency name and county/city and contact information is entered on all forms. Unfortunately, if this information is missing the form may be unusable and it may become very difficult to capture accurate data.

• In the past, we have conducted surveys on those living in doubled-up or in adequately housed situations. Unfortunately, HUD does not consider this type of housing as “homeless”, so it is not submitted and this year we are not collecting it.

• The state is organized into 4 regions. Sioux Falls, Rapid City, and the VA (West River) are working in conjunction with the regions. There are coordinators for each of the areas/groups listed above. Coordinators will be working with agencies and volunteers to complete the count. The Coordinators for the designated areas/groups are listed below with contact information for each.

  ✓ Sioux Falls Contact: Stacey Tieszen, Minnehaha County Department of Human Services, 521 N Main Suite 201, Sioux Falls, SD 57104 (605) 978-5611 or stieszen@minnehahacounty.org

  ✓ Rapid City Contacts: Barb Garcia, RC Community Development, 300 6th Street, Rapid City, SD 57701 (605) 394-4181 or Barbara.garcia@rcgov.org and Andrea Denke, Community Health Center of the Black Hills, 605-394-2230 or adenke@chcbh.org
Minnehaha, Grant, Deuel, Codington, Hamlin, Clark, Kingsbury, Brookings, Miner, Lake, Lincoln, Moody, McCook, Turner Contact: ICAP – Tammie Denning - tdenning@interlakes.com or 605-334-2808 Ext. 202 and Arleen Weerheim, INTER-LAKES COMMUNITY ACTION PARTNERSHIP, (605) 256-6518 or AWEERHEIM@INTERLAKESCAP.COM

Beadle, Brown, Campbell, Day, Edmunds, Faulk, Hand, Hughes, Hyde, Marshall, McPherson, Potter, Roberts, Spink, Stanley, Sully, Walworth Contact: NESCAP (Grow) Patrick Gallagher - patrick@growsd.org or 605-626-2565

Bennet, Butte, Corson, Custer, Dewey, Fall River, Jackson, Haakon, Harding, Lawrence, Meade, Pennington, Perkins, Ziebach, Oglala Lakota – Western SD CAP – Laurie Theilmann – Laurie@wsdca.org or 605-348-1460

Aurora, Bon Homme, Brule, Buffalo, Charles Mix, Clay, Davison, Douglas, Gregory, Lyman, Mellette, Sanborn, Todd, Trip, Union, Yankton, Hanson, Hutchinson, Jerauld Jones Contact: ROCS – Darcie Bultje - dbultje@Rocsinc.org or 605-487-7634

VA West River including tribal lands. The VA plans to coordinate with Western SD CAP and with Rapid City. The VA will collect information from VA programs in these areas. Contact Bill Fahrenbruck - Willem.Fahrenbruck@va.gov or 605-720-7305

PIT Count Surveys, observation counts, and HICs may be sent directly by projects to coordinators or coordinators may be required to obtain PIT Count and Housing Inventory Count Surveys from projects. Volunteers and Coordinators should enter PIT data in Counting Us App. HIC forms must be sent via mail or email to Davis Schofield davis@sdhda.org. All forms and surveys are due to coordinators by Wednesday, January 24, 2018.

I am hoping the forms are easy to use and follow, but if you have any questions, please don’t hesitate to give me a call or send an email. Davis Schofield - davis@sdhda.org or 605-773-3445.

Thank you

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