

Point in Time Administration Instructions and Key Terms

INTRODUCING YOURSELF AND THE SURVEY –

- *Ask if you can approach the person (if needed/appropriate).*
- *Introduce yourself and the youth count survey.*
- *Prevent duplication by asking if they have completed the survey already.*
 - *If they have completed the survey already, thank them for completing it already and move on to someone else.*
- *Assure them that you will protect confidentiality.*
- *Share information about possible survey incentives.*
- *Obtain informed consent.*
 - *Only proceed to administer the survey if you are given permission to do so.*

DETERMINING ELIGIBILITY TO COMPLETE THE SURVEY –

On question 2, an individual qualifies as homeless if he or she reports staying at any of the following:

- a) Emergency shelter (e.g, facility with the primary purpose of providing temporary shelter for homeless persons)
- b) Transitional housing (i.e., housing that allows homeless people a place to stay combined with supportive services for up to 24 months in order to help them overcome barriers to moving into and retaining permanent housing)
- c) Domestic violence shelter/Safe haven- is term that may be used by certain domestic violence shelters.
- d) Veterans Administration domiciliary – a place that provides shelter and care for veterans
- e) Street/Sidewalk/Bridge or overpass
- f) Bus or train station/airport
- g) Woods or outdoor encampment
- h) Abandoned building
- i) Vehicle
- j) Substandard housing (i.e., lack of kitchen, lack of plumbing, or overcrowded conditions)
- k) In a place that you are being evicted from within two weeks (i.e., you received an eviction notice, or are overdue in rent and expect an eviction notice)
- l) Hotel or motel paid for with voucher from a church or social services agency
- m) Hotel or motel paid with own funds (e.g., living in the hotel and not staying for a vacation)
- n) Sharing housing of other person(s) due to loss of housing, economic hardship, or similar reason

- o) Staying informally with friends (i.e. couch surfing or staying indefinitely with friends though not being on the lease)

Individuals who report on Question 2 that they stayed in items “p” through “w” do not qualify for the survey. Individuals who are staying in a foster or group home, permanent supportive housing, subsidized housing, or their own housing that is not substandard do not qualify as homeless and therefore do not qualify to complete the rest of the survey. If an individual reports that he or she stayed in a mental health facility, substance abuse treatment center, correctional facility, or hospital on the night of the count, base whether or not the respondent is homeless on his or her answer to question # 3A, regarding where he or she will stay tonight.

Please note that for the purposes of this survey, certain unstable living conditions, such as couch surfing, qualify as homeless. It is important that the survey is administered with this definition of homelessness in mind, rather than the interviewers own definition or picture of what homelessness looks like. For this reason, the statement “homeless or without a permanent address” is used throughout the survey and key where possible (instead of just “homeless”).

GUIDANCE ON KEY TERMS –

You will be surveying individuals with diverse backgrounds and needs. Their answers will not always fit clearly into one of the check boxes provided. The following explanations of terms and guidance on survey questions are provided to help you understand how to best record a respondent’s answer.

Question	Rationale and Guidance
# 1: DOB or age?	Collecting the youth’s DOB is an added protection to prevent duplication. Additionally, the survey asks for the youth’s DOB because they may be more likely to accurately report their DOB than their age. However, age is an acceptable answer to this question, even without date of birth.
# 2: Where did you sleep?	The choices toward the end of the list (items “p” through “w”) do NOT qualify as homeless and the instructions specify that the surveyor should discontinue the survey if it is determined after questions # 2 and # 3 that someone is not homeless. (See “eligibility” section above.)
# 3: Where will you sleep?	If someone reports that he/she slept at a mental health facility, hospital, correctional facility, etc. in question # 2, it may not be clear whether he/she is homeless or without a permanent address. An additional question (“where do you plan to sleep

	tonight?") will be needed to make that determination. (See "eligibility") section above.
#4: How many times?	This question asks about the number of <i>different occasions</i> in which the youth has been homeless or without a permanent address during the past three years. For example, one person could have been homeless or without a permanent address twice in 2014 and once in 2015, which would count as three times he or she was homeless or without a permanent address.
#5: Total # of months?	Add up the total number of months in which the youth has experienced homelessness or been without a permanent address during the last three years. If the youth experienced homelessness for one week in a particular month, count that as one month of homelessness. For example, if the youth has been homeless for one week in 2014, then again for one month in 2014, and for six weeks in 2015, this would count as four months.
# 6: How long?	This question asks about how long the youth has been homeless or without a permanent address in the current homeless episode, or in other words, about how long it has been since the youth last had a stable place to live or permanent address in the current at-risk of homelessness episode.
# 7: First experience?	A first experience with homelessness may include homelessness or being without a permanent address with family members or a young person being homeless or without a permanent address on his/her own.
#8: Reasons for homelessness?	<p>Many youth will report more than one reason for their homelessness. It is not necessary to read each answer choice individually to the youth you are surveying, but you may need to ask some follow up questions or conversational questions to identify all of the reasons that the young person may be homeless.</p> <p>Answer choice "Pregnant/parenting" refers to youth who can no longer stay with their families because they became pregnant or became parents.</p> <p>Answer choice "Criminal record" refers to challenges that youth or the youths' families may have obtaining housing because landlords deny housing for people with criminal records.</p> <p>Answer choice "Lifestyle choice" refers to youth who prefers to travel and not have a permanent home.</p> <p>Answer choice "Sexual orientation or gender identity" refers to</p>

	youth who can no longer stay with their families because they are not accepted for their sexual orientation or gender identity. Answer choice “To protect yourself or family members” (e.g. if a family member is in a gang and the youth leaves the house so the family is no longer a target for gang violence or if the threat of violence is from a source outside of the family)
# 9: Gender?	Research suggests that youth who are transgender are more likely to experience homelessness than their male or female peers.
# 10: Sexual orientation?	Research also suggests that youth who identify as lesbian, gay, bisexual, or queer may be more likely to be homeless than their straight peers.
# 11: Race?	Race refers to a person's physical characteristics, such as bone structure and skin, hair, or eye color. These are the categories that the federal government requests be used when collecting data on the race of survey participants. Please ask the youth to select the category that best applies to him/her.
#12: Ethnicity?	Ethnicity, however, refers to cultural factors, including nationality, regional culture, ancestry, and language.
# 13: School status?	Enrollment in school may include enrollment in any formal program intended to further someone’s academic education, including K-12, a General Education Development (GED) program, a college or university, or a technical school or training program.
# 14: Highest level of education received?	<ul style="list-style-type: none"> • Answer choice “a”: completed less than grade 9 • Answer choice “b”: completed some high school • Answer choice “c”: obtained a a General Education Development • Answer choice “d”: High school Diploma • Answer choice “e” attended some college, but not graduated • Answer choice “f”: graduated college or university • Answer choice “g”: technical school or training program • Answer choice “h”: completed a masters program or higher
# 15: Special education?	<p>Special education services are defined as instruction specially designed to meet the educational and developmental needs of children with disabilities, or those who are experiencing developmental delays.</p> <p># 15A asks about whether the youth ever <i>needed</i> special education services, in his/her opinion. It does not ask whether the youth ever <i>received</i> special education services. #15 B asks</p>

	whether the youth ever <i>received</i> special education services for more than six months.
# 16: Work?	<p>“Able” to work is defined as being physically, intellectually, and emotionally capable of working. Someone may be unable to find a job or secure employment but still be “able” to work. In order to be unemployed, someone must be looking for work. Someone who is not looking for work may not be considered unemployed.</p> <p>There is an additional option “g” “Retired” on the Point-in-Time survey that is used for adults and youth. Obviously, this choice only applies to adults.</p>
# 17: Military service?	<p>Answer choices for A and B: “Yes” or “No.”</p> <p>#17C: Only “Iraq,” “Afghanistan,” and “Other” apply to youth. There are additional options (“Korea,” “Vietnam,” and “Kuwait”) on some surveys in case they are also used to survey adults as part of the Point-In-Time count.</p> <p>#17D: Write down the number of years served.</p> <p>#17E: Answer choice: “Honorable” or “Dishonorable.”</p> <p>#17F: Answer choice: “Yes” or “No.”</p>
#18: Violence while homeless?	Physical violence is the intentional use of force to cause harm, injury, disability, or death to another person. Sexual violence includes domestic violence, dating violence, sexual assault, and stalking. Sexual Assault includes any type of sexual contact or behavior that occurs without the explicit consent of the recipient. This can include forced sexual intercourse, forcible sodomy, child molestation, incest, fondling, and attempted rape
# 19 and # 20: Children?	These questions apply to men as well as to women. Males should reply “yes” to # 19A (that they are expecting a child) if someone is carrying their child. Males should reply “yes” to # 19B if they have fathered a child, even if they are not involved in the child’s life. Respondents should reply “yes” to # 19B even if their rights to their child have been terminated by a judge and/or they are involved with Child Protective Services. If the respondent has more than one child and not all of the respondent’s children are in the custody of the same person, please check all answer choices that apply.

<p>#21: Family type?</p>	<ul style="list-style-type: none"> • Answer choice “a”: No one is with me. I am by myself and am at least age 18. • Answer choice “b”: I am under age 18 but not living with a parent or guardian. • Answer choice “c”: I am a parent and have a partner and children with me. • Answer choice “d”: I am part of a couple and have no children with me. • Answer choice “e”: I am a parent and have children with me, but no partner. • Answer choice “f”: I am under 18 and living with one or more parents or guardians. • Answer choice “g”: Please write down what the youth says.
<p># 22: Health conditions?</p>	<p>Answer choice “alcohol abuse or addiction” is defined by the American Medical Assn. as "a primary, chronic disease with genetic, psychosocial, and environmental factors influencing its development and manifestations."</p> <p>Answer choice “other psychoactive substance abuse” is defined as any drug that affects the mind or behavior. There are five main classes of psychoactive drugs: opiates and opioids (e.g. heroin and methadone); stimulants (e.g. cocaine, nicotine), depressants (e.g. tranquilizers, antipsychotics, alcohol), hallucinogens (e.g. LSD), and marijuana and hashish. Hashish is a potent form of cannabis (marijuana) produced by collecting and compressing the most potent material from cannabis plants.</p> <p>Answer choice “HIV/AIDS” stands for Human Immunodeficiency Virus/ Acquired Immune Deficiency Syndrome.</p> <p>Answer choice “other chronic physical illness” is defined as a health condition lasting 3 or more months that cannot be fully cured by medical intervention. Examples include, but are not limited to: asthma, arthritis, cancer, diabetes, and epilepsy.</p>
<p># 23: Past experiences?</p>	<ul style="list-style-type: none"> • Answer choice “a” domestic violence includes violence committed by a spouse, cohabiting partner, parent, or other family member. • Answer choice “b” Child abuse or neglect includes any recent act or failure to act on the part of a parent or caretaker which results in death, serious physical or emotional harm, sexual abuse or exploitation, an act or failure to act which presents an imminent risk of serious harm to a child. • Answer choice “c” Foster care system involvement means having contact with a government agency that intervenes into a family and places any minor children into a ward, group home, or private home of a state-certified caregiver.

	<ul style="list-style-type: none"> • Answer choice “d” Legal problems or prior conviction includes a variety of experiences, including arrest and detention that do not necessarily include actual conviction (a formal declaration that someone is guilty of a criminal offense, made by the verdict of a jury or the decision of a judge in a court of law) or incarceration (to be put in jail or prison or other confinement based on a conviction of a crime). • Answer choice “e” Sexual Assault includes any type of sexual contact or behavior that occurs without the explicit consent of the recipient. This can include forced sexual intercourse, forcible sodomy, child molestation, incest, fondling, and attempted rape. • Answer choice “f” Gang involvement includes being a part of a group of 3 or more persons with a common interest, bond, or activity and participating in criminal or delinquent activity.
# 24: Income/benefits?	<p>This question is designed to focus on government benefits. There is a question about other, less formal, sources of income later in the survey and employment income was addressed in a prior question.</p> <p>Choices <i>p</i> through <i>s</i> are only available to youth who age out of foster care. There are many types of federal tax credits granted for qualifying criteria such as having a child or having a disability. For individuals whose income is under a certain threshold, the most commonly received tax credit is the Earned-Income Tax Credit (EITC). The EITC is a benefit that provides a tax refund for people who work but who do not meet a minimum annual salary.</p>
# 25: Items needed?	<p>Do not check answer choices for items that the youth has already obtained. Please only check answer choices for items that the youth needs and has not been able to easily obtain. Answer choice “State ID” means an identification card issued by the Texas Department of Public Safety or the equivalent office in another state or country.</p>
# 26: Services needed?	<p>Do not check answer choices for services that the youth received in the past unless the youth needs to access those services again and has not been able to do so.</p> <p>Answer choice “Emancipation assistance” means help with filing the necessary legal paperwork for removal of disability of minority.</p> <p>Answer choice “Peer support or other emotional support” includes peers who are people of equal standing. In mental</p>

	health, peer support is an affiliation of two or more people experiencing the same situation who can thereby respond with empathy and show support through understanding.
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