

**Partners In Care
Homeless Point-in-Time Count Report
January 22, 2018**

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Executive Summary

Results from the 2018 Oahu Homeless Point-In-Time Count conducted on January 22, 2018 revealed a nine percent overall decrease in one-day homelessness from 4,959 persons in 2017 to 4,495 persons in 2018. The aggregate decrease was driven by large decreases in both the sheltered and unsheltered counts.

The 2018 point in time count decrease was fueled by an eight percent reduction in unsheltered homelessness, from 2,324 persons in 2017 to 2,145 persons in 2018, and an 11 percent decrease in sheltered homelessness, from 2,635 persons in 2017 to 2,350 persons in 2018. This is the first year that total homelessness on Oahu has declined relative to the previous year, using 2009 as the baseline year. The count of homeless persons living in emergency or transitional shelters decreased 11 percent from 2,635 to 2,350 persons, with 86 percent of the 285-person reduction attributable to a decline in transitional housing utilization. 2018 marks the fourth straight year that transitional housing utilization has declined, from 2,173 persons in 2014 to 1,307 in 2018.

A review of the type of households experiencing homelessness found that 2,905 single individuals represented 65 percent of the total one-day homelessness. Single individuals are defined by HUD as households (single or multiple adults) without the presence of dependent children under the age of 18. A total of 1,590 family individuals were counted as homeless, including 67 families, with a total of 229 family individuals canvassed and living unsheltered. This represents a 14 percent decrease in the total number of homeless family individuals compared to 2017. A total of 118 children were found living unsheltered within these families. Sheltered families totaled 340 households with 1,361 persons including 781 children (219 in emergency shelters and 562 in transitional housing); down 59 families and 261 family individuals compared to 2017.

A review of key subpopulations indicates that the total number of sheltered and unsheltered homeless veterans on Oahu decreased nine percent to 407 veterans compared to the 2017 total of 449 veterans. A total of 195 unsheltered veterans were encountered in the 2018 count, a 17 percent decline compared to the 235 counted in 2017. 111 unsheltered chronically homeless non-family veterans were tallied on Oahu, 56 percent of the total unsheltered homeless veteran household members without children.

Data from the 2018 reporting supported a decline in chronic homelessness with 1,012 single individuals and 105 persons in families for an Oahu total of 1,117 persons in chronically homeless households. This represents a four percent decrease from the 1,159 found in 2017. The overall decrease represented a two percent decrease in single chronic homeless individuals, and a 14 percent decrease in family individuals.

The report also tabulated data on two additional subpopulations of increasing significance – unaccompanied youth and parenting youth. Youth are defined as individuals 24 years or younger. Oahu reported 143 unaccompanied youth, with 104 (73 percent) living unsheltered, and 39 in emergency or transitional shelters. The 2018 unaccompanied youth count decreased significantly compared to the 210 found in 2017. The total number of unsheltered

unaccompanied youth under the age of 18 remained low at nine total persons, down from the 23 counted in 2017.

A parenting youth household is defined as a household containing persons 24 years of age or younger with one or more dependent children and without any accompanying adults 25 years of age or older. There were 21 parenting youth households identified on Oahu, encompassing 68 persons including 36 children. The 2018 total decreased slightly from the 2017 total of 28 households with 94 persons including 46 children.

Given the numbers of homeless found in these counts and the state and federal initiatives to reduce homelessness, recommendations to improve the overall implementation of the count include improving the planning, supervision and execution of the count effort, the training of count staff and volunteers, the handling and verification of all survey forms and electronic data, and the introduction of data quality controls by outreach funders.

General Overview

HUD's annual grant application for CoC homeless assistance funding requires the State of Hawaii to produce an unduplicated count of sheltered and unsheltered homeless on a one-day point in time during the last ten days of January. The count represents a one-day estimate of homelessness on Oahu as of January 22, 2018.

The primary objective for the 2018 PIT was to obtain the most reliable estimate of sheltered and unsheltered homeless individuals and families throughout the island of Oahu. The count assists in 1) accurately assessing current levels of homelessness for various household types, 2) estimating the number of chronically homeless individuals and families, and 3) evaluating the extent of homelessness for veterans and youth. PIT data collection is an integral part of local and national planning and supports policy and resource allocation decisions. As the count's execution improves, reporting more accurately reflects the actual state of homelessness during that specific point-in-time. The count is an excellent opportunity to engage the public, community leaders, and private businesses in statewide homeless initiatives.

Hawaii's Homeless Management Information System (HMIS) was utilized to extract the sheltered data needed for this report and as the repository for surveys collected during the unsheltered canvassing. The HMIS is a centralized database used to record services rendered to homeless individuals throughout the State of Hawaii. All service providers who receive federal, state, or county funding are required to participate in the HMIS. Other agencies voluntarily use the HMIS due to its connection with the Coordinated Entry System (CES) and extensive reporting capabilities.

To help ensure that client data was as reliable as possible, organizers contacted emergency and transitional shelter providers leading up to the count and asked them to confirm that all clients sleeping in their facilities on the night of the count had active HMIS intake records. Shelters not participating in the HMIS, such as domestic violence programs, were contacted individually and asked to provide the number of homeless individuals and families residing in their programs on the night of the count, in addition to providing specific subpopulation data.

For the unsheltered count, the state received HUD's permission to conduct a five-day physical count between Monday, January 22, 2018 and Friday, January 26, 2018. Field staff and volunteers asked all encountered unsheltered homeless individuals, "Where did you sleep this past Monday, January 22nd?" in addition to other required survey questions.

The unsheltered survey instrument was based on HUD-defined criteria and provider feedback. All surveys were cleaned, entered into the PIT module of the HMIS, unduplicated, and analyzed to obtain the data presented in this report. The following unsheltered surveys were not included in the final tally:

- Clients who reported living in a sheltered situation on the night of 1/22/18.
- Clients with duplicate surveys or records that were already counted in the sheltered homeless component.
- Clients that refused to answer any questions in the unsheltered survey.

Stakeholders, regional leaders, homeless service providers, and volunteers attended several planning meetings prior to January 22, 2018. The purpose of these meetings was to convey the count's methodology to all parties involved, provide explicit instructions detailing objectives, and to obtain feedback on the surveys used during the unsheltered count.

Several trainings preceded the 2018 count. Trainees received an overview of the count and its methodology, safety tips, data quality topics, and key points to consider during the surveying based on previous years' results. Regional leaders provided ad hoc training before and during the count to ensure that volunteers understood how to administer the survey.

PIT Teams

Field staff were composed of workers from service agencies that regularly perform outreach to the unsheltered homeless. Survey teams were assigned to familiar regions to ensure that many of the high-density areas frequented by unsheltered homeless were surveyed. Skilled outreach staff accustomed to specific areas and clients are more likely to obtain accurate information. Service-based locations, such as food pantries, soup kitchens, and drop-in centers were covered extensively during the count to reach additional unsheltered homeless.

The unsheltered count spanned the work week of January 22nd. The first day of the unsheltered count was conducted with substantial participation from many organizations and volunteers, and focused on reaching as many unsheltered homeless individuals as possible. As the week progressed, agencies independently scheduled dates and times for field staff to visit known locations, where homeless tended to congregate.

Count Implementation Overview and Recommendations

The 2018 PIT Count represents the best available data to estimate one-day homeless prevalence on Oahu. The estimate adheres to the federal definition of homelessness which includes individuals and families living in emergency shelters, transitional housing facilities, and people identified as sleeping and living in an unsheltered location on the night of the count. The count is neither a measure of housing stability among people residing in housing nor a measure of the conditions of such housing and the general housing environment.

While the Point-In-Time count effort has been implemented in a similar manner over the past several years, the count continues to be impacted by varying degrees of implementation from year to year. Conclusions based on the reported data generally need to be expressed together with the appropriate caveats impacting their validity. Below is a listing of the operational concerns associated with the 2018 count implementation and the three major types of PIT data: 1) Sheltered data counts, 2) Unsheltered data counts, and 3) Demographic information (comprising both unsheltered and sheltered).

Count Implementation

Weaknesses in the 2018 count implementation included the following:

- 1) The count continues to be performed by a variety of personnel including many volunteers with a varying degree of understanding and competency in the completion of the count tasks including completion of survey responses.
- 2) General planning efforts and the training of agency staff and volunteers should begin at least several months prior to the count. Many providers and volunteers seemed to lack adequate training, which surfaced in many different aspects of the count including, survey design, regional leadership and coverage, quality assurance, data quality, and issues with survey data entry into the PIT module of the HMIS.
- 3) The Oahu unsheltered survey was redesigned to include an expanded survey section. Several outreach providers indicated that the way this was implemented caused a great deal of confusion. One outreach provider noted that staff were advised not to ask several of the expanded survey questions due to safety concerns for staff and respondents.
- 4) The expanded survey questions were not finalized until mid-January, roughly two weeks prior to the count. This impacted the ability of the HMIS admin team to integrate and test in the PIT module, therefore, only the standard HUD survey data were made available.

Sheltered Data

The source of the data reported in the sheltered homeless counts is from the HMIS. Data were extracted for each program for the Point-in-Time count date (January 22, 2018) then compared to actual census data. Sources of errors from the sheltered data can include the following:

- 1) Discrepancies in the HMIS data compared to the actual census can be due to delays in HMIS data entry, failure to include all household members in the HMIS household group, and general input errors in HMIS data entry. These discrepancies delay the time it takes to

produce the sheltered analysis, since ultimately all clients listed on the program's internal census need to have a corresponding HMIS program enrollment record.

- 2) Although HMIS data quality continues to improve, missing and unknown client data continue to impact the accuracy of the reporting. It remains important that demographic and subpopulation data are entered as accurately as possible, so that comparisons drawn from year to year are reliable.

Unsheltered Data

The difficulties of completing an accurate unsheltered homeless count are well-documented. The following outline procedures that can help to improve the results.

- 1) Although more difficult, implementing the canvassing efforts during the nighttime hours when it is believed that most sheltered homeless persons would no longer be staying outside in typical unsheltered locations. Counting persons through drop-in centers and events, although perhaps necessary to cover larger geographic areas, is not ideal since it limits the canvassers ability to collect or visually corroborate any evidence of residing unsheltered. This year, unsheltered canvassing was conducted late into the evening of the 22nd, and in the early morning hours of the 23rd by several experienced outreach providers.
- 2) To the extent possible, use skilled outreach workers or other experienced homeless service staff who are familiar with the consumers, the area being canvassed, and who can determine through unscripted questioning whether the person is currently homeless. This makes the survey data much more accurate.
- 3) Ensure that full name collection is maximized using experienced service staff. The full name data collection rate for the final unsheltered dataset was 89% (1,915/2,145); a major contributor to this low rate was the fact that 113 of the children surveys did not contain child name information. This made it virtually impossible to de-duplicate child records. The omission of names or the provision of pseudonyms is a major threat to the validity of the data. This should be emphasized in preliminary training.

Methods to minimize the number of persons who are unsheltered but missed during the physical enumeration include the following:

- 1) Since the Hawaii HMIS maintains a very large unsheltered database, the database should be kept clean and updated in advance of the PIT count to ensure that those remaining active have a very high likelihood of remaining unsheltered and homeless. As recommended in prior years, the PIT count objective should be to locate and corroborate the homeless situation of these currently active clients during the count. The unsheltered section of this report contains more quantifiable information around this point.
- 2) Sufficient resource allocation (time and personnel) to ensure coverage for large and/or dense areas where homeless individuals are known to reside.

- 3) Review of canvassing efforts to ensure that selected areas, especially key areas where homeless are known to live unsheltered, were thoroughly canvassed during the count
- 4) Corroboration with key regional personnel during the PIT week to ensure that high density regions are covered adequately, and that expected results are achieved.
- 5) The extent to which training occurred leading up to the count is unclear. Based on the quality of the surveys, it is also uncertain whether surveys completed during the unsheltered canvassing were reviewed daily for quality assurance. The following data collection issues impacted the unsheltered count analysis.
 - a. Many questions requiring a written response were difficult or impossible to read because of poor handwriting.
 - b. Some questions had more than one answer circled, leaving data entry personnel guessing to determine which answer to enter.
 - c. Questions requiring specific written answers weren't answered properly. This occurred primarily in the top sections of the surveys. Questions requiring actual locations were invariably generic in response, making them difficult to use in subsequent analyses or outreach coordination efforts if needed.
 - d. Questions that should never have missing data were left blank, e.g. name of interviewer, name of organization, site of interview, etc.
 - e. High missing data rates for many survey questions throughout all regions.
 - f. On April 10th, PIC staff found 41 single and 7 family surveys when cleaning their office. These surveys were nearly excluded from the count's analysis, which also lead to questions as to whether all surveys were truly submitted for data entry.
 - g. Several hundred photo copies of completed surveys were interspersed with originals, leading to redundant data entry and duplication. Overall, 737 duplicate unsheltered surveys were removed from the final unsheltered dataset. 23 clients were removed from the unsheltered dataset because they were either found in the sheltered dataset or were marked as being sheltered on the night of the count. Future counts and quality assurance procedures prior to data entry should ensure that duplicates or sheltered surveys are omitted prior to data entry or that they are never surveyed to begin with.
 - h. Roughly 30 unsheltered surveys were completed at the CFS DV shelter and marked as sheltered at the facility on the night of the count. These surveys were ultimately omitted prior to being entered in the HMIS.
 - i. Unsheltered surveys were turned over to data entry personnel three weeks prior to the HUD submission deadline of 4/30/18. This made it very difficult to clean the surveys, enter in to the PIT module, and analyze with enough time to meet the HUD reporting deadline. Ideally, all data should be cleaned and entered by mid-February. This will enable the reporting and results to be yielded much more quickly.
 - j. Stacks of surveys were marked as refusals, but upon further inspection were completed by surveyors and respondents. These surveys were included in the dataset before it was cleaned.

Demographic Data

Client self-reported data on medical information (substance abuse, mental illness, etc) and lifestyle information (housing type, length of homelessness) is typically impacted by several types of errors:

- 1) Errors related to the inability for persons to accurately recall detailed historical information such as housing location over a long period of time. This makes the self-reported length of homeless information more unreliable, thus impacting the validity of the chronic homeless data.
- 2) Errors related to the inability of the person to fully understand the concept in question. Examples include questions related to mental illness status where the person may not fully understand what symptoms (e.g. feeling down, acute anxiety, chronic fatigue) may be evidence of having mental illness.
- 3) Errors related to purposeful false response due to socially unacceptable behaviors, illegality of behaviors, or other incentives not to fully disclose (e.g. fear of parole violation).

The table below gives a general assessment of the validity of responses collected during an outdoor canvassing attempt. A three-tier system (high, medium, and low) is utilized.

Age	High		Mental Illness	Medium
Race	High		Substance Abuse	Low
Ethnicity	High		HIV/AIDS	Low
Race	High		Disability	Medium
Homeless Status	High		Length of Homelessness	Medium
Number of Times Homeless	Low		Area of Location	High
Sleeping Location	High		Current Armed Forces	High
Veterans Status	High			

The suspected inaccuracy of key variables such as Disability and Length of Homelessness further impacts the validity of important measures such as chronic homelessness, which depend on responses to these questions. The chronic homeless measure itself must also be interpreted with the understanding that it has low validity due to methodological problems of its component factors.

Oahu Summary

The following sections provide summary statistics for Oahu. Table 1 summarizes the sheltered and unsheltered totals over the last five years. Each of the annual counts have been implemented with the same general methodology, although execution has varied from year to year. Of the 2,350 sheltered homeless identified in 2018, 1,043 were in emergency shelters, and 1,307 were in transitional facilities.

Both totals declined compared to 2017, with transitional occupancy down 270 persons (-17.1%). The transitional decrease was fueled in large part by a steep decline in the number of homeless families, down 55 (230 family individuals) compared to 2017. Emergency shelter utilization declined by 15 people (-1.4%) relative to 2017. The Oahu sheltered count has receded for the fourth consecutive year, and despite the large decrease in sheltered families, the total number of unsheltered families grew by only eight, with a slight four-person increase in the number of family individuals compared to 2017.

Table 1: Oahu PIT Summary, 2014-2018

	Sheltered		Unsheltered		Total
	#	%	#	%	#
2018	2,350	52.3%	2,145	47.7%	4,495
2017	2,635	53.1%	2,324	46.9%	4,959
2016	2,767	56.0%	2,173	44.0%	4,940
2015	2,964	60.5%	1,939	39.5%	4,903
2014	3,079	65.3%	1,633	34.7%	4,712

Figure 1 presents the information summarized in Table 1.

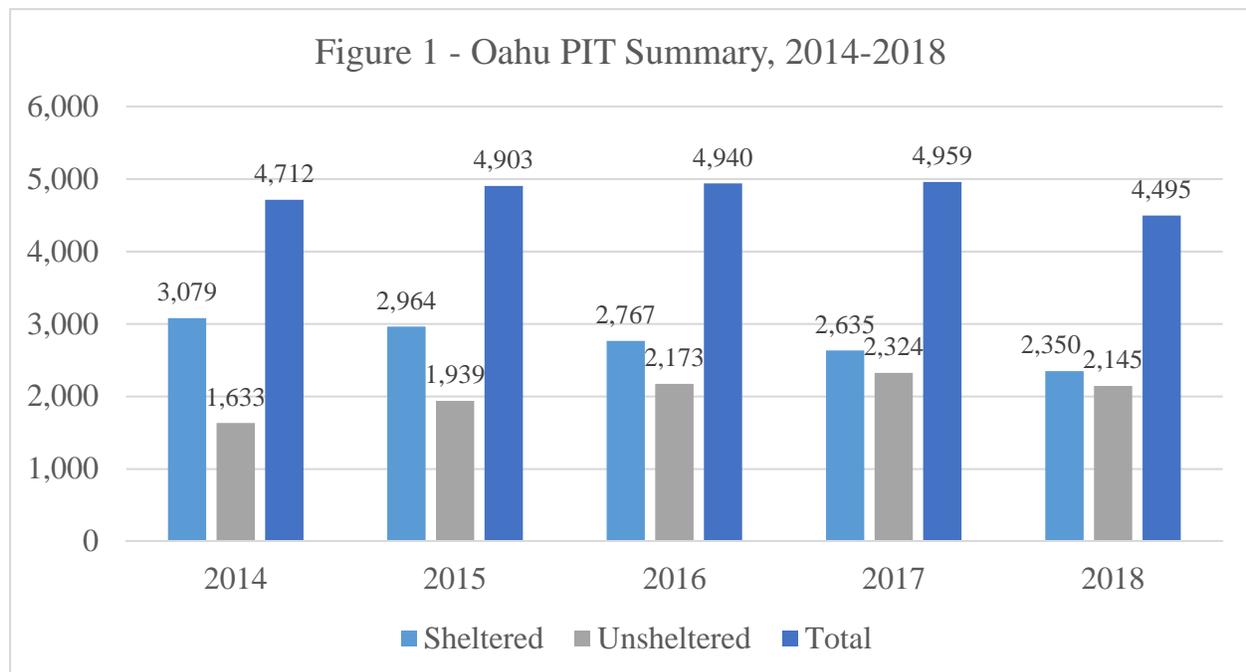


Figure 1 illustrates the large, 464-person decrease in total homeless compared to 2017. Table 2 emphasizes specific household type data for 2018. More detailed information relating to household type can be found in Appendix 1.

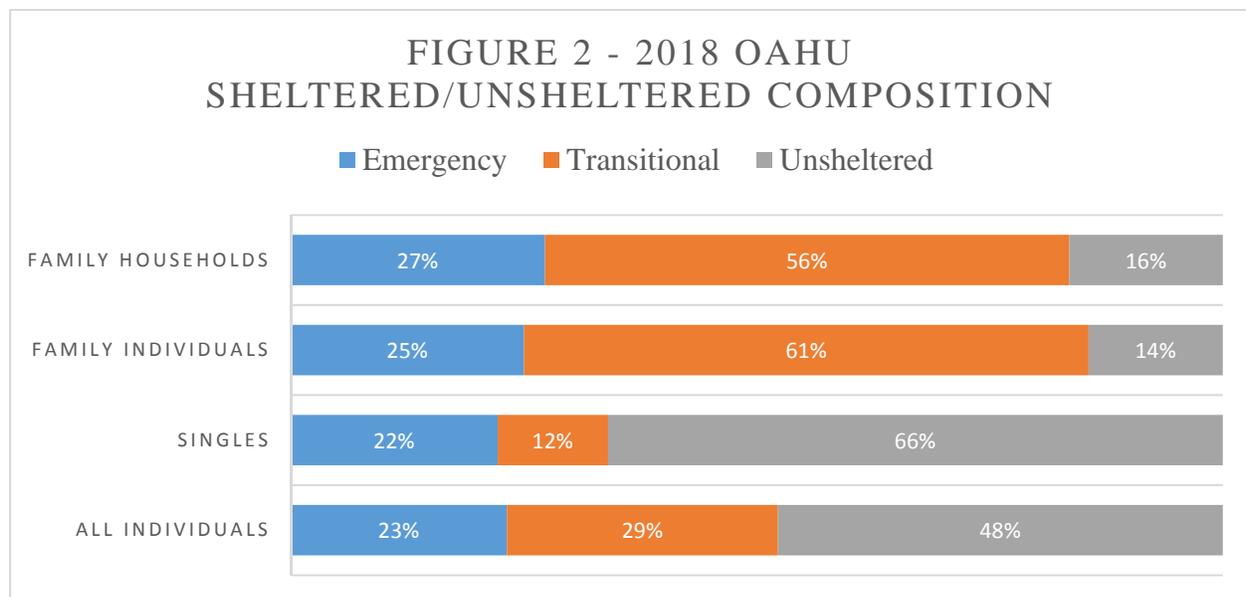
Table 2: Oahu 2018 Households Summary

	Sheltered		Unsheltered		Total
	#	%	#	%	#
Singles	989	34.0%	1,916	66.0%	2,905
Family Individuals	1,361	85.6%	229	14.4%	1,590
All Individuals	2,350	52.3%	2,145	47.7%	4,495
Family Households	340	83.5%	67	16.5%	407

Table 3 and Figure 2 present and compare information by household composition. As illustrated in the graph, 61 percent of all homeless family individuals reside in transitional shelters, while 66 percent of all homeless singles are unsheltered. Family individuals represented 74 percent of those individuals in transitional facilities on the night of the count.

Table 3: Oahu 2018 Sheltered/Unsheltered Composition

	Emergency	Transitional	Unsheltered
	#	#	#
Singles	645	344	1,916
Family Individuals	398	963	229
All Individuals	1,043	1,307	2,145
Family Households	111	229	67



Oahu Homeless Subpopulations

In 2018, the CoC was again required to collect information on homeless subpopulations. These data are outlined in Tables 4 through 7. The data presented in these tables aligns with HUD's homeless specifications and guidance.

Oahu Chronic Homelessness

Table 4 outlines client self-reported chronic homeless subpopulation estimates for Oahu. After review of the unsheltered data, approximately 44 percent of all single individuals and 31 percent of families were counted as chronically homeless. Typically, the unsheltered estimate of chronically homeless singles hovers around 45 percent. 25 percent of single individuals in emergency shelters were identified as chronically homeless, and very likely under represents the true proportion. Individuals in transitional facilities cannot be counted as chronically homeless in the PIT count. The tables in Appendix 1 give more detail related to chronic homeless estimates for various subpopulations as required by HUD.

Table 4: Chronically Homeless, Oahu 2018

	Emergency Shelter	Unsheltered	Total
CH Individuals	161	851	1,012
CH Families	8	21	29
Persons in CH Families	36	69	105
Total CH Persons	197	920	1,117

Oahu Veteran Homelessness

Tables 5 and 6 present the homeless veteran self-reported data collected in 2018. There was a nine percent reduction in total veteran homelessness compared to 2017, and a substantial 17 percent (40 person) decrease when isolating the unsheltered veteran population.

Table 5: Homeless Veterans, Oahu 2018

	Emergency	Transitional	Unsheltered	Total
Homeless Veterans	102	110	195	407
Homeless Veteran Families	6	6	3	15
Persons in Veteran Families	28	24	10	62

Table 6: Summary of Oahu Homeless Veterans, 2014-2018

	Sheltered		Unsheltered		Total
	#	%	#	%	#
2018	212	52.1%	195	47.9%	407
2017	214	47.7%	235	52.3%	449
2016	224	54.2%	189	45.8%	413
2015	240	51.4%	227	48.6%	467
2014	214	55.6%	171	44.4%	385

Oahu Additional Homeless Populations

Table 7 outlines self-reported subpopulation data for Oahu. Of note in 2018 is that adult survivors of domestic violence were restricted to those adults currently fleeing a domestic violence situation, which has changed slightly when compared to previous years. Total homeless adults in emergency, transitional, and unsheltered populations were 823, 745, and 2,018 respectively; for a grand total of 3,586 homeless adults.

Table 7: Additional Homeless Populations, Oahu 2018

	Emergency	Transitional	Unsheltered	Total
Adults with a Serious Mental Illness	268	183	633	1,084
Adults with a Substance Use Disorder	132	144	544	820
Adults with HIV/AIDS	5	23	20	48
Adult Survivors of Domestic Violence	54	52	174	280

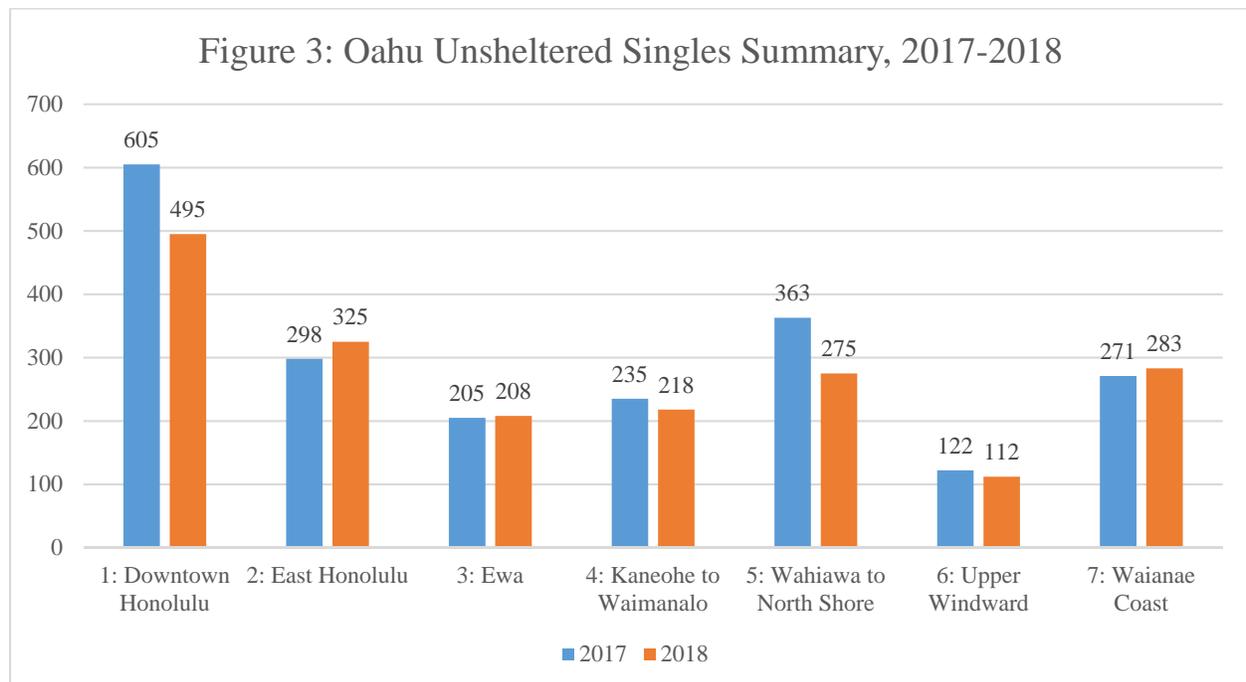
Oahu Unsheltered Summary

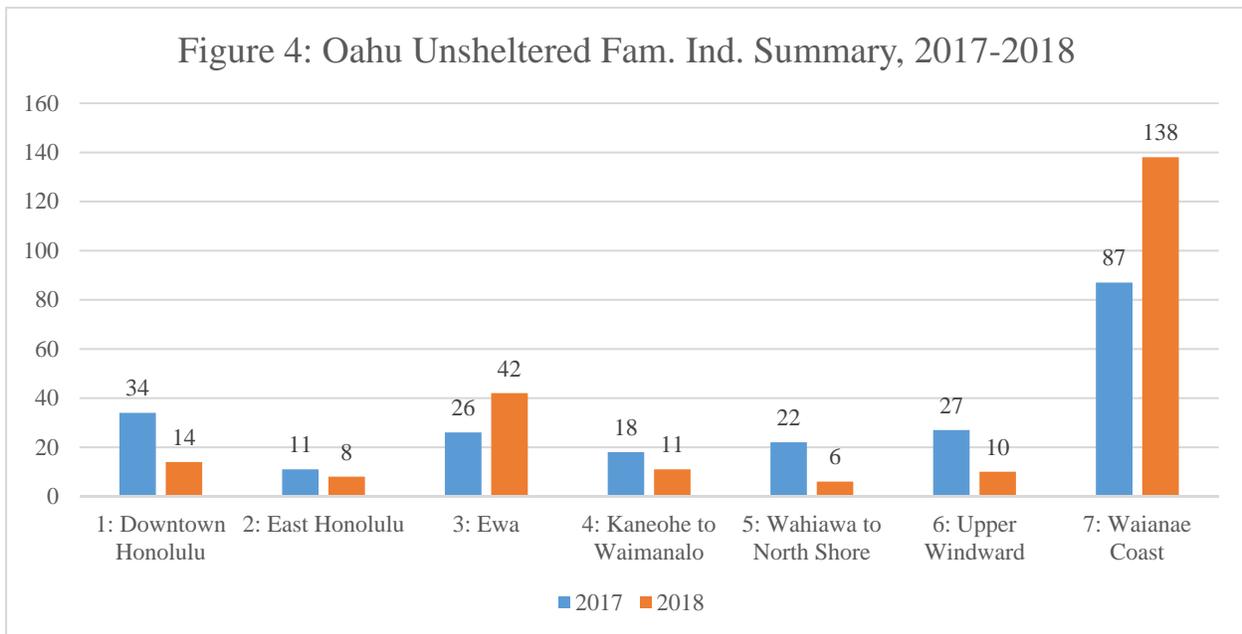
The total number of unsheltered homeless individuals on Oahu as of 1/22/18 was estimated to be 2,145. Compared to 2017, the total number of unsheltered homeless declined 179 persons (7.7%). This decrease was generated in large part, by a substantial reduction in the number of non-family persons, down 183 persons relative to last year. Although the total number of families rose by eight to 67, the reduced average family size resulted in only a slight rise by four family individuals compared to 2017.

Table 8 presents 2018 data by household composition and region. The percentages in the table use the cohort totals as the denominators. The table below can be used to estimate rates of homelessness for the different household configuration types by Oahu region.

Table 8: Oahu Regional Unsheltered Homelessness, 2018

Region	Singles		Family Individuals		All Individuals		Family Households	
	#	%	#	%	#	%	#	%
1: Downtown Honolulu	495	26%	14	6%	509	24%	4	6%
2: East Honolulu	325	17%	8	3%	333	16%	3	4%
3: Ewa	208	11%	42	18%	250	12%	14	21%
4: Kaneohe to Waimanalo	218	11%	11	5%	229	11%	4	6%
5: Wahiawa to North Shore	275	14%	6	3%	281	13%	2	3%
6: Upper Windward	112	6%	10	4%	122	6%	3	4%
7: Waianae Coast	283	15%	138	60%	421	20%	37	55%
TOTAL	1,916	100%	229	100%	2,145	100%	67	100%





Figures 3 and 4 compare the level of singles and family individuals over the last two years. Nearly all unsheltered regions realized declines in the singles populations, however, there was a nine percent increase in region two. Significant increases in the number of family individuals occurred in regions three and seven, all other regions declined compared to 2017.

Demographic characteristics for unsheltered populations are expanded in Appendix 1. The tables present subpopulation information for unsheltered homeless individuals as well as summaries of youth and veteran homelessness. The link below provides previous year's PIT reports for comparison: <http://www.hawaiihmis.org/publications/pit-counts/>

Sources of Error in the Unsheltered PIT Analysis

Unsheltered analysis based solely on the surveys collected during the PIT count week yielded an estimate of 2,145 unsheltered homeless individuals. Analysis of Oahu HMIS outreach data as of 1/22/18 identified 1,173 active individuals within 19 projects. A comparison of these active HMIS records to clients with first and last name information provided in the PIT dataset, indicated that 832 of the 1,173 active HMIS records were not found during the PIT count canvassing, implying that only 341 (29%) active HMIS clients were found during the count. Assuming all these HMIS records were unsheltered during the PIT week and no intersection with the sheltered count, the unsheltered enumeration should be at least 2,977. Higher recordation of child name information may bring the number up slightly from the 341 noted above, however, generally outreach providers serve a much higher proportion of single individuals. Oahu By-Name-List (BNL) data were not compared to either the HMIS or PIT datasets, if included these datasets could be another source of error causing the Oahu PIT unsheltered analysis to further under represent the total number of unsheltered homeless.

Appendix 1: 2018 Oahu HUD HDX Tables

HUD HDX Table 1 – Oahu

HI-501 Homeless Populations

Households with at least one Adult & one Child

Persons in Households with at least one Adult and one Child

	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Total # of households	111	229	67	407
Total # of Persons (Adults & Children)	398	963	229	1,590
# of Persons (under age 18)	219	562	118	899
# of Persons (18-24)	23	63	14	100
# of Persons (over age 24)	156	338	97	591

Gender (adults and children)

	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Female	212	495	120	827
Male	186	467	109	762
Transgender	0	1	0	1
Gender Non-Conforming (i.e. not exclusively male or female)	0	0	0	0

Ethnicity (adults and children)

	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Non-Hispanic/Non-Latino	352	834	184	1,370
Hispanic/Latino	46	129	45	220

Race (adults and children)

	Sheltered		Unsheltered	Total
	Emergency	Transitional		
White	32	41	20	93
Black or African-American	6	11	0	17
Asian	16	37	7	60
American Indian or Alaska Native	1	3	0	4
Native Hawaiian or Other Pacific Islander	257	558	131	946
Multiple Races	86	313	71	470

Chronically Homeless

	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Total # of households	8	N/A	21	29
Total # of persons	36	N/A	69	105

HUD HDX Table 2 - Oahu

HI-501 Homeless Populations

Households with only Children

Persons in Households with only Children

	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Total # of households	1	0	9	10
Total # of children (< 18)	1	0	9	10

Gender

	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Female	0	0	3	3
Male	1	0	6	7
Transgender	0	0	0	0
Gender Non-Conforming (i.e. not exclusively male or female)	0	0	0	0

Ethnicity

	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Non-Hispanic/Non-Latino	1	0	7	8
Hispanic/Latino	0	0	2	2

Race

	Sheltered		Unsheltered	Total
	Emergency	Transitional		
White	0	0	3	3
Black or African-American	0	0	0	0
Asian	0	0	1	1
American Indian or Alaska Native	0	0	0	0
Native Hawaiian or Other Pacific Islander	1	0	3	4
Multiple Races	0	0	2	2

Chronically Homeless

	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Total # of persons	1	N/A	0	1

HUD HDX Table 3 - Oahu

HI-501 Homeless Populations

Households without Children

Persons in Households without Children

	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Total # of households	632	339	1826	2,797
Total # of Persons (Adults)	644	344	1,907	2,895
# of Persons (age 18-24)	22	17	103	142
# of Persons (over age 24)	622	327	1,804	2,753

Gender

	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Female	187	128	671	986
Male	453	214	1,220	1,887
Transgender	4	2	12	18
Gender Non-Conforming (i.e. not exclusively male or female)	0	0	4	4

Ethnicity

	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Non-Hispanic/Non-Latino	565	294	1,588	2,447
Hispanic/Latino	79	50	319	448

Race

	Sheltered		Unsheltered	Total
	Emergency	Transitional		
White	226	120	416	762
Black or African-American	41	39	73	153
Asian	92	42	291	425
American Indian or Alaska Native	7	4	32	43
Native Hawaiian or Other Pacific Islander	116	58	513	687
Multiple Races	162	81	582	825

Chronically Homeless

	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Total # of persons	160	N/A	851	1,011

HUD HDX Table 4 - Oahu

HI-501 Homeless Subpopulations

Additional Homeless Subpopulations

Additional Homeless Subpopulations

	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Adults with a Serious Mental Illness	268	183	633	1,084
Adults with a Substance Use Disorder	132	144	544	820
Adults with HIV/AIDS	5	23	20	48
Adult Survivors of Domestic Violence	54	52	174	280

HUD HDX Table 5 - Oahu

HI-501 Youth Populations

Unaccompanied Youth Households

Unaccompanied Youth Households

	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Total # of unaccompanied youth households	22	17	104	143
Total # of unaccompanied youth	22	17	104	143
# of unaccompanied children (under age 18)	1	0	9	10
# of unaccompanied young adults (ages 18 to24)	21	17	95	133

Gender (unaccompanied youth)

	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Female	7	6	44	57
Male	15	11	60	86
Transgender	0	0	0	0
Gender Non-Conforming (i.e. not exclusively male or female)	0	0	0	0

Ethnicity (unaccompanied youth)

	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Non-Hispanic/Non-Latino	20	16	81	117
Hispanic/Latino	2	1	23	26

Race (unaccompanied youth)

	Sheltered		Unsheltered	Total
	Emergency	Transitional		
White	5	4	11	20
Black or African-American	1	2	7	10
Asian	7	0	10	17
American Indian or Alaska Native	0	0	0	0
Native Hawaiian or Other Pacific Islander	4	3	37	44
Multiple Races	5	8	39	52

Chronically Homeless

	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Total # of persons	0	N/A	21	21

HUD HDX Table 6 - Oahu

HI-501 Youth Populations

Parenting Youth Households

Parenting Youth Households

	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Total # of parenting youth households	5	10	6	21
Total # of persons in parenting youth households	17	32	19	68
Total Parenting Youth (youth parents only)	8	15	9	32
Total Children in Parenting Youth Households	9	17	10	36
# of parenting youth (under 18)	0	0	0	0
# of children in households with parenting youth under age 18 (children under age 18 with parents under 18)	0	0	0	0
# of parenting youth (18 to 24)	8	15	9	32
# of children in households with parenting youth age 18 to 24 (children under age 18 with parents age 18 to 24)	9	17	10	36

Gender (youth parents only)

	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Female	5	10	5	20
Male	3	5	4	12
Transgender	0	0	0	0
Gender Non-Conforming (i.e. not exclusively male or female)	0	0	0	0

Ethnicity (youth parents only)

	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Non-Hispanic/Non-Latino	8	12	9	29
Hispanic/Latino	0	3	0	3

Race (youth parents only)

	Sheltered		Unsheltered	Total
	Emergency	Transitional		
White	0	0	1	1
Black or African-American	0	0	0	0
Asian	0	0	0	0
American Indian or Alaska Native	0	0	0	0
Native Hawaiian or Other Pacific Islander	4	9	4	17
Multiple Races	4	6	4	14

Chronically Homeless

	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Total # of households	0	N/A	1	1
Total # of persons	0	N/A	3	3

HUD HDX Table 7 - Oahu

HI-501 Veteran Populations

Veteran Households with at least one Adult & one Child

Persons in Households with at least one Adult & one Child

	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Total # of Households	6	6	3	15
Total # of Persons	28	24	10	62
Total # of Veterans	6	6	3	15

Gender (veterans only)

	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Female	3	2	1	6
Male	3	4	2	9
Transgender	0	0	0	0
Gender Non-Conforming (i.e. not exclusively male or female)	0	0	0	0

Ethnicity (veterans only)

	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Non-Hispanic/Non-Latino	5	5	1	11
Hispanic/Latino	1	1	2	4

Race (veterans only)

	Sheltered		Unsheltered	Total
	Emergency	Transitional		
White	1	1	0	2
Black or African-American	1	0	0	1
Asian	1	0	0	1
American Indian or Alaska Native	0	0	0	0
Native Hawaiian or Other Pacific Islander	2	3	2	7
Multiple Races	1	2	1	4

Chronically Homeless

	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Total # of households	1	N/A	2	3
Total # of Persons	6	N/A	5	11

HUD HDX Table 8 - Oahu

HI-501 Veteran Populations

Veteran Households without Children

Persons in Households without Children

	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Total # of Households	96	104	190	390
Total # of Persons	98	105	199	402
Total # of Veterans	96	104	192	392

Gender (veterans only)

	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Female	4	10	20	34
Male	92	94	171	357
Transgender	0	0	1	1
Gender Non-Conforming (i.e. not exclusively male or female)	0	0	0	0

Ethnicity (veterans only)

	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Non-Hispanic/Non-Latino	89	93	167	349
Hispanic/Latino	7	11	25	43

Race (veterans only)

	Sheltered		Unsheltered	Total
	Emergency	Transitional		
White	46	48	74	168
Black or African-American	17	22	16	55
Asian	11	13	17	41
American Indian or Alaska Native	0	1	3	4
Native Hawaiian or Other Pacific Islander	7	8	31	46
Multiple Races	15	12	51	78

Chronically Homeless

	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Total # of persons	25	N/A	111	136

Appendix 2: Oahu PIT Comparison, 2017-2018

	2017	2018	Numerical Change	% Change	Increase/Decline
Overview					
Sheltered	2,635	2,350	-285	-10.8%	Decline
Unsheltered	2,324	2,145	-179	-7.7%	Decline
Total Persons	4,959	4,495	-464	-9.4%	Decline
Total Families	458	407	-51	-11.1%	Decline
Total Fam Ind.	1,847	1,590	-257	-13.9%	Decline
Sheltered - Emergency					
Singles	629	645	16	2.5%	Increase
Families	115	111	-4	-3.5%	Decline
Family Persons	429	398	-31	-7.2%	Decline
Total ES Persons	1,058	1043	-15	-1.4%	Decline
Sheltered - Transitional					
Singles	384	344	-40	-10.4%	Decline
Families	284	229	-55	-19.4%	Decline
Family Persons	1,193	963	-230	-19.3%	Decline
Total TH Persons	1,577	1,307	-270	-17.1%	Decline
Unsheltered					
Singles	2,099	1,916	-183	-8.7%	Decline
Families	59	67	8	13.6%	Increase
Family Persons	225	229	4	1.8%	Increase
Subpopulations					
Sheltered Veterans	214	212	-2	-0.9%	Decline
Unsheltered Veterans	235	195	-40	-17.0%	Decline
Total Veterans	449	407	-42	-9.4%	Decline
Sheltered CH Persons	155	197	42	27.1%	Increase
Unsheltered CH Persons	1,004	920	-84	-8.4%	Decline
Total CH Persons	1,159	1,117	-42	-3.6%	Decline
Unaccompanied Youth HHs	208	143	-65	-31.3%	Decline
Unaccompanied Youth Persons	210	143	-67	-31.9%	Decline
Parenting Youth HHs	28	21	-7	-25.0%	Decline
Parenting Youth Persons	94	68	-26	-27.7%	Decline

Appendix 3: 2018 Non-HMIS Sheltered PIT Count Survey

Brief Instructions for this Non-HMIS Survey Form

- The information in this document is intended for shelters *not* entering data into the HMIS for the sheltered PIT count night of Monday, 1/22/18 (e.g. DV shelters). The below instructions should be read prior to filling out the tables.
- Please complete this form for the night of Monday, January 22, 2018.
- For providers with more than one shelter, please use a separate form for each shelter.
- Email completed forms to carlos@cperaroconsulting.com. Questions may also be directed to this address.
- Tables 1, 2, and 3 of Section 1 (pp. 4-5) are mutually exclusive. Each person sleeping in your program on the night of the count should be counted in only one of the tables.
- Table 1 counts information on households with at least one adult and one child under age 18 (families).
- Table 2 counts information on single adults, adult couples with no children, and groups of adults.
- Table 3 counts information on persons under age 18; which can include children in one-child households, adolescent parents and their children, adolescent siblings, or other household configurations composed only of children.
- Table 4 is required by HUD and captures subpopulation information for the adults counted in Tables 1-3. Subpopulation data should be limited to adults.
- HUD requires that all veterans counted in Tables 1-3, be broken out in Section 2, Tables 5 and 6. The persons counted in these tables are subsets of the counts in Tables 1-3, follow the same rationale noted above, but are strictly for veteran households where at least one of the adults is a veteran.
- HUD requires that all youth counted in Tables 1-3, be broken out in Section 3, Tables 7 and 8. The persons counted in these tables are subsets of the counts in Tables 1-3, follow the same rationale noted above, but are strictly for youth households where all members of the household are less than 25 years of age. Parenting youth and unaccompanied youth definitions are presented below Tables 7 and 8 for reference.
- Regarding Chronically Homeless households. Key Chronic Homeless terms for the various tables are outlined in Appendix A. For households of more than one person, when one household member qualifies as chronically homeless, all members of that household should be counted as chronically homeless.
- Please fill out the next page for identification purposes.

Please fill out the below Shelter and Contact Information:

Organization Name:

Program Name:

Program Type (e.g. emergency, transitional):

Name of Person Completing Survey:

Email:

Phone #:

Section 1: Population & Subpopulation Requirements for All Households

	Table 1: Households with at Least One Adult and One Minor Child	TOTAL
1.	Total number of households	
2.	Total number of persons in those households	
	Number of children (under age 18)	
	Number of young adults (age 18-24)	
	Number of adults (over age 24)	
3.	Gender (adults and children)	
	Female	
	Male	
	Transgender	
	Gender Non-Conforming (i.e. not exclusively male or female)	
4.	Ethnicity (adults and children)	
	Non-Hispanic/Non-Latino	
	Hispanic/Latino	
5.	Race (adults and children) – <i>Please identify only one per person</i>	
	White	
	Black or African-American	
	Asian	
	American Indian or Alaska Native	
	Native Hawaiian or Other Pacific Islander	
	Multiple Races (at least two of the above races)	
6.	Chronically Homeless	
	Total number of households	
	Total number of persons in those households	

	Table 2: Adult Households without Minor Children	TOTAL
1.	Total number of households	
2.	Total number of persons in those households	
	Number of young adults (age 18-24)	
	Number of adults (over age 24)	
3.	Gender of adults	
	Female	
	Male	
	Transgender	
	Gender Non-Conforming (i.e. not exclusively male or female)	
4.	Ethnicity of adults	
	Non-Hispanic/Non-Latino	
	Hispanic/Latino	
5.	Race of adults – <i>Please identify only one per adult</i>	
	White	
	Black or African-American	
	Asian	
	American Indian or Alaska Native	
	Native Hawaiian or Other Pacific Islander	
	Multiple Races (at least two of the above races)	
6.	Chronically Homeless	
	Total number of households	
	Total number of persons in those households	

	Table 3: Households with only children (all persons under age 18)	TOTAL
1.	Total number of households	
2.	Total number of children (under age 18)	
3.	Gender of children	
	Female	
	Male	
	Transgender	
	Gender Non-Conforming (i.e. not exclusively male or female)	
4.	Ethnicity of children	
	Non-Hispanic/Non-Latino	
	Hispanic/Latino	
5.	Race of children – <i>Please identify only one per child</i>	
	White	
	Black or African-American	
	Asian	
	American Indian or Alaska Native	
	Native Hawaiian or Other Pacific Islander	
	Multiple Races (at least two of the above races)	
6.	Chronically Homeless	
	Total number of households	
	Total number of persons in those households	

	Table 4: Subpopulation Data for the Adults in Tables 1-3	TOTAL
1.	Total number of adults with a Serious Mental Illness	
2.	Total number of adults with a Substance Use Disorder	
3.	Total number of adults with HIV/AIDS	
4.	Total number of adults that are Victims of Domestic Violence	

Section 2: Population Requirements for Veteran Households

Table 5: Veteran Households with at Least One Adult and One Minor Child		TOTAL
1.	Total number of households	
2.	Total number of persons in the above households	
3.	Total number of veterans	
4.	Gender (veterans only)	
	Female	
	Male	
	Transgender	
	Gender Non-Conforming (i.e. not exclusively male or female)	
5.	Ethnicity (veterans only)	
	Non-Hispanic/Non-Latino	
	Hispanic/Latino	
6.	Race (veterans only) – <i>Please identify only one per veteran</i>	
	White	
	Black or African-American	
	Asian	
	American Indian or Alaska Native	
	Native Hawaiian or Other Pacific Islander	
	Multiple Races (at least two of the above races)	
7.	Chronically Homeless	
	Total number of households	
	Total number of persons in those households	

Table 6: Veteran Households without Minor Children		TOTAL
1.	Total number of households	
2.	Total number of persons in the above households	
3.	Total number of veterans	
4.	Gender (veterans only)	
	Female	
	Male	
	Transgender	
	Gender Non-Conforming (i.e. not exclusively male or female)	
5.	Ethnicity (veterans only)	
	Non-Hispanic/Non-Latino	
	Hispanic/Latino	
6.	Race (veterans only) – <i>Please identify only one per veteran</i>	
	White	
	Black or African-American	
	Asian	
	American Indian or Alaska Native	
	Native Hawaiian or Other Pacific Islander	
	Multiple Races (at least two of the above races)	
7.	Chronically Homeless	
	Total number of households	
	Total number of persons in those households	

Section 3: Population Requirements for Youth Households (all household members under 25 years old)

	Table 7: Unaccompanied Youth Households	TOTAL
1.	Total number of unaccompanied youth households*	
2.	Total number of unaccompanied youth	
	Number of unaccompanied youth (under age 18)	
	Number of unaccompanied youth (age 18 to 24)	
3.	Gender (unaccompanied youth)	
	Female	
	Male	
	Transgender	
	Gender Non-Conforming (i.e. not exclusively male or female)	
4.	Ethnicity (unaccompanied youth)	
	Non-Hispanic/Non-Latino	
	Hispanic/Latino	
5.	Race (unaccompanied youth) – <i>Please identify only one per unaccompanied youth</i>	
	White	
	Black or African-American	
	Asian	
	American Indian or Alaska Native	
	Native Hawaiian or Other Pacific Islander	
	Multiple Races (at least two of the above races)	
6.	Chronically Homeless	
	Total number of households	
	Total number of persons in those households	

*Unaccompanied youth are persons under age 25 who are not accompanied by a parent or guardian and are not a parent presenting with or sleeping in the same place as his/her child(ren).

Unaccompanied youth are single youth, youth couples, and groups of youth presenting together as a household.

	Table 8: Parenting Youth Households	TOTAL
1.	Total number of parenting youth households**	
2.	Total number of persons in parenting youth households	
	Total number of parenting youth	
	Total children in parenting youth households	
	Number of parenting youth under age 18	
	# of children in households with parenting youth under age 18	
	Number of parenting youth age 18 to 24	
	# of children in households with parenting youth age 18 to 24	
3.	Gender (youth parents only)	
	Female	
	Male	
	Transgender	
	Gender Non-Conforming (i.e. not exclusively male or female)	
4.	Ethnicity (youth parents only)	
	Non-Hispanic/Non-Latino	
	Hispanic/Latino	
5.	Race (youth parents only) – <i>Please identify only one per youth parent</i>	
	White	
	Black or African-American	
	Asian	
	American Indian or Alaska Native	
	Native Hawaiian or Other Pacific Islander	
	Multiple Races (at least two of the above races)	
6.	Chronically Homeless	
	Total number of households	
	Total number of persons in those households	

**Parenting youth are 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

Appendix A: Key Chronic Homeless Terms

These terms do not directly correspond to the program requirements of HUD funding streams and must only be used for the purposes of the PIT.

Chronically Homeless Person – A person who:

- A. Is homeless and lives in a place not meant for human habitation, a safe haven, or in an emergency shelter; 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 where the combined length of time homeless in those occasions is at least 12 months; and,
- C. Has a disability.

Disability – An individual 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. A developmental disability, as defined in section 102 of the Developmental Disabilities Assistance and Bill of Rights Act of 2000 (42 U.S.C. 15002); or
- C. HIV/AIDS

Chronically Homeless Family with Children– A family with children where at least one adult or minor head of household is identified as CH. When one adult or minor head of household qualifies as CH, all members of that household should be counted as CH.

Appendix 4: 2018 Oahu PIT Count Overview

2018 Key PIT Dates:

- ***Sheltered date for the count is Monday, January 22, 2018.*** Individuals and families staying in a shelter on this night will be counted. All sheltered intakes for clients residing in ES, TH, or Safe Haven (SH) projects should be entered in to the HMIS by Monday, February 5, 2018. All Non-HMIS summary surveys for providers not participating in the HMIS (e.g. DV shelters) should be completed for clients residing in these projects on the night of Monday, January 22, 2018 and submitted to carlos@cperaroconsulting.com by Monday, January 29, 2018. The non-HMIS survey form will be available on the HMIS website and emailed out to non-HMIS participating providers.
- ***Unsheltered dates for the 2018 count are Monday, January 22, 2018 through Friday January 26, 2018.*** ONLY people who responded that they DID NOT stay indoors on Monday, January 22, 2018 should be surveyed. If a person responds by stating that they were sheltered or stayed indoors on the night of the 22nd, discontinue the survey and ***do not enter*** it into the PIT module of the HMIS. Ideally, surveying should be done at a variety of times including very early in the morning and late at night. Technically surveying can begin late Monday night once shelters have closed, however, this is not recommended due to some of the danger it poses to staff or volunteers. Outreach staff may want to consider surveying late Monday night and into early Tuesday morning if they are accustomed to this workflow. Service-based counts should also be utilized surveying. Service-based locations can include soup kitchens, day shelters, libraries, and other community locations. All unsheltered surveys collected by PIT staff and volunteers during the date range above must be entered in to the PIT module of the HMIS by ***Fri., Feb. 16, 2018***.
- ***Unsheltered PIT Kickoff is Monday, January 22nd for a concentrated outreach effort in each of the regions, which will continue through Friday, January 26th.*** Coordinators leading each of the regions will be responsible for determining where and when to start each day. Lead coordinators should be contacted to determine starting times and locations during the unsheltered dates above. It is the hope that outreach staff and volunteers can be utilized as much as possible during the work-week.

Volunteers: Any assistance by students or volunteers during the week of the count is welcomed. ***All volunteers must register prior to the count with their affiliated organization for their particular region.*** Lead coordinators and their contact information have been established so that volunteers wishing to canvass specific regions can reference as needed. Volunteers can be referred or reach out directly to lead coordinators to assist with the count; however, individual organizations are also encouraged to recruit volunteers to assist with their efforts. Regional lead coordinators and partnering organizations must make sure that all volunteers working in their areas are adequately trained, documented via the Volunteer Sign-Up Form, and have signed the 2018 PIT Contact and Confidentiality form. The training schedule for outreach personnel and volunteers is outlined on page two. Regional coordinators and individual organizations are urged to conduct volunteer trainings in addition to the below training schedule in the weeks leading up to the count.

Survey Instruments: The survey instruments for 2018 have been slightly modified to accommodate HUD's changes and to capture information that will be helpful to the CoC. It is recommended that the survey form for single clients be printed on white paper since most of the unsheltered clients encountered will be unaccompanied; and the survey instrument for households be printed on colored paper. The household survey form contains one survey page for the head of household, one survey form for other adults or unaccompanied youth within the household, and one survey form for any children under the age of 18 within these households. Each adult in the household should complete their own survey. Various household configurations, including youth households, will be covered during the PIT trainings. The training dates outlined below will review the survey instruments, canvassing procedures, and aspects of data quality in much further detail.

After the training is completed and instructions are disseminated, leads and partners are urged to conduct volunteer trainings the week prior to the count to relay important coordination, surveying and safety topics.

All lead coordinators and partners will be responsible for organizing the personnel at hand for their regions and help to ensure that all surveyors are properly trained and equipped before each day's shift.

Survey Data Entry: Please ensure that proper channels are established so that all surveys completed by volunteers and agency staff are routed to regional lead coordinators responsible for the survey data entry. Before entering survey data, regional coordinators should follow data quality protocols established prior to the count. The trainings above and power points will outline key data quality fundamentals.

Surveys must be cleaned before being entered into the HMIS. Volunteers can assist with cleaning the data. However, it is imperative that only skilled HMIS staff are involved in HMIS data entry. Data quality is an extremely important aspect of the PIT. Steps for cleaning and entering survey data into the HMIS will be provided before the 2018 PIT takes place.

Appendix 5: 2018 Contact & Confidentiality Form

Contact Information and Confidentiality Form** 2018 HOMELESS POINT-IN-TIME COUNT (PIT)

Name: _____ Phone #: _____

Position: _____ Agency: _____

E-mail: _____

Emergency Name and Contact #: _____

Preferred Geographic Region: _____

2018 Point-In-Time Count Statement of Confidentiality **MUST BE SIGNED BY ALL SURVEYORS**

All agency/outreach staff and volunteers associated with the collection of homeless population data during the 2018 Unsheltered Point in Time Count are subject to certain confidentiality guidelines.

These guidelines apply to all data collected during the five-day period from January 22nd to January 26th and to any data that may subsequently be entered into the HMIS from this period. The State of Hawaii's HMIS contains an appreciable amount of client information that must be confidentially maintained. There are several guidelines that the State of Hawaii would like to address regarding the collection and entry of client data into the HMIS for agency staff or volunteers.

- All client information gathered during the 2018 PIT will be held strictly confidential.
- All completed surveys will be kept out of public view.
- Personal HMIS user identifications and passwords will be kept secure and will not be shared.
- Client information viewed from within the HMIS is to remain confidential, regardless of whether an employee's job is terminated or concludes for any reason.
- Falsifying information about any client is strictly prohibited.

Your signature below indicates your agreement to comply with this statement of confidentiality.

Agency, if Applicable: _____

Print Name: _____

Signature: _____ Date _____

**Please gather and send all completed forms to the lead coordinator for your region. The lead coordinator will be responsible for collecting all consent forms.

Appendix 6: 2018 PIT Agency Instructions

AGENCY INSTRUCTIONS UNSHeltered HOMELESS SURVEYOR INSTRUCTIONS JANUARY 22nd to 26th, 2018 - HOMELESS POINT-IN-TIME COUNT

- Unsheltered canvassing begins Monday, January 22nd and ends Friday, January 26th. The official night of the count is Monday, January 22nd.
- Please survey all unsheltered individuals and households that are normally outreached as well as individuals that are randomly encountered during the PIT Count week.
- If you have staff and/or volunteers assisting in the Monday Kickoff or doing outreach during the week, please make sure that it is coordinated with the agency or person who is the lead coordinator for that area. Volunteers should be under the oversight of trained outreach personnel and trained prior to the canvassing week.
- Confirm that staff and volunteers helping with the surveying have filled out and signed the Contact and Confidentiality form. These forms should be collected and turned into your County lead.
- Ensure that proper channels are established so that all surveys completed by volunteers and agency staff are routed to the regional coordinators. Before entering survey data, regional coordinators should follow data quality protocols established prior to the count.
- Surveys must be cleaned before they are entered in to the HMIS. Volunteers can assist with cleaning the surveys; however, it is imperative that only skilled HMIS staff are involved in HMIS data entry. Data quality is an extremely important aspect of the PIT. Steps for updating client records, and cleaning and entering survey data into the HMIS will be provided before the 2018 PIT Count takes place.
- Ensure that staff/volunteers have been properly trained by personnel that has attended the PIT training and reviewed the surveyor instructions handout. Training materials will be delivered several weeks prior to the unsheltered canvassing.

Safety Tips for Surveyors

- Never survey alone – work in pairs and always stay within eyesight of others.
- Never survey in an isolated area.
- If there is an area that you do not feel comfortable surveying, do not survey and let the coordinator know that the area was not surveyed.
- It is recommended that surveyors wear white or brighter colors to be easily visible. Wear comfortable clothes and shoes. Limit the accessories worn, e.g. earrings, watches, chains, etc.
- Look for any suspicious or dangerous activities when arriving at a site and avoid these areas.
- Be observant of people around you and look up often while administering the survey.
- Stay out of enclosed or tight spaces.
- Do not pressure anyone to participate in the survey.
- In case of an emergency, immediately call or have another person call 911.

Appendix 7: Additional 2018 PIT Count 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. Therefore 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.

Appendix 8: PIC Preparation for the 2018 PIT Count

Background

Analysis of historical PIT count data reveals inconsistencies between individuals active in the unsheltered HMIS and actual canvassing efforts. PIC and BTG are asking outreach programs to utilize the steps in this document to help prepare for the 2018 count to produce the most accurate count possible. Recently, the HMIS showed the following counts of active clients in street outreach programs.

Street Outreach Program Count			
Active as of November 30, 2017			
Programs	CoC	Active Count	Number of Veterans
FLC - Maui Regions 1, 2, 3, 6 - Street Outreach (HPO)	BTG	53	5
FLC - Maui Regions 4, 5 - Street Outreach (HPO)	BTG	47	6
HOPE - Hawaii Regions 1, 8, 9, 10 - Street Outreach (HPO)	BTG	80	2
HOPE - Hawaii Regions 2, 3, 4, 5, 6, 7 - Street Outreach (HPO)	BTG	142	3
HOPE - PATH Street Outreach Program	BTG	51	1
KEO - Kauai All Regions - Street Outreach (HPO)	BTG	115	3
MHK - PATH Street Outreach Program	BTG	1	0
SARMY - Maui Homeless Outreach Program	BTG	46	3
ALEA - Street Outreach Program	PIC	2	0
CARE - Care Hawaii AMHD Street Outreach Program	PIC	52	3
CHOW - Oahu Region 1 - Street Outreach (HPO)	PIC	46	3
CHOW - Oahu Region 2 - Street Outreach (HPO)	PIC	1	0
CHOW - Oahu Region 6 - Street Outreach (HPO)	PIC	1	0
HNP - Hale Na`au Pono AMHD Street Outreach Program	PIC	2	0
IHS - Oahu Region 1 - Street Outreach (HPO)	PIC	69	7
IHS - Oahu Region 2 - Street Outreach (HPO)	PIC	192	15
IHS - Oahu Region 4 - Street Outreach (HPO)	PIC	49	8
KPHC - Oahu Region 1 - Street Outreach (HPO)	PIC	265	12
KPHC - Oahu Region 2 - Street Outreach (HPO)	PIC	7	1
KPHC - Oahu Region 6 - Street Outreach (HPO)	PIC	14	1
KPHC - PATH Street Outreach Program	PIC	130	9
KWO - Oahu Region 7 - Street Outreach (HPO)	PIC	68	0
MHK - Oahu Activity Center Homeless Outreach Program	PIC	3	0
NALO - Waimanalo Health Center Street Outreach	PIC	23	0
USVETS - BP Oahu Region 3 - Street Outreach (HPO)	PIC	129	15
USVETS - BP Oahu Region 5 - Street Outreach (HPO)	PIC	48	7
WCCHC - Homeless Outreach Program	PIC	264	8
TOTAL HI-501	PIC	1,365	89
TOTAL HI-500	BTG	535	23
TOTAL STATEWIDE		1,900	112

Ideally, all clients counted during the unsheltered PIT will have an active outreach intake in the HMIS, and all outreach clients with active HMIS records will be found during the unsheltered canvassing effort.

Using Active Outreach Lists

A key strategy for the PIT is for Outreach agencies to use their HMIS active lists as the basis for clients they should be finding and enumerating during the canvassing period. The steps below will help in this preparation. For the PIT count to improve, outreach agencies must set high standards for the whereabouts of the clients that they are serving as indicated by being active in their HMIS records.

One issue that has been identified in the past are verified homeless persons who have been served by drop-in centers and entered in to the HMIS during the week of the count, yet NOT enumerated as part of the PIT count effort. Agency staff serving persons requesting these types of services during the PIT count week should complete survey forms on all persons identifying as homeless.

Key Preparation Steps

1. Outreach agencies should first print out their active client lists from the HMIS using the “Household Listing” report under the “Reporting” menu. Select the outreach program and enter the same start and end date parameters. Export the output to Excel for a printable list to review.
2. The report produced above can be used to begin “cleaning” the HMIS active listing prior to the upcoming PIT count. If a client is not being actively served and staff do not know their unsheltered location, the client should be exited.
3. Clients that are housed should not be active in Homeless Outreach programs. These types of clients should be discharged with appropriate exit destination information once they become housed.

Next Steps

1. The revised report listing pulled very close to the count will be considered your agencies ACTIVE list of unsheltered homeless persons for the 2018 unsheltered count.
2. Canvassing efforts during the PIT week should focus on finding ALL THE PEOPLE ON THE ACTIVE HMIS OUTREACH LIST and documenting their current homeless status. This should aid in effectively targeting unsheltered homeless. These efforts can also include prefilling the PIT survey instruments for clients that agencies know will be unsheltered and have a high probability of residing in known locations during the count. These clients should be corroborated during the week of the count.

Appendix 9: 2018 Oahu Standard Household Survey Form

USE THIS FORM IF THE CLIENT IS IN A **HOUSEHOLD (Accompanied)**
2018 City & County of Honolulu Homeless Point-in-Time Count Survey

Interviewer's Name: _____ Agency/Group: _____
 Site of Interview (Actual Location): _____ PIT Region #: _____

Hello, my name is _____. Would you be willing to take a few minutes to answer some questions? I am helping our community learn more about people experiencing homelessness. Your privacy will be protected and respected. If questions make you uncomfortable, you do not have to answer them.

“Are you living alone or with others?”
 (If living alone use **SINGLE** form)

“Where did you sleep this Monday, JANUARY 22nd?” _____
 SPECIFIC LOCATION – Address, Park Name, Or Neighborhood is required in this space

“What area of the island did you sleep?” _____
 See Map For Details Enter Region # (1-7) Enter City Council District # (1-9)

- HEAD OF HOUSEHOLD (HOH can be a Youth Under 18):**
1. How many ADULTS are in your household? _____ How many CHILDREN UNDER 18? _____
 2. First Name: _____ Last Name: _____
 3. Date of Birth: _____/_____/_____ OR if DOB refused, Age: _____
 4. Gender: Male Unknown/Refused
 Female Transgender
 Doesn't identify as males, female, or transgender
 5. Do you identify as Hispanic (Ethnicity)? Yes No Unknown Refused
 6. What is your race? (You can select more than one)
 White Black/African-American Chinese Filipino Japanese
 Korean Vietnamese Other Asian Native Hawaiian Micronesian
 Marshallese Tongan Samoan Other Pacific Islander
 American Indian/Alaska Native Other Refused Unknown
 7. Have you served in the U.S. Armed Forces? Yes No Unknown Refused
IF NO, SKIP to Q9
 8. Were you ever on active duty?
 Yes No Unknown Refused
 9. How many times have you been homeless in the past 3 years?
 1-3 times 4 or more times Unknown Refused
If 4 times or more is checked ask:
 If you add all of those times together, would they equal one year or longer?
 Yes No Unknown Refused
 10. This time how long have you been homeless?
 Less than 1 year 1 year or longer Unknown Refused
 11. Were you on the street, beach, park, or in an emergency shelter each time?
 Yes No Unknown Refused
 12. Do you have a mental health disability that limits your ability to work or perform activities of daily living?

Yes No Unknown Refused

13. Does your alcohol or drug use limit your ability to work or perform activities of daily living?

Yes No Unknown Refused

14. Are you currently living with HIV/AIDS? Yes No Unknown Refused

15. Do you have a physical, developmental, or other disability that limits your ability to work or perform activities of daily living? Yes No Unknown Refused

16. Are you experiencing homelessness because you are currently fleeing domestic violence, dating violence, sexual assault, or stalking?

Yes No Unknown Refused

Description of Head of Household if they Refused to answer Survey:

Children's Demographic Information: (Fill Out Separately for Each Child)

Child 1:

16. Gender of Child
 Male Unknown/Refused
 Female Transgender
 Doesn't identify with male, female, or transgender

17. Ethnicity of Child
 Non-Hispanic/Non-Latino
 Hispanic/Latino

18. Race of Child:(**SELECT All That Apply**)

<input type="checkbox"/> White	<input type="checkbox"/> Black/African-American	<input type="checkbox"/> Chinese	<input type="checkbox"/> Filipino	<input type="checkbox"/> Japanese
<input type="checkbox"/> Korean	<input type="checkbox"/> Vietnamese	<input type="checkbox"/> Other Asian	<input type="checkbox"/> Native Hawaiian	<input type="checkbox"/> Micronesian
<input type="checkbox"/> Marshallese	<input type="checkbox"/> Tongan	<input type="checkbox"/> Samoan	<input type="checkbox"/> Other Pacific Islander	<input type="checkbox"/> Unknown
<input type="checkbox"/> American Indian/Alaska Native		<input type="checkbox"/> Other	<input type="checkbox"/> Refused	

Child 2:

16. Gender of Child
 Male Unknown/Refused
 Female Transgender
 Doesn't identify with male, female, or transgender

17. Ethnicity of Child
 Non-Hispanic/Non-Latino
 Hispanic/Latino

18. Race of Child:(**SELECT All That Apply**)

<input type="checkbox"/> White	<input type="checkbox"/> Black/African-American	<input type="checkbox"/> Chinese	<input type="checkbox"/> Filipino	<input type="checkbox"/> Japanese
<input type="checkbox"/> Korean	<input type="checkbox"/> Vietnamese	<input type="checkbox"/> Other Asian	<input type="checkbox"/> Native Hawaiian	<input type="checkbox"/> Micronesian
<input type="checkbox"/> Marshallese	<input type="checkbox"/> Tongan	<input type="checkbox"/> Samoan	<input type="checkbox"/> Other Pacific Islander	<input type="checkbox"/> Unknown
<input type="checkbox"/> American Indian/Alaska Native		<input type="checkbox"/> Other	<input type="checkbox"/> Refused	

Child 3:

16. Gender of Child
 Male Unknown/Refused
 Female Transgender
 Doesn't identify with male, female, or transgender

17. Ethnicity of Child
 Non-Hispanic/Non-Latino
 Hispanic/Latino

18. Race of Child:(**SELECT All That Apply**)

<input type="checkbox"/> White	<input type="checkbox"/> Black/African-American	<input type="checkbox"/> Chinese	<input type="checkbox"/> Filipino	<input type="checkbox"/> Japanese
<input type="checkbox"/> Korean	<input type="checkbox"/> Vietnamese	<input type="checkbox"/> Other Asian	<input type="checkbox"/> Native Hawaiian	<input type="checkbox"/> Micronesian
<input type="checkbox"/> Marshallese	<input type="checkbox"/> Tongan	<input type="checkbox"/> Samoan	<input type="checkbox"/> Other Pacific Islander	<input type="checkbox"/> Unknown
<input type="checkbox"/> American Indian/Alaska Native		<input type="checkbox"/> Other	<input type="checkbox"/> Refused	

Child 4:

16. Gender of Child
 Male Unknown/Refused
 Female Transgender
 Doesn't identify with male, female, or transgender

17. Ethnicity of Child
 Non-Hispanic/Non-Latino
 Hispanic/Latino

18. Race of Child:(**SELECT All That Apply**)

<input type="checkbox"/> White	<input type="checkbox"/> Black/African-American	<input type="checkbox"/> Chinese	<input type="checkbox"/> Filipino	<input type="checkbox"/> Japanese
<input type="checkbox"/> Korean	<input type="checkbox"/> Vietnamese	<input type="checkbox"/> Other Asian	<input type="checkbox"/> Native Hawaiian	<input type="checkbox"/> Micronesian
<input type="checkbox"/> Marshallese	<input type="checkbox"/> Tongan	<input type="checkbox"/> Samoan	<input type="checkbox"/> Other Pacific Islander	<input type="checkbox"/> Unknown
<input type="checkbox"/> American Indian/Alaska Native		<input type="checkbox"/> Other	<input type="checkbox"/> Refused	

OTHER ADULT OR UNACCOMPANIED YOUTH IN HOUSEHOLD:

1. First Name: _____ Last Name: _____

2. Date of Birth: _____/_____/_____ OR if DOB refused, Age: _____

3. Gender: Male Unknown/Refused
 Female Transgender
 Doesn't identify as males, female, or transgender

4. Do you identify as Hispanic (Ethnicity)? Yes No Unknown Refused

5. What is your race? (You can select more than one)
 White Black/African-American Chinese Filipino Japanese
 Korean Vietnamese Other Asian Native Hawaiian Micronesian
 Marshallese Tongan Samoan Other Pacific Islander
 American Indian/Alaska Native Other Refused Unknown

6. Have you served in the U.S. Armed Forces? Yes No Unknown Refused
IF NO, SKIP to Q8

7. Were you ever on active duty?
 Yes No Unknown Refused

8. How many times have you been homeless in the past 3 years?
 1–3 times 4 or more times Unknown Refused

If 4 times or more is checked ask:

If you add all of those times together, would they equal one year or longer?

Yes No Unknown Refused

9. This time how long have you been homeless?
 Less than 1 year 1 year or longer Unknown Refused

10. Were you on the street, beach, park, or in an emergency shelter each time?
 Yes No Unknown Refused

11. Do you have a mental health disability that limits your ability to work or perform activities of daily living?
 Yes No Unknown Refused

12. Does your alcohol or drug use limit your ability to work or perform activities of daily living?
 Yes No Unknown Refused

13. Are you currently living with HIV/AIDS? Yes No Unknown Refused

14. Do you have a physical, developmental, or other disability that limits your ability to work or perform activities of daily living? Yes No Unknown Refused

15. Are you experiencing homelessness because you are currently fleeing domestic violence, dating violence, sexual assault, or stalking?
 Yes No Unknown Refused

Description of other adult/unaccompanied youth if they Refused to answer Survey:

Appendix 10: 2018 Oahu Standard Single Survey Form

USE THIS FORM IF THE CLIENT IS **SINGLE (Unaccompanied)**

2018 City & County of Honolulu Homeless Point-in-Time Count Survey

Interviewer's Name: _____ Agency/Group: _____

Site of Interview (Actual Location): _____ PIT Region #: _____

Opening Script, read to participant before asking questions:

Hello, my name is _____. Would you be willing to take a few minutes to answer some questions? I am helping our community learn more about people experiencing homelessness. Your privacy will be protected and respected. If questions make you uncomfortable, you do not have to answer them.

“Are you living alone or with others?” (If living unsheltered with others, including a child under 18, use HOUSEHOLD form)		
“Where did you sleep this Monday, JANUARY 22nd?” _____ SPECIFIC LOCATION – Address, Park Name, Or Neighborhood is required in this space.		
“What area of the island did you sleep?” _____		
See Map For Details	Enter Region # (1-7)	Enter City Council District # (1-9)

1. First Name: _____ Last Name: _____
 2. Date of Birth: _____ / _____ / _____ OR if DOB refused, Age: _____
 3. Gender: Male Unknown/Refused
 Female Transgender
 Doesn't identify as males, female, or transgender
 4. Do you identify as Hispanic (Ethnicity)? Yes No Unknown Refused
 5. What is your race? **(You can select more than one)**
 White Black/African-American Chinese Filipino Japanese
 Korean Vietnamese Other Asian Native Hawaiian Micronesian
 Marshallese Tongan Samoan Other Pacific Islander
 American Indian/Alaska Native Other Refused Unknown
 6. Have you served in the U.S. Armed Forces?
 Yes No Unknown Refused
IF NO, SKIP to Q8
 7. Were you ever on active duty?
 Yes No Unknown Refused
 8. How many times have you been homeless in the past 3 years?
 1-3 times 4 or more times Unknown Refused
- If 4 times or more is checked ask:**
If you add all of those times together, would they equal one year or longer?
 Yes No Unknown Refused
9. This time how long have you been homeless?
 Less than 1 year 1 year or longer Unknown Refused
 10. Were you on the street, beach, park, or in an emergency shelter each time?
 Yes No Unknown Refused

11. Do you have a mental health disability that limits your ability to work or perform activities of daily living?
 Yes No Unknown Refused
12. Does your alcohol or drug use limit your ability to work or perform activities of daily living?
 Yes No Unknown Refused
13. Are you currently living with HIV/AIDS? Yes No Unknown Refused
14. Do you have a physical, developmental, or other disability that limits your ability to work or perform activities of daily living?
 Yes No Unknown Refused
15. Are you experiencing homelessness because you are currently fleeing domestic violence, dating violence sexual assault, or stalking?
 Yes No Unknown Refused

Description of Person if they Refused to be Surveyed: