

THANK YOU FOR VOLUNTEERING FOR THIS YEAR'S PIT COUNT!

WE APPRECIATE YOUR TIME AND ENERGY, AS WELL AS YOUR COMPASSION FOR OUR COMMUNITY'S UNHOUSED NEIGHBORS.

We highly recommend reading the survey questions in advance and rehearsing by asking and answering with a partner. If you are unsure what Continuum of Care (CoC) you are in, ask your agency or trainer. Please review [HUD's safety considerations](#) during COVID-19 and [MDH's Point in Time Count Public Health Considerations](#). Reach out to your trainer with questions.

KEY TERMS

- **Adult:** Age 25 or older
- **Young Adult:** Age 18-24
- **Child:** Under 18
- **Don't Know/Refused to Answer (DKR):** Respondent is unsure or refuses to answer a question. Move to the next question.
- **First Respondent:** The first person within a household that you are conducting the survey (e.g. participant, interviewee).
- **Household:** The people who live with you now or most of the time. This can be a parent + child, spouses or partners, group of youth living together, etc.
- **Household ID:** Household ID is a combination of letters used to link respondents together. The **SAME** household ID should be used for **each member** of the group.
- **Sheltered:** Individuals staying in emergency shelters (ES) and transitional housing (TH) on the night of the Point in Time count.
- **Unsheltered:** 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.
- **Chronically Homeless Person:** A person who:
 - Is homeless and lives in a place not meant for human habitation, a safe haven, or in an emergency shelter; and
 - 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** where the combined length of time homeless in those occasions is at least 12 months; and
 - Has a disability.
- **Survivors of Domestic Violence:** This population category of the PIT includes adults who are currently experiencing homelessness because they are fleeing domestic violence, dating violence, sexual assault, or stalking.

SURVEY QUICK TIPS

- All the "Surveyor Questions" **must** be completed
- **Never** put the address of a domestic violence provider in the "Specific Location"
- Identify number of household members in each age range (18-24, 25+, etc) **this includes the first respondent**
- All respondents within one household should be identified by the same Household ID
- Correct Household ID composition → **The CoC you are in - First 3 letters of the First Respondent's First Name - First 3 letters of the First Respondent's Last Name**
 - When Respondents refuse to have their names used for Household ID creations due to easy identification from having names with 3 letters or shorter → **The CoC you are in – First Respondent's First Initial – First Respondent's Last Initial OR the CoC you are in – AAA-BBB**
- A respondent does not have to answer any question they don't want to and can end the survey at any point. You should still turn in partially completed surveys.

It is possible to conduct the survey directly through the PIT LIVE portal. However, if you interview households, you will need to track **Household ID of the first respondent** (i.e. write it down) to link the household together. If you use a phone or tablet to survey, keep in mind that cold weather drains batteries quickly. Have a backup method handy (and a charger).

THINGS TO REMEMBER

- Be respectful of the person, their time, and what might be their private space
- Questions could be re-traumatizing
- Privacy is important, some questions are very sensitive
- Avoid phrases like, “I understand”
- Ensure your own safety